

**DSC Delivery Sub Group**

18th March 2019 at 10:30am

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

**Meeting Minutes**

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| Industry Attendees |
| Elly Laurence | EDF Energy | EL |
| James Barlow | Npower | JB |
| Swetta Coopamah | British Gas | SC |
| Shanna Key  | Northern Gas | SK |
| Samuel Ramplee  | Utilita | SR |
| Claire Louise Roberts | Scottish Power | CR |

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| Xoserve Attendees |
| Paul Orsler (Chair) | PO |
| Rachel Taggart | RT |
| Chan Singh | CS |
| Eamonn Darcy | ED |
| Tom Lineham | TL |
| Matt Rider | MR |
| Simon Harris | SH |
| David Addison | DA |
| Jane Goodes | JG |
| Richard Hadfield | RH |
| Ellie Rogers | ER |
| John Woodward | JW |
| Richard Johnson | RJ |
| Leanne Jackson | LJ |

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:

[Link to DSG Presentation Pack](https://www.xoserve.com/calendar/dsc-delivery-sub-group-dsg-18th-march-2019/)

2. Meeting’s Minutes – 04th March 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 Update

3a. AQ Defects

Eamonn Darcy (ED) confirmed that all AQ defects have been fixed apart from 1073 and 1045 which are planned to be fixed and confirmation sent by the end of the week. Of the defects that remain, 3 are waiting for an enduring fix in April and any changes will also be communicated at the beginning of April.

3b. Defect Dashboard

PO advised that defect dashboard has been added for DSG members to view.

 4. ***Portfolio Delivery Overview POAP***

Richard Hadfield (RH) gave an overview of the Retail & Network timeline for UK link. There are 3 releases in quick succession, June 19, EUC (Sept) and Nov 19. RH is also proposing a Minor Release for the end of July, for which scope is being completed. CSS consequential will be running through to 2021 and Retro proposed for November 20 Release. RH stated that there is ongoing activity of various changes fed through from the UIG Task Force. MOD0621 – GB charging, will continue for October and future releases to be populated.

RH went through slides 14 & 15 stating that the timelines in pink are potential releases and haven’t got a planned time as yet. Swetta Coopamah (SC) asked if the Data cleansing will need to be complete before proposed release. PO stated the principle is that MOD0651 (the original Retro MOD) proposed a one off data cleanse; the steps on how to do this and how to apply to UKLink are to be confirmed. PO stated the change is due to go to ChMC in April, then we will get into the detail which will include meetings with customers to find solutions then work on the functional solution with our Architects. PO confirmed it is too early to give an exact plan on the data cleanse.

RH indicated the 2 big areas on the governance slide is the BER of Nov 19 Release and Scope for the MR release at April ChMC.

**ACTION: Change MOD0621 to MOD0678 on the R&N timeline.**

5. Major Release Update

***5a. Release 3***

Tom Lineham (TL) confirmed that Release 3 Track 1 is complete and Track 2 is now implemented and complete. The Release is closed down and the closure report will be taken to ChMC in April.

***5b. Feb 2019***

Matt Rider (MR) stated that Minor release Drop 3 successfully implemented. There are no issues identified and PIS is ongoing. Currently tracking first usage, there are no issues and on track to hand over to OP’s.

***5c. June 2019***

(MR) stated that the build completed last Friday and that the initial ST & SIT testing phase will start today for a duration of 6 weeks. Overall, the Release in on track with a highlighted risk due to the environment and resources. There is a plan in place to minimise risk which may move GB Charging to a different environment.

***5d. September 2019 – EUC***

MR stated that the plan is on track.. Continue with build activities and will start testing ST/SIT from 25/03. Overall on track; PIS duration currently under internal discussion to collectively agree what First Usage monitoring timeline needs to be.. Change pack went out Friday for two part implementation and proposes part A go live on 03/08 and Part B go live on 31/08 (with a contingency if required for Part B on 07/09)

***5e. November 2019***

TL stated that November 19 is in progress gathering detailed plans and clarifying detailed design. At the next DSG meeting TL will bring alternative options to Market Trial testing in order to gather feedback from DSG members on their preferred option ahead of ChMC in April. TL highlighted the risk with environment congestion and due to the number of changes going through there is a risk on resources. PO confirmed the timeline correct and design change pack to come out.

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

6a. ***XRN4865 - Amendment to Treatment and Reporting of CYCL Reads***

Simon Harris (SH) presented this Change Proposal to DSG. SH explained that it relates to an issue has been identified with the way UK Link systems are treating estimated reads-specifically where they have been created for the confirmation effective date (CED) for class 3 and 4 meter points in the case where the asset is installed for a date prior to the confirmation effective date. SH gave an overview of the change details.

SH talked DSG through Appendix One, which indicates that this Change Proposal has a prioritisation score of 49%. PO confirmed DSG are happy with the scoring.

6b. ***XRN4866 - UIG Recommendation – removal of validation on uncorrected read***

(SH) presented this Change Proposal to DSG which came from the UIG Task Force Recommendations. The change process to remove validation on uncorrected read for class 1 and 2 as currently these are not utilised but are resulting in rejections.

