

## Agenda

### DSC Contract Management Committee

**10:00 Wednesday 17 May 2023**

**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
<b>1. Introduction</b>			
1.1.	Apologies for absence	Chair	Information
1.2.	Alternates		Information
1.3.	Confirm Voting rights		Information
1.4.	Approval of Late Papers		Approval
1.5.	Approval of Minutes (10 April 2023)		Approval
1.6.	Review of Outstanding Actions		Discussion
<b>2. Approvals</b>			
2.1.	TBC	CDSP (XX)	Vote
2.2.	TBC	CDSP (XX)	Vote
<b>3. Business Plan Updates</b>			
3.1.	BP updates	CDSP (JR)	Information
3.2.	Centrica Dispute	Chair	Discussion
3.3.	Efficiency Review	CDSP (JR)	Information
<b>4. Class 1 Read Service</b>			
4.1.	Procurement Exercise – Modification 0710	CDSP (ER)	Information
<b>5. Monthly Contract Management Report</b>			
5.1.	KPM Update*	CDSP (TBC)	Information
5.2.	KPM – Customer Relationship Survey Results	CDSP (TBC)	July 2023
5.3.	Monthly Contract Management Reports	CDSP (DS)	Information
5.4.	Xoserve Incident Summary	CDSP (PW)	Information
5.5.	Issue Management Dashboard	CDSP (MD)	Information
5.6.	GRDA Reporting	CDSP (DA)	Information
5.7.	Customer Change KVI Results	CDSP (RT)	Information
<b>6. Information Security Update</b>		CDSP (LW)	Information
<b>7. Financial Information</b>		CDSP (JMa)	Information
<b>8. Business Continuity Plan</b>		CDSP (LW)	Information
<b>9. Contract Assurance Audit</b>		CDSP (HH)	Information

<b>10. Key Committee Updates</b>		
10.1. DSC Change Management Committee	CDSP (RT)	Information
10.2. REC updates to DSC	CDSP (DA)	Information
<b>11. Any Other Business</b>		
11.1. CMS Update	CDSP (RC)	Information
11.2. UNC User Representatives Appointment Process	Chair	Information
<b>12. Recap of decisions made during meeting</b>	CDSP (DS)	Information
<b>13. Diary Planning</b>	Chair	Information

**DSC Contract Action Table**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0101a	18/01/23	1.6	CDSP (DT) to provide confirmation of the plan for engagement with Stakeholders going forward.	CDSP (DT)	May 2023	<b>Carried Forward</b>
0101b	18/01/23	1.6	CDSP (DT) to provide confirmation of the process for appointing a Shipper Nominated Director to the Committee.	CDSP (DT)	May 2023	<b>Carried Forward</b>
0401	19/04/23	3.2	CDSP (JMc) to raise the Change Proposal for the proposed Budget and Charging Methodology amendments to be made for submission to the DSC Change Management Committee.	CDSP (JMc) to	May 2023	<b>Pending</b>
0402	19/04/23	11.2	CDSP (ES) to investigate DCC Enrolled Meter tolerances and report back to this Committee	CDSP (ES)	May 2023	<b>Pending</b>