

UNC DSC Change Management Committee Minutes

Wednesday 08 November 2017

Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees

Rebecca Hailes (Chair)	(RH)	Joint Office	Non-Voting
Helen Cuin (Secretary)	(HCu)	Joint Office	Non-Voting

Shipper User Representatives

Andrew Margan	(AMa)	British Gas	Voting
Kirsty Dudley	(KD)	E.ON	Voting
John Welch	(JR)	Npower	Voting Alternate
Alison Neild	(Ani)	Gazprom	Voting
Lorna Lewin	(LL)	Orsted Sales	Voting (2 votes)

Transporter Representatives

Chris Warner	(CW)	Cadent	DNO - Voting
Richard Pomroy	(RP)	WWU	DNO - Voting
Phil Lucas	(PL)	National Grid NTS	NTS - Voting (2 votes)
Katy Binch *	(KB)	ESP	iGT - Voting
Nicky Rozier *	(NR)	BU UK	iGT - Voting

CDSP Change Management Representatives

Dave Turpin	(DT)	Xoserve	Non-Voting
Emma Smith	(ESm)	Xoserve	Non-Voting
Lorraine Cave	(LCa)	Xoserve	Non-Voting

Observers

Alex Stuart	(AS)	Xoserve	Non-Voting
Andy Clasper	(ACl)	Cadent	Non-Voting
Christine Francis	(CF)	Xoserve	Non-Voting
Dean Williams	(DW)	Xoserve	Non-Voting
Lee Chambers	(LCh)	Xoserve	Non-Voting
Lee Foster	(LF)	Xoserve	Non-Voting
Linda Whitcroft	(LW)	Xoserve	Non-Voting
Mark Jones *	(MJ)	SSE	Non-Voting
Matt Smith	(MSm)	Xoserve	Non-Voting
Max Pemberton	(MP)	Xoserve	Non-Voting
Rachel Hinsley	(RHl)	Xoserve	Non-Voting
Shane Preston	(SPr)	Scottish Power	Non-Voting
Stephanie Catwell	(SC)	Electralink	Non-Voting
Tahera Choudhury	(TCh)	Xoserve	Non-Voting

Apologies

Beverley Viney	(BVi)	National Grid NTS	Voting
James Rigby	(JR)	Npower	Voting

Shanna Key

(SK) NGN

Non-Voting

* Via teleconference

Copies of all papers are available at: <https://www.gasgovernance.co.uk/DSC-Change>**1. Introduction**

RH welcomed all to the meeting.

1.1. Apologies for absence

See above table.

1.2. Alternates

Phil Lucas for Beverley Viney; and John Welch for James Rigby

1.3. Confirm Voting rights

The voting rights for each member were as follows:

Representative	Classification	Vote Count
Andrew Margan	Shipper Class A	1 vote
Kirsty Dudley	Shipper Class A	1 vote
John Welch (alternate for James Rigby)	Shipper Class A	1 vote (2.2.9 applies = Shipper Class C)
Alison Neild	Shipper Class B	1 vote
Lorna Lewin	Shipper Class B Shipper Class C	2 votes (2.2.9 applies = 1xClass B + 1xClass C)
Chris Warner	DNO	1 vote
Richard Pomroy	DNO	1 vote
Phil Lucas (and alternate for Beverley Viney)	NTS	2 votes
Katy Binch	iGT	1 vote
Nicky Rozier	iGT	1 vote

1.4. Approval of Minutes (11 October 2017)

The minutes were approved.

2. New Change Requests

Copies of all new change requests for consideration at this meeting are published at:

<https://www.gasgovernance.co.uk/DSC-Change/081117>.**2.1. XRN4510 - Negative Consumption Period For Rolling AQ20171023 - Change Request Approval and BER For Approval**

LW introduced the Change Proposal and explained that this is to fund the correction of erroneous AQs for negative consumptions and is an enduring fix for the system functionality to be changed.

AMa challenged what should happen if the AQ should legitimately be 1.

