

UNC DSC Change Management Committee Minutes

Wednesday 11 October 2017

Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees

Rebecca Hailes (Chair)	(RH)	Joint Office	Non-Voting
Helen Cuin (Secretary)	(HCu)	Joint Office	Non-Voting

Shipper User Representatives

Kirsty Dudley *	(KD)	E.ON	Class A - Voting
James Rigby	(JR)	Npower	Class A - Voting
Alison Neild	(ANi)	Gazprom	Class B - Voting
Lorna Lewin	(LL)	DONG Energy	Class B - Voting (2 votes)

Transporter Representatives

Chris Warner	(CW)	Cadent	DNO - Voting
Richard Pomroy	(RP)	WWU	DNO - Voting
Phil Lucas	(PL)	National Grid NTS	NTS - Voting (2 votes)
Katy Binch *	(KB)	ESP	iGT - Voting
Nicky Rozier *	(NR)	BU UK	iGT - Voting

CDSP Change Management Representatives

Dave Turpin	(DT)	Xoserve	Non-Voting
Emma Smith	(ESm)	Xoserve	Non-Voting
Lorraine Cave	(LCa)	Xoserve	Non-Voting

Observers

Andy Clasper	(ACI)	Cadent	Non-Voting
Christine Francis	(CF)	Xoserve	Non-Voting
Hilary Chapman *	(HCh)	SGN	Non-Voting
Kishan Nundloll	(KN)	Electralink	Non-Voting
Lee Chambers	(LCh)	Xoserve	Non-Voting
Lee Foster	(LF)	Xoserve	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting
Matt Smith	(MS)	Xoserve	Non-Voting
Oorlagh Chapman *	(OC)	British Gas	Non-Voting
Rachel Hinsley	(RHi)	Xoserve	Non-Voting
Shane Preston	(SPr)	Scottish Power	Non-Voting
Shanna Key	(SK)	NGN	Non-Voting
Steve Mullins	(StM)	Xoserve/PwC	Non-Voting

Apologies

Andrew Margan	(AMa)	British Gas	Class A - Voting
Beverley Viney	(BVi)	National Grid NTS	NTS - Voting

* Via teleconference

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

1. Introduction

RH welcomed all to the meeting. RH noted that KN had joined to observe the meeting on behalf of SPAA.

1.1. Apologies for absence

See above table.

1.2. Membership Appointments

Noting Andrew Margan's apologies and a request from Graham Wood (AM's standing alternate) for the DSC Committee to accept Oorlagh Chapman as Andrew's alternate for today's meeting. RH wished to clarify to all members the rules around memberships and the management of alternates. Referring to the UNC General Terms Section D (annex D-2) Paragraph 8.2 RH clarified that; there appeared to be no provision for a member's nominated alternate to provide a further alternate. Alternates can only be advised by the appointed member.

RH suggested this Committee and other fora may wish to consider the rules outlined within the UNC for alternates and consider a modification.

1.3. Alternates

Phil Lucas for Beverley Viney.

1.4. Confirm Voting rights

The voting rights for each member were as follows:

Representative	Classification	Vote Count
Kirsty Dudley	Shipper Class A	1 vote
James Rigby	Shipper Class A	1 vote (2.2.9 applies = Shipper Class C)
Alison Neild	Shipper Class B	1 vote
Lorna Lewin	Shipper Class B	2 votes (2.2.9 applies = 1xClass B + 1xClass C)
	Shipper Class C	
Chris Warner	DNO	1 vote
Richard Pomroy	DNO	1 vote
Phil Lucas (and alternate for Beverley Viney)	NTS	2 votes
Katy Binch	iGT	1 vote
Nicky Rozier	iGT	1 vote

1.5. Approval of Minutes (13 & 14 September 2017)

Amendments were noted for the 13 & 14 September minutes. It was agreed that change marked versions would be provided alongside the final version of the minutes for visibility.

The minutes of both meetings on 13 and 14 September were then approved.

