



DSC Delivery Sub Group

Monday 16th December 2019 at 10:30am

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

Meeting Minutes

Industry Attendees		
NAME (*Dial in)	ORGANISATION	INITIALS
Ikram Bashir	Npower	IB
Lee Greenwood*	British Gas	LG
Helen Bevan*	Scottish Power	HB
Patricia Parker	Utiligroup	PP
Sally Hardman	SGN	SHa

Xoserve Attendees	
Paul Orsler (Chair)	PO
Megan Troth	MT
Chan Singh	CS
Simon Harris	SH
Ellie Rogers	ER
Jai LeResche	JLR
Matthew Rider	MR
Michelle Downes	MD
Surfaraz Tambe	ST
Edward Healy	EH
David Addison	DA

Slides available [here](#).

1a. Welcome and Introductions/Meeting Minutes

Paul Orsler (PO) introduced the meeting and the minutes from the previous meeting were accepted and approved by DSG.

1b. Previous DSG Meeting Minutes and Action Updates

Previous DSG meeting Minutes were approved.

Action: 19 - 0720 – February 2020 documentation release and Minor Release Drop 6 scope was confirmed and is available on Xoserve.com has been updated – **Closed**

Action: 19 – 0720 – SH stated there are considerations for identification of SMART assets specifically outlined in the modification. This change will ensure these rules are utilised in a solution implemented – **Closed**

Action: 19 – 0723 – SH confirmed that this will not have a detrimental impact to the AQ calculation and will occur more regularly – **Closed**

2a. Issue Management

Michele Downes (MD) presented this agenda item. MD explained the published AQ Issue Register has been amended and updated. MD asked DSG to provide any feedback on the AQ register to help improve anything that might be missing or wanted by customers.

Fix for defect 1463 has been deployed. There was 91,500 MPRN's that were affected. MD explained that revised AQ will be effective as of 1st January 2020.

Patricia Parker (PP) asked a question regarding if incorrect AQ's can reject a read when they should be accepted. MD confirmed that this may be correct for example where the incorrect AQ was too low therefore read validation tolerances would reject the read.

MD explained that due to the tolerances being quite wide and only a significant change in AQ would cause a read to be rejected when it should be accepted.

PP asked if MD knew specifically which MPRNs are affected. MD stated that it is really difficult to identify which ones are being rejected due to an AQ defect but to look into the table to see which MPRNs are affected is quite a difficult task.

2a. B149 Exceptions

Michele Downes (MD) talked through the scenarios relating to exception B149. There are currently 8,802 (@ of 26th Nov) of exceptions that require resolution. MD explained these exceptions cannot be processed as there is no agreed approach. MD explained that a change has been raised and due to be implemented in November 2020. This will prevent the system from accepting an advancing read however, a solution is still required for the outstanding exceptions.

MD explained that at last DSG 2nd December it was agreed that the issue management team would be able to send the reports out regarding the exceptions. Michele explained that since that meeting, further clarification has been gained and outlined that there will be multiple scenarios affected and is more complex than first thought.

In addition, MD stated some of them have been generated due to a read outside the isolated period and therefore the CDSP has been unable to identify which reads have caused the issue. Therefore, these have been allocated into different pots. MD further explained that the scenarios they have been put in are:

- Shipper transfer of ownership
- Multiple isolated periods
- Multiple isolated reads

MD stated that there are around 5 pots with reports being sent out of which will make it easier for customers to decide what action is needed in regard to the report. MD added that the first pots of reports will be going out Friday 20th and a subsequent pot or reports issued out in the new year. MD explained that there will be pots issued for Shippers alongside a detailed explanation of the pot for Shippers to define how they would like to resolve those issues.

3a. Change Proposal Initial View Representations / Ratification of the Prioritisation Score

3a. i. XRN5038 – Convert Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met (MOD0691)

Deferred to the next DSG meeting.

Action: Xoserve to attach the appendix and prioritisation score for ratification from DSG members at the next DSG meeting.

3a. ii. XRN5036 – Updates to must read process

Jai LeResche presented this agenda item. JLR explained this was presented at the last DSG meeting. JLR explained that if the MOD is implemented then it could have an impact on the must read process as it will increase the population of monthly read sites. To ensure this does not happen, JLR stated that the intention of the change is to update the must read process making it fit for purpose whereby it will generate must read contacts for required sites only. JLR explained that within the current criteria:

- For GT sites – Class 2,3,4 sites with an AQ over 73,200kWh are subject to must reads
- For IGT sites – all Class 2,3,4 are subject to must reads (including those with an AQ below 73,200kWh)
- Please note, only Large Supply Points are subject to GT must reads – no Small Supply Points (those under 73,200kWh) are included/subject to must reads under this criteria (for GTs)
- To confirm, LSPs are determined by the site AQ only (market sector code (D or I) is not considered)

Ellie Rogers explained the draft requirements stating the change is quite simplistic and stated that the process will stay as is for Smart meters and for the IGT must read process to remain the same. Furthermore ER stated that DNs have requested a must read is not conducted on those meters defined as SMART meters. This will be managed by ensuring one of the following criteria is met in order to identify smart meters to be treated differently throughout the business.

