# DSC Delivery Sub Group

18th February 2019 at 10:30am
G.01, Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

# Meeting Minutes

| Industry Attendees | | |
|---|---|---|
| Swetta Coopamah | Centrica | SC |
| Ikram Bashir | Npower | IB |
| Helen Bevan | Scottish Power | HB |
| Shane Preston | Utility Group | SP |
| Kirsty Dudley | EON | KD |

| Xoserve Attendees | |
|---|---|
| Linda Whitcroft (Chair) | LW |
| Emma Smith | ES |
| Rachel Taggart | RT |
| Chan Singh | CS |
| Eamonn Darcy | ED |
| Julie Bretherton | JBr |
| Tom Lineham | TL |
| Simon Harris | SH |
| David Addison | DA |
| Jane Goodes | JG |
| Richard Johnson | RJ |
| Jason McLeod | JM |
| John Woodward | JW |
| Michele Downes | MD |

## 1. Welcome and Introductions

Linda Whitcroft (LW) started the meeting and informed all attendees of the following agenda:

Link to DSG Presentation Pack

## 2. Meeting's Minutes – 04th February 2019

LW asked for feedback on the minutes for the previous Delivery Sub-Group (DSG) occurrence; no comments were received. The minutes were approved.

## 3. AQ Defects

Eamonn Darcy (ED) informed DSG that there were no major updates since the previous DSG meeting. Remain on target this week to achieve all deliverables of outstanding issues. Removal of defects 1247 & 1265 and added to the overall issue register as not related to AQ calculation. The

enduring fix for XRN4740 - AQ Calculation for Class 4 sites with AMR Fitted was implemented at the weekend. Profiling for defect 863 and XRN4740 sent out to Shippers.

## 4. Portfolio Delivery Overview POAP

Julie Bretherton (JBr) stated that there had not been any changes to the POAP since last time. JBr stated that they are still working towards November 19 BER which may not be in for March ChMC so will go in April for approval. SC asked what Ofgem BCC on the POAP is. JBr will find out and advise if this needs to be on the POAP.

JBR gave an overview of the Allocated and unallocated changes and that the next potential Minor release will be in July. SC asked if there is a plan for reporting with a release date. LW suggested changing a column heading and adding the indicative date.

**Action: 19 - 0206  Clarify what Ofgem BCC change on the Portfolio POAP is.**

**Action: 19 – 0107 On the R&N unallocated changes slide change the word 'Proposed' to 'Indicative' R&N release and add in dates.**

LW stated that there are a lot of new requests coming through and that some changes have been put on hold. Members give feedback on anything that they think should have gone through.

## 5. Major Release Update

### 5a. Release 3

Tom Lineham (TL) confirmed that Release 3 Track 1 is now complete.  Track 2 – Cadent has completed. There were 4 minor defects, which had no impact, and have been fixed.

Regarding XRN4534 (*RGMA Validation Rules*), which was de-scoped from Track 1, testing to be complete by Friday, on track to implement 1st March.

### 5b. Feb 2019

Emma Smith (ES) stated Minor Release drop 4 was successfully implemented at the weekend and with no issues.

### 5c. June 2019

ES informed DSG that the overall project is at Amber, mainly due to SME resource supporting multiple demands including EUC 19.

### 5d. September 2019 – EUC

ES informed overall project is at Amber again mainly due to SME resource. ES stated 2 drops planned; 1 in July for T67 and 1 in September with the AQ files new EUC files.  The other Risk for delivery is due to the Shared platform with MOD621- GB charging.

Sweeta Coopamah (SC) wanted to know if she will be getting a view on this and will this mean the removal of previous XRN for GB charging. ES confirmed that EUC 19 went out in the change pack and we are currently still working on XRN's related to GB charging, however ES will look into this further.