2. New Change Requests

Copies of all new change requests for consideration at this meeting are published at: <https://www.gasgovernance.co.uk/DSC-Change/111017>.

2.1. XRN4347 UNC Modification 0619 - Application of proportionate ratchet charges to daily read sites – ROM Approval

RHi introduced the Change Proposal. DT confirmed this relates to a Service Area 7 change.

JR asked about the funding of alternate Modification 0619A. DT confirmed a ROM had been produced for 0619 and that a ROM would be produced for 0619A.

RP suggested there was logic in approving the work required to support UNC 0619 and to allow developmental work to continue despite this being at risk as it would not be clear which Modification would be implemented until both modifications had been considered by Ofgem for a decision. DT explained to meet the 01 October 2018 developmental work needed to commence.

NR enquired about the possibility of having an extra-ordinary release.

DT confirmed National Grid and Service Operators would fund Service Area 7. This should be a restricted class change. Whilst this is a change to the invoice service line, it does affect other parties.

The Committee Representatives considered approving the ROM for UNC0619; and decided to defer approving the ROM for UNC0619 until the ROM of 0619A had been produced.

2.2. XRN4368 - EU Gas Capacity Conversion Interim Optimal Solution - Change Request Approval

PL introduced the Change Proposal raised by National Grid NTS. He gave a brief overview explaining that the change was within Gemini.

The NTS Committee Representative considered approving the Change Request; and approved the Change Request as follows:

Voting Outcome:	XRN4368 - EU Gas Capacity Conversion Interim Optimal Solution - Change Request Approval	
Transporter Representative	Voting Count	For/Against
Phil Lucas (2 votes)	2	For
Total	2	2

2.3. XRN4361 - Release 2 Schedule - Change Request Approval

LCh provided a presentation on the Modified Scope for Release 2. Referring to Page 2, it was originally proposed that change items UKLP112, UKLP262, UKLP273 and COR3283 were included within the Release 2 Scope. LCh confirmed that 3 out of the 4 proposed changes could be accommodated in the R2 scope; UKLP112 (subject to agreement of solution option by SDG), UKLP273 and COR3283.

Xoserve also confirmed that CR202 requirements had not been agreed and this was also recommended to be removed from the R2 proposed scope.

The committee considered the proposed Release Scope 2, including Changes UKLP112, UKLP273, and COR3283, but excluding UKLP262 & CR202.

LCh confirmed UKLP262 required significant regression testing for the reconciliation invoicing process, to ensure stabilisation for the complex change. UKLP262 was therefore excluded.

PL expressed concern about de-scoping UKLP281 and moving this to Release 3. He enquired if this change could be “shoe-horned” in to R2; or whether the change can be delivered via a special release after R2 but before R3.

DT and LF confirmed that:

- in respect of R2, the change could not be accommodated unless a significant proportion of the changes currently agreed as *in* scope were in fact de-scoped;
- in respect of a ‘special’ release this could not be accommodated; and
- assuming that the scope of R2 is not re-considered, the earliest opportunity to incorporate the change is R3, expected, at present, to be implemented November 2018 or February 2019.

LF agreed to provide formal confirmation that UKLP281 is not able to be implemented as a ‘special’ release between R2 and R3.

Action 1001: Xoserve (LF) to confirm UKLP281 is not able to be implemented as a special release between R2 and R3.

PL restated that it supported implementation of UKLP281 as soon as possible based on feedback from customers regarding the impacts of the prevailing interim arrangements. CW supported this view and invited shipper members of the Committee to raise any specific concerns. No additional specific concerns were raised. Noting this, PL reflected that as the Committee continued to endorse the agreed R2 scope, the earliest opportunity to implement UKLP281 appeared to be R3.

CW sought an initial view from the Committee as to whether it supported provisional inclusion of UKLP281 in R3. LF welcomed the discussion on Release 3 and starting to signpost what could be included in Release 3.

