

UNC DSC Change Management Committee Minutes

Wednesday 09 August 2017

Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees

Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Karen Visgarda (Secretary)	(KV)	Joint Office	Non-Voting

Shipper User Representatives

Oorlagh Chapman	(OC)	British Gas	Class A – Voting (alternate)
Colette Baldwin	(CB)	E.ON	Class A - Voting
James Rigby	(JR)	Npower	Class A - Voting
Alison Neild	(AN)	Gazprom	Class B – Voting
Lorna Lewin	(LL)	DONG Energy	Class B - Voting (2 votes)

Transporter Representatives

Chris Warner	(CW)	Cadent	DNO - Voting
Joanna Ferguson	(JF)	NGN	DNO – Voting (alternate)
Beverley Viney	(BVi)	National Grid NTS	NTS – Voting (2 votes)
Nicky Rozier*	(NR)	GTC	iGT - Voting
Katy Binch	(KB)	ESP	iGT - Voting

CDSP Change Management Representatives

Dave Turpin	(DT)	Xoserve	Non-Voting
Emma Smith	(ESm)	Xoserve	Non-Voting

Observers

Andy Clasper	(AC)	Cadent	Non-Voting
Andy Miller	(AM)	Xoserve	Non-Voting
Gavin Anderson	(GA)	EDF Energy	Non-Voting
Hilary Chapman	(HC)	SGN	Non-Voting
Lee Chambers	(LC)	Xoserve	Non-Voting
Matt Smith	(MS)	Xoserve	Non-Voting
Max Pemberton	(MP)	Xoserve	Non-Voting
Rachel Hinsley	(RHi)	Xoserve	Non-Voting
Shanne Key	(SK)	NGN	Non-Voting
Steve Mullins	(SM)	PwC	Non-Voting
Tahera Choudhury	(TCh)	Xoserve	Non-Voting

Apologies

Andrew Margan	(AM)	British Gas	Class A - Voting
Richard Pomroy	(RP)	WWU	DNO - Voting
Lorraine Cave	(LC)	Xoserve	Non-Voting
Sean McGoldrick	(SM)	National Grid NTS	NTS - Voting

* Via teleconference

Copies of all papers are available at: <https://www.gasgovernance.co.uk/DSC-Change>

1. Introduction

BF welcomed all to the meeting.

1.1. Apologies for absence

See above table.

1.2. Alternates

Oorlagh Chapman for Andrew Margan

Beverly Viney for Sean McGoldrick

Joanna Ferguson for Richard Pomroy

1.3. Confirm Voting rights

BF confirmed the voting rights carried by each member.

Representative	Classification	Vote Count
Oorlagh Chapman (<i>for Andrew Margan</i>)	Shipper	1 vote
Colette Baldwin	Shipper	1 vote
James Rigby	Shipper	1 vote
Alison Neild	Shipper	1 vote
Lorna Lewin	Shipper	2 votes
Chris Warner	DNO	1 vote
Joanna Ferguson (<i>for Richard Pomroy</i>)	DNO	1 vote
Beverley Viney (<i>and for Sean McGoldrick</i>)	NTS	2 votes
Nicky Rozier	iGT	1 vote
Katy Binch	iGT	1 vote

1.4. Approval of Minutes (12; 13 & 24 July 2017)

The minutes of meetings 12 and 24 July 2017 were approved.

With regards to the minutes from 13 July 2017, BF stated that there had been some discussions following the publication of these minutes as to the outcome of point 3.2.2. *XRN 4273 In-Home Display (IHD) Status – ROM Approval* in relation to approval or rejection.

