

**UNC DSC Change Management Committee Minutes**  
**Wednesday 10 June 2020**  
**Via teleconference**

<b>Attendees</b>			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Maitrayee Bhowmick-Jewkes (Secretary)	(MBJ)	Joint Office	Non-Voting
<b>Shipper User Representatives (Voting)</b>			
Claire Louise Roberts as Alternate	(CLR)	Scottish Power	Class A Voting
Mark Jones	(MJ)	SSE	Class A Voting
Lorna Lewin	(LL)	Orsted	Class B Voting
Alex Mann	(AM)	Gazprom	Class C Voting
<b>Transporter Representatives (Voting)z</b>			
Guv Dosanjh	(GD)	Cadent	DNO Voting
Richard Pomroy	(HC)	Wales & West Utilities	DNO Voting
Teresa Thompson + Alternate	(RL)	National Grid	NTS Voting
Kevin Duddy	(KDu)	IGT Representative	IGT Voting
Rebecca Cailles	(RC)	IGT Representative	IGT Voting
<b>CDSP Change Management Representatives (Non-Voting)</b>			
Emma Smith	(ES)	Xoserve	
James Rigby	(JR)	Xoserve	
Paul Orsler	(PO)	Xoserve	
<b>Observers/Presenters (Non-Voting)</b>			
Andy Clasper	(AC)	Cadent	
Helen Chandler	(HC)	Northern Gas Networks	
Jack Wilde	(JW)	Northern Gas Networks	
Kirsty Dudley	(KD)	EON	
Oorlagh Chapman	(OC)	Centrica	
Sally Hardman	(SH)	SGN	
Charlie Haley	(CH)	Xoserve	
David Addison	(DA)	Xoserve	
Dione Thompson	(DT)	Xoserve	
Ed Healey	(EH)	Xoserve	
Ellie Rogers	(ER)	Xoserve	
Emma Lyndon	(EL)	Xoserve	
Jai LeResche	(JLR)	Xoserve	
James Barlow	(JBa)	Xoserve	
Julie Bretherton	(JB)	Xoserve	
Mark Pollard	(MP)	Xoserve	
Mike Payley	(MPa)	Xoserve	

Mudassar Riaz	(MR)	Xoserve
Rachel Addison	(RA)	Xoserve
Richard Hadfield	(RH)	Xoserve
Simon Harris	(SH)	Xoserve
Surfaraz Tambe	(ST)	Xoserve
Tom Lineham	(TL)	Xoserve

Copies of all papers are available at: <https://www.gasgovernance.co.uk/dsc-change/100620>

## 1. Introduction

Bob Fletcher (BF) welcomed all to the meeting and confirmed the meeting quorate.

### 1.1. Apologies for absence

Stephanie Clements.

Richard Loukes.

### 1.2. Alternates

Claire Louise Roberts for Stephanie Clements.

Teresa Thompson for Richard Loukes.

### 1.3. Confirm Voting rights

Representative	Classification	Vote Count
<b>Shipper</b>		
Claire Louise Roberts + Alternate for Stephanie Clements	Shipper Class A	1 vote
Mark Jones	Shipper Class A	1 vote
Lorna Lewin	Shipper Class B	2 votes
Alex Mann	Shipper Class C	2 votes
<b>Transporter</b>		
Guv Dosanjh	DNO	1 vote
Richard Pomroy	DNO	1 vote
Teresa Thompson + Alternate for Richard Loukes	NTS	2 votes
Kev Duddy	IGT	1 vote
Rebecca Cailes	IGT	1 vote

### 1.4. Approval of Minutes (13 May and 27 May)

The minutes from the meetings held on 13 May and 27 May 2020 were approved.

### 1.5. Review of Outstanding Actions

**0108:** Xoserve (ES) to ensure Governance Subcommittee reviews the governance arrangements around change assurance and associated health check for development – carried forward to July.

**Update:** Action not discussed as it is due at the July meeting. **Carried forward.**

**0216:** Xoserve to review how they can be clearer when discussing costs where they have already spent a proportion of the budget – to be reviewed in July.

