DSC Delivery Sub Group

Monday 22nd February at 10:30am
Microsoft Teams Meeting

Meeting Minutes

Industry Attendees		
NAME	**ORGANISATION**	**INITIALS**
Ikram Bashir	npower	IB
Helen Bevan	Scottish Power	HB
Derek Clark	CNG Ltd	DC
Derek Weaving	British Gas	DW
Danny Byrne	Utilita	DB
Sally Hardman	SGN	SH
Beverley Harvey	EDF Energy	BH
Eleanor Laurence	EDF Energy	EL
Patricia Parker	UtiliGroup	PP
Niall McPherson	Shell Energy	NMc
Steph Podgorski	Generis	SP

Xoserve Attendees	
Paul Orsler (Chair)	PO
James Barlow	JB
Charan Singh	CS
Megan Troth	MT
Rachel Taggart	RT
Ellie Rogers	ER
David Addison	DA
Kate Lancaster	KL
Tom Lineham	TL
Ed Healy	EH
Surfaraz Tambe	ST
Bali Bahia	BB
Tara Ross	TR
Joanne Williams	JW
Ken Jones	KJ
Simon Harris	SH
Michele Downes	MD

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. – XRN5298 H100 Fife Project - Phase 1 (Initial Assessment)

SH presented this agenda item. SH advised this change has been raised and sponsored by SGN and is a regulatory change with a high priority score. This change involves Xoserve taking an initial assessment to develop high-level solution options and a delivery project plan that SGN will present to Ofgem in March 2021.

No questions were raised by DSG.

2a.ii. – XRN5299 Future Billing Methodology (analysis only)

SH presented this agenda item. This change has been raised by Cadent Gas and is a regulatory type of change with a high priority score.

This change involves cadents continued work on its future billing methodology (FBM). Xoserve is to undertake a reassessment of the further defined conceptual requirements. The options require further assessment to determine the best approach and measure to unlock potential to decarbonise heat using existing gas networks.
Note: Xoserve has previously provided XRN4323 (July 2017) that provided an initial high-level cost estimate. It might be beneficial to use this as a basis for XRN5299.

DW asked when there will be feedback presented back to DSC on the FBM. PO stated that this is being assessed at the current moment therefore it should be throughout the process.

2a.iii. – XRN5309 FSG: Automating the FSR (Mod0565) process

PO presented this agenda item. PO advised this change has been raised to automate the FSR file 9Mod0565) manual workaround, including the reporting (for output to DNs) for those MPRNs > 73,200 kWh i.e on transfer from domestic to I&C FSG compensation payment threshold. PO stated this is looking to be change packed either in March 2021 and April 2021.

Note: This change was originally in the scope of XRN5080 (within Option 2) however, due to delivery time constraints, ChMC agreed (11th Nov '20) to descope this element and, that a new change proposal should be raised. The XRN5080 HLSO may be used as a basis for this Change Proposal.

No questions raised by DSG.

2a.iv. – XRN5318 Assessing Supplier MPID Reassignment (analysis only)

PO presented this agenda item. This change was raised by E.ON energy and is a non-regulatory change. This change looks to explore the impacts to all CDSP systems including but not limited to UK Link, Gemini, DES CMS and DDP.

This investigation is to assess the implications and approximate costs to replicate the MPID reassignment principal in electricity (although not an exact process replica, it should be still designed to best suit gas).

2.v. – XRN5319 Assessing MPID Reassignment for All Party Types (analysis only)

PO presented this agenda item. PO advised that this Change was raised by E.ON and is a non-regulatory change with a medium priority score.

This XRN is being raised to explore the impacts to all CDSP systems including, but not limited to, UK Link, Gemini, DES, CMS and DDP. The investigation is to assess the implications and approximate costs to replicate the MPID reassignment principal in electricity (although not an exact process replica, it should be still designed to best suit gas).

EL if this cp is referring to the reassigning of every MPID apart from supplier ID or the potential impacts of assigning apart from supplier ID. PO stated that the suggestion with this Change is that everything in relation to Supplier ID will be included.

DW asked that this Change is analysis only at this current moment, will there be a further change raised if there needs to be some form of implementation. PO advised that is correct and has been suggested by ChMC and the proposer of the Change.

