DAR for the SI Technical Data Working Group #1

Attendees for this meeting included:

<u>Netcompany</u>

Anahita Saghari

Sylvia Lenhis

Darren Muizelaar

<u>Landmark</u>

Steve Warbrick

<u>DCC</u>

Richard Clarke

Gordon Wallace

Anthony Forster

Olga Skinner

Mark Riley

<u>Ofgem</u>

Andrew Amato

<u>Gemserve</u>

April Harbour

<u>Xoserve</u>

Emma Lyndon

Mike Payley

The meeting was chaired by Netcompany Anahita Saghari, with the agenda items for this first meeting being:

- Terms of Reference
- Data Request Letter – REL
- Migration Templates
- Workshop Plan
- Action and Next Steps

Terms of reference

Anahita ran through the high level terms of reference for the working group. The goal/purpose of this meeting being to:

- Facilitate collaborative working with the CSSP,ESP's and SI for Data Migration Design
- Facilitate any change requirements to the agreed and documented solution by following the Programme's change control and management process
- Support the progress of data migration activiites by all the parties responsible
- Escalate risk and issues that arise in relation to the migration solution and progress
- Support Switching Programme Data Working Group and escalate matters that need a final decision to the group

Actions and RAID will be captured throughout each session. Issues not resolved in the group with be escalated to the Ofgem Data Working Group as first escalation and then Delivery Group as final escalation.

It was confirmed that some technical data working groups may require joint activities with testing and security. Organisations can bring along/dial in appropriate attendees.

Data Request Letter - REL

Andrew Amato confirmed that further data items have been identified to be included in the first subset of REL address data, these data items are not included in the original letter issued to Industry parties. The new data items are domestic and Industrial Indicator and last updated date of the address, both to be provided if available.

Steve Warbrick (Landmark) advised the domestic/I&C indicators are helpful when validating the derived REL address. Attendees in the room didn't see an issue with providing this extra data. Steve also confirmed that this initial data request should only include live sites with a current switch activity against them.

Xoserve raised the point that there are numerous REL provision cycles that may require Industry cleansing activities following Landmark's analysis phase. Xoserve have requested the processes and timelines to be followed for these phases as Organisations need to be mobilised to support. We also raised that the numerous REL cycles are currently quite frequent and would the Industry have had the chance to undertake the cleansing activities in readiness for the next cycle?

Plan

Netcompany ran through the high level workshop plan for September and October. Xoserve reiterated a previously raised concern that the plan is aggressive and the timescales are in jeopardy of not meeting the DA-010 milestone of overall data migration solution end date. This phase is critical to allow parties to understand the data migration solution to enable them to design and build their migration solutions in readiness for SIT.

The technical working groups will be held every Tuesday 10am – 4pm, this will run through to mid October.

Xoseve note that the group focus seems to be on the creation and population of templates with no current indication of development of underlying processes to support migration activities, an example being fallout and resolution processes from each migration cycle.

Data Migration Templates

The group were walked through the data scope catalogue providing an understanding of the data to be populated within this template. This particular template will be populated by Netcompany using the logical data model mapping activity previously undertaken by Xoserve and Gemserve jointly.

Next meeting: Tuesday 10th September