

UNC DSC Change Management Committee Minutes
Wednesday 11 September 2019
at Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees			
Chris Shanley (Chair)	(CS)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting
Shipper User Representatives			
Kirsty Dudley	(KD)	E.ON	Class A-Voting
Mark Jones	(MJ)	SSE	Class A-Voting
Alison Neild*	(AN)	Gazprom	Class B Voting + Alternate
Transporter Representatives			
Guv Dosanjh	(GD)	Cadent	DNO-Voting
Helen Chandler*	(RP)	Wales and West Utilities	DNO-Voting Alternate
Richard Loukes	(RL)	National Grid NTS	NTS Voting + Alternate
John Cooper*	(KDu)	IGT Representative	IGT-Voting + Alternate
CDSP Change Management Representatives			
Emma Smith	(ESm)	Xoserve	Non-Voting
James Rigby	(JR)	Xoserve	Non-Voting
Paul Orsler	(PO)	Xoserve	Non-Voting
Observers/Presenters			
Andrew Szabo	(AS)	Xoserve	
Bali Bahia	(BB)	Xoserve	
Charlie Haley	(CH)	Xoserve	
Claire Louise Roberts*	(CLR)	ScottishPower	Non-Voting
David Newman	(DN)	Xoserve	
Ellie Rogers	(ER)	Xoserve	Customer Change
Fiona Cottam	(FC)	Xoserve	UIG Taskforce
Jai LeResche	(JLR)	Xoserve	
James Barlow	(JB)	Xoserve	
Jane Goodes	(JG)	Xoserve	Customer Change
Leanne Jackson	(LJ)	Xoserve	UIG Taskforce
Lisa Lindstedt*	(LL)	EDF Energy	Non-Voting
Matt Rider	(MR)	Xoserve	
Megan Coventry*	(MC)	SSE	Non-Voting
Michael Orsler	(MO)	Xoserve	
Mudassar Riaz	(MRi)	Xoserve	Xoserve Finance
Rachel Addison	(RA)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Rebecca Roden	(RR)	Xoserve	
Richard Hadfield	(RH)	Xoserve	Change and Development Platform Manager (R&N)
Sally Hardman	(SH)	Scotia Gas Networks	Non-Voting
Simon Burton	(SB)	Xoserve	
Simon Harris	(SHa)	Xoserve	Customer Change
Surfaraz Tambe	(ST)	Xoserve	

Tom Lineham	(TL)	Xoserve	
Tracy O'Connor	(TO'C)	Xoserve	
Vicky Mustard	(VM)	Xoserve	
Apologies			
Lorna Lewin			
Kevin Duddy			
Richard Pomroy			
Teresa Thompson			

Copies of all papers are available at: www.gasgovernance.co.uk/dsc-change/110919

1. Introduction

1.1. Apologies for absence

See table above.

1.2. Alternates

Helen Chandler for Richard Pomroy

Alison Neild for Lorna Lewin

Richard Loukes for Teresa Thompson

John Cooper for Kevin Duddy

1.3. Confirm Voting rights

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

1.4. Approval of Minutes (07 August 2019)

The minutes from the meeting held on 07 August 2019 were approved.

1.5. Approval of Outstanding Actions

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: See later agenda item 7.6. **Closed**

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

Update: Paul Orsler (PO) advised that Xoserve have confirmed with customers that the CSS change packs will be issued separately but on the same day as the normal change packs. With regards to who they are communicated to, PO said he would be writing out to customers to confirm if they want to remain on the CSS distribution list as well being on the UKL distribution list. **Closed**

New Action 0801: PO (Xoserve) to write out to customers to confirm if they want to remain on the CSS distribution list as well as being on the UKL distribution list

2. New Change Proposals – Initial Review

2.1. XRN4896 Failure to Supply Gas System and Template Amendment

Simon Harris (SH) presented a description of this Change Proposal advising the Committee that it is only a slight parameter change to incorporate the increase to the Gas Transportation Customer Standards of Performance maximum value of £1,000 per incident to £2,000 per incident.

Distribution Network Operator (DNO) members 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:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Helen Chandler - Alternate for Richard Pomroy	1	For
Total	2	For

2.2. XRN4923 - AQ Calculation for RGMA (ONUPD) Estimate Reads

SH presented a description of this Change Proposal advising this change will amend UKLink to utilise estimated readings generated from RGMA ONUPD transactions for AQ calculations.

