

## Agenda

### DSC Change Management Committee

**10:00 Wednesday 08 April 2020**

Via 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 (11 March 2020)  |           |             |
| 1.5.  | Review of Outstanding Actions  |           | Discussion  |
| <b>2. New Change Proposals - Initial Review</b>             |  |           |             |
| 2.1.  | XRN5142 New Allowable Values for DCC Service Flag in DXI File From DCC                                 | CDSP (PO) | Approval    |
| 2.2.  | XRN5143 Transfer of NDM sampling obligations from Cadent, WWU, and NGN to the CDSP                     | CDSP (JR) | Approval    |
| 2.3.  | XRN5145 DSC Service Description Table cosmetic change to Service Line Table v11                        | CDSP (AC) | Approval    |
| 2.4.  | XRN5146 Data Cleanse of NExA information within UK Link and the Data Enquiry Service (DES)             | CDSP (ER) | Approval    |
| 2.5.  | XRN5144 Enabling Re-assignment of Supplier Short Codes to Implement Supplier of Last Resort Directions | CDSP (DA) | Approval    |
| 2.6.  | XRN5147 Optimising the Must Read process for IGT Customers   | CDSP (PO) | Approval    |
| <b>3. New Change Proposals - Post Initial Review - None</b> |  |           |             |
| <b>4. New Change Proposals - Post Solution Review</b>       |  |           |             |
| <b>5. Xoserve DSC Implementation Plan</b>                   |  |           |             |
| 5.1.  | XRN4850 - Notification of Customer Contact Details to Transporters                                     | CDSP (ER) | Approval    |
| <b>6. Approval of Change documents -BER, EQR or CCR</b>     |  |           |             |
| 6.1.  | Revised CCR for XRN4665 End User Categories (EUC) Update   | CDSP (MR) | Approval    |
| 6.2.  | CCR for XRN5057 Minor Release Drop 6   | CDSP (EH) | Approval    |

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|  |           |             |
|--|-----------|-------------|
| <b>6.3.</b> EQR for XRN5122 Gemini System Enhancements – Delivery                    | CDSP (HR) | Approval    |
| <b>6.4.</b> Revised BER for XRN4996 June 20  | CDSP (ST) | Approval    |
| <b>7. Release Approvals / Updates</b>  |           |             |
| <b>Project Updates</b>   |           |             |
| <b>7.1.</b> June 2020 Release Update   | CDSP (ST) | Discussion  |
| <b>7.2.</b> XRN4914 Retrospective Data Update Provisions (Mod 0651) – Project Update | CDSP (TL) | Information |
| <b>7.3.</b> MiR Drop 6 Release Update  | CDSP (RH) | Information |
| <b>7.4.</b> MiR Drop 7 Release Update  | CDSP (RH) | Approval    |
| <b>7.5.</b> November 2020 Release Update   | CDSP (RH) | Approval    |
| <b>7.6.</b> Retail & Network Platform Update   | CDSP (RH) | Information |
| <b>7.7.</b> UK Link POAP   | CDSP (RH) | Information |
| <b>7.8.</b> Data Office Changes  | CDSP (JG) | Information |
| DDP Update   | CDSP (DN) | Information |
| <b>8. CSS Consequential Update</b>   | CDSP (EL) | Information |
| <b>9. Horizon and Future Release Change Planning</b>                                 |           |             |
| <b>9.1.</b> Bubbling Under Report  | CDSP (ER) | Information |
| <b>9.2.</b> Gemini Horizon Planning  | CDSP (HR) | Information |
| <b>10. Finance and General Change Budget Update</b>                                  | CDSP (MR) | Information |
| <b>11. Any Other Business</b>  |           |             |
| <b>11.1.</b> IX Refresh Update   | CDSP (MP) | Information |
| <b>12. Diary Planning</b>  | Chair     | Information |

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**Action Table (as at 11 March 2020)**

| Action Ref | Meeting Date | Min Ref | Action  | Owner           | Status Update   |
|------------|--------------|---------|---|-----------------|-----------------|
| 0108       | 08/01/20     | 7.8     | Xoserve (ES) to ensure Governance Subcommittee reviews the governance arrangements around change assurance and associated health check for development. | Xoserve (ES)    | Carried Forward |
| 0202       | 12/02/20     | 4.1     | Xoserve (PO) to review reporting obligations arising from CP4645.   | Xoserve (PO)    | Carried Forward |
| 0203       | 12/02/20     | 4.5     | Xoserve (SH/ES) to review and answer queries and concerns raised around implementing the proposed solution for CP4780                                   | Xoserve (SH/ES) | Carried Forward |
| 0205       | 12/02/20     | 4.6     | (CP4992 - Modification 0687)Xoserve (ES/RT) to keep this item on Committee agenda until May.  | Xoserve (ES/RT) | Carried Forward |
| 0208       | 12/02/20     | 8.5     | Xoserve (PO) will create consolidated change proposal concentrating on problem statements for DDP issues.   | Xoserve (PO)    | Carried Forward |
| 0209       | 12/02/20     | 8.5     | Shippers to contact Xoserve (ES/PO) to get details of funding split for CP4871B) (Modification 0665)  | Xoserve (ES/PO) | Carried Forward |
| 0210       | 12/02/20     | 8.5     | Xoserve (ES/PO) to work out offsetting cost for the functionality this change will deliver against other changes. (CP4871B)                             | Xoserve (ES/PO) | Carried Forward |
| 0216       | 12/02/20     | 12      | Xoserve to review how they can be clearer when discussing costs which have already spent a proportion of their budget.                                  | Xoserve (ES)    | Carried Forward |
| 0301       | 11/03/20     | 1.4     | Xoserve (JR) to seek further shipper engagement in Market Trials.   | Xoserve (JR)    | Carried Forward |
| 0302       | 11/03/20     | 1.4     | Xoserve (ES/PO) to provide further clarity on this change and bring this for a decision next month.   | Xoserve (ES/PO) | Carried Forward |
| 0303       | 11/03/20     | 2.2     | XRN5120 – Xoserve (PO) to reword problem statement.   | Xoserve (PO)    | Carried Forward |
| 0304       | 11/03/20     | 5       | Xoserve (EL) to send out a revised red-lined version of the DES BRD for consultation.   | Xoserve (EL)    | Carried Forward |
| 0305       | 11/03/20     | 5       | Xoserve (EL) to confirm if the CSS information can be published on Xoserve Website.   | Xoserve (EL)    | Carried Forward |

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|             |          |      |   |                    |                        |
|-------------|----------|------|---|--------------------|------------------------|
| <b>0306</b> | 11/03/20 | 7.4  | Xoserve (PO/RH) to provide a more consolidated list of changes for the UK Link Releases and change the formatting for the UK Link Release page. | Xoserve (PO/RH)    | <b>Carried Forward</b> |
| <b>0307</b> | 11/03/20 | 7.6  | Xoserve (JG) to provide further information on reporting requirements impact on CP 4874.  | Xoserve (JG)       | <b>Carried Forward</b> |
| <b>0308</b> | 11/03/20 | 10   | Xoserve (MR) to review the total DN figure in the finance spreadsheet and feedback to RP.   | Xoserve (MRi)      | <b>Carried Forward</b> |
| <b>0309</b> | 11/03/20 | 11.2 | Joint Office to set up an Extraordinary Change Management Committee meeting between 27 April and 04 May.  | Joint Office (MBJ) | <b>Carried Forward</b> |

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