Agenda

DSC Change Management Committee
10:30 Wednesday 12 December 2018
at Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

Teleconference: 020 3582 4515, ID 401-706-701

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

Short notice items are in italics

* indicates where the material is expected to be provided late

Item	Topic	Lead	Category
1.	**Introduction**		
1.1.	Apologies for absence	Chair	Information
1.2.	Alternates		
1.3.	Confirm Voting rights		
1.4.	Approval of Minutes (07 November 2018)		
2.	**New Change Proposals - Initial Review**		
2.1.	XRN4803 – Amend AQI file validation/processing for reason 4 when the meter point was previously Shipperless or unregistered	CDSP (ES)	Approval
2.2.	XRN4806 – Additional Data at National Level to support UIG allocation validation	CDSP (ES)	Approval
2.3.	XRN4810 – Chat bot automated Gemini assistant	National Grid (PL)	Approval
2.4.	XRN4813 – Migration of Xoserve Interfaces	CDSP	Approval
2.5.	*XRN4626.2 – Provision of an alternative Consumer Enquiry Service (M Number) – PHASE TWO Non-Web Portal Implementation**	CDSP	Information
3.	**New Change Proposals - Post Initial Review**		
3.1.	XRN4789 – Updating shipper reporting pack	CDSP (RJ)	Approval
3.2.	XRN4801 – Additional information to be made available on DES	CDSP (RJ)	Approval
4.	**New Change Proposals - Post Solution Review**		
4.1.	XRN4453 – Irrelevant data sets for Job file (RGMA)	CDSP (DA)	Approval
4.2.	XRN4621 – Suspension of the validation between meter index and unconverted index	CDSP (ES)	Approval
4.3.	XRN4679 – Requiring a meter reading following a change of local distribution zone or exit zone	CDSP (ES)	Approval
4.4.	XRN4691 to XRN4694 - CSEPs iGT & GT File formats	CDSP (ES)	Approval

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4.5.	XRN4725 - New Read Reason Type for LIS estimate readings	CDSP (ES)	Approval
4.6.	*XRN4753 - CMS – Increase information provided in .QCL response file (late paper)*	CDSP (ES)	Approval
4.7.	XRN4790 - Introduction of winter read/consumption reports and associated obligation (MOD0652)	CDSP (ES)	Discussion
5.	**Xoserve DSC Implementation Plan**	CDSP (RJ)	Approval
6.	**Approval of Change documents**		
6.1.	XRN4361 - UKL Release 2 Delivery (CCR)	CDSP (ES)	Approval
6.2.	XRN4556 - Process to provide a report when Gas Safety Regulations requests return no MPRN's (CCR)	CDSP (ES)	Approval
6.3.	XRN4769 Updates to Service Description Table (CCR)	CDSP (ES)	Approval
6.4.	XRN4706 National Grid Test Support & Consultancy (EQR and BER	CDSP (ES/NP)	Approval
7.	**Release Approvals / Updates**		
7.1.	Release 3 Project Dashboard	CDSP (PD)	Information
7.1.1.	Release 3 Project Dashboard and Plan Update	CDSP (PD)	Information
7.1.2.	Release 3 Amended BER (NG approval of revised costs for Cadent billing change)	CDSP (PD)	Approval
7.1.3.	*XRN4534 – RGMA Validation Deployment Position – late paper*	CDSP (PD)	Approval and Discussion
7.2.	February 2019 Releases - Final Scope	CDSP (ES)	Information
7.3.	Release November 2019 – Proposed Scope	CDSP (ES)	Approval
7.4.	Change Assurance Update (R3 Health Check)	CDSP (JR)	Information
7.5.	XRN4665 – Creation of New End User Categories and June 2019 Release Update	CDSP (CM)	Information
7.6.	XRN4665 – Creation of New End User Categories – July 2019 Release	CDSP (SH)	Approval (of approach)
8.	***CSS Consequential Change Update****	CDSP (EL)	Information
9.	**XRN4695 UIG Taskforce Update** **9.1 Recommendations:** Investigation Item 1 - Use of Estimates for DM sites Investigation Item 3.2.1- EUC09 Sites Investigation Item 12.1 & 12.3 Conversion Factors Investigation Item 12.2 Conversion Factors	CDSP (AS, FC and LJ)	Information and Discussion
10.	**Amendment Invoice Update**	CDSP (MD)	Information
11.	**Horizon and Future Release Change Planning**		
11.1.	Bubbling Under' Report	CDSP (ER)	Information
11.2.	Gemini Horizon Planning	CDSP (RA)	Information
11.3.	UK Link Changes plan on a page	CDSP (JB)	Information
12.	**Finance and General Change Budget Update**	CDSP (JT)	Information

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13. Review of Outstanding Actions	Chair	Discussion
14. Any Other Business		
14.1. *IX Update** **14.2.** Find My Supplier phase 2 requirements **14.3.** New Xoserve.com Update **14.4.** Document Submission for Change Management Committee in January **14.5.** *Number of Solution Options Presented at DSG Meetings for 2018 (for information).**	CDSP (JW) CDSP (DW/DAc) CDSP (AP) CDSP (RJ) CDSP (ES)	Information Information Discussion Information Information
15. Diary Planning	Chair	Information

Action Table (as at 06 November 2018)					
Action Ref	**Meeting Date**	**Minute Ref**	**Action**	**Owner**	**Status Update**
1101	06/11/18	3.1	CDSP to review how data changes are prioritised with customers	CDSP (LW)	**Pending**
1102	06/11/18	6.3	XRN4361 - Any change proposals with a reporting element to be separated from the CCR for sperate final sign-off.	CDSP (LCh)	**Pending**
1103	06/11/18	7.3	CDSP to consider the visibility of defect changes.	CDSP (ESm)	**Pending**
1104	06/11/18	15.3	Joint Office to investigate problems with the download function button on the bottom of the website page for Zipped files, not capturing all published documents.	Joint Office (CS)	**Pending**