

**UNC DSC Change Management Committee Minutes**  
**Wednesday 12 September 2018**  
**at Lansdowne Gate, 65 New Road, Solihull B91 3DL**

**Attendees**

Chris Shanley (Chair)	(CS)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting

**Shipper User Representatives**

Graham Wood*	(GW)	British Gas	Class A-Voting
James Rigby	(JR)	Npower	Class A-Voting
Kirsty Dudley*	(KD)	E.ON	Class A-Voting
Lorna Lewin*	(LL)	Orsted	Class B-Voting + Alternate (3 votes)

**Transporter Representatives**

Chris Warner	(CW)	Cadent	DNO-Voting
Joanna Ferguson*	(JF)	NGN	DNO-Voting Alternate
Phil Lucas	(PL)	National Grid NTS	NTS-Voting + Alternate (2 votes)
John Cooper*	(JC)	GTC	iGT-Voting
Katy Binch*	(KB)	ESP	iGT-Voting

**CDSP Change Management Representatives**

Emma Smith	(ESm)	Xoserve	Non-Voting
Linda Whitcroft	(LW)	Xoserve	Non-Voting

**Observers**

Alex Stuart	(AS)	Xoserve	Non-Voting
Andy Clasper	(AC)	Cadent	Non-Voting
Ellie Rogers	(ER)	Xoserve	Non-Voting
Fiona Cottam	(FC)	Xoserve	Non-Voting
Jitendra Jevan	(JJ)	Xoserve	Non-Voting
Julie Bretherton	(JB)	Xoserve	Non-Voting
Kishan Nundloll*	(KN)	Electralink	Non-Voting
Leanne Jackson	(LJ)	Xoserve	Non-Voting
Luke Reeves*	(LR)	EDF Energy	Non-Voting
Mark Jones*	(MJ)	SSE	Non-Voting
Padmini Duvvuri	(PD)	Xoserve	Non-Voting
Rachel Hinsley	(RH)	Xoserve	Non-Voting
Richard Johnson	(RJ)	Xoserve	Non-Voting
Sally Hardman	(SH)	Xoserve	Non-Voting
Shaheeni Vekari	(SV)	Utility Warehouse Ltd	Non-Voting
Shanna Key*	(SK)	NGN	Non-Voting
Tony Baker	(TB)	Xoserve	Non-Voting

**Apologies**

Alison Neild  
 Lisa Lindstedt  
 Richard Pomroy

**1. Introduction**

**1.1. Apologies for absence**

Please refer to above table.

**1.2. Alternates**

Lorna Lewin for Alison Neild

Joanna Ferguson for Richard Pomroy

Phil Lucas for Beverley Viney

**1.3. Confirm Voting rights**

The voting rights for each member in attendance was noted as follows:

Representative	Classification	Vote Count
<b>Shipper Representatives</b>		
Graham Wood	Shipper Class A	1 vote
Kirsty Dudley	Shipper Class A	1 vote
James Rigby	Shipper Class A	1 vote (2.2.9 applies)
Lorna Lewin	Shipper Class B	2 votes (2.2.9 applies) + Alternate for Alison Neild (3 votes total)
<b>Transporter Representatives</b>		
Chris Warner	DNO	1 vote
Joanna Ferguson	DNO	Alternate for Richard Pomroy 1 vote
Phil Lucas	NTS	1 vote + Alternate for Beverley Viney (2 votes in total)
John Cooper	iGT	1 vote
Katy Binch	iGT	1 vote

**1.4. Approval of Minutes (08 August 2018)**

The minutes from 08 August were approved.

**2. New Change Proposals (Approval post consultation items)**

**2.1. XRN4725 New read reason type for Line in the Sand estimate readings**

Emma Smith (ESm) confirmed that this change proposal is proposed by Xoserve. She explained that at the point of the code cutoff date a read is required on Supply Meter Points (SMPs) that have not submitted an accepted actual read since Code cut off – 3 years. This has been a process required in new UK Link. Previously the Read Reason code was given as OPNT within the USR file as it was a recognised value and time constraints hindered any new Read Reason being added. It was planned to add in a specific read reason for this to assist Shippers in identifying LIS estimates from standard OPNT (opening transfer) readings. This change is looking at creating a new Read Reason within UKLink to be populated in the USR file once the LIS estimate job has been triggered.

