

Agenda

DSC Change Management Committee

10:15 Wednesday 13 September 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. Introduction | | | |
| 1.1. | Apologies for absence | Chair | Information |
| 1.2. | Alternates | | |
| 1.3. | Confirm Voting rights | | |
| 1.4. | Approval of Minutes (09 August 2017 and 31 August 2017) | | |
| 2. Terms of Reference Review and Approval | | CDSP (ESm) | Approval |
| 3. New Change Requests | | | |
| 3.1. | XRN4347 UNC Modification 0619 - Application of proportionate ratchet charges to daily read sites – <i>Change Request Notification</i> | CDSP CDSP (RHi) | Information |
| 3.2. | XRN4354 - Request for New DNO Report Nested CSEPs Hierarchy Report – <i>Change Request Approval</i> | Cadent (ACI) | Approval |
| 3.3. | <i>XRN4360 - AQ of 1 - Change Request Approval</i> | <i>CDSP (RHi)</i> | Approval |
| 4. Approval of Change documents | | | |
| 4.1. | XRN4340 - UK Link Future Release (1.1) – <i>BER Approval</i> | CDSP CDSP (LC) | Approval |
| 4.2. | XRN4335 - UK Data Centre Clearance; Removal of Xoserve NTP dependency from Legacy Data Centres – <i>BER Approval</i> | CDSP (LC) | Approval |
| 4.3. | COR4246 UKDCC4148 – Xoserve Impact – Global Scape & BFTS Interfaces - <i>Project Closure Approval</i> | CDSP (LC) | Approval |
| 5. Review of CDSP Change Management Reports | | | |
| 5.1. | Service Changes and Key Project Dashboards | CDSP (LC) | Information |
| 5.1.1. | COR4216 API Platform Implementation | CDSP (LC) | Information |
| 5.2. | UK Link inflight changes | CDSP (RHi) | Information |

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

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk

| | | |
|---|------------------|-------------|
| 5.2.1. Overview of Modifications impacting UK Link Systems | CDSP (RHi) | Information |
| 5.2.2. Xoserve Reporting Update / Implementation Plan / UK Link Modification / Outages | CDSP (RHi) | Approval |
| 5.2.3. Amendments to Other CSDP Service Documents | CDSP (RHi) | Information |
| 6. Horizon Scanning: 'Bubbling Under' Report | CDSP (RHi) | Information |
| 7. Finance and General Change Budget Update | CDSP (MP) | Information |
| 7.1. Next year's change budget finance sheet | CDSP (MP) | Information |
| 8. Future Industry Change Delivery Governance | CDSP (DT) | Discussion |
| 9. Review of Outstanding Actions(s) | Chair | Discussion |
| 10. Next Steps | Chair | Discussion |
| 11. Any Other Business | Chair | Discussion |
| 11.1. CNF File Update | SSE (MJ) | Discussion |
| 11.2. Electralink proposal for feedback loop: SPAA/UK Link changes | Chair | Discussion |
| 11.3. Xoserve Release Dates and Compliance with other Codes | British Gas (AM) | Discussion |
| 11.4. Schedule for issuing the Invoicing Supporting Information files (AMI, COI, & CZI) | CDSP RHi | Information |
| 12. Diary Planning | Chair | Information |

Action Table (as at 09 August 2017)

| Action Ref | Meeting Date | Minute Ref | Action | Owner | Status Update |
|----------------|--------------|------------|---|---------------------------------------|------------------------|
| 0402 | 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) | Carried forward |
| 0603 | 08/06/17 | 2.3 | Xoserve (LC/DT) to provide greater clarity on the budget details and the Business Change Process regarding cost allocation. | Xoserve (LC/DT) | Carried Forward |
| D1 0702 | 12/7/17 | 3.1 | Review the Change Demand Backlog For consequential change to Gemini-only change and Gemini impacted. | National Grid (SMc) and Xoserve (LCh) | Pending |

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

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk

| Action Table (as at 09 August 2017) | | | | | |
|--|---------------------|-------------------|---|--------------------|----------------------|
| Action Ref | Meeting Date | Minute Ref | Action | Owner | Status Update |
| D1 0801 | 09/08/17 | 1.4 | Xoserve (DT) to send a communication to the Change and Contract Managers explaining that <i>XRN 4273 In-Home Display (IHD) Status – ROM Approval</i> , has been deferred until the September meeting to allow time for the feedback from the SPAA meeting. | Xoserve (DT) | Pending |
| D1 0802 | 09/08/17 | 2.0 | Xoserve (DT) to reformat the Terms of Reference (TOR) in the style of the UNC Joint Office Terms of Reference, remove legal text style by using plain English and add in links. | Xoserve(DT) | Pending |
| D1 0803 | 09/08/17 | 3.2 | Xoserve (LCh) to send the scope of Release 2 for feedback from a low/medium/high perspective. The Committee to review 10 45 days prior to the Release 2 review meeting currently planned for 14 September 2017. | Xoserve (LCh) | Pending |
| D1 0804 | 09/08/17 | 5.3.1 | Xoserve (DT & ESm) to investigate hosting a pre-meeting Webex. | Xoserve (DT & ESm) | Pending |
| D1 0805 | 09/08/17 | 8.0 | Xoserve (DT) to circulate the responses from the SDG email regarding non-attending responses. | Xoserve (DT) | Pending |
| D1 0806 | 09/08/17 | 10.3 | Xoserve (AMi) to write to all the Change Managers describing the remit of the Sub Group and what it entails. Asking for volunteers, explaining the Terms of Reference and associated expectations, with the outputs being reported back to the DSC Change Management Committee. (<i>Cross Code/Fuel</i>). | Xoserve (AMi) | Pending |
| D1 0807 | 09/08/17 | 11.0 | Xoserve (DT) to contact SM to discuss if the Teleconference call on Thursday 31 August regarding the formal exit meeting could be brought forward on that day. | Xoserve (DT) | Pending |

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

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk