

## UNC DSC Contract Management Committee Minutes

10:30 Wednesday 14 June 2017

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

### Attendees

Rebecca Hailes (Chair)	(RH)	Joint Office	Non-Voting
Helen Bennett (Secretary)	(HB)	Joint Office	Non-Voting

### Shipper User Representatives

Colette Baldwin	(CB)	E.ON	Class A – Voting
Graham Wood	(GW)	Centrica	Class A – Voting
Lorna Lewin	(LL)	Dong	Class B - Voting
Steve Mulinganie	(SM)	Gazprom	Class B - Voting
Robert Cameron Higgs	(RCH)	Flow Energy	Class C - Voting

### Transporter Representatives

Sue Hilbourne*	(SH)	SGN	DNO - Voting
Joanna Ferguson	(JF)	Northern Gas Networks	DNO – Voting
Sean McGoldrick	(SMc)	National Grid NTS	NTS – Voting
Beverley Viney	(BV)	National Grid NTS	NTS – Voting
Gethyn Howard	(GH)	BUUK	iGT – Voting

### CDSP Change Management Representatives

Dave Addison	(DA)	Xoserve	Non-Voting
Dave Turpin	(DT)	Xoserve	Non-Voting
David Stowe	(DS)	Xoserve	Non-Voting
Emma Maskell	(EM)	Xoserve	Non-Voting
Eve Bradley	(EB)	Xoserve	Non-Voting
Matt Smith	(MS)	Xoserve	Non-Voting

### Observers

Gary Hartigan	(GH)	Extra Energy	Non-Voting
John Cooper	(JC)	BUUK	Non-Voting
Mark Jones	(MJ)	SSE	Non-Voting

### Apologies

Paul Sewell

*Copies of all papers are available at: Copies of all papers for this meeting are available at:*  
<http://www.gasgovernance.co.uk/DSC-Contract/140617>

## 1. Introduction

RH welcomed all to the meeting and confirmed that, for the meeting to be quorate, it required at least 3 Shipper Representatives and 3 DNO Representatives, NTS Representatives or iGT Representatives to be present and a minimum of 7 votes. The meeting was deemed quorate.

### 1.1. Apologies for absence

Paul Sewell

### 1.2. Alternates

None.

### 1.3. Approval of minutes (17 May 2017)

The minutes from the previous meeting (17 May 2017) were approved.

EB will forward amendments to the reference in the minutes relating to Business Continuity and Information Security.

*Post meeting update:* May's minutes have been update with the amendments sent by EB.

### 1.4. Terms of Reference

**Ref Action 0402:** DT advised that there was discussion in the recent Change Management Committee meeting clarifying the differing scopes of the Change and Contract Management Committee meetings, this is still to be discussed as there are differing views as to what should be discussed in which committee meeting. Feedback has been received from the Change Management Committee meeting that we have something fit for purpose. SM suggested the group should work out what topics fit best and where to come to a conclusion as to what the Contract Management Committee is responsible for and what the Change Management Committee is responsible for.

For example: Service Delivery and the IT experts should be sitting in Change Management Committee meeting as there are different skill sets required for each meeting. DT confirmed that for the Change Management Committee to function, the technical topics so still sit in the Change Management Committee meeting. The Change Management Committee also deals with the functions which used to be taken care of in the old UK Link Committee. DT advised that he raised a while ago the question as to whether the Change Management Committee meeting have the right attendees; most seem to be more on the regulatory side. SM reiterated there is a different skill set required in the Change Management Committee meeting. DT reminded the committee that the two committees were setup under the FGO discussions and that if the Committee members don't think it works in its current state then we can change that.

At this point it was confirmed that the Contract Managers Committee meeting is about reporting visibility of performance monitoring, KPI's, large scale changes, budget. SM suggested that both meetings require some kind of functional mapping and noted that in the recent Change Management Committee meeting there were some funding issues discussed but that these quite clearly should have been in the Contract Managers Committee meeting. CB added that change is not just about IT delivery but that it also should include commercial and regulatory issues around the change and that the Change group is more than just technical.

