Joint Office of Gas Transporters

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UNC DSC Change Management Committee Minutes
Wednesday 07 February 2024
Via Microsoft Teams

at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA

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Attendees			
Rebecca Hailes (Chair)	(RHa)	Joint Office	Non-Voting
Nikita Bagga (Secretary)	(NB)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Oorlagh Chapman + Alternate for Andrew Eisenberg	(OC)	Centrica	Class A x 2 & Class C
Lisa Saycell	(LS)	SEFE Energy	Class B
Sweetta Coopamah	(SC)	Total Energies	Class B & Class C
Transporter Representatives (Voting)			
Edward Allard	(EA)	Cadent	DNO Voting
Tom Stuart	(TS)	Wales & West Utilities	DNO Voting
Bill Goode + Alternate for Richard Loukes	(BG)	National Gas Transmission	NTS Voting x 2
Kundai Matiringe + Alternate for Michelle Brown	(KM)	BUUK	IGT Voting x 2
CDSP Change Management Representatives (Non-Voting)			
Emma Smith	(ES)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Dave Addison	(DA)	Xoserve	
James Barlow	(JB)	Xoserve	
Jo Williams	(JW)	Xoserve	
John Welch	(JWe)	Xoserve	
Karl Davidson	(KD)	Xoserve	
Lee Greenwood	(LG)	Centrica	
Mark Jones	(MJ)	SSE	
Molly Haley	(MH)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Rob Westwood	(RW)	Xoserve	
Sarah Brown	(SB)	BUUK	

DSC Change Management meetings will be quorate where: Committee Representatives of at least two (2) shall be Shipper Representatives and three (3) shall be DNO Representatives, NTS Representatives or IGT Representatives, are present at a meeting who can exercise six (6) votes.

Please note these minutes do not replicate/include detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of all papers are available at: https://www.gasgovernance.co.uk/dsc-change/070224

1.   Introduction

Rebecca Hailes (RHa) welcomed all to the meeting and confirmed the meeting was quorate.

1.1. Apologies for absence

Andrew Eisenberg – Shipper Representative
Richard Loukes - NTS Representative

1.2. Alternates

Oorlagh Chapman for Andy Eisenberg
Kundai Matiringe for Michelle Brown
Bill Goode for Richard Loukes

1.3. Confirm Voting rights

The voting rights were confirmed as below:

Representative	Classification	Vote Count
Shipper		
Oorlagh Chapman + Alternate for Andy Eisenberg	2x Shipper Class A & C	3 votes
Lisa Saycell	Shipper Class B	1 vote
Sweetta Coopamah	Shipper Class B & C	2 votes
Transporter		
Edward Allard	DNO	1 vote
Tom Stuart	DNO	1 vote
Bill Goode + Alternate for Richard Loukes	NTS x 2	2 votes
Kundai Matiringe + Alternate for Michelle Brown	IGT x 2	2 votes

1.4. Approval of Late Papers

RHa confirmed there were no late papers to approve however there was an amendment to slide 15 in relation to XRN5556J. Rachel Taggart (RT) advised that a second publication took place with Xoserve responses being included. Slides with updates are shown with a star.

1.5. Approval of Minutes (20 January 2024)

The minutes of the previous meeting were approved.

1.6. Review of Outstanding Actions

0101: CDSP (PO) XRN5614: Please provide analysis of current and expected impacted meter point quantities, scenarios, and volume trend. TO be provided alongside detailed design of XRN5614.
Update: Xoserve are still working on this action but expect to bring an analysis to the next meeting in March. **Carried Forward**
0102: CDSP (DA) to provide Committee with costs associated to issues discovered following implementation of REC0067.
Update: It was agreed that this action would be carried forward. **Carried Forward**

2. DSC Change Budget Update & Horizon Planning

2.1. General Change Budget Update BP23

CDSP provided an update on the General Change Budget Update and provided the Committee with the Forecasted Year End Spend.

RT advised that the graph on the slide had been amended to reflect the potential overspend. There is the potential overspend coming for DNOs and IGTs however, as there is the ability for this to be spent in the next financial year, this may not be considered material.

RT further explained that if there are any material changes at the beginning of the year, this could be delivered in the new financial year. The graph reflects where there is commitment for this which has not yet been approved, this is the potential overspend.

Ed Allard (EA) asked about the effect on the next year's budget and whether this would cause a strain on the next year's budget. EA queried how CDSP would be treating these requests.

Paul Orsler (PO) explained that traditionally, a rebate position would be agreed with customers where there has been a genuine underspend or the funds would be carried forward to the next financial year to reduce the funds required for BP24.

