ChMC is scheduled to convene on Wednesday 12th December. Below is a summary of the agenda items and the actions for Committee members relating to each agenda item; all material is available here: <https://www.gasgovernance.co.uk/DSC-Change/121218>

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

**2.1 XRN4803: Amend AQI file validation/processing for reason 4 when the meter point was previously Shipperless or unregistered**

This Change Proposal is sponsoredby Npower

The AQ Correction process enables the Registered User to challenge the Formula Year AQ/SOQ and Rolling AQ/SOQ where the existing recorded value is not reflective of the next 12 months annual quantity. There are 4 reasons for which the AQ can be corrected, one being correction reason code 4, allows for an AQ Correction following the rejection of a meter read due to failure of the outer tolerance validation.

Currently the validation checks that the AQ has been recalculated when assessing the AQ correction request however where a site was previously Shipperless or unregistered where an AQ has not been re-calculated since Nexus go live. In this instance the AQ correction is rejected with rejection code AQI00004 – Recently calculated AQ is not available.

In this instance there is no further action that can be taken and future reads cannot be loaded as the prevailing AQ is understated so fail tolerance and the AQ correction is also rejecting.

This is a restricted class change to Shipper Users; therefore, Shipper Users will be asked whether to vote for the change to proceed. The originator of the Change Proposal has requested a 10 working day initial consultation with the industry.

**2.2 XRN4806: Additional data at National Level to support UIG Allocation validation**

This Change Proposal is sponsored by Scottish Power.

Scottish Power is requesting Xoserve to additional information at national level to support Shippers with the validation of UIG Allocation on a monthly basis for the previous calendar month.

The requirements set out by the originator include the following:

1. National Daily Metered volumes, split Class1 and Class2 (and Class2 split by EUC Band), by Day and by LDZ.

Currently only Total DM by LDZ available from National Grid Data Item explorer.

2. National Product Class 3 & 4 Rolling AQ split by Product Class, EUC Band, Day and LDZ

Currently only one day per month is available through UK Link Secure site

3. Total Market data for the Scottish LDZs LC/LS/LO/LW/LT, for each LDZ for each day

• Total Demand kWh

• Total Daily Metered KWh, split PC1/2, PC2 split by EUC band

• Total NDM Demand kWh

• Total NDM Rolling AQ by Product Class 3&4 and EUC Band by Day

All of the data should closeout on D+5, and published in a secure area.

This is a restricted class change to Shipper Users; therefore, Shipper Users will be asked whether to vote for the change to proceed. The originator of the Change Proposal has requested a 10 working day initial consultation with the industry.

**2.3 XRN4810: Chat bot automated Gemini assistant**

This Change Proposal is sponsored by National Grid Transmission.

Chat Bot is a computer program designed to simulate conversation with human users, especially over the Internet. Chat bot can be useful in many aspects of the Gemini Application; a user could ask the bot a question or give it an instruction and the bot could respond or perform an action as appropriate.

The initial version of the chat bot will be capable of answering the following.

**Dynamic**

* Line pack published or/not with timings
* All GB/IP short term auctions processing timings
* All EU-interfaces received/delivered timings
* Nomination Lock queries
* Demand publish timings
* Nominations and re-nominations – how to place / check / timings

**Static -**

An extensive list of static questions/answers i.e. FAQs and repetitive tickets.

Basic information on Gemini functional processes, incorporating all Capacity and Energy Balancing FAQ’s

**Bot Learning -**

Will create a table and store all questions which the chat bot unable to answer; so that, later it can be assessed and the bot can be improved.

A version 1.1 will also provide an improved user interface, inclusion of more dynamic query resolution and integration of logging Xoserve Service Desk tickets.

This change aims to deliver version 1.0 and 1.1 and the costs are reflected to incorporate both versions. Note: there is a period of 2-3 months stabilization period between version 1.0 and 1.1.

National Grid requests Xoserve to look for any efficiency in project delivery that can be leveraged with any other NG Gemini delivery projects in flight concurrently.

This is a restricted class change to National Grid Transmission; therefore, National Grid Transmission will be asked whether to vote for the change to proceed. The originator of the Change Proposal has requested a 10 working day initial consultation with the industry.

