

UNC DSC Change Management Committee Minutes
Wednesday 14 February 2018
at Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees

Chris Shanley (Chair)	(RH)	Joint Office	Non-Voting
Kully Jones (Secretary)	(MB)	Joint Office	Non-Voting

Shipper User Representatives

Alison Neild*	(Ani)	Gazprom	Voting
Graham Wood*	(GW)	British Gas	Voting – (alternate for Andrew Margan)
Kirsty Dudley*	(KD)	E.ON	Voting (2 votes, Alternate for James Rigby)

Transporter Representatives

Chris Warner	(CW)	Cadent	DNO - Voting
Beverley Viney	(BV)	National Grid NTS	NTS - Voting
Debbie Brace	(DB)	National Grid NTS	NTS - Voting (alternate for Phil Lucas)
Joanna Ferguson*	(JF)	NGN	DNO- (alternate for Richard Pomroy)
John Cooper*	(JC)	BUUK	iGT – Voting (alternate for Nicky Rozier)
Katy Binch*	(KB)	iGT Representative	Voting

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
Hilary Chapman	(HC)	SGN	Non-Voting

Apologies

Lorna Lewin	(LL)	Orsted	Voting (2 votes)
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* via teleconference

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

1. Introduction

CS welcomed all to this additional meeting specifically to consider the DSC Implementation Plan and approval of 18 change proposals not discussed at the 07 February 2018 meeting.

1.1. Apologies for absence

See above table.

1.2. Alternates

The following list provides the current position in relation to the agreed alternates for voting purposes.

Graham Wood for Andrew Margan
 John Welch for James Rigby
 Kirsty Dudley for Colette Baldwin (retired)
 Alex Travell for Kirsty Dudley
 Lisa Cutbill for Lorna Lewin
 Marta Kalinowska for Alison Neild
 Hilary Chapman for Chris Warner
 Joanna Ferguson for Richard Pomroy
 Katy Binch for Nicky Rozier
 Nicky Rozier for Katy Binch
 Phil Lucas or Debbie Brace for Beverley Viney
 Beverley Viney or Debbie Brace for Phil Lucas

1.3. Confirm Voting rights

The voting rights for each member were as follows:

Representative	Classification	Vote Count
Graham Wood	Shipper Class A	1 vote (alternate for Andrew Margan)
Kirsty Dudley	Shipper Class A	1 vote plus 1 vote as alternate for James Rigby
Alison Neild	Shipper Class B	1 vote
Chris Warner	DNO	1 vote
Joanna Ferguson	DNO	1 vote (alternate for Richard Pomroy)
Debbie Brace	NTS	1 vote
Beverley Viney	NTS	1 vote (alternate for Phil Lucas)
John Cooper	iGT	1 vote (alternate for Nicky Rozier)
Katy Binch	iGT	1 vote

2. Change Logs

<https://www.gasgovernance.co.uk/DSC-Change/100118>

2.1. Xoserve DSC Implementation Plan

RH reminded Committee members that the consultation end date for *XRN4249 – Address Validation Solution -Part A – reinstating the monthly GB Mailing address update file*, is 14 February 2018.

2.2. Change Proposal Approval

RH presented each of the 18 change proposals requiring approval.

2.2.1. Changes Proposed for Removal from the Change Log - Change Request Approval

RH informed the Committee that Gazprom had sought clarification on a minor issue and confirmed that no representations were received opposing the change.

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

1. Voting Outcome:	Changes Proposed for Removal from the Change Log - Change Request Approval	
Shipper Representative	Voting Count	For/Against
Graham Wood	1	For
Kirsty Dudley	2	For
Alison Neild	1	For
Total	4	4
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Joanna Ferguson	1	For
Beverly Viney	1	For
Debbie Brace	1	For
John Cooper	1	For
Katy Binch	1	For
Total	6	6

2.2.2. XRN4299/UKLP251 – Reports required under UNC TPD V16.1 in Nexus (reports required by MOD 520A) - Change Request Approval

It was noted that EDF Energy had sought clarification on the numbering conventions and structure of the reports.

