

**UNC DSC Change Management Committee Minutes**  
**Wednesday 07 November 2018**  
**at Lansdowne Gate, 65 New Road, Solihull B91 3DL**

**Attendees**

Chris Shanley (Chair)	(CS)	Joint Office	Non-Voting
Helen Cuin (Secretary)	(HCu)	Joint Office	Non-Voting

**Shipper User Representatives**

James Rigby	(JR)	Npower	Class A-Voting
Kirsty Dudley*	(KD)	E.ON	Class A-Voting
Alison Neild	(AN)	Gazprom	Class B-Voting
Lorna Lewin*	(LL)	Orsted	Class B-Voting
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 (2 votes)
John Cooper*	(JC)	BU UK	IGT-Voting
Katy Binch*	(KB)	ESP	IGT-Voting

**CDSP Change Management Representatives**

Emma Smith	(ESm)	Xoserve	Non-Voting
Linda Whitcroft	(LW)	Xoserve	Non-Voting

**Observers**

Alex Stuart	(AS)	Xoserve	Non-Voting
Catrin Morgan	(CM)	Xoserve	Non-Voting
Emma Lyndon	(EL)	Xoserve	Non-Voting
Fiona Cottam	(FC)	Xoserve	Non-Voting
Jane Rocky	(JRo)	Xoserve	Non-Voting
John Woodward	(JW)	Xoserve	Non-Voting
Lee Chambers	(LCh)	Xoserve	Non-Voting
Leanne Jackson	(LJ)	Xoserve	Non-Voting
Linda Lindstedt*	(LLi)	EDF Energy	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting
Megan Coventry*	(MC)	SSE	Non-Voting
Michelle Downes	(MD)	Xoserve	Non-Voting
Oorlagh Chapman*	(OC)	Centrica	Non-Voting
Padmini Duvvuri*	(PD)	Xoserve	Non-Voting
Paul Orsler	(PO)	Xoserve	Non-Voting
Peter Hopkins	(PH)	Xoserve	Non-Voting
Pooja Patel	(PP)	Xoserve	Non-Voting
Rachel Addison	(RA)	Xoserve	Non-Voting
Richard Adfield	(RAd)	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

Stephanie Catwell	(SC)	Electralink	Non-Voting
<b>Apologies</b>			
Beverley Viney	(BV)	National Grid	NTS-Voting
Kishan Nundoll	(KN)	Electalink	Non-Voting

Copies of all papers are available at: <http://www.gasgovernance.co.uk/dsc-change/071118>

## 1. Introduction

### 1.1. Apologies for absence

Please refer to above table.

### 1.2. Alternates

Phil Lucas for Beverley Viney.

### 1.3. Confirm Voting rights

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

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

### 1.4. Approval of Minutes

ESm noted an incorrect title for item 2.7 in the 10 October 2018 minutes. The title should refer to: XRN4779 UNC Modification 0657S - Adding AQ reporting to the PARR Schedule reporting suite.

The minutes from 10 October and 17 October were approved.

## 2. New Change Proposals – Initial Review

### 2.1. XRN4785 – Single Sided Nominations (SSN) Error Proofing

PL explained that National Grid is receiving an increasing number of complaints relating to Single Sided Nominations (SSN) where Shippers are being locked out of their accounts. National Grid are looking for an enduring solution which allows the problem to be resolved.

A tactical solution to reduce the number of Shippers being impacted by the issue of being locked out of their accounts would be to implement functionality where by the EIC code is automatically populated. This will help Shippers avoid entering non-valid codes.

PL explained that this change is also linked to XRN4787 (Rescheduling of SSN), which is looking for a more enduring resolution to the issue.

XRN4785 was considered a restricted class change for National Grid; therefore, only National Grid Transmission were asked to vote for the change to proceed into development.

<b>Voting Outcome:</b>	<b>XRN4785 – SSN Error Proofing</b>
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Transporter Representative	Voting Count	For/Against
Phil Lucas	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

## 2.2. XRN4786 – DSC Provision of Gemini Data to Ofgem

PL explained that National Grid are required by License to provide data to Ofgem for the purposes of fulfilling Requests For Information (RFI). This change had therefore been raised to allow easier provision of data for adhoc information requests to support the regulator in performing their ongoing market monitoring activities.

This was considered a restricted class change to National Grid; therefore, only National Grid were asked to vote for the change to proceed into development.