**Update:** Action not discussed as it is due at the July meeting. **Carried Forward**

**0501:** Xoserve (RT) to add a colour coding key to the Planned Outages slide of the presentation.

**Update:** JLR confirmed an additional slide has now been added to the presentation for item 5.0. **Closed.**

**0502:** Xoserve (PO/JR) to discuss with industry the need for reviewing CPs approved for capture and their potential impact on change prioritisation.

**Update:** JR informed the Committee that the CPs approved for capture were currently being collated. Xoserve have decided to review them with each of the constituency groupings to identify who will sponsor the changes for impact assessment. He added Xoserve have also started organising Shipper engagement meetings which will start at the end of June or early July. If these meetings are not the best forum for these discussions, then Xoserve will review how best the industry can discuss these CPs. The Committee confirmed they were comfortable with this approach. **Closed**

**0503:** Xoserve (PO) to update the UK Link POAP to ensure it is consistent with progress made against the various CPs.

**Update:** PO confirmed an update will be provided under Agenda item 7.7. **Closed**

**0504:** Xoserve (MD) Record the details of the issue relating to unresolved exceptions on the issue register.

**Update:** A post meeting update is expected. **Carried Forward**

**0505:** Xoserve (MD) to ensure the exception details are clearly visible for customers on the Xoserve.com website and updated with latest information including progress, resolution dates and volumes.

**Update:** A post meeting update is expected. **Carried Forward**

**0506:** Xoserve (JR) to consider if there is an option for consolidated and separated meeting packs.

**Update:** JR confirmed this has now been completed Members thanked Xoserve for their cooperation in completing action as it has helped to improve communications within organisations. **Closed**

**0507:** Xoserve (JR) to put forward their proposal to managing Shipper Information and Performance Packs via a CP to the industry.

**Update:** JR advised he has been discussing this proposal with a potential sponsor and he hopes to put the change in to capture next month. **Closed**

**2. New Change Proposals – Initial Review**

**2.1. XRN5186 Modification 0701: Aligning Capacity booking under the UNC and arrangements set out in relevant NExAs**

Jai LeResche (JLR) introduced this Change Proposal (CP).

She advised the Committee that although the CP falls under Service Area 11, which means it should be 100% DNO funded, it is expected to impact both Shippers and DNOs and therefore it is recommended that both customer groups should vote to approve it.

Kirsty Dudley (KD) suggested that voting on a CP in the initial stages should be done according to the funding customer for the relevant service area, and after capture and impact assessment, all impacted customers should be flagged for voting. Paul Orsler (PO) agreed with this approach.

Ellie Rogers (ER) asked whether this approach would change if the proposer of a CP believed other customers were impacted besides those identified by the service area. PO replied that whilst these other customer groups could be flagged, confirmation of impacts would not be confirmed until the impact assessment had been completed.

Bob Fletcher asked the Shipper members for their views and received unanimous agreement with this approach for a DNO only vote as the funding customer group subject to conclusion of the impact assessment.

However, further to discussions under item 2.2 (below), the Committee agreed that all impacted customers should vote to approve the CP.

Shipper and DNO Members were asked to vote and unanimous approval was given for this CP to proceed to capture.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Richard Pomroy	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

**2.2. XRN5187 - Modification 0696V - Addressing inequities between Capacity booking under the UNC and arrangements set out in relevant NExAs**

JLR presented this CP. She confirmed impacted customers for this CP were Shippers and DNOs whilst the CP fell under Service Area 11 and asked the Committee how they wished to vote.

PO suggested that as the proposer for this CP was a Shipper, the voting might include a Shipper vote. Richard Pomroy (RP) disagreed with this and stated there should be consistency in how voting is done for all CPs as this approach was not consistent with the proposed vote for 2.1. CP5186.

