



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. Meeting's Minutes –21st October 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 outlined the defects that have been closed

The below fixes were all deployed to production on the 18th and 25th October

Defect ID	Status	Description	Release	Deployed/closed on:	Amendment Invoice Impacting
846	Closed - Deployed to Production	SAP-Issue when Capacity amendment effective date is same as Ratchet SOQ effective date	R4.10	2019-10-25	No
1289	Closed as CR	SAP: issue with read processing, UMR functionality whenever read date received in MUP file is between D to D+5 of shipper effective date.	Requires CR	2019-10-17	No
1410	Closed - Deployed to Production	SAP -EUC is not getting created for backdated meter installation	R4.09	2019-10-18	No
1415	Fix deployed – Pending Data Correction	SAP - Actual Reads uploaded through the manual Read entry screen has resulted in zero consumption	R4.09	2019-10-18	Yes
1424	Fix deployed – Pending Data Correction	SAP - Final (FINX) read loaded with incorrect volume during cosmetic exchange	R4.10	2019-10-25	No

Defect ID	Status	Description	Release	Deployed/closed on:	Amendment Invoice Impacting
1440	Closed - Deployed to Production	SAP - File sent to Allocation agent (CMA) has not sent amended Energy	R4.09	2019-10-18	No
1448	Closed - Deployed to Production	SAP AQ-Class 1,2,3 Valid Read Profile status included in ZDT_VALID_STAT	R4.10	2019-10-25	No
1479	Closed - Deployed to Production	Wrong bill doc movement for 8 Series Docs	R4.09	2019-10-18	Yes
1480	Closed - Deployed to Production	The current performance of the Bulk Upload Tool does not allow the process to complete on the same day it was executed which is the requirement	R4.10	2019-10-25	No

Release 4.10b was deployed on the 1st of November, and Release 4.11a is scheduled for the 8th November.

3a. Issue Management

Michele Downes (MD) presented this agenda item. MD stated that Xoserve are concerned with the AQ's and that there is a new AQ issue register to be used with new information that will provide dates for the expected consumption /energy correction date etc.

MD stated there is one Customer issue register but all the AQ's were pulled off from this and added on separately.

There has been a new column added called customer impacts. Furthermore, there has been a customer scoring added to the register. The customer scoring is based on information Xoserve hold and believe to be correct, MD urged DSG to check the register and if there are any anomalies, contact the issue management team.

MD outlined to DSG that all Old and current defects are being tracked and of this the total number being tracked are 28 defects. Furthermore, MD stated that the status explanation being green means that the defect is on track to be deployed with a fix, whereas the amber highlighted RAG for meeting dates.

MD stated any AQ's that are not corrected before the 1st of December, will be tracked and checked throughout them and data fix those formula year AQ's.

Lorna Lewin (LL) asked if there is a number that will not be fixed of the 28 before the formula year AQ. MD advised that there is 12 at the moment that are looking to be post December as there are a number of other. MD also added that going forward, the biggest issue Xoserve is facing in regard to defects is AQ and for future DSG meetings, this will be priority unless something else takes precedence.

4. Portfolio Delivery

4a. Portfolio Delivery Overview POAP

PO advised DSG the Portfolio overview POAP is available to view on [Xoserve.com](https://xoserve.com).

4b. Retail and Network Delivery Overview

PO presented this agenda item.

PO outlined the UK Link governance timeline and key milestones coming up. This included completed milestones for the ongoing releases and milestones that are currently on track for completion.

PO advised that the upcoming milestones on track to complete are:

- June 2020 – BER approval at November 2019 ChMC
- June 2020 – Change pack issue December 2019
- MiR 6 – Scope approval November 2019 ChMC

There is a list of 12 unallocated changes that have not been scoped within any specific minor, major or Feb release.

Action: In regard to February 2020 release, confirm what Xoserve is planning to implement in terms of documentation for this release.

