



DSC Delivery Sub Group

Monday 18th December at 10:30am

Microsoft Teams Meeting

Meeting Minutes

| <u>Industry Attendees</u> | | |
|---------------------------|---------------|----------|
| NAME | ORGANISATION | INITIALS |
| Swetta Coopamah | Total | SC |
| Graeme Cunningham | Centrica | GC |
| Kirsty Dudley | EON | KD |
| Jo Hargreaves | Centrica | JH |
| Sally Hardman | SGN | SH |
| Daniel Kearney | Utilita | DK |
| Dominic Kenna | Corona Energy | DKe |
| Mark Powrie | SSE | MP |
| Joanne Rush | SSE | JR |
| Paul Senior | Utilita | PS |
| Tom Stuart | WWU | TS |
| Mondal Bimalkumar | UNK | MB |
| Avsar Alperen | UNK | AA |
| Souvik Ghosh | Total | SG |
| Dean Whiteley | Drax | DW |
| Naomi Fackrell | Shell | NF |
| Edward Allard | Cadent | EA |

| <u>Xoserve/Correlate Attendees</u> | |
|------------------------------------|----|
| Paul Orsler (Chair) | PO |
| James Barlow | JB |
| Loraine O'Shaughnessy | LO |
| Rob Westwood | RW |
| Benjamin Snell | BS |
| Phanitha Chalasani | PC |

Slides available [here](#).

1. General Meeting Administration

1a. Welcome and Introductions

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 and each recording will be deleted once the relevant minutes have been signed off.

PO advised that this meeting is for information and to seek feedback, but not a formal governance group and more of an advisory group. PO went through the Agenda Items briefly, noting that due to the meeting being brought forward a week due to the Christmas holiday, the presentation had been updated since last published with additional slides.

PO advised that Xoserve will be taking the minutes of this meeting today and will publish and make available to customers.

1b. Previous DSG Meeting Minutes and Action Updates

PO advised that no comments had been received on the minutes from the previous Delivery Sub-Group (DSG) meeting held in November, and asked if anyone had any comments or feedback today; no comments were received therefore the minutes were approved.

PO went on to share the Action Log, noting that the only actions outstanding were those that had been raised from the last DSG Meeting in November. PO advised he had reached out to Kirsty Dudley (KD) (EON) offline, who had raised some of the questions relating to XRN5616, and PO advised he would look to provide an update on each of these and address the actions early in the new year.

Also, Joanne Hargreaves (JH) (Centrica) raised a question relating to XRN5629, around the RFA rejections, her organisation had been experiencing some issues, since the implementation of this change in November. PO advised at the last meeting that he would take this away to speak to the Project team to see if there was any sort of correlation between the work delivered in November release and the RFA increases and was pleased to say that there has been a smoothing out of these issues in this space.

PO also noted that there were no new DSC Change Proposals presented to Change Management Committee (ChMc) in December therefore nothing under Section 2a and 2b.

2. Changes in Capture

2a New Change Proposals – Initial Overview of the Change

PO confirmed that there are currently no new DSC Change Proposals presented to Change Committee this month and aligns with that customers are looking for their plans for next year.

2b. Change Proposal Initial View Representations

PO advised that there were no representations to review at the meeting today.

2c. Undergoing Solution Options Impact Assessment Review

PO advised that there two items for discussion which are detailed as follows: -

2c.i XRN 5585 Flow Weighted Average Calorific Value - Phase 2 Service Improvements

PO provided background to this Change Proposal, noting that a meeting was held on the 23rd October following the solutions that had been presented in the October 2023 Change Pack. The feedback received confirmed service improvements and further requirements, therefore PO advised that at the request of the DN's, CDSP carried out further assessment following the feedback received, PO addressed DN representatives on the call who confirmed their support. CDSP reassessed the Solution options, and reviewed the requirements and categorised those that were still appropriate, this led to effectively a refined set of options being presented back to the DN's.

PO advised that the DN's were consulted on those refined options and had given CDSP an indication of their preferred option. Further sessions were held with DN's on 15th and 16th November to review these and discuss the associated benefits, costs, and potential ongoing cost savings. The DN's subsequently indicated their preference to progress with Solution Option 1: Process Enhancements, File Format Changes and Automation Requirements.

