

UNC DSC Change Management Committee Minutes

10.15am Wednesday 07 February 2018

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

Attendees

Chris Shanley (Chair)	(CS)	Joint Office	Non-Voting
Bob Fletcher (Secretary)	(BF)	Joint Office	Non-Voting

Shipper User Representatives

James Rigby	(JR)	Npower	Voting
Kirsty Dudley*	(KD)	E.ON	Voting
Lorna Lewin	(LL)	Orsted Sales	Voting (3 votes, Alternate for A Neild)
Mark Jones*	(MJ)	SSE	Voting (Alternate for Andrew Margan)

Transporter Representatives

Chris Warner	(CW)	Cadent	DNO - Voting
Debbie Brace	(DB)	National Grid NTS	NTS - Voting (2 votes, Alternate for B Viney and Phil Lucas)
Katy Binch*	(KB)	ESP	IGT - Voting
Nicky Rozier*	(NR)	BUUK	iGT - Voting
Richard Pomroy	(RP)	Wales & West Utilities	DNO – Voting

CDSP Change Management Representatives

Dave Turpin	(DT)	Xoserve	Non-Voting
Emma Smith	(ES)	Xoserve	Non-Voting
Rachel Hinsley	(RHi)	Xoserve	Non-Voting

Observers

Andy Clasper	(ACI)	Cadent	Non-Voting
Darren Lond	(DL)	National Grid NTS	Non-Voting
David Mitchell	(DM)	SGN	Non-Voting
Deborah Coyle-Spencer	(DCS)	Xoserve	Non-Voting
Lee Chambers	(LC)	Xoserve	Non-Voting
Mark Oliver	(MO)	SPAA	Non-Voting
Max Pemberton	(MP)	Xoserve	Non-Voting
Michael Orsler	(MO)	Xoserve	Non-Voting
Padmini Duvvuri	(PD)	Xoserve	Non-Voting
Shane Preston	(SPr)	Scottish Power	Non-Voting
Tahera Choudhury	(TCh)	Xoserve	Non-Voting

Apologies

Alison Neild	(AN)	Gazprom	Voting
Andrew Margan	(AM)	Centrica	Voting
Beverley Viney	(BVi)	National Grid NTS	Voting

Phil Lucas (PL) National Grid NTS Voting

* via teleconference

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

1. Introduction

CS welcomed all to the meeting.

CS moved on to thank Xoserve for their timely provision of the documents for today's meeting before explaining that, as previously agreed, the documents have been published in MS Word format.

1.1. Apologies for absence

See above table of attendees.

1.2. Alternates

Debbie Brace for Beverley Viney and Phil Lucas.

Lorna Lewin for Alison Neild.

Mark Jones for Andrew Margan.

1.3. Confirm Voting rights

The voting rights for each member were as follows:

Representative	Classification	Vote Count
Mark Jones (alternate for 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)
Lorna Lewin (and alternate for Alison Neild)	Shipper Class B	3 votes (2.2.9 applies = 1xClass B + 1xClass C) +1xAlternate Class C vote
	Shipper Class C	
Chris Warner	DNO	1 vote
Richard Pomroy	DNO	1 vote
Debbie Brace (alternate for Beverley Viney and Phil Lucas)	NTS	2 votes
Katy Binch	iGT	1 Vote
Nicky Rozier (and alternate for Katy Binch)	iGT	1 vote

1.4. Approval of Minutes (10 January 2018)

The Minutes from the 10 January 2018 meeting were approved.

2. New Change Requests (items 2.1 to 2.5 are presented for Approval post consultation)

Copies of all new change requests for consideration at this meeting are published at: <https://www.gasgovernance.co.uk/DSC-Change/070218>

2.1. XRN3656 – Change to read validation tolerances - Change Proposal Approval

When asked, ES advised that this change proposal has been raised and was to be sponsored by EON. The change is required due to a Nexus related issue as it was proposing to amend the meter reading submission validation rules and tolerances, with the aim of reducing the number of read

rejections. The aim is to split the current 2kWh-200kWh band into 2 bands and widen the tolerance on the lower of the two bands.