Smart Meter criteria:

- Have Meter Mechanism Code of [NS, S1, S2]
- Have an [AMR Indicator]
- Have an [active DCC flag]

JLR outlined the following potential solution options:

- Currently we are looking to understand what options are possible in terms of removing smart meters from the must read process and these are what we have considered so far:
- **Stop the must read contacts from being generated**
- With this option, the MUR contact would never be generated within CMS for the MRA to download and process for smart meters (which fall under the smart meter criteria)
- **Letting the must read contact generate but allow them to be closed because they are smart**
- With this option, the MUR contact would be generated within CMS however the MRA could close them because the meter is smart and does not need to be must read or alternatively, an auto-close could be introduced which could close the contact after [20 business days] for example.

Please note the following for clarification:

- No must read contacts will be generated on supply points below 73, 200kWh
- Both smart meters operating in a smart capacity and smart meters that are no longer acting as smart are to be filtered out
- Any sites which have a Meter Mechanism Code of NS, S1 and S2 and/or have an AMR device and any sites with an AQ above 73,200kWh will be filtered out - we would not conduct any further validation on whether the meter is operating in a smart capacity

PO asked DSG if they are happy with the requirements and to proceed to HLSO with the options and clarification given. DSG approved this to proceed into HLSO.

PP - How are the must read contacts generated at the moment – ER replied stating they are generated in CMS.

3a. iii. XRN4990 – Transfer of Sites with Low Read Submission Performance from Class 2 and 3 into Class 4 (MOD0664)

David Addison (DA) presented this agenda item. DA explained the progress of the MOD is still within the workgroup. The MOD group has raised a CP and have been asked to work at risk. DA explained broadly where sites are not performing obligations for Class 2 and 3 Supply Meters.

The criteria for not being reclassified is as follows:

- [25%] of Meter Reads must be obtained per Supply Meter; and

- [90%] of eligible Class 2 and 3 Supply Meters must meet the above standard
- Where the [90%] standard is not met, all Supply Meters not meeting the standard will be reclassified to Class 4 - within [20 calendar days] by the Shipper, or as soon as practicable by CDSP where the Shipper fails to do so.
- Any Supply Meters reclassified as a result of failure cannot be further reclassified for [3 months] (referred time as 'Lock-Out').

DA explained that the values stated indicate a parameterised value or final value awaiting from the final modification.

In addition, DA provided DSG some matters to consider regarding Mod0664 and its requirements. The following requirements are needed:

- Reports to identify performance for PAFA
- Reports to define Supply Meter performance - i.e. those that fail to support Shipper (or CDSP) reclassification
- Functionality to enable Class Change by CDSP
- Validation to SPA to apply 'Lock-Out'

Furthermore, DA stated that any sites that do not meet the standards and timescales stated in the MOD within the 20 calendar days given will mean the CDSP will reclassify the site to Class 4. DA explained that a site that has been reclassified once already within a 2-month period will now be not able to classify until 3 months later.

DA outlined a ROM is in progress for BW and to be investigated DDP.

PP asked when the CDSP is looking to implement this change. DA responded stating that November 2020 could be a potential release date providing the MOD approval is gained soon and if following internal discussions this is viable.

PP asked will there be one point within the month that the SCR files will be sent?

DA stated that the implementation date will be scheduled for the 1st of the month agreed to avoid any transitional matters. DA stated that if the modification was implemented to coincide with the release – e.g. November 2020 (for example), it could potentially not apply until December. Alternatively, the modification implementation date could be applied in August 2020 which would mean the obligations to reclassify could start with immediate effect after the system implementation.

DA further explained that the CDSP has been monitoring SPC files and traffic but outlined that performance tuning has not been accounted for in the ROM, therefore it would be likely that SPC sub mission by the CDSP would be spread across a number of days.

PP asked if this going to affect faster switching. DA responded stating that there is another matter which is being looked at separately around class change coincidental with transfer reads but other than that DA stated he doesn't anticipate any issue with faster switching.

PP asked a question that if a meter is defined as faulty, does it come out of this classification. DA explained that the criteria for a Shipper to obtain 90% of their portfolio was, he understood, to give sufficient leeway for faulty meters.

3a. iv. Supplier details not accurately presented within primary billing supporting information files

Simon Harris (SH) explained this was presented at the last DSG meeting 2nd December 2019.

During initial investigations, it was found that, as part of CSSC, any Supplier amendments made (even if the Shipper remains the same) will require a Re-Confirmation within UK Link (currently this is not the case). Therefore, as per standard billing practices, the CDSP will invoice at confirmation/contract level. In turn, the invoice supporting information files will reflect correctly the Supplier details by default for the appropriate billing periods following implementation of CSSC changes

SH outlined that due to the required file format amendments, any change to rectify these issues would sit within criteria for a major release only and looking at timeframes the next major release would be November 2020, however this could be later depending on ChMC approval timescales. SH advised that with CSS currently planned for 2021 and an already congested change landscape, the CDSP is proposing to not progress with fixing these issues and wait for the implementation of CSSC to resolve the issues being experienced. SH asked DSG to provide a response whether the suggested approach was the best way forward. IB stated that this will does not affect his organisations and customer group much, therefore did not want to suggest it to be deferred until CSS. There was no objection given from other DSG members to proceed with the approach suggested. DSG approved the approach to go forward with the cancellation of the Change

3b. Undergoing Solution Options Impact Assessment Review

None for this meeting

3c. Solution Options Impact Assessment Review Completed

4. Changes in Detailed Design

None for this meeting.