**2.4 XRN4813: Migration of Xoserve Interfaces**

This Change Proposal is sponsored by National Grid Transmission.

This request is in reference to the SAP PI interfaces on the SAP PI system now assigned to Cadent, subsequent to the separation of Cadent and NG SAP PI systems. Approximately 130-135 interfaces remain active on the Cadent SAP PI system, which will cease to function once the National Grid and Cadent Networks are separated in March 2019

The project requires the support of the Xoserve team to determine and clarify the following:

* Source/Target Applications on the Xoserve System Side
* Support to identify impacted business process
* Confirmation of Individual Interface Criticality
* Confirmation on interface frequency
* Confirmation of any required business health checks that need to be complete as part of cutover activities
* Confirmation if additional testing is required from Xoserve in addition to the SIT testing
* Sign off of SIT testing from Xoserve team perspective

The high level interface detail can be found in the associated Change Proposal.

Further Details:

* All migrations will be Fix Forward
* The Project will actively monitor flows for a four week PIS period of interfaces triggers; where there may be annual interfaces the connectivity will be reported on and it will be logged by the AM team to monitor closely those interface not triggered in PIS period. PIS will be led by the project team
* As is currently during PIS and after tickets will be raised in the first instance as P4 issues – however the project team will work to fix issues as a high priority during PIS

This is a restricted class change to National Grid Transmission; therefore, National Grid Transmission will be asked whether to vote for the change to proceed. The originator of the Change Proposal has requested a 10 working day initial consultation with the industry.

**2.5 XRN4626.2 – Provision of an alternative Consumer Enquiry Service (M Number) – PHASE TWO Non-Web Portal Implementation (Late Paper)**

This Change Proposal was originally a Change Request (internal change) raised by Xoserve. Xoserve have transferred the details of the Change from the Change Request to a Change Proposal as this change is considered to have external impact and benefit.

Currently, Xoserve operates a telephone service which consumers call to find out the MPRN and Gas Supplier for their property, or a property which they’re moving into. This Change Proposal is to assess options and provide an alternative service for Mnumber and GT ID which can be expanded to Electricity MPAN in the future. Benefits of an alternative service will result in reduced running costs for DSC customers and an improved experience for consumers who use the service.

Changing the service will require significant stakeholder engagement with Networks, iGT’s and Shippers. The target implementation date of the provision of an alternative service should be summer 2018, with full transition away from the existing service to be complete by 31st March 2019.

This is a Xoserve initiative and the Change Proposal has been raised for information only purposes; a vote will not be required.

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

**3.1 XRN4789 – Updating Shipper Reporting Pack**

In the ChMC meeting on 7th November 2018, it was decided to defer this change and submit it for an industry consultation with duration of 10 working days. The consultation closed on 23rd November 2018 and five responses were received which approved this change in principle.

This change has an impacted on all customer classes; therefore, all will be asked whether to vote for the change to proceed to DSG.

**3.2 XRN4801 – Additional Information to be made available on DES**

In the ChMC meeting on 7th November 2018, it was decided to defer this change and submit it for an industry consultation with duration of 10 working days. The consultation closed on 23rd November 2018 and six responses were received which approved this change in principle.

This is a restricted class change to Shipper Users; therefore, Shipper Users will be asked whether to vote for the change to proceed to DSG.

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

**4.1 XRN4453 - Irrelevant Data Sets for Job File (RGMA)**

Following the closeout of the Change Pack, Xoserve will present this change to ChMC for approval of the solution option and the intentions to include this change in the February 2019 Documentation release.

**4.2 XRN4621 - Suspension of the validation between meter index and unconverted index**

Following the closeout of the Change Pack, Xoserve will present this change to ChMC for approval of the solution option and the intentions to include this change in the Major November 2019 Release.

**4.3 XRN4679 - Requiring a meter reading following a change of local distribution zone or exit zone**

Following the closeout of the Change Pack, Xoserve will present this change to ChMC for approval of the solution option and the intentions to include this change in the November 2019 Release.

