



DSC Delivery Sub Group

Monday 20th May 2019 at 10:30am
G.01, Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

Meeting Minutes

Industry Attendees		
NAME	ORGANISATION	INITIALS
Elly Laurence	EDF Energy	EL
James Barlow	Npower	JB
Swetta Coopamah	British Gas	SC
Steph Podgorski	Generis	SP
Aleksandra Cebo	EDF Energy	AC
Kelly Oldfield	Utiligroup	KO
Katie Hodgson	Scottish Power	KH

Xoserve Attendees	
Paul Orsler (Chair)	PO
Rachel Taggart	RT
Chan Singh	CS
Tom Lineham	TL
Matt Rider	MR
Simon Burton	SB
Bali Bahia	BB
Richard Hadfield	RH
Simon Harris	SH
Megan Laki	ML
Eamonn Darcy	ED
Emma Lyndon	ELy
Emily Pickard	EP

1. Welcome and Introductions

Paul Orsler (PO) started the meeting and informed all attendees that 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. PO informed the attendees of the following agenda:

[Link to DSG Presentation Pack](#)

2. Meeting's Minutes – 1st April 2019

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

3. Defects Summary

PO advised that defect dashboard has been added for DSG members to view. If there is any defect issues that members want to discuss, please email uklink@xoserve.com

3a. Issue Management

Megan Laki (ML) stated that 2 issues were closed on the customer issue register last Friday; Number 71 - class change requests incorrectly rejecting following Transfer of Ownership. There was a manual work around for this (defect 1274) to stop files rejecting, minimising impact to Shippers. The second issue closed was number 99 - Issues relating to processing of Supply Point updates (defect 1350 and 1363). Issue Management team will be adding all root cause analysis for P2 incidents from April onwards to the Customer Issue Register once they receive relevant information from operational teams. ML confirmed that the Issue Register can be found on xoserve.com.

4. Portfolio Delivery

4a. Portfolio Delivery Overview POAP

PO advised that The POAP has been added for DSG members to view as there is no change.

4b. Retail and Network Delivery Overview

Richard Hadfield stated not much change on UK link timeline, Minor Release Drop 5 (MiR5) will be added for XRN4871 Modification 0665 – Changes to Ratchet Regime to be delivered in August. In regards to the 2019/2020 timeline, this gives a more detailed plan and includes MiR5, Retro and CSS. RH stated that the next Governance approval at June ChMc will include June 20 and MiR5. RH is currently looking at a fast paced EQR.

Retro has kicked off with internal meetings and an update will be given at the next DSG meeting. RH gave an overview of the allocated changes in delivery and unallocated change that has now had a colour key added to highlight proposed release.

In regards to June 2020; 2 changes included and 2 nearly there. There are several changes being pushed through that will come to DSG shortly for solution recommendation. XRN4888 Removing duplicate address validation for IGT Meter Supply Points may not be a candidate for a Major Release depending on output of the HLSO – as this may determine other delivery options exist.

4c. Data Delivery Overview

PO advised that slides have been added for DSG members to view as there is no change.

5. Major Release Update

5a. June 2019

Simon Burton (SB) stated that currently completing acceptance training due to finish this week and regression testing to start next week. Currently planning detailed implementation activities, ready for internal walkthrough and approval next month and everything is on track.

5b. EUC

Matt Rider confirmed that system testing & system integration testing concluded on the 3rd May and that the ST & SIT Exit Report had been approved earlier today (20/05/19). UAT activities are ongoing, with a decision made to extend the UAT timescales by an additional 3 weeks, due to environment issues that slowed down progress; this decision is not expected to impact overall project delivery timelines. MR stated that it is expected that as the core functionality will be fully tested during the original UAT timeline and that the additional 3 weeks UAT are required to run the invoice cycle for a second time there is a confident view

that minimal defects are expected during the UAT extension. It was also stated that preparation for PT & RT activities have commenced and that these testing activities will still proceed based on the dates within the baselined project plan. Implementation Part A on track for 03/08 to make new EUC bands allowable in ISU with Part B for deployment of the functionality associated with this change on 31/08. There is an ongoing risk on pre-production environment availability for PT & RT due to a high volume of change utilising the environments. However, this is being managed and monitored with no current impacts to EUC delivery. PIS RAG status remains at amber as formal signoff from all Xoserve stakeholders is still to be agreed.

November 19

Tom Lineham (TL) Start Up and Initiation phases complete. Detailed design will commence in June. In regards to the BER and Change pack both were approved by ChMC. Risk on environments, however this is being managed and no impact expected.

Inclusion of XRN4866 was discussed at ChMC and agreement reached to deliver in line with November 19 Release. A standalone BER will be issued to ChMC in June to cover this change.

5d. Minor Release Drop 4

Bali Bahia (BB) stated currently on track and build for XRN4777 Acceptance of Contact Details Updates and XRN4780a Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change) is in progress. Environment availability continues to be a risk as several projects are sharing environments, however this is managed and not impacting.

