

UNC DSC Change Management Committee Minutes
Wednesday 09 January 2019
at Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees

Chris Shanley (Chair)	(CS)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting

Shipper User Representatives

James Rigby	(JR)	Npower	Class A-Voting
Kirsty Dudley*	(KD)	E.ON	Class A-Voting
Lorna Lewin*	(LL)	Orsted	Class B-Voting + Alternate (2 votes)
Shaheeni Vekaria*	(SV)	Plus Shipping	Class C-Voting (2 votes)

Transporter Representatives

Chris Warner	(CW)	Cadent	DNO-Voting
Richard Pomroy	(RP)	Northern Gas Networks	DNO-Voting
Phil Lucas	(PL)	National Grid	NTS-Voting
Richard Loukes	(RL)	National Grid	NTS-Voting
John Cooper*	(JC)	BU UK	IGT-Voting
Katy Binch*	(KB)	ESP	IGT-Voting

CDSP Change Management Representatives

Emma Smith	(ESm)	Xoserve	Non-Voting
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Observers

Andy Clasper	(AC)	Cadent	Non-Voting
Catrin Morgan	(CM)	Xoserve	Non-Voting
Crispin Wibberley	(CW)	Xoserve	Non-Voting
David Addison	(DA)	Xoserve	Non-Voting
Deborah Coyle-Spencer	(DCS)	Xoserve	Non-Voting
Emma Lyndon	(EL)	Xoserve	Non-Voting
Ellie Rogers	(ER)	Xoserve	Non-Voting
Fiona Cottam	(FC)	Xoserve	Non-Voting
Helen Chandler	(HC)	Northern Gas Networks	Non-Voting
Jane Goodes	(JG)	Xoserve	Non-Voting
Jonathan Heard	(JH)	Xoserve	Non-Voting
John Woodward	(JW)	Xoserve	Non-Voting
Leanne Jackson	(LJ)	Xoserve	Non-Voting
Megan Coventry*	(MC)	SSE	Non-Voting
Michele Downes	(MD)	Xoserve	Non-Voting
Mudassar Riaz	(MR)	Xoserve	Non-Voting
Paul Orsler	(PO)	Xoserve	Non-Voting
Peter Hopkins	(PH)	Xoserve	Non-Voting
Richard Hadfield	(RH)	Xoserve	Non-Voting
Richard Johnson	(RJ)	Xoserve	Non-Voting
Sally Hardman	(SHa)	Scotia Gas Networks	Non-Voting
Shanna Key*	(SK)	Northern Gas Networks	Non-Voting

Apologies

Alison Neild	(AN)	Gazprom	Class B-Voting
Mark Jones	(MJ)	SSE	Non-Voting

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dsc-change/090119>

1. Introduction

1.1. Apologies for absence

Please refer to above table.

1.2. Alternates

Lorna Lewin for Alison Neild.

1.3. Confirm Voting rights

The voting rights for each member in attendance was noted as follows:

Representative	Classification	Vote Count
Shipper Representatives		
James Rigby	Shipper Class A	1 vote
Kirsty Dudley	Shipper Class A	1 vote
Lorna Lewin (Alternate for Alison Neild)	Shipper Class B	2 votes
Shaheeni Vekaria	Shipper Class C	2 votes
Transporter Representatives		
Chris Warner	DNO	1 vote
Richard Pomroy	DNO	1 vote
Phil Lucas	NTS	1 vote
Richard Loukes	NTS	1 vote
John Cooper	iGT	1 vote
Katy Binch	iGT	1 vote

1.4. Approval of Minutes (12 December 2018)

The minutes from 12 December 2018 were approved.

2. New Change Proposals – Initial Review

2.1. XRN4833 Roll Out of Business Intelligence and Data Discovery Capability

Emma Smith (ESm) advised that funding for this Change Proposal is already included within BP18, therefore, approval is not required at today's meeting, however, Xoserve wanted to take this opportunity to start engagement with their customers on how this initiative would be delivered to them.

Jonathan Heard (JH) and Crispin Wibberley (CWi) talked through the slides provided for the meeting, at short notice, explaining the problems that are being encountered, the benefit of giving customers empowerment to self-serve and providing access to improved visualisations that deliver dynamic dashboards.

It was explained that Xoserve are looking to roll this out to Ofgem and are trying to establish a universe of information allowing customers to find their own data by creating their own reports.