She advised there have been discussions at DSG but there is no detailed solution as yet.

ESm confirmed this will go directly to DSG for them to start working out the reads and the possible solution.

This is a restricted class change to Shipper Users; therefore, Shipper Users were asked whether to vote for the change to proceed to DSG.

Shipper Users voted unanimously for XRN4717 to proceed to DSG.

<b>Voting Outcome:</b>	<b>XRN4717 Use of up to date Forecast weather data in fir NDM Nominations Run Vote to go to DSG</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>

Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
<b>Total</b>	<b>6</b>	<b>6</b>

**2.2. XRN4738 Shipper Portfolio update of proposed Formula Year AQ/SOQ**

The proposer of the change proposal, James Rigby (JR), explained what this change proposes:

- As per the revised approach for XRN3667a, Shippers have asked Xoserve to look into solution options to inform them of their proposed Formula Year AQ/SOQ values once they have been calculated (in December). XRN3667a was raised for proposing Shippers/Suppliers to have visibility of this via API to facilitate faster / more reliable switching. It has been identified that CoS transactions that take place between the delivery of the March NRL (that carries the new Formula Year AQ / SOQ) and the 1st April might increase the number of enquires via the API solution being proposed in XRN3667a, to the extent of decreased performance. As such, a separate mechanism is required to support the likely increase in bulk requests for FY AQ/SOQ during that period.

This is a restricted class change to Shipper Users, Distribution Network Operators and iGTs; therefore, Shipper Users, Distribution Network Operators and iGTs were asked to vote for this change to proceed to DSG.

Members voted unanimously for XRN4738 to proceed to DSG.

<b>Voting Outcome:</b>		
<b>XRN4738 Shipper Portfolio update of proposed Formula Year AQ/SOQ</b>		
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
<b>Total</b>	<b>6</b>	<b>6</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Joanna Ferguson	1	For
John Cooper	1	For
Katy Binch	1	For
<b>Total</b>	<b>4</b>	<b>4</b>

**2.3. XRN4752 Meter Read Performance**

Rachel Hinsley (RH) explained this change summary is proposed by Xoserve. Section M of UNC states the read obligation for Class 2 and Class 3 Supply Meter points. Within Code this section also states:

- TPDM5.7.4 Each User shall secure that the requirement in paragraph 5.7.1 is complied with in respect of at least 97.5% of Relevant Class 2 Supply Meters every Day and the CDSP shall notify each User of its performance in such respect
- TPDM5.8.5 MD is the number of Relevant Class 3 Supply Meters and the CDSP shall notify each User of its performance in such respect.

This states that the CDSP has an obligation to report the performance. There are service lines set up for Xoserve to provide read performance reports but the change proposal is required to enact it.

It is proposed to provide these reports anonymously until the PARR is amended to provide non-anonymised reports to PAC which will be completed under UNCC and not the DSC.

This is a restricted class change to Shipper Users; therefore, Shipper Users were asked to vote for the change to proceed to DSG.

When asked, RHi confirmed she will clarify whether the report will go in to the shipper performance pack or a stand-alone report.

Shipper Users voted unanimously for XRN4752 to proceed to DSG.

<b>Voting Outcome:</b>	<b>XRN4752 Meter Read Performance</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
<b>Total</b>	<b>6</b>	<b>6</b>

#### 2.4. XRN4753 CMS – Increase information provided in .QCL response file

The proposer of the change proposal, John Cooper (JC), explained the QCL response file contains each of the Contacts resolved by Contact Reference Number, however information is not provided to inform the User of the MPRN and reasons for rejecting a Contact within the QCL files

Customers have fed back that it would be beneficial to include additional mandatory data items within the QCL file, namely;

- **MPRN** – which is currently depicted as ‘Optional’ within the file
- **Resolution text / Rejection Reasons** – also currently depicted as ‘Optional’ within the file
- **Associated QMP file details (i.e. file name)**

These items have been identified as being able to better assist Customers to process any Contacts that have failed to successfully update UK Link systems.

