

UNC DSC Change Management Committee Minutes

Wednesday 10 April 2024

Via Microsoft Teams

at Radcliffe House, Blenheim Court, Warwick Road, Solihull B91 2AA

Attendees			
Rebecca Hailes (Chair)	(RHa)	Joint Office	Non-Voting
Nikita Bagga (Secretary)	(NB)	Joint Office	Non-Voting
Shipper User Representatives (Voting)			
Andrew Eisenberg until 13:21	(AE)	E.ON	Class A
Lee Greenwood for Oorlagh Chapman	(LG)	Centrica	Class A & Class C
Louise Hellyer for Lisa Saycell and Swetta Coopamah	(LH)	TotalEnergies Gas & Power	Class B & Class C
Transporter Representatives (Voting)			
Edward Allard	(EA)	Cadent	DNO Voting
Tom Stuart	(TS)	Wales & West Utilities	DNO Voting
Richard Loukes + Alternate for Bill Goode	(RL)	National Gas Transmission	NTS Voting
Michelle Brown	(MB)	Energy Assets	IGT Voting
Kundai Matiringe	(KM)	BUUK	IGT Voting
CDSP Change Management Representatives (Non-Voting)			
Emma Smith	(ES)	Xoserve	
Paul Orsler	(PO)	Xoserve	
Observers/Presenters (Non-Voting)			
Andy Clasper	(AC)	Cadent	
James Barlow	(JB)	Xoserve	
Joanna Williams from 11:42	(JWi)	Xoserve	
John Welch from 13:34	(JWe)	Xoserve	
Josie Lewis	(JL)	Xoserve	
Karl Davidson from 13:32	(KD)	Xoserve	
Lorraine O'Shaughnessy	(LO)	Xoserve	
Mark Jones from 12:03	(MJ)	SSE	
Molly Haley	(MH)	Xoserve	
Rachel Taggart	(RT)	Xoserve	
Rob Westwood	(RW)	Xoserve	
Sally Hardman	(SHa)	SGN	
Sharon Dudley	(SD)	Xoserve	
Steve Pownall	(SP)	Xoserve	
Tom Jenkins	(TJ)	ESP Utilities Group Limited	
<p><i>DSC Change Management meetings will be quorate where: Committee Representatives of at least two (2) shall be Shipper Representatives and three (3) shall be DNO Representatives, NTS Representatives or IGT Representatives, are present at a meeting who can exercise six (6) votes.</i></p> <p><i>Please note these minutes do not replicate/include detailed content provided within the presentation slides, therefore it is recommended that the published presentation material is reviewed in conjunction with these minutes. Copies of all papers are available at: https://www.gasgovernance.co.uk/dsc-change/100424</i></p>			

1. Introduction

Rebecca Hailes (RHa) welcomed all to the meeting and confirmed the meeting was quorate.

1.1. Apologies for absence

Oorlagh Chapman, Shipper Representative
Lisa Saycell, Shipper Representative
Sweetta Coopamah, Shipper Representative

1.2. Alternates

Lee Greenwood for Oorlagh Chapman
Louise Hellyer for Lisa Saycell
Louise Hellyer for Sweetta Coopamah

1.3. Confirm Voting rights

The voting rights were confirmed as below:

Representative	Classification	Vote Count
Shipper		
Andrew Eisenberg	Shipper Class A	1 vote
Lee Greenwood for Oorlagh Chapman	Shipper Class A & C	2 votes
Louise Hellyer for Lisa Saycell	Shipper Class B	1 vote
Louise Hellyer for Swetta Coopamah	Shipper Class B & C	2 votes
Transporter		
Edward Allard	DNO	1 vote
Tom Stuart	DNO	1 vote
Richard Loukes + Alternate for Bill Goode	NTS	2 votes
Michelle Brown	IGT	1 vote
Kundai Matiringe	IGT	1 vote

1.4. Approval of Late Papers

There were no late papers to approve.

1.5. Approval of Minutes (13 March 2024)

Tom Stuart (TS) advised that the previous minutes were drafted as him attending from Northern Gas Networks which is incorrect. RHa advised that this would be amended to reflect he is from Wales and West Utilities.

1.6. Review of Outstanding Actions

0102: CDSP (DA) to provide Committee with costs associated to issues discovered following implementation of REC0067.

Update: Molly Haley (MH) advised that the costs are still being assessed and recommended this action is carried forward for an update to be provided next month. **Carried Forward**

0301: CDSP to confirm whether any changes to the DSC Change Management Document have already been drafted that address making the governance and voting structure more equitable and sustainable.

Update: Paul Orsler (PO) provided an update and overview of the material produced over 12 months ago which related to a similar Change. The outcome that CDSP had reached previously was to await the output of Modification 0841 to see if any changes were required and to monitor processes going forward.

The presentation slides presented had only been shared with DN constituent groups in relation to voting and funding arrangements, they had not been shared previously with the Committee.