A general discussion took place as it had been noted that there seemed to be some confusion as to the outcome and next steps from that meeting. BF verbalised the minutes from the meeting regarding point 3.3.2. and he also reiterated the rules and determined there were 4 potential options. As listed below:

4.1 Service Changes

4.1.1. Interpretation and general

For the purposes of this Document:

(a) a Proposed Service Change is a Service Change proposed in accordance with this paragraph 4; and, where the context requires, references to a Service Change include a Proposed Service Change;

(b) a General Service Change is a Service Change in respect of General Service(s), and a Specific Service Change is a Service Change in respect of a Specific Service;

(c) a Change Proposal is a proposal for a Service Change; (d) the Proposal Date

in relation to a Proposed Service Change is the date of submission of the Change Proposal to the Committee under paragraph 4.6.4;

(e) the Proposing Party in relation to a Proposed Service Change is the Party submitting the Change Proposal;

(f) a Change Proposal is Current from the Proposal Date until Completion of Implementation or the earlier lapse of the Change Proposal pursuant to paragraph 4.6.8(b) or 4.6.12(b)

Both CB and GA said they were concerned, as there had been no feedback following the 13 July meeting. BF asked the Committee what their thoughts were as to whether they thought the Change Proposal had been rejected or deferred, the consensus of opinion was that it had not been approved and it was questioned if the ROM or the Change Proposal had been rejected.

CB felt that the discussion was that had the Change Proposal been submitted for approval then it is likely it would have been rejected. However, it was her view that the Change Proposal had been deferred subject to review of the SPAA process and to allow members to discuss the Change with the proposer.

JR said that this situation could happen again and that a robust process was needed for future situations. GA added that this was the reason he had sent the email questioning the outcome, as he was not sure, as he had thought it had been deferred. He said the proposed change was on behalf of the Industry and the change should be approved by the MRA in November and that he understood that SPAA had already approved it, and yet there had been no formal notification of the Change progression in the DSC process. He said there was a SPAA meeting scheduled for 17 August 2017 to look specifically at the SPAA and CDSP processes, and this was his reasoning why he thought it had been deferred until after that meeting had taken place.

BF requested Shipper Members to vote on whether the Change Proposal should be deferred to the September meeting. Shipper Members unanimously agreed the Change Request should be deferred.

BF said that Change Proposal would need to be discussed further at the next Change Management meeting in September. Both KD and JR said they would highlight this matter at the SPAA meeting. DT said he would send a communication stating that it had been deferred to provide clarity and GA said it would be advisable to ask for feedback as it was a Shipper only vote.

New Action D1 0801: Xoserve (DT) to send a communication to the Change and Contract Managers explaining that *XRN 4273 In-Home Display (IHD) Status – ROM Approval*, has been deferred until the September meeting to allow time for the feedback from the SPAA meeting.

2. Terms of Reference Review and Approval

ESm and DT introduced the Terms of Reference document and a general discussion took place regarding the format. It was felt that a similar format to the UNC Joint Office Terms of Reference (TOR) format would be easier to navigate and a request was made for less legal text in terms of style and more links direct to the areas of information. DT said he would replicate the UNC Joint Office TOR format and style and would represent the document at the next meeting for approval.

New Action D1 0802: Xoserve (DT) to reformat the Terms of Reference (TOR) in the style of the UNC Joint Office Terms of Reference, remove legal text style by using plain English and add in links.

3. UK Link - Release Management Prioritisation

3.1. Release 2 scope review and approval

LCh introduced the COR4186 UK Link Future Release updates and he overviewed the Release Management Principles of Release 1.1, 2 and 3. He explained that Release 1.1 was a post-PIS minor release that was constructed of a small number of 'defects' that have a near-term delivery need.

He said it was intentionally made up of changes that are low impact to Market participants and that the R1.1 was being undertaken in an environment where R1 PIS was still in progress, and governance and development practices were evolving. He added that R1.1 would serve as an opportunity to: Trial governance and development processes with a view to refining for R2 and beyond, to prove Xoserve's ability to deliver change with the new architecture, with planned and managed impact on the industry and build in further learnings into the following releases and inform the longer-term release strategy. LCh then overviewed the overall UK Link Future Release Life Cycle schematic and the Status Summary for Release 1.1 and confirmed the current RAG status was Amber.