**Action 19 - 0205  Clarify if changes relating to GB charging will continue (EUC change may affect)**

## 6. New Change Proposals (For Ratification of the Prioritisation Scores)

### 6a. XRN4853 – UIG – Recommendation 3.1 Option 5 – Interim Process to monitor & manually load reads into UK Link where the read was rejected for reason code MRE00458

ES presented the Change Proposal to DSG. ES explained that this Change Proposal was approved at the ChMC meeting in February and out for initial review.. The Change Proposal was raised by the UIG Taskforce. LW provided an overview of the requirements specified in the Change Proposal; it's to have an interim process to manual load reads when reject.

SC wanted more clarity on the change. ES advised that Reads being rejected purely on the uncorrected reads doesn't follow we will go in an load the information.  This is a work around until enduring tix, to be included in Nov 19 (links to XRN4621). ChMC support and look to plan resource to include for Nov 19.

**Action: 19 – 0208 Change's to CR XRN4851 - Change from All market participants to multiple and add more to the description.  Change's to CR XRN4853 - Change from All market participants to multiple**

**Action: 19 – 0209 DSG to review XRN4853 and feedback if impacted where a read has been rejected and include in the reps for Change Pack dated 15th February.**

### 6b. XRN4851 – Moving Market Participant Ownership from SPAA to UNC/DSC

ES presented the Change Proposal to DSG. ES explained that this Change Proposal was approved at the ChMC meeting in February to proceed to DSG. The Change Proposal was raised by Kirsty Dudley at EON. ES provided an overview of the requirements specified in the Change Proposal, which went out in the Change Pack to be implemented straight away.

In answer to SC question, Shane Preston (SP) stated that said once the data cleanse as there are discrepancies it will be lifted and switch on the document.

SC asked what will happen in future. LW said not the forum to answer as complex.  Shipper currently dictates and this will move to supplier who will notify shipper and supplier.  SC to pass question to colleague to raise at Switching Forum.

### 6c. XRN4854 – Transfer of NDM sampling obligations from Distribution Network Operators to the CDSP

ES presented the Change Proposal to DSG. The Change Proposal was raised by the Distribution Network. LW provided an overview of the requirements specified in the Change Proposal; its purpose to analysis the impact of taking the obligations from them and will need a MOD if it will progress.

### 6d. XRN4860 – National Temporary UIG Monitoring

ES presented the Change Proposal to DSG. ES explained that this Change Proposal was sent out in the Change Pack on Friday for initial review, 20 day consultation period. ES provided an overview of the requirements specified in the Change Proposal; its purpose trying to provide a view to shippers about what we conceive to be temporary position. Complex change and potentially funded from UIG taskforce funding, however Xoserve have also been given the go ahead to continue with taskforce work also, . There are specific question to consider in the Change Pack.

## 7. Change Proposal Initial View Representations

None for this meeting

## 8. Undergoing Solution Options Impact Assessment Review

### 8a. XRN4801 – Additional Information to be made available on DES

Richard Johnson (RJ) gave an overview of the change. The purpose of the Change is to add data items to the Data Enquiry Service (DES). XRN4801 was deferred from the November's ChMC meeting, and was included in November's Change Pack for initial review; the responses asked for additional data items to be included. Slides 34 and 35 indicate the additional requirements and the rationale, and two additional requirements have been added from other Changes. Slide 37 lists the actions required from DSG, which has expanded. Action

**Action 1204 – Additional questions added to existing action 1204 for DSG.**

Simon Harris (SH) stated that this change has not gone through formal capture yet and that a MOD may be needed. Still gathering requirements, especially for top two bullet points on Slide 36. SH explained that once scope has been narrowed down then we can prioritise and add timings. There may be different solutions with multiple ways to deliver, which will be broken down in capture.

SC stated that she is keen that there isn't a missed opportunity and that there is some prospects having data available. Also is there duplication once faster switching comes in. SH - DES will still have to be there as faster switching doesn't hold all the information and this will need to be provided to Shippers. SH stated he will look at CSS, and if duplicated, may de-scope. If there is quick fix it will benefit to put into DES now as CSS may be 2 years away for implementation.