PO provided an overview of the Change process, highlighting that the process is similar to that followed in the DSC Change Management Committee meetings. RHa advised this was useful and requested the particular slide containing the process.

PO advised that UNC GT Section D contains further guidance relating to voting. Currently, adverse impact is understood to not include financial impacts. PO highlighted that this is what CDSP had considered 12 months ago which led them to consider further UNC/DSC extracts.

PO discussed Option 1, stating that if a Change proposal is identified and this option is considered, the Change will require a unanimous vote to progress with this option. This means that the amount of votes the voting party has will be irrelevant. RHa's interpretation that all parties would be required to vote in order to implement Option 1 for that change was deemed as correct by PO.

The Committee queried the interpretation of the vote, concluding that a unanimous vote is required in a full vote and PO clarified that a unanimous vote would be required at each stage.

Lee Greenwood (LG) queried what the outcome would be in the event this option related to a UNC Modification and a unanimous agreement was not reached. PO advised that this is applicable to DSC Change only. UNC Modifications are DSC Priority Service Changes that should not be impeded. This point is important for the Committee to consider in the context of the discussions from the last meeting. RHa added that Modification 0843 (currently at Workgroup) has a requirement within it for a particular funding mechanism and this is controversial.

Andy Eisenberg (AE) queried whether the unanimous agreement relates to the implementation and progression of the Change or the funding split. PO clarified that agreement will be required from all impacted parties in support of both the technical changes made and the funding splits. AE further added that a Change would be unable to move forward in the event the technical changes are agreed but a unanimous agreement was not obtained on the funding, RHa confirmed this interpretation was correct, further adding that early consideration would need to be given as to whether the unanimous voting and full voting option would be utilised.

In the event there is a potential risk of the Change not progressing due to Option 1 being utilised and the Committee being unable to obtain a unanimous agreement, Option 2 should be considered as an alternative approach.

LG highlighted that when discussed last month, the Committee raised questions regarding the funding splits in relation to UNC Changes, therefore LG asked what happens in the event the Committee cannot reach a unanimous agreement in relation to these Changes. PO advised that he would need to check the position with his regulatory team however his personal view is that it is entirely the responsibility of the Committee to have clarity when a UNC Modification is approved, Modification 0843 is a good example of the process having an alternative view regarding the terms of funding and a similar situation arose with Class 1 DN Read Service. Part of CDSP's role is to support progression of a Change into delivery. Clarification on how a Change is going to be funded can be drafted into the Change Proposal. RHa added that this clarification is likely to be appropriately placed in the Rough Order of Magnitude (ROM) in relation to the funding split, the Workgroup will have the opportunity to challenge this at the stage the ROM is reviewed. PO advised he would look into this but raised his reservations regarding presenting the ROM and determining who is responsible for the funding split. RHa advised that this would be simply a look-up of the funding split for a service line in accordance with the Budget and Charging Methodology.

New Action 0401: CDSP (PO) to consider whether the CDSP can specify within the Rough Order of Magnitude (ROM) what each change proposal's default funding split would be in accordance with the Budget and Charging Methodology to highlight this for the Workgroup to discuss.

The Committee discussed the position where there is a UNC Modification, highlighting that there appears to be apprehension from participants where a Modification contains Business Rules when considering how this will be funded. RHa advised that the Business Rules will go into the legal text and that the ultimate decision will be taken by the Modification Panel who consider all UNC Modifications. RHa further added that she is unsure whether Panel have the ability to send the matter back to Workgroup for further consideration.

Steve Pownall (SP) highlighted the former User Pays Regime which had previously been disregarded however may be worth considering as a basis regarding the funding of Changes. SP further queried who would be the final arbiter in the event a unanimous vote is not obtained causing a delay to the progress of the Change. AE followed on from this point highlighting that the purpose of this discussion is to consider the equitability where there is one constituency in a minority. There may be a minority which is interested but is in disagreement regarding the funding split. AE highlighted that this makes the process less equitable as the constituency may experience pressure to accept a voting split that they do not necessarily agree with out of fear that the Change may not progress further. It was clarified that this point relates to Changes rather than Modifications.

PO agreed that he would share the material presented in relation to this outstanding action for the Committee to assess and confirm whether there is appetite to proceed further with this discussion. Once confirmation has been obtained from the Committee, they can start to consider the next steps. Modification 0843 will be useful to consider for this point due to presenting some interesting challenges. The Committee will need to decide whether they want to consider Option 1, Option 2 or something else. Therefore, it was agreed this action would be carried forward.

PO advised that he would share the presented slides with the Joint Office for the Committee to review ahead of the next meeting.

PO further raised that this topic had been considered in the DSC Contract Management Committee and therefore it might be worth informing the Contract Managers of the discussions had during this meeting. **Carried Forward**

New Action 0402: CDSP (PO) to inform the Contract Managers at the DSC Contract Management Committee of the discussions regarding this outstanding action.

