



## DSC Delivery Sub Group

Monday 25<sup>th</sup> January at 10:30am  
Microsoft Teams Meeting

### Meeting Minutes

Industry Attendees		
NAME	ORGANISATION	INITIALS
Ikram Bashir	npower	IB
Helen Bevan	Scottish Power	HB
Andy Clasper	Cadent Gas	AC
Derek Weaving	British Gas	DW
Pragya Gupta	EON	PG
Sally Hardman	SGN	SH
Beverley Harvey	EDF Energy	BH
Jack Wilde	Northern Gas	JW
Matt Armstrong	Seaglass	MA
Patricia Parker	UtiliGroup	PP
Niall McPherson	Shell Energy	NMc

Xoserve Attendees	
Paul Orsler (Chair)	PO
James Barlow	JB
Charan Singh	CS
Ellie Rogers	ER
Jaimee LeResche	JLR
Tom Lineham	TL
Ed Healy	EH
Surfaraz Tambe	ST
Bali Bahia	BB
Tara Ross	TR
Florentina Avram	FA
Joanne Williams	JW
Linda Whitcroft	LW
Karen Kennedy	KK
Tracy O'Connor	TOC

Slides available [here](#).

## 1. General Meeting Administration

### **1a. Welcome and Introductions**

### **1b. Previous DSG Meeting Minutes and Action Updates**

Paul Orsler (PO) introduced the meeting and the minutes from the previous meeting were accepted and approved by DSG.

## 2. Changes in Capture

### **2a. New Change Proposals – Initial Overview of the Change – None for this meeting**

#### **2a.i. – None for this meeting**

#### **2b. – None for this meeting**

### **2c. Undergoing Solution Options Impact Assessment Review – None for this meeting**

### **2d. Solution Options Impact Assessment Review Completed**

#### **2d.i. – XRN5285 - COVID-19 Capacity Retention Process (Modification 0730V)**

ER presented this agenda item. ER provided a background on the modification 0730 – Covid-19 Capacity Retention.

MOD0730 looks to issue a 50% rebate to customers for the LDZ Capacity Charges for the qualifying Supply Meter Points for the relevant Adjustment Period. ER stated this is a manual process and the changes looks to implement what the MOD is looking to do.

#### **Option 1: CDSP run a process to enable Shippers to claim the 50%, Rebate and for the CDSP to issue the rebate via an adjustment.**

This option involves an amendment to a SAP BW report that was developed to support Shippers identifying Supply Meter Points isolated as a result of 0723 that needed to be re-established, this report will be varied to provide specific Adjustment Periods to Shippers.

ER added that to identify the LDZ Capacity charges for the qualifying Supply Meter Points for the relevant Adjustment Period. The CDSP will manually extract the relevant LDZ Capacity Charges from the invoices. An existing tool will be utilised for this. ER added that to issue a 50% Rebate for the LDZ Capacity Charges for the qualifying Supply Meter Points for the relevant Adjustment Period; The CDSP will provide the Rebate using the standard Adjustment (RTB process) route – these will appear on the [INR] invoice using the existing [adjustment charge types - e.g. ZCA charge would be adjusted using AMZ Charge Type. 4.

Furthermore, to enable the Shipper must receive sufficient Supporting Information to be able to attribute the 50% Rebate to the Supply Meter Point, the Supporting Information will be issued consistent with the above [Adjustment process] – i.e. this will be issued [via email] to

the relevant Shipper in an excel format and sufficient information would be provided to enable the Shipper to verify the adjustment value should they wish to do so. ER advised This is a standard process that has previously been utilised. It is expected that this solution will only be required as a temporary measure as restrictions preventing operation of sites will not endure for an extended period of time

The overall impact of this option is small with impacts to SAP BW. This has an ad-hoc release type. The high level cost estimate for this option is £0-£7000. There are Low process impacts on Invoicing – (Capacity) and invoicing amendment. ER advised that the next steps for this Change involve the HLSO Change pack being issued on the 18<sup>th</sup> January 2021. This is out for a 10WD consultation period.

