Change Management Committee (ChMC) is scheduled to convene on Wednesday 13th February. 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/130219>

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

 **2.1 XRN4824 – National Grid Transmission Daily Gemini Report**

This new Change Proposal is sponsored by National Grid Transmission.

The purpose of the Change Proposal is to provide access to the SAP BW portal and develop a report that will allow the Meter Assurance team to extract Gemini data on a daily basis – specifically the Measurements > NTS Energy screen.

National Grid Transmission will be expected to vote on whether this change should proceed.

**2.2 XRN4850 – Notifications of Customer Contact Details to Transporters**

This new Change Proposal is sponsored by Wales and West Utilities.

This change has two elements and ultimately aims to improve communications with end consumers during planned and unplanned gas supply disruptions.

The first element involves the implementation of a process by which customer contact details will be provided to the CDSP by Suppliers. The process will be developed by a SPAA working group set up to progress SPAA [SCP 443 – Notification of customer contact telephone numbers to Transporters.](https://www.spaa.co.uk/SitePages/CPDetails.aspx?UID=1324&Source=https://www.spaa.co.uk/SitePages/CPCurrent.aspx)

The process of getting the customer contact details could involve Shippers and be via the IX within a UK Link file format(s). Please note other solutions are also possible.

The second element of the change involves the provision of a web portal to allow GDNs and IGTs to send messages to selected customers.

A ROM response for the initial change (XRN4555) which was raised in March 2018 indicated the Change Impact, which can be found in the Change Proposal.

Shipper Users, Distribution Network Operators and IGTs will be expected to vote on whether this change should proceed.

**2.3 XRN4851 – Moving Market Participant Ownership from SPAA to UNC/DSC**

This new Change Proposal is sponsored by EON.

This proposal is to be part of a suite of changes which are also being raised in the SPAA, UNC and IGT UNC – the changes are yet to be formally accepted into the change process, Mod/SCP numbers will be added to this change once formally known.

As part of the Ofgem Switching Programme there is intent to move the activities relating to creation and management of Market Participants within Market Domain Data (MDD) from the Supply Point Administrative Agreement (SPAA) into the Uniform Network Code (UNC). The intent will be for the UNC to direct the activities to be conducted by the DSC agreement.

The primary aim of this XRN is to ‘lift and shift’ the current MDD Market Participant process from SPAA into the DSC. It may require formatting changes of the current SPAA table to align it to UK Link standard (to be outlined as part of Capture). The intent is not to redevelop or align to electricity at this stage.

This XRN is to deliver the necessary enabling changes to move Market Participant management (creation, name changes, deletions etc.) into the DSC. This will be subject to a guidance document.

The change process to manage these MDD changes will also be developed as part of these changes. The change process will be developed further in conjunction with the capture process.

The target date is currently Feb 2020 to ensure it is implemented and working smoothly in time for integration testing.

It is important that changes in SPAA, UNC, UK Link and the IGT UNC all deliver at the same time or in an order which doesn’t cause process disruption.

The consultation period can be suggested by DSG.

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

**2.4 XRN4852 – Amendments to the DSC Change Management Procedure**

This new Change Proposal is sponsored by EON.

The current live Change Managements procedures in the Data Services Contract contract do not align to the change process implemented following an end to end review and therefore require updating.

Provide a first draft for review in March 2019 ChMC meeting with an aim to get approval for April 2019 meeting.

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

**2.5 XRN4853 – UIG – Recommendations 3.1 Option**

This new Change Proposal is sponsored by Xoserve.

This Change Proposal asks for the CDSP to monitor rejections for rejection code MRE00458. CDSP will manually load the read to UK Link if the read has passed all other validations. Subsequent reads will load normally if they pass validation checks. This would need to be an interim process which will be required to be implemented as soon as possible and should cease once XRN4621 has been implemented (Nov 2019) if the scope change to XRN4621 (Suspension of the Validation between Meter Index and Unconverted Converter Index to remove validation on uncorrected reads is agreed)

This is not release dependant, would need to be implemented as soon as practically possible.

Shipper Users and Distribution Network Operators will be expected to vote on whether this change should proceed.

**2.6 XRN4854 – Transfer of NDM Sampling Obligations from Distribution Network Operators to the CDSP**

This new Change Proposal is sponsored by Cadent.

Transfer the NDM Sampling UNC obligations, currently incumbent on Transporters (as per UNC TPD Section H1.6) to the CDSP.

The CDSP has an intimate knowledge and extensive experience of the NDM demand estimation process and have a close relationship with Shippers with respect to this. They are therefore best placed to improve sampling rates and coverage across classes through assuming responsibility for the installation and maintenance of sampling equipment.

Shipper Users and Distribution Network Operators will be expected to vote on whether this change should proceed.

**2.7 XRN4858 – Amendments to the DSC Service Description Table**

This new Change Proposal is sponsored by Xoserve.