SP noted that the data supporting this change was only communicated to Shippers on the Friday before the meeting (03 November 2017) and as a result the required analysis hasn't been possible. He also challenged there could be situation where the AQ should legitimately be 1. He explained that Scottish Power have not undertaken a deep dive but there are concerns with the proposed datafix. He suggested that the correction offers an interim solution that may reduce UIG but when erroneous corrections are reversed this may increase the UIG.

LW explained that the datafix needs to be undertaken by 18 November before the NRIL files go out and asked SP to articulate the concerns and scenarios to enable these to be investigated before the datafix.

LW explained one solution may be to put in place a future system enhancement for when there is a true negative consumption period where the actual read is lower than the opening read estimate.

SP and AMa needed time to assess this and ensure the data provided can be challenged internally for correctness and ensure the datafix does not falsely correct data.

LW explained how AQs roll over and that the system can try to utilise erroneous periods. She stressed Xoserve will need to understand where the AQ should be 1 when the read history suggests otherwise.

AMa emphasised that Xoserve need to provide Shippers sufficient time to review the data provided. He stressed that he wants to approve the change but he needs to ensure this is the correct course of action and he was not comfortable approving a change without time to consider the dataset.

The risk of not approving the change was considered with the timing of the system changes, and how this is affecting UIG and the formula year. LW stressed the importance of AQs needing to be correct as much as possible for the billing AQ for the next year.

AMa asked about the significance of the issue and the values involved. It was suggested that the change could be approved with a window to challenge the data set / data fix. It was recognised that the datafix was required by 18 November for the system change to take place on 01 December 2017.

KD was prepared to approve the change and allow parties to pull out sites that they believe should not be included within the datafix.

LW challenged the principle on how Xoserve could differentiate, and ensure that there isn't simply a preference to withhold a datafix rather than the removal of a site for legitimate reasons. LW was keen to receive examples and evidence to validate the removal of sites from the datafix.

DT explained that the dataset has been provided on the basis that information provided to Xoserve suggests that negative consumption does not exist and the AQs need correcting. However, if Shippers provide information/evidence that, for example, a meter read has been entered into the system incorrectly, these could be examined.

AMa clarified that back in July this had been noted as an issue and there needs to be some mechanism to retrieve the position, but that a datafix may not be appropriate for every site.

LW was asked to provide a high level overview of the number of sites involved, the aggregated AQ and potential size of the issue. LW confirmed that the number of sites was 169,158 sites, with an aggregated AQ of the same value, with an energy value of 2,331,834,456 kWh (2TWhs). There were 59,302 sites with a potential difference of 271,458,420 kWh.

The committee wished to understand the latest point at which point Shippers could submit challenges to withdraw sites from the datafix changes. Xoserve confirmed MPRNs would need to be submitted by 5pm Tuesday 14 November, with some justification, for each MPRN. It was agreed that a blanket exclusion would not be accepted and Xoserve agreed to communicate this to all parties.

The Shipper Committee Representatives considered approving the Change Request; and approved the Change Request, based on the ability to withdraw sites from the datafix where deemed appropriate, as follows:

<p>Voting Outcome:</p>	<p>XRN4510 - Negative Consumption Period For Rolling AQ20171023 - Change Request Approval and BER For Approval</p>
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Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	1	For
John Welch	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

2.2. XRN4380 - Monthly Nomination Referral Report - Change Request Approval and BER For Approval

Msm introduced the Change Proposal, this was a restricted class DNO change, which involved the production of reports to all GTs to show all referrals, and this would include NTS for unique sites.

The DN Committee Representatives considered approving the Change Request; and approved the Change Request as follows:

Voting Outcome:	XRN4380 - Monthly Nomination Referral Report - Change Request Approval and BER For Approval	
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Total	2	2

2.3. XRN4525 - Transparency of the Rolling AQ Process - Change Request Approval

SP introduced the Change Proposal for a reporting requirement similar to the Mod 081 report and bringing back some of reports that had been shelved for the rolling AQ processes. This was a restricted class change for Shippers only.

