



DSC Delivery Sub Group

Monday 4th November 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
Helen Bevan	Scottish Power	HB
Lorna Lewin	Orsted	LL
Steph Podgorski	Generis	SP
Michelle Niits	E.ON	MN
Natalie Smith	E.ON	NS
Lee Greenwood	British Gas	LG
Sean Cooper	Npower	SC
Andy Clasper	Cadent	AC
John Cooper	BUUK	JC
Karen Lowe	JustEnergy	KL
Beverley Harvey	EDF Energy	BH
Mark Jones	SSE	MJ
Hannah Baxter	Gazprom Energy	HB
Michelle Staunton	Gazprom Energy	MS
Rose Kimber	CNGLtd	RK
Stacy Helps	SSE	SHe

Xoserve Attendees	
Paul Orsler (Chair)	PO
Chan Singh	CS
Megan Troth	MT
Simon Harris	SH
James Barlow	JB
Kate Lancaster	KL
Nicky	
Tony	

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. Progress Update:

Paul Orsler (PO) provided the background to the retro POC. This involves a data cleansing exercise with customers and an enduring solution.

- Data cleansing POC
- Industry wide data cleansing fix
- Enduring solution for industry of how to retrospectively keep the data aligned

PO explained the project history so far.

The project was raised in April 2019 and the three main parts of this project are:

- Proof of concept (PoC) exercise, followed by a data cleansing and enduring solution.
- PoC requirements have been captured and approved.
- Regular project updates provided at DSG and Change Management Committee (ChMC)
- Solutions options have been ratified with customers and approved.

PO explained the project has now moved into the mobilising and onboarding phase and the next stages involve:

- Encouraging Customers to get involved if possible
- You can register your interest in the PoC by getting in touch with the Customer Change team or your Customer Advocate
- Onboarding to take place with Shipper volunteers
- Agree design and delivery mechanism of datasets
- Updates will continue to be provided to DSG and ChMC

What is happening next: PO advised that this session was held to provide awareness of the POC. Xoserve are in a position to bring onboard numerous customers to engage in the POC data cleansing exercise. This involves provides extracts of data that can be used by Xoserve to outline any data discrepancies.

PO advised the POC is purely voluntary and will only work with involvement of customers.

PO added that there have been a number of willing Shipper customers who want to engage in the POC exercise. Furthermore, PO explained that Xoserve are trying to solution and agree a design and delivery mechanism using this POC. Xoserve is not trying to automate this process. Furthermore this will be conducted outside of the UK Link timeline to support the design and flexibility of the solution.

Sean Cooper (SC) asked if this exercise is only to give insight into the data discrepancies and not to change the data. PO replied by agreeing and stated the insight gained from this PoC will then provide key information when designing and building an enduring solution to address the data quality issues across the industry.

Furthermore, PO stated that this will allow Xoserve for the first time to understand customers data in their shoes

PO advised this is an activity that will not be conducted and not acted on.

Lorna Lewin explained to be mindful about how the data is presented due to UIG being an example of a subset customer group within the industry, this needs to align across the industry across all customer parties.

PO advised that from Xoserve's perspective we need to get a representative spread of data to ensure the whole industry and parties will be involved within this exercise.

PO further added that Xoserve will not be providing information on who is involved and what their data is showing.

3. Timeline:

PO stated that the POC exercise will run for about 3-4 months. PO outlined that the customer engagement will be front loaded, therefore the interaction between Xoserve and volunteer customers sending their data within the course of the next 6 weeks. In addition to this, PO stated that if there a customer's volunteering but who cannot meet the desired timeslots, Xoserve will work with them to ensure they have the opportunity to be part of the PoC exercise.

There a number of key checkpoints stated on the timeline which span from November to February:

- Kick off prep
- 4th December
- 24th January
- 3rd February

PO advised that within the exercise, Xoserve will be looking to compare rejection data as well and compare against UK link live data to truly understand the true underlying issues to aid with the enduring solution. The rejection data that will be analysed will involve RGMA rejections that are recorded in our system. PO explained that Xoserve generally do not look at that data to see if there is something it can help understand or provide. The different types of data and their samples can then be compared against UK Link live data and see what is happening behind the scenes in regard to rejections, MDD and other sources.

