

Minutes

DIP Change and Advisory Board (DCAB)

Meeting number
16

Venue
Hybrid

Date of meeting
14 April 2026

Classification
Public

Attendees and apologies

Attendees	Role
Sean Dryden-Woods	DIP Manager
James Stokes	DCAB Chair
Jessica Davis	DIP Manager
Ayi Edet	DIP Manager
Robert Golding	DIP Manager
Harriet Truss (External)	RECCo Observer
Andrew Wallace	DCAB Member
Clare Hannah	DCAB Member
Heap, Bryan	Observer
Andrew Humby (External)	DCAB Member
Martin Brailsford (External)	DCAB Member
Jane Lucy (External)	DCAB Member
Miriam Ellis	Observer
Erin You	DIP Manager
Cathy Mulliss (E.ON Next) (External)	DCAB Member
Marianne Haslam	Elexon Observer
Rebecca Bennett (External)	Observer
Rachael Prosser	DCAB Member
Reece Harris (UK) (External)	Observer
Andrew Margan	Observer
Andy MacFaul (External)	Ofgem Representative
Samraj Gill	Elexon Observer
Joe Ashworth (UK) (External)	Observer

1. Welcome and introductions

- 1.1 The DIP Manager welcomed DCAB members and observers to DCAB016 and confirmed the meeting was quorate.

2. DIP Manager Report (16/01)

- 2.1 DIP Manager presented an update on the delivery progress of upcoming system changes, providing an overview of the current status of items within the scope of the upcoming release. It was confirmed that the majority of delivery items are progressing as planned and remain on track for the revised August 2026 release window.
- 2.2 A small number of items were highlighted as **amber**, largely driven by dependencies outside of the immediate control of the delivery team. These dependencies include the finalisation of Swagger documentation, which underpins several documentation-related deliverables, as well as capacity considerations affecting the delivery of reporting solutions. It was noted that these dependencies are being actively managed, with clear visibility of risks and mitigation activities.
- 2.3 A limited number of items were reported as **red**, specifically relating to replay requeue functionality. It was explained that this item has been paused and is currently subject to a design review due to identified concerns regarding cost and performance. Further details on this issue were deferred to a later agenda item.

Testing approach and external engagement

- 2.4 A discussion took place regarding the approach to testing, particularly the provision of external testing opportunities. DIP Manager clarified that participants will be provided with a structured testing window supported by formal communications. A provisional release note will be issued in advance, followed by a finalised version, which will include details of the testing approach and any required participant actions.
- 2.5 It was confirmed that an integrated test environment will be made available, allowing external parties to connect their own test environments and validate changes. Before this, an engagement session will be held to ensure participants understand how to access the environment, any prerequisites (such as certificate renewal or account updates), and the scope of testing.
- 2.6 It was emphasised that the changes included within this release are not expected to materially impact participant business processes. Instead, they are primarily focused on reinforcing existing specifications and improving platform behaviour. However, testing is being offered as a safeguard to ensure continued compliance and system stability.
- 2.7 In response to questions, the DIP Manager confirmed that the testing window will typically be available approximately **four to five weeks ahead of the planned release date**, aligning with standard delivery practices.

Change governance and communications

- 2.8 Clarification was provided regarding the relationship between system changes and the DIP change governance process. It was confirmed that where changes are assessed as having an impact on DIP users, a formal **DIP Change Request (DCR)** will be raised. These change requests will provide transparency regarding the scope of changes and enable appropriate impact assessment by participants.
- 2.9 DIP Manager confirmed that change requests are currently being developed for relevant items and will be published shortly. It was also agreed that future reporting will include a clearer indication of which system changes are expected to trigger a DCR, to support stakeholder understanding and planning.
- 2.10 A further discussion highlighted the importance of aligning communications across different channels. It was noted that the Forward Schedule of System Change currently referenced a June release, whereas the latest position presented to DCAB reflected an August release. DIP Manager confirmed that this inconsistency would be corrected following the meeting and that updates would be made promptly to ensure alignment across all published materials.

