DSC Delivery Sub Group

9th Septmeber 2019 at 11:00am
G.01, Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

Meeting Minutes

Industry Attendees		
NAME	ORGANISATION	INITIALS
Carl Whitehouse	Shell Energy	CW
Claire Roberts	Scottish Power	CR
Ikram Bashir	Npower	IB
Jennifer Lovatt	Gazprom Energy	JL
Patricia Parker	Utiligroup	PP
Sean Cooper	Innogy	SC
Steve Mulinganie	Gazprom Energy	SM

Xoserve Attendees	
James Rigby (Chair)	JR
Simon Harris	SH
James Barlow	JB
Brett Court	BC
Chan Singh	CS
David Addison	DA

1. Welcome and Introductions

James Rigby (JR) 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.

2. Meeting Minutes – Monday 9th September 2019

How will SPC file limits be defined? (Slide)

James Barlow (JB) explained to DSG how the SPC file limits will be defined.

JB explained that an individual party's SPC limit will be defined using their forecast demand against the total volume requested by the industry.
JB stated that if no forecast volume of SPC activity is provided then it is assumed only BAU activity will occur and therefore no file limit will be set.
Furthermore JB suggested customers to contact your customer advocate to confirm their forecast demand. JB stated:
- This is to be the total monthly demand requirement and Xoserve will smooth this across the month to define the file limit.
- This should be done a minimum of 10 business days prior to the first working day of the month, this will allow Xoserve to collate the information, conduct some analysis and smooth

over across the period. This will allow the total allowance to be managed and shared across the board between customers.
- The total industry volume requested will be centrally managed.

In addition JB stated that where Xoserve believe the forecast demand will adversely impact the performance of its systems then allocations will be reviewed.
- Xoserve will analyse the overall demand and work with shippers to smooth SPC submission over a number of days or weeks

Louise Hellyer asked a question regarding the minimum of 10 business days prior to the first working day of the month and whether Xoserve expecting customers to supply information on all supply point amendment activities or is it just the class changes where there is a possible capacity limit.

JB responded by stating that everything that is low level BAU is okay, this is due to the analysis showing that BAU activity does not see massive volumes of SPC. JB explained that the customers would need to inform Xoserve if they were choosing to submit more than the normal BAU expected from them.

Steve Mulinganie (SM) raised a point what is the relevance of knowing the upper activity as most volume that is an issue sits with class 3 EUC band 01.

JR responded stating that BAU usage of SPC files has had some analysis done and historically there have been spikes where Shippers have used a different record type in that file, outside what is usually expected. JR explained this could be due to Shippers conducting data cleanse activities and around read frequencies. In general it is just for customers to give Xoserve's CAMS an idea if they would be using that file in an extraordinary way above and beyond class 3 usage.

Action: JR to take away and define what is meant by extraordinary to avoid any ambiguity.

Louise Hellyer (LH) raised some concerns about there being limits on the number of files due to the way the system are built up, making it harder to manage.

JR advised that the question or concerns will be discussed further into the slide deck.

How will SPC file limits be defined? (Continued Slide)

If Shippers are not utilising their estimated demand/allocation their customer advocate will contact them to discuss ongoing requirements.

- This is to ensure the capacity is fairly split to meet demand and to confirm when the expected volume is going to be processed. Furthermore JB stated that the Shipper utilisation will be continuously monitored to ensure total industry bandwidth is optimised.
- Shipper SPC limits will be at Shipper Short Code Level
  JB explained that this would mean the limit is set per Shipper. Therefore Shippers with multiple Short Codes cannot move allocations from on to the other.

JB then went on to summarise the points mentioned in the slides.

SPC Management Summary (Slide)

JB outlined the best practice for SPC management would involve:

- Planning ahead, letting Xoserve know your forecast volumes of SPC usage. This includes any extraordinary non class change usage e.g. meter read frequency changes.
- Update Xoserve if your plans or circumstances change. This can be communicated via customer advocates and other Xoserve routes of communication.
- Please aim to send SPC files as early in the day as possible, to give the opportunity for all files to be processed from all customers who submit their files that day.

JB advised DSG that if files have to be rejected due to exceeding the allocated daily volume, this is proposed to be done using code FIL000124 "file rejected and will not be processed". In addition with accurate forecasts that Xoserve have had so far, Xoserve see no issues being able to handle the required class changes at this moment. However the limit will be implemented to protect the system in case of any unexpected SPC file submissions.

JR informed DSG that this meeting was the last opportunity to engage with customers before ChMC 11th September and to ensure everybody is happy with how the limits will be set.

