

UNC DSC Change Management Committee Minutes
Wednesday 11 March 2020
at Lansdowne Gate, 65 New Road, Solihull B91 3DL

| Attendees | | | |
|--|--------|--------------------------|----------------|
| Loraine O'Shaughnessy (Chair) | (LOS) | Joint Office | Non-Voting |
| Maitrayee Bhowmick-Jewkes (Secretary) | (MBJ) | Joint Office | Non-Voting |
| Shipper User Representatives (Voting) | | | |
| Claire Louise Roberts (Alternate)* | (SC) | Scottish Power | Class A Voting |
| Mark Jones* | (MJ) | SSE | Class A Voting |
| Alex Mann* | (AM) | Gazprom | Class C Voting |
| Transporter Representatives (Voting) | | | |
| Guv Dosanjh | (GD) | Cadent | DNO Voting |
| Richard Pomroy | (RP) | Wales and West Utilities | DNO Voting |
| Richard Loukes + Alternate | (RL) | National Grid | NTS Voting |
| Rebecca Cailles + Alternate | (RC) | IGT Representative | IGT Voting |
| CDSP Change Management Representatives (Non-Voting) | | | |
| Emma Smith | (ES) | Xoserve | |
| James Rigby | (JR) | Xoserve | |
| Paul Orsler | (PO) | Xoserve | |
| Observers/Presenters (Non-Voting) | | | |
| Andy Clasper | (AC) | Cadent | |
| Dave Morley* | (DM) | Ovo Energy | |
| Helen Chandler* | (HC) | Northern Gas Networks | |
| Kirsty Dudley* | (KD) | EON | |
| Sally Hardman* | (SH) | SGN | |
| Angela Clarke | (AC) | Xoserve | |
| David Addison | DA | Xoserve | |
| David Newman | DN | Xoserve | |
| Emma Lyndon | (EL) | Xoserve | |
| Fiona Cottam | (FC) | Xoserve | |
| Jai LeResche | (JL) | Xoserve | |
| Hannah Reddy | (HR) | Xoserve | |
| Leanne Jackson | (LJ) | Xoserve | |
| Mark Pollard | (MP) | Xoserve | |
| Matt Rider | (MRid) | Xoserve | |
| Meg Troth | (MT) | Xoserve | |
| Mudassar Riaz | (MR) | Xoserve | |
| Peter Hopkins | (PH) | Xoserve | |
| Rachel Addison | (RA) | Xoserve | |
| Rachel Taggart | (RT) | Xoserve | |

| | | |
|---------------------|-------|---------|
| Richard Johnson | (RJ) | Xoserve |
| Simon Burton | (SB) | Xoserve |
| Surfaraz Tamba | (ST) | Xoserve |
| Tom Lineham | (TL) | Xoserve |
| Tracy O'Connor | (TOC) | Xoserve |
| *via teleconference | | |

Copies of all papers are available at: <https://www.gasgovernance.co.uk/dsc-change/110320>

1. Introduction

Lorraine O'Shaughnessy (LOS) welcomed all to the meeting and confirmed the meeting quorate.

1.1. Apologies for absence

Lorna Lewin.
Teresa Thompson.
Kevin Duddy.

1.2. Alternates

Alex Mann for Lorna Lewin.
Richard Loukes for Teresa Thompson.
Rebecca Cailles for Kevin Duddy.

1.3. Confirm Voting rights

| Representative | Classification | Vote Count |
|--|-----------------|------------|
| Shipper | | |
| Claire Louise Roberts (Alternate for Stephanie Clements) | Shipper Class A | 1 vote |
| Mark Jones | Shipper Class A | 1 vote |
| Alex Mann + Alternate Shipper Class B | Shipper Class C | 4 votes |
| Transporter | | |
| Guv Dosanjh | DNO | 1 vote |
| Richard Pomroy | DNO | 1 vote |
| Richard Loukes + Alternate NTS | NTS | 2 votes |
| Rebecca Cailles + Alternate IGT | IGT | 2 votes |

1.4. Approval of Minutes (12 February and 05 March)

The minutes from the meeting held on 12 February and the Extraordinary meeting held on 05 March 2020 were approved.

1.5. Review of Outstanding Actions

0108: Xoserve (ES) to ensure Governance Subcommittee reviews the governance arrangements around change assurance and associated health check for development.

Update: ES advised that this is currently being reviewed and agenda items are being collated. A meeting date for this will be sent out shortly. **Carried forward.**

0110: Xoserve (DN) to provide an update on timelines for the DDP project or bring the roadmap to the next Committee if it is ready.

Update: ES advised that this had been provided and would be discussed during the meeting. DN presented a slide which explained that this would be updated according to customer needs and/or requirement. Currently the DDP shows portfolio data is the primary information customers are interested in. At present a DN drop is planned but Xoserve confirmed they can include an IGT drop if required. **Closed.**

0201: Xoserve (SH) to update CP CP5080 document to reflect the impacted DSC Service area.

