



Extraordinary DSG Delivery Sub Group for CSS Consequential Change

16th August 2019 at 10:00 AM

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

Meeting Minutes

Industry Attendees	
Patricia Parker	Utiligroup
Derek Clark	CNG
Ben Palmer	SSE
Luke Speakes	Utiligroup
Jonathan Matthews	Crown Gas and Power
Lisa Saycell	Gazprom Energy
Kerry Howie	SSE
Megan Coventry	SSE
April Maidens	SSE
Claire Roberts	Scottish Power
Derek Clark	CNG
Jonathan Mathews	Crown Gas and Power
Kerry Howie	SSE
Lisa Saycell	Gazprom
Megan Coventry	
Stacey Helps	SSE
Wayne Breider-Polton	
Simon Hoffmann	SSE
Bryan Hale	Centrica
Helen Bevan	

Xoserve Attendees	
Emma Lyndon	EL
Mike Payley	MP
Jo Galloway	JG
Florentina Avram	FA



Overview

Emma Lyndon welcomed everybody to the meeting and proceeded to the first agenda item.

Action Review

EL advised the attendees that at the Ofgem Design Forum that was held on Monday 12th August they went through version 5 of the Physical Design Document and that there will be a version 6 of the document released in the next few days.

Action: EL to speak with Dave Addison about action 052.

057- MP advised the attendees that Xserve is doing a review of all the process maps and that an update will be provided at the next meeting.

060- EL has an action to speak with Martin Crozier from PwC.

All other outstanding actions will be carried forward to the next DSG Meeting.

Detailed Design Solution Discussion

TMC or TRC file decision

MP went through the options available for the file decisions. The options to be considered are:

- Option 1 – introduce the TMC file to incorporate the existing records TRF and MRI into a new single file
- Option 2 – Introduce the new TMC file with a combination of new and existing records
- Option 3 – retain the current TRF and MRI files

Decision: Shippers agreed to progress with Option 1 – introduce the TMC file to incorporate the existing records TRF and MRI into a new single file.

Opening Meter Read File Timeline (Class 3/4)

MP explained the slide to the attendees.

Shippers mentioned that if they are receiving an MBR there is no need to receive an URN for the reading as well.

Action: Put together a lower level to help support the view expressed by the shippers - MP



Shipper Withdrawals

MP went through the slides with the attendees.

The key prerequisite for this process is making sure the RMP status is updated to either Dormant or Terminated prior to the submission of a supplier registration de-activation.

Erroneous Confirmation (ECO) Process

MP went through the slides with the attendees.

Discussion took place on the merits of raising a Switching Programme change request to amend the CSS processes and business rules. EL provided guidance on any raised CRs would need to include a robust business case to support the change.

Action: Shippers to review the slide (deactivation requests for erroneous confirmations) and provide feedback at the next meeting- Shippers- 4th September.

Forced Registrations

MP went through the slides with the attendees.

Action: Check if the current rules that prevents shippers from requesting a change a class for 2 months apply where a default class has been utilised for a CSS registration - MP

Bulk Transfers

MP went through the slides with the attendees and explained that the standard switching processes will be followed and normal outbound files issued to shippers.

Future Topic Design Questions

Data Enquiry

MP explained to the attendees that CSS has introduced license constraints regarding the use of REL (limited to switching purposes only) that will have an impact on the data enquiry design.

EL mentioned to the attendees that Xoserve have asked Ofgem for a further definition and clarification of this license constraint and confirmed that this has been raised at the Switching Programme Delivery Group Meeting.



Data Cleansing Update

EL went through the slides with the attendees and asked them to look at the plot to postal addresses.

Post meeting update: Ofgem have issued a request current address data to be provided to CSS to support REL address creation and analysis.

Market Trials

JG went through the slides with the attendees and reiterated the discussions held at the roadshows that were held on the 7th and 8th August.

Further discussions with the shippers, SI and Ofgem will be held.