Po advised the Support swim lane shown in the timeline will lead to recommendations to address some of the data discrepancies and gain some quick wins for parties and Xoserve.

The support swim lane shown in the timeline links to the external communication methods Xoserve will be using. PO added the retro PoC webpage is on track to be ready for next Tuesday 12th November, where regular updates can be issued and available on Xoserve.com.

Updates shown will include:

- Market level data
- Key progress updates
- Recommendations being raised from the PoC exercise

The final swim lane, once all customer data is in, all the leg work will be conducted by Xoserve. This will be the comparison and analysis as well as findings to the industry to aid in the enduring solution.

PO asked if customers could support getting the data ready and sent over within the next 4-6 weeks. PO advised that the format will be like a data cut such as a doc.csv file to be as simple but effective way of sending the data.

DSG provided mixed views, this was due to not knowing the format of the data that needs to be sent over to Xoserve but were happy to proceed. In addition PO stated that this will be addressed and the file format will be explained further along in this meeting. The exercise will be conducted as simple as possible to enable all customers and industry parties to engage within the time slot.

4. Design of Retro POC:

POC overview process:

Step 1 – Sign up to PoC

Step 2 – Upload Test File

Step 3 – Take data extract on an agreed date (both Customer and Xoserve)

Step 4 – Upload data file via SharePoint in a CSV format

Step 5 – Xoserve load data file

Step 6 – Proof of Concept comparison & analysis phase

Nicky (Xoserve)

Nicky advised customers to sign up to the PoC within the sign-up window and asked DSG who will be up for getting involved in the exercise. Furthermore, there will be a test file

provided to be submitted by customers for this exercise, to avoid any issues before the PoC and avoid any delays during the triaging phase. Nicky stated a data extract will be taken on a specific date and customers will need to take their extract at the same time to avoid any discrepancies in data due to the time the data is taken. There will be a notification period of time to get that data sent over in a CSV format within SharePoint.

Once this has been received, Xoserve will work with customers and triage to ensure there are no issues for customers trying to attempt to upload. Also, the file will need to include a header footer and the cut/slice of data with no breaks in the data.

Nicky and PO stated that the comparison for the customers data against the data held in UK link will be conducted within 20 business days, this involves analysis and findings as well as recommendations of how Xoserve can help with any issues identified with the data discrepancies. PO stated the reason for the rule of 20 days is reflected in the UNC code of the CDSP being given that allotted time frame to analyse the data and respond to a customer with the findings.

5. Design for the Shipper Data Extracts

PO explained that the file for upload is similar to that of a UK Link file format but has been simplified for this POC exercise.

PO added that a file specification has been designed to support the CDSP in receiving Shipper data, furthermore the file contains the asset and meter read data items the CDSP have previously shared with customers at DSG and ChMC

- Xoserve's aim has been to create a specification that supports participating Shippers in creating datasets that can be uploaded into our comparison and analysis tool
- As a result, Xoserve has designed a file specification which looks like a UK Link file format but has been simplified
- Only a few data items have been listed as Mandatory

these are required to support the minimum validation and data comparison Xoserve would be able to perform in the Proof of Concept

- All other data items are listed as Optional

This is to allow customers some flexibility in the data you are able to readily access and transfer across to Xoserve in the requested format

- All files are requested in .CSV format

The proposed file specification can be found below:



XRN4914 Retro PoC
Project – Shipper Inj

This file contains the mandatory and optional data items and records needed to be submitted by customers.

PO added that there is no restriction if a customer would like to have 500,000 rows of data or more than 200mb worth of data, this will be something agreed with each volunteer. There will be a form of framework and agreement of how this will be accepted. For example; 500,000 rows of data or 200mb file CSV format per file.

The same file format is to be RETOPOCXXXX.01CSV.

In addition to this, PO advised there is a list of mandatory and optional data to be used for the POC exercise.

Mandatory data items description:

This can be found in the proposed specification document attached above.

Option data items description:

This can be found in the proposed specification document attached above.

