

## Agenda

### DSC Contract Management Committee

**10:30 Wednesday 01 May 2019**

**at Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL**

(Teleconference: 020 3582 4515, ID 451-364-066)

*Short notice items are in italics*

*\* indicates where the material is expected to be provided late*

<i>Item</i>	<i>Topic</i>	<i>Lead</i>	<i>Category</i>
<b>1. Introduction</b>			
1.1. Apologies for absence 1.2. Alternates 1.3. Confirm Voting rights 1.4. Approval of Minutes (20 March 2019)		Chair	Information
<b>2. Business Continuity Plan</b>		CDSP (DS)	Due June 2019 Meeting
<b>3. Contract Assurance Audit</b>		CDSP (EB)	Due June 2019 Meeting
<b>4. Monthly Contract Management Report (KPIs)</b>			
4.1. KPI Reports * (Contract Metrics)		CDSP (MO)	Information
4.2. Issue Management Update		CDSP (MD)	Information
4.2.1. Amendment Invoice Taskforce Update * please refer to the link: <a href="https://www.xoserve.com/news/amendment-invoice-customer-workshop/">https://www.xoserve.com/news/amendment-invoice-customer-workshop/</a>		CDSP (PT)	Information
4.3. KVI Performance			
4.3.1. March KVI Performance		CDSP (MD)	Discussion
4.3.2. Analysis of KVI performance since 01 May 2018 (Deferred until June Meeting)		CDSP (MD)	Due June
4.4. UIG Update		CDSP (LJ)	Information
4.5. Information Security Arrangements (Verbal Update)		CDSP (VB)	Information
<b>5. Financial Information</b>			
5.1. Cost Allocation Model and Methodology		CDSP (NS)	Due in May
5.2. CDSP Budget		CDSP (NS)	Due in May
5.3. Annual Charging Statement		CDSP (NS)	Due in May
5.4. Invoicing (covered under section 4.1)		CDSP (NS)	Due in May

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<b>6. Disclosures</b>		
<b>6.1.</b> XRN4877 – Enhancement to Supply Point Enquiry API Service for Shippers	CDSP (SH)	Approval
<b>6.2.</b> XRN4878 – Supply Point Enquiry API Service for Shippers	CDSP (SH)	Approval
<b>6.3.</b> XRN4859 – Increasing MAM Access to CDSP Data to Mitigate Reduced MAM Appointment Timescales	CDSP (RJ)	Discussion
<b>6.4.</b> Amended AlthANCo Disclosure Request Report to Include Meter Location Notes in the Xoserve to AlthANCo Dataset.	CDSP (RJ)	Approval
<b>6.5.</b> <i>Disclosure Request Report - CoMC - Provision of Data via Birst</i>	CDSP	Approval
<b>7. Review of Outstanding Actions</b>	Chair	Discussion
<b>8. Key Committee Updates</b>		
<b>8.1.</b> DSC Change Management Committee	CDSP (ES)	Information
<b>8.2.</b> PAC/PAFA	CDSP (ES)	Information
<b>9. CSS Update</b> (Verbal Update)	CDSP (EL)	Information
<b>10. Any Other Business</b>		
<b>10.1.</b> Q&A with Xoserve CEO (to be covered at the start of the meeting)	CDSP (SJ)	Information
<b>10.2.</b> Xoserve Customer Communications Strategy Update	CDSP (PF)	Discussion
<b>10.3.</b> Procurement of a Gas Meter Temperature	CDSP (FC)	Information
<b>11. Diary Planning</b>	Chair	Information

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**Action Table (as at 20 March 2019)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>0202</b>	20/02/19	4.2.1.	Xoserve (AS) to produce a resolution plan with associated deliverables/dates regarding the Amendment Invoice issues/work of the AML/ASP Task Force.	Xoserve (AS)	<b>Carried forward</b>
<b>0301</b>	20/03/19	4.2	Xoserve (MD) to provide an update on any AQ process document changes and defect 1205 (SOQ issue).	Xoserve (MD)	<b>Pending</b>
<b>0302</b>	20/03/19	4.2	Xoserve (MD) to produce a high-level summary document identifying all the most important issues and key developments	Xoserve (MD)	<b>Pending</b>
<b>0303</b>	20/03/19	4.2.1.	Xoserve (DT) to arrange an Amendment Invoice workshop in line with discussions at the DSC Contract Management Committee meeting.	Xoserve (DT)	<b>Pending</b>
<b>0304</b>	20/03/19	4.2.1	Xoserve (MD) to investigate a new Amendment Invoice performance reporting measure.	Xoserve (MD)	<b>Pending</b>
<b>0305</b>	20/03/19	4.4	Xoserve (LJ) to provide detail as to the reason the 37 closed lines had been closed.	Xoserve (LJ)	<b>Pending</b>
<b>0306</b>	20/03/19	4.4	Xoserve (LJ) to provide information on the closure process of the UIG Task Force and a timeline of remaining activities.	Xoserve (LJ)	<b>Pending</b>
<b>0307</b>	20/03/19	6.4	Xoserve (RJ) to produce an updated Disclosure Report Guidance document to aid further discussion and feedback from the Contract Managers.	Xoserve (RJ)	<b>Pending</b>
<b>0308</b>	20/03/19	10.5	Xoserve (MO) to report back on the circulation lists of the 'Not for Publication' documents.	Xoserve (MO)	<b>Pending</b>
<b>0309</b>	20/03/19	10.6	Xoserve (DT) to investigate if a new updated process for the 'Requesting of New Services' could be implemented ahead of the next cycle.	Xoserve (DT)	<b>Pending</b>

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