DSC Delivery Sub Group
Monday 2nd September 2019 at 10:30am
Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

Meeting Minutes

Industry Attendees		
NAME	**ORGANISATION**	**INITIALS**
Ikram Bashir	npower	IB
Kelly Oldfield	Utiligroup	KO
Louise Hellyer	Total Gas & Power	LH
Katie Hodgson	Scottish Power	KH

Xoserve Attendees	
Paul Orsler (Chair)	PO
James Rigby	JR
Megan Troth	MT
Chan Singh	CS
Simon Harris	SH
Brett Court	BC
Laura Chambers	LC

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 agenda.

2. Meeting's Minutes 19th August 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 advised that release R4.05a has been deployed on the 16th August and R4.05b is scheduled for the 23rd August. PO informed DSG that Release 4.06 was scheduled for 30th August and R4.06b is scheduled 6th September. PO added just to note, we are still planning a fortnightly release deployment. However if fixes are ready in the interim, we may deploy in between releases. This is why you may see "a" and "b" suffixes in the release names.

3a. Issue Management

Megan Laki (ML) presented this agenda item. ML explained to DSG that a communication was issued last Friday to Shippers in regards to defect 1146 (AQ defect) and the actions Xoserve require if customers would like the affected MPRN's to be corrected with an effective date of 1st October. We have completed a data fix to correct the consumption and energy for all impacted MPRNs, however due to Annual Winter Consumption validations and Annual EUC Assignment both running throughout September, the AQ's cannot be data fixed until October, resulting in the AQ's being corrected and recalculated with an effective date of 1st November 2019. ML told DSG in order for the AQ's to be corrected and recalculated with an effective date of 1st October 2019, Xoserve require an up to date read to be submitted for all affected MPRNs which were sent to Shippers on 4th July 2019 by the end of the day 10th September, so that they are considered for the AQ validation process. Furthermore ML added that a new AQ register is currently being collated with a number of historical and new defects which require data correction and system fixes, and the target deployment dates for this.

4. Portfolio Delivery

4a. Portfolio Delivery Overview POAP

PO advised DSG that the portfolio Delivery Overview POAP can be viewed on Xoserve.com.

4b. Retail and Network Delivery Overview

PO presented this agenda item.

PO explained the key points found in the UK Link Governance Timeline Slide. PO informed DSG that the June 2019 BER approval took place in January.

Nov 19 currently proceeding with the current scope.

June 2020 – key messages design activities kicking off and design change packs will be issued out to industry in November. BER approval will be sought following approval from Design. In addition PO added that the Scope approval for MiR Drop 6 will be going to ChMC in October for approval.

4c. Data Delivery Overview

Jane Goodes (JG) provided and update on how the data delivery platform is progressing. There was a successful implementation of Drop 1 in July and drop 2 has been scoped involving meter read items. JG added this will be going to ChMC this month. There will be another 6 week sprint and data will be communicating that information. JG added that there will be a different way in which the reports will be shown, using business warehouse items. JG stated that due to the large quantity of data items and read data needed for the reports and visualisation tool; there will be a further drop to add more data items.

JG added that within the minutes the details of drop 2 will be added to provide a clear view.

JG added that there was a good number of Shippers involved in the Beta team, providing feedback throughout the whole process of drop 1. JG also added that if there is anyone interested then please contact Xoserve and the data team can be informed and ensure the customers input is taken on board and applied into the next drop release.

5. Major Release Update

5a. June 2019

PO provided an update for this agenda item. PO informed DSG that Formal exit of PIS was agreed on 26th July. The project is in closedown and the closedown documentation is in progress, awaiting final supplier invoices to finalise total release costs. The CCR will be presented at ChMC in September 2019 for approval.

5b. End User Categories 2019

PO provided and update for this agenda item. PO explained that Part B implementation was completed over the weekend (31/08/19) and has been successfully implemented. The overall project Rag status remains at green. PO explained that there is an ongoing risk around environments with multiple projects running in parallel; however these risks have been mitigated with some forward planning from the impacted project teams. PO added that the project has now moved into PIS and monitoring 1st usage activities.

The project confirmed that the T67 file has been issued following Part A implementation.

The Project will remain in PIS for the next 3 months until 29/011/19

5c. November 2019

Laura Chambers (LC) presented this agenda item on behalf of Tom Lineham. LC explained to DSG that the project has an overall Rag status of amber. LC explained that start up, initiation, design; build and system test phases are complete. Furthermore UAT execution commenced on 19/08 and is currently running on track. LC added that regression and performance test preparation is in progress. LC added that the High level implementation plan is currently on track to be presented at DSG as well as ChMC in September. Furthermore in regards to funding, the BER for full delivery was approved in April 2019 ChMC and BER for XRN4866- UIG recommendation was approved at ChMC on 12th June.