Voting Outcome:	XRN4786 – DSC Provision of Gemini Data to Ofgem	
Transporter Representative	Voting Count	For/Against
Phil Lucas	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

## 2.3. XRN4795 – Amendments to PARR Scheduling (Mod 520A) Reporting

ESm confirmed that this Change Proposal had been raised for visibility and at this stage approval was not being sought. The purpose of the change is to amend the PARR reporting pack. ESm clarified that PAC already have a £50k budget to amend reporting and therefore will be asked to approve the change instead of the Change Management Committee. The costing of this report will utilise this budget.

ESm confirmed that the reporting pack will include:

1. Reporting data for those Users that have a portfolio and are the relevant User
2. Provide reporting at M-1 where possible
3. Amending the read performance report to report the total number of reads received for the month per class

RP enquired in terms of scheduling the change, if the Change Management Committee would decide when this is implemented. ESm confirmed this committee would consider if there are any conflicting priorities with implementation and decide when it is implemented.

## 2.4. XRN4787 – Rescheduling of Single Sided Nominations (SSN)

PL confirmed that this change is looking for an enduring solution associated with the requirements for XRN4785 (SSN Error Proofing). This would address the issues with SSN not being able to reschedule / stop having a DSN active at the same time.

KD believed this change could have shipper impacts. KD believed the problems with SSN can result in Shippers being locked out of the system.

PO explained the initial Change Proposal is being driven and costed by National Grid for the benefit of Shippers. Therefore, in terms of voting for this change to progress it was expected only National Grid would need to vote. Xoserve acknowledged that the solution may have an impact on Shippers and confirmed that the Change Proposal will be updated to include Shippers as an impacted party.

ESm clarified in terms of voting to progress and moving to the next stage this would be a National Grid vote only. When the solution options are better understood along with any impacts to Shippers, she explained that the subsequent voting may need to include Shippers.

It was agreed at this stage only National Grid would need to vote for the change to proceed into development.

Voting Outcome:	XRN4787 – Rescheduling of Single Sided Nominations (SSN)	
Transporter Representative	Voting Count	For/Against
Phil Lucas	2	For

<b>Total</b>	<b>2</b>	<b>For</b>
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**2.5. XRN4789 – Updating Shipper Reporting Packs**

KD explained that the purpose of this change is to improve the content and the glossary of the Shipper Reporting Packs. She summarised the requirements included within the Change Proposal. These were:

- Rewriting the glossary
- Report dates and reporting periods
- Splitting should be done by threshold and not class
- Improving the navigation of the Shipper Pack
- Should any data extracts e.g. correction factors / blank MAM IDs be on a single data tab or amalgamated data tab

LW highlighted that as part of the UIG Workgroups, discussions are taking place about the different sources of information. She explained that UIG information is another source of information in the Shipper Performance Packs and there is an action to rationalise all of the Management information.

This was considered a restricted class change to Shipper Users; therefore, Shipper Users were asked whether to vote for the change to proceed to DSG.

<b>Voting Outcome:</b>	<b>XRN4789 – Updating Shipper Reporting Packs</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
James Rigby	1	For
Kirsty Dudley	1	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

**2.6. XRN4790 – Introduction of winter read consumption reports & associated obligation (Mod0662)**

JR explained that in support of UNC 0652S - Introduction of winter read/consumption reports and associated obligations, this Change Proposal had been raised to allow the change to be reviewed within the required timeline.

The change seeks to introduce several industry reports, to be sent to users and the performance assurance committee (PAC) to provide visibility and support to the winter consumption process that is linked to the production of accurate WAR bands for supply points in EUCs 03 – 08.

It was recognised that the Workgroup had not concluded its assessment however the Workgroup Report was expected later in November.

PL enquired about the funding of the change and proceeding with solution development when there could be a risk of stranded costs, if the modification is not implemented. LW suggested that the required work maybe already funded under the remit of the UIG taskforce work.

ESm highlighted the benefits of the report emphasising the potential use of report and that if the modification is not implemented the report may still wish to be developed.

This was considered a restricted class change to Shipper Users; therefore, Shipper Users were asked whether to vote for the change to proceed to developing a solution at DSG.