ER explained that to maintain consistency a Shipper and DNO vote had originally been suggested for both this and CP5186. Emma Smith (ES) added that historically where there were no discussions around a CP, the voting was done according to the Service Area the CP fell under. However, a proposer can only raise a CP that impacts a service line they fund, however in this situation the CP was driven by a UNC Modification and therefore the proposer of this CP was a Shipper. In this situation it seemed to be appropriate that the voting should include Shipper members.

Some discussion took place around this and the Committee agreed that both impacted customer groups should vote on this and the previous CP and that the DSC Change Management Procedures should be reviewed and further clarity for this situation included if needed.

Shipper and DNO Members were asked to vote and unanimous approval was given for this CP to proceed to capture.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Richard Pomroy	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

**3. New Change Proposals - Post Initial Review**

**3.1 XRN5144 - Enabling Re-assignment of Supplier Short Codes to Implement Supplier of Last Resort (SoLR) Directions**

David Addison (DA) reminded the Committee that this CP had been deferred at last month's meeting.

He explained that this is a Central Switching Service (CSS) Programme CP. If Xoserve does not assess the CP against UK Link and participant systems, the CSS Programme will proceed with their view of how the change will be implemented, regardless of whether the Committee votes to approve the CP. He added that whilst he was not endorsing the CP, he wanted to highlight the risks of not progressing it so the impact assessment could be carried out.

Claire Louise Roberts (CLR) asked if DA had informed Ofgem of the Committee's reservations around this change. DA confirmed that Ofgem were aware and the CSS Programme were

separately reviewing a different way the change could be implemented. However, Ofgem was still of the view that the industry needed to undertake the analysis required.

RP noted that carrying out an impact assessment was acceptable although he added that he was still against the idea of implementing this CP. He asked if DA could pass the CSS change details to the Committee. DA confirmed he would send the papers out.

**New Action 0601:** Xoserve (DA) to provide the details of the proposed CSS changes related to CP5144 - Enabling Re-assignment of Supplier Short Codes to Implement Supplier of Last Resort (SoLR) Directions.

KD agreed that work was needed to progress this but was not sure what could be done within the current remit.

DA informed the Committee that Xoserve were seeking views to target their assessment. He added that Ofgem were willing to consider industry views and that they are likely to be open to discussions. He put it to the Committee that industry participants should have conversations with Ofgem about this.

KD asked for clarity around next steps. DA explained Xoserve would be reviewing what changes will need to be made to the UK Link systems and working out the technical details and logistics around solutions. In short, Xoserve would need the approval of the Committee to start working on this CP in order to present solution options to the Committee following an initial impact assessment.

Mark Jones (MJ) raised concerns around how Shippers were meant to implement this change or Xoserve build a solution within the proposed timescales. DA explained that he believes if an incumbent Shipper was unable to take on a Supplier due to system constraints then Ofgem are likely to take this into account. He added this will possibly be added as a rule to the Retail Energy Code (REC).

In conclusion, DA confirmed that Xoserve needed to start working on the impact assessment as soon as possible. He asked the Committee to vote on whether Xoserve can start capture work for the CP to be developed through the DSG.

CLR noted that whilst she was originally going to defer, she had voted for Xoserve to progress the CP's development with the view that Ofgem are looking to move ahead with its proposals. She asked DA if the next time the CP is brought to the Committee it will be with proposed solutions?

DA confirmed the next steps would be developing options at DSG and then these would be presented to the Committee at a future meeting. He added that updates are likely to be required as development continues, which the Committee accepted.

Members were asked to vote on whether this CP should go to capture, this was unanimously approved.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For

Richard Pomroy	1	For
Teresa Thompson + Alternate	2	For
Rebecca Cailes	1	For
Kev Duddy	1	For
<b>Total</b>	<b>6</b>	<b>For</b>

**4. New Change Proposals - Post Solution Review**

**4.1 XRN4645A The rejection of incrementing reads submitted for an Isolated Supply Meter Point (RGMA flows)**

James Barlow (JBa) provided a brief background to this CP. This CP was issued for a solution review. The responses were all in favour of solution option 1 and immediate implementation was accepted. JBa explained he was looking for approval of solution option 1.

