

**UNC DSC Change Management Committee Minutes**  
**Wednesday 07 August 2019**  
**at Lansdowne Gate, 65 New Road, Solihull B91 3DL**

<b>Attendees</b>			
Chris Shanley (Chair)	(CS)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting
<b>Shipper User Representatives</b>			
Kirsty Dudley*	(KD)	E.ON	Class A-Voting
Mark Jones	(AN)	Gazprom	Class B-Voting
Lorna Lewin*	(LL)	Orsted	Class B Voting + Alternate
<b>Transporter Representatives</b>			
Guv Dosanjh	(GD)	Cadent	DNO-Voting
Richard Pomroy	(RP)	Wales and West Utilities	DNO-Voting
Richard Loukes	(RL)	National Grid NTS	NTS Voting
Kevin Duddy*	(KDu)	IGT Representative	IGT-Voting + Alternate
<b>CDSP Change Management Representatives</b>			
James Rigby	(JR)	Xoserve	Non-Voting
Paul Orsler	(PO)	Xoserve	Non-Voting
<b>Observers/Presenters</b>			
Alison Cross	(AC)	Xoserve	Customer Change
Claire Louise Roberts	(CLR)	ScottishPower	Non-Voting
Ellie Rogers	(ER)	Xoserve	Customer Change
Emma Lyndon	(EL)	Xoserve	CSSC
Fiona Cottam	(FC)	Xoserve	UIG Taskforce
Gary Marsh	(GM)	Xoserve	Transmission Platform Manager
Helen Chandler	(HC)		Non-Voting
Jane Goodes	(JG)	Xoserve	Customer Change
Kate Mulvany*	(KV)	Centrica	Non-Voting
Leanne Jackson	(LJ)	Xoserve	UIG Taskforce
Lisa Lindstedt*	(LL)	EDF Energy	Non-Voting
Louise Hellyar	(LH)	Total Gas & Power	Non-Voting
Megan Coventry*	(MC)	SSE	Non-Voting
Mudassar Riaz	(MRi)	Xoserve	Xoserve Finance
Pooja Patel	(PP)	Xoserve	Portfolio Governance
Ranjit Patel	(RP)	Xoserve	Chief Customer Officer
Richard Hadfield	(RH)	Xoserve	Change and Development Platform Manager (R&N)
Richard Johnson	(RJ)	Xoserve	Customer Change
Sally Hardman*	(SH)	Scotia Gas Networks	Non-Voting
Simon Harris	(SHa)	Xoserve	Customer Change
<b>Apologies</b>			
Alison Neild			
John Cooper			
Teresa Thompson			

Copies of all papers are available at: [www.gasgovernance.co.uk/dsc-change/070819](http://www.gasgovernance.co.uk/dsc-change/070819)

## 1. Introduction

### 1.1. Apologies for absence

See table above.

### 1.2. Alternates

Lorna Lewin for Alison Neild

Richard Loukes for Teresa Thompson

Kevin Duddy for John Cooper

### 1.3. Shipper User Retirement

CS explained that as Shaheeni Vekaria has retired from the Committee with immediate effect, Joint Office are applying rule 2.2.9 of the DSC Change Management rules in order to allocate a vote to a member of both class A and B.

The members that will now carry 2 votes each are:

- Mark Jones (SSE) class A, and
- Alison Neild (Gazprom) class B

No mid-year appointments are now possible as the 01 July cut off has now passed, therefore this will change be in place until the new members start in October.

CS went on to remind Committee members that each member should have an Alternate and said he would cover the membership from October in next month's meeting.

### 1.4. Confirm Voting rights

Representative	Classification	Vote Count
<b>Shipper Representatives</b>		
Kirsty Dudley	Shipper Class A	1 votes
Mark Jones	Shipper Class A	2 votes
Lorna Lewin + Alternate for Alison Neild	Shipper Class B	3 votes
<b>Transporter Representatives</b>		
Guv Dosanjh	DNO	1 vote
Richard Pomroy	DNO	1 vote
Richard Loukes + Alternate for Teresa Thompson	NTS	2 votes
Kevin Duddy + Alternate for John Cooper	IGT	2 votes

### 1.5. Approval of Minutes (11 July 2019)

CS advised that some minor amendments have been made to section 7.4 of the minutes for 11 July 2019 following feedback from Xoserve. The minutes were approved.

