

UNC DSC Change Management Committee Minutes
Wednesday 11 April 2018
at Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees

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

Shipper User Representatives

Graham Wood	(GW)	British Gas	Class A - Voting
Kirsty Dudley*	(KD)	E.ON	Class A - Voting
John Welch	(JW)	Npower	Class A - Voting Alternate
Alison Neild	(AN)	Gazprom	Class B - Voting
Lorna Lewin*	(LL)	DONG Energy	Class B - Voting (2 votes)

Transporter Representatives

Chris Warner	(CW)	Cadent	DNO - Voting
Richard Pomroy	(RP)	WWU	DNO - Voting
Debbie Brace	(DB)	National Grid NTS	NTS - Voting Alternate (2 votes)
Katy Binch*	(KB)	ESP	iGT - Voting
Nicky Rozier*	(NR)	BU UK	iGT - Voting

CDSP Change Management Representatives

Dave Turpin	(DT)	Xoserve	Non-Voting
Emma Smith	(Esm)	Xoserve	Non-Voting

Observers

Deborah Coyle Spencer	(DCP)	Xoserve	Non-Voting
Hilary Chapman	(HCh)	SGN	Non-Voting
Jo Duncan	(JD)	Xoserve	Non-Voting
Lee Chambers	(LCh)	Xoserve	Non-Voting
Linda Whitcroft	(LW)	Xoserve	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting
Mark Oliver	(MO)	Electralink	Non-Voting
Padmini Duvvuri	(PD)	Xoserve	Non-Voting
Rachel Hinsley	(RHi)	Xoserve	Non-Voting
Shanna Key*	(SK)	Northern Gas Networks	Non-Voting
Tahera Choudhury	(TCh)	Xoserve	Non-Voting

Apologies

Beverley Viney	(BVi)	National Grid NTS	NTS - Voting
James Rigby	(JR)	Npower	Class A – Voting
Phil Lucas	(PL)	National Grid NTS	NTS - Voting

* Via teleconference

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

1. Introduction

1.1. Apologies for absence

See above table.

1.2. Alternates

John Welch for James Rigby

Debbie Brace for Beverley Viney and Phil Lucas

1.3. Confirm Voting rights

The voting rights for each member was noted as follows:

Representative	Classification	Vote Count
Graham Wood	Shipper Class A	1 vote
Kirsty Dudley	Shipper Class A	1 vote
John Welch	Shipper Class A	1 vote (2.2.9 applies = Shipper Class C)
Alison Neild	Shipper Class B	1 vote
Lorna Lewin	Shipper Class B	2 votes (2.2.9 applies = 1xClass B + 1xClass C)
	Shipper Class C	
Chris Warner	DNO	1 vote
Richard Pomroy	DNO	1 vote
Debbie Brace	NTS	2 votes
Katy Binch	iGT	1 vote
Nicky Rozier	iGT	1 vote

1.4. Approval of Minutes (07 March 2018)

NR advised that the comments attributed to KB in sections 5.1.1 and 5.1.2 needed to be amended to herself.

Debbie Brace suggested that the two actions should have been recorded in section 6.3 and 6.4:

6.3: Requested New Action 0302 - Lessons learnt from previous EU changes regarding the level of engagement and EU Gemini testing to be examined by National Grid NTS.

6.4: Requested New Action 0303 - Xoserve to re-name the Retail and Networks plan on a page. ESm confirmed that the publication had already been retitled to "UK Link Changes plan on a page".

The minutes from the previous meeting (<https://www.gasgovernance.co.uk/DSC-Change/070318>) were then considered accepted.

2. New Change Proposals (Approval post consultation items)

<https://www.gasgovernance.co.uk/DSC-Change/110418>

2.1. XRN4632 – Gemini enhancements

ESm confirmed this Change Proposal is sponsored by National Grid Transmission. The proposal is requesting Xoserve to complete a feasibility analysis on the Gemini Enhancements in parallel with Gemini Re-platforming to enhance User experiences. The Change Proposal is for analysis only at this stage with any changes requiring sanction and approval at a later date. ESm clarified that once analysis has been undertaken it will be clearer if other parties will be impacted by the enhancements.

