DSC Delivery Sub Group

15th July at 10:30am

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

Meeting Minutes

Industry Attendees		
NAME	**ORGANISATION**	**INITIALS**
Alison Neild	Gazprom	AN
Ikram Bashir	Npower	IB
John Cooper	BUUK	JC
Alison Davies	WW Utilities	AD
Karen Stockdale	PXLimitied	KS
Kelly Oldfield	Utiligroup	KO
Helen Bevan	Scottish Power	HB
Anita Kureshi	Coulomb Energy Supply Limited	AK
Sally Hardman	SGN	SH
Shanna Barr (Section 9 only)	Northern Gas	SBa
Daniel Frankin	British Gas	DF
Danny Byrne	Utilita	DB

Xoserve Attendees	
NAME	**INITALS**
Paul Orsler (Chair)	PO
Megan Troth	MT
Chan Singh	CS
Richard Hadfield	RH
Simon Harris	SH
Matthew Rider	MR
Bali Bahia	BB
Simon Burton	SB
Ellie Rogers	ER
Tom Lineham	TL
Charlie Haley	CH
David Newman	DN
James Hallam - Jones	JHJ

1. Welcome and Introductions

Paul Orsler (P.O) 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 –15th 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

3a. Defect Summary and Dashboard

PO covered the defect dashboard.

5 defects were successfully deployed to production on 5th July, Release R4.01

Defect ID's

- 115
- 1383
- 1384
- 1400
- 1401

Release R4.02 was scheduled for 12th July and R4.02b is 19th July.

3b. Issue Management

No new items

3c. Handling Duplicate confirmation cancellations

PO explained that there is an issue around handling duplicate confirmation cancellations; whereby there is a proposed fix being put in to deal with Shippers submitting duplicate confirmation requests. PO explained that due to parallel processing, if there are duplicate requests being submitted, rather than having one of the Shippers requests being rejected, both are being processed. PO added that due to this, an exception is being created. PO stated that for confirmation requests that have been received from customers. What Xoserve is proposing if Shippers can avoid sending in any duplicate requests if possible?

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 (RH) stated that the timeline 2019-2020 there is not much change there, whereas June 20 there is scope approved from ChMC with several changes factored in to the release. Furthermore RH added that MIR Drop 5 release scope was approved and BER was approved at ChMC July 10th. RH added that February document release is being scoped. Overall the projects are running to schedule.

4c. Data Delivery Overview

PO provided an update stating that work has started in the development and delivery of drop 1 of the Shipper pack changes for XRN4789. PO stated that the first data drop focusses on alignment of data and topics in the Shipper Packs and Parr Reports and the delivery date for the first drop is 31st July. PO stated that the CDSP is currently working with some Shippers to trail run this drop 1. In addition PO stated that Data Office continues to support the work in the AML/ASP Taskforce which has resulted in a knock on delay in the delivery of some of the Changes currently in the Data Office pipeline for delivery.

In order to ensure that the CDSP continues to move forward with changes in the pipeline as quickly as possible, PO stated that internally the CDSP will continue to review the priority of existing changes in the pipeline along with any new changes that are received.

PO outlined a list of Changes that can be found in the slides.

5. Major Release Update

5a. June 2019

Simon Burton (SB) stated that the overall RAG status is Green for June 2019. Furthermore the release is currently in Post Implementation Support, and is 2 weeks in and have received 75% off first usage evidence that is being monitored and signed off by the SME's. This is being held with IS ops, who are checking the 1st usage data. In addition SB stated that for the next couple weeks the systems will be continued to be monitored for PIS ready to be completed on 26th July 2019. Furthermore, closedown documentation is being produced with formal closedown scheduled for 2nd August 2019. The CCR documentation is being prepared for August ChMC. SB added that weekly monitoring of SME resources are in effect as they are supporting multiple demands, however even with this, all current requirements are able to be met.

5b. EUC Update

Matt Rider (MR) provided an update stating the overall RAG statues has returned to green due to the completion of both the OUAT testing and performance testing on the 12th July as per the project plan. As a result of the associated risks and the project schedule are back on track to green. Furthermore MR stated regression testing has commenced this week and from an implementation perspective, there is an internal walkthrough of the implementation plan for Part A scheduled for this week and a further walkthrough for the Part B implementation plan approximately mid-August. The PIS Approach is currently being finalised internally for submission for internal review and approval.

