

UNC DSC Change Management Committee Minutes

Wednesday 13 December 2017

at Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees

Rebecca Hailes (Chair)	(RH)	Joint Office	Non-Voting
Mike Berrisford (Secretary)	(MB)	Joint Office	Non-Voting

Shipper User Representatives

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

Transporter Representatives

Chris Warner	(CW)	Cadent	DNO - Voting
Joanna Ferguson	(JF)	Northern Gas Networks	DNO – Voting (Alternate for R. Pomroy)
Katy Binch *	(KB)	ESP	iGT - Voting
Nicky Rozier *	(NR)	BU UK	iGT - Voting
Phil Lucas	(PL)	National Grid NTS	NTS - Voting (2 votes, Alternate for B Viney)

CDSP Change Management Representatives

Dave Turpin	(DT)	Xoserve	Non-Voting
Emma Smith	(ESm)	Xoserve	Non-Voting
Rachel Hinsley	(RHi)	Xoserve	Non-Voting

Observers

Andy Clasper	(ACI)	Cadent	Non-Voting
Deborah Coyle-Spencer	(DCS)	ScottishPower	Non-Voting
Debra Hawkin	(DH)	TPA Solutions for Vermillion Energy	Non-Voting
Kishan Nundloll*	(KN)	ElectraLink	Non-Voting
Lee Chambers	(LC)	Xoserve	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting
Max Pemberton	(MP)	Xoserve	Non-Voting
Rachel Hinsley	(RHi)	Xoserve	Non-Voting
Shanna Key	(SK)	Northern Gas Networks	Non-Voting
Shane Preston	(SPr)	Scottish Power	Non-Voting
Steve Ganney	(SG)	Xoserve	Non-Voting
Tahera Choudhury	(TCh)	Xoserve	Non-Voting

Apologies

Beverley Viney	(BVi)	National Grid NTS	Voting
Hilary Chapman	(HC)	SGN	Non-Voting
John Welch	(JR)	Npower	Voting
Richard Pomroy	(RP)	Wales & West Utilities	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

Joanna Ferguson for Richard Pomroy and Phil Lucas for Beverley Viney

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
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	2 votes (2.2.9 applies = 1xClass B + 1xClass C)
	Shipper Class C	
Chris Warner	DNO	1 vote
Joanna Ferguson (alternate for 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 (08 and 27 November 2017)

RH apologised for the late publication of the 27 November 2017 meeting minutes, due to a Joint Office colleague being off ill.

An onscreen review of an amendment request to the 27 November 2017 minutes made by PL was undertaken, after which the minutes of both previous meetings 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/131217>

Before the main meeting commenced, RH provided an update to those present on P. Garner's view on the subject of submission of late papers for UNC meetings and the DSC Change Management Committee meeting in particular.

In short, papers should be submitted in time for publication no later than the opening of business on 'D-5' (i.e. no later than close of play (17:00hrs) on D-6), unless exceptional circumstances exist to prevent this happening. Consideration should be given to number of files requiring publication and the time taken to process files ready for publication, such as file naming, identification of relevant agenda item and file formatting. It was also noted that amendments to the agenda after D-5 should be avoided wherever possible.

In outlining the potential 'knock on effects' on the Joint Office of late paper submissions and agenda amendments etc., RH went on to explain that the Joint Governance Arrangements Committee (JGAC) are also concerned about the proliferation of late papers / materials and have requested that the Joint Office undertakes a tracking exercise to assess the problem in more detail going forwards. The JGAC has recently approved the recruitment of additional Joint Office resources to be appointed in due course.

When RH went on to advise that the Joint Office are also concerned about the lack of consistent quality in the papers being submitted, especially relating to file naming inconsistencies, some Shipper members added that they have also fed back their concerns to both the Joint Office and Xoserve directly. A request was made to Xoserve that they look to avoid 'embedded' files within a master file as these often cannot be opened and as a consequence, parties do not have access to all the information necessary to make informed decisions – a point noted by DT who agreed to investigate further.

When RH pointed out that, should anyone have concerns that they have had insufficient time to consider the latest versions of any documents being presented at today's meeting, the Committee should consider deferring consideration to the January 2018 meeting; KD explained that she remains concerned that this is the case.

Concluding, RH outlined the late papers received for today's meeting and agenda changes.

2.1. XRN4525: Transparency of the Rolling AQ Process - Change Request Approval and BER For Approval

ES introduced the Change Proposal and explained that this is a carry over from the previous month's meeting.

It was noted that the change has also been reviewed by the Performance Assurance Committee (PAC), and that the solution takes the form of an industry anonymised report.

Concerns were voiced over the lack of a formal industry consultation on the change proposal, with many Shipper representatives believing that the principle (in general not just for this change) should be that the industry should be consulted. Responding, DT advised that Xoserve could/would ensure that the change proposal is included in the forthcoming Change Pack communication seeking industry responses via a standard 10 day consultation window. Thereafter, RH confirmed that the embedded supporting documents would be provided in separate MS Word formats within the Change Pack email.

The Shipper Committee Representatives considered sending the Change Proposal out for consultation and approved the proposal, as follows:

Voting Outcome:	XRN4525: Transparency of the Rolling AQ Process – <i>Issue Change Proposal to consultation</i>	
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

2.2. XRN4529: UNC Modification 0619A Protection from ratchet charges for daily read customers with an AQ of 73,200kWh and below - *Change Proposal for Information*

RHi introduced the Change Proposal and provided an overview of both 0619 and 0619A before explaining that Rough Order of Magnitude (ROM) costs have been produced for both modifications and would be formally presented at the forthcoming Distribution Workgroup meeting, scheduled to take place on 05 January 2018.