The committee agreed that UKLP281 would be considered for a future Release, potentially in a Release 3 which would include the Change demand backlog Version 0.8. DT confirmed similar release principles would be used for Release 3 as used for Release 2 and work would be profiled for Release 3.

RHa highlighted that for any item for to be included that all Change Proposals need to be sponsored.

LCh enquired about including UKLP249 or UKL273 in Release 3.

RP enquired about the SPAA 370A Change UKLP273 and whether this should have an XRN number. He stressed the desire for consistent rules when applying prefixes.

NR confirmed for UKLP112 (Release 2) that the options had not been determined yet and if this was going back to the SDG to determine the options. RHi believed that all Users favoured different options, and this would be brought to today’s meeting to discuss way forward.

Xoserve proposed to remove UKLP112 Option 1 from the scope of Release 2.0. It was clarified that Option 1 was a no-go but Options 2,3 or 4 were still being considered. ESm confirmed that Xoserve need a decision on either Options 2,3 or 4. RHi clarified that Xoserve had communicated this within the Change Pack for representations. NR expressed that Option 2 was not suitable for iGTs. It was clarified that UKLP112 would be included within the scope of Release 2 scope excluding Option 1.

It was confirmed Release 2 scope included 20 changes with UKLP202 along with UKLP262 removed. This would include UKLP112 (without Option 1) and include UKLP273 and UKLP3282.

JR highlighted that UKLP112 does not currently have a sponsor. The committee considered in the absence of a sponsor whether it should be included in Release Scope 2. DT agreed for Xoserve to Sponsor UKLP112 since it had been approved in Release 2.

The Committee Representatives considered approving the Change Request; and approved the Change Request as follows:

Voting Outcome:	XRN4361 - Release 2 Schedule - Change Request Approval	
Shipper Representative	Voting Count	For/Against
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	5	5
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Phil Lucas	2	For
Nicky Rozier	1	For
Katy Binch	1	For
Total	6	6

LCh referred to the provided XRN4362 Change Proposal which showed a breakdown of the required changes and breakdown of funding, with a view to approving the BER for XRN4361 in December.

DT explained as Xoserve move through the design and build, and iron out the project timelines for delivery, it will be important to understand what interactions will be required and what the priorities are for Shippers. He asked Shippers what was important to them; and whether this would be to maintain the scope, or to achieve the UK Link release date. He also asked if there may be any flexibility.

LCh stressed the need to consider the scope of changes and the requirements of Xoserve's customers. LFo wished to understand if there was any priority with Shippers for either hitting the implementation date or maintaining the scope. ANi wished to understand, case-by-case, what changes would be at risk, as Shippers will have Release schedules of their own and late changes to the delivery would be dependent on the ability for Shippers to de-scope development.

2.4. XRN4376 - GB Charging & Incremental (IP PARCA) Capacity Allocation Change Delivery (2019) - Change Request Approval

PL introduced the Change Proposal raised by National Grid NTS. He gave a brief overview explaining that the change was required for UNC0621, 0597 and 0611 and was a restricted class change.

The NTS Committee Representative considered approving the request to progress to the next stage and produce an EQR and was approved as follows:

Voting Outcome:	XRN4376 - GB Charging & Incremental (IP PARCA) Capacity Allocation Change Delivery (2019) - Change Request Approval (EQR)	
Transporter Representative	Voting Count	For/Against

Phil Lucas	2	For
Total	2	2

3. Approval of Change Documents

Copies of all change documents for consideration at this meeting are published at:
<https://www.gasgovernance.co.uk/DSC-Change/111017>.

3.1. COR4144 – iConversion. Change Completion Notice - For Approval

LC introduced the Change Proposal. DT gave a brief overview explaining that this change was related to an NTS change only.