DT clarified that there needs to be a balance of individual benefit over cost and then feeding back to the Contract Management Committee meeting.

DT advised the group that Nexus Release 2 planning will sit with the Change Management Committee Meeting, the priorities around the planning also sits in Change Management Committee Meetings, and that the Change Management Committee had very recently asked for the Solution Delivery Group (SDG) to assist it by discussing the IT/technical aspects of the changes which the Change Committee will refer to it. The SDG is not an elected group but is open to all to nominate a technical representative to work on the group. It will assess options and give recommendations to the Change Management Committee. SM raised the question as to whether the SGD should be a formalised group? DT suggested that SGD are only making recommendations/options available.

GW clarified that rather than SGD coming out with solutions, they offer recommendations to the Change Management Committee. DT then confirmed that decision making sits with Change Management Committee.

SM requested a formal notification of exactly what the scope of the SGD group is. DT confirmed SGD is an Xoserve chaired meeting and drew attention to action 0501 from the Change Management Committee Meeting:

*“Change Management Committee to prepare to establish a Technical Sub- Committee (including the scope, TOR and membership) for technical assessments of future release capability. The current Solution Development Group (SDG) will be considered for their amenability/willingness to take on this role.”*

At the 07 June 2017 meeting, a sub-committee was established; Terms of reference are in development. 28 June 2017 was suggested as a potential meeting date.

**New Action 0601:** DT to confirm the scope of the SGD group.

**New Action 0602:** DT to notify Contract /Management Committee members of the planned SGD dates.

## 2. Business Continuity Plan

Documentation regarding items 2, 3 and 4 had not been submitted prior to the meeting so the running order of the day was changed in order to allow EB to arrange for copies to be sent to the Joint Office, in order that the Committee could consider them. RH reminded everyone that material for discussion at these meetings is to be submitted to the Joint Office ([dsccomms@gasgovernance.co.uk](mailto:dsccomms@gasgovernance.co.uk)) in order for the Joint Office to publish the documents on their website under the meeting page This is to enable participants to prepare for the meeting and make the meetings more efficient and effective. Going forward, if documents are not to be published they should be sent to the Joint Office and **clearly marked** that they are for use within the meeting (e.g. for projection) only.

EB and DS addressed the group about the Business Continuity Management (BCM) Report created for this meeting. This covered the following areas:

- Background
  - To ensure that the safety and wellbeing of employees, contractors and visitors is maintained;
  - To minimise the impact of any serious incident on Xoserve and/or its stakeholders
  - To enable critical processes to be maintained until normal operations can be resumed.
- Process
  - Planning
    - BCM arrangements consist of two levels of planning:
      - Critical Process Plans
      - Incident Response Manual
  - Analysis
  - Exercising & Testing
    - To ensure that the BCM arrangements are current and effective
  - Reporting
    - The reporting to this Committee will be on a quarterly basis covering a review and look forward
  - Benchmarking & Assessment
    - Maturity assessment will be undertaken each year
    - Methodology for the maturity assessment is yet to be defined

- Activities
  - Progress to 31 May 2017
- Future Work
  - The focus of BCM activities for the next quarter will be to:
    - provide support and advice to the Command Centre function as part of the UK Link implementation;
    - schedule and develop the recovery site test day to take place in mid-September

EB advised the committee that her team would like to understand what the expectation of the committee is and if the committee would find it useful going over a review of the scope and background of BCP.

DS advised that he is looking after BCP and its structure and agreed to circulate the BCP example that he talked through.

**New Action: 0603:** DS to circulate the Business Continuity Management (BCM) example to the Contract Management Committee meeting attendees.

SM asked if Xoserve's Business Continuity activities are going to be audited and DS advised that it would not be audited as there is no official certification but that Xoserve carry out its own internal audits. On further questioning, DS clarified that currently there is no requirement from a regulatory point of view for certification. SM questioned whether the decision to not have an external audit is one which the Committee might be interested in discussing, given the potential for negative effects on the business of the DSC customers.

