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Operations Group Meeting 64_2401

24 January 2022, 12:20 – 16:30

Teleconference

Paper Overview

Item No.	Agenda Item	Paper Overview	Recommendation
	Welcome and Introductions		
Items for Business			
1.	Previous Meeting Minutes FOR DECISION	The draft minutes from the November 2021 reporting meeting (OPSG 61).	The OPSG is requested to: APPROVE the minutes as final.
2.	Actions Outstanding FOR DECISION	An update on the outstanding actions from the previous meeting (OPSG 64).	The OPSG is requested to: NOTE the outstanding actions. AGREE to any revised due dates.
3.	SEC Panel Reports – November & December 2021 a) RDP Incidents b) DCC Certificate Signing Request Variance Report c) DCC Service Request Variance Report FOR DECISION	A summary of the regular DCC SEC Panel Reports for November and December 2021 that have been delegated to the OPSG to review, comment, and action as appropriate.	The OPSG is requested to: NOTE the contents of this paper. APPROVE the commentary in Annex 1 and raise any further issues to be provided to the SEC Panel.
4.	PMR Report – October & November 2021 FOR DECISION	A summary of the monthly DCC Performance Measurement Report (PMR) for October and November 2021. The OPSG is requested to consider whether the report reflects the service experienced during this period.	The OPSG is requested to: DISCUSS the contents of this paper and Appendices A-C. AGREE whether the report reflects the service

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			experienced for the period of the report. AGREE any identified issues to be escalated to the Panel.
5.	Performance Indicator Summary Report – November 2021 FOR DISCUSSION	This provides a summary of the November 2021 reports and to allow OPSG members to raise any comments or areas to investigate.	The OPSG is requested to: NOTE the Performance Indicator Summary Report. PROVIDE feedback on items that require further analysis.
6.	February 2022 SEC Release FOR DECISION	This paper presents the DCC's assessment of readiness for the February 2022 SEC Release against the Live Service Criteria (LSC).	The OPSG is requested to: NOTE not the paper; and RECOMMEND the February 2022 SEC Release for Panel approval.
7.	SSI improvement proposal (SIP8/9) FOR DECISION	This paper provides details proposed Self Service Interface Improvement Proposal (SIP) linked to MP109 'ADT and Exit Quarantine file delivery mechanism' .	The OPSG is requested to: NOTE the contents of this presentation; and APPROVE SIP8 & 9 for implementation.
8.	OPSG Risk Register – Progress Report FOR DECISION	This paper provides an update on the status of actively managed entries on the OPSG Risk Register, together with any activities planned to take place during the following month.	The OPSG is requested to: NOTE the contents of this paper, PROVIDE any new candidate Risks for consideration, PROVIDE any comments on the wording, impact and severity of each Risk, and ENDORSE the updates of risks 002, 006, 008 and 015