Update: PO confirmed that this had been updated. **Closed.**

0202: Xoserve (PO) to review reporting obligations arising from CP4645.

Update: PO advised that this is being looked at as part of the change. KD requested if this could also be rolled out to DSG as an action. PO to check and confirm this. **Carried forward**

0203: Xoserve (SH/ES) to review and answer queries and concerns raised around implementing the proposed solution for CP4780.

Update: ES advised that DA would provide an update on this. **Carried forward.**

0204: Xoserve (ES/SH) to review making MAMs responsible for providing MAP IDs and regulatory obligations around it at MAMCOP.

Update: DA to provide an update on this. **Closed**

0205: CP4992 (Modification 0687) Xoserve (ES/RT) to keep this item on Committee agenda until May.

Update: This change is still awaiting Ofgem's decision. RP suggested that Xoserve write to Ofgem for a decision, so it can be progressed. However, ES advised the Committee that regardless of what decision Ofgem makes, this may not make it to the agreed release because Xoserve needs to prioritise the CSS implementation at present. TOC advised the Committee that Xoserve are looking to carry out an impact assessment for all November 2020 release changes (including this) against the CSS project deliverables. This review will include a high-level view of which implementation dates may be impacted by the CSS project. Xoserve advised that by May the impact assessment will be complete to assess whether this change will be impacted. **Carried Forward**

0206: Xoserve (ES/ST) to send out the reduced scope Market Trial including only CP4850 for consultation, followed by an Extraordinary Change Management Committee.

Update: Following the Extraordinary Change Management Committee meeting on 05 March 2020, the Committee approved the revised scope of the Market Trials. However, as Shippers are yet to commit to the trials, Xoserve have emailed the industry to seek engagement. **Closed.**

New Action 0301: Xoserve (JR) to seek further shipper engagement in Market Trials.

0207: All parties to provide feedback to Xoserve on training proposals.

Update: The Committee confirmed that everyone is aware of the proposed training opportunities for changes included in the June Release and are comfortable with these. **Closed.**

0208: Xoserve (PO) will create consolidated change proposal concentrating on problem statements for DDP issues.

Update: PO confirmed this was being reviewed and he would provide a further update at the next meeting. **Carried Forward.**

0209: Shippers to contact Xoserve (ES/PO) to get details of funding split for CP4871B (Modification 0665)

Update: Xoserve informed the Committee that whilst they will have a conversation with Shippers and DNs to review this topic, they, i.e. Xoserve, should not have to work out the funding split for this change and Shippers and DNs need to discuss and agree this themselves. RP was concerned and advised this is problematic. KD asked if this should be looked at more formally by asking Shippers and DNs to contact Xoserve to review this? A formal decision paper may be appropriate. RP and KD both purported this item was meant to have a decision at this meeting. All Shippers agreed that they would like this to come back next month for a vote. Xoserve pointed out that whilst this is a Shipper led Modification, it is DNs who are delivering it. The Committee asked for further clarifications on the deliverables for this change and agreed that some action will be required to bring this for a decision next month. **Carried Forward .**

New Action 0302: Xoserve (ES/PO) to provide further clarity on this change and bring this for a decision next month.

0210: Xoserve (ES/PO) to work out offsetting cost for the functionality of CP4871B (Modification 0665) will deliver against other changes.

Update: As above. **Carried Forward** .

0211: Xoserve (RH) to add a slide to clarify what will be included in the November 2020 Release.

Update: This has been completed. **Closed**.

0212: Xoserve (EL) to clarify Ofgem’s comments around CSS delivery.

Update: This action is being carried out at present to assess any changes being raised which may impact switching programme. EL confirmed that the Change team and CSS delivery team are working together to identify these changes and bring them to the Committee as any come up. Action to be closed and as and when changes identified they will be added to Committee agenda. **Closed**.

0213: Xoserve (EL) to review the position for DNOs if the delivery of other changes has an impact on CSS.

Update: As above. **Closed**.

0214: Xoserve (EL) to provide CSS dashboard to the DSC Change and DSC Contract Committees.

Update: Completed and further update provided under agenda item 5. **Closed**.

0215: Xoserve (FC) to include a ‘lessons learnt’ paper in the Taskforce closedown documents.

Update: Completed and provided under agenda item 8. **Closed**.

0216: Xoserve to review how they can be clearer when discussing costs which have already spent a proportion of their budget.

Update: ES advised that this is being reviewed and will provide an update at a later date. **Carried Forward**

0217: Xoserve (PO) to review options for including all communication references to each change.

Update: PO advised whilst this has been looked at, it is not something that they Xoserve can do. However, there are other initiatives that Xoserve are looking at doing which will help customers and PO will liaise with KD to review these. It was agreed that the action could be closed as this will be done offline. **Closed**.

