

**DSC Delivery Sub Group**

7th January 2019 at 10:30am

G.02, Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

**Meeting Minutes**

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| Industry Attendees |
| Swetta Coopamah | Centrica | SC |
| Eleanor Laurence | EDF | EL |
| Niall McPherson | First Utility | NM |
| Claire Louise Roberts | Scottish Power | CLR |
| Shane Preston | Utilita Group | SP |
| James Barlow | Npower | JB |
| Samuel Ramplee | Utilita | SR |
| Katy Binch | ESP | KB |

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| Xoserve Attendees |
| Linda Whitcroft (Chair) | LW |
| Simon Harris | SH |
| Peter Hopkins | PH |
| Paul Orsler | PO |
| Rachel Taggart | RT |
| Chan Singh | CS |
| Michele Downes | MD |
| Emma Smith | ES |
| Richard Hadfield | RH |
| Andrew Poolton | AP |

1. Welcome and Introductions

Linda Whitcroft (LW) started the meeting and informed all attendees of the following agenda:



2. Meeting’s Minutes – 03rd December 2018

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

3. AQ Defects

Michele Downes (MD) talked through the AQ defects Spreadsheet. Eight defects were deployed & AQs re-calculated for 1st December 2018, as per the plan. There are 8 defects remaining (2 new defects XRN4676 and Defect 1089) that are on target to be fixed & AQs re-calculated before the 1st April,

XRN4740 has been discussed at previous DSG meeting; the AQs are due to be re-calculated with an effective date of the 1st February 2019. The enduring fix is scheduled for implementation in February

MD advised of a new issue affecting 1,122 meter points. The AQs have been corrected. A communication will be issued within the next few days advising Shippers of the issue, meter points affected and correct AQ values.

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

As previously agreed, slides 6,7,9 & 10 were for information only, due to no change since the last DSG meeting. Richard Hadfield (RH) presented the changes added to slide 8. RH went through the key, added to highlight milestones completed on the R&N Governance slide. RH explained that November 19 BER Milestone shows At Risk due to one change waiting for the HLSO to be agreed before costs can be confirmed costs, so the scope has not yet been fully signed off.

RH explained that the overall POAP is still a working progress. A key for all stages has been added which will be expanded for the next DSG meeting. LW asked if DSG would like the POAP broken down further to Impacted Parties, which was confirmed that this was not needed. Linda also confirmed with EL that this POAP fulfilled her request.

5. Release 3 Update

***5a. Release 3 Dashboard and 5b. XRN4534 (Amendment to RGMA Validation Rules for Meter Asset Installation Date)***

Peter Hopkins (PH) presented the Release 3 Dashboard to DSG (slides 11-13). Release 3 track 1 is out of PIS. There were 5 defects which were all resolved. Formal documentation for closure will be approved internally this week.

Track 2 – Cadent change is on track, Regression testing will complete this week and go live is planned for 1st February.

The main issue is XRN4534 - Amendment to RGMA Validation Rules for Meter Asset Installation Date. Deployment alongside the Cadent deployment was at risk. Additional defects have been found and it is no longer viable to deploy 4534 alongside Cadent. We will inform ChMC on 9th January and seek agreement to go with contingency date of 1st March. Shane Preston wanted to understand what level of risk there remained for it to be completed for 1st March. PH stated that it is progressing OK presently and we are currently over 50% sure that 1st March is viable. The cut off by ChMC is13th February..

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

None for this meeting

7. Change Proposal Initial View Representations

None for this meeting

8. Undergoing Solution Options Impact Assessment Review

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

Emma Smith (ES) went through slides 17-19 with a brief background stating that the current validation checks the AQ has been re-calculated when assessing the AQ correction request, however if the site as previously shipperless/unregistered the request will reject.

ES went through the 3 options and opened up the discussion to DSG members. James Barlow (JB) advised that he would like to take away and discuss at the next meeting, although option 2 seems the viable option. Katy Binch (KB) wanted more information on the process when Shipperless prior to registration. ES advised should be the same for CSAP for supplier only on meter point reads. ES confirmed that the scenario is in scope for IGT’s only on Meter reading 4 when rejecting calc for AQ’s.

