



DSC Delivery Sub Group

Monday 7th October 2019 at 10:30am

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

Meeting Minutes

Industry Attendees		
NAME	ORGANISATION	INITIALS
Ikram Bashir	Npower	IB
Sally Hardman	SGN	SH
Endre Merai	Octopus Energy	EM
Helen Bevan	Scottish Power	HB
Steph Podgorski	Generis	SP
Lee Greenwood	British Gas	LG
Andrew Ringsell	EDF	AR
Patricia Parker	Utiligroup	PP

Xoserve Attendees	
Paul Orsler (Chair)	PO
Chan Singh	CS
James Rigby	JR
Megan Troth	MT
Matt Rider	MR
Surfaraz Tambe	ST
Laura Chambers	LC
James Barlow	JB
Ellie Rogers	ER

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 following [agenda](#).

2. Meeting's Minutes – 16th 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 outlined the below fixes were deployed to production on 27th September. PO stated release 4.08b is scheduled for 4th October and Release 4.09a is scheduled for the 11th October.

Defect ID

- 1406
- 1416
- 1422
- 1395
- 1431

Urgent Fixes

- 1441
- 1461

PO added to note, Xoserve are still planning fortnightly release deployment. However, if fixes are ready in the interim, Xoserve may deploy them in between releases, therefore pertaining to “a” and “b” suffixes in the release names.

3a. Issue Management

There was no update for this agenda item.

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.

PO advised that if DSG members would like someone to go over the portfolio overview roadmap plan and for a quarterly update to customers on the overall roadmap then this could be arranged if needed.

4b. Retail and Network Delivery Overview

PO presented this agenda item. PO outlined the UK Link Governance timeline for this agenda item. PO explained that the UK Link Governance timeline slide shows many key milestones and targets in the pipeline. This included a milestone to note of June 2020 release EQR approval that was received in August ChMC meeting. Po further added that the BER approval will be going to November's ChMC as well as a target for Change Pack approval to be gained in December 2019. In addition, February 2020 and Minor release drop 6 will both be looking at implementation in February. The Change index slide showed UK Link allocated change, providing current statuses of the changes singularly, for example September 19 and MOD700 being in PIS. PO added that the list of UK Link unallocated changes can be seen in the slides. Furthermore, PO stated that the list of unallocated external changes are looking to be allocated to future releases to have some realised benefit faster if possible.

4c. Data Delivery Overview

PO presented this agenda item. PO explained that the first block on the timeline shows the capture phase, followed by the indicative estimated delivery of those changes; post capture phase. The slides show several changes in the timeline relating to numerous different customers. PO outlined that there are several changes that will remain in delivery until all aspects of those change requirements have been fulfilled over the Data Discover Platform (DDP) drops.

5. Major Release Update

5a. June 2020

Surfaraz Tambe (ST) stated that the project is in detailed design phase and the implementation date for June 2020 will be proposed to ChMC for approval. Furthermore, ST stated that the design workshops are continuing on track. In addition, ST added that they are aiming to deliver the change packs to ChMC in November for approval in December. ST stated that Xoserve is looking to ask ChMC in October whether to have market trials run for this June 2020 release. Furthermore, ST highlighted the risk that due to multiple deliveries running in parallel there may be limited access to resources. ST further added that the BER for full delivery will be presented at ChMC in November 2019 meeting.

In regard to XRN4996 (June 2020), ST asked DSG if there is a requirement for market trials and asked DSG if they have an appetite to participate in this type of testing. ST suggested 3 options:

- A) Full MT for applicable changes
- B) Xoserve to share testing summary from UAT/RT phases
- C) No MT

PO asked DSG for their perspective, whether market trials are needed and if so to what degree of options. Ikram Bashir (IB) stated he will look into this and provide a decision on this. IB added that Npower are happy for Xoserve to share the testing summary from UAT/RT phases. This will be going for approval at November ChMC meeting and in the interim would need DSG's recommendations going forward in that decision.

Action: To come back at next DSG with potential view of what changes of the June 2020 release would need testing and require market trials for.

