

UNC DSC Change Management Committee Minutes

Thursday 14 September 2017

Lansdowne Gate, 65 New Road, Solihull B91 3DL

Attendees

Rebecca Hailes (Chair)	(FH)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting

Shipper User Representatives

Andrew Margan	(AM)	British Gas	Class A - Voting
Kirsty Dudley*	(KD)	E.ON	Class A - Voting
James Rigby	(JR)	Npower	Class A - Voting
Alison Neild	(AN)	Gazprom	Class B – Voting
Lorna Lewin	(LL)	DONG Energy	Class B - Voting (2 votes)

Transporter Representatives

Chris Warner	(CW)	Cadent	DNO - Voting
Richard Pomroy	(RP)	WWU	DNO - Voting
Phil Lucas	(BVi)	National Grid NTS	NTS – Voting (2 votes)
John Cooper*	(JC)	BUUK	iGT – Voting (alternate 2 votes)

CDSP Change Management Representatives

Dave Turpin	(DT)	Xoserve	Non-Voting
Emma Smith	(ESm)	Xoserve	Non-Voting

Observers

Andy Clasper	(AC)	Cadent	Non-Voting
Hilary Chapman*	(HCh)	SGN	Non-Voting
Kully Jones	(KJ)	Joint Office	Non-Voting
Lee Chambers	(LCh)	Xoserve	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting
Matt Smith	(MS)	Xoserve	Non-Voting
Rachel Hinsley	(RHi)	Xoserve	Non-Voting
Shane Preston	(SP)	Scottish Power	Non-Voting
Shanna Key	(SK)	NGN	Non-Voting

Apologies

Beverley Viney	(BVi)	National Grid NTS	NTS – Voting
Nicky Rozier	(NR)	GTC	iGT - Voting
Katy Binch	(KB)	ESP	iGT - Voting

* Via teleconference

Copies of all papers are available at: <https://www.gasgovernance.co.uk/DSC-Change>

1. Introduction

RH welcomed all to the meeting.

1.1. Apologies for absence

See above table.

1.2. Alternates

John Cooper for Katy Binch and Nicky Rozier

Phil Lucas for Beverly Viney and Sean McGoldrick

Alison Neild for Lorna Lewin.

1.3. Confirm Voting rights

The voting rights for each member was as follows:

Representative	Classification	Vote Count
Andrew Margan	Shipper Class A	1 vote
Kirsty Dudley	Shipper Class A	1 vote
James Rigby	Shipper Class A	1 vote (2.2.9 applies = Shipper Class C)
Alison Neild (and alternate for Lorna Lewin)	Shipper Class B	3 votes
	Shipper Class B	
	Shipper Class C	
Chris Warner	DNO	1 vote
Richard Pomroy	DNO	1 vote
Phil Lucas (alternate for Beverley Viney and Sean McGoldrick)	NTS	2 votes
John Cooper (alternate for Nicky Rozier and Katy Binch)	IGT	2 votes

1.4 Approval of minutes from last Day2

The minutes from 09 and 31 August were approved at Day 1 Change Management Committee meeting.

2. AOB items deferred from DAY 1

2.1. CNF File Update

Carried Forward from Day 1

MJ confirmed this was no longer required.

2.2. Electralink proposal for feedback loop: SPAA/UK Link changes

Carried Forward from Day 1.

RH advised the group that Electralink had made contact asking if they could attend the DSC Change Management Committee meeting with the aim of facilitating a feedback loop in to SPAA. Reminding the group that Electralink are not a DSC party, RH asked the group if they agreed that it would be helpful for a SPAA representative to attend future DSC Change Management Committee meetings.

RP suggested it could be useful for certain items and that the Electralink representative should be invited by the Chair.

Agreeing with RP, DT said that there would be specific parts of the agenda that are relevant to Electralink.