DB confirmed that a consultation document had been issued, and a number of responses had been received on the changes.

It was confirmed that this is currently a restricted class change for NTS Users therefore NTS Users were asked whether to approve the production of the analysis.

The NTS Committee Representative considered approving the Change Proposal request; and approved the production of the analysis to allow this Change Proposal to proceed to the next stage:

Voting Outcome:	XRN4632 – Gemini enhancements – Analysis Production	
Transporter Representative	Voting Count	For/Against
Debbie Brace	2	For
Total	2	2

2.2. XRN4621 – Suspension of the validation between Meter Index and Unconverted Converter Index

ESm confirmed this Change Proposal had been sponsored by Orsted. This was previously included within the Nexus Change Log and proposes to implement changes to the MBR to allow Users to submit converted and unconverted indexes. During Nexus Implementation the validation between the meter index and the unconverted converter index was suspended. As a result, three readings are provided, whereby one is inaccurate. This CP proposes to rectify this. The CP includes the issue paper which was previously issued to the industry.

ESm asked for views on the Change Proposal. She confirmed that this had been briefly discussed at DSG but this focussed more on the sponsorship. RHi confirmed that the DSG will need to consider the change further or as an alternative this could be consulted upon.

AN suggested it may take a while to determine what the solution should be. RHi believed there would be substantial changes to file formats and systems impacting the LSP market and that all parties will need to amend file formats. RHi suggested that the DSG will need to look at what would work for the industry. To move forward the Committee would need to approve the Change Proposal.

KD supported that the DSG should look at the options before any consultation, as parties would need a view of the options to understand the impacts. It was agreed that the Change Proposal should be sent to the DSG for development.

This was confirmed as a restricted class change to Shipper Users, therefore Shipper Users were asked whether to vote for the change to proceed.

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

Voting Outcome:	XRN4621 – Suspension of the validation between Meter Index and Unconverted Converter Index – Approve Change	
Shipper Representative	Voting Count	For/Against
Graham Wood	1	For
Kirsty Dudley	1	For
John Welch	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

2.3. XRN3667a – Provision of prospective formula year AQ / SOQ data

ESm confirmed that this Change Proposal was previously raised to provide the prospective formula year AQ and SOQ to the proposing Shipper Users between December 1st and April 1st each year, as this information is currently unavailable. This change proposal had been raised to explore the options to provide this data without significant interface document changes across the industry.

ESm confirmed that Xoserve had agreed to look at the requirements and the options have been reviewed at the DSG. To move forward the Committee would need to approve the Change Proposal. ESm indicated that this have to be managed outside the normal release schedule, as it was not anticipated for Release 3. It was agreed that this needs to go back to DSG to consider the preferred solution.

KD enquired if Change Proposal XRN3667 had now been withdrawn or superseded. ESm confirmed that XRN3667 had been replaced. KD highlighted that the original XRN3667 had not been published on the Joint Office website and suggested that it would be better to publish with some way of noting it had been withdrawn to provide an audit trail of the history.

KD also asked about the 5th Option being added to the XRN to add a new file record. ESm confirmed that this will be added into XRN3667a.

This was confirmed as a restricted class change to Shipper Users, therefore Shipper Users were asked whether to vote for the change to proceed.

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

Voting Outcome:		
XRN3667a – Provision of prospective formula year AQ / SOQ data - Approve Change		
Shipper Representative	Voting Count	For/Against
Graham Wood	1	For
Kirsty Dudley	1	For
John Welch	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

3. Approval of Change documents

3.1. XRN4542 - Changes to the Shipper Portfolio Summary Report (new fields and removal of fields no longer applicable) – approval of EQR & BER

ESm confirmed that this was a request to approve the Evaluation Quotation Report (EQR) and Business Evaluation Report (BER). KD enquired about the dates and the association with Release 3. ESm explained that there were no external impacts for this change as this is a report issued out to recipients. ESm therefore suggested a target date of 25 May 2018 for when the Portfolio Summary Report (PSR) reports will be issued. ESm confirmed that the date will be amended within the XRN as it was agreed this didn't need to be in a major release and the Change Proposal was simply confirming the costs of delivery.