2. New Change Proposals – Initial Review

2.1. XRN5116 Domestic Report - Must Read Prenotification

This new Change Proposal (CP) is sponsored by British Gas.

James Rigby (JR) presented this change which will make pre-notification for Must Reads to go out to shippers. This change will make the changes more frequent.

JR advised that Current Must Read processes impact IGT SSPs, however the current Domestic pre-notification report is only issued on a quarterly basis. Changing the frequency of this report to Monthly would support proactive activity around submitting reads for IGTs, in line with UNC Must Read obligations, in addition to reducing MRA activity for IGTs.

Shipper users were asked to vote on this, and unanimous approval was recorded as follows:

| Voting Outcome: | | |
|--------------------------------|---------------------|--------------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts | 1 | For |
| Mark Jones | 1 | For |

| | | |
|-----------------------|----------|------------|
| Alex Mann + Alternate | 4 | For |
| Total | 6 | For |

2.2. XRN5120 MAP to UKL Monthly Comparison Service

This new Change Proposal is sponsored by E.ON and was presented by Paul Orsler (PO) who advised that Meter Asset Providers (MAPs) have access to a 'best endeavours' data reconciliation service of which a request has been received to make this an ongoing regular reconciliation.

Over the last year or so, the CDSP have been providing a service to MAPs to compare their meter asset portfolio against UK Link systems and play back the submitted data to outline where mismatches occur and report back where mismatches are found.

This CP is looking to enhance this reconciliation process by improving the quality of MAP data and by making it a more formal ongoing monthly service. Once the change is "captured" Xoserve will have a better idea of impacted constituencies.

Richard Pomroy (RP) raised a concern with the wording of the problem statement which states that MAPs have access to "best endeavours data reconciliation service" and advised that it should read 'ad hoc data reconciliation service'. This was accepted and Xoserve will reword this statement.

New Action 0303: XRN5120 - Xoserve (PO) to reword problem statement.

All Users were asked to vote on whether this change should proceed to DSG. Unanimous approval was recorded as follows. However, funding for this change was not agreed and will be decided once it progresses.

| Voting Outcome: | | |
|------------------------------------|---------------------|--------------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts | 1 | For |
| Mark Jones | 1 | For |
| Alex Mann + Alternate | 4 | For |
| Total | 6 | For |
| Transporter Representatives | Voting Count | For/Against |
| Guv Dosanjh | 1 | For |
| Richard Pomroy | 1 | For |
| Richard Loukes + Alternate | 2 | For |
| Rebecca Cailes + Alternate | 2 | For |
| Total | 6 | For |

2.3. XRN5110 November 2020

Matt Rider (MRi) informed the Committee that this new CP is sponsored by Xoserve and has been raised as a 'parent CP' only for information. Its purpose is to provide updates on the November 2020 releases.

There are 10 changes for inclusion as scope of delivery for the November 20 release as approved by the Committee on the 12th February 2020. For information these changes are:

- 4780c - MAP ID: CSSC
- 4801 - Additional Info in DES
- 4871b - Ratchet regime changes
- 4897 - Contact Details
- 4899 - Contact Details
- 4931 - Space in SPA Files
- 4941 - MOD 692 - Auto Updates to Meter Read Frequency
- 4992 - Supplier of last resort charge type
- 5014 - Hydeploy trial
- 5036 - Updates to must read process

This CP was for information only and no votes were required.

2.4. **XRN5121 Supplier Portfolio Service**

This CP is sponsored by Xoserve. As part of the Data Permissions Matrix (DPM) Suppliers can receive a portfolio report however it has not yet been created. This Change Proposal is to create the portfolio report.

As part of the DPM Suppliers can access a variety of data items if the Supply Meter Point is within their portfolio. As a result, several requests have been received by Suppliers to access this information. This CP is looking to develop a portfolio service to be provided to Suppliers via a Commercial Contract. This is an opportunity for cost of the development of the Supplier Portfolio Report to be socialized across the Shipper community.

The Committee, whilst in favour of the purpose of this CP, debated who would be funding it. Claire Roberts (CLR) queried whether the DPM is Shipper funded at present, and this CP will enable apportionment of costs across Shippers and Suppliers and the cost of building this product will be socialised. The question of how many Shippers have asked for this was raised by Dave Morley (DM). On Xoserve responding that there had been a few requests, DM further queried whether this would be worth raising without enough people to take up the service. JR clarified that at this time, Xoserve just wants to raise the CP to explore what options are available and later then they can come back to the Committee with more information and make a decision on whether or not to implement it.

Shipper users were expected to vote on whether this change should proceed to DSG and unanimous approval was received.

| Voting Outcome: | | |
|--------------------------------|---------------------|--------------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts | 1 | For |
| Mark Jones | 1 | For |
| Alex Mann + Alternate | 4 | For |
| Total | 6 | For |

2.5. **XRN5122 Gemini System Enhancements - Delivery**

Hannah Reddy (HR) presented this new CP sponsored by National Grid.