0302: Chair (RHa) to create a DSC Change Management Issue Register.

Update: RHa provided an update advising that this document is currently being drafted with consideration from colleagues. The intention is for this document to go live next month therefore RHa advised that this action is to be carried forward to be reviewed next month. **Carried Forward**

2. DSC Change Budget Update & Horizon Planning

2.1. General Change Budget BP23 and BP24

CDSP provided a graph to illustrate the current forecast for financial year-end utilisation of the General Change investment budget.

Rachel Taggart (RT) advised that some changes presented in the BP23 forecast will not get closed down until later on this year, taking them into BP24.

Please refer to the published slides for full details.

2.2. Change Delivery Pipeline

CDSP provided the Change Delivery Pipeline which included a delivery plan of all live changes from January 2024 – March 2025. This was broken down into sections for the following periods: January 2024 – July 2024; the Change Backlog Details; and an update on the DSC Change Consultation Plan.

PO advised that a number of the Changes in the Change Delivery Plan had been completed and will consequently be removed from the list.

In relation to the Change Backlog Details, CDSP is actively working with customers regarding these and the Changes have been presented to the Committee in order of agreed priority. An update has been provided for each of the Changes to reflect the current, April position.

TS highlighted that XRN5571 is funded by National Gas Transmission however the slide pack states incorrectly the funding is 100% DNO funded. PO advised that the XRN5571 is funded by 100% National Gas Transmission and that further clarity is to be provided later during the meeting. The slides will be highlighted and corrected by CDSP.

PO provided an update on the Change Backlog – On Hold list, advising that the number of Changes is reducing and that these are not actively being worked on by CDSP and some are likely to be withdrawn. This is likely to apply to XRN5454 however PO advised he will need to liaise with the relevant contact at CDSP to obtain confirmation. In relation to XRN5453, CDSP have reached out to NGN and a session has been scheduled for later in the month which SP will be leading on to see how this Change can be considered further.

The Committee discussed Modification 0843 with RHa advising that the next meeting for this Modification is scheduled on [23 April](#) and not for 1 May. The intention is to conduct a review of the draft legal text during the next meeting.

PO confirmed that CDSP is not intending to issue any Change Packs in April, two are planned for May.

Please refer to the published slides for full details.

2.3. Retail Energy Code (REC) Changes

CDSP provided an overview of the ongoing REC Changes, providing an overview of the REC Change Key Messages.

In relation to R0067, MH confirmed that the identified issue had been fixed and tested and there are no further issues. RHa advised that the relevant slide should be updated to reflect this position and that the fix was successful.

MH provided an overview of the background to the creation of R0092 and R0092a, advising that CDSP did not believe the current process through consultation for R0092 was the appropriate process which led to the creation of R0092a following feedback being provided by CDSP to the Code Manager. Follow-up sessions with the Code Manager have been scheduled for 11 April.

In relation to R0148, MH advised that the date of 07/08 on the slide was incorrect, confirming that the review took place on 08/04. A conservative approach was initially taken and MH advised that the publication of data is not currently at a meter point level but potentially will be eventually.

MH advised that she did not attend the previous DSC Change Management Committee meeting however understands that feedback was provided by the Committee regarding the slides presented on the REC Changes. As a result, MH advised that further detail had been provided and the slides presented had been shared with Oorlagh Chapman prior to the meeting with positive feedback forthcoming. The feedback obtained from the Committee will be implemented going forward.

Please refer to the presentation slides published for the detailed update.

Further information on all the Changes can be found on the REC Portal at:

<https://recportal.co.uk/recportal>

3. Capture

New Change Proposals – For Approval

3.1. XRN5771 – Amendments to Demand Side Response (DSR) Arrangements (Modification 0866S)

An overview of the Change Proposal was provided for voting.

This had been raised to support Modification 0866S to introduce further enhancements to the Gas DSR arrangements.

Josie Lewis (JL) advised that from a solution perspective, it is expected that CDSP will manage up to 30 DSR contracts. As a result, a ROM will not be provided as part of the Change but CDSP will monitor the numbers. In the event the figures start to near the 30 DSR Contract limit, a Change will need to be considered.

The next steps will involve a vote into Detailed Design in May with approval scheduled for June.

RHa highlighted that further to the earlier discussion, TS and PO confirmed that the funding will be from NGT and not DNO. Furthermore, Modification 0866 should be noted as 0866S to clarify that it is a self-governance Modification, therefore the timeline may be slightly quicker.

LG highlighted that the Change Pack appeared to allude to a Change which PO had advised the error on the slide related to, this advised that the funding was 100% NGT in line with the service area. PO advised that CDSP anticipates some new service lines within the current ones, one of which already covers the DSR arrangements for Class 1. Modification 0866S is an extension to what is currently in place under DSR which is why the self-governance route is being used. Some changes may be required to the current service lines or new service lines may need to be introduced however CDSP will discuss this further with National Gas as they will be responsible for the funding.