5c. November 2019

Tom Lineham (TL) provided and updates on November 2019 release and stated that start up and initiation phases are complete along with detailed design. TL also stated that the answers have been published relating to the questions raised at last DSG regarding XRN4621. There were design related questions sent out in a communication and one response was received from a Shipper, to allow more time to process. Overall there were no objections to the design clarification point published on the 2nd July. Furthermore, build has commenced and is currently on track as well as, the test approach being approved and scenarios defined and agreed. TL also added that the BER for full delivery was approved in April 2019 ChMC and the BER for XRN4966 – UIG Recommendation was approved at ChMC on 12th June 2019. TL outlined there are pre-production environment risks that are being managed and all is on track

at the moment when looking at the schedule. Overall the RAG status for November 2019 release is green. PO added for DSG members to ensure they look over the Change Pack issued if they wish to provide a response before closeout on the 26th July 2019.

5d. Minor Release Drop 4

Bali Bahia (BB) provided and update on Minor Release Drop 4 stating it is currently in regression testing which is on track to complete 19th July. BB also stated that implementation preparation is underway and on track to be completed for implementation on the 27th July. BB outlined the risks around the environments as there are several projects sharing the same environment throughout delivery, test and implementation. BB stated that overall this release is running on track with and overall Project RAG status as green.

5e. Minor Release Drop 5

Bali Bahia (BB) provided and update and stated the BER was approved at ChMC July 10th2019. Furthermore the impact assessment and design is in progress regarding the Ratchet Drill Down Report and is due to complete 23rd July 2019 as per plan. BB also added that the (SPA Change) was is in build phase and stayed on track to complete for 12th July 2019. BB further outline that there are risks around environment as they are being used with EUC for pre-production testing which could affect the start of regression testing, more information will be provided once known.

5f. XRN4914 – MOD 0651 – Retrospective Data Update Provision

PO provided an update for XRN4914. PO outlined the key schedule dates and stages for the proof of concept.

- 13th / 20th June: requirements gathered

- 24th June: peer and first review

- 25th June: issued for internal review

- 1st July: internal walkthrough and approval received; for all but 5 reqs

- 2nd July: ideas/solutions initial discussion; identifying 3rd parties to engage with (3)

- 3rd July: Wipro producing a HLSO and RFQ being produced

- 4th July: Capture session to review 5 outstanding reqs and approval received

- 10th July: NDA contract issued to 3rd parties; 1 received, 1 on-way, awaiting response for 3rd

- 12th July: RFQ reviewed by procurement and issued to 3rd parties

- Planning continuing

PO explained that the risks and issues on the project were around the project being behind in timescale compared to the original draft plan. Furthermore there are issues around the data/security team resources not allocated to the project. PO stated this is being discussed internally. Also and added risk is cost, the cost required to deliver the project is greater than project funding (2017 day rates used). In addition the availability of resources may impact the

plan for Retro. PO stated that the key thing for DSG is the CDSP and Shippers working collaboratively and voluntarily to agree a mechanism to exchange data from the Shippers that can be tested and compared against the data held in UK Link. PO further went on to outline the context diagram shown in the slide pack. This involves using the check list at each stage or why those points are being done. PO then explained the stage 2 market & materiality for the Proof of Concept, this involved identifying the differences between data sets and identifying the meaning of the difference. PO added that this will be used to define the business rules, so that meaning can be derived from the data.

E.g.

- POC 1 Retro will involve billing critical and non-billing critical discrepancies
- POC 2 BAU will involve billing critical and non-billing critical discrepancies
- POC 3 – Data Integrity will involve looking at genuine misalignment for example compatibility of data with MDD/UKLINK/MAM. This will also involve Shipper not registered MPRN and credibility assessment.

