

UNC DSC Change Management Committee Minutes
Wednesday 09 March 2022
Via teleconference

Attendees			
Bob Fletcher (Chair)	(BF)	Joint Office	Non-Voting
Mike Berrisford (Secretary)	(MiB)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Claire Louise Roberts	(CLR)	Scottish Power	Class A Voting + Class C Voting
Oorlagh Chapman	(OC)	Centrica	Class A Voting
Ross Easton (+ Alternate for Lisa Saycell)	(RE)	Total Gas & Power	Class B Voting + Class C Voting
Transporter Representatives (Voting)			
Guv Dosanjh	(GD)	Cadent	DNO Voting
Richard Pomroy until 10.45am Tom Stuart as Alternate from 10.45am	(RP)	Wales & West Utilities	DNO Voting
Richard Loukes (+ Alternate for Andrea Godden)	(RL)	National Grid	NTS Voting
Kundai Matiringe (+ Heather Ward)	(KM)	IGT Representative	IGT Voting
CDSP Change Management Representatives (Non-Voting)			
James Rigby	(JR)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Emma Smith	(ES)	Xoserve	
Observers/Presenters (Non-Voting)			
Andy Clasper	(AC)	Cadent	
Angela Clarke	(ACl)	Xoserve	
Bruce Kamen	(BK)		
Charan Singh	(CS)	Xoserve	
Clare Manning	(CM)	E.ON	
Dave Jones	(DJ)	Correla	
Ellie Rogers	(ER)	Xoserve	
Emma Catton	(EC)	Xoserve	
Emma Lyndon	(EL)	Correla	
James Barlow	(JB)	Xoserve	
James Rigby	(JR)	Xoserve	
Joanne Williams	(JWi)	Correla	
Kate Lancaster	(KL)	Correla	
Lee Chambers	(LC)	Correla	
Linda Whitcroft	(LW)	Xoserve	
Marisha Bhardwaj	(MB)	Xoserve	
Matthew Rider	(MR)	Xoserve	
Megan Troth	(MT)	Xoserve	

Michael Payley	(MP)	Correla
Molly Hayley	(MH)	Xoserve
Rachel Taggart	(RT)	Xoserve
Sally Hardman	(SH)	SGN
Simon Harris	(SH)	Xoserve
Steve Pownall	(SP)	Xoserve
Tom Stuart	(TS)	Wales & West Utilities
Tracy O'Connor	(TOC)	Correla
<i>Copies of all papers are available at: http://www.gasgovernance.co.uk/dsc-change/090322</i>		

1. Introduction

Bob Fletcher (BF) welcomed all to the meeting and confirmed the meeting was quorate.

1.1. Apologies for absence

Andrea Godden (National Grid NTS)

Heather Ward (Energy Assets)

Lisa Saycell (Gazprom)

Richard Pomroy (Wales & West Utilities from 10.45am)

1.2. Alternates

Richard Loukes for Andrea Godden

Ross Easton for Lisa Saycell

Kundai Matiringe for Heather Ward

Tom Stuart for Richard Pomroy from 10.45am

1.3. Confirm Voting rights

BF confirmed the voting rights as detailed below:

Representative	Classification	Vote Count
Shipper		
Claire Louise Roberts	Shipper Class A & C	2 votes
Oorlagh Chapman	Shipper Class A	1 vote
Ross Easton (+ Alternate for Lisa Saycell)	Shipper Class B & C	3 votes
Transporter		
Guv Dosanjh	DNO	1 vote
Richard Pomroy Tom Stuart as alternate from 10.45	DNO	1 vote
Richard Loukes (+ Alternate Andrea Godden)	NTS	2 votes
Kundai Matiringe (+ Alternate Heather Ward)	IGT	2 votes

1.4. Approval of Minutes (09 February 2022)

The minutes of the previous meeting were approved.

1.5. Review of Outstanding Actions

There were no outstanding actions.