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. – XRN5200 – Shipper Pack Transition to Data Discovery Platform

Rachel Taggart (RT) presented this agenda item. RT provided a background regarding this change. RT stated that Xoserve is seeking to establish a framework and timescale for the de-commissioning of Shipper Packs content once all related data and topics are delivered via reporting in DDP. To rationalise reporting some Shipper Pack topics were incorporated with corresponding PARR Report topics to align data. Xoserve continued to provide the data in the current format in addition to DDP.

There are four solution option for this Change:

Option one – direct cut over, no parallel running

This solution looks to deliver a single cut over from legacy to DDP for the remaining topics. At the point of cut over, Xoserve will stop parallel running for the current Shipper Pack with immediate effect. This option has an overall low impact and is a release type as adhoc.

Option Two - Parallel running and Direct Cut Over

This option involves legacy reporting would continue alongside the equivalent DDP reports, persisting as each DDP drop for Shipper Pack data is completed. Once all data and topics are in DDP Xoserve would parallel run these alongside the legacy report for a period of time (to be agreed between customer and Xoserve) following which legacy reporting would be decommissioned.

Option Three - Two phase approach

This option involves stopping legacy reporting for the topics which are already in DDP, after an agreed notice period. Once all the remaining topics are in DDP, Xoserve would continue to run the legacy reports for an agreed notice period, then stop the remaining topics in the current reporting in one go.

Option Four - Staggered parallel running approach (for the remaining topics)

RT explained that if Xoserve were to suggest a preferred option, it would be options 2 or 3 as this would provide customers with more time.

EL, DW and NMc stated they are looking to provide their responses via the Change Pack process with preferred options as 3 and 4.

HB asked will the Shipper Packs be something that customers can view in DDP at the moment, HB asked if there is anything else in the Shipper Pack that in regard to customer performance and market performance reports. PO stated that this would be something to raise and discuss with the DDP team to see whether they might be use cases for future DDP Drop's.

Action: PO to chase up DDP team in regard to HB's request about the Shipper Packs being included in DDP and in particular the performance reports with include market and aggregate data.

2d.ii. – XRN5218 – Modification 0710 – CDSP Provision of the Class 1 Read Service

ER presented this agenda item. ER provided a background on this change.

ER stated that there is one option for this high level solution option.

Option One - CDSP novate the existing contracts for the provision of the Class 1 read service and charge for the service via the DSC Specific Service invoice

The changes required under XRN5218 are predominantly contractual as we expect the service provided by the Class 1 read service providers (DMSP) to remain

relatively unchanged. The high level anticipated changes required to deliver Modification 0710 / XRN5218 are detailed below:

- Novation of current contracts from Transporters to the CDSP
- Detailed assessment of processes as part of novation activities to verify Schedules
- Invoicing changes to cease charging for the service on behalf of Transporters and commence CDSP charging under DSC

- The introduction of an operational role to provide additional CDSP support to core customers for the Class 1 service.
- Operational readiness activities within the CDSP

This option has a overall low impact to SAP4HANA and SAP BW and recommended as a Ad-Hoc release type.

ER advised there is a view and target of 1st June 2021 as the implementation date. This has is still currently on track.

The high level cost estimates for this change can be seen below:

- Implementation cost – £30,000 – 45,000 GBP
- Ongoing cost - DMSP charge + £67,000 GBP per annum for the ongoing support recovered as a Specific Service charge

ER advised that this is out for consultation in a solution option change pack and that Change Managers will be asked to approve the proposed solution within the HLSO in order to continue progressing the Change.

2d.iii. – XRN5144 Enabling Re-assignment of Supplier Short Codes to Implement SoLR Directions – Solution Review

DA presented this agenda item. DA provided an overview and background of the change. DA stated that Xoserve were seeking views of what information customers would like from Xoserve in the event of a single supplier short code to be reassigned to an appointed Supplier of Last Resort (SoLR) rather than each individual supply meter point undergoing a registration event. For example, a change of supplier event.