PO also gave a brief overview regarding the Data items. These were categorised into list with the minimum amount of data needed in each one to enable to data cleansing activities to be conducted. Therefore being optimum data items listed but also premium data items that would involve Shippers providing more data items to be used in further analysis of the data cleansing exercise. PO stated that in the slide deck the data items listed that are not bold or red in text are those extra data items. Regarding the Proof of Concept overview, PO stated that the CDSP would like to work with Shippers to try and get the files in the right structure to share outputs of any identified misalignments to the Shippers data. This would involve the CDSP requesting data from Shippers and Extracting data from UK Link into the project area and extracting data from the Shipper/s. The CDSP will then complete a comparison exercise within 20 days from receipt of the valid data. PO also presented a list of capabilities and requirements for both stage 1 and 2 of the Proof of Concept. These can be found in the slide deck.

ACTION; DSG to provide a response for approval of Proof of Concept function requirements presented and non – functional requirements.

Alison Neild (AN) asked PO if the idea of this was to do a data cleanse before a new functionality is added into the system. PO agreed and stated that this is the idea and exercise that will help in the future in regards to data cleansing activities. Ikram Bashir (IB) stated that there is a risk that if Shippers don't participate with the testing and analysis phase for the Proof of Concept how is the CDSP going to be able to gain data and understanding or data cleansing issues etc. PO responded that the CDSP has Shippers on-board who are participating at the moment therefore that risk has been avoided. PO asked AN if the explanation of the Proof of Concept was sufficient enough for understanding. AN agreed but asked how her organisation would get involved. PO stated that at the moment the CDSP is putting together an engagement plan for customers that will involve Customer Advocates coming out to customers to discuss the POC and the mechanism or getting them involved in the exercise.

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

6a. XRN4978 – Notification of Rolling AQ value (following transfer of ownership between M-5 and M)

Simon Harris (SH) provided an overview of this Change. SH stated that this change has been submitted by British Gas and involves sending out an AQ notification to the incoming Shipper

where the AQ has changed and due to go live post the confirmation effective date. SH stated that each month, by M-5, the .NRL file (AQ notification file) is issued from the CDSP to Shippers to notify of the new AQ/SOQ values that will be going live on the 1st of the month. If there is a transfer of ownership in progress whose status changes to CO in the period following file generation and new AQ go live, the incoming User is not notified of the new AQ/SOQ values. This leads to the NRL file only being issued to the live shipper at the point of file generation. The incoming Shipper will receive a TRF file, though that would contain the AQ which is effective at the point ofConfirmation Effective Date, and hence they will not learn of the planned revision to AQ to go live shortly after Confirmation Effective Date and not have this information available to their systems to aid in forecasting. This change was raised to provide the new User with a view of the amended AQ/SOQ values.

SH provided an overview of the appendix and prioritisation score.

- The Change is endorsed by ChMC
- The impacted party for this Change is Shippers where the business process impact will be SPA.
- There is a perceived delivery effort of 0-30 days
- The Change Beneficiary would be multiple market group
- There is between 2-5 impacted service areas
- Low Change improvement scale.
- There is currently no workaround in operation
- Overall this Change has a prioritisation **score of 46%**

Danny Byrne (DB) asked when looking at informing the Shipper of the revised AQ, how is the CDSP proposing to do that? SH stated that during Capture stage the method used can be discussed, SH suggested it could involve a new file flow, amendment to existing file flows or a file flow that is already sent out that can be triggered at a different point along with an enhancement to an existing API solution. All options will be brought to a future DSG to work through pros and cons and allow members to provide input into development of a recommended solution.

7. Change Proposal Initial View Representations

No Changes this meeting

8. Undergoing Solution Options Impact Assessment Review

No Changes this meeting

9. Solution Options Impact Assessment Review Completed

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

Ellie Rogers (ER) provided a brief overview regarding this change. ER stated there are two options for this change and as discussed before they both relate to how the Shippers notify the CDSP of the end consumer details. The first option involves using the existing S66 and S82 files to submit the details and the second option involves using a new record type for the notification.

ER added that the main update regarding this change is around the SMS service provider. ER highlighted that an indication of the high level costs and efforts had been published in the Solution Change Pack which was issued 10th July. . It was confirmed that there was an

additional slide in the Change Pack which provides details in a table regarding the set up costs for SMS service provider, the price per notification and the ongoing cost. ER added that this is just an example of what the costs could be and once this change is approved at ChMC meeting the CDSP's procurement team will then look at attaining a service provider and the firm costs will be known. ER encouraged Users to provide responses in the Change Pack regarding the change in general and the specifically the solution options for submitting the end consumer details. ER encouraged any User who had questions about this change to get in touch via email, call or submitting an official response.

