

UNC DSC Change Management Committee Minutes

Thursday 13 July 2017

Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees

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

Shipper User Representatives

Andrew Margan	(AM)	British Gas	Class A - Voting
Colette Baldwin	(CB)	E.ON	Class A - Voting
John Welch	(JW)	RWE Npower	Class A – Voting Alternate
Alison Neild	(AN)	Gazprom	Class B – Voting (3 votes)

Transporter Representatives

Joanna Ferguson	(JF)	Northern Gas Networks	DNO – Voting Alternate
Richard Pomroy	(RP)	WWU	DNO - Voting
Beverley Viney	(BVi)	National Grid NTS	NTS - Voting
Sean McGoldrick	(SMc)	National Grid NTS	NTS - Voting
Nicky Rozier	(NR)	GTC	iGT - Voting
Katy Binch	(KB)	ESP	iGT - Voting

CDSP Change Management Representatives

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

Observers

Andy Clasper	(AC)	Cadent	Non-Voting
Andy Miller	(AM)	Xoserve	Non-Voting
David Addison	(DA)	Xoserve	Non-Voting
Jane McGlone	(JM)	Xoserve	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting
Matt Smith	(MS)	Xoserve	Non-Voting
Rachel Hinsley	(RHi)	Xoserve	Non-Voting
Tahera Choudhury	(TCh)	Xoserve	Non-Voting

Apologies

Chris Warner	(CW)	Cadent	DNO - Voting
Hilary Chapman	(HCh)	SGN	Non-Voting
James Rigby	(JR)	Npower	Class A - Voting
Lorna Lewin	(LL)	DONG Energy	Class B - Voting (2 votes)

1. Introduction

RHa welcomed all to the meeting.

1.1. Apologies for absence

See above table.

1.2. Alternates

Alison Neild for Lorna Lewin, John Welch for James Rigby, Joanna Ferguson for Chris Warner.

1.3. Confirm Voting rights

RHa confirmed the voting rights carried by each member.

Representative	Classification	Vote Count
Andrew Margan	Shipper Class A	1 vote
Colette Baldwin	Shipper Class A	1 vote
John Welch (<i>for James Rigby</i>)	Shipper Class A	1 vote (2.2.9 applies = Shipper Class C)
Alison Neild	Shipper Class B	1 vote
Alison Neild (<i>for Lorna Lewin</i>)	Shipper Class B Shipper Class C	2 votes (2.2.9 applies = 1xClass B + 1xClass C)
Joanna Ferguson (<i>for Chris Warner</i>)	DNO	1 vote
Richard Pomroy	DNO	1 vote
Beverley Viney	NTS	1 vote
Sean McGoldrick	NTS	1 vote
Nicky Rozier	iGT	1 vote
Katy Binch	iGT	1 vote

1.4. Approval of Minutes (08 June 2017)

The minutes of the previous meeting were approved.

2. Change/New Service Requests

Copies of all change requests for consideration at this meeting are published at:
<https://www.gasgovernance.co.uk/DSC-Change/130717>.

2.1. XRN 4328 Report of iGT Meter Points

LC introduced the Change Proposal raised by AMa, and requested a view from the committee on whether Xoserve should start work on the proposal. The proposal was expected to affect Transporters including iGTs and Shippers. It was clarified that this was not a UNC modification related change.

The Change proposal had been raised to ensure there are appropriate DN data flows for new connections. This is seeking reassurance for iGTs that there is a Shipper contracted with the iGT to ensure appropriate data flows. This will be a simple report to identify if there is an issue with new connections, to help look at the volumes involved and allow an assessment on whether a process needs to be developed.

It was agreed that the Change Proposal required some further clarity to clearly define what was required, including the funding allocation.

The committee initially agreed to approve the production of a ROM. Xoserve confirmed that the ROM would be brought to the next meeting for consideration and approval. However, LC highlighted that a ROM need not be created if a quotation report was only required. Upon further consideration, the committee agreed that a ROM in this instance was not required and that it was more appropriate to request a quote for delivery.

Shipper and iGT committee members agreed to vote on approving the request for an EQR.