The Transporter Committee Representative considered the request to approve the Change Completion Notice and approved the notice as follows:

Voting Outcome:	COR4144 – iConversion. Change Completion Notice - For Approval	
Transporter Representative	Voting Count	For/Against
Phil Lucas	2	2
Total	2	2

4. Release 1.1. CR249 (Vulnerable Customer Change)

LCh confirmed from correspondence with Ofgem on the SPAA decision, that an Ofgem decision is not expected until November.

LCh acknowledged that concerns had been expressed about parties being ready, it had therefore been considered whether to remove the CR249 change, de-scope it out of Release 1.1 and consider this change for Release 2.0. KB enquired if the remaining changes in Release 1.1 would be restricted class. DT clarified that Ofgem are aware that the February milestone will be missed if this change is removed from Release 1.1 and moved to Release 2.0

The Committee Representatives considered the request to remove the Vulnerable Customer Change CR249 from Release 1.1 and move this change to Release 2.0; and approved this as follows:

Voting Outcome:	Release 1.1. CR249 (Vulnerable Customer Change) Removal	
Shipper Representative	Voting Count	For/Against
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	5	5
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For

Phil Lucas	2	For
Nicky Rozier	1	For
Katy Binch	1	For
Total	6	6

5. Review of CDSP Change Management Reports

5.1. Service Changes and Key Project Dashboards

5.1.1. Release 1.1 Project Dashboard

LCh introduced the Project Dashboard for XRN4340 – UK Link Future Release 1.1.

LCh confirmed at the end of the detailed design across the whole of the RAG Status, the biggest risk was the UKLP249 change. He highlighted that Xoserve have been looking at a proposed implementation date of 08 December and will be verifying the contingency date within the Change Pack.

He confirmed there are a number of changes proposed with an implementation date slightly outside the November release date but there are no customer implications on Customer File Format changes and this will be confirmed in the Change Pack.

LCh confirmed that the de-scoping of UKLP249, and the regression test pack will be taken to Defect Resolution Group (DRG).

NR enquired if this delay would affect the R2. DT confirmed R2 is still anticipated in line with the timelines.

5.2. UK Link inflight changes

5.2.1. Overview of Modifications impacting UK Link Systems

RHi confirmed that a number of new UNC modifications with likely impacts to UK Link systems had been raised and would be considered at 19 October UNC Modification Panel. An update on these will be provided next month.

5.2.2. Xoserve Implementation Plan

RHi provided the Xoserve Implementation Plan:

UK Link Changes Awaiting Scheduling – In Analysis

Neutrality Statements – new item issued in Change Pack, representations open until 17 October. The statements are currently issued by post on a monthly basis, and it is proposed these are published instead.

Important Dates for 2018 Cal – issued in Change Pack, detailing calendar dates of when Change Packs will be received and when representation will be required, along with the SDG provisional dates and Release dates for 2018.

Timeout Refresh – issued in Change Pack. It is hoped to improve system functionality which will enable a time-out after 40 mins. Representations are open until 17 October.

UK Link Changes Awaiting Scheduling – Awaiting Approval

Requirements Statement – proposed de-scoping of change.

Suspension of the Validation – Further questions are being responded to, with a proposed deferral to allow time for this. RHi confirmed that the comments/questions relate to engagement with other groups and data flows.

Update to Invoice Mapping Charges – description change. One representation had been received, therefore Xoserve were seeking approval. The Committee members unanimously approved scheduling the change.

MDR Read Date – proposed deferral to consider comments and further discussion at SDG.

Issue Paper: Supply Portfolio – UNC0431. This relates to a simple change to automate the process and validate the Shipper Short Code. One representation had been received, therefore Xoserve were seeking approval. The Committee members unanimously approved scheduling the change.

UKLP249 – Further to item 4.0 discussions above, RHi confirmed that a Change Pack had been issued and a large number of representations had been received. It had been agreed to defer this change based on the discussions. Comments will be reviewed again when this is ready to take this change forward.

CR065 – Proposed deferral. Representations received and Xoserve are looking at the solution options. KD enquired why this was being referred to SDG, RHi clarified that there was not a universal agreement on the preferred option, therefore further conversations need to take place.