JR stated it is going to be based on bandwidth that protects the system, and the customers share will be determined by how many Class Changes their forecast dictates are wanted rather than market share. JR explained to DSG that the reason why market share has not been used as some shippers have a larger market share, therefore the distribution is not going to be allocated or shared fairly. JR asked DSG for any alternative suggestions to this method. DSG did not object to this method.

SM raised a point that in the scenario where there will be constraints, how are Xoserve going to manage with customers who assume they will only get half of what they need in allocation, so therefore they double the nomination in hope of a larger allocation to fulfil their needs. David Addison (DA) explained that the point was raised at Mod Panel and there is no way to get around it. DA highlighted a point he raised at the time at mod panel stating, Xoserve will monitor what people have requested or stated they will uptake and therefore it is a bit like playing chicken whereby if someone doubles it and Xoserve are to go back and say they can have the capability that month, the next month Xoserve may well constrain them. DA advised that this mechanism/method has not been put through or mentioned at CoMC as Xoserve is hoping that customers will work with them to ensure this does not occur.

JR explained to DSG the team have been working at break neck speed to get the scenarios ironed out so that the BER can be taken to ChMC 11th September for approval. JR asked that anyone who is fundamentally opposed to the point made my SM and DA please inform the group. SM added that another item what would need some more clarity is what is to define what is included as BAU to avoid any unexpected submissions.

Patricia Parker (PP) asked a question for clarification that the SPC file limit is not going to be based on file limits, therefore if Shipper puts forward a suggestion to do 10,000 SPC's a day but they end up doing 10,500. Would the industry volume allow them to submit all of those files for processing or would the excess 500 be rejected outright? JB responded by giving an example that if PP was given 10 files a day which would equate to 10,000 class changes per day if every file is filled. If an 11th file was submitted, it would be rejected as the limit was 10 files and 10,000 records. JB reiterated that these figures are not true files but are used as a simple guide within the example given.

There was a concern raised by LH around if Shippers state they are doing nothing out of the usual and just BAU activity but then there is some capacity across the industry, the concern is regarding some of the non-class changes being rejected due to the limit. Furthermore LH stated that no knowing the number of files will be allocated and how much people will get.

SM also stated that he understands the issue which primarily relates to Class 3 EUC band 01 but asked why customers can't continue to run their business through everything else without the risk of this worrying them.

SM provided some background in regards to what BAU should be classed as and asked if Xoserve could provide clear definitions as to what is BAU.

DA explained that the point raised around it being ring-fenced to Class 3 EUC band 01, DA stated it can't be due to it being a file level, and the sophistication of being able to open the file and assess whether it is a EUC band 01 is not an option available to Xoserve.

DA suggested the trick around what SM is describing is how Xoserve is able to articulate the existing BAU demand. DA explained that if Xoserve if assigning a limit of files against a user based upon their uptake, then should a set of files be assigned to a user based on their BAU. DA added that on that basis, a customer runs the risk of someone being able to use the assigned BAU allocation towards their submissions that month. For example having SPC allocation of 10 files with 10,000 records within those files and submitting 10,500 records using the allocated 1 BAU file they were given.

DA stated that he doesn't think BAU will be used to quite a capacity that will impact the volume of SPC activity.

Brett Court (BC) stated a point to call out is that if customers are not providing forecasts, so Xoserve don't think there is any significant volume of SPC activity, Xoserve will not be looking to restrict. Where there are just normal BAU volumes of SPC files then there would be no reason to restrict. On the other hand BC stated that there will only be restrictions where there are expected to be large volumes throughout the month and therefore need to be cautious around the volumes that are processing through the system.

SM gave a suggestion that what if a customer decides to not call out or inform Xoserve of the BAU and submits their SPC files. SM stated that because it has not been called out will it just be classed as BAU. Will this lead to some of the transactions being submitted to be rejected.

DA replied by stating that he suspects it will be something that will be okay to get away with at first but if it continues or get to the point where the IS Ops team flag up that there is too much being submitted into the system to process then Xoserve would be communicating with customers to outline that this is not normal activity and asked to declare the submission as BAU if not forecasted.

LH asked a question around being able to change Class when picking up sites from different Shippers. LH's asked are those Shippers picking up sites needing to declare those sites to Xoserve. DA stated that it would be great if this could be constrained in some way but also DA stated that Xoserve recognises the same thing suggested by LH. DA stated that this is something Xoserve is not concerned about. DA suggested that Xoserve is hoping that rather than using the re-nomination, customers would in use the SPC; from a processing capability perspective SPC is lighter than nomination. DA asked DSG to recognise people do stuff whereby they can do multiple supply point amendments by doing a re-nomination. Therefore there might be circumstances where they are actually doing the capacity change at the same time the class change, at the same time as the meter frequency change and so on, therefore Xoserve recognise there will be circumstances where it will have to be submitted via a nomination file. DA asked DSG members to please use the SPC where they can.