This year, CDSP are looking to reserve funds and carry forward whilst also considering the option of a rebate. PO advised he would take this away and provide an update at the next meeting to obtain further clarity.

EA advised this would be helpful and did not need to be a formal action.

2.2. Change Pipeline

CDSP provided the Change Delivery Pipeline which included a delivery plan of all live changes from January 2024 – March 2025. This was broken down into sections for the following periods: January 2024 – March 2025 Overview; January 2024 to July 2024; the Change Backlog Details; and an update on the DSC Change Consultation Plan.

PO advised the boxes in green on slide 6 indicate the successful implementation of XRN5665 and XRN5690. One relates to a reporting Change and the other is in relation to a file introduction to support the billing calendar.

PO discussed XRN5658, advising that given Ofgem's recent decision to reject the corresponding Modification 0831 and Modification 0831A, XRN5658 will be removed from the plan.

It was further highlighted that there are plans to deliver the November 24 Major Release with 3 candidates (XRN 5615, XRN 5720 and XRN 5616a), subject to approval. PO wanted to provide the Committee with some forward notice on what those changes look like.

Minor Releases have been plotted on the Roadmap with a placeholder for September 2024 and March 2025, although no immediate candidate has been identified for February 2025.

PO provided an update on the Changes in the Backlog, advising that XRN5531 will not be proceeding following the policy decision from the government, however, it should be noted that the H100 project will not be impacted and this project will be proceeding towards the end of 2024. Different Workshops will be put in for different constituencies to provide further updates. A decision on Modification 0819 implementation is awaited from Ofgem. . The intention with this Modification is to release the Solution Pack in February and to consider including it in the November 24 Major Release.

PO provided an update on the Changes on Hold, explaining that XRN5701 will be brought back to Committee to understand the development of Modification 0843. RHa advised that the Workgroup is looking to request an extension on Modification 0843 from Panel in February.

RHa asked about the 2 parts to XRN5615. PO explained that Part A allows DNOs to make a decision to see if a CSEP can be created within the register. Part B is similar, but at a meter point level.

Please refer to the published slides for full details.

2.3. Retail Energy Code (REC) Change

CDSP provided an overview of the ongoing REC Changes.

Further information on all the Changes can be found on the REC Portal at: https://recportal.co.uk/recportal

Molly Haley (MH) advised that a new layout had been adopted for the REC slides to make the information more digestible and relevant for the Committee. As this month is the first month trialling the new layout, the old layout with further information is contained in the appendix. Oorlagh Chapman (OC) advised she prefers for the slides to contain more information instead of being condensed into one slide. MH considered this and advised this would be taken on board but the rationale is to not limit the information to one slide but to focus the information and provide brief changes.

In relation to R0070 (enduring test environment), CDSP conducted a session with the REC Code Managers following concerns being raised. It was decided that there would be limited impact to CDSP which is why a Detailed Impact Assessment had not been submitted, although a response to Legal Text had been submitted.

Since the presentation slides have been submitted, CDSP has submitted a consultation response for R0148at the end of January. Discussions took place with the REC Code Manager in an attempt to clear their backlog.

Dave Addison (DA) provided an update on R0067, explaining that a change fix is expected from Landmark (in relation to CSS) on 8 February. CDSP are awaiting definitive implementation times so that they can then begin the planning for testing. Depending on the confidence in the test which is due to take place imminently and providing it works, the functionality will be turned on to allow the resend capability to be used. CDSP will communicate with the Industry once they have further information.

3.   **Change Development**

There was nothing to discuss in relation to this agenda item this month.

4.   **Design & Delivery**

Design Change Packs – For Approval

4.1.   XRN5564 – Gemini Sustain Plus Programme

CDSP provided an update on the Gemini Sustain Plus Programme.

The Change pack was sent last month and the focus group generated a few queries regarding APIs and how to connect to the new system. Karl Davidson (KD) advised that further information will be shared in the coming months. Credentials for the APIs will be shared during March.

The application consists of new architecture, unification of exit and entry systems, changes affecting capacity and energy balancing processes and pain points being addressed such as now being able to access the system 24/7 and from other internet-enabled devices.

KD discussed the queries regarding notifications, confirming there is an option to opt-out. There is also the ability to opt-in however this would need to go through the service desk.

Swetta Coopamah (SC) asked about the proposed release date, querying whether it is still on track for September as the slide states "Adhoc proposed". KD confirmed it is on track for 8 September with the contingency being 22 September. The next Focus group will involve a high level summary of what the outage will be and KD confirmed that extended outage will be required for more than the normal maintenance window. He advised he would circulate the invite for the next Focus group.