XRN4871 Modification 0665 – Changes to Ratchet Regime has been removed from this Release and proposed for MiR 5

Action: Richard to start updating DSG on Minor Release Drop 5

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

6a. XRN4930 Requirement to inform shipper of meter link code change

Simon Harris (SH) noted that this was a CR and changed into a CP due to external impacts. Pre-Nexus implementation, when a Meter Link Code was amended, a K15 record was sent to the Shipper within an MRI file. Post nexus this has not been sent out and some Shippers are reliant on these MRI files and this change is to bring it back or notify you of where a Meter Link Code has been amended. We still have the data however it doesn't trigger a notification out to Shippers. A Capture session has already been completed with one solution being considered (re-issue the MRI) and the HLSO will be brought to DSG once completed.

Action: What is the trigger for the Link Code to change and how do we notify customers (RE: XRN4930)

6b. XRN4931 Submission of space in mandatory data on multiple SPA files

(SH) noted that this was a CR and changed into a CP due to external impacts. Files have been submitted (e.g. MSI, EMC & CNF) with a Space populated in mandatory fields instead of the required data item. This will pass through the AMT validation as space is an allowable

ASCII character, however when SAP does a lower level validation it is treated as a null value so the file is trying to be rejected back to the originator (as expected), however these outbound rejection files are becoming stuck as the outbound file is rejected by AMT as not having all mandatory data items populated. So in summary, if there is a space populated in mandatory data items then we can't send rejections back to Shippers informing them. Elly Laurence (EL) would like to know how many of these instances have been seen to date and what files are effected and by which Shippers. This data can then be used to feed into solution options.

SH has instigated a Capture session already and is looking at several options, including potential to amend mandatory data items on outbound files to optional, SH asked if there are any considerations to Shipper systems needed that DSG can think of. In response to EL question, if Shippers will have to change their systems; SH stated that support is needed to see who and what has been impacted to help deduce the right solution option. More work is to be carried out in this area before we proceed with a recommended solution option.

Action: How many files to date, have been affected (RE: XRN4931). Check which files have been affected and who is submitting theses.

6c. XRN4932 Improvements to the quality of the Conversion Factor values held on the Supply Point Register (MOD0681S).

SH stated that the UIG MOD is being discussed at the UIG workgroup and this XRN was raised to look at how we can do this in the system in parallel and aim to feed in potential issues/risks for discussion to develop the MOD.

SH went through slide 36 detailing where a meter AQ becomes lower than 732,000 kWh the Conversion Factor should default to national average value. This will be triggered from AQ rolling calc or correction. Where the AQ increases above 732,000 kWh, the CF should be set to the last 'non-standard' factor held on the Supply Point Register.

First capture session has been completed and a few considerations have been raised and are to be discussed at the UIG workgroup. SH went through slide 38 which outlines these considerations, including future work on Conversion Factors and potential restrictions.

There are 3 potential solutions (slide 40) which are very high level and need more work to develop as we move through capture, this is just to give a view to take away and digest the information.

6d. XRN4941 Auto updates to meter read frequency (MOD0692)

SH stated that the UIG MOD is being discussed at the UIG workgroup and this XRN was raised to look at how we can do this in the system in parallel and aim to feed in potential issues/risks for discussion to develop the MOD.

The Modification is looking to give CDSP permissions to update MRF in the following circumstances (below rules will only be applied going forward).

- Where a SMP AQ increases past the threshold of 293,000 kWh and is not currently monthly read, CDSP to amend the Meter Read Frequency to Monthly
- Where a SMP has either an Smart or AMR meter installed and is not currently monthly read, CDSP to amend the Meter Read Frequency to Monthly

Implementation of MOD 0692 is thought to result in having a higher rate of meter readings submitted to produce more frequent and accurate AQ calc to help with UIG.

SH went through Considerations (slide 45), changes to MRF will only apply to product Class 4 (Class 1 & 2 SMP's are defaulted to Daily and Class 3 SMP's are defaulted to Monthly) Any MRF updates will need to consider in-flight SPA updates and that these will take precedent over any CDSP updates triggered as part of this change. This change will be discussed further at UIG workgroup.

Assumptions will be any sites moving to lower AQ or having devices removed shall remain as monthly (to be confirmed at workgroup) and that no read will be required where MRF has been amended as this is not a billable critical data item.

Elly would like to understand further if AQ went over threshold by accident in error need to bring a code to correct it. What is the impact and how will it be processed. UIG needs to be informed enough to know impacts to processes. SPC file (S34 record) is used by Shippers to update the MRF of a Supply Meter Point.

SH went through 3 potential solutions (slide 47) from the initial capture session, some may be discredited depending on effort and there may be more to come, we'll keep DSG posted on progress of this XRN and the modification..

7. Change Proposal Initial View Representations

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

This was deferred to June DSG.

Action: To provide scenarios for XRN4645 for DSG members

XRN4914 MOD 0651- Retrospective Data Update Provisions

PO stated that a Senior Project Manager has been appointed to this change and we will update DSG in June on the mobilisation of the project. We may take an approach similar to CSS and have separate workgroup for this change as the areas that need to be clarified and assessed are significant.