As it is expected that this will be 100% Shipper funded, only Shipper members were asked to vote on whether this change proposal should proceed for Initial Review at DSG.

Approval to proceed was recorded as follows:

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Kirsty Dudley	1	For
Mark Jones	2	For
Alison Neild + Alternate for Lorna Lewin	3	For
Total	6	For

2.3. XRN5003 Data Access Platform DN Dashboard

Jane Goodes (JG) presented a description of this Change Proposal advising the scope of this change proposal will include:

- Updates to the Data Discovery Platform Security Model to support rollout to Distribution Networks.
- Development of a Distribution Network Dashboard based on data items highlighted below that are already available within the DDP.
- Development of further data items to include Address and Twin Stream information to add further value for Distribution Networks.

It was confirmed that the current funding split should be 100% DNO funded and not as shown on the slide provided for this meeting.

DNO Committee members 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:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Helen Chandler - Alternate for Richard Pomroy	1	For
Total	2	For

2.4. XRN5004 Golden Bullet report

JG presented a description of this Change Proposal advising that currently a number of reports are produced which provide various data points that need to be collated by the individual networks, this report would collate all of that information into one, reducing workload and increasing data quality.

It was confirmed that the current funding split should be 100% DNO funded and not as shown on the slide provided for this meeting.

DNO Committee members 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:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Helen Chandler - Alternate for Richard Pomroy	1	For
Total	2	For

3. New Change Proposals - Post Initial Review

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

Ellie Rogers (ER) presented an update to XRN4992 and advised this Change Proposal supports Modification 0687 - Creation of new charge to recover Last Resort Supply Payments. The Modification consultation closed 06 September 2019 and will be voted on by Panel members at the next UNC Panel meeting on 19 September 2019. This will also be on the DSG Agenda on 16 September 2019 and they will look at the numerous questions raised by the 4 respondents to the initial review consultation.

It was questioned if there is a little prematurity with the decision to proceed as there are three opposable responses from the Modification consultation. It was confirmed that, if the Modification is rejected by UNC Panel in September, it can easily be pulled from DSG.

CS confirmed that previously provisional approvals have been sought and that in this case there will be no commitment to any spend and only light touch work until it is approved.

Approval to proceed to DSG for further work on the solutions, with a light touch, was recorded as follows:

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Kirsty Dudley	1	For
Mark Jones	2	For
Alison Neild + Alternate for Lorna Lewin	3	For
Total	6	For

4. New Change Proposals - Post Solution Review

None for this meeting.

5. Xoserve DSC Implementation Plan

Rachel Taggert (RT) presented the Xoserve DSC Implementation Plan advising there was one outage for September 2019.

Approval was given by DSC Change Management Committee members for implementation of XRN 4991 (Modification 0700), see discussions under section 6.

6. Approval of Change documents

6.1. XRN4991 - Enabling large scale utilisation of Class 3 – MOD0700

CS explained, because of the urgent nature of Modification 0700 this part of the agenda will be covering responses from the initial review, the Detailed Design responses, the Project update, and approval of the BER.

6.1.1. Change Pack 1 – Responses

James Barlow (JB) shared a summary of the responses received for information purposes.

6.1.2. Detailed Design and Change Pack 2 Responses*

JB went on to provide the Committee with a summary of the Change Pack 2 responses advising that these will be addressed at DSG and that all responses received approved the Detailed Design apart from one which rejected based on the implementation timescales. Xoserve are addressing the concerns directly with the responder.

6.1.3. BER and Project Update*

Tom Lineham (TL) presented an update on the overall project and advised that the Overall Project RAG Status is currently Amber which is mainly due to the AMT changes that may not be available for Go Live on 28 September 2019.

TL provided clarity that the read related changes are making good progress.

TL then explained that, so that the impacts of an accelerated timescale is understood, additional questions were submitted to the Industry last week, he advised he has not yet seen any responses.

Kirsty Dudley (KD) advised that it is still expected to see what is normally delivered regardless of the accelerated timescale, such as Detailed Design documentation and clarification of the Mechanism of delivery. TL agreed to share the updated Detailed Design post the meeting.

Guv Dosanjh (GD) highlighted that the use of abbreviations within presentations need to be more customer friendly and a glossary was suggested.

TL then provided an update on the BER and advised that Xoserve are looking for the Committee to approve implementation of the change at the end of September 2019.

