

DSC Delivery Sub-Group Minutes

Monday 24th June 2024 at 10.30am

Microsoft Teams Meeting

Industry Attendees		
NAME	ORGANISATION	INITIALS
Paul Main	British Gas	PM
Kundai Matiringe	BUUK	KM
Sarah Brown	BUUK	SB
Anusha Patel	Corona Energy	AP
Lee Greenwood	Centrica	LG
Michelle Brown	Energy Assets	MB
Simon Sheppard	Equinor	SS
Gareth Powell	NPower	GP
Paul Senior	Utilita	PS
Daniel Kearney	Utilita	DK
Tom Stuart	Wales & West Utilities	TS
Elena Dranceanu	UKN	EB

Xoserve/Correla Attendees

Paul Orsler (Chair)	PO
Loraine O'Shaughnessy	LO
James Barlow (XRN5784 & XRN5720)	JB
Rajiv Patel (XRN5615)	RP
Benjamin Snell	BS

Slides available [here](#).

1. General Meeting Administration

1a. Welcome and Introduction

Paul Orsler (PO) welcomed everyone to the meeting and informed all 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 attendees of the agenda items and provided a slide with a QR Code. PO explained, that this has been put together via a Smartsheet App to record participants attending the meeting and to assist CDSP in understanding which parties are attending from different constituents and which changes are relevant. PO requested if attendees could scan the QR code on the screen and input the details. This will be available at each future DSG meeting for attendees to update.

1b. Previous DSG Meeting Minutes and Action Updates

PO approved minutes from last meeting, no updates received and reviewed each of the open actions from slide 3 of the presentation as follows:

Action 24/0108 – XRN5616 CSEP Annual Quantity Capacity Management - to review solution options and scenarios of sites impacted.

Update: PO advised that Xoserve have continued to develop and assess alternative solutions and further develop the change. Discussions have taken place with the DNs and Xoserve are in a position to baseline the functionality of this change and agree the design before we take forward to delivery. PO confirmed that a Detailed Design Change Pack (DDCP) will be delivered mid-July and will include additional information that this change has addressed this action, it will incorporate the likely volumes that this change will benefit, PO advised that a discussion will take place with the DNs and IGTs to put this together before we submit the DDCP. **C/F to July to provide outcome.**

Action: 24/0110 – XRN5732 Inclusion of IGT MPRNs into specified existing DSC processes. Kirsty Dudley requested clarification on assessing how CDSP know, that there is no misalignment of portfolio to ensure all meter points are captured before getting onto deep design.

Update: PO advised that this is a change Xoserve have been developing to ensure that IGT MPRNs are included in the Gas Safety Regulation process. Xoserve have confirmed that this functionality is available and is primarily a case of ensuring IGTs have the information available and training to take this forward. **C/F.**

Action: 24/0111 – XRN5200 Shipper Pack Transition to Data Discovery Platform – KD requested an action on providing an update on when this will be planned in.

Update: PO confirmed that this is in relation to the DDP supporting packs to move the final items over from legacy reporting and advised that the forthcoming DDP Sprint 2 which is included in this year's business plan, will include AQ dashboards into DDP. After this, a

final exercise will be carried out towards mid to end of this year to assess which other items are outstanding that can then be looked to migrate into DDP. Once this is completed, we will be able to close this action non XRN5200 **CF until we close XRN 5200.**

No questions raised.

2. Changes in Change Development

2a New Change Proposals – Initial Overview of the Change

PO introduced two new Change Proposals (CP) that were discussed at the June Change Management Committee (ChMC). Details as follows: -

2a.i. XRN5793 Platform to support Performance Assurance Committee (PAC)

PO explained that this Regulatory Change Proposal under the UNC was approved into development at the ChMC in June to secure the funding for the CDSP to procure the Performance Assurance Committee (PAC) for this financial year.