This included an overview of the four solution stages, including interactions with Shippers and Networks from these steps:

- The CDSP runs a process to enable Shippers to identify the Supply Meter Points that were Isolated under Modification 0723 for the relevant Adjustment Period.
- The CDSP shall identify the LDZ Capacity Charges for the qualifying Supply Meter Points for the relevant Adjustment Period;
- The CDSP shall issue a 50% Rebate for the LDZ Capacity Charges for the qualifying Supply Meter Points for the relevant Adjustment Period.
- The CDSP must provide the Shipper with sufficient Supporting Information to be able to attribute the 50% Rebate to the Supply Meter Point.
  - XRN5285 is expected to be taken to ChMC on 10th February
  - If approved, a Detailed Design Change Pack will be issued in February
  - We are requesting views or comments from DSG members on the proposed solution

Derek Weaving (DW) asked when the group can expect a response from Ofgem regarding the associated MOD.

ER responded stating she did not know at this point but added that the Modification has been to Panel and voted on and is currently with Ofgem for approval.

DW - Is there a view of the panel's recommendation?

ER stated that majority of Panel were not in recommendation for this to be implemented. 6:7 (In favor: Not in favor). This will contribute to Ofgem's decision making process on whether or not this should be implemented/progressed with.

Jack Wilde (JW) – What would happen if Ofgem did not approve this modification and in regard to cost of this XRN, where would the costs go?

ER stated that the Capture phase and HLSO phase of a Change are normal BAU activity. Once the solution option is approved and the Change moves into a Detailed Design phase, that is when the additional project costs start to incur. ER added that this would be more relevant in February's ChMC meeting if Ofgem have not reached a decision by then and ChMC vote to keep progressing this Change. Due to this being different from a Major Release as it has no major system impacts, this should be easier to decide on as it requires using existing tools and manual effort.

### **3. Changes in Detailed Design**

#### **3a. Design Considerations**

##### **3a.i. – XRN5038 – XRN5038 Convert Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met (MOD 0691)**

JLR provided an overview and background on this Change.

JLR added that the solution consultation change pack was issued in December 2020 and has been approved at January ChMC.

#### **Current Situation:**

- Modification 0691 was approved by UNC Panel in October and is awaiting an implementation date.
- A DSC Change Proposal has been raised to deliver the proposed changes within the Modification. XRN5038.
- A solution Change Pack was issued by Xoserve within the December Change Pack, communication reference 2741.3 and the proposed solution was approved by the January ChMC.
- The approved solution is predominantly manual due to the nature of the change and the low volume of sites expected to be in scope.

Furthermore, the detailed design change pack has been issued this month and would require responses from customers.

#### **Key things to note:**

- On a monthly basis, the CDSP will identify the sites which have met the Class 1 threshold as per UNC G2.3.15 and contact the Registered User of the identified site(s).
- The Registered User of the site(s) will be made aware that the site has met the Class 1 threshold and should be reclassified to Class 1.
- At this point the Registered User should arrange for the Class 1 DM Equipment to be installed by the DMSP or if it is already installed, reclassify the site to Class 1.
- The CDSP will liaise between the Shipper and the DMSP to support the progression of the site moving to Class 1.
- If the DM Equipment is installed on site for 2 months or more, the CDSP will give the Registered User 20 business days to reclassify the site to Class 1.
- If this is not actioned by the Registered User, the CDSP will reclassify the site on the Registered Users behalf. In this scenario the Shipper will be charged a fee of £450 per reclassification.
- Where the CDSP reclassify on behalf of the Registered User, the Shipper will receive an unsolicited response file to the Class Change notifying them of the change.

#### **Next steps:**

JLR encouraged parties to review the Detailed Design Change Pack and submit any responses to within the consultation period

- It provides the lower level detail associated with the process.
- The CDSP encourages parties to review this CP and submit any responses to within the consultation period.
- Implementation of Modification 0691 and XRN5038 is still to be determined. The expectation is March / April 2021 and we are hoping to have a clearer idea of an exact date by February ChMC.