Committee Representatives approved XRN 4328 change as follows:

Voting Outcome:	Request for an EQR (quote for delivery)	
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Colette Baldwin	1	For
John Welch (<i>for James Rigby</i>)	1	For
Alison Neild	1	For
Alison Neild (<i>for Lorna Lewin</i>)	2	For
Total	6	6
Transporter Representative	Voting Count	For/Against
Nicky Rozier	1	For
Katy Binch	1	For
Total	2	2

2.2. XRN 4330 Price Comparison Website industry switch data solution

LC introduced the Change Proposal raised by AMa and confirmed that this change related to UNC 0593 - Provision of access to Domestic Consumer data for Price Comparison Websites and Third Party Intermediaries, and iGT095. LC confirmed that the committee were being asked to approve the request for a firm quote for analysis. The committee representatives were asked to approve the Change Proposal and move to the production of an EQR. The actual change proposal was in reality a request for information.

The committee considered the connections and overlaps with Modification 0593. LC confirmed approving this Change Proposal would provide Xoserve with the ability to have a look at the options, however the committee believed this only focussed on one of the potential solutions.

TCh explained there are some elements being considered for the solution and the required data set. SMc suggested more detail should be added to the Change Proposal to clarify what is required and to make it clear this does not impact National Grid NTS.

CB highlighted the risks associated with data protection and that the liability rests with the Shipper, and that parties would want clear reassurance that data protection would not be breached. It was recognised that the CMA order obligates Xoserve to provide the data. AMi reassured the committee that the solution provided would have to comply with the law.

LC questioned whether the Change Proposal was required and if it could be closed.

AMa explained that the Change Proposal had been raised to ensure openness and transparency about the project looking at delivery of data to Gemserv and the provision of data to comparison websites. DT explained that work is being undertaken in the background with Gemserv to look at potential APi solutions, it was recognised that there are a number of potential solutions available which are still being discussed, and the cost of these need to be understood.

AMi questioned what was needed for delivery and challenged if this was a creation of a new service. RP confirmed UNC 0593 was being considered by UNC Panel on 20 July. DT summarised that the solution, its controls, protections, compliancy with GDPR, and funding, all need to be considered.

AMa stressed that Shippers want to understand what is being built, and want visibility, as they are unaware of what work is and/or was being undertaken.

AMi confirmed Xoserve are looking at building an APi capability to provide APi services to a number of parties. He confirmed that there is a desire to build an APi capability and this is being considered as a core capability by Xoserve under a general service business plan.

AMi confirmed once a capability has been built the data could be provided direct to comparison websites. He confirmed that Xoserve are working with Gemserv, to consider and provide a dual fuel service. AMi explained the process of data aggregating which is similar to how to comparison websites work: they pull data from a source and return information to the information requestor.

AMi agreed to provide a summary paper to the industry to provide an update on the work which is being undertaken.

Action 0705: Xoserve to provide an update on the work being undertaken to build an API capability.

CB expressed concern that Xoserve are developing a solution which Shippers would ultimately have to pay for without any transparency and work has gone on behind the scenes without keeping Shippers informed. CB explained that ultimately Shippers will incur costs for any business development.

DT confirmed information would be gathered and provided to Shippers with a costing of the different options. It was agreed to defer approving the Change Proposal EQR request for XRN 4330 until next month to allow time for additional clarity on the change and an update on the API capability solution build.

XRN 4330 approval deferred to 02 August 2017 meeting

NR expressed concern about the progression of the solution to enable the permissions modifications to proceed. She was concerned that the UNC and iGT modifications would be held up. AMi explained that the modifications are simply to provide the appropriate permission to develop a solution; the solution should not hold up the progression of the modification. JF explained the different governance arrangements and that the iGT modification process includes the solution. She also referred to two other change proposals which relate to the actual solution development work.

CB expressed concern about the solution and adherence to the Data Protection Act, it was important for Shippers to understand how Xoserve would control the release of information and that any release is not contravening any data protection obligations.

RP explained that the permissions modification could be approved to allow the solution to be built and approved separately.

3. Review of CDSP Change Management Report(s)

3.1. Service Changes and Key Project Dashboard

3.1.1. COR3991 PAFA Dashboard

LC confirmed that the Dashboard had been provided for information and to close out the PAFA piece of work.

