



# DSC Delivery Sub Group

Monday 3<sup>rd</sup> June at 10:30am

G.01, Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

## Meeting Minutes

Industry Attendees		
NAME	ORGANISATION	INITIALS
Sean Cooper	Npower	SC
James Barlow	Npower	JBa
Ikram Bashir	Npower	IB
Elly Laurence	EDF Energy	EL
Aleksandra Cebo	EDF Energy	AC
John Cooper	BU-UK	JC
Alison Neild	Gazprom Energy	AN
Steph Podgorski	Generis	SP
Carl Dennis	Shell Energy	CD
Niall McPherson	Shell Energy	NMc
Danielle Giltrow	OVO	DG
Alison Davies	Wales & West Utilities	AD

Xoserve Attendees	
Paul Orsler (Chair)	PO
Chan Singh	CS
Rachel Taggart	RT
Richard Hadfield	RH
Julie Bretherton	JB
Matthew Rider	MR
Simon Burton	SB
Simon Harris	SH
Jane Goodes	JG

### 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 – 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](mailto:uklink@xoserve.com)

### **3a. Issue Management**

**No Updates for this meeting.**

### **4. Portfolio Delivery**

#### **4a. Portfolio Delivery Overview POAP**

PO advised that very little had changed on the POAP:

Changes are to the decommissioning projects (3143 -Decommission XFTM & 3447 - XP1 Decommissioning)

- Implementation milestone have moved to 30/06
- Closedown milestones have moved to 30/08

#### **4b. Retail and Network Delivery Overview**

Julie Bretherton (JB) went through the activity taking place to determine June 20 scope and also looking at potential scope for Minor Release drop 5 (MiR5).

November 2019 and June 2019 are covered in the portfolio POAP.

The main focus at the moment is June 20 regarding scope the UK Link area. Scope approval is at amber due to the fact there is so much change needing recommendations for and solutions options to be discussed and preferred options agreed at DSG and ChMC.

PO asked JB has it been formally recommended or agreed that an extraordinary ChMC will take place. JB stated that it has been spoken about internally in the scoping area that a ChMC might need to be held between now and July ChMC to avoid any risk of it causing delay to the delivery timeline. This will be discussed at ChMC next week.

PO also stated that June 20 has a large scope in comparison to other Major Releases. There is material being presented at ChMC about how Xoserve can enhance and improve its capability on meeting change demand.

QUESTION – John BU-UK – in terms of file formats, CSEPs and file format specs. Have we seen those files and when is the design change pack being issued for the June 2020 release?

PO stated that when looking at June 2020 there is a green star on the slide, which represents the design change pack being issued out to industry for solution consultation. That will include the details of file format changes that are being proposed. The scope approval will be going to ChMC in June. Shown on the plan design change packs will be issued in December 2019 This allows parties at least the minimum time of 6 months from Design Approval to make the required changes to their systems and processes. PO also stated that when looking at the detail of the HLSOA's, there is a good level of detail regarding the potential impacts for files. It might be there are fields made optional rather than mandatory, therefore minimising impact on the files rather than taking things out and restructuring them.

#### **4c. Data Delivery Overview**

Update to the delivery plan of data office changes:

XRN4835 – Address profiling and reporting (delivered)

XRN4790 – Introduction of winter read/consumption reports (MOD652) (delivered)

XRN4841 – MAP access to UKL via API (JMDG use case 58) (End of June Delivery)

XRN4886 – MAM Reporting (MOD297) (July Delivery)

### **5. Major Release Update**

#### **5a. June 2019**

Simon Burton (SB) presented this change. SB stated that has been a successful completion of User Acceptance Testing. Simon also stated that there has been some delay in code merging activities. Regression testing will commence tomorrow (04/06/19). There was a 2 week contingency plan and a week of this has been used during the code merging activities. The overall plan has not been affected and there is still a week left of contingency if needed during regression testing. SB also stated that Xoserve will be continuing with the implementation plan, which will be discussed internally over the coming weeks. Xoserve is also planning post implementation support.

