

Agenda

DSC Contract Management Committee

09:30 Wednesday 21 July 2021

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 (16 June 2021)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
2.	Covid-19 Update	CDSP (FC)	Information
3. Approvals			
3.1.	Access to Daily Biomethane Injections (XRN5183)	CDSP (KA/SH)	Approval
3.2.	DRR – Release of Data to RPA Code Manager	CDSP (DA/JL)	Approval
3.3.	XRN 5381 – Changes to SDT V.18	CDSP (AC)	Approval
4. Business Plan Updates			
4.1.	BP22	CDSP (DT)	Information
5.	Retail Energy Code (REC) Update	CDSP (JMc)	Discussion
6. Class 1 Read Service			
6.1.	Modification 0710 Update	CDSP (ER)	Information
7. Monthly Contract Management Report			
7.1.	KPM Update*	CDSP (TBC)	Discussion
7.2.	KPM – Customer Relationship Survey Results (Q1)	CDSP (AJ/JMc)	Discussion
7.3.	Contract Metrics	CDSP (AC)	Information
7.4.	Xoserve Incident Summary	CDSP (NL)	Information
7.5.	Issue Management Updates	CDSP (MD)	Information
7.5.1.	Issue Management Dashboard	CDSP (MD)	Information
7.6.	<i>Quarterly Invoicing update July 2021*</i>	CDSP (AC)	Information
8.	Central Switching Service (CSS) Update	CDSP (EL)	Information
9.	Information Security Update	CDSP (NM)	Information
10.	Financial Information	CDSP (NS/JM)	Due Aug

11. Business Continuity Plan	CDSP (DS)	Due Aug
12. Contract Assurance Audit	CDSP (HH)	Due Aug
13. Key Committee Updates		
13.1. DSC Change Management Committee	CDSP (JR)	Information
14. Any Other Business		
14.1. Retrospective and Proof of Concept Options	CDSP (PO)	Discussion
14.2. Challenges relating to DCC reporting	CDSP (PO)	Discussion
14.3. CMS Rebuild Update	CDSP (JW)	Information
14.4. MDD Changes	CDSP (MO/DA)	Information
14.5. VAT early termination fees and compensation payments	CDSP (JMc)	Information
14.6. Impact of Brexit	CDSP (JMc)	Information
14.7. Request for DPO contact details	CDSP (JMc)	Information
14.8. User Representative Appointment Update (Contract & Credit)	Chair	Information
15. Recap of decisions made during meeting	CDSP (AC)	Information
16. Diary Planning	Chair	Information

Action Table (as of 16 June 2021)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0401	21/04/21	1.7	<i>P2 UK Link File Processing incident - Xoserve/Correla (NL) to provide a response on why processes allowed system files/transactions to be deleted</i>	Xoserve / Correla (NL)	Carried Forward
0402	21/04/21	9.0	<i>Central Switching Service (CSS) - Xoserve / Correla (EL) to provide an update on CR75 and the obligations for Adaptor Providers from a Retail Energy Code (REC) perspective</i>	Xoserve / Correla (EL)	Carried Forward
0501	14/05/21	14.8	Xoserve (AC) to provide a list of outstanding changes to enable a review of de-prioritised changes.	Xoserve (AC)	Pending
0601	16/06/21	3.6	CMS Rebuild Design Subgroup – Correla (JW) to provide a CMS Rebuild Design Subgroup Terms of Reference for onward circulation, covering planned interactions with DSC Committees.	Correla (JW)	Pending
0602	16/06/21	14.7	Joint Office (BF/LOS) to provide an update regarding the Joint Office Website refreshing issue.	Joint Office (BF/LOS)	Pending