

UNC DSC Change Management Committee Minutes
Wednesday 10 May 2023
Via Microsoft Teams

Attendees			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Helen Cuin (Secretary)	(HCu)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Clare Manning	(CM)	E.ON UK Plc	Class A
Oorlagh Chapman	(OC)	Centrica	Class A & Class C
Ross Easton	(RE)	Total Energies	Class B
Lisa Saycell	(LS)	SEFE Energy	Class B & Class C
Transporter Representatives (Voting)			
Andy Clasper for Guv Dosanjh	(AC)	Cadent	DNO Voting
Tom Stuart	(TS)	Northern Gas Networks	DNO Voting
Bill Goode + for Richard Loukes	(BG)	National Gas Transmission	NTS Voting
Michelle Brown	(MB)	Energy Assets	IGT Voting
Kundai Matiringe	(KM)	BUUK	IGT Voting
CDSP Change Management Representatives (Non-Voting)			
Emma Smith	(ES)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Claire Louise Roberts	(CLR)	ScottishPower	
Dave Addison	(DA)	Xoserve	
James Barlow	(JB)	Xoserve	
Joanne Williams	(JWi)	Xoserve	
John Welch	(JWe)	Xoserve	
Kate Lancaster	(KL)	Xoserve	
Karl Davidson	(KD)	Xoserve	
Mark Jones	(MJ)	SSE	
Michelle Brown	(MB)	Xoserve	
Molly Haley	(MH)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Rob Westwood	(RW)	Xoserve	
Sharon Dudley	(SD)	Xoserve	
Simon Harris	(SH)	Xoserve	
Steve Pownall	(SP)	Xoserve	
Vikki Orsler	(VO)	Xoserve	
<p><i>DSC Change Management meetings will be quorate where: Committee Representatives of at least two (2) shall be Shipper Representatives and three (3) shall be DNO Representatives, NTS Representatives or IGT Representatives, are present at a meeting who can exercise seven (6) votes.</i></p>			

Please note these minutes do not replicate/include detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of all papers are available at: <https://www.gasgovernance.co.uk/dsc-change/100523>

1. Introduction

Bob Fletcher (BF) welcomed all parties to the meeting and confirmed the meeting was quorate.

Paul Orsler (PO) thanked customers for their solidarity for the very sad loss of Jane Goodes.

PO advised members that Jane’s funeral has been organised on Wednesday 07 June 2023. In support of Xoserve colleagues attending the funeral, the Committee agreed to re-organise the June meeting to Friday 09 June 2023, starting at 10:30 am.

1.1. Apologies for absence

Richard Loukes, Transporter Representative
Guv Dosanjh, DNO Representative

1.2. Alternates

Andy Clasper for Guv Dosanjh
Bill Goode for Richard Loukes

1.3. Confirm Voting rights

The voting rights were confirmed as below:

Representative	Classification	Vote Count
Shipper		
Clare Manning	Shipper Class A	1 vote
Oorlagh Chapman	Shipper Class A & C	2 votes
Ross Easton	Shipper Class B	1 vote
Lisa Saycell	Shipper Class B & C	2 votes
Transporter		
Andy Clasper for Guv Dosanjh	DNO	1 vote
Tom Stuart	DNO	1 vote
Bill Goode + Alternate for Richard Loukes	NTS	2 votes
Michelle Brown	IGT	1 vote
Kundai Matiringe	IGT	1 vote

1.4. Approval of Late Papers

No late papers to approve.

1.5. Approval of Minutes (12 April)

Approved.

1.6. Review of Outstanding Actions

0207: Xoserve (ES) to assess the DSC Change related procedures and documents to ensure they are still fit for purpose.

Update: Paul Orsler (PO) confirmed that the procedure documents have been updated, suggesting whilst the efficiency review is being undertaken the approval of the changes are put on hold until the efficiency review has concluded in July. This would allow the incorporation of any other amendments. It was agreed to defer the review of this action until the August meeting. **Carried Forward (August)**

0301: Xoserve (PO) to provide more visibility of the separate impacts of REC and DSC change on the General Change Budget.

Update: PO advised that there is no information to reflect at present. A separate view will be provided when REC changes are identified as having an impact. This situation will be regularly reviewed by Xoserve. **Closed**

2. DSC Change Budget Update & Horizon Planning

2.1. Change Budget Update BP22 YTD

Rachel Taggart (RT) reported there were no changes to report at this stage of the process for BP22.

2.2. Change Pipeline

Paul Orsler (PO) provided the Change Delivery Pipeline which included a delivery plan of all live changes from January 2023 – April 2024. This was broken down into sections for the following periods: January 2023 – May 2023; June 2023 to February 2024; and included the Change Backlog Details; changes on hold and an update on the DSC Change Consultation Plan.

