

**DSC Delivery Sub Group**

1st April 2019 at 10:30am

G.15, Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

**Meeting Minutes**

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| Industry Attendees | | |
| Elly Laurence | EDF Energy | EL |
| James Barlow | Npower | JB |
| Helen Bevan | Scottish Power | HB |
| Bryan Hale | Centrica | BH |
| Sally Hardman | SGN | SH |
| Kelly Oldfield | Utiligroup | KO |

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| Xoserve Attendees | |
| Emma Smith (Chair) | ES |
| Rachel Taggart | RT |
| Chan Singh | CS |
| Tom Lineham | TL |
| Matt Rider | MR |
| Simon Harris | SH |
| Ellie Rogers | ER |
| Jane Goodes | JG |
| Richard Johnson | RJ |
| Michele Downes | MD |
| Kully Sian | KS |

1. Welcome and Introductions

Emma Smith (ES) started the meeting and informed all attendees of the following agenda:

[Link to DSG Presentation Pack](https://www.xoserve.com/calendar/dsc-delivery-sub-group-dsg-1st-april-2019/)

ES stated this meeting is being audio recorded for the purpose of producing the minutes and each recording will be deleted once the relevant minutes have been signed off.

2. Meeting’s Minutes – 04th February 2019

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

3. Defects Update

3a. AQ Defects

Michele Downes (MD) 4 defects remaining; 2 have a deployment date of 5th April and 1 for 1st June. The data has been corrected and the AQ’s have been recalculated. Everything is on track and we will keep monitoring until the defects are deployed. If the AQ Issue Register will be updated.

The remaining defect, 1305 is an AQ defect, however the affected meter points are very low in numbers. Analysis is still being undertaken and there is no deployment date yet. MD stated all other defects closed and AQ recalculated and have been issued in the AQ notifications files (NRL).

It was proposed that, unless more defects are identified or need to discuss high priority issues with customers, AQ defects will not need to be tabled as an agenda the website will continue to be updated and we will attend to discuss ‘issues’ in general DSG members to continue raise any specific defects prior to the meeting to be added to the agenda.

In regards to Defect 1218 the Change Pack went out and 1 response received that was happy with the recommendation. This won’t be closed and monitoring will continue.

3b. Defect Dashboard

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

4. ***Portfolio Delivery Overview POAP***

ES stated that the POAP is our standard plan for all change. The CSS Bid has been removed and CSS consequential will continue. Retro now approved for delivery and this is expected to take all of November 2020 Release. ES stated there is a lot of work going on the clear changes into June 2020 release and planning ahead to see what 2021 will look like with CSS Consequential.

5. Major Release Update

***5a. Release 3***

Tom Lineham (TL) stated that Track 1 and 2 are completed and a closure report will go the Change Management Committee meeting for approval on 10th April.

***5b. Minor Release Drop 3***

Matt Rider (MR) stated that MiR 3 is completed and PIS concluded and handed over to the Operating team and closure report to go the ChMC for approval.

***5c. June 2019***

MR stated the overall project is at amber due to schedule costing and resourcing. Currently in testing and slightly ahead of schedule. BER for June and EUC are going back to ChMC to approve the adjusting costs from one release to the other, to which there is no change to overall budget. In regards to risks; SME resources and environments being managed and presently no impact the project.

***5d. September 2019 – EUC***

MR explained there has been an update since the slides were published as build and unit testing completed on Friday. A week into testing and everything is on track. Implementation date went out in the Change pack for Part A to be implemented at the beginning Aug, and Part B end of August. In regards to risks; SME resources and environments being managed and presently no impact the project. PIS still to be finalised as may be extended.

***5e. November 2019***

TL stated the project is overall amber, again with resources and also the costs to be approved (will go to ChMC in April). Start Up and Initiation phase in progress and on track to complete in April. Detailed design to be finalised by 5th April. It has been agreed that Market Trials will not be needed. BER to be presented at April ChMC. ES stated the Change Pack for Nov 19 will go out in April consisting of 3 changes.

TL wanted feedback from members in regards to the 2 options presented for Market trials and if there is an appetite for additional testing. .

**Option 1 – Do Nothing**

* + Xoserve would not look to provide any alternative to provide assurance in place of Marker Trials
  + Confirmation of successful Acceptance, Performance & Regression Testing would be confirmed

**Option 2 – Provide Test Summary Report**

* + Xoserve will produce a summary report at the completion of testing and ahead of Implementation providing details of successful test completion including Test Case pass rate and defect figures

James Barlow (JB) would like Option 2. It was agreed that TL would feed into ChMC that DSG recommends Option 2.

