DSC Delivery Sub-Group Minutes

Monday 22nd January 2024 at 10.30am

Microsoft Teams Meeting

Industry Attendees		
NAME	**ORGANISATION**	**INITIALS**
Ashley Greenfield	AXPO	AG
Graeme Cunningham	British Gas	GC
Paul Main	British Gas	PM
Lee Greenwood	Centrica	LG
Anusha Patel	Corona Energy	AP
Kirsty Dudley	EON	KD
Tim Wright	MBGP	TW
Gareth Powell	NPower	GP
Noemi Fackrell	Shell	NF
Sally Hardman	SGN	SH
Joanne Rush	SSE	JR
Paul Senior	Utilita	PS
Daniel Kearney	Utilita	DK
Olga Batsari	WWU	OB
Tom Stuart	WWU	TS

Xoserve/Correla Attendees	
Paul Orsler (Chair)	PO
Loraine O'Shaughnessy	LO
Rob Westwood	RB
James Barlow	JB
Joanne Williams	JW
Eamonn Darcy	ED
Benjamin Snell	BS

Slides available here.

1.General Meeting Administration

1a.   Welcome and Introduction

Paul Orsler (PO) welcomed everyone to the meeting and informed attendees that this meeting is being audio recorded for the purpose of producing the minutes, each recording will be deleted once the relevant minutes have been signed off. PO informed the attendees of the following agenda items.

1b.   Previous DSG Meeting Minutes and Action Updates

PO advised that no feedback had been received and approved the minutes from the last meeting in December.

2. Changes in Change Development

PO confirmed that five new change proposals will be discussed. The first two required a decision at the January Change Management Committee (ChMC) to take into the change development process, three related to the CMS rebuild project for information to raise awareness. PO provided a breakdown of each of the Change Proposals as follows: -

2a.   New Change Proposals – Initial Overview of the Change

2a.i XRN 5719 Provision of Consolidation Specific Services Invoices and Supporting Information

PO presented this value-add change raised by the CDSP and the Billing Operational Teams that administer the service invoices impacts Shipper, DNOs, NGT and IGT. Purpose, to develop a solution which can address an issue where currently approximately 50 – 55 customers receive two emails per month, one for the Invoice amount and a second reflecting their supporting information file. This creates additional effort to validate and action within the CDSP processes and may also have similar efforts to customers when validating charges.

This change seeks to simplify the solution for CDSP and Customers to consolidate the information by attaching any supporting information files to the Specific Service Invoice email. PO confirmed that CDSP have already trialled this with a couple of customers who had experienced this as a pain point, which was successful and wanted to ensure that this would benefit all customers who are impacted. CDSP aim to issue a solution design pack in February for review prior to any changes.

Kirsty Dudley (KD) asked if this change will have an opt in or opt out option for customers if they have issues to combine. PO advised that CDSP are looking at an all-in functionality but will investigate functionality options.

Action: CDSP to review opt in opt out functionality and include options in Solution Pack

KD advised of a question that had been raised during the ChMC in January; relating to the distribution lists that the emails are sent to and to understand if there was some disparity between them. PO confirmed, that CDSP had an action from ChMC, the findings, will be included in the February Design Change Pack and advised, if there is a disparity, then CDSP, will put together a recommendation to amalgamate the lists, so we do not lose anybody from receiving the information they receive.

PO advised that this change is a lower priority as it is a value add, and funding split has not identified; any need for any independent external costs so covered under Service and Operational Costs.

Action: Covered under ChMC action here

2a.i XRN5720 Gateway Delivery for RPC backing data (IGT173)

PO introduced this change raised by EON which had been approved at January ChMC, to move into development. PO advised, this change as a high priority change due to being a regulatory change under Modification ([IGT173](IGT173)), PO summarised, that currently, RPC backing data files are issued in a variety of ways (email and dedicated portal) this change is required to support the implementation of this Modification, so that the data can be issued via the IX. PO advised that funding will be agreed during the development of the Modification and the impacted parties are Shipper and IGTs.

KD provided a background and advised, that a target delivery date of November 2024 is proposed, as it is a technical change introducing an IX Delivery of the RPC files, it is a candidate for a 6-month notice period, so in order to deliver to this date, it should be ready for this month or next month, but if any showstoppers come out through the consultation, it would get delayed. KD noted that, if it does progress quickly, it may not come to too many discussions at DSG as a result before it starts to go into Design and Delivery.