JW asked if there was a risk of a Site being changed to Class 1 without the equipment being there to support it?

JLR stated the site can be flagged to be moved to Class 1 but if the DM Read equipment has not been installed within 2 months then this will not be moved by the CDSP as the equipment is needed to facilitate the move. The DMSP as well as CDSP would need liaise with the Shipper to have the equipment installation scheduled. JW asked if there was a risk this could go in a circle and not be resolved. ER stated that there is a risk and Panel are aware of this. ER added that there is a UNC obligation on the Shipper to support the DMSP, therefore this should negate the risk.

Karen Kennedy (KK) - The site can be reclassified as Class 1 at which point it will be flagged up as not performing as a Class 1 Customer from a PAC point of view, is this correct? ER stated that if a Site was identified and it did not have read equipment installed, the CDSP would not be able to reclassify it. The CDSP would however liaise with the DMSP and Shipper to get the equipment installed. ER also clarified that the funding split for this Change is 100% Shipper funded.

### ***3a.ii. – XRN5080 – Failure to Supply Gas (FSG/GSOP1) – System Changes***

PO presented the January Change Pack that has been issued, highlighting the key points to note.

The payment amounts are changing under the GSOP regime. This involves increasing compensation to domestic and non-domestic customer in the event the DN's are unable to guarantee the supply of gas to those properties.

There is also an increase in the frequency of when they payment need to be made. Previously the payments were monthly, this is moving to a weekly payment arrangement. In addition, the Returns Submission Process have reduced in time scale from 20WD to 10WD. This is to ensure a DN can meet its RIIO-GD2 FSG obligations and for Xoserve to consistently and effectively support all DNs in the FSG process.

Furthermore, PO added that there are Shipper impacts. From a Shipper perspective, the change is to the timing and frequency of the FSG returns submission i.e. Shippers may be invoiced FSG compensation payments weekly rather than fortnightly. For the avoidance of doubt, there are no changes to file formats, charge types and invoices.

Sally Hardman (SH) mentioned she had sent over a few questions around this Change and is awaiting a response. PO stated that he is within this thread and the questions should be addressed this week by the relevant individuals.

### ***3a.iii. – XRN5135 – DNO and NTS invoices to Shippers and DN's VAT compliance***

James Barlow (JB) provided a background of this Change. Following on from this, JB stated the change will utilise the existing I05 record (Invoice Clause) within the Generic Invoice File (INV) and populate an instance of this record with the registered Name and Address of the invoice recipient in every instance of an INV.

JB clarified there is no change to file formats or file hierarchies and that the INV currently allows for 20 occurrences of the I05 record to be included. JB stated that on average there is only around 5 of these occurrences used at the moment. JB added that both "ISC\_LINE\_1\_TEXT" and "ISC\_LINE\_2\_TEXT" fields support a data type for text (T) and allow up to 200 characters.

JB added that in regard to Gemini, there will be a manual data update activity completed to ensure invoices produced by Gemini also contain the relevant VAT compliance data items as specified earlier in this document. The data will utilise functionality within Gemini system and will add additional instances of standard clause records as per the table which can be found within the issued Change Pack.

### ***3b. Requirements Clarification – None for this meeting***

## **4. Major Release Update**

### ***4a. June 2020***

ST presented this agenda item. ST explained that XRN4850 SMS/Email Notification has multiple successful instances of the new service being used for both extract and urgent SMS service. ST stated that the project is in closedown following completion of PIS. The Change Completion Report has been approved by the Change Management Committee.

Scope Variations:

- XRN4850 report automation design and testing has been completed. Change Management have provided approval to use the Data Delivery Platform (DDP) as the report delivery mechanism and integration with DDP has commenced for delivery in late February. Manual reporting will be available in the interim should the service be used.
- XRN4850 UK Link Portal changes – to allow special characters, increase character limits in text and email and display character number count is in progress for delivery early February.
- XRN4780(B) MAP ID – MAP ID data migration in to UK Link was successfully completed as per plan on 14th December

Risk: DN's/IGT's do not use the new SMS/Email broadcast functionality during Post Implementation Support, because of the limited number of customer contact details uploaded to UK Link or networks do not need to send broadcasts during this period. To mitigate, Networks to confirm requirements for the report details to provide % saturation of sites in each LDZ which has BRO data populated.