3.2. Release 2 timing update and approval

LCh apologised that the Release 2 was not ready for review and that it had been delayed until September and he explained the overall scope and prioritisation had taken longer than expected. He added that this release would be of a larger scale and focussed on changes to improve service provision (eg removal of manual processes) that have low consequential change to Market Participants' system and interfaces. He then provided an overview of the Release 2 Status Summary and explained the RAG status was Amber and stated that the Programme Management for R2 may need to flex dependent on the agreed future Industry Governance arrangements and prioritisation agreed by all Stakeholders.

A lengthy general discussion took place regarding the Releases and specifically in connection to Release 2. KB said that she was aware that SPAA were working on a change in scope of Release 2 and asked what would happen if Ofgem decided to agree to Option A, which required further functionality over Option B for example. LCh said in that case, a de-scoping exercise would be undertaken with a different set of options and that Code Fixes would be required. DT said that Xoserve were not in a position to be able to wait for the decisions and that work had to continue regardless, as the decision was unlikely to be known for at least 4 - 6 weeks. He said that they would continue in scope and produce the BER with restricted class change, with the DN's funding it and the Committee agreed to this. He added that following the SPAA and Ofgem decision then they might have to de-scope it in November, if this was required. However, in such cases the work would not be lost as it would feed into later developments.

LCh proposed that it might be useful to have pre-meeting to discuss Release 2 prior to the formal September meeting, as there would be a lot of information to get through and the Committee said that they would need to see sight of these documents at least 10 days prior to the 5 days cut off for meeting papers prior the Change Management Committee meeting this release would be discussed at to allow for discussion internally with their respective teams. LCh confirmed that he would send the scope of Release 2 for feedback asap.

New Action D1 0803: Xoserve (LCh) to send the scope of Release 2 for feedback from a low/medium/high perspective. The Committee to review 15 days prior to the Release 2 review meeting currently planned for 14 September 2017.

It was proposed that 14 September could be used as a Workshop Day dedicated to discussing Release 2.

There was no approval for Release 2, as it was not complete.

3.3. Release 3 planning/update

LCh then explained that Release 3 would include delivery of deeper industry changes based on market driven change demand.

4. Change/New Service Requests

Copies of all change requests for consideration at this meeting are published at:
<https://www.gasgovernance.co.uk/DSC-Change/090817>.

4.1. XRN 4335 Annual AQ report for BEIS (Formerly DTI report)

BVi introduced the Change Proposal raised by National Grid NTS and she gave a brief overview explaining that the change was for Xoserve to remove all NTP dependency from the National Grid Legacy Datacentres.

As a restricted Class change, the Transmission Transporter Member agreed to vote on approving the Change Proposal for Xoserve to remove all NTP dependency from the National Grid Legacy Datacentres. There was a Unanimous vote in favour.

Committee Representatives approved XRN 4335 change as follows:

Voting Outcome:	XRN4335 - UK DataCentre Clearance; Removal of Xoserve NTP dependency from Legacy DataCentres (Formerly DTI report)	
Transporter Representative	Voting Count	For/Against
Beverley Viney (and for Sean McGoldrick)	2	For
Total	2	2

4.2. XRN 4338 Service Description Table – Service Line maintenance procedures

AM introduced the Change Proposal raised by Xoserve and explained it was to amend the Service Description Table as a result of Modification 0610A Project Nexus Miscellaneous Requirements. He stated that as these were changes to Service Lines only and that the changes were more in a Housekeeping to the Contract perspective. As such, he proposed that there was no need to complete the EQR, BER and Change Completion Notice (CCN) as there were no costs associated to the Change Proposal. He further explained that the work had already been carried out and that the Service Lines document just needed to go out for consultation to the Change Managers and or Contract Managers, following the procedures document, together with sending the procedures to the Contract Management Committee.

This was a full vote of the Committee with Shipper and Transporter Committee Members agreed to vote on approving that there was no need for an EQR, BER or Change Completion Notice and that the Service Description Table could be submitted for consultation. There was a Unanimous vote in favour.

