

## Agenda

### DSC Change Management Committee

**10:30 Wednesday 08 May 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	Chair	Information
1.2.	Alternates		
1.3.	Confirm Voting Rights		
1.4.	Approval of Minutes (10 April 2019)		
<b>2. New Change Proposals - Initial Review</b>			
2.1.	XRN4894 – Shipperless and Unregistered Pre-Payment Supply Points Reconciliation	CDSP (PO)	Approval
2.2.	XRN4930 - Requirement to inform Shipper of Meter Link Code Change	CDSP (ES)	Approval
2.3.	XRN4931 - Submission of Space in Mandatory Data on multiple SPA Files	CDSP (ES)	Approval
2.4.	XRN4932 – Improvements to the quality of the Conversion Factor values held on the Supply Point Register (MOD0681S)	CDSP (ES)	Approval
<b>3. New Change Proposals - Post Initial Review</b>			
			None
<b>4. New Change Proposals - Post Solution Review</b>			
4.1.	XRN4803 - Removal of Validation for AQ Correction Reason 4	CDSP (RT)	Approval
4.2.	XRN4866 - UIG Recommendation – removal of validation on uncorrected read	CDSP (RT)	Approval
<b>5. Xoserve DSC Implementation Plan</b>		CDSP (ES)	Approval
<b>6. Approval of Change documents</b>			
6.1.	BER for XRN4149 - NG Gateway Migration	CDSP (ES)	Approval
6.2.	CCR for XRN4752 - Meter Read Performance	CDSP (ES)	Approval
6.3.	CCR XRN4770 - NDM Sample Data – Mod 0654 Delivery	CDSP (ES)	Approval

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)

<b>7. Release Approvals / Updates</b>		
7.1. June 2019 Release – Delivery Plan	CDSP (TR)	Information
7.2. XRN4665 - Creation of New End User Categories – Delivery Plan	CDSP (MR)	Information
7.3. Minor Release Drop 4 (Scope and Delivery Plan)	CDSP (BB)	Approval
7.3.1. XRN4871 – Modification 0665 - Changes to Ratchet Regime	CDSP (EL)	Approval
7.4. November 2019 Release – Delivery Plan	CDSP (TL)	Information
7.5. R&N Update – Unallocated Changes	CDSP (RH)	Information
7.6. Discussion on Change Congestion*	CDSP (ES/RH)	Discussion
7.7. June 2020 Release – Update on potential scope items	CDSP (RH)	Information
7.8. Change Assurance Health Check for CSS Consequential Programme	CDSP (RT)	Information
7.9. <i>Data Office Changes</i>	CDSP (JG)	Information
<b>8. CSS Consequential Change Update and Business Requirements Documents</b>		
8.1. XRN4920 – Gemini BRD	CDSP (EL/MP)	Information
8.2. XRN4921 – GT and IGT BRD	CDSP (EL/MP)	Approval
8.3. XRN4922 – Shipper BRD	CDSP (EL/MP)	Approval
	CDSP (EL/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)	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. IX Refresh Update*	CDSP (JW)	Information
14.2. <i>UNC Elections*</i>	Joint Office (CS)	Information
<b>15. Diary Planning</b>	Chair	Information

1

Action Table (as at 10 April 2019)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0201	13/02/19	10.	Xoserve (AS) to investigate what the issues are with loading Class 3 Reads.	Xoserve (AS)	<b>Carried Forward</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)

0204	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>
0304	13/03/19	9.0	All DSC Change Management Committee Members to supply feedback regarding undertaking an external assurance exercise	ALL DSC ChgMgt	<b>Carried Forward</b>
0401	10/04/19	2.1	<i>Reference XRN4894 – Shipperless and Unregistered Pre-Payment Supply Points Reconciliation</i> - Xoserve (PO) and SGN (SH) to discuss the concerns raised with SPAA representatives and obtain a better understanding of the potential SPAA requirements and impacts.	Xoserve (PO) & SGN (SH)	<b>Pending</b>
0402	10/04/19	2.2	<i>Reference XRN4914 – Mod 0651 Retrospective Data Update Provisions</i> – Xoserve (PO) to raise the item for PAC consideration and also look to provide future progress updates to the DSC Change Management Committee and DSG (ensuring it is added to the agendas where appropriate).	Xoserve (PO)	<b>Pending</b>
0403	10/04/19	6.4	<i>Reference BER for XRN4665 – Creation of New End User Categories</i> - Xoserve (ESm) to update the BER to update the references to the Gemini impact assessments to reflect that they had been undertaken with impacts identified.	Xoserve (ESm)	<b>Pending</b>
0404	10/04/19	7.4	<i>Reference XRN4871 – Modification 0665 – Changes to Ratchet Regime – Investigation only</i> – Xoserve (ESm) to look to provide a more detailed update at the next Change Management Committee meeting (inc. assessment of retrospective and other proposed changes such as overall strategic planning; what is on Xoserve's radar; options for Change Management approval for what is in delivery – challenges and potential solutions, and potential DSC Contract Management impacts.	Xoserve (ESm)	<b>Pending</b>
0405	10/04/19	12.	<i>Reference the Financial and Change Budget Q3 Forecast</i> – Xoserve (MR) to double check what the provided figures actually mean and to confirm whether charges would be adjusted for the Q4 final (2018/19 year end outturn) figures.	Xoserve (MR)	<b>Pending</b>