DSC Delivery Sub Group

Monday 5th August 2019 at 10:30am
G.01, Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

Meeting Minutes

Industry Attendees		
NAME	**ORGANISATION**	**INITIALS**
Ikram Bashir	npower	IB
Steph Podgorski	Generis	SP
Sally Hardman	SGN	SH
Helen Bevan	ScottishPower	HB
Swetta Coopmah	British Gas	SC

Xoserve Attendees	
Paul Orsler (Chair)	PO
James Rigby	JR
Chan Singh	CS
Richard Hadfield	RH
Jane Goodes	JG
Simon Burton	SB
Tom Lineham	TL
Bali Bahia	BB
Richard Johnson	RJ
James Barlow	JB
Ellie Rogers	ER
Michelle Downes	MD

1. Welcome and Introductions

Paul Orsler (P.O) 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

2. Meeting's Minutes –5th August 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 Summary

PO 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

3a. Issue Management

See agenda item 13b.AOB

4. Portfolio Delivery

4a. Portfolio Delivery Overview POAP

PO advised that due to a number of changes and amendments needing to be made to the Portfolio Overview POAP it has not been possible to update the document in time for the DSG meeting. PO stated it will be ready and updated for ChMC meeting 7th August.

4b. Retail and Network Delivery Overview

Richard Hadfield (RH) presented this agenda item. RH stated that there is not much that has changed since it was presented at last DSG. RH stated that Part A EUC was implemented successfully 03/07/19 and MiR Drop 4 was successfully implemented 27th July and MiR Drop 5 is on track to for September release. Furthermore RH stated that R&N are looking to build up a February 2020 documentation release. Furthermore the plan for MiR Drop 6 is to seek scope approval at ChMC in October. In addition Retro release is on track for November 2020 release. The allocated and unallocated changes can be seen in the slide pack. RH stated that from the unallocated changes there are 4 changes XRN4888, XRN4941, XRN4871 Part B and XRN4850 that are being targeted for June 2020 release. Therefore there are 10 unallocated changes that are still needing to be worked on and allocated into releases.

4c. Data Delivery Overview

PO informed DSG there is no update with the slides from last DSG meeting. See slide pack for detail and overview plan.

5. Major Release Update

5a. June 2019

Simon Burton (SB) presented this agenda item. SB informed DSG that during PIS 1st usage files were monitored and assured by SME's and IS Ops. During that period there was only 1 functional defect identified. SB stated that PIS formal exit was the 26th July. Furthermore SB stated that closedown documentation is in progress, awaiting final supplier invoices to finalise total release costs and present the CCR at the September ChMC for closedown approval.

5b. End User Categories 2019

PO and SB presented this agenda item. PO informed DSG that the overall project RAG status is Green. PO stated that Part A implementation was completed and successful over the weekend on Saturday 3rd August, this was to make new EUC bands allowable in ISU to enable sharing of new EUC bands with the industry via the T67 file. PO stated that PT completed as planned on 12/07 and RT has commenced as planned on the 15/07 and is currently on track to complete by 23/08. In addition PO informed DSG that Part B implementation is on track and scheduled for 31st August 2019. In addition PO outlined that there are issues regarding Pre-production environments and multiple projects running in parallel but highlighted that this should not impact the EUC release and is being managed.

PO further added that the T67 will be issued in late August as per process and the NRL file will be issued at the start of September ahead of the formula year AQ's taking effect.

5c. November 2019

Tom Lineham (TL) presented this agenda item. TL informed DSG that start up, initiation and design phases are complete. Build phase commenced on the 1st July and is on track and completed Friday 2nd August. TL stated that the project is now in progress and on track. In addition to that UAT preparation is in progress. TL added that the Change Proposal issued on 12th July requesting approval to exclude the Meter to Unconverted Index Validation from the report associated to XRN4621 received two responses approving the proposal, with no further comments raised. Furthermore regarding funding, BER for full delivery was approved in April 2019 ChMC and BER for XRN4866 – UIG recommendation was approved at ChMC on 12th June. TL outlined and informed DSG of the project risks.

- Risk: There is a risk that the Nov 19 Release may be impacted by Pre-production environment congestion due to multiple deliveries running in parallel.
- Risk: There is a risk that the implementation of November 19 is delayed as resources required to support the release are moved to support the implementation.
- TL stated those risks and resource issues are show as RAG status amber. Overall the project RAG status is amber.

5d. Minor Release Drop 4

Bali Bahia (BB) presented this agenda item. BB informed DSG that the release was successfully implemented and went live 27/07/19. BB stated that project is currently in PIS which completes 09/07/19. Furthermore first usage has been received for 2 changes successfully and the CDSP is still waiting for first usage from the other changes. BB stated that all costs have tracked to budget and is looking to be taken to ChMC in September with the CCR documentation for approval of formal closedown.