The high level plan for June19 Release is on track and has a green RAG status.

A key item was flagged on the slide – if following implementation customers plan to complete data cleanse activities that will result in increased file flow submission (increase on business as usual volumes) please contact your Xoserve Customer Advocate as soon as possible so that this can be discussed and planned.

PO stated if you are unsure of who is your designated Customer Advocate please contact any members of the DSG team who will be able to put you in touch with the appropriate contact.

#### **5b. End User Categories 19**

Matthew Rider (MR) – stated that EUC release is currently in testing phase activities. ST & SIT activities have completed successfully as per plan. User Acceptance Testing (UAT) has commenced as per plan and is still ongoing. However, the OAUT testing window has been extended by 3 weeks to enable the completion of 2 invoicing cycles. The additional 3 weeks OUAT will run in parallel with the planned Code Merge and Performance Testing activities with no impact to timelines. Following this the project will run the Regression Testing activities for a period of 6 weeks. MR stated there is no impact to the planned milestones or delivery date(s) of the project as a result of the OUAT extension.

MR also stated Gemini will be included in the Performance Testing scope. The Performance Testing will test the Gemini system impact due to the increase in the data containment within the AAQ file. MR also stated that WIPRO will be conducting the performance testing.

As previously communicated and as per ChMC agreement for the EUC project there will be a two part implementation;

- Part A on 03/08/19 to make new EUC bands allowable in ISU to enable sharing of new EUC bands with industry via the T67 file.
- Part B on 31/08/19 (with a contingency date of 07/09/19 if required) to implement all UK Link code changes to deliver the new EUC bands.

MR stated the key message is that the release is on track and running to plan.

### **5c. November 19**

JB stated that November 19 release is on track and the RAG status is Green. All design workshops are planned and the release is now moving into design stages.

### **5d. Minor Release Drop 4**

PO stated that the current RAG status for Minor Release Drop 4 is Green.

PO also stated that the build is in progress for XRN4780 (Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change). Furthermore PO informed DSG that System Testing Assurance has completed for XRN4803 (Amend AQI validation/processing) with no defects. System Testing is in progress for XRN4777 (Acceptance of Contact Details Updates).

PO stated there is a risk regarding environment availability. This is a risk to several projects as they are sharing the same environments throughout delivery, test and implementation.

### **5e. Minor Release Drop 5**

Richard Hadfield (RH) informed DSG Minor Release Drop 5 is being proposed to help accommodate MOD0665 which needs to be implemented in time for October 2019. Xoserve's Retail & Network platform is looking to schedule a Minor Release Mid-August time, bearing in mind the release schedule and when there are various production environment activities occurring including refreshes and defect fix releases. RH informed that the release would consist of two Changes.

This will be split into two parts:

XRN 4871A (Modification 0665 - Changes To Ratchet Regime)

XRN 4896 (Failure to Supply Gas System and Template Amendment) - (Cadent have made slight changes to the requirements for this change, this change is not back in the requirement gathering status awaiting the updated HLSOA).

RH stated that this release has now been scoped and will be on the agenda at ChMC for Scope Approval. RH also informed DSG that go live for the release is scheduled for the 17<sup>th</sup> August.

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

### **6a. XRN4955 – Amendment of MDD PSR needs codes and needs code descriptions**

PO stated that during industry discussions at the Safeguarding Customers Working Group (SCWG) there has been a suggestion that there should be some alignment of the vulnerable customer codes between Gas, Electricity and Water. In doing so, there has been a review of

the current codes within the allowed customer codes list on how they can be changed and modified to better align across all of those sectors. Looking at the overview, SPAA change proposal 471, requirements state that four need descriptions need to be enhanced, with a further one being discontinued.

