

## Agenda

### DSC Contract Management Committee

**09:30 Wednesday 15 April 2020**

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

screen sharing <https://join.me/JointOffice>

*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 1.2. Alternates 1.3. Confirm Voting rights 1.4. Approval of Minutes (18 March 2020) 1.5. Approval of Late Papers 1.6. Review of Outstanding Actions		Chair	Information  Approval Discussion
<b>2. Covid 19 Update</b>			
2.1. Customer Update 2.2. Distribution Workgroup Update <a href="http://www.gasgovernance.co.uk/dist">www.gasgovernance.co.uk/dist</a>		CDSP (AS) CDSP (DA/FC)	Information Information
<b>3. Approvals</b>			
3.1. XRN 5145 – Proposed change to Service Description Table v11 (subject to approval at March ChMC meeting) 3.2. Approval of KVI's effective 01 April 2020 3.3. DRR Consistency of data items across API and DDP v2*		CDSP (AC) CDSP (MD/JM) CDSP (DA)	Approval Approval Approval
<b>4. Retail Energy Code Update</b>			
4. <b>BP20 Feedback</b> (Action 0304)		CDSP (DA/JM) CDSP (JM)	Information Discussion
<b>6. Monthly Contract Management Report (KPIs)</b>			
6.1. Contract Metrics including Invoicing 6.2. Xoserve Incident Summary 6.3. Issue Management Updates 6.3.1. Issue Management Dashboard 6.3.2. Amendment Invoice Taskforce Update 6.3.3. Enabling large scale utilisation of Class 3 6.3.4. AQ Taskforce Update 6.4. KVI Summary		CDSP (MD) CDSP (DR)  CDSP (MD) CDSP (DDo) CDSP (DA) CDSP (DR) CDSP (MD)	Information Information  Information Information Information Information Information
<b>7. CSS Update</b>			
		CDSP (EL)	Information

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<b>8. Information Security Update</b>	CDSP (DD)	Information
<b>9. Business Continuity Plan</b> (Next update May)	CDSP	Due May
<b>10. Contract Assurance Audit</b> (Next update May)	CDSP	Due May
<b>11. Financial Information</b>	CDSP (NS)	Discussion
<b>12. Key Committee Updates</b>	CDSP (JR)	Information
<b>12.1. DSC Change Management Committee *</b>	CDSP (JR)	Information
<b>13. Any Other Business</b>		
<b>13.1. Xoserve IX Refresh Update</b>	CDSP (MPo)	Information
<b>13.2. Introduction of Key Performance Measures</b>	CDSP (JM)	Information
<b>14. Diary Planning</b>	Chair	Information

**Action Table (as at 18 March 2020)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0301	18/03/20	2.4	Xoserve (FC) to provide an outline of the next steps for the UIG Taskforce	Xoserve (FC)	Pending
0302	18/03/20	2.5	Xoserve (JMc) to set out the costs associated to Citizens Advice Bureau's (CAB) access to the Data Enquiry Service (DES) and confirm how these costs will be managed.	Xoserve (JMc)	Pending
0303	18/03/20	3.0	All parties to provide feedback to Xoserve on what the impacts would be to 3rd party systems/processes for re-cycling Supplier / Shipper Short Codes.	All	Pending
0304	18/03/20	11.3	Xoserve to review the CDSP budget process and produce a summary paper for email to all customers requesting feedback for determining next steps for taking forward.	Xoserve (JMc)	Pending

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