### ***4b. November 2020***

EH presented this agenda item. PIS and first usage is on schedule to be closed this week. EH confirmed that there were 116 instances of first usage captured. There have also been a couple more instances requested for XRN5014 which have been captured by Xoserve

triggering them in the system and capturing. There have been no more defects since last presented in December. EH added that a Change Request has been raised for XRN4897/99 historical cleanse. This will be starting next week and will be taken to ChMC to ask for additional funds.

Issue: EWS job overrunning and delaying daily cleanse and batch scheduler. To negate this the dependency on the daily cleanse has been moved to a second CNC job that runs throughout the day.

Risk: XRN4897/99 delivery verifying 100% GDPR compliance – PIS plans in place to assure – risk probability being understood. Return to Green for above is the resolution of the EWS job overrun.

#### ***4c. XRN4914 – MOD 0651- Retrospective Data Update Provision***

PO presented this agenda item. PO highlighted the following points:

- 9 Shipper participating in the Proof of Concept
- 9.7m MPRNs received
- 133m data items provided across 31 data fields
- This pack details the results from Step 1 'Comparison and Aggregation' of the levels and types of data mismatches identified
- Step 2 'Deep Dive' analysis will investigate the impact & root cause of the Retro Assessable mismatches

#### **Findings – Trend between mismatched metering details indicate approx. 100,000 in 9.5million**

- 100,000 in 9.5million equates to 1.05% mismatch ratio
- MSN is an item which is used to validate meter readings
- PoC unable to identify whether associated MPRNs are failing to provide regular meter readings due to misaligned MSN details

#### **Findings MAM comparison identified further mismatches against Shipper and UK Link data:**

PO added that the additional MAM Comparison Misalignment statistics model which can be found in the slides, can be summed up with the following key points:

- The approx. 50,000 misalignments identified below either conflict with data we successfully matched against shipper and UK Link, or contradict the mismatches that Shippers have provided in the PoC
- This insight is being provided to illustrate any UK Link <> Shipper exercise would not be capable of resolving these additional misalignments

#### **Findings: More mismatches were created in the same Shippers ownership than outside of it:**

- The insight demonstrates there is benefit in more emphasis being placed on getting the data right at source – given the number of mismatches identified that were actioned whilst in the same Shippers ownership.
- Where data misaligns or is not updated following metering activity this is not monitored or reported on

- Where a new Shipper takes ownership of incorrect details it can take a while for these mismatches to be identified
- In addition, despite taking corrective action, often not all mismatched data items are corrected

**Findings Billing Critical Analysis Inconclusive:**

- Analysis indicates approx. 25% of the mismatches may relate to difference in billing critical data items.
- It is unclear to what extent this is impacting the associated MPRNs from being settled and balanced accurately.
- If corrections were to be applied to these items historically, equal and opposite impacts would be felt by the wider community.

**Finding: A high proportion of mismatches are greater than 12 months old.**

- Insight demonstrates there are a higher proportion of mismatches that originate from metering activity that was performed over 12 months ago
- Analysis able to confirm that meter readings have been received since metering activity has taken place
- Without further analysis of metering data and consumption history we are unable to identify what impact, if any, these mismatches may have.

**PO stated there are two options identified:**

**Option: UK Link Data Cleanse and Enduring Retro Solution – Mod0651**

The diagram displayed in the slides gives a view of the interfaces and systems that are likely to be impacted as a result of performing a Data Cleanse exercise that facilitates correcting data retrospectively, in addition to creating an enduring Retrospective Update UK Link Solution.