- 4 description enhancements (for Needs Codes 19, 20, 23 and 27)
- 1 Needs Code to be discontinued (code 10) and replaced by 2 new Needs Codes (35 and 36)
- 1 new code (37) directly related to water dependency

PO stated that in order to accommodate this, there would need to be changes made to the allowable values and descriptions within Shipper file formats (CFR, CNC & CNF) specifically the S84 record). There are no changes to file format structures however updates will be required to allowable values within files formats, so in turn, systems will need to be amended to send and receive the new values. Suppliers/Shippers will also need to cleanse their data due to one Needs Code (10 “hearing and speech impairment”) ceasing to be used, and being replaced by new Needs Codes 35 hearing impairment and 36 speech impairment

PO also informed DSG that the utilities planned implementation date is the 1<sup>ST</sup> April 2020; this is something that has been suggested to cover Gas, Water and Electricity changes. PO stated that Xoserve has identified that this needs to be progressed and added to February 2020 release in order for the functionality to be in place in time for the implementation date.

RH confirmed that they are looking to release it within February as part of a minor release but will ensure that the 6 month notification of file format changes is conformed to.

PO asked RT if this was on the agenda for ChMC on 12<sup>th</sup> June. RT confirmed it is on the agenda for ChMC.

## **7. Change Proposal Initial View Representations**

No items for this agenda item

## **8. Undergoing Solution Options Impact Assessment Review**

### **8a. XRN4860 – National ‘Temporary’ UIG Monitoring**

James Hallam Jones (JHJ) presented this change and stated this change was raised due to Shippers seeing high levels of UIG and is not reconciling out with what was expected by the Shippers. Xoserve has been challenged with providing forecasts of what the final level of UIG will be.

This is quite a complex bit of analysis with a couple of options, JHJ stated

**Option 1** is for Xoserve to analyse the high level market wide reconciliation.

**Option 2** is Xoserve’s recommended option and will be to use the analytics partner who has been used by the UIG task force to analyse detailed market wide reconciliation data and metering data to identify trends and create a robust forecast of potential rec levels.

Estimated cost of work is circa £105k, subject to change if customers wanted a model rather than a predicted number as an output. JHJ clarified that the £105k estimated cost is the Analytics Partner Cost only, Xoserve cost is TBC.

**Option 3** We need to scale up our analytics capabilities which are on the road map which there will be tools coming in to use towards the end of this year. Once the timeline is worked out, it will be scheduled for implementation by all the way to April and summer next year.

Sean cooper asked if there is any option to blend option 2 and option 3 so that techniques and tools used by the Analytics partner can be transferred in-house when Xoserve has implemented its analytics capability. JHJ responded by stating that he will have discussions around the portability of the tools so that there is potential for us to continue this work in-house if this analysis requires updating on a continual basis. This should be possible in principle as the code developed for the UIG Task Force analysis is portable.

### **8b. XRN914 – Retrospective Data Updates**

PO presented this agenda item and stated that internally this change is gathering some momentum forward and has had a Senior Project Manager assigned to the Change (Tracey O'Connor). Tracey is mobilising a team internally to assess the requirements that are documented in the original Modification and business requirements document. PO stated that Xoserve is looking to agree resource requirements with Xoserve's internal business operations team. Furthermore Xoserve is also looking at solution optioning and architecture space to evaluate what capability Xoserve has internally to help deliver the Change.

PO informed DSG of discussions that were held with customers and a suggestion from those discussions were to perform some Proof of Concept analysis to understand and quantify the size of the retrospective data quality issues. The aim would be for this to take place ahead of any Data Cleansing exercise, and would shape the rules that should be applied to any data migration activity. Xoserve fully support this recommendation and is keen to get this started with willing Shipper customers.

PO stated that at the next DSG a more quantitative update will be given.

## **9. Solution Options Impact Assessment Review Completed**

### **9a. XRN4692– CSEPs: IGT and GT File Formats (CIN Files)**

PO suggested to John Copper that this change be covered separately with wider GT and IGT participation. This was due to the HLSOA only being received and reviewed shortly that same morning. PO was concerned that limited IGT and GT representatives were available for DSG.

PO explained the difference between option 1 and 2 for delivering the requirements is the way that the reporting extract is provided. PO stated that in short Xoserve will deliver what is being asked of the customer and make changes in SAP ISU to make comparison on the data items and report on the differences in the existing file formats. The funding of the HLSOA will have to be agreed by GT's and IGT's at ChMC.