The Gemini IT system underpins the commercial gas transmission regime and accounts for all capacity and energy transactions. It is owned by National Grid with technical support provided by Xoserve under the Data Services Contract.

NG have a commitment to their customers and Ofgem to maintain compliance with the UNC and ensure that Gemini meets the needs of its users. Gemini Re-Platforming addresses these issues. CP4632 carried out a Feasibility and Analysis on a number of potential enhancements that were based on feedback from customers. The output of this was the Change, Business Requirements and Solution document (CBRS) and corresponding delivery options.

The purpose of this CP is to request Xoserve to deliver a set of the requirements and key activities captured in the CBRS. HR confirmed that the budget and scope of this CP is subject to emerging changes in the RIIO-T1 period. Specific targeted requirement confirmation sessions organised by Xoserve Gemini project team will assist in defining the final scope of the change.

NTS users voted on whether this change should proceed to DSG and approved this.

| Voting Outcome: | | |
|----------------------------|---------------------|--------------------|
| NTS Representatives | Voting Count | For/Against |
| Richard Loukes + Alternate | 2 | For |
| Total | 2 | For |

2.6. XRN5123 DSC Service Description Table cosmetic change to Service Line Table v10

This new Change Proposal is sponsored by Xoserve. It is updating the DSC Service Description table with the following new Service Lines:

- ASGT NC SA9 02 which details how Xoserve as the CDSP will invoke the Supplier Deed of Undertaking as an Agent of National Grid Gas Transmission
- ASiGT CS SA9 02 which details how Xoserve as the CDSP will invoke the Supplier Deed of Undertaking on behalf of IGTs
- DS-CS SA3 -18 which details how Xoserve as the CDSP manage the administration of MDD as set out within the UNC

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.

This CP was discussed for information only and no voting was required from the Committee.

3. New Change Proposals - Post Initial Review

None for this meeting.

4. New Change Proposals - Post Solution Review

4.1. XRN5036 Updates to must read process

Jai LeResche (JL) provided an update to the Committee and advised that four approval responses for solution option 1 and one rejection were received.

The rejection came from a participant who wanted to raise a clarification. AC and JL both believe the issue has now been clarified.

DNs were asked to vote on approval of the solution option and whether the change would be included in a minor or major release. At this time implementation is pencilled in for September 2020.

DNs approved solution option 1 and for this change to be included in a minor release.

| Voting Outcome: | | |
|------------------------------------|---------------------|--------------------|
| Transporter Representatives | Voting Count | For/Against |
| Guv Dosanjh | 1 | For |
| Richard Pomroy | 1 | For |
| Total | 2 | For |

5. Xoserve DSC Implementation Plan

5.1. Gas Transmission Charging Regime and NTS Optional Charging (Information)

PO advised that the Change pack went out relating to GB charging project. A dummy change place holder was captured – this is in relation to NTS charging Modifications 0718 and 3 Alternates. These will now be progressed through Modification discussions, subject to an Ofgem decision on Urgency.

5.2. CSSC Detail Design Reps

Kirsty Dudley (KD) provided feedback to Xoserve to say that the agenda and slide pack did not match up and requested if this could be updated and taking into consideration going forward. JL provided Xoserve communication reference for each item.

5.2.1. XRN4922 Shipper BRD

Shipper Vote required (See below).

5.2.2 UK File Formats CSS Consequential Change

Both of the above items were based on consultation responses on these topics. There was no contention and Shippers voted for unanimous approval of both.

| Voting Outcome: | | |
|--------------------------------|---------------------|--------------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts | 1 | For |
| Mark Jones | 1 | For |
| Alex Mann + Alternate | 4 | For |
| Total | 6 | For |

5.2.3 DES Business Requirements Document (BRD)

Xoserve provided an update on this and went through DES solution and implementation summary response which rejected this change. On the back of CSS switching programme requirements, as soon as there are changes, this will be made available on DES.

Xoserve explained to the Committee that the BRD is trying to stay aligned with the switching programme. EL (Emma Lyndon) asked KD if she wanted this to be deferred until the change is revised. KD queried who would approve the deferred change and was informed by PO that it is usually sent out for a further consultation. In this case EL confirmed that Xoserve have already liaised with the organisation who raised issues on the change, and they are satisfied with the explanation provided.

KD asked Xoserve if they could review the changed BRD and send it out with a track change marked version for consultation as this would make any amendments more transparent.

New Action 0304: Xoserve (EL) to send out a revised track change marked version of the DES BRD for consultation.

EL clarified to KD that there are parties who continuously review the BRD. The current version of the BRD is likely to change as further as changes coming out of the programme is likely to have an impact.