This was confirmed as a restricted class change to Shipper Users, therefore Shipper Users were asked to approve the EQR and BER documents to proceed with the change.

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

Voting Outcome:	XRN4542 - Changes to the Shipper Portfolio Summary Report (new fields and removal of fields no longer applicable) – approval of EQR & BER	
Shipper Representative	Voting Count	For/Against
Graham Wood	1	For
Kirsty Dudley	1	For
John Welch	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

3.2. XRN4525 – Transparency of the rolling AQ process - approval of EQR & BER

ESm confirmed that this Evaluation Quotation Report (EQR) and Business Evaluation Report (BER) includes an alternative solution with the introduction of a dashboard to assess whether this could fulfil requirements instead of a full suite of reports.

ESm / JD confirmed that an alternative means for dashboard reporting had been considered at the DSG on Monday however the DSG do not have a particular view. It is feasible that the dashboard reporting could be delivered via a BIRST dashboard. JD explained the principal of the BIRST dashboard to provide key information. She confirmed Xoserve will provide more information about this at the Xoserve Open Day on 25 April. The BIRST tool is an online dashboard where parties can be given access and request information and graphs, the data can also be extracted into excel.

DT clarified that this is a different way to present the currently provided data by creating access to an application and avoid email provision. This will be a tool to enable data extraction rather than running 6 individual reports. LW suggested that further information is provided at the next meeting to explain the application, its abilities and the analytics and baseline data.

DB asked about the cost analysis within the BER. JD confirmed that the costs are still being reviewed. JD suggested that these will be added and considered next month. DT explained that there would be an offset saving of costs from issuing email reports against using BIRST.

It was agreed to defer the approval of the EQR and BER until next month when a further overview can be provided.

KD asked if the Change Proposal can be updated with a potential implementation date and for Xoserve to challenge and review the medium impact classification. She suggested as this is changing direction, the impact classification may need to be reviewed. KD was also keen to fully understand the changes to help parties make an informed decision.

JW asked if the original proposal could be embedded, referring to the reports requested for PAC. He understood for the PAC Reports a UNC Modification was required and there would be a further discussion on the ability to provide information as percentages for PAC. RHi explained that this Change Proposal can be changed to show %, and to make sure there is anonymity.

3.3. XRN4328 – Report of iGT Meter Points where the confirming shipper is not the elected shipper – approval of BER

ESm confirmed that this Business Evaluation Report (BER) is a restricted Class change for Shipper Users. KB believed that the iGTs need not vote on this one. ESm clarified that the iGTs are not an impacted party

KD believed a number of elements were still being looked at and several sections of the Change Proposal would need to be updated for clarity. ESm confirmed that Xoserve are looking at implementation early August as this is not a major release and affects reporting only. It was anticipated that the report will be issued on a monthly basis to the respective Shipper and the iGT.

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

Voting Outcome:	XRN4328 – Report of iGT Meter Points where the confirming shipper is not the elected shipper – approval of BER	
Shipper Representative	Voting Count	For/Against
Graham Wood	1	For
Kirsty Dudley	1	For
John Welch	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	6	6

3.4. XRN4510 – Negative consumption period for rolling AQ – approval of CCN

ESm confirmed this Change Closure Notice (CCN) is a restricted Class change for Shipper Users, and therefore Shipper Users only would be asked to approve the closure of this change.

KD believed there was some missing data on the Change Proposal in particular the rationale. ESm agreed that these would be included for clarity.

RP suggested that as approving the Closure Notice would not have any impact, that the approval of the Closure Notice is deferred until next month when the paperwork has been updated and members can approve the finalised paperwork. It was agreed to approve closure next month.

