DSC Delivery Sub Group

15th April 2019 at 10:30am
G.01, Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

Meeting Minutes

Industry Attendees		
Elly Laurence	EDF Energy	EL
James Barlow	Npower	JB
Swetta Coopamah	British Gas	SC
Mark Jones	SSE	MJ
Patricia Parker	Utiligroup	PP
Claire Louise Roberts	Scottish Power	CR

Xoserve Attendees	
Linda Whitcroft (Chair)	LW
Rachel Taggart	RT
Chan Singh	CS
Tom Lineham	TL
Matt Rider	MR
Tara Ross	TR
Bali Bahia	BB
Richard Hadfield	RH
Richard Johnson	RJ
Jason McLeod	JM
Simon Harris	SH

1. Welcome and Introductions

Linda Whitcroft (LW) 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. LW informed the attendees of the following agenda:

Link to DSG Presentation Pack

2. Meeting's Minutes – 1st April 2019

LW asked for feedback on the minutes for the previous Delivery Sub-Group (DSG) occurrence; no comments were received. The minutes were approved.

3. Defects Summary

LW advised that defect dashboard has been added for DSG members to view. If there is any defect issues that members want to discuss, please email uklink@xoserve.com

James Barlow (JB) advised that he has had to raise a lot of defects, to which there are 2 outstanding. JB confirmed that the AQ defects had slowed the process down, however they are being managed.

4. Portfolio Delivery

4a. Portfolio Delivery Overview POAP

LW advised that The POAP has been added for DSG members to view as there is no change.

4b. Retail and Network Delivery Overview

Richard Hadfield (RH) stated that there are only a couple of small changes and this has been highlighted at the bottom of slides 18 & 19. RH stated that currently planning Retro and June 2020 Release as it is expected that Retro will take up the all of November 2020 Release. RH is currently looking to get unallocated changes scoped and planned into a Release. DSG to inform if any specific changes need to be pushed back or forward as soon as possible to get to get assured before Retro. Swetta Coopamah (SC) asked if changes on the change index slide could be colour coded.

Elly Laurence (EL) asked about the smaller changes that come from CSS change and how they can be identified. RH stated that there are 3 smaller ones that are being worked on and one (XRN4780 – MAP ID change) is to be included in Minor Release Drop 4 (MiR4). Portfolio Governance Team are looking at the naming convention to highlight CSS changes.

Action: Highlight CSS changes so DSG can identify them easily.

Action: Colour code changes on the change index slides.

4c. Data Delivery Overview

LW stated that the Data delivery overview covers UIG, Shipper pack and Parr reporting with timelines. The implementation time is over a 2 month period so it can be fluid depending on what changes come into the Data team and their priority. Slide 22 is Data changes currently going through capture, their priority with the customer benefit.

5. Major Release Update

5a. Release 3

Change Completion Report approved at ChMC on 10/04/19

5b. Minor Release Drop 3

Change Completion Report approved at ChMC on 10/04/19

5c. June 2019

Tara Ross (TS) stated that the system testing is nearly complete and then it will be handed over to operational user acceptance team; no issues have been raised. BER was approved at ChMC meeting. As previously reported, highlighted risk is due to the environment and resources which are being monitored and managed.

The presentation has been updated (on the website to include the 3 extra slides that should have been presented with the implementation timeline.

5d. September 2019 – EUC

Matt Rider stated currently half way through first stage testing and will then go onto user testing. ChMC approved Implementation dates; Part A on 03/08 to make new EUC bands allowable in ISU and Part B on 31/08 (with a contingency date of 07/09 if required) to implement all code changes.   As previously reported, highlighted risk is due to the environment and resources which are being monitored and managed.

Action: Look at AML defects in regards to EUC Release.

5e. November 2019

Tom Lineham stated that November 19 is on schedule. ChMC approved BER and no Market Trials will take place for this release. A Test Summary report will be issued to DSG/ChMC following completion of all Internal Testing. As previously reported, TL highlighted risk is due to the environment and resources which are being monitored and managed. Change Pack went out on Friday 12th April.

5f. Minor Release Drop 4

Bali Bahia (BB) stated that there are 3 changes in MiR 4. Design workshops are being held for XRN4927 – Minor Release Drop 4. Currently on track to budget and as with the other changes risks to environment and resources which are being monitored and managed. RH advised EL that the Implementation is proposed for 27/07/19.

Action: Update overall R&N slides to add implementation dates for MiR 4 and June 20.

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

6a. XRN4888 - Removing duplicate address validation for IGT Meter Supply points.

Change went out in March for Initial review and ChMC approved for DSG. EL would like to discuss Reps and ChMC decision in more detail.

Action: Add to next DSG for score ratification and Reps discussion.

6b. XRN4894 Shipperless and Unregistered Pre-Payment Supply Points Reconciliation.

Removed due to change gone out for Initial Review following ChMC.

6c. XRN4914 MOD 0651- Retrospective Data Update Provisions

Richard Johnson (RJ) presented the change stating the CP was raised from MOD 65. Retro is an industry wide asset data cleansing initiative. No action was needed from DSG today, and Paul Orsler will be collating more information at future meetings. SC stated that she has several questions that she will email in, and also asked about timelines on the data cleanse. LW informed SC that we will have realistic timelines once the requirements have been gathered and will bring solution options to DSG taking into account the MOD specifics.

7. Change Proposal Initial View Representations

None for this meeting

8. Undergoing Solution Options Impact Assessment Review

None for this meeting

9. Solution Options Impact Assessment Review Completed

None for this meeting

10. Miscellaneous

10a. Regulator Detail Notifications to Shippers.

