

## Agenda

**DSC Contract Management Committee**  
**11:00 Wednesday 16 January 2019**  
**at Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL**  
 (Teleconference: 020 3582 4515, ID 401-706-701)

*Short notice items are in italics*

*\* indicates where the material is expected to be provided late*

Item	Topic	Lead	Category
<b>1. Introduction</b>	<ul style="list-style-type: none"> <li>1.1. Apologies for absence</li> <li>1.2. Alternates</li> <li>1.3. Confirm Voting rights</li> <li>1.4. Approval of Minutes (19 December 2018)</li> </ul>	Chair	Information
<b>2. Business Continuity Plan</b>		No Update	
<b>3. Contract Assurance Audit</b>		No Update	
<b>4. Monthly Contract Management Report (KPIs)</b>	<ul style="list-style-type: none"> <li>4.1. KPI Reports*</li> <li>4.2. Issue Management Update               <ul style="list-style-type: none"> <li>4.2.1. Amendment Invoice Taskforce Update</li> </ul> </li> <li>4.3. KVI Performance               <ul style="list-style-type: none"> <li>4.3.1. December KVI Performance*</li> </ul> </li> <li>4.4. UIG Update</li> <li>4.5. Information Security Arrangements Update</li> </ul>	CDSP (MO) CDSP (MD) CDSP (DC)  CDSP (ES) CDSP (LJ) CDSP (VB)	Information Information Information  Discussion Information Information
<b>5. Financial Information</b>	<ul style="list-style-type: none"> <li>5.1. Cost Allocation Model and Methodology</li> <li>5.2. CDSP Budget</li> <li>5.3. Annual Charging Statement</li> <li>5.4. Invoicing (covered under section 4.1)</li> </ul>	CDSP (NS) CDSP (NS) CDSP (NS) CDSP (NS)	Information Information Information Information
<b>6. Disclosures</b>	<ul style="list-style-type: none"> <li>6.1. AltHanCo Disclosure Report</li> <li>6.2. Consent for Disclosure of Shipper API Data Set</li> </ul>	CDSP (RJ) CDSP (SH)	Approval Approval
<b>7. Review of Outstanding Actions(s)</b>		Chair	Discussion
<b>8. Key Committee Updates</b>	<ul style="list-style-type: none"> <li>8.1. DSC Change Management Committee*</li> <li>8.2. PAC/PAFA</li> </ul>	CDSP (ES) CDSP (ES)	Information Information
<b>9. CSS</b>	<ul style="list-style-type: none"> <li>9.1. CSS Update*</li> <li>9.2. CSS Consequential Funding</li> </ul>	CDSP (EL) CDSP (EL)	Information Approval
<b>10. Any Other Business</b>	<ul style="list-style-type: none"> <li>10.1. Communication of Xoserve Strategic Changes to DSC Committees</li> <li>10.2. Ofgem change of Supplier data provision</li> </ul>	SM (Gazprom) CDSP (PO)	Discussion Information
<b>11. Diary Planning</b>		Chair	Information

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**Action Table (as at 19 December 2018)**

<b>Action Ref</b>	<b>Meeting Date</b>	<b>Minute Ref</b>	<b>Action</b>	<b>Owner</b>	<b>Status Update</b>
<b>0803</b>	15/08/18	4.2	Xoserve (MD) to produce a Communications Strategy for notification of incidents with timelines for resolution, with an indication of importance and the potential customer impact.	Xoserve (MD)	<b>Carried Forward</b>
<b>1104</b>	14/11/18	9.2	Xoserve (AM) to define in the Data Permissions Matrix the domestic and non-domestic suppliers to ensure they are cross referenced.	Xoserve (AM)	<b>Carried Forward</b>
<b>1105</b>	14/11/18	9.2	Xoserve (AM) to include version control reference within the governance areas of the documents, as appropriate.	Xoserve (AM)	<b>Carried Forward</b>
<b>1106</b>	14/11/18	9.5	Xoserve (AM) to ensure Major Energy User (MEU) is defined in full within the associated documents as required.	Xoserve (AM)	<b>Carried Forward</b>
<b>1107</b>	14/11/18	10.1	Xoserve (AM) to amend the CDSP Service Document Amendment Process and include specific wording to provide clarity for reach procedure and then for this document to be published.	Xoserve (AM)	<b>Carried Forward</b>
<b>1201</b>	191218		UIG Updates: LJ to provide an update following 18 January AUGE update meeting.	Xoserve (LJ)	<b>Pending</b>

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