Dependencies and overall delivery position

- 2.11 DIP Manager summarised the key dependencies affecting delivery, including:

- Completion of Swagger documentation updates
- Resolution of replay requeue design considerations
- Completion of performance and volume testing for replay capabilities

2.12 Despite these dependencies, the overall delivery position was described as controlled, with most items progressing as expected. The consolidation of delivery into an August release window was noted as providing a more stable and manageable approach, aligned with current capability and assurance expectations.

Replay Requeue and Archive Review

2.13 A detailed update was provided on the issues affecting replay requeue functionality, which had previously been flagged as red.

Cost pressures and design review

2.14 It was explained that a recent review by the delivery partner identified a significant increase in archive-related costs, specifically associated with the use of BLOB index tags. As a result, development of replay requeue functionality has been paused while a broader review of the archive design is undertaken.

2.15 This review is not limited to cost reduction but also considers the strategic role of the DIP platform. It was noted that the current situation provides an opportunity to reassess how the archive is used and whether existing requirements remain appropriate.

Proposed changes to archive retention

2.16 As part of this review, an initial proposal has been developed to reduce the archive retention period from **two years to one month**, specifically in relation to replay functionality. This proposal is based on the view that:

- The DIP should function primarily as a messaging platform rather than a long-term data store
- Other systems within the ecosystem are better positioned to hold authoritative historical data
- Replay functionality is most valuable for recent operational issues rather than long-term data retrieval

2.17 It was explained that other systems, such as data repositories and enquiry services, would continue to provide access to historical data where required.

- *Discussion and considerations*

2.18 DCAB members broadly supported the decision to review the design in light of cost pressures but raised several important considerations.

2.19 Questions were raised regarding potential impacts on reporting. DIP Manager clarified that reporting is primarily derived from event logs rather than the archive itself, and therefore, the proposed change is not expected to materially affect reporting capabilities.

2.20 Further discussion focused on the importance of historical data for specific use cases, including carbon reporting and analysis of supply history. It was confirmed that such data would continue to be available through other systems and that the DIP archive is not intended to serve as the primary source for these use cases.

2.21 Members also emphasised the need to consider **incident management and disaster recovery scenarios**, noting that in certain situations, access to older data may be required to support recovery activities. In response, it was suggested that:

- A one-month retention period is likely sufficient for most incident scenarios
- Additional safeguards or configurable retention options could be considered if needed
- Scenario testing, including reference to past incidents, should be undertaken to validate assumptions

2.22 It was confirmed that further analysis will be carried out as part of ongoing **business continuity and disaster recovery (BCDR)** work.

Next steps

2.23 DIP Manager confirmed that:

- The proposal remains at an early stage

- Further information will be gathered from Industry Participants
- A formal **industry consultation** will be undertaken once a clearer position is established

Roadmap Update

2.24 DIP Manager presented the roadmap for the 2026/27 financial year, structured into three distinct phases: stabilisation, enduring capability, and business-as-usual operations.

Stabilisation phase (April – August 2026)

2.25 This phase focuses on strengthening the core platform and addressing early operational gaps. Key areas of work include:

- Improvements to the portal and user experience
- Enhancements to operational visibility, including dashboards
- Development of replay capabilities
- Alignment of documentation and schemas through Swagger updates

2.26 It was confirmed that the previously planned June release has been deferred, with the **summer release now scheduled for 13 August 2026**. Testing is expected to commence in early July, providing a four- to five-week window for validation activities.