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

No changes for this meeting

7. Change Proposal Initial View Representations

7a. XRN4871 - Modification 0665 – Changes to Ratchet Regime

Ellie Rogers (ER) presented this change at the last DSG meeting to get initial views on assumption and went through the background (slide 32). MOD 0665 has now been approved and is to be implemented by Nov 19; so will proposed for July MiR. DSG acknowledged that the options were quite pragmatic and a Change Pack was issued. ER gave the results from the 5 responses received, 3 are in support of the options and 2 didn’t explicitly state support or otherwise but we did not identify any major concerns.

ER went through the assumptions (previously presented at the last DSG) with the Industry representations (slides 34 – 37)

* Visibility of ‘Network Designation’ flag - representation indicated that Users were comfortable with the approach to not amend file formats for this implementation and were comfortable with this being considered as part of CSS file format change
* Views sought from DSG - SPA - representation indicated that Users did not flag concerns with this approach. It was suggested by one User that a new rejection code would be sensible.ER opened this up for DSG discussion. JB stated given the timescales not to use a new code and monitor how many affected and change in a future release. This view was supported by DSG.
* Views sought from DSG – Inflight - from the industry representation, Users agreed with our approach to allow the Confirmation to progress and not cancel offers.
* Views sought from DSG – Invoicing - representation indicated Users were not concerned with the proposed changes. It was stated by one User that changes to the file structure (which is not proposed) would cause an issue and a value/rate change is manageable (which is being proposed).

ER thanked DSG for their feedback and wanted to note that these are the first draft options and approaches and the representation will be in the detailed design process and shared to the wider Industry view in a Change Pack.

7b. XRN4645 - The rejection of incrementing reads submitted for an Isolated Supply Meter Point (RGMA flows)

Removed

7c. XRN4780 - Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change)

SH a gave a quick overview of the change and highlighted that the scope is quite broad, so 2 phases will be carried out for XRN4780 the first of which will be July 19. This change is as of a requirement to pass the MAP Id to CSS as part of a switching event so MAPs can be notified accordingly. Scope of July 19 is to switch on the RGMA files acceptance to UK Link for Market Participant (specifically the ASSPR - Asset Provider role code) contained within the RGMA files (as currently it is ignored). July 19 will not include backdating or the initial population of MAP Id however the scope is awaiting formal approval.

SH a went through slide 41 detailing the 4 rules round the RGMA Logic for updating MAP Id into UK Link and also slide 42 outlining details on how to determine a valid Map ID and that a valid one will be 3 characters in length, same as the Shipper Short Codes and when recognised as valid will load the data into UK Link. Where a MAP ID has more than 3 characters, is blank or doesn’t relate to our organisation table, they will be classed as invalid Map Id and will default to BAU process and not loaded the MAP Id into UK Link.

Bryan Hale asked if the Organisation table is based on SPAA or our own version. ER advised that there is a MOD to move responsibly for Market Participant date from SPAA to UNC (CDSP), and the reconciliation is in progress and should be completed ahead of the MOD.

**Action: To find out what codes the Map ID will use and how will it be communicated to the Industry.**

7d. Reporting XRN delivery recommendations

Jane Goodes (JG) started by giving context around the outstanding changes for reporting that predominately use the same resource and testing. What we would like to get approval is to look at all changes at the same time. This will limit regret spend, deliver changes in the optimum time, give meaningful useable MI and provide a medium term solution to reporting requirements until the Reporting Review is complete.

JG went through the 3 options on slides 45-47 detailing the objective, description and benefits/financial impacts as well as the pros and cons for each option.

* Option 1 – Progress the Shipper Pack report changes only (XRN4789): Indicative costs – £20k
* Option 2 – Progress the PARR report changes ( XRN4864, XRN4779 and XRN4876) only: Indicative costs – not currently known
* Option 3 – Progress the glossary changes for the Shipper Packs and deliver all the PARR Report XRNs together - not currently known

JG recommends Option 3 (slide 48) as it delivers on all changes, and continues completing the Glossary from XRN4789 for immediate value. Option 3 minimises the level of regret spend as using same resources and testing, delivers a strategic approach, adds value to UIG by giving data access and starts rationalising all reports.

Elly Laurence (EL) questioned if this would all be replaced by the delivery of cloud based reporting and when. ES stated that the Business intelligence Tool will be in place for at least 18 months.

JG confirmed that DSG agreed to continue with Options 3

**Action – To get a timeline for when Cloud based system will come into business**

8. Undergoing Solution Options Impact Assessment Review

8a. ***XRN4833 - Roll Out of Business Intelligence and Data Discovery Capability***

Kully Sian (KS) gave an update on this change and the current status. WAR band reports will be used to roll out the Tool which will come with training material to support the roll out. There is a huge piece on Security controls and licencing access. Alongside this there is ongoing work on the Joiners, Movers and Leavers process and what is the capability to manage escalations, and people leaving organisations, to control security.

KS stated that the change is currently in testing of the capability, user acceptance and performance. We have completed internal pilot with 2 Shippers navigating round the tool and how it works from logging in and how it drills down. Engagement from Customer Advocates should have been completed for roles and users to align the security model. KS has received a number of responses back from Shippers and still waiting for some. Looking to Roll the Tool out by the end of April/beginning of May.

