

UNC DSC Change Management Committee Minutes
Wednesday 10 July 2024
Via Microsoft Teams

Attendees			
Rebecca Hailes (Chair)	(RHa)	Joint Office	Non-Voting
Nikita Bagga (Secretary)	(NB)	Joint Office	Non-Voting
Aaliya Khan (Observer)	(AK)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Andrew Eisenberg	(AE)	E.ON	Class A
Lee Greenwood as Alternate for Oorlagh Chapman	(OC)	Centrica	Class A & Class C
Lisa Saycell	(LS)	SEFE Energy	Class B
Louise Hellyer	(LH)	Total Energies Gas & Power	Class B & Class C
Transporter Representatives (Voting)			
Edward Allard + Alternate for Tom Stuart	(EA)	Cadent	DNO Voting
Bill Goode + Alternate for Richard Loukes	(BG)	National Gas Transmission	NTS Voting
Michelle Brown	(MB)	Energy Assets	IGT Voting
Kundai Matiringe	(KM)	BUUK	IGT Voting
CDSP Change Management Representatives (Non-Voting)			
Emma Smith	(ES)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Angela Clarke	(AC)	Xoserve*	
Helen Chandler	(HC)	Northern Gas Networks	
James Barlow	(JB)	Xoserve*	
James Hallam-Jones	(JHJ)	Xoserve*	
Josie Lewis	(JL)	Xoserve*	
Lorraine O'Shaughnessy	(LO)	Xoserve*	
Mark Cockayne	(MC)	Joint Office	
Molly Haley	(MH)	Xoserve	
Rachel Addison	(RA)	Xoserve*	
Rachel Taggart	(RT)	Xoserve*	
Rob Westwood	(RW)	Xoserve*	
Sally Hardman	(SH)	SGN	
Steve Pownall	(SP)	Xoserve*	
<i>*NB some Xoserve/CDSP colleagues join the meeting for specific agenda items and are not present for the entire meeting</i>			
<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>			
<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/100724</i>			

1. Introduction

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

1.1. Apologies for absence

Tom Stuart, DNO Representative

1.2. Alternates

Lee Greenwood for Oorlagh Chapman

Edward Allard for Tom Stuart

Bill Goode for Richard Loukes

1.3. Confirm Voting rights

The voting rights were confirmed as below:

Representative	Classification	Vote Count
Shipper		
Andrew Eisenberg	Shipper Class A	1 vote
Lee Greenwood as Alternate for Oorlagh Chapman	Shipper Class A & C	2 votes
Lisa Saycell	Shipper Class B	1 vote
Louise Hellyer	Shipper Class B & C	2 votes
Transporter		
Edward Allard + Alternate for Tom Stuart	DNO	2 vote
Bill Goode + Alternate for Richard Loukes	NTS	2 vote
Michelle Brown	IGT	1 vote
Kundai Matiringe	IGT	1 vote

1.4. Approval of Late Papers

The Committee agreed to approve the amended agenda and amended presentation slides.

1.5. Approval of Minutes (12 June 2024)

The minutes of the previous meeting were approved.

1.6. Review of Outstanding Actions

0403: CDSP (PO) to consider the provision of better evidence of the costs associated with the scope of this Change (XRN5616B) to allow the Committee to scrutinise and validate how the costs had been reached.

Update: Please see the discussion at agenda item 4.5. As a result, the Committee agreed to close this action.

Closed.

0404: CDSP (PO) to consider the timeline for delivery of XRN5616B in November 2024 and the likelihood of slippage of the agreed timeline.

Update: Please see the discussion at agenda item 4.5. As a result, the Committee agreed to close this action

Closed.

0501: CDSP (PO) to confirm a plan to re-introduce XRN5614 into November 2024 Major Release or as a stand-alone solution if XRN5616B is delayed or changes significantly.

Update: Please see the discussion at agenda item 4.5. As a result, the Committee agreed to carry forward this action.

Carried Forward.

2. DSC Change Budget Update & Horizon Planning

2.1. General Change Budget Update BP24

CDSP provided an overview of the General Change Budget Update, highlighting that the feedback obtained previously was to review the overall budget for the Change Budget. A slide was included in the presentation pack to detail this information, however, Rachel Taggart (RT) advised that a link is included on slide 4 for the Change Budget.