**4.4 XRN4691 to XRN4694 - CSEPs iGT & GT File formats**

This change was deferred at the previous ChMC meetings on 10th October and 7th November due to ongoing discussions about the funding arrangements for the change; ChMC will be requested to develop the discussion of the funding arrangements. This is a candidate for the November 2019 Release.

**4.5 XRN4725 - New Read Reason Type for LIS estimate readings**

Xoserve will present this change to ChMC for approval of the solution option and the intentions to include this change in the November 2019 Release.

**4.6 XRN4753 - CMS Increase Information Provided in .QCL Response File**

Xoserve intended to present the results of the High Level Solution Option Impact Assessment. This agenda item could potentially be removed due to ongoing internal queries regarding the High Level Solution Option Impact Assessment. However, Xoserve will ask ChMC to consider this change to be included in the November 2019 Release.

**4.7 XRN4790 - XRN4790 - Introduction of winter read/consumption reports and associated obligation (MOD0652)**

Xoserve will present the solution options and the Change Proposal to ChMC for discussion only. Xoserve will be requesting shipper voting members to approve the release of the first report required (no read received in November) in an aim to get the maximum benefit from the change. The remainder of the reports will continue to be developed with DSG and PAC.

**5. Xoserve DSC Implementation Plan**

Within the DSC Implementation Plan, there are no outages to communicate to ChMC.

There are two documentation changes for ChMC to approve: one is the Release Implementation Dates for 2019; the date for the November Release date has been revised from 1st November to 8th November; the original date did not follow the standard convention for UK Link Releases. Two responses were received, which supported this change.

Regarding the other documentation change for approval, to support UK Link Users they may raise a Service Contact through a portal application as detailed in XCE1773 - New Portal for Submitting Service Desk Requests. The new portal is also accessible via the Quick Links on our website’s homepage and under the Contact Us section. We are proposing this change to support the amendment of UK Link Manual documents that refer to raising Service Contacts. We received two responses in support

In addition, we have five Design Change Packs to be presented to ChMC for information:

* 3667a - XRN3667a Provision of Prospective Formula Year AQ/SOQ and Historic RAQ to Proposing Users (Design Approval)
* 4770 - NDM Sample Data – Modification 0654 Delivery (Design Approval)
* 4687 - PSR Updates for Large Domestic Sites (June 2019 Release)
* 4670 - Reject a replacement read, where the read provided is identical to that already held in UK Link for the same read date (June 2019 Release)
* 4676 - Reconciliation issues with reads recorded between D-1 to D-5 (June 2019 Release)

3667a and 4770 have completed their consultation periods on their respective Design Change Packs, and no pressing concerns were raised by the industry. All of the responses for both were in support.

**6.0 Approval of Change Documents**

 **6.1 XRN4631 – UKL Release 2 Delivery**

The Change Completion Report for the above change will be presented to ChMC for approval. The approval of this CCR was deferred from the ChMC meeting on 7th November. All parties will be expected to vote.

**6.2 XRN4556 - Process to provide a report when Gas Safety Regulations requests return no MPRN’s**

The Change Completion Report for the above change will be presented to ChMC for approval. Distribution Network Operators will be asked to vote.

**6.3 XRN4769 Updates to Service Description Table (CCR)**

The Change Completion Report for the above change will be presented to ChMC for approval. All parties will be expected to vote.

**6.4 XRN4706 National Grid Test Support & Consultancy (EQR and BER\_**

An Evaluation Quotation Report and a Business Evaluation Report for the above change will be presented to ChMC for approval. National Grid Transmission will be asked to vote.

**7.0 Release Approvals**

**7.1 Release 3 Project Dashboards**

**7.1.1 Release 3 Project Dashboards and Plan Update**

The latest position of Release 3 – Track 1 and Track 2 - will be presented for information purposes.

**7.1.2 Release 3 Amended BER (NG approval of revised costs for Cadent billing change)**

A Business Evaluation Report for XRN4454 will be presented to ChMC for approval. National Grid Transmission will be asked to vote.