**New Action 0604:** DS to review Business Continuity accreditation requirements.

RW stated that whatever gives Stakeholders assurance, would be satisfactory.

DS confirmed that as he is the Assurance Specialist covering Business Continuity & Resilience, he has to personally undergo certain audit activities.

When EB requested suggestions and alternatives from the committee, SM requested an Options Paper.

When asked, DS confirmed to CB that with regards to Disaster Recovery, actual hacking and/or cyber-attacks fall under the realm of ISO 27001. ISO 27001 is a specification for an information security management system (ISMS). An ISMS is a framework of policies and procedures that includes all legal, physical and technical controls involved in an organisation's information risk management processes.

When GH asked what the timeframe for the next paper would be, EB and DS agreed that a Scoping Paper would be brought to the August 2017 Contract Management Committee meeting which would be circulated to Contract Managers only and not published.

There followed a discussion about what should and should not be published by Joint Office. RW stated that it is expected that if there was a critical finding around information security then that would not be published.

When discussion turned to how to minute closed discussion within the Contract Management Committee meeting, SM suggested the minutes should say closed meeting and maybe we should refer to the way that SPAA minutes closed and open discussions within their minutes.

Documents to support closed agenda items should be circulated to the Nominated Contract Managers Distribution List only.

*Post meeting update:* Where the Joint Office are not party to confidential information that members are provided, it is then difficult or inappropriate to produce detailed minutes. The Committee may agree to the Joint Office recording high level discussions without

identifying individual parties or the reported data. This should be clarified when it next becomes necessary.

Referring back to document provided by EB (DSC Reporting Plan) specifically slide 1, the timeline provided by EB/DS, SMC asked why the reporting year was January to December and not April to March. DS confirmed that this is due to there being no financial output, SMC suggested the timeline should have a year beginning in April to align with governance and sign off perspectives.

**New Action 0605:** DS to change the timeline to run from April to March

EB added that she would rather the group feed in to the overall plan of what their expectations are for reporting, rather than get to the end of the year to be advised that the group would have liked to have seen a certain reporting feature that has not been covered.

**New Action 0606:** DS and EB summary documents to be circulated to the voting members of the DSC Contract Management Committee, their alternates and the non-voting members of the DSC Contract Management Committee (using lists already provided by Xoserve) for feedback by the August meeting. EB requested the documents are not published on the Joint Office website.

The committee agreed that for the time being the BCP should be a monthly agenda item referring to the Monthly Team Report which is shown on the timeline on slide 1 of the DSC Reporting Plan paper presented. When asked, EB clarified that the scope of the audit over the coming years would be the current plan and future periods reporting.

RW mentioned that the committee should not expect any gaps since the audit assurance team is already in situ.

RH suggested to the committee that there may come a time when only quarterly reporting will be required. EB advised that the first monthly report will be September 2017 once the scope is set in the August 2017 meeting.

### 3. Information Security Arrangements

EM reminded the group of a presentation (“Information Protection at Xoserve”) on Information Security that was given to the group on 15 March 2017 meeting (prior to 01 April when Joint Office began taking the minutes for the Contract Management Committee) .

EM referred to a document covering the forthcoming General Data Protection Regulations (GDPR) and advised that compliance has been set up as a separate project. She advised that Xoserve are currently working through the 12 steps and that steps 2&6 contain the largest area of work, covering understanding of what data has an organisation got and where it is.

A one page summary of Xoserve’s GDPR activities is to be circulated for discussion at the August 2017 meeting.

**New Action 0607:** EM to circulate a one page summary of Xoserve’s GDPR activities for discussion at the August 2017 meeting.

EM clarified that her team are quite a long way into setting up the process for information protection and how to deal with data breaches. EM then took the group through the presentation entitled: Information Protection at Xoserve which was previously presented to the group in March 2017. (The presentation was given in response to a questionnaire submitted by Angela Love requesting further information). The presentation covered the following points:

- Processes/Policies
- Experts / People
- Training
- Audit

- Certification / Standards
- Reporting and Monitoring
- New Challenges

It was agreed that this presentation would be re-circulated to the Contract Management Committee but that it is not to be published.

