Change Management Committee (ChMC) is scheduled to convene on Wednesday 8th January. 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/080120>

**2. New Change Proposals - Initial Review (Approvals needed)**

**2.1 XRN5014 – Facilitating HyDeploy2 Live Pilot**

This new Change Proposal is sponsored by NGN

NGN is seeking to identify a means of ensuring that the impacted properties’ AQs can be managed so as not to increase the amount of energy requiring to be purchased by the shippers at the affected meter points.

NGN (and Cadent) is working in partnership on the HyDeploy2 Project to blend up to 20 vol% (6% by energy) hydrogen into isolated pilot areas on each of their networks. This Innovation Project is entering into Phase 2 which will involve two trials on small sections of live gas network(s)

The Project Team has selected discrete area within the NGN network, which can be isolated, on which to undertake the HyDeploy2 Live Pilot and the commercial impacts of the hydrogen blend will need to be managed through the CDSP Central Systems.

The consumers at the properties impacted will be engaged directly by a dedicated NGN team – there are approximately 670 largely domestic properties involved. The first live pilot is scheduled to commence in Quarter 4, 2020 and will run for a period of 10 months.

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

The DSC Service Area is TBC.

**2.2 XRN5048 Make an indicator available where a Supply Meter Point form part of a Network Trial**

This new Change Proposal is sponsored by NGN

There will be instances over the coming years where Supply Meter Points within an LDZ will be included in 'pilot' schemes to support future carbon neutral networks. There is a need to create an indicator that is viewable by Networks and Shippers to identify relevant Supply Meter Points.

Provide a means to make the indicator viewable for both DN's and Shippers for all Supply Meter Points in a 'pilot'.

Providing a means to set and remove indicator, with effective dates (to be updated independently).

means to add variable value to articulate the type of 'pilot'

DNO 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 16: Provision of supply point information services and other services required to be provided under condition of the GT Licence. This service area is 100% DNO & IGT funded, however we would like ChMC to agree for this change to be 100% DNO funded.

**2.3 XRN5064 – Meter Asset Enquiry API Enhancements**

This new Change Proposal is sponsored by Xoserve

Meter Asset Enquiry API was introduced into the CDSP’s API estate on the 28th June 2019 as a commercial service under XRN4841 - MAP Access to UK Link data via API (JMDG Use Case 58) and was brought about and scoped via the Joint MIS Development Group initiative.

Current data items exposed under the Meter Asset Enquiry API are as follows:

* Meter Point Reference Number (MPRN)
* Meter Serial Number (MSN)
* Current Supplier ID
* Current Supplier Name
* Meter Capacity
* Meter Mechanism Code
* Meter Type
* Meter Model
* Meter Year of Manufacture

XRN4841 was raised to allow Meter Asset Providers the mechanism in order to query Supply Point Register Asset data, for the primarily purpose of validating the Supplier currently associated with their assets. This is to attempt to reduce erroneous Supplier billing and assist with data cleansing activities ready for CSS Consequential Change of migrating MAP ID into UK Link.

Following implementation of the service, Meter Asset Providers have requested that additional data items are provided within the Meter Asset Enquiry API to enhance their investigation work and speed up resolution timescales, the main element being the Supplier Effective Date and Meter Installation Date to assist with validating the appropriate Supplier billing. The exclusion of these important data items are resulting in MAPs not taking up this service.

The requested additional data items proposed to be added to the Meter Asset Enquiry API are as follows:

* Meter Installation Date
* Supplier Effective Date
* Meter Asset Manager (MAM) ID
* Meter Asset Manager (MAM) Name
* Meter Asset Manager Effective Date

For the purpose of having data provided to MAPs via API, the specified Meter Point Reference Number (MPRN) and Meter Serial Number MSN) on the inbound requests should align to what we hold on the Supply Point Register, if not, no data will be provided and the API request rejected back.

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

The DSC Service Area is Service Area 18: Provision of user reports and information. Service Area is currently split Shipper 34%, DNO & IGT 59% and NTS 7%. ChMC to agree 100% Shipper for this change

**2.4 XRN5065 – Addition of Email Address to DES Last Accessed Report**

This new Change Proposal is sponsored by Scottish Power.

The current DES Last Accessed report (SS SA22 50 to 53) contains the list of users with the DES username. This username is constructed of a conjunction of the users first and last names. It makes the use of this report to validate the users more difficult that it needs to be as we are unable to match these (which may be subtly different to the users first name and last name in the company users accounts) directly to our own records. We would like to be able to use the report to more readily match users in DES against current company employee records.

This Change proposes the addition of the user email address to the report as an additional field.

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

The DSC Service Area is Service Area 18: Provision of user reports and information. Service Area is currently split Shipper 34%, DNO & IGT 59% and NTS 7%. ChMC to agree 100% Shipper for this change

**2.5 XRN5070 - Amendment to Isolation Flag**

This new Change Proposal is sponsored by E.ON

Since sites are being registered onto UK Link in some cases before the property has been fully built and gas connected and are also counted in the ‘confirmed no assets’ numbers which are reviewed by PAC. A solution is required to ensure there is accurate processing and identification of where these premature registrations have occurred.

The reporting seen by PAC which contains the confirmed no assets could have an impact on UIG; the scenario described is something which has only recently been made know to PAC so could impact their decision making on next steps. PAC would also benefit from understanding what are linked to new connections and what are general no meters attached which doesn’t have the transparency it probably needs to have.