LC explained that the risks are similar risks to other projects; November 19 release may be impacted by pre-production environment congestion due to multiple deliveries running in parallel. Furthermore there is an added risk that the implementation of Nov 19 release is delayed as resources required to support the release are moved to support the implementation of MOD 0700.

Key milestone dates coming up are the system and UAT completion scheduled for 27/09/19 and regression test completion by 11/10/19.

5d. Minor Release Drop 4

PO advised that this project is awaiting closedown and approval of the CCR at next ChMC meeting.

5e. Minor Release Drop 5

PO presented this agenda item on behalf of Bali Bahia (BB). PO stated that regression testing has completed successfully and preparation for implementation is underway. Furthermore there has been an ongoing risk around environment availability which continues to be a risk

throughout delivery, test and implementation activities. The overall project RAG status for this release is amber.

5f. Retrospective Updates

Paul Orsler (PO) presented this agenda item.

PO provided and update that the solution architect and security have reviewed the solution option provided, which will be ready to be shared with customers in the coming days. In addition on 29th August steerco was arranged to agree recommended option. Furthermore there is an Xoserve preferred solution and other options available to be shown. Also at the moment, Xoserve is agreeing the approach internally in regards to customer engagement. PO added that the risks and issues are similar to other release projects involving people/environment availability. In addition, the project cost for Proof of Concept is to be agreed once the solution option has been selected and agreed.

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

NONE FOR THIS MEETING

7. Change Proposal Initial View Representations

NONE FOR THIS MEETING

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. Report Review Update

Charlie Haley (CH) provided an update for this agenda item. CH stated that the full paper regarding report review will be issued out in an industry paper as the findings have been summarised and analysis has been conducted and reviewed within the paper. This paper will be taken to ChMC in September to be approved. PO added that overall the paper provides analysis and findings but also recommendations that ChMC can help steer going forward.

10b. XRN4980 – Change Supply Point Enquiry API to add in extra fields and make certain other fields visible

Jane Goodes (JG) asked if there are any other fields or items that customers wanted to see or added into the API which will be made viewable from portfolio view to community view. PO added that there has been no direct feedback received.

11. JMDG/MIS Overview

This is a standing agenda item, there is no further update in regards to this agenda item, as the meetings are held quarterly. The slides recently presented slides however can be found in the slide deck to give further understanding.

There has been no update for this agenda item. The slides found in the slide deck are the same ones presented at the last DSG meeting. A further update will be given in the next DSG.

13. ChMC Update

There will be an update provided at the next DSG after September's ChMC.

14. MOD 0700 – Enabling large scale utilisation of Class 3

Simon Harris (SH) presented this agenda item.

Brett Court (BC) explained that the update for the meeting was to familiarise customers with how file limits are proposing to be set for SPC files. BC explained that as a part Modification 0700, the CDSP have the ability to introduce a rule that will reject SPC files if system capacity/performance is compromised, solutions of which are covered in the below slides.

There are options to be considered:

1. Set a Shipper limit on SPC files (e.g. 5 files into AMT per Shipper, per day)
    - BC explained the rationale behind that option, is that it gives Xoserve the ability to restrict those files. BC added that if the file limit is exceeded e.g. a sixth file being submitted, then it would be rejected. BC explained that from a build perspective, it can be delivered within project timescales and would have minimal impact to AMT performance.
    BC stated to DSG that the approach is to proceed with this option.

2. Set a Shipper limit on SPC – Class Change records (e.g. 1,000 records into AMT per shipper, per day)
    - This option would involve setting a limit on a record level rather than a file level. This would provide control over the number of SPC records being submitted however BC added that while this give some control over the records being submitted, after conversations with AMT, they stated it was quite a complex option and would not be achievable in the project timescales as well as having a greater cost. BC added that it may also add in some performance constraints to AMT, this wouldn't be a problem but more so something to acknowledge as it would use higher processing power. This is an interim solution that doesn't seem feasible to go to such cost and constraints.

3. Leave as is, and monitor through customer engagement.
    - BC explained the downside to this approach is that Xoserve currently has no technical capability to reject these files and would require manual intervention if any files are needed to be rejected
    - This option relies entirely on forecasts being produced

    BC suggested the approach for this solution is to proceed with option 1.