UKLP112 – Further to item 2.3 discussions above, RHi confirmed that the Change Pack was issued on 06 September with 4 options. RHi provided a summary of the options considered within the Change Pack. The SDG did not favour any particular option. KD suggested that the proposed route forward would be to proceed with Options 3&4, expressing a preference for Option 4. RP questioned who were the affected parties, NR explained that if Option 2 was selected iGTs would be affected. However, if the Options were restricted to Options 3 or 4, only Shippers would be affected. There was a general preference for Option 4.

The Shipper Committee Representatives considered preference for Option 4; and approved this as follows:

Voting Outcome:	UKLP112 - Option 4	
Shipper Representative	Voting Count	For/Against
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	5	5

Supporting Invoicing – Scheduled for invoice. Committee Approved schedule.

CO4360 – RHi explained this change had been split into 4 lines for visibility.

JR asked what would happen if a change was rejected. RHi explained that where points are raised, items are deferred to consider responses. If changes are rejected outright these would need to be considered to see what the impacts would be. RHi explained the previous UK Link Committee would look for a consensus for changes and where there wasn't a consensus this would have to be addressed through the appropriate Governance Process. DT explained that if a change was related to a UNC Modification this would have to be referred to the UNCC to consider the impact of not complying with a Code obligation.

Current UK Link Changes – Approved – Scheduled For Implementation

RHi provided the release dates for information.

UK Link Changes – Implemented since last UK Link Committee Meeting

RHi reported the items implemented for information.

One change Pack had issued to confirm the file format version approved last month and this had been approved straight away as only a documentation change.

UK Link Changes – Withdrawn / Cancelled

None to report.

Forthcoming Outage Notifications

RHi confirmed a 2017 Enhance File Transfer Communication will be issued to confirm the dates and times of a normal Gemini Outage.

5.2.3. Amendments to Other CSDP Service Documents

No update.

6. Horizon Scanning: 'Bubbling Under' Report

RHi provided the Bubbling Under report and summarised the changes made since the last provided report, she highlighted there were no significant changes, and provided a brief summary of each change:

SPAA CPs / RGMA Review Phase 2 – RHi confirmed that the probability had been set at 0% as this was a system change for an RGMA change through SPAA. KD confirmed SPAA Change 399 had been approved for implementation in June 2018 with an appeal window, Changes 400 and 401 had been granted with additional impact assessment time. The 0% probability was reviewed. It was believed there would be system changes and KN suggested an 80% probability. KN confirmed CP399 is going to go ahead. KD confirmed that CP400 and 401 are currently still under consideration and suppliers are looking at the drafting. It was suggested that the items ought to be separated, splitting 400 and 401 and giving 399 its own line. KD confirmed CP405 and CP406 were also part of the RGMA phase 2, however these were documentation changes. SK suggested that CP405 and CP406 needs to be added to the report. DT suggested having separate lines with probabilities for each to enable Xoserve to gauge the need for system development.

The committee considered the changes being discussed at SPAA and the impact the changes may have on the Release Schedule.

It was agreed to update the report splitting them out and providing an update on the probability percentages.

It was also agreed to provide an indication of the potential Release dates for each change.

Supplier led initiative – RGMA functional change, the SPAA change raised with a 30-day impact assessment. Watching brief.

0594R – The probability had changed last month, split into two lines with separate probability percentages. CW advised UNC0633 had been raised.

Smart DCC Demand Date – deferred for consideration next month.

0619 – The probability had been set at 50% with system changes for Class 1 and Class 2 supply points. This change sits between 2 releases, likely to be included in Release 2.

0619A – being considered by Distribution Workgroup (DWG), with system changes expected. The probability was agreed as 50% with the same impact on release as 0619.

0624R – RHi confirmed a review of arrangements is taking place at the 0624 Review Group. The agreed probability had been set at 0% at this stage, until it is clear if changes need to be made.