4. Proposed Cancellation of Historical Change Requests

4.1. XRN4622 - Incrementing Reads on Isolation Supply Meter Points

ESm confirmed that Xoserve proposed to be the sponsor for this change as they are the most impacted party. ESm explained that Xoserve has received in excess of 3500 RGMA flows where there has been an isolation or Clamped Supply Meter Point request but that the reading provided in the transaction has incremented from the reading provided at isolation. When a User indicates that the Supply Meter Point is isolated, they are indicating that it is not capable of flowing gas (UNC Section G 3.4), and therefore an incrementing reading is not expected following such isolation.

ESm confirmed that this is creating exceptions and requires further discussion at the DSG to review solutions.

KD requested that Xoserve update the Change Proposal to include the rationale and for clarification on the potential release. ESm confirmed it may not be possible to include this within Release 3. Further discussion at the DSG will help understand the possibility of the release. RP suggested Xoserve also change the title of the Change Proposal as the title seems to suggest reads can increment when reads should not be incrementing on an isolated supply point.

5. Release Approvals / Updates

5.1. Future Release 2.0 – Project Dashboard

5.1.1. XRN4249 – Address maintenance solution; splitting implementation of solution and migration plan

LCh presented the proposal to continue with the implementation of the change for XRN4249, SAP ISU within Release 2. LCh explained that the second element of this change will be to initiate the data migration activities with the updates required from April 2017 to June 2018. A plan has been published and will be discussed; the proposal is to commence with the data migration issues from 07 July 2018 through to the start of August.

LCh confirmed user acceptance testing had commenced mid-March and is still on track, the testing information is being provided on Xoserve.com. The migration plan was discussed at DSG on 19 March and the Business Change team are working with the DSG to define and progress the training plan.

LCh explained that the primary and secondary scope had now been published along with the test strategy. This is being discussed at DSG, and the participants involved will be looking at the testing phases.

A Change Pack has been communicated and representations have been received on the implementation and release. LCh reported that there had been a one-week delay on XRN4316, and XRN4249 (address management change) may also be delayed or de-scoped from Release 2. The proposal is that this is split out. This has been discussed at DSG and no concerns were raised. The Change Pack representations are to be reviewed.

RP enquired if the build on XRN4249 was 4 weeks behind schedule. LCh explained that this is now complete.

MJ enquired about engaging with the industry on the readiness to implement changes. DT confirmed some discussion has taken place. Xoserve will take this up as an action. MJ suggested this could be considered not for Release 2 but post Release 2. GW was not aware that this consideration was undertaken for other codes or the electricity industry and challenged why there would be a need to undertake this for the Gas industry. LW suggested that this is taken away for further consideration and Xoserve would consider the impacts of some parties not being ready and how this may impact others.

Action 0401: Xoserve to consider how to incorporate the consideration of industry readiness for Change Releases

LCh provided a presentation which including a detailed Data Migration Plan. He confirmed that Xoserve are looking at staggering the migration over a number of weekends to minimise impacts to customer systems. The plan has been discussed at DSG and the change pack representation period closed out on 10 April. These need to be reviewed.

KD enquired if the XRN should include the migration plan, rather than having the information separate. It was suggested that this is added to the Change Proposal for clarity and completeness. AN also enquired about the inclusion of the Change Pack information. GW suggested for new parties looking at the website it is not apparent that change packs have been issued and representations received and this ought to be all in one place. It was suggested a more co-ordinated approach to documentation location needs to be considered to make sure everything is in one place. It was highlighted that it is not always easy to know a change pack has been released.

Action 0402: Xoserve to consider the completeness of information and the central location of Change Proposal paperwork, Change Packs, Representations etc.

The approval of the data migration approach was considered. The Committee had no objections on the proposed approach, therefore the approach was considered as approved.

5.1.2. XRN4361 UKL FR2 Implementation Options

LCh presented the implementation for Release 2. As per the previous discussions at DSG and User feedback. Option 1 was the preferred option.