    Louise Hellyer asked questions about the SPC file changes and if any analysis been conducted on the number of files and batches that are submitted at the moment. SH replied by asking if that was specifically SPC submissions. SH explained that this information has been fed into the analysis of this solution and the BAU processes and how it is utilised at the moment. SH added that at the next Class3 DSG meeting, the analysis will have been completed and will be fed back to the group for discussions. LH stated she has the impression option 2 might be complicated and harder for Xoserve to monitor. BC explained

that analysis has been done on the frequency the files are being submitted to determine the limit. In addition BC stated that from the analysis to date the submissions and frequency is very infrequent.

Option 1 Shipper Limit SPC files slide:

BC moved forward and explained the following points in regards to option 1.

- Modification in AMT to set a limit per shipper for the number of SPC files.
- If a file is sent above the SPC limit it may be rejected using the proposed file rejection code FIL000018 (this has been amended to FIL0000124 since the DSG on the02.09.2019).
- As an exception files may be rejected via email.
- Xoserve will have the capability to report on number of files sent and records received in AMT & SAP ISU.

Rejection Codes slide:

The rational for choosing this code to be used is that the code is used currently to send back files if they exceed the 1,000 record count within the SPC file, therefore from a solution perspective this seemed loosely aligned. However the description itself might not be fit for purpose and this will be discussed further into the meeting. The intention is that a limit will be set and as a default they will be technically rejected through AM but there will be an exception process whereby the files will be rejected manually via the email methods. BC added that last DSG it was suggested it will be done in AMT from a technical perspective and the solution has been aligned to that. BC stated that with this in mind, the idea cannot be discounted that Xoserve may need to send some manual rejections in exceptional scenarios. Furthermore BC added that it this solution will have the capability to report on the number of files being submitted in AMT and ISU which can then also be compared against the forecasts provided.

BC stated that due to the time constraints of the MOD, a selection of rejection codes have been selected to be used for rejection.

The option proposed for rejection code is FIL00018 – a physical count of the detail records in the file does not match that held in the count field on the trailer.
BC asked if anyone objected to reusing the rejection code FIL00018

SH added that the Change Pack sent out last month specified the rejection code of FIL00018. PO asked DSG if there is anyone who wants to object to using this code please do so now, as this code will be used if not as a rejection code. No objection from any DSG members. BC explained that there has been a lot of analysis being done on the number of files being needed to be restricted and the magnitude of different ways of doing that. This information will be shared at the extraordinary DSG 9th September. SH also added that the kind of content would be to go through the capacity, the logic surrounding that and how the BAU processes look.

PLEASE NOTE: Since DSG on the 02.09.2019, the approach has been amended and rejection code FIL0000124 will be used.

There was also a key point regarding reporting and the impacts that might occur onto those reports. There is a meeting scheduled with PATHA. This is to identify and discuss the impacted reports.

BC explained that the analysis is being conducted on the impacted points and the main largest impact to the reports, are the new statuses for unassured and not assured reads, and whether to include those statements into those reports.

SH informed DSG of couple of things to note:

- Change pack issued Wednesday 28th September and closes out 9th September
- Any responses received from Change packs or enquiries have been uploaded and responded to on the FAQ's page that can be found on Xoserve.com

There will be more supporting material found on the Class 3 page regarding this modification and FAQ's, SH added that any responses received so far from Change Packs have been added and any questions have been added into the FAQ's on the class 3 page that can be found on Xoserve.com with responses.

SH added that if there are any questions that have not been addressed in the FAQ's to send them into the uklink@xoserve.com box account so they can be picked up and added to the FAQ's. PO stated that at next DSG Monday 9th September, Xoserve will be looking to share the approach for determining capacity share for the SPC bandwidths. PO also explained that the performance assurance framework committee are looking to provide a comment or response to the change pack. PO explained that this is another area that needs to be clarified.

Danny Byrne (DB) asked a question on the phone regarding Capacity share and if that was going to be addressed at the Extraordinary 9th September. BC added that that will be discussed next week at DSG 9th September 2019. DB asked a further question of when will Xoserve be introducing the read staging area. SH explained the staging area will not be externally facing. SH explains that many of the FAQ's and answers provided are specified in the FAQ's page and answer a lot of the questions raised in today's discussion.

15. Action Updates

All DSG actions can be found on the relevant event page on Xoserve.com.

19 – 0407 – Close this action

- https:_//www.xoserve.com/services/training-and-education/#customer-expert

16. AOB

There were no items raised within AOB.

Next Meeting: **Date (16th September 2019)**

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