<b>Voting Outcome:</b>	<b>XRN4790 – Introduction of winter read consumption report &amp; associated obligation (Mod0662)</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
James Rigby	1	For
Kirsty Dudley	1	For
Alison Neild	1	For

Lorna Lewin	1	For
Shaheeni Vekaria	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

### 2.7. XRN4800 – TSO Visibility of Systems Balance at Interconnection Points

PL explained that this proposal is aimed at providing a service that will allow a TSO (other than National Grid) the ability to view the total requested energy input and output for their specific Interconnector Point. This would need to be made available at aggregate level, in a manner that allows these TSOs the ability to self-serve the necessary information. This data is already provided to TSOs but is impacted in scenarios where B2B services are interrupted.

This was a restricted class change to National Grid; therefore, only National Grid were asked to vote for the change to proceed into development.

<b>Voting Outcome:</b>	<b>XRN4800 – TSO Visibility of Systems Balance Interconnection Points</b>	
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Phil Lucas	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

### 2.8. XRN4801 – Additional Information to be made visible on Data Enquiry Service (DES)

JR explained that the purpose of this change is to present additional data within the Data Enquiry Service (DES) to enable Shippers to resolve queries more quickly and easily, regardless of whether the MPRN is still within their period of ownership. The additional data would include the the original reading & replaced read, last actual read for the previously registered user, increased level of data available on previously registered supplies, and the enhancement of corrector information. This change was not expected to impact on any other users of DES at this stage.

KD asked about seeking wider views on the potential changes from other parties. The committee considered the timing of the next DSG meeting on 19 November and the merits of issuing a Change Pack to obtain views. The committee concluded it would be beneficial to both issue a Change Pack and refer the change to DSG.

LW questioned if for the Change Pack, it would be worth splitting out the change, to better understand what the shopping list is, and if there should be some targeted questions around further permissions, or whether the Change Pack should simply obtain initial views on whether the change is a good idea.

This was considered a restricted class change to Shipper Users; therefore, Shipper Users were asked whether to vote for the change to proceed to DSG with a Change Pack to obtain views.

<b>Voting Outcome:</b>	<b>XRN4801 – Additional Information to be made visible on DES</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
James Rigby	1	For
Kirsty Dudley	1	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

## 3. New Change Proposals - Post Initial Review

### 3.1. XRN4747 - Smart Meter Upgrade Notification Report

RJ confirmed that at the Change Management Committee meeting on 10 October 2018, it was decided to defer this change and submit it for an industry consultation. The consultation closed on 26 October 2018 and one response had been received which approved the change in principle.

JR enquired how quickly the solution could be delivered. ESm explained that this is not known at this stage as Xoserve need to identify what is being reported and the delivery schedule. ESm clarified that the provision of reports needn't be included in the change schedule.

PO confirmed that the data items for the reports will be MRPNs and MSNs.

LW explained that the data stream are inundated with requests for reports and Xoserve do not necessarily look at the priorities of these reports when they are submitted. However, she recognised that the delivery priority may need to be considered alongside other changes/releases. It was agreed that Xoserve needs to consider how data changes are prioritised with customers.

**New Action 1101:** CDSP to review how data stream changes are prioritised with customers.

This was considered a restricted class change to Shipper Users; therefore, Shipper Users were asked whether to vote for the change to proceed to DSG.

<b>Voting Outcome:</b>	<b>XRN4747 - Smart Meter Upgrade Notification Report</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
James Rigby	1	For
Kirsty Dudley	1	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
<b>Total</b>	<b>6</b>	<b>For</b>

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

##### 4.1. XRN4653 - National Grid Transmission iConversion Project

PL requested a deferral of this Change Proposal.

##### 4.2. XRN4706 - Test Support Consultancy on Connectivity between Xoserve and Gemini

PL explained that this change is a National Grid lead change whereby testing support is required from Xoserve.

KD asked about any potential impacts of users. PO explained that this is a National Grid change and only brought to the committee for visibility.

This was considered a restricted class change to National Grid; therefore only National Grid were asked to vote for the change to proceed to solution development and costing.

<b>Voting Outcome:</b>	<b>XRN4706 - Test Support Consultancy on Connectivity between Xoserve and Gemini</b>	
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Phil Lucas	2	For
<b>Total</b>	<b>2</b>	<b>For</b>

##### 4.3. XRN4691 – CSEPs iGT & GT File formats

RP confirmed that issues have been raised post consultation which need to be considered. He therefore asked for this item to be deferred.

