

Agenda

DSC Contract Management Committee

11:00 Monday 23 July 2018

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

Item	Topic	Lead	Category
1. Introduction		Chair	Information
1.1.	Apologies for absence		
1.2.	Alternates		
1.3.	Confirm Voting rights		
1.4.	Approval of Minutes (20 June 2018)		
2. Business Continuity Plan (no update)		CDSP (DSt)	Information
3. Contract Assurance Audit (no update)		CDSP (EB)	Information
4. Monthly Contract Management Report (KPIs)			
4.1.	KPI Reports	CDSP (MO)	Information
4.2.	Issue Management Update	CDSP (MD)	Information
4.3.	KVI Performance	CDSP (MD)	Information
4.4.	Summary position of aggregate UIG flows	CDSP (LW)	Information
4.5.	Information Security Arrangements including Dashboard Update	CDSP (ES)	Information
5. Financial Information			
5.1.	Cost Allocation Model and Methodology		Information
5.2.	CDSP Budget	CDSP (NS)	Information
5.3.	Annual Charging Statement (no update)		Information
5.4.	Invoicing		Information
6. CSS Update		CDSP (LF)	Information
7. Review of Outstanding Actions		Chair	Discussion
8. Key committee updates			
8.1.	DSC Change Management Committee	CDSP (ES)	Information
8.2.	PAC/PAFA	CDSP (ES)	Information
8.3.	General Data Protection Regulation (GDPR) (Verbal update)	CDSP (ES)	Information
9. Any Other Business			
9.1.	BP19 Principles and Approach – Consultation Feedback and Update	CDSP (MB)	Discussion
9.2.	Response to Switching Programme Governance Consultation	CDSP (MB)	Discussion
9.3.	IX Update	CDSP (DH)	Information

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9.4. M Number DVD update (Verbal update)	CDSP (SH)	Information
9.5. SPAA Schedule 22 - Data Permissions Notification	CDSP (ER)	For Approval
9.6. 2018-19 UNC User Representatives Process	Chair	Information
10. Diary Planning	Chair	Information

Action Table (as at 20 June 2018)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0402	18/04/18	9.1	E.ON (KD) to work with Xoserve (MO/ER) and the SPAA representatives on the framework for the SPAA, to agree what information would be released to Siemens and any changes required to the SPAA schedules going forward.	E.ON (KD) & Xoserve (MO/ER)	Carried Forward
0501	16/05/18	5.2	Xoserve (RC) to provide a monthly report to summarise must-read performance and MD to consider including this in the high-level issues KPI reporting.	Xoserve (RC)	Carried Forward
0601	20/06/18	6.0	For DSC Contract management Committee vacancies, DT to contact Flow Energy to confirm if RCH is still in employment.	Xoserve (DT)	Pending

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