PO confirmed that at this stage the Committee were not voting on the funding split, Richard Loukes (RL) confirmed that he was content with the funding allocation and that he was happy to proceed to the vote.

Shipper, DNO, NTS and IGT Members were asked to vote to approve the change into development, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andrew Eisenberg	1	For
Lee Greenwood for Oorlagh Chapman	2	For
Louise Hellyer for Lisa Saycell	1	For
Louise Hellyer for Swetta Coopamah	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Richard Loukes (NTS) + Alternate for Bill Goode (NTS)	2	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	6	For

Solution Review - Vote

3.1. XRN5616 – CSEP Annual Quantity Capacity Management (Part A)

An overview of the Change Proposal was provided for information.

PO advised that Part A of this Change had been issued in a Change Pack in February for approval in March however the decision was deferred. PO then provided an overview of the 2 parts of the Change, confirming that the 2 parts will relate to delivering different parts of the Change. CDSP are now looking to understand if Part A is supported which relates to the creation of the CSEP Functionality, IGTs and DNOs are therefore asked to vote to progress this Part into the Detailed Design Phase.

Tom Jenkins (TJ) advised that to progress with both parts of the Change may require a large chunk of the budget for Wales & West Utilities, they are therefore of the view that it may be more appropriate to prioritise one part of the Change over the other as the Costs are circa. £900K for both. TJ advised that the preference would be for Part B as it provides the option to assess whether an existing site requires additional demand to accommodate, prior to a loan being obtained. Therefore, TJ confirmed his preference would be to vote on Part B first. There were no objections from the Committee to this proposal.

Ed Allard (EA) advised that Cadent had some questions regarding the costs associated with this Change and how they had been calculated. EA, in support of TJ’s proposal, advised the Committee should prioritise the vote on Part B of the Change and pending the outcome of the vote, CDSP may be asked to provide further granularity on how the costs have been devised, to allow the costs to be scrutinised.

The Committee therefore deferred the vote on Part A until after it had considered Part B and then proceeded to consider Part B.

Following the vote on Part B, the Committee continued to consider Part A.

PO advised that as TJ is the proposer and had already alluded to support Part B being prioritised due to excessive costs, PO asked the Committee if they wish to accept that Part A is no longer part of the scope of this Change. PO further advised that this would not mean that the Change is withdrawn, due to the way it has been drafted. PO explained that there are 2 sets of requirements, one supporting at a CSEP level and one supporting at a meter point level.

In light of this, IGT and DNO Members were asked to vote to remove the scope of Part A from the Change, with unanimous approval recorded as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	4	For

3.2. XRN5616 – CSEP Annual Quantity Capacity Management (Part B)

An overview of the Change Proposal was provided for voting. This part of the Change was prioritised by the Committee over Part A in relation to the vote.

PO provided an overview of scope of Part B, advising that this Change intends to introduce the functionality into the meter change process and considering whether they would present a breach to the agreed maximum AQ load. In the event there is a breach, those meter points would be referred to the lead DNs who would decide whether they support the load increase or whether to reject the request for meter point creation back to IGTs.

The Committee discussed the need to have a better understanding of the breakdown of the costs to assist in validating how the costs have been reached. The feedback obtained has been focused on protecting the security of the network, with one party noting the limited time-span benefits due to the expected plan on the likely reduction in new gas connections and boiler installations for the properties in the future, although there is uncertainty amongst industry regarding the timeline.

The Committee discussed the impact to Shipper Members, highlighting that they did not appear to be a voting party to progress this Change. PO clarified that in relation to the scope of Part B, this is something that Shippers would need to be aware of due to being involved in the process and receiving a feed of information once the meter points have been created. For the Shipper Members, it is more of an end-to-end process with no Changes being made to the existing interface, it is more of a consequential Change upstream that they need to be aware of. The scope of Part A is discrete, involving no interaction with Shipper Members however Part B does require Shipper involvement. The impact on Shipper Members has not been identified in the Change Pack so it is likely to be on the basis that when the Solution Assessment was completed, no impacts to the Shipper process were identified by CDSP.

In relation to Kundai Matiringe’s (KM) point regarding the notification by IGT to Shippers, PO advised that this will be dependent on when the update is triggered, further information on this will be included in the detail at a later stage. PO further clarified that this does not relate to an amendment of Part B of the Change, it relates to meter points which are not currently in the UK Link Manual. KM advised that there does not appear to be sufficient visibility and queried whether all of the necessary arrangements take place before hand and if so, why this step would need to be conducted again at a later stage. PO advised that the information and plans would be available.

EA asked whether CDSP can be asked to consider certain considerations into the next phase of the Detailed Design during the DSC Change Management Committee. EA advised that he would be looking to obtain further detail relating to the costs and to understand the timeline of delivery of the Change and the risk of this slipping as the process continues.

