

DSC Governance Review Group Minutes
Friday 06 October 2017
Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees		
Alison Neild*	(AN)	Gazprom
Andy Clasper	(AC)	Cadent
Bob Fletcher (Chair)	(BF)	Joint Office
Chris Warner	(CW)	Cadent
Dave Turpin	(DT)	Xoserve
Deborah Coyle	(DC)	Xoserve
Emma Smith	(ES)	Xoserve
Helen Cuin	(HC)	Joint Office
Hilary Chapman*	(HCh)	SGN
John Cooper*	(JC)	BUUK
Katy Binch*	(KB)	ESP
Kirsty Dudley*	(KD)	E.ON
Kully Jones (Secretary)	(KJ)	Joint Office
Lorna Lewin*	(LL)	DONG Energy
Mark Jones	(MJ)	SSE
Matt Smith	(MS)	Xoserve
Shanna Key	(SK)	Northern Gas Networks

Copies of all papers are available at: <https://www.gasgovernance.co.uk/DSC-Governance/061017>

1. Welcome and Introduction

BF welcomed all to the meeting.

1.1. Minutes

The minutes of the previous meeting were approved.

1.2. Terms of Reference

The Terms of Reference were approved subject to a minor amendment of paragraph of 4 (e) to ensure consistency of terminology, 'workgroup' to be replaced with 'review group'.

2. Change Process

ES and DT provided a presentation on the *End to End Change Process* and 2 process flow maps for discussion at the meeting, to help users understand the technical changes. ES reiterated that the main driver was to minimise delays to the UNC modification and DSC Change processes. The presentations can be found here:

<https://www.gasgovernance.co.uk/DSC-Governance/061017>

- DSC Change Governance Review Group Presentation
- Manage DSC Change Control Process for UNC Modifications

- DSC Change Proposal Process

The Review Group considered the current change management procedures of the change process including the different stages of the change proposal, the handoffs, the approvals required by the DSC Change Management Committee to progress the change proposal through the change process. The Review Group also considered the timing of key stages and the need to build a flexible process that can allow timely decisions for approvals of EQRs and BERs so not to hold up the development of changes, particularly where these were linked to a UNC modification.

ES walked the Review Group through the 2 process flow diagrams highlighting that the key change is to separate out the ROM to be a stand-alone process and to enable DSC Change Management Committee to request an EQR and BER during the modification development process. This change positively impacts on Xoserve resources by allowing parallel work to begin earlier in the process for Modifications that are urgent, or low risk in terms of approval by Panel or Ofgem; and by speeding up the overall development process. This will also make it easier in future for Xoserve to scope out and prioritise Central Systems releases.

DT provided a brief overview of the proposed DSC change proposal process and suggested that the UNC Modifications Rules may need a minor change to allow the correct documentation to be sent to the DSC Change Management Committee, either by Panel or UNC Workgroup request, although this should be a reasonably simple and straight forward process at an earlier stage so that it can be managed by the Code Administrator. BF confirmed that this was not in the current UNC Modification Rules and or the DSC Change Management Procedures and a modification would be required to amend both.

The Review Group also considered the EQR and BER stages in the context of what happens with the modification process if the DSC Change Management Committee does not approve the EQR and also the risk of the UNC modification changing unexpectedly was considered and the subsequent need to rework the BER.

The Review Group agreed that the process should allow BER approval in advance of the approval of the modification but the costs associated with the production of the EQR and BER need to be considered should the modification fail. DT confirmed that currently the costs of abandoned changes are not allocated as it would be funded through the Change Budget. He also suggested that if there is a request to start early development and a change is abandoned the parties who were pursuing the change should bear the risk of covering the costs and not for them to be socialised. However, there were concerns that this might put at risk changes required for the benefit of the industry as proposer might not want to take the risk. Xoserve have MI data to illustrate stranded costs which can be shared with the Review Group as necessary.

DT then gave a brief overview of the assumptions, in particular, he highlighted that the Code Administrator or 'Modification Proposer' would be responsible for raising the Change Proposal to the DSC Change Management Committee. In response, BF confirmed that completion of the current Change Proposal form is outside the capability of the Code Administrator due to the technical details required. He suggested that the Code Administrator should be considered as a post box and as stated earlier the submission process should be kept as simple as possible and limited to submission of the relevant modification. He suggested that Xoserve review the role of the Code Administrator in the context of agreeing a process to document approval for handover of Change Proposals which could be via a template and modification or modification report.