GW suggested there needs to be a collective approach to co-ordinate changes and limit impacts to systems. DT explained that the November implementation dates have been considered along with the risks aligned to invoicing solutions. It was confirmed that Xoserve have considered releasing Release 2 a day earlier to coincide with electricity.

LW explained the complexities of changes and the preference to run changes over weekends and overnight whereas the electricity market tend to run changes on a Thursday.

The Committee considered the change schedule dates and the impacts. KD enquired when there would be a decision on the implementation options. LCh confirmed that consideration is being undertaken on the inbound files and that the DSG are happy with Option 1. The approval is anticipated at the next DSG 23 April with further consideration at the May DSC Change meeting.

RP anticipated that a Thursday implementation would not be supported. DT anticipated the changes being run on Friday. DT clarified that it is not possible to align with the electricity market for this release. The change will commence on a Friday for implementation over the weekend.

DB expressed concern with release 3 and discussion at DSG regarding release dates for Release 3 as National Grid do not attend DSG. LCh confirmed that Xoserve would engage with National Grid.

5.2. Future Release 3

5.2.1. Release 3 Scope Update from DSG

ESm provided an overview of Change Proposal XRN4539 - New file level rejection, which had been de-scoped, however as the cost was low and would provide benefit, DSG provided a recommendation that this is brought back into scope for Release 3.

KD asked if this had been released within a Change Pack. PD confirmed that this would be released into a Change Pack and could be approved on the assumption that there would be no negative representations. It was unanimously approved to include XRN4539 into Release 3 on this basis.

5.2.2. Release 3 BER approval

PD provided a Change proposal for XRN4572 – Release 3 Delivery referring to section 10. The change packs have been released and a summary of representations received had been provided with the Change Proposal.

The Change Proposal included an estimated cost of the Release and a full cost breakdown.

CW challenged the cost of XRN3656, he believed that this should be 100% Shipper funded. KD was in agreement. KD confirmed that this had been discussed with other Shippers and an agreement had been reached that the cost should be 100% Shipper funded. The change to the funding was unanimously approved.

RP enquired about considerations for funding and when funding agreements are made dependant on the beneficiary or by the methodology. It was explained that the consideration will be considered towards the front end of the process.

The BER for XRN4572 was unanimously approved.

5.2.3. Release 3 Project Dashboard

PD provided a dashboard for XRN4572 for the UK Link Release 3 design. 14 changes were in scope, 12 of which have been completed internally.

PD explained that the intention will be to confirm the implementation date with alternative options for implementation next month and this would also be considered at DSG.

PD confirmed an update will be brought back to the Committee next month after the DSG consider the design and consider the recommendation on the market trials at its meeting on 27 April.

5.3. Future Release 3.0 – Additional approval meeting on 2 May 2018

The Committee discussed and agreed to an additional meeting on the 02 May 2018 at 3pm for approx. 1 hour via teleconference to approve the Release 3 Change Packs and to allow a full six-month notification period.

6. Change Logs

6.1. Bubbling Under Report

RHi provided a brief overview of the report. The bubbling under report highlights potential future work for Xoserve. RHi explained in the future, the releases will be referred to by the Month of release i.e. June Release rather than numbering the releases. RHi also highlighted the need for a nominal release for February 2019:

- Smart DCC – no change
- UNC0621/A/B/C/D/E/F/G/H/J (10 lines) – the differences had been added to the table and aligned to the June 2019 Release. LW explained that each alternative will have different delivery timescales and will need at least 6 months delivery period. It was considered that the change may require a release outside the normal schedule. The release schedule and timing of Ofgem decision was discussed. Xoserve agreed to look at the ROMs and timescales to understand when an absolute decision will be required.