KD advised from a design point of view, the ROM is currently being reviewed by Xoserve and Correla following last IGT workgroup and would look to go through communication Type 2 delivery, which means essentially just a postmaster.   It will use file naming convention as the mechanism to share between shippers; from the IGT, noting that what it will need at this time to be confirmed via the ROM, is configuration of the IX connections to enable this to happen. KD Noted that the amendments are currently being done as part of the Ancillary documents to tell people how you need to name it, how it needs to be put together, so that will not be necessarily driven by the design of this change, but it will be included as part of the requirements because it has to go through the IX.

KD called out, how this will be funded and noted that it is mentioned in the IGT Mod. KD suggested, pushing this into the IX area of the statement, as it is not about the content of what goes through the IX, backing data, but this is being a postmaster. Recent discussions with Xoserve are to put it in the IX area and if not create its own area. KD does not want this putting into the Invoicing area in case other files go through this in the future and it makes it complicated.

KD welcomed any questions. No questions were raised.

PO summarised KD's points and added, that if you are an active Shipper engaging with IGT charges, then the best place to get updates relating to this Modifications and latest updates on how this is progressing, is in the IGT workgroup space. KD agreed. KD also wanted to cover, a point raised at the ChMC, that if the files were not received in a timely manner what would happen? KD advised that this has been covered in the Modification rules so a contingency, or a query management process, and has tried to incorporate as much as possible, and unlike normal IGT changes, this will have a voluntary testing window, as it is a bit out of the norm, but having the ability to test is required and the right thing to do and whilst aiming for a delivery of November 24, is not doing this blindly, it is trying to make sure that this works, as nobody wants to be taking passwords off documents to load them or the rest of our lives because it is a very clunky admin heavy process.

No further questions raised. Lee Greenwood advised he was at the IGT workgroup and thanked KD for additional information.

PO advised that this is proposed to come back at the Design stage in March or April to see how this progresses to allow time for the 6-month notice period for the Modification and Implementation date. The next IGT workgroup is **8th February** and if interested and have any reps, PO welcomed any feedback and recommended attending this, or if you need to discuss offline KD advised that she is happy to filter any questions to meet the November 2024 deadline.

2a. iii XRN5556I CMS Rebuild – Delivery of XRN5604 and XRN5605

PO advised that this change and the following two below were raised at ChMC in January, relate to the CMS Rebuild, for information and to raise awareness, confirming delivery of XRN5604 and XRN5605, Shipper agreed reads (SAR) and Key Meter Issue, for the CMS solution is part of the February 2024 release to align with UK Link and with the CMS Roadmap and noted that the Technical solution design has been shared out a couple of months ago with the aspiration to get Training sessions in with customers in the next week or so, some people have already subscribed to this. PO advised, nothing major to report on this change, but is happy to take any questions and confirmed that if anyone who wants to attend the training sessions to help as many customers as possible.

2a. iv. XRN5556J CMS Rebuild – Delivery of Must Reads

PO advised that the MUR process remains in the CMS Legacy solution and is looking at delivering extra functionality to improve the process, additional information will be communicated via Change Packs. The ChMC or CoMC and the Customer Focus Groups. MUR is scheduled for the 5th March. Any information can be found on the link provided on the associated slide.

2a. v. XRN5556K CMS Rebuild – Delivery and Generic Workflows

This change relates to Delivery of Daily Metered Query (DMQ) and generic workflows, residual work that needs to move and migrate from the CMS estate. PO advised that there is a new Daily Metered Service Provider on board and wanted to establish the DMSP arrangements before we look to make any changes, so this is just signposting this change.

There is further information on CMS Rebuild covered under section 3 of this meeting and presentation material.

2b. Change Proposals Initial View Representations

None for this meeting.

PO shared with DSG, the Change Pack's issued for January 2024 which can be found here

2c. Undergoing Solution Options Impact Assessment Review

None for this meeting.

3. Changes in Detailed Design

3a.i. CMS Rebuild 5556J – Change Pack – January 2024
Contract Management Service (CMS) Rebuild

Joanne Williams (JW) presented an overview of the CMS Rebuild and welcomed Eamonn Darcy (ED) to join to answer any technical questions raised. PO advised that this change is due to be deployed in March 2024.

JW explained the key aspects of the change from slide 17, which provides the reason for change and the proposed changes, advising that the next drop version 1.8 is for the MUR is on 3rd March 2024. JW explained that the biggest win is enabling customers to download files as many times as possible. JW and team are working with CFG members to go through what the new process will look like and advised that the Customer focus group in February will be able to walk through the new changes and provide further clarification with customers, some comments have been received already, and explained there is a spreadsheet available, to explain the changes further.