9b. XRN4871 – Modification 0665 – Changes to Ratchet Regime

Ellie Rogers (ER) stated that part A of this Change was approved at ChMC on 10th July for implementation due to go in around September. ER explained that this HLSO was for Part B of the change which is currently in scope for June 2020 delivery and involves the enduring solution.

ER stated that when looking at the impact assessment for Part B, there was only 1 option which is to ensure that Part A has an enduring solution.

It was highlighted that Part B will involve the changes to the RAT and PRN files asthe ECN charge is being added into the Class 2 ratchet calculation.

In addition ER added that for Part A the forced Class change will be done manually by the Operations team however Part B should involve an automated solution that if Shippers have not reclassified a Network Designated site within the agreed timeframe (20 working days) then the site will be automatically reclassified by the CDSP using the SPC file. When a site is reclassified by the CDSP, Users have been asked to indicate how the CDSP should derive the SHQ. It has been agreed by Change Managers for Part A that this should be at the discretion of the Transporter on a case by case basis.

. ER stated that for Part B, 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. Furthermore ER added, in order to accommodate this, the CDSP requires a mechanism to notify the Users that the offer has been cancelled.

Currently there are 3 ways that this notification can be sent:

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

ER stated that the first option seems the most logical as the other two are related to a specific event occurring (ratchet and Exit Zone change). DSG members agreed in principle with this logic but wanted to understand how often the MPE file is currently used.

In addition to this, 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. ER stated the CDSP is proposing not to amend the S31 record. Furthermore ER stated that the CDSP is proposing that for the Network Designation flag is visible to Users within Data Enquiry Service (DES) and this will also be included within Part B.

ER encouraged DSG members to provide some views via the issued Change Pack regarding the mechanism presented in the slides about cancelled offers. AN asked is there a situation currently where an offer is cancelled and the process used is the MPE S31 file. ER stated there is one used and is being internally investigated with IS Ops to gain some understanding

regarding how often this is being used. ER added that once some understanding has been gained, ER will update DSG with the statistics.

ER encouraged DSG to provide views and responses via the Solution Change Pack issued 10th July and if there are any questions, to contact her regarding any queries.

9c. XRN4888 – Removing Duplicate address update Validation for IGT Supply Meter Points via Contact Management Service (CMS)

PO stated that the change has come to DSG a couple of times and that there is only one viable solution option that was formulated collaboratively with the CDSP and customers getting involved. PO stated that the costs are estimated between £10,000 and £20,000 and involves some system and process impacts. PO stated that in regards to system impacts, there are low impacts to reports that involve SPA and systems SAP IS/SAP PO/AMT. There are also low impacts to the interface regarding SPA and CMS. PO added that this has been issued out in July's Change Pack and responses would be great for providing a view. John Cooper (JC) asked Paul, there was quite a difference in cost range as it could cost £10,000 or double that to £20,000. JC asked why is there such a wide range. PO stated he will take that away for clarification. PO added that there is normally a risk margin that is added during estimate to ensure the costings are within estimate. JC also asked about the process impact assessment slide presented and asked if there is any file formats affected and what file formats would be affected. PO replied that there is no proposal to change the way in which IGT's send their updates in to the CDSP but will be an internal CDSP process impact/change. JC PO encouraged DSG members to provide any feedback or views via the Solution Review Consultation Change Pack.

10. Miscellaneous

10a. Report Review Update

Charlie Haley (CH) stated that the high level analysis has been concluded to understand in a bit more detail, what goes out to Customers and where the opportunities are to potentially improve some of the services the CDSP provides. CH stated that the CDSP is mobilising on the detailed analysis piece which goes into much more detailed on some of the opportunities that have come out as part of the review, such as costs, timescales and what the delivery plan looks like. CH stated that they are aiming for this to be on the agenda at ChMC in September's meeting.

10b. File Format correction (JOB/UPD)

Megan Troth (MT) presented this agenda item and stated that the CDSP has spotted an admin error in the JOB/UPD file format documents. The 'File Type' allowable value states the 'JOB/UPD', where it should state 'ONJOB/ONUPD' which is in line with what we currently accept in UKLink systems. This correction to the file format would mean that it would be correctly in line with MDD General allowable values for that particular data item. (A0179).