In relation to the circulation of details regarding the APIs, Lisa Saycell (LS) asked when these details would be released, advising that there would be a dependency on internal resources to make the changes required. KD confirmed that the hope is for these details to be shared during the first week of March; details are shared during the Focus group and details published on the website to ensure there are multiples forums to communicate the information. Once details have been shared in March, CDSP will be looking to enter into the heading phase of connectivity in April where support will be provided. The internal support being provided and the issue of whitelisting is the reason for the gap between the information being shared and the heading phase of connectivity.

Shipper, DNO and NGT Members were asked to vote to approve the change to progress into detailed design, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Oorlagh Chapman+ Alternate for Andy Eisenberg	3	For
Lisa Saycell	1	For
Swetta Coopamah	2	For
Total	**6**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Bill Goode (NTS) + Alternate for Richard Loukes	2	For
Total	**4**	**For**

4.2. XRN5556J – Contract Management Service (CMS) Rebuild – Delivery of Must Reads Process (MUR)

Jo Williams (JW) informed the Committee of what has been done so far and the plan going forward. The Change pack is currently for Must Read Processes with a few enhancements to the functionality element following conversations in Workshops and Customer Focus groups. The key change is the file formats for MJI and RJI and the additional column on KMI.

System changes will be required to accommodate and enhance the framework for customers. Please refer to point 4.8 for further information relating to the 3 options available to assist customers. These options will be considered during the support sessions.

RHa presented to the Committee the consultation response feedback from Indigo Pipelines who opted to defer the Change with the rationale being that they required further information.

The Committee discussed the option of wanting to consider the impacts of the transitional phase and the risks involved. As a result, it was discussed that a deferral may be preferable to allow the Committee to consider the matter further before approving the matter into detailed design.

Given that the release date is currently proposed as being 4 March, JW and PO advised they would prefer for the Committee to vote to go ahead as opposed to defer. If a majority support is not obtained, this will need to be taken away by CDSP to consider further ahead of the proposed release date.

OC raised that she did not want to be in a position where her 3 votes would sway the majority if the remainder of the Committee require additional time to review the position and the technical nature.

In relation to the Change Pack which is due to be released, Kundai Matiringe (KM) stated it may be more beneficial for this to be reviewed before the Committee votes to approve the detailed design. This way, the Committee will be better informed on what the Change and risks entail.

In the event the implementation date does not go ahead due to a deferral by the Committee, PO and JW confirmed that this would not affect the IGT Must Reads as the details in the Modification are still supported.

RHa suggested that either 8 February, 20 February or 27 February may be considered as alternative dates for an extraordinary DSC Change Management Committee meeting, although 20 February would be subject to confirming the availability of the Chair who would be attending this meeting.

Tom Stuart (TS) advised he wanted to allow his SMEs further time to consider this Change in light of Indigo's highlighted concern and ideally, that should happen before the vote to approve the Change into detailed design.

Shipper, DNO, NTS and IGT Members were asked to vote to approve the detailed design and progress into delivery, with unanimous approval recorded as follows to defer the matter:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Oorlagh Chapman + Alternate for Andy Eisenberg	3	Defer
Lisa Saycell	1	Defer
Sweetta Coopamah	2	Defer
Total	**6**	**Defer**
Transporter Representatives	**Voting Count**	**For/Against**
Edward Allard (DNO)	1	Defer
Tom Stuart (DNO)	1	Defer
Kundai Matiringe (IGT) + Alternate for Michelle Brown	2	Defer
Total	**4**	**Defer**

Post Meeting Update

RHa later confirmed that the extraordinary DSC Change Management Committee meeting to consider 4.2.　　XRN5556J – *Contract Management Service (CMS) Rebuild – Delivery of Must Reads Process (MUR)* will take place on 20 February at 9.30-10.00.

Change Documents (BER, CCR, EQR) - Vote

4.3. CCR for XRN5690 Creating a loadable Billing Calendar File for DSC Customers

The detailed Change Completion Report (CCR) was presented for approval.

Rob Westwood (RW) advised that implementation took place on 18 January and the Committee should have received confirmation of this. The implemented version is in addition to the current, existing file format, it does not replace it.

Shipper, DNO and NGT Members were asked to vote to approve the CCR for the final costs and project closedown with a unanimous vote as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Oorlagh Chapman + Alternate for Andy Eisenberg	3	For
Lisa Saycell	1	For
Sweetta Coopamah	2	For
Total	**6**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Bill Goode (NTS) + Alternate for Richard Loukes	2	For
Total	**4**	**For**

Projects for Approval

4.4. Scope Approval for XRN5711 June 24 Major Release February 2024 Major Release Update

RW informed the Committee that the CDSP is suggesting that XRN5675 be added to the scope of the Major Release. The present position of this Change is that it is currently in design and the detailed design pack is expected to be published in March.

