

Agenda

DSC Contract Management Committee
11:00 Wednesday 14 November 2018
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*

| <i>Item</i> | <i>Topic</i> | <i>Lead</i> | <i>Category</i> |
|---|---|-------------|-----------------|
| 1. Introduction | | | |
| 1.1. | Apologies for absence | Chair | Information |
| 1.2. | Alternates | | |
| 1.3. | Confirm Voting rights | | |
| 1.4. | Approval of Minutes (17 October 2018) | | |
| 2. Business Continuity Plan | | CDSP | Information |
| 3. Contract Assurance Audit | | CDSP | |
| 3.1. Surveillance Visit 1 | | CDSP | Information |
| 4. Monthly Contract Management Report (KPIs) | | | |
| 4.1. | KPI Reports* | CDSP (MO) | Information |
| 4.2. | Issue Management Update | CDSP (MD) | Information |
| 4.3. | KVI Performance | | |
| 4.3.1. | October KVI Performance | CDSP (MD) | Discussion |
| 4.3.2. | Approval of revised KVIs | CDSP (MD) | Approval |
| 4.4. | UIG Updates* | CDSP (LJ) | Discussion |
| 4.5. | Information Security Arrangements Update (No Material) | CDSP (NV) | Information |
| 5. Financial Information | | | |
| 5.1. | Cost Allocation Model and Methodology | CDSP (NS) | Information |
| 5.2. | CDSP Budget | CDSP (NS) | Information |
| 5.3. | Annual Charging Statement | CDSP (NS) | Information |
| 5.4. | Invoicing (covered under section 4.1) | CDSP (NS) | Information |
| 6. CSS Update | | CDSP (EL) | Information |
| 7. Review of Outstanding Actions(s) | | Chair | Discussion |
| 8. Key Committee Updates | | | |
| 8.1. | DSC Change Management Committee* | CDSP (ES) | Information |
| 8.2. | PAC/PAFA* | CDSP (ES) | Information |
| 9. Disclosures | | | |
| 9.1. | Operations Guidelines Document Data Permission | CDSP (AM) | Information |
| 9.2. | CoMC Consent for Disclosure Request Report – Supplier API Dataset | CDSP (AM) | Approval |
| 9.3. | CoMC Consent for Disclosure Request Report – Supplier Portfolio | CDSP (AM) | Approval |
| 9.4. | CoMC Consent for Disclosure Request Report – MAM Portfolio | CDSP (AM) | Approval |
| 9.5. | CoMC Consent for Disclosure Request Report – MEU Portfolio | CDSP (AM) | Approval |
| 9.6. | CoMC Consent for Disclosure Request Report - AltHANCo | CDSP (AM) | Discussion |
| 10. Any Other Business | | | |
| 10.1. | CDSP Service Document Amendment Process | CDSP (AM) | Information |
| 10.2. | Market Scan | CDSP (AM) | Information |
| 11. Diary Planning | | Chair | Information |

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Action Table (as at 17 October 2018)

| Action Ref | Meeting Date | Minute Ref | Action | Owner | Status Update |
|------------|--------------|------------|--|-----------------------------|--------------------------------|
| 0402 | 18/04/18 | 9.1 | E.ON (KD) to work with Xoserve (MO/ER) and the SPAA representatives on the framework for the SPAA, to agree what information would be released to Siemens and any changes required to the SPAA schedules going forward. | E.ON (KD) & Xoserve (MO/ER) | Carried Forward to November 18 |
| 0801 | 15/08/18 | 2 | Xoserve (EB) to consider the timing of the review for 2019 Quarter 3 and to provide an update from the November 2018 review in the form of a Lessons Learnt document. | Xoserve (EB) | Carried Forward |
| 0803 | 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) | Carried Forward |
| 0804 | 15/08/18 | 4.5 | Xoserve (MO/PBi) to set out what occurred in relation to the IX patch and why, and to produce a proposal/process for future incidents. | Xoserve (MO/PBi) | Carried forward |
| 0903 | 19/09/18 | 4.2 | Xoserve (MO) to produce a summary document of the status of the system issues and resolution progress. | Xoserve (MO) | Closed |
| 1001 | 17/10/18 | 10.2 | Xoserve to report to DSC Contract Management with an update and provide a recap of the controls that are in place for the M Number Services (telephone and web) at next month's meeting | Xoserve (BM/MO) | Pending |
| 1002 | 17/10/18 | 10.4 | CDSP to investigate if the credit policy rules support the DSC Contract Management Committee absorbing the monthly credit meeting but the sub-committee staying in place for adhoc issues or whether changes will be required. | CDSP (SDw) | Pending |
| 1003 | 17/10/18 | 10.4 | Shippers to promote further DSC Credit Committee membership. | ALL | Pending |
| 1004 | 17/10/18 | 10.4 | MO to request Xoserve Account Managers write out to their customers to encourage membership of the DSC Credit Committee. | CDSP (MO) | Pending |

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