PO explained that the purpose of bringing this to the DSG meeting today is to highlight that this Change Proposal will be issued today (18th December) in the December 2023 Change Pack before a formal decision from the DN's on their preferred option which as mentioned is, preferred option one from the DN's, and just to give sort of a conclusion of those options that were presented. And the rationale for the discounted other options as follows: -

- Option 2: Process Enhancements and File Format Changes
- Option 3: Process Enhancements and Automation Requirements
- Option 4: Process Enhancements Only

PO explained that all four solution options included as detailed on Slide 10 as follows: -

- Reduce the frequency/volume of CDSP email notifications issued to DN's.
- Rationalise process/data flow interactions by amalgamating datasets e.g., combined 'Loss of Record' notifications.
- Route information to the relevant DN's' operational contacts.

- Assess additional opportunities to improve the efficiency/effectiveness of the FWACV Service.
- Site reconfiguration.

PO confirmed that the Solution Change Pack will be issued by midday today in the December Change Pack 2023.

PO asked if Sally Hardman (SH) or Tom Stuart (TS) wanted to elaborate or build on from the discussion, SH advised that this aligns with what she was expecting, and TS asked that the only question he had was what the closing date for the consultation was and if the timeline would be extended due to people being on holiday.

PO advised that as we will not be counting in the bank holidays, he believed this to be 3rd or 4th January but would clarify.

Post Meeting Update: It was agreed with ChMC that there would be a reduced (9 working day period for December Change Pack Consultation which was supported by customers on the basis that there was nothing contentious or customer impacting being issued in the December Change Pack, so the risk of limited responses would not pose a threat to associated changes.

2c.ii XRN5615 - MOD 0819 Establishing/Amending a Gas Vacant Site Process

JB provided background to the Change Proposal advising that XRN5615, it is to bring it in line with the Electricity processes wherever a vacant site process exists and to reduce or remove those commodity and performance and capacity obligations and charges where a site can be proven to be vacant.

JB advised that there is a Vacant Site guidance document currently being produced and that will have specific criteria that will have to be met and warranted by the shipper to show that a site can be entered into the vacant site process and that there are, a specific set of rules that would trigger a site to have a vacant status, which CDSP, would be looking to apply against validation against the entry criteria where possible noting that not all entry capacity can be validated by the CDSP. The requirements will also explain how to trigger the exit criteria and inform parties to manage this with all parties and manage that in line with the modification rules and the guidance document.

JB explained the purpose of bringing this to the DSG today, in that it is to provide a quick run through of the customer requirements contained in the slide deck. Based on the modification and legal text and the business rules which will be used to drive the HLSO process, which is currently ongoing and DSG, should see progress on that in the new year.

JB went through a high-level review of the Customer requirements on Slide 14 of the Presentation document which defines the Customer Requirements that have been drafted, to deliver the objectives of the modification and welcomed any feedback or clarification.

JB highlighted the Epic requirement and all related requirements that had been captured against the change proposal as detailed on the slides presented and welcomed any feedback from customers.

JB following the review, asked if anyone had any questions at this stage, no questions were raised. JB went on to explain that this will be in the Solution Change Pack when this is issued (Target February 2024) and confirmed that the business is looking at lower-level requirements to produce the solution details.

PO thanked JB and explained that as this is an overview of the 40+ customer requirements, at confirmed that this demonstrates the level of detail we have captured to ensure we meet the acceptance criteria and allows us to evidence that we are meeting the requirements set out in the Modification, and those the CDSP will look to deliver and activities that CDSP will be asked to provide to enable the end to end process operates correctly.

3. Changes in Detailed Design

PO advised there are two changes which will be discussed and issued in the December Change Pack for Design later today.

These are detailed in 3a.i and 3a ii.below, noting that there is a preamble due to the size and nature, calls out that both changes are simple in the level of complexity and when the requirements were assessed the associated effects and capabilities is already within the S&O estate we looked to progress these straight through to detailed design and do not anticipate any DSC funding requirements and we look to get this through as a standalone in the new year.

3a. Design Considerations

3a.i XRN5665 - Default New Connection AQ values - Annual Review

PO explained that historically, the default AQ that has been applied to GT connection AQ's and new connections, remained static, around 23,000 kwh and during conversations with Shippers and DNs it was confirmed that potentially a new default value should be assessed and applied and, in those circumstances, where the specific site AQ was not established in the process.

