

## DSC Contract Committee Standard Terms of Reference

### Introduction

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

### Purpose of the Meeting

- The purpose of the DSC Contract Management Committee (the “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 Customers in the management of the DSC Contract.
- Amendment of the DSC Terms and Conditions is not within the scope of this Committee, though pre-mod discussions are welcomed in advance of any formal UNC modification required.
- The functions of the Committee are set out in the CDSP Service Document Contract Management Arrangements:

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

### Standard Topics for Discussion

- Reporting
- Compliance
- Assurance

### 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

<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.

### 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
3. Information Security Arrangements
4. Contact Assurance Audit
5. Monthly Contract Management Report (KPIs)
6. Financial Information
7. Review of Outstanding Actions
8. Key Messages and Items Referred From Other Fora
9. Any Other Business
10. Diary Planning