PO confirmed that whilst this CP has been raised it is not a technical change, however Xoserve are looking to procure a platform and integrate this into any current process, so little impact on DSC parties that receive their PAC reporting. This will be presented back to ChMC in July on confirmation of funding.

2a.ii. XRN5778 November 2024 Release

PO advised that this Change Proposal is the Parent XRN for November 24 Major Release which impacts Shippers, DNs and IGTs, the approved Changes for this release are as follows: -

- XRN 5585 Flow Weighted Average Calorific Value – Phase 2 Service Improvements (FWACV2)
- XRN 5720 Gateway Delivery for RPC backing data (IGT173)

PO advised that there is also a further change XRN5615 – **Establishing/Amending a Gas Vacant Site Process (Modification 0819)**, which is currently in the design phase and a Detailed Design Change Pack (DDCP) will be issued in July's Change Packs and Xoserve, will look to include this in the November 24 Major release. PO advised that details to the Parent XRN page and associated CP's can be found from this [link](#) from Xoserve's website, and also on the presentation page from slide 8. PO also confirmed that funding has been

secured for this change and we do also anticipate that funding for this additional CP will also be formally included in the scope and secured in August.

2b. Change Proposals Initial View Representations

None for this meeting.

2c. Undergoing Solution Options Impact Assessment Review

2.c.i. XRN5784 - Modification 0862: Amendments to the current Unidentified Gas Reconciliation Period arrangements

PO provided a background to this CP which has been raised to amend the UIG reconciliation period from a smear over the previous 12 months to apportionment to the month/s that the energy originated from.

PO welcomed James Barlow (JB) to discuss and provide a summary on the business requirements as detailed on the attached excel spreadsheet on the presentation slide where full details can be found to review.

JB explained, that this CP, is to review how the UIG gas is reconciled, to charge in the month it occurred so that it is more accurate and feeds through to customers appropriately. As an example, from a start reading received for September 2022 up to January 2024 when the next read was dated rather than smearing across a rolling period 12 month period.

JB summarised the business requirements which have been collated to meet the obligations set out in the Modification business rules from slide 13. JB called out a few areas advising that the 'EPIC Business Rule' which is the fundamental requirement so if the read was on 30th September, it would be looking at the month as a whole and not just on that day. JB advised that UIG will go back to Line in the sand period and appropriate rating values will be used.

JB summarised the following:

CR2.1 there will be a slight change to this requirement from that published in the presentation as it is vague so this will be updated. Xoserve are going through a loop with the supplier. There are a couple of offline tools used for larger sites or unique scenarios so this will be changed to ensure we are consistent across the board.

CR4.0, JB highlighted that if parties have been close to the ROM, that this change will go live immediately, so there will be no period of transition or running two methodologies at the same time. Therefore, as soon as implementation date occurs, Xoserve will use the new methodology for UIG calculation.

CR5.0 covers off any reporting changes. Xoserve have discussed with Supplier and we like to put this in and as changes develop, reporting will be impact assessed to ensure any impacted reports are amended as required.

CR6.0, This is less applicable, but when code is open, if any data values are configurable that may have been hard coded or could be made configurable to make the change easier, this will improve the flexibility as we go along. Exceptions process handling, these are standard with the support teams, Xoserve are working with support teams, no change but to ensure support team are signing on to it, to give us internal flexibility on how a process is being used, technical debt, can we report back to Change Managers to show how this is being utilised to show value of change and benefits.

CR9.0, covers the embedded process that these queries if they go down a specific route, and finally to ensure that regression testing is covered under CR10.0.

PO advised that we are comfortable that the business requirements align with the business rules and the principles of the modification that has been in development for a number of months, but would welcome any customer views on drawing this out, before looking at functional/non-functional rules. In terms of formatting there is no change, but more about the calculation and if there is anything odd or you do not understand any of these, please reach out to Xoserve to discuss.

JB confirmed that it is with the discussions that have taken place already at workgroups, that draws out these requirements and reiterated the importance of reaching out to Xoserve at this stage, so support can be provided and we can answer any questions.

