

Agenda

DSC Change Management Committee

10:15 – 16:00 Wednesday 07 February 2018

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

Teleconference details: 020 3582 4515

Teleconference ID 401-706-701

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

Short notice items are in italics

Item	Topic	Lead	Category
1. Introduction			
1.1.	Apologies for absence		
1.2.	Alternates		
1.3.	Confirm Voting rights	Chair	Information
1.4.	Approval of Minutes (10 January 2018)		
2. New Change Proposals (No Approval post consultation items)			
2.1.	XRN3656 – Change to read validation tolerances	E.ON (KD)	Approval
2.2.	XRN4576 – Class 4 Transfer Reads not visible to Shippers in DES	CDSP (ESm)	Approval
3. Approval of Change documents			
3.1.	XRN4340 – UK Link Future Release 1.1 CCN	CDSP (LCh)	Approval
3.2.	XRN4380 – Monthly Nomination Referral Report CCN	CDSP (ESm)	Approval
4. Proposed Cancellation of Historical Change Requests			
4.1.	Propose to close	CDSP (ESm)	Approval
4.2.	Changes requiring sponsorship to progress	CDSP (ESm)	Discussion
5. Release Approvals / Updates			
5.1.	Future Release 2.0		
5.1.1.	XRN4361: Release 2 Delivery – Update	CDSP (LCh)	Information
5.1.2.	XRN4361: Release 2 Delivery – Updated BER	CDSP (LCh)	Information
5.2.	Future Release 3		
5.2.1.	Release 3 Scope Approval	CDSP (PD)	Approval
5.2.2.	XRN4572 – Release 3 EQR	CDSP (PD)	Approval
6. Change Logs			
6.1	'Bubbling Under' Report	CDSP (RHi)	Information
6.2	Xoserve DSC Implementation Plan	CDSP (RHi)	Information

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6.2.1 Proposed implementation plan combined with the change register		
6.3 Xoserve Change Register	CDSP (ESm/AS)	Discussion
7. Finance and General Change Budget Update	CDSP (MP)	Discussion
8. Review of outstanding actions	Chair	Discussion
9. Any Other Business		
9.1. Xoserve / Gemserv MIS collaboration (API Dashboard)	CDSP(TCh)	Information
9.2. Modification 0630R – Review of the consequential changes required in UNC as a result of the Ofgem Switching Program	Cadent (CW)	Information
9.2.1. Action 0110 Update	CDSP (RH)	Information
9.2.2. Xoserve Update		
9.3. XCE1673 Reclassification of Supply Meter Points where the Class 1 requirement does not apply	CDSP (ESm)	Information
10. Diary Planning	Chair	Information

Action Table (as at 10 January 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1201	13/12/17	2.2	To look to provide a case study which the Change Management Committee could then examine in order to hopefully identify a 'best practice' which would hopefully improve the provision of high level ROMs going forwards.	Xoserve (DT/ES/RHi)	Carried Forward
0101	10/01/18	4.2	To provide a table outlining the breakdown of what Change Proposals are going into which Release, their status and which communication pack they relate to, for inclusion as a new page in the Dashboard Report.	Xoserve (RHi)	Pending
0102	10/01/18	5.3.2	To provide a view on what parameters should be established in order to assess the potential magnitude of future changes and their suitability for inclusion within a particular Release.	Xoserve (DT/ES/RHi)	Pending
0103	10/01/18	5.3.2	<i>Reference the DSC DSG meeting - Xoserve (DT/ES/RHi) to ensure that the supporting information and documentation is provided to the Joint Office for inclusion under the additional DSC Change Management Committee meeting papers.</i>	Xoserve (DT/ES/RHi)	Pending

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0104	10/01/18	5.3.2	<i>Reference the R&N delivery schedule forecast view - Xoserve (DT/ES/RHi) to ensure that the R3 supporting documentation is published on the Xoserve.com web site in order to support the DSC DSG and Change Management Committees discussions.</i>	Xoserve (DT/ES/RHi)	Pending
0105	10/01/18	6.2	<i>Reference XRN4361 Approval - Xoserve (RHi) to provide a summation of the industry responses provided, and Xoserve's subsequent response in return.</i>	Xoserve (RHi)	Pending
0106	10/01/18	7.	<i>Reference UNC UIG related modifications (0642 (Urgent) 0642A, 0643 (Urgent) and 0644) – Joint Office (RH/MB) to look to formally submit a ROM request in due course.</i>	Joint Office (RH)	Pending
0107	10/01/18	9.2.1	<i>Reference the Joint MIS Development Group – Xoserve (TC) to provide additional clarification on the MIS Project costs and links to both the Terms of Reference and the industry open letter.</i>	Xoserve (TC)	Pending
0108	10/01/18	9.2.1	<i>Reference the Joint MIS Development Group – All parties to consider volunteering to attend the Joint MIS Development Group meetings on behalf of the DSC Change Management Committee.</i>	All	Pending
0109	10/01/18	9.4	<i>Reference Formula Year AQ/SOQ Amendment – Defect update – Xoserve (DT/ES) to look to clarify the Defect Governance Process and the Formula Year AQ/SOQ impacts.</i>	Xoserve (DT/ES)	Pending
0110	10/01/18	9.6	<i>Reference UNC Modification 0630R Updates – Cadent (CW) to provide a summary of the potential topic areas and Review Group discussion items.</i>	Cadent (CW)	Pending

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