The Committee agreed that going forward, the link to the Change Budget is sufficient. Changes to last month's budget are included in the presentation slides, so that Committee is able to see what was approved and the effect this had on the budget.

Please refer to the published slides for full details.

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 – June 2024; July 2024 to March 2025; the Change Backlog Details; and an update on the DSC Change Consultation Plan for July 2024 and August 2024.

Please refer to the published slides for full details.

Paul Orsler (PO) advised that the items highlighted in yellow, indicate the items that have changed from one month to the next. June 24 Major Release was successfully implemented 2 weeks ago.

When discussing the Delivered Changes (slide 8), PO highlighted the ones which were delivered which relate to IGT Modification 170, which is related to UNC Modifications 0836S and 0855. Adjustments are required as a result of the switching impact.

In relation to the Change Delivery Plan (slide 9), the items highlighted on the presentation slides reflect those which have a delivery status. CDSP is looking to withdraw XRN5719 as the Business Evaluation Report (BER) is due to be presented during this meeting and following approval, the platform will be made available. Please refer to agenda item 4.1 for further information. In relation to XRN5614 and XRN5616, please see the discussion at agenda item 4.5.

The Committee considered the Change Backlog Details and PO advised that these are not changes which are sitting dormant, they are being actively developed through the change process and are listed in order of prioritisation. PO discussed XRN 5546 where a lot of analysis is required and CDSP is working with CSS to understand what the data quality looks like for addresses in UK Link. There is no intention for this to move to the technical development stage but it is listed as an active change. XRN5702 relates to Modification 0864S and the removal of Facsimile; this change has a higher priority due to it being a Modification (a regulatory change). The intention is for this to move straight into Detailed Design and PO explained that CDSP has a good understanding of the technical changes required. The Detailed Design Phase has been scheduled for delivery in 2025. In relation to XRN5784 which relates to Modification 0862, CDSP is confident that the appropriate step is to progress into the Detailed Design Phase with the intention to present to Industry the technical delivery efforts and costs required to support the delivery timeline.

The Committee discussed whether there will be sufficient funds to meet the backlog or whether these costs will be experienced in the following year. PO advised that it could be a combination of both, it may be that funds are taken across from this year, however, further information will be provided in November 2024. Depending on scheduled delivery dates, it may be that some funds will need to be reserved from this business year to carry over to the next to meet cost estimates. Consideration will need to be given to budget and funding arrangements.

RHa advised that Modification 0864S is currently out at UNC Consultation and is due to be considered at Panel in August 2024. The Workgroup Report for Modification 0862 will be considered by Panel next week (18 July) with the intention to subsequently proceed to consultation.

In relation to XRN5806 and XRN5808, these remain on hold however, PO advised that the intention is to issue one Change Pack to apply to both. The design is to be discussed with Shippers who will be utilising the Changes once they go live in November 2024.

2.3. Retail Energy Code (REC) Change

CDSP provided an overview of the ongoing REC Changes, providing a table of the Changes in progress, a summary of the related XRN Changes, and Changes under prioritisation review. An additional line had been included to inform the Committee of the expected impact for each change.

Please refer to the presentation slides published for the detailed update.

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

Molly Haley (MH) advised that there were a few mistakes on the presented slides and a corrected version would be provided for publication following the meeting.

The output has now been finalised for R0080 and the final change report has been released. The change will be decided by the REC Technical Expert Panel in July 2024.

MH highlighted the incorrect date on the slide 14 relating to R0094, advising that this will be monitored until the release in November 2024.

A follow up session has been scheduled for 11 July 2024 for R0120 with the Code Managers following feedback obtained on the impact assessment results.

R0178 and R0169 both have potential impact assessments however, there is no confirmed date at this stage.

R0142 was successfully implemented at the end of June 2024 and will subsequently be removed from the list going forward.

The Meta Data Catalogue is currently being considered by CDSP for R0148. CDSP is unsure of the implementation date for this Change at this stage and is in discussions with the Code Manager to confirm this.

3. Capture

New Change Proposals – Internal Review – For Approval

3.1. XRN5806 – CDSP Solution to enable exit of application of User Premises Termination Notice (UPTN)

An overview of the Change Proposal was provided for information.