**7.1.3 XRN4534 RGMA Validation Deployment Position**

A set of deployment options to mitigate the risks associated with this Release 3 change will be presented to ChMC for discussion and approval. The Xoserve Project team recommend that we continue to aim for deployment on 1st February with a contingency of moving to 23rd February endorsed by ChMC. This contingency can then be used if additional production defects are identified during testing or other dependencies and risks materialise.

**7.2 February 2019 Releases**

The scope of the February 2019 Releases will be presented to ChMC for information purposes.

**February 2019 Documentation Release Scope:**

* 4453.1 **-** Amendment to Job/UPD hierarchies to show ‘irrelevant’ datasets
* 4770 - NDM Sample Data – Mod 0654 Delivery
* 1972.7 Ability to Accept Extended Reading Indexes of up to 12 characters
* 2024 The inclusion of rejection code SAN00001 in the rejection code list

**Minor Release Drop 3 (Mid-Feb Implementation)**

* 4690 - Actual read following estimated transfer read calculating AQ of 1
* 4717 - Use of up to date Forecast weather data in first NDM Nominations Run

**7.3 Release November 2019 – Proposed Scope**

The proposed scope of the November 2019 release will be presented to ChMC for approval; the scope includes the following changes:

* 4691 – 4694 – CSEPs: IGT and GT File Formats
* 4679 – Requiring a Meter Reading following a change of Local Distribution Zone or Exit Zone
* 4725 – New Read Reason type for LIS Estimate Readings
* 4621 – Suspension of the Validation between Meter index and Unconverted Index
* 4753 – CMS Increase Information Provide in QCL Response file
* 4777 – Acceptance of Contact Details Updates

Xoserve will request XRN4777 to be deferred to a later release as the ‘Capture’ phase for this change is not yet complete.

**7.4 Change Assurance Update**

A Change Assurance update, including a Release 3 Health Check, will be presented to ChMC for information purposes.

**7.5 XRN4665 – Creation of New End User Categories and June 2019 Release Update**

An update regarding these two releases will be presented to ChMC for information purposes.

**7.6 XRN4665 – Creation of New End User Categories – July 2019 Release**

ChMC will be asked to decide on the approach and business rules for when a new EUC will be applied in the case of a Market Sector Code or Meter Amendment, including logic for the identification of pre-payment meters.

**8.0 CSS Consequential Update (CSS Update)**

The latest position of CSS will be presented for information purposes.

**9. XRN4695 UIG Taskforce Update**

The latest position of UIG will presented for information purposes. The UIG Taskforce will present a set of Investigation Item as recommendations for ChMC to comment on.

**10. Amendment Invoice Update**

The latest position of the issues associated with the amendment invoice will be presented for information purposes.

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

**11.1 ‘Bubbling Under’ Report**

The bubbling under report highlighting potential future work for Xoserve will be presented.

**11.2 Gemini Horizon Planning**

A POAP for Gemini related change will be presented for information purposes.

**11.3 UK Link Changes Plan on a Page**

A POAP for UK Link related changes will be presented for information purposes.

**12.0 Finance and General Change Budget Update**

The Finance and General budget will be discussed. We would invite Committee members to familiarise themselves with this document prior to Wednesday to enable any questions to be asked within the meeting.

**14.0 Any Other Business (all for information and discussion purposes)**

**14.1 IX Update**

The slides will be discussed regarding the IX update.

**14.2 Find My Supplier Phase 2 Requirements**

The phase 2 requirements regarding XRN4635 (Find My Supplier) will be presented to ChMC to facilitate a discussion.

**14.3 New Xoserve.com Update**

There are no meeting papers associated with this agenda item. The Xoserve Communications team will present an example of the new Xoserve.com, which is expected to be implemented in January 2019, to ChMC to facilitate discussion.

**14.4 Document Submission for Change Management Committee in January**

There are no meeting papers associated with this agenda item. Xoserve will ask ChMC to consider moving the deadline for document submission for the 9th January Change Management Committee meeting from 2nd January to 4th January. This will give Xoserve more time to prepare the meeting content as a result of the lost time during the Christmas period.

**14.5 Number of Solution Options Presented at DSG Meetings for 2018 (for information)**

Xoserve will present a graph to show the number of solution options presented at DSG, for each change, to ChMC. This is for information purposes.