**New Action 0608:** EM to arrange re-circulation of the presentation entitled Information Protection at Xoserve to the Contract Managers.

RW asked if incidents and near misses are going to be reported on, to which EM confirmed that anything and everything is being reported.

#### 4. **Contract Assurance Audit**

EB updated the group on the background and existing processes around the Internal Audit processes that are in place and confirmed that Xoserve are certified against Quality Standard ISO9001:2008 and Information Security Management Standard ISO27001:2013.

RW asked for clarification on the timeline of reporting (after the event) adding that Xoserve customers need assurance there is nothing missing.

When asked by CB, EB confirmed that the limited visibility in terms of the external website, is being looked at.

##### 4.1. **Agree Scope**

To be discussed at the August 2017 meeting.

#### 5. **Monthly Contract Management Report (KPIs)**

RH thanked MS and DT for submitting the document for this item to enable participants 5 clear business days in which to prepare. Referring to the Monthly Contract Management Reporting, DT confirmed that this is still under construction and that a new system and new reporting tools have been put in place. More information will be provided as and when it can be obtained.

Talking through the paper provided for the meeting, MS discussed the figures showing on tab 1. Additional data will be provided as and when reporting tools come on-board. The group agreed this meets the original brief.

SM reported that it was a helpful summary. BV mentioned that it would be good to see graphical data showing financial tracking against the Business Plan.

SM requested for more current information to be reported and not a month behind. DT confirmed that this is being looked in to.

JF noted that having a picture (of data) embedded onto the worksheet is not useful as often snippets of the data being provided is copied for analysis and using a picture prevents this from being able to happen. She requested the actual data be included.

With this in mind, Joint Office were asked to publish the Monthly Contract Management Report (KPIs) as a spreadsheet and not PDF.

SMc commented that the committee have an obligation to notify Ofgem if the budget is likely to be exceeded, and requested that the reporting to the committee should definitely be less than a quarterly frequency; preferable it should be monthly. DT agreed.

### **5.1. Cost Allocation Model and Methodology**

Not covered.

### **5.2. CDSP Budget**

Not covered

### **5.3. Annual Charging Statement**

Not covered

### **5.4. Invoicing**

Not covered.

## **6. Open Distribution Lists**

Referring to Action 0504 and 0505 and 0506: DT confirmed the list of Contract Managers is up to date and that Email confirmation will be issued by the end of this week.

*Post Meeting update:* Actions 0504; 0505 and 0506 have now been merged together.

CB confirmed that the use of open distribution should be active unless told otherwise.

## **7. 0612R – Project Management and Assurance provisions for gas**

Referring to this modification that was raised by the Networks and subsequently withdrawn, SM asked for its current status, reminding the group that the aim is to improve project management provision in the future.

DT confirmed that Industry Governance post PIS is currently being worked upon.

CB asked whether this activity has to go in to the budget for 2019 (discussion of which begins July 2017).

DT confirmed that by September 2017 (the expected end of the PIS period), the project management arrangements post PIS need to have been worked out to enable future large projects (such as faster switching) to be managed effectively within a structure which can be ramped up and down.

The idea, confirmed by SM, is to decide which and how many of the management structures created around the Nexus project are worth carrying forward and to create a framework within the committees to make this workable.

CB commented that the PWC arrangement worked well due to Ofgem's backing, which obliged engagement from others. With an independent project management function, the issue is how to tie people into working with it.

When asked, DT confirmed that a Lessons Learned exercise was discussed at the last Project Nexus Steering Group meeting (PNSG).

## **8. 0613S – Revised UK Link Manual CDSP Data Services**

Referring to the presentation provided for the meeting, DA advised that at the last contract meeting there was a discussion as to whether this modification should be raised. Attendees at the Distribution workgroup and the DSC Change Management Committee meeting questioned as to why this is a UNC modification. This is because there are code level changes within UK Link Manual.