RP noted that *Modification 0723 - Use of the Isolation Flag to identify sites with abnormal load reduction during COVID-19 period*, would necessitate incrementing reads once it was implemented. He asked DA how this CP will be impacted at that time. DA explained that he had highlighted this as a potential problem through the development of the Modification and technical discussions. In this CP Xoserve are bringing the solution forward to prevent people from providing incremental reads and preventing issues in energy calculation processes caused by consumption being allocated against isolated meter points. RP accepted this explanation.

Shipper Members were asked to vote, and unanimous approval was received.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

**5. Xoserve DSC Implementation Plan**

JR explained that Xoserve had received feedback on this item and have tried to simplify their presentation. He added each change now has a separate slide but informed the Committee the presentation pack is still being developed.

April's implementation plan includes the following:

Approval of the Design Specification for the following changes:

JLR presented the below Design Specifications to the Committee for approval:

- **XRN5065 - Addition of Email Address to DES Last Accessed Report:**  
This CP had received positive responses to the change pack.

Shipper and DNOs Members were asked to vote and unanimous approval was received.

- **XRN5036 - Updates to must read process:**

This CP received three approvals and one rejection in its responses. ER explained the rejection was to do with *Modification 0692S – Automatic updates to Meter Read Frequency* and EDF’s appeal to Ofgem against implementation. They are concerned with the identification of smart meters operating in different modes.

BF said that the assumption was that the CP is not related to the Modification 0692S and received confirmation of this. BF clarified that as the CP is not related to the ongoing appeal, it could be progressed. RP agreed with this view and added the CP could be implemented without an appeal decision on Modification 0692S.

DNO Members were asked to vote and unanimous approval was received.

KD highlighted that the change pack referenced in the presentation needs to be amended. JLR confirmed this will be updated.

- **XRN4989 - Online End to End Credit Interest Process:**

Simon Harris (SH) provided an update on this CP. Approval had been received for solution option 1 and implementation as part of Minor Release 7.

Shipper members were asked to vote and unanimously approved this.

- **UK Link File Formats CSS Consequential Change:**

Mike Payley (MPa) informed the Committee that this change was introduced to update new files for the CSS Consequential Change. Some minor comments were received, and the files were updated accordingly. He clarified overall approval had been received.

Shipper members were asked to vote and unanimously approved this.

- **Settlement Data:**

This is an API document and no representations were received regarding this.

Shipper members were asked to vote and unanimously approved this.

KD mentioned the changes discussed last month which did not receive approval are currently showing an implementation date of November 2020 on the overall implementation plan. She suggested the implementation date for these CPs should state TBC. JR confirmed he was aware of this and the plan will be updated.

**New Action 0602:** Xoserve (JR) to update implementation plan with TBC for CPs on the implementation plan awaiting Committee approval.

All Members were asked to vote and unanimously approved the Implementation Plan:

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	For
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For</b>
Guv Dosanjh	1	For
Richard Pomroy	1	For
Teresa Thompson + Alternate	2	For
Kev Duddy	1	For

Rebecca Cailes	1	For
<b>Total</b>	<b>6</b>	<b>For</b>

Outages:

- CMS – Dates moved forward a week
- Shared Components – Dates moved forward a month
- Internet routing for UKLink – Dates moved forward a month

JLR presented outages for information to the Committee. The update was accepted without any comments.

**6. Approval of Change documents**

A Change Completion Report (CCR), Business Evaluation Report (BER) or Evaluation Quotation Reports (EQR), for the following Changes, was presented to the Committee for approval.

**6.1 BER for XRN5164 – CSEP Data Assurance Performance Monitoring Capability (DDP Drop 9)**

Charlie Haley (CH) presented BER for XRN5164 to the Committee. He confirmed that £25,000 from the IGT budget was being requested for this change. ES added IGTs are aware this will take them above their change budget. BF asked ES to send confirmation to IGTs.

