

## UNC DSC Change Management Committee Minutes

Thursday 11 May 2017

Lansdowne Gate, 65 New Road, Solihull B91 3DL

### Attendees

Rebecca Hailes (Chair)	(RHa)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting

### Shipper User Representatives

James Rigby	(JR)	Npower	Class A - Voting (C)
Colette Baldwin	(CB)	E.ON	Class A - Voting
Lorna Lewin	(LL)	DONG Energy	Class B - Voting (B&C)
Oorlagh Chapman	(OC)	British Gas	Class A - Voting Alternate

### Transporter Representatives

Chris Warner	(CW)	Cadent	DNO - Voting
Richard Pomroy	(RP)	WWU	DNO - Voting
Beverley Viney	(BVi)	National Grid NTS	NTS - Voting
Sean McGoldrick	(SMc)	National Grid NTS	NTS - Voting
Kishan Nundloll	(KN)	ESP	iGT - Voting Alternate (2 votes)

### CDSP Change Management Representatives

Dave Turpin	(DT)	Xoserve	Non-Voting
Matt Smith	(MS)	Xoserve	Non-Voting

### Observers

Hilary Chapman	(HCh)	Scotia Gas Networks	Non-Voting
Debbie Mulinganie*	(DM)	BP	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting
Rachel Hinsley	(RHi)	Xoserve	Non-Voting
Shanna Key*	(SK)	Northern Gas Networks	Non-Voting
Tahera Choudhury	(TC)	Xoserve	Non-Voting
Darren Dredge	(DD)	Xoserve	Non-Voting
David Addison	(DA)	Xoserve	Non-Voting

### Apologies

Alison Neild	(AN)	Gazprom	Shipper Class B - Voting
Andrew Margan	(AM)	British Gas	Shipper Class A – Voting
Loraine Cave	(LC)	Xoserve	Non-Voting
Nicky Rozier	(NR)	GTC	iGT – Voting (2 Votes)

Copies of all papers are available at: <http://www.gasgovernance.co.uk/DSC-Change>

## 1. Introduction

RHa welcomed all to the meeting and reminded all present that documents marked confidential would not be published by the Joint Office on its website.

### 1.1. Confirm attendees, clarify roles, membership and voting rights

### 1.2. Apologies for absence

See above table.

### 1.3. Alternates

Lorna Lewin for Alison Neild (*one-off*)

Oorlagh Chapman for Andrew Margan (*one-off*)

Kishan Nundoll for Nicky Rozier (*standing alternate*)

### 1.4. Minutes of the previous meeting

The minutes for the meeting on 2 April 2017 were approved at the meeting held on 10 May 2017.

### 1.5. Terms of Reference

Outstanding action 0402, DT advised the TOR are yet to be completed. Action to be carried forward.

## 2. Change/New Service Requests

Copies of all change requests for consideration at this meeting are to be found here <http://www.gasgovernance.co.uk/DSC-Change/110517> referenced with the agenda item.

DT confirmed the referencing process of Change Requests received:

XRN prefix = internal Xoserve ref (prior to acceptance)

COR prefix = accepted by committee but with same reference number

### 2.1. Network Code Validation Rules - Class 1 and 2 Read Validation

DA provided a draft amendment to the Network Code Validation Rules and went through parts of a presentation to explain the changes to the Class 1 and 2 Validation Rules. These documents had been presented at the April Distribution Workgroup Meeting and require approval by the UNCC for publication at <http://www.gasgovernance.co.uk/tpddocs>.

DA advised there are a number of housekeeping changes within the revised Network Code Validation Rules, giving the example of reference changes of reads to readings, to aid consistency with other documents.

Close out date for representations is next Tuesday 16 May 2017.

The group discussed the best way forward for getting visibility of this document to UNCC as soon as possible and agreed with HC's suggestion of taking the document to UNCC as a provisional document.

### 2.2. XRN4250: Citizens Advice Bureau Continued Access to DES (JF)

DT confirmed that this change will be taken through the DSC Contract Management meeting on 17 May 2017. This has been added to the agenda for 17 May 2017.