DA went on to advise that there is an alternative approach that is proposed, excluding UK Link Manual TORs and the Framework document, all of which have been provided to the Change Management Committee. Whereas the Change Management Committee will not be asked to approve the documents, it is helpful to know they are satisfied. The representations cycle has closed out and has been extended until 20 June 2017. There will be 13 component documents to go through at the July Change Management Committee meeting and it is planned to have a further 0613S workgroup on 05 July 2017 to answer any specific questions around the documents although the scale of changes is not significant.

## 9. Review of Outstanding Actions

The following actions were discussed, unfortunately due to a time constraint not all action updates were covered.

**15/03/17-06: Data Protection** - Dates & requirements for workshop to be discussed agreed and fed back to Xoserve.

**Update:** Note that this action items refers to the Data Protection topic and not to the Data Protection Questionnaire. EB advised that September 2017 seemed like a suitable time for this and SM agreed it was a rational time to do the workshops. EB to send some suggested dates **Carried Forward**

**15/02/17-01: I&C Phone Lines & Domestic M No. Helpline** - A review of the current Terms of Use regarding extending the use of the Data Enquiry Service accounts to parties outside of the contracting Organisation.

**Update:** Update will be provided at next meeting (July) **Carried forward**

**15/02/17-03: I&C Phone Lines & Domestic M No. Helpline** - DT is to look into devising a note to go out to all Shippers from Xoserve's Communications team regarding the suspicions discussed. Slides are to be sent out with the Minutes.

**Update:** Update will be provided at next meeting (July) **Carried forward**

**15/02/17-04: Feedback on Xoserve Services DSC** - A summary of changes to the table of services are to be provided with track changes as well as a one pager recommendation of why changes have been made.

**Update:** The Service schedule changed to 01 June, there are two things that require change; service description for Mnumber Service and items needing to go through prior to the next publication. This is to be placed on the standard agenda for the right committee (changes to service table) which is yet to be decided. Summary to be provided at next meeting (July 2017) **Carried forward**

## 10. Items referred from DSC Change Management Committee

None.

## 11. Any Other Business

MJ advised the group that at the Performance Assurance Committee PAC meeting held yesterday 13 June 2017, PAC confirmed they will be using the Contract Managers as the first point of contact for any communications and that currently the Joint Office are writing to the Contract Managers to make sure they are the right list.

### 11.1. Industry Governance

DT presented the 'Industry Governance' presentation in respect of the post Go Live Project Nexus and the high-level feedback which had been received previously. He overviewed the schematic which detailed the proposed Draft Endurance Governance Model, containing the various associated areas and the inter-relationships between them.



This was discussed at the recent PNSG and DSC Change Management Committee meeting held last week and a number of amendments will be made to this model based on feedback at these meetings, including:

- The model needs to be generic in order to encompass Gemini System Releases
- The title of the Model needs to be re-assessed perhaps it could be 'Release or Testing Implementation Model'
- As the industry moves into business as usual, it is recognised that there should be a need to maintain some sub committees. However, keeping all of the numerous committees when there is limited change going on might be too much. It is proposed that only 1 sub group should be required initially and that should be aligned to the specific functions. Amendments to the overall model would be made.

There is to be a one day workshop for members of both the DSC Change and Contract Management Committee members to determine the way forward, date to be confirmed.