2. DSC Change Budget Update & Horizon Planning

2.1. Change Budget Update

James Rigby (JR) provided a brief update of the DSC Change Budget for 2021/22 during which Guv Dosanjh (GD) enquired about the January 2022 DNO overspend against budget. Responding, JR explained that this reflected the Flow Weighted Average CV BER spend (inc. further contingency elements), which resulted in a higher than forecasted spend. However, parties are asked to note that should the contingency remain unused, then the potential overspend would not materialise.

For a detailed update, please refer to the published slides on the meeting page.

2.2. Change Pipeline

Rachel Taggart (RT) presented the Change Development and Delivery Pipeline, noting there had been several changes due to Modifications now being implemented. RT provided an overview of the MiR Timeline schematic noting the Gemini XRN5393 and XRN5368 aspects.

For a detailed update, please refer to the published slides on the meeting page.

3. Capture

3.1. New Change Proposals – Initial Review – For Approval

3.1.1 XRN5482 - Replacement of reads associated to a meter asset technical details change or update (RGMA)

James Barlow (JB) explained that this change is a non-regulatory change with a medium priority score.

For a detailed update, please refer to the published slides on the meeting page

Shipper Members were asked to approve this Change Proposal moving to Capture.

Members voted **unanimously in favour** as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Ross Easton	3	For
Total	6	For

3.1.2 XRN5485 - Resource to support the Retail Energy Code (REC)

Ellie Rogers (ER) explained that this Change Proposal is also linked to the EQR for XRN5485 – Resource to support the Retail Energy Code (REC) under item 4. on the agenda and as a consequence, would like to request that the Committee votes on both documents at the same time.

A discussion then ensued around the funding split in Section 3 of the EQR document with challenges raised regarding how accurate the split assessment might be and whether it is a fair and equitable split when consider the actual beneficiaries of the Change Proposal. Responding, Tom Stuart (TS) advised that the split ‘mirrored’ that of the REC change investment line approach.

In noting that any indirect REC changes (i.e. consequential impacts including UK Link system changes) would be funded through this mechanism, whilst direct REC changes are managed via the REC contracts and billed directly to them, ER explained that she has discussed the ‘drawdown’ aspects with Richard Pomroy (RP) outside of the meeting.

ER went on to advise that to date, Xoserve had not yet recruited any REC specific resources and that should any underspend occur, it would be re-directed to cover consequential REC changes. In acknowledging the points raised, RP responded by pointing out that his main issue stems from the apparent discrepancy in the current information and that provided at the August 2021 meeting, where he believes the Committee Members agreed a fixed resource spend, and therefore he is concerned about the Xoserve processes associated to this new proposal – in short, he would prefer a fixed amount of funding allocated to the resourcing requirement and the remainder allocated against the REC changes.

When RP then enquired as to whether it is proposed that the fixed resource would work solely on REC consequential changes, or in fact would work on all REC change assessments (i.e. bi-lateral contracts), Emma Smith (ES) confirmed that Xoserve envisages utilising the resource across all aspects of REC change work. ES also pointed out that any 'charge back' would include time and materials elements and that Xoserve needs to move forward with the recruitment process regardless, whilst perhaps a cap on costs of circa £160k and £90k for consequential changes supported by regular spend reports might prove beneficial.

Responding, RP requested that any proposals to change the funding details are added to the EQR for transparency purposes before the document is re-issued for consideration.

New Action 0301: Reference EQR in support of XRN5485 – Xoserve (ER/ES) to amend the funding arrangements to align with Committee Members feedback and re-issue the updated document after the meeting.

GD advised that whilst supporting the proposed approach, he welcomes that capturing of the funding concerns within the meeting minutes.

For a detailed update, please refer to the published slides on the meeting page

Shipper, DNO and IGT Members were asked to approve the Change Proposal moving to Capture.

Subject to the agreed amendments being made to the EQR for XRN5485 Members voted **unanimously in favour** as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Ross Easton	3	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Richard Pomroy	1	For
Kundai Matiringe	2	For
Total	4	For

3.2 New Change Proposals – Initial Review - For Information

3.2.1 XRN5484 - New Service Line for SDT v22

Angela Clarke (AC) advised that the document (which is associated with XRN5450) is presented for information purposes ahead of submission for consideration at the 16 March 2022 DSC Contract Management Committee meeting.

