DSC Delivery Sub Group

Monday 1st July at 10:30am
G.01, Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

Meeting Minutes

Industry Attendees		
NAME	ORGANISATION	INITIALS
Ikram Bashir	Npower	IB
Niall McPherson	Shell Energy	NMc
Helen Bevan	Scottish Power	HB
Swetta Coopamah	British Gas	SC
Sally Hardman	SGN	SH
Patricia Parker	Utilita Group	PP

Xoserve Attendees	
Paul Orsler (Chair)	PO
Chan Singh	CS
Rachel Taggart	RT
Richard Hadfield	RH
Richard Johnson	RJ
Matthew Rider	MR
Simon Burton	SB
Bali Bahia	BB
Tom Lineham	TL
David Addison	DA
Tracy O'Connor	TOC
Ellie Rogers	ER
Eamon Darcy	ED
Megan Laki	ML

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 July 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

PO informed DSG of two defect fixes that were deployed to production on the 21st June.

- Defect 1236 - SAP - Portal - Twin stream site - Site visit read upload through portal is not working as expected.
- Defect 1358 - Retrieve Must Read Data performance issue

Furthermore the next defect fix release 3.17 is scheduled for 28th June.

3b. Issue Management

Megan Laki (ML) stated that following a number of tickets received from Shippers, with investigation, the issue management team have identified there are around 117,00 meter points where the consumption/energy recorded in UK Link is incorrect. This is as a result of defects which have been deployed since go live. ML informed DSG that data correction is required for those affected meter points, and a plan is underway for this to be completed by the end of August.

Furthermore Eamon Darcy (ED) stated that going forward there are two options to correct the data.

- Option 1 would involve Shippers replacing the read following the Class change read which will re-calculate the energy correctly and result in a re-reconciliation. This will result in correcting the AQ.
- Option 2 involves what Xoserve can do by having the ability to raise and calculate a Consumption adjustment to correct the energy for a period on the Shippers behalf.

ED stated that a tool would be needed for this process and the tool is not yet developed. This would take 6-8 weeks for that tool to be delivered. ED informed DSG that during the period of development, ED requests Shippers to use option 1and replace reads. ED stated that when option 2 is ready and available, the plan is to do profiling where Xoserve will need to ensure these meter points are excluded from the re-calculation where they have been replaced but also fix any outstanding incorrect reads. PO asked ED if Xoserve has shared any information to the impacted Shippers regarding their own portfolio of sites affected. ED responded by stating that the MPRN's have been identified and will be emailed to the respective Shippers notifying them with a list of impacted meter points along with a read that will need to be replaced. Furthermore PO asked if this was a known issue, ED responded stating that this involved defects that were fixed historically but a data correction had not been done and due to them being quite old. ED also confirmed that the approximate number of affected sites will not increase and should reduce with this process.

Niall McPherson (NM) asked if this only affects a particular class, ED responded by stating that there will be a notification sent out via email that will hold that information, but this issue involves sites where there has been a class change. Ikram Bashir (IB) asked if this only affects sites where there has been a Class change, ED replied stating it only affects sites with a Class change. PO concluded by confirming with ED that going forward Xoserve will be sending out extracts to individual Shippers impacted by this defect. This will involve using option 1 up until the tool is developed for use in option 2 which will ultimately correct the consumption adjustment.

4. Portfolio Delivery

4a. Portfolio Delivery Overview POAP

PO advised that The POAP has been added for DSG members to view as there is little change. Changes are: to the Decommissioning projects (3447 & 3143) Implementation dates have moved out 1 month from the end of June (30/06) to the end of July (31/07) there is no knock-on effect to the subsequent closedown milestones.

4b. Retail and Network Delivery Overview

Richard Hadfield (RH) provided DSG with an update.

RH informed DSG that between the 29th-30th, June 2019 release successfully went live and is now in PIS. Furthermore RH stated that EUC is being tested and will be going live in September; there are no problems at the moment but a few minor defects have been identified which are being fixed at the moment. RH stated that November 2019 release is in build and is running on track. Furthermore, Minor release drop 4 is proceeding with Minor Release drop 5 going to ChMC on the 10th of July for approval. Going forward into potential activity, R&N are still planning for a major release in June 2020. Therefore there will be a number of solution options needing review to then be taken to ChMC for finalisation. In addition RH informed DSG Retrospective updates are proceeding along. Going onto CSS Consequential, RH informed DSG that this is coming to the end of detailed design and a more detailed view will be provided at the next ChMC. RH outlined that when looking at the governance timeline, there are some risks around minor release drop 5 due to timescales and having to push this through the governance process.