## 2. New Change Proposals – Initial Review

### 2.1. XRN4977 Amendments to DSC Change Management Guidelines

Richard Johnson (RJ) advised this item was deferred from the last meeting as the documents needed to be updated documents to show the new change proposal process.

All members were asked to vote on whether this change proposal should proceed.

Approval to proceed was recorded as follows:

<b>Voting Outcome:</b>		<b>XRN4977 Amendments to DSC Change Management Guidelines</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	
Kirsty Dudley	1	For	
Mark Jones	2	For	
Lorna Lewin + Alternate for Alison Neild	3	For	
<b>Total</b>	<b>6</b>	<b>For</b>	
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>	
Guv Dosanjh	1	For	
Richard Pomroy	1	For	
Richard Loukes + Alternate for Teresa Thompson	2	For	
Kevin Duddy + Alternate for John Cooper	2	For	
<b>Total</b>	<b>6</b>	<b>For</b>	

**2.2. XRN4980 - Change Supply Point Enquiry API to add in extra field and make certain other fields visible**

Jane Goodes (JG) advised this new change proposal is sponsored by Total Gas & Power and she explained the change will likely necessitate a new version of the API, which will have to be shared with all subscribers.

It was suggested that this should go to DSG in case there are other fields that need to be considered.

With regard to Disclosure Agreements, it was agreed that both this change proposal and the Disclosure Agreement need to be done in parallel, if there are amendments to the permissions matrix, this will need to go to the DSC Contract Management Committee for approval.

Only Shipper members were asked to vote on whether this change proposal should proceed to Initial Review.

Approval to proceed was recorded as follows:

<b>Voting Outcome:</b>		<b>XRN4980 - Change Supply Point Enquiry API to add in extra field and make certain other fields visible</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	
Kirsty Dudley	1	For	
Mark Jones	2	For	
Lorna Lewin + Alternate for Alison Neild	3	For	
<b>Total</b>	<b>6</b>	<b>For</b>	

**2.3. XRN4990 - Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4 (MOD0664)**

James Rigby (JR) introduced the change proposal and advised this is associated with Modification 0664.

Richard Pomroy (RP) advised that the scope is likely to change because of an amended Modification, this will be going to the next UIG Workgroup on 20 August 2019, the solution is likely to change for Class 3.

As there are also links with Modification 0700 for this Change Proposal, Committee members agreed it is appropriate in this instance to move this Change Proposal forward to DSG.

Only Shipper members were asked to vote on whether this change proposal should proceed to DSG and for Xoserve to initiate Capture.

Approval to proceed was recorded as follows:

<b>Voting Outcome:</b>	<b>XRN4990 - Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4 (MOD0664)</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Kirsty Dudley	1	For
Mark Jones	2	For
Lorna Lewin + Alternate for Alison Neild	3	For
<b>Total</b>	<b>6</b>	<b>For</b>

#### 2.4. XRN4991 - Enabling large scale utilisation of Class 3 – MOD0700 – URGENT

It was agreed to cover AOB item 13.4 at the same time as the discussions for this change proposal.

JR advised that it is important to start the Capture phase to get realistic timeframes for implementation and identify any impact on the November 2019 release.

JR explained that Industry attendance at recent DSG meetings has been low and asked the Committee to encourage their Industry representatives to attend the next DSG meeting, where this Change Proposal will be discussed.

KD supported this but as resources are being prioritised, asked Xoserve to make it clear what the topic of conversation is going to be at the meetings.

It was explained that there has been a lot of requirements gathering and optioneering with Shippers and this will be included in this week's change pack, there will also be extra ordinary change packs in the lead up to October.

CS asked if Xoserve can make it clear when communications are issued that they are Modification 0700 related.

JR advised that Xoserve are expecting approval from Ofgem on the Modification by 23 August 2019.

There followed a lengthy discussion on the timeframe of this change proposal, with it being on an accelerated path, this is going to be challenging.

When the suggestion of arranging an extra ordinary meeting was raised, to accommodate further discussions regarding this change proposal, the Committee challenged this and said that resources are very tight at this time of year and requested updates from Xoserve via email rather than an extra meeting.