New Action 0403: CDSP (PO) to consider the provision of more detail of the costs associated with the scope of **XRN5616 Part B** to allow the Committee to scrutinise and validate how the costs had been reached.

New Action 0404: CDSP (PO) to consider the timeline for delivery of **XRN5616 Part B** in November 2024 and the likelihood of slippage of the agreed timeline.

PO advised that February 2025 may be more of a realistic date however CDSP are considering whether this can be brought forward. TS advised that in the last meeting, the Committee discussed that a deferral of the vote would be unlikely to affect the inclusion of this Change in November 2024. TS requested that the November 2024 date is still kept as a consideration for CDSP in relation to this proposed Change, advising that if it was combined with another Change, this would be an efficient use of the process.

In relation to the vote, KM advised she was happy to approve a vote into Detailed Design but the funding split would require further consideration. RHa clarified that the Committee are not yet voting on the funding split.

DNO and IGT Members were asked to vote to approve the Solution option into Detailed Design, with unanimous approval recorded as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	4	For

The Committee then discussed the funding split. Michelle Brown (MB) advised that it would be useful to see evidence of the benefits of this Change. PO advised that he had not seen any specific volumes or information on the number of occurrences where the functionality prevents or reduces the safety issues identified. From the perspective of CDSP, the benefits are largely qualitative rather than quantitative at this stage.

EA advised that this would provide greater visibility to the network which would allow the network to make more informed decisions. Without this visibility, there is a risk of a security issue so an identified benefit would be the removal of this risk. If IGT increases the load without visibility, this may cause pressure issues upstream.

PO requested whether this evidence could be included in the Design Pack alongside CDSP’s granularity of the cost breakdown and the timeline and risk mitigation.

RHa queried what happens in the event IGT exceed the AQ threshold. PO advised that CDSP have the ability to track the AQ load to an active CSEP, this allows CDSP to understand what is active and capable of carrying the gas. CDSP will report to DNs and IGTs in the event the maximum AQ threshold is breached. CDSP conduct a lot of monitoring and share reports where the AQ CSEP is breached, however this is an after-the-event monitoring service. CDSP usually track with a threshold which has been adjusted to 100% at the request of the DN's.

KM discussed the proposed funding split, highlighting that if the current proposal of 50/50 is confirmed at the higher end of the proposed costs of circa. £490K, this would eradicate the budget for IGT. KM therefore agreed with MB's request for evidence of the benefits to be able to feed back to their teams.

TS raised that where a site exceeds the threshold and the load is ultimately accepted without challenge, this links to the security of supply issue point raised by EA. TS advised that there may be anecdotal evidence he can obtain to discuss this point further. There is the potential for industry to encounter pressure issues on the network where a short window is requested to assess whether additional properties can be accepted. In relation to TS's point about the pressure, RHa asked whether this would be a safety issue. TS confirmed it would be, discussing a scenario where a customer's cooker pressure may drop and the result of this.

New Action 0405: DNOs (EA/TS) to provide the Committee with further information regarding the impact of the problem being solved by **XRN5616 Part B**, using anecdotal evidence.

PO queried whether there is an opportunity for the DNOs to compile the information to include in the Design Pack which is due to go out for Consultation, this was the approach adopted for XRN5614 where Shipper Members requested for quantitative data regarding volumes which was included in the Design Pack. PO advised he was conscious to continue to be progressing this Change.

In light of the discussions regarding the funding split and the further evidence requested during the meeting, DNO and IGT Members were asked to vote to defer the vote on the funding split, with unanimous approval recorded as follows:

Voting Outcome:		
Transporter Representatives	Voting Count	For/Against
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	4	For

4. Design & Delivery

Design Change Packs – Vote

Shippers were asked to vote to approve delivery of the detailed design, for the following changes:

4.1. XRN5556K – Contact Management Service (CMS) Rebuild – Delivery of Generic Workflow process (GEN)

An update was provided on the design consultation confirming no representations had been received.

Joanne Williams (JWi) provided background to this Change, advising that it intended to bring together all processes, some of which had been rarely used, into one user interface, providing the user with the ability to choose which they would like to use. JWi confirmed there will be no change to the processes themselves.

The slides for this change show Voting Parties Shipper, DNOs, IGT's, NGT. This is not correct. RL confirmed that he would not be voting on this change as NGT do not use or fund CMS. This position was confirmed by PO.