PO advised that CDSP supported the DNs in an analysis exercise, and constructed some data sets, which were shared with the DNs that then allowed the DNs to reassess and publish a new appropriate default value that would be applied for a new connection site.

On the back of this, CDSP were asked to support an annual process and reassess the data sets last year look to formally construct a service each year. PO advised for the avoidance of doubt, the CDSP will not be calculating the default domestic new connection but merely providing the DNs with the appropriate value that they require as it will remain the responsibility of the DNs as to whether, the current, default values on their networks will prevail.

The details have been shared with the DNs and aligned with request from last year. PO explained that this is to give some transparency to DN customers, and some information on the parameters and what they will be so if we are asked to increase scope of sites to be reassessed, we can increase the data set sets today.

PO explained that the next steps:

- Change Pack will be issued today for consultation.
- DNs will vote on the outcome of the Detailed Design Change Pack at the Change Management committee in January 2024. Upon approval, CDSP will implement and generate the first report.

Going forward, PO advised that CDSP will provide an initial analysis of actual domestic AW usage against the current default new connection AW values as of 1st January 2023 for new sites and beyond 1st January 2022 for older sites) this will be in time for the DNs to review and if necessary, update the values effective from 1st April 2024. Noting that for any updates to occur from 1st April 2024, the DNs will receive the initial analysis from the CDSP in January 24.

PO asked if anyone had any questions from a DN perspective, SH had no questions at this time but advised she will review the Change Pack once received and will come back with any questions, JH also said she would feedback and will forward to other stakeholders just to set the scene, including Oorlagh Chapman (ChMC representative for Centrica).

PO advised that if you think there is an opportunity to see if there are any different items that are required to feed this in. JH also said that also vice versa, if they are asking for stuff that we do we feel is not appropriate, PO thanked JH and SH for their comments. No other questions raised.

3a.ii. XRN5690 - Creating a loadable Billing Calendar File for DSC Customers

PO advised that this Change Proposal is a 'Value add' change that we are progressing, we are anticipating looking to stand up soon to support the needs of customers requirements. Currently the file is in PDF and Excel document is shared and validated by the DNs for invoices issued on their behalf and an icalendar, we used to print these off and would have a calendar on our desks if in invoicing teams as we are trying to progress this and to

improve operationally to allow customers who would prefer a format that they can digest in the own organisation. To include CSV file, for invoice types, non-business days and all information that would be ordinarily included in the published PDF calendar.

PO outline the detailed design from slide 24, advising that the Sample file has been included in the Change Pack issued today which can be found [here](#).

PO advised that CDSP will be seeking approval from Shippers, DNs and NGT who will vote the outcome of the DDCP consultation at ChMC in January 24.

PO confirmed this change is being progressed with the relevant business teams to see if it is feasible to publish ahead of approval. If this is not the case, it is confirmed that CDSP will publish the .CSV file following approval in January 24.

Any questions. Kirsty Dudley (KD) thanked PO for progressing this change on their behalf and advised that this would be available for the January upload and confirmed that this year's calendar ran over to January anyway and will be able to make use of this from a systemised point of view.

3b. Requirements Clarification

None for this meeting

4. Major Release Update

4a. XRN 5629 November 2023 Major Release

PO confirmed that Minor Release 11 which was implemented on 4th November, that Post Implementation Support concluded on 1st December 2023. The information confirmed at the Change Management that we have had 12 successful Shipper users who have been able to sort of adopt the functionality for XRN 5482 which is the replacement of reads associated with a meter asset, technical detail change, so hopefully started to see the uptake of that capability and take the pain from those processes that previously existed for those processes.

PO also advised that we successfully delivered XRN 5186 Mod 0701 – Aligning Capacity booking under the UNC and arrangements set out in relevant NEXAs, PO asked if anyone has any particular questions or interest on that change and would like to understand a bit more about what it now affords to Shipper customers, he would welcome your input and we can look to line up the right conversations for you to look to adopt that solution.

JH wanted to thank PO on the back of last month's action that she had been in discussion and had a great session with CMS and that went really well, and they answered all questions and upskill and training. PO thanked JH for this feedback.

4b. XRN 5682 February 24 Major Release

PO advised that there are currently no risks for the February 24 Release on 24th February and confirmed that it is currently on Track for delivery we are currently in integration testing which will complete on 29/12 and then move into User Acceptance Testing this week. PO advised that there are 3 changes in Scope for delivery. PO outlined principles from slide 32, information on the outage notification and scope of release and looking to deliver code changes without impacting normal traffic that we would have in this implementation window, so not expecting any delays or any files that need to be earlier than normal close out times. So will close channels and deploy code between 5 – 7am on the 24th and code will be able to use as soon as customers decide to do this.