**Post meeting update:** The meeting will be held in London on Monday 26<sup>th</sup> June. For further details please contact Chris Shanley (Xoserve Customer and Stakeholder Manager, [chris.shanley@xoserve.com](mailto:chris.shanley@xoserve.com) or T: 0121 4074611)

## 12. Diary Planning

Further details of planned meetings are available at: [www.gasgovernance.co.uk/Diary](http://www.gasgovernance.co.uk/Diary)

Meetings will take place as follows:

Time / Date	Venue	Programme
10:30, Wednesday 19 July 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Normal Agenda
10:30, Wednesday 16 August 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Normal Agenda
10:30, Wednesday 20 September 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Normal Agenda
10:30, Wednesday 18 October 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Normal Agenda
10:30, Wednesday 15 November 2017	Lansdowne Gate, 65 New Road, Solihull B91 3DL	Normal Agenda

Action Table (as at 14 June 2017)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
15/03/17-01	15/03/17		<b>DSC Service Description Table</b> To send AM the details of the 2 amendments to be made to Licence ref SA1602 and SA1604	JF	Closed
15/03/17-02	15/03/17		<b>DSC Service Description Table</b> To make changes with effect from 01/04/2017 and publish in the Contract Managers area of Joint Office website.	AM	Closed
15/03/17-03	15/03/17		<b>Annual Pricing Statements</b> To check it there is an ability to hold different rates for each Network. Are there triggers to check the prices now and can we add an annual checkpoint to the process.	DT	Closed

<b>15/03/17-04</b>	15/03/17		<b>Financial Performance</b> DSC customers have to agree to receive more than one invoice a month. If this doesn't suit your organisation please email the network support.box	Industry	<b>Closed</b>
<b>15/03/17-05</b>	15/03/17		<b>Data Protection Questionnaire</b> To check if the scope had been extended following Xoserve's last audit.	EM	<b>Closed</b>
<b>15/03/17-06</b>	15/03/17		<b>Data Protection</b> Dates & requirements for workshop to be discussed agreed and fed back to Xoserve.	All	<b>Carried Forward</b>
<b>15/03/17-07</b>	15/03/17		<b>Industry Governance Arrangements</b> To confirm when this will be presented at PNSG and feedback the groups concerns.	DT	<b>Closed</b>
<b>15/02/17-01</b>	15/02/17		<b>I&amp;C Phone Lines &amp; Domestic M No. Helpline</b> A review of the current Terms of Use regarding extending the use of the Data Enquiry Service accounts to parties outside of the contracting Organisation.	Xoserve	<b>Carried Forward</b>
<b>15/02/17-03</b>	15/02/17		<b>I&amp;C Phone Lines &amp; Domestic M No. Helpline</b> DT is to look into devising a note to go out to all Shippers from Xoserve's Communications team regarding the suspicions discussed. Slides are to be sent out with the Minutes.	DT	<b>Carried Forward</b>
<b>15/02/17-04</b>	15/02/17		<b>Feedback on Xoserve Services</b> DSC A summary of changes to the table of services are to be provided with track changes as well as a one pager recommendation of why changes have been made.	DT/A. Miller	<b>Carried Forward</b>
<b>15/02/17-05</b>	15/02/17		<b>AOB</b> <b>FGO Go-live</b> DT to circulate the internal engagement plan ahead of the next meeting in order to discuss at the next meeting.	DT	<b>Closed</b>
<b>18/01/17-03</b>	18/01/17		<b>Xoserve Performance Report</b> BV and JF are to provide DT with the key change updates that they want to see on a dashboard.	BV/JF	<b>Closed</b>
<b>14/12/16-01</b>	14/12/16		<b>Access to information for Price Comparison Websites and Third Party Intermediaries</b> DT to find out from our data protection lawyers on the order from the CMA and the letter by ICO to see whether there	DT	<b>Closed</b>