Referring to a standard DSC Change Management Committee agenda, RH suggested the items that Electralink could attend and those that should not be attended by Electralink:

New Change Requests - Yes

Approval of change documents - Yes

Horizon scanning - Yes

Finance and Change Budget – **No**

KD said that it should be made clear that whoever attends is representing SPAA and not Electralink.

All Members in attendance agreed.

New Action D2 0902: Joint Office (RH) to invite SPAA representative to attend for suggested agenda items on behalf of the Committee.

2.3. Xoserve Release Dates and Compliance with other Codes

Carried Forward from Day 1.

AM mentioned that code releases for UNC are February, June and November; these dates tie in with other codes. Historically releases have been tied to those dates.

AM has identified that if Xoserve do not complete their code updates/releases it causes problems in SPAA. The aspiration could be for releases in February; June and November and also May.

When asked, DT advised that Xoserve adapted the Approach document knowing that a release date outside of the norm would need to be justified and added that unless there are valid reasons why there is a release planned in May, the schedule should revert back to one of the release dates as normal (February, June and November).

Discussion followed with DT referring to a conversation from Day 1 Change Management Committee regarding implementation dates vs. switch on dates and suggested the Release 2 dates were picked back up later on in the meeting when the team arrive for their agenda item.

In response LCh advised of the original plan for Release 1, 2 and 3. Working on the basis of around a 9-month release delivery plan, it is still the proposed plan to deliver the release through all the different phases. Currently the project is getting funding agreed.

DT asked, if the release date is moved to June:

- does it change what can be delivered i.e. what is in scope, and
- are there any elements that can be delivered earlier in February?

LCh will consider this and report back to the next meeting.

New Action D2 0903: LCh to identify the impact on what is currently in scope if release 2 is moved from May to June 2018; and identify if there are any elements that can be delivered earlier, in February 2018.

AM mentioned that if the Approach document release date was changed, how can the Committee feed in to the project once it is in BAU, adding that probably the option to move anything in to February can't happen and the default would be June. The other matter is the cost, which is part of the reason for a 3-phase delivery plan.

AM added that before the Committee agrees to change the scope and delivery dates, the committee need to be mindful of what might come in, e.g. small changes.

DT asked at what point do you lock the scope down and suggested that needs to be considered.

AN stated that AQ portfolio update needs to be considered because this was not run in market trials.

Referring to Modification **0619 - Application of proportionate ratchet charges to daily read sites**, DT advised that the scope of this modification is not yet known, however, it needs to be implemented by October 2018.

There followed discussion around varying options of how to deal with current known potential changes coming in but where the scope is uncertain and the effect on release planning.

DT summarised that LCh will consider this and report back to the next meeting as to whether anything can be delivered in February.

New Action D2 0904: LCh to consider potential changes where the scope is uncertain for inclusion in February 2018 release.

2.4. Schedule for issuing the Invoicing Supporting Information files (AMI, COI, & CZI)

Carried Forward from Day 1.

SN took the Committee through a short presentation (which can be found here: <https://www.gasgovernance.co.uk/DSC-Change/130917>) which covered Supporting Information- Thick File Options Analysis. The presentation covered:

- Extraction & Generation
- Background Issues
 - When asked, SN confirmed that internal validation would be quicker and easier.
- The Issues
- Solutions
 - When asked, SN confirmed that the solutions would be put on to the next Solution Design Group (SDG) agenda
- Xoserve Preferred Option
 - AM asked why SDG meetings are not on the Joint Office website, SN explained that SDG is an informal group and that future meeting dates are on the Xoserve calendar which can be viewed here: <http://www.xoserve.com/index.php/events-calendar/>
 - Should attendees want to be put on the distribution list for future SDG meetings, please contact uklink@xoserve.com

Please see the published presentation for more information.

3. Review of Outstanding Action(s) Deferred from Day 1

D1 0402: DSC Change 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.

Update: See 13 September minutes (Day 1) item 2.0. **Closed**

D1 0603: Xoserve (LCH/DT) to provide greater clarity on the budget details and the Business Change Process regarding cost allocation.

