Change Management Committee (ChMC) is scheduled to convene on Wednesday 7th August 2019. 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/070819>

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

**2.1 XRN4977 Amendments to DSC Change Management Guidelines**

This new Change Proposal is sponsored by Xoserve.

DSC Governance group requested a wider review of the proposed amendments to the DSC Change Management Procedures to support the process changes to the Change Proposal change lifecycle (please note the process changes have been implemented with the approval of DSC Change Management Committee).

Amendments have been made to section 4.6 only.

The procedures have been amended to include:

- The initial review stage

- provision of solution options (where possible) along with costs/complexity/impact

- The use of EQR to provide costs for individual change in addition to the EQR that is issued for a UK Link change release delivery for production of a BER

Text that no longer supports the change proposal process has been removed.

If you wish to discuss any of the amendment directly please contact Emma Smith (information above)

DSC Governance group reviewed and recommended changes to the management of Change Proposals, following approval at DSC Change Management Committee of the recommendations the DSC Change Management Guidelines are required to be amended to reflect the improved process.

Xoserve sent the guidelines for consultation in June 2019’s Change Pack; one approval responses was received.

In addition, following further discussions with customers, DSC Change Management Committee, in July, supported making a further change to the DSC Change Management Procedures Document, to reflect the responsibilities on Xoserve to make Change Proposals available on our website, and to maintain these throughout the duration of the change lifecycle.

To reflect this, an additional statement has been added to Section 4.10. This can be found in an updated version of the Procedures Document which can be found in this link;

Xoserve sent the guidelines for consultation in June 2019’s Change Pack; one approval response was received.

Xoserve sent the guidelines for consultation in July 2019’s Change Pack; one approval response was received.

All Users will be expected to vote on whether this change should proceed.

Currently, the Change Proposal indicates the DSC Service Area as N/A as no funding is required.

**2.2 XRN4980 Change Supply Point Enquiry API to add in extra fields and make certain other fields visible.**

This new change proposal is sponsored by Total Gas & Power.

The change will likely necessitate a new version of the API, which will have to be shared with all subscribers. Subscribers will than need to make small changes to incorporate the new version which will include an extra field and a few of the existing fields will always be populated regardless of whether the meter is supplied by the requestor.

I have put XOSERVE as an impacted party as I presume that they would be making the API change (including the technical spec documentation)

The EUC (field 56) is not present on the Supply Point Enquiry API output unless the meter is in the supply of the requestor whereas the EUC is available on the traditional IX Supply Point Enquiry response (S59) regardless of whether the meter is supplied by the requestor.

The Exit Zone Identifier is not at all available on the Supply Point Enquiry API output whereas it is available on the traditional IX Supply Point Enquiry response (S59).

The CSEP maximum annual offtake (field 64) is not present on the Supply Point Enquiry API output unless the meter is in the supply of the requestor.

The CSEP daily offtake (field 67) is not present on the Supply Point Enquiry API output unless the meter is in the supply of the requestor.

Shipper Users will be expected to vote on whether this change should proceed to Initial Review; the sponsor has requested a 10 working day consultation.

Currently, the Change Proposal indicates the DSC Service Area as Service Area 1: Manage Supply Point Registration, which is 100% Shipper funded.

**2.3 XRN4990 Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4 (MOD0664)**

This new change proposal is sponsored by SSE.

At present, while meter read submission performance targets are clearly laid out in the UNC TPD Section M, there is no further incentive to ensure meter read submission performance reaches a suitable level and is maintained. As it stands, without additional incentives, Shippers are able to move large numbers of sites (with potentially high associated energy consumption) into Classes 2 and 3 and therefore reduce UIG exposure.

The solution will create an obligation for shippers to transfer the poorest performing supply points in class 2 and 3 (in terms of read submission performance) into class 4. Read submission performance will be measured at supply point level, with those supply points falling below a specified benchmark for a consecutive period being transferred to class 4. If after a period of time, where a shipper does not move supply points that have not read the read obligation, the CDSP will automatically move those supply points to class 4.

Shipper Users will be expected to vote on whether this change should proceed to DSG and for Xoserve to initiate Capture.

Currently, the Change Proposal indicates the DSC Service Area as Service Area 1: Manage Supply Point Registration, which is 100% Shipper funded.

**2.4 XRN4991 Enabling Large Scale Utilisation of Class 3 – MOD0700**

This new Change Proposal is sponsored by Gazprom.

To ensure that the CDSP has capability to manage the significant and unprecedented increase in Supply Meter Point Class change transactions from Product Class 4 to Product Class 3 and the subsequent increase Meter Read submissions

To create a mechanism for Xoserve to control SPC Class change transaction volumes and reject transactions in excess of a parameterised limit.