For a detailed update, please refer to the published slides on the meeting page.

3.3 Post Initial Review - for Approval

3.3.1 XRN5471 - Service to Release Data to UNC Parties

JB explained this Change Proposal was deferred from the February’s Committee meeting before referring to the two (2) responses provided, both approving progression of the Change Proposal subject to consideration of the comments provided.

Paul Orsler (PO) outlined that the two responses were looking for confirmation on areas such as the service need and supporting reconciliation activity aspects and that subject to the vote being undertaken today, the Change Proposal would be ‘withheld’ until the reconciliation exercise is completed.

When Sally Hardman (SH) reiterated SGN’s concerns in relation to the potential (APi) costs and use cases, PO suggested that a clearer view on such matters should be available once the reconciliation exercise is completed.

Whilst acknowledging that ScottishPower did not send in a formal response, CLR suggested that there are potential gaps in the Shipper – Supplier aspects (i.e. relating to a Shipper shipping gas for a non-affiliated Supplier etc.). When Kundai Matiringe (KM) pointed out that at another industry meeting Dave Addison of Xoserve had stated that he planned to provide a more detailed breakdown, Xoserve parties in attendance confirmed that they had discussed the matter with their colleague and updated the Change Proposal accordingly.

For a detailed update, please refer to the published slides on the meeting page

Shipper, DNO and IGT Members were asked to approve the Change Proposal moving to Capture.

Members voted **unanimously in favour** as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Ross Easton	3	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Richard Pomroy	1	For
Kundai Matiringe	2	For
Total	4	For

3.4 Post Solution Review for Approval

3.4.1 XRN5236 - Reporting Valid Confirmed Theft of Gas into Central Systems (Modification 0734)

ER advised that previously a decision was taken to defer approval of the proposed solution until such a time as UNC Modification 0734S was approved for implementation (the effective implementation date is to be confirmed), which subsequently took place at the 17 February 2022 Panel meeting.

When ER provided a brief overview of the interim / enduring solution approach she explained that the vote being undertaken at this meeting is to approve the interim solution in time for delivery circa August / September 2022. ER also highlighted that the CMS Rebuild is scheduled for delivery between October and December 2022.

When asked whether the Modification included an interim solution, ER responded by explaining that both the Modification Proposer’s and Workgroup Members preferences were for implementation as soon as practicably possible.

Discussions then centred around why there is a need to undertake an interim vote, as a vote on an enduring solution seems more realistic when considering the closely aligned release dates, especially as a vote to reject would result in the interim solution aspects being incorporated within the enduring CMS Rebuild solution anyway.

When asked if there is a specific XRN to support the enduring solution option, ER explained that there was not, and the current XRN5236 would be re-assigned to the CMS Rebuild solution.

PO also pointed out that the effective implementation date for UNC Modification 0734S would be aligned to the CMS Rebuild release date in due course.

For a detailed update, please refer to the published slides on the meeting page

Shipper Members were asked to approve the proposed solution

Members voted, **with no votes in favour the proposed interim solution** was rejected as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	Against
Oorlagh Chapman	1	Against
Ross Easton	3	Against
Total	6	Against

4. Design & Delivery

4.1. Detailed Design – For Approval

4.1.1. Supply Point Switching Data Items

Mark Perry (MP) explained that Xoserve had not received any responses in respect of this design which has been raised to include data items within the Change Pack updates.

When Oorlagh Chapman (OC) explained that whilst she had not had time to submit a formal response, she remained concerned around the potential APi impacts upon Centrica. MP responded by apologising for the late communication release before explaining that this had come about once the impacts had become apparent late in the process.

OC suggested that provision of more background information in instances such as these would be extremely helpful – a point acknowledged by MP.

For a detailed update, please refer to the published slides on the meeting page

Shipper Members were asked to approve the Detailed Design.