Helen Chandler (HC) queried the usage constraints around REL in CSS. Mike explained this is the CSS programmes usage constraint and is not set within the DES. If this is to be changed, it is likely it will be a switching programme change.

Shippers, DNs and IGTs was asked to vote and unanimous approval was recorded:

| Voting Outcome: | | |
|------------------------------------|---------------------|--------------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts | 1 | For |
| Mark Jones | 1 | For |
| Alex Mann + Alternate | 4 | For |
| Total | 6 | For |
| Transporter Representatives | Voting Count | For/Against |
| Guv Dosanjh | 1 | For |
| Richard Pomroy | 1 | For |
| Rebecca Cailes + Alternate | 2 | For |
| Total | 4 | For |

CSS Programme Dashboard

EL provided an update on the CSS Programme to the Committee for information. She apologised for sharing this as a late paper but explained the information in it had only been confirmed the day before the meeting. EL advised that in the future this will be published within the SLAs for presentations. LOS asked if everyone was happy for the late paper to be discussed. The Committee agreed to review the late paper and agreed to get a high-level overview of the CSS project from EL

EL advised that the programme is presently on Amber status. Plans are in place at present for getting it back to normal. EL gave an update on the additional requirements of the data issues the programme is facing at present and what the plans are to get these back on track. RP questioned if the programme budget is constrained. EL said possibly it will be, depending on changes raised to amend the scope of the switching programme. The programme cost is also likely to change depending on this.

SI subgroup is about to be set up to consider end to end testing. The first cut over workgroups have already started. RP asked what is happening about transition arrangements. EL confirmed that the cutover workgroup will cover this.

The rest of the dashboard has updates on programmed workstream updates and key programme risks. KD advised EL that the information provided was very helpful. She asked if this will be published on the Xoserve website. EL confirmed that she could not see any reason why this couldn't be published and would confirm with the programme Director and will update the committee.

New Action 0305: Xoserve (EL) to confirm if the CSS information can be published on Xoserve Website.

6. Approval of Change documents

A Change Completion Report (CCR), Business Evaluation Report (BER) or Evaluation Quotation Reports (EQR), for the following Changes, was presented to the Committee for approval.

6.1. CCR for XRN4665 End User Categories (EUC) Update

Matt Rider (MRid) gave an update on associated costs and agreed scope changes as well as lessons learnt for this CP. Shipper users were asked to vote on this, and unanimous approval was given:

| Voting Outcome: | | |
|--------------------------------|---------------------|--------------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts | 1 | For |
| Mark Jones | 1 | For |
| Alex Mann + Alternate | 4 | For |
| Total | 6 | For |

6.2. 6.2 CCR for XRN4828 November 2019 Release Update

MRid provided an update on this CP which was a major release last year. There were four changes included in this. He provided an overview of these, including any benefits and defects, costs and lessons learnt.

Shipper and DN voted and all approved:

| Voting Outcome: | | |
|------------------------------------|---------------------|--------------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts | 1 | For |
| Mark Jones | 1 | For |
| Alex Mann + Alternate | 4 | For |
| Total | 6 | For |
| Transporter Representatives | Voting Count | For/Against |
| Guv Dosanjh | 1 | For |
| Richard Pomroy | 1 | For |
| Total | 2 | For |

6.3. CCR for XRN4851 Moving Market Participant Ownership from SPAA to UNC/DSC

An update was provided on this CP by Meg Troth (MT) which has now been implemented. Shippers were asked to vote and approved unanimously:

| Voting Outcome: | | |
|--------------------------------|---------------------|--------------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts | 1 | For |
| Mark Jones | 1 | For |
| Alex Mann + Alternate | 4 | For |
| Total | 6 | For |

6.4 CCR for XRN4853 Interim process to monitor & manually load rejected reads into UK Link where the read was rejected for reason code MRE00458 only (UIG Recommendation 3.1 option 5)

JR gave an update on this CCR. There is no cost implication of this interim procedure. Shippers were required to vote and unanimous approval was recorded:

| Voting Outcome: | | |
|--------------------------------|---------------------|--------------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts | 1 | For |
| Mark Jones | 1 | For |
| Alex Mann + Alternate | 4 | For |
| Total | 6 | For |

6.5 Updated BER for XRN4653 iConversion Phase 1

Rachel Addison (RA) provided an update on this BER which was completed last year. This is an adjusted BER to take into account the additional testing as agreed. ES clarified NTS changes do not use the Change Committee budget and these changes come to the Committee for updates only.

NTS were asked to vote and approved.

| Voting Outcome: | | |
|----------------------------|---------------------|--------------------|
| NTS Representatives | Voting Count | For/Against |
| Richard Loukes + Alternate | 2 | For |
| Total | 2 | For |

6.6 CCR for XRN4653 iConversion Phase 1

This CCR is related to the above change and takes into additional costs. However as per comments by ES, the funding for this change is separate to the Change Committee budget.