KD enquired about the implementation date and approving the funding for the change. RP believed approval should be sought at the December meeting.

##### 4.4. XRN4725 – New Read Reason Type for LIS estimate readings

ESm confirmed that the Solution Review Change Pack for this change is currently in progress, and this will close on 09 November. This item was therefore deferred.

##### 4.5. XRN4770 – NDM Sample data (MOD654)

ESm, confirmed that an implementation date of 01 March 2019 had been set by the Transporters, which aligns with the February 2019 major release.

ESm explained there are no additional costs associated with this change. Normally for this area of change there is a 50/50 split for Shippers and DNOs, in line with charging budget methodology for this service area, however there are zero additional costs.

RP suggested the industry may wish to consider as a separate review, who should pay in the longer term.

This was considered a restricted class change for Shippers and DNOs; therefore the Shippers and DNOs were asked to vote for the change to be included within the February 2019 release.

<b>Voting Outcome:</b>		<b>XRN4770 – NDM Sample data (MOD654)</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	
James Rigby	1	For	
Kirsty Dudley	1	For	
Alison Neild	1	For	
Lorna Lewin	1	For	
Shaheeni Vekaria	2	For	
<b>Total</b>	<b>6</b>	<b>For</b>	
<b>Transporter (DNO) Representatives</b>	<b>Voting Count</b>	<b>For/Against</b>	
Chris Warner	1	For	
Richard Pomroy	1	For	
<b>Total</b>	<b>2</b>	<b>For</b>	

## 5. Xoserve DSC Implementation Plan

RJ presented the DSC Implementation Plan. He confirmed that there was one documentation change for the committee to retrospectively approve regarding additional clarification being added to the C41 AQ correction record; the approval was retrospective because this change was implemented as part of Release 3, after the distribution of the Change Pack for this documentation change, one response was received which approved the change.

KD asked about the reasons for needing a retrospective approval and expressed concern about retrospective approvals and that this should be avoided going forward.

The committee provided approval for the documentation change.

RJ also presented details of two outages.

## 6. Approval of Change documents

### 6.1. XRN4328 – Report of IGT Meter Points where the confirming Shipper is not the elected Shipper (CCR)

ESm presented the Change Completion Report for approval. She clarified this was originally tabled 3 months ago. As the change was related to the delivery of reports, it was agreed to bring back the approval once all the reports were being delivered on a monthly basis.

The committee members were asked to vote to approve the CCR.

<b>Voting Outcome:</b>		<b>XRN4328 – Report of IGT Meter Points where the confirming Shipper is not the elected Shipper (CCR)</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	
James Rigby	1	For	
Kirsty Dudley	1	For	
Alison Neild	1	For	
Lorna Lewin	1	For	
Shaheeni Vekaria	2	For	
<b>Total</b>	<b>6</b>	<b>For</b>	
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>	
Chris Warner	1	For	

Richard Pomroy	1	For
Phil Lucas	2	For
John Cooper	1	For
Katy Binch	1	For
<b>Total</b>	<b>6</b>	<b>For</b>

**6.2. XRN4354 – Request for new DNO report of nested CSEPs hierarchy report (CCR)**

ESm presented the Change Completion Report for approval, post delivery of change.

The committee members were asked to vote to approve the CCR.

<b>Voting Outcome:</b>	<b>XRN4354 – Request for new DNO report of nested CSEPs hierarchy report (CCR)</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
James Rigby	1	For
Kirsty Dudley	1	For
Alison Neild	1	For
Lorna Lewin	1	For
Shaheeni Vekaria	2	For
<b>Total</b>	<b>6</b>	<b>For</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Richard Pomroy	1	For
Phil Lucas	2	For
John Cooper	1	For
Katy Binch	1	For
<b>Total</b>	<b>6</b>	<b>For</b>

**6.3. XRN4361 – UKL Release 2 Delivery (CCR)**

ESm presented the Change Completion Report for approval. LCh explained the change aspects and costs for the set of changes, including the split for the various customer groups.

SK asked for clarification if the Release 2 CCR approval would include all the changes ie. the approval would close all the changes. LCh confirmed the approval of the CCR is for the overarching change and will close all changes.

KB enquired if XRN4248 would impact IGTs. LCh confirmed that clarification would be provided offline. It was suggested that XRN4248 should be separated from the CCR to allow the approval of the remaining changes and approve XRN4248 after 3 months of reporting. This would be in line with the agreement to approve CCRs once the reports have been established.