RHi advised that the original cost estimate for 0619 had been understated, but has subsequently been updated.

Referring to the ROM for UNC Modification 0619B, AM suggested that there is a lack of detailed cost and deliverability information (i.e. the modification requests an invoice solution which appears to be missing in the accompanying ROM). This was a view supported by KD, who also believed that more information on the full scope of the modification's requirements is required. In accepting the concerns being voiced, RHi reminded those present that Xoserve now only has 10 days in which to provide the high level ROM (previously this was 6-8 weeks). DT explained that it is often a 'balance' between granularity of information and delivery of the ROM in a timely manner.

When AM suggested that it is unclear in the ROM what system changes might be included, therefore making any informed decision today difficult, SG indicated that he would take the various points on board.

DT then advised that Xoserve would look to provide a case study which the Change Management Committee could then examine in order to hopefully identify a 'best practice' which would hopefully improve the provision of high level ROMs going forwards.

New Action 1201: Xoserve (DT/ES/RHi) to look to provide a case study which the Change Management Committee could then examine in order to hopefully identify a 'best practice' which would hopefully improve the provision of high level ROMs going forwards.

When KD suggested that the Change Proposal lacks suitable clarification behind the assessment of the priority 'medium' classification, DT acknowledged that Xoserve needs to better articulate the rationale for assessment in supporting statements.

KD went on to suggest that this lack of supporting information makes informed decision making more difficult, especially where the majority of change proposals are all set to 'medium'. When the point was challenged, AM pointed out that all UNC Modification Proposals have the Proposer's view on potential industry impacts included on the front page. Accepting that there are process improvements needed, ES advised that Xoserve is currently considering such a move. In acknowledging that it would be preferable to include a 'rationale for assessment' for all Change Proposals going forwards, DT remarked that in some cases the information available for feeding into the ROM process is lacking, which may, or may not, be a product of the modification process itself. He went on to suggest that if Proposers could provide more clarity around the actual individual modification requirements, that would be hugely beneficial to all concerned.

AM felt there are three clear points, the first being inclusion of a rationale for assessment statement, the second being UNC modifications to provide a clearer indication, and finally he would support Xoserve taking an initial view on prioritisation of the Change Proposal. Accepting the points, DT reminded everyone that Xoserve also has to take a wider view of all industry changes.

SG suggested that if parties requesting a ROM could also indicate the suggested classification, that would help enormously.

KD observed that the majority of the Change Proposals tabled for consideration at this meeting lack a suitable rationale for assessment statement.

When NR enquired as to whether or not 0619A and 0619B should be made clearer around whether there any potential iGT impacts, SG responded by explaining that 0619 and 0619B are purely billing related changes, whilst 0619A has an iGT billing impact.

When NR then enquired whether any costs (for 0619, 0619A and 0619B) had been determined, RHi referenced Service Area 7 and DT explained that the initial view is that funding would be invoicing based via the Transporters rather than the iGTs, although this might change as more work is undertaken on these modifications and more information comes to light. However, it should be noted that the process is flexible enough to consider additional funding allocations outside the normal service line provisions.

DT then explained that Xoserve do consider the wider industry parties impacts and the wider industry prioritisation requirements.

Concluding discussions, RH pointed out that the culmination of what aspects impact on the iGTs would have an impact on who can or cannot vote on these Change Proposals when the time comes to vote.

2.3. XRN4545: UNC Modification 0619B Application of proportionate ratchet charges to daily read sites - Change Proposal for Information

Please refer to discussions on item 2.2 above for more detail.

2.4. XRN4542: Changes to the PSR Report (new fields and removal of fields no longer applicable) - Change Proposal Approval

KD voiced her concern at the inconsistent (and inaccurate) Change Proposal titles being employed, especially as this can lead to confusion for the reader. When MJ pointed out that the document itself was not present on the Joint Office web site meeting page, RH apologised and explained that whilst Xoserve had provided the document, it would appear that the Joint Office had inadvertently miss-published it, resulting in its disappearance from view. This was remedied during the discussion.

ES introduced the Change Proposal and explained that whilst the document has been updated, it does not involve any material changes. DT advised that Xoserve would provide the updated version of the document for publication on the Joint Office web site after today's meeting.

It was agreed to include the change proposal in the forthcoming Change Pack communication seeking industry responses via a standard 10 day consultation window, with a view to approving the change proposal at the January 2018 Committee meeting.

When RHi indicated that she would look to simply provide a high level summary of any responses received, AM requested that we consider how best to summarise responses at a future meeting rather than get tied down today, as the agenda is already extensive. When asked, members agreed to the provision of a simple summary of responses sheet to be published on the January 2018 meeting page.

When RH advised that the (D-5) closeout date for submission of papers for the January 2018 meeting would be Wednesday 03 January 2018, RHi gave a commitment to provide the documentation by no later than close of play of Tuesday 02 January 2018.

New Action 1202: Xoserve (RHi) to provide high level summaries of responses for any Change Proposals issued to consultation, to be published on the January 2018 meeting page.

The Shipper Committee Representatives considered sending the Change Proposal out for consultation and approved the proposals, as follows:

Voting Outcome:	XRN4542: Changes to the PSR Report (new fields and removal of fields no longer applicable) - Issue Change Proposal to consultation	
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

2.5. XRN4543: UNC Modification 0636 - Updating the parameters for the NTS Optional Commodity Charge - Change Proposal for Information

SG introduced the Change Proposal and explained how it is made up of two elements and relates to Service Area 7 Invoicing in the form of transportation billing costs.

