

DSC Change Management Committee Agenda

10:15 Wednesday 12th April 2017

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

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

1. Introduction

- 1.1. Confirm attendees, clarify roles, membership and voting rights
- 1.2. Apologies for absence
- 1.3. Alternates
- 1.4. Pre-Modification discussions (Modification 0615 - Representation on DSC Committees: amendment to include mid-year appointments)

2. Establishment of the DSC Change Committee

- 2.1. Terms of reference
- 2.2. Record and classify in-flight changes
- 2.3. Format of Monthly Change Management Report
- 2.4. Format of Service Change documents

3. Review of CDSP Change Management Report

- 3.1. Service Changes;
- 3.2. UK Link inflight changes;
 - 3.2.1. Overview of Modifications impacting UK Link Systems (UKLC)
 - 3.2.2. Xoserve Reporting Updates (UKLC)
 - 3.2.2.1. UK Link Modification Implementation Plan
 - 3.2.2.2. Xoserve Report
 - 3.2.2.3. Review of Change Log
 - 3.2.3. Key Project and Evaluation Service Reviews
 - 3.2.3.1. Update Smart Metering
 - 3.2.3.2. PSR Update
- 3.3. Amendments of the UK Link Manual
- 3.4. Amendments of Other CSDP Service Documents.

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4. Horizon Scanning

4.1. Bubbling Under Report

5. Change Budget

5.1. New Change/Evaluation Service Requests

5.2. Finances and General Update

6. Review of Outstanding Actions

7. Next Steps

8. Any Other Business

9. Diary Planning

- *Agree agenda items and actions for next meeting*
- *Reminder of deadline for submitting documentation for next meeting*
- *Reminder of web location(s) for documents*

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Action Table as 21 March 2017

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
080317-01	08/03/17		COR4079 – Reports required under UNC TPD V16.1 in legacy systems A discussion is to be had at the Contract Manager's Meeting on the controls Xoserve are putting in place around areas of the business that send out sensitive reports/info.	Xo	Carried Forward
080317-02	08/03/17		UK Link Update RG to send out the UK Link slide and the link to the dashboard update with the Minutes.	RG	Carried Forward
080217-02	08/02/17		Mod 609 DT to provide an update on proposed plans regarding the AQ issue for when the Joint Office takeover the meetings.	DT	Carried Forward
110117-04	11/02/17		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.	DT/AM	Carried Forward
0301	21/03/17	3.0	Joint Office to provide a formal response to explain why committee meetings cannot be resourced the day before UNC Panel meetings.	Rebecca Hailes (RH)	Pending
0302	21/03/17	3.0	Date proposal to be communicated to both Committee members	Rebecca Hailes (RH)	Pending
0303	21/03/17	3.0	CB to provide matrix detailing all date options	Colette Baldwin (CB)	Pending
0304	21/03/17	4.1	RH to setup additional T-con for Contract Committee only	Rebecca Hailes (RH)	Pending

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