### 8b. XRN4713 - Actual Read following Estimated Transfer Read Calculating AQ of 1 Enduring Solution

SH stated that this change was taken to last DSG looking at the enduring solution to the negative consumption issue (following an estimated transfer read). SH gave an overview of the change and went through the 3 options stating the Pro's and Con's.

1. Do nothing

- Pro: Solution being put in place by XRN4690 will mitigate the issues being seen with AQ
- Pro: Other downstream processes can handle negative consumption
- Con: Negative consumption (either side) is still not reflective of offtake

2. Re-estimate
- Con: Risk around re-opening historically closed out position
- Con: Raises issues with end consumer billing (potential backstop date associated with this)
- Con: Requires system changes (Xoserve & Shippers) due to no current process re-estimating (shipper systems may not expect or handle another estimate)

3. Notification (report to Shippers)
- Pro: Highlight to incoming & outgoing Shippers where a negative consumption is present pre and post a contract change (Shipper Trans / Re-Confirmation / Class Change)
- Pro: Action to then potentially agree a SAR to replace the estimate transfer read
- Pro: Allows Shippers to follow existing process
- Pro: Promotes the increase in actual reads being used for transfers (more accurate AQ, Reconciliation etc)

SH stated that he had some feedback and recommended option 3 is the one we proceed into development with. No objections were raised from DSG members to proceed with option 3. We will scope out solution details and come back to DSG with them, we will also seek approval to proceed with option 3 at the next ChMC.

## *8c. XRN4833 – Roll Out of Business Intelligence and Data Capability*

Jason McLeod gave a verbal update to understand where we are.

Currently in the process of scoping out the activity to go out externally looking at:

- Security and additional licences.
- Service model to support further request or incidents raised on the Platform.
- Customer engagement for Training on how to use the tool.

A new service line to be included.  Roll out timescales for the end of March. First capability will be WAR bands on a small scale and then plan to grow capability.

Elly Laurence (EL) wanted more information on how user access with multiple access points will work.  JM confirmed that this has been addressed and that each company will have 1 licence which can have multiple users with different access levels. EL asked if there would be any customer engagement to acquire users names and access.  JM stated that currently going through planning as to what will be next steps in the plan.

**Action 19 – 0211  Confirm the licence arrangement in regards to the shipper short codes and how the access per individual works.**

### 8d. Removed

### 8e. XRN4789 – Updating Shipper Reporting Packs and Glossary

Jane Goodes (JG) gave an update of the change starting with Part A.  The requirements gathered and agreed with Kirsty Dudley (KD) and currently looking at solutions.  A session has been completed to look at the scale of the reports. We are concentrating on the Glossary as this will be a benefit immediately.  JG stated that working with Customer Advocates and SME's to get a mocked up glossary and then bring to DSG with solution options.

JG explained that Part B looks at the review of reports on a wider scale. After investigation and due to the scale of this part, a new change has been raised (XRN 4857 – Report Review) led by our Data office.  The Data team will work with 3$^{rd}$ party, rationalising & optimising what we generate.  Look at all externally published and internally generated reports but not internal to Xoserve.  JG stated that we are looking at how we engage with customers and updates given at DSG.  KD said she is not comfortable to strip out part B until she can review XRN4857 and confirm there are no gaps and that all Packs aligned e.g. Shipper, UIG.  It was agreed for JG to work with KD so there are explicit requirements.  KD stated that it will be helpful that we have a Glossary and Pack that anyone, new or who are not a Shipper, can understand. It is understood that completing Part A first may mean the Glossary will have to change again once Part B is implemented.

