

Agenda

DSC Contract Management Committee

10:30 Wednesday 20 March 2019

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

(Teleconference: 020 3582 4515, ID 451-364-066)

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 (20 February 2019)		
2.	Business Continuity Plan	CDSP (DS)	No update
3.	Contract Assurance Audit	CDSP (EB)	Information
4. Monthly Contract Management Report (KPIs)			
4.1.	KPI Reports*	CDSP (MO)	Information
4.2.	Issue Management Update	CDSP (MD)	Information
4.2.1.	Amendment Invoice Taskforce Update	CDSP (AS)	Information
4.3.	KVI Performance		
4.3.1.	February KVI Performance	CDSP (MD)	Discussion
4.4	UIG Update	CDSP (LJ)	Information
4.4.	Information Security Arrangements	CDSP (VB)	Information
5. Financial Information			
5.1.	Cost Allocation Model and Methodology	CDSP (NS)	No update
5.2.	CDSP Budget	CDSP (NS)	No update
5.3.	Annual Charging Statement	CDSP (NS)	No update
5.4.	Invoicing (covered under section 4.1)	CDSP (NS)	No update
6. Disclosures			
6.1.	AltHanCo Disclosure Report	CDSP (RJ)	Approval
6.2.	XRN4877 – Enhancement to Supply Point Enquiry API Service for Shippers	CDSP (SH)	Deferred
6.3.	XRN4878 – Supply Point Enquiry API Service for Shippers	CDSP (SH)	Deferred
6.4.	<i>How Disclosure Reports work in the future*</i>	CDSP (SH)	Discussion

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7. Review of Outstanding Actions	Chair	Discussion
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		
10.1. Budget 2019 Forecast (<i>Verbal update covered in CSS Section 9</i>)	CDSP (DT)	Section 9
10.2. Xoserve Customer Communications Strategy Update	CDSP (PF)	Information
10.3. CDSP DSC Contract Management Committee Representatives	CDSP (JG)	Information
10.4. Service Description Table Change Proposals	CDSP (AM)	Information
10.5. MDD Migration	CDSP (DA)	Information
11. Diary Planning	Chair	Information

Action Table (as at 20 February 2019)

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0803	15/08/18	4.2	Xoserve to produce a Communications Strategy for notification of incidents with timelines for resolution, with an indication of importance and the potential customer impact.	Xoserve (PF)	Carried Forward
0101	16/01/19	6.1	Xoserve (AM) to provide evidence of what the contract with AltHanCo was aiming to do and to share the boiler plate information.	Xoserve (AM)	Carried forward
0102	16/01/19	6.1	Xoserve (AM) to document the risk of information exchange between AltHanCo and their service provider and clarify how the contract, covers information and data being released to this 3 rd party.	Xoserve (AM)	Carried forward
0201	20/02/19	3.0	Xoserve (EB) to include an update on the Xoserve status with GDPR in next month's Contract Assurance Audit update.	Xoserve (EB)	Pending
0202	20/02/19	4.2.1.	Xoserve (AS) to produce a resolution plan with associated deliverables/dates regarding the Amendment Invoice issues/work of the AML/ASP Task Force.	Xoserve (AS)	Pending

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