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

1. Voting Outcome:	XRN4299/UKLP251 – Reports required under UNC TPD V16.1 in Nexus (reports required by MOD 520A) - Change Request Approval	
Shipper Representative	Voting Count	For/Against
Graham Wood	1	For
Kirsty Dudley	2	For
Alison Neild	1	For
Total	4	4

2.2.3. XXRN4304/UKLP270 - Amend Referral rules for Class 2 smaller LSP’s – Change Request Approval

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

1. Voting Outcome:	XRN4304/UKLP270 - Amend Referral rules for Class 2 smaller LSP’s - Change Request Approval	
Shipper Representative	Voting Count	For/Against

Graham Wood	1	For
Kirsty Dudley	2	For
Alison Neild	1	For
Total	4	4
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Joanna Ferguson	1	For
Total	2	2

2.2.4. Schedule for the Issuing of the Supporting Invoicing Information Files (AML, COI, CZI) January – March 2018- *Change Request Approval*

RH reported that 2 representations in support of the change request had been received.

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

1. Voting Outcome:	Schedule for the Issuing of the Supporting Invoicing Information Files (AML, COI, CZI) January – March 2018- <i>Change Request Approval</i>	
Shipper Representative	Voting Count	For/Against
Graham Wood	1	For
Kirsty Dudley	2	For
Alison Neild	1	For
Total	4	4

2.2.5. XRN4248 –HSE Smart Metering Reports - *Change Request Approval*

RH confirmed that 2 comments had been received. The first comment related to defect number 586 which could skew the data submitted to the HSE. The second comment asked about the equivalent in Electricity. Xoserve responded to both comments to state they would discuss the defect with the HSE to inform them of the volume of activity relating to the defect and whilst liaising with the HSE would discuss the electricity report.

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

1. Voting Outcome:	XRN4248 –HSE Smart Metering Reports - <i>Change Request Approval</i>	
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Joanna Ferguson	1	For
John Cooper	1	For
Katy Binch	1	For

Total	4	4
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2.2.6. XRN4303/UKLP267 - Remove “N” as an allowable value for the SFN file – Change Request Approval

EDF had asked if the solution could be changed to allow a tolerance check of the read and for the read to be accepted if it passed. ES confirmed that a ‘N’ Field would result in the read being suspended and therefore no tolerance check would be applied. It was asked whether a ‘must read’ would be raised with regards to suspended reads.

Action 0201: Xoserve (ES) to investigate and clarify what happens with suspended reads in relation to the must-read process.

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

1. Voting Outcome:	XRN4303/UKLP267 - Remove “N” as an allowable value for the SFN file - Change Request Approval	
Shipper Representative	Voting Count	For/Against
Graham Wood	1	For
Kirsty Dudley	2	For
Alison Neild	1	For
Total	4	4

2.2.7. Changes to the Upper Parameter of the XDO Partial Refresh File – For information

RH reported that one representation had been received on this change proposal.

2.2.8. XRN3477/UKLP112 - Missing Key Data Item from iGTs to Shippers (Plot Number) – Change Request Approval

It was noted that one representation was received from Npower asking if the change reverts back to the process pre-Nexus and it was confirmed it was not the case.

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

1. Voting Outcome:	XRN3477/UKLP112 - Missing Key Data Item from iGTs to Shippers (Plot Number) - Change Request Approval	
Shipper Representative	Voting Count	For/Against
Graham Wood	1	For
Kirsty Dudley	2	For
Alison Neild	1	For
Total	4	4

2.2.9. XRN4288/UKLP147 - DDS/DDU file amendment - Change Request Approval

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

1. Voting Outcome:	XRN4288/UKLP147 - DDS/DDU file amendment - <i>Change Request Approval</i>	
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Joanna Ferguson	1	For
Total	2	2

2.2.10. XRN4514/UKLP367 -MIV File changes for MUR Invoice – For information

This change proposal was noted for information.

2.2.11. XRN/COR3386 New DN Role for CMS - Change Request Approval

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

1. Voting Outcome:	XRN/COR3386 New DN Role for CMS - <i>Change Request Approval</i>	
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Joanna Ferguson	1	For
Total	2	2

2.2.12. XRN4513/UKLP359 - CMS Address field validations against UK Link data – *Change Request Approval*

It was noted that two representations supporting the change proposal had been received.