SP explained that if the committee accept the change, the industry can start looking at what has been requested, and if it was agreed, to reinstate a number of reports that will help the industry understand where action may need to be taken at an anonymised level. SP suggested some minor tweaks to the reports may need to be discussed, as some elements may need to be removed. The committee considered where these would be considered and if a UNC Modification would be required.

It was agreed that Xoserve would look at the reporting requirements and consider any concerns with code impacts. Xoserve agreed to look at what reports are required, what data items are required and if there is a current permission/ability to release that data along with a review of the UNC.

KD enquired why this had not been requested by PAC. It was agreed that this would be referred to PAC to ensure the right set of reports can be provided and the correct permissions exist to enable the release of data.

It was agreed to defer the Change Request at this stage until further clarification can be sought via appropriate fora including the UIG and PAC.

RHi confirmed some initial analysis has been undertaken and that all data items are available and all but one report can be produced. One report needs further analysis.

It was agreed that this change should be referred to PAC to ensure the definition of the reports are correct and to align the industry reports that may also be required by PAC.

RHi clarified Xoserve are happy to support the request for reports.

SP confirmed there was no risk deferring approval of the change request. It was accepted to defer approval to next meeting.

Action 1101: Xoserve to liaise with PAC and confirm that the reports required match the change proposal and ensure the definition of these reports is correct.

2.4. XRN4527- New Service Line for Reporting Services to Performance Assurance Committee (PAC) - Change Request Approval

RHi and JW introduced the Change Proposal, which may require new arrangements for ad-hoc reports. This was considered to be a Shipper Change only.

RP enquired if this change was carving out some of the Change Budget or if this was an additional £50k spend. DT believed this was additional, to add a new service line and would need approval from the DSC Contract Committee. The approval today was to progress the requested change to the next stage and would only relate to Shipper required reports.

LL requested visibility of the spending and how much will be spent. LL suggested an update ought to be provided to both DSC Change and Contract to report how much of this budget has been used.

The Shipper Committee Representatives considered approving the Change Request; and approved the Change Request as follows:

Voting Outcome:		
XRN4527- New Service Line for Reporting Services to Performance Assurance Committee (PAC) - Change Request Approval		
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	1	For
John Welch	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

3. Approval of Change Documents

Copies of all change documents for consideration at this meeting are published at: <https://www.gasgovernance.co.uk/DSC-Change/081117>.

3.1. XRN4273 - Introducing IHD (In-Home Display) Installed Status of Failed – ROM for Approval

RHi introduced the Change Proposal, summarising discussions held last month.

The Shipper Committee Representatives considered approving the ROM; and approved the Change Request as follows:

Voting Outcome:	
XRN4273 - Introducing IHD (In-Home Display) Installed Status of Failed – ROM for Approval	

Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	1	For
John Welch	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

3.2. XRN4347 UNC Modification 0619 - Application of proportionate ratchet charges to daily read sites

RHi introduced the Change Proposal and provided an update. The 0619A ROM has been requested and Xoserve are liaising with the proposer for further clarification before producing the ROM paperwork; progress had been deferred awaiting further assessment of UNC0619A and UNC0619B.

It was agreed to defer approval until next month pending an update on UNC 0619A and 0619B paperwork.

3.3. XRN4368 - EU Gas Capacity Conversion Interim Optimal Solution – BER For Approval

PL introduced the Change Proposal. This was a restricted class change.

The NTS Committee Representative considered approving the BER; and approved the Change Request as follows:

Voting Outcome:	XR XRN4368 - EU Gas Capacity Conversion Interim Optimal Solution – BER For Approval	
Transporter Representative	Voting Count	For/Against
Phil Lucas	2	2
Total	2	2

3.4. COR3477 - Ofgem Request for Information related to Change of Supplier activity – Change Completion For Approval

LC introduced a suite of Change Completion notices for which changes had been delivered and the changes had been closed. This paperwork was provided as an audit trail for the pre-FGO work and to ensure due process had been followed.