This had been raised to consider the downstream impacts of the UK Government sanctions being lifted and relates to Modification 0854 which covers the steps required in the event a User is sanctioned. James Barlow (JB) explained that the intention is to ensure that the sanctioned User can return to the market with no existing portfolio and continue to use the existing identifier.

Mark Cockayne (MC) highlighted the pre-meet discussions on this Change, advising that it may be beneficial to have further discussions. MC advised that he had been involved in Terminations work previously and that it would be useful to discuss this Change further with Phil Lucas (NGT) and the Xoserve Credit Team as there may already be existing processes in place and to ensure alignment.

Following a review process, it may be that CDSP is able to conclude that there are already arrangements in place to cater for this scenario and can subsequently conclude through analysis what changes would be required. This Change may not require a Modification, however it has been flagged as regulatory on the basis that Modification 0854 was a regulatory change. PO clarified the priority position, explaining that the high priority of this Change does not necessarily mean it will override other Changes but this is a discussion to be had.

Before the Committee proceeded to vote to approve the change into development, Lisa Saycell (LS) highlighted that the discussions indicated that perhaps more analysis was required. The Committee discussed this point and concluded that progressing the matter would assist in CDSP being able to correctly sign-post customers and JB advised that approving the change will not mean it is developed physically.

Kundai Matiringe (KM) highlighted the previous review implemented for Modification 0854 and PO highlighted MC's offer to provide expertise and knowledge on how this has been managed previously and if this Change is capable of having a precedent reapplied. The solution may be more of an operational change to processes as opposed to system changes.

Shipper, DNO, NTS and IGT Members were asked to vote to approve the change into development only, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andrew Eisenberg	1	For
Lee Greenwood as Alternate for Oorlagh Chapman	2	For
Lisa Saycell	1	For
Louise Hellyer	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Edward Allard (DNO) + Alternate for Tom Stuart (DNO)	2	For
Bill Goode (NTS) + Alternate for Richard Loukes (NTS)	2	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	6	For

3.2. XRN5808 - Providing Notification to DNs and IGTs for Capacity and Nomination Referrals Awaiting Action

An overview of the Change Proposal was provided for information.

This had been raised to address the issues relating to the Nomination Referral or Capacity Referral process requested by Shippers through the UK Link Portal for DNOs/IGTs to action.

PO provided an overview of the current process, explaining that when a Nomination Referral or Capacity Referral is sent and meets the relevant validation criteria, it is added to a workflow queue for the IGTs and DNOs to review. CDSP has identified a value-added improvement to the process by providing existing customers with a warning when something has been added to the workflow queue, this is to avoid overlooking anything. PO further clarified that this Change does not require any change to Industry rules.

The Committee then discussed the proposed funding split with LS advising that the proposal intends to create something to ensure that ordinary responsibilities are managed. Please refer to the presentation slide for further details on the DSC Service Area Associated Funding Split and the Proposed Funding split from the Proposer.

LS advised that this is a grey area however accepted that any improvements to the current process are welcomed. Edward Allard (EA) agreed with this point, advising that the aspiration at Cadent is to have 5 network teams monitoring the system to improve the use of the core process, this proposal is intended to add an additional layer of safety.

RHa clarified that the Committee were not voting on funding at this stage.

Shipper, DNO, NTS and IGT Members were asked to vote to approve the change into development only, with unanimous approval recorded as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Edward Allard (DNO) + Alternate for Tom Stuart (DNO)	2	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For

Total	4	For
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For Information

3.3. XRN5809 - DDP Release 2024/2025

An overview of the Change Proposal was provided for information.

CDSP is working on the design and data modelling work to provide support to the DDP Changes. Once approved, CDSP can start progressing with the impact assessment on the dashboards ahead of the November 2024 release date.

Please refer to the published slides for full details.

3.4. 3275 – VO – PO Notice of Amendments to the CDSP Service Documents

An overview of the Change Proposal was provided for information.

PO explained that the Change Pack was issued in April 2024 and updated to reflect the changes to the Budgeting and Charging Methodology to ensure that it reflected the new Budget and Charging Statement. A new Service Area for de-carbonisation has been introduced and DNOs will be responsible for funding as the Service & Operating area.

PO advised that there will be changes to the Service Documents themselves.

