

Agenda

DSC Contract Management Committee

10:30 Wednesday 17 July 2019

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
1. Introduction			
1.1.	Apologies for absence	Chair	Information
1.2.	Alternates		
1.3.	Confirm Voting rights		
1.4.	Approval of Minutes (19 June 2019)		
2.	Business Continuity Plan (Next update August)	None	
3.	Contract Assurance Audit (Next update August)	None	
4. Monthly Contract Management Report (KPIs)			
4.1.	Contract Metrics	CDSP (MD)	Information
4.2.	Issue Management Update	CDSP (MD)	Information
4.2.1.	Amendment Invoice Taskforce Update	CDSP (PT)	Information
4.3.	KVI Performance	CDSP (MD)	Information
4.3.1.	June 2019 KVI Performance	CDSP (MD)	Information
4.3.2.	Analysis of KVI performance since 01 May 2018	CDSP (MD)	Information
4.4.	UIG Update	CDSP (LJ)	Information
4.5.	Information Security Arrangements	CDSP (VB)	Information
5. Financial Information (Next update August)			
5.1.	Cost Allocation Model and Methodology	None	
5.2.	CDSP Budget	None	
5.3.	Annual Charging Statement	None	
5.4.	Invoicing (covered under section 4.1)	None	
6.	Disclosures (Actions 0504 and 0601)	CDSP (JM)	Approval
6.1.	Disclosure Request Report - Provision of additional data via Data Discovery Platform (Birst) for Shippers (09 July 2019)	CDSP (JM)	Approval
7.	Review of Outstanding Actions	Chair	Discussion

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8. Key Committee Updates		
8.1. DSC Change Management Committee	CDSP (ES)	Information
8.2. PAC/PAFA	CDSP (ES)	Information
9. CSS Update	CDSP (EL)	Information
10. Any Other Business	CDSP	Information
10.1. Xoserve Strategy Update (following item 1.4)	CDSP (SJ)	Information
10.2. Guidelines for the publication of CoMC material and circulation of DRRs	CDSP (JM)	Approval
10.3. Data discovery Platform Delivery (09 July 2019)	CDSP (JMcl)	Information
10.4. Business Plan 2020 (09 July 2019)	CDSP (DT)	Information
10.5. Class 3 Supply Point Migration Workshop update (09 July 2019)	CDSP (AS)	Information
10.6. Reflections on Data Access Schedule in the REC' (09 July 2019)	CDSP (DA)	Discussion
10.7. Change Proposal – Meter Temperature Simulation (08 July 2019)	CDSP (JM)	Approval
11. Diary Planning	Chair	Information

Action Table (as at 19 June 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0309	20/03/19	10.6	Xoserve (DT) to investigate if a new updated process for the 'Requesting of New Services' could be implemented ahead of the next cycle.	Xoserve (DT)	Carried Forward (September 2019)
0504	01/05/19	7.	<i>Reference the (draft) Operating Guidelines Document</i> – All parties to review and provide feedback for consideration at the next Committee meeting.	All	Carried Forward
0601	19/06/19	7.	Re: <i>Reference the (draft) Operating Guidelines Document</i> - JM to update the guidelines and circulate to DSC Contract Management Committee members for further comments. (See also Action 0504).	Xoserve (JM)	Pending

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