Committee Representatives approved XRN 4338 change as follows:

Voting Outcome:	XRN 4338 Service Description Table – Service Line maintenance procedures	
Shipper Representative	Voting Count	For/Against
Oorlagh Chapman (for Andrew Margan)	1	For
Colette Baldwin	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Joanna Ferguson (for Richard Pomroy)	1	For

Beverley Viney (<i>and for Sean McGoldrick</i>)	2	For
Nicky Rozier*	1	For
Katy Binch	1	For
Total	6	6

4.3 UKLP080 – Amendment to the AQ & SOQ file and Filed Length

RHi introduced the Change Proposal raised by Xoserve and explained the change was needed following the review of UKL file formats, and a decision was made to increase the filed length of the AQ & SOQ values from 13 to 15 to accommodate Unique Sites. RHi explained that any data values greater than a length of 13 may not load into the Gemini system, and as such, analysis needed to be carried out to identify the impacts of this inconsistency to identify and implement the changes that were required to the Gemini system. She further explained, that if no changes were made, and the values were sent to the Gemini system from SAP and were to a length of 15, Gemini would not accept the data where the string was longer than 13 which would result in a mismatch of data between the two systems – incorrect Gas Nominations, Allocations, Unidentified Gas and Commodity. However, it was noted that although this issue needed to be resolved, currently file lengths were within the 13 character limit although at some point in the future, these would increase to 14 or 15.

No approval was required as this was for information only.

4.4 UKLP137 – CUN being issued downstream

RHi introduced the Change Proposal raised by Xoserve, and explained that the CUN file needed to generate to notify all of the downstream IGTs if and when there had been a change in exit zone for an upstream CSEP. She said that the notification would be issued to upstream, but the design needed to be changed to enable the notification of exit zone changes to be notified to all downstream IGTs, and that the change in the exit zone would impact on the IGT transportation rates, so the IGT should be advised when these rates change.

No approval was required as this was for information only.

4.5 UKLP168 – CMS Billing Template Class Change Adjustment Crossover

RHi introduced the Change Proposal raised by Xoserve and she explained the reason for the change was because the logic in which CMS pulls the adjustment start and adjustment end date needed to be amended. She said CMS needed to pull the adjustment start and end date based on the class change dates to make sure that none of the adjustments crossed over the class change period. She said this would mean a change to the data the web services pull between CMS and SAP and SAP and CMS, also that it would require manual workarounds and further investigation will be required thus losing current CMS efficiencies of which CMS was designed for and therefore having a possibility of effecting Modification 0565 performance.

No approval was required as this was for information only.

4.6 UKLP284 - Ability to reduce Capacity on DM Meter points outside on CRP (as per UNC G5.2)

RHi introduced the Change Proposal raised by Xoserve and the reason for the change was owing to the fact the UNC allowed for a User to request a capacity reduction outside of the agreed Capacity Reduction Period, following agreement with the DN, where the previous User may have mis-managed Capacity requirements for the site.

She said the current design did not have any functionality to allow for a reduction to the SOQ outside of RCP period and to charge at the agreed SOQ following the amendment as if this was the SOQ from confirmation effective date. RHi said the number of occurrences per year were low. RHi added that these changes were already scheduled to be discussed in the SDG meeting on 14 August 2017.

No approval was required as this was for information only.

5. Review of CDSP Change Management Report(s)

5.1. Service Changes and Key Project Dashboard

DT said there were no other changes except in relation to Releases 1.1 and Release 2 discussed above.

5.2. Approval of Change Documents

5.2.1. COR 4161 Change Completion Notice: Provision of Access to Domestic Consumer Data for PCWs and TPIs via Data Enquiry System (DES) – inc ***UNC 0593 Privacy Impact Assessment**.

*(*For the explanation and status of the UNC 0593 Privacy Impact Assessment (PIA) please see comments directly below the voting table)*

DT introduced the Change Completion Notice raised by Xoserve and explained the required changes had now been actioned and so this could now be closed down. Members noted that this Change Completion was for work activities related to the DES solution which had now been superseded by an API option which would be managed through a different Change Proposal.