The DN Committee Representatives considered approving the Change Completion; and approved the Change Request as follows:

Voting Outcome:	COR3477 - Ofgem Request for Information related to Change of Supplier activity – Change Completion For Approval	
Transporter Representative	Voting Count	For/Against
Chris Warner	1	1
Richard Pomroy	1	1

Total	2	2
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3.5. COR4079 Reports required under UNC TPD V16.1 in legacy systems (reports required by Mod 520A) – Change Completion For Approval

As with item 3.4, LC provided the Change Completion notice.

The DN Committee Representatives considered approving the Change Completion; and approved the Change Request as follows:

Voting Outcome:	COR4079 Reports required under UNC TPD V16.1 in legacy systems (reports required by Mod 520A) – Change Completion For Approval	
Transporter Representative	Voting Count	For/Against
Chris Warner	1	1
Richard Pomroy	1	1
Total	2	2

3.6. COR3995 - TRAS Tip-off Hotline Data Provision – Change Completion For Approval

As with item 3.4, LC provided the Change Completion notice.

The DN Committee Representatives considered approving the Change Completion; and approved the Change Request as follows:

Voting Outcome:	COR3995 - TRAS Tip-off Hotline Data Provision – Change Completion For Approval	
Transporter Representative	Voting Count	For/Against
Chris Warner	1	1
Richard Pomroy	1	1
Total	2	2

3.7. COR3842 - Mod Proposal 466AV – Changes to DM Read Services – Change Completion For Approval

As with item 3.4, LC provided the Change Completion notice.

The DN Committee Representatives considered approving the Change Completion; and approved the Change Request as follows:

Voting Outcome:	COR3842 - Mod Proposal 466AV – Changes to DM Read Services – Change Completion For Approval	
Transporter Representative	Voting Count	For/Against
Chris Warner	1	1
Richard Pomroy	1	1
Total	2	2

3.8. XRN4361 - UK Link Future Release 2 – EQR For Approval

LF introduced the item and provided a presentation update on the retail and network platform. He reported that Xoserve have started to work out the change delivery and wanted to agree what communications the committee wished to receive.

He provided an overview of the Platform Portfolio Timeline and the three Project Dashboards for UK Link Release 1.1, UK Link Future Release 2 and UK Link Future Release 3.

He clarified that Release 2 will have a low customer impact, and Release 3 will have a high customer impact.

LF explained that there is more change than there is delivery capacity and he wanted views from customers on what is required. AMa believed the steer was clear in that Xoserve should release everything that has been programmed. DT suggested there may be a need to consider a minor release to make some small changes and the possibility of pushing through some minor changes in a separate release.

AMa expressed some concern about reviewing the changes, considering costs, and the ability to manage special releases outside the 3 releases already agreed. LF explained that Xoserve are trying to add additional capacity to get through some low and no impact changes to get through any backlog. It was suggested that Xoserve should fit as much as possible into the standard releases and if there are items for change delivery, to take these changes outside of the normal releases by exception.

RP questioned the content of Release 2 as he understood that Change Request XRN4288, had been dropped. LCh explained that there is a set of changes proposed for Release 1.1 which had been discussion in June/July and ratified. It was believed this change was de-scoped and was to be considered for future release scoping. LCh believed that the change is still required, however there was some manual workarounds being utilised. There had not been a formal request for removal. AC confirmed Cadent still require this change. It was agreed to take discussions offline to review XRN4288 and whether there was a need to scope or de-scope the change.

LCh went on to provide the Release Scope 2 presentation. He confirmed the scope of Release 2, had been agreed in October and Xoserve are working with the system integrator to consider the costs of individual changes, understand the cost-benefit review of changes, the volumes involved, activities, and what is involved with the manual processing. He explained that Xoserve are considering the cost of the changes along with the manual workarounds and the cost of making system changes, to ensure there is value for money and they are in contact with customers before committing to spend money.

