

UNC DSC Change Management Committee Minutes

Wednesday 07 March 2018

at Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees

Chris Shanley (Chair)	(CS)	Joint Office	Non-Voting
Helen Cuin (Secretary)	(HCu)	Joint Office	Non-Voting

Shipper User Representatives

Andrew Margan *	(AMa)	British Gas	Class A – Voting
Kirsty Dudley *	(KD)	E.ON	Class A – Voting
James Rigby	(JR)	Npower	Class A – Voting
Alison Neild	(Ani)	Gazprom	Class B – Voting
Lorna Lewin	(LL)	DONG Energy	Class B – Voting (2 votes)

Transporter Representatives

Chris Warner	(CW)	Cadent	DNO – Voting
Shanna Key *	(SK)	NGN	DNO – Voting Alternate
Debbie Brace	(DB)	National Grid NTS	NTS – Voting Alternate (2 votes)
Katy Binch *	(KB)	ESP	iGT – Voting
Nicky Rozier *	(NR)	BU UK	iGT – Voting

CDSP Change Management Representatives

Dave Turpin	(DT)	Xoserve	Non-Voting
Emma Smith	(Esm)	Xoserve	Non-Voting
Loraine Cave	(LCa)	Xoserve	Non-Voting

Observers

Alex Stuart	(AS)	Xoserve	Non-Voting
Alison Cross	(ACr)	Xoserve	Non-Voting
Andy Clasper	(ACI)	Cadent	Non-Voting
Deborah Coyle Spencer	(DCP)	Xoserve	Non-Voting
Hilary Chapman	(HCh)	SGN	Non-Voting
Lee Chambers	(LC)	Xoserve	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting
Mark Oliver	(MO)	Electralink	Non-Voting
Max Pemberton	(MP)	Xoserve	Non-Voting
Michelle Downs	(MD)	Xoserve	Non-Voting
Padmini Duvvuri	(PD)	Xoserve	Non-Voting
Rachel Hinsley	(RHi)	Xoserve	Non-Voting
Shane Preston	(SPr)	Scottish Power	Non-Voting
Stuart McDermott	(SMc)	Xoserve	Non-Voting

Apologies

Beverley Viney	(BVi)	National Grid NTS	NTS - Voting
Joanna Ferguson	(JF)	NGN	DNO – Voting Alternate
Phil Lucas	(PL)	National Grid NTS	NTS - Voting
Richard Pomroy	(RP)	WWU	DNO - Voting

* Via teleconference

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

1. Introduction

1.1. Apologies for absence

See above table.

1.2. Alternates

Debbie Brace for Beverley Viney and Phil Lucas

Shanna Key for Richard Pomroy

1.3. Confirm Voting rights

The voting rights for each member was noted as follows:

Representative	Classification	Vote Count
Andrew Margan	Shipper Class A	1 vote
Kirsty Dudley	Shipper Class A	1 vote
James Rigby	Shipper Class A	1 vote (2.2.9 applies = Shipper Class C)
Alison Neild	Shipper Class B	1 vote
Lorna Lewin	Shipper Class B Shipper Class C	2 votes (2.2.9 applies = 1xClass B + 1xClass C)
Chris Warner	DNO	1 vote
Shanna Key (alternate for Richard Pomroy)	DNO	1 vote
Debbie Brace (alternate for Beverley Viney and Phil Lucas)	NTS	2 votes
Katy Binch	iGT	1 vote
Nicky Rozier	iGT	1 vote

1.4. Approval of Minutes (07 February 2018 and 14 February 2018)

Minutes approved.

2. New Change Proposals (Approval post consultation items)

<https://www.gasgovernance.co.uk/DSC-Change/070318>

2.1. XRN3656 – Change to read validation tolerances

ESm confirmed this Change Proposal, sponsored by EON seeks to split the current 2kWh-200kWh band into 2 bands and widen the tolerance on the lower of the two bands. EON believe this will reduce rejected readings for breaching the tolerance and reduce the outer validation tolerance checks, reduce manual interventions and reduce AQ corrections. Industry views were sought whether to proceed with the change through the Change Pack consultation. 3 responses were submitted; 2 in support and 1 seeking further clarifications that will need to be considered within the solution.

This was confirmed as a restricted class change to Shipper Users for Release 3. Therefore, Shipper Users were asked whether to vote for the change to proceed and produce a ROM.