MT stated that this requires no change for Shippers as we currently receive files containing the correct allowable value, and this will then be reflective of that. MT asked DSG if they approve the CDSP to conduct this admin correction. MT suggested it will be sent out in the next Change Pack in August or aligned within the February 2020 documentation release.

10c. Shipper Pack/PARR Reporting Update

David Newman (DN) provided an update, DN stated that at previous DSG there was an update given regarding the analysis that had been undertaken, what was not given at the time was visibility of the approach and timeline. Regarding the delivery approach, it is being set up using agile methodology and to support that DN informed DSG that a Beta team has been established made up of Eon, Gazprom and OVO. Other Shippers have been written to regarding whether they would like to be a part of this Beta team. DN added that Drop 1 involves portfolio data being provided to Shippers and is on track to be delivered on the 31st July 2019. DN stated that drop is currently being assessed as to what will be included in drop 2; this is being assessed using the product backlog. Furthermore indicative dates have been provided for future drops and can be seen in the slide deck.

 In addition the CDSP will deliver:

- An online portal for Shippers to access Portfolio data
- Pre-defined set of dashboards
- Establishes a framework for future agile deliveries (completion in Drop 2)
- Delivers 29% of Xoserve data into the Data Discovery Platform (DDP)

From this Drop, Shippers can:

- Access MPRN Portfolio Data via an online portal
- Gain insight from predefined dashboards to support in meeting industry obligations including:
    - Meter Status
    - Meter Point Status
    - No Reads (Class 4)
    - Blank MAM's
    - Dead report
    - Portfolio AQ / SOQ
    - Portfolio count
- Portfolio data availability increased from monthly to daily
- Track portfolio performance via trend analysis of GT/IGT, Network, Class, etc.

DN explained that the Appendix Slide, shows the low level detail of what is being changed and what PARR topics need to be aligned. Furthermore this list was approved at ChMC and is being worked on currently.

11. JMDG

No update to the slides. The slides can be found in the slide pack.

12. UIG Update (post ChMC)

James Hallam-Jones (JHJ) provided an update for this section. JHJ stated that the UIG Task Force is continuing to plan and is currently putting together options for the future of the Task Force, whether it continues or transitions in-flight activities into BAU. JHJ briefed on the work the Task Force is defining with the analytics partner (as detailed in the meeting slide pack) and updated on the engagement planned with the Demand Estimation Subcommittee to investigate the use of machine learning in Demand Estimation processes.

13. CSS

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

14. CHMC Update

PO provided a view on the ChMC update.

New Change Requests:

- XRN4977 – Amendments to DSC Change Management Guidelines
- XRN4978 – Notification of Rolling AW value (following transfer of ownership between M-5 and M)

Change Proposals – Capture Complete:

- XRN4692 – CSEPs: IGT and GT File Formats - CIN Files
- XRN4780 (Part B) – Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change)
- XRN4865 – Amendment to Treatment and Reporting of CYCL Reads
- XRN4930 – Requirement to inform Shipper of Meter Link Code
- XRN4932 – Improvements to the quality of the Conversion Factor values held on the Supply Point Register (MOD0681S)
- XRN4955 – Amendment of MDD PSR Needs Codes and Needs Code Descriptions

BER approvals

- XRN4857 – Report Review
- XRN4954 – Minor Release Drop 5

Amended BER approvals

- XRN4665 – Creation of New End User Categories (EUC)

CCR approval

- None this month

ChMC Summary Key Messages

- Approval of Minor Release Drop 5 scope
- CSS Consequential Update
    - Gemini BRD approved
    - IGT/GT BRD approved
    - CSSC Change Pack approach approved
- Ongoing discussion on change congestion for 2020/21 (Retro and CSSC delivery + BAU)
    - Agreed to continue with June 2020 major release
- June 2019 successfully implemented
- All releases currently tracking to plan
    - Creation of New End User Categories
    - November 2019
    - Minor Release Drop 4

15. Action Updates

All DSG actions can be found on the relevant event page on Xoserve.com, including the 1 new action that were raised during this meeting.

15. AOB

None for this section.

This was the end of July 15th DSC Delivery Sub Group meeting.   Next Meeting: 5th August 2019

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