Action 0403: Xoserve/Ofgem/National Grid to liaise/consider the implementation timescales for UNC0621/A/B/C/D/E/F/G/H/J

- UNC0619/A/B, - Ofgem decision expected towards the end of April 2018. For a June 2019 release.
- Urgent Modifications UNC0642/A and UNC0643, waiting an Ofgem decision. Candidate for Release 4, however any delay in Ofgem's decision may impact June 2019 release date. RHa confirmed an impact assessment with a minded to decision is expected in due course.
- UNC630R, no direct system changes however further modifications may be raised as a result of review.
- UNC0631R, no system changes at present. Closure of review group is anticipated.
- UNC0636/A/B/C and new 0636D (tabled for April Panel) (4 lines), awaiting assessment by April UNC Panel, potentially still with Workgroup, waiting for clarification of any system changes.
- UNC0639R, no system impacts expected even if a modification is raised.
- UNC0640S, no system impact, this is a permissions modification only.
- UNC0641S, no system impacts.
- UNC0644, expecting system changes for UK Link and SAP CWV. Potential candidate for Release 4. SK confirmed UNC0652 will be discussed at the Workgroup and DESC.
- UNC0646R, no system impacts anticipated. No impacts to Xoserve therefore proposed removal from the report.
- UNC0647, impacts to UK link and Gemini expected. Potential candidate for Release 5. RP clarified that this needs to be discussed at Workgroup and implemented before October 2019. DT suggested there may be a clash with release dates. It was deemed feasible for a June 2019 release.

- UNC0648, no system impacts, manual workaround.
- UNC0649S, no system impact, this is a permissions modification for further discussion at Workgroup.
- UNC0651 some system impacts expected.
- UNC0652 rule change, however no system impacts, system functionality already exists.
- UNC0653 system changes expected, due for implementation October 2019. Note Modification is related to both 0636 and 0621.
- UNC0654 no system impacts.

6.2. Xoserve DSC Implementation Plan

RHi presented the implementation plan.

UK Link Changes – In Analysis

RHi provided a summary of the changes in analysis:

- AML Schedule Proposal, meeting scheduled for 12 April.
- Xoserve confirmed change packs are going out for Release 3 shortly. Seeking approval on 02 May.

UK Link Changes – Awaiting Approval

RHi provided a high-level summary of the 3 changes:

- XRN4249A to reintroduce the address maintenance, impacting Shippers, DNs and iGTs. No negative representations received. Unanimous approval was provided.
- XRN4249B deferred until next month to include changes.
- XRN4465 retrospective approval requested. No negative representations had been received. Unanimous approval provided. AN asked for clarification of when parties will receive the NBR.

UK Link Changes – Approved Last Meeting

RHi provided a summary of the changes approved at the last meeting, provided for information only.

Outages

No outages to report.

6.3. Gemini Horizon Planning

DB provided an overview of the upcoming changes to Gemini.

DB confirmed that the EU GB will be split into 2 stages. 1st stage Part A will be implemented at the end of year / beginning of next year and the remainder Part B will be aiming at a September 2019 delivery. Part A is to provide for integration with the EU's transparency platform; Part B is essentially to implement Modification 0621 or one of its alternatives, if implemented.

DB clarified a further change proposal had been submitted (XRN4632 see Section 2.1 - discussed earlier) for further Gemini Enhancements to sit alongside Gemini re-platforming.

6.4. UK Link Changes plan on a page

ESm presented the UK Link Changes plan on a page (which she clarified had been renamed from Retail and Networks Plan following feedback last month). ESm provided an overview of the tabs and changes, highlighting 80 changes over the next 2-year period.

The minor enhancements were reviewed. RHi explained the minor enhancements will always be ratified through DSG and will all have Change Packs.

KD asked for clarification on the use of acronyms and suggested titles should be used in full to aid understanding. She suggested that references to the acronym R&N should now be removed following the document's change in title from Retail and Networks Plan.

SK asked for the colour key to be updated and KD requested the addition of a front page to give an overview of what the spreadsheet is providing.

Action 0404: Xoserve to update the UK Link Changes plan on a page to:

- **Avoid the use of acronyms and provide full titles**
- **Remove references to R&N**
- **Update the colour key**
- **Add a front page (tab) to give an overview of what the spreadsheet is providing**

7. Finance and General Change Budget Update

ESm provided an overview of the changes since last month for Release 2 and Release 3.

