Change Management Committee (ChMC) is scheduled to convene on Wednesday 11th December. 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/091019>

**2. New Change Proposals - Initial Review (Approvals needed)**

**2.1 XRN5053 Single Sided Nominations Improvements**

This new Change Proposal is sponsored by National Grid

The Gemini System does not currently allow a user to have both a Single Sided Nomination (SSN) and a Double Sided Nomination (DSN) for the same date/location combination.

Where a user has submitted a SSN that is not then matched by the adjacent TSO the user is unable to amend it or submit a new request for that same combination.

The TSO BBL does not accept SSNs and so if a user incorrectly submits a SSN they are then unable to submit a DSN instead.

There are 3 elements to the change request, in priority order:

1A) Ability to Withdraw SSNs

Introduce a withdrawal facility whereby a user can withdraw a SSN that has not been confirmed. Once withdrawn the user would be able to place a new request.

1B) Ability to Modify SSNs

Introduce a modify facility such that users can change the various elements of a SSN that has not been confirmed. This would include the ability to change it from a SSN to a DSN.

1C) Error proofing SSN entry

For a SSN we could introduce an auto populate facility for key fields such as the EIC whereby the value entered in the internal shipper EIC field is then copied across to the external shipper EIC field.

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

Currently, the Change Proposal indicates the DSC Service Area 20: UK Link Gemini System Services, which is 100% NTS funded.

**2.2 XRN5054 Negative Implied Flow Rates**

This new Change Proposal is sponsored by National Grid

Shippers are unable to process renominations where there is a breach of the 1/24th rule, current arrangements dictate that the shipper must send a fax to request a reschedule to National Grid Gas National Control Centre who will manually validate and reschedule. This is time consuming, with many requests received daily from Customers to the National Grid Gas National Control Centre to action. This is prone to error and is only actioned on a current best endeavours’ basis. Customers are requesting this change from recent workshops that have been held for Gemini Enhancement Project to allow them more flexibility in managing the process.

Automated Solution for negative implied flow rates for Customers and National Grid. The renominations will be placed by the Customer (via online screen/API) where the negative implied flow validation will be processed into requests for reschedule process by the Gas National Control Centre.

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

Currently, the Change Proposal indicates the DSC Service Area 20: UK Link Gemini System Services, which is 100% NTS funded.

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

None for this meeting

**4. New Change Proposals – Post Solution Review (Approvals needed)**

**4.1 XRN4923 AQ Calculation for RGMA (ONUPD) Estimate 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 was only one solution option. During the solution review Change pack consultation period, four responses were received. 2 approved, 1 deferred and 1 rejected the solution.

Xoserve intends to include this change in the scope of a Minor Release (tbc), and the Shipper Users will be expected to decide whether this approach can be supported.

**4.2 XRN4851 - Moving Market Participant Ownership from SPAA to UNC/DSC**

We are seeking confirmation from ChMC that the following approach is supported for the Market Participant process from Feb 20.

At the DSG session on 18th November, multiple approaches for the new Market Participant process were presented (A simple spreadsheet solution/a file flow similar to the electricity process). These approach options have also been circulated to various Industry groups.

The consensus view is that a downloadable spreadsheet is the best approach – *This was also the recommendation from DSG*

Previous assumptions were that a file flow was required, similar to electricity processes, which we will continue to investigate should there be an appetite for this – ***for those that commented they indicated that they did not want the elec flows replicated***

Shipper Users will be expected to decide whether this approach can be supported.

**5. Xoserve DSC Implementation Plan (Approvals needed)**

December’s ChMC implementation plan includes the following:

Approval of the Design Specification for the following changes:

* 4850 Notification of Customer Contact Details to Transporters
	+ Voting parties – Shipper, DNO & iGT
* 4930 Requirement to Inform Shipper of Meter Link Code Change
	+ Voting party – Shipper
* 4932 Improvements to the quality of the Conversion Factor values held on the Supply Point Register (MOD0681S)
	+ Voting parties – Shipper & DNO
* 4941 Auto updates to meter read frequency (MOD0692)
	+ Voting party – Shipper
* 4955 Amendment of MDD PSR Needs Codes and Needs Code Descriptions
	+ Voting parties – Shipper, NTS, GT & iGT
* 4772 Composite Weather Variable (CWV) Improvements
	+ Voting parties – Shipper & DNO
* 4780 (B) Inclusion of MAP Id in the UK Link system (CSS)
	+ Voting party – Shipper
* 4865 Amendment to Treatment and Reporting of CYCL Reads
	+ Voting party – Shipper
* 4871 (B) Changes to Ratchet Regime (MOD0665)
	+ Voting party –DNO
* 4888 Removing Duplicate Address Update Validation for IGT Supply Meter Points via CMS
	+ Voting parties – Shipper, DNO & iGT
* 5004 Golden Bullet Report
	+ Voted for AdHoc delivery at ChMC in November (No adverse responses received)
* 5033 Addition of low-level data to EUC Report
	+ Voted for AdHoc delivery at ChMC in November (No adverse responses received)
* 4691 CSEPs: IGT and GT File Formats (CGI Files)
	+ Voting parties – DNO & iGT
* 4692 CSEPs: IGT and GT File Formats – CIN Files - Paul Orsler
	+ Voting parties – DNO & iGT
* 4897 & 4899 Deletion of Customer Contact Details and Priority Service Register Data (PSR) at the Change of Shipper and Supplier Events
	+ Voting party – Shipper

Within the outages tab, there is one new outage to communicate to ChMC:

* Gemini on 5th July 2020 from 3:00 to 17:00

**6. Approval of Change Documents**

**7.1 BER for XRN4779 Adding AQ to PARR Reports**

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

**Section 7: June 2020**

**7.1 June 2020 Release Update**

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

**7.2 June 2020 Release Date (Approval needed)**

A new proposed implementation date for June 20 is the weekend of 19th – 21st June 2020 with the changes going live on 20th June to be approved by ChMC.

**8 Release Updates**

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

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

**8.2 November 2019 Release – Delivery Plan**

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

**8.3 XRN4914 Retrospective Data Update Provisions**

The latest position of the Retrospective Updates Project will be presented to ChMC for information purposes.

**8.4 Minor Release Drop 6 Update (Approval needed)**

Scope and proposed date of 29th February 2020 for approval.

**8.5 Retail & Network Update (Approval needed)**

This agenda item is for discussion, and it will look at the UK Link Scoping Approach and a general update on UK Link, including upcoming delivery and governance timelines, allocated and unallocated changes.

Scope approval for alternate major release in November 2020.

**8.6 UK Link POAP**

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

**8.7 Change Assurance Health Check**

Discussion on the validity of this agenda item.

**8.8 Data Office Changes**

A list of Data Office related changes will be presented to ChMC for information purposes.

**9 CSS Consequential Change Update**

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

**10 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.

**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.

**12 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.

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

**13.1 IX Refresh Update**

The latest position of the IX Refresh project will be presented for information purposes.

**13.2 CDSP Prioritisation and Release Scoping Approach Review**

Review of the ‘*Xoserve Prioritisation and Scoping Approach*’ document.

**13.3 KVI Survey results**

Results to the KVI survey, feedback and Xoserve’s response