4a. Design Considerations – None for this meeting

None for this meeting.

5. Major Release Update

5a. June 2020

Surfaraz Tambe (ST) presented this agenda item. ST explained there were a number of changes originally scoped which have now involved a few of those changes being descope.

ST stated that June 2020 has commenced build phase and are on track to deliver the build phase by February 2020. ST also added that XRN4780(B) that had been descope earlier is now looking to be scoped in as part of the release. ST further added that the implementation date proposed is the 27th June 2020 and will be seeking approval of this date at ChMC next month.

In addition, ST advised 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. As well as this, ST stated the revised BER with full costs to extraordinary ChMC meeting 22nd November 2019. Since then, revised costs have been received from suppliers which will be presented at ChMC in January 2020.

5b. XRN4914 – MOD0651 – Retrospective Data Update Provision

PO explained that there are now 8 confirmed Shipper volunteers committed to take part in the PoC exercise. PO explained that the plan is to release Shipper reports and publish a market level report in January 2020. Furthermore, PO stated that over the course of this week, the CDSP will be looking at obtaining some file formats from those Shippers and load those into the analytics tool for processing, ready to share those outputs in the new year with the participating Shippers.

PO advised the overall project RAG status is amber due to the risks around resource and functionality as well as not knowing what the enduring solution will look like.

PP asked if there is an Xoserve website page that contains the information on the PoC and updates in terms of metrics found at an aggregate level.

PO responded by stating that there is a designated webpage that can be found on Xoserve.com which has the information contained about Retro and the PoC.

This page can be [found here](#).

5c. Minor Release Drop 6

Ed Healy (EH) presented this agenda item. EH outlined there are 2 main changes scoped into the minor release update:

- XRN4955 - Amendment of MDD PSR Needs Codes and Needs Codes Descriptions
- XRN4997 - Introduction of New Charge Codes for Pro-Active Payment of GOP 3 and GSOP 13 and GT Voluntary Consumer Payment

There is also a third change that is not scoped within the minor release but is being worked on alongside and will be implemented January 18th, 2020.

This change is XRN4779 - XRN4779 Adding AQ to PARR Reports

EH added that an impact assessment has been completed and approved for both changes. Design is in progress and due to be completed by 20/12/2019.

There was a risk raised to ensure the XRN5057 work together with XRN4996 June 20, to ensure there is no impact to each project's build phases as they are making changes to the same parts of the system

5d. November 2019

Matthew Rider (MR) presented this agenda item. MR outlined that PIS and first usage monitoring continues and currently tracking to plan. Furthermore, MR explained that there is a backlog of B140 exceptions that has been identified and accepted by the project to resolve. The Project team have submitted to internal skate holders and impact assessment to clearly articulate the issue, all solution options and associated fix plan(s). MR added that there is a required solution to resolve the backlog, but this will go past the current planned date for completion of PIS and could potentially delay the closedown milestone for the project. MR advised that the fix plans are looking to be between 3-4 months at the moment.

SH explained that before implementation of XRN4679 and exception was generated (B140/B151) due to lack of reads for an LDZ. SH explained that the XRN4679 now allows the automatic generation of CDSP estimated readings for these boundary changes with a read reason code of 'LDEX' (issued to Shippers via MBR) on Class 3 & 4 Supply Meter Points. However, this solution only estimates readings for LDZ changes that occur post implementation. Therefore, part of the follow on activities for November 2019 involves the need to resolve this backlog of circa 10,000 exceptions that have been generated prior to implementation of XRN4679.

To complete and resolve the exceptions (circa 10,000), the CDSP will follow the same conventions implemented as part of XRN4679:

- Estimate readings with a read reason code of 'LDEX'
- Issue to Shippers via MBR file

Furthermore, SH stated that Shippers might receive an MBR file with reads as old as June-2017 (PNID) and this would be unsolicited (as per BAU).

IB asked if the 10,000 number of sites are a static number and not changing or increasing. SH advised that this is a static number as the code fix to resolve forward was implemented in November-19.

PP asked when will the MBR files be sent out to resolve the issues, SH stated that there will be a plan communicated to indicate when these MBR files will be triggered and issued out once finalised.

AOB:

PO explained that in 2020, DSG will be moving to a monthly meeting and all content and materials for the meeting will be available 5 days prior to the meeting, allowing customers and organisations to have adequate time to review the content for recommendation and discussion.

This was the end of 16th December DSC Delivery Sub Group meeting. Next Meeting: **(Monday 27th January 2020)**

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