4c. Data Delivery Overview

Rachel Taggart (RT) informed DSG there are no updates in regards to the Data Office POAP and the slides provided are for information only.

5. Major Release Update

5a. June 2019

Simon Burton (SB) provided an update for June 2019 Release, XRN4732. SB stated that regression testing completed on track on 21st June and implementation activities followed proceeding to plan and implementation of the Release was successful and went live on the 28th/29th June. Furthermore SB stated that following implementation PIS phase has started, this involves monitoring the files coming in and checking for the relevant submissions for the changes that were made to check off first usage. SB stated this will be undertaken for the next 4 weeks. PO asked DSG and those dialled in there were any issues in communications in regards to June 2019 release. Swetta Coopamah (SC) responded stating there were no issues she found. SB informed that there will be an update provided at the next ChMC regarding the PIS phase.

5b. End User Categories 2019

Matthew Rider (MR) provided an update for this release. MR stated that there is an overall project RAG status of amber due to the extension of OUAT activities. However, it is currently expected that this testing phase will complete by the re-planned date of 12/07/19. Furthermore performance testing started as expected on 01/07/2019 and regression testing is due to commence in 2 weeks' time on 15/07/19. There is a planned walkthrough scheduled with stakeholders 08/07/2019 regarding the regression test plan.

MR stated from a testing perspective the project is running on track however there are some non-project defects that have been identified as a result of the project testing cycle; this is being managed by the project. MR outlined that there is an ongoing risk regarding the multiple project's running in parallel in the same environments. MR assured DSG that this is being managed by an ongoing detailed assessment of co-existence in Pre-production that is continually being monitored with relevant project teams. Overall the current view is that this

should not impact the EUC release. MR also added that he expects the OUAT to be finished within the next 2 weeks which is expected to return the RAG status back to Green. PO added that an update will also be provided at ChMC 10th July 2019.

5c. November 2019

Tom Lineham (TL) provided and update and informed DSG that start up and initiation phases are now complete and design phase is in progress. TL stated there have been workshops run which are complete now and on track to complete design phase by 12[th]July. Furthermore build is to commence w/c 1st July and the test plan and scenarios are under review as well.

TL informed DSG that the release is on track however, there are still risks around the Pre-Production environment congestion impacting the release due to multiple deliveries running in parallel. In addition there is a risk that due to multiple UK Link deliveries running in parallel, there may be a limited access to resources. TL stated that Xoserve is managing these risks and they are currently causing no issue or impact to the release. The RAG status for the overall project is green.

David Addison (DA) presented slides regarding XRN4679- Requiring a Meter Read following a change of Local Distribution Zone or Exit Zone and explained that as a part of XRN4679 there will be a read estimated where there is an LDZ change. DA added that if the Exit Zone was to change alone while the LDZ remained the same, a read will not be estimated. In addition to this DA stated that Reconciliation will use the existing variance codes in the order of priority and in the case of and LDZ change, the variance code EXZ will be used.

DA referred to the slide with scenario 1 where a Shipper Transfer on D and LDZ effective date on D-1. DA stated that the scenario will be dealt via an exception. DA informed DSG that as part of the exception resolution, the estimation of read for the LDZ change effective on D-1 will take place once the shipper transfer read has either been estimated or fulfilled due to the receipt of a read during the transfer window. Furthermore the LDEX read will be marked as inactive due to the presence of the active FINT read on D-1. In addition to this, the MBR file with the new reason code LDEX will be delayed i.e. will be sent later along with the MBR/URN file containing the transfer read.

