

DRAFT Agenda**DSC Change Management Committee****10:30 Wednesday 12 June 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
1. Introduction			
1.1.	Apologies for absence	Chair	Information
1.2.	Alternates		
1.3.	Confirm Voting Rights		
1.4.	Approval of Minutes (08 May 2019)		
2. New Change Proposals - Initial Review			
2.1.	XRN4894 Shipperless and Unregistered Pre-Payment SPs Reconciliation	CDSP (SH)	Approval
2.2.	XRN4941 – Auto Updates to meter read frequency (MOD0692)	CDSP (FC)	Approval
2.3.	XRN4946 – Reporting on Installed Meters with Conversion Capability	CDSP (MT)	Approval
2.4.	XRN4955 - Amendment of MDD PSR Needs Codes and Needs Code Descriptions	CDSP (ER)	Approval
3. New Change Proposals - Post Initial Review			
		None	
4. New Change Proposals - Post Solution Review			
4.1.	XRN4713 - Actual read following estimated transfer read calculating AQ of 1 (linked to XRN4690)	CDSP (RJ)	Approval
4.2.	XRN4871 - Modification 0665 - Changes to Ratchet Regime (part A)	CDSP (ER)	Approval
5. Xoserve DSC Implementation Plan		CDSP (ES)	Approval
6. Approval of Change documents			
6.1.	BER for XRN4706 GCS Fusion Testing Support (NTS)	CDSP (RL)	Approval
6.2.	CCR for XRN4833 Birst Delivery – Data Discovery	CDSP (RJ)	Approval
6.3.	BER for XRN4866 – UIG Recommendation – Nov 19 Implementation	CDSP (RJ)	Approval

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7. Release Approvals / Updates		
7.1. June 2019 Release – Delivery Plan	CDSP (SB)	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)	Information
7.4. Minor Release Drop 5 – scope approval and timeline	CDSP (RH)	Approval
7.4.1. XRN4871 – Modification 0665 - Changes to Ratchet Regime	CDSP (EL)	Approval
7.5. November 2019 Release – Delivery Plan	CDSP (TL)	Information
7.6. Discussion on Change Congestion	CDSP (ES/RH)	Discussion
7.7. June 2020 Release	CDSP (RH)	Discussion
7.7.1. Scope Approval Approach		
7.7.2. R&N Update – Unallocated Changes		
7.8. November 2020 Release - XRN4914 Retrospective Updates	CDSP (RH/PO)	Discussion
7.9. Change Assurance Health Check (June 2019, EUC and CSSC)	CDSP (RJ)	Information
7.10. Data Office Changes	CDSP (JG)	Information
8. CSS Consequential Change Update*		
8.1. CSSC Update	CDSP (RJ)	Information
9. UIG Taskforce Update		
	CDSP (LJ)	Information
10. Amendment Invoice (verbal update)		
	CDSP (AS)	Information
11. Horizon and Future Release Change Planning		
11.1. Bubbling Under' Report	CDSP (ER)	Information
11.2. Gemini Horizon Planning	CDSP (GM)	Information
11.3. UK Link Changes plan on a page	CDSP (JB)	Information
12. Finance and General Change Budget Update*		
	CDSP (MR)	Information
13. Review of Outstanding Actions		
	Chair	Discussion
14. Any Other Business		
14.1. IX Refresh Update*	CDSP (JW)	Information
14.2. DSG Attendance	CDSP (PO)	Discussion
14.3. Revised Change Proposal Template v6.2	CDSP (RJ)	Approval
14.4. DSC Request for data process	CDSP (JG)	Approval
14.5. KVI Survey Results	CDSP (JG)	Information
14.6. XRN4789 – Shipper Pack Analysis Update*	CDSP (DN)	Information
15. Diary Planning		
	Chair	Information

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Action Table (as at 08 May 2019)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0501	08/05/19	2.1	Xoserve (PO) to discuss with Sally Hardman (SH) and other parties about the need for	Xoserve (PO)	Pending

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			sponsorship. PO to discuss with SPAA once a sponsor is in place.		
0502	08/05/19	7.1	Xoserve (ESm) to discuss within the DSC Governance Workgroup the most appropriate communication mediums for Release and Delivery Plan status updates.	Xoserve (ESm)	Pending
0503	08/05/19	7.6	Xoserve (RH) to produce a detailed strategic outline and timeline plan until June 2021.	Xoserve (RH)	Pending
0504	08/05/19	7.8	Xoserve (RT) to supply the DSG Schedule for future meetings.	Xoserve (RT)	Pending
0505	08/05/19	7.9	Xoserve (JG) to add into the Data Office Related Changes documentation a delivery status or target date, to provide clarity.	Xoserve (JG)	Pending