CB had some questions around the costs of procurement and service delivery. She clarified that there had been some discussion at the Performance Assurance Committee (PAC) of what is within the scope and where the costs are covered.

CB asked if there was an established framework and wanted to understand the cost of the services that the Performance Assurance Framework Administrator (PAFA) were providing.

RP believed the PAFA arrangements would mirror the AUGE arrangements, in that support is provided and the costs are entered into a cost base.

DA agreed to consider the budget provision.

Action 0706: Xoserve (DA) to consider the budget provision for ad hoc requests from the PAFA to Xoserve.

3.2. Approval of Change Documents

3.2.1. COR 4149 NG Gateway Migration - BER Approval

LC introduced the change and confirmed the need to approve the request for a BER. RHa confirmed that this was a restricted class change. The National Grid NTS representatives agreed to vote on approving the request for an BER.

NTS Committee Representatives approved COR 4149 change as follows:

Voting Outcome:	Request for an BER	
Transporter Representative	Voting Count	For/Against
<i>Beverley Viney</i>	1	FOR
<i>Sean McGoldrick</i>	1	FOR
<i>Total</i>	2	2

3.2.2. XRN 4273 In-Home Display (IHD) Status – ROM Approval

LC introduced the Change Proposal and suggested the committee look to approve the ROM request. It was confirmed that this was a restricted class change and required Shipper voting only. DA clarified that this change would increase the allowable value set.

A number of parties were not comfortable with approving the ROM. The committee considered the objections to the Change Proposal and that it would be preferable to obtain views from parties via the Xoserve Change Pack.

Some concern was expressed about SPAA completing a change without considering the cross Code impacts on the DSC arrangements. The committee agreed not to undertake a formal vote to approve the ROM, however the view was that the change should not be formally rejected. It was agreed that this issue should be referred back to SPAA and the proposer to seek a better understanding of the drivers for change.

The committee Shipper representatives voted unanimously to defer consideration of the Change Proposal subject to further discussions at SPAA and with the proposer.

3.3. UK Link Inflight Changes

3.3.1. Overview of Modifications impacting UK Link Systems

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

0619 – Application of proportionate ratchet charges to daily read site. This would be a code/system change if it goes ahead. RHi explained Xoserve are looking at potential solutions for this modification. DA recapped on the discussions from the Workgroup meetings which are looking at defining the business rules. It was clarified that the charges could potentially go back to 01 October 2016. It was anticipated that a Change Proposal would need to be raised to support the UNC Modification. RP suggested this would be raised once the Workgroup have assessed the modification further and when it is better understood. DT explained that the proposer could raise the Change Proposal. JF explained in the past Transporters have raised the Change Orders early in the process. DT was keen not to hinder development and encouraged the framework to be used to the industry's best advantage.

0621 - *Amendments to Gas Transmission Charging Regime.* System impacts anticipated.

0623 - *Governance Arrangements for Alternatives to Self-Governance Modification Proposals.* No impact on systems expected.

0624R - *Review of arrangements for Retrospective Adjustment of Meter Information, Meter Point/Supply Point and Address data.* It was clarified that this was a Request and not a UNC Modification. There would be no impacts at present until it has been established that a modification is required.

3.3.2. Xoserve Reporting Updates (UKLC)

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

RHi introduced the current Implementation Plan and advised that there was one approval required this month. She requested Members to note that two UK Link Changes are Awaiting Scheduling, which are currently in analysis.

RHi confirmed the EU Code Change Phase 4a Delivery Summary of changes, was awaiting approval for scheduling. The representations window closed on 27 June 2017 and no negative representations had been received. The committee approved the scheduling of the EU Code Change Phase 4a Delivery Summary of changes (page 4).

RHi reminded parties of the two items Scheduled for Implementation and a summary of the implementations (page 5). These were EU Code Change Phase 4a (Delivery Summary of changes) and Change Order 4082 - CMS Web Browser Compatibility.