PL enquired about the final costs. LCh confirmed that the final costs would not change.

Caveated approval of the CCR was considered. It was agreed in the circumstances to defer the CCR approval and consider / agree a way forward for the grouped changes.

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

**7. Release Approvals / Updates**

**7.1. Release 2 project dashboard**

LCh provided the latest position of Release 2 for information purposes. Release 2 is currently in the closedown stage and is expected to receive approval to close. The overall RAG status of the project was green; this status considers delivery to plan, risks/issues, cost and resources.

LCh confirmed that XRN4299 had been provided to PAFFA and the final close-down activities needed to be complete. Approval will be sought next month. No more costs to be incurred.



## 7.2. Release 3 Project Dashboard

PD provided the latest position of Release 3 (XRN4572) for Track 1 and Track 2. The overall RAG status of the project was green; however, risks and issues have an amber RAG status due to the ongoing issues with XRN4534 (Amendment to RGMA Validation Rules for Meter Asset Installation Date). This is being prioritised with the Xoserve Project and Production team for a plan of delivery.

The full delivery costs were approved in April 2018. A revision was expected to accommodate the XRN4454 delivery date, this was subject to ongoing discussions.

## 7.3. February 2019 Minor Release Timetable

ESm provided a high-level timeline, including the end to end change stages, of the February Minor Release and confirmed an implementation date of 15 February 2019. The Design Change packs will be issued on 07 December 2018.

MJ enquired about the drop 3, and the associated XRN. MJ referred to XRN4740. ESm explained that this is an internal change related to a defect fix. ESm explained this change has no external impacts and normally these do not get published.

KD asked about any consequential impacts and if for visibility the defect fixes ought to be more visible. ESm confirmed that these are being considered at the DSG meetings, she reassured the committee that the impacts are considered at DSG. MJ enquired if all defects are assigned an XRN and when an XRN is assigned to a defect. KD asked if all defects ought to be captured some how to keep parties informed. It was agreed that a better overview was required. It was agreed that Xoserve should consider the visibility of defect changes.

LW confirmed that internal discussions are taking place to improve communications such as release days, webex, training and release circulars.

<b>New Action 1103:</b> CDSP to consider the visibility of defect changes.
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## 7.4. Release June 2019 Timetable

CM provided a high-level overview of the timeline for the Major June 2019 release and the key milestone dates. The committee considered the timing of the approvals required around the Christmas period and quoracy of meetings.

KD asked for clarification of what the acronym HLSOIA stood for. ESm confirmed this was the High Level Solution Option Impact Assessment.

The committee considered whether 5 ½ months would be more appropriate as a notice period.

LW acknowledged the need to ensure approvals and notice periods are not constrained or hindered with bank holidays.

JR suggested a pragmatic approach is taken. It was agreed to issue the change pack on 23 November and provide 10 days consultation with 6 months' notice and approve the implementation plan in January. It was agreed that a revised slide would be provided to update the dates.

LW explained Xoserve have looked at the release dates and the associated implementation timeline to better understand at what point Changes Proposals would need to be raised. It was anticipated this would be shared with the committee in due course

## 7.5. September 2019 Release – XRN4665 (Creation of new End User Categories).

ESm provided a high-level overview of the timeline for the Major September 2019 and the associated key dates.

ESm clarified that the data will be loaded into Gemini in August and the new EUC definitions will be issued mid-September. These will come into force on 01 October.

ESm confirmed that the high-level costs have been provided, and approval will be sought in January.

PL asked about the charging aspects and associated changes with Modification 0621 - Amendments to Gas Transmission Charging Regime, which were also due in 01 October. This would result in two changes being progressed at the same time. It was clarified that the Change Packs are due, and discussions continue at the Transmission Workgroups.

## 7.6. Release November 2019 – Proposed Scope

RH presented the proposed scope of the adhoc September 2019 release. All 11 changes had been indicatively allocated to November 2019 and are progressing through the capture phase:

- 1 change (XRN 4679) is undergoing a High-Level Solution Option Impact Assessment (HLSOIA).
- 6 changes (XRNs 4691, 4692, 4693, 4694, 4044, 4725) have completed HLSOIA
- 4 changes (XRNs 4621, 4753, 4777, 4738) are in Requirements Gathering with the aim of progressing to HLSOIAs in time for 12 December meeting.