PO asked if any shippers as the main impacted party to this change had any immediate questions that come to mind. Lee Greenwood, (LG) advised, no further comments to add.

JB explained that in the next steps, Xoserve are not expecting a solution pack on this so it will be a merged Design Change pack in September/October time to validate our understanding and potential costs to deliver the modification rules which are of minimum impact from a shipper perspective but more about how Xoserve calculate and distribute the charges once the Modification is approved.

3. Changes in Detailed Design

3a Design Considerations

PO advised that the first one for discussion is XRN5720, a DDCP was issued in the May 2024 Change Packs and approved at ChMC on 12th June, today we will be discussing the testing approach today. The second one is XRN5615, we will be discussing this to look at the Detailed Design Pack that will be issued in the July Change packs for approval at the July ChMC. Further details below:

3a.i. XRN5720 - Gateway delivery for RPC backing data (IGT173)

PO provided a background to this Change pack which is to create a uniform streamlined process across all IGTs and Shippers which will utilise a secure gateway to cascade Relative Price Control (RPC) backlog data files from IGTs to Shippers, utilising UK Link Network Information Exchange (IX) and the Enhanced File Transfer (EFT). The content of today will review the testing approach.

JB explained that CDSP, will be a post-box service and do not look at the files but simply transfer the files. The only update made is to the file name on who the files have come from to ensure the identifiers are correct.

JB wanted to call out in line with industry that release for this change is 8th November for production, this means that the invoicing process would have finished for the October billing period and therefore the first use will be end of November into December for the November billing period.

JB summarised the test approach from slide 18 ahead of go live, advising that this will not be controlled or supervised by CDSP, but the interface will be ready and available for customers to use in October. The final dates will be provided through the design and build phase, which is approximately 2 week of October for approximately 3 weeks, but this will be confirmed nearer the time. There is some risk margin available which has been approved in the BER and support from the CDSP can be called upon should it be required.

JB advised any IGTs, or Shippers who want to get involved in the testing, Kirsty Dudley from EON she has been putting together a straw man test plan. So, if you wish to discuss this Kirsty can be contacted directly, it will also be discussed at the IGT workgroups.

PO asked if anyone had any questions on the points JB has covered.

LG wanted clarification on how the testing phase will be completed, is it in the same way as it would when Go-live takes place, so looks as it would before Go-live. JB confirmed that the set up would be as live with the exception that rather than PN within the filename it will be TN which denotes it as a Testing file and not production. CDSP will then make it available for the test phase and will work on the configuration to go live into production on the 8th November. LG asked to confirm if it will be a test to ensure it goes through the IX correctly and JB confirmed this to be correct. PO advised that the principles Kirsty is creating, is to ensure that IGT constructs the file correctly, CDSP delivers the file and the recipient receives it, knowing who the party is that sent it to them. CDSP send to the party, but CDSP does not open or validate the file so effectively the CDSP are a delivery service for this file and this test is to ensure connectivity is in place.

PO advised that the CDSP have received feedback from some IGTs that some will run the old and new processes in parallel, this may be a soft landing but is at the IGTs discretion.

PO clarified that the process concerned is for the delivery of backing data only and not invoice data and payment terms remain the same.

The testing window, as JB confirmed, will be during October '24 and it will be brought back to this group for further updates as part of the November release and levels of engagement to support implementation.

PO asked if any further questions. No further questions raised.

3 a.ii. XRN5615 – Establishing / Amending a Gas Vacant Site Process

PO welcomed this change to deliver Modification 0819 [Establishing/Amending a Gas Vacant Site Process | Joint office of Gas Transporters \(gasgovernance.co.uk\)](#) which has been approved by Ofgem. PO explained that at DSG next month, CDSP will share more of the Design element.

Rajiv Patel (RP) introduced himself as the business analyst to support this process. RP provided background to this change in relation to the Modification which aims to provide a process that allows Shippers to warrant certain sites as being vacant and thereby attracting certain reliefs from charges and performance obligations.