With regards to funding for this change proposal, Helen Chandler (HC) asked if the solution is an enduring or temporary one as this will determine how much funding is being sought.

CS supported updates by email, so there is an understanding before the next DSC Change meeting in September.

JR advised that he will be able to cover funding discussions once the Capture process is complete, but the assumption is there will not be any impact on any future releases. Richard Hadfield (RH) supported this by adding that although read functionality changes are part of the November 2019 release, careful analysis will take place to make sure there are no impacts.

Shipper Users and Distribution Network Operators (DNOs) were asked to vote on whether this change should proceed to DSG and for Xoserve to initiate Capture.

Approval to proceed was recorded as follows:

<b>Voting Outcome:</b>		<b>XRN4991 - Enabling large scale utilisation of Class 3 – MOD0700 – URGENT</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	
Kirsty Dudley	1	For	
Mark Jones	2	For	
Lorna Lewin + Alternate for Alison Neild	3	For	
<b>Total</b>	<b>6</b>	<b>For</b>	
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>	
Guv Dosanjh	1	For	
Richard Pomroy	1	For	
<b>Total</b>	<b>2</b>	<b>For</b>	

### 2.5. XRN4992 Modification 0687 - Creation of new charge to recover Last Resort Supply Payments

JR advised this new change proposal is sponsored by Total Gas & Power and he is looking for this to go to Capture phase and in to DSG.

CS advised the Committee that the Modification does still have a way to go and there is potential for the August UNC Panel to send it back to Workgroup.

RP said that sending the Change Proposal out to consultation for comments may be beneficial, as views expressed could go into the Modification consultation process.

It was agreed that this change proposal should be issued out for initial review with a 10 day window.

Shipper Users and Distribution Network Operators (DNOs) were asked to vote on whether this change should be issued out for initial review with a 10 day feedback window.

Approval to proceed was recorded as follows:

<b>Voting Outcome:</b>		<b>XRN4992 Modification 0687 - Creation of new charge to recover Last Resort Supply Payments</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	
Kirsty Dudley	1	For	
Mark Jones	2	For	
Lorna Lewin + Alternate for Alison Neild	3	For	
<b>Total</b>	<b>6</b>	<b>For</b>	
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>	
Guv Dosanjh	1	For	
Richard Pomroy	1	For	
<b>Total</b>	<b>2</b>	<b>For</b>	

### 2.6. XRN4993 - DSC Service Description Table cosmetic change to service line table as of April 2019

RJ explained this new Change Proposal is sponsored by Xoserve.

The service description table has been updated to propose changes to service lines arising from the Change Proposals which are to be included within the November 19 release programmes.

All Users were asked to vote on whether this change should proceed to consultation with final approval from the DSC Contract Management Committee.

Approval to proceed was recorded as follows:

<b>Voting Outcome:</b>		<b>XRN4993 - DSC Service Description Table cosmetic change to service line table as of April 2019</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	
Kirsty Dudley	1	For	
Mark Jones	2	For	
Lorna Lewin + Alternate for Alison Neild	3	For	
<b>Total</b>	<b>6</b>	<b>For</b>	
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>	
Guv Dosanjh	1	For	
Richard Pomroy	1	For	
Richard Loukes + Alternate for Teresa Thompson	2	For	
Kevin Duddy + Alternate for John Cooper	2	For	
<b>Total</b>	<b>6</b>	<b>For</b>	

## 2.7. XRN4994 PAFA Contract Extension 2019/20

Fiona Cottam (FC) presented the change proposal and explained that Xoserve are sponsoring this change.

FC explained that the initial term of the PAFA expired at the end of June 2019, and after consulting with the UNC Performance Assurance Committee as to whether to extend the contract or make a new appointment; Xoserve negotiated a contract extension with Gemserv.

FC advised that this does not need to go to DSG and that she is very keen to move this along in order to finalise it.

KD expressed that it is important to have the right processes in place in future and that this is a good example to take to the DSC Governance meeting of how the two groups, DSC Change Management Committee and DSC Contract Management Committee could work together. FC pointed out that these contracts were initiated pre FGO, so it was a learning process.

