



Dear Customer,

Please find below a pre-meeting brief ahead of the Contract Management Committee on the 17th February This brief will focus on the required approvals and gives a brief overview of the key agenda items that we will be sharing with you on the day. For a full view of the agenda, meeting content and attendees, please visit the Joint Office of Gas Transporters dedicated webpage

<https://www.gasgovernance.co.uk/DSC-Contract>

Who has this communication been sent to?	All CoMC reps
Agenda Item Reference	Brief Summary of Agenda Items
2.Project Mercury	An update to give clarity as to the current state of the project and there will also be a financial update from our Strategic Planning Manager
3. Covid -19	A verbal update on how Xoserve is supporting the industry and the latest information on the Covid 19 modifications
4. Approvals	<p>4.1 Updated Research Body Request A tracked change version of the previously approved Research Body Request document to provide further clarity and definition to the Period of Research and the Period of Data Detention headings within the Data Assessment section</p> <p>4.2 RESO Research Body Request A Tracked changed version of the previously approved request on behalf of Coventry City Council which includes additional information and includes specific dates and context within the Period of Research and the Period of Data Detention headings within the Data Assessment section</p>
5. Third Party Attendee	A presentation from members of CMAP (Community of Meter Asset Providers) to discuss the briefing note entitled 'Portfolio Data Services for Meter Asset Providers' that was circulated to CoMC members to provide context and background to this item
6. Business Plan updates	Latest update on the BP20 Centrica Appeal and the progress made on BP21
7.REC Update	Jayne McGlone (DSC Compliance Manager) will talk through a presentation to give an overview of the

	latest developments and to seek guidance from the CoMC with regards to what should be included within the GES Scope and to talk through a proposal to amend the Third Party and Additional Services Policy
8 Mod 710 CDSP Provision of Class 1 read service	Ellie Rogers (Service Development Manager) will give a progress update for Mod 710 and will talk through the high-level principles and approach in relation to Charging and liabilities
9. Monthly Management Reports	This month we will be focusing on the following reports: - 9.1 KPM update – There were two Right First Time failures and 3 Cycle Time Failures for January 9.3 Xoserve Incident Summary 9.4.3 AQ Taskforce Update
10. CSS Update	To discuss the latest programme update
11. Information Security Update	An overview of current state from Xoserve's Chief Information Security Officer
13 Business Continuity Plan	Quarterly Business Plan overview
14. Contract Assurance Audit	Quarterly internal Audit Summary Report
16.1 CMS Replacement Update	Progress update for the CMS rebuild project
16.2 IX Refresh Update	Update to confirm the completion of all the IX Migrations

If you have any queries regarding these key messages, please contact Jayne McGlone – Jayne.Mcglone@xoserve.com or Angela Clarke - Angela.Clarke@xoserve.com

Kind Regards

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