The Committee discussed the vehicle used for sending the Change Packs out for review and discussion, with PO highlighting that this is due to go to the DSC Contract Management Committee. Due to feedback advising that the initial Change Pack was not clear, this will be re-issued with further clarification. PO further confirmed that the Consultation period has now closed and was open for 60 days between April 2024 and July 2024.

During the break, participants were encouraged to use the QR Code on the presentation slide to complete the Customer Change KVI Survey.

4. Design & Delivery

For Information

4.1. XRN5719 - Consolidation of Specific Service Invoice and Supporting Information

An overview of the Change Proposal was provided which relates to the simplification and consolidation of the 2 emails sent by the invoicing team to DSC customers.

The current process requires 2 emails to be sent, the first issues the invoice amount and the second provides further information. The intention is to reduce traffic to customers and reduce the administrative effort required.

PO explained that the Design Solution was approved by the DSC Change Management Committee and subsequently moved into the Project Delivery Phase. However, as a result of mandatory upgrades required to the SAP HANA systems, CDSP considered ways to address and deliver the Change. Following the review, the process was considered costly and likely to cause lengthy delays and the approved design would need to be re-considered. Furthermore, it does not appear that the SAP HANA upgrade functionality can be simplified.

In light of this, PO discussed the various options in relation to moving the matter forward. These included delaying the date of implementation which would result in this Change being On Hold or closing the Change and considering to re-open in the future.

It was agreed that the best plan would be to close and re-open the Change in the future, if CDSP is able to identify a way to add value or demonstrate a benefit, something which they have not yet been able to do.

Please refer to the published slides for full details.

Standalone Documents for Approval (BER, CCR, EQR)

4.2. BER for XRN 5793 Platform to support Performance Assurance Committee (PAC)

The detailed Business Evaluation Report (BER) was presented for approval to support the transition of the secured platform from the Performance Assurance Framework Administrator (PAFA) scope to be provisioned by CDSP.

The Committee discussed the costs which were included in the Business Plan 2025 and the provision of a new Service Area within Service Line 15 to ensure CDSP's ongoing provisions for the platform. Sally Hardman (SH) queried the creation of the new Service Line and why this was not included within PAFA as part of their support to the Performance Assurance Committee (PAC) within the PAC contract. PO highlighted that it does not exist within the DSC Service Line. The PAFA arrangement has been set out through a tendering process and the deduction of the platform appears to be outweighed by the additional functionality of the PAFA agreement.

RHa queried the split of the third-party service in the current PAFA agreement with SH advising that this is split across 4 constituents. The view of Southern Gas Networks is that there will be an equity review and it is recognised that National Gas initially contributed financially to the set up but did not gain any benefit. SH advised that Southern Gas Networks is intending to put this forward with the recommendation that all costs associated with PAFA and PAC should have a Service Area of their own to combine existing costs into one.

SH clarified that she does not intend to propose an alternative funding split, her intention was to understand the rationale. Emma Smith (ES) did, however, clarify that the proposed funding split can be negotiated however, DNOs are likely to be responsible for a larger split. PO highlighted Shippers appear to be more closely aligned with delivering the service which is why they are proposed to be 80% responsible for the costs.

In terms of the financial responsibilities for maintaining and developing the platform, ES advised that there is a ring-fenced budget written into the UNC so that any further developments or reporting requirements will initially be taken from the PAC budget. Once this budget has been depleted, CDSP will consider the Change budget to fund anything over the initial expenditure. The budget has not been fully utilised over the past few years, however, it sits within the DSC General Change budget as a discrete line in its own right.

New Action 0701: CDSP and PAC to consider whether the ring-fenced PAC Budget is set at the right level and whether it is adequate for the next Business Plan.

ES discussed expediting the procurement process and the implementation date and clarified that Xoserve will own the platform.

EA confirmed the provision of information and data on the platform being provided to customers at the lowest level of granularity to allow them to still be able to achieve the purpose. Any new reports to be shared via the platform for the purpose of considering further performances are to be set and determined by PAC to determine what items are required and are managed under the PAC arrangement. RHa highlighted that this point was reasonable.

Before voting, Lee Greenwood (LG) queried the funding split and RHa confirmed that it is in line with Service Area 15 and noted that Service Area 9 has a different funding split.