During a brief discussion around who should fund the proposed changes, views remained divided with some arguing that it is a Shipper centric modification and others that it is a Transporter (NTS) licence obligation compliance related modification. In noting that these are only initial views, PL accepted that further Workgroup debate would be needed to bottom out these aspects. However, he fully expects to put his views in writing when the time comes to submit the National Grid NTS's formal representation against the modification.

DT observed that by the time costs are actually incurred, identification of who is paying would be needed and that the very latest process point at which this can take place is preparation of the Final Modification Report.

When asked if the potential delivery would be improved should a party indicate that they would be happy to pay for the provision, DT explained that whilst theoretically this is true, the change proposal would still need to 'fit in' with the wider industry changes taking place at the same time.

PL suggested that it was the principle rather than simply the associated costs.

When ES suggested that the change proposal would sit quietly in waiting until such a time as the modification is formally approved, AM responded by explaining how the modification process works and feeds into the DSC Change Management prioritisation of releases delivery discussions. RH noted that the scope for Release 2 in June 2018 is already largely agreed, and as a consequence it is highly likely that this change proposal would go into Release 3 considerations in due course.

When asked, DT explained that there is a mechanism for introducing small (system) changes as extraordinary releases, sandwiched in between the formal releases, and that should the modification be approved, Xoserve would consider the most preferable and workable delivery solution.

When RH pointed out that this modification is currently being progressed through the process via a dedicated separate Workgroup, DT added that his colleague P Orsler attends these Workgroup meetings, so should anyone have any concerns about potential delivery concerns, please raise them at the Workgroup at the earliest opportunity.

2.6. XRN4534: Amendment to RGMA Validation Rules for Meter Asset Installation Date - Change Proposal Approval

AM introduced the Change Proposal and explained the rationale behind raising it. In short this was an item originally residing on the backlog listing, which now needs to be progressed.

AM briefly outlined the current meter registration date process limitations and the impact that incorrect information in the system has.

AM highlighted that this a Shipper only funding matter and that he would like it to go out to industry consultation (in the forthcoming Change Pack), on the grounds that it relates to a simple Xoserve system validation rule change. ES supported the approach whilst explaining the potential impact of the recent installation date input relaxation.

The Shipper Committee Representatives considered sending the Change Proposal out for consultation and approved the proposals, as follows:

Voting Outcome:		
XRN4534: Amendment to RGMA Validation Rules for Meter Asset Installation Date - Issue Change Proposal to consultation		
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

2.7. XRN4044: Extension of ‘Must Read’ process to include Annual Read sites - Change Request Approval

AC introduced the Change Proposal and provided the rationale behind raising it. In short, this is looking to resurrect a 2016 change following the output of the 0564R ‘Review of Annual Read Meter Reading requirements’ Request Group’s work.

AC went on to explain the current 24 / 32 month notification aspects and the potential triggering of a ‘must read’ collection in month 33, where deemed necessary. ES also pointed out that there is also a cancellation mechanism available.

When it was acknowledged that further consideration of this matter would be needed, KD requested that the Change Proposal also be issued for consultation in the forthcoming Change Pack communication. When AC challenged why shippers think such a process move would/could be beneficial, KD explained that her E.ON colleagues have requested more time to consider the change proposal, especially as it is currently marked as a ‘low’ priority change.

When asked, AC confirmed that there are some data cleanse aspects to this change proposal.

PL voiced his concerns that it appears that we are setting a precedent whereby before Xoserve commences work on a ROM, the change proposals should go out to consultation, which in his view is potentially introducing unnecessary process delays. Responding, RHi indicated that she believes that there is value in undertaking change proposal consultations, especially when bearing in mind that ‘normally’ change pack communications are farther down the DSC Change Management process line.

In recognising PL’s concerns, DT pointed out that it is change proposals that do not necessarily have a UNC modification driving them, that could potentially pose a problem. At this point, AM indicated that he intends to put forward some process improvement suggestions for 2018 and onwards in due course via the DSC Governance group.

AN indicated that she believes that this change proposal could indirectly impact on shippers on the grounds that whilst the proposed solution does not, the actual implementation of the change itself does.

Concluding discussions, RH pointed out that this is a restricted DN only vote.

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

Voting Outcome:	XRN4044: Extension of ‘Must Read’ process to include Annual Read sites - Change Request Approval	
DN Representative	Voting Count	For/Against
Chris Warner	1	For
Joanna Ferguson	1	For
Total	2	2

2.8. XRN4550: Gemini Re-platforming - Change Request Approval

PL introduced the Change Proposal and explained that it relates to either a replacement or a sustainability solution and that at a recent meeting, the Operational Forum has indicated a preference for the sustainability solution.

Concluding discussions, RH pointed out that this is a restricted NTS only vote, even though the documentation states otherwise.

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

Voting Outcome:	XRN4550: Gemini Re-platform - Change Proposal Approval
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NTS Representative	Voting Count	For/Against
Phil Lucas	2	For
Total	2	2

2.9. XRN4556: Process to provide a report when GSR requests return no MPRN's - Change Request Approval

AC introduced the Change Proposal and explained that it relates to a simple GSR Transportation team concern whereby they are requesting provision for entering a blank response so that they will be able to see if there are no GSRs involved.

When asked for the full title, AC advised that GSR refers to Gas Safety Regulations and agreed to amend the title of the change proposal accordingly.

When NR advised that she would need to highlight this matter with her iGT colleagues, KD requested that the change proposal be sent out to consultation.

Concluding discussions, RH pointed out that this is a restricted DN only vote.

