Change Management Committee (ChMC) is scheduled to convene on Wednesday 12th June 2019. 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/120619>

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

**2.1 XRN4894 Shipperless and Unregistered Pre-Payment SPs Reconciliation**

This new Change Proposal is sponsored by SGN.

This proposal would allow Xoserve to release the Shipperless and Unregistered sites data to Siemens who currently hold a register of all the pre-payment Supply Points. The release of data to Siemens would allow them to undertake a data matching exercise against the data that they hold for pre-payment Supply Points which they would then provide back to Xoserve to allow the Supply Point Registration process to commence. As the Shipperless and Unregistered sites data doesn’t have any customers registered to them there are no data protection issues.

This piece of work needs to take place as we have been discovering a number of sites with prepayment meters that are using gas which are currently unregistered, all of which are adding to unidentified gas volumes that the industry is working to remove.

The matching exercise with Siemens has been documented in the attached letter that Xoserve have helped to pull together which covers the legal obligations that must be adhered to by Siemens. The DN’s believe that this piece of work should be considered by the UIG Task Force as it is closely linked to unidentified gas.

Shipper Users, Distribution Network Operators and IGTs will be expected to vote on whether this change should proceed. At the ChMC meeting on 10th April 2019, it was agreed to defer further consideration of this item until such a time as Xoserve (PO) and SGN (SH) have had an opportunity to discuss the concerns raised with SPAA representatives and obtain a better understanding of the potential SPAA requirements and impacts. The action associated with this agenda item is 0401.

An agreement regarding the funding arrangements will be expected. Currently, the Change Proposal indicates the DSC Service Area as 16: *Provision of Supply Point Information Services and Other Service Required to be provided under Condition of the GT License,* the funding of which is split between GT and IGTs.

This Change Proposal was deferred from the previous meeting as Xoserve and SGN need to discuss the concerns raised with SPAA representatives and obtain a better understanding of the potential SPAA requirements and impacts.

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

**2.2 XRN4941 Auto Updates to Meter Frequency**

This new Change Proposal is sponsored by Total Gas & Power.

The Modification proposes that the CDSP should be given the authority to make changes to the Meter Read Frequency in the following circumstances:

a) Where the AQ of a meter point increases to 293,000 kWh or above, the Meter Read Frequency should be amended to Monthly (if not already set to that value) with effect from the effective date of the new AQ

b) Where the Supply Point Register is updated to show that the meter point has either a Smart meter or Automated Meter Reading Equipment fitted, the Meter Read Frequency should be amended to Monthly (if not already set to that value) with immediate effect

In addition, a set of one-off transitional activities is proposed to give a step-change improvement. A one-off exercise would be undertaken to identify all existing sites with incorrect non-Monthly Meter Reading Frequencies and amend the frequency to Monthly:

1. Where a meter point has an AQ equal to or above 293,000 kWH

b) Where the Supply Point Register shows that the meter point has either a Smart meter or Automated Meter Reading Equipment fitted

An agreement regarding the funding arrangements will be expected. Currently, the Change Proposal indicates the DSC Service Area as 1: Manage Supply Point Registration*,* which is 100% funded by Shipper Users.

Shipper Users will be expected to vote on whether this change should proceed.

**2.3 XRN4946 Reporting on Installed Meters with Conversion Capability**

This new Change Proposal is sponsored by SSE.

A SPAA Change Proposal (SCP 459) has been raised to identify meters with conversion capability on the MDD Meter Product table. It was decided that these specific Meters would be identified to ensure parties can accurately apply conversion should it be required or not.

The implementation date was proposed as June 2019 however when voted by SPAA Change Board the implementation date was then referred to November 2019. This was to ensure parties have enough time to implement the new structure of the meter table.

