Change Management Committee (ChMC) is scheduled to convene on Wednesday 10th July 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/100719>

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

**2.1 XRN4977 Amendments to DSC Change Management Guidelines**

This new Change Proposal is sponsored by Xoserve.

DSC Governance group requested a wider review of the proposed amendments to the DSC Change Management Procedures to support the process changes to the Change Proposal change lifecycle (please note the process changes have been implemented with the approval of DSC Change Management Committee).

Amendments have been made to section 4.6 only.

The procedures have been amended to include:

* the initial review stage
* provision of solution options (where possible) along with costs/complexity/impact
* The use of EQR to provide costs for individual change in addition to the EQR that is issued for a UK Link change release delivery for production of a BER

Text that no longer supports the change proposal process has been removed.

The Change Management Guidelines Amendments Document can be found within the Change Proposal, which is a published meeting paper.

If you wish to discuss any of the amendment directly please contact Emma Smith (information above)

DSC Governance group reviewed and recommended changes to the management of Change Proposals, following approval at DSC Change Management Committee of the recommendations the DSC Change Management Guidelines are required to be amended to reflect the improved process.

Xoserve sent the guidelines for consultation in June 2019’s Change Pack; one approval responses was received.

All Users will be expected to vote on whether this change should proceed to DSG and for Xoserve to initiate Capture.

An agreement regarding the funding arrangements will be expected. Currently, the Change Proposal indicates the DSC Service Area as N/A as no funding is required.

**2.2 XRN4978 Notification of Rolling AQ value (following transfer of ownership between M-5 and M)**

This new Change Proposal is sponsored by British Gas

Each month, by M-5, the .NRL file (AQ notification file) is issued from the CDSP to Shippers to notify of the new AQ/SOQ values (both rolling and Formula year that will be going live on the 1st of the month.

If there is a transfer of ownership in progress whose status changes to CO in the period following file generation and new AQ go live the incoming User is not notified of the new AQ/SOQ value.

The NRL file will only be issued to the live shipper at the point of file generation. The incoming Shipper will receive a TRF file, though that would contain the AQ which is effective at the point of time, and hence they will not learn of the planned revision to AQ and not have this information available to their systems.

Provide the new User with a view of the amended AQ/SOQ (there is already an approved change to provide a report for this scenario for Formula year values)

Shipper Users will be expected to vote on whether this change should proceed to DSG and for Xoserve to initiate Capture.

An agreement regarding the funding arrangements will be expected. Currently, the Change Proposal indicates the DSC Service Area as Service Area 6: Annual Quantity, DM Supply Point Capacity and offtake rate reviews, the funding of which is covered by Shipper Users.

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

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

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

**4.1 XRN4692 - CSEPs: IGT and GT File Formats - CIN Files**

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 1; a more robust approach to sharing reporting data as part of the ‘Positive Match’ requirements by having no manual intervention. Two responses received supported it.

During the solution review Change Pack consultation period, two responses were received which support the recommended solution option.

Xoserve intends to include this change in the scope of the June 2020 major release, and the DNO and IGTs will be expected to decide whether this approach can be supported.

**4.2 XRN4780 (Part B) Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change)**

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 entitled MAP Updates and Notifications. During the solution review Change Pack consultation period, five responses were received - three approvals, two others approved the implementation date but rejected the solution option.

Xoserve intends to implement this change in June 2020 and would like the Shipper Users to decide whether this approach can be supported.

**4.3 XRN4865 Amendment to Treatment and Reporting of CYCL Reads**

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 the one response received supported it. The solution option seeks fix multiple issues that are being experienced in SAP ISU relating to CYCL Confirmation Effective Date estimated reads

Xoserve intends to implement this change in June 2020 and would like the Shipper Users to decide whether this approach can be supported.

**4.4 XRN4930 Requirement to inform Shipper of Meter Link Code**

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; Re-instate notification of Meter Link Code changes via MRI File (K15 record). Three responses were received; two approvals and one rejection.

Xoserve intends to implement this change in June 2020 and would like the Shipper Users to decide whether this approach can be supported.

**4.5 XRN4932 Improvements to the quality of the Conversion Factor values held on the Supply Point Register (MOD0681S)**

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

There is only one solution option which seeks to amend the Conversion Factor as part of a successful Rolling AQ calculation (Monthly or Correction). We received three responses; two approvals and one response which approved the implementation release but rejected the solution option

At the ChMC, we’ll discuss the responses. There is a dependency on the associated mod to be approved for implementation.

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

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 1; Amend PSR Need Codes/Descriptions with UK Link. We received seven responses; five approvals and two rejections.

Xoserve intends to implement this change in February 2020 and would like the Shipper Users, DNO, and IGT representatives to decide whether this approach can be supported.

**4.7 XRN4850 Notification of Customer Contact Details to Transporters**

Verbal update to be presented by Ellie Rogers

**4.8 XRN4871 (Part B) Modification 0665 – Changes to Ratchet Regime**

Verbal update to be presented by Ellie Rogers

**5. Xoserve DSC Implementation Plan**

July’s ChMC implementation plan includes the following:

Approval of the Design Specification for the changes included in the Minor Release Drop 5 Release:

* XRN4871 (Part A) Modification 0665 – Changes to Ratchet Regime

Approval of a documentation change

* Important Change Management Committee dates for 2020 including all Business Days and Supply Point Systems Business Days

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 August and 18th August

**6.0 Approval of Change Documents**

**6.1 Amended BER for XRN4665 – Creation of New End User Categories (EUC)**

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

**6.2 BER for XRN4857 - Report Review**

A Business Evaluation Report (BER), for this change, will be presented to ChMC for approval. Shipper 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)**

A Project update on MiR Drop 4, including a timeline for implementation, will be presented to ChMC.

**7.4 Minor Release Drop 5 - Scope, Timeline and BER (Related to XRN4954)**

A Project update on MiR Drop 5, including a timeline for implementation, will be presented to ChMC. Xoserve intends to seek approval of the scope for MiR Drop 5 and the BER.

**7.5 November 2019 Release – Delivery Plan**

The latest position of the November 2019 Release will be presented to ChMC for information purposes.

**7.6 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.

**7.6 XRN4914 - Retrospective Data Update Provisions - Project Update**

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

**7.7 R&N Update - Unallocated Changes and Discussion on Change Congestion – two-year view that will include scope of approval for the next Release**

**7.8 Change Assurance Health Check for CSS Consequential**

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

**7.9 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; this will be a verbal updated. Furthermore the CSSC Business Requirement Documents (BRDs) will be presented to ChMC for approval; these include the BRDs for the following:

* Gemini
* IGT/GT

We will also present the CSSC Change Pack approach for ChMC approval.

**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.

**12.1. BP20 (Business Planning) – DSC Change Budget**

A Verbal Update regarding the BP20 will be presented to ChMC for information purposes.

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

**14.1 Shipper MI (Shipper Pack / PARR) Update**

The latest positions of the Shipper MI project will be presented to ChMC for approval include the following:

* Update on the Shipper MI

–Delivery Approach

–Drop 1, Portfolio Data scope

* Shipper Pack / PARR report Alignment

–Approval of the approach by Change Management

–Approval to change the Shipper Pack to align to the PARR report