SH talked DSG through Appendix One, which indicates that this Change Proposal has a prioritisation score of 32%. PO confirmed DSG are happy with the scoring.

6c. ***XRN4869 - DC Exit Programme***

Removed

6d. ***XRN4871 - Modification 0665 – Changes to Ratchet Regime***

David Addison (DA) explained that while going through mod process Ofgem said this needs to be in place by winter 2019 and the Reps reiterated this point. Change Managers will be reluctant to change the scoped releases, so we are exploring the option of July MR. To put in MR, DA advised there will be no file format changes however there will inevitably have to be changes in Shippers organisation. This will be due to rejection codes which may not be clear what basis it is rejected on. DA is presenting to DSG early and working internally on solutions in the next 2 weeks due to timescales. DA will send an extraordinary change pack out by Wednesday 20th stating there will be only one solution in each case. DA went through the slides highlighting point 4 on slide 40 being a BAU process. MOD0665 introduces a lesser Ratchet Charge so we would have to come up with how to notify you. Also have a means on controlling a sensitive load on a new class on class 1 read. This flag is a new class 1 requirement. There is Code to use, however no support to give out. CDSP obligated to inform shippers by email. DA stated stating that we are progressing on basis that no external impacts, however is open to change if there are other options DSG can give.

DA went through slide 41-44. Looking to exclude DES and process through consequential. We propose to reject stuff coming in and apply rejection, however customer changes will recognise so this is the changes that may need to be applied to the systems.

Looking through the code for outstanding Offers, 0665 doesn’t explicitly allow us to cancel offers or confirmations, but DA will assess whether this is an option Very short timescale and possible that a Shipper may have gone through the process of offer and would be preferable to reject the offer. DA to confirm in the change pack.

Ratchet charge is currently ZRA and SRA in CAZ invoice. Planning to reuse these charges, but there is a new ratchet charge for class 2 includes a Ratchet charge for ECN. Class 1 doesn’t have this equivalent.

DA summarised and that an Extraordinary Change pack will be out by Wednesday. DSG agreed to a shortened timescale for Reps and to close out comments on 26th/27th March.

**ACTION: DSG to respond to the Extraordinary Change Pack for RN4871 - Modification 0665 – Changes to Ratchet Regime**

6e. ***XRN4876 - Changes to PARR reporting – provide further data to PAFA to aid analysis of performance reporting***

Removed

6f. ***XRN4850 - Notification of Customer contact details to Transporters***

Ellie Rogers (ER) presented this Change Proposal to DSG. ER stated this change was sent out for initial consultation at the February ChMC meeting. ER gave an overview of the change which seeks to receive end customer contact details from Suppliers to the CDSP tohost in a secure area where DNs and IGTs can access this information via an Application Programming Interface (API) to allow Transporters to use this data to proactively contact customers concerning disruptive events impacting on that customer’s gas supply. It was highlighted that the change will go back to ChMC for funding confirmation as initially Service Area 13 was proposed which is 100% DN funded. However DNs and IGTs are the beneficiaries of the change therefore it was highlighted that it should be jointly funded by both Users hence being proposed to move to Service Area 16

It was noted that a SPAA Change Proposal has been raised (SCP443) which seeks to mandate Suppliers to provide the end customer details to the CDSP for this purpose.

A question was asked about how any changes to file formats could be affected by CSS consequential change. It was noted that the change will consider the file format changes planned for CSS in order to prevent any duplication of work.

ER talked DSG through Appendix One, which indicates that this Change Proposal has a prioritisation score of 33%. PO confirmed DSG are happy with the scoring but it was questioned whether this should be higher considering it is dealing with end customer details and notifications.

Elly Laurence (EL) queried the scoring whether the vulnerable customer box should be ticked as it is dealing with customer data. ER to make sure this is considered in the data protection assessment but it was confirmed that this change is not seeking to amend any of the existing Priority Service Register (PSR) processes, just enhancing the way DNs and IGTs contact end customer in the event of gas supply disruptions.

Shanna Key (SK) queried the information being sent. ER advised there are 2 proposed functions the change is requesting. The first is a broadcasting function where the DNs and IGTs will instruct the CDSP to issue a notification and they will see no personal details.. The second is an extract function where the DNs or IGTs can request a specific customer contact on a case by case basis. There will be strict rules as when this will apply and how long they can keep the data for.

**ACTION: PO to look at how the prioritisation scoring is calculated and whether it needs amending.**

7. Change Proposal Initial View Representations

7a. ***XRN4645 - The rejection of incrementing reads submitted for an Isolated Supply Meter Point (RGMA flows)***

Removed

8. Undergoing Solution Options Impact Assessment Review

8a. ***XRN4713 - Actual read following estimated transfer read calculating AQ of 1 (linked to XRN4690)***

Removed

8b. ***XRN4803 - Removal of validation for AQ Correction Reason 4 Removed***

SH gave brief overview of the change. There have been instances where a Shipper’s read is being rejected as it breaks the outer tolerance, and AQ correction is being rejected as the AQ has not been re-calculated in the UK Link system. Therefore there is no option to correct the incorrect AQ; hence the user can’t submit reads.

