

Agenda

DSC Contract Management Committee

09:30 Wednesday 16 March 2022

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 February 2022)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
2. Approvals			
2.1.	MAP Reallocation of Short Code Request	CDSP (MO)	Approval
2.2.	XRN5484 – Changes to Service Description Table v22	CDSP (AC)	Approval
2.3.	DRR- Market Stabilisation Charge details for RECCo	CDSP(DA)	Approval
3. Business Plan Updates			
3.1.	BP22 Update	CDSP (DT)	Information
4. Retail Energy Code (REC) and CSS Updates			
4.1.	REC Update	CDSP (DA/JMc)	Discussion
4.2.	CSS Update	CDSP (EL)	Information
5. Class 1 Read Service			
5.1.	Procurement Exercise - Modification 0710	CDSP (ER)	Information
6. Monthly Contract Management Report			
6.1.	KPM Update*	CDSP (AS)	Information
6.2.	KPM – Customer Relationship Survey Results (Q3)	CDSP ()	Due April
6.3.	Contract Metrics	CDSP (AC)	Information
6.4.	Xoserve Incident Summary	CDSP (TP)	Information
6.5.	UK Link File Flow PIR	CDSP (AS/TG)	Due April
6.6.	Issue Management Dashboard	CDSP (MP)	Information
7. Information Security Update			
		CDSP (NM/DG)	Information
8. Financial Information			
		CDSP (JMa)	Due April
9. Business Continuity Plan			
		CDSP (TH)	Due April

Contact Details: enquiries@gasgovernance.co.uk

Papers available at: www.gasgovernance.co.uk/DSC-Contract

10. Contract Assurance Audit	CDSP (HH)	Information
11. Key Committee Updates		
11.1. DSC Change Management Committee	CDSP (JR)	Information
12. Any Other Business		
12.1. CMS Replacement Update	CDSP (JW)	Information
12.2. De-carbonisation Update	CDSP (VM)	Information
12.3. DSAR Process	CDSP (JMc)	Information
13. Recap of decisions made during meeting	CDSP (AC)	Information
14. Diary Planning	Chair	Information

Action Table (as of 16 February 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0101	19/01/22	8.0	Xoserve (DT) to consider the provision of a 'Service Organisation Control Report' IS assurance statement to share with customers.	Xoserve (DT)	February 2022	Carried Forward
0201	16/02/22	2.2	DSC Contract Committee to consider the timeline, transition of services and the appropriate authority to sign off matters and governance of services for providing data which would subsequently sit under the Retail Energy Code governance and provision.	Committee	Agenda Item March 2022	Pending
0202	16/02/22	4.1	Xoserve (DA) to provide an overview of the existing arrangements compared to the new service provisions in relation to REC changes, to all parties, including: <ul style="list-style-type: none"> I. A Compare and contrast of DES with GES II. A description of how UNC parties are expected to access data post removal of DES III. The provision of MNumber data and its availability via alternative means 	Xoserve (DA)	End of February 2022	Pending