

## Agenda

### DSC Change Management Committee

**10:00 Wednesday 13 May 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 (08 April 2020 and 04 May 2020)		
1.5.	Review of Outstanding Actions		
<b>2. New Change Proposals - Initial Review</b>			
2.1.1.	XRN5164 CSEP Data Assurance – Performance Monitoring Capability	CDSP (PO)	Approval
2.1.2.	Action 0208 – Xoserve will create consolidated change proposal concentrating on problem statements for DDP issues (XRN4691 – 4694 CSEPS)	CDSP (PO)	Approval
2.2.	XRN5167 Report Product Class 4 Read Performance (MOD 672)	CDSP (JR)	Approval
2.3.	XRN5168 MOD0721 – Shipper submitted AQ Corrections during COVID-19	CDSP (DA)	Approval
2.4.	XRN5169 MOD0722 – Allow Users to submit Estimated Meter Readings during COVID-19	CDSP (DA)	Approval
2.5.	XRN5170 MOD0723 – User of the Isolation Flag to identify site with abnormal load reduction during COVID-19 period	CDSP (DA)	Approval
2.6.	XRN5171 MOD0724 – Amendment to Ratchet charges during COVID-19 period	CDSP (DA)	Approval
2.7.	XRN5172 MOD0725 – Ability to Reflect the Correct Customer Network Use and System Oftake Quantity (SOQ) During COVID-19	CDSP (DA)	Approval
<b>3. New Change Proposals - Post Initial Review</b>			
3.1.	XRN5144 - Enabling Re-assignment of Supplier Short Codes to Implement Supplier of Last Resort Directions	CDSP (DA)	Approval
<b>4. New Change Proposals - Post Solution Review</b>			
4.1.	XRN4923 AQ Calculation for RGMA (ONUPD) Estimate Reads	CDSP (RT)	Approval
<b>5. Xoserve DSC Implementation Plan</b>			

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5.1. XRN4850 - Notification of Customer Contact Details to Transporters	CDSP (ER)	Approval
5.2. XRN4922 CSSC Shipper BRD	CDSP (MP)	Approval
5.3. Settlement Data	CDSP (MP)	Approval
<b>6. Approval of Change documents -BER, EQR or CCR</b>		
6.1. BER for XRN5092 iConversion Phase 2	CDSP (RA)	Approval
6.2. BER for XRN5152 Minor Release drop 7	CDSP (JB)	Approval
6.3. CCR for XRN5064 Meter Asset Enquiry Enhancements	CDSP (RJ)	Approval
6.4. CCR for XRN4779 Adding AQ to the PARR reports	CDSP (EH)	Approval
6.5. CCR for XRN4857 Reporting review	CDSP (CH)	Approval
<b>7. XRN5110 November 2020</b>		
7.1. November 2020 Release Update	CDSP (EH)	Approval
7.2. BER for XRN5110	CDSP (EH)	Approval
7.3. November 2020 release decision CF from 4th May Extraordinary Change Management Committee meeting	CDSP	Information
<b>8. Release Approvals / Updates</b>		
<b>Project Updates</b>		
8.1. June 2020 Release		
8.1.1. June 2020 Release Update	CDSP (ST)	Information
8.1.2. June 2020 Implementation Approach	CDSP (ST)	Discussion
8.2. XRN4914 Retrospective Data Update Provisions (Mod 0651) – Project Update	CDSP (TL)	Information
8.3. MiR Drop 7 Release Update	CDSP (JB)	Approval
8.4. Retail & Network Platform Update	CDSP (RH)	Information
8.5. Change Proposals in Capture	CDSP (JR)	Discussion
8.6. UK Link POAP	CDSP	Information
9. CSS Consequential Update	CDSP (EL)	Information
<b>10. Horizon and Future Release Change Planning</b>		
10.1. Bubbling Under Report	CDSP (ER)	Information
10.2. Gemini Horizon Planning	CDSP (MB)	Information
11. Finance and General Change Budget Update	CDSP (MR)	Information
<b>12. Any Other Business</b>		
12.1. IX Refresh Update	CDSP (MP)	Information
12.2. Unresolved Exceptions	CDSP (MD)	
13. Diary Planning	Chair	Information

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**Action Table (as at 08 April 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 - The rejection of incrementing reads submitted for an Isolated Supply Meter Point (RGMA flows).	Xoserve (PO)	Closed
0203	12/02/20	4.5	Xoserve (SH/ES) to review and answer queries and concerns raised around implementing the proposed solution for CP4780 -Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system.	Xoserve (SH/ES)	Closed
0205	12/02/20	4.6	CP4992 - Creation of new charge to recover Last Resort Supply Payments (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 – Changes to Ratchet Regime (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 – Changes to Ratchet Regime (Modification 0665)).	Xoserve (ES/PO)	Closed
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)	Closed
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)	Closed
0303	11/03/20	2.2	XRN5120 – Xoserve (PO) to reword problem statement.	Xoserve (PO)	Closed

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<b>0304</b>	11/03/20	5	Xoserve (EL) to send out a revised red-lined version of the DES BRD for consultation.	Xoserve (EL)	<b>Closed</b>
<b>0305</b>	11/03/20	5	Xoserve (EL) to confirm if the CSS information can be published on Xoserve Website.	Xoserve (EL)	<b>Closed</b>
<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>Closed</b>
<b>0307</b>	11/03/20	7.6	Xoserve (JG) to provide further information on reporting requirements impact on CP4874 – Must Read Invoicing Validation.	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 (MR)	<b>Closed</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>Closed</b>
<b>0401</b>	08/04/20	1.0	When Change Proposals are mentioned in minutes, can the title of the CP also be captured (MBJ)	Joint Office (MBJ)	<b>Pending</b>
<b>0402</b>	08/04/20	2.2	Xoserve (JR) to ensure DESC are made aware of CP5143 (Transfer of NDM sampling obligations from Cadent, WWU, and NGN to the CDSP).	Xoserve (JR)	<b>Pending</b>
<b>0403</b>	08/04/20	2.4	Xoserve (ER) to amend CP5146 (Data Cleanse of NExA information within UK Link and DES) to include IGTs as a party, unless it is confirmed that they will not be impacted by t	Xoserve (ER)	<b>Pending</b>
<b>0404</b>	08/04/20	2.6	Xoserve (PO) to ensure CP5147 (Optimising the Must Read process for IGT Customers) is brought back to the Committee for a funding review.	Xoserve (PO)	<b>Pending</b>
<b>0405</b>	08/04/20	7.1	Xoserve and Joint Office to arrange extraordinary Change Management Committee Meetings should they be required due to the impacts of Covid-19.	Xoserve and Joint Office	<b>Pending</b>
<b>0406</b>	08/04/20	7.5	Joint Office (BF/MBJ) to arrange an Extraordinary Meeting for 04 May 2020.	Joint Office (MBJ)	<b>Pending</b>

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