

## Agenda

### DSC Contract Management Committee

**10:30 Wednesday 15 January 2020**

**at Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL**

Teleconference: 020 3582 4515, ID 401-706-701  
screen sharing <https://join.me/JointOffice>

*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		
1.3.	Confirm Voting rights		
1.4.	Approval of Minutes (18 December 2019)		
1.5.	Approval of Late Papers		
1.6.	Review of Outstanding Actions		
<b>2. Approvals</b>			
2.1.	DRR – Provision of additional data via the DDP for shippers – Drop 3	CDSP (JR)	Approval
<b>3. Electralink Update</b>		CDSP (tbc)	Discussion
<b>4. BP20 Update</b>		CDSP (DT)	Discussion
<b>5. Monthly Contract Management Report (KPIs)</b>			
5.1.	Contract Metrics including Invoicing	CDSP (MD)	Information
5.2.	Xoserve Incident Summary	CDSP (DR)	Information
5.3.	Issue Management Updates		
5.3.1.	Issue Management Dashboard	CDSP (MD)	Information
5.3.2.	Amendment Taskforce Update	CDSP (DD)	Information
5.3.3.	Enabling large scale utilisation of Class 3 (verbal update)	CDSP (JB)	Information
5.3.4.	UIG Update	CDSP (FC)	Information
5.4.	KVI Summary		
5.4.1.	Change Management KVI	CDSP	No update
5.4.2.	Customer Relationship KVI	CDSP	Information
5.4.3.	KPI and KVI Review Update *	CDSP (MD)	Information
5.4.4.	KVI Summary	CDSP (MD)	Information
5.4.5.	Customer Service KVI	CDSP (DTh)	Information

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<b>6. CSS Adaptor Update</b>	CDSP (EL/DT)	Information
<b>7. Information Security Update *</b>	CDSP (DD)	Information
<b>8. Business Continuity Plan</b>	CDSP (DS)	Due Feb
<b>9. Contract Assurance Audit</b>	CDSP (EB)	Due Feb
<b>10. Financial Information – Q3 Forecast Update</b>	CDSP (NS)	Information
<b>11. Key Committee Updates - DSC Change Management Committee *</b>	CDSP (JR)	Information
<b>12. Any Other Business</b>		
12.1. Xoserve IX refresh update	CDSP (MP)	Information
12.2. Modification 0702S - Introducing 'Research Body' as a new User type to the Data Permissions Matrix and UNC TPD Section V5	CDSP (ER)	Information
12.3. MDD subcommittee Terms of Reference	CDSP(JM/MO)	Approval
12.4. Contract Management Committee (CoMC) Terms of Reference	CDSP(JM)	Discussion
12.5. CRM update	CDSP (tbc)	Information
<b>13. Diary Planning</b>	Chair	Information

**Action Table (as at 18 December 2019)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
1201	18/12/19	4.3.1	Committee members to contact Xoserve if the AQ Defect communication from the Issue Resolution Team has not been received by 19 December 2019. (Comm Ref: XCE1868 – For Information Aggregate Materiality of Outstanding AQ Defect)	All	<b>Pending</b>
1202	18/12/19	4.4.2	Xoserve (DT/AJ) to discuss the requirements of the Customer Relationship Management (CRM) Tool with customers.	Xoserve (DT/AJ)	<b>Pending</b>
1203	18/12/19	10	Xoserve (JMc) to circulate a summary from the DSC Change Management Committee.	Xoserve (JMc)	<b>Pending</b>
1204	18/12/19	11.5	Xoserve to review the Operating Guidelines in relation to Modification 0702S.	Xoserve (JMc)	<b>Pending</b>

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