This was a provisional review of what the end of year change budget would look like. A formal end of year view will be circulated, this is expected to be in June.

8. Review of Outstanding Action(s)

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

Update: ESm confirmed that where the fault flag is set, the reads are not held outside of the process. A request will still be sent out for a must read. **Closed.**

0301: PSR Updates - Xoserve (ESm) to place topic on agenda for the next DSG and provide a view at that forum on the number of vulnerable customer allowable codes that could be sent in one flow.

Update: ESm confirmed that this had been tabled at the DSG. Presently there is an ability to provide 15 vulnerable customer allowable codes per MPRN. She explained at present there does not appear to be an appetite to increase this. If, however a change is required, the file formats would have to be changed and this would have to be delivered outside Release 2. **Closed.**

0302: Lessons learnt from previous EU changes regarding the level of engagement and EU Gemini testing to be examined by National Grid NTS.

Update: New action recorded at the request of DB. **Carried Forward.**

0303: Xoserve to re-name the Retail and Networks plan on a page.

Update: ESm confirmed that the publication has been retitled to "UK Link Changes plan on a page". **Closed.**

9. Any Other Business

9.1. Xoserve / Gemserv MIS collaboration (API Dashboard)

ESm confirmed that this had now been implemented. NR asked if the live data is available through an API service. It was understood that the service was live and capable of providing data however no PCWs have requested access to the data and agreements are waiting to be signed.

DT clarified at this point in time no PCWs would currently meet the criteria to access the data. The eligibility criteria, to be allowed to use the service, needs to be assessed on a case-by-case basis and will depend on the signing of confidentially agreements

TCh confirmed that Xoserve have achieved CMS compliance, and work continues with Gemserv. A number of use cases are being examined and the workgroup will be looking at service priorities and impact assessments.

9.2. PSR Updates for Large Domestic Premises

MO confirmed that an RFI was being put together to be signed off by the SPAA expert group. This will be made available to the Joint Office.

MO reported that concerns had been raised for sites with an AQ higher than 73,200 therms where the vulnerable status had not been recorded or processed. The impact is currently unknown, and the RFI is to be undertaken to better understand the scale of the problem.

KF expressed concern about the length of time this was taking. MO explained the timescales and the intention to complete by July.

RP queried the definition of vulnerable customers between an individual domestic supply and, for example, nursing homes which would have vulnerable customers. RP also enquired if there are any licence issues. He explained Transporters have obligations in terms of vulnerable customers. It was suggested that if a Transporter visits a site which transpires to be a nursing home the Transporter would go above and beyond the licence obligations and provide a means of cooking and heating.

MO confirmed that the RFI would be circulated via SPAA and provided to the Joint Office. It was suggested that if the RFI also needs to be circulated via the Joint Office that this is made clear when its provided.

MJ also questioned the difference between an individual vulnerable customer who will need to be considered when visiting site and the difference with a nursing home which will have residential vulnerable customers. The Committee discussed at length the definition of a vulnerable customer and the need to maintain a means of cooking and heating at a nursing home which will also have vulnerable residents. The Committee considered that the customer would be the owner of the nursing home so the interaction with the customer would be different however the ends needs would be the same.

It was agreed that all parties will need to consider the RFI and respond accordingly. RP highlighted that the Transporters will need to respond.

9.3. Governance Sub Group output update

ESm confirmed that at the last governance sub group meeting the end-to-end DSC change process had been reviewed and is now being mapped. A future schedule of meeting dates is to be agreed.

The group have been looking at the process for new Change Proposals and encouraging these to be submitted 10 business days before the next Change Management meeting to allow all parties to get a good understanding of the change and allow progression. The next stage would be for the DSG to look at the solution options, consider the favoured option, provide a high-level assessment of cost and the design impacts.