RP asked how the tolerances were derived? ES advised these were developed in the Project Nexus Workgroup as part of the BRD development and was based on available industry information at the time. JR noted that kWh was considered initially but % of AQ appears to be more robust.

KD asked what is being approved at this time, as some parties want to discuss the change at DSG to improve their understanding of the change? RH advised that DSG has requested analysis to support the change although Xoserve are unable to do so at this as the data items and reporting are not available until Release 2 has been implemented. There was a general view the change should be discussed at DSG prior to being issued to consultation.

ES asked if DSG should provide a report on implementation or if the change should be issued to consultation? KD felt it should be a recommendation on proceeding to consultation. ES advised that there would be 2 DSG meetings prior to the next DSC Change Management Committee (ChMC) meeting, therefore it is likely a recommendation would be made.

JR asked if wider bandings could be discussed, KD agreed with this view if there were support at DSG to do so.

NR wanted to understand where this change and others fit in future releases, is it assumed they will be Release 4 and could it be made clear in the future which release they could form part of. ES confirmed that due to the issue being identified during Nexus implementation, this change was out of sequence, but they would review how they flag potential release options in future change proposals. However, it is down to the ChMC to ratify the actual release.

NR suggested the Change Proposal reference number includes a key to the release. e.g. XRN3656/R2. ES suggested that the required by date could also be used.

The Shipper Committee Members considered approving the Change Proposal; and approved the Change Proposal as follows:

Voting Outcome:	XRN3656 – Change to read validation tolerances - <i>Change Proposal for submission to DSG - Approved</i>	
Shipper Members	Voting Count	For/Against
Mark Jones	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
Total	6	6

2.2. XRN4576: Class 4 Transfer Reads not visible to Shippers in DES - Change Proposal Approval

ES advised that this Change Proposal was originally raised through the DRG (which is now part of DSG) and as per the Nexus rules, Xoserve currently accept reads from D-5 to D+5 as the transfer read for the transfer date D. However, if the read date is spanning from D-5 to D-1, this read is not visible to the incoming shipper via Data Enquiry Service (DES) as this period is not in its ownership, and vice versa, if it is D+1 to D+5 the outgoing shipper cannot see the read also. JR asked if the read would become visible later. ES advised it would not.

KD requested if an implementation date is known, is the Change Proposal going to DSG or out to consultation? ES advised the change came from DRG which is now DSG and there were no implementation dates provided. However, the recommendation is that views are sought at consultation.

KD agreed gaining views on the implementation date would be preferable, however this should be clearly highlighted in the change pack. Others agreed with this view.

The Shipper Committee Members considered approving the Change Proposal; and approved the Change Proposal, as follows:

Voting Outcome:	XRN4576 – Class 4 Transfer Reads not visible to Shippers in DES - Change Proposal issued to consultation - Approved	
Shipper Member	Voting Count	For/Against
Mark Jones	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
Total	6	6

Approval of Change Documents

3.1. XRN4340 – UK Link Future Release 1.1 CCN - For Approval

LC advised that all actives have been completed against the plan.

KD suggested that the changes to the Change Proposal should be documented so that parties can understand how the scope of the document evolved. LC agreed that the process should be amended to pick this up and provide a view of amendments.

LC talked through the scope of the change, its impacts and costs. There were impacts related to approved Modifications and assumptions were made to ensure the release carried on without delay. Lessons learned were highlighted and the fixes made during implementation.

RP noted the design work over and above the agreed changes – does this mean that some costs were incurred inefficiently? LC advised that the design was completed based on the common approach, however, this was discussed at previous meetings and changes agreed by ChMC. RP felt that the document suggested that work was done which would not be reused. He felt that the ChMC had said do work that is common across the proposed amendments but not additional work which was specific and could propose a risk of stranding costs.

LC agreed to review and provide feedback, as they didn't believe costs were stranded.