Richard Pomroy (RP) asked if there would be a security risk of customers seeing data that they shouldn't. CWi explained that access control would be specific for that User and Xoserve would publish a data dictionary to provide clarity on data elements available.

CWi explained the terminology that will be used and talked through the key components that will be used to support the delivery of data which will also continue to include Data Transfers; Reporting and API's.

It was also confirmed that the last updated date will be shown against the data being selected.

CWi explained the next steps:

- Data Discovery capability is currently being rolled out externally.
- The proposal is to use the WAR Band change as the pioneer reporting suite for this capability.
- To support the rollout, Xoserve would be looking to provision access and provide training for users.
- The roll out plan will be shared at the next DSC Change Management meeting.

JH then showed a live demonstration of a Dashboard showing the key information that would be made available. The Committee members were supportive of the proposal.

3. New Change Proposals - Post Initial Review

None.

4. New Change Proposals - Post Solution Review

4.1. XRN4753 - CMS Increase Information in .QCL Response File

Richard Johnson (RJ) explained that three solution options were included in the consultation, CDSP have received four responses, two of which were in favour of solution option 1 and 2 in favour of the more technical solution option.

It was confirmed that at the last DSC Change Management Committee meeting, members approved this change proposal to be implemented as part of the November 2019 Release. CDSP had expected the preferred solution to be training (option 1) as suggested by the proposer.

It was then explained that, because some Users have responded with a preference for a technical solution, this will open up a funding discussion. The proposer doesn't want to pay for a technical solution to satisfy this change as their preference is for solution option 1 which is to provide support and training to customer to better understand files that are currently provided to the over IX.

Paul Orsler (PO) confirmed that this requirement has been added to the list of Xoserve provided training and education already with no requirement for funding.

There followed a lengthy discussion regarding funding, the solution to progress and what voting is required.

James Rigby (JR) explained that due to the timing of the publication of the change, his Shipper class constituency were unable to reach a clear consensus as far as voting requirements are concerned.

The proposer of the change, John Cooper (JC) confirmed that BUUK would not want to fund any technical solution.

It was then agreed that a new Change Proposal could be raised if a technical solution was wanted by another customer class. This Change Proposal could then progress with the training solution.

Committee members agreed to defer voting on this change proposal until next month to allow this approach to be investigated.

4.2. XRN4691 to 4694 - CSEPs and IGT & GT File Format Changes

Richard Pomroy (RP) updated the committee on the recent discussions held with IGTs. The proposal is to have a 2-month data cleanse exercise to see how much progress can be made on cleaning up the data. The success of the data cleansing will determine how the change proposals will move forward.

This Change Proposal is to be included on the agenda for the April 2019 DSC Change Management Committee meeting.

5. Xoserve DSC Implementation Plan

RJ talked through the outages tab on the implementation plan and advised there will be an outage on the weekend of 2 February 2019 for an annual test to prove disaster recovery capabilities and procedures for the Gemini B2B System. This activity does not impact the service.

JR mentioned that, XRN3667a – Provision of Prospective Formula Year AQ/SOQ and Historic AQ to Proposing Users is currently deferred due to there being an outstanding defect relating to AQs. It was confirmed that this is still on track for resolution. JR asked that if there is any risk of this defect not being fixed, to be advised as soon as possible as this defect resolution is critical.

No objections to the plan were made, therefore, it is deemed approved by the Committee.

5.1. UNC Validation Rules

Dave Addison (DA) joined the meeting to provide an update and request approval for the amendments made to the UNC Validation Rules to be presented to UNCC on 17 January 2019.

He explained that there have been several instances where Network Code Validation Rules have been changed and there was previously a suggestion that changes to the Validation Rules are to be brought to DSC Change Management Committee in advance of going to UNCC.

During the consultation process a further scenario was identified, which has been incorporated in to the document.

DA then talked the Committee through the changes shown on pages 23 onwards.