0625 – This had been allocated to a Workgroup and is currently being assessed. The probability was agreed to be 60% at this stage.

New modifications to be added for next month.

Urgent 0634 was considered, it was anticipated that significant system impacts would be associated with this modification. Xoserve will be undertaking an impact assessment. RP believed that UNC TPD M5.4.2b may provide a route to provide for this. It was agreed to change the probability to 70%.

7. Finance and General Change Budget Update

7.1. Next year’s change budget finance sheet

DT provided an overview of the Budget and explained the colour coding within the spreadsheet. The Change Budget remains currently well under spent.

8. Future Industry Change Delivery Governance

The committee considered the provision of a late paper and StM confirmed he had provided a presentation with the hope of reaching a decision but understood parties may not be in a position to approve. PL stressed he would be prepared to discuss the proposals but parties may need further time for consideration before approval.

StM confirmed that the proposals had been modified and he had taken into account the issues raised. He summarised the recommendations and proposals provided on Page 2 of the presentation.

KD believed that the group could be a Recommendation Group and any outcome could be ratified if challenged. StM confirmed that group would still make recommendations.

KD confirmed that she would be happy with a trial for Release 2, but questioned how this would be incorporated for future Releases, considering the overlapping timescales and considerations.

RP expressed at the last meeting there was a concern about the ability to resource a further committee.

NR asked about the continuation of the SDG and DRG. It was anticipated these would be wrapped into one group. KD enquired about the lack of attendance and interest in the group and the risk if not well attended. DT believed that setting up a forum to enable the referral of matters would be beneficial and it would be easier to stand the group down rather than trying to establish a group on a case-by-case basis.

HCh enquired if Xoserve had a view on the expertise required for the sub-group. DT suggested operational programme managers and system expertise would be organised to support potential topics.

The benefits of an independent chair were considered including the issue of conflicts of interest if Xoserve chaired the meetings. NR enquired about the cost of an independent chair and how this would be funded and how often the chair would be required.

RP challenged that the sub-committee would have to be considered a sub-committee of the DSC Committees. DT clarified that if a decision has been made by the Change Management Committee that needs to be considered by a further delivery committee or subject matter experts this could be referred for a recommendation. RP referred to the remit of DSC Committee and confirmed that there is an ability for the DSC committee to establish sub-committees with membership and ToR deemed necessary.

The committee agreed that there was not a requirement for an Independent Chair, however the Chair would need to have Project Management experience.

It was accepted that the Joint Office would not be required to chair or provide secretariat to this sub-committee however the delivery committee would have to be established as a sub-committee of the DSC Change Committee to enable appropriate governance.

There was a provisional agreement to start a transition process of establishing the sub-committee and to dissolve the SDG and DRG. The DSC Change committee members agreed that the constitution of the sub-committee could be established without an Independent Chair.

The Committee Representatives considered the establishment of a sub-committee with an appointed Xoserve Chair (name yet to be announced) with a view to approving a ToR for a Release 2 trial basis; and approved this as follows:

Voting Outcome:	Establishment of a sub-committee with an appointed Xoserve Chair
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Shipper Representative	Voting Count	For/Against
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild	1	For
Lorna Lewin	2	For
Total	5	5
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Phil Lucas	2	For
Nicky Rozier	1	For
Katy Binch	1	For
Total	6	6

9. Review of Outstanding Action(s)

D1 0702: Review the Change Demand Backlog for consequential change to Gemini-only change and Gemini impacted. Review with National Grid and LCh.

Update: PL confirmed that a list of changes had been recorded. These are; UKLP325, 194, 203, 244, 096, 162, and 080. It was agreed to add these to the change demand backlog. **Closed.**

D1 0801: Xoserve (DT) to send a communication to the Change and Contract Managers explaining that *XRN 4273 In-Home Display (IHD) Status – ROM Approval*, has been deferred until the September meeting to allow time for the feedback from the SPAA meeting.