RHi provided a summary of the UK Link Changes – Implemented since the last DSC Change Committee Meeting and provided a summary of the two forthcoming outages required, clarifying the impact to parties.

b) Xoserve Report

No update. It was agreed to remove this standing agenda item from future agendas.

c) Review of Change Log

RHi explained that throughout Nexus Implementation items had been consolidated onto the Change Log and she asked if this was still required or if this can be removed.

It was suggested that the Friday Change Log was no longer required and need not be issued. It was agreed a reconciliation should be undertaken and the standing agenda item Review of Change Log could also be removed.

3.3.3. Amendments to the UK Link Manual / Amendments to Other CSDP Service Documents

DA confirmed that a number of Revised UK Link Manual documents had been provided to the Committee and that representation responses had been published.

DA confirmed that a suite of Data Services Documents had also been provided for information.

DA confirmed as part of this process Xoserve were not asking for formal approval of the documents, however a recommendation was being sought from a technical review perspective of the documents. He clarified that these documents are currently subject to a consistency check to:

- Include a standard front end to link into T&Cs
- Reflect amendment to Component Document name changes in T&Cs
- Include Standard Terminology:
 - UK Link System amended to UK Link system
 - UK Link Users / User / External UK Link Users – amended to UK Link Users
- Include a Standard Single Glossary.

DA confirmed that the 0613S Workgroup had considered the required changes relating to Modification 0613S - Revised UK Link Manual CDSP Data Services Documents.

It was suggested that these to go into the Workgroup Report. The committee agreed and recommended the inclusion of the documents into the 0613S Workgroup Report.

DA confirmed that some representations had been made on some of the documents. These related to the IS Service definition and retention of documents.

IS Service Definition – 8.5M AQ Calculations per month

DA highlighted that IS Service definition allows for a volume of 8.5m AQ calculations per month, however some parties expressed reservations and wondered if this provided enough head room. He explained that there is a planned expansion.

He acknowledged the obligation within the UNC to calculate the AQ. He confirmed that Xoserve are monitoring the utilisation over the next 3 months and will provide a report. He reported 3.9M reads in June, and 3.8M AQ Calculations (based on 14 Business Days between 23 May and 10 June. However, this was lower than the level anticipated for business as usual, due to the cutover.

CDSP Retention policy document - File Archiving

DA confirmed in terms of the CDSP Retention policy document (how long files will be retained), that in respect of invoices this would be 6 years plus the current year in line with HRMC. For other data items this would be 6 years. He explained that the retention policies are being reviewed and he was looking for feedback from Shippers on the retention of documents. In terms of file elements these were intended to be for 3 years against the current extraction utilisation.

DA requested views from the Change Managers on the requirements of files to be retained.

He asked the DSC Committee to note a follow-on action to define this requirement as soon as possible. He clarified that the number of extracts from the archive (older than 6 months) has been small in the last 3 years.

It was decided that this should be considered by the DSC Contract Management Committee as an issue for audit and reassurance purposes.

4. Horizon Scanning: ‘Bubbling Under’ Report

RHi provided a summary of the bubbling under report, each item was reviewed/discussed briefly:

ID2 (0570) – anticipated an extension for Workgroup Report to report to UNC Panel.

ID1 & ID2 (0594) – with Workgroup. The committee considered the two potential changes.

ID4 – the committee agreed to defer discussion.

ID6 (0619) – Ratchet charges, rules and system change being considered at the Distribution Workgroup. The modification has been amended with charges potentially going back to 01 October. It was agreed this requires an update and further assessment.

ID5 – SPAA obligations, currently being discussed at SPAA. CB challenged the ability for SPAA to enforce changes on the CDSP and the terminology used for the summary. It was agreed to amend the wording and the change the probability from 0% to 80%. Some system simplification of functional requirements by Shippers is required, removing file flow constraints. DA confirmed the obligations sit in SPAA.

ID7 – the committee proposed this change is removed due to it being indefinitely deferred at SPAA.

ID8 – DA summarised that this is related to the provision of MAP IDs, and is not progressing particularly quickly. He confirmed that there is a need to consider a SDG functional change in SPAA for monitoring, and that the RGMA Review Group has deferred its consideration. CB enquired if the gas industry are getting caught up in electricity industry changes? The committee agreed to leave this change on the report for visibility.