KD commented that if AMT cannot be delivered, what could be used the design between 28 September and 5 October? TL advised that limitations can be placed on the SPC files to which there would be no impact.

TL advised that the risk of going over the implementation preferred date of 28 September by one week would not impact the cost.

There followed a lengthy discussion between Committee members regarding the funding required to deliver the change and what the possible % split between Shippers and DNO's could be. The highlights from the discussion are listed below:

TL confirmed the costs as £80,896 and indicated the plan was for the share of these costs to be discussed and agreed today.

ESm advised the Committee members that this change proposal falls under Service Area 5 for which is suggests a 67% DNO share of cost and a 33% Shipper share of cost.

GD commented that this Change Proposal is for the movement of class 3 migration due to changes made to the AUGER tables and he is looking to Shippers to provide funding as Xoserve should be targeting the beneficiaries of the Change Proposal for the funding. ES agreed this was usually the approach taken.

KD offered that she would be quite happy with a 50/50 split as Shippers would get some benefit of this change being implemented but felt that sufficient system capability should have been provided as part of Project Nexus to cope with the expected migration.

GD highlighted that he was not involved in the development of project Nexus and was not in a position to confirm or deny the point made.

CS acknowledged the positions of both Shippers and DNOS and then commented that the driver for this change is Modification 0700 which has been approved by Ofgem and the Industry has generally been supportive of the change. Therefore, there is a need for a compromise with regards to the share of costs that were lower than most parties would have predicted.

When asked, ESm confirmed there will be no additional enduring costs and clarified that this is a one-off cost to manage the implementation of the change.

CS then asked for DNOs to confirm whether they would accept the proposed 50/50 split that he would record as a one-off agreement for this change proposal that could not be seen as setting a precedent for the funding of other changes in the future. Helen Chandler (HC) then agreed and supported the suggestion of the 50/50 split of funding the cost. This was also agreed by GD and SH.

In conclusion, Members agreed , to cover the cost for implementing this change as 50% Shipper funded and 50% DNO funded and this would not prejudice the funding of any other change proposal.

Approval for the Detailed Design, BER and the 50/50 funding share was recorded as follows:

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Kirsty Dudley	1	For
Mark Jones	2	For
Alison Neild + Alternate for Lorna Lewin	3	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Helen Chandler - Alternate for Richard Pomroy	1	For
Total	2	For

6.2. CCR for XRN4732 – June 2019 Release

Simon Burton (SB) presented the Change Completion Report for XRN4732 – June 2019 Release and advised that Post Implementation Support (PIS) ran for a month and finished at the end of July. No issues were identified during PIS.

He went on to confirm there were no scope changes or variations to previous discussions or what was agreed.

Approval of the CCR was recorded as follows:

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

6.3. CCR for XRN4927 Minor Release Drop 4

Bali Bahia (BB) presented the Change Completion Report for XRN4927 Minor Release Drop 4 and advised there were no scope changes or variations to previous discussions or what was agreed. This Release included XRN4777; XRN4803 and XRN4780 which were all 100% Shipper funded.

With regards to Lessons Learnt, BB explained there were some resource and environment constraints, steps are being put in place for both constraints to mitigate this happening again.

ESm clarified with regards to the constraints on resources and environments that further scheduling is being introduced to make sure Xoserve know when business resource is required and at which part of the Release.

Approval of the CCR was recorded as follows:

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

7. Release Updates

7.1. End User Categories – Project Update

Matt Rider (MR) presented the latest position of the End User Categories (EUC) Release advising Part B was Successfully deployed and that first usage will be monitored from Thursday 12 September 2019.

When asked MR provided clarity that there is a thorough internal simulation process in place that will be checking and validating EUCs internally before they are processed and that there is a team in place that can deal with any defects.

MR provided confirmation that the project is running to budget and that PIS will be closed down in November 2019.

8. Release Updates

8.1. End User Categories – Project Update

Matt Rider (MR) presented the latest position of the End User Categories (EUC) Release advising Part B was Successfully deployed and that first usage will be monitored from Thursday 12 September 2019.

When asked MR provided clarity that there is a thorough internal simulation process in place that will be checking and validating EUCs internally before they are processed and that there is a team in place that can deal with any defects.

MR provided confirmation that the project is running to budget and that PIS will be closed down in November 2019.