Update: DT confirmed Xoserve would be seeking approval of the change to proceed next month. See Item 11.3. **Closed.**

D1 0806: Xoserve (AM) to write to all the Change Managers describing the remit of the Xoserve/Gemserv Sub Group and what it entails. Asking for volunteers, explaining the Terms of Reference and associated expectations, with the outputs being reported back to the DSC Change Management Committee. (Cross Code/Fuel).

Update: ESm confirmed an invite had been issued. Volunteers are awaited. An update is expected next month under AOB item: Xoserve/Gemserv MIS Collaboration. **Closed.**

D1 0901: Xoserve to produce and provide Shippers with an API Platform Implementation Paper, and invite views ahead of the October DSC Change Management Meeting for further discussion.

Update: LCh confirmed that a BER had been provided for information. See item 11.2. **Carried Forward.**

D2 0903: LCh to identify the impact on what is currently in scope if release 2 is moved from May to June 2018; and identify if there are any elements that can be delivered earlier, in February 2018.

Update: ESm confirmed June 2018 for Release 2 implementation. There will be no release in February 2018. **Closed.**

D2 0904: LCh to consider potential changes where the scope is uncertain for inclusion in February 2018 release.

Update: See item 0903. **Closed.**

D2 0905: DT/ESm to look at creation and setup of the proposed sub-group to be attended by Gemserv/Xoserve. Linked to Action D1 0806

Update: See item 0806. **Closed.**

D2 0906: LCh to assess if UKLP262; UKLP273 can be scoped into Release 2.

Update: See item 2.3. **Closed.**

D2 0907: Xoserve (DT) took an action to consider whether the change can be delivered via a special release after R2 but before R3. DT also agreed to confirm whether it can be “shoe-horned” in to R2.

Update: ESm reported that some comments had been received. However all of these appeared to be individual cases, with no general patterns of concern. Consideration will be given on a case by case basis and workarounds are being considered. **Carried Forward.**

D2 0908: *UK Link Portfolio Plan Overview:* DT to circulate the slides for UKL Portfolio.

Update: DT confirmed that the slides had been circulated. **Closed.**

10. Next Steps

Item not considered.

11. Any Other Business

11.1. Xoserve/Gemserv MIS Collaboration

ESm confirmed an invite has been issued for a collaboration meeting. See Action Update 0806.

11.2. API Platform Implementation Paper

LCa confirmed a BER had been provided to document the changes and provide transparency and visibility for the API solution. The Change Proposal has been published at:

<https://www.gasgovernance.co.uk/Change-Proposals>.

DT welcomed feedback from parties on the document and on any elements that parties would like included. NR enquired about the delivery date and if this was still expected for December. DT confirmed the API delivery date still remained as December. NR also enquired about the Confidentiality agreements, for the dual API solution, and when parties expect to see next version. LCa confirmed an update was expected on 17 November.

11.3. Representations for In-Home Display (IHD) Status Change Proposal (SPAA Change)

ESm confirmed two representation had been received for Change Proposal XRN4273.

JR confirmed he was not currently able to provide approval for the Change Proposal without first considering all his constituencies. JR explained that Gavin Anderson (EDF) had been quite vocal on this change and he would not wish to vote on a change that does not represent his constituency.

DT asked if the comments provided were material enough to defer approving the change, as there was some concern about the DSC Change Committee delaying the approval. KD confirmed that a Solution has been agreed at SPAA. The committee debated the justification for deferring an approval for another month. It was agreed to defer the approval to allow all the constituencies' concerns to be taken into account.

The committee agreed to defer this item until next month. RHa requested a formal Change Proposal is submitted for formal approval under item 3.0 Approval of Change Documents at November's meeting.

11.4. UK Link Changes Presentation

RHi provided an Overview of the Modifications Xoserve had assessed as impacting UK Link systems. RHi asked parties to note from earlier discussions this excluded the recently submitted modifications for consideration at October's UNC Panel.