5. Change Budget Update

5.1. New Change/Evaluation Service Requests

DT confirmed that the required papers had been submitted and he asked if there were any questions.

DT provided a brief review of the change budget available for delivery of industry driven change that occurs throughout the year. He clarified that the budget is in its early days and not under any challenge at the moment.

CB enquired where Xoserve are in terms of scope of the budget for the next year and initiatives going on, such as centralised registration and faster switching. DT explained some elements are already in the budget.

DT explained the importance of communicating to affected parties when a change proposal is completed and the purpose of this agenda item. The committee considered the value of having this as a separate item when costs are considered within Change Proposals.

It was agreed to amend the future agenda item title to: Finance and General Change Budget Update.

5.2. Finances and General Update

It was agreed that this was a surplus agenda item.

6. Item(s) referred from DSC Contract Management Committee/Day 1 Change Management Committee

6.1. Next year's change budget finance sheet (MP)

Item deferred to the next meeting.

7. Review of Outstanding Action(s)

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

Update: AMa confirmed this item could be closed. **Closed**

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

Update: ESm provided a copy of the TOR. The committee considered the TOR with a view to approving this next month. ESm to insert hyperlinks to the actual documents with a statement that the actual documents are the master. ESm to append also the clarification of 9.4.Gemini vs UK Link system change constraints. **Carried Forward.**

0601: Xoserve to explain how Gemini verse UK link system change constraints would be managed under the Change Management Procedures.

Update: See item 9.4. **Closed**

0602: Xoserve (DT) to discuss with the Contract Managers how the Policies for Board Recruitment would be managed in the future from a funding/budgetary and process perspective.

Update: Deferred until 19th July. It was agreed to transfer this action to the Contract Management Committee. **Transferred.**

0603: Xoserve (LC/DT) to provide greater clarity on the budget details and the Business Change Process regarding cost allocation.

Update: DT believed this action was related to the API solution and the general business improvement budget. He suggested that this action needs to report back to the Contract Management Committee and he would provide an update at the next meeting. It was agreed to enable closure of this action Xoserve would need to report: What elements have been budgeted for; how budgets are drafted up; what the components are; and what the business plan process is. NR enquired how the budget and changes are funded for iGTs. DA explained that the budget and charging methodology covers how changes are funded and that there is a table that explains how costs are assigned and the different pots. It was agreed to provide an update to this action in September. **Carried Forward.**

0604: EDF Energy (GA) to update the Change Request form and submit the withdrawal notice for Modification 0614S.

Update: UNC 0614 has been withdrawn. **Closed**

0605: Xoserve (LC) to submit the Evaluation Quotation Request (EQR) to clarify exact costs.

Update: LC confirmed that the In-Home change proposal XRN4273 IHD Status ROM Approval had been rejected. See item 3.2.2. The committee agreed to close this action. **Closed**

0606: Xoserve (LC) to send to the Change Managers an overview of the Change Proposals with a breakdown summary sheet, including the Change Proposal number and which action it related to.

Update: LC believed this was related to the budget summary. The committee discussed the finance sheet and what additional clarity could be provided as a crib-sheet. SMC suggested some colour coding is added to highlight what the status is. DT/LC agreed to review the Financial Summary Spreadsheet and add further clarity to include the RAG process and add more narrative. **Closed.**

NEW ACTION 0707: Xoserve to add further narrative, a crib-sheet, the RAG status, and colour coding, to the Change Management Committee Finance Report.

0607: Xoserve (DT) to amend the Endurance Model in line with the sub-committee proposal and submit this for feedback.

Update: DT reported that future governance arrangements have been confirmed, and a model presented and approved at 12 July Change Management Committee meeting. **Closed**

0608: Xoserve (LC) to pre-arrange passwords for all participants for each meeting.

Update: Ongoing requirement agreed. **Closed**

8. Next Steps

Item not considered.

9. Any Other Business

9.1. Modification 0431 – Shipper / Transporter – Meter Point Portfolio Reconciliation

TCh provided a presentation and confirmed UNC 0431 was implemented in April 2014 to improve the completeness of data and requires a reconciliation exercise between suppliers and UK Link systems which is due to be undertaken in November 2017. TCh provided a flow diagram to explain the reconciliation process.