5e. Minor Release Drop 5

Bali Bahia (BB) presented this agenda item. BB stated that there is a two parts to this release, involving the SPA change in one part and Ratchet Drill Down Report in another. BB informed DSG that build on the SPA change has completed and acceptance testing is in progress, with regression testing started on 4th August and is in progress. Furthermore the Ratchet Drill Down Report is at 80% of the build being complete. BB outlined that there are environment risks due to availability and several projects sharing the same environments throughout delivery, test and implementation. BB outlined that sharing Pre-production environments with EUC Release, may impact regression testing.

5f. Retrospective Updates

Paul Orsler (PO) provided and update for this agenda item. PO informed DSG that during procurement, NDA contracts have been issued to 3rd parties. PO stated that the proof of concept has been broken down into 2 stages. Stage 1 being the data mismatch stage whereby the CDSP would like Shippers to provide some data and the CDSP would provide some analysis of that data by comparing it to extracts of UK LINK data. This analysis can be used by the CDSP to minimise and rectify any data discrepancies issues.

PO stated that stage 2 is more analytical and will involve analysis of the mismatches and delving into more detail to find out what business processes are impacted by the mismatched

data. PO stated that these stages will aid in helping the CDSP to work out what an enduring solution might look like. Furthermore PO added that internally sign offs have been achieved around Capture of requirements and SME approval, with further outstanding approval being sought.

PO outlined the risks and issues.

- Issue: The project is behind the original draft plan
- Issue: Data team / security team resources are not allocated to the project; therefore options are being discussed internally.
- Risk: The cost required to deliver the project is greater than project funding (2017 day rates used)
- Risk: Availability of resources (environments/people) may impact the plan for Retro.

PO stated that in regards to project mobilisation, the project team are engaged with other programmes of work for consequential impacts / synergies such as CSSC, AML/ASP and UIG. PO further stated that SI has been agreed for data cleanse / Enduring solution of project. In addition, the engagement approach is yet to be agreed. This will be agreed in the following weeks and issued out. This plan will look to describe all the touchpoints between the CDSP and Xoserve. This plan might include customer awareness sessions and even roadshows for those that are providing support with the Proof of concept. PO asked Sally Hardman (SH) if there are any concerns or if they are happy with how Retro is progressing. SH responded that they are happy but are concerned with the risks regarding the resources being pulled all over onto other projects.

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

6a. XRN4977 – Amendments to DSC Change Management Guidelines

Richard Johnson (RJ) presented this agenda item for score ratification. RJ explained that in July 2019, this change proposal raised to amend some sections of the ChMC guidelines to reflect the current capture process. It was presented to ChMC and ended up being deferred due to it missing information regarding how the CDSP updates and uploads Change proposals on the Xoserve.com website. Essentially this Change is just and update and amendment to the ChMC guidelines. RJ stated that this will be presented at ChMC 07/08/19 for approval. The guidelines will be updated and will go live immediately.

6b. XRN4980 – Change Supply Point Enquiry API to add in extra field and make certain other fields visible

Jane Goodes (JG) presented this agenda item for score ratification. JG stated that this Change was raised by Total Gas and Power. They are asking for some changes to the Supply Point Enquiry API. In particular the EUC field to be made available to anyone that is looking at it, whether they are the meter supplier or not. JG stated that after doing some initial analysis, the fields that are being asked for are predominantly all in the API. Therefore the change involves changing the categorisation of the data more so than adding it. There is one field that is currently not in the API that needs adding from another API. This will move it from portfolio to communal. This will benefit and aid the switching process for any new suppliers to get access to that information. JG stated that bringing this to DSG, gives other Shipper/Suppliers the opportunity to provide suggestion for any other data items that might be

valuable to add to this. PO outlined key points of the appendix and stated that the Prioritisation score for this Change is 28%.

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

9a. XRN4850 – Notification of Customer Contact Details to Transporters

Ellie Rogers (ER) presented this agenda item. ER stated that this change went out for solution review in July's Change Pack and multiple responses were provided by the industry. ER bought this change back to DSG to ask if there are any further questions to raise or flag before going to ChMC 07/08/19 or are they happy to go ahead with what the solution representation that has been provided. James Rigby (JR) asked ER if the intention at ChMC was to obtain approval of solution, ER confirmed this is the case so that they can be approved and scoped into June 2020 Release. ER stated that from the responses received, the preference was for solution option 1 (utilising an existing record). Other representations received requested more detail on how the solution would work. ER stated that this will be provided in the detailed design.