PO asked that Xoserve is asking for a sample but if customers have some data 400mb for example that they would like to be used for the POC exercise, this would be accepted and Xoserve will work with Customers to ensure this can run as smoothly as possible.

Furthermore, the header record is being named as HD_A00_STANDARD_HEADER

The mandatory fields in the file will be:

RT_R01_METER_POINT_DETAIL_DATASET

TR_Z99_STANDARD_TRAILER

In terms of the record/field name, there are a number of optional information regarding the meter type, meter mechanism code, measuring capacity etc. These proposed data items can further aid in the POC exercise and the data analysis when compared against UK Link. In this case the billing related information is critical for analysis to be shown at an anomaly level.

PO asked DSG to note; If a convertor serial number is installed the serial number is mandatory to be provided to Xoserve.

There is also a TR_Z99_STANDARD_TRAILER record that involves 2 mandatory items to be submitted.

- TRANSACTION_TYPE
- RECORD_COUNT

Tony and Paul also added that there is a sample file view that can be seen in the document for customers to understand the view of how Xoserve would like to have the data submitted.

SAMPLE OUTPUT

A00,20191001,20191001

R01,10000001,XXX,ES2312131,XX1,E6,SCH,2001,R,S1,236,,5,1.02264,0.1,10,LI,20180101,CR,SCFH,XSE23,,,19990101,,ERESFSE233,I33381,DR,2005,11,8,1,1,PT,LI,20100101,,03452,01,3353235,,0897754,,06766,20190923,A

R01,10000003,XXX,ES2312131,XX1,E6,SCH,2001,R,S1,236,,5,1.02264,0.1,10,LI,20180101,CR,SCFH,XSE23,,,19990101,,ERESFSE233,I33381,DR,2005,11,8,1,1,PT,LI,20100101,,03452,01,3353235,,0897754,,06766,20190923,A

Z99,2

PO asked DSG for some recommendations or questions:

Sean Copper asked if Xoserve will be looking at older assets or current assets, PO advised that this will only involve the latest assets. Furthermore, SC asked how does this PoC work to address the original retro issues. PO replied by stating the original retro issues were re-assessed by MOD651 and were taken out. SC added that it would have been better to include the original asset data analysis.

PO added Xoserve being the CDSP have not been involved with customers internal company data cleansing activities, therefore the CDSP has been unaware of any activities customers have been conducting regarding data cleansing.

Michelle Niits (MN) stated that due to her organisation not being able to amend the date stored for an asset, her organisation would have to change their systems to align with the dates stored in UK Link. PO replied explaining that part of the PoC exercise, if the original date is given then Xoserve can understand how many active sites have had the dates changed forcibly in order to correct the data discrepancy.

In addition, SC stated if this Retro PoC included the original/previous asset data then the data discrepancies could have been better understood and aided with the enduring solution. PO added that Xoserve is trying to provide an open fact-finding exercise that will give an understanding of the data discrepancy issues that can be used to define an enduring solution.

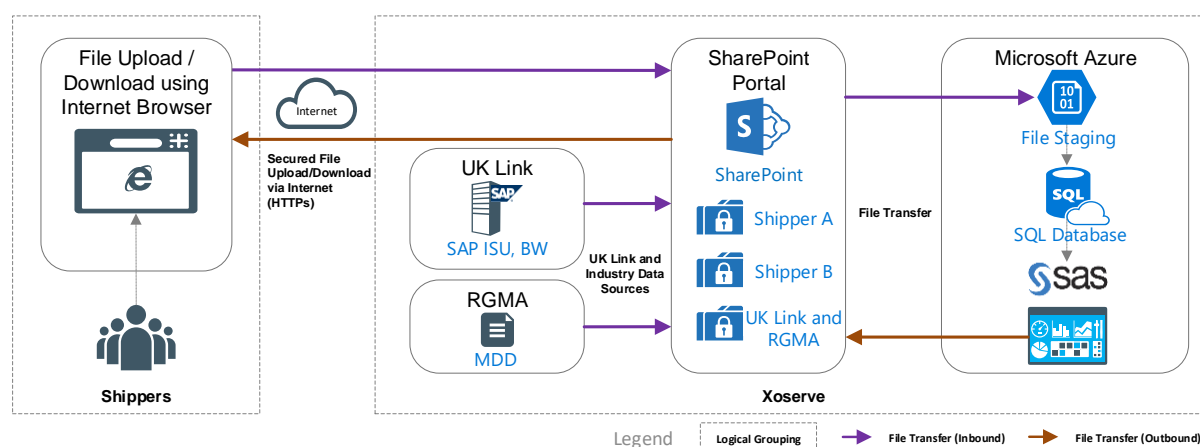
Note: Xoserve is looking to use other sources of data to validate the asset position such as MDD, MAM data sets and other sources.

