

Outstanding Action UKL0501 Update

Where an urgent change is identified:

- Xoserve will write to Users giving a minimum of 5 days representations. This communication will set out the timetable for representation closeout. This communication may be outside the scheduled Change Pack release dates and will be marked 'URGENT within the title'.
- Xoserve will define the proposed meeting that the approval will be sought. This may be an extraordinary meeting convened to discuss only the urgent change. This may be as soon as possible once the 5 day representation has expired. If time allows representations received, and their responses, will be issued in advance of the meeting.

Where, during the representation period, an opportunity is available to discuss this in the SDG or UKLC meeting this may be tabled at short notice for discussion.