4c. Data Delivery Overview

Jane Goodes presented this agenda item. JG explained that the change proposals listed in the timeline slide are the current ongoing changes being managed by the customer data team and strategy data team. This involves the

XRN4738: Shipper portfolio update of proposed Formula Year AQ/SOQ – this is being worked on currently and will be scheduled for March.

XRN4859: Increasing MAM Access to CDSP Data to Mitigate Reduced MAM Appointment Timescales – Proceeding through the governance process and date of delivery is not confirmed as yet.

XRN4824: National Grid Transmission Daily Gemini Report –Currently on hold due to funding not being approved as yet.

XRN4860: National 'Temporary' UIG Monitoring – Being worked on by the Data Strategy team who are looking to develop a product for this change to enable feeding in information to aid with UIG.

XRN4946: Reporting on Installed Meters with Conversion Capability – This is being looked at to be prioritized into delivery towards the end of January.

XRN4795: Amendments to the PARR (520a) reporting – No update as of yet.

XRN4779: UNC Modification 0657S - Adding AQ reporting to the PARR – This is being worked on to be in production in the January run of PARR reports.

5. Major Release Update

5a. June 2020

Paul Orsler (PO) presented this agenda item. PO explained that from a plan point of view, the project is in the process of gathering Market Trials costs and timelines which will be shared for option approval at ChMC in November. Furthermore, design workshops are continuing despite the challenges experienced with limited SME availability and outstanding assumptions in particular XRN4941. PO stated that the change packs are being presented to ChMC in November for December approval.

Risks: PO outlined there is insufficient time to complete the design workshops due to limited SME resource which will impact Xoserve's ability to issue change packs by 15th November. In addition, this this there is a risk that for XRN4941, a number of assumptions will be required in design which may not be validated until after build because MOD0692 has not been approved leading to rework and delays.

Cost: BER for full delivery will be presented to ChMC in November 29 including Market Trial options.

5b. EUC Update

Paul Orsler (PO) provided an update for this agenda item. PO advised this project is in PIS and ongoing fist usage activities and monitoring. This continues to be monitored as per plan with preparation of closedown activities commencing.

5c. November 2019

PO presented this agenda item. PO informed DSG that implementation preparation is in progress and the deployment of in scope changes are running on track for 09/11/2019. Furthermore, there are no major risks or issues impacting the delivery of the November 19 release.

5d. XRN4914 – MOD0651 – Retrospective Data Update Provision

Paul Orsler (PO) provided an update for this agenda item during the Retro DSG slides and agenda.

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

Project Update:

Paul Orsler (PO) presented this agenda item. PO stated that the outstanding inner tolerance changes that were deployed on 19th October are being monitored to ensure there is no detrimental impact on Xoserve's reporting. Furthermore, the CCR document has been prepared and is on track to be approved at November 2019 ChMC.

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

NONE FOR THIS SECTION

7. Change Proposal Initial View Representations

7a. XRN4923 – AQ Calculation for RGMA (ONUPD) Template Amendment

Simon Harris (SH) presented this agenda item. SH informed DSG that this change was raised to look at the possibility of using estimated RGMA (ONUPD) readings within the Rolling AQ process. The scope includes UPD updates where no reads are provided resulting in the CDSP having to estimate. The aim of this is to align the approach and include estimated RGMA readings within the AQ calculation process (just as we do for Shipper Transfer Readings).

Solution Options:

SH explained to DSG that there is only 1 solution option for this change. This involves enabling estimate reads created in UK Link as a result of successful processing of RGMA ONUPD updates to trigger and be used within the Rolling AQ calculation process. SH advised DSG that the solution has derived from an established process that has been tweaked, therefore there are no other solution options to be considered.

SH asked DSG to provide their view on this and whether to progress the solution Option provided. DSG were happy to proceed to HLSO.

