



DSC Delivery Sub Group

Monday 16th 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
Shanna Barr	Northern Gas	SB
Helen Bevan	Scottish Power	HB
Sally Hardman	SGN	SH

Xoserve Attendees	
Paul Orsler (Chair)	PO
Chan Singh	CS
Jaimee Le'Resche	JLR
Laura Chambers	LC
Ellie Rogers	ER
Matt Rider	MR
Richard Hadfield	RH
Jane Goodes	JG
Surfaraz Tambe	ST
Charlie Haley	CH
James Barlow	JB

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 [agenda](#).

2. Meeting's Minutes 2nd September 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 R4.06 had the following fixes deployed to production on August 30th and 6th September (Inclusive of Amendment invoice impacting defects).

Defect ID	Status	Description	Release	Amendment Invoice Impacting
1359	Closed - Deployed to Production	SAP - Consumption Adjustments - Unable to input consumption adjustment for class 4 site that changed from prime site to normal site, when consumption adjustment is applied till prime site end date(Netoff removal date)	30/08/2019	No
1361	Closed - Deployed to Production	SAP - Backbilling adjustments incorrect	30/08/2019	No
1366	Closed - Deployed to Production	SAP-Energy sent to Allocation agents via CMA File only producing twice a day, it is not producing on afternoon run	30/08/2019	No
1331	Closed as Rejected	DM prime REC charges are not getting calculated & presented within ASP supporting information file	29/08/2019	Yes

PO informed DSG that Release 4.07a is scheduled for 13th and 4.07b for 20th September

3a. Issue Management

No update for this meeting

4. Portfolio Delivery

4a. Portfolio Delivery Overview POAP

PO advised DSG that the portfolio Delivery Overview POAP can be viewed on [Xoserve.com](https://xoserve.com).

4b. Retail and Network Delivery Overview

RH presented this agenda item.

- MOD0700 is on track to be implemented at the end of September.
- Following successful implementation of Minor Release Drop 5 we are now considering the Scope of Minor Release Drop 6. This will be taken to ChMC in October with three XRN's as potential scope items.
- February 2020 Documentation Release is also scheduled to be implemented circa end of February.
- There is a possibility for a November 2020 Major Release, RH explained that unallocated changes are being looked at and worked on with the Customer team to ensure they have developed through capture and therefore giving Xoserve as much time as possible to get a scope available to customers ready for kick off.

RH outlined that in regards to the governance timeline, there is very little change from last DSG, however the next key milestone is the BER approval of June 2020 in October ChMC.

4c. Data Delivery Overview

PO presented this agenda item. PO advised that our the data team has been split up into two areas, one that focuses on BAU data reports and existing changes that are looking for an interim or legacy solution such as an excel spreadsheet – the other will be looking to deliver changes using the strategic data products that we are looking to adopt such as the Data Discovery Platform (DDP). PO outlined to DSG of the timeline shown in the slides. PO further added there are also a suite of changes that are progressing through the data discovery platform, these include a number of changes related to PARR and Shipper reporting that are going through the self-service portal. In addition to this, PO added there are also equivalent changes occurring to allow Gas Transporters access to data through the DDP.

5. Major Release Update

5a. June 2019/June2020

PO advised that an update will be provided to DSG once project closedown and approval of the CCR at ChMC in September. This was officially approved at ChMC on 11th September. PO explained that there were no open defects or issues for the project and that the project delivery costs were on budget. Furthermore PO informed DSG there will be nothing more presented on June 2019 going further at DSG.

June 2020

Surfaraz Tambe (ST) presented this agenda item. ST informed DSG Capture phase will be completing this Thursday 19th September. Furthermore the planning for the start-up, initiation and design phases has commenced. Furthermore, design workshops have commenced with an aim to deliver the change packs to ChMC in November for approval in December. ST outlined the current risks to DSG.

- Due to multiple deliveries running in parallel there may be limited access to resources.
- There is a risk around there not being sufficient time to complete the design workshops because of limited SME availability for required workshops to complete design leading to delay in submission and approval of change packs.

In addition, ST stated the project delivery costs are expected to be on budget. ST added that full project mobilisation in progress following of TCS as preferred supplier.

The overall project RAG status is Green.