RH highlighted there was a risk that some of these changes may not be mature enough for assessment in time for the December meeting. It was envisaged an extra meeting maybe required in December to approve the EQR to move to the design stage. It was suggested that the Scope should be approved at the standard meeting on the 12 December.

It was agreed the change index would require some further updates and the document would be re-published.

RP confirmed changes 4691, 4692, 4693, 4694 on the spreadsheet were pending a decision from WWU. It was agreed that WWU and Xoserve would work together to finalise the material required for approval for XRNs: 4691, 4692, 4693 and 4694. It was also agreed to remove XRN4044 from the release.

## 7.7. Change Assurance Update

JRo from the Xoserve Change Assurance team presented an overview of Xoserve's recent Change Assurance activities for Xoserve's projects and programmes.

JRo provided a change assurance dashboard to provide an update, the majority of the work this quarter has been assurance of internal projects ie. TransformUs. Assurance health checks have been completed. JR also provided a summary of the plans for the next quarter which included the MIS delivery framework review and the Gemini GB Charging.

## 8. CSS Consequential Change Update

EL provided the latest position of the CSS Ofgem Switching Programme.

EL explained that the next phase is to share the impacts and understand the requirements and design choices. DSG Workgroup meetings have been arranged for 20 November, 22 January and 19 February. The spread of representation at these meetings will be carefully monitored.

CW confirmed that presentations have been provided to the UNC Panel and Distribution Workgroup meetings as part of the Significant Code Review and about how Modification 0630R will be used to deliver the consequential UNC framework changes. He encouraged all parties to familiarise themselves with the approach being undertaken with the information shared at recent Distribution Workgroup and UNC Panel meetings.

EL also provided an overview of the progress with the CSS Bid and CSS Bid Group meetings.

## 9. XRN4695 UIG Taskforce Update

LJ presented the latest position of UIG taskforce developments. This included the background of the taskforce and the latest news on Sprint 3 and Sprint 4.

LJ provided the plan on a page, a project dashboard and an overview of the UIG Taskforce funding. She also provided the Sprint 3 Outcomes and Sprint 4 areas of investigation.

FC summarised the Sprint 4 Early View of Findings, this included areas covering; additional weather data inclusions; DM Nominations; Energy Conversion Factors; AQs; NDM Samples data, small domestic users.

LJ flagged the hit rates of the web pages, she confirmed that the letter highlighting the executive summary is receiving a frequent number of visits and the investigation tracker has doubled in size to include more information.

FC clarified that the Standard Volume to Energy Conversion Factor for smaller NDM sites, contributes to higher UIG in the winter and a reduction in the summer. The annualised impact is weather dependent and was a positive contribution of 0.4% of throughput nationally for the 12-month period analysed.

The committee considered the role of the Performance Assurance Committee (PAC) and trend reporting.

JR welcomed the update provided and asked about the materiality of the additional weather data improving UIG. LJ confirmed that the modelling of this will be carried forward to Sprint 5.

LJ provided the Spring Findings Template which will be used to provide the industry of updates.

FC provided a Shipper Dashboard update which included, an update on the personalised UIG Dashboard, the potential overlaps with PAC and Xoserve Shipper Performance Packs.

LW referred to a required AOB item, which she asked to table at this point of the meeting. She explained that Xoserve have put some options together on the UIG Reporting and provided some slides. The recommended option was Option 4 which was to continue to produce all existing Management Information, whilst in parallel conduct a review to rationalise.

The committee considered the options presented and the pros and cons of each option. KD asked if Xoserve should seek views from the wider industry on the options via a consultation through the Change Pack. It was agreed that the Dashboard was useful to highlight Shipper Performance at a high level but finding an option that suits all parties was the goal. LW agreed to provide a communication as part of XRN4789 to Shippers to help move the Shipper Dashboard and UIG reporting forward as part of the reporting pack review instigated by E.ON.

## **10. Amendment Invoice Update – Late Paper**

MD provided the latest position of the issues associated with the amendment invoice.

The status of this was still red, due to the incorrect UIG charge issued for 3 consecutive months on the amendment invoice (July, August and September). The scope of the task force work includes 32 defects. The team aim to resolve all the defects by the end of November and release the reconciliation charges in the November invoice which will be issued in December.

MD provided the BAU Stream Updates, she highlighted three communications have been issued regarding the Amendment Invoice.