8.2. Minor Release Drop 5 Project Update

BB presented the latest position of XRN4954 – Minor Release Drop 5 advising this is currently in PIS and that all costs are tracking within budget.

Contrary for the slide presented, BB advised the Overall Project RAG status is now Green.

There was nothing further to report at this time, the project is all running to plan.

8.3. November 2019 Release - Delivery Plan

TL presented the latest update on the November 2019 Release Delivery Plan advising it is all on schedule and is currently undergoing User Acceptance Testing (UAT). The overall status of the project is now moving towards Green.

Talking through the Implementation Approach TL confirmed project Go Live will be 9am 09 November 2019.

8.4. June 2020 Release – Project Update

Surfaraz Tambe (ST) presented the latest position with the June 2020 Release advising the overall project RAG status is Green, however, there are risks regarding limited resource leading to a risk that there may be insufficient time to complete the design workshops. ST clarified that the same resource is being utilised for Modification 0700 implementation.

KD challenged that resources should not be impacting the delivery of the June 2020 Release.

PO explained that Xoserve are currently in the middle of an accelerated implementation (Modification 0700) and that SME resource is a known challenge. Xoserve are looking to build on the succession capability of current resource to enable mitigation of the risk.

KD went on to suggest that lack of resource risk seems to be the normal addition to all change projects. PO clarified that the risk has never manifested but is it genuinely a risk and steps are being taken to boost SME numbers.

PO went on to seek feedback from the Committee explaining that whilst the Design Phase progresses, it could be 3 months before the next update is provided to this Committee, therefore, PO asked the Committee to consider what they would like to be seeing over the next few months whilst this next period of time (Design) progresses. No suggestions were made, other than to ensure all risks are/continue to be reported.

8.5. XRN4914 - Retrospective Data Update Provisions - Project Update

PO presented the latest position for Retrospective Data Update Provisions advising that this will be presented to the October DSC Change Management Committee for approval. In the meantime, Xoserve will be engaging with all customers to get them on board to the solution.

PO advised that a solution has now been recommended and the costing for the Proof of Concept phase can now be agreed. PO then said that the POC phase will run for 3-4 months, therefore, it will be the end of the year before the outputs of POC are known and that the outputs of the POC are essential for the design. PO said that as a result there was a good chance that the delivery date may be impacted and that a Major Release may be able to take its place.

CS suggested that this decision could be time critical and Xoserve may want to consider another Release for November 2020 as soon as possible and provide an alternative Release plan at the next meeting.

PO offered that the POC is a powerful piece of work and will give insight for Xoserve as to what the industry issues are.

CS asked PO to work with DSC Change Management Committee Support, Rachel Taggart, in case a specific agenda item is required for the next meeting to ensure sufficient time is provided to understanding the POC work and the plan for November 2020.

8.6. Retail and Network Update

Richard Hadfield (RH) provided an update to the Retail and Network project which includes an update to outstanding action 0701.

RH advised that whenever Xoserve have changes submitted, Xoserve spend time understanding what the changes are before they are batched up for the Change Management Committee to consider delivery of that change. He explained that an estimation is used to score and allocate points to each change based on Risk (around implementation and UKLink); Certainty and Complexity. RH said that previous experience shows that, in terms of capacity, Xoserve can cope with 120 points per Major Release.

When asked RG said that this strategy is used for normal BAU Releases, a Release similar to Retrospective Updates would probably be split up into smaller deliverables to gain an understanding of the size of each. He clarified that CSS was not going to use this approach.

Looking at the June 2020 Release, the changes included are all relatively small changes, there is nothing over 13 points and the whole Release adds up to 94 points.

SH advised that, if Xoserve move to a more continuous integration way of working then the size of the scope (120 points) could be moved.

With the June 2020 Release, that is 94 points and 10 months to deliver it, this will give Xoserve a really good insight as to whether 120 points is a good benchmark. KD suggested that the 120 points was conservative and would be interested to know the size of previous releases. RH clarified that as he was new, this was the first release to use this approach.

It was agreed that 'T-shirt' sizing is a very simple way of understanding the size of change proposals.

Mark Jones (MJ) asked that any changes to the point scores/size of the change, as they progress, is fed back to this Committee.

Guv Dosanjh (GD) suggested there could be an internal KPI placed on Xoserve to see how the sizing is first determined and measured against the actual implementation size.