KD highlighted that this was a learning exercise for future releases such as Release 2 and 3, in that they may be amended change and this does mean the activity is put on hold or pushed back to a later release.

The Committee Members considered approving the Change Proposal; and approved the Change Proposal, as follows:

Voting Outcome:	XRN4340 – UK Link Future Release 1.1 CCN – <i>Approved</i>	
ChMC Members	Voting Count	For/Against
Mark Jones	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
Chris Warner	1	For
Debbie Brace	2	For
Katy Binch	1	For
Nicky Rozier	1	For
Richard Pomroy	1	For
Total	12	12

3.2. XRN4380 – Monthly Nomination Referral Report CCN – For Approval

ES advised that this change should be deferred until after the first report is run (8 February 2018) to ensure the change was running as expected.

Deferred to the next meeting.

3.3 XRN 4525 - Transparency of the Rolling AQ Process – ROM for approval

CS asked members to note that this Change Proposal has been submitted at Short notice.

RH advised that approval was sought for reporting changes and the ROM required approval. This change proposal seeks to introduce a number of anonymised metric reports to increase transparency across activities relating to Annual Quantity movement. The additional metrics could be supplied within folder 32 in the secure Sharepoint service provided by Xoserve, which already utilises the use of anonymity.

The Shipper Committee Members considered approving the Change Proposal; and approved the ROM, as follows:

Voting Outcome:	XRN4525 - Transparency of the Rolling AQ Process – ROM Approved	
Shipper Members	Voting Count	For/Against
Mark Jones	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
Total	6	6

Proposed Cancellation of Historical Change Requests (see Appendix)

4.1. Propose to close – Approval to be sought in February

Change pack '1824.1 – IM – SN - Changes Proposed for Removal from the Change Log' was issued on 15th December. Representation comments were collated and were discussed. Based on the comments received a change has been removed. A comment from the committee requested (going forward) that further information regarding the business change vs cost benefit and why things are proposed for closure, be captured.

Voting Outcome:	Change pack '1824.1 – IM – SN - Changes Proposed for Removal from the Change Log - Approved	
ChMC Members	Voting Count	For/Against
Mark Jones	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
Chris Warner	1	For
Debbie Brace	2	For
Katy Binch	1	For
Nicky Rozier	1	For
Richard Pomroy	1	For
Total	12	12

4.2. Change requiring sponsorship to progress (discussion led by Emma Smith)

RH asked members to note that following discussions at DSC Delivery Sub Group on the 22nd January there are further changes identified as requiring sponsorship or proposed to close. These were issued within the change pack on Wednesday the 31st January and representation comments are invited until 14th February. These are for information and will be approved in ChMC on 7th March. A further two have been added which will be issued within the change pack on the 9th February.

NR asked if the Change Proposal for 3667 is not received it is removed from R3, if so when would the cut off be? It was advised the cut off is likely to be the end of February 2018.

Outcome – deferred until March.

5. Release Updates

5.1. Future Release 2.0

5.1.1. XRN4361: Release 2 Delivery – Update

LC provided an overview of the project dashboard for Release 2 based on recent discussions at DSG. There are a number of clarifications to be made, which is driving a programme RAG risk of amber, however once the clarifications are made they should address the risk soon. LC advised that no additional costs were envisaged. This change is currently out for representations but shouldn't impact delivery timescales.

KD asked if the RAG status of amber is an Xoserve or industry status? LC advised this is related to Xoserve only. KD noted that without a firm view of scope the industry is likely to be amber and this could impact the delivery date. This topic needs further discussion at DSC governance groups to get a clear understanding from an industry perspective of the risks involved.

5.1.2. XRN4361: Release 2 Delivery – Updated BER

LC noted there were a number of refinements and clarifications in the document, although a clarification table needs to be included. He asked the Committee to note the amendments to the BER. These are track changed within the document and include changes to costing.

KD raised concerns regarding the distribution of change packs and these being in timely manner. DSG are going to drive forwards with R3, design etc. in the near future and how are ChMC are kept informed over the next few months is important.