9b. XRN4871 – Modification 0665 – Changes To Ratchet Regime

Ellie Rogers (ER) presented this agenda item. ER stated that this change went out for solution review in July's Change Pack and multiple responses were provided by the industry. ER bought this change back to DSG to ask if there are any further questions to raise before going to ChMC 07/08/19 or are they happy to go ahead with what the solution representation that has been provided. James Rigby (JR) asked ER if the intention at ChMC was to obtain approval of solution, ER confirmed this is the case so that they can be approved and scoped into June 2020 Release. ER stated that the responses provided all supported the change and just wanted more detail around how the change would be implemented. . ER stated that this will be provided in the detailed design.

10. Miscellaneous

NONE FOR THIS MEETING

11. JMDG/MIS Overview

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

12. Action Updates

All DSG actions can be found on the relevant event page on Xoserve.com, including the 1 new action that were raised during this meeting:

13. AOB

13a. MOD 0700 – Enabling large scale utilisation of Class 3

James Barlow (JB) presented this agenda item. JB explained that UNC MOD 0700 looks at changing how the CDSP handles Class 3's, looking at the anticipated increase in demand. JB stated that the slides presented for discussion are regarding changing the limit of Supply Point Amendments (SPC) to increase the availability of Change into Class 3. JB explained that the current daily limit for the SPC is 26,000. There is no limit defined at the moment but that number of 26,000 is looking to be increased. Therefore within UK LINK MANUAL will be changed to state the new limit. From there the CDSP will look to set out how the daily User value is derived. JB stated that anyone exceeding their allowance of SPC's will be rejected back for the exceeding SPC's. JB stated that this will define how excessive volumes will be communicated to Users (subject to design). Furthermore JB outlined it is proposed that Users will provide projected Supply Point Amendments for the following month:

- User allocated volume = (User requested volume / Total requested volume) * **Total Available Volume**

- This will be defined as a daily limit (User allocated volume / no. of processing days)

- May be a need to take account of unused User volume (in subsequent months) to prevent Users constraining capacity…. E.g. User requested volume – previously unused User allocated volume

  - Discussion point ONLY now – as any subsequent use of this will only be after issues identified, therefore adjustment to calculation can be targeted

- Contract Management will be informed of the Total requested and allocated volume values provided [where requested volumes exceed capacity]

JB stated that just to confirm, this applies to any Supply Point adjustment. JB stated the main impact is Class changes from Class 4 to Class 3. JB added there could be other supply point changes and capacity adjustments also. IB asked a question regarding Shippers migration plans being submitted to the CDSP. IB stated that Xoserve should have visibility of those plans, therefore would the CDSP be comfortable sharing what the numbers might look like. PO confirmed that the question being asked is when will the CDSP be sharing the market wide migration plans?

Action: IB asked if/when will the CDSP be sharing the market wide migration plans?

PO also raised the question earlier asked by SH regarding when MOD 0700's implementation date is being set for. SH stated that due to the congestion the CDSP is having with Change, she would like to clarity. JB stated that the approval date is the 28th August and at the moment the options are being worked up on how the Change can be slotted in. SH stated that the Change is needed to go in before the 1st October with approval from MOD panel and the necessary governance. SH added that with the Change congestion, SME and resource issues, will the issues impact the Changes and releases going forward. RH stated that there will be communication at ChMC regarding current investigations around resources and options for delivery of MOD 0700, RH stated that that this all really depends on what is approved at ChMC. RH further added that on the 28th August the solution for this MOD will be

available and help define how it is delivered. RH explained that there is work being conducted around how the SME's and resources are being distributed to enable projects to work better. RH stated that this is work in progress at the moment and there are internal discussions on how this can be managed better going forward. JB also added that the high level plan regarding what will happen to the reads involves focus on non-opening reads and for 1 in 7 to be validated from a weekly batch. PO confirmed that the proposal is to only process one of the 7 weekly submission reads into downstream processes and the other reads will be archived and used for performance reporting. IB added that there were questions in the workshop of which read the CDSP will accept. E.g. 1st read or a random read of the 7 submissions. JB confirmed that, this will be ironed out in the solution.

13b. Capacity & Commodity invoice supporting files

Michele Downes (MD) presented this agenda item. MD stated that in June, during some testing on amendment invoice. There is a field that contains formula year AQ and formula year SOQ. MD explained that the file format is very confusing as it implies that where it is a CSEP site that the formula AQ and formula SOQ is not input but the CSEP Max AQ and SOQ into the file. MD explained that due to them being the same records, they also updated the capacity and commodity invoices. MD stated that they are different as they contain CSEP MAX AQ/SOQ and formula year AQ/SOQ, therefore they should not have updated capacity and commodity. MD outlined that a communication will be sent out and this change will be amended and reversed back to what it was previously. MD stated that it is expected to be reversed for the September invoicing. SH asked MD if this will affect the transportation charges. MD confirmed that it will not as the charges are correct it is only what is populated in the file that needs amending.

Next Meeting: **Date (19th August 2019)**

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