

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 to Business Continuity and Information Security Action.

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 as there are different skill sets required for each meeting. 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

Comment [DMS1]: To be addressed in edits to the May minutes

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) in order for the Joint Office to publish the Documents, when appropriate, 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 there is currently no specific auditing of the BCM arrangements, but that elements are reviewed as part of regular ISO27001 audits. Xoserve does not currently hold ISO 22301 certification but conducts its BCM arrangements in accordance with the principles. 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 the options, costs and benefits of Business Continuity certification to be presented at the August meeting.

RW stated that whatever gives Stakeholders assurance, would be satisfactory. DS confirmed he holds professional certification from the Disaster Recovery Institute as a Certified Business Continuity Professional (CBCP) which is a globally recognised accreditation.

When asked, DS confirmed to CB that the response to cyber incidents fall under the realm of ISO 27001, which is the globally accepted standard for Information Security.

When GH asked what the timeframe for the next paper would be, EB and DS agreed that a Options Paper would be brought to the August 2017 Contract Management Committee meeting which would be circulated to Contract Managers only and not published. Prompted by EB 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 minute closed and open discussions within their minutes.

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

Comment [DMS2]: We do not recall this being discussed or a requirement. We are happy to provide a BCP template for reference at the August DSC update on BCM

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. SMC suggested the timeline should have a year beginning in April to align with governance and sign off perspectives. EB and DS confirmed that this was an example year to illustrate reporting activities as they are undertaken during the year, there is no annual reporting cycle for BCM and there is no dependency upon financial decisions.

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

Comment [DMS3]: This is not an action as there is no material change

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.

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 there are comprehensive processes in place 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.

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 agreed to share the planned audit activities at the August meeting and advised that the first quarterly report will be provided in September.