Update: See 13 September minutes (Day 1) item 5.1.1 and new action D1 0901. **Closed**

D1 0702: for consequential change to Gemini-only change and Gemini impacted. Review with National Grid and LCh.

Update: See 13 September minutes (Day 1). Deferred until October 2017. **Carried Forward**

D1 0802: 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.

Update: See 13 September minutes (Day 1) item 2.0. **Closed**

D1 0803: Xoserve (LCh) to send the scope of Release 2 for feedback from a low/medium/high perspective. The Committee to review 10 ~~15~~ days prior to the Release 2 review meeting currently planned for 14 September 2017.

Update: Issued in preparation for the Change Management Committee meeting held on 14 September 2017. **Closed**

D1 0804: Xoserve (DT & ESm) to investigate hosting a pre-meeting Webex.

Update: **Closed**

D1 0805: Xoserve (DT) to circulate the responses from the SDG email regarding non-attending responses.

Update: Referring to the presentation provided for 13 September 2017 (Day 1 Change Management Committee meeting) which covered: Background; Survey Questions and responses received, ES took the group through the presentation. RH asked if anyone has feedback on SDG and suggested a more formal report from the SDG meeting feeds in to the Change Management Committee meeting. It was suggested that feedback to be in to and out of SDG. Discussion took place in the context of what does SDG do in relation to DRG, AM suggested DSC Technical Sub Group?

LCh explained that SDG is better placed to talk about design. DRG was part of the Nexus program which will get less and less people attending as this was formed out of Nexus which has now closed. **Closed**

D1 0806: Xoserve (AM) 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. (Cross Code/Fuel).

Update: ES advised this is still very much in its infancy and an update will be provided at the next meeting.

AM said there is a need to create a sub-group that would be attended by Gemserv and Xoserve. AM also commented that there needs to be a quicker process to appoint a sub-group. **Carried forward**

New Action D2 0905: DT/ES to look at creation and setup of the proposed sub-group to be attended by Gemserv/Xoserve. Linked to Action D1 0806

D1 0807: 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.

Update: **Closed**

DAY 2 AGENDA ITEMS

4. UK Link - Release 2 Review and Approval

Release 2 Proposed Scope – Scope Selection Process

DT took the Committee through an onscreen reminder presentation of the selection process that was followed to identify everything that falls in to Release 2.

The presentation covered:

UK Link Future Releases – Lifecycle Logical View

Context: Release Scoping Approach

Release 2 Scoping Process

Prioritisation Framework

Impact Assessment Approach

Proposed Release 2 Scope

DT advised that the proposed approach for this meeting was to go through the changes to include and exclude as appropriate.

Release 2 Process Linkage

High Benefit Changes not in Release 2 Scope

Change Distribution.

4.1. Review of each Change Request and rationale for proposed Release 2 inclusion

Referring to the information on the **High Benefit Changes not in Release 2 Scope** slide of the presentation and the proposed **Release 2 Scope Query Log**, both of which are published on the Joint Office website here: <https://www.gasgovernance.co.uk/DSC-Change/140917>, the Committee agreed the following:

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UKLP112 - Missing Key Data Item from iGT's to Shippers (Plot Number):

DT confirmed that provided this change is light touch and an easy solution, it could be put in to R2 but at risk. When asked, DT confirmed that at Design stage the project team should be able to understand the impacts and the Committee will be able to consider whether it could/should be de-scoped.

COR3283 - Recording of DN Site Works:

This change has some value relating to Shipperless and Unregistered sites. Currently this is not in R2 but Xoserve will look to see if it can be included.

UKLP262 - Change to RGMA validations for LI confirmations:

AM offered sponsorship and asked if it will go in to Release 2, this change is of medium complexity.

UKLP273 - Priority Services Register/Vulnerable Customers Data Requirements Option A:

This is a more complicated change. MJ will sponsor depending on Ofgem decision (Option B is already in scope for R1.1).

