Change Management Committee (ChMC) is scheduled to convene on Wednesday 9th January. Below is a summary of the agenda items and the actions for Committee members relating to each agenda item; all material is available here: <https://www.gasgovernance.co.uk/dsc-change/090119>

**2. New Change Proposals - Initial Review**

**2.1 XRN4833 Roll Out of Business Intelligence and Data Discovery Capability**

This Change Proposal is sponsoredby Xoserve.

Since the go-live of UK Link the CDSP have been using a cloud based data discovery and Business Intelligence (BI) technology to monitor and analyse internal data. It is proposed that this capability is now rolled out to their customers to complement and enhance current Business Intelligence (BI) / analytical insight provisions.

The opportunity to leverage this CDSP capability provides customers a new and more visual way to receive and interpret the data services we are able to provide. The data can be visualised in the form of charts, graphs and dashboards to easily identify key metrics, trends and outliers and then to drill down into the points of interest to focus on the key information. All data and visualisations will be secure, ensuring that users can only see information that they / they organisation has the right to see. Access to the data can be provision through an interactive dashboard (with options to download relevant data securely) or simply emailed to users if preferred (PDF).

By offering this externalised flexible and scalable BI/MI solution our complete customer base would gain a much broader ability to obtain not only the market data they are looking for but to also be made aware of other information that may be of significance to them as an organisation. Making this data more readily available to the customers would accelerate their ability to react to changes in the market and increase their own agility to report on data that the CDSP hold on their behalf through self-service configuration upon the secure dashboards made available to them.

For this agenda item, an additional presentation pack will be presented to add further clarity to the purpose of this change.

All parties will be expected to vote for whether this change should proceed.

**3. New Change Proposals – Post Initial Review**

No Change Proposals have been out for an initial review consultation, within the Change Pack process, since the last Change Management Committee.

**4. New Change Proposals – Post Solution Review**

**4.1 XRN4753 CMS Increase Information in QCL Response File**

Following the completion of the Solution Review, ChMC will be asked to approve one of the three solution options:

1. **Solution Option 1:** Provide support and training to customers to better understand files that are currently provided to them over IX
2. **Solution Option 2:** Make changes to existing automated CMS emails to individual users, to attach the QCL data for their related contacts in an encrypted format. This Option would provide individual users of the contacts they have raised which have been cleared within a spreadsheet which would be attached to the email they receive from CMS
3. **Solution Option 3:** Create a new notification, allowing CMS users to retrieve data through other means such as direct link to the contact screen. This Option would enable individual users to follow a link within the emails they receive from CMS, which will navigate them to the appropriate screen within CMS to view all associated information for the Contact which has been cleared

Xoserve received two responses in relation to the solution review Change Pack; one response was in favour of option 2, the other in favour of option.

During the December occurrence of ChMC, this change was approved to be implemented in the November 2019 Release.

**4.2 XRN4691 to XRN4694 - CSEPs iGT & GT File formats**

This change was deferred at the previous ChMC meetings on 10th October, 7th November and 12th December due to ongoing discussions about the funding arrangements for the change; ChMC will be requested to develop the discussion of the funding arrangements. This is no longer a candidate for the November 2019 Release. This change is expected to be approved to enter a 2020 Release.

**5. Xoserve DSC Implementation Plan**

Within the DSC Implementation Plan, there is one outage to communicate to ChMC. This outage is an annual disaster recovery test associated with the Gemini B2B system, and is expected to occur on 2nd and 3rd February.

There is one documentation changes for ChMC to approve: an amendment to the UNC Validation Rules to allow the Central Data Service Provider (CDSP) to derive Round the Clock values where Meter Readings are provided in a non-Chronological Read Date order. The Solution Review Change Pack will close out on 4th January.

In addition, we have two Design Change Packs to be presented to ChMC for information:

* **XRN4802:** Confirmation of the scope of delivery and planned deployment date of XRN4802 Minor Release Delivery ‘Drop 3’
* **XRN4376:** GB Charging and Incremental (PARCA) Part B - Summary of the External Changes Identified

**6.0 Approval of Change Documents**

**6.1 BER for Minor Release Drop 3**

A Business Evaluation Report for Minor Release Drop 3 will be presented to ChMC for approval. The BER will be for Distribution Network Operators and Shipper Users to approve.

**6.2 CCR for XRN4361 Release 2 Delivery**

The Change Completion Report for the above change will be presented to ChMC for approval. The approval of this CCR was deferred from the ChMC meeting on 7th November and 12th December. All parties will be expected to vote.