Referring to the extra document provided by SK, XRN4250 additional information CAB access to DES, RP asked for this to be made visible as it is a useful document. This has now been published here: <http://www.gasgovernance.co.uk/DSC-Change/110517>

KN asked what the timeline is for this change to be implemented. DA confirmed that as soon as this has been approved by the Contract Committee meeting on 17 May 2017, this will be effective immediately.

### **2.3. XRN4262: EU Gas Change Roadmap - 2018/19 Feasibility and Analysis (BV)**

BVi provided an explanation of this change which is to start the initial analysis for EU Phase 4B.

DT advised this is a restricted class change and it comes under the Transmission remit.

**All Transmission committee members approved the change to go forward:**

Beverley Viney  
Sean McGoldrick

### **2.4. XRN4268: Date change for extraction and provision of DDS Annual Refresh files (AC)**

AC provided an explanation of this minor change which is restricted to distribution networks – DDS refresh files are received annually; this request is to receive the files in April rather than March.

**All DN committee members approved the change to go forward:**

Chris Warner  
Richard Pomroy

## **3. Review of CDSP Change Management Report(s)**

### **3.1. Service Changes and Key Project and Evaluation Service Reviews**

#### **COR4161 ‘Provision of Access to Domestic Consumer Data for PCW’s & TPI’s’**

Darren Dredge talked through the project Dashboard. Referring to a teleconference held yesterday with the Competition and Markets Authority (CMA), TC advised the group the discussion was positive and that she will be taking Change Request to the next Distribution Workgroup on 25 May 2017; the CMA will be dialling in to this meeting to give an update.

CB suggested that a Privacy Impact Assessment (PIA) will be necessary due to the consumer issue and noted that this has not been discussed at the last two Distribution Workgroups.

TC confirmed that it is clear in the report that Xoserve are not providing access to DES (Data Enquiry System).

TC advised that the CMA are deciding on the process, once this has been agreed it will provide reassurance and clarity.

#### **COR4110 ‘Creation of a Service to Release Domestic Consumer Data to PCW’s & TPI’s’**

DD talked through the Dashboard highlighting that the production of the BER is deferred until middle of this month, (post Gemserv discussions).

#### **COR3991 ‘PAF Administrator Role’**

DD updated the group on the progress of this Change Request. Xoserve are recruiting for a Performance Assurance Framework Administrator (PAFA) services role. The group evaluation meeting has been completed and contract negotiations are currently ongoing. The PAFA should be appointed and in place by 22 June 2017.

### **3.2. UK Link Inflight Changes**

#### **3.2.1. Overview of Modifications impacting UK Link Systems**

RHi drew attention to current UNC Modifications that may have an effect on UK Link systems.

- 0613S - Revised UK Link Manual CDSP Data Services Document.
- 0614 - Introducing IHD (In-Home Display) Installed Status of Failed.
- 0615 - Representation on DSC Committees: amendment to include mid-year appointments. Will not affect Systems.

- 0616 - Capacity Conversion Mechanism for Interconnection Points.
- 0617 - Revised UK Link Manual delivery date.
- 0618 – (Urgent) - Extension of Invoicing Contingency Arrangements in case of Project Nexus defect. Will not affect Systems.
- 0619 – Application of proportionate ratchet charges to daily read sites, this would be a code/system change if it goes ahead.

**Implementation plan**

RHi gave an update on each of the Change Orders within the document provided prior to the meeting, highlighting Representation (Rep) Close Out dates and confirming that following the Rep Close Out date Xoserve have 5 days to respond and then the following month the change order will be presented at the DSC Change Managers Committee meeting for approval.

JR asked if, going forward, there will be some sort of technical support group setup.