Helen Bevan (HB) stated that the changes that would need market trials would be changes that involve file format amendments. PO then asked Sally Hardman if there is a view from SGN on this question. SH responded stating that she would need some time to review and get back to Xoserve. **The overall project RAG status is Green**

5b. EUC Update

Matt Rider (MR) presented this agenda item and provided an update on this release. MR stated that PIS activities including first usage monitoring, continue to be successfully monitored as per plan. MR added that there is another 2 months of PIS scheduled and 1st usage to go up until the 29th November. In addition, so far there have been no SME issues with 1st usage and getting the assurance. MR stated that the release is on track overall.

In addition, MR stated the key activities completed with evidence provided and assured include;

- Rolling AQ job for September
- Annual EUC Assignment job
- CNF/CFR files successfully validated for pre-gas year run. These will be validated again after October 1st
- NRL/NNL files job run completed
- AQI Correction file successfully run containing new EUC bands.

The overall project RAG status is Green

5c. November 2019

Matt Rider (MR) presented this agenda item. MR stated the RAG status is set as amber but will be amended to green, this is due to a revision of the testing plan which is due to complete by the 25th of this month. The project team are currently revising that plan to utilise the additional week in the plan that had been missed somehow. MR advised this RAG status will be changed back to green once he has seen the revised plan later on that day.

- UAT execution completed 27/09
- Regression testing commenced from 30/09
- Implementation preparation is in progress
- Furthermore, since the implementation of MOD700 – there is no impact with SME resourcing.

MR added that the plan to finish performance testing and regression testing is planned to finish on the 25th October.

The overall RAG status is Green

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5d. Minor Release Drop 5

PO provided an update for this agenda item.

PO explained that PIS has completed and approval has been gained to exit PIS and closedown for the residual activity of part A of the ratchet change. Closedown report is planned to be presented to ChMC this month. PO added that this will be taken off the agenda going forward as there is no further update needed to be given for this release.

5e. XRN4914 – MOD0651 – Retrospective Data Update Provision

PO presented this agenda item. PO stated that Xoserve is currently in the phase of mobilisation and are working with customers to canvas their views on whether they have data quality issues. This will be conducted via an onboarding phase to understand the causes for the data discrepancies and data quality issues. PO advised Xoserve will be forming a task force with Shippers where they will be able to compare their data, analyse it and root cause analysis and providing outputs from the issues identified. This is planned to take place between mid-October to mid-January. In addition, PO added that Xoserve are happy to set up calls to start understanding further the proof of concept (POC), and how this will help customers integrate further into this POC.

PO further explained that the more customers that register interest and sign up before the onboarding phase will help as it will mean there will be a broader spread of customers and data across the market that can be used for analysis.

PO also advised that the design and delivery mechanisms of those data sets need to be agreed. PO stated that each customer will be communicated individually regarding what data they can get hold of within their asset space and is that data for their whole portfolio or a subset of that. PO advised, this is to ensure that the full value can be maximised and obtained for the POC.

Furthermore, PO stated there are 4 solution options presented in the slides from different vendors. PO advised that Xoserve is recommending option 4. This involves Xoserve's azure

cloud solution with SAS analytical toolset capability as well as Microsoft power BI that is used for reporting. This brings inhouse Xoserve capability to take data from customers and be able to analyse it against UK Link data in a more automated way than they do currently. PO added that there is an assessment criterion slide which provides rationale for each option and across all options suggested and that the recommend option 4 was obtained from comparing the rationale of each of those. In addition, PO further advised that until the proof of concept is complete, they will not necessarily have the understanding of the issues with data quality before mobilising the enduring solution and data cleanse. PO advised that this is being presented at ChMC with the recommendation and approval of option 4, therefore allowing Xoserve to draw down on the budget and start progressing this project further.

IB stated that the proof of concept is key to having the evidence of what retro needs to do and achieve with this change. PO further added that lets find a solution that is the right fit for the problem, PO added that this might include taking November off the table for retro, allowing it to take a different course.

PO asked DSG if there is any input Octopus Energy would like to provide.