5b. End User Categories 2019

Matt Rider (MR) provided an update for this agenda item. MR informed DSG that the project is continuing to track in line with the plan. All testing was successfully concluded as per the project plan on 23/08/19. With Part B successfully implemented as planned on 31/08/19 with the project moving into PIS from the 01/09/19. PIS activities include first usage monitoring. MR advised that the Rolling AQ job for September and the Annual EUC Assignment jobs have successfully completed with all evidence provided and assured internally. MR advised that there remains an ongoing risk of multiple projects running in parallel with regard to environment availability but this continues to be monitored closely and is not expected to impact the EUC release. MR added that the project costs continue to track to budget and all required resources have been available as and when required.

5c. November 2019

Laura Chambers (LC) presented this agenda item on behalf of Tom Lineham. LC explained that UAT execution commenced on 19/08 and is currently on track for 3/4 changes. The forth change is still on track to be completed within contingency period. Furthermore LC stated regression and performance testing is in progress beginning this week. There is a risk that the November Release will be affected by the pre-production environment issues being faced due to multiple deliveries running in parallel. Furthermore there is a risk that the implementation of November Release is delayed due to resources required to support the release being unavailable. PO added that the similar update was given to ChMC as well as notifying them that at the moment, this risk has not materialised and we continue to carefully manage resource requirements across projects to mitigate impacts on project timelines.

5d. Minor Release Drop 5

PO advised that this project was successfully implemented on the 7th September and PIS is in progress with an aim to close down and approval of the CCR at ChMC in October. PIS activities to be complete by close of play this week.

5e. XRN4991 - MOD 0700

LC provided an update on this agenda item. Overall project RAG status is Amber. LC stated that SAP BW reporting changes were finalised 13th September and are complete.

- AMT SPC File Restrictions: LC informed DSG that Build and Test due to complete by 25/09. Any delay in completion will push back deployment of SPC file restriction to 05/10.
- SAP ISU Changes: LC added that build and all functional testing is complete but also performance test preparation is in progress and commenced 16th September. Furthermore LC outlined risks and issues.
- Risk – AMT changes may not be available for go-live 28th September but 5th October, due to capacity restraints in 3rd party.
- Risk - There is a risk that the number of Inner Tolerance rejections will increase as a result of this implementation – these rejections will be monitored and a solution has been identified, but will need to be implemented based on criticality.

Furthermore the BER was approved in ChMC on 11th September 2019.

5f. Retrospective Updates

Paul Orsler (PO) presented this agenda item.

PO provided an update stating the Proof Of Concept (POC) requirements have been approved. Furthermore a number of responses have been received from a number of vendors to develop and implement a Proof Of Concept analytic tool. This will allow Xoserve to receive data from willing Shipper volunteers and look to perform some data comparison and analysis activities with those Shippers. PO explained that in previous DSG's, Xoserve has shared what sort of data items we are looking to compare, with these focusing on Asset data attributes. PO explained the next phase would be to agree with those shippers who have shown an interest how Xoserve will format the receipt of that data and what the outputs will look like. PO added that there are five Shippers who have registered and interest to participate in these activities to date. PO added that over the next few weeks Xoserve will be reaching out to DSG contacts as well as ChMC contacts to see whether further organisation have the appetite to participate in this data comparison and data analytical exercise. Furthermore this activity is looking to kick off in October, with Shipper participation element expected to take place towards end of October/ early November. In addition, PO explained that November 2020 Major Release might be used for alternative industry change whilst we await the outputs of this Proof Of

Concept exercise, as this is essential before progressing with the Retro Data Cleanse and Enduring Solution. PO stated that there will be a list of internal options and recommended options with rationale for each to be shown at the next ChMC in October.

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

6a. XRN4896 - Failure to Supply Gas System and Template Amendment

This Change was raised by Northern Gas Networks, who worked with Xoserve to have this raised. This is due to the only impacted party being the Distribution Network Operators because they trigger the related invoices to Shipper users. This change involves compensation submission form and align UK Link with the increased threshold to allow for the revised maximum compensation rate of £2000 where there is a disruption to gas supply. PO added that the change will allow billing for longer incidents for distribution networks that have chosen to increase their compensation rate. Furthermore, the benefit realisation will be immediate upon delivery.

- 100% Distribution Network Operator funded.

Action: In relation to XRN4896, the primary impacted DSC service area listed in Appendix 1 is service area 16, this does not align to the aforementioned service area 7 within A6 (Service Lines and Funding) of the change proposal.