New Action D2 0906: LCh to assess if UKLP262; UKLP273 can be scoped into Release 2.

DT summarised the discussions that took place relating to specific Change Proposals that are High Benefit changes that are not yet in Release 2 Scope:

UKLP281 - Impact Assessment of DN Sales (Outbound Services) Requirements for UKLP:

[PL expressed a view that on the basis of feedback received by National Grid from its customers \(such feedback having also been provided to Xoserve\), this change should be progressed as soon as practicable and should therefore be considered for inclusion in R2. CW also supported the progression of this change as soon as practicable. Xoserve noted that this change did not meet the R2 inclusion criteria that had been agreed by industry and if the change was included, the majority, if not all, of the other changes due to be delivered in this release would need to be de-scoped. Other members of the Committee acknowledged the desire to progress this change but recognised the higher priority of the changes agreed for inclusion in R2.](#)

[In light of the discussion, Xoserve \(DT\) took an action to consider whether the change can be delivered via a special release after R2 but before R3. DT also agreed to confirm whether it can be "shoe-horned" in to R2. It is noted that National Grid, Cadent and Shippers are disappointed as the preference remains that this is delivered in R2.](#)

UKLP109 - Capability to replace a sequence of readings

Replacement of a sequence of reads: this remains out of scope. It was agreed that all parties would provide specific examples of difficult queries that have been rejected to see if Xoserve can provide a workaround for them.

New Action D2 0907: Re: [Xoserve \(DT\) took an action to consider whether the change can be delivered via a special release after R2 but before R3. DT also agreed to confirm whether it can be "shoe-horned" in to R2.](#)

UKLP270 - Amend referral rules for class 2 smaller LSP's

JC raised concerns as to whether:

1. [if it was a restricted class change for GTs only](#)
2. [If iGTs are currently in-scope](#)
3. [whether iGTs would be required to fund the change](#) 4) [what the impacts would be on iGT processing.](#)

DT and ES confirmed that:

- 1) [iGTs would not be required to fund the change](#)
- 2) [That iGTs would be in-scope, but there would be no process changes or impacts on iGTs.](#)

[It was on these grounds that JC was happy for the change to still remain in the release 2 scope.](#)

[New Action D2 0908: Re: UKLP109 Parties to provide specific examples of difficult queries that have been rejected to see if Xoserve can provide a workaround for them](#)

4.2. Release 2 Scope Approval

The Change Proposals that are In Scope of Release 2 are as follows:

	CP Ref	Change Title
1	UKLP194	Billing History by all NTS capacity / commodity related charges (from Nexus implementation onwards)
2	UKLP222	Theft Risk Assessment Service Tip-off Hotline Data Provision – Enduring Solution
3	UKLP251	Reports required under UNC TPD V16.1 in Nexus (reports required by Modification 0520A)
4	XRN4248	Quarterly smart Metering reporting for HSE and DNs
5	UKLP122	PAF Indicator field inclusion on VAD and ACR files

Deleted: This Change Proposal will be assessed to see if it can be put in to a special release after R2 but before R3 and also to see if it can be "shoe-horned" in to R2. It is noted that Shippers are disappointed as the preference remains that this is required for R2.