PO advised that SC has given some good feedback that can be used possibly in future exercises such as POC 2. PO also added that Xoserve wants customers to drive the key areas and point out areas where there are concerns and discrepancies, they would like the analysis/comparison for. Furthermore, PO stated that if Xoserve is able to pre-empt some of the data discrepancies before they arrive into a customer's portfolio then that is what Xoserve will try to do during the analysis phase but not through the initial comparison of the data. Lorna Lewin (LL) asked what exactly the initial stage of the PoC involves. PO explained that the initial stage of the PoC will involve comparison of a Customers data against UK Link held data. This will include MAM data the CDSP has access to as well as MDD data to aid in an industry validity perspective. Also RGMA rejection dates that Xoserve hold with specific rejection codes flagged for those dates will be analysed.

MN added that the data should include the previous asset data as the remedial updates are already conducted on the current/latest asset. MN also asked if Xoserve would like to use the RFA for further analysis and MI.

Mark Jones (MJ) suggested that it might be beneficial to have the Market sector code to be added as a data item for cross validation. PO stated that it has been noted as a potential data item to add in as well as it would be an optional data item if so.

The transfer mechanism for the file will involve the input of data through SharePoint that Xoserve send an invite to participate. This invite will only be sent to customers who have requested and provided a recognised email. This can be seen below:



6. Customer Benefits of Proof of Concept

PO provided background of the list behind the benefits of the POC exercise for customers, participating and non-participating. This will also be key for Xoserve to benefit in a number of areas in regard to the POC going forward into the enduring solution.

Below is a list of benefits for the PoC and who they benefit at each point.

Benefits of the Proof of Concept exercise	Participating Customer	All Customers	Xoserve
Better understanding of the data issues that exist	✓	✓	✓
Specific view of your own data – results and analysis of the anomaly types and levels	✓		✓
Market level analysis of anomaly types and levels	✓	✓	✓
The ability to understand your performance against the wider market	✓		
Insight into how these anomalies may have happened (root causes)	✓	✓	✓

The opportunity to identify quick wins to improve data quality	✓	✓	✓
Support to correct anomalies via existing BAU processes	✓		✓
Support to identify opportunities to address / prevent data anomalies	✓	✓	✓
Insight into trends and consequential impacts of data anomalies	✓	✓	✓

7. What Xoserve need from participating Customers

PO explained the following steps for participating Customers:

Step 1 - Customers to engage with Retro PoC project team

Step 2 – Sign up to the POC by Thursday 28th November

Step 3 – Work with the Retro PoC project team to ensure the data is included in the PoC comparison and analysis exercises.

There will be a dedicated webpage to be ready for the 12th November and will be communicated to the industry. There will also be weekly blog update for the POC exercise as well as other key information and dates.

LL added that it might be good for Xoserve to use their advocates to help rally up customers to come onboard with the retro POC exercise.

8. Xoserve's Proposed Engagement Plan and next steps

PO outlined the engagement approach this involves:

- Dedicated webpage to be created on Xoserve.com to help signpost customers to all of the Retro Proof of Concept information
- We will be engaging directly with participating Shippers over the coming weeks
- Regular Project updates will continue to be provided to ChMC and DSG
- Outputs of the Comparison and Analysis phases to be shared with participating customers
- Market aggregated datasets and analysis will be shared through DSG and ChMC
- All information will also be made available on the Retro Proof of Concept webpage
- Outputs could be shared with interested industry groups such as Performance Assurance Committee

This was the end of 4th November DSC Delivery Sub Group meeting.

Next Meeting: **(Monday 18th November 2019)**

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