

Agenda

DSC Contract Management Committee

09:30 Wednesday 16 November 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 (19 October 2022) | | Approval |
| 1.5. | Approval of Late Papers | | Approval |
| 1.6. | Review of Outstanding Actions | | Discussion |
| 2. Approvals | | | |
| 2.1 | XRN 5581 Changes to SDT v26 | CDSP (AC) | Approval |
| 3. Business Plan Updates | | | |
| 3.1. | BP updates | CDSP (DT) | Information |
| 4. Class 1 Read Service | | | |
| 4.1. | Procurement Exercise – Modification 0710 | CDSP (DA) | Information |
| 5. Monthly Contract Management Report | | | |
| 5.1. | KPM Update* | CDSP (AS) | Information |
| 5.2. | KPM – Customer Relationship Survey Results | CDSP (DTh) | Due Jan |
| 5.3. | Monthly Contract Management Reports | CDSP (AC) | Information |
| 5.4. | Xoserve Incident Summary | CDSP (TP) | Information |
| 5.5. | Issue Management Dashboard | CDSP (MD) | Information |
| 5.6. | GRDA Reporting | CDSP (DA) | Information |
| 6. Information Security Update | | CDSP (DD) | Information |
| 7. Financial Information | | CDSP (JMa) | Information |
| 8. Business Continuity Plan | | CDSP (TH/LW) | Information |
| 9. Contract Assurance Audit | | CDSP (HH) | Information |
| 10. Key Committee Updates | | | |
| 10.1. | DSC Change Management Committee | CDSP (JR) | Information |
| 10.2. | REC impacts to DSC | CDSP (DA) | Information |
| 11. Any Other Business | | | |

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|---|-----------------|-------------|
| 11.1. CMS Update | CDSP (JW) | Information |
| 11.2. Implications of the Energy Bill – clarification of scheme rules | Chair | Information |
| 11.3. DSC Processes – all representatives know their responsibilities, access to Shipper Class A, B and C constituents contacts | Centrica (OC) | Discussion |
| 12. Recap of decisions made during meeting | CDSP (AC) | Information |
| 13. Diary Planning | Chair | Information |

Action Table (as of 19 October 2022)

| Action Ref | Meeting Date | Minute Ref | Action | Owner | Target Date | Status Update |
|------------|--------------|------------|---|---|--------------------------------|------------------------|
| 0401 | 20/04/22 | 4.1 | <i>Reference Development of a Memorandum of Understanding for DPM purposes – Xoserve (JMc) and Wales & West Utilities (RP) and Gazprom Energy (SM) to develop an initial draft Memorandum of Understanding (plain English) for consideration at the May 2022 meeting.</i> | Xoserve (JMc) & Wales & West Utilities (RP) & Gazprom Energy (SM) | September 2022 October 2022 | Carried Forward |
| 0802 | 17/08/22 | 3.1 | Xoserve (AC/DT) to discuss including the Efficiency Review Document within the BP23 prior to publication in September. | Xoserve (AC/DT) | September 2022 October 2022 | Carried forward |
| 0903 | 14/09/22 | 1.7 | <i>Bank Holiday Recognition</i> CDSP (DA) to consider a Modification for certain processes to be put in place for Short Notice Bank Holiday announcements. | CDSP (DA) | October 2022 | Carried forward |
| 1001 | 19/10/22 | 1.6 | Xoserve (DT) to republish the Revised Charging Statement (as per previously noted in original Action 0502) and confirm its publication to members | Xoserve (DT) | November 2022 | Pending |
| 1002 | 19/10/22 | 1.6 | Xoserve (DD) to provide a timescale of when the invoicing will be included in the DDP Platform and what it will look like. | Xoserve (DD) | November 2022 | Pending |
| 1003 | 19/10/22 | 1.6 | Xoserve (AC) to confirm how to access the DDP Priority List and what are the core deliverables, | Xoserve (AC) | November 2022 | Pending |
| 1004 | 19/10/22 | 4.1 | Xoserve (DA) write to DNOs to inform them of this issue given the DN obligations in respect of the GRDA performing its function. | Xoserve (DA) | November 2022 | Pending |
| 1005 | 19/10/22 | 4.1 | Xoserve (DA) to issue a further communication to help clarify the expected resolution to the cancelled Registration issue so that Shippers could further | Xoserve (DA) | November 2022 | Pending |

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|------------|--------------|------------|--|---------------------------------|---------------|----------------|
| | | | communicate this within their teams internally. | | | |
| 1006 | 19/10/22 | 5.1 | Xoserve (DA) to produce a mitigation a process of to identify the key decisions made by the DSC between the DSC Change Management Committee and the DSC Contract Management Committee. | Xoserve (DA) | November 2022 | Pending |
| 1007 | 19/10/22 | 5.1 | Xoserve (DA) will liaise with the Xoserve Change Team to discuss whether the accountability/ownership could be a conversation as part of the Modification development and give view of the costing model. DA will feedback at the November CoMC. | Xoserve (DA) | November 2022 | Pending |
| 1008 | 19/10/22 | 4.1 | Xoserve (DG) to update the Customer Feedback slide with bullet points against each negative issue to confirm the resolution plan. | Xoserve (DG) | November 2022 | Pending |
| 1009 | 19/10/22 | 12.2 | Xoserve (DA) to provide a Case Study using arrangements for the Gamma Contract pack as to how to review the process landscape (Procurement and SLA's) and how this could apply to other procurement contracts in future | Xoserve (DA) | November 2022 | Pending |
| 1010 | 19/10/22 | 12.3 | All Committee members to provide feedback on the 4 options provided in relation to the Hydrogen Project by 02 December 2022 to Xoserve. box.xoserve.decarbonisation@xoserve.com | ALL | November 2022 | Pending |
| 1011 | 19/10/22 | 12.4 | Xoserve (DA) to investigate the Reason Code 02- Change in Consumer Plant - (851 – Monthly Charge, 997- Annual Charge) and discuss with the PAC the recent use of this particular code. | Xoserve (DA) | November 2022 | Pending |
| 1012 | 19/10/22 | 12.5 | Xoserve (DA) and SEFE Energy (SM) to create a plain English explanation to be shared with customers. | Xoserve (DA) & SEFE Energy (SM) | November 2022 | Pending |
| 1012 | 19/10/22 | 12.5 | Xoserve (DA) to investigate where any files will need to change as a result of the revised categories. | Xoserve (DA) | November 2022 | Pending |