The Shipper Committee Representatives considered approving the Change Request; and approved the Change Request as follows:

Voting Outcome:	XRN3656 – Change to read validation tolerances – ROM production	
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

2.2. XRN4576 – Class 4 Transfer Reads not visible to Shippers in DES

ESm confirmed this Change Proposal was sponsored by Xoserve on behalf of the Defect Resolution Group. Xoserve accept reads from D-5 to D+5 as the transfer read for the transfer date D, but if the read date spans from D-5 to D-1, this read is not visible to the incoming shipper via the Data Enquiry Service (DES). As this is not considered a build defect a change request will need to progressed. This change request proposes that the Class 4 Transfer Reads are visible on DES. Industry views were sought. 3 responses were submitted; 2 in support and 1 requesting the cost vs benefit case; this will need to be considered once the BER is produced.

RHi confirmed that other changes to DES have been requested by Shippers. These will need to be raised in an additional Change Proposal. The current Change Proposal XRN4576 will proceed for now as an independent change. However, if it is possible all changes to DES will be co-ordinated together and made at the same time. KD enquired if the second Change Proposal would be merged. DT confirmed if the changes can be managed in one release this would be done.

This was confirmed as a restricted class change to Shipper Users, therefore Shipper Users were asked whether to vote for the change to proceed to produce a ROM.

The Shipper Committee Representatives considered approving the Change Request; and approved the Change Request as follows:

Voting Outcome:	XRN4576 – Class 4 Transfer Reads not visible to Shippers in DES - ROM production	
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

3. Approval of Change documents

3.1. XRN4550 – Gemini Re-platform – EQR

DB confirmed that the Evaluation Quotation Report was a restricted Class change for NTS. However, NTS were not in a position to approve and proceed with the change. DB confirmed the EQR is currently being considered and approval to proceed will be provided via email once processed through the NTS internal review process. The approval decision will be communicated to committee members via email.

3.2. XRN4328 – Report of iGT Meter Meter Points where the confirming shipper is not the elected shipper – EQR

ESm confirmed that the Evaluation Quotation Report was a restricted Class change for Shipper Users. Shipper Users were asked to approve this document to proceed with the change.

KB enquired if the iGTs ought to be noted as an affected party as she believed iGTs would be affected. DT clarified that shippers will be paying for the report and that the actual production of the report would not affect iGTs. It was noted however that any subsequent action taken by shippers on the back of the report may impact iGTs. It was clarified that the iGTs are not to cover the cost of the report. AM believed that iGTs ought to be kept informed of any downstream changes. The ~~iGL~~IDL report was briefly considered, as it was understood that information would be provided to the iGTs via the current ~~iGL~~IDL report process.

The Shipper Committee Representatives considered approving the Change Request; and approved the Change Request as follows:

Voting Outcome:	XRN4328 – Report of iGT Meter Meter Points where the confirming shipper is not the elected shipper – EQR	
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

3.3. XRN4354 – Request for DNO report of nested CSEPs hierarchy – EQR and BER

ESm confirmed that the Evaluation Quotation Report and Business Evaluation Report provided was for a restricted Class change for DN Users. The DN Users were asked to approve this document to proceed with the change.

The DN Shipper Committee Representatives considered approving the Change Request; and approved the Change Request as follows:

Voting Outcome:	XRN4354 – Request for DNO report of nested CSEPs hierarchy – EQR and BER	
DN Representative	Voting Count	For/Against
Chris Warner	1	For
Shanna Key	1	For
Total	2	2

3.4. XRN4380 – Monthly Nomination Referral Report - CCN

ESm confirmed that this Change Proposal had been deferred from last month. The DN Committee members were asked to approve the Change Completion Report for Monthly Nomination Referral Report.

The DN Transporter Committee Representatives considered approving the Change Request; and approved the Change Request as follows:

Voting Outcome:	XRN4380 – Monthly Nomination Referral Report - CCN	
DN Representative	Voting Count	For/Against
Chris Warner	1	For
Shanna Key	1	For
Total	2	2

4. Proposed Cancellation of Historical Change Requests

4.1. Closure of changes requiring sponsorship to progress

RHi reported that Change pack '1856.1 – ER – SN - Changes Proposed for Removal from the Change Log' was issued on 31 January 2018, and no representation comments were received.

The proposal was to remove all of the unsponsored Change Proposals, excluding XRN3667.