**New Action 0503: RHi to investigate and confirm if a technical support group will be setup**

Approval sought for the following Change Orders:

1154.15.92	<b>Approved by all voting committee members present.</b>
1154.15.89	<b>Approved by all voting committee members present.</b>
1154.15.90	<b>Approved by all voting committee members present.</b>
1154.15.93	<p>There was discussion prompted by JR who asked if this is a defect rather than a change. Rhi confirmed it is being processed as a change as it is not technically a defect and is being pushed as an improvement, the system is working as it should be. JR is concerned that if it is not a defect it won't get fixed within the Post Implementation Support (PIS) period.</p> <p>DA confirmed this was raised as a defect which has been closed and the change is now being implemented. DA's expectation is that this will be fixed quite quickly, DA undertook to make sure it is fixed in a timely manner.</p> <p><b>Approved by all voting committee members present.</b></p>
Correction of Version Control on "S72 Rejection Detail" Record	<b>Approved by all voting committee members present.</b>

Ref 4082 – Rhi highlighted Web Browser Compatibility for CMS, reminding users to update to version iE8 or above. For iE versions 8 9 or 10, the relevant Administrator may need to apply some configuration changes.

**New Action 0504: RHi to forward comms refresh (1721.1 communication)**

**3.2.2. Xoserve Reporting Updates (UKLC)**

**a) UK Link Modification Implementation Plan (including Xoserve Report E)**

Not covered.

**b) Xoserve Report**

Not covered.

**c) Review of Change Log**

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RHi confirmed this is published every Friday unless there are no changes.

### **3.2.3. Amendments to the UK Link Manual**

RHi talked through the Dashboard provided for the meeting, adding that there has been a time constraint due to excess of documentation which is why this is at amber.

A discussion took place regarding whether approval should sit with Distribution Workgroup or DSC Contract Management Committee. Further discussion will take place at next week's Contract Management Committee meeting 17 May 2017.

### **3.2.4. Amendments to Other CDSP Service Documents**

Not covered.

## **4. Horizon Scanning: 'Bubbling Under' Report**

Each item was reviewed individually, and RHi noted comments and suggestions for changes.

ID 8 – implementation date needs to be addressed; Solution and method approved at SPAA change board meeting.

ID 3 - Probability to be revised to 80%. Keep on report until Mod finalised.

ID 2 – both mods now withdrawn – New Modification 0619 will replace.

RHi agreed to revisit start and finish dates to take in to consideration release dates.

ID 6 and ID 7 - Further details required to understand impacts/ levels of urgency.

RHi will update the report for review at the next meeting.

## **5. Change Budget Update**

### **5.1. New Change/Evaluation Service Requests**

Not covered.

### **5.2. Finances and General Update**

DT advised that reporting would be made against the new financial year, and tracked against the new budget. The DNs will do reconciliation against last year's change budget in June.

DT asked if the documents provided for this meeting should be reconsidered as being confidential because of their content and not be published on the website. It was agreed that a password protected status could be applied before circulation, and that such documents would not be published on the website.

Max Pemberton will present next year's change budget finance sheet at next month's meeting. This has been placed on the agenda for 07 June 2017.

**New Action 0505: DT to confirm the reason for the yellow colour on the Project Finances report.**

## **6. Review of Format of Meeting Documents**

RHa advised of a trial of new Agenda format and style change from next meeting. Linking of papers to agenda items as CB suggested to be trialled from next meeting.

## **7. New Issue: *How should central systems changes initiated by a Supplier be managed?***

The process is not clear on how a supplier would raise changes to central systems.

Discussion took place, CB asked how this is managed currently; DT advised that Suppliers normally align to a Shipper, if there is no universal agreement, future changes may need to

come to the Change Management Committee meeting for approval, and then how would that be fed back to the Supplier; what happens if SPAA agree the change and this group does not?

DT advised that Xoserve hold the master records making alignment difficult. In order for a SPAA change to become effective, it may need to come to this group **before** the change is raised to make sure it can be raised, the process is not very clear at the moment.

EDF are currently raising a change through SPAA which will ultimately come to this meeting.

Xoserve do attend SPAA but the funding of future changes has not yet been discussed.

This has been carried over to next month's meeting and placed on the agenda for 07 June 2017.

## 8. Item(s) referred from DSC Contract Management Committee

### 8.1. 14/12/16-01: Access to information for Price Comparison Websites and Third Party Intermediaries (*Referred from DSC Contract Management Meeting 18 April 2017*)

This was covered in the earlier agenda item regarding COR4161.

## 9. Review of Outstanding Action(s)

**080217-02:** *Modification 0609* - DT to provide an update on proposed plans regarding the AQ issue for when the Joint Office takeover the meetings.