Lee Greenwood (LG) asked a question relating to the Must-Read timeline, specifically pointing to the second point on Slide 17, 'Update the Must reads on a daily basis'; and asked if it was the refresh against UK Link. ED confirmed that it was, but did not feel 100% confident, as to whether it was daily advising it might be the MUS that is weekly, but felt it was daily and advised, that it would check against UK Link each day, so if there has been a Meter Exchange, or a Shipper had withdrew from site, it would update the contact and then move the contact onto wherever it needs to go or if it needs to close.

LG asked will it update against a read being uploaded into UK Link, or essentially remove the must read generation, and asked if this is a different part of it, ED confirmed that this would be a different part of it and LG asked for clarification if, will this be the weekly part as he had seen on another slide where it had said periodically on the timeline, so guessed that this will be weekly then, ED advised that this was his understanding for GSR and the MUS process.

JW briefly walkthrough the new process on Slide 18, focusing on the main changes and advised that the Customer Focus Group in February will be conducting a full walkthrough. JW also noted that there are options to change the Single MUR contact or resubmit it, but this document, provides full transparency of the process. Once assigned, there are new validations in place, JW advised that MUR contacts will be contacted shortly but asked if you do have contacts withing your organisation, to make her aware of them at the beginning of February for support sessions.

PO asked if there was anything else to call out with the change, pointing customers to the slide for the key points.

ED added that the daily check-in on a daily basis, rather than leaving the Must reads out there and getting no response from them, is positive, so we are closing it down on a daily basis and customers are not wasting their time if it has already been updated. PO advised that the Design pack was issued in January and would welcome feedback and CDSP are looking at a March delivery.

JW advised that migration plans will be shared in the next couple of weeks. We have one that will be the least impact to customers and are approaching different constituent groups this week and have discussed it at the last focus group, everyone was very supportive of the one with the minimal impact.

Action: (JW) to confirm the timeline and clarify LG's question

3b. Requirements Clarification

None for this meeting.

4. Release / Project Updates

PO advised that the updates for this meeting will cover an update on current position with November 2023 Major Release and provide an update on February 2024 Major Release.

4a XRN 5629 November 2023 Major Release

PO advised that November 2023 Major Release is currently drawing towards a conclusion and is coming to the end of Post Implementation Support phase, so we will be in a position by middle of February, where this can be concluded. PO advised the changes implemented were, Modification 0701 (XRN5186) and XRN5482 replacement of reads associated to meter asset technical details change or update (RGMA).

PO provided feedback on progress, that customers are utilising this change to functionality and is great news and there has been a reduction in the RFA process. CDSP, will continue to drive usage of the read replacement functionality that is in place, and will continue to adopt this as a better technical solution and get these back to customers to get these adjustments with the financial amendment that is applied to them.

4b XRN 5682 February 24 Major Release

The Changes for February will include the CMS agreed read as part of XRN5604 and XRN5605, noting that this is halfway through the User Acceptance Testing phase with no known issues to report externally. The Implementation plan has been shared to be weekend of 23rd and 24th February and signposted the training awareness sessions for customers to subscribe to and workshops to be scheduled in for Shippers and IGT customers.

5. Change Pipeline

Change Delivery Plan

PO shared the Change Pipeline on slide 27, summarising the changes as discussed in Section 4b.   XRN5665 and XRN5690, CDSP are looking to deploy as adhoc change in January, the first we have made the CSV version of our billing calendar for customers to digest, and these are a value add to our customers. Also, a report change proposal for DN customers at the end of January.

June 24 Major Release will include the Design Pack for XRN5573b which will be issued out to customers in February with the aim to bring back to DSG the change pack discussions, this is on track to delivery.

PO went through the January 2024 to July 2024 breakdown, focusing on the January 2024, Ad hoc changes for XRN5614 into June subject to ratification from the change committee, so PO advised, no immediate decisions but we are considering and XRN 5585, Flow weighted Average Phase 2 change and continuing to work with the DN's to deliver in July or August as a standalone. PO advised that we do not have a refined scope for November 2024 yet and will be looking at options available to us and looking at options on the Change Backlog below.

Change Backlog Details

PO went through the Change Backlog Details from slide 29, XRN5720 which may have a regulatory defined date. XRN5615 establishing amending a gas vacant site process and modification which we are aspiring to delivery in November 2024 Major Release,

Change Backlog On Hold Details.

PO presented the Change Backlog on hold slide 30 noting that CDSP are continuing to engage with customers and any new changes will be firmed up over the next few months.

Any views on backlog or on plan please contact Paul Orsler at CDSP to discuss.

6. AOB

No items raised. Next Meeting is scheduled for Monday 19th February 2023. If you have any questions relating to the above meeting minutes, please email **uklink@xoserve.com**