Sean Cooper (SC) asked if the AQ process will be affected by this process if the estimated read is incorrect and used to derive an AQ. SH explained that yes, if the AQ process was to use the estimated reading that was deemed to be incorrect the AQ will reflect the consumption, however as RGMA reads cannot be replaced the Shipper would need to submit a consumption adjustment to amend the position that would then feed the next Rolling AQ calculation.

DSG recommended to go to HLSO but caveat that Xoserve will add in some detail around the estimated reads that are being utilised for the AQ calculation could be potentially monitored/assessed to ensure there are no unintended consequences of this change.

8. Undergoing Solution Options Impact Assessment Review

NONE FOR THIS SECTION

9. Solution Options Impact Assessment Review Completed

9a. XRN4897/4899 – Deletion of customer contact details/PSR data at the change of Shipper and Supplier events

James Barlow (JB) presented this agenda item. JB outlined the change pack that was out for review closed out last week. The change involves ensuring the customer data is being correctly maintained within UK Link systems.

The data in context is:

- Emergency (and Isolation) Contact Details
- Customer Contact Details
- Priority Service Register (PSR) data
- The above data will be deleted at change of Shipper and/or change of Supplier
 - For the avoidance of doubt, this is any change in short code for either entity
- In a Change of Supplier event the Emergency Contact Details will be retained
 - This is in line with the Central Switching Service Consequential Changes (CSSC)

JB explained that following this, after the change of Shipper and or Supplier event, the details should be resubmitted by the Shipper/Supplier via the Shipper if required.

- In the change of a Shipper event, this can be included in the CNF file.

Michele asked why the change of emergency contact details are not included for change of Shipper. JB explained that the existing issue with change of Shipper/Supplier emergency contact details and that the larger issue will be addressed within CSSC as it is a requirement of them. JB advised this change is looking to be aligned into June 2020 release.

10. Miscellaneous

10a. Report Review – Update

No change since last meeting.

11. JMDG/MIS Overview

PO advised that the slides have been added for DSG members to view.

SH explained that there is a change looking to amend the API specifically going to MAP's, this is to allow them to query asset details held within UK Link to assure the quality of their data. Additional data items are proposed to be the Supplier ID and effective date.

UKRPA access to gas data – SH explained that Xoserve is in the process of raising a Modification to look at exposing data in regard to current Supplier details. This is to allow them to carry out investigations on theft and make the incumbent Supplier aware of a potential theft for further processing, a UNC modification is currently being drafted for submission to Panel for consideration.

12. Action Updates

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

13. AOB

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

Simon Harris (SH) presented this agenda item. SH advised DSG that these considerations are to help steer and provide feedback for the change to come out of the detailed design phase in readiness for the Detailed Design Change Pack to be issued out in November.

First discussion point was around Design consideration number 3 that was previously brought to DSG, and centred around the CDSP attempting to update a Supply Meter Points Conversion Factor where Shippers have failed to take action. Previously DSG provided tentative agreement with the outlined approach (only making one attempt to amend the CF) however it was agreed that Xoserve would come back with guidance on if/how these would be reprocessed down the line.

SH provided a reference back to the original consideration and brought an amended approach. SH suggested that the CDSP will attempt a second time to amend the conversion factor but will do this at D+3 from the original attempt. This is to allow any potential reasons for the 1st attempt failure to resolve themselves before trying again, however if this second attempt fails, no further attempt will be made.

MN asked if the CDSP will be validating it after the amendment. SH responded and stated the CDSP would be validating if the need for a CF amendment is still required when it came to carry out the second attempt.

SH explained that there is a BAU process/file flow that will be utilised to notify the Shippers of the need to amend the CF that is paramount to the rule of the modification (AQ threshold) where an AQ moves above the 732,000kWh threshold and does not have the correct CF for that AQ value. This BAU process then populates an indicator within the NRL file that is issued to inform the Shipper of the need to check the CF. The proposal is to tweak this BAU process, so it also populates the indicator, informing the Shipper of a need to check the CF for when the AQ drops below the 732,000kWh threshold. If the CF is still not updated, by either the Shipper or CDSP (after 2 attempts), the trigger will be set to failed, these sites will then not be re-considered until such a time as the AQ get calculated again and the NRL file is issued.