Shipper, DNO and IGT Members were asked to vote to approve the BER for the final costs and as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andrew Eisenberg	1	For
Lee Greenwood as Alternate for Oorlagh Chapman	2	For
Lisa Saycell	1	For
Louise Hellyer	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Edward Allard (DNO) + Alternate for Tom Stuart (DNO)	2	For

Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	6	For

4.3. CCR for XRN 5695 Revision of Virtual Last Resort User and Contingent Procurement of Supplier Demand Event Triggers (Modification 0854)

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

Rob Westwood (RW) provided an overview advising that this Change is related to Modification 0854 and the Change is to ensure that CDSP has the necessary processes in place to facilitate the provisions when a registered User becomes subject to a new notification called the User Premises Termination Notice (UTPN).

RW stated that there will not be any changes in projected or actual costs for Service Area 8 Energy Balancing, the assumption is that this will be utilised in exceptional circumstances.

Please refer to the published slides for full details.

NTS Members were asked to vote to approve the CCR for the final costs and project closedown as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Bill Goode (NTS) + Alternate for Richard Loukes (NTS)	2	For
Total	2	For

4.4. CCR XRN 5727 Minor Release 12

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

RW explained that this Change is intended to enable the automated upload of information from UK Link to Gemini. The Change only concerns UK Link elements with the Gemini elements being handled separately.

The lessons learnt are from an internal governance perspective. Originally, CDSP planned for the delivery by a small team however further analysis proved that this would be too complex. Due to the delays, time scales will need to be reconsidered to ensure that all downstream impacts are taken into account.

The Committee discussed the funding arrangements with Bill Goode (BG) highlighting that the assumption is that the associated second part will be funded out of the Service and Operate budget once Gemini goes live however, CDSP will need to confirm this.

New Action 0702: CDSP (RW) to confirm the proposed service line/funding approach to deliver the second part of XRN5727. The first part of XRN5727 was delivered via Service and Operate. The consequential changes can be tagged as a child CP against XRN5781.

Please refer to the published slides for full details.

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

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andrew Eisenberg	1	For
Lee Greenwood + Alternate for Oorlagh Chapman	2	For
Lisa Saycell	1	For
Louise Hellyer	2	For

Total	6	For
Transporter Representatives	Voting Count	For/Against
Edward Allard (DNO) + Alternate for Tom Stuart (DNO)	2	For
Bill Goode (NTS) + Alternate for Richard Loukes (NTS)	2	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	6	For

Project Updates

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

4.5. February 25 Major Release Proposed Scope

CDSP provided an update for the Major Release and the Impact Assessment (IA) highlighting that the proposed scope for 2025 presented during the meeting is for information purposes only at this stage. RW advised that there were a few errors on the slides presented which he will call out and ensure that a correct version is provided for publication following the meeting.

As CDSP have progressed through the Detailed Design Phased, the Updated Cost Estimates reduced significantly for XRN5614 from £165k-£209k to £100k-£120k. Slightly reduced Updated Cost Estimates were provided for XRN5616b due to the additional work conducted. RW advised that the figure for the total was incorrect on the slides and should be noted as £419k-£505k.

RW highlighted a further error on page 31 of the slides relating to the Detailed Design submission. At the point that the presentation slides were collated, CDSP were considering a manual solution along with the costs and it was determined that the costs were not viable.

The Committee discussed proceeding with XRN5616b and the impact this would have on XRN5614. RW highlighted that the scope would be updated for approval in addition to the anticipated synergy benefit.

In light of the discussion, it was agreed amongst the Committee that the Outstanding Actions 0403 and 0404 would be closed. In relation to the Outstanding Action of 0501, PO advised that a decision will be provided in August 2024 and September 2024 with incremental updates being provided in the interim.

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

4.6. XRN5727 Minor Release 12

CDSP provided a status update for Minor Release 12 (XRN5727). Please see the discussion at agenda item 4.4 regarding the CCR for XRN5727.

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

4.7. XRN5711 June 24 Major Release Update

CDSP provided an update for the June 2024 Major Release, with RW highlighting the successful implementation on 28 June 2024 and CDSP being part way through the post implementation support (PIS) period and is on track to complete on 26 July 2024.

RW called out the risk section pertaining to the upload of reads which cannot be uploaded through the PIS period and impacted Shippers should have visibility of the reads coming through. CDSP will continue to provide ongoing updates until the CCR is ready in November 2024.

