

## Agenda

### DSC Contract Management Committee

**10:00 Wednesday 15 February 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 Minutes (18 January 2023)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
<b>2. Approvals</b>			
<b>3. Business Plan Updates</b>			
3.1.	BP updates	CDSP (DT) CDSP (JR)	Information
3.2.	Efficiency Review 2023 update		
<b>4. Class 1 Read Service</b>			
4.1.	Procurement Exercise – Modification 0710	CDSP (DA) CDSP (ER)	Information
4.2.	Mod 710 IGT148 Updated Service Lines XRN5379		Information
<b>5. Monthly Contract Management Report</b>			
5.1.	KPM Update*	CDSP (AS)	Information
5.2.	KPM – Customer Relationship Survey Results	CDSP (DTh)	Due April
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
<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 (JR)	Information
10.2.	REC updates to DSC	CDSP (DA)	Information

Contact Details: [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk)

Papers available at: [www.gasgovernance.co.uk/DSC-Contract](http://www.gasgovernance.co.uk/DSC-Contract)

10.3. Energy Scheme 10.4. ODCC (Open Data and Consumer Consent)	CDSP (DT) CDSP (DA)	Information Guidance
11. Any Other Business 11.1. CMS Update	CDSP (JW)	Information
12. Recap of decisions made during meeting	CDSP (AC)	Information
13. Diary Planning	Chair	Information

**Action Table (as of 18 January 2023)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
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–February 2023	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)	January 2023	Closed
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)	January 2023	Closed
1102	16/11/22	1.6	Xoserve (DA) to produce a monthly bulletin of the REC changes and how these are linked to the XRN/Change Proposals.	Xoserve (DA)	January 2023	Closed
1104	16/11/22	10.2	Xoserve (DA) to include a link into the GRDS items to provide detail of the consultations of what has been highlighted regarding the REC Change Pipeline.	Xoserve (DA)	January 2023	Closed
1201	16/12/22	1.6	Xoserve (AC) to update the table provided as part of action 1101 to ensure that it includes the publication dates of all versions of the Annual Charging Statements	Xoserve (AC)	January 2023	Closed
1202	16/12/22	3.1	Xoserve (DT) to investigate reinstating the customers consultations responses and Xoserve's responses into a consolidated table as per the process used for 2021.	Xoserve (DT)	January 2023 February 2023	Carried Forward
1203	16/12/22	6.0	Xoserve (LW) to carry out a Bench Marking exercise against other external parties (similar market organisations), specifically in relation to the target of level 4 and report back at the January CoMC	Xoserve (LW)	January 2023 February 2023	Carried Forward
0101	18/01/23	1.6	<i>Outstanding Action 1202:</i> a) express the Committees concern at the lack of industry engagement by Shipper nominated board directors	CDSP (DT)	February 2023	Pending

			b) confirm the process for appointing Shipper nominated director membership of the Xoserve board			
0102	18/01/23	2.4	<i>DPM v22</i> CDSP (ER/DA) will provide a revised view of the DPM and provide options of how best to present changes to the DPM going forward.	CDSP (ER/DA)	February 2023	<b>Pending</b>
0103	18/01/23	4.1	<i>Indicative Class 1 Read Service rates from 01 April 2023</i> CDSP (ER) to provide clarification of the sign-on process for the Class 1 Read Service for Users that are not current Users of the service and that CDSP will be reaching out to current Users of the service to seek confirmation that they wish to continue using it.	CDSP (ER)	February 2023	<b>Pending</b>
0104	18/01/23	4.1	<i>Indicative Class 1 Read Service rates from 01 April 2023</i> CDSP (ER) to review and provide confirmation of continuity of service from the current to the new arrangements.	CDSP (ER)	February 2023	<b>Pending</b>
0105	18/01/23	5.4	<i>Xoserve Incident Summary</i> CDSP (PW) to clarify what would constitute a trigger to a KPM breach where the outage time appeared to be significant.	CDSP (PW)	February 2023	<b>Pending</b>
0106	18/01/23	5.5	<i>Issue Management Dashboard</i> Issue Management Dashboard – CDSP (DA) to draft a communication on behalf of the DSC Contract Management Committee to send to REC/DCC which will request priority resolution of the missing messages issue. This draft is to be circulated within 1 week of the meeting.	CDSP (DA)	February 2023	<b>Pending</b>
0107	18/01/23	11.3	<i>Dispute - Charging Statement for the period 1st April 2022 – 31st March 2023 (Version 2)</i> CDSP (DT) to respond to the Centrica letter by the 31 January 2023 to allow time for Centrica to review and provide an update to the Contract Management Committee members to review ahead of the next meeting on 15 February 2023	CDSP (DT)	February 2023	<b>Pending</b>