Change Management Committee (ChMC) Change Pack Summary

# Communication Detail

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| Comm Reference: | 2456.3 – RT – PO |
| Comm Title: | Amendment to the Important Change Management Committee dates for 2020 including all Business Days and Supply Point Systems Business Days |
| Comm Date: | 14/10/2019 |

**Change Representation**

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| Action Required: | For Representation  |
| Close Out Date: | 28/10/2019 |

# Change Detail

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| Xoserve Reference Number:  | N/A |
| Change Class: | Documentation |
| ChMC Constituency Impacted: | All Users |
| Change Owner:  | Rachel Taggartrachel.taggart@xoserve.comTel: 0121 229 2532 |
| Background and Context: | We notified Users of meeting dates and Change Pack dates for the forthcoming year to allow for preparation and planning (formerly referred to as the Modification 613 timetable) in the June Change Pack. It has since been agreed by the Change Management Committee, that the Change Pack will now go out on the Monday following the Change Management Committee meeting instead of the Friday.In addition, we would also like to remind you that the forthcoming UK Link Release Dates for 2020 were included in [May 2019’s Change Pack](https://www.xoserve.com/change/change-packs/2315-rt-es-change-pack-10th-may-2019/). |

# Change Impact Assessment Dashboard (UK Link)

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| Functional: | N/A |
| Non-Functional: | N/A |
| Application: | N/A |
| User: | N/A |
| Documentation: | Information  |
| Other: | N/A |

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| Files |
| File | Parent Record | Record | Data Attribute | Hierarchy or FormatAgreed |
| N/A | N/A | N/A | N/A | N/A |

# Change Design Description

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| Data Services Contract Delivery Sub Group (DSG) continues to be scheduled on the first and third Monday of every month. We are proposing to begin the meeting from 10:30am until 3:00pm, with face-to-face facilities available alongside WebEx. Change Management Committee (ChMC) is facilitated by Joint Office and is scheduled for the first Wednesday following the first Thursday in a calendar month. Change Packs (CPs) are issued the Monday following the ChMC meeting. Any CPs issued outside of the schedule is done so with prior approval by the Committee. For the April 2020 Change Pack, the normal occurrence falls on Monday 13th April 2020 which is a bank holiday; therefore, we propose to issue the April 2020 Change Pack on Tuesday 14th April 2020 instead.For information only, as documented in the *Release Implementation Dates* Change Pack that was issued in [May 2019’s Change Pack](https://www.xoserve.com/change/change-packs/2315-rt-es-change-pack-10th-may-2019/), here are the 2020 Release Implementation Dates which were subsequently approved at ChMC on 12th June 2019:-* Friday 28th February 2020
* Friday 26th June 2020
* Friday 6th November 2020

The below table is the 2020 DSG / ChMC and CP calendar:-

|  |  |  |
| --- | --- | --- |
| **DSC Delivery Sub-Group** | **Change Management Committee** | **Change Pack Issued** |
| 06-Jan-20 | 08-Jan-20 | 13-Jan-20 |
| 20-Jan-20 |  |  |
| 03-Feb-20 | 12-Feb-20 | 17-Feb-20 |
| 17-Feb-20 |  |  |
| 02-Mar-20 | 11-Mar-20 | 16-Mar-20 |
| 16-Mar-20 |  |  |
| 06-Apr-20 | 08-Apr-20 | ***14-Apr-20 (Tue)*** |
| 20-Apr-20 |  |  |
| 04-May-20 | 13-May-20 | 18-May-20 |
| 18-May-20 |  |  |
| 01-Jun-20 | 10-Jun-20 | 15-Jun-20 |
| 15-Jun-20 |  |  |
| 06-Jul-20 | 08-Jul-20 | 13-Jul-20 |
| 20-Jul-20 |  |  |
| 03-Aug-20 | 12-Aug-20 | 17-Aug-20 |
| 17-Aug-20 |  |  |
| 07-Sep-20 | 09-Sep-20 | 14-Sep-20 |
| 21-Sep-20 |  |  |
| 05-Oct-20 | 07-Oct-20 | 12-Oct-20 |
| 19-Oct-20 |  |  |
| 02-Nov-20 | 11-Nov-20 | 16-Nov-20 |
| 16-Nov-20 |  |  |
| 07-Dec-20 | 09-Dec-20 | 14-Dec-20 |
| 21-Dec-20 |  |  |

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| **KEY** |
| **Amended date due to Bank Holiday** |

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# Associated Changes

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| Associated Change(s) and Title(s): | N/A |

# DSG

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| Target DSG discussion date: | N/A |
| Any further information: | N/A |

# Implementation

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| Target Release: | N/A |
| Status: | For Approval |

Please see the following page for representation comments template; responses to uklink@xoserve.com

Section H: Representation Response

H1: Change Representation

(To be completed by User and returned for response)

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| --- | --- | --- |
| User Contact Details: | Organisation: | Npower Ltd |
| Name: | Alison Price |
| Email: | alison.price@npower.com |
| Telephone: | 07557202065 |
| Representation Status: | . |
| Representation Publication: | Publish |
| Representation Comments: | Accept content, no further comment |
| Confirm Target Release Date? | Yes | «h1\_userDataAlternative» |

# H1: Xoserve’ s Response

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| Xoserve Response to Organisations Comments: | Thank you for your representation. |

Please send the completed representation response to uklink@xoserve.com