The Committee Representatives unanimously approved the closures as follows:

Voting Outcome:	Close Change Proposals: XRN4499, XRN4451, XRN4345, XRN4526 and XRN4421,	
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	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
Shanna Key	1	For
Debbie Brace	2	For
Nicky Rozier	1	For
Katy Binch	1	For
Total	6	6

RHi confirmed the two new change proposals that required sponsorship were XRN4621 and XRN4622.

4.1.1. *XRN4621 - Suspension of the Validation between Meter Index and Unconverted Converter Index*

RHi reported that this had been previously included within the Nexus Change Log. This Change Proposal proposes to implement changes to the MBR to allow Users to submit converted and unconverted indexes.

During Nexus Implementation the validation between the meter index and the unconverted converter index was suspended. As a result, three readings are provided, whereby one is inaccurate. This CP proposes to rectify this. This has been drafted but not formally submitted.

No sponsorship was offered at present. It was agreed that this change would be discussed in more detail at DSG.

4.1.2. *XRN4622 - Incrementing Reads on Isolation Supply Meter Points*

RHi reported that Xoserve had received circa 4000 transactions where the User has provided a Meter Information Notification (JOB transaction) or Meter Information Update Notification (UPD transaction) to reverse an isolation of a Capped or Clamped Supply Meter Point but that the reading provided in the transaction has incremented from the reading provided at isolation.

When a User indicates that the Supply Meter Point is isolated, they are indicating that it is not capable of flowing gas (UNC Section G 3.4), and therefore an incrementing reading is not expected following such isolation.

This Change Proposal proposes to explore solution options to prevent this occurring. This was previously on the implementation plan but rejected as a change. Xoserve are now looking for a sponsorship.

AM asked if these could have been incorrectly recorded as capped or clamped. RHi explained asset information is being provided for a number of sites which suggests a re-connection and gas flows. RHi proposed that a new rejection code is added to record the situation. AM agreed it would be sensible for this to be progressed.

No sponsorship was offered at present. It was agreed that this change would also be discussed in more detail at the next DSG.

4.2. *XRN4282 Replace a sequence of roads – request to close*

ESm confirmed following DSG's recommendation it was proposed to close this change and the committee were asked to approve the closure.

AM commented that it had been difficult to assess the change without the paperwork. He was therefore uncomfortable with making a decision. ESm confirmed the Change Proposal is available at: <https://www.gasgovernance.co.uk/Change-Proposals-Backlog>. The committee considered the merits of the change.

The Shipper/Transporter/iGT Committee Representatives considered approving the request to Close the Change Request as follows:

Voting Outcome:	XRN4282 Replace a sequence of roads – request to close	
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	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
Shanna Key	1	For
Debbie Brace	2	For
Nicky Rozier	1	For
Katy Binch	1	For
Total	6	6

5. Release Approvals / Updates

5.1. Future Release 2.0

5.1.1. XRN4361: Release 2 Delivery – Update

LC presented the project dashboard confirming the RAG Status, Risk Status and that this needs to go through the normal Change Pack approval process. He confirmed that the required reports will need to be designed and tested and that there were a couple of actions from the DSG. He clarified that further assessment was required on the size of reports. The testing of the change had been discussed and it was agreed that there needs to be some strategies and principles on the test approach. This will be discussed further at DSG and brought back to the Change Committee.

KD asked about the Address Management change and there was some concern about the volume and about this being dealt with in Release 2. She expressed she more comfortable with this being managed under Release 3. DT explained that the reference to Release 3 in the Change Plan was a mistake.

DT then explained that the initial change was for a code fix to allow the capability for these files to be loaded and this would be managed under Release 2. However, the utilisation/clearing of the 14-month backlog would be managed over a number of weekends, after the system had become active. KD expressed that this distinction had not been made clear.

DT suggested there may be some additional cost and risk delaying the code fix to Release 3. However, he supported further discussion at the DSG.

KB **NR** expressed concern from an iGT perspective on the number of files and slowing down iGT processes, and in particular how these files will be deployed. **KB** **NR** was concerned about the actual roll out and the downstream impacts day to day on iGTs. It was agreed that this would be discussed further at DSG.

LC confirmed that the implementation plan will also be discussed at DSG along with the period of time required to clear the backlog and the alignment with the electricity industry implementation date.

5.1.2. XRN4361: Release 2 Delivery – Training Requirements

MD confirmed that a presentation containing the training requirements, had been discussed at the DSG, and is published on the website. Xoserve had invited the Committee members to familiarise themselves with the training requirements prior to the meeting solely for information.

