Change Management Committee (ChMC) is scheduled to convene on Wednesday 13th November 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/091019>

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

**2.1 XRN5033 Addition of low-level data to EUC Report**

This new Change Proposal is sponsored by British Gas

The Shippers currently receive an EUC report (developed via XRN4806) that details all Gemini data and customer data at aggregate AQ level. This does not allow them to see a breakdown level which confirms how the EUC data is calculated(banded) together.

The proposal is to create an additional tab within the EUC report. This will detail how each EUC band is calculated at aggregated AQ level showing the low-level data. This will be a monthly report for all gas days occurred in previous month and will be in spreadsheet format. A check would be required to ensure that the low level data adds up to the Aggregate level in the original report.

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 6: Annual quantity, DM supply point capacity and offtake rate reviews, which is 100% Shipper funded.

**2.2 XRN5036 Updates to must read process**

This new Change Proposal is sponsored by Cadent

Currently the must read process is as follows: • On the 20th business day must read Contacts are generated for: - All monthly read sites that have not had a valid read loaded on UK Link for 4 months - All non-monthly read sites that have not had a valid read loaded on UK Link for 24 months Pre-Notes with the MPRNs which fall into the criteria above are sent to Shippers on the 1st of the month to give them a few weeks to gain reads, load them, and avoid a must read being generated This information is sent on a report to Shippers & DNs for information and the Contacts are downloadable via CMS by the DN/MRA/IGT to procure the read.

Please note that the must read process for DNs and IGTs is slightly different and the IGT process is proposed to be out of scope.

It is proposed that the new requirements for must read process are as follows:

• On the 20th business day must read Contacts are generated for: - Monthly read sites that have not had a valid read loaded on UK Link for 4 months - Non-monthly read sites that have not had a valid read loaded on UK Link for 24 months

• Sites that meet one or more of the following conditions are excluded from the must read generation process o Have Meter Mechanism Code of [NS, S1 or S2] o Have an [AMR Indicator] o Have an [active DCC flag] As per Modification 0692, checks are being proposed to ensure an NS and S1 Meter is operating as a Smart Meter. This will follow that we should only classify such Meters as Smart where the Installing Supplier is the same as the Effective Supplier, otherwise the NS and S1 Assets will be considered not operating in a Smart functionality and subject to must reads.

Based on this logic, MPRNs which have Meter Mechanism Code NS, S1 and S2, those which have an AMR Indicator or an active

DCC flag would be present on the Pre-Notes report but will not have a must read generated for them. Timings and contents for the Pre-Notes reports are proposed to be unchanged. This means that the Pre-Notes reports would still include all monthly read sites that have not had a valid read loaded in 4 months including Smart and AMR meters. This report is for information only. The process to download the CMS Contacts are proposed to remain unchanged.

DN 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 2 but change funding split – 100% DNs, which is different to the Service Area (currently 90% Shipper 10% DN).

**2.3 XRN5038 Convert Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met (MOD 0691)**

This new Change Proposal is sponsored by British Gas

Based on the findings of the UIG Task Force, as at December 2018 just 12 sites were contributing 0.85% of national LDZ throughput to annualised UIG and up to 0.3% of national LDZ throughput to daily UIG volatility.

This Modification proposes that where the requirement for a Class 2, 3 or 4 meter point to become Class 1 (number of calculations and number of months) has been met, and the Shipper has not taken steps to convert the site to Class 1 within a 28 Supply Point System Business Day grace period, that the CDSP would take steps to convert the meter point to Class 1. The Modification also proposes a new Performance Assurance report of sites where the CDSP has taken action, over the previous 12 months.

DN Users will be expected to vote on whether this change should be approved

Currently, the Change Proposal indicates the DSC Service Area 22: Specific Service, with 100% Shipper funded. A new Service Line to be proposed.

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

None for this meeting

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

**4.1 (XRN4897 and XRN4899) Deletion of Customer Contact Details and Priority Service Register Data (PSR) at the Change of Shipper and Supplier Events**

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

There was only one solution option. During the solution review Change pack consultation period, no responses were received.