The DN Committee Representatives considered sending the Change Proposal out for consultation and approved the proposals, as follows:

Voting Outcome:	XRN4556: Process to provide a report when GSR requests return no MPRN's - Issue Change Proposal to consultation	
DN Representative	Voting Count	For/Against
Chris Warner	1	For
Joanna Ferguson	1	For
Total	2	2

2.10. XRN4555: Provision of a web portal to enable GDNs to access customer contact details - Change Proposal for Information

RH introduced the Change Proposal and explained that this was a late submission on behalf of R Pomroy, Wales & West Utilities that at the time of publishing had no CDSP Reference number assigned.

JF then provided a brief rationale for raising the change proposal that relates to a SPAA change for vulnerable customers. In short the change is looking for a means for correcting data and the change proposal and / or ROM is expected to feed into the SPAA change process in due course.

Xoserve confirmed that the change proposal number is XRN4555.

When asked whether or not the change proposal relates to all or restricted customer contact information, JF was unsure, but agreed to double check. When KD suggested that this change proposal should not be the subject of a restricted vote, JF explained that nothing is fixed as yet, as it is still early days.

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/131217>.

3.1. XRN4347: UNC Modification 0619 – Application of proportionate ratchet charges to daily read sites – Change Proposal for Information

In noting that this Change Proposal had already been discussed under items 2.2 and 2.3 above, RHi explained that this is on the agenda as a 'placeholder' whilst the Change Proposals relating to 0619A and 0619B are progressed.

3.2. XRN4380: Monthly Nomination Referral Report – BER For Approval

JF introduced the Change Proposal and explained that this relates to a simple replacement of a pre-Nexus report to GDNs that now needs updating in order to cater for post-Nexus requirements.

JF pointed out that as this is a 'medium' priority item, she would like to request a quick delivery. Responding, DT advised that currently there is no delivery date defined for this change and Xoserve would be considering the most appropriate route in due course with a possible post-Christmas delivery. However, he asked parties to note the delivery change freeze during this period which means that in all likelihood we are looking at a January 2018 delivery.

RH pointed out that this is a DN approval only.

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

Voting Outcome:	XRN4380: Monthly Nomination Referral Report – BER for Approval	
DN Representative	Voting Count	For/Against
Chris Warner	1	For
Joanna Ferguson	1	For
Total	2	2

3.3. XRN4376: GB Charging & Incremental (IP PARCA) Capacity Allocation Change Delivery (2019) – BER For Approval

PL introduced the Change Proposal explaining that this relates to a Regulatory deadline associated with Tariff Code compliance.

When asked whether or not the UNC Modification 0621 alternatives could potentially impact on this change, PL acknowledged that this was a possibility especially the operational and process related requirements. These factors are currently being considered.

When asked if Xoserve would need the Change Proposal updating in due course, ES indicated that this would not be necessary in this instance.

RH pointed out that this is a NTS approval only.

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

Voting Outcome:	XRN4376: GB Charging & Incremental (IP PARCA) Capacity Allocation Change Delivery (2019) – BER for Approval	
NTS Representative	Voting Count	For/Against
Phil Lucas	2	2
Total	2	2

3.4. XRN4262: EU Gas Change Roadmap – 2018/19 Feasibility and Analysis – Change Completion For Approval

RH briefly introduced the Change Proposal explaining that this is tabled for closure and is an NTS only approval requirement.

The NTS Committee Representative considered approving the Change Closure; and approved the Change Proposal as follows:

Voting Outcome:	XRN4262: EU Gas Change Roadmap – 2018/19 Feasibility and Analysis – Change Completion Notice for Approval	
NTS Representative	Voting Count	For/Against
Phil Lucas	2	For
Total	2	2

3.5. CP4335: UK DataCentre Clearance Removal of Xoserve NTP dependency from Legacy DataCentres – Change Completion For Approval

RH briefly introduced the Change Proposal explaining that this is tabled for closure and is an NTS only approval requirement.

The NTS Committee Representative considered approving the Change Closure; and approved the Change Proposal as follows:

Voting Outcome:	CP4335: UK DataCentre Clearance Removal of Xoserve NTP dependency from Legacy DataCentres – Change Completion For Approval	
NTS Representative	Voting Count	For/Against
Phil Lucas	2	2
Total	2	2

4. Proposed Cancellation of Historical Change Requests (see Appendix)

ES provided a brief overview of the historical change backlog and suggested that now preparatory work has commenced on Release 3, that the committee could now look at what outstanding items could / should be closed. ES went on to point out that if, at any time in the future, parties wanted to resurrect a previously closed item, this was a possibility.

In reminding those present that, at a previous meeting it had been proposed that this matter would be considered at the January 2018 meeting, and as there are potential SDG related elements involved, KD wondered whether industry views (including the new SDG members) should be sought. Responding, ES agreed to seek the views of the SDG members.

4.1. Propose to close (requesting approval led by Emma Smith)

When ES suggested that the 'proposed to close' items are probably the easier to consider, KD suggested that should a party wish to keep an item open, they should become the 'defacto' sponsor.

When PL voiced concerns relating to requests 4439 (*GDE Cashout – Daily Curtailment Volume (DCV) for Daily Metered sites*) and 3699 (*IA for strategic solution options for the GDE Offline database*), DT responded by asking the DNs whether or not they would be happy to continue to support the (Xoserve) manual workarounds for 4439 before pointing out that as far as 3699 was concerned, further discussions between Xoserve and National Grid NTS would be needed.

RH enquired whether (3699 aside), the remaining 11 requests could / should be issued for industry views on how best to move forwards with these. Consensus was that this would be an appropriate approach.