Shipper Preferred Read Date Slide

JB explained that the Read date is optional, this was to give users the opportunity to specify a date in the calendar month where a read will always be passed for downstream processing. Furthermore the date is given across a customer's whole portfolio, not at Supply Meter Point level. Also if a Shipper batch is submitted with a read present on the Shipper 'Preferred' date then this read will take priority and be passed to read validation stage and, if valid, loaded into UK Link and used in downstream processes. If you would like to set a 'Preferred' read date please contact your Customer Advocate. In addition JB stated that amendments to the 'Preferred' read date are to be submitted to the CDSP a minimum of 10 business days prior to the need date.

Shipper Preferred Read Date (Slide continued)

JB outlined that the Shipper preferred read date cannot be specified as "end of the month" as it needs to be a specific date. Furthermore if the date requested is 29th, 30th or 31st, each can only be used in the months in which they occur. Following on from this, an example could be used such as; if the 31st is set as the preferred read date then in September no preferred date will be found in any batch so the last read from each batch will be selected. In addition, if there is not a Shipper 'Preferred' read date specified then the last read in a batch will always be assessed first. 'Last read' means the most recent read date within a batch per Supply Meter Point (as the reads submitted may not be in date order).

Read submission to read validation overview (slide)

The slide has been updated from the last DSG held 27th August 2019.

Shipper transfer scenario (updated slide)

JB explained that when submitting the opening read, that will be processed as normal

Incoming shipper submits a 7 day batch that includes an Opening read on the transfer day would be processed as a batch, therefore your opening read will go through and remainder will be treated as a batch. The latest read would be passed to validation and, if passed Valid, this would be marked as U (accepted/uploaded) and the others as A (assured). With opening reads not submitted, that batch will essentially go through current as is processing for validation after D+10 rather than the MOD0700 processing mechanism. At D+11, if the opening read has not been submitted, Xoserve will create the estimate, at which point all those reads will go through the validation and responses issued via the URS. The last point assumes that an opening read is submitted that's not a replacement and so will be rejected, the opening estimate will remain. JB outlined that this is to highlight that if the opening read is not submitted and the batch following that date is, the shipper would get a response for every read in that first batch, not just one from the end.

D+10 Validation: Outside of ownership slide

Simon Harris (SH) provided some clarification to the D+10 validation to DSG. SH stated that the D+10 will be checked to show reads older than D+10 rejected and set…

The D+10 validation will be at the very start of the processing of the readings. So a slight disparity might be seen if the readings that were submitted are outside of the Shippers ownership of the meter point.

The D+10 provides a visual aid showing that if a batch is submitted with a supply meter point that is not in your ownership, the initial first check will be done to check if it is outside D+10. Therefore in this instance the diagram shows you will get 3 rejected with the rejection to say the read is too old. This will then pass to the read submission check, where reads which are submitted are checked against the Shipper who is registered to that meter point for those read dates. The rest will then be rejected and the process will go no further.

What is defined as a shipper batch slide

JB explained that the Shipper batch is defined as a Cyclic reads for supply meter point in EUC band 01 submitted to the CDSP within a single day via the class 3 UBR file.

JB added if multiple UBR files & reads are sent to us for the same Supply Meter Point in the same processing day, then these will be considered a single batch and processed together, meaning only one read will be selected for forward processing regardless of how many UBR files have been sent. JB asked DSG to please note: There may be rare times where Shipper submitted UBR files are not processed right away (due to incidents or catch-ups for other activities/processes etc.), this means that some batches submitted on different days may be merged into a single batch for processing.

Inner Tolerance Check (Slide)

The inner tolerance will remain 'as is' at go live of MDO0700 for all SMP's. JB added that Xoserve will continue to impact assess on solutions to suspend the ITC for MOD0700 sites, i.e C3 EUC01. Furthermore details on delivery timescales will be shared once they have been defined. JB asked DSG to note that Shippers should be aware that they could see an increased volume of ITC rejections post go live of MOD0700.

Reporting - Impact summary (Slide)

BC explained to DSG that where existing reports use a last read status this will only display reads that are Validated and not those that are assured or unassured. Furthermore the primary impacts to reports are Shipper packs and PARR.

- BC added two majors points to note down

The primary impact to Shipper Packs and PARR reports are;

- PARR impacts will be outlined in the next two slides
- Shipper pack changes will be made to reflect PARR reporting

Report changes are proposed to be deployed by the end of October as they look at M-1 data.