A further update will be provided next month in relation to the closure of PIS and the upload of reads.

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

4.8. XRN5778 November 24 Major Release Update

CDSP provided an update on the November 24 Major Release.

RW advised that the Detailed Design pack is to be published next week and everything is on track.

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

4.9. XRN5564 Gemini Sustain Plus Programme Update

CDSP provided an update on the Gemini Sustain Plus Programme. The overall RAG status is Amber due to a number of risks being managed within the programme and tight delivery schedules which CDSP are operating to. Due to the tight schedules, it was agreed to adjust the delivery schedule for the project to ensure there is a change to complete adequate secure testing for the programme and de-risk the potential of running over in the summer which carries further risks relating to resources. This is to ensure that the integrity of the Gemini project is retained.

Rachel Addison (RA) advised that the initial date for the online screen has moved from 5 August 2024 to 19 August 2024 and will run for a period of 6 weeks as opposed to 4.

CDSP is currently assessing the revised Business Plan and hope to share further updates at the next focus group which is scheduled for 22 July 2024. RA advised that anyone who is not invited to the focus group and would like to attend, should contact her.

In summary the go-live date has been delayed and, as yet, no new date has been set.

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

4.10. Data Discovery Platform (DDP) Update

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

LG advised that release 2 “Hydrogen Trial” is on track to be released and “AQ at Risk” has been removed from the Delivery. James Hallam-Jones (JHJ) advised that CDSP continues to work on this and it is currently in the design phase for the “vacant sites” which relate to Release 3 and 4.

LS highlighted the management of the “AQ at Risk” in the future which has been removed to allow for the delivery of the “Vacant Sites”. This appears to be problematic with the DDP sprint planning by providing an absolute deadline for Vacant Sites and something for the Committee to consider going forward in terms of ensuring that sufficient time is provided.

New Action 0703: CDSP to consider how to mitigate and what to do better next time in the event a release cannot be delivered as planned, in consultation with customers. CDSP to also consider what improvements can be made to the process if a release cannot be delivered as planned.

PO advised that the project could not be deferred due to already having Release 3 and Release 4 reserved for forecasted work for Vacant Sites and queried whether CDSP could have gone back to customers sooner to advise of the position with the Hydrogen Trials, this is perhaps a consideration for next time.

The Committee discussed further the impact of reserving a release for regulatory requirement and the potential complications this could cause. RHa highlighted the visibility of this Committee, advising that there was a request to bring DDP Governance under the DSC Change Management Committee.

SH queried at what point CDSP became aware of the position that they would be unable to deliver the AQ at Risk item within Release 2, adding that early foresight meant the Committee could have discussed this earlier. LG agreed with this point adding that the Committee voted on such a high profile matter which does not seem to be progressing now.

JHJ discussed the Vacant Sites and the intention to incorporate deferred features into Release 4 however, until CDSP have done a Detailed Design, the position is unclear.

PO and RH discussed what information had been made available at the previous meeting and established that there was no warning provided to the Committee last month. PO apologised for the confusion, clarifying that this may have been something that was reported by the internal team when collating the information pack for this meeting.

JHJ further advised that for customers at risk, support is being provided for information not in the dashboards. The feedback from the Committee was taken on board by CDSP and will be relayed to the team to see what can be done to expedite matters.

SH highlighted that the Hydrogen Trials appeared to have caused this issue and the Committee were not made aware of the position until this meeting. Release 5 is due to be delivered in or around December 2024/January 2025 and SH queried whether anything has been planned in scope for Delivery. JHJ advised that they are currently canvassing upcoming requirements but it is too early in the process to confirm further details.

SH queried the present position with Hydrogen Trials dashboard and whether this could be deferred to December 2024/January 2025 and whether prioritisation could be switched to allow for AQ Risk to be considered. JHJ advised he would discuss with the team and provide an update.

LG highlighted the Issues Tracker for the DSC Change Management Committee and whether the AQ at Risk issue is one to be recorded on the Tracker for further consideration. LG further added that it might be worth considering adding the Issues Tracker as an agenda item to the DSC Change Management Committee going forward.

New Action 0704: CDSP to consider liaising with PAC regarding the AQ at Risk data model and dashboard delays.