There was 1 preferred Solution Option and SH went through the HLSO assessment. James Barlow (JB) asked if it will apply for all AQ or just this scenario (Shipperless and Unregistered sites).

**Action: XRN4803 - Get clarification if removing validation for AQ correction for Reason code 4 will be universal or only apply to sites that have previously been recorded as Shipperless / Unregistered, for the next DSG before going to ChMC.**

9. Solution Options Impact Assessment Review Completed

None for this meeting

10. Miscellaneous

***10a. IX Update***

John Woodward summarised the update given (slide 58) from Michelle Callaghan, People Platform Director. The key milestone is to complete migration of the pilot site. JW stated that there were learns identified that will be implemented to support a more smooth and seam migration for sites in the future of the project. This has resulted in another pilot site to confirm the changes have taken. Line installations will continue. JW confirmed the timeline as starting early April, unless any issues arise from second pilot site.

***10b. XRN4864 - Supply of Meter Point data as part of the PARR Reports***

Removed

***11. Change Management Committee Update***

Richard Johnson (RJ) gave an overview of the outcomes from the ChMC meeting on 13th March (slides 61-66). 7 New change proposals raised – 4 approved, 2 deferred for an initial review, 1 for information only. RJ gave an update on new change proposal post initial review including agenda item 15c. From the Release update the 2 key areas was the EUC change dates approved and in regards to Nov 19 ChMC agreed that DSG can look at the implications of carrying out MT just for XRN4621 and provide a recommendation to ChMC in April.

***12. UIG Update (post ChMC)***

The UIG background is on slide 68. Leanne Jackson (LJ) stated on the dashboard; the left was completed in February and the right is March key priorities. Number of MODs drafted in the UIG group which are currently on track and continue to support any MOD development. LJ went through the POAP. Slide 71 gives a high level one page view of all the finding and recommendations which is on the UIG web page. The UIG team have worked with multiple teams and are confident that all recommendation have been started. On track with funding which is updated monthly. Next steps to use workgroup to communicate progress as well as updates published on the website. Continue to support and progress MODs, CPs and CRs.

***13. JMDG/MIS Overview***

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

14. Action Updates

All DSG actions can be found on the relevant event page on Xoserve.com, including the 4 new actions that were raised during this meeting:

[**Action Log**](https://www.xoserve.com/calendar/dsc-delivery-sub-group-dsg-18th-march-2019/)

15. AOB

15a. ***XRN4857 – Report Review***

Jane Goodes (JG) advised at the last meeting she gave a visual as to next steps. KPMG have come in and we will work with them on all reports apart from financial and HR. KPMG will focus on Shipper Packs, PARR reporting and UIG. JG confirmed the kick off date as 25th March to capture what goes to who, where and how and if will it feed into the Business Intelligence Tool. The end goal would be to have a self-serve platform, however there may be some quick wins. KPMG will have their recommendations in next 9 weeks and we will then bring solutions to DSG and will want the Customer Advocates to engage customers. JG has asked the Data Office for a plan with more details like a POAP timescales etc.

The Shipper Reporting Pack Glossary will continue to be work on as it will be useful for new market participants immediately. JG confirmed the action in the Action Log is for DSG is to feedback on the format and context of the Glossary.

EL would like an update on the Update on Business Intelligence Tool as an Email went out today limiting to 3 users. JB stated this was for testing only. EL still needs an update so she understands what is being reported and who best to give access to. EL stated it is hard to have a view and respond objectively to changes when there isn’t a timeline of when they will be implemented. DSG members would like to see a POAP from the Data Office to manage effort and plan on what is being implemented.

**Action: Add XRN4833 – Business Intelligence Tool to the next DSG agenda.**

**Action: Data Office to produce a Delivery Timeline POAP and feed into the Portfolio Delivery Overview Agenda Item at DSG**

15b. ***XRN4686 – Smart Metering report***

RJ stated that the change was raised by CGN and is associated with a MOD. ChMC, on 13th March 2019, asked if customers saw value in the reports and what they represent, following the completion of this change’s solution review consultation period. PO confirmed that it is showing the churn of Smart Meters throughout the industry (per supplier)..

Elly advised that she rejected the change as originally it had several data items which have been removed and now doesn’t meet requirements. This is due to commercially sensitive material being removed.

RJ opened it up to the members to see if anyone had any views. PO advised that the room had either no views or that had little benefit. RJ summarised that DSG have a view that the change is not beneficial and will go to ChMC next month to recommend that the change is rejected.

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15c. ***XRN4853 - Changes to PARR reporting – provide further data to PAFA to aid analysis of performance reporting***

RJ explained that there was an action from the ChMC meeting to send out a communication to Shippers if they want to opt out the manual work around proposed in the change. Email communication reference is 2266 – RJ - DA. Responses are needed by Monday 25th March and no response will result in automatically opting in.

This was the end of March 18th DSC Delivery Sub Group meeting. Next Meeting: **1st April 2019**

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