This was ratified by DSG with a prioritisation score of **39%**

Action: In relation to XRN4896 PO raised an action on behalf of SH to add in Shipper impact within the known impact systems and processes section.

6b. XRN4923 - AQ Calculation for RGMA (ONUPD) Estimate Reads

This Change has been raised by Xoserve representatives.

PO stated the impacted parties noted in the Change Proposal are Shippers.

Furthermore PO read through the problem statement explaining there is a known issue where Xoserve is generating an estimated read for reconciliation purposes, via RGMA but not using that same read for AQ purposes. PO explained that this links to UKLink Defect 471.

In addition, the benefit realisation will be immediate upon delivery.

PO flagged the service lines and funding, Section A6 has not been populated.

Action: Ensure section A6 (Service Lines and Funding) are populated.

Sally Hardman asked a question regarding AQ. If an estimated read will be used to calculate the AQ billing. PO explained that where Xoserve estimate reads for transfers, they are reconciled off. In this case where there is UPD the estimates are being generated but not used for AQ. SH explained that if Xoserve is using estimated reads the AQ annually will impact on their charging for the following year and billing further down the line for Shippers. Flagging there is an impact for GT's as well as Shippers. IB noted that Xoserve recently introduced the LIS read, and asked whether Xoserve be considered towards the AQ calculation and estimated readings.

Action: Xoserve to review whether any other forms of estimated reads may exist that are not included within the AQ calculation process. If so these should also be considered as part of this change.

Prioritisation score is **34%**

This Change was ratified by DSG

6c. XRN4997 - Introducing new charge codes for pro-active payment of GSoP3 and GSoP13

PO presented this change proposal to DSG. This Change was raised by Northern Gas Networks.

This was presented at ChMC and agreed to go into Capture. The impacted parties listed are Distribution Network Operators and IGT's. PO clarified that this is incorrect and was discussed at ChMC September with a conclusion that IGT's were not impacted. PO explained that the change was raised as Gas Transporters are required to pay Guaranteed Standards of Performance payments on application from a consumer for:

- Failure to offer alternative cooking & heating to priority (vulnerable) customers (GSoP3)
- Failure to provide notice of a planned interruption (GSoP13)

NGN and potentially other GDNs are proposing to move this to a proactive payment to simplify the process for consumers by removing the necessity to make a claim within a defined timeframe. In order to carry this out NGN is proposing that two new charge codes are created – one for each GSoP and utilise the existing functionality used to process GSoP2 (failure to reinstate premises).

This change is to create new charge codes and to change the Request to Bill (RTB) template to include these charge codes. Therefore for the avoidance of doubt, the compensation is intended to be passed on to the relevant consumer via the Shipper and Supplier.

This is a ChMC endorsed Change Proposal, with Shipper, IGT and Network impacts. The primary impacted DSC Service Area is Service Area 21: Data Flows and Services to Network Operators.

During DSG Xoserve were unable to confirm Prioritisation Score. However shortly after DSG it was confirmed that the change had registered a prioritisation score of 36%.

6d. XRN5003 - Data Access Platform DN Dashboard

PO presented this agenda item. PO explained that the change was raised by Northern Gas Networks. This change was raised by DN's to provide access to Data Discovery Platform.

PO stated the impacted parties listed within section A2 were Distribution Network Operators only. Furthermore PO provided a background to why the change was raised. The opportunity to leverage the Data Discovery Platform capability provides other DSC Customers a new and more visual way to receive and interpret the data services they are able to receive. This data can be visualised in the form of charts, graphs and dashboards allowing users to drill down into points of interest and focus on the key information. PO stated this is a ChMC endorsed change that will have benefit realisation as soon as it is implemented. PO outlined that there will be training requirements that are needed.

This change has a prioritisation score of **34%** and was ratified by DSG.

6e. XRN5004 - Golden Bullet Report

PO informed DSG this change was raised by Wales & West Utilities and impacts Distribution Network Operators only. PO explained that currently there are a number of reports produced which provide various data points that need to be collated by the individual networks. The Golden Bullet report looks to collate all of that information into one, reducing workload and increasing data quality.

This has a prioritisation score of **44%** and was ratified by DSG.

7. Change Proposal Initial View Representations

7a. XRN4931 – Submission of space in mandatory data on multiple SPA files

No update given.