This change proposes changes to UK Link processes only and that the DCC process remain unchanged due to expected complexity of the change to SEC and DCC systems.

It is expected that the isolation flag would only be applied for a short period of time for each Supply Meter Point but that this would reduce complexity in Shipper systems trying to orchestrate complex cross code processes.

This would mean that any Supply Meter Points that have yet to have a Supply Meter fitted will not be subject to UIG under the current rules. Where the isolation flag is set, Supply Points are not be subject to the Commodity Charge, since these charges are currently refunded under DSC processes where Supply Meters are installed late this is not expected to impact Network charging.

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

The DSC Service Area is Service Area 1: Manage supply Point Registration.

**2.6 XRN5072 - Class 4 with AMR/DRE Installed - RGMA Flow received with no RTC count**

This new Change Proposal is sponsored by Xoserve

This proposal is required to amend the logic to how the system derives the Round the Clock (RTC) or Though The Zero (TTZ) count.

Where there is a Class 4 site with AMR/DRE installed, check to check reconciliation is carried out when Site Visit Reads are received.

When an RGMA update is received (ONJOB or ONUPD) these reads are treated as Site Visit Reads.

When an ONUPD (asset update) is submitted the shipper does not have to supply any meter reads or Round the Clock (RTC) count or TTZ count (Through The Zeros) so Xoserve will generate estimated reads and derive a RTC if required. If the shipper is submitting an RGMA flow (ONJOB) and where the RTC is not supplied, the system will derive a RTC count.

When the system looks to derive the RTC count it will be based on the Read history (last Actual read, last Check Read, AMR/DRE Installation read, Meter Install read, etc)

For Project Nexus the RGMA design was taken from legacy CA Rules. The RGMA logic was considered as an ‘As Is’ process and the requirements were not changed. Under source rule 100278 it states “If the RTC is not provided, the RTC would be derived with an increment.

We have seen instances where an RTC count of 1 is incorrect, as previous read history shows that the meter has gone round the clock several times. This has generated a reduced volume and energy, so has caused the AQ value to be understated and incorrect Reconciliation. This understated AQ affects all downstream processes that use the AQ value, (EUC assignment, daily allocation and the calculation of unidentified Gas).

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

The DSC Service Area is Service Area 3: Record, submit data in compliance with UNC.

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

None for this meeting

**4. New Change Proposals – Post Solution Review (Approvals needed)**

**4.1 XRN4851 - Moving Market Participant Ownership from SPAA to UNC/DSC Estimate Reads**

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

During the solution review Change pack consultation period, four approval responses were received. 3 approved option 2 and 1 didn’t state their preference.

Xoserve intends to include this change in an Adhoc Release – 28th February 2020.

**4.2 XRN4931 - Submission of a Space in Mandatory Data on SPA Files**

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

During the solution review Change pack consultation period, three approval responses were received. 2 for Option 2 and 1 had no preference.

Xoserve intends to include this change in either November 2020 Major Release or Minor Release Drop 7, depending on what release comes first and detailed design readiness, if ChMC vote for Option 2 to be implemented.

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

Following the completion of the solution review Change Pack, ChMC will be asked to vote on a solution option subject to Ofgem approving the UNC Modification.

During the solution review Change pack consultation period, four approval responses were received.

The committee voted (at the November extraordinary ChMC meeting) that the interim solution would be taken out of the February. The CDSP will keep enduring solution on the unallocated list of changes, potentially for a November 2020 release.

**5. Xoserve DSC Implementation Plan (Approvals needed)**

December’s ChMC implementation plan includes the following:

Approval of the Design Specification for the following changes:

* 4941 Auto updates to meter read frequency (MOD0692)
	+ Voting party – Shipper
* 4997 Introduction of New Charge Codes for Pro-Active Payment of GOP 3 and GSOP 13 and GT Voluntary Consumer Payments
	+ Voting party – DNO
* Rejection Code Reword – Defect 1492
	+ Voting party – Shipper & DNO
* EUC Description Amendments
	+ Voting party - Shipper & DNO

**6. Approval of Change Documents**

**6.1 BER for the Gemini Spring 2020 Release**

A Business Evaluation Report (BER), for this change, will be presented to ChMC for approval. NTS will be expected to vote regarding the approval of this BER.

**7 Release Updates**

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

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

**7.2 November 2019 Release – Delivery Plan**

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

**7.3.1 June 20 Release – Delivery Plan**

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

**7.3.2 June 20 Release – Change Assurance Report**

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

**7.3.3 June 20 Release – Timeline (Approval needed)**

Scope and proposed date of 27th June 2020 for approval.

**7.4 XRN4914 Retrospective Data Update Provisions**

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

**7.5 & 7.6 Retail & Network – UK Link Release Updates**

This agenda item is for information, 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.

**7.7 UK Link POAP**

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

**7.8 Change Assurance Health Check**

Discussion on the Change Assurance principles, how they categorise change for assurance and what they can offer the Committee.

**7.9 Data Office Changes**

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

**8 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.

**9 Horizon and Future Release Change Planning**

**9.1 ‘Bubbling Under’ Report**

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

**9.2.1 Gemini Horizon Planning**

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

**9.2.2 Gemini Re-Platform Project Update**

The latest position of the Gemini Re-Platform Project will be presented to ChMC for information purposes.

**10 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.

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

**11.1 IX Refresh Update**

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

**11.2 CDSP Prioritisation and Release Scoping Approach Review**

Review of the ‘*Xoserve Prioritisation and Scoping Approach*’ document.

**11.3 DDP update**

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