This will allow customers to work through rejections in a more efficient manner and speed up the resolution of Contacts, which in turn will support maintenance of accurate and timely data being recorded in UK Link systems against Supply Meter Points.

This is a restricted class change to Shipper Users, Distribution Network Operators and iGTs; therefore, Shipper Users, Distribution Network Operators and iGTs were asked to vote for this change to proceed to DSG.

When asked, ESm confirmed the QCL file is submitted via IX.

Members voted unanimously for XRN4752 to proceed to DSG.

<b>Voting Outcome:</b>	<b>XRN4753 CMS – Increase information provided in .QCL response file</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
<b>Total</b>	<b>6</b>	<b>6</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Joanna Ferguson	1	For
John Cooper	1	For
Katy Binch	1	For
<b>Total</b>	<b>4</b>	

**3. New Change Proposals - Post Initial Review (None)**

No agenda items.

**4. New Change Proposals - Post Solution Review**

**4.1. XRN4621 Suspension of the Validation between Meter Index and Unconverted Converter Index.**

ESm explained there are a number of solution options for this change proposal and that this change has been sent out to the wider industry for views, to date, there have been no responses.

Next steps are to send an update on the solution options to ICoSS (I&C customers), to gain their views.

This change proposal is therefore still work in progress.

**4.2. XRN4717 Use of up to date forecast weather data in first NDM nominations run**

RHi explained this change proposal was previously issued and has had 5 responses, 4 in support and 1 requested additional information.

When asked, RHi confirmed that the solution needs to be implemented as soon as possible, therefore the date for approval has been bought forward to this meeting rather than waiting for the October DSC Change Committee meeting as was originally planned.

PL asked, with regards to the solution, where it mentions a data file going to MIPI, would National Grid have any cost associated with the changes required to MIPI. RHi advised not as yet but will advise accordingly.

When asked for clarification on the funding logged in the change proposal, in particular in relation to MIPI change costs, RHi confirmed the funding is purely for Xoserve system impacts.

RHi confirmed that the next steps will be:

- Seek approval of solution option.
- Suggestion of a minor release.
- The WF file will be detailed in the final change pack.

Chris Warner (CW) questioned if there is enough cost information available to be able to assess for approval. This was supported by Joanna Ferguson (JF).

It was agreed to defer the vote to the October DSC Change Committee meeting as more information is required.

ESm agreed that before the next meeting Xoserve will confirm timelines and additional costs.

**4.3. XRN4676 Reject cyclic reads D-5 to D-1 at Shipper Transfer**

Shipper members were asked to vote for solution option 5B which is the DSG preferred solution option.

Rhi confirmed next steps will be Detailed Design.

Shipper Members voted unanimously for solution option 5B for XRN4676.

<b>Voting Outcome:</b>		
<b>XRN4676 Reject cyclic reads D-5 to D-1 at Shipper Transfer</b>		
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
<b>Total</b>	<b>6</b>	<b>6</b>

**5. Approval of Change documents**

**5.1. XRN4354 Request for new DNO report nested CSEPs hierarchy report (CCR) for approval**

ESm confirmed this is deferred to the November DSC Change Committee for closure and she asked the committee for a view for the timeline for closure reports (related to reports) to be submitted. The timeline was agreed as follows:

- Daily reports - to the next meeting for approval for closure
- Weekly report - 2 months before seeking approval for closure
- Monthly report - 3 months before seeking approval for closure.

**5.2. XRN4328 Report of IGT Meter Points where the confirming shipper is not elected shipper (CCR) for approval**

As above.

**5.3. XRN4667 DSC Service Description Table cosmetic changes to Service Lines May 2018 (CCR) for approval**

ESm advised that the service line is reflective of the changes and requested members to approve the change proposal for closure.

The vote was unanimous for XRN4667 to proceed to closure.

<b>Voting Outcome:</b>		
<b>XRN4667 DSC Service Description Table cosmetic changes to Service Lines May 201</b>		
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
<b>Total</b>	<b>6</b>	<b>6</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Joanna Ferguson	1	For
Phil Lucas	2	For
John Cooper	1	For
Katy Binch	1	For
<b>Total</b>		

**5.4. XRN4009 Billing History by all NTS capacity / commodity related Charges (Applicable dates in 2014 to Nexus implementation) CCR for approval.**

ESm explained this is restricted to National Grid only and asked National Grid to approve the change proposal for closure.