**Update:** DT requested this be carried forward to the next meeting. This action is only valid if Nexus implementation is delayed. **Carried forward**

**110117-04:** *Elected Shipper - Change Order process* - DT and AM are to get together with the SSP team to establish what is happening and what reporting is required and what the current position is. Xoserve to write the change order and get a Network to sponsor.

**Update:** DT requested this be carried forward to the next meeting. DT to draft the Change Request to request the report to be produced – no need for Network to sponsor. **Carried forward**

**0401:** RHa to check that the email permissions request has been sent to all appropriate parties (and if necessary, reworded and re-sent seeking an active formal response, i.e. yes or no).

**Update:** RHa confirmed the list is incomplete as there is no full list of change managers –Xoserve will provide JO with a list

JO awaiting list of Change Managers. LL reminded that her Alternates should not be sent any emails. **Carried forward**

**0402:** *DSC Committee Operation (terms of reference)* - DT to formulate a brief statement providing a clear explanation and references to appropriate documentation, for publication on the Joint Office website.

**Update:** DT requested this be carried forward to the next meeting. **Carried forward**

**0403:** RHa to confirm that all relevant documentation relating to the initiation of FGO (UNC Modification 0565A) has been published on the Joint Office website.

**Update:** RH/HB confirmed that all the key Data Services Contract (DSC) and UK Link User Agreement (UUA) documents are available on the Xoserve website at:

<http://www.xoserve.com/index.php/our-change-programme/xoserves-funding-governance-and-ownership-fgo-programme>.

A further link to these has been provided on the Joint Office website at:

<http://www.gasgovernance.co.uk/DSC-Documents>.

It was agreed that the publications would not be duplicated on the Joint Office website. **Closed.**

**0404:** *DSC Change and Contract Manager Circulation List* - Xoserve to develop an appropriate circulation list.

**Update:** Correct list to be sent to Joint Office see also action 0401. **Carried forward**

**0405:** *Release 2 (R2)* - As soon as possible in advance of 10 May 2017 meeting, Xoserve to provide information on the backlog and any other known items (defects, modifications, Change Orders, etc.) for the DSC Change Committee to review with a view to prioritising for R2.

**Update:** DT confirmed the appropriate publications had been provided on 03 May. Many thanks for this. **Closed.**

**0406:** *How should central systems changes initiated by a Supplier be managed?* All parties to consider and provide views (for discussion on 11 May 2017).

**Update:** This was discussed (see item 7) and has been placed on the agenda for next month to enable further discussion. **Carried forward**

**0407:** *Xoserve Report E* - Xoserve to separate this from Reports A - D, and include at the end of the Implementation Plan Summary.

**Update:** Completed. **Closed**

## 10. Next Steps

In light of today's discussions, it was agreed that both meeting dates will be required for June and that the Committee's business will be separated as follows:

- **07 June 2017** - PIS Release Programme and Review of combined Change Demand Backlog /Defects list.
- **08 June 2017** - Standard Agenda items, and any other matters arising.

## 11. Any Other Business

DT confirmed the new Xoserve CEO Sean Baldwin will be in-post in June. As such she is stepping down from her role of Shipper Nominated Director on the Xoserve Board. Therefore, there is a vacancy for a Shipper Nominated Director. A change order is required to sanction the beginning of the process to seek a new Shipper Nominated Director and the proposal is to raise this as a change order and to follow a similar exercise as last year.

DT will raise the paperwork and send an email approval for this Committee to be sent via the Joint Office.

### Urgent AOB

BVi sought clarification regarding the email circulated on the morning of 11 May 2017 from DA seeking approval from Transporters regarding adding a Supplier role to an existing Shipper organisation. Because of PNID there could be a problem for GO/NO GO due to a single organisation entity not having a supplier licence.

It is SMc's view that this is not a Transporter question. DA confirmed he has sought a view from Ofgem and Ofgem agrees with this approach due to the time constraint.

SMc reported he was happy to say that National Grid NTS is not raising any objections to this and it was agreed that this item is not for the Change Managers Committee meeting.