PO advised that *UNC Modification 0818 - Releasing of unused capacity under a specific set of circumstances*, was rejected by Ofgem and withdrawn from the plan.

Please refer to the published slides for full details.

2.3. Retail Energy Code (REC) Change

Molly Haley (MH) provided an overview of the ongoing REC Changes, providing a table of the Changes in progress, a summary of the related XRN Changes, and Changes under prioritisation review.

Please refer to the presentation slides published for a fully detailed update.

Further information on all the Changes can be found on the REC Portal at: <https://recportal.co.uk/recportal>

David Addison (DA) advised the Committee that the BER costs for XRN5567 are subject to change due to a redesign by DCC/Landmark and REC. The CDSP is working hard to keep this change on track, however, the timeline is at significant risk due to the late provision of design information and responses to questions submitted by the CDSP.

DA reported that 3 time-consuming impact assessments had been undertaken by the CDSP based on the design communicated, however, this design is now not being progressed. The CDSP is awaiting details of the re-design from REC and Landmark to enable a new impact assessment to be undertaken on the preferred API design.

DA reported that the late re-design is placing the implementation under threat, as testing will need to be completed by 18 September 2023 to enable implementation in December 2023. A revised BER will need to be provided and CDSP will endeavour to provide as much notice as possible but in the circumstances, this may be provided at short notice at the June Committee meeting for approval.

Lisa Saycell (LS) expressed concern about the process for managing REC related changes and if the Committee members can assist this process directly with REC. DA advised that feedback was previously provided to relay that the joined-up regulatory change and technical change process appeared to be complex and at times out of step. It was agreed that the DSC Change Management Committee would provide feedback at the next DSC Contract Management Committee Meeting on the concerns about the REC change process and complexity of the process.

3. Capture

New Change Proposals – Vote

3.1. XRN5641 Addition of Market Sector Code to Specific Supply Point Data Reports

An overview of the Change Proposal raised by Northern Gas Networks was provided for information. This had been raised to add the market sector code to several reports.

DNO Members were asked to vote to approve the change into development only, with unanimous approval recorded as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Andy Clasper (DNO)	1	For
Tom Stuart (DNO)	1	For
Total	2	For

For Information

3.2. XRN5629 November 2023 Major Release

An overview of the Change Proposal was provided for information.

This had been raised as a parent XRN required for the November 2023 Major Release for administrative purposes. There are 2 changes within this release:

- XRN5186 - MOD0701 - Aligning Capacity booking under the UNC and arrangements set out in relevant NEXAs
- XRN5482 - Replacement of reads associated to a meter asset technical details change or update (RGMA)

Solution Review - Vote

3.3. XRN5604 – Shipper Agreed Read (SAR) exceptions process – Modification 0811S

An overview of the Change Proposal was provided for information. This had been raised to replicate the rules within the Modification. It was noted that one representation had been received and two separate votes were required by the Shippers.

Shipper Members were asked to vote to approve which Solution Option to progress into detailed design, with unanimous approval recorded for Solution Option 1 as follows:

Voting Outcome: Solution Option 1		
Shipper Representatives	Voting Count	For/Against
Clare Manning	1	For
Oorlagh Chapman	2	For
Ross Easton	1	For
Lisa Saycell	2	For
Total	6	For

Shipper Members were then asked to vote to agree on the funding split between constituents for the approved option, with unanimous approval recorded as follows:

Voting Outcome: Funding Split		
Shipper Representatives	Voting Count	For/Against
Clare Manning	1	For
Oorlagh Chapman	2	For
Ross Easton	1	For
Lisa Saycell	2	For
Total	6	For

4. Design & Delivery

Design Change Packs – Vote

4.1. XRN5482 - Replacement of reads associated to a meter asset technical details change or update (RGMA)

An update was provided on the design consultation, confirming no representations had been received. Please also see item 4.4 BER for XRN5629 November Major Release BER vote.

Shipper and DNO Members were asked to vote to approve the change to progress into detailed design and progress into delivery, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Clare Manning	1	For
Oorlagh Chapman	2	For
Ross Easton	1	For
Lisa Saycell	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Andy Clasper (DNO)	1	For
Tom Stuart (DNO)	1	For
Total	2	For

4.2. XRN5556.C - Contact Management Service (CMS) Rebuild Version_ v1.2 – Revised

An update was provided on the design consultation, confirming no representations had been received.

Shipper, DNO, and IGT Members were asked to vote to approve the change to progress into detailed design and progress into delivery, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Clare Manning	1	For
Oorlagh Chapman	2	For
Ross Easton	1	For
Lisa Saycell	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Andy Clasper (DNO)	1	For
Tom Stuart (DNO)	1	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	4	For

For Information

4.3. UK Link Manual – GT Rejection Codes Cosmetic Update

An update was provided on the documentation change for information to update a rejection code. No vote was required.

