Terms of Reference for the Solution Development Group (SDG)

Objective:

- **To provide an opportunity for the industry to feed into solution development for changes identified as part of UK Link Programme Testing. Industry participants can help Xoserve understand the requirements surrounding any changes, and point to directions which the change solution should and shouldn't take. The output of the group will be fully documented.**

Membership:

- Xoserve Service Development Team – Will chair and provide governance input to the meeting.
- Xoserve UKLRP SMEs – Will provide technical input regarding the reason for the change and proposed solutions.
- GTs – Attendance only where changes affect the Networks & Shippers
- iGTs – Attendance only where changes affect the iGT & Shippers
- Shippers – Attendance for all Shipper affected change

The membership of this group should primarily be made up of technical experts from the various organisations who understand the changes tabled and how any proposals are integrated into stakeholders systems and processes. However there is also a place at the table for industry governance personnel who understand the UK Link Committee (UKLC) approvals process. Attendance is not restricted and organisations may wish to send more than one representative. The group's role is advisory only with the sanction to approve or reject a change remaining with the UKLC. In order to gain a decision regarding the change, SDG representatives are required to liaise with their internal colleagues who attend the UKLC.

Background

- Defects will be identified by stakeholders or Xoserve as part of the Testing or Market Trials phase of the UK Link Replacement Programme.
- Xoserve will decide whether the defect will result in a change. The result of this investigation will be conveyed to the party identifying a change.
- Defects which affect only one organisation will not be taken forward to the SDG. These issues will be dealt with between Xoserve and that organisation.
- Where the change affects a subset of Users, Xoserve may bring the change to the SDG for discussion and possible solution development.
- Where an industry wide change is identified Xoserve will undertake a Flash Impact Assessment. This will look at the change to identify whether or not this is a 'Must Have' change which has to be delivered prior to UK Link Programme 'Go Live' or is the change of lesser importance which may be delivered at a point beyond 'Go Live'. Again the originating party will be notified of this outcome.
- The Flash Impact Assessment will attempt to ascertain that a solution is feasible and produce a broad solution scope. (Full Impact Assessment will be needed before a definite solution can be proposed.)
- All feasible 'Must Have' changes will then go through as candidates for SDG Discussion

Proposed mode of Operation

- The SDG will meet Fortnightly on Friday Morning at 10AM.
- All meetings will be via T-con
- Each 'Must Have' change will be presented by Xoserve with their initial Flash Impact Assessment findings
- Industry Stakeholders will have the opportunity to comment on and make recommendations about the final Xoserve solution.

- It is expected that the majority of Change will be straight forward File Format changes but significant process or system change may result in several SDG sessions to work through the solution.
- Whilst SDG is expected to be fortnightly on Friday there may be a need to arrange ad hoc SDGs at short notice in order to expedite the Change process.
- Xoserve will undertake a Full Impact Assessment on each change and will be mindful of the deliberations of the SDG within their final solution proposal.
- The final solution will be presented to the industry in a Change Pack for consideration and ultimate approval by the UKLC.
- The SDG does not have any voting powers and is unable to veto any change. This is the function of UKLC.
- The group can also be used to challenge Xoserve's decision as to whether a Change is or is not a 'Must Have' or relates to a single organisation.
- Xoserve will present minutes of the group discussions.

Key Deliverables

- Xoserve will present proposed 'Must Have' changes to the Industry
- Industry Stakeholders will provide recommendations and requirements to Xoserve in order that they can produce a final solution that is cognisant of those issues.
- The SDG will be the vehicle whereby more complex change can be developed in conjunction with the industry.
- Xoserve will consider the outputs of the SDG when designing Change solutions.

How Meetings will be organised:

- All meetings will be documented and actions clearly recorded and made available to all relevant industry participants on www.xoserve.com.
- All email communication regarding the SDG should be submitted to Xoserve via the following email address: uklink@xoserve.com
- Content, where possible, to be published in advance – at least D-1.
- Last minute additions may be tabled where there is a case for expediency.
- Xoserve will provide minutes before D+5;
- A meeting schedule will be published.
- Meetings will be via T-con. (Dial in details will be provided.)
- Meetings will be on alternate Fridays at 10AM
- The nominated representatives will be responsible for understanding key questions and issues that exist in their organisation and raising these to SDG.
- Additionally, the representatives will be asked to canvas opinion within their organisation regarding the impacts of any given Change. They should feedback these views to the SDG when necessary.