7b. XRN4946 – Reporting on Installed Meters with Conversion Capability

PO presented this agenda item. PO explained that this CP originated in line with SPAA CP 459 which sought to identify meters within the meter product table that had conversion capability by adding a conversion basis code column. PO outlined that the original proposed implementation date for June 2019, however this was deferred to November 2019 as per SPAA Change Board decision. Furthermore as an interim to ensure industry parties were aware of the presence of these meters, Xoserve sought to offer XRN4946 which was to report on any installed meters with conversion capability within Shippers portfolio prior to the SPAA change being implemented.

PO added that due to the change prioritisation and resource constraints, this change was deprioritised and Xoserve were unable to begin gathering requirements on this change until September. PO outlined that Xoserve is now in a position to progress this change but are looking for a decision from DSG to gauge if this CP is still required, given the enduring SPAA change solution being implemented November 19. PO added that currently 2 MPRN's have meters that hold conversion capability installed. If DSG recommend that this CP continues to be useful for Shippers, Xoserve will continue to develop requirements and solution options

IB provided a Shipper view that it was unnecessary developing a report around 2 MPRN's.

PO confirmed with DSG that at the next ChMC this will be communicated that this will be taken off of the backlog of change and the Shippers with those 2 MPRN's will be contacted to confirm they have them within their portfolio.

No Objections were given from DSG to stop progression of this change.

7c. XRN4992 – Modification 0687 – Creation of new charge to recover Last Resort Supply Payments

Ellie Rogers (ER) provided a background of the change and an overview of the mod discussions and an indication of different solution options identified.

ER explained that this XRN is a supporting modification 0687 which to create a new charge, the SoLR Customer Charge, through which Gas Distribution Networks (Transporters) will recover any Last Resort Supply Payments arising from a Supplier of Last Resort event. . ER

explained that at present there is little detail around how the LRSP costs are recovered from wider Shipper community, outside of it being recovered via transportation charges. ER outlined that this Mod0687 looks to introduce a new SOLR customer charge type into the Gas transportation charging statements and for the new charge types to be introduced to clearly invoice what Shippers are paying for a SOLR event.

XRN4992 outlines there will be a new charge types for domestic and non-domestic charges. Furthermore transporters will be expected to provide the domestic and non-domestic rate per supply meter point and this rate will be applied based on the market sector code as well as detailed through the new charge codes.

ER explained the modification has been out for consultation and received 11 responses, 9 in support and 3 opposing the proposal. This modification is due to go out to UNC panel this Thursday 19th September for their approval on whether to implement this Mod. Post meeting update – the majority vote was for the modification to be implemented. This is now with Ofgem for a decision. ER explained that this was flagged at ChMC that the modification has not received approval as of yet, therefore to not give too much effort in case of rejection. ER added that this is still important as there are system changes expected to be implemented by 1st April alongside the change to the GDN charging statements.

Solution Options:

ER explained there are 4 solution options which have been discussed to date:

- **Option 1:- Add a New Charge Type to Core Invoices**
 - o This option is not preferred as it'll require major release implementation; a major release implementation is not achievable prior to the desired implementation date of 1st April 2020.
- **Option 2:- Add a New Charge Type to Scheduled Ancillary Invoices**
 - o Transportation Invoices would be sent as a generic invoice via IX
 - o Ad-hoc invoice issued on specific day each month to be agreed by the industry
- **Option 3:- Add a New Charge Type to Unscheduled Ancillary Invoices**
 - o The only difference with this compared to option 2 is that the unscheduled invoices are not issued on a specific/agreed date within the month.
 - o There is no scheduled date and the invoice would be issued on a best endeavors basis
- **Option 4:- Add a New Charge Type to a RTB Invoice**
 - o This would be a manually generated invoice using the RTB template by the CDSP on behalf of the Transporters.
 - o The Invoice Type, 'INR', would be utilised

ER explained that the 2nd, 3rd and 4th options are possibilities to be implanted into a minor release. This is dependent on the HLSO results and ChMC agreeing they could be within a Minor Release.

Shanna Barr (SB) asked what would the invoice types be like for option 2 and 3. ER stated she believed the invoices types would be the ANC. ER added that this will be identified and communicated within the HLSO. IB asked a question whether it has always been 4 options as he

recalled only seeing 3 options. ER replied stating that at mod development, there were 3 options, but involved adding the manually generated using the RTB. IB asked if the RTB would be non IX invoice. ER stated the RTB would be issued via the normal IX route within the INR Invoice Type.