Voting Outcome:	XRN4361: Release 2 Delivery – Updated BER - <i>Approved</i>	
ChMC Members	Voting Count	For/Against
Mark Jones	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
Chris Warner	1	For
Debbie Brace	2	For
Katy Binch	1	For
Nicky Rozier	1	For
Richard Pomroy	1	For
Total	12	12

5.2. Future Release 3.0

5.2.1. Release 3.0 Scope Approval

PD noted that the plan was reviewed at the extraordinary meeting on 29 January which included the 18 changes proposed by DSG (it was noted that some may be removed following an IA and cost vs benefit analysis). The intent is to formalise the scope so that discussions can begin with systems suppliers for presentation to DSG/ChMC.

ChMC requested the cost vs benefit as soon as possible. KD wanted to understand what “locked scope” means as ChMC has not approved the full design. PD advised that approval is sought today, and perhaps the terms is “Scope locked to go into design” – KD suggested locked “primary scope” is locked as there may be subsequent changes to the scope. ES wanted to ensure there was no confusion with others thinking their might be a secondary scope. Members agreed to use the term - “Initial Scope locked to go into design”.

JR asked how much of the scope/change has been submitted and reviewed through change packs. RH advised none at this time, this would be in the next steps.

KD suggested that the plan should include the last end date for industry consultation.

Timelines:

PD noted that the aim was to return to the ChMC in March with a range of costs based on the ROMs produced. The aim is to look for approval by the May ChMC meeting but agreed that the detail needs to be set out in the timeline. KD was concerned about the representations being sent out in April when approval was targeted for May, this creates a risk, particularly if there are concerns raised in consultation.

KD suggested that information/reviews should be sent sooner rather than later to get information out to respondents in the change packs. NR suggested that the change packs should advise they relate to Release 3 in the title page.

ES agreed and that a log/table will be collated, and cross referenced to the specific change packs and consultations. RP suggested that this seems to indicate that releases should be considered much sooner, perhaps a year in advance.

PD suggested that an early sight of design work was proposed for the DSG meetings in March to get early responses from parties to inform the design and build work.

LL suggested a webex should be arranged to consider designs and progress required, ahead of any formal approval by ChMC. PD agreed to plan such a meeting in the timetable.

Voting Outcome:	Release 3.0 Initial Scope Locked to go into design - <i>Approved</i>	
ChMC Members	Voting Count	For/Against
Mark Jones	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
Chris Warner	1	For
Debbie Brace	2	For
Katy Binch	1	For
Nicky Rozier	1	For
Richard Pomroy	1	For
Total	12	12

5.2.2. XRN4572 – Release 3 EQR

PD introduced the Release 3 EQR and how the funding is to be established or identified. KD suggested funding terminology is clarified e.g. UK Link Change budget or CDSP internally funded. This was agreed.

It was noted that the references and titles in the table were out of alignment and this would be rectified in the next versions. KD suggested that the item listing order should be listed consistently across the document.

JR asked when the overall cost would be included. PD advised this would be in March following BER.

All Committee members were asked to approve the EQR to progress with Release 3. The costs within the EQR are for analysis. Costs for BER (design) are being targeted for the 7th March meeting and approval within the April ChMC.

There was concern raised regarding the distribution of change packs and these being done in a timely manner. DSG are going to drive forwards with R3, design etc. and ChMC are going to be kept informed at a high level for the next few months.

ChMC asked whether Release 4 is being considered as to give the industry 6 months' notice of change this already needs to be considered.

Voting Outcome:	Release 3.0 EQR - <i>Approved</i>	
ChMC Members	Voting Count	For/Against
Mark Jones	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
Chris Warner	1	For
Debbie Brace	2	For
Katy Binch	1	For
Nicky Rozier	1	For
Richard Pomroy	1	For
Total	12	12

6. Change Logs

6.1. Bubbling Under Report

RH provided a brief overview of the bubbling under report. It was agreed to remove the probability % in the report as it did not provide an accurate probability score.