PO stated that this Change is seen as a medium level change in regards to complexity and medium change in terms of testing due to CSEP data is treated differently to how it is held in SAP, which when compared to SPA registration data activities is not as complex.

**9b. XRN4780 – Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change)**

Simon Harris (SH) stated that XRN 4780 which is part A, is due to be implemented in July 2019, which is where Xoserve will be accepting MAP Id via RGMA flows and then to load them into UKLink. Part of the initial investigations of this is that MAP Id in RGMA flows is that is very scarcely populated. Xoserve knew that at the time, but it is the best mechanism allowing Shippers to update MAP organisation ID's into organisation assets.

SH stated that a formal action would like to be noted for DSG members to have a look at their systems to see how flows are received for the ONUPD and ONJOB updates from Suppliers, as MAP Id from the MAM to the Supplier is mandatory via these flows but Xoserve is not seeing that flow through to ourselves via RGMA.

This is so Xoserve can start seeing more MAP Id updates being sent prior to turning the RGMA functionality on allowing CDSP to be able to carry out effective PIS activities once the code has been implemented to identify potential issues.

EL asked a question regarding the previous slides RGMA update action.

SH responded by stating that if a shipper does receive the flow, to pass it onto Xoserve, if not received by the Supplier, there is no obligation on the Shipper to pass the MAP Id onto Xoserve.

SH stated this still remains optional within Shipper to CDSP file flows.

EL informed DSG members of the discussions regarding MAM's, who are not sending a mandatory item through and If there is a population exercise on MAP ID's to help resolve this?

SH responded by stating that is correct and will be covered in part b (migration of MAP Id from the MAPs).

SH stated any updates through RGMA will take precedence over any MAP updates.

SC asked why is that so. Whether a shipper receives the MAP Id or not is really dependent on the agents that are dealt with. SC stated that some agents might not have the same information provided by others. Therefore SC stated that asking this from a Shippers perspective is a non-starter. MAPS believe they have ownership of the data and should transfer that data to Xoserve (CDSP).

SH stated that in the proposed solution, the outgoing MAP will get a notification of disassociation of an entity and those they no longer are assigned to. SH informed DSG that workshops (with MAPs included) will be set up to go through and review the change and options around handling scenarios for migration and processes to highlight who is responsible and what updates take priority.

SH stated that, in scope of this (Part B) at the moment is the initial population of MAP Id. We are trying to include and assist MAPS to help cleanse their data as best as possible, even by offering a MAP to MAP comparison service. This will affect where multiple MAPS are staking claim over the same MPRN, this won't always be the same asset but the MPRN (where no removal flow is received from the MAM). SH stated there is ongoing maintenance of MAP Id within CDSP systems (MAP direct updates), For Example

- Extraction of MAP Id data into BW
- Information flows informing MAPS of asset updates and supplier changes.
- Information flows informing Shippers of MAP amendments.

John Cooper (JC) asked a question regarding there being any Impact to transporters in regards to Delta files and will that include MAP Id. SH responded by stating that the at the moment it is not in scope of the Change. JC responded that he was unsure that if there was going to be a new data item as it had not been mentioned anywhere and whether it would affect the networks.

PO clarified the question posed by JC that if there is a new data item being introduced, for completeness, will it be provided to all and if so, does that mean there is any consequential change to the DELTA files that they will need to be prepared for.



## 19 – 0510: ACTION: Will IGT'/GT's want to receive MAP Id?

SH informed DSG of the high level impact assessment which runs through the SAP ISU and the data and migration activities required for the entire portfolio of UK Link in SAP ISU and SAP BW. Furthermore SH stated the exceptions management needs to be catered for in order to capture the fallout MAP updates. SH explained there is also interfaces and their respective responses need to be built in order to update the Maps and Shippers/Suppliers for their portfolios.