Committee members voted unanimously for the amendments made to the UNC Validation Rules to be presented to UNCC on 17 January 2019

Voting Outcome:		UNC Validation Rules	
Shipper Representative	Voting Count	For/Against	
James Rigby	1	For	
Kirsty Dudley	1	For	
Lorna Lewin	2	For	
Shaheeni Vekaria	2	For	
Total	6	For	
Transporter Representative	Voting Count	For/Against	
Chris Warner	1	For	
Richard Pomroy	1	For	
Phil Lucas	1	For	
Richard Loukes	1	For	
John Cooper	1	For	
Katy Binch	1	For	
Total	6	For	

6. Approval of Change documents

6.1. BER for Minor Release Drop 3

RJ explained approval is being sought for the funding for Minor Release Drop 3, which is due in February 2019.

There are two change proposals in scope:

1. XRN4690 - Actual Read following Estimated Transfer Read Calculating AQ of 1
2. XRN4717 - Use of up to date forecast weather data in first NDM Nominations Run
RJ explained that XRN4717 will just provide the capability/functionality and when it implements there won't be any visible changes initially.

Section 3 of the BER shows funding required to deliver the change and the funding split is:

1. XRN4690 - 100% Shipper funded.
2. XRN4717 - split 50-50 between Shippers and DNO's.

Committee members unanimously approved the BER.

Voting Outcome:		BER for Minor Release Drop 3	
Shipper Representative	Voting Count	For/Against	
James Rigby	1	For	
Kirsty Dudley	1	For	
Lorna Lewin	2	For	
Shaheeni Vekaria	2	For	
Total	6	For	
Transporter Representative	Voting Count	For/Against	
Chris Warner	1	For	
Richard Pomroy	1	For	
Total	2	For	

6.2. CCR for XRN4361 Release 2 Delivery

Catrin Morgan (CM) joined the meeting to provide an update on the Change Completion Report (CCR) for XRN4361 Release 2 Delivery and reminded the Committee that the approval of this CCR was deferred from the DSC Change Management Committee meeting on 07 November and 12 December whilst awaiting defect resolution for Xoserve to be able to provide the required reporting for the Health, Safety and Environment (HS&E).

Paul Orsler (PO) provided an update on the defect and advised that the solution has been quality checked, reviewed, and tested. The reports have now been issued to HS&E successfully and Xoserve are confident that this change has now been delivered.

SK highlighted that although the defect had been resolved, the production of the quarterly report had not been proven inline with principles previously agreed (3 months period prior to seeking approval for a quarterly report). CS suggested that an action be opened to monitor the delivery of the report to allow a vote on the CCR.

New action 0101: CDSP to provide an update at the March DSC Change Management Committee meeting on the creation of the quarterly report.

Members unanimously approved CCR XRN4361 Release 2 Delivery.

Voting Outcome:		CCR XRN4361 Release 2 Delivery	
Shipper Representative	Voting Count	For/Against	
James Rigby	1	For	
Kirsty Dudley	1	For	
Lorna Lewin	2	For	
Shaheeni Vekaria	2	For	
Total	6	For	
Transporter Representative	Voting Count	For/Against	
Chris Warner	1	For	
Richard Pomroy	1	For	
Phil Lucas	1	For	
Richard Loukes	1	For	
John Cooper	1	For	
Katy Binch	1	For	
Total	6	For	

6.3. CCR for XRN4769 Updates to Service Description Table

This change is now live in the DSC Service Lines and CDSP sought approval to close the change.

Members unanimously approved CCR XRN4769 Updates to Service Description Table.

Voting Outcome:		CCR XRN4769 Updates to Service Description Table	
Shipper Representative	Voting Count	For/Against	

James Rigby	1	For
Kirsty Dudley	1	For
Lorna Lewin	2	For
Shaheeni Vekaria	2	For
Total	6	For
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Phil Lucas	1	For
Richard Loukes	1	For
John Cooper	1	For
Katy Binch	1	For
Total	6	For

6.4. BER for June 2019 Release

CM advised the costs for the Business Evaluation Report (BER) are quoted on page 2 of 3 of the BER provided and published for this meeting.

CM confirmed the funding split for XRN4687 - Large Supply Point (LSP) Priority Service Register (PSR), which will be 100% Shipper funded and XRN4670 - Reject a Replacement Read, Where the Read Provided is Identical to That Already Held in UKL for the Same Read Date will be 100% Xoserve funded.

Shipper members unanimously approved the BER.

Voting Outcome:	BER for June 2019 Release	
Shipper Representative	Voting Count	For/Against
James Rigby	1	For
Kirsty Dudley	1	For
Lorna Lewin	2	For
Shaheeni Vekaria	2	For
Total	6	For

6.5. BER for XRN4665 Creation of New End User Categories

CM explained that XRN4665 Creation of New End User Categories will require a further change to Gemini to ensure consequential changes will work.