**New Action 0603:** Xoserve (ES) to send confirmation of IGTs of spending above their change budget for CP5164 – CSEP Data Assurance Performance Monitoring Capability (DDP Drop 9)

DNO & IGT Members were asked to vote on this BER, and unanimous approval was received:

<b>Voting Outcome:</b>		
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Guv Dosanjh	1	For
Richard Pomroy	1	For
Kev Duddy	1	For
Rebecca Cailes	1	For
<b>Total</b>	<b>4</b>	<b>For</b>

**6.2 BER for XRN5110 – UK Link November 2020 Release**

JR thanked the Committee for accepting this late paper. He explained that as discussed at the Extraordinary DSC Change meeting on 27 May, Xoserve were still in discussions with service providers and finalising their costs for the November 2020 Release, which had led to the delay in providing this update.

Ed Healey (EH) presented the BER for the November 2020 Release. He confirmed there were six changes in scope and the overall cost for the project is now lower than originally estimated.

RP asked for an update on the funding split between Shippers and DNOs for CP4871B - *Modification 0665 - Changes To Ratchet Regime*. JR suggested this could be discussed under Agenda item 7.1 – November 2020 Release update. RP stated that if the Committee were signing off on the cost of the November 2020 Release, the funding split needed to be agreed first.

PO presented the total cost for this change, which shows it is 100% DNO financed at present. ES added that this had been discussed last month’s meeting and the split had been agreed.

KD questioned how the split had been worked out. ES responded that the Committee had reviewed DA’s paper on Class Change Functionality at the last meeting and agreed a split of 70:30 on the costs for DNOs and Shippers. DA noted that this split was indicative and not finalised.

KD stated that she would like the process of working out the funding split and the decision on it to be clear for customers that do not attend this meeting. The Committee discussed the scope and beneficiaries of this change.

KD asked if the information in various slides and papers presented for this change can be added to the main CP document. She said if this information was available, she would be comfortable in a vote taking place on the funding split. CLR agreed that this information needs to be presented and shared transparently before voting can take place.

BF asked whether based on the above discussions the Committee were looking to vote on this BER. ES clarified that Xoserve were seeking for the approval for the total spend on the November 2020 Release and it’s BER and not the funding split on CP4871B. She added that as a post meeting update, the BER for CP4871B will be issued for a 70:30 split and can be approved separately at a later date.

**New Action 0604:** Xoserve to issue a post meeting updated BER for XRN5110 – UK Link November 2020 Release with the funding split for *CP4871B - Modification 0665 - Changes To Ratchet Regime*.

Shipper and DNO Members were asked to vote on this BER, and unanimous approval was received.

<b>Voting Outcome:</b>		
<b>Shipper Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>
Claire Louise Roberts	1	For
Mark Jones	1	For
Lorna Lewin	2	For
Alex Mann	2	For
<b>Total</b>	<b>6</b>	For
<b>Transporter Representatives</b>	<b>Voting Count</b>	<b>For</b>
Guv Dosanjh	1	For
Richard Pomroy	1	For
<b>Total</b>	<b>2</b>	<b>For</b>

## 7. Release Updates

### 7.1.1. November 2020 Release Update

A general November 2020 Release update presented by EH for information. He presented an update on the delivery timeline of the Release and confirmed there were six CPs in its scope. The Committee were advised Xoserve are currently working on the design and build of the changes. Some delays have been identified but they should be mitigated. The Release would be in two drops with three CPs in each.

### 7.1.2 Change Assurance XEC Report – Health Check – 1

PO reminded the Committee that they had previously requested Change Assurance checks on the major projects. For the November 2020 Release, the plan for the project is the only item that is currently red.

PO added that the idea is for Xoserve to continue to provide health check updates on this project to the Committee. This should provide more transparency for the project and identify any potential risks as well as how to mitigate them.

Lorna Lewin (LL) noted that this was extremely helpful and would enable her organisation to update their project timelines. KD agreed with this and suggested that it would be helpful to have this check for all future major releases.