NTS were asked to vote and approved.

| Voting Outcome: | | |
|----------------------------|---------------------|--------------------|
| NTS Representatives | Voting Count | For/Against |
| Richard Loukes + Alternate | 2 | For |
| Total | 2 | For |

6.7 EQR for XRN5110 UKLink November 2020 Major Release

TOC provided an update on the EQR of the November 2020 Major Release.

There were 10 changes to be included in this release approved in February. The EQR is looking for approval of funding to produce a BER for these changes.

For the funding of this EQR a few items were called out:

- The 0 cost item (4780C) will be funded by CSS Programme.
- The EQR is valid from today to 13 May and BER will take it from there and will be issued for approval in May.
- Full delivery plan for each change has been set out.

RP questioned the costs for CP4941 and CP4992. ES and TOC explained these have been included to check the solution agreed on this. KD said she had not expected costs on these until May.

Xoserve explained circa £10k has been put aside to ratify that the original specification for these changes is fit for purpose. Whilst these are still in scope, this funding will release some funds for Xoserve's Suppliers to assess the deliverables for this. PO clarified that Xoserve will look to reclaim this cost potentially.

GD questioned the 100% funding on CP4871b for DNs and whether this was setting a precedent on these changes. ES said there was a choice still to agree this funding, which can be decided next month. The funding split as detailed in this EQR for this CP is just a placeholder at present.

All parties (except NTS) were asked to vote. Unanimous approval was received:

| Voting Outcome: | | |
|------------------------------------|---------------------|--------------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts | 1 | For |
| Mark Jones | 1 | For |
| Alex Mann + Alternate | 4 | For |
| Total | 6 | For |
| Transporter Representatives | Voting Count | For/Against |

| | | |
|----------------------------|----------|------------|
| Guv Dosanjh | 1 | For |
| Richard Pomroy | 1 | For |
| Rebecca Cailes + Alternate | 2 | For |
| Total | 4 | For |

6.8 CCR for XRN5013 Performance Assurance Framework Administrator Access to Data Discovery Platform

An update by Richard Johnson (RJ) was provided for this CCR.

Shipper users were asked to vote and unanimously approved:

| Voting Outcome: | | |
|-------------------------|--------------|-------------|
| Shipper Representatives | Voting Count | For/Against |
| Claire Louise Roberts | 1 | For |
| Mark Jones | 1 | For |
| Alex Mann + Alternate | 4 | For |
| Total | 6 | For |

7. Release Approvals / Updates

7.1. June 2020 Release Update

Simon Burton (SB) and Peter Hopkins (PH) presented the latest position of the June 2020 Release for information purposes.

They confirmed that the scope of this was agreed in February and implementation was agreed for 27 June. However, a revised plan has now been completed following the descoping of 4 changes and the inclusion of the Market Trials. The build has completed for all changes and System Testing (ST) has been completed for 3 changes, whilst User Acceptance Testing (UAT) has commenced.

RP asked for clarification around the risk margin for the June 20 release. ES explained that for transparency Xoserve have outlined a risk margin for each change. If the risk margin is used up, the funding of each change will pick up costs for anything over and above that amount. GD informed Xoserve that this was helpful and asked if the risk margin highlighted for the change is a red or green flag on the status of implementation.

ES confirmed this was at green and also confirmed that for the June 20 release, there will be no further costs and the information share is for an overview. It was further confirmed that the original timeline has not been changed yet, but next month the timeline will include the Market Trials which were included in this release at the Extraordinary Committee meeting on 05 March.

A Change Assurance update was also provided on the June 20 release. The second health check has given an update on where things are for June 20 release, which shows overall signs of improvement. Next month a more detailed health assurance update will be provided.

7.2. XRN4914 Retrospective Data Update Provisions

PO provided this update on the latest position of the Retrospective Updates Project for information purposes. Over the last 4 months, Xoserve have had 9 Shippers participate in this exercise. They have taken data cuts from Shippers and Xoserve and these have been transferred over to being using in a tool to provide a number of findings against each of these data items.

The key points highlighted from this exercise are:

- Data Cut Timings – UK Link as of 8th December 2019
- 9 Shipper participating in the Proof of Concept

- 9.7m MPRNs received
- 133m data items provided across 31 data fields
- This pack details the results from Step 1 'Comparison and Aggregation' of the levels and types of data mismatches identified
- Step 2 'Deep Dive' analysis will investigate the impact & root cause of the Retro Assessable mismatches

Data has been broken into 5 logical categories and each of these categories are then delved into as part of the Step 1 Findings as per slide Market Level Data Categories. The idea of shippers to compare this data they are holding against what is held by Xoserve is helpful.

