Defect and Release Management Group (DRG)

Structure, frequency & timing

- WebEx Meetings to run **every Monday between 11:30 and 13:30** until the end of the PIS period, however the ToRs may be amended at the Code Stability Checkpoints.
- On an exception basis, **ad-hoc calls or face to face meetings may be arranged** to discuss specific defects and/or releases.

Objectives

- To be the **single gate of control for any changes** to the production environment.
- To **provide visibility of all open defects**, including functional and data.
- To allow Subject Matter Experts (SMEs) from both Market Participants and Xoserve to explain the specific detail behind defects raised **supporting market wide impact assessment**.
- Communicate to DRG when emergency fixes for high priority D1/D2 defects have been deployed.
- Review **D3-D5 defects and on an exception basis make a case to amend the fix priority which may result in revised deployment dates.**
- To review agreed PGL defects raised during market trials and new defects to agree prioritisation with a view to **supporting controlled and prioritised release management**.
- **Agree appropriate releases** following achievement of PGL code stability milestones which supports solution stability and market operations.
- Review of **sustainability** of manual workarounds.

Agenda

- **Update on relevant IRG decisions** over the past week (if applicable).
- **Review latest release status and accept planned fix deployments** (data and functional) communicated by Xoserve each week.
- **Defect priority review** (production defects and accepted PGL defects).
- **Manual workarounds review and approvals.**

Chair

- Rebecca Hailes (Joint Office)

Attendees

Market participants
- Representatives from all Market Participants organisations.

Xoserve
- Xoserve to confirm
- **SMEs as required** (Xoserve)

Ofgem
- Nicola Garland (Ofgem)

Inputs

- IRG output template and **emergency release notes**.
- Latest **Defect List** and **summary report** sent every Wednesday.
- Where applicable, **challenges to prioritisation for D3-D5 defects.**
- SME attendance from participants intending to discuss any defects.
- **Regression testing and fix retest status** update.
- **Manual workaround templates** for approval.
- Latest Xoserve **Release Overview**.

Outputs

- **Summary notes**

Decision Making

- In the event that the DRG cannot reach a consensus regarding the prioritisation of a defect or the approval of a workaround, the decision should be escalated to the Ofgem representative for decision, which will be communicated back to DRG.
- In the event that an immediate decision is required, the matter should be referred to the IRG for decision.