## **7.2 June 2020 Release**

Surfaraz Tambe (ST) updated the Committee with the latest position for the June 2020 Release, including the implementation approach. The following key points were provided:

- The RAG status is amber. However, the project is on track for delivery on 27 June as planned.
- UAT assurance checks are in the process of being completed.
- The replan has been completed and testing will finish this week.
- Performance testing is ongoing.
- Market trials are ongoing and all participants should send back data within timescales and agreed format.

An update on CP4850 - Notification of Customer Contact Details to Transporters was provided. The Committee discussed how this will be implemented. RP confirmed that as the proposer of the CP he was happy with how it had been dealt with.

An update on the Release timeline and summary was also provided with confirmation that all changes were in scope.

KD asked for an update on CP4870 – Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system and ST confirmed this is on track.

## **7.3 XRN4914 Retrospective Data Update Provisions**

Tom Lineham (TL) provided an update to the Committee on this project for information.

He added that a deep dive analysis was currently in progress. However, this has not been progressing as expected because of resource constraints. The plan is to share the outputs of this activity with the Committee in July.

RP asked if the resource issues were due to COVID-19. PO confirmed there had been an impact.

PO noted Xoserve are looking to provide certain types of data which they can try to share at DSG how this data will be broken down.

## **7.4 XRN5047 SNR Update**

TL provided an update on the Seasonal Normal Review Project to the Committee for information.

He stated this is the first time this has been done on UK Link SAP system, as legacy systems were used previously. He added this update is just for information and no funds are being requested as it falls under BAU 5 yearly activity to ensure the AQ process is working correctly.

RP asked if this will be using data from COVID-19 period and for clarity on what data will be used. SH confirmed this will be using data from the previous five gas years, from September 2014 to September 2019 as full Gas Years.

RP also asked if Xoserve will be presenting the data to DESC and received confirmation of this.

## **7.5 XRN5152 Minor Release Drop 7 Release Update**

Julie Bretherton (JB) provided a project update for Minor Release Drop 7. She confirmed the overall the project status was green and it is on track for delivery.

She highlighted that the only potential concern may be that it will be delivered alongside the June 2020 Release and a Gemini Release. She confirmed that the project teams are working closely to ensure no issues arise and added they were not expecting any concerns.

## **7.6 Retail & Network – UK Link Future Release Updates**

Richard Hadfield (RH) presented an update on the delivery and governance timeline for UK Link changes for 2020-2021 for information. He informed the Committee of the scoping approach, including the list of all allocated changes.

He then provided a view of the 2021 Major Releases. The key points to note are:

- The CSSC re-planning for April 2022 is currently underway.
- The June 2021 Major Release slot was assumed to be for the CSSC release, however this has now changed and an update has been provided below for the June 2021 Release.
- Xoserve are limited in what non-CSS changes can be made without impacting CSSC Programme.

An update was provided for information about the June 2021 Release:

- Capture in progress for potential CPs. DSG discussions on requirements and solution options are ongoing.
- Two changes are ready for assignment to a major release (pending approval of the relevant Modifications).
- Standard Major Release pressures and risks for the project as foreseen.
- Further points to note:
  - The scope of the Release was not agreed by the Committee. This will be brought back by RH next month.
  - Start-up and design will need to be condensed to facilitate hitting Change Pack dates by November 2020.

November 2021 Major Release:

- Scope constrained by impacts to CSSC.
- Scope targeted to be agreed at the November 2020 Committee meeting.

KD said she was concerned whether Xoserve would be able to deliver these changes when other major projects such as CSS and the Retrospective Data Update project were also ongoing even if delayed, they may still have impacts. RH clarified that having more information of what changes to expect and when implementation was required made understanding impacts easier and Xoserve's project planning more accurate. Therefore, they were hopeful with early discussion that these deliveries could be met. KD asked Xoserve to review what will be included in the final scope of November 2021 Release in light of CSSC and update the Committee, which RH agreed to provide.

RH added that at next month's Committee meeting he would present the full list of options for the June 2021 Release.