Members voted, **with no votes in favour the Detailed Design** was rejected as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	Against
Oorlagh Chapman	1	Against
Ross Easton	3	Against
Total	6	Against

4.1.2. UK Link Manual Documentation - CSSC Changes

MP explained that this design supports the CSSC Manual changes (inc. API's as a communication route into UK Link and Guidance document changes removal of references to DES) whilst at the same time potentially avoiding duplication between Retail Energy Code and the UK Link Manual.

For a detailed update, please refer to the published slides on the meeting page

Shipper Members were asked to approve the Detailed Design.

Members voted **unanimously in favour of approving the Detailed Design** as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Ross Easton	3	For
Total	6	For

4.1.3. XRN5245 - Move to Cloud

MB advised that this design seeks to acknowledge the extended outage planned for 15 – 19 April 2022, with the Change Pack outlining the different connectivity routes available.

For a detailed update, please refer to the published slides on the meeting page

Shipper, IGT, DNO and NTS Members were asked to approve the Detailed Design.

Members voted **unanimously in favour of approving the Detailed Design** as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Ross Easton	3	For

Total	6	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Richard Pomroy	1	For
Richard Loukes	2	For
Kundai Matiringe	2	For
Total	6	For

4.1.4. Notice of Delivery of MOD0785 – Aggregate Bacton (exit) Interconnector Points

MR explained the release is split into two parts (A&B).

For a detailed update, please refer to the published slides on the meeting page

Shipper, DNO and NTS Members were asked to approve the Detailed Design.

Members voted **unanimously in favour of approving the Detailed Design** as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Ross Easton	3	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Richard Pomroy	1	For
Richard Loukes	2	For
Total	4	For

4.2 Standalone Change Documents for Approval (BER, CCR, EQRF)

4.2.1 EQR for XRN5485 Resource to support the Retail Energy Code (REC)

Please refer to discussions under item 3.1.2 above.

For a detailed update, please refer to the published slides on the meeting page.

Shipper, DNO and IGT members were asked to approve the EQR.

POST MEETING NOTE: Xoserve have provided an amended EQR for the release of £160k for the purpose of recruiting essential resource to support the REC which was approved at the meeting by Change Managers.

Subject to the agreed amendments being made to the EQR for XRN5485 Members voted **unanimously in favour** as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Claire Louise Roberts	2	For
Oorlagh Chapman	1	For
Ross Easton	3	For

Total	6	For
Transporter Representatives	Voting Count	For/Against
Guv Dosanjh	1	For
Richard Pomroy	1	For
Kundai Matiringe	2	For
Total	4	For

4.3 Project Updates

4.3.1 November 2021 Release

Tracy O'Connor (TOC) advised that XRN4992a and XRN5188b were both agreed at the February 2022 meeting with proposed implementation dates of 23 April 2022.

TOC confirmed that costs would be covered under the current BER and there are no associated risks.

For a detailed update, please refer to the published slides on the meeting page.

4.3.2 XRN5231 Provision of a FWACV Service

Lee Chambers (LC) provided an overview of the status noting that the GAP assessment analysis had identified three (3) areas of concern and that these had been discussed at the 08 March 2022 Focus Group.

LC went on to advise that a revised BER (including a plan) would be presented at the April 2022 Committee meeting for a possible mid June 2022 implementation date.

For a detailed update, please refer to the published slides on the meeting page.

4.3.3 December 2021 – April 22 Change in design

TOC provided an overview of the Shipper status during which she drew attention to XRN4990 and XRN4992B, focusing mainly on the 'Risk and Issues' associated with XRN4992B, for which discussions with Ofgem are being undertaken with the aim of including IGTs within phase 2.

Whilst impacts are envisaged to be minimal, it will not be 100% certain until a UNC Modification is raised, and an Impact Assessment undertaken. Xoserve are looking to mitigate the risks as much as possible, with both XRNs being included within the November 2022 Release, although they could be deferred until the April 2023 Release depending upon when the Modification is raised – more information will be provided at the next DSC Change Management Committee meeting.

In referring to OC's previous concerns around assessing customer charging related impacts, PO confirmed that future Change Proposals would look to highlight potential customer impacts.