New Action 0705: CDSP to consider the Issues Tracker and if any updates can be provided for further discussion at the next DSC Change Management Committee.

For the detailed information please refer to the published slides.

5. Delivery Sub-Group Summary

JB provided an update on the Delivery Sub-Group advising that there was a good attendance split over 10 organisations. The Sub-Group reviewed the requirements for XRN5784 which relates to Modification 0862 to deliver the change to the UIG Period Reconciliation. There were no comments from the Sub-Group.

The Sub-Group reviewed the Detailed Design with a brief summary of XRN5720 being provided. Clarification on how customers can get involved and the estimated time for occurrence will be provided. A high-level review of the preamble of Vacant Sites was provided to draw the Sub-Group's attention to the process ahead of the Change Pack being issued this month, with a further in-depth review being provided next month.

The presentation slides will be published following this meeting. For the detailed information please refer to the published slides.

6. Any Other Business

6.1. Project Trident

EA advised that he attended the Business Plan Webinar on 09 July 2024 which discussed Project Trident which involves the replacement of the platform for the UK Link System. ES advised that this project is on the radar for CDSP but further understanding will be required to understand the details involved.

New Action 0706: CDSP to provide an update on the progress of Project Trident via CDSP quarterly updates beginning in November 2024.

It was agreed amongst the Committee that updates would be provided in November 2024 and February 2025 from CDSP. EA highlighted that it would be useful to understand where this project is likely to sit within the industry structure. ES advised that it may form parts of different investment lines within the UK Link Manual however, CDSP think it may have its own focus group like Gemini. The focus group can then be brought to the DSC Contract Management Committee.

This project is likely to commence around this time next year.

6.2. User Representative Appointment Process

RHa provided a reminder to the Committee on the User Representative Appointment Process, explaining that there are still vacancies for Class A, Class B and 2 for Class C User representatives on this DSC Change Management Committee. The Nomination window is still open and will close Friday 12 July.

6.3 Apologies

ES sent her apologies for the next month’s meeting, advising that she will not be able to attend the meeting.

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 07 August 2024	5pm Wednesday 31 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

8. Appendix

8.1. Plan on Page (POAP)

The POAP was provided as an appendix for information.

DSC Change Management Committee Action Table						
Action Ref	Meeting Date	Min Ref	Action	Owner	Reporting Month	Status Update
0403	10/04/24	3.2	CDSP (PO) to consider the provision of better evidence of the costs associated with the scope of XRN5616B to allow the Committee to scrutinise and validate how the costs had been reached.	CDSP (PO)	May 2024	Closed
0404	10/04/24	3.2	CDSP (PO) to consider the timeline for delivery of XRN5616B in November 2024 and the likelihood of slippage of the agreed timeline.	CDSP (PO)	May 2024	Closed
0501	09/05/24	4.3	CDSP (PO) to confirm a plan to re-introduce XRN5614 into the November 2024 Major Release or as a stand-alone solution if XRN5616B is delayed or changes significantly.	CDSP (PO)	July 2024	Carried Forward
0701	10/07/24	4.2	CDSP and PAC to consider whether the ring-fenced PAC Budget is set at the right level and whether it is adequate for the next Business Plan	CDSP and PAC	August 2024	Pending
0702	10/07/24	4.4	CDSP (RW) to confirm the proposed service line/funding approach to deliver the second part of XRN5727. The first part of XRN5727 was delivered via Service and Operate. The consequential changes can be tagged as a child CP against XRN5781.	CDSP (RW)	August 2024	Pending
0703	10/07/24	4.10	CDSP to consider how to mitigate and what to do better next time in the event a release cannot be delivered as planned in consultation with customers. CDSP to also consider what improvements can be made to the process if a release cannot be delivered as planned.	CDSP	August 2024	Pending
0704	10/07/24	4.10	CDSP to consider liaising with PAC regarding the AQ at Risk data model and dashboard delays.	CDSP	August 2024	Pending
0705	10/07/24	4.10	CDSP to consider the Issues Tracker and if any updates can be provided for further discussion at the next DSC Change Management Committee.	CDSP	August 2024	Pending
0706	10/07/24	6.1	CDSP to provide an update on the	CDSP	August	Pending

			progress of Project Trident via the CDSP quarterly updates beginning in November 2024.		2024	
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