To mandate that Shippers submit Class 3 readings in a maximum of weekly batched to be received and processed by Xoserve and apply appropriate controls to enforce this read submission frequency. For sites in EUC Band 1 a minimum of one read per week will be loaded to UK Link and subject to the existing validations and used for all downstream processes. Reads for EUC Bands 2-9 will continue as normal.

To create logic and a mechanism for selecting and loading a subset of the reads received by Xoserve into the UK Link application and ‘assuring’ the quality of the reads which are not loaded for further processing.

To develop an enduring data store for the reads which are not loaded into the UK Link application and making these reads available for reporting and analysis.

To [asses the benefits of a] change [to] the Class 3 amendments reconciliation processes and supporting information to create single aggregated energy variances for the period between Actual Readings rather than creating daily energy variances for the periods between actual readings. For the avoidance of doubt, the change to the supporting information would be in the aggregation of the data displayed in the file, NOT the format or file structure.

Shipper Users and Distribution Network Operators (DNOs) will be expected to vote on whether this change should proceed to DSG and for Xoserve to initiate Capture.

Currently, the Change Proposal indicates the DSC Service Area as Service Area 5: Metered volume and quantity, which has a 50/50 split between Shipper Users and DNOs.

**2.5 XRN4992 Modification 0687 - Creation of new charge to recover Last Resort Supply Payments**

This new Change Proposal is sponsored by Total Gas & Power.

Transporters are able to recover LRSP via transportation charges. This change seeks to create an explicit charge and to remove the risk that customers in one market sector cross-subsidise Supplier of Last Resort (SoLR) events from other market sectors.

This change seeks to create a new charge [SoLR customer charge], through which the Gas Distribution Networks (DNOs) will recover any LRSP arising from a SoLR event.

It is proposed that the SoLR customer charge is introduced into the Gas Transportation charging statements. This new charge will be split by domestic and non-domestic Charging Codes and will be calculated by each DNO.

The charge, which will be on a Supply Meter Point basis and will be calculated to recover the costs originating from each market sector, with mixed portfolios allocated by market sector code as held within UK Link (domestic or I&C).

Shipper Users and Distribution Network Operators (DNOs) will be expected to vote on whether this change should proceed to DSG and for Xoserve to initiate Capture.

Currently, the Change Proposal indicates the DSC Service Area as Service Area 1: Manage Supply Point Registration, which is 100% Shipper funded.

**2.6 DSC Service Description Table cosmetic change to service line table as of April 2019**

This new Change Proposal is sponsored by Xoserve.

The service description table has been updated to propose changes to service lines arising from the following Change Proposals which are to be included within the November 19 release programmes.

Please note that a new service has been proposed for CDSP ref 4679 as noted above however the other changes listed within this change proposal merely seeks to amend the changes highlighted to the service description table .The change Management committee will be requested to vary the Service Change Procedures, such that an Evaluation Quotation Report and Business Evaluation Report are not required for this Change Proposal. These documents would add no value to the Change Proposal and would be an inefficient overhead for the CDSP and Change Management Committee. This request will be made as per Service Change Procedures para 4.1.3.

The amended Service Description table will be issued to each DSC contract manager for consultation. The CDSP will collate any consultation responses and provide these to the DSC Contract Management committee with recommendations for treatment. Unless there are consultation responses that are considered material, the Contract Management committee can approve the proposed Service Description table at the relevant meeting.

All Users will be expected to vote on whether this change should proceed to consultation among the DSC Contract Managers.

Currently, the Change Proposal indicates the DSC Service Area as N/A as no funding is required.

**2.7 XRN4995 Procurement of a Laboratory Study of within-pipe gas temperatures**

This new Change Proposal is sponsored by Xoserve.

The Standard volume-to-energy conversion factor (CF) is set out in Gas Thermal Energy Regulations. This factor is used in the calculation of metered volumes from meter readings. The impact of the use of a standard CF is under investigation by the Unidentified Gas (UIG) Task Force and the AUGE (Allocation of Unidentified Gas Expert), who have identified that it could increase UIG in winter and decrease UIG in summer. This is because the standard conversion factor assumes a constant temperature of the gas passing through the meter of 12.2 degrees. If the gas is colder, then the actual quantity of gas will be under-recorded, and if it is warmer, it will be over-recorded.

The AUGE has highlighted a lack of viable data on temperatures of gas consumed within GB meters. At the UNC AUG Sub-Committee in March the AUGE proposed an independent study to undertake laboratory tests on the impact of surrounding temperatures on the actual metered gas temperatures. This study would test various scenarios of ambient temperature around the gas meter and gas flow rates, and model the impacts on the temperature of gas consumed.