ES clarified the Change Proposal template and how this may need to change. She confirmed that an updated form would be circulated to the Review Group in advance of the next meeting. This will include for example; restricted class change clarification, the need for email approvals, what votes need to take place to progress change.

The Review Group considered the Group's Action Log and the progress made against each action. It was agreed that the review of the action log should be a standing agenda item for future meetings.

The following points were made in discussion of the action log:

- a. DT agreed to add the target meeting date to the Action Log, to focus the work plan.
- b. Action 5 – A brief discussion on process restrictions particularly restricted class changes – Review Group were asked to provide comments by the next meeting
- c. BF low level changes such as defects with Gemini was discussed and how these should be managed and their transparency. DT explained the additional service request and the ability to change elements that only affect that one party.
- d. Action 12 - The alignment of SPAA with the DSC Change Management procedures and how to manage system changes required to support changes requested by Suppliers through SPAA. BF suggested SPAA participation and alignment of governance arrangements may need to be considered and how they could become involved in Review groups.

A summary of the actions is provided below:

- Actions completed, Group to provide further comments at the next meeting: 3 and 6
- Actions to be discussed at the next meeting: 1, 2, 3, 5, 6 and 7
- Outstanding Actions: 4, 8, 9, 10 and 11

Action 1001: All parties to review the Process Maps and Presentation and feedback any comments/concerns/questions.

Action 1002: All parties to review Sections 4.6.12 and 4.6.15 within the current Change Management Procedures regarding the EQR Approval Process to consider what needs to change.

Action 1003: All parties to review CMP Sections 4.8.6 (c) to consider what needs to change in relation to allocation of costs.

Action 1004: Xoserve to develop a handover template for submission of change proposals to the ChMC.

Action 1005: ES to update the change proposal forms and circulate to Review Group participants ahead of the next meeting.

Action 1006: Xoserve to update and maintain the Action Log.

Action 1007: DT to add target date column to the Action Log.

3. **Review of post FGO DSC Change Management Committee arrangements.**

This item was deferred to the next meeting as AM was absent so unable to present the presentation provided for the meeting. The presentation can be found here:

<https://www.gasgovernance.co.uk/DSC-Governance/061017>.

4. Next Steps

The discussion concluded with a summary of the next steps which will focus on the following areas:

- a. Agreement of the process to recover EQR/BER costs if a modification does not progress/is not approved;
- b. Release based delivery and the implications for the BER process;
- c. Process to deliver the technical solution to progress to BER;
- d. Considerations to DSC Change Management Procedures (4.6.18 – will have to agree as per 4.16.7 (c));
- e. Assessment of the Modification Rules to ensure there are no conflicts;
- f. Implications for UNC Modification process where EQR/BER not approved by the DSC Change Management Committee.

5. Any Other Business

None.

6. Diary Planning

Further details of planned meetings are available at: <http://www.gasgovernance.co.uk/Diary>

Time/Date	Venue	Review Group Programme
10:00, Thursday 09 November 2017	Lansdowne Gate (Xoserve) , 65 New Road, Solihull B91 3DL	Items arising from next steps Review of post FGO DSC Change Management Committee arrangements Review of Action Log
10:00, Friday 01 December 2017	Lansdowne Gate (Xoserve) , 65 New Road, Solihull B91 3DL	Finalising recommendations
10:00, Friday 15 December 2017	Lansdowne Gate (Xoserve) , 65 New Road, Solihull B91 3DL	<i>To be confirmed</i>

Action Table (as at 06 October 2017)

Action Ref	Meeting Date(s)	Minute Ref	Action	Owner	Status Update
1001	06-10-17	2.0	All parties to review Sections 4.6.12 and 4.6.15 within the current Change Management Procedure regarding the EQR Approval Process to consider what needs to change.	ALL	Pending
1002	06-10-17	2.0	All parties to review Sections 4.6.12 and 4.6.15 within the current Change Management Procedure regarding the EQR Approval Process to consider what needs to change.	ALL	Pending
1003	06-10-17	2.0	All parties to review CMP Sections 4.8.6 (c) to consider what needs to change in relation to allocation of costs.	ALL	Pending
1004	06-10-17	2.0	Xoserve to develop a handover template for submission of change proposals to the ChMC	DT/Xoserve	Pending
1005	06-10-17	2.0	ES to update the change proposal forms and circulate to Review Group participants ahead of the next meeting	ES/Xoserve	Pending
1006	06-10-17	2.0	Xoserve to update and maintain the Action Log	ES/Xoserve	Pending
1007	06-10-17	2.0	DT to add target date column to action log	DT/Xoserve	Pending