If a site does not have a rolling AQ calculated, there will be no new trigger occurrence to issue a notification out to the Shipper.

DSG approved the amended consideration to move forward with build.

Design Consideration 6:

A previous design consideration stated that the CDSP would look at future dated Rolling AQ values that are certain to become live for the purpose of checking if an update to the CF is still needed.

With this in mind, Xoserve are also proposing to do this with Shippers Transfers that are due to become live (CO Status) and therefore will not carry out CF amendment if the notified Shipper

is not the same as the Incoming Shipper. This is due to the incoming Shippers not being informed of the need for a new CF and that the old CF values would have gone out in TRF files and the CDSP amending the CF via way of CF would cause confusion with Shippers and no opportunity for the Incoming Shipper to review the CF amendment.

DSG members agreed with the logic proposed in design consideration 6.

Clarification 1 for Information (Please note that all details will be referenced in the detailed Design Change Pack due out in November) As part of the Rolling AQ process the field CORRECTION_FACTOR_REQUIRED flag is set when the AQ is calculated (12th of the month)

- This flag is contained within the .NRL file (T97) and is issued out to the Incumbent Shipper at D-7 of the AQ effective date
- If the CF is amended after the 12th of the month (by the Shipper) then the CF within the .NRL file (T04) will be the new CF but the CORRECTION_FACTOR_REQUIRED flag will still specify the need for the Shipper to check the CF value So there may be a disparity between the two values in the .NRL file)
- However, this is current functionality but we're highlighting this for awareness as the CORRECTION_FACTOR_REQUIRED flag will be set more regularly as a result of this change

Lorna Lewin (LL) asked that in terms of the proposal of these considerations, how do new Shippers coming in to the industry know about the work that is being conducted in regard to the 1st and 2nd strikes.

SH responded stating that there will be awareness training for June 2020 which will cover this and provide training to new Shippers that come into the industry.

13b. XRN4941 – Auto updates to Meter Read Frequency (MOD0692)

Simon Harris (SH) presented this agenda item.

SH explained that this Modification gives the CDSP the power to amend the Meter Read Frequency (MRF) on Supply Meter Points (SMP) when certain condition are met.

XRN4941 was raised to facilitate the change within CDSP systems and is currently in scope for June 2020 release. SH informed DSG that detailed design is still ongoing and there are a few considerations that Xoserve would like DSG's steer on but all details will be issued out in the Detailed Design Change Pack due to be issued out in November.

Design Consideration 1:

SH stated that the Modification for MRF does not require an initial notification to allow a period of time for the Incumbent Shipper to carry out the update before the CDSP intervenes (unlike the Conversion Factor change). SH stated that this is due to the obligation of monthly MRF being formalised as part of modification 0638V, therefore interference from the CDSP is seen as last resort only and adequate opportunity has already been given to the Shipper under other obligations. Furthermore, as per MOD92S, it does not specify a need to inform the Incumbent Shipper of any action taken by the CDSP with regards to amending the MRF. However, SH stated that this does not help the Shipper know their obligations with regards to the amended MRF (i.e. having to send it more frequent meter readings).

SH went on to explain that the CDSP feels it of benefit to inform the Incumbent Shipper of the amendment made to the MRF. This can be achieved by one of 2 ways: 1) The CDSP can send an unsolicited .SCR fileSupply Meter Point Amendment Response to notify the Shipper any action taken by the CDSP with regards to amending the MRF and the effective date, this would be contained within the S03 Record. Or 2) Create a new file and record type so it Shippers can specifically call out that the update was carried out for the reason of modification 0692S rather than just a generic .SCR file.