LCh explained as a result of the business benefit review, Xoserve recommend that 14 of the Change Requests should continue within the project delivery scope of Release 2 and look at secondary scope to utilise capacity. It was suggested the Change Management committee may want to consider an extraordinary meeting to allow further consideration and approval.

KD expressed concern about agreeing the scope and then back-tracking and mobilising Webex calls to discuss de-scoping. KD was concerned with the short-notice last minute changes. KD requested Xoserve to structure these better going forward.

DT explained that Xoserve have revisited the benefits case, to look at the costs and benefits of delivery and based on the cost-benefit there has been a re-assessment on some of the changes, and if there is no business case for change these could be de-scoped.

RHa suggested a further meeting could be planned for Monday 27 November from 9am-10am before the UIG call. The aim of the additional DSC Change Management Committee meeting would be to review the cost-benefit decisions made and to consider if any other changes could be added to the scope if there is additional capacity to do so. Changes will be considered at that meeting on an exception basis i.e. participants must request that a particular change is examined. This method worked well over the summer for a similar meeting.

It was questioned if there was anything that could be programmed into Release 2 if the 8 changes were dropped and what could be included. KD believed to allow due consideration of changes, the paperwork should be prepared in good time to allow Shippers to join the meeting fully prepared. It was agreed material would be provided by 5pm on 17 November.

LCh confirmed that Xoserve have considered the options around the scope and continuing with the 22 changes but this is not recommended.

The committee considered approving Release 2 with the 14 changes with a view to reviewing spare capacity to swap out some changes and build in others.

AMa expressed concern about Xoserve not sharing the analysis and was keen for them to share the information they had reviewed to come to the decisions they had. He was concerned that Shippers were being asked to approve a change in the scope of Release 2 without having all the information to understand the de-scoping of 8 changes. It was clarified that Xoserve were not recommending delivery of the 8 changes based on the cost/benefit.

It was agreed to continue the build with the 14 changes with more information to be provided on what is being de-scoped on 27 November with a view that these could be pushed back if deemed required.

The committee agreed to consider approving the EQR for Release 2 with the 14 changes and on the 27 November, they would consider dropping the 8 changes further and look at what changes could be fitted in if the 8 changes are dropped.

Xoserve agreed to share as much information as possible to allow parties to review and challenge any changes they believe should go back in before the meeting.

The Shipper Committee Representatives considered approving the EQR with the 14 changes; and approved the EQR as follows:

Voting Outcome:	XRN4361 - UK Link Future Release 2 – EQR For Approval	
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	1	For
John Welch	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

DN introduced the Project Dashboard for Release 3, which contained 90 Change Requests. A high-level review has been undertaken and it is anticipated that some of these are not needed.

AMa highlighted that if RAASP is approved there would a 9-12 month lead time for solution development. He did not envisage RAASP being approved in time for Release 3.

CW confirmed a suite of options have been provided and the Workgroup will consider the cost/benefit analysis in January 2018. AMa emphasised that the key point is, it is unlikely to fit into the November Release next year. AMa stressed that the review group needs to be allowed to consider the assessment and delivery, and this may not be possible until 2019.

DW informed the committee that the initial scoping for Release 3 will be provided in December 2017 by Xoserve and asked how the committee wanted to facilitate approving the Release 3.

DW suggested that Xoserve should go through the list of changes, and for those which have got a sponsor, the change will be considered as still relevant. ESm explained that a consolidated list of what needs prioritising will be developed and each change will be assigned to a release.

The committee considered the changes and the communications required. It was agreed that once the list has been consolidated if change proposals are needed these could be considered by the SDG.

LF provided an overview of the topics with the intention of reviewing these at the November and December meetings.

3.9. Approval of Change Demand Backlog (Version 9)

LCh suggested that the Change Demand Backlog is incorporated into the change schedule and developed as a future change log. The Committee Representatives unanimously agreed.

4. Review of CDSP Change Management Reports

4.1. Service Changes and Key Project Dashboards

4.1.1. Release 1.1 Project Dashboard

It was confirmed that the Release 1.1 Project Dashboard had been considered under item 3.8 XRN4361 - UK Link Future Release 2, and required no further update.