This change proposal will be finalised at the next DSC Contract Management Committee meeting which is 14 August 2019.

**New Action 0801:** Xoserve to consider what the process should be for contract extensions/renewals in readiness for the next time this occurs. Clarification contracts that pre-date FGO are and where approval is.

Shipper Members were asked to give their approval to proceed.

Approval to proceed was recorded as follows:

<b>Voting Outcome:</b>		<b>XRN4994 PAFA Contract Extension 2019/20</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	
Kirsty Dudley	1	For	
Mark Jones	2	For	
Lorna Lewin + Alternate for Alison Neild	3	For	
<b>Total</b>	<b>6</b>	<b>For</b>	

## 2.8. XRN4995 Procurement of a Laboratory Study of within-pipe gas temperatures

FC advised this change proposal has been to the DSC Contract Management Committee, who had recommended the proposed procurement approach.

It was explained that the standard volume-to-energy conversion factor (CF) is set out in Gas Thermal Energy Regulations. This factor is used in the calculation of metered volumes from meter readings. The impact of the use of a standard CF is under investigation by the Unidentified Gas (UIG) Task Force and the AUGE (Allocation of Unidentified Gas Expert), who have identified that it could increase UIG in winter and decrease UIG in summer. This is because the standard conversion factor assumes a constant temperature of the gas passing through the meter of 12.2 degrees.

AUGE have recommended that laboratory simulations for the temperature of gas as it flows through the meter would be of benefit.

Shipper Users will be expected to vote on whether this change should proceed with the procurement exercise.

Approval to proceed was recorded as follows:

<b>Voting Outcome:</b>		
<b>XRN4995 Procurement of a Laboratory Study of within-pipe gas temperatures</b>		
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Kirsty Dudley	1	For
Mark Jones	2	For
Lorna Lewin + Alternate for Alison Neild	2 Approve 1 Reject	For Against
<b>Total</b>	<b>5 Approve 1 Reject</b>	<b>5 For 1 Against</b>

### 3. New Change Proposals - Post Initial Review

There were no Change Proposals for this agenda item as none were issued for initial review in the July Change Pack.

### 4. New Change Proposals - Post Solution Review

#### 4.1. XRN4850 - Notification of Customer contact details to Transporters

RJ explained that during the consultation period, five responses were received: there were three approvals, one response approved the implementation date and deferred the solution option, the other response deferred the implementation date and approved the change.

Ellie Rogers explained that SPAA are awaiting approval of a corresponding change, which is expected next Tuesday, then the Ofgem decision for Authority consent is required, therefore the approach for this meeting is to seek conditional approval that this change will go into the June 2020 Release, pending the Ofgem decision.

RH confirmed that, in order to get the change packs out in November, the Detailed Design phase needs to be completed in September, Xoserve will not be building but will be designing.

Shipper, DNO and IGT members were asked to vote on whether the intention to include this change in the scope of the June 2020 major release can be supported.

Conditional Approval to proceed was recorded as follows:

<b>Voting Outcome:</b>		
<b>XRN4850 - Notification of Customer contact details to Transporters</b>		
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Kirsty Dudley	1	For
Mark Jones	2	For
Lorna Lewin + Alternate for Alison Neild	3	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Richard Pomroy	1	For
Kevin Duddy + Alternate for John Cooper	2	For
<b>Total</b>	<b>4</b>	<b>For</b>



#### 4.2. XRN4871 Modification 0665 – Changes to Ratchet Regime (Part B)

RJ explained that there is only one solution option for this Change Proposal.

During consultation 5 responses were received, all were supportive of the change and the implementation date.

Shipper, DNO and IGT members were asked to vote on whether the intention to include this change in the scope of the June 2020 major release can be supported.