MD provided an update on the RCA Stream Action referring to Package 7 which has been moved out until the end of the year.

A list of defects was provided and the dates when these will be fixed.

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

### **11.1. Bubbling Under' Report**

ESm provided the bubbling under report highlighting the potential future work for Xoserve and a summary of existing UNC Modifications.

### **11.2. Gemini Horizon Planning**

RA provided an update on the Gemini Change Horizon.

CW enquired about any delivery risks associated with the required changes to Gemini. RA acknowledged there could be some congestion risks.

### 11.3. UK Link Changes plan on a page

ESm provide the R&N Platform Change Overview project page to summarise the future releases.

## 12. CACoP Horizon Scan

CSh provided the Code Administrators horizon scan summarising industry projects across all the gas and electricity codes to raise awareness to the industry. CSh confirmed this is published on the Joint Office website at: <http://www.gasgovernance.co.uk/cacop> and shows a 5 year view.

## 13. Finance and General Change Budget Update

ESm presented the Finance and General budget and provided a brief overview of the budget utilisation.

## 14. Review of Outstanding Action(s)

**1001:** CDSP to add Change Proposal XRN4770 to the next PAC meeting to allow them to review the monitoring reports aspects of the change.

**Update:** ESm confirmed that PAC and DESC have considered the use of the NDM sample data and reporting required. **Closed**

**1002:** CDSP to confirm what the DESC file validation would be on Shipper submitted NDM sample data submitted as a result of XRN4770/Mod 0654S.

**Update:** DESC have placed the topic on the agenda for the next meeting. **Closed**

**1003:** CDSP to confirm that DSG agree market trials are taken out of June 2019 Release plan and a reduced testing approach is appropriate.

**Update:** ESm confirmed that this has been discussed and DSG agreed. **Closed**

**1004:** LW and her team are to suggest an appropriate format of update from DSG meetings in order to capture all the views expressed.

**Update:** LW confirmed a full granular view will be provided and a process will be put in place. **Closed**

## 15. Any Other Business

### 15.1. IX Update

JW provided some slides regarding the IX Refresh Update and the progress made during October, highlighting a problem identified around additional Penetration (PEN) testing. The timelines have been pushed back for 6-8 weeks to allow for the additional testing.

### 15.2. KVI Change Management Survey Feedback

LW provided an update on the Key Value Indicators (KVI) Change Management Survey. LW provided a summary of the 9 responses received. This will be taken back to DSG members and they will look at any improvements that can be made.

### 15.3. ZIP File Issues

KD asked about the possibility of zipping all meeting papers, as the Zip button on the bottom of the meeting page was not capturing all the published documents.

**New 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.

## 16. 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	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

07 November 2018		
10:30 Wednesday 12 December 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
<b>Date and Time TBC 00 December 2018</b>	<b>Teleconference TBC</b>	<b>Release November 2019 – approve EQR</b>
10:30 Wednesday 09 January 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10:30 Wednesday 13 February 2019	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

<b>Action Table (as at 06 November 2018)</b>					
<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
1001	10/10/18	2.4	XRN4770 NDM Sample Data – Modification 0654 Delivery CDSP to add Change Proposal XRN4770 to the next PAC meeting to allow them to review the monitoring reports aspects of the change.	CDSP (ESm)	<b>Closed</b>
1002	10/10/18	2.4	XRN4770 NDM Sample Data – Modification 0654 Delivery CDSP to confirm what the DESC file validation would be on Shipper submitted NDM sample data submitted as a result of XRN4770/Mod 0654S.	CDSP (ESm)	<b>Closed</b>
1003	10/10/18	7.3	CDSP to confirm that DSG agree market trials are taken out of June 2019 Release plan and a reduced testing approach is appropriate.	CDSP (ESm)	<b>Closed</b>
1004	10/10/18	14.7	LW and her team are to suggest an appropriate format of update from DSG meetings in order to capture all the views expressed.	CDSP (ESm)	<b>Closed</b>
1101	06/11/18	3.1	CDSP to review how data changes are prioritised with customers	CDSP (LW)	<b>Pending</b>
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.	CDSP (LCh)	<b>Pending</b>
1103	06/11/18	7.3	CDSP to consider the visibility of defect changes.	CDSP (ESm)	<b>Pending</b>
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.	Joint Office (CS)	<b>Pending</b>