RH went on to show the Committee that, on a typical Release Timeline, over a 12 month period, as time goes on, the size of a further change that 'could' be fitted in to the release diminishes/reduces.

RH then went on to present to the Committee the general update on UK Link, which included upcoming delivery, POAP (current and a 3 year view) and governance timelines. The lists of allocated and unallocated changes were also presented.

8.7. Change Assurance Health Check

MR presented an update on the EUC Change Assurance Health Check and provided a summary background to the EUC Project. He explained the original BER was approved in January 2019 at a cost of £385k, then in June 2019 it was realised that the risk margin (£120K), that was in the Business Case, was not included in the BER. The BER was then resubmitted at a cost of £485k, (£20k having been transferred for use by the June 2019 Changes project) which was approved by the Change Management Committee.

MR apologised to the Change Management Committee that this was missed in the original BER and confirmed that measures are now in place to make sure this does not happen again.

8.8. Data Office Changes

JR advised that some of the slides in this presentation pack were delivered to the Performance Assurance Committee (PAC) yesterday (10 September 2019) and are included in this pack for information and for transparency.

Rebecca Roden (RR) and David Newman (DN) went on to provide an update on Data Office Changes advising that Release Drop 1 was delivered on 31 August as planned and added that interactive Webex sessions have been held on how to use the tool. Very positive feedback has been received on this approach.

An update on the alignment of the existing Shipper Pack and PARR report was provided, it was confirmed that as of the August run, they are now aligned and there is no inconsistency between the two reports.

When asked how engagement with customers that are not engaged is done, it was confirmed that Xoserve can identify which Shippers are not utilising this facility and therefore communication can be deployed as and when required.

It was clarified that Drop 2 has commenced and this will follow an AGILE delivery, Go Live is expected around 10 or 11 October 2019.

When asked, JR provided an update and advised there was good progress made at the PAC meeting 10 September 2019 in terms of PAC reporting requirements.

There followed a discussion with regards to the Scope of Drop 2 and it was clarified that this is about giving access to data that Shippers already see.

XRN5013 - Performance Assurance Framework Administrator Access to Data Discovery Platform

JR introduced XRN5013 - Performance Assurance Framework Administrator Access to Data Discovery Platform as a late paper for this Committee and advised this will provide PAFA access to Data Discovery Platform.

JR went on to confirm that PAC are signed on to the AGILE Release and that Option 2 gives PAFA access and this XRN is the initial phase of giving them access. The consensus from the PAC meeting was that the priority should be gaining access.

ESm advised that PAC are to request additional supporting information and that some budget is assigned from the Change Budget for that.

CS confirmed that given that PAC are supportive of this Change Proposal, Permission to accept the late agenda item was sought and the committee accepted. CS went on to advise that although this is a PAC requirement with its own budget that this should be assessed the same as any other Change Proposal.

During a lengthy discussion regarding the change proposal it was confirmed that this Change Proposal will be Shipper funded and that it will go through to the Capture Phase, it may or may not need to go through to DSG.

CS advised that the Shipper members of the DSC Change Management Committee are to approve if this Change Proposal should go through to the next phase which will be Capture.

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Kirsty Dudley	1	For
Mark Jones	2	For
Alison Neild	1	For
Alison Neild - Alternate for Lorna Lewin	2	Against
Total	4/2	For/Against

9. CSS Consequential Change Update

CS advised that Emma Lyndon was called to an Ofgem meeting and suggested committee members review the material provided outside of the meeting.

10. UIG Taskforce Update

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

LJ advised that development of automated UIG reporting is ongoing and not making as much progress as they would like and clarified that this is not impacting information going out to Shippers as it is being provided manually.

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.
- Supporting MOD development to progress all live and draft modifications.
- Formally agree scope and start date for complex machine learning activities with Analytics partner & share outputs with the Industry.
- Internal assessment and re-alignment of all task force activities against Xoserve new structure. Detailed output to be shared later this month.

11. Horizon and Future Release Change Planning

11.1. 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.

11.2. Gemini Horizon Planning

Rachel Addison provided an overview of the NG Transmission Change Horizon schematic for information.

No questions were raised.

11.3. UK Link Changes Plan on a Page

RH confirmed that this agenda item was covered in the earlier agenda item 7.6 which covered the UKLink Update. It was suggested to move this update and merge it with agenda item 7.6.

12. Finance and General Change Budget Update

12.1. Change Budget 2019-2020

Mudassar Riaz (MR) presented an update on the Change Budget 2019-2020 for information purposes.