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In relation to XRN5614, LS informed the Committee of the pre-meeting discussions in relation to XRN5614, highlighting that if there are going to be systematic changes, it is too short notice for SEFE Energy to make the relevant changes, without knowing the design. Therefore they recommended the option of moving this Change out of June24 Major release. OC agreed, stating that November 24 would be preferable.

PO highlighted that the intention today is to only seek approval to include XRN5675, given that Ofgem have approved the related Modification 0836S. PO confirmed that all parties would be voting as it will affect the scope of the Major Release. BG stated he was not a benefitting party.

Shipper, DNO, NTS and IGT Members were asked to vote to add XRN5675 to the June 24 Major Release alongside XRN5573b, with the votes as follows:

Voting Outcome:		
Shipper Representatives	**Voting Count**	**For/Against**
Oorlagh Chapman + Alternate for Andy Eisenberg	3	For
Lisa Saycell	1	For
Sweetta Coopamah	2	For
Total	**6**	**For**
Transporter Representatives	**Voting Count**	**For/Against**
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Bill Goode (NTS) + Alternate for Richard Loukes	2	Abstain
Kundai Matiringe (IGT) + Alternate for Michelle Brown	2	For
Total	**6**	**For**

With BG's (NGT) abstention the vote was unanimous.

RHa confirmed that there was no vote in relation to XRN5614, confirming there was an agreement amongst the Committee for this to be deferred and included in the November 24 Major Release.

Projects For Information

4.5. Scope for XRN5727 Minor Release 12

An overview of the Change Proposal was provided which relates to the Minor Release Drop 12.

RHa asked whether there would be an impact on the Gemini Sustain Plus Programme. RW confirmed there would not, further highlighting that this change is looking to automate the current process of uploading to Gemini. CDSP are looking at the Minor Release now as no customer impacts have been identified as a result of the Change, this will also allow customers to have earlier visibility of the internal work being conducted to improve the services provided.

PO highlighted that there has been significant engagement with Gemini so they are aware of this Change, however, BG stated that he was no aware of any impacts to legacy Gemini. As a result, PO and BG agreed to pick this up and discuss it separately.

Please refer to the published slides for full details.

4.6. XRN5682 February 24 Major Release Update

An overview of the Change Proposal was provided which relates to the February 24 Major Release.

CDSP are still on track for the implementation of XRN5682, with the contingency still in place.

A few questions had arisen from the external awareness session, however these were resolved during the session. Communications will be circulated to industry to provide updates to those who were not able to attend the session.

Please refer to the published slides for full details.

4.7. XRN5629 November 2023 Major Release Update

An overview of the Change Proposal was provided which relates to the November 23 Major Release.

RW advised this would be the penultimate appearance, following successful implementation in November.

The scope initially started with several candidate XRNs however, by the time the Change was implemented, just 2 XRNs (5186 and 5482) were implemented.

In relation to XRN5482, just under 2,500 RRPs have been received from Shippers since implementation. There has been a reduction in the RFAs however the statistics over the coming months may prove interesting.

Please refer to the published slides for full details.

4.8. XRN5564 Gemini Sustain Plus Programme Update

An overview of the Change Proposal was provided which relates to the Gemini Sustain Plus Programme.

The development of the Gemini interface is underway and should be completed by the end of this month.

The most recent Focus group saw a significant jump in attendees since December, with 180 attendees in total. The Workshops will continue until the Change goes live.

RHa asked about the RAG status for the 'Risks and Issues' asking why this was amber. Karl Davidson (KD) advised that this is usually explained at the bottom of the slide but apologised for not including this. The same narrative applies in that whilst the risks and issues are being managed, there is nothing too extreme that would have an effect on the schedule or the delivery.

There will be an engagement opportunity with the invite being sent out for the next Workshop which is scheduled for 18 March. The Workshop will discuss important technical updates regarding URLs and IPs. The invitation is usually sent via the normal UK Distribution Link and to those who usually attend. If anyone wishes to attend and doesn't receive the invite, they should contact Xoserve.

At the time the slides were published, CDSP had only received 40% of responses. Since the analysis has been conducted, this has increased to 82% . CDSP are encouraging engagement with customer teams to ensure there is a lead from each organisation. High level details will be sent out to industry and listed on the Xoserve website. CDSP encourage registration by the end of the year so that market trial IDs can be registered.