Shipper, DNO and IGT Members were asked to vote to approve the detailed design and progress into delivery, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andrew Eisenberg	1	For
Lee Greenwood for Oorlagh Chapman	2	For
Louise Hellyer for Lisa Saycell	1	For
Louise Hellyer for Sweetta Coopamah	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	4	For

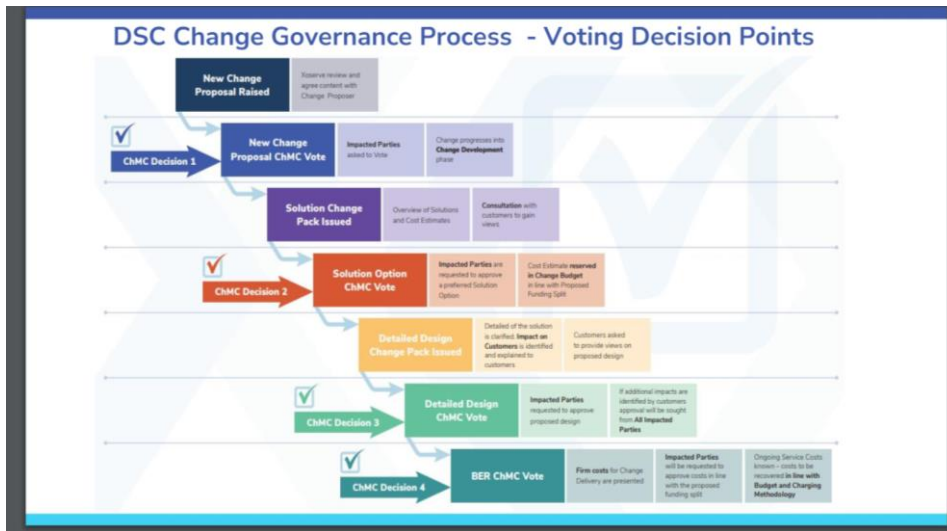
4.2. XRN5614 – Improving IGT SMP New Connection Process to support accurate and timely Supplier Registration

An update was provided on the design consultation, confirming no representations had been received. Rob Westwood (RW) advised that this Change may be a potential candidate for the November 2024 Release.

RHa clarified that the rejecting party were Shipper Members.

AE advised that he can understand the rationale for raising the proposal, highlighting that it is a sensible Change however, the issue is the high costs. AE added that if the intention is to amend a system to allow for a more automated system where the impact is relatively small, there may not be sufficient justification for the proposed costs and it may be sensible to prioritise the spending elsewhere.

In relation to the proposed funding split of 75/25, KM advised that she would be willing to put forward a 50/50 split instead to be considered by the Committee. RHa advised that the funding split has been agreed as 75/25 and this is not the purpose of the vote today unless the Committee agrees otherwise. The vote today is in relation to progressing into Detailed Design and Delivery. PO advised that the present position is decision stage 3 and it is at decision stage 4 that the firm costs for delivery and funding of those firm costs will be confirmed. This is in reference to the diagram below:



As such, PO advised that in addition to the proposed 75/25 split, 50/50 will also be considered as a proposal.

LG queried what happens in the event the Committee is unable to agree on a funding split. PO advised that CDSP are looking to move away from requesting funding for the design of every proposed Change. CDSP are considering more efficient processes with customers to move into the Detailed Design phase and to ensure there is sufficient resource to create the functional specifications required to validate the solution. The idea is that CDSP will create a number of Changes which will be sat on a shelf and progressed at the appropriate time, following conversations with customers.

PO advised that in relation to the vote today, if the Committee chooses to reject the Detailed Design, this would result in rejecting the Change, otherwise, CDSP will be looking to present the BER in November 2024. Approval of the Detailed Design by the impacted parties will assist in mitigating the risk of wasted time and effort.

AE suggested the option of delivering this Change alongside XRN5616 which may save costs and queried whether CDSP can do this. PO advised that in relation to testing, there may be the ability to conduct 1 test only with the option to re-use resources which would lead to a material benefit. This is currently being assessed by CDSP from a cost-benefit perspective and it is difficult to provide confirmation of this at this stage.

RW confirmed that the other approving constituency to BUUK was a Shipper constituency.

Shipper and IGT Members were asked to vote to approve the detailed design and progress into delivery, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andrew Eisenberg	1	For
Lee Greenwood for Oorlagh Chapman	2	For
Louise Hellyer for Lisa Saycell	1	For
Louise Hellyer for Sweetta Coopamah	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	2	For

4.3. XRN5675 – Implementation of 0836S - Resolution of Missing Messages after CSS implementation and integration with R0067 and 0855 - Settlement Adjustments for SMPs impacted by the Central Switching System P1 incident

An update was provided on the design consultation, confirming no representations had been received.

Shipper, DNO and IGT Members were asked to vote to approve the detailed design and progress into delivery, with unanimous approval recorded as follows:

Voting Outcome:		
Shipper Representatives	Voting Count	For/Against
Andrew Eisenberg	1	For
Lee Greenwood for Oorlagh Chapman	2	For
Louise Hellyer for Lisa Saycell	1	For
Louise Hellyer for Sweetta Coopamah	2	For
Total	6	For
Transporter Representatives	Voting Count	For/Against
Edward Allard (DNO)	1	For
Tom Stuart (DNO)	1	For
Michelle Brown (IGT)	1	For
Kundai Matiringe (IGT)	1	For
Total	4	For

Project Updates

For the detailed updates, please refer to the published presentation.

