

Extraordinary DSC Change Management Committee Minutes
Tuesday 20 February 2024
Via Microsoft Teams

Attendees			
Mark Cockayne (Chair)	(MC)	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
Swetta 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)			
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
James Barlow	(JB)	Xoserve	
Jo Williams	(JW)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Rob Westwood	(RW)	Xoserve	
Simon Harris	(SH)	Xoserve	
<p><i>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.</i></p> <p><i>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/200224</i></p>			

1. Introduction

Mark Cockayne (MC) welcomed all to the meeting and confirmed the meeting was quorate. This extraordinary meeting had been arranged subsequent to the DSC Change Management Committee meeting on 7 February to discuss XRN 5556J - Contact Management Service (CMS) Rebuild – Delivery of Must Reads Process (MUR).

1.1. Apologies for absence

Andrew Eisenberg – Shipper Representative

1.2. Alternates

Oorlagh Chapman for Andrew 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

During the meeting, MC advised that there were no late papers to approve.

Post-meeting correction:

Post-meeting note - there was one late paper to approve in support of item 2.1.

2. Design & Delivery

2.1. XRN5556J - Contact Management Service (CMS) Rebuild – Delivery of Must Reads Process (MUR)

Jo Williams (JW) provided the Committee with a background to the Change and an overview of the presentation slides.

JW advised that previously, CDSP were not aware of the system integration for JI, RJI, and LTI and since the last DSC Change Management Committee meeting, CDSP have facilitated some customer constituency sessions to run through the 3 options being provided. CDSP are aware that there are some customers who will not be able to make the changes in time however the 3 customisable options will be available to help accommodate those customers. JW provided an overview of the 3 options to the Committee.

Extra weekly support sessions have been scheduled to assist customers, with a 2-week follow-up call after the March 4th launch.

JW informed the Committee that if there are any customers wanting to choose option 1, to let CDSP know in advance so that they can ensure sufficient resource and support is provided to deal with any queries in the inbox.

The Committee agreed that they now had sufficient information to proceed to vote to approve into detailed design.

Please refer to the presentation slides published for further information and detail.

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	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
Kundai Matiringe (IGT) + Alternate for Michelle Brown	2	For
Total	4	For

3. Any Other Business

Simon Harris (SH) provided the Committee with a verbal update on Cloud IX.

CDSP is gearing up regarding Cloud IX and is in the process of contacting and onboarding customers.

The UK Link Manual has been tweaked slightly in terms of the documents, as currently, they are leaning heavily towards the Physical IX. Although the changes are light touch, there are quite a few in terms of the number of documents. CDSP is looking to align these changes with the proposed onboarding of the first customers.

CDSP are also looking to issue a Change Pack for the Committee to review which will be sent out as soon as possible and will relate to Cloud IX.

Once the physical IX has been decommissioned, the documents will be revisited to be made more explicitly applicable to Cloud IX.

If the Committee has any questions regarding Cloud IX, they should contact SH directly to discuss further.

4. 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