PO reiterated these changes to be: -

- XRN 5604 (Mod 811) Shipper Agreed Read (SAR) Exceptions Process
- XRN5605 Amendments to the must-read process IGT159
- XRFN5607 Update to the AQ Correction Processes (Modification 0816S)

PO went on to provide a summary of the key principles and schedule as follows: -

- Project plan for each activity for both Implementation Dress Rehearsal (IDR) and Implementation will be defined and agreed by all parties involved.
- All external customers and internal business training and awareness sessions will have been completed prior to implementation (see Further Communications slide)
- All critical activities will be completed prior to implementation date (24th Feb 2024), communication will be provided (as per Further Communications slide)
- External customers will not need to make any changes to their systems as a result of XRN5682.
- Standard maintenance window will be utilised for code deployments (from 5am - 7am)

All CMS changes related to XRN5604/5605 will be deployed in line with the UK Link changes on 24th Feb (from 6am – 8am)

PO advised that we would be looking to send an email communication to confirm of planned implementation will be issued on 23rd February 2024 and 24th an email will be

issued if the implementation has been successful or not and will be looking at setting up some training sessions.

PO advised that if any queries on the changes being delivered as part of February 24 Release, to contact UKLinkDelivery@xoserve.com.

4c. June 24 Major Release

PO confirmed that XRN 5573B Update to the Priority Consumer Process (as designated by the Secretary of State for Business, Energy, and Industrial Strategy (BEIS) was approved on 8th November for inclusion into June Release. Looking to release in January and deliver change in June.

We were also asked to look at the following two change proposals to bring into June as it was a light release. We originally looked at bringing XRN 5585 Flow weighted Average Calorific Value – Phase 2 Service improvements which is subject to approval of solution option and subject to the DNs decision on whether they are happy with Proposed implementation dates and timescales to make that viable so will look to take these conversations forward in the new year.

Also identified XRN 5614 Improving IGT SMP New Connection Process to support accurate and timely Supplier Registrations, potentially as a viable candidate for June, same principle but would need support from Shippers and IGT customers to see if this can be accommodated in a June Release, what we have said with that change that we will look to complete the design phase for that change and present some information back to the ChMC in March so currently we are not proceeding with delivery of that change at this stage, we are progressing through design and fully understanding the getting firm costs for the delivery of the change and seek a decision from ChMC as to whether we look at either bringing that back into the scope of June or move it into November release, or not proceed with the change at all.

The scope of June is only the one that has been approved as 55573b and the other two are yet to be confirmed and this is expected to make decision in March further details can be found on Slid 43 and 44 on the timeline of design activities and decisions of these changes should they be made.

5a. Change Pipeline

PO explained where we stand XRN5567 which is the resend functionality or CSS was successfully implemented in early December and now in Post Implementation Support phase. We also talked today about XRN 5665 and XRN5690 and will be looking to deliver those changes in the new year subject to approval of ChMC. We also have placeholders for one or two indicative changes on slide 47.

PO advised that we have an action from the last DSG meeting on how we can provide greater transparency on not just the estimated costs but the actual costs and have this captured and looking at putting information in a tool in a Self Service manner and will look to engage with the party to test the logic to ensure and use as a Stakeholder so we know we develop in the correct way.

PO went through slide 47 and 48. Quite a significant amount of change and now looking to see what the scope of June could look like, and November will look like, PO explained the backlog and hope some of those will be agreed with parties in the next 18 months.

Changes on hold XRN5701 will remain on hold, XRN5471 expecting these being on hold into 2024 as expecting to leave on hold. Good piece of work in terms of a significant amount that have moved from the Change backlog.

6. AOB

PO asked if anyone had any AOB they wish to discuss.

KD asked when the submission date for January is new Change Proposals. PO asked if there was anything outstanding. KD advised she has an IGT mod going to panel on Friday and hoping to get into Januarys Change Pack and will look to draft this week. PO will confirm directly with KD offline.

This was the end of DSC Delivery Subgroup meeting. Next Meeting will be on Monday 22nd January. JH also advised that the Change Packs had just been issued.

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