

Guidelines for the Publication of CoMC Material and Circulation of Data Request Reports (DRR's)

These guidelines are to be followed when considering when and where CoMC material should be published or shared as well as the circulation of **DRRs**

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1) Publication/sharing of Contract Management Committee (CoMC) material

It is acknowledged that there will be instances where CoMC material cannot be shared publicly.

When submitting CoMC material to Joint Office the material should be categorised in accordance with one of the following definitions (note it will be the responsibility of the author of the material to determine the appropriate definition):

“Non Confidential” means material which can be published on the Joint Office website and which is available on the internet for any person to view

“Confidential” means material that will shared with Data Services Ccontract (DSC) CoMC Representative and their alternates and which shall be presented at CoMC with committee members and attendees but won't be published on Joint Office website.

2) Circulation of DRRs

DRRs will be circulated in line with the Change Process (Change Management Committee (ChMC) Change Pack). The Central Data Services Provider (CDSP) will circulate the DRR and include a formal template for any representations to be made. All representations will be collated for discussion at CoMC.

Timescales for responses would be agreed prior to issuing the DRR.

3) Process for amending this document

Any amendments to this Document must be approved at CoMC.

A CoMC Representative or the CDSP may propose an amendment to this Document by following the process set out below:

- 1) If the amendment is proposed by a CoMC Representative, details of the proposed amendments can be shared with CDSP with sufficient time to enable CDSP to share with

all CoMC Representatives a minimum of 5 business days prior to the CoMC where approval will be sought.

- 2) If CDSP propose the amendments, CDSP will share the amendments with CoMC a minimum of 5 business days prior to the CoMC where approval will be sought.
- 3) Proposed amendments to be added to the agenda for the CoMC where approval will be sought.
- 4) CoMC Representatives and CDSP to review the amendments.
- 5) Any comments relating to the amendments to be discussed at CoMC.
- 6) Approval of any amendments to be given at CoMC.
- 7) Once approved CDSP will:
 - update the Document with the approved amendments;
 - update the version control on the front page of this Document; and
 - arrange for the updated Document to be published on the Joint Office website.