This is a restricted Class Change for Distribution Transporter representatives, who agreed to vote on closing the Change Proposal for Xoserve regarding the Provision of Access to Domestic Consumer Data for PCWs and TPIs via Data Enquiry System (DES). *(Not including the UNC 0593 Privacy Impact Assessment)*. There was a Unanimous vote in favour.

Committee Representatives approved the closure of COR 4161 change as follows:

COR 4161 Change Completion Notice: Provision of Access to Domestic Consumer Data for PCWs and TPIs via Data Enquiry System (DES)		
Voting Outcome:		
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Joanna Ferguson (<i>for Richard Pomroy</i>)	1	For
Total	2	

***UNC 0593 Privacy Impact Assessment (PIA)**

*TC explained that there was an extra item linked to TPIs via Data Enquiry System (DES), which was regarding the inclusion of UNC 0593 Privacy Impact Assessment, which had already been published. She explained that following Panel discussions there had been a request for this to be overviewed at the Change Management Committee. The Committee Members said they were not aware that this was due to be discussed at this meeting and the PIA had not been provided in advance. The PIA provided in advance of the Change Management Committee, had changed a little due to Industry participants providing comments until the 09 August 2017. NR said it was referred back to the Change Management Committee for assurance that the PIA concerns were addressed. TC said the revised PIA would be sent to accompany the Final Modification Report 0593V as part of the consultation process. DT summarised that the Committee had not seen the revised version of the PIA and that this would need to be published on 09 August 2017 in order for it to be submitted to the Panel for consideration, and he added that the final approval may have to take place after the consultation process in order for the solution designs to be approved by the Change Management Committee.

TC confirmed the PIA would be published prior to close of play on 09 August 2017 ready for Panel submission, although it was anticipated that following consultation, the PIA would be returned to this Committee so that it could be used to help assess the API and third party options.

5.3. UK Link Inflight Changes

5.3.1. Overview of Modifications impacting UK Link Systems

RHi drew attention to the new UNC Modifications that may have an effect on UK Link systems.

0623 - *Governance Arrangements for Alternatives to Self-Governance Modification Proposals*. No impact on systems expected.

0624R - *Review of arrangements for Retrospective Adjustment of Meter Information, Meter Point/Supply Point and Address data*. No impacts identified at present.

0625 - *Extension of 6 months to 12 months to transfer non-mandatory sites from Class 1*. No impacts expected.

No approval was required as this was for information only.

CB proposed that a Webex might be beneficial prior to each meeting along the same format as the pre Panel Teleconference, to provide the Committee with a summary of which topics were going to require a decision in the formal Change Management Committee meeting. DT and ESm said they would investigate this idea.

New Action D1 0804: Xoserve (DT & ESm) to investigate hosting a pre meeting Webex.

5.3.2. Implementation Plan – report E (including Outages)

RHi introduced the current Implementation Plan and requested approval on the following items:

1766.1 - UK Link Standards Guide - Special Characters – Use of Tab

1766.2 - Insertion of Maximum Number of Occurrences in Meter Inspection Date Notice (MID) File

1766.3 - New File Level Rejection

This was a full vote of the Committee with Shipper and Transporter committee members agreed to vote on approving the items as listed above. There was a Unanimous vote in favour.

Committee Representatives approved items 1766.1, 1766.2, and 1766.3 change as follows:

Voting Outcome:		
Shipper Representative	Voting Count	For/Against
Oorlagh Chapman (<i>for Andrew Margan</i>)	1	For
Colette Baldwin	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For

Joanna Ferguson (<i>for Richard Pomroy</i>)	1	For
Beverley Viney (<i>and for Sean McGoldrick</i>)	2	For
Nicky Rozier*	1	For
Katy Binch	1	For
Total	6	6

5.3.3. Amendments to Other CSDP Service Documents

RHi confirmed that there currently no other documents to discuss.

6. Horizon Scanning: ‘Bubbling Under’ Report

RHi provided a summary of the bubbling under report, each item was reviewed/discussed briefly:

ID2 (0570) – Reporting requirements removed, no work for Xoserve. The Modification is at Consultation. Responses were due back by 10th August 2017.

