

DSC Change Management Committee Agenda

10:15 Thursday 11 May 2017

at Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull B91 3DL

(Teleconference: 0207 950 1251, access code 21870295#)

1. Introduction

- 1.1. Confirm attendees, clarify roles, membership and voting rights
- 1.2. Apologies for absence
- 1.3. Alternates
- 1.4. Minutes of the previous meeting
- 1.5. Terms of reference

2. Change/New Service Requests

- 2.1. Network Code Validation Rules - Class 1 and 2 Read Validation (DA)
- 2.2. XRN4250: Citizens Advice Bureau Continued Access to DES
- 2.3. XRN4262: EU Gas Change Roadmap - 2018/19 Feasibility and Analysis (BV)
- 2.4. XRN4268: Date change for extraction and provision of DDS Annual Refresh files (AC)

3. Review of CDSP Change Management Report(s)

- 3.1. Service Changes and Key Project and Evaluation Service Reviews
 - COR4161 DES CMSG Dashboard
 - COR4110 API CMSG Dashboard
 - COR3991 PAFA CMSG Dashboard
- 3.2. UK Link inflight changes
 - 3.2.1. Overview of Modifications impacting UK Link Systems
 - 3.2.2. Xoserve Reporting Updates (UKLC)
 - a) UK Link Modification Implementation Plan (including Xoserve Report E Outages)
 - b) Xoserve Report
 - c) Review of Change Log
 - 3.2.3. Amendments to the UK Link Manual
 - 3.2.4. Amendments to Other CSDP Service Documents

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4. **Horizon Scanning: 'Bubbling Under' Report**
5. **Change Budget Update**
 - 5.1. New Change/Evaluation Service Requests
 - 5.2. Finances and General Update
6. **Review of Format of Meeting Documents**
7. **New Issue: How should central systems changes initiated by a Supplier be managed?**
8. **Item(s) referred from DSC Contract Management Committee**
 - 8.1. 14/12/16-01: Access to information for Price Comparison Websites and Third Party Intermediaries (*Referred from DSC Contract Management Meeting 18 April 2017*)
9. **Review of Outstanding Action(s)**
10. **Next Steps**
11. **Any Other Business**
 - 11.1. Gemini User Trials (National Grid NTS)
12. **Diary Planning**

Action Table (as at 12 April 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
080217-02	08/02/17	n/a	<i>Modification 0609</i> - DT to provide an update on proposed plans regarding the AQ issue for when the Joint Office takeover the meetings.	Xoserve (DT)	Carried forward
110117-04	11/02/17	n/a	<i>Elected Shipper – Change Order process</i> - DT and AM are to get together with the SSP team to establish what is happening and what reporting is required and what the current position is. Xoserve to write the change order and get a Network to sponsor.	Xoserve (DT/AMi)	Carried forward
0401	12/04/17	1.1	RH to check that the email permissions request has been sent to all appropriate parties (and if necessary, reworded and re-sent	Chair (RH)	<i>Post meeting note provided</i>

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			seeking an active formal response, i.e. yes or no).		
0402	12/04/17	2.1	<i>DSC Committee Operation (terms of reference)</i> - DT to formulate a brief statement providing a clear explanation and references to appropriate documentation, for publication on the Joint Office website.	Xoserve (DT)	Pending
0403	12/04/17	2.1	RH to confirm that all relevant documentation relating to the initiation of FGO (UNC Modification 0565A) has been published on the Joint Office website.	Chair (RH)	Pending
0404	12/04/17	3.2	<i>DSC Change and Contract Manager Circulation List</i> - Xoserve to develop an appropriate circulation list.	Xoserve (DT)	Pending
0405	12/04/17	3.2	<i>Release 2 (R2)</i> - <u>As soon as possible in advance of 10 May 2017 meeting</u> , Xoserve to provide information on the backlog and any other known items (defects, modifications, Change Orders, etc) for the DSC Change Committee to review with a view to prioritising for R2.	Xoserve (LCh/JR)	As soon as possible Pending
0406	12/04/17	3.3	<i>How should central systems changes initiated by a Supplier be managed?</i> All parties to consider and provide views (for discussion at DSC Change Management Meeting Day 2 on 11 May 2017).	All Parties	Pending
0407	12/04/17	3.4.2	<i>Xoserve Report E</i> - Xoserve to separate this from Reports A - D, and include at the end of the Implementation Plan Summary.	Xoserve (SN)	Pending

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