Andre Merai (AM) advised that there are many issues with incorrect read history and several referred issues from that involving billing, MDD and many others. AM is onboard for this change to be moved forward as soon as. AM advised that there are somethings such as AQ and read history that are causing issues. PO advised AM that retro is not looking at read history or reading anymore.

IB added that customers need to help and start providing snapshots of this data so this can be used in the analysis piece for

5f. XRN4991 – MOD700 – Enabling large scale utilisation of Class 3.

Project Update:

Laura Chambers (LC) presented this agenda item and provided an update.

The requirements have been agreed for reporting changes and design is to be presented to PAC 8th October. Furthermore, Xoserve has engaged with Wipro for a view on a delivery plan. LC added the performance test has completed and changes went live 28th September as well as the received Shipper preferred dates have been set. In addition to this LC stated that Xoserve has engaged Wipro for assigning resource for planning and delivery.

Risks:

LC outlined there is a risk that the number of inner tolerance rejections will increase as a result of this implementation. These rejections are being monitored and a solution has been identified but will need to be implemented based on criticality. Furthermore, there is a risk that additional funding is required to cover the cost of completing delivery for inner tolerance check and reporting. The expectation is that this will be covered in the agreed risk margin.

The overall Project RAG status is Amber.

James Barlow (JB) provided some further detail and update on the inner tolerance check. JB presented slides around the inner tolerance check and an action raised at a previous DSG meeting about migration plans.

JB stated that Xoserve will be suspending inner tolerance checks on all class 3 MPR's in EUC band 01. This suspension will apply to reads/ all reads for applicable MPRN's received on the UBR and AQL. All other reads will continue to be subject to the check. The development of the change is underway and is targeted to be delivered on the 19th October. In addition, the UNCCVR document has been updated to reflect the changes and approval to be sought at UNCC on 17th October.

JB further spoke about the migration plan action that was raised at DSG previously (19 - 0705). JB explained that parties have maintained alignment to their forecasts however there have been a few examples of some not doing as many as planned and others have gone above the projections given. This in turn has resulted in peaks that have required specific focus internally. JB stated Xoserve is working with Shippers to maintain a manageable, daily volume going forward. In addition to this JB explained that Xoserve are managing SPC file volumes based on 50,000 SPC records per day and are actively working with customers to review forecasts. Furthermore, considering recent activities and intelligence, totals are expected to be higher than the currently projected migration. IB asked if there is going to be more information about ASP/AML increase due to the shift to Class 3. PO explained that there will be more reads falling into that area due to the shift to class 3 PO suggested to take this away as an action for the next DSG meeting.

Action: Confirm the considerations have been of AML/ASP relating to potential regression impacts on AML/ASP

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

NONE FOR THIS SECTION

7. Change Proposal Initial View Representations

NONE FOR THIS SECTION

8. Undergoing Solution Options Impact Assessment Review

8a. XRN4992 – Modification 0687 – Creation of new charge to recover Last Resort Supply Payments

ER provided an update for this change.

ER mentioned there were 4 options that were discussed during the last meeting and DSG agreed to have them sent off for high level solution options assessment. These high-level solution options have returned from being reviewed. ER explained that she would like to provide a view and highlight over key areas of each option. ER made DSG aware that the full list of solution options will be added into a change pack and sent out for industry review.

Option 1 – Add a New Charge Type to Core Invoices

This option involves adding a new charge type to core invoices. ER explained that the effort involved in this option would mean it can only be delivered within a major release.

The high-level cost estimate is between £80,000 - £90,000.

IB asked if this option would still not be able to be delivered by the 1st April 2020. ER advised that this option would not be possible to deliver by the 1st April 2020.

Option 2 – Add a new charge type to Scheduled Ancillary Invoices

This option would involve adding a new charge type to scheduled ancillary invoices. ER advised DSG that we initially thought this option could be a Minor Release candidate however due to the effort and testing involved based on the HLSO, it would need to be a Major Release.

This has an overall impact as high and a high-level cost estimate between £33,000 - £36,000

Option 3 – Add a New Charge Type to Unscheduled Ancillary Invoices

This option involves adding a new charge type to unscheduled ancillary invoices. ER explained that this option is very similar to option 2 with the difference being around the date the invoice is issued. With option 2, the invoice is issued on an agreed date and option 3 it is ad hoc. It was confirmed that this again would require a Major Release to deliver this option.