Moving on, DT advised that of the 'original' list of circa 60 change requests, the majority have already been included in previous delivery releases, however there are some missing requests that relate to changes that have a sponsor, but as yet, no funding provisions in place – a new tab would be added to include this class of change requests before the list is issued to the industry for views.

When ES advised that this is simply a proposal seeking to target what needs to be considered for Release 3 purposes, KD responded by explaining that she would wish to see the information relating to this additional tab before looking to make an informed decision. DT also pointed out that to date, the initial Release 3 discussions have focused on inclusion or otherwise of RAASP aspects.

When AM questioned the feasibility of the proposed approach, especially when the majority of these items are going to become Change Proposals in their own right for consideration at the January 2018 meeting, DT explained that the listing and approach have been formulated based on previous prioritisation discussions and that the remaining issue relates to those items not already delivered in a release.

ES pointed out for the avoidance of any doubt there are still a backlog of circa 40 change requests. DT explained that in short, we need parties' views on tabs 1 and 2 and what items from tab 3 need to go into tabs 1 and/or 2.

When KD voiced concerns around the potential timeline involved in seeking industry responses, DT suggested that we could look to have an initial discussion at the January 2018 meeting and follow this up with a more detailed discussion (and decision) at the February 2018 meeting – an approach supported by the majority in attendance.

DT pointed out that it is crucial to look to prioritise this list before locking down the Release 3 scope. KD suggested that we would need to look to agree to either close a change request, or prioritise it for inclusion in Release 3 considerations.

Summarising discussions, DT confirmed that Xoserve would look to send out the industry request for information to the Change Pack distribution listing (but not as part of the forthcoming Change Pack itself) and thereafter provide a verbal progress update at the January 2018 meeting before sending to the (new) SDG for their view, which would then be followed up by a formal DSC Change Management Committee decision in February 2018.

New Action 1203: Xoserve (ES) to add a new tab to the 'Proposed Cancellation of Historical Change Requests' documentation before issuing to the industry (via the Change Pack distribution list), requesting views on how best to progress any closures and indications of who would be willing to sponsor any change requests.

4.2. Change requiring sponsorship to progress (discussion led by Emma Smith)

Please refer to the discussions on items 4.0 and 4.1 above for more details.

5. Release Updates

5.1. Dashboard Release 1.1

In providing a brief overview of the 'UK Link Future Release 1.1' slide ES explained that little has changed since the previous meeting, although there are now further updates to the information. In short, all testing and implementation targets were achieved by 08 December, and to date no issues have arisen.

DT added that all elements are within the expected ranges.

5.2. Dashboard Release 2.0

LC provided a brief overview of the 'UK Link Future Release 2' slide, noting that this is to be discussed at the 18 December 2017 SDG meeting.

KD once again voiced her concerns around submission of late documents for the meeting, at which point RH explained that unfortunately the problem was compounded by the fact that the late paper went into the Joint Office email spam box and could not be retrieved intact. RH confirmed that the documentation would be published on the Change Proposals page in due course.

5.2.1. XRN4361: Retail & Networks Platform UK Link Release 2 Delivery – BER for Approval

LC introduced the Change Proposal explaining that it includes the 14 changes included within EQR (as referenced on page 10), as discussed at the previous meeting.

When KD pointed out that she was unable to open the embedded supporting documents, LC agreed to provide these separately in due course.

When PL requested more background information behind the costs and percentages presented on page 21, LC agreed to provide these after the meeting. PL also believes that being able to track which year the costs relate to, on the budget, would also prove beneficial – a view supported by others in attendance.

When referring to page 30 of the Change Proposal, LC explained that of the 14 changes, 5 would be funded through the change budget; the remaining would be via this route. DT accepted that more detail behind this would be helpful before confirming that the UKL funded elements would be added back in for clarification purposes.

KD then highlighted that these forms of documentation need to be clearer in relation to what elements are changing or moving (i.e. in change marked as well as clean formats please) – DT agreed to consider enhancing the documentation provision going forwards.

When asked whether the June 2017 SPAA change impact on this matter, DT explained that this has been considered within the Change Proposal and that Ofgem has previously approved the (SPAA) changes. RH noted that the 22 November 2017 meeting considered this matter.

When DT provided a quick overview of what was originally 'in scope' and asked how best to move this matter forwards, KD voiced her concerns at the lack of information provided within the document.

When asked whether or not Xoserve are asking for the committee to provide caveated approval on the grounds that the additional (i.e. 4 in scope items) information would be added in due course, DT confirmed this to be the case.

When NR suggested that the table referred to on page 21 infers that the iGTs would potentially be incurring costs, DT responded by pointing out that references to the iGTs have been removed from the table on pages 31 and 32.

When Shipper representatives requested more time to consider the Change Proposal, DT confirmed that this would not necessarily delay Release 2 delivery, but does mean that we (the industry) would progress delivery of R2 with a level of increased risk.

Summarising, DT suggested that there are principally two elements, namely 1. funding and 2. who pays and delivery of the changes and that Xoserve would look to enhance the information provided within the funding tables.