Approval to proceed was recorded as follows:

Voting Outcome:		XRN4871 Modification 0665 – Changes to Ratchet Regime (Part B)	
Shipper Representative	Voting Count	For/Against	
Kirsty Dudley	1	For	
Mark Jones	2	For	
Lorna Lewin + Alternate for Alison Neild	3	For	
<b>Total</b>	<b>6</b>	<b>For</b>	
Transporter Representatives	Voting Count	For/Against	
Guv Dosanjh	1	For	
Richard Pomroy	1	For	
Kevin Duddy + Alternate for John Cooper	2	For	
<b>Total</b>	<b>4</b>	<b>For</b>	

#### 4.3. XRN4888 Removing Duplicate Address Update Validation for IGT Supply Meter Points

PO explained that during consultation 3 responses were received, all of which were supportive of the solution option. He advised that an IGT has expressed they would like implementation to be sooner than the June 2020 Release. PO went on to say that this is a low to medium scale change with costs £10,000-£20,000. If the scope was reduced it might enable an implementation earlier as a minor release, but this is not definite. Xoserve will continue to work with IGTs in terms of implementation dates but looking for approval today for a June 2020 implementation.

Shipper, DNO and IGT members were asked to vote on whether the intention to include this change in the scope of the June 2020 major release can be supported.

Approval to proceed was recorded as follows:

Voting Outcome:		XRN4888 Removing Duplicate Address Update Validation for IGT Supply Meter Points	
Shipper Representative	Voting Count	For/Against	
Kirsty Dudley	1	For	
Mark Jones	2	For	
Lorna Lewin + Alternate for Alison Neild	3	For	
<b>Total</b>	<b>6</b>	<b>For</b>	
Transporter Representatives	Voting Count	For/Against	
Guv Dosanjh	1	For	
Richard Pomroy	1	For	
Kevin Duddy + Alternate for John Cooper	2	For	
<b>Total</b>	<b>4</b>	<b>For</b>	

#### 4.4. XRN4932 Improvements to the quality of the Conversion Factor values held on the Supply Point Register (MOD0681S)

SH explained that there is only one solution option which seeks to amend the Conversion Factor as part of a successful Rolling AQ calculation (Monthly or Correction). During consultation three responses were received, two approvals and one response which approved the implementation release but rejected the solution option.



Shipper, DNO members were asked to vote on whether the intention to include this change in the scope of the June 2020 major release can be supported.

Approval to proceed was recorded as follows:

<b>Voting Outcome:</b>		<b>XRN4932 Improvements to the quality of the Conversion Factor values held on the Supply Point Register (MOD0681S)</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	
Kirsty Dudley	1	For	
Mark Jones	2	For	
Lorna Lewin + Alternate for Alison Neild	3	For	
<b>Total</b>	<b>6</b>	<b>For</b>	
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>	
Guv Dosanjh	1	For	
Richard Pomroy	1	For	
<b>Total</b>	<b>2</b>	<b>For</b>	

## 5. Xoserve DSC Implementation Plan

RJ provided an overview of the DSC Implementation Plan, including forthcoming outages, for which approval was sought. RJ pointed out a minor error and highlighted that an updated version would be provided after the meeting.

Approval was gained from all Committee members.

## 6. Approval of Change documents

### 6.1. EQR for June 2020

RH provided an update for the Evaluation Quotation Report (EQR) for June 2020. He advised there are 11 changes in total, including the 4 change proposals listed in section 4 above.

Shipper, Transporters and IGT members were asked to approve the Evaluation Quotation Report (EQR), for this change.

Approval to proceed was recorded as follows:

<b>Voting Outcome:</b>		<b>EQR for June 2020</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	
Kirsty Dudley	1	For	
Mark Jones	2	For	
Lorna Lewin + Alternate for Alison Neild	3	For	
<b>Total</b>	<b>6</b>	<b>For</b>	
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>	
Guv Dosanjh	1	For	
Richard Pomroy	1	For	
Richard Loukes + Alternate for Teresa Thompson	2	For	
Kevin Duddy + Alternate for John Cooper	2	For	
<b>Total</b>	<b>6</b>	<b>For</b>	

### 6.2. CCR for XRN4626.3 - MNO Portal Enhancements

RJ provided an updated advising this change was implemented in June 2019 and approval is being sought today for the Change Completion Report (CCR).

Shipper members were asked to approve the CCR, for this change.