RP explained that this new, to be process will enable shippers to be able to warrant and put sites into vacant site status for cessation from certain charges and meter obligations. RP walked through the High-level Logical Process Map from slides 22 and 23 and explained the design considerations for impacted parties which is a logical view of the 'to be' process at a high level. RP summarised that the main parties in this change as detailed are; Shippers, CDSP, IGTs, GTs and National Gas, this will be in the guise of Gemini interaction.

RP explained the process from left to right advising that this will allow Shippers to send in requests to CDSP to put sites into the Vacant site process of which there are several validations required as set out in the modification. CDSP will notify the shipper when site enters vacancy. CDSP will provide cessation of meter read obligation the process, will cease commodity charges. Shippers can submit a request to minimise the Capacity charge after 12 months the site has been vacant, the high-level process provides more information on this.

RP noted that the CDSP waits until there is an event trigger which the CDSP will monitor. The third part of the process is how this site exits vacant status.

RP provided a summary of slide 23, the physical view and how the process lands on supporting systems. The Shipper will send a request to notify CDSP via the CMS platform. RP confirmed that the HLSO on this Change Proposal, had a number of options, and CMS was the chosen solution by industry. The shipper will raise a CMS contact in accordance

with Modification defined validations. UK Link, will send a message via CMS to confirm site has entered vacant site process.

The second part of the process Part 1.02 of the High-Level process, RP explained that UK Link, is the main engine for all computations about relaxing and handling AQ changes, Capacity and Commodity and issuing any necessary response files back out to customers. RP explained that after 12 months shippers can reduce capacity, so new reason codes will be created to set the AQ to 1 for that site. When exiting site from vacant site status, the Shipper will be notified that they have received relief and will be asked to use the new AQ to bring it back to the appropriate level to resume capacity charging.

RP called out that process exit event, will happen in the real world, for example, if a valid meter reading has come in, this would start the process of removing the site from vacancy as per the Modification.

In terms of what industry expect to see, CMS will be used to notify shippers. The green box on Slide 23, shows DDP will provide a set of new reports.

RP explained that there are some boxes on the slide relating to Gemini, and from a vacant site point of view, one of the things that CDSP will have to do, is to send a message to Gemini to ensure that no gas is allocated to the vacant site/s for Daily gas allocations, if there are large numbers going into vacancy, this is respected in the process. When resuming allocations, Gemini would resume when site/s have exited from vacancy and therefore would be resuming Daily gas allocations.

PO advised that the technical solutions being changed/introduced is to create the end-to-end process and asked if anyone had questions at this stage. No questions raised.

RP wanted to call out some sites to be excluded from this process as detailed on slide 24, advising that LPG sites will not be included as the Modification states that a site must be connected to a network, so as LPG are not connected, therefore cannot benefit.

Also, Prime and Subs, whilst not prescribed in the modification, but due to the complexity and low number of sites in this category, the design excludes Primes and Subs. RP explained that, if a sub generated a vacancy exit that Primes and Subs are not always with the same shipper, so this is very complex, so this has been placed out of scope of the requirements. Noting bullet point 4 on slide 24, and hoped that this is not too controversial based on the low numbers involved following reviewing the complexity of this.

RP explained a new Contact type of 'VAC' will be created which will encompass a new file format change Bulk Contact Logging (BCL) upload, with the ability to bulk upload into the process, there will be validations and rejections, singularly or bulk. CMS will request, return, or reject files and notify when an AQ correction is required as part of vacancy exit.

Notification via CMS will notify where an AQ correction is to increase or decrease AQ.

LG asked a question about the wording on slide 25 and wanted clarification on the wording on bullet point 4 of slide 'CMS will notify if/when an AQ correction is required as part of Vacancy exit' which suggest this to look mandatory for Shippers, but is not, as it is up to the customer. RP agreed and PO advised that this will be updated in the Design Pack when issued in July that this is changed and clearer.