RH then undertook approval of the various elements that the Change Management Committee members felt were ready for approval at this meeting, as follows:

XRN4288: DDS/DDU file amendment

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

Voting Outcome:	XRN4288: DDS/DDU file amendment – Change Proposal Approval	
DN Representative	Voting Count	For/Against
Chris Warner	1	For
Joanna Ferguson	1	For
Total	2	2

XRN4290: Billing History by all NTS capacity / commodity related charges (from Nexus implementation onwards)

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

Voting Outcome:	XRN4290: Billing History by all NTS capacity / commodity related charges (from Nexus implementation onwards) – Change Proposal Approval	
NTS Representative	Voting Count	For/Against
Phil Lucas	2	2
Total	2	2

COR3386: New DN role for CMS

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

Voting Outcome:	COR3386: New DN role for CMS – Change Proposal Approval	
DN Representative	Voting Count	For/Against
Chris Warner	1	For
Joanna Ferguson	1	For
Total	2	2

UKLP112: Missing Key Data Item from iGTs to Shippers (Plot Number)

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

Voting Outcome:	UKLP112: Missing Key Data Item from iGTs to Shippers (Plot Number) – Change Proposal Approval	
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	1	For

James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

UKLP273: PSR requirements – Vulnerable Customer Data Requirements

When asked whether or not there are any changes to the DNO database involved, JF explained that there is no formal PSR requirement within the gas world and as a consequence, no obligation to have one. DT confirmed that the PSR information is held within Xoserve.

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

Voting Outcome:	UKLP273: PSR requirements – Vulnerable Customer Data Requirements – Change Proposal Approval	
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

COR3283: Recording of DN Siteworks / New Network Connection Reference in Central Systems

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

Voting Outcome:	COR3386: New DN role for CMS – Change Proposal Approval	
DN Representative	Voting Count	For/Against
Chris Warner	1	For
Joanna Ferguson	1	For
Total	2	2

When concerns were voiced that any delay could potentially impact whether or not this change is included within the R2 June delivery, it was agreed to look to arrange a teleconference meeting on Friday 15 December 2017 to look to approve the three contentious elements (COR3995, XRN4299 and XRN4248), in order to provide parties with sufficient time to consider the finer details behind the change and provide offline feedback to Xoserve prior to the teleconference meeting.

Concluding discussions, DT indicated that Xoserve would look to enhance the funding information and add in the missing four items in time for consideration at the January 2018 meeting.

New Action 1204: Reference XRN4361: Retail & Networks Platform UK Link Release 2 Delivery – Xoserve (LC) to provide additional supporting background information behind the costs and percentages presented on page 21 of the Change Proposal and add back in the UK Link funded elements.

5.2.2. XRN4454: National Grid and Cadent Enduring Invoicing Arrangements – Change Proposal for Approval

DT introduced the Change Proposal explaining that this outlines three potential options for delivery, before going on to advise that additional summary slides would be provided after this meeting, whereby each option has been examined for R2 delivery or not, as the case may be.

DT explained that Xoserve's recommendation is to not look to deliver a partial solution in R2 and prefers to look to provide a full end-to-end solution after R2 delivery. In other words revert back to a Release 3 delivery target.

When AM questioned why the pre-Nexus delivery included transitional arrangements, but under the new Nexus system this appears to not be the case, DT responded by explaining that the 'old' system solution was essentially a 'fudge' that got us through the transitional period. PL also explained that he is aware that the information available to him at the time he raised the change proposal has changed in the intervening period. When AM suggested that this raises potential concerns around who really drives what goes into a release, DT responded by pointing out it is heavily dependent upon the level of complexity involved.

When DT enquired as to whether or not Shippers would be happy for Xoserve to look to schedule this change within R3, KD explained that she would not be able to approve such a move without seeing the additional information first – a view shared by other Shipper members.

Concluding, RH advised that a decision on approving the change proposal would be deferred until the January 2018 meeting.

5.3. Proposal for prioritisation of change Release 3

ES explained this item would now be considered at the January 2018 meeting.

6. Review of CDSP Change Management Reports

6.1. UK Link inflight changes

Concerns were voiced that a more robust communications mechanism for Release 3 purposes would be needed going forwards (i.e. a roadmap), as questions remain over whether or not Xoserve (and the industry) can successfully manage responses with regards to the weekly Change Pack communications. KD suggested that perhaps an email outlining a possible approach and seeking industry views might prove beneficial.

In line with KD's concerns, JR also enquired whether a release-centric communication for R2 would be provided and perhaps something similar to the UNC Modifications Register might prove helpful – it is anticipated that the DSC Governance group would be considering such a provision in due course.

Noting the concerns being voiced, RH reminded those present that the Joint Office already has a high-level change proposal register for internal purposes. ES then advised that Xoserve are already considering developing this register and would be discussing this at forthcoming DSC Governance group meetings.

6.1.1. Xoserve Implementation Plan

RHi provided an overview of the implementation plan summary focusing attention on the various items (by exception) as follows:

UK Link Changes Awaiting Scheduling – In Analysis

No changes to items on page 3.

- Ref Number 4368 – consultation closed out on 12 December 2017 and will now be looking for approval at the January 2018 meeting;
- Ref Number 4361 – look to include in fortnightly change packs, or provide information when ready – information when ready the preferred option.

KD believed that the scope needs bottoming out fully and that the SDG will need a ‘heads up’, although happy to stick with core dates;

RHi highlighted those items going into Release 2 on page 5.

- Data Enquiry Service – Permissions Matrix – summary supplied and comms ref update to read as ‘29/11/17’ and ‘1816.1’;

UK Link Changes Awaiting Scheduling – Awaiting Approval

- Options for UKLP CR065 – Correction Factor Application – it was noted that at last month’s meeting, parties had requested additional time to consider whereby one party has already indicated that they are happy to withdraw this item.

Consensus given to close the item;

- Ref Number 4361 – refers to the AOB item to be discussed later in the meeting.

UK Link Changes - Approved – Scheduled For Implementation

UK Link - TBC

RHi explained that these items would be prioritised at a future date.

UK Link – R1.1 December 2017

RHi explained that these items remain ongoing.

UK Link – R2 Q2 2018

RHi explained that these items remain ongoing.