Significant testing, regression and performance testing would be expected, in addition to a dedicated workstream to oversee the data preparation and migration activity. Any UK Link based solution is likely to cost in excess of the remaining Retrospective Data Update budget and would represent a standalone UK Link Major Release in its own right – with a development and delivery cycle of at least 18 - 24 months.

PO stated there was an overall impact as high with a recommended Release Type as Major (standalone). This has been T-Shirt sized as XXL with a High Level Cost Estimate of >£TBC

**Alternative Option:**

Can be brought to the market at pace through Agile change development

- Offers business integration opportunities with customers via;
  - APIs – Alert functionality
  - File construction support
  - Connected to visualisation tool



- Allows market performance to be visualised and driven forward
- Enables a consolidated view of asset data the market is lacking
- Will help alert Xoserve to data issues with customers before they cause an impact

Pragya Gupta (PG) asked out of the two options that are suggested in the last two slides, is there any suggestion from Xoserve on the options. PO replied stating that option 2 would be mandatory but option 1 would be an option available if customers wanted this option to be progressed. PO advised that Xoserve would like to support and progress an option that customers support, that is also cost beneficial in the long run. PO advised that at this moment, both options are on hold so that the best approach can be established.

Pragya asked about when this is looking at being implemented as it has been delayed already in 2020. PO stated that Xoserve is working with the GTs to confirm the approach for the implementation of MOD0651. Xoserve has committed to providing more information on this at February/March CoMC. Once this has been conducted, a target implementation date can be set. Pragya added that EON was not part of the POC and if there was any opportunity to be part of this process. PO advised that this POC has already been conducted and there is no view to conduct another industry wide data cleansing activity. Furthermore, PO added that Xoserve is currently in discussions with EON to understand how they can support EON with their data cleansing activity.

Niall McPherson (NMc) asked about the February/March decision to be made at CoMC February/March. How will the decision be communicated?

PO stated it will be communicated via the CoMC and then be discussed at the upcoming DSG from that date.

#### ***4d. Minor Release Drop 9 Update***

Bali Bahia (BB) presented this agenda item. Bali explained that the preparation for acceptance testing is in progress and the defect fix for Minor Release Drop 8 moved into Minor Release Drop 9, to be completed by 5<sup>th</sup> Feb 2021. BB advised the fix has been completed and performance testing has been completed also. The project team is waiting for assurance on those fixes.

There were no major risks highlighted and costs are being delivered as part of Minor Release Budget 20/21. Furthermore, the proposed implementation date is 20<sup>th</sup> March 2021.

#### ***4e. June 2021***

TL presented this agenda item. TL confirmed the BER was approved in December but will need issue a revised BER at the next ChMC. This will include AUGE set up costs previously discussed as part of HLSO. This was unfortunately omitted from the original BER.

Detailed Design execution has completed and the Change Pack for XRN5093 was approved at ChMC on 9<sup>th</sup> December 2020. Build phase commenced to plan on 14<sup>th</sup> December and was completed on 15<sup>th</sup> January 2021.

The project is currently on track to plan with system test phase having commenced January 18<sup>th</sup> following the conclusion of Build phase. In addition, the 26<sup>th</sup> June is the proposed go live date at the moment but discussions around bringing this forward a week are going ahead and will be updated at ChMC if this changes.

Cost RAG Status will return to green following approval of revised BER

- BER Approved at ChMC in December, revised BER to be issued to include AUGE set up costs incorrectly omitted from previous stage.

Resource RAG Status will return to green on confirmation of resources required to support all testing phases.

- Resource Forecasts and Plans have been defined at a high level for future stages.

#### ***4f. November 2021***

Tara Ross presented this agenda item. TR stated the project is currently all running to Green RAG status.

TR outlined that the high level timelines have been approved along with start-up and initiation stage plan. Furthermore, Workshop plans have been shared and are being confirmed for design. TR added that Detailed requirements are in progress for all changes.

Furthermore, risks and issues around this project include XRN5186 and XRN5187 have been descope at ChMC in January. This is due to approvals needed from Ofgem which will impede the progress of these Changes meeting scope and the project timeline. Therefore, TR confirmed there are 6 changes remaining in scope and 2 changes that have been descope from this release.

