

Agenda

DSC Contract Management Committee

09:30 Wednesday 20 January 2021

via Microsoft Teams

(Please refer to your Microsoft Teams invite for the Teleconference details for this meeting)

Short notice items are in italics

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

Item	Topic	Lead	Category
1. Introduction			
1.1.	Apologies for absence	Chair	Information
1.2.	Alternates		Information
1.3.	Confirm Voting rights		Information
1.4.	Approval of Minutes (16 December 2020)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
2.	Project Mercury	CDSP (AS)	Information
3.	Covid-19 Update	CDSP (AS/FC)	Information
4.	Approvals		
4.1.	MDD Meter point Approach Document	CDSP	Deferred
4.2.	XRN 5307 Amendments to Service Description Table v15	CDSP (AC)	Approval
5.	Business Plan Updates		
5.1.	BP20 Centrica Appeal	CDSP (JMc)	Information
5.2.	BP21 Update	CDSP (JMc)	Information
5.3.	BP21 Centrica Objection	CDSP (JMc)	Information
6.	Retail Energy Code (REC) Update	CDSP (JM)	Information
7.	Modification 0710 - CDSP Provision of Class 1 read service	CDSP (DA)	Information
8. Monthly Contract Management Report			
8.1.	KPM Update*	CDSP (SB/AJ)	Discussion
8.2.	KPM Supporting Slides – KVI Relationship Management		
8.3.	Contract Metrics	CDSP (MD)	Information
8.4.	Xoserve Incident Summary	CDSP (NL/TP)	Discussion
8.5.	Issue Management Updates		
8.5.1.	Issue Management Dashboard	CDSP (MD)	Information
8.5.2.	Amendment Invoice Taskforce Update	CDSP (DD)	Information
8.5.3.	AQ Taskforce update	CDSP (DR)	Discussion
9.	Central Switching Service (CSS) Update	CDSP (EL)	Information

10. Information Security Update	CDSP (NM)	Due Mar
11. Financial Information	CDSP (NS)	Information
12. Business Continuity Plan	CDSP (DS)	Due Feb
13. Contract Assurance Audit	CDSP (HH)	Due Feb
14. Key Committee Updates		
14.1. DSC Change Management Committee *	CDSP (JR)	Information
15. Any Other Business		
15.1. CMS Replacement Update	CDSP (JW)	Discussion
15.2. IX Refresh Update	CDSP (MP)	Discussion
15.3. Advice Direct Scotland	CDSP (KA)	Information
15.4. VAT early termination fees and compensation payments	CDSP (JMc)	Information
15.5. Impact of Brexit	CDSP (JMc)	Information
15.6. Request from 3rd Party to attend future CoMC meeting	CDSP (SH)	Information
16. Diary Planning	CDSP (JMc)	Information

Action Table (as of 16 December 2020)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1001	14/10/20	1.6	<i>Policy paper on Revenue and Customs Brief 12 (2020):</i> CDSP (JMc) to regularly seek a view from VAT experts Group regarding the Policy paper on Revenue and Customs Brief 12 (2020): VAT early termination fees and compensation payments	CDSP (JMc)	Carried Forward
1004	14/10/20	6.3.3	<i>Quarterly Invoicing Update:</i> Committee members to consider what information would be required on a Quarterly Invoice dashboard and feedback to the November 2020 Committee	All	Carried Forward
1102	18/11/20	15.3	Xoserve (JG) to consider the availability of the DSC Shipper Class breakdown.	Xoserve (JG)	Carried Forward
1104	18/11/20	16.0	Xoserve (JMc) to provide a list of proposed dates for the 2021 Contract Management Committee meetings.	Xoserve (JMc)	Carried Forward
1201	16/12/20	5.5	Xoserve (SH) to provide more justification for providing biomethane statistics to Shippers.	Xoserve (SH)	Pending
1202	16/12/20	9.4.3	AQ Taskforce Update - Xoserve (AS) to consider the views on retrospective updates and the consequences of re-opening issues and provide a response to the objections.	Xoserve (AS)	Pending

1203	16/12/20	12.0	Xoserve (NS) to provide the DSC Contract Committee with an updated Finance briefing note covering in particular CSS Programme Costs, Cyber Security and RASSP.	Xoserve (NS)	Pending
1204	16/12/20	17.5	Xoserve (MP) to confirm with DNs if the Vodafone IX contract will need to be extended for the IX Refresh, for DNs to assess the impacts on Pricing within the Charging Statements.	Xoserve (MP)	Pending