

## Agenda

### DSC Change Management Committee

**10:15 Wednesday 10 May 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>Paper</i>	<i>Category</i>
<b>1.0</b>	<b>Introduction</b>	Chair	n/a	
	1.1 Apologies for absence			
	1.2 Alternates			Inf
	1.3 Confirm Voting rights			
	1.4 Approval of Minutes (12 April 2017)			
<b>2.0</b>	<b>UK Link Future Releases</b>	CDSP		
	2.1 Release Management Prioritisation and Scoping Approach		2.1	End
	2.2 Current Change Demand Backlog		2.2	
<b>3.0</b>	<b>Review of Actions Outstanding</b>	Chair	n/a	Dis
<b>4.0</b>	<b>Next Steps</b>	Chair	n/a	Inf
<b>5.0</b>	<b>Any Other Business</b>	Chair	n/a	Inf
	5.1 <i>Change Pack Approval outside the schedule</i>			
<b>6.0</b>	<b>Diary Planning</b>	Chair	n/a	
	6.1 Agree agenda items and actions for next meeting			
	6.2 Reminder of deadline for submitting documentation for next meeting			Inf
	6.3 Reminder of web location(s) for documents			
Information Inf		Discussion Dis	Endorsement End	

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

**Contact Details:** [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk)

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**Action Table (as at 12 April 2017)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
<b>080217-02</b>	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)	<b>Carried forward</b>
<b>110117-04</b>	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)	<b>Carried forward</b>
<b>0401</b>	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 seeking an active formal response, i.e. yes or no).	Chair (RH)	<b>Post meeting note provided</b>
<b>0402</b>	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)	<b>Pending</b>
<b>0403</b>	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)	<b>Pending</b>
<b>0404</b>	12/04/17	3.2	<i>DSC Change and Contract Manager Circulation List</i> - Xoserve to develop an appropriate circulation list.	Xoserve (DT)	<b>Pending</b>
<b>0405</b>	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)	<b>ASAP Pending</b>
<b>0406</b>	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 ( <b>for discussion at DSC Change Management Meeting Day 2 on 11 May 2017</b> ).	All Parties	<i>(Meeting 11 May 2017)</i> <b>Pending</b>
<b>0407</b>	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)	<b>Pending</b>

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