4.2. UK Link inflight changes

4.2.1. Overview of Modifications impacting UK Link Systems

It was agreed to remove this agenda item and incorporate within the Implementation Plan.

4.2.2. Xoserve Implementation Plan

RHi provided the Xoserve Implementation Plan:

UK Link Changes Awaiting Scheduling – In Analysis

RHi highlighted lines 3,4 & 5.

Line 3: Requirements Statement – Acceptance of Failed Readings after AQ Correction (CR202); options are being considered.

Line 4: Suspension of the Validation between Meter Index and Unconverted Converter Index; more industry discussion required, currently being brought back into analysis. Change Pack expected.

Line 5: EU Gas Capacity Conversion Interim Optimal Solution Mod 616; issued in Change Pack, representation still open.

Remaining changes in Release 2 Scope, each one will have its own Change Pack and have been added to the plan for visibility.

UK Link Changes Awaiting Scheduling – Awaiting Approval

RHi provided the following high level summary:

Line 1: Treatment of Reading Date on Daily Metered Read Services Following Project Nexus Implementation; this change had been considered at the SDG. A Communication had been issued with no representations received, therefore Xoserve were seeking approval. The Committee Representatives unanimously approved.

Line 2: T51 Record – Field Optionality Change - background provided and Xoserve seeking approval of the optionality field. A Communication had been issued with no representations received, therefore Xoserve were seeking approval. The Committee Representatives unanimously approved.

Line 3: Options for UKLP CR065 – Correction Factor Application; A Communication had been issued and representations had been received. Xoserve were not seeking approval, to allow time to consider the licence condition and other aspects. This had the potential to go to SDG, as responses to change pack suggested an option cannot be agreed. It was confirmed this would be handed over to DW and moved back into analysis

Line 4: Neutrality Statements – propose change to received statements. A Communication had been issued with no representations received, therefore Xoserve were seeking approval. The Committee Representatives unanimously approved.

Line 5: Change Management Committee - Important Dates for 2018 Calendar – Important Dates have been communicated. The Committee Representatives unanimously approved.

Current UK Link Changes – Approved – Scheduled For Implementation

RHi provided the release dates for information for Release 1.1 and Release 2.0.

UK Link Changes – Implemented since last UK Link Committee Meeting

RHi reported the items implemented for information.

Line 3: Timeout Refinements – UK Link and Data Enquiry; had been provided on the report to confirm this was a respective approval, no negative representations had been received. Therefore implemented.

UK Link Changes – Withdrawn / Cancelled

None to report.

Forthcoming Outage Notifications

RHi confirmed details of the EFT disaster recovery test.

4.2.3. Amendments to Other CSDP Service Documents

No amendments – standing item.

5. Horizon Scanning: ‘Bubbling Under’ Report

RHi provided the Bubbling Under report and summarised the changes made since the last provided report, she highlighted there were no significant changes, and provided a brief summary of each change:

SPAA CPs / RGMA Review Phase 2 – RHi confirmed that the first three changes on the report had no system impacts, Xoserve were still undertaking analysis, and were under a watching brief.

Mod 0633 – The Workgroup Report had been complete, and a UNC Panel meeting was being held on 09 November. It was anticipated that the Modification would be issued for consultation. No system changes expected. CW highlighted there had been some issues with the legal text which were being addressed. The link to UNC 0638 was discussed. The probability of both changes was set at 50%.

SPA Change – Change in its infancy at the moment, SPAA representation still clarifying/assessing impacts.

0594R – The probability had changed last month, splitting this change into two lines with separate probability percentages. Advised UNC0633 and UNC0638 have been raised.

0625 – Consultation had ended, and a UNC Panel meeting was being held on 09 November.

Smart DCC Demand Date – Deferred.

0619 – The probability had been set at 50% with system changes for Class 1 and Class 2 supply points. This change sits between 2 releases, likely to be included in Release 2.