DA asked DSG for any views and requested customers to provide responses. Furthermore, DA stated there were three points Xoserve is considering in order to develop the solution. The following points require customer views:

- The introduction of Shipper invoice variances in order to assist the Shipper User to attribute the charges attributable either side of the Change of Supplier as a result of the SoLR within the invoice. This would mean extra lines in the invoice file, e.g. if the SoLR happens on 18th March (then the invoice would have a charge 1/3 - 17/3 for the previous Supplier; and a charge for 18/3 to 31/3 for the new Supplier) Please note we are currently NOT proposing to amend the invoicing formats in order to allow specific differentiation of the Supplier entity. In order to do so, we would need to amend invoice files to include the entity name, and also potentially the Supplier MP Id.
  - o Note: Users are reminded that any change to Shipper records would impact all Shipper Users, including parties that are unlikely to become the Shipper for a SoLR.

- A Supply Meter Point level notification to Networks regarding the entity change of the Market Participant Identity. The existing formats do not currently provide the entity name therefore would need either amendment to existing records or creation of a new record, in an existing file or new file in order to provide such Notification. It is logical to amend the existing record K85 GENERIC ORG NOTIFICATION such that this record performs the logical purpose of such a record, but in doing so this would amend the instances in which this is received by existing Users and would extend the use of this record to notify changes in Supplier User Type. This record is currently not received by Networks.

- o Note: We had not considered provision of an equivalent notification to Shipper Users. We had anticipated that this would be managed via reporting as an Additional Service. Views are welcomed on this point.

- Amendment of the processes defined in the 'Market Domain Data Market Participant Identity Verification Approach Document'. Currently the process is managed against a published Change Process Cycle. We would welcome User views whether the entity name would need to be updated outside of this cycle, and if so, we would welcome User views on the method of notification of such out of cycle updates.

EL stated that her understanding was the Shipper aspect of this change where a supplier id is being reassigned to a different legal entity. If the current supplier wanted to keep the current existing process in place and not inherit that ID and wanted to proceed with changing it across with their own supplier ID, will that process still be in place?

DA stated that he will take this away and ask the Ofgem program about this query. DA added that he assumes that Ofgem will want a clean break in specific, a date upon which is cutover.

Action: DA to discuss the query with Ofgem raised by EL in regard to the process being retained or mandated.

3. Changes in Detailed Design

3a. Design Considerations

3a.i. – XRN4941 – Auto updates to meter read frequency (MOD0692)

SH presented this agenda item. SH provided an overview which can be found in the slide deck. SH stated that detailed design is ongoing and impact assessment against XRN5142 has found a potential rule change. This is against what was previously discussed at DSG in relation to XRN5142.

Problem Statement

- Modification 0692S Final Modification Report (at the time of publication) assumes that all S2 meters are SMART devices and therefore communicating accordingly (Logic #3)
- As per discussion surrounding the withdrawn appeal on 0692S, S2 devices have the potential to be non-communicating, so the assumption that these should have the MRF amended challenged (Logic #3)
- We also identified an issue in relation to Cosmetic Meter Exchange (same asset), the entity updating via RGMA within UK Link, will have the installing Supplier recorded (although the asset was, in reality in situ when the RGMA update was received) thus complicating the CDSP's ability to accurately determine if the Installing & Current Suppliers match (Logic #2).

SH advised the proposal from Xoserve is that in the light of progression of XRN5142 and it being an agreed dependence of XRN4941, Xoserve propose that the rule for identifying an Operational SMART Device be simplified:

1. DCC Flag Value of "A" = SMART

2. DCC Flag Value not "A" = Non-SMART

3. DCC Flag Value not "A" and AMR Device installed = SMART

SH added that this is in accordance with the modification0692S final modification report although it had been brought forward. In addition, the reliance will be on the DCC to update accordingly and in specific for S1/NS meters. This is as per the scenarios outlined in the slide deck.

SH stated that by introducing the simplified rules, this would look to reduce the risk of the CDSP amending a Supply Meter Points MRF where the Shipper is unable to carry out its obligation effectively.

SH also asked DSG if anyone would like further clarity on this or discussion, SH is available to schedule a call with customers.