MD clarified that the training had been split into 3 areas, for example there would be Classroom training for the bigger impacts and briefing documents issued for simple changes. MD explained the different methods of training referring to the presentation and the agreed training requirements for a number of Change Proposals for Release 2.

MD explained that the training would commence after the testing. The committee discussed the release of the training material for testing as this would improve awareness of the testing requirements. MD agreed to consider this.

KB NR enquired about the notification of impacts. DT believed this had been issued i.e. the file formats had been issued with the Change Pack process. LC explained a consolidated version of the Change Packs would be provided on the Xoserve website for parties to refer to.

5.2. Future Release 3

5.2.1. Release 3 Scope Confirmation

PD provided a presentation on the design planning for Release 3, and provided a summary of the changes for XRN4432, XRN4436, XRN4539, XRN3667, XRN4431 and XRN4453. ESm provided an overview of each of these changes and the recommendations by DSG.

ESm explained that XRN4432, XRN4436 and XRN4539 had been discussed at DSG and recommended by DSG to be de-scoped as the costs outweighed the benefits. JR asked about the manual work arounds for these changes and it was confirmed they would continue if the system solution was not progressed. ESm highlighted that XRN4539 would be discussed further by the DSG before any actions were taken.

ESm explained that Change Proposal XRN3667 needs to be sponsored as the change is deemed to still have a benefit. JR expressed there was still some nervousness of the level of file format changes and level of work required for implementation. ESm wanted a view if there was a definite benefit to progress this change or if there was a preference to avoid incurring development costs, if too could be shelved. KD suggested that there ought to be a cut of date for obtaining a sponsor and if a sponsor is not able to come forward the change is de-scoped to avoid development costs. JR enquired if there were other options for addressing the situation. KD challenged if the work associated with this change was simply too big to think about at the moment. DT suggested that if Shippers generally agreed that this change would add benefit and would be utilised, Xoserve would be content to continue with the development as a shipper sponsored change. Without a collective sponsorship from shippers, DT suggested that the change could be shelved to avoid shippers incurring costs. JR expressed if the change requires file format changes that shippers can't currently support then he suggested that the development should be put on hold and re-assessed by DSG for consideration at a future release.

ESm explained XRN4431 is still progressing at DSG.

ESm explained that XRN4453 file format changes have been discussed at DSG, and that a number of file format changes may need to be de-scoped. Further discussion is required at DSG. It was anticipated that a Change Pack would need to be re-issued. The committee agreed to having the Change Pack issued outside the normal Change Pack monthly schedule after the next DSG. DT explained there may be some further work required on the K29 record.

PD provided a high-level delivery timeline. She confirmed a proposal will be issued for the Market Trials and she welcomed views from shippers on the scope of the trials.

DT confirmed Xoserve had been approached about industry views of readiness for implementation and the level of risk to the industry. The committee considered reviewing the RAG status for Release 2 and Release 3 and the level of risk. Release 2 was considered relatively low risk to the market and it was perhaps more important for Release 3. DT believed it was the right thing to do to consider industry readiness not just Xoserve readiness for changes. KD expressed concern about the right balance and that one party's readiness should not hold up the rest of industry. KD also expressed that changes are now "business as usual" following Project Nexus and that other industry codes do not assess every change for readiness. It was agreed a light touch approach may be more suitable.

PD provided a view of the Change Pack approval and representation timetable. It was suggested that there may be a requirement for an additional extraordinary Change Management Committee. RHi expressed the need for time to consider the representations and ensure a 6-month implementation period is still achievable. RHi suggested a steer should be provided by the committee. DT suggested a provisional meeting date is agreed with a view to releasing Change Packs as and when they are ready. KD expressed a preference for a structure and avoid ad-hoc Change Packs. There was a general consensus there should be a structured schedule for Change Packs with some flexibility where there is good reason. DT suggested that if approval is required to enable a full 6 months to deliver there may be a need for an ad-hoc teleconference to ensure a 6-month delivery period is provided to shippers. KD suggested that if it is a matter a few days the schedule should be adhered to. MJ suggested there ought to be a contingency plan in place for an additional meeting for 02 May and this will be discussed next month.

PD referred to the Release Scope confirmation. The committee considered de-scoping XRN4432 and XRN4436 and deferring XRN3667.