The funding split is Shippers 100% and the cost figure of x? includes a 10% contingency.

KD commented that the Gemini changes should have been able to be completed as part of this proposal, this is not a new change and a requirement to change Gemini should not be being recognised at this late stage.

ESm clarified that Xoserve are looking at how this can be avoided in the future but the impacts on Gemini were only identified during detailed design and not visible during the high-level IA initially conducted.

Shipper members unanimously approved BER XRN4665 Creation of New End User Categories.

Voting Outcome:	BER XRN4665 Creation of New End User Categories	
Shipper Representative	Voting Count	For/Against
James Rigby	1	For
Kirsty Dudley	1	For
Lorna Lewin	2	For
Shaheeni Vekaria	2	For
Total	6	For

7. Release Approvals / Updates

7.1. Release 3 Project Dashboard

7.1.1 Release 3 Project Dashboards and Plan Update (Track 2)

Peter Hopkins (PH) joined the meeting and provided the latest position for XRN4572 Release 3 Detailed Design Delivery.

Track 1, which includes 13 changes went live in November 2018 and now Post Implementation Support (PIS) is closing out.

The overall project status is Green, and all market trials were completed before Christmas.

For Track 2 and XRN4534 Amendment to RGMA Validation Rules for Meter Asset Installation Date, see agenda item 7.1.2.

7.1.2 XRN4534 – RGMA Validation Deployment Position and Approval of the Go-Live Date

PH advised that the 1st February 2019 go live is no longer a viable option for deploying XRN4534 due to additional delays experienced at the start of acceptance testing. To pursue this date now would add unacceptable risk on dress rehearsal and therefore deployment of XRN4454 (Cadent).

Following discussion at the last DSC Change Management Committee meeting in December, the preferred contingency go live date of 01 March is now the best option for delivering XRN4534 as part of Release 3.

Some testing is still to be completed, therefore Xoserve no longer believe 01 February is realistic without causing unnecessary risk to Cadent.

It is expected that Xoserve will have confirmation that 01 March will be viable by next DSC Change Management Committee meeting in February.

If 01 March 2019 turns out to be a No-Go, Xoserve will need to assess what the alternative options will be (deploy on its own or merge in to a future minor or major release).

New Action 0102: CDSP to provide the Committee with their level of confidence for a 01 March implementation for XRN4534 once an internal assessment had been completed.

Committee members unanimously approved for 01 March implementation:

Voting Outcome:		
XRN4534 – RGMA Validation Deployment Position and Approval of the 01 March 2019 Go-Live Date		
Shipper Representative	Voting Count	For/Against
James Rigby	1	For
Kirsty Dudley	1	For
Lorna Lewin	2	For
Shaheeni Vekaria	2	For
Total	6	For
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Phil Lucas	1	For
Richard Loukes	1	For
John Cooper	1	For
Katy Binch	1	For
Total	6	For

7.2 February 2019 Releases – Delivery Plan

ESm provided an update on the following Releases to be implemented around February:

XRN4572 Release 3 Track 2 – 01 February 2019

- XRN4454 – DN Sales Requirements for UK Link Enduring Solution

XRN4802 Minor Release Drop 3 – 16 February 2019

- XRN4690 - Actual read following estimated transfer read calculating AQ of 1
- XRN4717 - Use of up to date Forecast weather data in first NDM Nominations Run

February 2019 Release – 01 March 2019

- XRN4453.1 - Amendment to Job/UPD hierarchies to show 'irrelevant' datasets
- XRN4770 - NDM Sample Data – Mod 0654 Delivery
- Change Pack 1972.7 - Ability to Accept Extended Reading Indexes of up to 12 characters
- Change Pack 2024 - The inclusion of rejection code SAN00001 in the rejection code list
- Change Pack 2140.8 - Minor change to UK link Manual to reflect receipt of Service Desk contacts via Web portal

7.3 November 2019 Release – Delivery Plan

Richard Hadfield (RH) introduced the plan on a page detailing XRN4828 November 2019 Release status update and informed the committee that the 6-month notice of implementation will be given on 08 May 2019.