IB asked a question if this will be scheduled in Xoserve calendar every month? ER responded that she is unsure if ancillary invoices are added into the calendar. ER added that an invoice will only be generated as and when a Shipper needs it. ER explained that if there was a SoLR event and it was a scheduled invoice, it would be sent on an allocated day each month. E.g. 2nd day of the month etc. Whereas if it was unscheduled it would be ad hoc. PO asked if the payment terms are set in stone and will not be changed. ER confirmed the payment terms are not being changed as a result of this XRN. It is similar the charge type and invoice for SoLR events.

This is still looking at a major release with a high-level cost estimate of between £30,000 - £33,600. It is slightly lower than option 2 due to less testing being involved due to the invoice being issued on an ad-hoc basis.

Option 4 – Add a new Charge Type to a RTB invoice

ER outlined that this option will involve adding a new charge type to RTB invoice. There are some system changes, however it involves a more manual solution. This option has an overall impact as high and a high-level cost estimate £26,000 - £30,000. It was highlighted that this is the only option which is a candidate for a Minor Release and can be delivered by April 2020 in line with the modification implementation date.

ER asked DSG for considerations of a preferred solution option

IB responded that his view is that option 1 would lend to an enduring solution and option 4 as an interim solution. PO asked DSG members on the call if there are any early views on options for this change. DSG members on the call advised that they would need to review it the Modification alongside the options. ER stated the next steps will be to Change Pack these high-level solution options for relevant industry review and discussion of the options.

ER stated that following this change pack, the change will go to November's ChMC meeting for discussion and approval of the preferred solution option and implementation date.

DSG members agreed that the recommendation within the Change Pack could be option 4 as the interim solution and option 1 as the enduring.

9. Solution Options Impact Assessment Review Completed

NONE FOR THIS SECTION

10. Miscellaneous

10a. Report Review – Update

PO explained at the last DSG meeting, Charlie Haley explained that CHMC asked him to provide a more granular view of options/next steps for progressing Report Review. There have been slides submitted for ChMC to consider this month, therefore a further update will be provided to DSG post ChMC this month.

13. JMDG/MIS Overview

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

14. Action Updates

All DSG actions can be found on the relevant event page on [Xoserve.com](https://xoserve.com), including the 3 new actions that were raised during this meeting:

190605 – Close

190705 – Close

100707 – Close

190708 – Close

190709 – Close

190710 – Close

190710 – Close

190711 – Close

190712 – Close

19 - 0713	07/10/2019	To come back at next DSG with potential view of what changes of the June 2020 release would need testing and require market trials for.	DSG/Xoserve	Open
19 - 0714	07/10/2019	Confirm the considerations have been of AML/ASP relating to potential regression impacts on AML/ASP in regards to MOD700	Xoserve	Open
19 - 0715	07/10/2019	DSG to review the design considerations for XRN4932 and provide steer and recommendations for each at the next DSG meeting 21 st October 2019.	DSG	Open

13. AOB

13a. XRN4980 – Change Supply Point Enquiry API to add in extra field and make certain other fields visible

Megan Troth (MT) provided an update for this agenda item and outlined it was for information only. MT explained that this change will be going to ChMC for approval of funds and into delivery.

13b. XRN4897/4899 – Deletion of customer contacts details/ PSR data at the change of Shipper and Supplier events

JB presented this agenda item. JB explained that customer contact and PSR information should not persist on change of Supplier.

JB outlined that data is provided by end consumers to the Supplier with the intent that this would be passed to parties who require it. Furthermore, it is not expected to include subsequent Suppliers. Therefore, the aim of the change is to identify the impacted data items and ensure that, where required, these are deleted at a change of Supplier event. To add to this, the CSSC team will be engaged throughout to ensure the current and to be processes are aligned.

Please note: JB added that this will also be reviewed for change of Shipper events.

Sally Hardman (SH) had a concern with this stating that as a GT they use PSR information and use that information to understand if a customer needs to be dealt with in a different way.