Approval to proceed was recorded as follows:

Voting Outcome:		CCR for XRN4626.3 - MNO Portal Enhancements	
Shipper Representative	Voting Count	For/Against	
Kirsty Dudley	1	For	
Mark Jones	2	For	
Lorna Lewin + Alternate for Alison Neild	3	For	
<b>Total</b>	<b>6</b>	<b>For</b>	

**6.3. CCR for XRN4790 Introduction of winter read consumption reports and associated obligations MOD652**

RJ provided an update and advised the CCR is being presented for approval so that the close down phase can commence.

Shipper members were asked to approve the CCR for this change.

Approval to proceed was recorded as follows:

Voting Outcome:		CCR for XRN4790 Introduction of winter read consumption reports and associated obligations MOD652	
Shipper Representative	Voting Count	For/Against	
Kirsty Dudley	1	For	
Mark Jones	2	For	
Lorna Lewin + Alternate for Alison Neild	3	For	
<b>Total</b>	<b>6</b>	<b>For</b>	

**7. Release Updates**

**7.1. June 2019 Release – Delivery Plan**

PO provided an update on the latest position of the June 2019 Release and advised there is one defect that is now in resolution mode.

**7.2. XRN4665 – Creation of New End User Categories**

PO talked through the latest position of the EUC Release advising this remains on target and is tracking green. Part A was successfully implemented on 03 August.

**7.3. Minor Release Drop 4 Project Update**

PO provided a project update on MiR Drop 4, including the timeline for implementation.

**7.4. Minor Release Drop 5 Scope**

PO provided an update on MiR Drop 5 advising there are risks around resource and environments.

Regression testing commences from today.

**7.5. November 2019 Release - Delivery Plan**

Tom Lineham (TL) provided the latest position on the November 2019 Release Delivery Plan. He advised the change pack that was issued 12 July and requested approval to exclude the meter to unconverted index validation.

The overall project status is tracking as Amber at the moment, TL highlighted the risks and issues currently associated with the project:

- There is a risk that the Nov 19 Release may be impacted by Pre-Production environment congestion due to multiple deliveries running in parallel
- There is a risk that the implementation of November 19 is delayed as resources required to support the release are moved to support the Implementation of MOD 700

The go live date of 08 November is still to be confirmed.

## **7.6. XRN4914 - Retrospective Data Update Provisions - Project Update**

PO provided the latest position of the Retrospective Updates Project and advised that Xoserve have recently completed a tendering exercise with a group of third parties for Proof of Concept (POC).

PO promoted the benefits of customers being involved in the POC process. If any further information is required, please contact Paul Orsler or any member of the Customer Change Team. There will be a communication sent out next week which will detail how to sign up for POC.

PO went on to explain that Xoserve will be running a POC exercise early September and November whereby sample data will be requested.

PO explained that Xoserve are keen to share as much as possible with this project, scope approval will be required in November 2019 for a November 2020 release.

The costs quoted on slide 1 of the presentation are purely for retrospective and are included in the 2019/20 Budget Plan. A discussion was then had on the line in the BP2020 change budget for contingency funding of £750K should retro not be delivered in Nov 20 release and the requirement to stand up a major release instead. CS said that a decision on this was probably needed sooner rather than later, as there was little time left to consider what would go into a November 2020 release.

## **7.7. R&N Update - Unallocated Changes and Discussion on Change Congestion – two-year view that will include scope of approval for the next Release**

This item was deferred to next meeting which will be held in September.

Committee attendees are encouraged to view the published slides and contact Xoserve with any initial thoughts.

## **7.8. Change Impacts**

This item was deferred to next meeting which will be held in September.

Committee attendees are encouraged to view the published slides and contact Xoserve with any initial thoughts.

## **7.9. Change Assurance Health Check**

This item was deferred to next meeting which will be held in September.

## **7.10. Data Office Changes**

JG joined the meeting to give an update on the current Data Office Changes in Capture. A list of Data Office related changes was presented for information purposes.

## **7.11. XRN4955 – Amendment of MDD PSR Needs Codes and Needs Code Descriptions**

SH provided an update and advised this change proposal has been approved to go into the February 2020 Release. He confirmed that both Electricity and SPAA have their changes due to go live at the end of February which is in line with the implementation of this proposal.

## **8. CSS Consequential Change Update**

Emma Lyndon (EL) provided an update on the Switching Program and advised the project continues to track at an amber status. Clarification is pending from the CSS physical design and closeout of open actions at CSSC DSG meetings.