Action 06/0113: CDSP to ensure the Detailed Design Change Pack is updated to reflect the above change to bullet point, *CMS will notify if/when an AQ correction is **required** as part of Vacancy exit* to something clearer, as not a mandatory requirement.

RP went on to explain the UK Link process and how cessation of commodity, Meter Read Performance obligations and Capacity Charges are relieved. From slide 26 and 27 and how UK will be constantly monitoring the vacancy exit triggers.

RP explained the new UK Link allowable values reason codes, on existing files slide 28, AQI, AQR and NRL. ASP whilst noted on the slide, it is envisaged that there will be no changes so this will be updated in the DDCP and discussed at next DSG as it is not expected at this point. Please review Change pack when issued for further information.

Kundai Matiringe (KM) asked a question, on the must-read bit when it is in vacancy, that will relieve the must-read obligations is that correct, RP confirmed to be correct, and UK Link is continuously monitoring is the expectation going to be that someone will be taken a read to ensure that it is still exit.

JB explained the obligation is on the Shipper to continue the attempt to access to the site to what the CDSP will know, so there will be continue effort to get access. However, where they cannot get access to the meter, there is a lot of flows that could come into exit, a read would take it out of vacancy and a rejected read would take it out of vacancy. All this will be included in the DDCP in July. Once the exit process must read process resumes. A read would take it out of vacancy as would a rejected file trigger this. Once out you are back into the Must read but does not impact in flight for example for a must read CDSP would not change this.

KM also asked, if it is only a shipper that can trigger a vacancy exit, and provided an example, as an IGT, we get customers contact if they want to switch, but we may know is vacant, does the process allow IGT to notify CDSP that the site is vacant. JB said no as it is shipper controlled, if it is a change of shipper/supplier we would do this at the switch event, once confirmed at which the switch happens, there is a number of variants in the process. a change of event job notifications, isolations, class changes etc.

The UK link will continue to monitor for triggers, and act appropriately as described in Slide 27.

Daniel Kearney (DK) asked a question around any sort of trigger would result kicking the site out of vacant, considering our own position, the majority of our portfolio is Class 3 smart meters, so we would be continually kicking out sites that are vacant.

LG advised DK that as this Modification is specifically for class 4 only, under the rules the so not active smart, so non communicating meters, so if Class 3 sites will be discounted under the rules so we would not access those sites. So focused on legacy and non-communicated portfolio, so if you are a majority class 3 you do not need to worry about unless they transfer to class 4 classification. DK was happy with the response and JB advised that the Change Pack will specify and clarify this in the Detailed Design Change Pack issued in July.

RP advised that existing UK files will have new allowable values as detailed on Slide 29 and advised that on the Data Discovery Platform (DDP) there are two reports for Vacant sites and Performance Assurance Committee (PAC) via PAFA and updates to Dashboard reporting where two additional AQ Reason Codes.

Performance trends of usage, historic 12 months historic and how long this has been going on for, what shippers are putting into vacancy and how long, in terms of existing changes, must read view for an example will be causing numbers in the view will be reaching out to community ready for implementation.

PO asked if any questions. No questions on DDP raised.

RP explained what the likely demand/volume of vacant site requests.

RP explained on slides 30 and 31, is asking questions on what likely demand/volume will look like and CDSP are not designing for a large volume, however if you do have information whereby you do need support for bulk migration, please reach out to CDSP. Further information is available on the slide, and it is recommended to review and digest and reach out to uklinkdelivery@xserve.com on any questions.

PO advised that there are two other considerations to consider on slide 30 about what is the Go Live usage intent like and the section B, what is potential regular volumes. Our assumptions are that this is not a large volume as RP advised and we are developing for. However, if you need build migration this should be called out to CDSP. The latest time for submission should be a period of 3 months to provide the warranty.