ID1 & ID2 (0594) – Initial feedback from the RFI from Ofgem inferred that monthly read submission is favourable and there is no desire for daily reads.

ID4 – No change since last meeting.

ID6 (0619) – Change to UK Link to implement a new solution. Modification proposes to remove ratchet charges on Class 1 and 2 Supply Points, although charges based on the new SOQ would be backdated. The Workgroup has been extended to September 2017 Panel.

ID5 – CDSP required to report centrally on RGMA and MAM performance. Functional change to mandate a MAM portfolio reconciliation activity. Updating Schedule 22. Being discussed at SPAA Expert Group.

ID7 – Amendment to record MAP ID. This has been deferred at SPAA for 6-9 months.

ID8 – Dependent on the Workgroup review.

No approval was required as this was for information only.

7. Finance and General Change Budget Update

Next year’s change budget finance sheet

MP provided an overview of the Budget and confirmed that following the previous feedback some of the format and colour coding had now been changed and it now also included the DSC Change Budget items. He then provided a high-level summary of the Budget content and requested any further feedback to be sent directly to him at: max.pemberton@xoserve.com

Members agreed the changes made had improved the report presentation.

No approval was required as this was for information only.

8. Review of Outstanding Action(s)

0402: *DSC Change Committee Operation (terms of reference)* - DT to formulate a brief statement providing a clear explanation and references to appropriate documentation, for publication on the Joint Office website.

Update: Deferred until 13 September 2017. **Carried Forward**

0603: Xoserve (LC/DT) to provide greater clarity on the budget details and the Business Change Process regarding cost allocation.

Update: Deferred until 13 September 2017. **Carried Forward**

D1 0701: DT survey non-attendees of last SDG via email, asking why they didn't attend.

Update: DT said this action could now be closed and a new action would be raised regarding circulating the responses. **Closed.**

New Action D1 0805: Xoserve (DT) to circulated the responses from the SDG email regarding non attending responses.

D1 0702: for consequential change to Gemini-only change and Gemini impacted. Review with National Grid and LCh.

Update: Deferred until 13 September 2017. **Carried Forward**

D1 0703: Xoserve (LCh) to bring a Release 2 schedule for approval at the next meeting on 09 August.

Update: LCh said this action could now be closed as he had provided update on the status of the delayed Release 2. **Closed**

D1 0704: All to review the Change Demand Backlog prior to 24 July and send email to RH flagging which changes need discussing on 24 July. RHa stressed that if nothing is received, the meeting will be cancelled.

Update: RHi said this action could now be closed as the action had been completed. **Closed.**

D2 0705: Xoserve to provide an update on the work being undertaken to build an API capability.

Update: DT said this action could now be closed as the documents had been produced and these will be discussed directly with AMa. **Closed.**

D2 0706: Xoserve (DA) to consider the budget provision for ad hoc requests from the PAFA to Xoserve.

Update: BF advised that PAC would be asking the DSC Contract Management Committee to establish a service line that allowed it to request adhoc work/reports from Xoserve or PAFA without have to wait for specific quotations each time. AL would be leading the request from a PAC perspective. Members agreed that this action could be closed as it was more appropriate for a PAC member to lead this process. **Closed**

D2 0707: Xoserve to add further narrative, a crib-sheet, the RAG status, and colour coding, to the Change Management Committee Finance Report.

Update: MP said this had been and now presented and so this action could be closed. **Closed.**

D2 0708: Xoserve to establish a suitable meeting date for the first Change Management Governance Review Sub-committee meeting (avoiding SPAA). All Representatives to be invited.

Update: The date had been confirmed at 01 September 2017 and so this action could now be closed. **Closed**

D2 0709: AMa to provide a draft Terms of Reference for the Change Management Governance Review Sub-committee

Update: OC said this document had already been submitted and so this action could now be closed. **Closed**

9. Next Steps

Item not considered.