KD asked if this update was tied in with the Changes in Capture Agenda item or whether this was a separate item. RH clarified that this was indeed tied to the Changes in Capture as he was seeking to collate the scope for the next major release. ES added a further full review can be expected. KD suggested it would be better to pull together a holistic view.

## **7.7 UK Link POAP**

RH noted that KD had provided feedback for aligning the POAP for UK Link related changes and the other change slides. The POAP has now been updated taking into account these comments.

This now includes the November 2020 changes and the Retrospective Data Update Provisions (Mod 0651) Project.

KD confirmed the updated POAP was clearer and confirmed she was happy to accept these changes. The Committee was asked to review the POAP and provide any feedback on this at the next meeting.

## **7.8 Data Discovery Platform**

An update on the Data Discovery Platform was provided for information purposes. The key points to note are:

- The Shipper drop had been scheduled at the end of May and had been delivered on schedule.
- Industry wide Shipper engagement sessions are currently in progress.
- The latest network sprint for decarbonisation is currently in flight.
- Drop 8 is about AQs and this is in the process of being developed.

KD commented that the Shipper engagement session invites had not been received. PO clarified that at present sessions have only been set up for I&C Shipper customers and Xoserve will issue wider Shipper engagement session invites soon.

## **8. Central Switching Service Consequential Update**

Emma Lyndon (EL) provided an update to the Committee about the CSS Consequential project. She briefly highlighted the programme status to the Committee. The programme is currently on amber status. Engagement with service providers and other parties included in the project has also begun.

Key programme updates and general updates were provided, and the managing of consequential impacts was discussed as well as highlighting some risks. This includes a six-month delay in delivery for the programme, which is now looking at 2022 for implementation. EL commented she would keep the Committee informed of any updates to the concerns raised.

RP noted that the delay maybe fortuitous as it may enable Ofgem to get the programme back on track.

KD asked how the delays will impact on finances and was informed by EL that this update would be provided at the DSC Contract Management Committee next week.

EL further noted that the project was currently facing very tight deadlines and if more issues arose it could be of significant concern.

She added next month she will have further updates on the programme progression.

## **9. Horizon and Future Release Change Planning**

### **9.1. 'Bubbling Under' Report**

The bubbling under report highlighting potential future work for Xoserve was presented for information.

### **9.2. Gemini Horizon Planning**

Rachel Addison (RA) presented a POAP for Gemini related change for information to the Committee. A brief update on all the projects on the horizon planning page was provided. She highlighted the Gemini Spring Release 2020 which was on track to be delivered in June. This is in relation to the Gas Charging Regime changes which will have an impact on Gemini and UK Link systems.

The Committee accepted this update.

## 10. Finance and General Change Budget Update

Mudassar Riaz (MR) updated the Committee on Finance and General Budget. The overall budget versus the forecast was highlighted.

Guv Dosanjh (GD) commented that the Committee had discussed the funding split for CP4871B earlier in the meeting and added that this will have to be reflected in the budget. MR confirmed he would make the update.

**New Action 0605:** Xoserve (MR) to update the Finance and General Change Budget plan with changes agreed during the June Committee meeting.

## 11. Any Other Business

### 11.1. IX Refresh Update

Mark Pollard (MP) provided an update to the Committee on the implementation of the IX Refresh project.

He advised Xoserve have been been engaging with customers over the last few weeks. The feedback is that 60% of customers can start working on their migration and BT recommence the work. Over the next weeks the project team will update their baseline plan.

He added that the project team is ready from Xoserve to continue the works interrupted by the COVID 19 lockdown period. He asked the Committee to help ensure their organisation are ready to engage with the project.

The Committee accepted the update.

### 11.2 Website Improvements

Megan Troth (MT) provided a brief update on the improvements being made to Xoserve's website.

She advised that the focus initially would be to make the Change page clearly show the status of the CPs. The Committee was asked for any feedback on issues they have experienced and thoughts on how it can be improved. PO added that the website user experience was being completely overhauled.