The scope for this release, which was agreed at the December DSC Change Management Committee meeting is as follows:

- XRN4753 – CMS Increase information provided in .QCL response file
- There is an outstanding question on which solution option will be required for this change.
- XRN4621 – Suspension of the Validation between Meter Index and Unconverted Converter Index
- XRN4725 – New read reason type for LIS estimate readings
- XRN4679 – Requiring a Meter Reading following a Change to Local Distribution Zone or Exit Zone

Overall project status is green but there is an environment and resource capacity risk due to multiple deliveries running in parallel.

7.4 June 2019 Release – Delivery Plan

CM advised that the overall project status for the June Release Delivery Plan is green but there is an environment and resource capacity risk due to multiple deliveries running in parallel. An extraordinary DSC Change Management Committee meeting is planned for 21 January for Xoserve to seek approval for the Change Pack following the consultation period.

Post meeting update: This meeting has been communicated and the agenda published here: www.gasgovernance.co.uk/dsc-change/210119.

7.5 XRN4665 Creation of New End User Categories – Delivery Plan

CM advised that the overall project status for XRN4665 is green but there is an environment and resource capacity risk due to multiple deliveries running in parallel.

7.6 XRN4665 Creation of New End User Categories: Confirmation of logic for EUC Naming Conventions, CSEP Creations/Amendments, Twin Stream and Telemetered

ESm explained as this change proposal has moved in to design some issues have been identified and they are currently making sure the process works end to end. The change pack has been issued and close-out is 09 January 2019. Two responses have been received so far, both are in support. Katy Binch (KB) advised of a representation that has been submitted, ESm will contact and discuss further offline. KB also suggested the material for 21 January needs to be shared ahead of the meeting so that it is visible that all concerns have been addressed.

ESm confirmed there can be no slippage in the implementation date.

Internal high-level workshops are continuing and one more external workshop for March 2019 will be planned in.

8. CSS Consequential Change Update

CSS Consequential Workgroups

Following the presentation provided for the meeting, Emma Lyndon (EL) updated the committee and advised of the current schedule of Industry workgroups as follows:

- 09 January 2019
- 22 January 2019
- TBC early February 2019
- 19 February 2019

At the end of January 2019, a specific CSS Consequential workgroup is being planned for IGT and Network Operators.

Consequential Costs

The CSS Consequential Programme has been initiated. EL advised that, in order to progress project mobilisation activities, high level design and detailed design funding is required.

Xoserve will be submitting an authorisation request to strike contracts early against the BP19 budget.

CSS Bid

It was confirmed that Xoserve are now in the final phase of the bid process and that the Best and Final Offer (BAFO) was submitted on 07 January 2019.

9. Horizon and Future Release Change Planning

9.1. Bubbling Under' Report

Ellie Rogers (ER) arrived to talk through the Bubbling Under Report and provided the following update:

Modification	Update
0621 A-L (no I; G withdrawn) Amendments to Gas Transmission Charging Regime	Ofgem issued a notification rejecting 0621 and all the alternatives on 20 December 2018. Within the decision letter, Ofgem confirmed that 0621 modifications seek to implement the TAR NC, which GB must be compliant with by May 2019. Having assessed the compliance of the proposals, Ofgem concluded that the proposals are not compliant with the TAR NC.
0630R Review of the consequential changes required in UNC as a result of the Ofgem Switching Programme	An update was provided during the December DWG meeting and it was highlighted that any concerns or questions would be covered under the DSC Delivery Sub-Group CSS meeting hosted by Xoserve. The aim is to have the legal text drafted by the end of March 2019.
0647 Opening Class 1 reads to Competition	The modification has been amended to account for a transitional period of 3 months. The business and cutover rules are close to being finalised. A ROM has been requested which is expected to be discussed at January 2019 DWG.
0651 Changes to the Retrospective Data /update provisions	Currently awaiting Ofgem decision. At December Modification Panel, Ofgem committed to getting an update or decision by the January 2019 meeting.
0652 Introduction of winter read/consumption reports and associated obligations	This was discussed at Distribution Workgroup, the modification has been amended slightly, legal text has now been received and will be presented to UNC Panel 17 January 2019. It was suggested this should move from bubbling under.