RJ stated at the RGMA meeting on 26th March, Meter Asset Managers (MAMs) queried whether they could obtain Regulator Details via RGMA transactions. RJ went through how the process currently works for Regulator Details (slide 45) and why MAMs would like the information. RJ asked for DSG members to come back with a recommendation on if they would benefit from receiving the information and if so how they would like to receive it and who should fund it.

Action: DSG to bring recommendation if Shippers/Suppliers benefit from receiving this detail and transfer of RGMA flows?

10b. XRN4833 Roll Out of Business Intelligence and Data Discovery Capability

Jason McLeod (JM) updated DSG on the licence structure.

From a license perspective, each organisation will have a single license which can have multiple associated users. Each user will have an individual username and password, this supports information security standards and will prevent the need to share usernames and passwords. To support User Access Management, recertification reports will be shared with the primary contact to validate all access is still required. Reports will contain details of those users that have not logged on for 30 days, 60 days and 90 days. Anyone not logging in for 90 days will automatically have access disabled by Xoserve.

JM outlined that the current plan is to rollout the capability from 07/05, subject to all internal governance being completed and approved. Further communications will be sent out to customer's w/c 22/04 to provide guidance around the rollout and also links to training material.

The rollout of the Data Discovery capability will be initially limited to WAR bands reporting. We have intentionally limited the rollout to allow us to safeguard the platform by assessing usage and ensure it can handle the increased demand we are placing upon it. It will also allow Xoserve to identify and resolve any issues that may not have been picked up through test cycles. There will be further communications outlining plans for increasing the capability in the coming weeks.

In regards to the questions asked JM has responded below

Q: Is the LSO the same as the primary contact? Will this be different from the DES LSO?
A: For the Data Discovery Platform (DDP) there will be a Primary contact rather than an LSO. This could be the same person as the DES LSO but does not need to be. The responsibility of the Primary Contact is to approve new and amendment access and notify Xoserve when any users leave their organisation.

Q: Will there be a Deputy Primary Contact that can provide approvals in the Primary Contacts absence?
A: Due to the limited initial rollout for 3 users across each organisation we have only requested a Primary Contact. As we increase the capability and user base, we will be sending out communications to identify deputies.

10c. IX Update

LW advised that the IX update has been added for DSG members to view as there is not much change.

11. Change Management Committee Update

RJ gave an overview of ChMC as detailed in slides 52-58. RJ highlighted concern over a new change, XRN4894 Shipperless and Unregistered Pre-Payment SPs Reconciliationon data protection, regarding GDPR with Siemen's and an action raised for Xoserve to look into this before approval will be sought in May's ChMC meeting. RJ went through the slides. Five new CP's, post initial review, and were approved in April's meeting. ChMC approved the rejection of XRN4686 Smart Metering Report and XRN4691 IGT and GT File Formats (CGI Files) to be added to June 2020 scope. In regards to change documents, there were seven approvals, one deferral and one rejection. As mentioned earlier there was concern raised for BAU changes when Retro and CSS are implemented.

RJ stated that the Change Pack for CSS consequential for High Level Design on BRD's have a 10 working day. EL raised a concern over the timescales on reviewing these as they are all large documents. After the meeting, RJ spoke to the CSS team regarding EL's concerns about the consultation period; RJ and the CSS team concluded that if the consultation period was extended, we may miss approval of the BRDs in May's meeting. To seek approval in June's meeting wouldn't be feasible as the CSS team intend to start the Build stage in June.

LW advised that Sian Jones had a pre-meeting for feedback which was dominated by AML/ASP issues which are on our Radar although not explicitly covered by the DSG meetings. The KVI survey is out and we would like to invite customers to take the time to fill it out. The communication 2279 issued on 15th April also had a spreadsheet attached if you can't access via the link (attached below).

Our latest **KVI Change Management Survey** is due to close on 30th April 2019. If you have not already done so we would like to encourage you to take this opportunity to feed into our Change Management process by giving us your thoughts on both what we are doing well, so we know to continue to do this and what we need to improve on, so that we can take action. **All** feedback is very much appreciated so please take a few minutes to let us know how you feel we are doing

Action: Speak with CSS team and see consultation period for CSS Change Packs can be extended and Pack resent out. (This action is now closed, answer stated above)

12. UIG Update (post ChMC)

LW stated that the slides have been added for information and that the only update is the number of MODS that have been sponsored; as they are developed we will bring to DSG.

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 8 new actions that were raised during this meeting:

Action Log
070519.xlsx

15. AOB

LW confirmed that the Change Proposal form and Change Packs will soon be online, which should make it easier for customers. JB fed back that it is much quicker to access change proposals although you can't search for changes on home page only in the change proposal link.

Action: Identify any improvements to the search function on the website home page to search for Change Proposals.

Simon Harris (SH) answered questions on action ref 19 – 0401. There are no Changes to file formats, the market participant details are to inform CDSP of MAM and MAP information. Currently MAP data provided is ignored and MAM information is store, we are proposing that if we get MAP information and it passes through validation we will load it. First stage is just to get this RGMA functionality turned on (to store the MAP Id). The Industry don't have to send in the data, however it would be useful information if it is available. During PIS we may have to see if Shipper customers can send info in to make sure everything is working as currently the population of MAP Id in RGMA files is rare.

This was the end of April 15th DSC Delivery Sub Group meeting.   Next Meeting: **7th May 2019**

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