0619A – This change is being considered by Distribution Workgroup, with system changes expected. The probability was agreed as 50% with the same impact on release as 0619.

0619B – Panel consideration on 09 November and expecting referral to Distribution Workgroup. The probability was agreed as 50%.

0621 – Expecting changes to Gemini and UK Link. 100% Probability as this is related to Eu legislation. Panel recommendation expected around July 2018, Ofgem consideration Q3 2018, Ofgem decision anticipated May 2019.

0624R – RHi confirmed a review of arrangements is taking place at the 0624 Review Group. The agreed probability will be set as N/A.

0630R – as above.

0631R – as above.

0632S – Minimal change, probability set at 75%

0634 – Urgent, a UNC Panel meeting was being held on 09 November.

0635 – The background was provided, analysis being undertaken, Gemini system changes expected. 20% probability

0636 – Amending existing parameters. 50% probability. Solution needs clarity.

0637S – Modification being consulted upon at present. 90% probability.

6. Finance and General Change Budget Update

MP provided an overview of the Budget. The format / layout had been changed to provide additional information and a pie chart to illustrate the use of the budget. Positive feedback was provided on the changes in particular the illustrations.

The Estimated Potential Spend was £521k. It was expected there would be an underspend of £700.1k

DT confirmed there would be a business plan meeting on 31 October to consider what the change budget should look like next year, Xoserve asked to provide better detail of what will be included.

AMa asked about RAASP, CW confirmed this is accounted for under GT funding. DT agreed to add further granularity to the report for RAASP and confirmed that Xoserve are actively progressing this.

7. Future Industry Change Delivery Governance

The Committee Representatives considered the establishment of the new sub-committee with an Xoserve appointed Chair. DT confirmed arrangements are being put into place with an open membership. The proposed Xoserve chair is expected to be DT at the moment. The ToR are being created with a review expected at the SDG meeting planned 20 November. The SDG meeting will work through the ToR, how the committee needs to function and logistics. Xoserve are expecting to use either the SDG or DRG meeting slots. The DNG will continue separately.

NR enquired if the SDG and DRG would need to be stood down.

8. Review of Outstanding Action(s)

D1 0901: Xoserve to produce and provide Shippers with an API Platform Implementation Paper, and invite views ahead of the October DSC Change Management Meeting for further discussion.

Update: AMa confirmed that papers had been provided. He enquired about the key milestones, what the deliverables are and where Xoserve are on the plan. The committee agreed to close the action on the basis of documentation now being available, and progress updates would be provided to the committee. **Closed.**

D2 0907: Xoserve (DT) took an action to consider whether the change can be delivered via a special release after R2 but before R3. DT also agreed to confirm whether it can be “shoe-horned”

in to R2. (Re: UKLP109 Parties to provide specific examples of difficult queries that have been rejected to see if Xoserve can provide a workaround for them).

Update: The committee agreed to close the action see Action 1001. **Closed.**

1001: Xoserve (LF) to confirm UKLP281 is not able to be implemented as a special release between R2 and R3.

Update: DT confirmed that an update will be provided in due course. **Carried Forward.**

9. Next Steps

Item not considered. Item not required.

10. Any Other Business

10.1. Amendment Approval to Change Proposal Form

ESm highlighted some changes had been noted with tracked changes to improve the template, some of which are housekeeping and Xoserve were seeking approval. The committee unanimously approved the improvements.

10.2. Xoserve / Gemserv MIS Collaboration

TCh & LCa provided a presentation on the CMA order which the committee agreed to accept as a late paper. LCa confirmed this presentation had been provided at previous meetings and was provided again as an update.

TCh confirmed Xoserve are gathering information, and engaging with the PCWs. The Service Agreement, Sales Contract and Confidentiality Agreement are all on track and should have these in place by 17 November.

The Joint Market Intelligence Service Development Group (JMDG) first meeting schedule is for 27 November, 10:15 at Gemserv.