The Committee were asked to approve de-scoping XRN4432, XRN4436 and XRN3667 from the Release 3 scope. The Shipper Committee Representatives unanimously approved de-scoping all three changes as follows:

Voting Outcome:	XRN4432 to de-scope	
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

Voting Outcome:	XRN4436 to de-scope	
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

Voting Outcome:	XRN3667 to de-scope	
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

6. Change Logs

6.1. Bubbling Under Report

RHi confirmed this month Xoserve had amended the layout of the report to provide more meaningful data. Users were invited to provide feedback on the new layout.

RHi provided a brief overview of the report. The bubbling under report highlighted potential future work for Xoserve.

- SPA Change Pack was proposed to be removed. KD enquired if a Change Proposal would be raised to provide information on the changes
- Smart DCC a change to UK Link, new reports. No change since last meeting.
- UNC0621 (6 lines) in relation to the amendment to the Gas Charging Regime. It was anticipated that the modification would need to be approved by May 2019 and implemented for October 2019. Impacts to UK Link and Gemini identified. Candidate for Release 5.
- UNC0619, due for discussion at UNC Panel next week, with impacts to UK Link. Candidate for release 4.
- Urgent Mods UNC0642 and UNC0643, waiting an Ofgem decision. Candidate for Release 4.

- UNC630R, no direct system changes however further modifications may be raised as a result of review.
- UNC0631, no system changes at present.
- UNC0636, may not be any system changes, waiting for clarification.
- UNC0639R, no system impacts expected even if a modification is raised.
- UNC0640S, no system impact, this is a permissions modification only.
- UNC0641S, no system impacts.
- UNC0644, expecting system changes for UK Link and SAP CVW. Potential candidate for Release 4.
- UNC0646R, no system impacts anticipated.
- UNC0647, impacts to UK link and Gemini expected. Potential candidate for Release 5.
- UNC0648, no system impacts, manual workaround.
- UNC0649, no system impact, this is a permissions modification only

6.2. Xoserve DSC Implementation Plan

RHi presented the implementation plan.

The plan had been transposed into an Excel spreadsheet containing 4 tabs.

- Tab 1 contained the changes deferred from last month, back to 'in analysis'.
- Tab 2 contained all the changes which approval will be sought for.
- Tab 3 contained the changes that were approved on 14th February 2018.
- Tab 4 contained the outages.

UK Link Changes – In Analysis

RHi provided a summary of the 2 changes in analysis:

- AML Schedule Proposal is in hand, more analysis on the cost benefit is expected. 6 open defects after March there should be no update files.
- Incrementing Reads, this has been deferred. Change Proposal being considered at DSG.

UK Link Changes – Awaiting Approval

RHi provided a high-level summary of the 4 changes:

- XRN4249 already discussed no further update.
- XRN4453 update deferred. Change Pack due soon.
- Change Proposals to be removed from Change Log. Seeking approval to remove; XRN4477, XRN4461, XRN4438, XRN4505. Considered at DSG, issued in Change Pack for proposed removal, no representation received. Committee members unanimously approved removal.
- New User Notification method, issued in a Change Pack, some reps received, in relation to how parties will be notified and email communication. These have been responded to. Implementation date 07 May 2018. The change in principle was supported. Committee members unanimously approved.

UK Link Changes – Approved Last Meeting

RHi provided a summary of the 14 changes approved at the last meeting, provided for information only.

Outages

No outages to report.

6.3. Gemini Horizon Planning

DB provided an overview of the upcoming changes to Gemini, provided for information purposes only. DB also provided an overview of the other potential changes, these included UIG potential impacts, UK Link consequential changes, and Faster Switching.

KD enquired about testing and the levels of engagement, referring particularly to past experience of testing EU phases/changes. DT confirmed Xoserve will provide more detail as a regular update at future meetings.

Action 0302: Lesson learnt from previous EU changes regarding the level of engagement and EU Gemini testing to be examined by National Grid NTS.

6.4. Retail and Networks Plan on a Page

PD presented the Retail and Networks Plan which included a 24-month view of changes. This was for information purposes.

Positive feedback provided for regular updates. KD asked if the definition/title of the document could be made clearer for staff picking it up for the first time.

Action 0303: Xoserve to re-name the Retail and Networks plan on a page.

7. Finance and General Change Budget Update

MP provided an overview of the Budget. An overview of the changes since last month was provided for Release 2 and Release 3 and an explanation of the illustrated pie chart.

8. Review of Outstanding Action(s)

0201: Xoserve (ESm) to investigate and clarify what happens with suspended reads in relation to the must-read process.