**Action 19 – 0213  Contact Kirsty to gather requirements for XRN4789 Part B to add into the new XRN raised with Data.**

### 8f. XRN4738  - Shipper Portfolio Update of Proposed Formula Year AQ/SOQ

SH gave an overview of the change raised. API just gone live and this change looks at the Shipper transactions that are present post the issuing of the notification files in late March. SH went through the proposed solution on slide 49 and proposed API Data Items to be implemented on slide 50.  SH needs to understand if DSG members require any additional/redundant data items.  LW said may need daily report which is additional item that has not been picked up.  Ikram Bashir (IB) wanted to understand how they could access the API, SH advised that you can look on Xoserve.com >> Services >> Gas API services; and fill out form accordingly.

**Action: 19 – 0210 XRN4738 Review the slides presented at DSG (18th Feb) and provide input into proposed solution, include additional/redundant data items.**

### 8g. XRN4716 – Increased Filed Length – Updated by data item

SH gave an overview of the change stating the original request wanted the 'Updated By' field to be extended to 50 characters. However, due to system restrictions it can only extend to 22. SH went through the HLSO on slides 53-56 with a view to proceed to the next ChMC in March.

No comments from DSG members

## 9. Solution Options Impact Assessment Review Completed

None for this meeting

## 10. Defect Dashboard

LW advised that defect dashboard has been added for DSG members to view.

### 10b. Reconciliation following a Site Visit Read (Check Read) over the period of a Class Change

Michele Downes (MD) explained the background where, during Project Nexus, requirements where agreed for the treatment of a Check to Check reconciliation where there is a Class change, no change in Shipper.  The current functionality is not processing the reconciliations as per the requirements. It is processed as if it was a transfer defect (1218).

MD went through the 2 examples (slides 66 & 67) NDM (Class 3 or 4) to DM (Class 1 or 2). Example 1; is it how it should work reconciling back to previous read. Example 2; how it is reading as if it was a Shipper transfer. All energy accounted for however not proportioned correctly and this is being accounted for when there is a REC.

2 options for DSG to feedback which will be the best option.  Option 2 will require complex system changes due to the way we hold the data for Class 1,2 & 3 is different  to Class 4. MD stated a Change Request will need to be raised as the request wasn't specified.  IB asked how many are affected.  MD stated she can get the numbers if needed.  LW asked if complex, how do people feel about leaving it.  MD from no material different just apportioned differently and reiterate all energy being accounted for which will count as 0 cost.

**Action 19 – 0212 Reconciliation following a Site Visit Read (Check Read) over the period of a Class Change.  DSG members to consider the options on slide and report back at the next DSG meeting**

## 11. Miscellaneous

### 11a. Action Reference 0407: Read Validation - Xoserve (DA) to speak with (MD) about training process.  (ES) to compile an information document and send out to the industry.

David Addison (DA) explained that within CDSP there is a Rules Repository which is maintained on a system with limited publication capability.  The sample extract is shown assuming there is a level of knowledge (as it is not expected to be published) and that it is a logical not physical repository.  DA has completed the sample, however DA would need to get his assessment reviewed and confirmed by SME, if DSG members are happy that the document is helpful.  Not included is shipper usage.

On the excel sheet columns are extracts from the tool and the validations the system applies. There is no specific flag under the UDR, UBR and UMR but comes under classes 1234. DA stated there may be question marks e.g. If you take line 5 gas card estimate, DA believes this is only class 4 but would need to get it validated.

LW asked members for priority of this action with all the changes in progress. EL said it's useful but not a priority. Also looking at a few on the list it may need enhancements adding to the sample.

**Action 19 - 0214 DSG to review slides linked to Action Ref: 0407 and consider if this is a priority and if not can this be put on hold. Feedback to be given at the next meeting.**

### 11b. IX Update

John Woodward (JW) summarised that the last update stated that the penetration testing had been pushed back; this has now been successfully completed. In regards to next steps there are 2 major milestones 1. The completion of the pilot site 2. Proof of Concept testing and we are still waiting for engagement packs from some customers. JW went through the 3 month timeline plan (slide 76) March starts the main part of the roll out to ramping up into April. There are Q&A's available on website and the high level timelines are displayed on slide 77.