EL wanted to know what future releases on planned. KS advised Jason McLeod is looking at what can be rolled out and can bring more information on this at the next update.

***58:58***

9. Solution Options Impact Assessment Review Completed

***9a. XRN4713 - Actual read following estimated transfer read calculating AQ of 1 (linked to XRN4690)***

ES stated that the High Level Solution Options are from slides 51 to 55. There were 3 options that went for HLSO with option 3 being the preferred option at a zero cost. The cost is zero as this is an improvement to the service and no extra scheduling from ME team is needed. ES confirmed that DSG are happy with Option 3 and will take this to ChMC for approval in April.

***9b. XRN4803 - Removal of validation for AQ Correction Reason 4***

ES stated this change came to the last DSG for July Minor Release and there was an action raised (action ref. 19 – 0308). This is not limited to reason code 4 and we are stripping the validation to AQ altogether.

**Action – Update the Change Proposal, relating paperwork and title to reflect this.**

10. Miscellaneous

***10a. XRN4777 – Acceptance of contact details updates***

ES stated that this change is proposed for July Minor Release and is currently in the detailed design phase and an issue has been identified. In regards to the current design the potential issue is that there is no sequencing if processing multiple reads (detailed in slides 62 & 63).

ES asked DSG to recommend which option they would prefer.

* Option 1 - continue with design as is.
* Clearly communicate design as some processing issued cause problems (no need to end date prior to updating new contact details)
* Option 1a - Continue with design implement sequencing later
* Option 2 - Add sequencing into the design
* Unable to deliver in July 2019 minor release
* Significantly increase cost

EL is the proposer and stated not Option 2 and is happy with 1 or 1a.

ES confirmed DSG are happy to go with Option 1. Continue with current design, include in the awareness session and send out a comm. This will then be monitored and if causing issues continue with option 1a.

***11. JMDG/MIS Overview***

SH stated that the slides have been updated, however there are no standout changes. Simon went through the slides (66-75). 06 Maps slide states that Phase 2 to start in May, however this is being brought forward to April to assist with the cleansing activities needed for MAP Id to be loaded into UK Link. 33 Third Party Services – as part of this used case we will be having a tour round meetings to engage with industry, so may be seeing them sometime soon.

58 MAP API (Gas) User Case is progressing well as a Mod has been approved to panel for implantation before going to Contract Managers with a DRR for approval to release data items to MAPs. UKRPA have requested access to DES but a number of these have been requested recently across the industry so we are looking at the wider piece for the identification of potential theft. A MOD will need to be raised to give them permission. A wider discussion will be had at next JMDG meeting that will affect the timelines.

**Action - On the JMDG Roadmap slide the UKRPA Access to Gas data needs to be changed to amber.**

12. Action Updates

All DSG actions can be found on the relevant event page on Xoserve.com, including the 4 new actions that were raised during this meeting:

[Action Log](https://www.xoserve.com/calendar/dsc-delivery-sub-group-dsg-1st-april-2019/)

13. AOB

13a. Website Update – Change Packs and Change Proposals.

Richard Johnson (RJ) stated that currently we manage Change Packs via email and manually attach each document. This is manually intensive and large email files are sent to customers. To improve the process, a digitalised solution has been designed under its own page on the website. Customers will be able to see the past and present Change Packs, and provide their reps, for Change Packs out for consultation, via the website. Public reps will be automatically compiled and added to the respective Change Pack. Private reps will not be visible, and will be automatically sent to [uklink@xoserve.com](mailto:uklink@xoserve.com).

RJ gave a demonstration on how the process will work. Customers will receive a long link to the Change Pack, which can be forwarded to others in the organisation. There will be a consultation period where customers can read, download and send reps. The website will update information within 24hrs and will close automatically after the consultation period, so no late reps will be added. If a customer would like to submit a late rep, they would have to send it via email to [uklink@xoserve.com](mailto:uklink@xoserve.com).

RJ stated that the link will be for the whole Change Pack and not per change. Anyone can view the Change Packs; however you need the tokenised URL link to provide responses. There will be a Pilot Group session on 29th April and if interested in being part of the pilot, customers can email [uklink@xoserve.com](mailto:uklink@xoserve.com). The proposed go live date will be on the 10th May, which is the date of May’s Change Pack occurrence.

To improve the Change Proposal process, an online Change Proposal form will also be added to the website. RJ stated the current process is to download from the Joint Office website, and once filled in, send via email to Portfolio Governance team. Soon customers will be able to complete and submit via the website. Furthermore, the populated online form will transfer onto the Microsoft Word Change Proposal template, and a copy will be sent to the originator and the Portfolio Governance Team.

This was the end of April 1st DSC Delivery Sub Group meeting.

Next Meeting: **15th April 2019**

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