

Agenda

DSC Contract Management Committee

11:00 Wednesday 19 September 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 (15 August 2018)		
2. Business Continuity Plan – No Update			
3. Contract Assurance Audit – No Update			
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.	UIG Updates	CDSP (FC)	Information
4.5.	Information Security Arrangements including Dashboard Update	CDSP (NV)	Information
5. Financial Information			
5.1.	Cost Allocation Model and Methodology (no update)		Information
5.2.	CDSP Budget (no update)	CDSP	Information
5.3.	Annual Charging Statement (no update)		Information
5.4.	Invoicing (covered under section 4.1)		Information
6. CSS Update		CDSP (EL)	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
9. Disclosure of Information			
9.1.	Process for review and development	CDSP (AM)	Discussion
9.2.	Disclosure request	CDSP (AM)	Approval

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10. Any Other Business 10.1. M Number Service Update 10.2. IX Project Update 10.3. UNC Elections Representative Appointments - DSC Committees 10.4. UIG Taskforce Contacts	CDSP (SH) CDSP (MO/JW) Joint Office (CS) CDSP (LJ)	Information Information Information Information
11. Diary Planning	Chair	Information

Action Table (as at 15 August 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
0801	15/08/18	2	Xoserve (EB) to consider the timing of the review for 2019 Quarter 3 and to provide an update from the November 2018 review in the form of a Lessons Learnt document.	Xoserve (EB)	Pending
0802	15/08/18	4.2	Xoserve (MD) to provide a plan and options for improving the UIG and Batch job process and an impact assessment to move the Batch jobs to reduce the number of failures.	Xoserve (MD)	Pending
0803	15/08/18	4.2	Xoserve (MD) to produce a Communications Strategy for notification of incidents with timelines for resolution, with an indication of importance and the potential customer impact.	Xoserve (MD)	Pending
0804	15/08/18	4.5	Xoserve (MO/PBi) to set out what occurred in relation to the patch and why, and to produce a proposal/process for future incidents.	Xoserve (MO/PBi)	Pending
0805	15/08/18	5.1	Xoserve (PBr) to consider the timing and duration of the consultation of the Business Principles (BP19) document for 2019 and the forthcoming meeting dates.	Xoserve (PB)	Pending
0806	15/08/18	9.1	Xoserve (MO) to raise at the DSC Change Management Committee with an extraordinary Change Proposal issued together with a high-level overview of what the invoicing changes will be and to confirm if the invoices are DSC and not transportation, and confirmation for multiple email addresses to be used.	Xoserve (MO)	Pending

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