This includes:

- a. MAPs will update the UK link system on the individual assets with the MAP details.
- b. MAPs are to be notified for updates made on assets due to the RGMA flows. Also if RGMA flow makes changes on the assigned MAP ID's on the asset; both the incoming and the outgoing MAPs should be notified on of the changes. Supplier updates needs to be notified to the MAP stakeholder on the assets installed on the MPRN as well.
- c. Shippers will be notified of the MAP updates on their MPRN portfolio.

### **9d. XRN4930 – Requirement to inform shipper of Meter Link Code**

SH gave an overview of the Change being pre-Nexus implementation, when a Meter Link\code was amended, a K15 record was sent to a shipper within an MRI file. A shipper has identified that this is no longer happening and is reliant on these updates for effective operational processing. This was not called out as a requirement for Nexus and was missed during implementation. We now require any amendment to the Meter Link Code to update the current Shipper via a K15 record (with an MRI file).

SH suggested to DSG that there is only one solution option put forward, this is to re-instate notification of Meter Link Code changes via MRI File 9 (K15 Record). This involves for change in the Meter Link Code; MRI (K15) will be triggered whenever there was a link code change in the system i.e. Prime to Freestanding or vice versa. This is done by the users manually at the back of exceptions. A new trigger is required to be developed to issue MRI (K15) files to the Shippers for the Meter Link Code changed in UK Link post Nexus Go Live.

Furthermore there are assumptions such as:

- Market Trials costs are not considered.
- Performance Testing will not be required.

EL asked a question to SH. They are seeing a scenario where the UK Link code is being updated by a party other than the Shipper. The supplier should know about that update? SH responded to the question that the updates conducted to the prime and subs team, the CDSP does receive the notification from the Shippers to request the Meter Link Code is changed. This notification is normally sent to the CDSPs prime & sub team usually via email. SC then asked if all Shippers would be getting the MRI capability. SH responded that at the moment it won't be, due to the communication normally sent via email, but that the Shippers will receive estimated readings where the Meter Link Code is changed.

EL asked what the benefit of this solution is and how many of these primary subs are currently being seen.

SH stated the release type is minor and a brand new trigger to the MRi file to Shipper and Link file and MRI file. Furthermore from a process point of view, this solution affects SPA. SH stated the questions regarding numbers for Link Code Changes post NEXUS will be taken away and hopefully response given back after ChMC.

Action for SH: To obtain the number of Link Code changes that have occurred post nexus and also how many primary subs and current and outstanding.

- P&S Supply Meter Points in UKL = **1,570**
  - P = **431**



- S = 1,139
- Meter Link Code changes processed since NEXUS go-live = 447
  - Freestanding to P or S = 10
  - P or Sub to Freestanding = 437

*Accurate as of 05/06/2019*

#### **9g. XRN4941 – Modification 0692 - Auto Updates to Meter Read Frequency**

SH stated this change has been raised in line with the ongoing MOD692 which looks to grant the CDSP permission to update a Supply Meter Point's (SMP) Meter Read Frequency (MRF) under the following circumstances:

The MOD has 2 requirements

1. Where a SMP increases past the threshold of 293,000KWh and site is not on a monthly meter read frequency, the MRF should be set to monthly.
2. Site has either a Smart AMR meter installed and is not a monthly meter read frequency; the MRF should be set to monthly.

Due to it being a part of UIG, scope needed to be set for June 2020 at ChMC.

Sean Cooper stated that Shippers should be taking responsibility for this data and not be reliant on CDSP to intervene and that there seems to be a number of UIG changes that are facilitating CDSP intervention (Example, class 1 change and correction factor change). SC is concerned that the industry is drifting into a multitude of changes and asking the CDSP to default values given, when actually if Shippers are following their obligations those values should have already been updated. This involves keeping current data up to date before the AQ value is taken monthly.

PO asked DSG in particular SC and EL, putting any concerns to the side, is DSG happy for this to proceed and be set into June 2020 scope? DSG agreed but will raise points in the UIG workgroup sessions.

In Addition SH gave DSG an overview of Solution Option 1.