Update: ESm requested the action is carried forward and an email update will be provided.
Carried Forward.

0202: Xoserve (RHi) to check and confirm the implementation date for XRN4316.

Update: RHi confirmed that an offline update has been provided to Northern Gas Networks.
Closed.

9. Any Other Business

9.1. Xoserve / Gemserv MIS collaboration (API Dashboard)

ESm confirmed this was a standing item with no update this month.

9.2. Pre-Notification Paper

CS confirmed a pre-notification had been published. This received positive support from the committee for continuation.

9.3. IX Network Changes - Update

SMc provided an update on the replacement of the IX Network contract currently with Vodafone being replaced by GAMMA, this will include a like for like replacement with all current elements being mirrored and rolled out such as IX, dedicated routers, Xoserve support services, wifi etc. Some servers and routers may need to be replaced by GAMMA, further updates on this will be provided to customers. SMc confirmed current infrastructure will be sustained along with some further enhancements.

SMc explained when planning site access, 3 dates will be booked to provide a contingency. There will also be an Xoserve customer relationship manager provided as a point of contact.

KD asked about the “end of life” equipment. SMc confirmed all hardware which have an end of life have been identified and will be replaced. Only 20 users/sites have new equipment and the rest is over 5 years old and would be difficult to fix. KD also asked about the expected down time for the switch over. SMc confirmed the down time will be limited with the use of switching servers and will be undertaken at a time which suits the customer. This can be managed overnight, at the beginning of the day or in the middle of the day, whichever is preferential to customers. The anticipated down time is expected to be no more than 30 minutes.

9.4. PSR Updates for Large Domestic Premises

MO provided a brief update. He confirmed further meetings of the expert group continue with a view to requesting an RFI. Further updates will be provided at future meetings.

MO was happy to take views back to the expert group and provide updates for transparency.

KD suggested looking at the options of what is going ahead in June and future consideration of the potential exposure. It was questioned if this would need an independent XRN. CS believed a Change Proposal would need to be raised.

KD clarified a SPAA paper has been produced, but the corresponding UKL change had not yet been sponsored. CS suggested that this is added to the DSG agenda for further discussion.

MJ confirmed SSE have looked at change, and that only 15 allowable codes (vulnerable customer codes) can be sent in one flow. He believed there maybe instances where more than 15 codes may be required, maybe as many as 27. He suggested an increase in the number of allowable codes. ESm confirmed Xoserve will provide a view on the number of allowable codes which could flow.

Action 0301: PSR Updates - Xoserve (ESm) to place topic on agenda for the next DSG and provide a view at that forum on the number of vulnerable customer allowable codes that could be sent in one flow.

9.5. Governance meeting update

ESm confirmed that a Governance meeting had been held last month, and further meetings were to be scheduled. It was anticipated that the next Governance could be held following next week's Contract Management Committee Meeting.

ESm confirmed a simplified Change Proposal had been drafted by E.ON and a standalone ROM request form was also being considered. There was a general consensus to trial the simplified Change Proposal form for the next suite of non-modification changes.

CS enquired if the changes being discussed at the Governance meetings would result in changes to the current framework. It was anticipated that the current framework would not need to be amended for the simplified Change Proposal and other changes.

9.6. Committee Representations

AM provided confirmation that his standing alternate Graham Wood would be his permanent replacement as the Committee Representative. The committee representatives accepted Graham Wood as his replacement.

LC also confirmed her departure as the CDSP representative and notification of a replacement will also be provided.

CS thanked them both for their contribution to the work of the Committee.

10. Diary Planning

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

Meetings will take place as follows:

Time/Date	Venue	Programme
10:15 Wednesday 11 April 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising: Future Industry Change Delivery Governance
10.15 Thursday 09 May 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising: Future Industry Change Delivery Governance
10.15 Thursday 13 June 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising: Future Industry Change Delivery Governance

Action Table (as at 06 March 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0201	14/02/18	2.2.6	Xoserve (ES) to investigate and clarify what happens with suspended reads in relation to the must-read process.	Xoserve (ES)	Carried Forward
0202	14/02/18	2.2.18	Xoserve (RH) to check and confirm the implementation date for XRN4316.	Xoserve (RH)	Closed
0301	07/03/18	9.4	PSR Updates - Xoserve (ESm) to place topic on agenda for the next DSG and provide a view at that forum on the number of vulnerable customer allowable codes that could be sent in one flow.	Xoserve (ESm)	Pending