12.2. Breakdown of DSC Change Budget BP20

ESm provided a further clarification on the breakdown of BP20, of which the June 2020 scope items was the only detailed costs available and advised there is further verification required regarding the funding splits for several changes. She clarified that Xoserve are seeing more change this year, which is as expected as the Industry comes out of Project Nexus.

ESm will make a few amendments to this Business Plan and will then recirculate to Change Management Committee members for further comments. She confirmed that this is the first draft and that formal Business Plan approval will be sought in February 2020.

13. Any Other Business

13.1. UNC User Representatives 2019/20

CS advised, the new DSC Change Management Committee members as of 01 October 2019 will be:

1. Stephanie Clements (ScottishPower) – Class A
2. Mark Jones (SSE) – Class A
3. Lorna Lewin (Orsted) – Class B (2 votes)
4. Alison Neild (Gazprom) – Class B (2 votes)

CS went on to thank Kirsty Dudley for her efforts over the last few years.

Moving forward, CS advised there will be a change of Chair for the DSC Change and Contract Management Committees from next month, Bob Fletcher will be taking up this role. The Committee thanked Chris Shanley for his services during his spell as Chair.

13.2. IX Refresh Update

Michael Orsler (MO) provided an update on the IX Refresh for information purposes.

No questions were asked by the Committee.

13.3. XRN4857 – Report Review Update

Charlie Haley (CH) provided an overview of this Change Proposal and summarised that a formal review of all reporting, outputs and extracts has been completed. The review has allowed Xoserve to identify areas for improvement, where they can make the reporting services to customers more efficient.

When asked, CH confirmed that a reconfiguration can be completed to allow a download of 50,000 records but it could be amended to provide more.

CH then went through the 3 options, the first two of which would expedite BAU work through the use of additional resources.

KD agreed that more work is required, and asked, to avoid duplicated effort, for this to be looked at on a holistic basis and advise what is BAU and what does the added value options provide above this, and the extra resource costs involved.

It was confirmed that the KPMG reporting recommendations have not been shared with the Change Management Committee members. CH agreed to communicate the recommendations and amend the proposal to reflect the discussions.

New Action 0802: *XRN4857 – Report Review Update* Xoserve (CH) to update proposal to clarify what is provided under BAU and what does the added value options provide above this, and the extra resource costs involved.

New Action 0803: *XRN4857 – Report Review Update.* Xoserve (CH) to circulate the KPMG recommendations to the Committee.

13.4. Shipper Reporting Pack Glossary

JG provided an update on the Shipper Reporting Pack Glossary for information purposes.

The Committee agreed that this should be issued as part of the shipper pack to give sight of the glossary.

Post meeting update: The Shipper Reporting Pack Guidance Document v4.3 has been provided by Xoserve and is now published.

13.5. XRN4997 – Introducing new charge types for pro-active payment of GSoP 3 & GSoP

PO provided an update on XRN4997 that will introduce new charge codes for pro-active payment of GSoP 3 & GSoP 13. He advised this Change proposal has been raised by NGN.

The DNO Change Committee members were asked to vote on whether this change should be progressed to DSG Capture phase.

Approval to proceed was recorded as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Helen Chandler - Alternate for Richard Pomroy	1	For
Total	2	For

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 09 October 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

Action Table (as at 11 September 2019)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0701	10/07/19	7.7	<i>R&N Update - Unallocated Changes and Discussion on Change Congestion – two-year view that will include scope of approval for the next Release</i> IL will put forward a process to be put in place and present at the next meeting.	Xoserve (IL)	Closed
0702	10/07/19	8.3	Xoserve to consider how the distribution lists will work.	Xoserve (PO)	Closed
0801	11/09/19	1.6	PO (Xoserve) to write out to customers to confirm if they want to remain on the CSS distribution list as well as being on the UKL distribution list.	Xoserve (PO)	Pending
0802	11/09/19	12.3	<i>XRN4857 – Report Review Update</i> Xoserve (CH) to update proposal to clarify what is provided under BAU and what does the added value options provide above this, and the extra resource costs involved.	Xoserve (CH)	Pending
0803	11/09/19	12.3	<i>XRN4857 – Report Review Update.</i> Xoserve (CH) to circulate the KPMG recommendations to the Committee	Xoserve (CH)	Pending