

## Agenda

### DSC Change Management Committee

**10:15 Thursday 08 June 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>
<b>1.0</b>	<b>Introduction</b>		
1.1	Apologies for absence	Chair	Information
1.2	Alternates		
1.3	Confirm Voting rights		
1.4	Approval of Minutes (11 May 2017)		
<b>2.0</b>	<b>Change/New Service Requests</b>		
2.1	CP4279 – SND Appointment	CDSP (LC)	Discussion
2.2	XRN4280 – Adhoc Interruption Auction – Summer 2017		
2.3	CP4262 EU Gas Change Roadmap - 2018/19 EQR		
2.4	New – Analysis of PCW Solution (Andrew Margan)		
<b>3.0</b>	<b>Review of CDSP Change Management Reports</b>		
3.1	Service Changes and Key Project and evaluation Service Reviews	CDSP	Discussion
3.1.1	Change Proposal XRN4273 - Introducing IHD (In-Home Display) - ROM Analysis		
3.2	UK Link inflight changes		
3.2.1	Overview of Modifications impacting UK Link Systems		
3.2.2	Xoserve Reporting Updates (UKLC)		
	a) UK Link Modification Implementation Plan (including Xoserve Report E Outages)		
	b) Xoserve Report		
	c) Review of Change Log		
3.2.3	Amendments to the UK Link Manual		
3.2.4	Amendments to Other CSDP Service Documents		
<b>4.0</b>	<b>Horizon Scanning: ‘Bubbling Under’ Report</b>		
4.1	Functional change arising from RGMA Ph2 Review Group	CDSP (RHi)	Information

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<b>5.0 Change Budget Update</b> 5.1 New Change/Evaluation Service Requests 5.2 Finances and General Update	CDSP (MS)	Information
<b>6.0 Review of Format of Meeting Documents</b>	Chair	Discussion
<b>7.0 Item(s) referred from DSC Contract Management Committee/Day 1 Change Management Committee</b> 7.1 Next year's change budget finance sheet (MP)	Chair	Discussion
<b>8.0 UNC Modification 0613S - UK Link Manual Component Documents</b> 8.1 File Transfer Definition 8.2 UKL Standards Guide 8.3 Sample interface documents	DA	Information
<b>9.0 Review of Outstanding Actions(s)</b>	Chair	Information
<b>10.0 Next Steps</b>	Chair	Information
<b>11.0 Any Other Business</b>	Chair	Information
<b>12.0 Diary Planning</b>	Chair	Information

**Action Table (as at 11 May 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>Carried forward</b>

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<b>0402</b>	12/04/17	2.1	<i>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.</i>	Xoserve (DT)	<b>Carried forward</b>
<b>0404</b>	12/04/17	3.2	<i>DSC Change and Contract Manager Circulation List - Xoserve to develop an appropriate circulation list.</i>	Xoserve (DT)	<b>Carried forward</b>
<b>0406</b>	12/04/17	3.3	<i>How should central systems changes initiated by a Supplier be managed? All parties to consider and provide views.</i>	All Parties	<b>Carried forward</b>
<b>0503</b>	11/05/17	3.2	<b>Implementation Pan</b> To investigate and confirm if a technical support group will be setup to support this	Xoserve (RHi)	<b>Pending</b>
<b>0504</b>	11/05/17	3.2	<b>Web Browser Compatibility</b> To re-issue Communication Reference 1721.1	Xoserve (RHi)	<b>Pending</b>
<b>0505</b>	11/05/17	5.2	To confirm colour coding used on the Project Finances Report	Xoserve (DT)	<b>Pending</b>

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