The Service Description Table has been reviewed against the relevant UNC sections and some code reference updates and Service Line updates are required. Customers have requested changes to, or additional Service Lines as part of ongoing development work. In addition for consistency the UNC reference structure has been standardised, these changes are shown as tracked changes. The changes proposed are classified as “cosmetic / housekeeping”.

The proposed amended Service Description Table is attached.

Note: No new service is being created, amended or deleted by this Change Proposal, there is nothing to actually implement. The ChMC is requested to vary the Service Change Procedures, such that an Evaluation Quotation Report and Business Evaluation Report are not required for this Change Proposal. These documents would add no value to the Change Proposal and would be an inefficient overhead for the CDSP and Change Management Committee. This request will be made as per Service Change Procedures para 4.1.3.

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

**2.8 XRN4859 – Increasing MAM Access to the CDSP Data to Mitigate Reduced MAM Appointment Timescales**

This new Change Proposal is sponsored by Xoserve.

A SPAA Request for Information about Meter Asset Manager Asset Appointment Timescales closed out on 29th January.

The purpose of the RFI was to garner industry views on a set of solution options to mitigate de-appointment and appointment of MAM issues, which will be accentuated as a result of Faster Switching.

Faster Switching will accentuate existing issues where there may be a gap between the Supplier registering the supply point and the new MAM taking responsibility for the meter. Should an issue with the meter arise during this period, it is not clear who would have responsibility for resolution.

Faster switching will decrease the notice period during which MAMs can send an ORDET file (a RGMA flow) to request the necessary metering details, to register the site, from the incumbent MAM (who would send an ONDET file in response); therefore, it may not be possible for a new MAM to be appointed in sufficient time in correlation with the new Supplier.

The problem statement associated with this change is therefore MAMs require metering data to be more accessible in order to conduct their switching process; this is mitigated by Solution Option 3 within the SPAA RFI (Centralised Meter Data).

The CDSP would need to increase the range of data items MAM can access (perhaps to reflect the ONDET file which is passed from the old MAM to the new MAM), and address the following considerations:

* Access to data covered under the Data Permissions Matrix would need to amend to allow a MAM access to information related to a given Supply Meter Point where that party is not recorded as the MAM for that Supply Meter Point on the UK Link system.
* The Contract Management Committee would be asked to approve a Disclosure Request Report, which will define the data items the MAMs require, and any conditions which will need to be met in order to fulfil such requests for data.
* MAMs would need to be able to ‘pull’ the necessary meter details; a mechanism, such as an API, would need to be implemented for this.

Xoserve presented this proposal to MAMCOP and the MAMs in attendance were not in support of the idea; therefore, ChMC will be asked to either vote for this change to be put on hold, or rejected.

**2.9 XRN4860 National Temporary UIG Monitoring**

This new Change Proposal is sponsored by Npower.

Since Nexus Implementation there has been a significant cumulative delta between energy that is referred to as ‘permanent’ UiG, and the energy referred to as ‘temporary’ UiG. Temporary UiG (thought to be caused by a mixture of profiling and data inaccuracies / inefficient data performance issues) is energy that is originally allocated to shippers based on their expected share of throughput in any given Local Distribution Zone and their customer portfolio mix, as per annual weighting factors set by the Allocation of Unidentified Gas Expert (AGUE). Temporary UiG is adjusted (down or up from initial allocation) as a result of meter point reconciliation across the market.

It is understood that temporary UiG volume will, over time, crystallise into permanent UiG, when any given consumption month moves beyond its respective reconciliation close-out (D + 12 months in the case of UiG reconciliation and Line In The Sand for MPRN reconciliation).

Cumulative post-Nexus levels of temporary UiG have remained higher than expected since Nexus go-live, despite 18 months of meter point reconciliation having now occurred. The trend between June 2017 and the end of gas year 2017/18 was that reconciliation reduced levels of UiG initially allocated to shippers based on their portfolio mix (Class / EUC). However, this reduction was not at a pace sufficient enough to reach any recognised industry quantification of permanent UiG.

Since the start of Gas Year 2018/19 when newly ‘uplifted’ Annual Load Profiles / Daily Adjustment Factors came into effect for EUC 01B and 02B, the pattern has changed, with allocated UiG being much more moderate and subsequent reconciliation increasing the initial UiG volume. It is not yet clear to what extent this increase will accumulate.

There is currently no independent view as to when levels of temporary UiG will reach permanency. This Change Proposal seeks to procure a budget (ideally from existing / remaining UiG Task Force funds) for CDSP subject matter experts to analyse the available industry data to provide a central national ‘forecast’ for UiG reconciliation.

This should initially focus on the trends (allocation / reconciliation) to date, to report how the national cumulative level of temporary UiG (for each consumption month / LDZ level) will change over the coming [18 months], with the output being reported both as a % (of national throughput) and KWh value.