It was agreed to remove Modifications 0633V/0638V from the report.

It was noted that Modification 0621 will be amended to include the alternates and their main differences.

KD asked what the scope of this report is, should it include modifications, should it focus on significant wider industry impacts? RH advised that the report aims to highlight Modifications that have any potential impacts on Xoserve and central systems. KD felt the modification report focuses on modifications and this report should include other items. It was agreed to discuss this aspect further at the DSC governance meeting.

It was agreed to remove Requests from the report as they have no direct impacts on systems, although it was noted they may lead to a future modification which might do.

Modification 0647 – it was noted that there may be some system changes related to decommissioning and changes to associated files.

6.2. Xoserve DSC Implementation Plan

It was noted that there were a number of Release 2 changes for approval, however it was noted this was set out inaccurately on the agenda as it was advised information only. KD was concerned how this document links to the previous plan for Release 2 and the change packs and associated representations. In addition, she was concerned that constituencies have not been consulted prior to the meeting as it was not highlighted approval was required.

RP felt this was a formality of the process as representations have been submitted and there did not appear to be any adverse impacts highlighted.

LL was of the same view as KD, as she has an additional vote as an alternate but she has no instructions on how to exercise the vote.

RH advised that most representations are in support in terms of the Release 2 changes, or if not directly supporting they were seeking clarification and were not opposed to the changes themselves.

CS suggested that Members should defer consideration to a meeting to be held following the DSC Contract Management meeting on 14 February 2018. Members agreed with the CS proposal to defer consideration to a meeting held on 14 February.

Voting Outcome:	Xoserve DSC Implementation Plan - Defer consideration to 14 February 2018	
ChMC Members	Voting Count	For/Against
Mark Jones	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
Chris Warner	1	For
Debbie Brace	2	For
Nicky Rozier	2 (alt for K Binch)	For
Richard Pomroy	1	For
Total	12	12

6.2.1 Proposed implementation plan combined with the change register

RH advised that Xoserve have proposed changes to the implementation plan, namely its merger with the change register. Feedback was requested from ChMC members with regards to this proposal. It will also be discussed within the DSC Governance meeting.

6.3. Xoserve Change Register

ES shared the Change Register which contains a view of all of the changes on the Xoserve books and the varying states of development. The register is updated every two weeks and is published on the Xoserve website.

ES asked for feedback on the development of the document going forward and how useful the data is. DB noted that the tab with changes awaiting a sponsor did not appear to line up and it was explained this was due to timing and the very latest version can be found on the website.

MJ preferred the change backlog style. ES advised that they were moving away from the document as it lacked robust controls. DT advised that the new document was in response to the request for one document which gives people the information they need to reduce the need to search around. MJ felt it went in to too much detail to be useful for what is needed, and it is difficult to track what has changed. A discussion was had on how the register could be made more user friendly; include macros or tabs for key releases, etc.

RH advised that an updated version is to be presented to each ChMC meeting in the future and Xoserve would consider what enhancements could be made.

7. Finance and General Change Budget Update

MP provided an overview of the Budget explaining that the recent amendments including Change Releases 2 and 3. The budget remains green and currently on target. The details are to be discussed at the ConMC meeting next week.

8. Review of Outstanding Action(s)

1201: Xoserve (DT/ES/RHi) 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.

Update: RH explained that the document put forward was based on the questions raised and the proposed changes. No further comments were received. **Closed**

0101: 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.

Update: RH advised the table is included with the change packs. **Closed**

0102: 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.

Update: ES advised that only a change to consumer impacts section had been proposed and in future it should be based on a scale rather than Yes/No. ES confirmed DSG had provided views on the Xoserve initial priority scoring. **Closed**

0103: 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.

Update: ES advised that the information was provided. **Closed**

0104: 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.

