

## Agenda

### DSC Change Management Committee

**10:30 Wednesday 10 April 2019**

**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
<b>1. Introduction</b>			
1.1.	Apologies for absence		
1.2.	Alternates		
1.3.	DSC Change Management Committee Membership - Update	Chair	Information
1.4.	Confirm Voting rights		
1.5.	Approval of Minutes (13 March 2019)		
<b>2. New Change Proposals - Initial Review</b>			
2.1.	XRN4894 – Shipperless and Unregistered Pre-Payment Supply Points Reconciliation	DNO Rep (SH)	Approval
2.2.	XRN4914 – Mod 0651 Retrospective Data Update Provisions	CDSP (RJ)	Approval
<b>3. New Change Proposals - Post Initial Review</b>			
3.1.	XRN4850 – Notification of Customer Contact Details to Transporters	DNO (RP)	Approval
3.2.	XRN4851– Moving Market Participant Ownership from SPAA to UNC/DSC	CDSP (RJ)	Approval
3.3.	XRN4860 – National Temporary UIG Monitoring	CDSP (RJ)	Approval
3.4.	XRN4876 – Changes to PARR Reporting – providing further analysis of performance reporting	CDSP (RJ)	Approval
3.5.	XRN4888 – Removing duplicate address update validation for IGT Supply Meter Points via Contact Management Service (CMS)	CDSP (RJ)	Approval
<b>4. New Change Proposals - Post Solution Review</b>			
4.1.	XRN4686 – Smart Metering Report	CDSP (RJ)	Approval
4.2.	XRN4691 – IGT and GT File Formats (CGI Files)	DNO (RP)	Approval
4.3.	XRN4692 – IGT and GT File Formats (CIN Files)	DNO (RP)	Approval
5.	<b>Xoserve DSC Implementation Plan</b>	CDSP (RJ)	Approval
<b>6. Approval of Change documents</b>			

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

Contact Details: [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk)

Papers available at: [www.gasgovernance.co.uk/DSC-Change](http://www.gasgovernance.co.uk/DSC-Change)

6.1. BER for XRN4550 - Gemini Replatforming	CDSP (PO)	Approval
6.2. CCR for XRN4572 – Release 3*	CDSP (ESm)	Approval
6.3. BER for XRN4653 – iConversion Phase One	CDSP (RJ)	Approval
6.4. Amended BER for XRN4665 – Creation of New End User Categories	CDSP (TR)	Approval
6.5. BER for XRN4686 - Smart Metering Report	CDSP (RJ)	Approval
6.6. Amended BER for XRN4706 – National Grid Test Support and Consultancy	CDSP (PO)	Approval
6.7. Amended BER for XRN4732 – June 2019 Release	CDSP (TR)	Approval
6.8. CCR for XTN4802 – Minor Release Drop 3	CDSP (MR)	Approval
6.9. BER XRN4828 – November 2019 BER*	CDSP (RH)	Approval
<b>7. Release Approvals / Updates</b>		
7.1. Release 3 Project Dashboard	CDSP (TL)	Information
7.2. June 2019 Release – Delivery Plan	CDSP (TR)	Information
7.3. XRN4665 - Creation of New End User Categories – Delivery Plan	CDSP (LC)	Information
7.4. Minor Release Drop 4 (Scope and Delivery Plan)	CDSP (JB/BB)	Information
7.5. November 2019 Release – Delivery Plan	CDSP (TL/BB)	Information
7.5.1. Market Trials for November 2019 – approval of approach (do we do MT or not)	CDSP (TL)	Information
7.6. R&N Update – Unallocated Changes	CDSP (JB)	Information
<b>8. CSS Consequential Change Update and Business Requirements Documents</b>	CDSP (MP)	Approval
<b>9. UIG Taskforce Update</b>	CDSP (AS/LJ/FC)	Information
<b>10. Amendment Invoice (verbal update)</b>	CDSP (AS/DC)	Information
<b>11. Horizon and Future Release Change Planning</b>		
11.1. Bubbling Under' Report	CDSP (ER)	Information
11.2. Gemini Horizon Planning	CDSP (HR/RH)	Information
11.3. UK Link Changes plan on a page	CDSP (RH/JB)	Information
11.4. Data Office Changes	CDSP (JG)	Information
<b>12. Finance and General Change Budget Update*</b>	CDSP (MR)	Information
<b>13. Review of Outstanding Actions</b>	Chair	Discussion
<b>14. Any Other Business</b>		
14.1. Q&A with Xoserve CEO (to be covered at the start of the meeting)	CDSP (SJ)	Information
14.2. IX Refresh Update*	CDSP (JW)	Information
14.3. KVI Change Management Survey	CDSP (AC)	Information
14.4. Terms of Reference for DSC Governance Review Group	CDSP (ES)	Approval
14.5. MIS Overview	CDSP (MP)	Information
<b>15. Diary Planning</b>	Chair	Information

<b>Action Table (as at 13 March 2019)</b>					
<b>Action Ref</b>	<b>Meeting Date</b>	<b>Min Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>0201</b>	13/02/19	10.	Xoserve (AS) to investigate what the issues are with loading Class 3 Reads.	Xoserve (AS)	<b>Carried forward</b>
<b>0203</b>	13/02/19	12.	Xoserve (JJ) to produce documentation to show the split of funding by each constituency to show the variance against the budget and what the projection looks like for next year 2020.	Xoserve (JJ)	<b>Carried forward</b>
<b>0204</b>	13/02/19	14.2	Xoserve (ESm) to investigate the output from the last two years read submissions to understand the scale of meter points affected by the timing of the Winter Consumption job.	Xoserve (ESm)	<b>Carried forward</b>
<b>0301</b>	13/0319	2.2	Xoserve (ESm) to provide the differences between XRN4621 - Suspension of the Validation between Meter Index and Unconverted Converter Index and XRN4866 - Removal of validation on uncorrected read (UIG Recommendation)	Xoserve (ESm)	<b>Pending</b>
<b>0302</b>	13/0319	3.1	IGT's to provide information on a funding proposal at the April meeting in readiness for approval.	IGTs	<b>Pending</b>
<b>0303</b>	13/0319	3.2	Xoserve (DA) to explore if the Modification in relation to <i>XRN4851 - Moving Market Participant Ownership from SPAA to UNC/DSC</i> should be deferred as this area could be addressed via a Change Proposal.	Xoserve (DA)	<b>Pending</b>
<b>0304</b>	13/0319	9.0	All DSC Change Management Committee Members to supply feedback regarding undertaking an external assurance exercise	ALL DSC ChgMgt	<b>Pending</b>
<b>0305</b>	13/0319	12.0	Xoserve (MR) to allocate the DNO and IGT costs in the respective columns to clearly show the split.	Xoserve (MR)	<b>Pending</b>
<b>0306</b>	13/0319	14.6	Xoserve (SH) to amend the reference to 'retail energy data' contained in the Strategy on the future of MIS presentation.	Xoserve (SH)	<b>Pending</b>