3a.ii. – XRN5285 – COVID-19 Capacity Retention Process

KL presented this agenda item. KL provided an overview of this Change and its relating modification 0730V.

KL stated the change aims to apply a discount of 50% to LDZ capacity costs for sites that are set as isolated, this is in line with Modification 0723. Furthermore, XRN5285 was sent out in a Solution Option Change Pack in January and was approved at ChMC February 2021. KL advised that the Detailed Design Change Pack is currently out for consultation and any views and responses on this Change Pack would need to be provided by 1st March 2021. KL advised that the modification is still subject to approval from Ofgem but is expecting March ChMC to decide on whether to continue to progress this change.

3b. Requirements Clarification – None for this meeting

4. Major Release Update

4a. June 2020

ST presented this agenda item. ST stated that in relation to the SMS/Email notification service for XRN4850, there is currently 9 million meter points within UK Link and the team and monitoring usage. ST added that over the next few months with more networks using the service, there will be more data and notifications being sent out.

In addition, the scope variations for XRN4850 have also been implemented and testing is currently ongoing for these.

- XRN4850 - Report automation integration is currently in progress with the DDP team with a planned Go Live of mid-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 mid-February.

ST advised that the project is in its final close down and scheduled for the end of March 2021. This will be the last update provided for this project at DSG.

4b. November 2020

EH presented this agenda item. EH advised that PIS has completed for all of the scoped changes. EH added that XRN4801 was an additional change request identified and approved for. The issue identified with active read indicator displaying incorrectly for a small volume of OPNX reads. EH advised the fix is to be implemented 6th March 2021 with an additional week of PIS.

The historical cleanse XRN4897/99 has commenced build phase and is due to start testing next week. This process once running will continue until June 2021.

The overall project is running with an overall project RAG status of green. JB presented further slides in relation to the data cleanse update.

JB explained that in processing the historical data cleanse, a gap has been identified between this activity and the day-to-day management of consumer contact and PSR data.

JB advised that as it is currently possible for a Supplier to be changed with a retrospective date, the historical cleanse needs to take the following into account:

- Where consumer contact/PSR details were received and processed into UK Link on a date prior to the processing date of the Supplier change, then those contact details should be deleted as they were not supplied by the incumbent Shipper/Supplier

- The exception to this will be where the latest date from the processing date of the GEA for, and the effective date of, the Supplier change is greater than or equal to the processing date and equal to or less than the effective date of the CNC supplied consumer contact/PSR details

JB has provided four scenarios/examples within the slides. JB added that as per the detail design change pack, a report of MPRNs where live contact details have been deleted as a result of the historic data cleanse will be issued to respective Shippers to allow them to work with the associated Supplier to repopulate where required.

Any historic data retained will be subject to the day-to-day maintenance process i.e. removed as a result of one of the following events:

- Updated details received

- Supplier Change

- Shipper Change

- To provide further clarity, JB stated that in standard day to day processing, when a supplier change is received via the GEA, any pre-existing consumer contact and PSR data will be deleted. Please note this would be irrespective of Supplier change and contact detail effective dates. JB advised this approach will ensure the data maintained within UK Link and utilised in downstream processes is GDPR compliant. Furthermore, JB added Xoserve encourages Shippers, when processing a Supplier change via the GEA file, to wait for confirmation that the changes have been accepted by the CDSP and, where the supplier change is future dated, until after the new supplier association becomes effective, before submitting a CNC file for the MPRNs in context.

4c. Minor Release Drop 9 Update

BB presented this agenda item. BB provided and update on the project. BB stated the project is running with on overall green RAG status. Furthermore, regression testing has started the release is running to plan. BB advised the project is running to schedule and on track for the 20th March 2021 implementation date.

4d. June 2021

TL presented this agenda item. TL outlined that at the last DSG, there was a mention of a revised BER being submitted to ChMC for approval. This revised BER will be submitted for approval in March ChMC 2021.

- Detailed Design Change Pack for XRN5093 approved in December 2020
- Build completed to plan in January 2021
- System Testing execution has completed to plan Friday 19th February 2021.
- UAT preparation in progress and execution due to commence in March 2021

TL added that cost and resource is amber at the moment until the revised BER has been approved in March. Once approved, the RAG statuses for both will return the green. Overall the project is running on track and to plan.