This was approved.

<b>Voting Outcome:</b>		
<b>XRN4009 Billing History by all NTS capacity / commodity related Charges (Applicable dates in 2014 to Nexus implementation)</b>		
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Phil Lucas	2	For
<b>Total</b>		

**5.5. XRN4110 Creation of a Service to Release Domestic Consumer Data to W's & TPI's (CCR) for approval**

ESm advised this change proposal is restricted to DNO and IGTs and asked DNOs and IGTs to approve the change proposal for closure.

The vote was unanimous for XRN4110 to proceed to closure.

<b>Voting Outcome:</b>	<b>XRN4110 Creation of a Service to Release Domestic Consumer Data to W's &amp; TPI's</b>	
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Joanna Ferguson	1	For
John Cooper	1	For
Katy Binch	1	For
<b>Total</b>		

**6. Release Approvals / Updates**

**6.1. Release 2.0 – Project Dashboard**

Talking through the material provided for the meeting, ESm advised that the overall project RAG Status is Green and that the project is still in PIS, she confirmed that although 02 November is the PIS closure date it is anticipated that this will be sooner, and that there is still one defect outstanding (an internal change).

JR asked if the implementation of Release 2 has led to any increased defects.

**New Action 0901: ESm to confirm if the implementation of R2 has bought about any surprises with regards to defects being raised.**

When asked, ESm confirmed there were no additional changes to the costings.

It was suggested that Xoserve hold a Lessons Learned exercise for Release 2 so that any learning can be applied to Release 3.

**6.2. Future Release 3**

**6.2.1. Release 3 Project Dashboard and Plan Update**

Padmini Duvvuri (PD) introduced the material provided for the meeting and confirmed the overall project status is green. She confirmed that for Track 1, everything has progressed on the market trials, and that Xoserve held a Customer Day on 05 September which had good attendance and good feedback which will be taken onboard.

XRN4658 has successfully been included in the Release 3 plan.

PD advised that, overall, she is cautiously optimistic for Release 3 and that the DSG group are starting implementation discussions for Track 1. For Track 2, the next stage was build and then testing.

DSG will discuss implementation next; recommendations will be bought to the next DSC Change meeting in October.

**6.3. Future Release June 2019/September 2019**

ESm took the committee through the material provided for the meeting advising that it is proposed that change proposals XRN4642; XRN4645 and XRN4679 are deferred to November 2019, this leaves 9 change proposals for implementation in June 2019.

It is intended to approve the June 2019 release at the October DSC Change meeting.

ESm also confirmed that there is no contingency and that if there is no confirmation at the October meeting, the item would have to be removed from scope.

KD stressed that there needs to be contingency planned in to releases. ESm agreed and confirmed this will be included in planning going forward where possible.

There is an EUC change and Modification 0621 (both major changes) planned for a release in September 2019, it was suggested, to see if anything being taken out of June 2019 could go in September 2019 rather than November 2019.

Linda Whitcroft (LW) advised that this is currently being discussed and that a plan on one page will be created to show the planned releases and proposed releases.

In terms of XRN4690, this is currently in the June 2019 release but the intention is to implement sooner in a minor release.

Andy Clasper (AC) mentioned that XRN4644 has Cadent Gas as the only impacted party. All the other networks have expressed preference not to proceed with this change, a discussion will need to be completed offline and report back at next months meeting.

#### **6.4. Change Assurance Update**

ESm advised that there is no update at this time.

### **7. Central Switching Service (CSS)**

#### **7.1. September Update**

Emma Lyndon (EL) joined the meeting to provide an update on consequential changes from CSS.

It was confirmed that for Modification 0666, the Ofgem decision has been received and this is now implemented (CSS Bidding Group). A second modification will be raised which will seek to modify FGO governance to enable Xoserve to enter in to a contract to provide CSS Service to DCC if selected.

Please see the material provided for further detail.