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6	UKLP140	.DUP & .DUS file type registration in AMT
7	UKLP197	Addition of New fields from CMS being available in BW/IP reporting environment
8	UKLP315	Meter Point Details Report & Sector Breakdown Report
9	UKLP300	Unique Sites – Adding profiles
10	UKLP202	Reads failing market breaker tolerance to be accepted for correct date following AQ Correction
11	UKLP325	Annual shrinkage submission (.ORD) received from Networks is not getting apportioned correctly when the adjustment period is spanning across Nexus Go live date (01-June-2017)
12	UKLP292	Changes to the upper parameter of the XDO partial refresh file
13	COR3386	New DN role for CMS
14	UKLP147	DDS/DDU file amendment
15	UKLP223	Allow for a capacity revision on a Seasonally Large Supply Point
16	UKLP226	Provide the DMSP with the AQ in the O13 record on the GCC file
17	UKLP256	NDM Twin Stream Read Validation
18	UKLP267	Remove 'n' as an allowable value from the .SFN file in 'Fault corrected' field and remove as allowable value from AMT & SAP ISU.
19	UKLP270	Amend referral rules for class 2 smaller LSP's
20	UKLP287	Back billing for domestic (SSP) sites needs to be reflect the correct adjustment start date
4 Change Proposals are under consideration for Release 2 pending Impact Assessment		
1	UKLP112	Missing Key Data Item from iGT's to Shippers (Plot Number)
2	COR3283	Recording of DN Site Works.
3	UKLP262	Change to RGMA validations for LI confirmations
4	UKLP273	Priority Services Register/Vulnerable Customers Data Requirements Option A:

Voting Outcome:	Approval sought for: Release 2 In Scope (see list of 20 above) Approval to move forward The 4 Change proposals (listed above) for consideration of being placed In Scope of Release 2 pending Impact Assessment.	
Shipper Representative	Voting Count	For/Against
Andrew Margan	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Alison Neild and Lorna Lewin	2	For/For
Total	5	5
Transporter Representative	Voting Count	For/Against
Chris Warner	1	For
Richard Pomroy	1	For
Phil Lucas	1	For
John Cooper	1	For
Total	4	4

4.3. UK Link Portfolio Plan Overview

DT explained that items such as defect resolutions and decommissioning will take place through the remainder of this year together with elements of archiving activities to close down old UK Link.

DT took the group through the UKL Portfolio plan which can be viewed here: <https://www.gasgovernance.co.uk/DSC-Change/140917>, advising that the dotted lines represent varying levels of uncertainty.

MJ suggested that RAASP (Modification **0624R**) is optimistic in this view, DT responded by explaining that as modification **0624R** is going through, a better view in terms of deliverability will result.

RH commented that she is delighted to see the plan.

It was noted that Lee Foster (Xoserve) will be coming to future meetings to talk from a Program perspective.

AM advised that when a change proposal goes through SDG, this committee does not understand necessarily the technical element of the proposed change, adding that should support UNC and DSC processes. AM also suggested that the SDG should have regular agenda items such as pre-change/modification approval and post change/modification approval.

There should be an Impact assessment completed and for Xoserve to understand what that change means to the Xoserve systems.

There was also a welcome suggestion that a Consultation, once the impact is understood on central system, should go out to the industry to identify what the impact on the industry is.

New Action D2 0909: DT to circulate the slides for UKL Portfolio.

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SP added that with an impact assessment there is usually a 3rd party involvement, if there is a need for a 3rd party review there would be funding required. DT responded that Xoserve works with vendors that require no cost.

4.4. Review of UK Link Future Releases (e.g. R3, R4 etc.)

This was covered in the earlier agenda item 4.1 to 4.3.

5. Any Other Business

5.1. RH mentioned that currently notification of new Change Proposals are issued to an open distribution list to voting DSC Change Management Committee members plus their alternates.

Joint Office have received some requests for non-voting members to be added to the notification email.

Decision

Decision was reached that Change Proposal notifications are now to go to closed distribution lists to Voting DSC Change Management Committee members and their alternates, plus the non- voting DSC Change Management Committee distribution list.

5.2 MJ asked if Xoserve can colour code the Change Demand Backlog spreadsheet as to what is in R1.1 or R2 etc. DT agreed to do this.

5.3 It was mentioned that future DSC meetings are not yet covered in the Joint Office Events Diary.

New Action D2 0910: JO to update and plan meetings in to end of year.

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Post meeting update: This has been completed. CLOSED.

6. Diary Planning

It was agreed that there would be no Day 2 planned for October 2017, there is a possibility that there will be a Webex planned for this day instead.