- Small risk that some reporting for the last few days of September 28th-30th, may display erroneous data depending on when Shippers start to submit C3 reading but this will be discussed with PAC.

PARR Reports (Slide)

BC advised there was analysis conducted regarding the PARR reports and after initial assessment, 2 reports were outlined to having possible impacts by the new read status.

These reports are as follows:

- Read Performance
- Meter Read Validity Monitoring

PARR report recommendation (Slide)

BC further explained the recommendation's from Xoserve in regards to the possible impacted PARR reports. BC stated Read performance report will include the new status in order to fairly reflect read performance for shippers submitting anything greater than daily batches. Furthermore the meter read validity monitoring report will exclude the new status, as the report should only display rejected reads.

BC asked DSG to note, reads that are not assured do not have a rejection code.

Cathy asked a question about these two reports being done as counts of the number of meter reads that are rejected. If people are choosing to submit in different frequency rate, whether that would then skew what PAC is looking at. BC responded by saying the first one is a percentage and the second one is a count.

Cathy explained that if there is someone that chooses to submit their reads on a daily basis, one month all reject and another person submits them on a weekly basis and the same principle as the preferred, they will only report 4 rejections while the other party will report 31 rejections. (Please note the figures used are for example only).

Action: BC to take away to gain some understanding on how the point raised regarding the impacted reports and rejections can be worked around.

Detailed Design Change Pack (Slide)

JB explained that the detailed design change pack for XRN4991 was issued out on the 28th August 2019 and closes out today, September 9th 2019. JB advised the responses received and reps are to be discussed at ChMC on 11th September.

FAQ (Slide)

JB advised DSG that the FAQ document has been published to Xoserve.com. To add to that, JB asked DSG that if they require any clarification or additional questions that are not included in the FAQ's so far, then to please contact uklink.manual@xoserve.com.

JR then asked DSG if there are any questions DSG have in regards to what was discussed and presented at the meeting.

SM had a question around leaving the meter tolerance on could potentially adversely affect people using the meter staging area. What is Xoserve's timeline for addressing that issue?

DA responded to SM explaining that there is a view of development effort to be done but the issue Xoserve are facing is the scheduling.

SM explained that a consequential impact was identified with EUC band 01 but because everything is not being taken into the central systems, what a Shipper might submit, believing that the inner tolerance hasn't been exceeded might actually lead to something actually being exceeded when you contemplate a sub set of the read data. Therefore the solution to that was to suspend the inner tolerance while keeping the outer tolerance operational in relation to EUC band 01. SM asked if this was something that will be conducted at a later date or is this going to be something left for customers to manage. SM further outlined that it could impact performance assurance.

DA replied that the plan at the moment is that Xoserve is doing the assessment against the Change so that the inner tolerance validation is suspended against EUC band 01. DA explained delivery date cannot be given at this time but would be looking to do this at some point as quickly as possible. Furthermore DA outlined there was mention within the presentation that Xoserve will try and keep an eye on this issue and see if there is any material problem as the result of it. DA stated that he questioned whether Xoserve would be able to do that due to the inner tolerance conversations being conducted with shippers, whereby Shippers think there is an inner tolerance failure and Xoserve does not. DA explained that there are cases where Shippers re-flag and send back their submissions and they go through the system without a problem.

In addition DA stated that if a marked change is seen when compared to how the performance is working then it would be quite clear to all parties, which would need to be discussed at the performance assurance committee and Xoserve would be the perfect people to go along and discuss the analysis pre and post-performance. Therefore Xoserve should be able to engage with the performance assurance committee and outline the issues that are affecting the industry due to this functionality discussed. However DA stated that Xoserve is very much hoping to get a fix in sooner rather than later.

Another question was asked that if multiple files are submitted throughout the same day, with the reads being batched up, does that mean that all files will be batched up and treated as one batch? SH replied this is correct. Another question asked on the back of this is the understanding that none of those files will be processed the same day. SH replied to say that no, all will be processed as it will follow normal batch processing. If there are multiple files are submitted throughout the day, those files will be batched and processed 6pm that day, any files submitted after that point will be batched and processed the next day at 6pm.

DA added that the timing for the batch processing can be found in the UK Link Manual within the file transfer guide.

A question was asked by Steph around how the C38 will need to be populated.

SH added that the question has been added and answering within the FAQ's.

A question raised will be covered in the FAQ regarding meter read frequency with Class 3 will be monthly as the SPA process will not be changing. DA replied if a customer is going for class 3 the meter read frequency will stay as monthly.

This was the end of September 9th DSC Delivery Sub Group meeting.

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