0659 Improvements to the Composite Weather Variable	The modification has been withdrawn as the change required was approved through DESC and a included within a Methodology document. The central changes required as part of this are being pick up through XRN4772. Proposed removal from Bubbling Under.
0660 Amendment to PARR permissions to allow PAC to update with UNCC approval	It was suggested this should move from bubbling under.
0661 Reconciliation and Imbalance Cash Out Prices	Last Workgroup was 08 November. There are 4 options but only 1 is being considered for development. Dependent on the outcome of the Review Group, there are likely system impacts. Business rules need to be considered and developed further.
0662 Revenue Recovery at Combined ASEPs	The required changes will be captured as part of the EU GB Charging project. Xoserve systems have been impact assessed and the development of the modification solution is relatively simply.
0663 Extending the data comprised under the definition of Supply Point Premises Data	This has been withdrawn as it is covered under 0649. It was suggested this should move from bubbling under.
0664 Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4	The Modification has been amended to apply the obligation in the first year of entry to the settlement classes only. Business rules have been agreed and a ROM has been requested.
0665 Introduction of suitable classification of Ratchetable Supply Points & ensuring accurate Capacity Allocations (SOQ)	High level business rules have been agreed and in summary: <ul style="list-style-type: none"> • Class 1 sites - Ratchet Regime and charges will apply • Class 2 sites - 'New' Ratchet Regime and charge applied • DNs can elect any Class 2 sites to have the Class 1 Ratchet Regime and charges applied. A ROM has been requested and a response will be provided once the detailed business rules have been finalised. UK Link will be impacted by this change. FMR has been extended and is expected in February 2019.
0667 Inclusion and Amendment of Entry Incremental Capacity Release NPV test in UNC	Following discussions at Transmission Workgroup, it has been confirmed that there will be 'no impact' to central systems. The Final Modification Report has been extended and expected in March 2019.
0668 Amendment of the Data Permission Matrix to add Alt Han Company as a new User type	Legal text has been finalised and the Workgroup Report was discussed at the December Panel. Panel voted to issue 0668 out for Consultation until 10 January 2019. The FMR is due to be discussed at January Panel. If Panel vote to approve, the modification could be implemented in February. The actual data to be released to AltHANCo is being discussed through DSC Change Committee meetings.
0669 Review of the Gas Deficit Warning (GDW) and Margins Notices (MN) Arrangements	Discussions and developments continue through the Review Group. There may be process and system impacts dependent on the outcome of the review as Xoserve has business processes that support National Grid with the GDW. This is currently unknown and still being developed.
0670 Review of the charging methodology to avoid	Currently 3 ideas for a charging methodology to avoid the inefficient bypass of the NTS. There are potential system impacts to be confirmed.

the inefficient bypass of the NTS	
0671 New Capacity Exchange process at NTS exit points for capacity below baseline	Following discussions at the Transmission WG, it was highlighted that central systems will be impacted. This could impact the proposed Modification implementation of June 2019. Once the business rules are agreed, a ROM will be requested. Expected in January 2019. Legal text is also expected to be provided in January.
0672 Incentivise Product Class 4 Read Performance	The modification has been amended to clarify the 3 main elements: <ol style="list-style-type: none"> 1. Reporting and measuring performance vs targets 2. Applying a read incentive charge 3. Incentive charge fund Development continued through UIG WG. FMR extended and expected in April 2019.
0673 (Urgent) Amendment of UNC and DSC arrangements to enable Xoserve to bid for and provide CSS Services	At an extraordinary Panel meeting on 22 November, members recommended the implementation of Modification 0673. Ofgem confirmed their decision and the implementation of 0673 on 30 November 2018. Proposed to be removed from Bubbling Under.
0674 Performance Assurance Techniques and Controls	At December Panel it was confirmed that the modification is being redrafted to provide greater clarity and is due to be presented at January Panel.
0675 Enabling changes to the BBL Interconnection Agreement to facilitate physical reverse flow	Modification to enable changes to be made to the BBL Interconnection Agreement to facilitate physical reverse flow and amendment to reference temperature conditions. December Panel agreed to issue modification to WG and report back in February. No central system impacts expected.
0676 Review of Gas Transporter Joint Office Arrangements	To request a review of the Uniform Network Code (UNC) General, Modification Rules and Joint Gas Transporter Governance arrangements for the Joint Office of Gas Transporters. Output for the Review Group is to assess whether the current arrangements are fit for purpose and recommend modifications where appropriate. Due to be discussed at January 2019 Panel.
0677 Shipper and Supplier Theft of Gas Reporting Arrangements	Scope of the request is to look at Theft of Gas (ToG) reporting by Shippers.