The Committee considered the submission timings of UNC Modifications and the ability to include these within the Bubbling under Report.

RHi explained the process for issuing Change Packs and the time allowed for representations.

The proposal was to provide a Change Pack once a month with a 10-day representation period, with 5 days to respond to representations. KD expressed concern about the representation period and that some solutions are quite technical and that 10 days is not always sufficient time. KD also asked if the general updates could be separated from items that require representation comments.

The committee considered the publication of representations for review by the DSC Change Committee.

RHa also expressed concern about the potential for late publication of representations and ability for Members to consult with their constituencies.

It was agreed that the management of Change Packs, representations and timing of papers would be discussed at the next DSC Governance Review meeting.

12. Diary Planning

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

Meetings will take place as follows:

Time/Date	Venue	Programme
10:15 Wednesday 08 November 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising: XRN4273 - Introducing IHD (In-Home Display) Installed Status of Failed (Approval) Future Industry Change Delivery Governance <i>Standing AOB items for updates:</i> Xoserve/Gemserv MIS Collaboration API Platform Implementation Paper
10.15 Thursday 13 December 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising: Future Industry Change Delivery Governance

Action Table (as at 11 October 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
D1 0702	12/7/17	3.1	Review the Change Demand Backlog For consequential change to Gemini-only change and Gemini impacted.	National Grid (SM) and Xoserve (LCh)	Closed
D1 0801	09/08/17	1.4	Xoserve (DT) to send a communication to the Change and Contract Managers	Xoserve	Closed

			explaining that XRN 4273 In-Home Display (IHD) Status – ROM Approval, has been deferred until the September meeting to allow time for the feedback from the SPAA meeting.	(DT)	
D1 0806	09/08/17	10.3	Xoserve (AMi) to write to all the Change Managers describing the remit of the Sub Group and what it entails. Asking for volunteers, explaining the Terms of Reference and associated expectations, with the outputs being reported back to the DSC Change Management Committee. (Cross Code/Fuel).	Xoserve (AM)	Closed
D1 0901	13/09/17	5.1.1	Xoserve to produce and provide Shippers with an API Platform Implementation Paper, and invite views ahead of the October DSC Change Management Meeting for further discussion	Xoserve (DT)	Carried forward
D2 0903	14/09/17	2.3	<i>Xoserve Release Dates and Compliance with other Codes:</i> LCh to identify the impact on what is currently in scope if release 2 is moved from May to June 2018; and identify if there are any elements that can be delivered earlier, in February 2018.	Xoserve (LCh)	Closed
D2 0904	14/09/17	2.3	<i>Xoserve Release Dates and Compliance with other Codes:</i> LCh to consider potential changes where the scope is uncertain for inclusion in February 2018 release.	Xoserve (LCh)	Closed
D2 0905	14/09/17	3.0	<i>Review of Outstanding Actions:</i> DT/ES to look at creation and setup of the proposed sub-group to be attended by Gemserv/Xoserve. Linked to Action D1 0806	Xoserve (DT/ES)	Closed
D2 0906	14/09/17	4.1	<i>Review of each Change Request and rationale for proposed Release 2 inclusion:</i> LCh to assess if UKLP262; UKLP273 can be scoped into Release 2.	Xoserve (LCh)	Closed
D2 0907	14/09/17	4.1	<i>Review of each Change Request and rationale for proposed Release 2 inclusion:</i> Re: UKLP109 Parties to provide specific examples of difficult queries that have been rejected to see if Xoserve can provide a workaround for them	All	Carried forward

D2 0908	14/09/17	4.3	<i>UK Link Portfolio Plan Overview</i> : DT to circulate the slides for UKL Portfolio.	Xoserve (DT/ES)	Closed
1001	11/10/17	2.3	Xoserve to confirm UKLP281 is not able to be implemented as a special release between R2 and R3.	Xoserve (LF)	Pending