### **8. XRN4695 UIG Taskforce Update**

Alex Stuart (AS), head of the Xoserve UIG Taskforce, attended the meeting with his team members Fiona Cottam (FC), Leanne Jackson (LJ) and Tony Baker (TB).

AS presented the material provided for the meeting and advised that the project team are tracking green overall.

He advised that there is now a dedicated UIG area on Xoserve website:

<https://www.xoserve.com/index.php/unidentified-gas-uig/>.

In providing the Plan on a Page, AS advised that Sprint 1 has been extended to complete 21 September.

KD asked for timeframes advising that she would like to see more detail, what has been identified and maybe some sort of synopsis that supports the findings.

FC highlighted the weekly tracker will be updated when there is supporting information on the web page.

KD said it is important to lay the foundations now so that the right people get the messages in the right medium.

There was a summary provided on the key highlights that are currently active in BAU, where the industry could achieve some quick wins e.g. submitting more meter readings; mods in flight; and an Issue Analysis Dashboard showing high, medium and low priority issues.

When asked, FC confirmed that the terminology of BAU relates mainly to Xoserve and she will add a footnote to say what this represents.

KD asked how the priority ratings had been determined and if the Change mangers would agree with the determination.

LJ introduced the proposal for engaging customers and advised she is checking previously used distribution lists for an initial communication update to go be issued shortly.

JR asked for clarification with regards to the Shipper Action Plans mentioned on slide 6. FC advised that most of the actions would be a communication update, she explained that the future thought is that information might be provided to show how each User might be impacting UIG.



CS asked, if there is any help Joint Office can assist with, in terms of communications, please let them know and suggested meetings with the UIG contacts maybe useful at the appropriate time.

AS gave an update on the UIG Taskforce funding, see slide 9 of the material provided for the detail.

FC gave a brief update from the PAC meeting held on 11 September, advising that the PAFA has asked to be kept more closely informed. The PAFA has asked if they can dial in to this section of the meeting and Committee members agreed this was ok.

## 9. Change Logs

### 9.1. Bubbling Under Report

RHi talked through an onscreen display highlighting the following changes:

- Modification 0642, 0643 and 0646 will be removed from the report ready for next month.
- Modification 0653 has been withdrawn and will be removed next month
- Modification 0654 is due for responses and will go to UNC Panel on 20 September.
- Modification 0659 is currently being impact assessed and may have to move to a major release.
- Modification 0666 implementation notice received.

### 9.2. Xoserve DSC Implementation Plan

The implementation plan was discussed and approval sought on two changes: Change Management Committee Important Dates 2019 and Transparency of Rolling AQ reports.

#### XRN4525 Transparency of the Rolling AQ Process

RHi confirmed that it is anticipated that the first report will be available this month but that there is a struggle with anonymising the report.

Committee members were asked to vote for implementation to go ahead.

Committee members voted unanimously for implementation.

<b>Voting Outcome:</b>	<b>XRN4525 Transparency of the Rolling AQ Process</b>	
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
<b>Total</b>	<b>6</b>	<b>6</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Joanna Ferguson	1	For
Phil Lucas	2	For
John Cooper	1	For
Katy Binch	1	For
<b>Total</b>		

#### Proposed Implementation Dates

RHi then went on to advise Xoserve are seeking approval of the three proposed implementation dates for next year's releases:

Friday 1st March 2019

Friday 28th June 2019

Friday 1st November 2019

<b>Voting Outcome:</b>	<b>Three proposed implementation dates:</b> Friday 1st March 2019
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	Friday 28th June 2019	Friday 1st November 2019
<b>Shipper Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Graham Wood	1	For
Kirsty Dudley	1	For
James Rigby	1	For
Lorna Lewin	3	For
<b>Total</b>	<b>6</b>	<b>6</b>
<b>Transporter Representative</b>	<b>Voting Count</b>	<b>For/Against</b>
Chris Warner	1	For
Joanna Ferguson	1	For
Phil Lucas	2	For
John Cooper	1	For
Katy Binch	1	For
<b>Total</b>		

### 9.3. Gemini Horizon Planning

PL suggested a minor amendment, in the Other section against Gemini and UKLink consequential change, the implementation date should be February 2019 as opposed to November 2018.