The UNC AUG Sub-Committee recommended that DSC Contract Management Committee should agree an approach to procurement of a service. At the July DSC Contract Management Committee it was agreed that the most appropriate approach was for Xoserve to procure an independent party to undertake the laboratory study.

Shipper Users will be expected to vote on whether this change should proceed to Initial Review; the sponsor has requested a 10 working day consultation.

Currently, the Change Proposal indicates the DSC Service Area as Service Area 3: Record, submit data in compliance with UNC, which is 100% Shipper funded.

**2.8 XRN4994 PAFA Contract Extension 2019/20**

This new Change Proposal is sponsored by Xoserve.

Uniform Network Code by Modification 0506V: Gas Performance Assurance Framework and Governance Arrangements introduced the new role of an independent Performance Assurance Framework Administrator (PAFA) to the Gas Industry. The Administrator’s role is to support the Performance Assurance Committee (PAC) with reporting, risk management and provision of settlement expertise.

The provision of a PAFA service is a CDSP Direct Service under Service Area 3: “Record/Submit Data in Compliance with UNC”.

Xoserve undertook a regulated competitive selection process in 2017, with support from Gas Industry participants, and Gemserv was appointed to the role of PAFA on 30 June 2017. The governance arrangements for PAFA as set out in the “Performance Assurance Framework Document” specify a two year initial appointment period, with the option of a further one year extension.

The initial term of the PAFA expired at the end of June 2019, and after consulting with the UNC Performance Assurance Committee as to whether to extend the contract or make a new appointment; Xoserve negotiated a contract extension with Gemserv.

As the end of the initial two year term approached, Xoserve negotiated the terms of the one year extension.

The scope of PAFA role has increased since the original appointment, with the PAC members requesting more involved of the PAFA in matters relating to Unidentified Gas and related UNC Modification Proposals. This increase is reflected in the higher costs for 2019/20.

The alternative option of commencing a new competitive selection would have resulted in a gap in service of around 9 months whilst procurement was undertaken.

Shipper Users will be expected to vote on whether this change should proceed for Xoserve to initiate Capture.

Currently, the Change Proposal indicates the DSC Service Area as Service Area 3: Record, submit data in compliance with UNC, which is 100% Shipper funded.

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

There are no Change Proposals for this agenda section as none were issued for initial review in July’s Change Pack.

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

**4.1 XRN4850 Notification of Customer Contact Details to Transporters**

Following the completion of the solution review Change Pack, ChMC will be asked to vote on a solution option and a release for implementation.

Xoserve and DSG do not have a preferred option for this change.

During the solution review Change pack consultation period, five responses were received: there were three approvals, one response approved the implementation date and deferred the solution option, the other response deferred the implementation date and approved the change.

Xoserve intends to include this change in the scope of the June 2020 major release, and the Shipper Users, DNO and IGTs will be expected to decide whether this approach can be supported.

**4.2 XRN4871 Modification 0665 – Changes to Ratchet Regime (Part B)**

Following the completion of the solution review Change Pack, ChMC will be asked to vote on a solution option and a release for implementation.

As there is one option for the delivery of the enduring solution, Xoserve recommends progression with the option, which is described as ‘Revised Ratchet Regime being applicable to Class 2 SMPs’.

During the solution review Change pack consultation period, five responses were received; all were in support of the implementation date and solution option.

Xoserve intends to implement this change in June 2020 and would like the Shipper Users, DNOs and IGTs will be expected to decide whether this approach can be supported.

**4.3 XRN4888 Removing Duplicate Address Update Validation for IGT Supply Meter Points**

Following the completion of the solution review Change Pack, ChMC will be asked to vote on a solution option and a release for implementation.

As there is one option for the delivery of the enduring solution, Xoserve recommends progression with the option, which is described as ‘Remove the duplicate address validation and build new reports’.

During the solution review Change pack consultation period, three responses were received; there were two approvals and response which approved the solution option but rejected the implementation date.

Xoserve intends to implement this change in June 2020 and would like the Shipper Users, DNOs and IGTs will be expected to decide whether this approach can be supported.

**4.4 XRN4932 Improvements to the quality of the Conversion Factor values held on the Supply Point Register (MOD0681S)**

Following the completion of the solution review Change Pack, ChMC will be asked to discuss the solution option and a release for implementation.

There is only one solution option which seeks to amend the Conversion Factor as part of a successful Rolling AQ calculation (Monthly or Correction). We received three responses; two approvals and one response which approved the implementation release but rejected the solution option.

At the ChMC, we’ll discuss the responses. There is a dependency on the associated mod to be approved for implementation.