9.2. Gemini Horizon Planning

Rachel Addison (RA) arrived to advise there are no changes since last month and updated the committee with the planned timescales.

9.3. UK Link Changes plan on a page

RH provided a view of all the UKL release project timelines.

When asked, it was confirmed that this will be used together with the Change Register, a simplified change register that should be up and running shortly and the website, which over timewill give more information.

10. Finance and General Change Budget Update

Overall spend to date is £1.3m, finance and budget status is green within the budget and total spend is tracking green.

For clarification it was explained that the Total VOWD of £1296.2 is further broken down in detail in the legend to the right of the Pie chart.

11. Review of Outstanding Action(s)

Action 1101: CDSP to review how data changes are prioritised with customers

Update: Carry forward

Action 1102: XRN4361 - Any change proposals with a reporting element to be separated from the CCR for separate final sign-off.

Update: This was discussed in agenda item 6.2. This is now approved and there is monitoring in place for the last report. See new action 0101. **Closed**

Action 1103: CDSP to consider the visibility of defect changes.

Update: This is being progressed via DSG with Paul Orsler. **Carry Forward**

Action 1104: Joint Office to investigate problems with the download function button on the bottom of the website page for Zipped files, not capturing all published documents.

Update: CS advised the zip functionality does work, however, the zip file collates a separate file by publication date. **Closed**

Action 1201: Xoserve to remove XRN3667a from the functional changes in the Implementation Plan and to confirm revised implementation date. This was discussed under item 5.1 and confirmed that the revised implementation date is 01/02/2018.

Update: Closed

12. Any Other Business

12.1. IX Refresh Update

John Woodward (JW) joined the meeting and summarised the presentation provided advising of the December milestones that have been achieved:

- Phase One, Two and Three customer's phone lines continued to be installed
- Phase Four customers work packages continued to be progressed via Gamma
- 77 sites have had phone lines installed
- 20 customers received appointments for phone line installations
- 16 customers contacted for outstanding site surveys. 11 are now remaining
- Customers with DR equipment engaged about testing approach

Customers have also been contacted about additional IP range / addresses for IX End User equipment.

JW also updated the committee on the plan for the 3 months January to March.

12.2. KVI Change Survey Results

ESm provided the committee with the KVI Change Management Survey Feedback and advised that the next survey is due in January 2019.

Key feedback

- All in all, a great improvement to the change process, it has come a long way since January 2018
- Need to be better balance the volume of communications and a reduction in number of issues
- Change register needs to be improved to help customers to track overall changes through DSC governance.
- Consistency of information between Xoserve and Joint Office (JO) must be improved. ESm highlighted that once the new Xoserve website goes live, changes will be made in how Change Proposals will be published with use of the JO website reducing overtime.
- Xoserve does not always give a range of solution options nor a clear indication of funding for those solutions. ESm clarified, for most changes multiple solution options are given, when that is not the case, it is usually when the change proposal specifies only one solution is required.

12.3. Xoserve Change Proposals and the E2E Change Process

ESm provided an overview of the Change Proposal process which includes stages Pre-Capture, Capture and Delivery. The process is clearly and simply set out and will be posted on the website, when the new website is up and running.

Feedback from Committee Members was very positive.

12.4. MDD Process

DA provided an overview of the 'strawman' for migrating the MDD process to the UNC advising that CDSP will be responsible for supplying:

- Market Participant Identifiers
- Maintaining the Shipper to Supplier Relationship Table
- Maintaining the Transporter to Shipper Relationship Table

There are a number of preliminary discussion points that are being considered, the principles proposed are as follows:

- Validation based on 'fact-based checks' by CDSP
- Removing barriers to entry
- Simplifying the existing process
- Making arrangements inclusive and fair, noting that certain Market Participants are not UNC Parties
- Making the end to end process expedient
- Making decision making robust and objective
- Making provisions fit for future nature of industry

It was clarified that rather than using unanimous agreement, a simple majority is usually used in the DSC Contract Committee, this would then be consistent with the DSC rules. DA also highlighted that he was aiming to make the DSC process work with the electricity equivalent. There was also support for a mechanistic approach to be defined so that appropriate approval can be given (by the approved MDD method) in a timely manner and ensure that actual DSC Committee approval is only sort on an exception's basis.