The project EQR has been approved by ChMC on the 13<sup>th</sup> January 2021.

Project Resources:

- Resource Forecasts and Plans have been defined at a high level and approved until initiation this includes detailed requirements.
- SME resource has been provided for design, awaiting tech ops resource confirmation for design stage.

### **5. UK Link Future Release Update Overview**

PO presented this agenda item. PO stated that June 2020 and November 2020 looking to be closed down.

- June 21 Major Release is running on track to plan with the EQR and BER being approved.
- MiR Drop 9 is on track to plan with no issues.
- Nov 21 is running to schedule with the scope approval being received in Nov 2020 and the EQR being approved at January ChMC.
- Retro POC has completed and is in the closedown phase of the project.
- CSSC is progressing to the Ofgem timelines for the program.
- MiR Drop 10 and Drop 11 are potential activity this year.

PO presented the table of Changes scoped into releases and the changes still requiring to be scoped into the future releases.

Patricia Parker (PP) stated that XRN4780C should have been on the table as this is a CSS deliverable. PO replied that there will be an update at the February ChMC regarding this Change and when the SPA Change proposal and parallel XRN will be

progressed/implemented. In addition, PO advised that February ChMC will include scope candidates to be approved for MiR Drop 10.

## **6. Issue Management**

### ***6a. AQ Task Force Update***

Michele Downes (MD) presented this agenda item. MD stated there are 17 open defects.

Of these, 7 have been fixed, deployed into production and are awaiting data correction activities. MD stated that there is a further 5 being deployed into production and will also see data corrections be completed.

There are only 5 remaining defects with currently less than 100 MPRNs being impacted by these defects. MD advised that there are 14 defects that have been resolved and are awaiting processing through adjustment tools to determine eligibility for a financial adjustment.

### **AQ Defects Financial Adjustments**

The invoicing of the adjustments will be going out w/c 25<sup>th</sup> January 2021. The invoices will be issued via the '.INR' invoice and the supporting data will be issued via email.

MD advised that phase 1 and 2 of adjustment calculation has been completed and totals £1.4M adjustments. Impacted organisations have received specific communications on Phase 1 & 2 values as well as the underlying supporting data that underpins these charges. The phase 3 activity assessment is now underway and financial information will be shared with impacted organisations w/c 1<sup>st</sup> February.

### **Next Steps**

January 2021 – Start invoicing process of financial adjustments

February 2021 – Communication on the Phase 3 financial impact and sharing of underlying data. There will be a continuation of the invoicing process.

February-March 2021 – Conclusion of transition of this process to BAU.

IB asked which invoices they can expect to receive and how is the supporting data be sent out. MD advised the supporting data has already been sent out to customers but will be resent when the communication goes out. Supporting Data was sent out via IX, early October and December 2020.

## **7. CMS Rebuild**

Jo Williams (JW) presented this agenda item. JW explained that all initial requirements gathering sessions have been completed since this was presented at January CoMC. There are other processes being investigated that might need to be included within the CMS rebuild scope. In addition, there are conversations ongoing internally to understand any dependencies that might arise.

JW stated that at the moment all the requirements are being refined to remove any duplications. At the last count of individual requirements there was circa 300. These requirements will be used in communication with Suppliers, to aid in understanding what software or solutions are out there in the network. JW added that this should help derive the costs and timings of the project allowing it to move forward to plan. JW stated that the March CoMC has been called out as the target date to provide the HLSO, this has been marked at

risk at the moment due to the number of requirements. In addition, all of the outputs have been published on Xoserve.com and can be found in slide 97 of the DSG presentation pack. JW urged customers to get in contact if they have any queries or questions, they require clarification on.

This was the end of 25<sup>th</sup> January 2021 DSC Delivery Sub Group meeting. Next Meeting: (Monday 22<sup>nd</sup> February 2021)

If you have any questions relating to the above meeting minutes, please email [uklink@xoserve.com](mailto:uklink@xoserve.com)