For the detailed update, please refer to the published presentation.

4.9. Data Discovery Platform (DDP) Update

CDSP provided an update, which included a roadmap, the latest sprint updates, a DDP appendix and previous release updates.

JW confirmed that Release 5 has now been completed, although at the point of publication of the presentation slides this was showing as being 'in progress'.

For the detailed information please refer to the published slides.

5. Non-DSC Change Budget Impacting Programmes

5.1. CMS Rebuild Update

CDSP provided an overview of the CMS rebuild delivery roadmap and progress to date. JW confirmed work continues with the UK Link change team to deliver two changes that have CMS rebuild impacts. Customer Focus Group placeholders for the remainder of the year have now been issued.

The CMS Rebuild webpages continue to be updated to reflect activities at:
https://www.xoserve.com/products-services/data-products/contact-management-service-cms/cms-rebuild/

RHa advised that additional slides had been added and these had been marked with a star.

An additional support course will be provided during the first week of the launch with a support plan in place to ensure everything is on track.

The Change pack was issued and comments were received advising that further information was required. As a result, the customer experience team will be reaching out to shipper constituencies.

Emma Smith (ES) provided an overview of the 3 support options available to customers, highlighting that the first option appears to be most favourable and allows for the cleanest cut off and reload into the CMS.

RHa highlighted that, in relation to the roadmap, it will be interesting to see what happens to the Contingency TBC column for 4 March given that, at this point in the meeting, an agreement could not be reached in relation to XRN5556J.

For the detailed update please refer to the published slides.

6.   Any Other Business

6.1. Cloud IX

Emma Smith (ES) provided an update on the technical cloud IX transformation work. CDSP will be looking to roll out in the next coming month and global communications will be sent out to customers to inform them.

CDSP will be looking to contact individual customers to start discussing and providing support for the transition period.

Further details can be found on the Xoserve website and a wider communication will be sent out to the wider customers.

6.2. Delivery Sub-Group Summary

James Barlow (JB) provided an update on the Delivery Sub-Group (DSG), confirming there was good attendance with 15 attendees, mostly involving shipper members, although further representation is encouraged.

PO advised that the DSG was relatively light in terms of the content covered given that it was the first of the year however the intention is that further material will be covered at the next group. It will also be a good opportunity for those who have operational teams who want to understand what has been issued in the packs.

The next DSG is set for 19 February.

6.3. KVI Change Management Survey

The Committee did not discuss this agenda point.

6.4. Theft Process – Post 0734S Clarification

RHa stated that she was happy to accept this topic as an AOB.

Modification 0734S was implemented last year and seeks to introduce a new theft of gas supplier-led interactions arrangements. The issue is with claims with a theft value of 0 or 1.

RHa asked in what circumstances there would be a value of 0 or 1. It was agreed this would be answered and discussed further in the Distribution Workgroup on 22 February.

TS stated that Ofgem's intention to conduct a supplier review may be the reason for the increased reports. See: https://www.ofgem.gov.uk/sites/default/files/2023-12/2023.11%20Ofgem%20-%20Open%20letter%20on%20Energy%20Theft.pdf.

7. **Diary Planning**

DSC Change meetings are listed at: https://www.gasgovernance.co.uk/DSC-Change

All other Joint Office events are available via: https://www.gasgovernance.co.uk/events-calendar/month

Time/Date	Meeting Paper Deadline	Venue	Programme
10:00 Wednesday 13 March 2024	5pm Tuesday 05 March 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 10 April 2024	5pm Tuesday 02 April 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 08 May 2024	5pm Tuesday 30 April 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 12 June 2024	5pm Tuesday 04 June 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 10 July 2024	5pm Tuesday 02 July 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 07 August 2024	5pm Tuesday 30 July 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 11 September 2024	5pm Tuesday 03 September 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 09 October 2024	5pm Tuesday 01 October 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 13 November 2024	5pm Tuesday 05 November 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 11 December 2024	5pm Tuesday 03 December 2024	Microsoft Teams	Standard Agenda

DSC Change Action Table						
Action Ref	Meeting Date	Min Ref	Action	Owner	Reporting Month	Status Update
0101	10/01/2024	1.6	CDSP (PO) XRN5614: Please provided analysis of current and expected impacted meter point quantities, scenarios, and volume trend. TO be provided alongside detailed design of XRN5614.	CDSP (PO)	March 2024	**Carried Forward**
0102	10/01/2024	6.4	CDSP (DA) to provide Committee with costs associated to issues discovered following implementation of REC0067.	CDSP (DA)	March 2024	**Carried Forward**