10.3. Implementation Date for Modification 0593V – Provision of access to Domestic Consumer data for Price Comparison Websites and Third-Party Intermediaries

TCh explained that Ofgem had approved modification 0593V and that the modification had been referred to the DSC Change Management Committee to consider the Implementation date

NR also highlighted that this needs to be aligned with the iGT Modification iGT95.

It was confirmed that the delivery plan is looking at December for testing at the moment with a potential system go live date of 10 December 2017.

AMa stressed the importance of ensuring DPA compliance, and requested clarity from Xoserve. TCh agreed to provide further clarity on the principals.

Action 1102: Xoserve to update and provide the APi /DPA client confidentiality and build compliance document and recirculate with the maximum notice possible (minimum of 10 days) ahead of next change committee.

TCh confirmed although the system ability could be live for 10 December, the access to it may be later. CW clarified that the Transporters would provide a UNC implementation date.

NR explained that the iGTs have the option of an extraordinary release however the next standard release was in February 2018.

It was emphasised that the UNC and iGT modifications were Permission modifications. The system build can be developed and implemented in the background to allow future implementation.

Action 1103: Transporters to provide an Implementation Date for UNC 0593V - Provision of access to Domestic Consumer data for Price Comparison Websites and Third Party Intermediaries

10.4. Deletion of Project Documentation after 3 Years

ESm explained that Xoserve stored 10 years of Project Information and asked if a retention period of 3 years was sufficient once a project had been completed.

KD expressed some concern about culling certain information. KD suggested some documents should be kept such as the BRS, Requirement Specifications for longer than 3 years.

AMa suggested Xoserve should provide a list of documents that would be deleted.

KD reiterated that 3 years may not be sufficient for some documentation requesting transparency of what Shippers are agreeing to be deleted.

It was suggested that Contract Management Committee may wish to consider this.

Action 1104: All parties to provide feedback to Emma Smith Xoserve on what Project Documents they would like to be kept and provide feedback on Xoserve's retention proposals.

10.5. DSC Governance meetings

AMa suggested that the December DSC Governance meeting should be pushed back to January.

11. Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

[It was agreed that the December meeting would be one day only.](#)

Meetings will take place as follows:

Time/Date	Venue	Programme
09:00-10:00 Monday 27 November 2017	Teleconference	Approval XRN4361 - UK Link Future Release 2
10.15 Thursday 13 December 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising: XRN4273 - Introducing IHD (In-Home Display) Installed Status of Failed (Approval) Future Industry Change Delivery Governance <i>Standing AOB items for updates:</i> Xoserve/Gemserv MIS Collaboration API Platform Implementation Paper

Action Table (as at 08 November 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
D1 0901	13/09/17	5.1.1	Xoserve to produce and provide Shippers with an API Platform Implementation Paper, and invite views ahead of the October DSC Change Management Meeting for further discussion	Xoserve (DT)	Closed
D2 0907	14/09/17	4.1	<i>Review of each Change Request and rationale for proposed Release 2 inclusion:</i>	All	Closed

			Re: UKLP109 Parties to provide specific examples of difficult queries that have been rejected to see if Xoserve can provide a workaround for them		
1001	11/10/17	2.3	Xoserve to confirm UKLP281 is not able to be implemented as a special release between R2 and R3.	Xoserve (LF)	Carried Forward
1101	08/11/17	2.3	XRN4225: Xoserve to liaise with PAC and confirm that the reports required match the change proposal and ensure the definition of these reports is correct.	Xoserve	Pending
1102	08/11/17	10.3	0593V - Xoserve to update and provide the APi /DPA client confidentiality and build compliance document and recirculate with the maximum notice possible (minimum of 10 days) ahead of next change committee.	Xoserve (TCh)	Pending
1103	08/11/17	10.4	Transporters provide an Implementation Date for UNC 0593V - Provision of access to Domestic Consumer data for Price Comparison Websites and Third Party Intermediaries.	Transporters	Pending
1104	08/11/17	10.4	All parties to provide feedback to Emma Smith Xoserve on what Project Documents they would like to be kept and provide feedback on Xoserve's retention proposals	All	Pending