Enduring phase (August – November 2026)

2.27 The focus of this phase shifts towards enhancing platform capabilities, including:

- Expanded reporting and data access
- Improvements to assurance and validation tooling
- Integration enhancements and cross-code alignment
- Strengthening of operational tooling and administrative capabilities

Business-as-usual phase (December 2026 – March 2027)

2.28 This phase focuses on embedding processes and scaling operations, including:

- Onboarding and operational support
- Monitoring and platform resilience improvements
- Consolidation of lessons learned
- Embedding reporting and assurance processes into day-to-day operations

2.29 The roadmap, including detailed timelines and release windows, is available on the DIP Manager website.

2.30 The DCAB **NOTED** the system change report.

3. DIP Change Report (16/02)

3.1 DIP Manager provided a summary of current change activity.

3.2 Updates included:

- **DCR0005**: Progressing through working group activity, with supporting documentation being published
- **DCR0006**: Under internal review, with updated drafting and assessment expected by the end of April
- **DCR0015**: Consultation closing, with generally supportive feedback received
- **DCR0017**: Newly raised, with assessment to follow implementation of related changes

3.3 It was noted that the DIP Manager now has editorial control of the website, enabling more timely publication of documentation and updates.

3.4 The Forward Schedule of System Change will continue to be updated regularly to provide visibility of upcoming changes.

3.5 The DCAB **NOTED** the change report.

3.6 Assurance Strategy and Risk Operating Plan (16/03)

- 3.7 DIP Manager presented an update on the assurance strategy following industry consultation.
- 3.8 Feedback indicated general support for the approach, although some respondents suggested that the scope should be broadened to cover all DIP participants rather than focusing solely on DIP users. It was confirmed that this feedback has been accepted and will be incorporated into future iterations of the strategy.

3.9 Discussion on document transparency and usability

- 3.10 Members raised concerns regarding the visibility of changes made following consultation. A request was made for the provision of **redlined documents** to clearly show amendments. DIP Manager acknowledged this request and agreed to consider how best to support more efficient review by stakeholders.
- 3.11 Further discussion highlighted challenges in understanding how identified risks are mitigated, with members noting difficulty in mapping risk events to corresponding controls and actions. DIP Manager acknowledged this feedback and confirmed that improvements will be considered to enhance clarity and traceability within the documentation.
- 3.12 It was also noted that risk documentation is inherently dynamic and may require ongoing updates as new mitigations are developed and implemented.
- 3.13 The DCAB **NOTED** the update.

4. Escalation Guidance (16/04)

- 4.1 DIP Manager presented a new guidance note outlining escalation processes for non-compliance.
- 4.2 The guidance defines three escalation routes:
- Internal DIP Manager escalation
 - Escalation to relevant code bodies
 - Escalation to the regulator where necessary
- 4.3 The approach is based on a **risk-based framework**, considering factors such as duration, severity, and impact of non-compliance.

Discussion

- 4.4 Members raised concerns regarding the potential subjectivity of certain criteria, such as the definition of scale and impact. It was suggested that further refinement may be required to ensure consistent application.
- 4.5 Additional clarification was sought on how the escalation process aligns with existing investigation processes and what actions may follow escalation. DIP Manager confirmed that this guidance represents the **intermediate stage** of the overall assurance process and is intended to provide transparency rather than replace formal procedures defined within the DIP rules.
- 4.6 Further feedback will be incorporated as the guidance continues to evolve.
- 4.7 The DCAB **NOTED** the update.

5. Actions and Minutes (16/05)

- 5.1 DIP Manager confirmed that actions and minutes are being published on the website, with improvements made to include target dates for actions.
- 5.2 Members suggested further enhancements, including:
- Adding timestamps to updates
 - Providing clearer progress tracking within the action log
- 5.3 A query was raised regarding whether the DIP rules fall within the scope of Ofgem's code reform programme. It was agreed that this would be confirmed outside the meeting.

Summary and close

- 5.4 The Chair thanked attendees for their contributions and confirmed that no further questions were raised.

6. Actions

Action	Owner	Due
Update Forward Schedule and communications to reflect the revised August release timeline	Product Owner	May 2026
Progress and communicate DIP Change Requests (including DCR0006 and DCR0015 outcomes)	DCAB Secretary	May2026
Complete replay, requeue design review, and confirm future approach	Product Owner	May2026
Develop and consult on proposed archive retention changes, including impact assessment	Product Owner	June 2026
Improve clarity and usability of assurance documentation (risk mapping and escalation guidance)	Service Owner	June 2026

7. Next Meeting

7.1 Tuesday 12 May 2026.