10. Any Other Business

10.1. CNF File Update

This item was carried forward as MJ did not attend the meeting.

10.2. Review of DES security time-out policy (Andrew Margan)

OC said that AMA's request was to extend this time-out policy to 45 or 60 minutes. MS said if it was timing out earlier, there was a work around in place via the Book Mark second screen. DT said it was set at 30 minutes due to internal Security policies and procedures and that it could not be extended without a formal request to change these. He added that if it was time-outing out earlier than the pre-set 30 minutes, then a call should be raised flag this issue.

10.3. Xoserve and Gemserv collaborative working DSC sub-group formation (Andy Miller)

AM explained that he was looking for volunteers to join an Xoserve and Gemserv collaborated Gas and Electric sub group on the same platform as the Ofgem Switching Programme. He said he needed 4 or 5 people to work with the Electricity side of the market for 4 – 5 meetings to undertake joint discussions and that the sub group could provide a report to the Change Management Committee.

BF questioned why this would be deemed a sub group of the DSC Change Management Committee and not a UNC Workgroup, and whether a formal Request needed to be raised. AM said the requirement was being generated from the DSC and the direct customers of Xoserve and it was not a UNC matter as this was about the provision of Third Party services by Xoserve. BF said in that case, it would have to be deemed as a Sub Committee and be provided with delegated responsibilities, structure and powers etc.

AM said he would write to all the Change Managers describing the remit of the Sub Group and what it entailed and ask for volunteers, together with explaining the Terms of Reference and associated expectations, with the outputs being reported back to the DSC Change Management Committee

New Action D1 0806: Xoserve (AM) to write to all the Change Managers describing the remit of the Sub Group and what it entails. Asking for volunteers, explaining the Terms of Reference and associated expectations, with the outputs being reported back to the DSC Change Management Committee.

10.4. Project Nexus close down governance plan (Steve Mullins PwC)

SM introduced himself and explained that Ofgem would be formally exiting from the Sponsorship and the PIS Exit requirements. He overviewed the 'Close Down Governance Plan' schematic and explained that exit date was 31 August 2017, and that a meeting would take place on that day to formally confirm the exit of the PNSG into the Change Management Committee.

10.5. PIS Exit progress update (Steve Mullins PwC)

SM explained that a special Change Management Committee meeting would need to take place on 31 August 2017 via Teleconference following the formal exit meeting on that day to confirm the exit of PIS and the move and prioritisation of tasks into the Change Management Committee. He said that the DRG and DMG would continue after this date and would report into the DSC Change Management Committee from 31 August 2017 onwards.

A general discussion took place regarding the role of the DMG, as Nexus had now been delivered and SM said there was still a requirement to track and fix data issues and impacts from a technical level. CB was concerned that that parties had established projected teams to deliver Nexus and these people wont be available to attend DMG meetings as it should now be business as usual. SM said he would look at previous agendas to ascertain the topics that had been addressed in the past and this could be discussed in more depth at the next meeting. He also stated that the DRG still had a very active role and remit and DT concurred with this statement and he also said that discussions would take place regarding if the SGD and DRG were both needed moving forward.

10.6 DSC Governance Meeting

ES provide a brief update that a DSC Governance meeting was planned for 01 September to review the process so far and if improvements could be made. This was an invitation to all DSC parties to attend and that the DSC Contract Management Committee would be briefed.

BF advised that if this was to become a formal Committee it would need to be established based on a formal membership, structure and delegated authority from the establishing Committee.

10.7 Thank You to CB

DT wanted to thank CB for all her input, help and support over the years and wish her luck in her new venture.

11. Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

*DT said he would speak with SM to enquire if the Teleconference call on Thursday 31 August 2017 could be brought forward to earlier in the day.

New Action D1 0807: Xoserve (DT) to contact SM to discuss if the Teleconference call on Thursday 31 August regarding the formal exit meeting could be brought forward on that day.