Sally Hardman asked depending on which option is moved forward, if one of the interim options is selected, would an enduring solution be implemented later on?

ER stated it hasn't been decided but has been mentioned, and that would be better for ChMC and DSG to provide recommendations and approval. ER added that it would be beneficial that when the HLSO is received back for parties to have a look at the assessment and decide whether to implement an interim solution as well as work on the enduring solution. IB asked a question on the Core invoices, which invoice is likely to be impacted. ER stated it will be within the HLSO but suggested it could be Capacity that is impacted.

ER asked if DSG are happy for this to be sent to HLSO, this can be sent off be bought back to DSG to discuss and prefer a recommended option to take to ChMC.

DSG were happy for this to be taken to HLSO, no objection was received from DSG.

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 at ChMC options were presented. Option 1 involved looking to perform some analysis to the reports that are outside of DDP reports and decommissioning the older ones. Option 2 involved doing some additional resource to bolster the DDP team to help deliver some of the product back log items as well as everything included in option 1.

The feedback gained from ChMC is to get some more information and to present a more detailed outline and idea for each option towards the next ChMC. This will include the recommendations from the KPMG report that was conducted. The idea of this is to delivery 1 consolidated report rather than multiple reports.

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.

12. UIG Update

There was no major update this DSG. The slides can be found in the slides deck for that month.

13. CSS Update

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.

14. ChMC Update

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

PO provided an update from ChMC:

Xoserve Ref No.	Change title	Next steps	Service area	DSC impact
4896	Failure to Supply Gas System and Template Amendment	Approved for Capture	7	No impact expected on service lines
4923	AQ Calculation for RGMA (ONUPD) Estimate Reads	Approved for Capture	6	No impact expected on service lines
4992	Modification 0687 - Creation of new charge to recover Last Resort Supply Payments	Approved for Capture	1	A new Service Line will be required for this new charge type to be added and for the CDSP to invoice this on behalf of DNOs.
4997	Introducing new charge codes for pro-active payment of GSoP3 and GSoP13	Approved for Capture	TBC	
5003	Data Access Platform DN Dashboard	Approved for Capture	21	No impact expected on service lines
5004	Golden Bullet report	Approved for Capture	21	No impact expected on service lines
5013	Performance Assurance Framework Administrator Access to Data Discovery Platform	Approved	TBC	

BER Approvals:

- XRN4991 – MOD0700

CCR Approvals:

- XRN4732 – June 2019 Release
- XRN4927 – Minor Release Drop 4
-

Summary Key Messages:

- Approval of XRN4991 – MOD0700 detail design
- EUC Release successfully implemented
- All releases currently tracking to plan
 - Creation of New End User Categories
 - November 2019
 - Minor Release Drop 4
- Update on the Shipper Packs/PARR reporting change and Report review recommendations

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

James Barlow (JB) presented this agenda item. JB explained that there is a production defect that has been found around the use of class change estimate when moving from class 3 to 4. This read is treated as an estimate for the new class and as an actual for the old. Currently if a valid read is processed for the outgoing class at class change D-1 it is accepted it is accepted and passed to downstream processes. JB explained that there is an error in reconciliation when trying to generate a one day reconciliation between the D-1 Valid read and the Class Change Estimate, also held at D-1. To resolve this issue, JB suggested that where a valid read for Class 3, at Class Change D-1, is passed to validation:

- Send U10 to shipper (existing process, no change)
- To mitigate the conflict in rec the read will be set as Inactive so not used in downstream processes
 - o Post XRN4991 deployment, if this read is submitted in a batch then associated reads will be set to Assured
- This is as is processing for Class Change 4>3
- This will be handled as a production defect and as such status will be maintained in the incident management log.

SPC file processing order slide

JB explained that Xoserve would like to highlight that when submitting multiple SPC files at the same time, these may not be processed sequentially, therefore should a Shipper have a file limit set and the number of files submitted exceed that limit, it may not be the latest file(s) that is rejected. Furthermore, based on the forecasts received from Shippers, currently no file limits need to be set.

15. Action Updates

All DSG actions can be found on the relevant event page on [Xoserve.com](https://xoserve.com).

16. AOB

There were no items raised within AOB.

Next Meeting: **Date (7th October 2019)**

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