DA then went on to explain scenario 2 where a Shipper Transfer on D and LDZ effective date between D+1 to D+10. DA stated that this scenario is very similar to how the reads are fulfilled by UK Link currently. DA stated that for scenario 2 wherever there is an outstanding opening meter reading, Xoserve is unable to load another transaction until that opening meter reading is fulfilled, therefore in this instance relating to Class 4 changes, where there is a transfer taking place, it would normally occur at D+10 to load the opening meter reading. But with this scenario the transfer read will be estimated immediately following an LDZ change occurring within the transfer window. This is true of other reading types loaded within this window prior to the transfer reading being fulfilled. DA stated that the estimated transfer read and LDZ can be replaced b the User at a later point in time. This will have an effect of curtailing the transfer read window, whereas normally the incoming User has until D+10 to have this completed by. Furthermore DA urged DSG to have a look at the new code being used for CSS. In addition DA stated he does not want DSG to miss this key information as this is consistent with how UK Link code changes are used. DA asked DSG members if they would like him to come back to DSG and talk through more scenarios and explanations regarding this. DA further added as an incoming shipper transfer read can be replaced but Xoserve would be DA asked if DSG would prefer these wider details be discussed at the respective CSS DSG meetings. TL outlined that Gazprom had sent some questions regarding XRN4828, XRN4725, XRN4679 and 4621. PO outlined the questions and answers have been added into the slides and can be viewed within the slide deck. Also PO outlined that the

member of DSG Alison Neild is not present but the answers to the questions raised can be seen into the slides

5d. Minor Release Drop 4

Bali Bahia (BB) provided DS and update. BB stated that system testing assurance has completed for all Changes, Code merging was completed 28th June. Furthermore BB stated regression testing is to commence 1st July. BB stated that the Release is on track at the moment and explained that there is a risk around environment availability, which continues to be a risk as several projects are shoring the environments throughout delivery, test and implementation. There are daily meetings being held internal to identify if there are any defects arising from these pre-production environment risks so they can be addressed.

5e. Minor Release Drop 5

RH gave a verbal update during agenda item 4b that this is going to ChMC 10th July for scope approval and at the moment there is no update.

5f. Retrospective Updates - XRN4914 MOD 0651- Retrospective Data Update Provision

TOC informed DSG that the requirements have been gathered for the proof on concept, furthermore those requirements have been issued out internally for discussion and internal review. TOC stated there are sessions internally being held to gain approval of the gathered requirements and also sessions to discuss ideas and solutions of how to deliver that proof of concept. TOC stated that discussions from those internal meetings will then be used to help define the high level solution options with the view that a turnaround of those solutions can be done next week and ready for internal review and update to be provided at the next DSG. TOC added there will be a few more further requirements sessions held to identify what to do when a mismatch occurs. TOC stated going forward for future DSG's, she will ensure the updates are highlighted for DSG to have a clear view of progression. PO also added that it would be great for customers for Xoserve to issue and present internal requirements once HLSO's that have been gathered and formulated. PO stated it would be ideal to share those ideas and added that Xoserve is still looking for volunteers (Shipper parties) to help with trials in regards to the proof of concept. This will help in being able to identify the differences in data held by Xoserve and Parties portfolios and then a second part of what those root causes could be causing mismatched data. PO stated that the plan going forward for DSG will be quite iterative in regards to what is asked of and shown at DSG.

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

No Agenda Items for this section

7. Change Proposal Initial View Representations

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

DA recapped over the previous DSG meeting 17th June 2019 and explained that by rejecting, other than a 0 incrementing meter reading, the next step would be for Shippers to submit consumption adjustments which can then be allocated to the correct period. IB asked DA what is the number of MPRN's impacted. DA stated that Xoserve would provide the Shippers with that information by providing the meter points in their portfolios where there is an exception.

DSG supported the rejection of RGMA transactions where the isolation flag is set where an incrementing reading was provided

8. Undergoing Solution Options Impact Assessment Review

8a. XRN4801 – Additional information to be made viewable on DES

Richard Johnson (RJ) stated that this change has been to previous DSG meetings and explained the purpose of XRN4801 is to add a particular set of data items to the screens of the Data Enquiry Service (DES) application. RJ stated that Xoserve has looked at the requirements of XRN4925, an internal change titled 'Incorrect Display of Read and Asset Information on DES'. RJ explained that XRN4925 is very similar to XRN4801, and that Xoserve would like DSG to evaluate whether two requirements from XRN4925 can be included in the scope of XRN4801.