When GD suggested that where there are multiple Change Proposals going out to consultation at the same time, the closeout dates are staggered, PO responded by advising that Xoserve would consider and provide a view in due course.

TOC then moved on to consider the DNO status explaining that as far as the Risks for XRN4900 and XRN5298 are concerned,

For a detailed update, please refer to the published slides on the meeting page

4.3.4. NG Horizon Plan

EC provided an overview of the horizon plan highlighting the two items at potential risk to the plan (UK Link Consequential Changes and API Enhancements). The first item is still on course for a 'go live' date in June 2022, although this could change nearer the time, whilst the second item is dependent upon 3rd party testing completion.

For a detailed update, please refer to the published slides on the meeting page.

5. Non-DSC Change Budget Impacting Programmes

5.1. CSSC Programme Update

Emma Lyndon (EL) provided an update on the CSSC Programme Dashboard Update project and noted that as far as the 'Transition' aspects are concerned, code was deployed over the course of the previous weekend.

EL also pointed out that whilst the resend via APi functionality has been designed, it might not be ready until after the 'go live' date.

For a detailed update, please refer to the published slides on the meeting page.

5.2. Move to Cloud

Dave Jones (DJ) provided an overview of the status of the move to Cloud noting during which no adverse comments were forthcoming from those parties in attendance.

For a detailed update, please refer to the published slides on the meeting page.

5.3. CMS Rebuild Update

Joanne Williams (JW) provided an update and explained that as far as the Customer Focus Group Sessions are concerned, the event bright links are to be arranged and would include a new Xoserve web page.

6. Any Other Business

6.1. Project 1Stop Update

Megan Troth (MT) introduced the update by providing some background to date including:

- web site improvements supported by a communication to be issued later today for an April 2022 launch;
- new are being created on the web site for provision of Release related information;
- new Change Proposal display option (via document table), and
- new and improved interactive Change Register (all XRN's accessible in one location, including a filter function and Excel interface).

6.2. Update of Change Proposals

Rachel Taggart (RT) expanded on the discussion on item 6.1 above, by explaining the proposed changes to the live Change Proposals format, before confirming that any old documents will remain in their original formats.

When asked, RT advised that going forward Change Proposals (and other inter-related documentation) would be grouped within a table (by date and including the latest solution documents) for ease of access. Furthermore, training on the new features would be provided in due course.

6.3. KVI Customer Change Survey

In providing a quick overview of the slide, JR suggested that going forward perhaps having a quarterly agenda item to encourage feedback from parties (including Change Managers) could prove beneficial – it was agreed that Xoserve and the Joint Office would discuss the matter offline.

[Xoserve Key Value Indicator \(KVI\) Survey \(surveymonkey.co.uk\)](https://www.surveymonkey.co.uk)

6.4. Face to Face Meetings

When RT raised the matter of the Committee agreeing to consider meetings reverting back to a face-to-face format at some point in 2022 at this meeting. BF asked whether any Committee Member had a particular desire to return to a face-to-face meeting format, the consensus amongst Committee Members in attendance was to continue with the current Teams Meeting format, subject to consideration by Members of their organisation policies for travel over the next year.

BF also pointed out that whilst the Joint Office could host a face-to-face meeting, at this time, it would be unable to provide catering facilities until there was confirmation that meetings would be moving to a face to face format – to be considered at the April 2022 meeting.

7. Diary Planning

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

Time/Date	Venue	Programme
10.00 Wednesday 13 April 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 11 May 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 08 June 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 13 July 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 10 August 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 07 September 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 12 October 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 09 November 2022	Microsoft Teams	Standard Agenda
10.00 Wednesday 07 December 2022	Microsoft Teams	Standard Agenda

Action Table (as of 09 March 2022)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0301	09/03/22	3.1.2	<i>Reference EQR in support of XRN5485 – Xoserve (ER/ES) to amend the funding arrangements to align with Committee Members feedback and re-issue the updated document after the meeting.</i>	Xoserve (ER/ES)	CLOSED <i>See Post Meeting update in 4.2.1 above.</i>