

## Agenda

### DSC Contract Management Committee

**10:30 Wednesday 19 June 2019**

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

(Teleconference: 020 3582 4515, ID 451-364-066)

*Short notice items are in italics*

*\* indicates where the material is expected to be provided late*

Item	Topic	Lead	Category
<b>1. Introduction</b>			
1.1.	Apologies for absence	Chair	Information
1.2.	Alternates		
1.3.	Confirm Voting rights		
1.4.	Approval of Minutes (01 May 2019)		
<b>2.</b>	<b>Business Continuity Plan</b>	CDSP (DS)	Information
<b>3.</b>	<b>Contract Assurance Audit</b>	CDSP (EB)	Information
<b>4. Monthly Contract Management Report (KPIs)</b>			
4.1.	Contract Metrics (including KPI Reports)*	CDSP (MD)	Information
4.2.	Issue Management Update	CDSP (MD)	Information
4.2.1.	Amendment Invoice Taskforce Update	CDSP (PT)	Information
4.3.	KVI Performance		
4.3.1.	April/May KVI Performance	CDSP (MD)	Discussion
4.3.2.	Analysis of KVI performance since 01 May 2018	CDSP (MD)	Discussion
4.4.	UIG Update	CDSP (LJ)	Information
4.5.	Information Security Arrangements	CDSP (VB)	Information
<b>5. Financial Information</b>			
5.1.	Cost Allocation Model and Methodology	CDSP (NS)	Information
5.2.	CDSP Budget	CDSP (NS)	Information
5.3.	Annual Charging Statement	CDSP (NS)	Information
5.4.	Invoicing (covered under section 4.1)	CDSP (NS)	Information
<b>6. Disclosures</b>			
6.1.	Disclosure Request Report - Amending the DPM to facilitate APR service to Meter Asset Providers	CDSP (SH)	Approval
6.2.	Disclosure Request Report - Extending additional data items to Suppliers and Shippers via API	CDSP (SH)	Approval

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

**Contact Details: [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk)**

**Papers available at: [www.gasgovernance.co.uk](http://www.gasgovernance.co.uk)**

<b>7. Review of Outstanding Actions</b>	Chair	<a href="#">Discussion</a>
<b>8. Key Committee Updates</b>		
<b>8.1.</b> DSC Change Management Committee	CDSP (ES)	<a href="#">Information</a>
<b>8.2.</b> PAC/PAFA	CDSP (ES)	<a href="#">Information</a>
<b>9. CSS Update</b>	CDSP (EL)	<a href="#">Information</a>
<b>10. Any Other Business</b>		
<b>10.1.</b> DSC Credit Committee Membership	JO (CS)	<a href="#">Information</a>
<b>10.2.</b> UNC Elections Process	JO (CS)	<a href="#">Information</a>
<b>10.3.</b> Postal Invoices	CDSP (TBC)	<a href="#">Information</a>
<b>10.4.</b> REC Update	CDSP (DA)	<a href="#">Information</a>
<b>10.5.</b> MDD Market Participation Update	CDSP (DA)	<a href="#">Information</a>
<b>10.6.</b> Change Proposal Meter Temperature Simulation	CDSP (JM)	<a href="#">Information</a>
<b>10.7.</b> Action 0308 update	CDSP (JM)	<a href="#">Information</a>
<b>10.8.</b> PAC Security Incident Update	Gemserv Ltd	<a href="#">Information</a>
<b>11. Diary Planning</b>	Chair	<a href="#">Information</a>

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

**Contact Details:** [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk)

**Papers available at:** [www.gasgovernance.co.uk](http://www.gasgovernance.co.uk)

**Action Table (as at 01 May 2019)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Status Update
0304	20/03/19	4.2.1	Xoserve (MD) to investigate a new Amendment Invoice performance reporting measure.	Xoserve (MD)	<b>Carried Forward</b>
0308	20/03/19	10.5	Xoserve to report back on the circulation lists of the 'Not for Publication' documents.	Xoserve (MD/JM)	<b>Carried Forward</b>
0309	20/03/19	10.6	Xoserve (DT) to investigate if a new updated process for the 'Requesting of New Services' could be implemented ahead of the next cycle.	Xoserve (DT)	<b>Carried Forward</b>
0501	01/05/19	6.4	<i>Reference Amended AltHANCo Disclosure Request Report to include Meter Location Notes in the Xoserve to AltHANCo Dataset</i> – SGN (SH) and Xoserve (RJ) to examine the Xoserve / AltHANCo contractual arrangements to ensure that any potential data sensitivity concerns / risks are addressed.	SGN (SH) & Xoserve (RJ)	<b>Pending</b>
0502	01/05/19	6.5	<i>Reference Disclosure Request Report – CoMC – Provision of Data via Birst</i> – Xoserve (JMC) to provide the associated supporting materials and information, post meeting for subsequent publication on the Joint Office web site.	Xoserve (JMC)	<b>Pending</b>
0503	01/05/19	6.5	<i>Reference Disclosure Request Report – XRN4833</i> – Xoserve (SH) to provide an update on the status of both the delivery and funding for the Change Proposal.	Xoserve (SH)	<b>Pending</b>
0504	01/05/19	7.	<i>Reference the (draft) Operating Guidelines Document</i> – All parties to review and provide feedback for consideration at the next Committee meeting.	All	<b>Pending</b>

Please contact the Joint Office if you wish to use teleconference facilities for this meeting

**Contact Details:** [enquiries@gasgovernance.co.uk](mailto:enquiries@gasgovernance.co.uk)

**Papers available at:** [www.gasgovernance.co.uk](http://www.gasgovernance.co.uk)