As part of this change, the Meter Read Frequency will be updated as part of AQ Updates above 293,000 kWh. Below is the list of changes:

- Rolling AQ and AQ Correction needs to be updated to provide a trigger whenever there the AQ goes above the threshold value of 732,000 kWh.
- New report needs to be developed to update the Meter Read Frequency for AQ and asset updates. AQ updates can be checked from the trigger and asset changes will be scanned from the system. The updates will be done post AQ and Asset Live date.
- New Report needs to be developed for the cutover in order to align all the Meter Read Frequency for the entire UK Link portfolio. MRF updates via SPA process will take precedence over the data cleansing activity during cutover.

The Assumptions for this are:

- Market Trials costs are not considered.
- Performance Testing will be required.
- Only Class 4 sites are in scope.
- Shippers will be notified on M-7 via NRL for the AQ change where MRF needs an update.
- Shippers will be notified with RGMA flow responses for the asset updates.
- Sites which have a decrease in AQ from 293,000 kWh remain As Is.
- Meter Read Estimation will not be done.
- New Report to update the MRF needs to be aligned with Capacity/Commodity runs (in terms of batch timings).

The overall impact set on this change from the HLSOA is Medium, set to be within a Major release type. Also the cost estimate for this change is between £30,000 - £40,000.

In addition, the process areas that are affected by this change solution are Rolling AQ, SPA and RGMA.

## **10. Miscellaneous**

### **10a.XRN4857- Report Review**

JG presented this agenda item to DSG. JG stated a month ago at that point in time, an inventory was being collected and aligned waiting for recommendations to come from KPMG. The complete report has been received last week (Friday afternoon) and is being internally reviewed by the CDSP's data office.

It will be going to steerco at the end of the month and the report will be bought back to DSG in July. Where by recommendations can be discussed then.

JG informed DSG that customer advocates will be in contact with customers to gain an understanding of their recommendations and suggestions.

For the benefit of DSG who are not aware of the reasons why KPMG has been consulted with regarding reporting.

JG stated that in terms of reporting, here at Xoserve we are consciousness of the types of reports and number of reports that are being produced and if they are fit for purpose. KPMG were bought in to help Xoserve look at the way in which the CDSP provides data to its customers and to initially make sure the reports sent out to customers are all fit for purpose and have no duplication. JG stated that KPMG is also there to recommend what reports need to be progressed and streamlined to avoid regret spending.

JG explained that there are a number of reports that can be given to customers via birst or other more effective tools and methods. Furthermore by aligning and consolidating the reports sent out to customers this can help in reducing excessive reports being communicated to customers and in turn avoid and lower the risk of regret spend.

**19 – 0511:- Action: Regarding XRN4857 Report Review, Xoserve to provide an update for DSG in early July**

## **11. JMDG**

RT informed DSG the only update was to the slide '58 MAP API (GAS)'. Which EL then queried whether the JMDG group is still running and if so could she be informed going forward.

**19 – 0512:- Action: Xoserve to confirm to EDF whether the JMDG group is still running**

The main message is that the MOD that linked to MAPs being able to receive data by the CDSP and for them to be recognised in the data permissions matrix has been approved by panel and will be going live in July

## **12. Action Updates**

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

**19 – 0510: ACTION: Will IGT'/GT's want to receive MAP Id?**

**19 – 0511:- Action: Regarding XRN4857 Report Review, Xoserve to provide an update for DSG in early July**

**19 – 0512:- Action: Xoserve to confirm to EDF whether the JMDG group is still running**

### **13. AOB**

SC suggested two items for discussion

1. Market breaker rejections for jobs. That accounts for 60%= of on job rejections. Current agreed workaround is protracted. Were other Shippers finding that that was a large proportion of their rejections?
2. Review of the 25 day submission window for readings. Specifically around prepayment submission reads that are vending out higher amounts and by the 25 submission window is late. Were other people finding there is the same issue and if so maybe looking to work on extending the submission window.

This was the end of June 3<sup>rd</sup> DSC Delivery Sub Group meeting. Next Meeting: Monday 17<sup>th</sup> June 2019.

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