The concurred that they did not object but did not feel able to formally approve the request.

## 12. Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)

Meetings will take place as follows:

Time/Date	Venue	Programme
10:15, Wednesday 07 June 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	PIS Release Programme Review of combined Change Demand Backlog /Defects list.

10:15, Thursday 08 June 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising
10:15, Wednesday 12 July 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising
10:15, Thursday 13 July 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	<i>Provisional - To be confirmed</i>

<b>Action Table (as at 11 May 2017)</b>					
<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>080217-02</b>	08/02/17	n/a	<i>Modification 0609</i> - DT to provide an update on proposed plans regarding the AQ issue for when the Joint Office takeover the meetings.	Xoserve (DT)	<b>Carried forward</b>
<b>110117-04</b>	11/02/17	n/a	<i>Elected Shipper – Change Order process</i> - DT and AM are to get together with the SSP team to establish what is happening and what reporting is required and what the current position is. Xoserve to write the change order and get a Network to sponsor.	Xoserve (DT/AMi)	<b>Carried forward</b>
<b>0401</b>	12/04/17	1.1	RH to check that the email permissions request has been sent to all appropriate parties (and if necessary, reworded and re-sent seeking an active formal response, i.e. yes or no).	Chair (RH)	<b>Carried forward</b>
<b>0402</b>	12/04/17	2.1	<i>DSC Committee Operation (terms of reference)</i> - DT to formulate a brief statement providing a clear explanation and references to appropriate documentation, for publication on the Joint Office website.	Xoserve (DT)	<b>Carried forward</b>
<b>0403</b>	12/04/17	2.1	RH to confirm that all relevant documentation relating to the initiation of FGO (UNC Modification 0565A) has been published on the Joint Office website.	Chair (RH)	<b>Closed 10/05/17</b>
<b>0404</b>	12/04/17	3.2	<i>DSC Change and Contract Manager Circulation List</i> - Xoserve to develop an appropriate circulation list.	Xoserve (DT)	<b>Carried forward</b>
<b>0405</b>	12/04/17	3.2	<i>Release 2 (R2)</i> - <u>As soon as possible in advance of 10 May 2017 meeting</u> , Xoserve to provide information on the backlog and any other known items (defects, modifications, Change Orders, etc) for the DSC Change	Xoserve (LCh/JR)	<b>Closed 10/05/17</b>



<b>Action Table (as at 11 May 2017)</b>					
<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
			Committee to review with a view to prioritising for R2.		
<b>0406</b>	12/04/17	3.3	<i>How should central systems changes initiated by a Supplier be managed?</i> All parties to consider and provide views ( <b>for discussion at DSC Change Management Meeting Day 2 on 11 May 2017</b> ).	All Parties	<b>(Meeting 11 May 2017)</b> <b>Carried forward</b>
<b>0407</b>	12/04/17	3.4.2	Xoserve Report E - Xoserve to separate this from Reports A - D, and include at the end of the Implementation Plan Summary.	Xoserve (SN)	<b>Closed</b> <b>11/05/17</b>
<b>0501</b>	10/05/17	2.1	Change Management Committee to establish a Technical Sub-Committee (including the scope, TOR and membership) for technical assessments of future release capability. The current Solution Development Group will be considered for taking on this role.	All Parties & Xoserve (RHi)	<b>Pending</b>
<b>0502</b>	10/05/17	2.2	Xoserve to update the Change Demand Backlog to include: all required changes (particularly any identified Project Nexus defects), a column to confirm the appropriate governance for the change, and visibility of items without a Change Proposal or Change Order.	Xoserve	<b>Pending</b>
<b>0503</b>	11/05/17	3.2	<b>Implementation Pan</b> To investigate and confirm if a technical support group will be setup to support this	Xoserve (RHi)	<b>Pending</b>
<b>0504</b>	11/05/17	3.2	<b>Web Browser Compatibility</b> To re-issue Communication Reference 1721.1	Xoserve (RHi)	<b>Pending</b>
<b>0505</b>	11/05/17	5.2	To confirm colour coding used on the Project Finances Report	Xoserve (DT)	<b>Pending</b>