Standalone Documents for Approval (BER, CCR, EQR) - Vote

4.4. BER for XRN5629 November Major Release

The detailed Business Evaluation Report (BER) was presented to approve the project plan for both Implementation Dress Rehearsals (IDRs), with a total cost of £483,302 for:

- XRN5186 - Modification 0701: Aligning Capacity booking under the UNC and arrangements set out in relevant NExAs. BER Total Cost £65k for approval
- XRN5482. BER Total Cost £418,302 for approval, with a delivery risk margin of £99,474.

A customer breakdown of the costs was provided.

Shipper and DNO Members voted unanimously to approve the BER as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Clare Manning	1	For
Oorlagh Chapman	2	For
Ross Easton	1	For
Lisa Saycell	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Andy Clasper (DNO)	1	For
Tom Stuart (DNO)	1	For
Total	2	For

Project Updates

For detailed updates, please refer to the published presentation.

4.5. June 2023 Major Release Update

Rob Westwood (RW) provided a status update for the June 2023 Adhoc Release (XRN5562) outlining the following principles:

- All external customers and internal business training and awareness sessions will have been completed before implementation.
- All critical activities will be completed before the implementation date (24 June), A Communication will be provided.
- The standard maintenance window will be utilised for code deployments (5 am to 7 am).

It was notated that the overall release is tracking at Green, with the start-up and initiation phases completed and some testing replanned to be completed on 12 May 2023.

For a detailed update, please refer to the published presentation.

4.6. February 2023 Release Update

An update was provided for the February 2023 Release which was successfully implemented on 25 February 2023 with closedown in progress for 30 June 2023.

For a detailed update, please refer to the published presentation.

4.7. March 2023 Adhoc Release

An update was provided for the March 2023 Release which was successfully implemented on 25 March 2023.

For a detailed update, please refer to the published presentation.

4.8. XRN5564 Gemini Sustain Plus Programme Update

Karl Davidson (KD) provided an update on the Gemini Sustain Plus programme. All work was on track, with no red areas. The training approach was defined, and an overview of the programme's next steps was provided.

For a detailed update, please refer to the published slides.

4.9. Data Discovery Platform (DDP) Update

John Welch (JW) provided an update, which included a roadmap, the latest sprint goals and outcomes, and a DDP appendix.

For detailed information please refer to the published slides.

5. Non-DSC Change Budget Impacting Programmes

5.1. CMS Rebuild Update

A progress update was provided by Joanne Williams (JW) for the CMS rebuild, noting the successful customer focus groups. JW confirmed the next release will contain Address Amendments, Network Raised Meter Number Creations and the ability to bulk upload.

JW also provided an overview of the CMS rebuild reprioritisation and delivery rebuild roadmaps.

The CMS Rebuild webpages will continue to be updated to reflect all the activities at: <https://www.xoserve.com/products-services/data-products/contact-management-service-cms/cms-rebuild/>

For a detailed update please refer to the published slides and link provided above.

6. Any Other Business

6.1. User Appointment Process

Bob Fletcher (BF) informed the Committee of the commencement of the UNC User Appointment Process encouraging participation, with the registration of Single Points of Contacts (SPoCs).

7. Appendix

7.1. Plan on Page (POAP)

The POAP was provided as an appendix for information.

8. Diary Planning

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

Time/Date	Publication Deadline	Venue	Programme
10:30 Friday 09 June 2023	5pm on Thursday 01 June 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 12 July 2023	5pm on Tuesday 04 July 2023	Microsoft Teams possible face-to-face	Standard Agenda
10:00 Wednesday 09 August 2023	5pm Tuesday 01 August 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 13 September 2023	5pm Tuesday 05 September 2023	Microsoft Teams possible face-to-face	Standard Agenda

10:00 Wednesday 11 October 2023	5pm Tuesday 03 October 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 08 November 2023	5pm Tuesday 31 October 2023	Microsoft Teams	Standard Agenda
10:00 Wednesday 13 December 2023	5pm on Tuesday 05 December 2023	Microsoft Teams	Standard Agenda

DSC Change Action Table						
Action Ref	Meeting Date	Min Ref	Action	Owner	Reporting Month	Status Update
0207	13/07/22	2.1	Xoserve (ES) to assess the DSC Change related procedures and documents to ensure they are still fit for purpose.	Xoserve (ES)	August 23	Carried forward
0301	08/03/23	2.3	Xoserve (PO) to provide more visibility of the separate impacts of REC and DSC change on the General Change Budget.	Xoserve (PO)	April 23	Closed