

Agenda

DSC Change Management Committee

10:15 Thursday 13 July 2017

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

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

Short notice items are in italics

<i>Item</i>	<i>Topic</i>	<i>Lead</i>	<i>Category</i>
1.0	Introduction		
1.1	Apologies for absence	Chair	Information
1.2	Alternates		
1.3	Confirm Voting rights		
1.4	Approval of Minutes (08 June 2017)		
2.0	Change/New Service Requests		Information
2.1.1	XRN 4328 Report of iGT Meter Points	CDSP (LC)	Approval
2.1.2	XRN 4330 Price Comparison Website industry switch data solution		Approval
3.0	Review of CDSP Change Management Reports		Information
3.1	Service Changes and Key Project Dashboard	CDSP (LC)	Approval
3.1.1	COR3991 PAFA Dashboard		Approval
3.2	Approval of Change documents	CDSP (RHi)	Discussion
3.2.1	COR 4149 NG Gateway Migration BER Approval		Approval
3.2.2	XRN 4273 IHD Status ROM Approval		Approval
3.3	UK Link inflight changes		Information
3.3.1	Overview of Modifications impacting UK Link Systems		Information
3.3.2	Xoserve Reporting Updates (UKLC)		Approval
	a) UK Link Modification Implementation Plan (including Xoserve Report E Outages)		Approval
	b) Xoserve Report		Approval
	c) Review of Change Log		Approval
3.3.3	Amendments to the UK Link Manual		Information
3.3.4	Amendments to Other CSDP Service Documents		Information
4.0	Horizon Scanning: 'Bubbling Under' Report	CDSP (RHi)	Information
5.0	Change Budget Update	CDSP (MPe)	Information Information

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5.1	New Change/Evaluation Service Requests		Discussion
5.2	Finances and General Update		
6.0	Item(s) referred from DSC Contract Management Committee/Day 1 Change Management Committee	Chair	Information
7.0	Review of Outstanding Actions(s)	Chair	Discussion
8.0	Next Steps	Chair	Information
9.0	Any Other Business	Chair	Information
9.1	Modification 0431 – Shipper / Transporter – Meter Point Portfolio Reconciliation	CDSP (TCh)	Information
9.2	Ofgem Switching Programme Update	CDSP (AMi)	Information
9.3	Xoserve/Gemserv joint collaboration	CDSP (AMi)	Information
9.4	Gemini vs UK Link system change constraints (/Action 0601)	CDSP (DT)	Information
9.5	Change /Management governance and process arrangements	Shipper (AM)	Discussion/ Approval
10.0	Diary Planning	Chair	Information

Action Table (as at 08 June 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
110117-04	11/02/17	n/a	Elected Shipper – Change Order process - 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
0402	12/04/17	2.1	DSC Committee Operation (terms of reference) - DT to formulate a brief statement providing a clear explanation and references to appropriate documentation, for publication on the Joint Office website.	Xoserve (DT)	Carried forward
0601	07/06/17 Day1	2.2	Xoserve to explain how Gemini verse UK link system change constraints would be managed under the Change Management Procedures.	Xoserve	Pending
0602	08/06/17	2.0	Xoserve (DT) to discuss with the Contract Managers how the Policies for Board Recruitment would be managed in the future from a funding/budgetary and process perspective.	Xoserve (DT)	Pending
0603	08/06/17	2.3	Xoserve (DT) to provide greater clarity on the budget details and the Business Change Process regarding cost allocation.	Xoserve (DT)	Pending

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Action Table (as at 08 June 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0604	08/06/17	3.1.1	EDF Energy (GA) to update the Change Request form and submit the withdrawal notice for Modification 0614S.	EDF Energy (GA)	Pending
0605	08/06/17	3.1.1.	Xoserve (LC) to submit the Evaluation Quotation Request (EQR) to clarify exact costs.	Xoserve (LC)	Pending
0606	08/06/17	4.1	Xoserve (LC) to send to the Change Managers an overview of the Change Proposals with a breakdown summary sheet, including the Change Proposal number and which action it related to.	Xoserve (LC)	Pending
0607	08/06/17	11.1	Xoserve (DT) to amend the Endurance Model in line with the 1 sub- committee proposal and submit this for feedback.	Xoserve (DT)	Pending
0608	08/06/17	11.2	Xoserve (LC) to pre-arrange passwords for all participants for each meeting.	Xoserve (LC)	Pending

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