The requirements are described as follows;

- o I want, for class 3 meter points, when an RGMA update is received for an asset removal or exchange, the final read (FINC/FINX) to Display as D in DES
- o I want, for a class change from class 4 to 3 or 3 to 4, the FICC (class change read) read to Display as D in DES

RJ stated that if the answer received from DSG would be to support, then the two requirements would be included into the ongoing High Level Solution Option Impact Assessment (HLSO). PO asked whether going forward if this was accepted then would that mean XRN4925 would be closed / withdrawn. RJ replied to PO stating that it would not as those were some requirements taken for the DES element of the change. PO asked DSG members if they agree to those requirements, all unanimously agreed for the discussed requirements to be transferred from the scope of XRN4925 to XRN4801.

8b. XRN4621 – Suspension of the Validation between Meter Index and Unconverted Converter Index

DA explained that when presented last time at DSG it was left for DSG members to contemplate what had been presented and spoken about. DA Stated that the discussion from DSG last meeting needed some clarification, and that the red text found in the slides is for clarification and are from discussion that have occurred internally.

This involves proposing that the reporting

- Provides Shipper provided Meter Reading failures only- Xoserve is not planning on validating the estimates.
    - o RGMA Opening Meter Readings will not be validated
    - o For Must reads, ratios will only be checked for those which have loaded successfully in the system.

- Entry will appear on the report where one or both of M>U; M>C have triggered.
  - o NB: since the M>U Consumption history will be inconsistently populated, question whether M>U is provided as this may provide a false positive.

DA further discussed that the text in red stating that Since the M>U Consumption history will be inconsistently populated, question whether M>U is provided as this may provide a false positive. DA stated this report would be used as an indication and flag for customers to. DA added that Xoserve proposes to provide the metered and converted validation only.

Action: In regards to XRN4621 - DSG to provide a response regarding the whether they want Xoserve to show the unconverted as the inconsistency can be misleading.

Furthermore DA asked a question to DSG members; what are people planning to with regards to the reporting? DA assumes people will manually scan them. SC stated that is how it would be done and it would be useful if a question can be sent out to Parties for their responses. TL stated that it would need to be communicated this week so that by next DSG 15th July 2019 those responses can be discussed. PO added stating a communication would be issued requesting feedback from customers on Xoserve's proposed approach to this reporting change, with 5 clear working day review period.

Action: In regards to XRN4621 - What are DSG planning to do in regards to reporting. Comm Ref 2364, issued on 02/07/2019 went out to for feedback to be discussed at DSG on 15/07/19.

9. Solution Options Impact Assessment Review Completed

9a. XRN4850 – Notification of Customer contact details to Transporters

ER stated that there are 2 functionalities that would involve the CDSP to hold end consumer information at the request of transporters. E.g. the CDSP on behalf of transporters would send those notifications to end consumers. ER stated that this change is linked to the SPAA Change 443. ER stated that both high level solution options for this change were presented to DSG last meeting. The difference between to two options would be how the CDSP receives the end consumer details from Suppliers via Shippers. Option 1 involves using an existing record type and modifying that to make sure all details required are included. Option 2 involved a new record to be created within the confirmation files. ER stated that she believed there was some discussion and questions from DSG last meeting 17th June 2019 that were raised as ER was away on annual leave and Simon Harris had presented this agenda item. ER also asked if DSG would like to express any further questions. It was highlighted that the cost and efforts within the HLSO presented on the 17th June did not include the SMS service provider costs. ER confirmed that the relevant teams internally were looking at options for this in order to provide the high level cost.

PO added that the key point last meeting was that the creation of a new record would be a cleaner option. PO stated that the existing contact record would need to change quite significantly to allow Shippers to direct their data through that route. Therefore the new record might suit to be better. IB added that Npower's preference would be better to use the existing record type due to the significant changes needing to be made for a new record types. PO stated that the CDSP's preference for the options is agnostic as it's the industries decision as there are benefits and cons for both. ER stated that the cost is not particularly different but the creation of a new record type would be slightly higher in cost. Furthermore ER added that this is still proposed in scope for June 2020 release at the moment. ER asked DSG for a preference. PO asked SC what her preference was in regards to the option.SC replied that at the moment this question couldn't be answered and would need time. PO stated that due to

there being no preference PO suggested that ChMC would need to provide approval for this to go ahead into Change Pack for industry responses to define and steer to a preferred solution option.