The intention is always to only hold a 2-day meeting where there is a clear need for it and to cancel day 2 otherwise, at the meeting in the previous month.

Further details of planned meetings are available at: www.gasgovernance.co.uk/Diary

Meetings will take place as follows:

Time/Date	Venue	Programme
10:15 Wednesday 11 October 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising
10:15 Wednesday 08 November 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising
10:15 Wednesday 13 December 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising

Action Table (as at 13 September 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)	Closed
0603	08/06/17	2.3	Xoserve (LCH/DT) to provide greater clarity on the budget details and the Business Change Process regarding cost allocation.	Xoserve (LCH/DT)	Closed
D1 0702	12/7/17	3.1	Review the Change Demand Backlog For consequential change to Gemini-only change and Gemini impacted.	National Grid (SM) and Xoserve (LCHh)	Carried forward
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)	Carried forward
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)	Closed
D1 0803	09/08/17	3.2	Xoserve (LCHh) to send the scope of Release 2 for feedback from a low/medium/high perspective. The Committee to review 10 15 days prior to the Release 2 review meeting currently planned for 14 September 2017.	Xoserve (LCHh)	Closed
D1 0804	09/08/17	5.3.1	Xoserve (DT & ESm) to investigate hosting a pre-meeting Webex.	Xoserve (DT & ESm)	Closed
D1 0805	09/08/17	8.0	Xoserve (DT) to circulate the responses from the SDG email regarding non-attending responses.	Xoserve (DT)	Closed
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 (AM)	Update deferred Carried forward

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)	Closed
D1 0901	13/09/17	5.1.1	Xoserve to produce and provide Shippers with an API Platform Implementation Paper, and invite views ahead of the October DSC Change Management Meeting for further discussion	Xoserve (DT)	Pending
D2 0902	14/09/17	2.2	Electralink proposal for feedback loop: SPAA/UK Link changes: Joint Office (RH) to invite SPAA representative to attend for suggested agenda items on behalf of the Committee.	Joint Office (RH)	Closed
D2 0903	14/09/17	2.3	Xoserve Release Dates and Compliance with other Codes: LCh to identify the impact on what is currently in scope if release 2 is moved from May to June 2018; and identify if there are any elements that can be delivered earlier, in February 2018.	Xoserve (LCh)	Pending
D2 0904	14/09/17	2.3	Xoserve Release Dates and Compliance with other Codes: <i>LCh to consider potential changes where the scope is uncertain for inclusion in February 2018 release.</i>	Xoserve (LCh)	Pending
D2 0905	14/09/17	3.0	Review of Outstanding Actions: DT/ES to look at creation and setup of the proposed sub-group to be attended by Gemserv/Xoserve. Linked to Action D1 0806	Xoserve (DT/ES)	Pending
D2 0906	14/09/17	4.1	Review of each Change Request and rationale for proposed Release 2 inclusion: LCh to assess if UKLP262; UKLP273 can be scoped into Release 2.	Xoserve (LCh)	Pending
D2 0907	14/09/17	4.1	Review of each Change Request and rationale for proposed Release 2 inclusion: Xoserve (DT) took an action to consider whether the change can be delivered via a special release after	Xoserve (DT/ES)	Pending

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			R2 but before R3. DT also agreed to confirm whether it can be "shoe-horned" in to R2.			
D2 0908	14/09/17	4.1	<u>Review of each Change Request and rationale for proposed Release 2 inclusion:</u> Re: UKLP109 Parties to provide specific examples of difficult queries that have been rejected to see if Xoserve can provide a workaround for them.	All	Pending	
D2 0909	14/09/17	4.3	<u>UK Link Portfolio Plan Overview:</u> DT to circulate the slides for UKL Portfolio	Xoserve (DT/ES)		
D2 0910	14/09/17	5.3	AOB: JO to update and plan meetings in to end of year.	Joint Office (HB)	Closed	

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