EL advised the next release of the physical design is due on 01 August. 21 July saw the release of the full end to end Core system and Services Integration Approach document (CSSIA).

Xoserve have reviewed this document and returned their comments within the deadline.

Xoserve's Detailed Design phase continues with the majority of external industry workshops completed. The following workshops and topics remain:

- 16 August
  - Data Enquiry
  - File Formats and API's
- 4 September is likely to be used to provide a complete review from all meetings to date.
- 17 September is currently a contingency date

EL advised there is no CSS pack included in the Change Packs issued this week, there will be two issued in September and approval will be sought at the November DSC Change Management Committee meeting.

EL then went on to provide an update on API by showing the current as-is process, the CSSC process and compared them with the future API process.

EL advised the funding status is on track and currently forecasting in line with the approved budget.

## **9. UIG Taskforce Update**

Leanne Jackson (LJ) provided an update on the UIG Taskforce for information purposes. This included the Plan on a Page (POAP), Taskforce Funding, and the Next Steps.

The next steps are:

- Use the UNC UIG Work Group as the mechanism to share progress on all recommendations where options residing with Xoserve.
- Provide updates to the "Recommendation Tracker" in line with UNC UIG Work Group timescales.
- Assess existing investigation lines to work towards close down activates.
- Supporting MOD development to progress all live and draft modifications.
- Continue with complex machine learning activities with Analytics partner & share outputs with the Industry.

## **10. Horizon and Future Release Change Planning**

### **10.1. Bubbling Under' Report**

Ellie Rogers (ER) provided an overview of the Bubbling Under Report which highlights existing and potential future change that could be implemented.

### **10.2. Gemini Horizon Planning**

Gary Marsh (GM) provided an overview of the NG Transmission Change Horizon schematic for information.

No questions were raised.

## **11. Finance and General Change Budget Update**

### **11.1. BP20 (Business Planning) – DSC Change Budget (verbal)**

Mudassar Riaz (MR) provided a brief overview of the current DSC Change Budget for information purposes.

### **11.2. Approval of BP 2020 Budget**

JR thanked the Committee for accepting the late submission and explained that the requirement for this session is not a formal approval and confirmed that this group is responsible for providing a recommendation to the DSC Contract Management Committee of the 2020 change budget.

JR continued to provide clarification of the change budget and that this is just an information giving session.

Next steps will be to provide further clarification on the breakdown of the budget and an understanding on the methodology that sits behind the detail.

Committee members commented that they have had very limited time to talk to their constituencies and that going forward this needs to be a better process.

**12. Review of Outstanding Action(s)**

**Action 0701:** *R&N Update - Unallocated Changes and Discussion on Change Congestion – two-year view that will include scope of approval for the next Release - IL will put forward a process to be put in place and present at the next meeting.*

**Update:** Consideration deferred to September meeting. **Carried Forward**

**Action 0702:** Xoserve to consider how the distribution lists will work.

**Update:** Consideration deferred to September meeting. **Carried Forward**

**13. Any Other Business**

**13.1. Process for Updates to the DSC Service Description Table**

RJ explained that Xoserve occasionally facilitate some changes to the DSC Service Description Table. These are needed for information only.

All members were asked for approval that amendments to the DSC Service Description Table would not require Change Management Committee approval prior to Contract Management Committee (CoMC) approval going forward.

Approval was recorded as follows:

<b>Voting Outcome:</b>	<b>Process for Updates to the DSC Service Description Table</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Kirsty Dudley	1	For
Mark Jones	2	For
Lorna Lewin + Alternate for Alison Neild	3	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Richard Pomroy	1	For
Richard Loukes + Alternate for Teresa Thompson	2	For
Kevin Duddy + Alternate for John Cooper	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

**13.2. IX Refresh Update**

This item was deferred.

**13.3. July Change Pack**

RJ provided an update on the issues experienced with the July Change Pack and actions taken. The information covered is published on the meeting page.

**13.4. Impact of Mod 0700 on the change pipeline**

This was covered under agenda item 2.4.