Meetings will take place as follows:

Time/Date	Venue	Programme
*4.00pm (<i>Exact time to be confirmed</i>) Thursday 31 August 2017	Teleconference	Formal exit meeting to confirm the exit of PIS and the move into the Change Management Committee
10:15 Wednesday 13 September 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising
10.15 Thursday 14 September 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	(<i>To be confirmed</i>) Release 2 dedicated Workshop meeting

Action Table (as at 09 August 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0402	12/04/17	2.1	<i>DSC Committee Operation (terms of reference)</i> - DT to formulate a brief statement providing a clear explanation and references to appropriate documentation, for publication on the Joint Office website.	Xoserve (DT)	Carried forward
0603	08/06/17	2.3	Xoserve (LC/DT) to provide greater clarity on the budget details and the Business Change Process regarding cost allocation.	Xoserve (LC/DT)	Carried Forward
D1 0701	12/7/17	3.1	DT survey attendees of last SDG via email, asking why didn't attend.	Xoserve (DT)	Closed
D1 0702	12/7/17	3.1	Review the Change Demand Backlog For consequential change to Gemini-only change and Gemini impacted.	National Grid (SM) and Xoserve (LCh)	Carried Forward
D1 0703	12/7/17	3.2	LCh to create a Release 2 schedule for next meeting on 09 August	Xoserve (LCh)	Closed
D1 0704	12/7/17	3.2	All to review the Change Demand Backlog prior to 24 July and send email to RH flagging which ones need discussing on 24 July.	All	Closed
D2 0705	13/7/17	2.2	Xoserve to provide an update on the work being undertaken to build an API capability.	Xoserve (AMi)	Closed
D2 0706	13/7/17	3.1.1	Xoserve (DA) to consider the budget provision for adhoc requests from the PAFA to Xoserve.	Xoserve (DA)	Closed
D2 0707	13/7/17	7.0	Xoserve to add further narrative, a crib-sheet, the RAG status, and colour coding, to the Change Management Committee Finance Report.	Xoserve (DT/LC)	Closed
D2 0708	13/7/17	9.5	Xoserve to establish a suitable meeting date for the first Change Management Governance Review Sub-committee meeting (avoiding SPAA). All Representatives to be invited.	Xoserve (ESm)	Closed
D2 0709	13/7/17	9.5	AMa to provide a draft Terms of Reference for the Change Management Governance Review Sub-committee	British Gas (AMa)	Closed
D1 0801	09/08/17	1.4	Xoserve (DT) to send a communication to the Change and Contract Managers	Xoserve	Pending

Action Table (as at 09 August 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
			explaining that <i>XRN 4273 In-Home Display (IHD) Status – ROM Approval</i> , has been deferred until the September meeting to allow time for the feedback from the SPAA meeting.	(DT)	
D1 0802	09/08/17	2.0	Xoserve (DT) to reformat the Terms of Reference (TOR) in the style of the UNC Joint Office Terms of Reference, remove legal text style by using plain English and add in links.	Xoserve(DT)	Pending
D1 0803	09/08/17	3.2	Xoserve (LCh) to send the scope of Release 2 for feedback from a low/medium/high perspective. The Committee to review 15 days prior to the Release 2 review meeting currently planned for 14 September 2017.	Xoserve (LCh)	Pending
D1 0804	09/08/17	5.3.1	Xoserve (DT & ESm) to investigate hosting a pre meeting Webex.	Xoserve (DT & ESm)	Pending
D1 0805	09/08/17	8.0	Xoserve (DT) to circulate the responses from the SDG email regarding non attending responses.	Xoserve (DT)	Pending
D1 0806	09/08/17	10.3	Xoserve (AM) to write to all the Change Managers describing the remit of the Sub Group and what it entails. Asking for volunteers, explaining the Terms of Reference and associated expectations, with the outputs being reported back to the DSC Change Management Committee.	Xoserve (AM)	Pending
D1 0807	09/08/17	11.0	Xoserve (DT) to contact SM to discuss if the Teleconference call on Thursday 31 August regarding the formal exit meeting could be brought forward on that day.	Xoserve (DT)	Pending