4.4. November 24 Major Release Scope Update

CDSP provided a status update on the proposed scope for the November 2024 Major Release. RW advised that there are currently 4 Changes which are likely to form part of the release.

- XRN 5585 FWACV (Flow Weighted Average Calorific Value) - Phase 2 Service Improvements
- XRN 5615 Establishing / Amending a Gas Vacant Site Process (Modification 0819)
- XRN 5720 Gateway Delivery for RPC backing data (IGT173)
- XRN 5614 Improving IGT SMP New Connection Process to support accurate and timely Supplier Registrations

For the detailed update, please refer to the published presentation.

4.5. XRN5682 February 24 Major Release Update

CDSP provided an update for the Major Release. All work was on track, with an overall Green RAG status. The scope is planned to be;

- XRN5604 - UNC Modification 0811S Shipper Agreed Read (SAR) Exceptions Process
- XRN5605 - IGT Modification 159 – Amendments to the must-read process
- XRN5607 - Update to AQ Correction Processes (Modification 0816S)

RW advised that CDSP are looking to present a CCR at the next meeting in May.

For the detailed update, please refer to the published presentation.

4.6. XRN5727 Minor Release 12

CDSP provided an update for the Minor Release 12 which will include XRN5582 – Energy Invoice Upload from UK Link to Gemini. All work was on track, with an overall Green RAG status.

For the detailed update, please refer to the published presentation.

4.7. XRN5711 June 2024 Major Release Update

CDSP provided a status update for the June 2024 Major Release. All work was on track, with an overall Green RAG status.

RHa queried if the risk discussed relates to the scope however RW advised that it relates to the bulk upload facility which was discussed in the DSC Change Management Committee meeting last month.

For the detailed update, please refer to the published presentation.

4.8 XRN5564 Gemini Sustain Plus Programme Update

CDSP provided an update on the National Gas Transmission Change Horizon Plan. All work was on track, with no red areas.

There were no major issues with the programme. The Risks and Issues status was Amber due to high-scoring risks being captured during the development and test phases. These are being controlled with suitable mitigation strategies. These are reviewed regularly and the control RAG status for all risks is green.

EA asked if further information can be provided in relation to the Risks identified as Amber on the presentation slides, highlighting that the Risks and Issues section on the presentation slide is generic and does not provide detail about what the risks are. RHa advised that this information had been requested previously as it would be helpful to understand what the high scoring Risks are and if any actions are required by customers to mitigate the Risk.

Karl Davidson (KD) advised that he would provide further narrative in the next meeting in May.

New Action 0406: CDSP (KD) to provide further information on and Risks identified as Amber for XRN5564 Gemini Sustain Plus Programme Update in presentation for May 2024

For the detailed update, please refer to the published slides.

The next Focus Group is on 22 April 2024. This Focus Group will provide insight into operational and technical developments within the programme including demonstrations of screen changes and improvements. Please contact gemiengagement@correla.com if you are not receiving the invitations.

Market Trials will commence Q2 2024, it is essential all companies that use Gemini participate in Market Trials. High level details and the registration form has been shared already. Parties were encouraged to register by 13 May 2024 via this link: <https://forms.office.com/e/mmdrJx4JJz>

Training will also commence Q2 2024. Essential training will be provided to access and use the system. Parties interested in supporting this process, please email: gemiengagement@correla.com

An Event Brite series will be available to assist customers who encounter issues regarding onboarding or connectivity which will continue from April.

For the detailed information please refer to the published slides.

4.9. DDP Update

CDSP provided the Data Discovery Platform (DDP) roadmap and a key focus goals.

John Welch (JWe) advised that at the time of publication of the slides, Release 6 was noted as being in progress however JWe confirmed this has now been completed.

This included the deployment of the dashboard which was developed in Release 5 in addition to updates to the AQ Correction dashboards. Release 1 has just begun which is likely to run into Release 2 which is in relation to the dashboards for any Hydrogen Trials.

CDSP is finalising the remainder of Release 2 which will be partially Shipper as well as Distribution Networks and an update is to be provided at the DSC Change Management Committee meeting in May. It is likely to include an AQ element.

JWi advised that completion and release will be during the Release 2 phase around June time. For the detailed information please refer to the published slides.

5. Non-DSC Change Budget Impacting Programmes

5.1. CMS Rebuild Update

CDSP provided an overview of the CMS rebuild delivery progress update.

JWi advised that at the time of submission of the presentation slides, CDSP will still be preparing V1.9 which has recently been launched. The next launch will be V1.10 which will be the final one. CDSP had underestimated the testing scenarios which is the reason for the delay to the implementation date however JWi confirmed that they are on track to meet the contingency date.