Update: ES advised that information is being reviewed to ensure it is relevant and easy to understand and requested members to advise Xoserve if any other information is required. **Closed**

0105: Reference XRN4361 Approval - Xoserve (RHi) to provide a summation of the industry responses provided, and Xoserve's subsequent response in return.

Update: RH advised these were provided. **Closed**

0106: *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.

Update: It was noted that High Level Cost estimate and assessments were provided during the Workgroup process. **Closed**

0107: Reference the Joint MIS Project Board – Xoserve (TC) to provide additional clarification on the MIS Project costs and links to both the Terms of Reference and the industry open letter.

Update: TC advised that the ToR had been provided but project costs are still in early development and not likely to be available for a number of months. NR wasn't sure if it's a joint development group or project board – it was agreed that the group should be listed as a project board. **Closed**

0108: Reference the Joint MIS Development Group – All parties to consider volunteering to attend the Joint MIS Project Board meetings on behalf of the DSC Change Management Committee.

Update: Completed. **Closed**

0109: *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.

Update: ES advised that a data fix had corrected the errors in January and therefore this error should be considered as completed. It was noted that DSG would be the forum for managing defects. **Closed**

0110: Reference UNC Modification 0630R Updates – Cadent (CW) to provide a summary of the potential topic areas and Review Group discussion items.

Update: Completed see item 9.2 below. **Closed**

9. Any Other Business

9.1. Xoserve / Gemserv MIS collaboration (API Dashboard)

TC advised that the API platform has been implemented and went live on 07 December. However, the commercial service is due to go live during quarter 1. NR asked if this service would be open to suppliers or is Modification 0640 needed first. TC advised that Modification 0640 would need to be approved to provide the necessary permissions.

RH advised that the API is a live sandbox version at present, with a delivery date of 14th March for the full solution.

9.2. Modification 0630R – Review of the consequential changes required in UNC as a result of the Ofgem Switching Program

9.2.1. Action 0110 Update - CW urged Members to recommend that parties be represented at the Workgroup 0630R meetings as there were a number of significant topic areas which were going to have significant impacts at a later date, these were mainly consequential but needed to be understood.

9.2.2. Xoserve Update

Members to note that a draft BRD developed by Xoserve has been published to look at the consequential changes in more detail.

9.3. XCE1673 Reclassification of Supply Meter Points where the Class 1 requirement does not apply

ES advised that a communication had been issued explaining the process for transferring DMV sites from Class 1 if the Registered Users has not actioned the transfer.

9.4. Change Proposal 4510

ES explained the delivery of Change Proposal 4510 may have contained an error and investigations were currently underway to confirm the nature of the error and possible fixes. This was being treated as a priority and a communication should follow soon.

9.5. Gemini Horizon Planning

DB provided a presentation with a high level overview of proposed changes to Gemini. Members felt that the update was very useful and that it would be of benefit to receive an update on a monthly basis.

9.6. Pre Notification Paper

CS/RH advised that a summary communication of proposed ChMC papers was being developed in a similar style to that used for UNC Panel and it would be trialled at the next meeting.

10. Diary Planning

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

Meetings will take place as follows:

Time/Date	Venue	Programme
14.00 - 16.00 Wednesday 14 March 2018	Teleconference	Release 2 Implementation Plan approvals
10.15 - 16.00 Wednesday 07 March 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising: Plus <i>Standing AOB items for updates:</i> <i>Xoserve/Gemserv MIS Collaboration;</i> <i>API Platform Implementation Paper;</i> <i>Formula Year AQ/SOQ Amendment – Defect update</i>

Action Table (as at 07 February 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)	Closed
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 (LC)	Closed
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)	Closed
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</i>	Xoserve (DT/ES/RHi)	Closed

			DSC Change Management Committee meeting papers.		
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)	Closed
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)	Closed
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/MB)	Closed
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)	Closed
0108	10/01/18	9.2.1	<i>Reference the Joint MIS Development Group – All parties to consider volunteering to attend the Joint MIS Project Board meetings on behalf of the DSC Change Management Committee.</i>	All	Closed
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)	Closed
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)	Closed