KD suggested that it would be beneficial if the Change page can be linked to the comms through which they were issued. She also asked if this would be standing item on the Agenda. PO clarified that it did not need to be a standing Agenda item, but an update could be provided as required as an annexe to the meeting pack to be read offline.

### 11.3 KVI Survey

Results and feedback from the latest KVI Change Management Survey was presented by JR to the Committee for information. He highlighted that Xoserve's scores were now higher. He also provided an update on the survey response received and the changes the industry had requested Xoserve to make, which they were addressing.

### 11.4 Change Proposals in Capture

This was covered under Agenda item 7.6.

### 11.5 New CP to be raised by Xoserve

JBa raised a new change for discussion. ES explained Xoserve are seeking to get permission from the Committee to raise this CP. She added that his issue had been raised previously at UNCC and highlighted that this existing issue is being compounded by the implementation of urgent Modification 0722 due to the impacts associated with the MN09 Exception Reconciliation Factor Calculation.

BF asked if the paper for this CP has been issued and was informed that this would be issued as a post meeting paper and a full update on the change would be presented to the Committee next month.

**New Action 0606:** Xoserve (JBa/ES) to issue a post meeting paper for this CP.

JBa provided a brief overview of the change. BF asked the Committee to note that Xoserve were going to progress this change and it would be brought to next month's meeting for formal approval.

## 12. Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/events-calendar/month](http://www.gasgovernance.co.uk/events-calendar/month)

Meetings will take place as follows:

Time/Date	Venue	Programme
10:00 Wednesday 08 July 2020	Via Teleconference	Standard Agenda items, and any other matters arising.

### Action Table (as at 10 June 2020)

0	Meeting Date	Min Ref	Action	Owner	Status Update
0108	08/01/20	7.8	Xoserve (ES) to ensure Governance Subcommittee reviews the governance arrangements around change assurance and associated health check for development – carried forward to July.	Xoserve (ES)	<b>Carried Forward</b> <b>Review at July meeting</b>
0216	12/02/20	12	Xoserve to review how they can be clearer when discussing costs which have already spent a proportion of their budget – carried forward to July.	Xoserve (ES)	<b>Carried Forward</b> <b>Review at July meeting</b>
0504	13/05/20	12.2	Xoserve (MD) to record the details of the issue relating to unresolved exceptions on the issues register.	Xoserve (MD)	<b>Carried Forward</b>
0505	13/05/20	12.2	Xoserve (MD) to ensure the exception details are clearly visible for customers on the Xoserve.com website and updated with latest information including progress, resolution dates and volumes.	Xoserve (MD)	<b>Carried Forward</b>
0601	10/06/20	3.1	Xoserve (DA) to send out details of the CSS change related to CP5144 - Enabling Re-assignment of Supplier Short Codes to Implement Supplier of Last Resort (SoLR) Directions.	Xoserve (DA)	<b>Pending</b>
0602	10/06/20	5	Xoserve (JR) to update implementation plan with TBC for CPs on the implementation plan awaiting Committee approval.	Xoserve (JR)	<b>Pending</b>
0603	10/06/20	6.1	Xoserve (ES) to send confirmation of IGTs of spending above their change budget for CP5164 – CSEP Data Assurance	Xoserve (ES)	<b>Pending</b>

			Performance Monitoring Capability (DDP Drop 9)		
<b>0604</b>	10/06/20	6.2	Xoserve (EH) to issue a post meeting updated BER with the funding split for <i>CP4871B - Modification 0665 - Changes To Ratchet Regime.</i>	Xoserve (EH)	<b>Pending</b>
<b>0605</b>	10/06/20	10	Xoserve (MR) to update the Finance and General Change Budget with changes agreed during the June Committee meeting.	Xoserve (MR)	<b>Pending</b>
<b>0606</b>	10/06/20	11.5	Xoserve (JBa/ES) to issue a post meeting paper for this paper.	Xoserve (JBa/ES)	<b>Pending</b>