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

1. Voting Outcome:	XRN4513/UKLP359 - CMS Address field validations against UK Link data - <i>Change Request Approval</i>	
Shipper Representative	Voting Count	For/Against
Graham Wood	1	For
Kirsty Dudley	2	For
Alison Neild	1	For
Total	4	4

2.2.13. AML Schedule Proposal - *Change Request Approval*

RH reported that this change proposal was the most contentious. The change was requesting Committee members to consider whether the AML schedule is acceptable, with the file being issued two weekends after the invoice or whether Xoserve needed to commit more resource and costs to reducing the timeframe. 1 representation comment was received from SSE which did not accept the proposal. The Committee requested for Xoserve to produce further evidence and analysis about the cost and resource implications of reducing the timeframe.

The committee agreed that this proposal should be sent back to DSG for further analysis.

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

1. Voting Outcome:	AML Schedule Proposal - Change Request Approval	
Shipper Representative	Voting Count	For/Against
Graham Wood	1	Against
Kirsty Dudley	2	Against
Alison Neild	1	Against
Total	4	4

2.2.14. XRN4309/UKLP287 - Back Billing for domestic sites needs to reflect the correct adjustment start date - Change Request Approval

RH reported that 2 representations had been received for this change proposal. One supported the change and the other sought clarification on duplication charges.

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

1. Voting Outcome:	XRN4309/UKLP287 - Back Billing for domestic sites needs to reflect the correct adjustment start date - Change Request Approval	
Shipper Representative	Voting Count	For/Against
Graham Wood	1	For
Kirsty Dudley	2	For
Alison Neild	1	For
Total	4	4

2.2.15. Incrementing Reads on Isolation Supply Meter Points - Change Request Approval

It was noted that two representations had been received. Npower supported the change but EDF had asked for clarification on the new process and how it would work.

KD informed the Committee that a constituent rep had requested this change not be progressed and would therefore be rejecting the change however had no further information.

The committee agreed that this proposal should be sent back to DSG for further analysis.

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

1. Voting Outcome:	Incrementing Reads on Isolation Supply Meter Points - Change Request Approval	
Shipper Representative	Voting Count	For/Against
Graham Wood	1	Against
Kirsty Dudley	2	Against
Alison Neild	1	Against

Total	4	4
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2.2.16. XRN4449/UKLP273 - Vulnerable Customer Data - One off Shipper report – Change Request Approval

RH reported that two representations had been received in relation to this change proposal. Npower had provided support and EDF had submitted various reports for consideration.

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

1. Voting Outcome:	XRN4449/UKLP273 - Vulnerable Customer Data - One off Shipper report - Change Request Approval	
Shipper Representative	Voting Count	For/Against
Graham Wood	1	For
Kirsty Dudley	2	For
Alison Neild	1	For
Total	4	6

2.2.17. XRN3283/COR3283 Recording of DN Siteworks/ New Connection Reference in Central System XRN4316/UKLP315 Meter Point Details Report & Sector Breakdown Report - Change Request Approval

No representations were received in relation to this change proposal.

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

1. Voting Outcome:	XRN3283/COR3283 Recording of DN Siteworks/ New Connection Reference in Central System XRN4316/UKLP315 Meter Point Details Report & Sector Breakdown Report - Change Request Approval	
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Joanna Ferguson	1	For
Total	2	2

2.2.18. XRN4316/UKLP315 Meter Point Details Report & Sector Breakdown Report – Change Request Approval

No representations were received in relation to this change proposal. JF/AN asked about the meter point details seeking clarification that it was only a reporting change and therefore questioned why it could not be implemented immediately.

Action 0202: Xsoserve (RH) to check and confirm the implementation date for XRN4316.

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

1. Voting Outcome:	<i>XRN4316/UKLP315 Meter Point Details Report & Sector Breakdown Report - Change Request Approval</i>	
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Joanna Ferguson	1	For
Total	2	2

2.3. Forthcoming Outage Notifications

RH informed the Committee that the planned outage for Sunday 18 February 2018 was no longer required.

Action Table (as at 14 February 2018)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0201	14/02/18	2.2.6	Xoserve (ES) to investigate and clarify what happens with suspended reads in relation to the must-read process.	Xoserve (ES)	Pending
0202	14/02/18	2.2.18	Xoserve (RH) to check and confirm the implementation date for XRN4316.	Xoserve (RH)	Pending