

Agenda

DSC Contract Management Committee

10:30 Wednesday 14 June 2017

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

(Teleconference: 0207 950 1251 access code, 21870295#)

Short notice items are in italics

Item	Topic	Lead	Category
1.0	Introduction		
1.1	Apologies for absence	Chair	Information
1.2	Alternates		
1.3	Approval of minutes (17 May 2017)		
1.4	Terms of Reference		
2.0	Business Continuity Plan	CDSP	Discussion
3.0	Information Security Arrangements	CDSP	Discussion
4.0	Contract Assurance Audit		
4.1	Agree Scope	CDSP	Discussion
5.0	Monthly Contract Management Report (KPIs)	CDSP	Information
6.0	Financial Information		
6.1	Cost Allocation Model and Methodology	CDSP	Information
6.2	CDSP Budget		
6.3	Annual Charging Statement		
6.4	Invoicing		
7.0	Open Distribution Lists	Chair	Discussion
8.0	0612R - Project Management and Assurance provisions for gas	SM	Discussion
9.0	0613S - Revised UK Link Manual CDSP Data Services Document	DA	Information
10.0	Review of Outstanding Actions	Chair	Discussion
11.0	Items referred from DSC Change Management Committee	Chair	Information
12.0	Any Other Business	Chair	Information
12.1	Industry Governance presentation	CDSP	

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13.0 Diary Planning	Chair	Information
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Action Table (as at 17 May 2017)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
15/03/17-06	15/03/17		Data Protection Questionnaire Dates & requirements for workshop to be discussed agreed and fed back to Xoserve.	All	Carried Forward
15/02/17-01	15/02/17		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.	Xoserve	Carried Forward
15/02/17-03	15/02/17		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.	DT	Carried Forward
15/02/17-04	15/02/17		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.	DT/A. Miller	Carried Forward
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
0404	18/04/17	3.0	To seek confirmation of which Committees require updates.	DT	Carried Forward
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
0501	17/05/17	6.0	<i>Financial Information:</i> To recirculate invoicing timeline	DT	Pending

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0502	17/05/17	6.0	<i>Financial Information:</i> To check if National Grid NTS (SM) April Invoice payment has been received	DT	Pending
0503	17/05/17	From Action 15/03/17-05	<i>ISO27001:</i> To arrange update on ISO270001 from the Audit Team	DT	Pending
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.	DT	Pending
0505	17/05/17	From Action 0403	<i>Open Distribution Lists:</i> Contract managers to review distribution lists that Xoserve hold to make sure they hold the correct users	All	Pending
0506	17/05/17	From Action 0403	<i>Open Distribution Lists:</i> to write out to each organisation for confirmation that they are satisfied with the usage of open distribution lists	Xoserve	Pending
0508	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)	Pending

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