**CSS Bid Group Standard Terms of Reference**

**Introduction**

These are the Terms of Reference that will apply to the CSS Bid Group

**Purpose of the Meeting**

The purpose of the CSS Bid Group shall be to assist the CDSP in supporting the CDSP’s binding bid to the DCC in response to the CSS Procurement and in advising on any subsequent negotiations with the DCC (but not to the extent of participating in any negotiation between the CDSP and the DCC)

**Standard Topics for Discussion**

* Bid Progress
* Funding
* Contract liabilities and risk
* Planning for future sub group requirements for the procurement process

**Standard Output and Communications**

* This is an informative and consultative meeting with the meeting output being agreed minutes and actions
* Due to the confidential nature of this sub-group, minutes and actions will not be published. They will be shared with representatives covered by the NDA
* We will aim to issue meeting documentation five days prior to the meeting
* However, meeting representatives will understand the compressed timescales we are working within and at times this may not be achievable due to procurement timelines.

**Standard Composition of the Committee**

* The CSS Bid group shall comprise of representatives of Shipper Users
* Each Shipper user shall be entitled to nominate one CSS Group Representative [who shall be an employee of the Shipper User, and not a contractor, third party consultant or other professional adviser] to preserve confidentiality as dictated by DCC and the NDA Xoserve has entered into with them

**Standard Meeting Arrangements**

Meetings will be administered by the CDSP who will provide chairmanship and secretariat functions

**Standard Agenda**

1. Introduction
2. Key messages and updates
3. Meeting specific content as each meeting is likely to be focussed around specific topics and discussion points
4. Review of outstanding actions
5. Agreement of messaging to be shared to the wider industry, e.g. CoMC/ChMC
6. Any other business
7. Diary planning