

## Agenda

### DSC Contract Management Committee

**10:30 Wednesday 16 October 2019**

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

Teleconference: 020 3582 4515, ID 401-706-701

*Short notice items are in italics*

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

Item	Topic	Lead	Category
<b>1. Introduction</b>			
1.1.	Apologies for absence	Chair	Information
1.2.	Alternates		
1.3.	Confirm Voting rights		
1.4.	Approval of Minutes (18 September 2019)		
1.5.	Review of Outstanding Actions		
<b>2. Approvals</b>			
2.1.	XRN5029 Service Description Table updates October 2019*	CDSP (JM)	Approval
<b>3. UK Link Update Relating to APM and Resourcing</b>		CDSP (DR/RS)	Information
<b>4. BP20 Update</b>		CDSP (DT)	Information
4.1.	Cost efficiency review	CDSP (DT)	Information
<b>5. Monthly Contract Management Report (KPIs)</b>			
5.1.	Contract Metrics (including Invoicing)	CDSP (MD)	Information
5.2.	Issue Management Updates		
5.2.1.	Issue Management Dashboard	CDSP (MD)	Information
5.2.2.	Amendment Invoice Taskforce Update*	CDSP (DD)	Information
5.2.3.	UIG Update	CDSP (LJ)	Information
5.3.	KVI Performance September 2019		
5.3.1.	KVI Summary	CDSP (MD)	Information
5.3.2.	KVI Customer Service	CDSP (MD)	Information
5.4.	KPI/KVI Review plan (Actions 0701 and 0704)	CDSP (MD)	Information
<b>6. CSS Update</b>		CDSP (EL)	Information
<b>7. Information Security Update</b>		CDSP (VB/DD)	Information
<b>8. Business Continuity Plan</b>		CDSP (DS)	Due Nov
<b>9. Contract Assurance Audit</b>		CDSP (EB)	Due Nov
<b>10. Financial Information</b>		CDSP (NS)	Due Nov

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<p><b>10.1.</b> Cost Allocation Model and Methodology</p> <p><b>10.2.</b> CDSP Budget</p> <p><b>10.3.</b> Annual Charging Statement</p>		
<b>11. Key Committee Updates</b>		
<b>11.1.</b> DSC Change Management Committee*	CDSP (JR)	Information
<b>12. Any Other Business</b>		
<b>12.1.</b> Invoicing update	CDSP (MK)	Information
<b>12.2.</b> CSS Adaptor Services	CDSP (DA)	Information
<b>12.3.</b> Mod 0697 – Alignment of the UNC TPD section v5 and the Data Permissions Matrix	CDSP (ERo)	Information
<b>12.4.</b> Action Log Update	CDSP (JM)	Information
<b>12.5.</b> <i>Enabling large scale utilisation of Class 3 (UNC 0700_XRN4991)</i>	CDSP (DA)	Information
<b>13. Diary Planning</b>	Chair	Information

**Action Table (as at 18 September 2019)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0309	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>Carried Forward</b>
0701	17/07/19	4.1	Xoserve (MD) to review current KPI and KVI monitoring for improvements and present proposals at the October Contract Management Committee.	Xoserve (MD)	<b>Carried Forward</b>
0704	17/07/19	10.1	Xoserve to review what the Key Performance Indicators for success are.	Xoserve (SJ/JM)	<b>Carried forward</b>
0803	16/08/19	2.3.2	Xoserve (ER/VM) to engage with Steve Mulinganie (SM) and Kirsty Dudley (KD) in relation to the proposed changes and management of the Operationally Excellent Operation Rhythm rollout plan.	Xoserve (ER/VM)	<b>Carried Forward</b>
0901	18/09/19	3.0	UK Link Update - Xoserve to provide further details of the £600k funding, impacts on budgets, timescales, risks and benefits and how the funding will be split amongst Transporters and Shippers.	Xoserve (AS)	<b>Pending</b>
0902	18/09/19	3.0	UK Link Update - Xoserve to provide further details on the Adaptor product and how it fits in with the delivery of the UK Link performance improvement changes.	Xoserve (DA)	<b>Pending</b>

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0903	18/09/19	4.0	BP20 - Xoserve to undertake a Cyber Security Gap Analysis and determine the likely investment to meet the required Ofgem standards. More Granularity, costs, benefits and timescales to be provided ahead of next meeting to allow feedback from the Committee Members.	Xoserve (DT)	<b>Pending</b>
0904	18/09/19	4.0	BP20 - Xoserve to provide the link/documentation for the BP20 Update to all Customer Account Managers and confirm how they can arrange a 1-2-1 on the topic.	Xoserve (DT)	<b>Pending</b>
0905	18/09/19	7.0	Xoserve to provide further information on CSS Change Pack approach and how the Adaptors programme offering will be treated.	Xoserve (DA)	<b>Pending</b>
0906	18/09/19	7.0	Information Security Arrangements - Parties to provide key questions to Xoserve to assist with the production of an Information Security arrangements FAQ document. CDSP to consider arranging a teleconference with interested parties to go through any questions raised.	Xoserve (VB)	<b>Pending</b>
0907	18/09/19	12.1	Xoserve to review the Constitution of the Contract Management Committee, Voting Arrangements, Quoracy, Classes of Shipper User Groups, and the appointment process; and consider whether User Groups B&C should be combined or whether a different voting/weighting arrangement could be applied.	Xoserve (JMc)	<b>Pending</b>
0908	18/09/19	12.1	All DSC Contract Committee Representatives to review and provide standing Alternates to the Joint Office.	All Reps	<b>Pending</b>

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