**6.3 CCR for XRN4769 Updates to Service Description Table**

The Change Completion Report for the above change will be presented to ChMC for approval. All parties will be expected to vote.

**6.4 BER for June 2019 Release**

A BER for the June 2019 Release will be presented to ChMC for approval. The BER will be for Shipper Users to approve.

**6.5 BER for XRN4665 Creation of New End User Categories**

A BER for the above change will be presented to ChMC for approval. The BER will be for Shipper Users to approve.

**7.0 Release Approvals**

**7.1 Release 3 Project Dashboards**

**7.1.1 Release 3 Project Dashboards and Plan Update (Track 2)**

The latest position of Release 3 – Track 2 - will be presented for information purposes.

**7.1.2 XRN4534 – RGMA Validation Deployment Position and Approval of the Go-Live Date**

The Xoserve Release 3 Project team seek approval to continue towards a 1st March deployment for XRN4534. Updates on progress will be given through the relevant channels and forums including the ChMC meeting in February.

**7.2 February 2019 Releases – Delivery Plan**

The delivery plan of the February 2019 Releases will be presented to ChMC.

**XRN4572 Release 3 Track 2 on 1st February 2019**

* XRN4454 – DN Sales Requirements for UKLink Enduring Solution
* XRN4534 Amendment to RGMA Rules for MTR Install Date (this is likely to change depending on the outcome of agenda item 7.1.2)

**Minor Release Drop 3 (Mid-Feb Implementation) on 15th February**

* 4690 - Actual read following estimated transfer read calculating AQ of 1
* 4717 - Use of up to date Forecast weather data in first NDM Nominations Run

**February 2019 Documentation Release Scope on 1st March**

* 4453.1 **-** Amendment to Job/UPD hierarchies to show ‘irrelevant’ datasets
* 4770 - NDM Sample Data – Mod 0654 Delivery
* 1972.7 Ability to Accept Extended Reading Indexes of up to 12 characters
* 2024 The inclusion of rejection code SAN00001 in the rejection code list
* 2140.8 – Minor Change to UK Link Manual to reflect receipt of Service Desk contacts via web portal

**7.3 November 2019 Release – Delivery Plan**

The latest position of the November 2019 Release, including a dashboard and timelines, will be presented to ChMC.

**7.4 June 2019 Release – Delivery Plan**

The latest position of the June 2019 Release, including a dashboard and timelines, will be presented to ChMC.

**7.5 XRN4665 – Creation of New End User Categories – Delivery Plan**

The latest position of the above change, including a dashboard and timelines, will be presented to ChMC.

**7.6 XRN4665 Creation of New End User Categories: Confirmation of logic for EUC Naming Conventions, CSEP Creations/Amendments, Twin Stream and Telemetered**

Xoserve is looking for approval to proceed, with the logic outline in the meeting papers for this agenda item, for the following:

* EUC Naming Conventions
* CSEP Creations/Amendments
* Twin Stream
* Telemetered

**8.0 CSS Consequential Update (CSS Update)**

The latest position of CSS will be presented for information purposes. Two workgroups have been completed.

**9.0 Horizon and Future Release Change Planning**

**9.1 ‘Bubbling Under’ Report**

The bubbling under report highlighting potential future work for Xoserve will be presented.

**9.2 Gemini Horizon Planning**

A POAP for Gemini related change will be presented for information purposes.

**9.3 UK Link Changes Plan on a Page**

A POAP for UK Link related changes will be presented for information purposes.

**10.0 Finance and General Change Budget Update**

The Finance and General budget will be discussed. We would invite Committee members to familiarise themselves with this document prior to Wednesday to enable any questions to be asked within the meeting.

**12.0 Any Other Business (all for information and discussion purposes)**

**12.1 IX Update**

The slides will be discussed regarding the IX update.

**12.2 KVI Change Survey**

The KVI Change Management Survey (October 2018) will be presented to ChMC for information.

**12.3 Xoserve Change Proposals and the End to End Process**

ChMC will be presented with a set of diagrams and illustrations to show the following:

* Pre-Capture Process
* Capture Process
* Delivery
* The full E2E Change Process

**12.4 MDD Process**

ChMC will be presented with an overview of the 'strawman' for migrating the MDD process to the UNC.

**12.5 UIG Taskforce Verbal Update**

The UIG Taskforce will provide a verbal update regarding the latest position of UIG. There are no meeting papers associated with this agenda item.

**12.6 Amendment Invoice Update**

The latest position of the issues associated with the amendment invoice will be presented for information purposes.

**12.7 4770 NDM Sample Data Change Pack**

This agenda item is here to provide ChMC with an overview of the proposed approach for the amended file format associated with this change.