



Change Committee Meeting

Terms of Reference

Version 2.0 2/8/17

Chair	Attendees	Function
Joint Office	<p>UNIFORM NETWORK CODE – GENERAL TERMS</p> <p>SECTION D – CDSP AND UK LINK</p> <p>4.2 Constitution of DSC Committees</p> <p>4.2.1 Each DSC Committee shall comprise representatives ("Committee Representatives") of each Customer Class as follows:</p> <p>(a) 6 individuals appointed as representatives of Shipper Users ("Shipper User Representatives"); and</p> <p>(b) 6 individuals appointed as representatives of Transporters and IGTs, of which:</p> <p>(i) 2 shall be appointed by National Grid NTS ("NTS Representative");</p> <p>(ii) 2 shall be appointed by DN Operators ("DNO Representatives"); and</p> <p>(iii) 2 shall be appointed by IGTs ("IGT Representatives").</p> <p>4.2.2 Annex D-2 sets out the basis on which the Committee Representatives of each Customer Class are to be appointed and from time to time removed and/or replaced.</p> <p>4.2.3 References to Committee Representatives of a Customer Group are to Committee Representatives appointed as representatives of the Customer Class or Customer Classes comprising that Customer Group.</p> <p>4.2.4 Each meeting of a DSC Committee shall be chaired by a person (not being a Committee Representative or the Committee Secretary) nominated by the Code Administrator ("Committee Chairperson").</p> <p>4.2.5 The Code Administrator shall nominate and may from time to time remove and replace) a person (not being a Committee Representative) as secretary ("Committee Secretary") for each DSC Committee.</p> <p>4.2.6 A person who is a director of the CDSP may not be a Committee Representative.</p> <p>4.2.7 The same person may be a Committee Representative on both DSC</p>	<p>CDSP SERVICE DOCUMENT</p> <p>CHANGE MANAGEMENT PROCEDURES (version 1)</p> <p>2 Change Management Committee</p> <p>2.1 Functions of the Change Management Committee</p> <p>2.1.1 The role of the Committee is to represent Customers in the management of change to the DSC.</p> <p>2.1.2 The Committee has the functions assigned to it in this Document.</p> <p>2.1.3 Subject to paragraph 2.1.4, the CDSP is authorised to act on (and incur Costs based on) the decisions of the Committee as provided in this Document (but without prejudice to the general authority of the CDSP to do whatever is necessary to perform the DSC).</p> <p>2.1.4 If the CDSP considers that any matter before the Committee for decision would be likely to result in the need for a Budget Amendment:</p> <p>(a) the CDSP shall so inform the Committee before the Committee considers the matter; and</p> <p>(b) the Committee shall not decide in favour of such matter until and unless the Budget Amendment has been made in accordance with the requirements in the Budget and Charging Methodology.</p>

Structure, Frequency & Timing	Objectives (refer to)
<p>CDSP SERVICE DOCUMENT CHANGE MANAGEMENT PROCEDURES (Version 1)</p> <p>2.2 Meetings of the Committee</p> <p>2.2.1 A regular meeting of the Committee shall be held every month, subject to paragraph 2.2.4.</p> <p>2.2.2 The agenda of the regular meeting shall (unless the Committee otherwise decides) include: (a) consideration of each document or other matter sent to the Committee for review or decision (and not already reviewed or decided by the Committee) pursuant to the procedures in this Document; and (b) a review of the most recent Change Management Report.</p> <p>2.2.3 The CDSP or any Committee Representative may put any other matter on the agenda of a regular meeting by notice to the Committee Secretary in accordance with GT Section D4.</p> <p>2.2.4 The Committee may (after discussing with the CDSP) decide to alter the frequency of its regular meeting by Unanimous Vote in a Full Vote.</p> <p>2.2.5 The Committee may hold ad-hoc meetings in accordance with GT Section D4.</p>	<p>UNIFORM NETWORK CODE – GENERAL TERMS SECTION D – CDSP AND UK LINK</p> <p>4 DSC COMMITTEES</p> <p>4.1 Establishment and functions of DSC Committees</p> <p>4.2 Constitution of DSC Committees</p> <p>4.3 Voting arrangements</p> <p>4.4 Proceedings of DSC Committees</p> <p>4.5 Appeal</p>

- The information supplied in these terms of reference are taken directly from the Data Services Contract and the Uniform Network Code, these documents will be considered as the master information.
- **CDSP SERVICE DOCUMENT – Change management procedures**
- <https://www.gasgovernance.co.uk/sites/default/files/ggf/page/2017-07/CDSP%20SERVICE%20DOCUMENT%20CHANGE%20MANAGEMENT%20PROCEDURES.pdf>
- **UNIFORM NETWORK CODE – GENERAL TERMS SECTION D – CDSP AND UK LINK**
- <https://www.gasgovernance.co.uk/sites/default/files/ggf/page/2017-07/GTD%20-%20CDSP%20and%20UK%20Link.pdf>



Managing Gemini Change under the DSC Change Process

Dave Turpin

DSC Change Management Procedures

Within the Change Management Procedures contains the following provisions:

- 1.5.2 Under this Document different arrangements apply in relation to:
- (a) changes to Services and related amendments of the CDSP Service Description (and where applicable to the Specific Service Change Charge Annex of the Budget and Charging Methodology);
- (b) modifications of UK Link;
- (c) amendment of the UK Link Manual; and
- (d) amendment of Other CDSP Service Documents.

Gemini Changes

- Gemini Services are provided under the services described within the Service Description table and therefore changes to these fall under 1.5.2 (a)
- The governance surrounding decisions by the Change Committee (where a constraint does not arise in the delivery of Gemini Changes with other Changes) will be of restricted class with National Grid being the only voting party
- Where there is a conflict in the delivery of change, section 4.4 describes where a change may have an adverse impact on other customer classes. In the instance where a constraint arises in the delivery of a Gemini Change with one or more other Change, this would lead to a Change Management Committee discussion as to the priority and delivery of all impacted Changes (including the Gemini Change). The Change Management Committee then bears responsibility for agreeing a course of action to mitigate the adverse impacts identified.