CB asked what the driver was for the exercise, and what had triggered the requirement to undertake a reconciliation in November 2017.

TCh confirmed that the previous exercise was completed offline. Now that all the Project Nexus system elements have been implemented, Xoserve are in a position to complete the exercise including iGT MPRNs.

JW enquired when the 20 business day notification would be released. It was anticipated this would be released in September.

CB stressed the importance of communicating with the correct parties. AMi confirmed the appropriate contacts would be the DSC Contract Managers. It was suggested that Xoserve should arrange a workshop (possibly Webex) for the exercise.

The committee discussed the exercise and how different scenarios would be dealt with such as dealing with dead status, unregistered MPRNs, Shipperless MPRNs, and MPRNs appearing on multiple Supplier Portfolios. TCh provided a link within the presentation to the lessons learnt from the previous exercise.

CB challenged with the recent implementation of Project Nexus, managing defaults, and new change proposals, if this was an exercise required now, questioning if this was the best use of resources at this point in time. JF suggested this would be a good exercise to be undertaken as there are not always processes to capture the correction and resolution. CB challenged there should be a reason for triggering this exercise as there is a cost associated with this for Shippers. Xoserve felt it was a reasonable period from the last exercise to undertake another exercise.

JW suggested that Xoserve should allow the PIS exercise to conclude first, believing this to be September.

The committee considered the inclusion of iGTs. TCh confirmed that a CDSP solution has been scoped to process GT and iGT Meter Points.

9.2. Ofgem Switching Programme Update

AMi provided a presentation on the Ofgem Switching Programme, he confirmed this presentation will also be covered at the Distribution Workgroup and DSC Contract Management Committee meeting on 19 July 2017.

AMi provided a summary of the contents of the presentation. These included: the items outside scope of the Ofgem Switching Programme (OSP); Reform Packages; Market Intelligence Service; Retail Energy Code; Reform Package 2a; a Switch event example; the Implications of the OSP on Shippers and UK Link; and the Next steps.

A link was also provided to the External Design Advisory Group (EDAG) at: https://www.ofgem.gov.uk/system/files/docs/2017/06/edag_13_presentation_0.pdf

AMi confirmed that the items out of scope were: Supply points connected to the NTS; Settlement (and its supporting activities); the supply point register and the processes by which data is maintained; and MPRN creation (leading to the corresponding record on the Central Switching System), this will be retained by the GTs and iGTs.

AMi suggested there may be a requirement for a UNC Request/Review Group to consider the implications of the switching process.

He provided a summary of the RP2a phasing options and outlined the process and an example of a switching event and summarised the main implications which need to be considered (including Gemini systems).

AMi reported that Ofgem are continuing to present their RP2a proposal and will consult on RP2a proposal later in 2017. He questioned if the industry should form a UNC Review Group as a means for progressing the OSP consequential changes to the UNC and UK Link.

JF highlighted that a UNC Modification cannot be raised during a Significant Code Review (SCR) unless there is explicit permission from Ofgem.

The timing of such a Review Group was considered and whether it was premature to consider what changes would be required for a centralised switching service.

CB challenged if the industry was confident that the RP2a proposal was the final solution.

It was agreed at this point in time the Change Management Committee representatives would consider the discussions and presentation further but would not provide a recommendation at this stage.

9.3. Xoserve/Gemserv joint collaboration

AMi provided an update on the Xoserve and Gemserv joint collaboration and confirmed that this presentation had been provided at the Ofgem Switching Programme EDAG meeting on 22 June 2017.

AMi reported that Gemserv and Xoserve are delivering more reliable switching through collaboration. Ofgem's RFI on the 19 January 2017 set out the aspirations and benefits for a single Market intelligence service (MIS); and for Gemserv and Xoserve to provide information, including costs.

AMi confirmed that Xoserve have now reached a good understanding with respect to a joint programme of work that will deliver this, including a single dual fuel PCW solution.

The collaboration will bring together complementary skills and knowledge - gas, electricity, data, systems, information security, governance and a wide stakeholder understanding.

