

DSC Change Management Committee Agenda

10:15 Wednesday 10 May 2017

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

(Teleconference: 0207 950 1251, access code 21870295#)

Short notice items are in italics

1. Introduction

- 1.1. Apologies for absence
- 1.2. Alternates
- 1.3. Confirm Voting rights
- 1.4. Approval of Minutes (12 April 2017)

2. UK Link Future Releases

- 2.1 Release Management Prioritisation and Scoping Approach
- 2.2 Current Change Demand Backlog

3. Review of Actions Outstanding

4. Next Steps

5. Any Other Business

- 5.1. *Change Pack Approval outside the schedule.*

6. Diary Planning

- 6.1. Agree agenda items and actions for next meeting
- 6.2. Reminder of deadline for submitting documentation for next meeting
- 6.3. Reminder of web location(s) for documents

Action Table (as at 12 April 2017)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
080217-02	08/02/17	n/a	<i>Modification 0609</i> - DT to provide an update on proposed plans regarding the AQ issue for when the Joint Office takeover the meetings.	Xoserve (DT)	Carried forward
110117-04	11/02/17	n/a	<i>Elected Shipper – Change Order process</i> - DT and AM are to get together with the SSP team to establish	Xoserve (DT/AMi)	Carried forward

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			what is happening and what reporting is required and what the current position is. Xoserve to write the change order and get a Network to sponsor.		
0401	12/04/17	1.1	RH to check that the email permissions request has been sent to all appropriate parties (and if necessary, reworded and re-sent seeking an active formal response, i.e. yes or no).	Chair (RH)	Post meeting note provided
0402	12/04/17	2.1	<i>DSC Committee Operation (terms of reference)</i> - DT to formulate a brief statement providing a clear explanation and references to appropriate documentation, for publication on the Joint Office website.	Xoserve (DT)	Pending
0403	12/04/17	2.1	RH to confirm that all relevant documentation relating to the initiation of FGO (UNC Modification 0565A) has been published on the Joint Office website.	Chair (RH)	Pending
0404	12/04/17	3.2	<i>DSC Change and Contract Manager Circulation List</i> - Xoserve to develop an appropriate circulation list.	Xoserve (DT)	Pending
0405	12/04/17	3.2	<i>Release 2 (R2)</i> - <u>As soon as possible in advance of 10 May 2017 meeting</u> , Xoserve to provide information on the backlog and any other known items (defects, modifications, Change Orders, etc) for the DSC Change Committee to review with a view to prioritising for R2.	Xoserve (LCh/JR)	As soon as possible Pending
0406	12/04/17	3.3	<i>How should central systems changes initiated by a Supplier be managed?</i> All parties to consider and provide views (for discussion at DSC Change Management Meeting Day 2 on 11 May 2017).	All Parties	(Meeting 11 May 2017) Pending
0407	12/04/17	3.4.2	<i>Xoserve Report E</i> - Xoserve to separate this from Reports A - D, and include at the end of the Implementation Plan Summary.	Xoserve (SN)	Pending

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