4e. November 2021

TR presented this agenda item. TR outlined that the project is running to plan, and 3 changes have now completed design phase as of last week. This is just waiting for approval of documentation. The impact assessment and requirements is being approved at the moment. High level approval has been received at the current moment.

There are two risks

Risk 5142 – There is a lot of unknown plans and assumptions from DCC on their plan of delivery and design. There are plans to have meetings with he DCC team to clarify and questions and unknowns.

Risk XRN4941 – This may need a change to the definition of the operational smart meter. This was discussed as a separate agenda item earlier within the meeting.

Cost:

- EQR approved by ChMC on the 13th January 2021
- Business Case approved by IRC on 3rd February 2021

SME resource has been provided for design, approach for technical SME resource to support design has been agreed.

5. UK Link Future Release Update Overview

PO presented this agenda item. PO advised that the all in flight projects are running to plan and the next release Xoserve is looking at gaining scope approval on is Minor Release Drop 10. This scope will be presented to ChMC in March.

In addition, there is a relatively large amount of work going on with CSS and the June 21 and November 21 projects. PO added that there is a POAP within the slides of the future pipeline of releases. There is also a table of all scoped changes and un-scoped changes

6. Issue Management

6a. AQ Task Force Update

MD presented this agenda item. MD stated that January saw a significant clearance of defects resulting in only 8 open defects requiring fixes. MD stated a further 2 defects have been fixed, deployed and now awaiting data correction. The volume of impacted MPRNs associated to these open defects is excepted to be low with initial assessment suggesting less than 100.

There are 8 open defects:

- 5 defects in analysis
- 3 defects in UAT

AQ Defects Financial Adjustments:

Financial adjustments for Phase 1 and 2 have been generated and issued to impacted parties.

Phase 3 financial adjustments will be issued at the end of February 2021. A communication has been issued to impacted parties including the supporting data for the adjustments.

In addition, phase 3 has shown that 28,123 MPRNs out of a total population of 176,202 were eligible for adjustment, resulting in total financial impact of -£279,429. MD added that the -£279,429 position is made up of credits totalling -£302,536 and debits of £23,107.

7. CMS Rebuild

JW presented this agenda item. JW stated that all initial requirements session have been completed with 482 requirements have been captured. There is a caveat that as these are broken down further, this number of requirements can grow.

JW added that the common themes of requirements include:

- Customer Effort
- System Functionality
- Visibility

JW added that all workshop outputs have been consistently published via the link in the slide deck. Xoserve has also engaged with potential suppliers to understand high level requirements to obtain figures and timescales for high level solution options. There is a target for April to get the high level solution options completed.

8. AOB

8a. KVI

PO presented this agenda item. PO stated that there has been a communication issued regarding the Key Value Indicator (KVI) Framework survey. PO asked DSG to provide responses and to fill in the survey as the Customer Change team is looking to understand what you are happy or unhappy with to help Xoserve improve on their service. The responses should be based on the delivery of Major release November 2020 June 20202 and Minor Release Drop 8.

8b. File Format Repository – Matters for Guidance

KJ presented this agenda item. KJ explained that there is a repository being created by RECCo called EMAR, Energy Market Architectural Repository. This needs to contain a digitised version of the current Xoserve industry file formats. KJ stated an exercise has been conducted over the past few months looking at all of the files (word, pdf and excel) and looking to digitise this to one centralised master.

KJ added that across the UK Link file formats the is conflicting file id's preventing loading into a digitised structure. The TSI/TSR files have the biggest impact as they are intrinsically different. KJ stated that when investigating the file format record types, Xoserve has identified inconsistencies in Record types which when digitised mean the file structures would have duplicate records even though they are the same.

EL stated that a change pack of a proposed minor release for cosmetic changes to the files would be her organisations suggestion in resolving these issues identified.

Action: Ken Jones to discuss the RECCo with EL via a call.

This was the end of 22nd February 2021 DSC Delivery Sub Group meeting. Next Meeting: (Monday 22nd March 2021)

If you have any questions relating to the above meeting minutes, please email **uklink@xoserve.com**