Gemserv and Xoserve have agreed to collaborate in order to:

- a) evaluate the opportunities for a single industry dual fuel MIS solution, and to do so in a manner that advances the development of a MIS as described in Ofgem's Faster and More Reliable Switching Request for Information (RFI);
- b) deliver a CMA compliant solution with respect to access to gas and electricity data for Price Comparison Websites. The service will be extended to energy suppliers; and
- c) seek to develop a single enquiry service for the delivery of information, data and services for the benefit of the wider Energy Industry.

9.4. Gemini vs UK Link system change constraints (Action 0601)

DT clarified that this item had been deferred from 12 July 2017 Change Management Committee Meeting. DT provided a presentation of priority decisions and impacts

He provided an extract from the DSC Change Management procedures referring to section 1.5.2.

DT confirmed that the Gemini Services are provided under the services described within the Service Description table and therefore changes fall under section 1.5.2 (a). He explained that the governance surrounding decisions by the Change Committee, where a constraint does not arise in the delivery of Gemini Changes with other Changes, will be a restricted class change with only National Grid NTS being the voting party.

He clarified that where there **is** a conflict in the delivery of change, section 4.4 describes where a change may have an adverse impact on other customer classes. In the instance where a constraint arises in the delivery of a Gemini Change with one or more other Change, this would be brought to DSC Change Management Committee to consider the course of action and how the adverse impacts could be mitigated. He clarified that the DSC Change Committee bears the responsibility for agreeing the course of action.

AMa challenged that the response didn't really answer the question posed to Xoserve. DT confirmed the committee would have to consider the options available, reviewing what options there are based on the risk and the committee would discuss and agrees the course of action to mitigate the risks.

SMc suggested that the detail of the presentation provided should be appended to the DSC Change Management Committee Terms of Reference which were being considered and approved next month. This was noted under Action 0402 update also.

9.5. Change / Management governance and process arrangements

AMa suggested that the Change Management Committee consider looking at the current change process by creating a separate sub-committee/forum to enable this to be discussed.

AMa provided a presentation which provided a review of post FGO committee arrangements.

He provided some further background, acknowledging that the merger of different change processes had been complex, there has been meeting paper delays, and expressed concern that DSC Change process lags too far behind the UNC Modification Process. There was also a consideration of whether the industry wanted technical solutions for UNC modifications to be included within the UNC Modification Assessment and where issues should be taken.

AMa suggested at present the DSC meetings are taking too long. In conclusion, he suggested that a DSC Governance sub-group is established to review the arrangements and make some recommendation on areas that could be approved. He suggested the review could include a further consolidated Change Proposal document, a consolidation of all the change reporting, and alignment of the UNC and Change Proposal processes, better production of meeting papers, structure of the DSC management and sub groups. He also questioned if the Contract and Change Management Committee could be merged what should be filtered into the System Development Group (SDG). He was keen to review where the process could be improved and what could work better.

DT welcomed the suggestion and agreed to consider how to streamline things. JM enquired if this would be a temporary sub group. CB welcomed a review on the alignment of UNC and DSC, and how the change process would link into the UNC, acknowledging that some changes will not require a UNC modification. It was recognised some consideration will be required on the contractual process.

CB highlighted the bucket of some 70 change proposals, and that current practice was not a true picture of how this process was designed to work, with the overhang of back-log changes. It was envisaged that the SDG would have a clear purpose, but what was missing was a place where parties can bring forward ideas (a preliminary issue resolution group).

It was suggested the industry needed a forum to engage the industry on ideas. NR suggested there would be a need to agree an assessment criteria for more complex issues to consider changes and avoid circular discussions. JW also suggested this should include time constrained discussions.

The move to set up a governance sub-committee to review how the process is working was approved by the committee. AMa agreed to draft the terms of reference and all agreed that it would be ideal if the Joint Office could be involved and chair the meeting where possible.

Action 0708: Xoserve to establish a suitable meeting date for the first Change Management Governance Review Sub-committee meeting (avoiding SPAA). All Representatives to be invited.