- V1.8 containing the enhanced Must Read process was successfully launched on 04 March 2024.
- The next launch V1.9 is scheduled for 08 April 2024 and this will contain the Daily Metered Query (DMQ) process.
- The final launch of the CMS Rebuild Programme, V1.10 containing the new Generic Workflow (GEN), Gas Safety Regulations (GSR) and Managing Unregistered Sites (MUS) processes, has unfortunately been delayed to the Contingency date of 29 April 2024.
- The next customer focus group on the 12 April 2024 and will cover:
 - Launch of DMQ Recap
 - Walkthroughs of GEN, GSR and MUS
 - Launch Readiness
 - Transition of GSR and MUS
 - AOB.

For the detailed update please refer to the published slides and Rebuild webpages at: <https://www.xoserve.com/products-services/data-products/contact-management-service-cms/cms-rebuild/>

6. Delivery Sub-Group Summary

James Barlow (JB) provided an update from the meeting on 25 March 2024.

JB advised that attendance at the previous meeting was quieter than usual.

For the detailed information please refer to the published slides, which provided details on the New Change Proposals, Solution Options Impact Review and Changes in detailed design.

For the detailed information please refer to the published slides.

7. Any Other Business

7.1. Re-issue of Meter Readings

Sharon Dudley (SD) provided a recap of XRN5675 which allowed the re-issue of meter readings under the Change request to take account of any replacements. There were 139 registrations which were due to go live however they did not due to an issue. SD advised that this issue had been identified and rectified.

The relevant impacted Shipper Members have been informed of this failure with their opening meter readings being supplied.

CDSP intend to propose that they follow the same approach as agreed in the DSC Change Management Committee meeting and re-issue the same emails for the missing 139 registrations.

There were no comments from the Committee which SD took as confirmation to proceed.

7.2. Change Survey

PO provided an update on the Change Survey advising that he wanted to remind customers that the quarterly Change Survey has been sent out and is open until 16 April. PO encouraged the Committee to provide their feedback whilst the survey is open.

LG advised that there was a section relating to Changes and Costs which he made a note of but was unable to go back into the survey to provide his feedback regarding this. PO advised that he would share the link with LG.

8. Appendix

8.1. Outages and Plan on Page (POAP)

The Outages and POAP was provided as an appendix for information.

9. Diary Planning

DSC Change meetings are listed at: <https://www.gasgovernance.co.uk/DSC-Change>

All other Joint Office events are available via: <https://www.gasgovernance.co.uk/events-calendar/month>

Time/Date	Meeting Paper Deadline	Venue	Programme
10:00 Wednesday 08 May 2024	5pm Tuesday 30 April 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 12 June 2024	5pm Tuesday 04 June 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 10 July 2024	5pm Tuesday 02 July 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 07 August 2024	5pm Tuesday dd July 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 11 September 2024	5pm Tuesday 03 September 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 09 October 2024	5pm Tuesday 01 October 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 13 November 2024	5pm Tuesday 05 November 2024	Microsoft Teams	Standard Agenda
10:00 Wednesday 11 December 2024	5pm Tuesday 03 December 2024	Microsoft Teams	Standard Agenda

DSC Change Action Table						
Action Ref	Meeting Date	Min Ref	Action	Owner	Reporting Month	Status Update
0102	10/01/24	6.4	CDSP (DA) to provide Committee with costs associated to issues discovered following implementation of REC0067.	CDSP (DA)	March 2024	Carried Forward
0301	13/03/24	3.7	CDSP to confirm whether any changes to the DSC Change Management Document have already been drafted that address making the governance and voting structure more equitable and sustainable.	CDSP (PO)	April 2024	Carried Forward
0302	13/03/24	3.7	Chair (RH) to create a DSC Change Management Issue Register.	Chair (RH)	April 2024	Carried Forward
0401	10/04/24	1.6	CDSP (PO) to consider whether the CDSP can specify within the Rough Order of Magnitude (ROM) what each change proposal's default funding split would be in accordance with the Budget and Charging Methodology to highlight this for the Workgroup to discuss.	CDSP (PO)	May 2024	Pending
0402	10/04/24	1.6	CDSP (PO) to inform the Contract Managers at the DSC Contract Management Committee of the discussions regarding this outstanding action.	CDSP (PO)	May 2024	Pending
0403	10/04/24	3.2	CDSP (PO) to consider the provision of better evidence of the costs associated with the scope of this Change to allow the Committee to scrutinise and validate how the costs had been reached.	CDSP (PO)	May 2024	Pending
0404	10/04/24	3.2	CDSP (PO) to consider the timeline for delivery in November 2024 and the likelihood of slippage of the agreed timeline.	CDSP (PO)	May 2024	Pending
0405	10/04/24	3.2	DNO (EA/TS) to provide the Committee with further information regarding the impact of the problem, using anecdotal evidence	DNO (EA/TS)	May 2024	Pending
0406	10/04/24	4.8	CDSP (KD) to provide further information on and Risks identified as Amber for XRN5564 Gemini Sustain Plus Programme Update in presentation for May 2024	CDSP (KD)	May 2024	Pending