ESm confirmed that the New Change Proposal Template was now available on the Joint Office website and further consideration will be undertaken as to the audit trail of documents. The Committee noted some new change proposals which were considered at this meeting utilised the new template, and welcomed the improvements. ESm confirmed that the Xoserve Change register is now available on the Xoserve website.

LW encouraged potential proposers to engage with Xoserve before a proposal is submitted as Xoserve will assist with the development of a proposal which could aid avoiding delays.

ESm confirmed the New Change Pack had also been implemented on 23 March. The new Change Proposal and new Change Pack have both been well received.

LW confirmed that the end-to-end process will be explained on the Xoserve Open Day, due to take place on 25 April 2018.

KD provided positive feedback on the review group and the building of positive changes. She suggested that the higher level change proposals for complete releases would benefit from being on a different template.

9.4. Calculated AQ of 1

RHi advised the committee of an identified defect, which is being investigated. RHi confirmed Xoserve are undertaking analysis of an increase of sites with an AQ of 1 which have negative consumptions. She confirmed this is not a significant issue and only related to 0.003% of total AQ.

9.5. UIG Modifications Update

RHa confirmed an email from Ofgem had been received by the Joint Office. Ofgem's intention is to provide an impact assessment. A consultation is expected to be issued week commencing 16 April and will potentially last for 4 weeks.

9.6. Feedback on Release 2 & 3

RHi advised that Change Managers would be sent an email requesting feedback on Release 2 & 3 as Xoserve will be looking at the lessons learned. RHi welcomed any feedback. The resulting responses will be provided in June.

9.7. New Change Proposals

AN confirmed that Gazprom have two new change proposals they are working on with Xoserve.

AN explained that a number of reads are not being accepted as they are outside the tolerance levels. Gazprom are therefore working with David Addison, Xoserve and intend to bring a Change Proposal to the table to look at the tolerance values.

The second Change Proposal was related to converted reads and transfer files. She explained that transfer files are not being supplied and Gazprom are having issues with opening reads being accepted. The previous supplier is being contacted but with the amount of allowed time to submit a read the reads are not getting into the system. It was confirmed that this is related to XRN4621.

9.8. AMI and ASP Fact Finding Workshop

LW reminded parties about the AMI and ASP file fact finding workshops.

10. 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
15:00 Wednesday 02 May 2018	Teleconference	Release 3 Change Pack Approval only
10.15 Wednesday 09 May 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising: Future Industry Change Delivery Governance
10.15 Wednesday 13 June 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising: Future Industry Change Delivery Governance

Action Table (as at 11 April 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)	Closed
0301	07/03/18	9.4	<i>PSR Updates</i> - Xoserve (ESm) to place topic on agenda for the next DSG and provide a view at that forum on the number of vulnerable customer allowable codes that could be sent in one flow.	Xoserve (ESm)	Closed
0302	07/03/18	6.3	Lessons learnt from previous EU changes regarding the level of engagement and EU Gemini testing to be examined by National Grid NTS.	National Grid (DB)	Carried Forward
0303	07/03/18	6.4	Xoserve to re-name the Retail and Networks plan on a page.	Xoserve (ESm)	Closed
0401	11/04/18	5.1.1	Xoserve to consider how to incorporate the consideration of industry readiness for Change Releases	Xoserve	Pending
0402	11/04/18	5.1.1	Xoserve to consider the completeness of information and the central location of Change Proposal paperwork, Change Packs, Representations etc.	Xoserve (DT/ESm)	Pending
0403	11/04/18	6.1	Xoserve/Ofgem/National Grid to liaise/consider the implementation timescales for UNC0621/A/B/C/D/E/F/G/H/J	Xoserve (LW/National Grid DB)	Pending
0404	11/04/18	6.3	Xoserve to update the UK Link Changes plan on a page to: <ul style="list-style-type: none"> • Avoid the use of acronyms and provide full titles • Remove references to R&N • Update the colour key • Add a front page (tab) to give an overview of what the spreadsheet is providing 	Xoserve (ESm)	Pending