PO added that Xoserve will record the supplier data from the end consumer and pass onto the relevant networks so they can adhere to their license conditions, however what should not happen is the information being retained and then passed onto the new Supplier/Shipper or to the relevant network on their behalf.

13c. XRN4932 – Improvements to the quality of the Conversion factor values held on the Supply Point Register (MOD0681S)

PO and Chan Singh (CS) presented this agenda item, PO provide some background for this change. This change is a UNC modification 0681s and progressed to give the CDSP the right to amend the Conversion Factor (CF) at Supply Meter Points (SMP) when certain conditions are met. PO explained that XRN4932 was raised to facilitate the change within the CDSP systems and is in scope for June 2020 release.

As the detailed design phases are ongoing, there are 5 design considerations that have been found so far that the CDSP would like to steer on:

CS and PO explained each design consideration to DSG.

Design Consideration 1:

As the CDSP needs to notify industry participants (Shippers) of the need for a CF amendment and give them 30 days to carry out the update themselves, there will be instances where the Supply Meter Point has changed Shipper between the notification being issued and the CDSP attempting to update the CF

Where these instances occur we have 2 options:

1. Update the CF regardless of any Shipper amendments
2. Only update where we have notified the Registered User (at time of CDSP update) of a need to amend the CF

The CDSP has no preferred option, a simpler solution means leaning to option 1 due to not having to carry out an additional check, however both are doable

Design Consideration 2:

- Supply Meter Points across all Class Products are in scope of MOD0681S rules (excluding sites with Corrector devices installed)
- However, during Detailed Design a consideration has been identified that Class Product 1 & 2 would, where the CDSP has to update the CF, require File Format amendments (additional value in the Reading Indicator field) to facilitate the issuing of estimate readings via MDR file for these Product Classes
- After checking the rules to be applied, 10 sites were identified as needing a CF amendment (out of 1,600) for Product Class 1 & 2.
- CDSP recommendation is to de-scope Product Class 1 & 2 from automated system CF updates (but still include them in the notification that the CF needs to be looked at).

Design Consideration 3:

- Where sites that have been identified as needing CF amendments and no action has been taken by the Registered Shipper the CDSP will attempt to make the CF amendment via a cosmetic exchange

- If unsuccessful, potentially due to ongoing SPA or RGMA activities, we are proposing no further action is taken
- Adding in monitoring and reprocessing would add complexity to the solution and could potentially result in a backlog of CF that keep rejecting

Design Consideration 4:

- From a solution perspective, once the notification has been issued and the 30 day period lapsed the CDSP will check to see if the CF amendment is still needed to be carried out
- One consideration for this is surrounding the AQ threshold that should be checked against the MOD rules
- As the window is 30 days there could be a scenario where a new AQ is about to go live when the CDSP comes to do the CF update that could (if the check was done a few days later) resulting in no CF amendment needed
- We are proposing that when we come to check if an update is still needed, we would carry out this by considering any future AQ's that are due to go live, not just the current AQ
- Logic for this would be that if the CDSP carried out the CF amendment (via cosmetic exchange) and then again the following month (as the AQ may have changed) would add in unnecessary asset updates (with CDSP estimate reads) that could restrict future reads from coming, with the risk being increased as RGMA readings cannot be replaced and also restrict potential valid RGMA updates from happening prior to the CDSP cosmetic exchange

Design Consideration 5:

- Legal text states that a notification needs to go out to the registered user informing them of any action taken by the CDSP
- Current solution to facilitate this and to reduce the impact on customers, is to use the MBR file containing estimated FINX/OPNX reads for the cosmetic exchange along with the old and new Conversion Factor (Class 3 & 4)
- Do DSG feel this will be sufficient notification that the CDSP has carried out the activity on their behalf?

PO suggested to give DSG time to review these considerations and requested DSG to review these considerations and options for next DSG meeting.

Action: DSG to review the design considerations for XRN4932 and provide steer and recommendations for each at the next DSG meeting 21st October 2019.

This was the end of October 7th DSC Delivery Sub Group meeting. Next Meeting: **Date (21st October 2019)**

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