**5. Xoserve DSC Implementation Plan**

August’s ChMC implementation plan includes the following:

Approval of the Design Specification for the changes included in the Minor Release Drop 5 Release:

* XRN4871 (Part A) Modification 0665 – Changes to Ratchet Regime
* XRN4621 Suspension of the Validation between Meter Index and Unconverted Convertor Index – Design Clarification Request
* XRN4376 - XRN4376 - GB Charging and Incremental (PARCA) Part B – Capacity Vs Nominations Report

Within the outages tab, there are three outages to communicate to ChMC:

* Xoserve Portal on 4th August
* UK Link Portal and CMS on 16th and 17th August
* UK Link Portal on 17th August and 18th August
* EFT on 2nd and 3rd November
* DCC (Data Centre Cutover) Phase 1 on 30th November and 1st December

**6.0 Approval of Change Documents**

**6.1 EQR for June 2020**

An Evaluation Quotation Report (EQR), for this change, will be presented to ChMC for approval. All will be expected to vote regarding the approval of this EQR.

**6.2 CCR for XRN4626.3 - MNO Portal Enhancements**

A Change Completion Report (CCR), for this change, will be presented to ChMC for approval. All will be expected to vote regarding the approval of this CCR.

**6.3 CCR for XRN4790 Introduction of winter read consumption reports and associated obligations MOD652**

A Change Completion Report (CCR), for this change, will be presented to ChMC for approval. Shipper Users will be expected to vote regarding the approval of this CCR.

**7.0 Release Updates**

**7.1 June 2019 Release – Delivery Plan**

The latest position of the June 2019 Release will be presented to ChMC for information purposes. The slides will include the implementation timelines for the release.

**7.2 XRN4665 Creation of New End User Categories**

The latest position of the EUC Release will be presented to ChMC for information purposes.

**7.3 Minor Release Drop 4 – Project Update**

A Project update on MiR Drop 4, including a timeline for implementation, will be presented to ChMC.

**7.4 Minor Release Drop 5 – Project Update**

A Project update on MiR Drop 5, including a timeline for implementation, will be presented to ChMC.

**7.5 November 2019 Release – Delivery Plan**

The latest position of the November 2019 Release will be presented to ChMC for information purposes.

**7.6 XRN4914 Retrospective Data Update Provisions**

The latest position of the Retrospective Updates Project will be presented to ChMC for information purposes.

**7.7 Retail & Network Allocated / Unallocated Change Update**

A list of the currently unallocated and allocated UK Link related changes will be presented to ChMC for information purposes.

**7.8 Change Impacts**

This agenda item is for discussion, and it will look at the UK Link Scoping Approach and a general update on UK Link, including upcoming delivery and governance timelines, allocated and unallocated changes, and a three year POAP.

**7.9 Change Assurance Health Check**

This will be presented to ChMC for information purposes.

**7.10 Data Office Changes**

A list of Data Office related changes will be presented to ChMC for information purposes.

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

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

**9.0 UIG Taskforce Update**

The UIG Taskforce will present a set of slides to ChMC for information purposes. This will include a POAP, Taskforce Funding, and Next Steps.

**10. Amendment Invoice – Verbal Update**

A Verbal Update regarding the Amendment Invoice issues will be presented to ChMC 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.

**12.1. BP20 (Business Planning) – DSC Change Budget**

This agenda item is for approval, and all parties will be expected to vote. An approval decision is required for the DSC Change Budget Business Plan for 2020.

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

**14.1 Process for Updates to the DSC Service Description Table**

This agenda item is for approval, and all parties will be expected to vote. ChMC will be asked to consider a process whereby DSC Service Description Table updates would not require ChMC approval prior to Contact Management Committee (CoMC) approval.

**14.2 IX Refresh Update**

The latest position of the IX Refresh project will be presented for information purposes.

**14.3 July Change Pack**

This agenda item is for discussion. The purpose of this agenda item is to discuss what caused the erroneous emails associated with the July Change Pack, and what Xoserve has done to mitigate the issues.

**14.4 Impact of Mod0700 on the change pipeline**

This agenda item originated from Wales & West Utilities, and is for discussion. The purpose of the agenda item is to discuss the impact of the Mod0700 on Xoserve’s resource, particularly SME resource and any possible mitigation options.

* Mod0700: Enabling large scale utilisation of Class 3

**14.5 DSC Governance Group – Recommendations**

This agenda item is for approval, and all parties will be expected to vote.

**14.6 UK Link Update**

This agenda item will appear after section one of the agenda, and is for discussion. Xoserve’s Chief Customer Officer, Ranjit Patel, will be facilitating a discussion about UK Link performance.