			are any data protection issues by giving DES access to PCW.		
0301	21/03/17	3.0	Joint Office to provide a formal response to explain why Committee meetings cannot be resourced the day before UNC Panel meetings.	Chair (RH)	Closed
0302	21/03/17	3.0	Date proposal to be communicated to both Committee members.	Chair (RH)	Closed
0303	21/03/17	3.0	CB to provide matrix detailing all date options.	Shipper Member (CB)	Closed
0304	21/03/17		Setup T-con for Credit meeting	Chair (RH)	Closed
0401	18/04/17	1.4	DT to update the Quality Statement and circulate to the group to review allowing 5 days for the review before publication on the Xoserve website.	DT	Closed
0402	18/04/17	1.5	Draft a document for use as TOR including reference to General Terms D section 4.1.5 and including a note that both the DSC Change and Contract Committees are Sub Committees of Network Code.	DT	Carried forward
0403	18/04/17	1.6	To confirm correct distribution list with DT and share with committee members.	RH	Closed
0404	18/04/17	3.0	To seek confirmation of which Committees require updates.	DT	Carried Forward
0405	18/04/17	6.0	To provide draft March KPIs under the current format at the next meeting	MS	Closed
0406	18/04/17	6.0	To provide draft April KPIs using the new dashboard format at the next meeting, where possible.	MS	Carried Forward
0407	18/04/17	7.0	To confirm the generation of invoices.	DT	Closed
0408	18/04/17	From Action 0301	To ask if iGT Panel t-con can be held earlier to avoid a clash.	KN	Closed
0501	17/05/17	6.0	<i>Financial Information:</i> To recirculate invoicing timeline	DT	Carried Forward
0502	17/05/17	6.0	<i>Financial Information:</i> To check if National Grid NTS (SM) April Invoice payment has been received	DT	Carried Forward
0503	17/05/17	From Action 15/03/17-05	<i>ISO27001:</i> To arrange update on ISO270001 from the Audit Team	DT	Closed
0504	17/05/17	From Action 0403	<i>Open Distribution Lists:</i> To circulate email address lists to the group to confirm the list is up to date. Contract managers to review distribution lists that Xoserve hold to make sure they hold the correct users. Xoserve to write out to each organisation for confirmation that they	DT All Xoserve	Pending

			are satisfied with the usage of open distribution lists		
<b>0505</b>	n/a	n/a	Merged with 0504	n/a	n/a
<b>0506</b>	n/a	n/a	Merged with 0504	n/a	n/a
<b>0507</b>	17/05/17	From Action 0403	Full list of Contract Managers provided. Awaiting a full list of Change Managers. Refer action to Change Committee meeting.	Joint Office	<b>Closed</b>
<b>0508</b>	17/05/17	11.0	<i>PAC Interactions:</i> Xoserve to share with Contract how it envisages dealing with adhoc requests that come out of PAFA	Xoserve (DT)	<b>Carried Forward</b>
<b>0601</b>	14/06/17	1.4	<i>Terms of Reference:</i> To confirm the scope of the SGD group.	Xoserve (DT)	<b>Pending</b>
<b>0602</b>	14/06/17	1.4	<i>Terms of Reference:</i> To notify Contract /Management Committee members of the planned SGD dates.	Xoserve (DT)	<b>Pending</b>
<b>0603</b>	14/06/17	2.0	<i>Business Continuity Plan:</i> To circulate the Business Continuity Management (BCM) example to the Contract Management Committee meeting attendees.	Xoserve (DS)	<b>Pending</b>
<b>0604</b>	14/06/17	2.0	<i>Business Continuity Plan:</i> To review Business Continuity accreditation requirements.	Xoserve (DS)	<b>Pending</b>
<b>0605</b>	14/06/17	2.0	<i>Business Continuity Plan:</i> To change the timeline to run from April to March	Xoserve (DS)	<b>Pending</b>
<b>0606</b>	14/06/17	2.0	<i>Business Continuity Plan:</i> DS and EB summary documents to be circulated to the voting members of the DSC Contract Management Committee, their alternates and the non-voting members of the DSC Contract Management Committee (using lists already provided by Xoserve) for feedback by the August meeting.	Xoserve (EB/DS)	<b>Pending</b>
<b>0607</b>	14/06/17	3.0	<i>Information Security Arrangements:</i> To circulate a one page summary of Xoserve's GDPR activities for discussion at the August 2017 meeting.	Xoserve (EM)	<b>Pending</b>
<b>0608</b>	14/06/17	3.0	<i>Information Security Arrangements:</i> To arrange re-circulation of the presentation entitled Information Protection at Xoserve to the Contract Managers	Xoserve (EM)	<b>Pending</b>