**13.5. DSG Governance Group – Recommendations**

Alison Cross (AC), representing the DSC Governance Group, provided some improvement recommendations which required DSC Change Management Approval, these are as follows:

**On-Line Change Pack**

- Recommendation for Change pack information to be shared by 2pm on a Monday
- Approved by the Committee

**Process to include longer (or accelerated) consultation period**

- The Committee suggested more thought needs to be applied to this suggestion
- Approved in principle by the Committee

**Initial Review Process**

- Approved by the Committee

## **Recommend an accelerated Change proposal process**

- The Committee suggested more thought is applied to this recommended process
- CS advised from a Joint Office perspective, extra meetings are difficult to arrange and require JO resources to support. He said there could be alternative approaches such as email approvals, but the current rules only envisage Committee meetings for approvals.
- Concerns were also raised regarding an accelerated approval by the Change Management Committee and members suggested that this process should not become the normal process. Members also requested that all Change Proposals go through the same process with the same rigour, even if the timescales are accelerated. CS questioned if this was really needed as certain changes such as Mod 700 were being accelerated without it.
- CS requested CDSP to revisit the rules to support such a process change.

## **Business Plan deliverables**

- Approved by the Committee

### **13.6. Xoserve Strategy Update**

Xoserve's Chief Customer Officer, Ranjit Patel (RP), facilitated a discussion about UK Link performance.

RP reported that following a number of Workstreams and independent Audits some conclusions and concerns about the platform stability have been identified.

RP provided a further insight on how stable the UK Link system is, with a number of high-profile issues in flight, the Amendment Invoice, SES, misaligned reporting, AQs, an excessive amount of P1/P2s week-on-week. There was a continual trend of data breaches, problems with system availability, and the identification of new issues, driven by some code bugs.

It was recognised that when Project Nexus went live it was launched without an environment for performance testing. Since then large-scale changes have taken place, and the extent of issues have been building up. It was noted to manage priority changes; housekeeping has been put aside such as clearing redundant data/files.

Xoserve commissioned an independent review of the UK Link design and the health of UK Link. The review concluded that UK Link has not been well maintained, there is a lack of basic infrastructure and house-keeping, and 3rd party contracts are not specific or enforceable to provide consistent exceptional service.

In conclusion Xoserve recognised they have not been measuring all the right things, and this has resulted in reactive issue management.

RP stressed that Xoserve want to achieve system stability in a proactive manner, it is anticipated that by the end of the year the system will become more stable.

KD asked what needs to happen without further financial contribution, and how is this going to be fixed going forward.

HC expressed her concern at the slow progress and that this same set of information was given at the last DSC Contract Management Committee meeting, which was 3 weeks ago, where it was advised that a firm proposal would be provided in September. She said she would have expected more information to have been shared.

RP said he is conscious how much work needs to be put into the plan and advised that a mini taskforce has been set aside to identify what is the real scope and the associated budget impacts.

Committee members expressed concern that they are not involved in the decision making process and requested that Xoserve consult with the Committee properly, so that the Committee know what Xoserve are doing; the other options considered and the reasons for choosing a particular option

RP explained that Xoserve are still working on the problem statement at a technical level.

RP agreed to come back to the Committee with a level of optionality with risk.

KD summarised her concerns by saying that the instability of the systems is now more of a worry than had before and that Xoserve need to advise what is broken and how it is going to be fixed.

CS asked if CDSP could consider whether a separate/joint DSC Contract Management and DSC Change Management Committee meeting should be held on this topic to allow sufficient time to discuss the material and not impact on other core business. He also said he was informed he would be sent a set of slides that can be shared to the wider Industry but to date nothing had been provided. RP said he would consider both points.

#### 14. Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Meetings will take place as follows:

Time/Date	Venue	Programme
10:30 Wednesday 11 September 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

#### Action Table (as at 07 August 2019)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0701	10/07/19	7.7	<i>R&amp;N Update - Unallocated Changes and Discussion on Change Congestion – two-year view that will include scope of approval for the next Release - IL will put forward a process to be put in place and present at the next meeting.</i>	Xoserve (IL)	<b>Carried Forward</b>
0702	10/07/19	8.3	Xoserve to consider how the distribution lists will work.	Xoserve (PO)	<b>Carried Forward</b>