12.5. UIG Taskforce Verbal Update

Leanne Jackson (LJ) and Fiona Cottan (FC) joined the meeting to provide a UIG Taskforce update. Discussions have been had with the PAFA and AUGE to go through the high-level approach and findings documented to date.

The Plan on a Page has been updated to include January 2019, to date, seven findings and 9 recommendations have been published. These can be viewed here:

www.xoserve.com/index.php/unidentified-gas-uig/.

LJ highlighted that on the 28 January 2019 a UIG Workgroup will walk-through the Taskforce recommendations. For each investigation line a set of options will be put forward to support the reduction of UIG. The Taskforce would like all Industry parties to engage in the discussion of options and suggest other options if needed.

When asked, it was confirmed that the finance provided for the Taskforce currently goes out to the end of March 2019.

12.6. Amendment Invoice Update

Deborah Coyle (DC) and Michele Downes (MD) provided an overview of the Amendment Invoice Taskforce Progress Report.

DC advised that the overall RAG status is currently amber and then went through the primary areas of focus:

Root Cause Analysis

Of the original 32 defects in scope for the taskforce we now have 6 remaining, these are planned for deployment at the end of January 2019.

Defects and Exclusion

Further to the original defects there have been 21 BAU defects being worked on and all exclusions associated with these defects will be released once they have been deployed. Details of all defects and their progress are shared on the Xoserve website and updated on a weekly basis.

Business as Usual

The UIG Weighted Factors related activities have been completed and therefore the status has been updated to Amber from Red. Xoserve will start to issue invoices along with supporting files week commencing 07 January 2019.

James Rigby (JR) asked for the level of confidence for XRN4740 defect resolution. MD clarified Xoserve are confident that the enduring solution will be implemented 15 February 2019, (after the AQ process has run) and the AQs will then be recalculated.

12.7. XRN4770 NDM Sample Data Change Pack

ER gave a short update for XRN4770 NDM Sample Data and explained that it has been identified that there are some inconsistencies in the proposed file format compared to UK Link standards which other UK Link files comply with.

These are minor inconsistencies in certain record/field names and allowable values, which have been raised with the Demand Estimation Sub-Committee (DESC) and individual Shippers who are already sending the data to the CDSP.

Xoserve are proposing that the file format is amended to meet the UK Link standards and become consistent with other UK Link files, plus avoiding having multiple fieldnames and formats for the same data item.

CS advised that the file formats also form part of the DESC document File Format (Third Party NDM Sample Data) which is published here: <http://www.gasgovernance.co.uk/desc> and as part of Modification 0654S should now become a UNC Related Document.

KD clarified that, as part of XRN4770 she is not agreeing to the cutting up of the document that is owned by DESC. CS said Xoserve should still be able to accept data as now and under the new proposed format as it is an offline process.

13. Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Meetings will take place as follows:

Time/Date	Venue	Programme
10:30 Wednesday 13 February 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

Action Table (as at 09 January 2018)					
Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
1101	06/11/18	3.1	CDSP to review how data changes are prioritised with customers Carry forward	CDSP (LW)	Carried Forward
1102	06/11/18	6.3	XRN4361 - Any change proposals with a reporting element to be separated from the CCR for sperate final sign-off. Discussed earlier – approved now and monitoring last report	CDSP (LCh)	Closed

1103	06/11/18	7.3	CDSP to consider the visibility of defect changes. Discussing through DSG – work being done by Paul Orsler	CDSP (ESm)	Carried Forward
1104	06/11/18	15.3	Joint Office to investigate problems with the download function button on the bottom of the website page for Zipped files, not capturing all published documents. CS it does work – the zip file collates each set of files by date – KD remember	Joint Office (CS)	Closed
1201	12/12/18		CDSP to remove XRN3667a from the functional changes in the Implementation plan and to confirm revised implementation date.	CDSP (ESm)	Closed
0101	09/01/19	6.2	CDSP to provide an update at the March DSC Change Management Committee meeting on the creation of the quarterly report.	CDSP (ESm)	Pending
0102	09/01/19	7.1.2	CDSP to provide the Committee with their level of confidence for a 01 March implementation for XRN4534 once an internal assessment had been completed.	CDSP (ESm)	Pending