

Agenda

DSC Contract Management Committee

09:30 Wednesday 20 April 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 (23 March 2022)		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.	XRN 5495 Changes to Third Party and Additional Services Document	CDSP (AC)	Approval
2.2.	XRN5496 Changes to SDT v13	CDSP (AC)	Approval
2.3.	MAP Reallocation of Short Code Request (Maple)	CDSP (MO)	Approval
2.4.	Short Code allocation Request (Morrisons)	CDSP (MO)	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.	DPM update	CDSP (DA/JMc)	
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 (<i>link to item 12.2</i>)			
6.1.	KPM Update*	CDSP (AS)	Information
6.2.	KPM – Customer Relationship Survey Results	CDSP (DTh)	Information
6.3.	Contract Metrics	CDSP (AC)	Information
6.4.	Xoserve Incident Summary	CDSP (TP)	Information
6.5.	UK Link File Flow PIR	CDSP (AS/TG)	Due May

6.6. Issue Management Dashboard	CDSP (MP)	Information
6.7. Quarterly Invoicing Update	CDSP (DD)	Information
7. Information Security Update	CDSP (NM/DG)	Information
8. Financial Information	CDSP (JMa)	Due May
9. Business Continuity Plan	CDSP (TH)	Due May
10. Contract Assurance Audit	CDSP (HH)	Due May
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. CoMC Reporting (<i>to be covered as part of item 6</i>)	CDSP (AC)	Discussion
13. Recap of decisions made during meeting	CDSP (AC)	Information
14. Diary Planning	Chair	Information

Action Table (as of 16 March 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)	February 2022	Carried Forward
0301	16/03/22	2.1	Xoserve (MO/JMc) to clarify the two process options for correcting MAP IDs, outlining all the considerations and impacts of using the existing approach against establishing a process to allow corrections without the loss of historical data	Xoserve (MO/JMc)	April 2022	Pending
0302	16/03/22	2.1	Xoserve (MO/JMc) to provide clarification on the interactions with REC and the minimum licence requirements for the parties concerned, when undertaking MAP ID corrections.	Xoserve (MO/JMc)	April 2022	Pending
0303	16/03/22	2.1	Xoserve (MO/JMc) / DSC Contract Management Committee to review appropriate process for MAP ID corrections to allow documentation updates.	Xoserve (MO/JMc) / Committee	April 2022	Pending
0304	16/03/22	4.2	Xoserve (EL/DA) to provide an explanation on the dependency links of CSS and M2C.	Xoserve (EL/DA)	April 2022	Pending

Action Table (as of 16 March 2022)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0305	16/03/22	10	Xoserve (JMc) to provide further clarification on the remedial action taken following the Contract Assurance Audit.	Xoserve (JMc)	April 2022	Pending