Due to the later implementation date, it has been discussed that it would be beneficial for the industry to be aware of the meters with conversion capability as soon as possible. It is known that these meters are being built and some are already registered on the MDD list of meters. This CP is proposing to create a report which informs Shippers of these meters (where they are live and registered against Supply Meter Points) on an ad-hoc basis to ensure that, if they have meter points with these specific meters assigned to them, they can ensure that they correctly bill end consumers with relation to conversion. We are proposing that the report is scheduled to run on a monthly basis, but is only issued to affected parties.

An agreement regarding the funding arrangements will be expected. Currently, the Change Proposal indicates the DSC Service Area as 18: Provision of User Reports and Information. Xoserve expects this to be a new service and to be 100% Shipper funded.

Shipper Users will be expected to vote on whether this change should proceed to DSG.

**2.4 XRN4955 Amendment of MDD PSR Needs Codes and Needs Code Descriptions**

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

This change has been raised to implement SPAA CP 471 Amendment of MDD PSR Needs Codes and Needs Code Descriptions which will amend the MDD to align the energy PSR Needs Codes and Needs Codes Descriptions with those used in Water. The corresponding electricity change will be implemented in April 2020. Ideally this change will come in on the same date but there is no April release so February 2020 is the preferred date.

The amendments amount to 4 description enhancements (for Needs Codes 19, 20, 23 and 27), 1 Needs Code to be discontinued (code 10) and replaced by 2 new Needs Codes (35 and 36), 1 new code (37) directly related to water dependency. There are no changes to file format structures however updates will be required to the allowable values within the file format. System updates will in turn be required to allow the new values to be accepted and recorded. Suppliers will need to cleanse their data due to one Needs Code 10 “hearing and speech impairment” ceasing to be used, and being replaced by new Needs Codes 35 hearing impairment and 36 speech impairment.

The proposed amendment to SPAA schedule 18 (MDD) can be found within the Change Proposal.

The proposed process for this change is:

* 07 June – ChMC initial discussion and request to send straight to DSG
* 17 June – Discussed at DSG
* 10 July – ChMC discussion post DSG (request to issue out a Detailed Design CP)
* 12 July – Detailed Design CP issued out for 10 working day representation
* 07 August – ChMC approval of change

This timescale is to align with the February 2020 release.

Xoserve and WWU are discussing the correct DSC Service Area for this change; it could potentially be DSC Service Area 1 – Manage Supply Point Registration, which is 100% Shipper funded; however, the funding split may be different for this individual change.

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

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

There are no Change Proposals for this agenda section as none were issued for initial review in May’s Change Pack.

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

**4.1 XRN4713 Actual Read following estimated transfer read calculating AQ of 1**

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

There is only one solution option and four responses supported it. The solution option is a none-systemised solution where any affected MPRNs are notified to Shipper for appropriate action. The other response requested a deferral.

The date of implementation for this change is to be confirmed.

Shipper Users will be expected to vote on the solution option and time period for implementation.

**4.2 XRN4871 Modification 0655 – Changes to Ratchet Regime (Part A)**

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

The Xoserve and DSG preferred solution option is Option 2: Revised Ratchet Regime being applicable to Class 2 SMPs with Manual Intervention. This change is assigned to Minor Release Drop 5 for implementation.

We received four responses which supported the solution option and implementation date; the other response only supported the latter.

Shipper Users, Distribution Network Operators and IGTs will be expected to vote on the solution option and Xoserve’s intention to include this change in the scope of Minor Release Drop 5.

**5. Xoserve DSC Implementation Plan**

June’s ChMC implementation plan includes the following:

Approval of two documentation changes:

* Administrative change required to the UMR File Hierarchy to correct the ‘Direction of file’ travel
* 2020 Release Implementation Dates

Within the outages tab, there are three outages to communicate to ChMC:

* CMS Application DR Outage on 6th and 7th July
* UK Link Portal and CMS on 16th and 17th August
* UK link Portal on 17th and 18th August

**6.0 Approval of Change Documents**

**6.1 BER for XRN4706 – GCS Fusion Testing Support**

A Business Evaluation Report (BER), for this change, will be presented to ChMC for approval. NTS will be expected to vote regarding the approval of this BER.

