

## Agenda

### DSC Change Management Committee

**10:30 Wednesday 13 March 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 (13 February 2019)		
<b>2. New Change Proposals - Initial Review</b>			
2.1.	XRN 4865 – Amendment to Treatment and Reporting of CYCL Reads	CDSP (ES)	Approval
2.2.	XRN4866 – Removal of validation on uncorrected read (UIG Recommendation)	CDSP (ES)	Approval
2.3.	XRN4869 – DC Exit Programme	CDSP (PO/AC)	Information
2.4.	XRN4871 – Modification 0665 – Changes to Ratchet Regime	CDSP (DA)	Approval
2.5.	XRN4876 – Changes to PARR Reporting – providing further data to PAFA to aid analysis of performance reporting	CDSP (ES)	Approval
2.6.	XRN4887 – Service Description Table	CDSP (RJ)	Approval
2.7.	XRN4888 – Removing duplicate address update validation for IGT Supply Meter Points via Contact Management Service (CMS)	CDSP (PO)	Approval
<b>3. New Change Proposals - Post Initial Review</b>			
3.1.	XRN4850 – Notifications of Customer Contact Details to Transporters	CDSP (RP)	Approval
3.2.	XRN4851 – Moving Market Participant Ownership from SPAA to UNC/DSC	CDSP (RJ)	Information
3.3.	XRN4853 – Interim process to monitor & manually load rejection reads into UK Link where the read was rejected for reason code MRE00458 only (UIG Recommendation 3.1 option 5).	CDSP (ES)	Approval
3.4.	XRN4860 – National Temporary UIG Monitoring	npower (JR)	Information

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<b>4. New Change Proposals - Post Solution Review</b>		
4.1. XRN4772 – Composite Weather Variables	CDSP (RJ)	Approval
4.2. XRN4686 – Smart Metering Reporting	CDSP (RJ)	Approval
4.3. XRN4790 – Introduction of winter read/consumption reports and associated obligation (Modification 0652)	CDSP (RJ)	Approval
<b>5. Xoserve DSC Implementation Plan</b>	CDSP (RJ)	Approval
<b>6. Approval of Change documents</b>		
6.1. XRN4686 – Smart Metering Reporting (BER)	CDSP (CH)	Approval
6.2. XRN3667a – Formula Year AQ/SOQ to proposing Users via API (CCR)	CDSP (CH) CDSP (CH)	Approval
6.3. XRN4542 – Changes to the Shipper Portfolio Summary Reports (CCR)	CDSP (CH) CDSP (CH)	Approval Approval
6.4. XRN4790 – Introduction of winter read/consumption reports and associated obligation (Modification 0652) (BER) *	CDSP (ES) CDSP (ES)	Approval Approval
<b>7. Release Approvals / Updates</b>		
7.1. Release 3 Project Dashboard	CDSP (TL)	Information
7.2. February 2019 Releases Dashboard	CDSP (RH)	Information
7.3. June 2019 Release – Delivery Plan	CDSP (LC)	Information
7.4. XRN4665 - Creation of New End User Categories – Delivery Plan	CDSP (LC)	Information
7.5. Minor Release Drop 4 (Scope and Delivery Plan)	CDSP (RH)	Information
7.6. November 2019 Release – Delivery Plan	CDSP (RH)	Information
7.6.1 Market Trials for November 2019 – approval of approach (do we do MT or not)	CDSP (RH)	Approval
7.7. Change Assurance Update – June 2019 and EUC	CDSP (JR)	Information
<b>8. CSS Consequential Change Update</b>	CDSP (EL)	Information
<b>9. UIG Taskforce Update</b>	CDSP (LJ)	Information
<b>10. Amendment Invoice (verbal update)</b>	CDSP (MD/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
11.4. Prioritisation of Data Office Changes (new agenda item)	CDSP (JG)	Approval
<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. Published Change Proposals – moving from the Joint Office website as a reference to Xoserve.com (verbal update)	CDSP (RJ) CDSP (ES)	Information Information
14.3. DSC Change Management Governance Group (verbal update)	CDSP (ES)	Information
14.4. XRN4795 – Amendment to PARR Reports	CDSP (RJ)	Information

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14.5. Change Pack Process on Xoserve.com (verbal update)	CDSP (RJ)	Information
14.6. Strategy on the future of MIS	CDSP (SH)	Information
<b>15. Diary Planning</b>	Chair	Information

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<b>Action Table (as at 13 February 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>1101</b>	06/11/18	3.1	CDSP to review how data changes are prioritised with customers	CDSP (LW)	<b>Carried Forward</b>
<b>0101</b>	09/01/19	6.2	CDSP to provide an update at the March DSC Change Management Committee meeting on the creation of the quarterly report.	CDSP (ESm)	<b>Carried forward</b>
<b>0201</b>	13/02/19	10.	Xoserve (AS) to investigate what the issues are with loading Class 3 Reads.	Xoserve (AS)	<b>Pending</b>
<b>0202</b>	13/02/19	10.	Xoserve (LW) to communicate to the Industry regarding data file issues, requesting feedback as to which fields are causing issues and whether a workshop would be beneficial.	Xoserve (LW)	<b>Pending</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>Pending</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>Pending</b>

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