

Agenda

DSC Contract Management Committee

10:30 Wednesday 16 August 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		Approval
1.3	Approval of minutes (19 July 2017)		Discussion
1.4	Terms of Reference		
2.0	Business Continuity Plan	CDSP (D Stowe)	Discussion
3.0	Information Security Arrangements	CDSP (E Maskell)	Discussion
4.0	Contract Assurance Audit	CDSP (E Bradley)	Discussion
5.0	Monthly Contract Management Report (KPIs)	CDSP (DT)	Information
5.1	Summary position of aggregate UIG flows		Information
6.0	Financial Information	CDSP (MSi)	
6.1	Cost Allocation Model and Methodology		Information
6.2	CDSP Budget		
6.3	Annual Charging Statement		
6.4	Invoicing		
7.0	Review of Outstanding Actions	Chair	Discussion
8.0	Items referred from DSC Change Management Committee	Chair	Information
9.0	Any Other Business	CDSP (ESm/AMi) CDSP (DT) Chair/(AL) Chair/CDSP (DT)	Information
9.1	Changes to Service Description Table		Information
9.2	Key Messages (PAC/PAFA Interactions)		Information
9.3	PAC Budget considerations		Information
9.4	Update on DSC Change Governance sub-committee	Information	
10.0	Diary Planning	Chair	
10.1	IGT UNC Panel meeting start time		Information

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Action Table (as at 19 July 2017)					
Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
15/03/17-06	15/03/17		Data Protection - Dates & requirements for workshop to be discussed agreed and fed back to Xoserve.	Xoserve (DT) & AL	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.	Xoserve (DT)	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
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 are satisfied with the usage of open distribution lists	DT All Xoserve	Carried Forward
Ch 0602	Change 08/06/17	2.0	Xoserve (DT) to discuss with the Contract Managers how the Policies for Board Recruitment would be managed in the future from a funding/budgetary and process perspective.	Xoserve (DT)	Carried Forward
0603	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)	Carried Forward

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0604	14/06/17	2.0	<i>Business Continuity Plan:</i> To review Business Continuity accreditation requirements.	Xoserve (DS)	Carried Forward
0605	14/06/17	2.0	<i>Business Continuity Plan:</i> To change the timeline to run from April to March	Xoserve (DS)	Carried Forward
0606	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)	Carried Forward
0607	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)	Carried Forward
0608	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)	Carried Forward
0701	19/07/17	6.0	Monthly KPIs - Xoserve to provide a summary position of aggregate UIG flows including graphical analysis by LDZ (August)	Xoserve (DT)	Pending
0702	19/07/17	6.0	National Grid NTS to investigate the Gemini input error and provide an update.	NTS (SMc)	Pending
0703	19/07/17	6.0	All Parties to consider and provide feedback to Xoserve on what they would like included within future KPIS and Xoserve to consider the information required	All Xoserve (DT)	Pending
0704	19/07/17	7.0	Xoserve to provide a budget update, including a forecast against actuals, with a view to providing a monthly update.	Xoserve (DT)	Pending
0705	19/07/17	8.0	Joint Office and Gazprom to formulate a statement to be issued to parties who have requested that email addresses are not disclosed using open distribution lists to ensure they understand the consequence of the request and encourage open communications.	Joint Office (Rha) and Gazprom (SM)	Pending

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0706	19/07/17	12.2	Xoserve to provide clarity of what is in the general business plan and future funding requirements.	Xoserve (DT)	Pending
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