**6.2 CCR for XRN4833 Birst Delivery – Data Discovery**

A Change Completion Report (CCR), for this change, will be presented to ChMC for approval. Shippers Users will be expected to vote regarding the approval of this BER.

**6.3 BER for XRN4866 – UIG Recommendation – Nov 19 Implementation**

A BER, for this change, will be presented to ChMC for approval. Shippers Users will be expected to vote regarding the approval of this BER.

**7.0 Release Updates**

**7.1 June 2019 Release – Delivery Plan**

The latest position of the June 2019 Release will be presented to ChMC for information purposes. The slides will include the implementation timelines for the release.

**7.2 XRN4665 Creation of New End User Categories**

The latest position of the EUC Release will be presented to ChMC for information purposes.

**7.3 Minor Release Drop 4 (Scope and Delivery Plan)**

The latest position of of MiR Drop 4, including a timeline for implementation, will be presented to ChMC.

**7.4 Minor Release Drop 5**

The scope of Minor Release Drop 5 will be presented to ChMC for approval. The scope includes the following:

* XRN4871 (A) - Modification 0665 - Changes to Ratchet Regime
* XRN4896 - Failure to Supply Gas System and Template Amendment (Cadent have made slight changes to the Requirements for this change – this change is now back in requirement gathering status awaiting the updated HLSO)

All customer classes will be expected to vote regarding the scope of Minor Release Drop 5.

**7.5 November 2019 Release – Delivery Plan**

The latest position of the November 2019 Release will be presented to ChMC for information purposes. The slides will include the implementation timelines for the release.

**7.6. Discussion on Change Congestion**

This will be a verbal discussion regarding Xoserve’s capacity to deliver change over the next two years.

**7.7 June 2020 Release**

The latest position of the June 2019 Release will be presented to ChMC for information purposes. The slides will include the implementation timelines for the release. This will include discussions on the following:

**7.7.1 Scope Approval Approach**

The meeting papers associated with this agenda item are late. We ask ChMC to approve a scope approval approach for a set of changes we’ve assigned for the June 2020 release. In short, we intend to ask ChMC to support our intention to seek solution consultation for these changes within the Change Pack on the 14th June and to seek approval at either an extraordinary ChMC meeting before July, or at July’s ChMC meeting.

**7.7.2 R&N Update – Unallocated Changes**

A list of the currently unallocated and allocated UK Link related changes will be presented to ChMC for information purposes.

**7.8 November 2020 Release - XRN4914 Retrospective Updates**

A set of planning and capture assumptions about the Retrospective Updates Project will be presented to ChMC for discussion. Furthermore, we’ll ask ChMC to discuss whether a Proof of Concept (POC) stage can be included within the timelines of this release.

**7.9 Change Assurance Health Check for (June 2019, EUC and CSSC)**

The results of which will be presented to ChMC for information purposes.

**7.10 Data Office Changes**

A list of Data Office related 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. ChMC will be asked to approve a Design Change Pack approach:

* CSSC change packs to be issued separately from the BAU change packs
* Possibility of an extraordinary Change Pack in August/September

**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 latest position of the IX Refresh project will be presented to ChMC for information purposes.

**14.2 DSG Attendance**

The matter of low attendance at the Delivery Sub Group (DSG) will be presented to ChMC for discussion.

**14.3 Revised Change Proposal Template v6.2 for approval**

Following a recommendation from the DSC Governance Review Group, a revised version of the Change Proposal template will be presented to ChMC for approval.

**14.4 DSC Request for Data Process**

This process will be presented to ChMC for approval.

**14.5 KVI Survey Results**

The latest KVI results will be presented to ChMC for information.

**14.6 XRN4789 – Shipper Pack Analysis Update**

The latest position of this change will be presented to ChMC for information purposes.