UK Link Changes – Implemented since last UK Link Committee Meeting

RHi provided a brief verbal update.

UK Link Changes – Withdrawn / Cancelled

RHi provided a brief verbal update.

Forthcoming Outage Notifications

None.

6.1.2. Amendments to Other CDSP Service Documents (no updates)

No consideration, as not required at this time.

7. Horizon Scanning: ‘Bubbling Under’ Report

RHi provided a brief overview of the report, during which RH pointed out that two Variation Requests have been formally raised in respect of UNC Modifications 0633 and 0638 which are tabled for consideration at the 21 December 2017 UNC Panel meeting.

During a brief discussion, it was confirmed that approved items could be removed and that the equivalent iGT modification numbers would be added, where appropriate.

In considering 'SPAA CP 17/411', RHi advised she would be updating the dates in due course, whilst it was also noted that SPAA had deferred consideration at a recent meeting for impact assessment, with a view to considering at the 14 December 2017 meeting.

RHi explained that as far as the two UNC Modification 0594R items are concerned, these would be removed once the Request Group has completed its work and December UNC Panel had accepted the report.

Parties then approved the removal of the Modification 0625 item.

Referring to 'SPAA CP 17/400, 17/401 and 17/405', RHi indicated that analysis suggests that no further work is required on these items – parties approved the removal of these three items.

Referring to the 'Mod 0621' item, RH suggested that the likelihood % would be split across all alternate modifications, in line with precedents set last month. Furthermore, 0621A and 0621B are scheduled to be considered at the 21 December 2017 UNC Panel meeting, and as a consequence, should remain on the report until the January 2018 meeting.

Referring to the three 'Mod 0619, 0619A and 0619B' items, RH advised that these modifications are due to be considered at the January 2018 Distribution Workgroup meeting, subject to referral back to the Workgroup at the 21 December 2017 UNC Panel meeting.

It was agreed to leave the 'Mod 0624R' and 'Mod 0630R' items on the report for the time being.

Referring to the 'Mod 0631R' item, RHi noted that the proposed 18 December 2017 Workgroup meeting had been rescheduled to now take place on Tuesday 19 December 2017. It was agreed to leave this item on the report for the time being.

Referring to the 'Mod 0632S' item, RHi advised that the dates should really read as zero rather than TBC. RHi went on to explain that whilst there is no ROM for this item, the cost is expected to be zero and currently there is no implementation date indication, therefore leave on the report for the time being.

Referring to the 'Mod 0636' item, parties noted that this relates to the earlier discussions on item 2.5 above and is to be considered as part of the forthcoming Transmission Workgroup meeting.

RHi suggested that it might be possible to update the date fields using information extracted from the accompanying ROM that was issued by Xoserve earlier in the day.

When PL suggested that it would be beneficial to consider when best to remove items from the report going forwards, RHi advised that Xoserve is already working on a change register.

8. Finance and General Change Budget Update

MP provided an overview of the Budget during which NR enquired whether the 2018 model had been published. Responding, DT confirmed that Xoserve currently has an outstanding Business Planning meeting action to look at the iGT to GT splits (i.e. split data from 01/12/17).

RH reminded MP about the issue of late papers and the need to adhere to the D-5 provision principle.

MP advised that he would look to split out the 'Xoserve estimate of Potential Spend' portion of the pie chart into more detail for a future version of the presentation.

Moving on to consider the 'CMC_Summary' and 'CMC_Current' items on the Excel spreadsheet, MP advised that the highlighted yellow items are the new ones added since the last report, whilst emboldened text refers to items that have changed since the last review of the document.

When asked, MP agreed to provide a 'summary key' for the various elements in a future version of the spreadsheet.

New Action 1205: Reference the Finance and General Change Budget Update Excel Spreadsheet – Xoserve (MP) to update the spreadsheet with the inclusion of a 'summary key' including new items added and items that have changed since the last review.

8.1. Approve change budget for 2018/19 and 2019/20

In providing a brief overview of the DSC Change Budget – BP18 presentation, DT made reference to the recent UIG modifications and the potential impact that these could have on the budget.

Discussions focused mainly on the 'UIG Work' slide, during which MP explained that the £470k figure relates to a value that has since moved on. DT explained that as the UIG modifications have not been raised at this time, circa £350k of shipper expenditure is expected to go into 2018/19 budget. Furthermore, the extended Gemini testing programme is expected to also have an adverse impact.

When asked where the predicted £350k figure originates, DT explained that this based on UIG discussions. DT then advised that MP would provide an updated presentation relating to this following the meeting.

When asked, MP agreed to also include the release dates in the revised presentation.

When asked, parties approved the Change Budget for 2018/19 and 2019/20.

New Action 1206: Reference the DSC Change Budget – BP18 presentation – Xoserve (MP) to provide an updated presentation outlining the potential UIG modification impacts and also the various release dates going forwards.

9. Review of Outstanding Action(s)

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

Update: It was agreed that this action had now been superseded. **Closed**

1101: 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.

Update: RHi pointed out that this was the incorrect XRN reference number and should really state 'XRN4525', before explaining that the action had now been completed. **Closed**

1102: 0593V - Xoserve (TCh) 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.

Update: RHi confirmed this action had now been completed. **Closed**

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.

Update: RHi confirmed this action had now been completed. **Closed**

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

Update: ES confirmed that the Contract Management have provided feedback and requested a +3 year archiving facility. **Closed**

10. Next Steps

Item not considered. Item not required at this meeting.

11. Any Other Business

When RH proposed deferring consideration of the AOB items until the January 2018 meeting on the grounds that the meeting had already been in motion for several hours and time was running short, DT indicated that this was disappointing and advised that he would look to provide a very swift verbal update for each item.