NM asked in regard to the data cleanse activity, what would prompt the CDSP to make a change to MRF. SH replied stating that the instance of AQ and SMART involving AQ values, RGMA updates or even breaking the rules of the modification would result in the change to MRF. SH added that the preferred option from Xoserve would be to send the unsolicited response file (.SCR).

DSG agreed that being informed of the MRF amendment would be a requirement that should be pursued and also approved the option to issue an unsolicited .SCR response file.

Design Consideration 2:

The Modification 0692S specifies that for S1/NS meters the CDSP must, to determine if it is to be classed as a SMART asset, undergo a check between the Supplier at the date of the MRF update and the installing Supplier of the asset in situ. If they match, then the S1 meter is considered SMART, if not then it is considered DUMB.

SH provide DSG with the scenario where, in the event that the current and installing Supplier matches but has changed in-between the two dates. In these instances, should the CDSP consider the S1/NS meters as SMART or DUMB. we will still consider the S1 Meter as SMART.

NM asked if this scenario is only on the initial data cleanse as it would have been updated on the RGMA flow to a S1/NS meters. SH explained that the Shipper tells Xoserve the updates for the RGMA process and the rule is based on Supplier level, with both data items being updated independently. SH stated that in this case, Xoserve does not do anything on the system in Supplier level expect for storing where there is a Supplier has change or putting the information into supporting billing files. The check between the Current and Installing Supplier will be done, not just on the data cleanse part of the change but also on the enduring checks for each subsequent MRF amendment the CDSP will carry out.

Action: Regarding XRN4941, considerations need to be made regarding RGMA flow and S1/NS meters.

Design Consideration 3

SH stated that currently, SPA processes check if the requested MRF conforms to the relative AQ value on the Supply Meter Point (i.e. if the AQ is above 293,000 kWh then the MRF needs to be M or greater), however there is no validation on SPA processes where MRF updates are processed where the AQ is below 293,000 kwh but a SMART asset installed.

This means that, even following a CDSP MRF update, the Shipper can amend the MRF to non-Monthly via SPC (MRF & Class Change amendment) and Confirmation/Re-Confirmation if the AQ is lower than 293,000 kWh, thus going against the modifications and Shipper

obligations. The CDSP will however re-amend the MRF but only if changes to the AQ or asset details occur, something that could be a while before being triggered.

Therefore, SH advised that the CDSP could implement as part of this change a solution to counteract this issue:

1. Add in a trigger, where a MRF changes that breaks the rules set out in the Modification, for the CDSP to change the MRF back to monthly (this will mean that multiple MRF changes are to be applied in a short amount of time.
There is a risk that MRF could go back and forth between Shipper and CDSP updates, which does not matter too much but does this data item does feed billing and supporting information files as MRF sets rates for CFI charges.
2. Another option would be to amend SPA processes to reject any incorrect MRF updates relating to SMART assets being installed (like we do for AQ) and the Shipper is attempting to change the MRF to non-Monthly for Product Class 4 Supply Meter Points.

SH provided an example that if a new Shipper comes in and wants to change this to annual but there is a presence of a SMART meter, keeping in line of the modification, the CDSP results in rejecting it.

SH stated that the last option was to do nothing and continue as is, while in breach of the modification rules and the other Shipper obligations in relation to SMART assets.

DSG agreed with the need to do something to mitigate the non-compliance and recommended that the CDSP pursue the option to amend the SPA processes to reject incorrect MRF updates relating to SMART assets being installed.

Sean Cooper (SC) stated that the option to reject was sensible however as part of a gain, are the asset details going to be provided. SH stated that this is being discussed internally and will be looked at. Furthermore, SC suggested that AMR needs to be considered with this change. SH stated that AMR asset installs are within the rules outlined in the modification (i.e. if an AMR is installed then the Supply Meter Point should be classed as SMART).

MN asked if the MRF is set for a Class update. SH replied stated that for class changes it would need to be applied.

Action: PO and SH to talk to CSS team about some of these June-2020 and UNC changes that are impacting other classes as well as whether they are aligned with CSS.

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