PO confirmed if you wish to remain discrete on what your portfolio position looks like to support transition so we can meet needs, we can support. Also, if you have indicative values that operationally you are seeing certain volumes today, we can extrapolate this for

Class 4 across the market, so the future solution is shaped correctly going forward. PO asked RP if this will be incorporated in the Design CP going forward.

4. Release/Project Updates

4a. XRN5727 Minor Release 12

PO confirmed that there was one change in Release 12, XRN5727 which was successfully implemented on 10th May. We are just in the post implementation change, this was a CDSP only change and CDSP are now in process of project closedown in the next couple of weeks.

4b XRN5711 June 24 Major Release Update

PO provided a reminder of the two changes that are in scope to be delivered in the June 24 major release:

- XRN 5573b Update to The Priority Consumer Process
- XRN 5675 Implementation of 0836S - Resolution of Missing Messages and Mod 0855, which is the P1 settlement adjustments switching to CSS last year.

Xoserve will communicate at the end of this week, when go live and issue a set of P1 reads to support Modification 0855.

4c. DDP Update

PO walked through slides 38 to 42 Roadmap which has been shared at the ChMC in June by the DDP team. The roadmap spans across Business Plan (BP) 23 ending March 24 and BP24 which starts in April. PO advised that PO advised that Release 1 is progressing well for the delivery of Scope Hydrogen Trials for DNs customers is on track and will be concluded in the next few weeks, and Release 2 Hydrogen Trials/AQ/Shipper Pack is the agreed scope next to take forward. Release 3 and 4 will be looking at new functionality change for November and following Release 5 and 6 we will shape once we know the backlog.

Further information can be found on the slides.

5. Change Pipeline

Change Delivery Plan

PO shared slide 44 which outlines the changes for the period January 24 – March 2025.

PO advised that we have touched on the June Release and how that is progressing, that we have successfully deployed several business processes to support those highlighted on the slide:

- XRN5719 'Provision of consolidated Specific Services Invoice and Supporting Information'.
- XRN5771, Amendments to Demand Side Response (DSR) Arrangements (Modification 0866)
- XRN5732 Inclusion of IGT MPRNs into specified existing DSC Processes
- XRN5695 Revision of Virtual Last Resort User and Contingent Procurement of Supplier Demand Event Triggers (Modification 0854)

We have covered the June Release earlier, and those in November 24. Further details of the XRN's can be found on the website. Minor release scope later in the summer and currently shaping off February 25 Release with those in the change development process.

Change Backlog Details

Delivered Change, provided update on Slide 45 which highlights the target implementation dates and how this is linked to the delivery plan.

Change Delivery Plan

We have discussed today already the scope for the November 24 Major Release, and this is a firm implementation project Release date 8th November. The implementation date for June

Also discussed the February 2025 plan which we discussed which is indicative.

Change Backlog on Hold Details

Key updates have been provided to the ChMC in June, XRN5614, and XRN5616 currently assessing costs of these and bringing the delivery together or separately depending on discussions that develop.

8to agree delivery approach and I have provided update today on XRN5702 which is the replacement of facsimile which is a mod related change. We are continuing to work on

when requirements solutions defined, to forecast delivery on solutions available and agreed by customers.

There are two changes currently on hold XRN5471 and XRN5701 and remain so until industry consultation on the shrinkage modification and CDSP change so lower priority.

Change Pack Plan

PO advised that there were no Change packs issued in June as discussed at ChMC and this has been communicated and updated on our website.

Detailed Design Change pack will be issued for XRN5615 which has been discussed today, and XRN5616b which has been discussed with the DNs.

No questions raised.

6. AOB

PO advised of outages which are detailed on slide 52. The QR Code was shared again for participants to complete which will be a regular input to this meeting so we can provide update to ChMC on constituency attendance and items that you have joined of interest at each meeting.

PO advised that the next meeting is scheduled for Monday 22nd July and welcomed anyone if they had any questions relating to the above meeting minutes, please email uklink@xserve.com