This initial analysis should work on the basis of as-is industry patterns, including shipper read performance and be ‘updatable’ on a monthly basis as these conditions change.

The analysis might also include how CDSP recommendations (both existing and future) are expected to impact the veracity of amendment to allocated UiG levels.

It is proposed that progress and output from this analysis should be communicated with the appropriate UNC Committees (DESC/ PAC).

Shipper Users will be expected to vote on 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 XRN4777 Acceptance of Contact Details Updates**

Following the completion of the solution review Change Pack, ChMC will be asked to vote a solution option and a release for implementation.

Option 2 is preferred by DSG and Xoserve, and during the Change Pack process three responses stated Option 2 as their preferred solution option.

The description of Option 2 is as follows:

*Validate the EFFECTIVE DATE with the RECEIVED DATE*

Xoserve also seeks to assign the implementation of this change to a Minor Release

**4.2 XRN4044 – Extension of Must-Read Process to include Annual Read Sites (withdrawn)**

This Change has been withdrawn.

**4.3 XRN4753 – CMS Increase Information Provided in .QCL Response File (withdrawn)**

This Change has been withdrawn.

**4.4 XRN4806 – Additional Data at National Level to Support UIG Allocation Validation**

ChMC will be asked to vote for the reports associated with this change to proceed to implementation. Xoserve intends to distribute a Design Change Pack, for this change, in February – pending ChMC support. Details of this change can also be found in the implementation plan (section 5)

**5. Xoserve DSC Implementation Plan**

Within the DSC Implementation Plan, there are three outages to communicate to ChMC. Two of the outages are associated with the Gemini and Gemini Exit Disaster Recovery Test (13th and 14th April). There is also an outage associated with the Service Desk Plus system; this outage is scheduled for 2nd to 3rd March.

The completion of the revised Design Change Pack for XRN4770 NDM Sample Data will be presented to ChMC for approval. A revised version of the Change Pack was issued in January to address the proposed file format amendments. Xoserve received two responses, one supported the change, and the other raised some questions which we have addressed within our response.

As mentioned under agenda item 4.4, the implementation of the reports associated with XRN4806 is also in the Implementation Plan for approval.

**6.0 Approval of Change Documents**

 **6.1 XRN4828 – November 2019 (EQR)**

An EQR associated with the November 2019 Release will be presented to ChMC for approval.

**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 Update**

The Xoserve Release 3 Project team will provide an update to ChMC regarding the deployment position for XRN4534; the project remains on track to implement on 1st March 2019.

**7.2 February 2019 Releases – Delivery Plan**

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

**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 for information purposes.

**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 for information purposes.

**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 for information purposes.

**7.6 Potential Minor Release Drop 4 (July 19 Scope)**

The potential scope of Minor Release Drop 4 will be presented to ChMC for information purposes.

**7.7 Change Assurance Update**

A Pre Go-Live Assurance Summary Dashboard, regarding UK Link Release 3 and the Cadent Changes, will be presented to ChMC for information purposes.

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

The latest position of CSSC will be presented for information purposes.

**9.0 XRN4695 UIG Taskforce Update**

The UIG TaskForce will present a set of slides to ChMC for information purposes. This will include a POAP, Taskforce Funding, and Next Steps.

**10. Amendment Invoice – Verbal Update**

A Verbal Update regarding the Amendment Invoice issues will be presented to ChMC for information purposes.

**11. Horizon and Future Release Change Planning**

**11.1 ‘Bubbling Under’ Report**

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

**11.2 Gemini Horizon Planning**

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

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

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

**12.0 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.

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

**14.1 IX Refresh Update**

The slides will be discussed regarding the IX update.

**14.2 XRN4790 – Introduction of Winter Reads/Consumptions Reports (Mod 0652): Annual Winter Consumption Calculation Issue**

The above change will be presented to ChMC for information purposes.

**14.3 Update on XRN4634 – Data Catalogue**

A verbal update regarding this change will be presented to ChMC for information purposes.

**14.4 Using the new Xoserve website for the management and distribution of Change Packs**

Xoserve are currently considering a new approach to the management and distribution of Change Packs; instead of using email, we could use the new Xoserve.com. ChMC will be asked to provide comments on this proposition.

**14.5 Published Change Proposals – moving from the Joint Office website as a reference to Xoserve.com**

The New Xoserve.com has a section for the publication of Change Proposals. Xoserve questions whether the Joint Office still needs to publish Change Proposals. ChMC will be asked to consider a proposition whereby Xoserve manage the publication of Change Proposals and notify the Joint Office of any new Change Proposals and amendments to existing publications.

**14.6 MDD Update**

An update regarding Market Domain Data will be presented to ChMC for information purposes.

**14.7 KVI Change Management Survey Results**

The results of the KVI Change Management Survey will be presented to ChMC for information purposes.