

DSC Contract Committee Standard Terms of Reference

Introduction

This is the standard Terms of Reference that will apply to DSC Contract Committee Meeting.

Purpose of the Meeting

- The purpose of the DSC Contract Management Committee “Committee” is to perform the functions and duties provided in UNC General Terms Section D and in the DSC in connection with changes to the DSC.
- The role of the Committee is to represent CDSP Customers in the management and functioning of the DSC Contract.
- Amendment of the DSC Terms and Conditions is not within the scope of this Committee.
- The functions of the Committee are set out in the CDSP Service Document Contract Management Arrangements;

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

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Standard Topics for Discussion

- Financial Reporting
- Performance Reporting;
- Compliance
- Assurance

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Under UNC General Terms Section D, the DSC Contract Management Committee may also discuss the following items where required:

- Quality Management
- Business Continuity
- Information Security

Standard Output and Communications

- UNIFORM NETWORK CODE – GENERAL TERMS SECTION D – CDSP AND UK LINK

<https://www.gasgovernance.co.uk/general>

- Minutes of the meetings will be published on the Joint Office website against the relevant meeting date at this location

Comment [GH1]: Not sure if this is a standard output? If included do we need to also include KPI reports, budget reports etc?

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

Standard Composition of the Committee

- The Committee membership nominations and selection process has been established in UNC General Terms Section D Annex D2 which is published on the Joint Office website at this location.
<https://www.gasgovernance.co.uk/general>
- The initial membership term is from 01 April 2017 until 30 September 2018.
- Subsequent membership appointments will be annually from 01 October to 30 September the following year.

Decision Making by the Committee

- Decisions of the Committee shall be made under the provisions Paragraph 4.3 of the UNC General Terms Section D.
- Unless otherwise agreed by the Committee, supporting documentation for decisions should be published at least 5 working days before the meeting that the decision is to be made.

Standard Meeting Arrangements

Meetings will be administered by the Joint Office of Gas Transporters and conducted in accordance with the Code Administration Code of Practice (<http://www.gasgovernance.co.uk/cacop>)

Standard Agenda

1. Introduction
2. Business Continuity Planning
3. Information Security Arrangements
4. Contact Assurance Audit
5. Monthly Contract Management Report (KPI's)
6. Financial Information
7. Review of Outstanding Actions
8. Key Messages and Items referred from other forums
9. Any Other Business
10. Diary Planning