Agenda

DSC Contract Management Committee
09:30 Wednesday 15 June 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		Information
1.2.	Alternates		Information
1.3.	Confirm Voting rights		Information
1.4.	Approval of Minutes (18 May 2022)	Chair	Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
1.7.	User Representative Appointment Process		Information
2.	**Approvals**		
2.1.	XRN5505 Changes to SDT v24	CDSP (AC/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.	REC Contract Update	CDSP (JMc)	Information
4.3.	CSSC 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	CDSP (DTh)	Due July
6.3.	Contract Metrics	CDSP (AC)	Information
6.4.	Xoserve Incident Summary	CDSP (NL)	Information
6.5.	Issue Management Dashboard	CDSP (MP)	Information
6.6.	Quarterly Invoicing Update	CDSP (DD)	Due July
7.	**Information Security Update**	CDSP (NM/DG)	Information
8.	**Financial Information**	CDSP (JMa)	Due August
9.	**Business Continuity Plan**	CDSP (TH)	Due August

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

10. Contract Assurance Audit	CDSP (HH)	Due August
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. Move to Cloud Post Implementation Support Update	CDSP(AS)	Information
12.3. UK Link Portal update	CDSP (PD/SH)	Information
12.4. Line in the Sand Performance	Gazprom (SM)	Information
13. Recap of decisions made during meeting	CDSP (AC)	Information
14. Diary Planning	Chair	Information

Action Table (as of 18 May 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)	May 2022	**Carried Forward**
0302	16/03/22	2.1	*Shipper Short Code Requests MAP Reallocation of Short Code Request -* Xoserve (MO/JMc) to consider any updates that may be required to the existing process.	Xoserve (MO/JMc)	May 2022	**Carried Forward**
0401	20/04/22	4.1	*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.	Xoserve (JMc) & Wales & West Utilities (RP) & Gazprom Energy (SM)	June 2022	**Carried Forward**
0402	20/04/22	4.3	*Reference Transition Cut Over 'Dead Zone' Compensation Claim Concerns* – Xoserve (EL/JMc) to provide historical (01 August) volume v's bandwidth data to the ICoSS representative.	Xoserve (EL/JMc)	June 2022	**Carried Forward**
0403	20/04/22	6.3	*Reference Contract Metrics Reporting Enhancements* – Xoserve (AC) to consider enhancing the reports to provide a high-level summary.	Xoserve (AC)	June 2022	**Carried Forward**
0501	18/05/22	2.1	DSC Contract Committee Members to provide comments/feedback on the Service Description Table changes	DSC Committee	June 2022	**Pending**

Action Table (as of 18 May 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
			presented by 01 June 2022 to allow circulation of the final Service Description Table for Approval at the June meeting.			
0502	18/05/22	3.1	Xoserve (DT) to review the Revised Charging Statement to ensure consistent terminology is used and that it is published once any amendments have been made.	Xoserve (DT)	June 2022	**Pending**
0503	18/05/22	6.2	Xoserve (AC) to plan Customer Engagement Session to discuss and agree future reporting requirements with a view to creating more meaningful reporting dashboards with input from each of the constituent groups.	Xoserve (AC)	June 2022	**Pending**
0504	18/05/22	12.5	Xoserve (DA) to provide an update on the implementation of Modification 0651.	Xoserve (DA)	June 2022	**Pending**

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