11.1. Change Management Delivery Review Group Update

RH provided a brief highlight of the information KN has requested at which point KD helpfully offered to email KN directly.

DT also advised that there have been no significant changes since the previous provision.

11.2. PSR: SPAA CP 370A – implementation date and associated file format changes

In the absence of any documentation, TCh provided a verbal update only, explaining that the consultation period closes on Friday 15 December 2017.

In referring to the earlier Change Proposal caveated approval request, KD indicated that she felt unable to provide (caveated) approval in the absence of a summary of the representations. Responding, DT suggested that we could either look to have a reduced (5 month) delivery and look to approve the change at the January 2018 meeting, or alternatively look to give caveated approval at today's meeting. DT pointed out that it is not necessary to approve the scope again, but to simply approve the technical delivery aspects, as the change proposal has already been approved for inclusion in Release 2.

When questions were asked as to whether or not this included approval of the associated file formats, KD suggested that better clarity around what is, or is not, being approved is needed before making any decision. Responding, TCh advised that she believes all the information relating to this matter should be available by the middle of the following week at the latest and confirmed that she would ensure that the SDG also has vision of the information concerned.

When discussions looked to arranging a dedicated teleconference meeting in the following week, to approve the proposals RH explained that due to the heavy Christmas workload (and existing meeting commitments) the Joint Office would be unable to support such a meeting. She also pointed out that the proposed process is not good governance practice.

New Action 1207: Reference PSR: SPAA CP 370A – implementation date and associated file format changes – Xoserve (TCh) to issue a supporting email (including file format aspects) and table the item for consideration at the forthcoming SDG meeting, with a view to seeking formal approval at the January 2018 meeting.

11.3. Xoserve / Gemserv MIS Collaboration

11.3.1. API compliance document

TCh provided an overview of the 'PCW access to data' document explaining that this is an enhanced version of a previous document with new elements highlighted in blue.

In enquiring as to what she was expected to approve today, KD voiced her concerns that the industry has not really appreciated the full impact of this matter, and as a consequence she believes the industry should be formally consulted before any decisions are undertaken.

When SK pointed out that UNC Modification 0593V does not yet have a formal effective implementation date identified, she also suggested that this is really an industry decision, especially as industry consensus would suggest that this is not simply a 'permissions' modification.

When asked whether parties could approve the Transporters identifying the effective implementation date for 0593V, the consensus amongst those in attendance was affirmative.

The Transporters present then indicated that the effective implementation date for 0593V should be set as 05:00 on Friday 15 December 2017. JF confirmed she would communicate this formally to the Joint Office.

NR noted that the iGTs would need an extraordinary release that would be dependent upon today's decision and requested that the Joint Office ensures that the iGTs are made aware of the date.

11.3.2. JMDG update

Consideration deferred.

11.4. IX Network Partner Update

Consideration deferred.

12. Diary Planning

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

During a brief discussion it was agreed that whilst there would not be a need for a second day for the January 2018 meeting, the first day end time duration would be extended to 16:00 (i.e. 10:15 through to 16:00). It was also agreed to follow the same timings for the February 2018 meeting.

Meetings will take place as follows:

Time/Date	Venue	Programme
10.15 – 16.00 Wednesday 10 January 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising: Plus <i>Standing AOB items for updates:</i> Xoserve/Gemserv MIS Collaboration API Platform Implementation Paper
10.15 - 16.00 Wednesday 07 February 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising: Plus <i>Standing AOB items for updates:</i> Xoserve/Gemserv MIS Collaboration API Platform Implementation Paper

Action Table (as at 13 December 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
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)	Update provided. Closed
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	Update provided. Closed
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)	Update provided. Closed

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	Update provided. Closed
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	Update provided. Closed
1201	13/12/17	2.2	To look to provide a case study which the Change Management Committee could then examine in order to hopefully identify a 'best practice' which would hopefully improve the provision of high level ROMs going forwards.	Xoserve (DT/ES/RHi)	Pending
1202	13/12/17	2.4	To provide high level summaries of responses for any Change Proposals issued to consultation, to be published on the January 2018 meeting page.	Xoserve (RHi)	Pending
1203	13/12/17	4.1	To add a new tab to the 'Proposed Cancellation of Historical Change Requests' documentation before issuing to the industry (via the Change Pack distribution list), requesting views on how best to progress any closures and indications of who would be willing to sponsor any change requests.	Xoserve (ES)	Pending
1204	13/12/17	5.2.1	<i>Reference XRN4361: Retail & Networks Platform UK Link Release 2 Delivery</i> – Xoserve (LC) to provide additional supporting background information behind the costs and percentages presented on page 21 of the Change Proposal and add back in the UK Link funded elements.	Xoserve (LC)	Pending
1205	13/12/17	8.0	<i>Reference the Finance and General Change Budget Update Excel Spreadsheet</i> – Xoserve (MP) to update the spreadsheet with the inclusion of a 'summary key' including new items added and items that have changed since the last review.	Xoserve (MP)	Pending

1206	13/12/17	8.1	<i>Reference the DSC Change Budget – BP18 presentation – Xoserve (MP) to provide an updated presentation outlining the potential UIG modification impacts and also the various release dates going forwards.</i>	Xoserve (MP)	Pending
1207	13/12/17	11.2	<i>Reference PSR: SPAA CP 370A – implementation date and associated file format changes – Xoserve (TCh) to issue a supporting email (including file format aspects) and table the item for consideration at the forthcoming SDG meeting, with a view to seeking formal approval at the January 2018 meeting.</i>	Xoserve (TCh)	Pending