9b. XRN4871 – Modification 0665 Changes to Ratchet Regime - Part B

ER informed DSG this Change is related to MOD0665 which has been approved by Ofgem and has an implementation date of 01st July 2019. ER stated that due to the proposed timescales and requirements to implement the changes in line with the 01st October 2019, the delivery has been split into 2 parts, A & B.

- o Part A will be going to ChMC in July for final approval
- o Part B which is the enduring solution has gone for HLSO

ER stated that the CDSP is requesting DSG views regarding Part B, where the transporters have indicated they are comfortable with the CDSP cancelling offers where a site has been network designated and the offer is for anything other than class 1. It was highlighted that cancelling offers for this reason is not currently explicit in code but has been indicated as a requirement. ER stated that in order to accommodate this, CDSP requires a mechanism for the CDSP to notify the users that the offer has been cancelled.

ER explained there are 3 current methods which the notification can be sent out by;

- o Meter Point Status – MPE file (within the S31 INVALID OFFER DETAILS)
- o Where there is a Ratchet - RAT file (within the S31 INVALID OFFER DETAILS)
- o Exit zone change- EXZ file (within the S31 INVALID OFFER DETAILS)

ER asked DSG for their view on which method would be their preference.. ER suggested that option one (MPE hierarchy) seems the most logical mechanism because the other two options are for very specific situations. ER stated there will be no proposed change to the S31 record file it is just the mechanism and hierarchy in which we notify users of the cancellation. ER informed DSG that with these options, it is worth noting that users will just receive the S31 record and will not be notified explicitly that the cancellation has occurred because the site is network designated. The CDSP is proposing not to amend the S31 record. ER asked DSG to note that within Part B there is a requirement for the network designation flag to be visible to users which means users will be able to determine if the site is network designated, however the solution for this has not yet been defined. IB asked ER if this could be sent in an email, or extraordinary Change Pack that articulates these options allowing parties to be able to discuss in their organisations and provide responses regarding this.

Action: The CDSP to send out an email or extraordinary Change Pack that articulates the options regarding the 3 methods of notification, allowing parties and organisations to discuss and provide responses regarding preference of method going forward.

Post meeting update: CDSP technical team have confirmed that the effort to implement any of the options above is the same. With this in mind, the HLSO for Part B will consider the requirement to have a mechanism to notify users of an offer cancellation. During the detailed design phase, we will discuss and decide with the industry which mechanism is preferred.

The HLSO for the solution options will be issued within a Change Pack on Friday 12th July and back to DSG for consideration on 15th July. DSG agreed with this approach.

10. Miscellaneous

10a. XRN4790 – Introduction of winter read/consumption reports and associated obligation (MOD0652)

PO explained this Change has been bought to DSG before and gave an overview of the Change. PO asked If DSG would approve Xoserve to move the timescale of the winter read consumption as the way in which the winter calculation takes place, it was cutting off Class 4 reads that were still within the read provision window but were not considered due to the timing of the May reports leading to them being cut off. PO asked if DSG would want to see Xoserve to amend the timing of the winter calculation period to run later than May to ensure all Class 4 reads could be included, or if we stick to the current timing and be accepting of some of the Class 4 sites falling out of the inclusion of the reports. PO stated some analysis has been done and found that potentially 14,000 sites in Class 4 could have been included if the period was extended by a month. PO asked DSG if they have any views on Xoserve raising a Change to have this amended. IB confirmed he would have to take this away and discuss this with his organisation. PO added for DSG members to note that if Xoserve was to move the schedule forward it would be around June. PO asked DSG for any views. IB stated he would need to take this back to his organisation for discussion.

Action: DSG members to provide a view on Xoserve raising a Change to amend the timescale of the winter read consumption.

11. JMDG/MIS Overview

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

12. Action Updates

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

13. AOB

IB asked CS to chase up questions asked by Sean Cooper regarding moving the limit of 25 day read limit to 30 days from DSG 3rd June. CS responded to IB stating he will contact Sean Cooper regarding the questions he required answering.

This was the start of June 1st DSC Delivery Sub Group meeting.

Next Meeting: **Date (15th July 2019)**

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