

## Agenda

### DSC Change Management Committee

**10:30 Wednesday 10 July 2019**

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

Teleconference: 020 3582 4515, ID 401-706-701

Screen Sharing: <https://join.me/JointOffice>

*Short notice items are in italics*

*\* indicates where the material is expected to be provided late*

Item	Topic	Lead	Category
<b>1. Introduction</b>			
1.1. Apologies for absence 1.2. Alternates 1.3. Confirm Voting Rights 1.4. Approval of Minutes (12 June 2019)		Chair	Information
<b>2. New Change Proposals - Initial Review</b>			
2.1. XRN4977 - Amendments to DSC Change Management Guidelines		CDSP (RJ)	Approval
2.2. XRN4978 - Notification of Rolling AQ Value (following transfer of ownership between M5 and M)		CDSP (ESm)	Approval
<b>3. New Change Proposals - Post Initial Review</b>			
None			
<b>4. New Change Proposals - Post Solution Review</b>			
4.1. XRN4692 - CSEPs: IGT and GT File Formats (CIN Files)		CDSP (RT)	Approval
4.2. XRN4780 - (Part B) Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change)		CDSP (RT)	Approval
4.3. XRN4865 - Amendment to Treatment and Reporting of CYCL Reads		CDSP (RT)	Approval
4.4. XRN4930 - Requirement to inform shipper of meter link code change		CDSP (RT)	Approval
4.5. <i>XRN4932 - Improvements to the quality of the Conversion Factor values held on the Supply Point Register (Mod0681S)</i>		CDSP (RT)	Discussion
4.6. XRN4955 - Amendment of MDD PSR Needs Codes and Needs Code Descriptions		CDSP (RT)	Approval
4.7. XRN4850 - Notification of Customer Contact Details to Transporters – Update		CDSP (ER)	Information
4.8. XRN4871 - (Part B) Modification 0665 – Changes to Ratchet Regime – Update		CDSP (ER)	Information
<b>5. Xoserve DSC Implementation Plan</b>		CDSP (ES/PO)	Approval

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<b>6. Approval of Change documents</b>		
6.1. Amended BER for XRN4665 – Creation of New End User Categories (EUC)	CDSP (MR)	Approval
6.2. BER for XRN4857 - Report Review (05 July 2019)	CDSP (CH)	Approval
<b>7. Release Approvals / Updates</b>		
7.1. June 2019 Release – Delivery Plan	CDSP (SB)	Information
7.2. XRN4665 - Creation of New End User Categories (EUC) – Delivery Plan	CDSP (MR)	Information
7.3. Minor Release Drop 4 - Project Update	CDSP (BB)	Information
7.4. Minor Release Drop 5 - Scope, Timeline and BER (Related to XRN4954)	CDSP (SH/JB)	Approval
7.5. November 2019 Release - Delivery Plan	CDSP (TL)	Information
7.6. XRN4914 - Retrospective Data Update Provisions - Project Update	CDSP (TO/PO)	Information
7.7. R&N Update - Unallocated Changes and Discussion on Change Congestion – two-year view that will include scope of approval for the next Release*	CDSP (IL)	Approval
7.8. Change Assurance Health Check	CDSP (RT)	Information
7.9. Data Office Changes	CDSP (JG)	Information
<b>8. CSS Consequential Change Update and Business Requirements Documents</b>		
8.1. XRN4921 – IGT/GT Business Requirements Document	CDSP (EL/MP)	Approval
8.2. XRN4920 – Gemini Business Requirements Document*		Approval
8.3. Confirmation of Change Pack Approach for CSSC		Approval
<b>9. UIG Taskforce Update</b>	CDSP (AS/LJ/FC)	Information
<b>10. Amendment Invoice (verbal update)</b>	CDSP (AS/DC)	Information
<b>11. Horizon and Future Release Change Planning</b>		
11.1. Bubbling Under Report*	CDSP (ER)	Information
11.2. Gemini Horizon Planning*	CDSP (HR/RH)	Information
11.3. UK Link Changes plan on a page	CDSP (RH)	Information
<b>12. Finance and General Change Budget Update</b>	CDSP MR)	Information
12.1. BP20 (Business Planning) – DSC Change Budget (verbal)	CDSP (ES)	Information
<b>13. Review of Outstanding Actions</b>	Chair	Discussion
<b>14. Any Other Business</b>		
14.1. Shipper MI (Shipper Pack / PARR) Update	CDSP (DN)	Approval
<b>15. Diary Planning</b>	Chair	Information

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**Action Table (as at 12 June 2019)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Min Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>0503</b>	08/05/19	7.6	Xoserve (RH) to produce a detailed strategic outline and timeline plan until June 2021.	Xoserve (RH)	<b>Carried Forward</b>
<b>0601</b>	12/06/19	8.0	Xoserve to provide information on any changes to the CSS Budget	Xoserve (EL)	<b>Pending</b>
<b>0602</b>	12/06/19	8.0	Xoserve to provide an update on CSS replanning dates	Xoserve (EL)	<b>Pending</b>

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