8. Undergoing Solution Options Impact Assessment Review

None for this meeting

9. Solution Options Impact Assessment Review Completed

None for this meeting

10. Miscellaneous

10a. Winter Consumption Calculation process

PO explained during development of XRN4790 Winter Reads and War Bands, MDN data needed to kick off in mid-May. This has caused several class 4 sites, around 11,000 impacted, to be excluded due to the read submission window still being open. PO asked members if they would like Xoserve to progress with a change to the Winter Consumption

Calculation Process to ensure Class 4 sites are not similarly impacted next year. EL would like to know the rationale of running mid-month and implications of moving it. JB also noted that this had been discussed previously and a decision was made to perform the exercise in May. PO agreed to take an action to review the decision and get a better understanding of what the impacts would be of leaving arrangements as-is.

Action: What was the rationale of running the MDN data mid-month and implications of moving it for Winter Consumption Calc process.

10b. IX Update

Emily Pickard (EP) gave an update on the pilot that was implemented successfully and now moving forward with a second pilot site. Due to testing activities there has been an impact on timelines which we are looking to claw back during the migration. EP went through the activities for the next 3 months. The POAP shows the different phases and when they hope to complete with majority of sites being completed by September 2019 and the more complex areas would be completed in October 2019.

11. JMDG/MIS Overview

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

SH added to note that as of last week there was a MAP MOD went to Contract Managers Committee to approve MAP data items to be released via API.

12. UIG Update (post ChMC)

SH gave an update on UIG stating that MOD0658 has been approved. The BER for XRN4695 'Investigating causes and contributors to levels and volatility of Unidentified Gas' was approved at ChMC. Dashboard shows everything is green and on track. The high level Plan on a page has the inclusion of MODS.

PO went through slide 73 which shows the progress of the recommendations lines. From 95 lines, 43 are closed, 11 do nothing, 2 BAU, 7 completed and 23 other options progressed. Next steps to share recommendation progress via the workgroup. Continue to analyse investigation lines, engage with customers to find sponsors for MOD's and progress CP's and continue to support PAC report recommendations.

13. CSS Update

Emma Lyndon (Ely) gave a CSS update covering slides 75 – 95. Ely went through the background that the Ofgem switching programme has run for a number of years and programme focused in two areas. The creation of the retail energy code (REC) and the development of the central switching service both were an Industry wide activity. All the requirements have been captured in a design repository and can be found on Ofgem switching programme website. Not included in the current scope are NTS Directly Connected sites, Shared Supply Meter Points and LPG sites with discussion ongoing with Ofgem.

We had concluded high level recommended design; which had input from customer workgroups, resulting in proposed designs being recommended for approval at ChMC. Shipper BRD has been approved at ChMC in May. Changes to UNC were also required and discussed at the design and MOD 630R workgroups. The Heat Map assessment shows the most complex area is UKLink, as switching predominately there.

Ely stated that currently in detailed design which will run till the end of September. This started in April and the first external meeting was held in May. There will be ongoing sessions including internal and external workshops. The lower level design will be completed soon, as the new provider is now in situ. There will be design change packs going out and BRDs will continue to go out. Everything is going through the assurance workgroup and internal assurance stage gating.

Slide 82 contains the proposed meetings and agenda items with API's continually discussed at all meetings and finalised at the last API meeting. Slide 84 and 85 show the project timelines.

Ely went on to discuss the Switching Programme Data working group. The work group is open to all who are to participate in data cleansing. Six meetings have already been held and details can be found on Ofgem's website. Slide 88 shows the Data Prep and Migration stages. Currently on Stage 0 which includes MAP ID in UK Link and Data cleansing for plot ID (report comes out monthly). There will be a portfolio coming out for you to look at and amend sites with correct information. First portfolio is hoping to be out with Plot address, in June. RMP status is a small update.

Ofgem have a dashboard for tracking the Data Cleansing and are concentrating on aged sites. Electralink are also concentrating on plot to postal and all published on the Ofgem website.

14. Change Management Committee Update

Rachel Taggart (RT) gave an update from the Change Management Committee meeting (slides 96-99).

- 4 New change proposals raised – 3 approved, 1 deferred.
- 2 Solution/Delivery options approved
- Implementation plan was approved
- BER for XRN4149 - NG Gateway Migration, approved
- 2 CCR documents approved.
- Scope of Minor Release Drop 4 was approved

Action: Bring KVI survey responses to next DSG meeting

15. Action Updates

All DSG actions can be found on the relevant event page on [Xoserve.com](https://xoserve.com), including the 5 new actions that were raised during this meeting:

16. AOB

PO stated that the level of engagement from industry at DSG has dropped, particularly in recent months, and that members have flagged concerns on this matter which Xoserve will be sharing at June ChMC. PO stated that this is the first DSG that he has chaired and there is the opportunity to review and refresh the agenda, with a view to reduce the level of repetition. In regards to the frequency of meetings PO stated that it may be appropriate to review this given the commitments that members have with other development work streams such as CSSC. PO welcomed views from members on this topic, and also requested feedback from the group on suggestions to make the meetings more dynamic and interactive.

This was the end of May 20th DSC Delivery Sub Group meeting. Next Meeting: **3rd June 2019**

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