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

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 preferred Option 4, as it is the only option which would meet the proposed modification implementation, however this is dependent on whether an Ofgem decision is made before the design work to deliver the solution commences (required November 2019)

DSG preferred Option 1 with the following recommended approach:

* Interim solution – Option 4 (delivery in February 2020 Minor Release)
* Enduring solution – Option 1 (to be delivered within the next available Major Release)

During the solution review Change pack consultation period, four responses were received: there were three approvals for the DSG two stage approach, one response approved Xoserve preferred option 4 and the DSG approach.

If the industry went with the DSG recommendation, we are comfortable with delivering the phased approach (again dependent on the Ofgem decision). Shipper and DNO Users will be expected to decide whether this approach can be supported.

**5. CSS Consequential**

**5.1 CSSC Implementation Plan**

November’s CSSC implementation plan includes the following:

Approval of the Design Specification for the following changes:

* XRN4627 CSSC - Nomination Enquiry and Registration
* XRN4920 Review of the CSSC Gemini Business Requirements Document
* New Gemini ACT file notification of meters that have switched.
* XRN4921- Review of the CSSC GT and IGT Business Requirements Document
* Settlement Data
* XRN4922 CSSC Shipper Business Requirements Document
* Supply Meter Point Updates, Stakeholder Data and Meter Reads

**5.2 CSS Consequential Change Update**

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

**6. Xoserve DSC Implementation Plan**

October’s ChMC implementation plan includes the following:

Approval of the Design Specification for the following changes:

* Amendment to the Important ChMC, DSG and CP Dates for 2020

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

* DCC (Data Centre Cutover) Phase 1 on 30th November and 1st December 2019
* UK LINK on Desktop & Network Programme on 15th November 2019
* RTP application on 25th and 26th January
* EFT (Enhancement File Transfer) on 7th & 8th February 2020
* DCC on 28th & 29th March 2020
* AD & BoKs on 28th & 29th March 2020
* CMS (Contact Management System) on 11th & 12th April 2020
* Birst Connector on 11th & 12th April 2020
* Control M application on 16th and 17th May 2020
* Internet Routing for UK LINK on 23rd and 24th May 2020

**7. Approval of Change Documents**

**7.1 CCR for COR4149 NG Gateway Migration**

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

**7.2 CCR for XRN4991 MOD700**

A CCR for this change, will be presented to ChMC for approval. Shipper & DNO Users will be expected to vote regarding the approval of this CCR.

**7.3 CCR & BER for XRN5003 Data Access Platform - DN**

A CCR and BER, for this change, will be presented to ChMC for approval. DN Users will be expected to vote regarding the approval of this CCR and BER.

**7.4 BER for XRN4996 June 2020**

A BER, for this change, will be presented to ChMC for approval. Shipper, DNO & IGT Users will be expected to vote regarding the approval of this BER.

**8.0 Release Updates**

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

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

**8.2 November 2019 Release – Delivery Plan**

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

**8.3 June 2020 Release – Project Update**

The latest position of the June 2020 Release will be presented to ChMC for information purposes.

**8.4 XRN4914 Retrospective Data Update Provisions**

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

**8.5 XRN4991 Enabling large scale utilisation of class 3 (MOD0700)**

Update on the implementation of XRN4991 Enabling large scale utilisation of class 3 (MOD0700)

**8.6 Retail & Network Update**

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.

**8.7 UK Link POAP**

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

**8.8 Change Assurance Health Check**

This will be presented to ChMC for information purposes.

**8.9 Data Office Changes**

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

**8.9.1 XRN4857 Report Review - Automation and Optimisation Options**

Automation and Optimisation Solution Options for XRN4857 Report Review, will be presented to ChMC for discussion

**8.9.2 XRN5013 Data Access Platform – PAFA**

A verbal update on the progress of the DDP access for PAFA will be presented to ChMC 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 Horizon and Future Release Change Planning**

**10.1 ‘Bubbling Under’ Report**

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

**10.2.1 Gemini Horizon Planning**

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

**10.2.2 Gemini Re-Platform Project**

**11.0 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.

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

**12.1 IX Refresh Update**

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