So far Step 1 has been only data compression and aggregation, which has taken considerable time and resources. Step 2 will be everything else and this will be covered later. Business rules and process rules for this will be sent out later. Realistically there may not be recommendations from this exercise until at least May in order to consolidate and sanitise the data. An update will therefore be provided to the Committee in May and will be presented to DSG.

Rag status: nothing more to call out. So far everything is green on this project. Detail planning of the analysis is being completed at present.

7.3. Minor Release Drop 6 Release Update

The Committee was updated on Minor Release Drop 6 by TOC.

She confirmed the Rag status for this is green and it is on track for delivery.

A risk has been raised against the availability of environments during PIS. The project team are working with other project teams and Tech Ops to ensure there is no disruption if any defects are identified.

7.4. Retail & Network – UK Link Release Updates

TOC provided an update on the UK Link Scoping Approach and a general update on UK Link, including upcoming delivery and governance timelines, allocated and unallocated changes. KD raised an issue that formatting of this page needs tidying up and a possible consolidated list of changes would be more user friendly. PO working on consolidated changes as per action 0208.

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| New Action 0306: Xoserve (PO/RH) to provide a more consolidated list of changes for the UK Link Releases and change the formatting for the UK Link Release page. |
|---|

TOC further highlighted the scope for November 2020 and each of the 10 changes included within it was identified. GD pointed out funding for 4871b states is DNs will 100% fund it but this will be voted on next month. TOC took this on board and will amend the slides to reflect this.

Dave Addison (DA) discussed CP 4780c, which is in relation to MAP IDs. Concerns were raised by the Committee about this being an unregulated area. DA said Xoserve have gone to MAMCoP and has taken away a general view that MAMs would be willing to be regulated under code, which would mean they would then be able to provide information. He explained to the Committee that if Xoserve gets a copy of flows from MAMs in the future, it would be most beneficial. This will have to be raised as an RGMA change to the baseline.

The other issue is the means of availability of data. DA asked Shippers to liaise with Suppliers to help raise this change. Under MAP B there will be a population exercise around June, but DA was not sure as Xoserve have been prioritising MAP C (CP 4780c). Shippers and Suppliers should look to provide this information in a timely manner.

DA also highlighted the importance of progressing regulatory changes in relation to MAMs and discussions with SPAA and MAMs to facilitate this.

7.5. UK Link POAP

A POAP for UK Link related changes was presented for information purposes.

7.6. Data Office Changes

Jane Goodes (JG) provided an update on this. She explained there were no significant updates

to report.

There is a reporting impact in relation to the Must Read Validations. As a 'Golden Bullet' Report is no longer required, there will be an impact on CP 4874. RP queried what this impact will be. JG said she will get further information and update RP next month.

New Action 0307: Xoserve (JG) to provide further information on reporting requirements impact on CP 4874.

A further update on delivery will also be presented next month.

8. UIG Taskforce Update

Fiona Cottam updated the Committee on the UIG Taskforce. She confirmed that the Taskforce has now prepared a CCR and this has been provided to the Committee for information and it will be approved by Contract Management Committee separately. The CCR includes a summary of recommendations across a very wide range of topics affecting UIG. The benefits of the Taskforce has also been captured in this document as well as collating the ongoing activities of the Taskforce including highlighting which Taskforce activity will be moving into Business as Usual (BAU) activities.

A section on lessons learnt has been highlighted including areas for improvement. A further overview of Options for Use of Machine Learning was also shared including ALPs and DLFs and using machine learning in allocating NDM energy. This will be looked at in more detail at Contract Management Committee.

FC also highlighted the next steps for the Taskforce. As DESC owns the NDM calculation algorithm, the Taskforce is recommending they share this with the wider industry and UIG Taskforce can give them an indication of industry engagement (i.e. road shows etc). Other initiatives have also been implemented or are now in progress which were also shared.

RP mentioned that all of this would of course depend on data received for modelling. FC agreed and stated that accuracy of modelling would be dependent on the data they received to work with from the industry.

9. Horizon and Future Release Change Planning

9.1. 'Bubbling Under' Report

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

9.2. Gemini Horizon Planning

RA updated the Committee on this and advised there were no significant changes to the project. A POAP for all Gemini related changes was presented for information purposes.

RP asked if Xoserve have capacity to fit in Modification 0718 and its alternates? RA said this was difficult to comment on at the minute but Xoserve would review the Modification and assess them for delivery within Gemini once they were being progressed.

10. Finance and General Change Budget Update

Mudassar Riaz (MR) updated the Committee on Finance and General Budget. He highlighted a new column which shows whether a cost is a BER cost or a high level estimate. Where a BER/CCR for a change has been raised, the finance report will now highlight it.

RP queried the DN total figure. MR said he will query it and feedback to RP next month.

New Action 0308: Xoserve (MR) to review the total DN figure in the finance spreadsheet and feedback to RP.