This agenda item shows a view of upcoming changes to Gemini, for information purposes.

### 9.4. UK Link Changes Plan on a page

ESm advised that a couple of minor changes are required, this will be updated and distributed post this meeting.

The updated document has been re-published.

## 10. Finance and General Change Budget Update

Jitendra Jeva (JJ) joined the meeting and introduced himself as head of the Finance Team and is standing in until the replacement for Max Pemberton is in place.

He highlighted that 4361 UKL Jun'18 Release [R2] (DSC CB) Programme Summary costing has changed from last month by £25K.

Please see the material provided for more detail.

## 11. Review of Outstanding Action(s)

**Action 0801:** *Reference Change Proposal XRN4650 Automation of M Number DVD (M Number Download Service) - Xoserve (ESm) to look to consider the larger file download impacts, especially from the 'customers perspective' and to ensure the matter is debated at the next DSG meeting.*

**Update:** ESm advised this has been taken to DSG for discussion. DSG are happy with the approach although they are concerned at the download times. Confirmation will be communicated to the DSC Contract Managers regarding timescales and next steps. **Closed**

**Action 0802:** *Reference Future Release June 2019/September 2019 Change Proposal Index - Xoserve (LC) to look to enhance the Change Proposal Index to highlight detailed solution aspects, and to also look to provide a confirmation date earlier in the process, and a drop-dead release date.*

**Update:** The update for this action was covered earlier in agenda. **Closed**

## 12. Any Other Business

### 12.1. Process to initiate CP following MOD approval (Kirsty Dudley)

KD asked how the ROM works within the Modification driven change process.

ESm advised that, in terms of the initial Change Proposal, when the modification is approved; a Change Proposal is raised by the proposer; the modification should contain the ROM that was provided to support the modification; Xoserve would then process the Change Proposal.

KD requested a one-pager to be developed of what the process looks like.

**New Action 0902: Xoserve and Joint Office to develop a Modification Change process overview (one-pager) that summarises how the process works and any key differences from the Non-Modification Change Proposals.**

### 12.2. XRN4740 AMR defect plan

This agenda item was not covered in the meeting.

### 12.3. IX Update

Project Manager John Woodward (JW) took the group through the presentation provided for the meeting, which showed that good progress was being made with the IX replacement project. When asked, JW advised that there will be a clearer view in October of when this project will be completed.

### 12.4. DSC committees

CS took the group through the presentation provided for the meeting and confirmed the UNC User Representatives for DSC Change Committee; DSC Contract Committee and the DSC Credit Committee.

## 13. Diary Planning

Further details of planned meetings are available at: <https://www.gasgovernance.co.uk/events-calendar/month>

Meetings will take place as follows:

Time/Date	Venue	Programme
10:15 Wednesday 10 October 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
<i>Provisional</i> 10:00 Wednesday 17 October 2018	<i>Lansdowne Gate, 65 New Road, Solihull B91 3DL</i>	<i>TBC</i>
10:15 Wednesday 07 November 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.
10:15 Wednesday 12 December 2018	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Standard Agenda items, and any other matters arising.

**Action Table (as at 12 September 2018)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0801	08/08/18	2.4	<i>Reference Change Proposal XRN4650 Automation of M Number DVD (M Number Download Service) - Xoserve (ESm) to look to consider the larger file download impacts, especially from the 'customers perspective' and to ensure the matter is debated at the next DSG meeting.</i>	Xoserve (ESm)	<b>Closed</b>
0802	08/08/18	6.3	<i>Reference Future Release June 2019/September 2019 Change Proposal Index - Xoserve (LC) to look to enhance the Change Proposal Index to highlight detailed solution aspects, and to also look to provide</i>	Xoserve (LC)	<b>Closed</b>

			a confirmation date earlier in the process, and a drop-dead release date.		
0901	12/09/18	6.1	ESm to confirm if the implementation of R2 has bought about any surprises with regards to defects being raised.	CDSP (ESm)	<b>Pending</b>
0902	12/09/18	12.1	Documentation of the process on a one-pager/identifying any issues with the process will also be completed by doing this.	CDSP (ESm)/Joint Office (KV)	<b>Pending</b>