

## Agenda

### DSC Contract Management Committee

**10:00 Wednesday 14 June 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 (17 May 2023)		Approval
1.6.	Review of Outstanding Actions		Discussion
<b>2. Approvals</b>			
2.1.	XRN5653 Updates to the Service Description Table v29	CDSP (AC)	Approval
<b>3. Business Plan Updates</b>			
3.1.	BP updates	CDSP (JR)	Information
3.2.	Efficiency Review	CDSP (JR)	Information
<b>4. Monthly Contract Management Report</b>			
4.1.	KPM Update*	CDSP ( <i>TBC</i> )	Information
4.2.	KPM – Customer Relationship Survey Results	CDSP ( <i>TBC</i> )	Due August
4.3.	Monthly Contract Management Reports	CDSP (AC)	Information
4.4.	Xoserve Incident Summary	CDSP (PW)	Information
4.5.	Issue Management Dashboard	CDSP (MD)	Information
4.6.	GRDA Reporting	CDSP (DA)	Information
4.7.	Customer Change KVI Results	CDSP (KL/RT)	Information
<b>5. Information Security Update</b>		CDSP (LW)	Due August
<b>6. Financial Information</b>		CDSP (JMa)	Due August
<b>7. Business Continuity Plan</b>		CDSP (LW)	Due August
<b>8. Contract Assurance Audit</b>		CDSP (HH)	Due August
<b>9. Key Committee Updates</b>			
9.1.	DSC Change Management Committee	CDSP (RT)	Information
9.2.	REC updates to DSC	CDSP (DA)	Information
<b>10. Any Other Business</b>			

10.1. CMS Update	CDSP (JW)	Information
11. Recap of decisions made during meeting	CDSP (AC)	Information
12. Diary Planning	Chair	Information

**DSC Contract Action Table (as of 17 May 2023)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
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)	February 2023 Amended to May 2023 June 2023	<b>Carried Forward</b>