11. Any Other Business

11.1. IX Refresh Update

Mark Pollard (MP) provided an update to the Committee on the implementation of the IX Refresh. He explained there are 4 workstreams at present to implement this. So far RAG status is green and workstreams 1 and 2 are on plan. Whilst there have been some slight delays, this has been brought back on track by the delivery teams. However, these delays are being tracked for early July delivery and not August, which is the formal deadline for the project.

RP asked if issues around service providers raised at last month's meeting has now been resolved. MP confirmed that this was indeed resolved and there are now mitigations in place to ensure there is no further interruptions to the implementation plan.

11.2 Potential Extraordinary Change Management Committee

PO raised an issue about the November 2020 Release. The detailed design change packs for the changes included in this release are being sent out now for consultation. Given time for consultation and the responses being reviewed for approval, there may not be 6 clear months between approval of the changes and implementation. PO stated an Extraordinary Change Management Committee meeting for approval of these responses is required so there is 6 clear months between approval of the solution and implementation of these changes on 06 November 2020.

New Action 0309: Joint Office to set up an Extraordinary Change Management Committee meeting between 27 April and 04 May.

12. Diary Planning

Further details of planned meetings are available at: www.gasgovernance.co.uk/events-calendar/month

Meetings will take place as follows:

| Time/Date | Venue | Programme |
|----------------------------------|--------------------|---|
| 10:30 Wednesday 08 April 2020 | Via Teleconference | Standard Agenda items, and any other matters arising. |

Action Table (as at 11 March 2020)

| Action Ref | Meeting Date | Min Ref | Action | Owner | Status Update |
|------------|--------------|---------|---|--------------|-----------------|
| 0108 | 08/01/20 | 7.8 | Xoserve (ES) to ensure Governance Subcommittee reviews the governance arrangements around change assurance and associated health check for development. | Xoserve (ES) | Carried Forward |
| 0202 | 12/02/20` | 4.1 | Xoserve (PO) to review reporting obligations arising from CP4645. | Xoserve (PO) | Carried Forward |

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|-------------|----------|------|---|--------------------|------------------------|
| 0203 | 12/02/20 | 4.5 | Xoserve (SH/ES) to review and answer queries and concerns raised around implementing the proposed solution for CP4780 | Xoserve (SH/ES) | Carried Forward |
| 0205 | 12/02/20 | 4.6 | (CP4992 - Modification 0687)Xoserve (ES/RT) to keep this item on Committee agenda until May. | Xoserve (ES/RT) | Carried Forward |
| 0208 | 12/02/20 | 8.5 | Xoserve (PO) will create consolidated change proposal concentrating on problem statements for DDP issues. | Xoserve (PO) | Carried Forward |
| 0209 | 12/02/20 | 8.5 | Shippers to contact Xoserve (ES/PO) to get details of funding split for CP4871B) (Modification 0665) | Xoserve (ES/PO) | Carried Forward |
| 0210 | 12/02/20 | 8.5 | Xoserve (ES/PO) to work out offsetting cost for the functionality this change will deliver against other changes. (CP4871B) | Xoserve (ES/PO) | Carried Forward |
| 0216 | 12/02/20 | 12 | Xoserve to review how they can be clearer when discussing costs which have already spent a proportion of their budget. | Xoserve (ES) | Carried Forward |
| 0301 | 11/03/20 | 1.4 | Xoserve (JR) to seek further shipper engagement in Market Trials. | Xoserve (JR) | Carried Forward |
| 0302 | 11/03/20 | 1.4 | Xoserve (ES/PO) to provide further clarity on this change and bring this for a decision next month. | Xoserve (ES/PO) | Carried Forward |
| 0303 | 11/03/20 | 2.2 | XRN5120 – Xoserve (PO) to reword problem statement. | Xoserve (PO) | Carried Forward |
| 0304 | 11/03/20 | 5 | Xoserve (EL) to send out a revised red-lined version of the DES BRD for consultation. | Xoserve (EL) | Carried Forward |
| 0305 | 11/03/20 | 5 | Xoserve (EL) to confirm if the CSS information can be published on Xoserve Website. | Xoserve (EL) | Carried Forward |
| 0306 | 11/03/20 | 7.4 | Xoserve (PO/RH) to provide a more consolidated list of changes for the UK Link Releases and change the formatting for the UK Link Release page. | Xoserve (PO/RH) | Carried Forward |
| 0307 | 11/03/20 | 7.6 | Xoserve (JG) to provide further information on reporting requirements impact on CP 4874. | Xoserve (JG) | Carried Forward |
| 0308 | 11/03/20 | 10 | Xoserve (MR) to review the total DN figure in the finance spreadsheet and feedback to RP. | Xoserve (MRi) | Carried Forward |
| 0309 | 11/03/20 | 11.2 | Joint Office to set up an Extraordinary Change Management Committee meeting between 27 April and 04 May. | Joint Office (MBJ) | Carried Forward |