### 12. Change Management Committee Update

ES went through the ChMC meeting held last week. ES went through the 9 new Change Proposals presented at ChMC. 2 delivery approvals; XRN4777– Acceptance of Contact Details Updates has been approved for a Minor release proposed in July. XRN4806 - Additional Data at National Level to Support UIG Allocation Validation has had approval to expedite delivery. 2 Changes withdrawn. ES continued to go through slides (79-83)

In regards to Change Packs More information to be provided in the future relating to Change packs being put onto the website to quicken and simplify process. ChMC also approved for Change Proposals to be hosted on Xoserve website with link on Joint Office page to comply with governance.

LW thanked members for participating in the KVI survey. Survey result was 87.6% and full results will be shared soon.

### 13. UIG Update (post ChMC)

ES stated that the UIG Taskforce is on track. The plan has been updated with February activities. ES went through slide There is 85 recommendation lines. In regards to where we are, ES went through slide 88 which breaks down the recommendation lines agreed at the meeting on the 28th January, and confirmed that the Taskforce funding should finish below budget. Slide 90 gives the next steps.

### 14. JMDG/MIS Overview

LW advised that the slides have been added for DSG members to view as no change.

### 15. Action Updates

Action 19 – 0204 CSS Impacts to Gemini - please find attached the link to the more informed papers that DA referred to. DA advised SC to attend the CSS meeting on 7th March.

https://www.xoserve.com/media/2582/extraordinary-cssc-dsg-7th-february-2019.pdf

All DSG actions can be found on the relevant event page on Xoserve.com, including the 13 new actions that were raised during this meeting:

Action Log

## 16. AOB

### 16a. XRN4867 - Sites due or have crossed the DM threshold of >58.6 million kWh

JG advised that this change was raised on back of the UIG work group.  The change is an Engagement piece to create a report to identify a Shipper move from class.  Number of data items flagged to be included in the report published monthly.  DSG to look at slide 107, to see if any Data Items missing.

LW said customers may want the read that went over the threshold and Shipper start date.

**Action 19 - 0216 DSG to review the slides for XRN4867 & XRN4868 and feedback any items missing by COP on 22/02/19**

### 16b. XRN4868 - Class 1, Class 2 read rejections – UIG recommendation

JG advised that this change was raised on back of the UIG work group.  Engagement piece again, to create a report for estimated read rejections from Class 1 & 2 types. Number of data items flagged to be included in the report published monthly.  DSG to look at slide 110, to see if any Data Items missing.

**Action 19 - 0216 DSG to review the slides for XRN4867 & XRN4868 and feedback any items missing by COP on 22/02/19**

### 16c. XRN4790 – Introduction of Winter Read/Consumption Reports and Associated Obligations (MOD0652)

ES presented this agenda item to DSG, and started off by providing a summary of the issue identified: MOD sets the obligation to provide the reads and submit amended Winter Consumption where one has failed to calculate. ES stated that there has been some analysis and update and went through the Winter consumption Calculation on slides 111 & 112.

The job is scheduled to run in mid-May, however the read window for class 4 reads is 25 business days and therefore some reads may miss the winter consumption calculation process.  Therefore UNC Actual Reads submitted with a read date on or before 30th April but submitted after the winter consumption calculation job has commenced will not be considered. Slide 115 states the considerations raised at ChMC and ChMC stated to continue with May and produce reports then decide if a new CP needs to be raised for 2020.  In summary, to continue as is and look at the numbers impacted.

SC asked if there's any other work arounds that can be considered.  ES stated that there have been no work arounds so far, however there will be plenty of points along the way to amend the volume as there is a lot of reporting coming out for this change. The MOD has a timeline of reports.

**Action 19 – 0217 Create a timeline with reports for XRN4790**

This was the end of February 18th DSC Delivery Sub Group meeting.

Next Meeting: **04th March 2019**

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