Action 0709: AMa to provide a draft Terms of Reference for the Change Management Governance Review Sub-committee

9.6. CNF File Update

MJ reported that SSE were finding the limit to the number of level 1 files was too low and asked if others were also struggling with this requirement to manually split and send multiple files. Other shipper (including CB and AMa) will refer back to constituents and report back to the next meeting.

10. Diary Planning

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

Meetings will take place as follows:

Time/Date	Venue	Programme
10:00 Monday 24 July 2017	Teleconference	Final review of Change Demand Backlog.
10:15 Wednesday 09 August 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising

10 August 2017	Cancelled	Cancelled
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Action Table (as at 13 July 2017)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
110117-04	11/02/17	n/a	<i>Elected Shipper – Change Order process</i> - DT and AM are to get together with the SSP team to establish what is happening and what reporting is required and what the current position is. Xoserve to write the change order and get a Network to sponsor.	Xoserve (DT/AMi)	Closed
0402	12/04/17	2.1	<i>DSC Committee Operation (terms of reference)</i> - DT to formulate a brief statement providing a clear explanation and references to appropriate documentation, for publication on the Joint Office website.	Xoserve (DT)	Carried forward
0601	07/06/17 Day1	2.2	Xoserve to explain how Gemini verse UK link system change constraints would be managed under the Change Management Procedures.	Xoserve	Closed
0602	08/06/17	2.0	Xoserve (DT) to discuss with the Contract Managers how the Policies for Board Recruitment would be managed in the future from a funding/budgetary and process perspective.	Xoserve (DT)	Transferred to Contract
0603	08/06/17	2.3	Xoserve (LC/DT) to provide greater clarity on the budget details and the Business Change Process regarding cost allocation.	Xoserve (LC/DT)	Carried Forward
0604	08/06/17	3.1.1	EDF Energy (GA) to update the Change Request form and submit the withdrawal notice for Modification 0614S.	EDF Energy (GA)	Closed
0605	08/06/17	3.1.1.	Xoserve Xoserve (LC) to submit the Evaluation Quotation Request (EQR) to clarify exact costs.	Xoserve (LC)	Closed
0606	08/06/17	4.1	Xoserve (LC) to send to the Change Managers an overview of the Change Proposals with a breakdown summary sheet, including the Change Proposal number and which action it related to.	Xoserve (LC)	Closed
0607	08/06/17	11.1	Xoserve (DT) to amend the Endurance Model in line with the 1 sub- committee proposal and submit this for feedback.	Xoserve (DT)	Closed
0608	08/06/17	11.2	Xoserve (LC) to pre-arrange passwords for all participants for each meeting.	Xoserve (LC)	Closed

Action Table (as at 13 July 2017)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
D1 0701	12/7/17	3.1	DT survey attendees of last SDG via email, asking why didn't attend.	Xoserve (DT)	Pending
D1 0702	12/7/17	3.1	Review the Change Demand Backlog For consequential change to Gemini-only change and Gemini impacted.	National Grid (SM) and Xoserve (LCh)	Pending
D1 0703	12/7/17	3.2	LCh to create a Release 2 schedule for next meeting on 09 August	Xoserve (LCh)	Pending
D1 0704	12/7/17	3.2	All to review the Change Demand Backlog prior to 24 July and send email to RH flagging which ones need discussing on 24 July.	All	Pending
D2 0705	13/7/17	2.2	Xoserve to provide an update on the work being undertaken to build an API capability.	Xoserve (AMi)	Pending
D2 0706	13/7/17	3.1.1	Xoserve (DA) to consider the budget provision for adhoc requests from the PAFA to Xoserve.	Xoserve (DA)	Pending
D2 0707	13/7/17	7.0	Xoserve to add further narrative, a crib-sheet, the RAG status, and colour coding, to the Change Management Committee Finance Report.	Xoserve (DT/LC)	Pending
D2 0708	13/7/17	9.5	Xoserve to establish a suitable meeting date for the first Change Management Governance Review Sub-committee meeting (avoiding SPAA). All Representatives to be invited.	Xoserve (ESm)	Pending
D2 0709	13/7/17	9.5	AMa to provide a draft Terms of Reference for the Change Management Governance Review Sub-committee	British Gas (AMa)	Pending