Elly Laurence (EL) wanted to understand if there needs to be solution option added for UNC rules. ES stated that the Rule in UNC is taken literally all AQ’s are calculated and what AQ should be and made an assumption on UNC. ES will take away to see if anything needed. Also raised by EL could the validation check be removed altogether rather than limit to shipperless and unregistered for reason code 4

**Action – DSG to come back with feedback/alternate solution options. Preferred solution option to be agreed next meeting**

9. Solution Options Impact Assessment Review Completed

***9a. XRN4753 - CMS - Increase information provided in .QCL Response File***

Paul Orsler (PO) advised we received a couple of comments back in support of Option 1 - Provide support and training to customers to better understand files that are currently provided to them over IX. After discussing with the proposer this option will go to the ChMC on Wednesday 9th. If ChMC approve, then customers will pay for the education and training. There were no comments from DSG members and PO confirmed this change will be taken out of the November 19 release.

10. Defect Dashboard

LW advised that defect dashboard has been added for DSG members to view and going forward, members to bring any specific defects to DSG that they would like to discuss.

11. Miscellaneous

***11a. Defect 1122 – AMR/Report Read on the same day as FINX***

Simon Harris (SH) gave an overview of the defect explaining that the ISU cannot reconcile correctly when there is an AMR installation Read (or Check Read) and an FINX Read as part of an Asset Exchange on the same day. This causes Reconciliation issues as well as an inflated AQ as the system can’t distinguish the hierarchy on which Read to take in the AQ Calculation. The proposed fix for this is to inactivate AMR Read to allow Reconciliation to occur between FINX and the previous cyclic read only. The next Check Read will go back to the OPNX of the Asset Exchange. SH went through the illustrative scenario on slide 32. There are around 1000 historical ones to start. SH answered EL asked if the 1000 are still not fixed and so 2 reads are still present, SH stated that presently there are still 2 reads present until a way forward is agreed and it’s fixed, which would still mean these sites are bill blocked and therefore unable to be considered for Reconciliation forward.

SH asked if DSG had any objections to the proposed solution as we would like to move forward with the proposed ASAP. No objections were raised however a request to cross-reference this defect with the AQ issue

***11b. XRN4665 – Creation of New EUC***

SH stated that this change was in the Change Pak which is due to closeout on 9th January and the below discussions points will go to the ChMC on the 9th January. SH went through slides 33-40 and explained that New EUC profiles will be split based on Market Sector Code & Pre-Payment Meter Type. SH stated that DSG need to ratify the 4 consideration found in Detailed Design to allow the project team to finalise the functional specifications and move forward into build. The 4 discussion points are as follows, 1.EUC Naming Conventions, 2.CSEP Creations/Amendments, 3.Twin Stream and 4.Telemetered.

1. EUC Naming Conventions: SH presented the naming conventions that are being proposed for the new bands, a question was raised asking if these were the same that specified in the Change Proposal, SH stated that no as due to compatibility of naming conventions and the requirement to aggregate up to bands 01 & 02 the B will be retained and included in the naming. SH asked DSG if they had any concerns over the naming conventions, none were raised.

2. CSEP Creation/Amendments: SH went through the proposed rules for CSEP and stated that for creation and amendments the input files will still only specify EUC bands EUC01B and EUC02B so each of these values would need a default profile (one of the new EUC’s band) to pull the required Load factors to calculate the MAX SOQ for the CSEP. Katy Binch (KB) inquired about the possibility of a small AQ industrial being set as domestic and take lower load factors. SH advised that this is a possibility and that but doesn’t think this would have an impact but will take this away for advice from the SME’s. KB stated that this will also be raised this in their Rep response to the change pack.

3. Twin Streams: SH explained that where multiple meter devices are present a rule is needed to determine the sites EUC Meter Type (Prepayment or Non-Prepayment) and that we are proposing a rule which states, if all meter devices have been identified as Prepayment then the EUC Meter Type will be set as Prepayment, if any of the Meter Devices are defined as Non-Prepayment then the Prepayment Status will be set as Non-Prepayment. SH asked DSG if they had any concerns over this proposed rule, none were raised.

4. Telemetered: For Telemetered Supply Points a Dummy device is installed on UKL with no Meter Mechanism or Payment Method to enable the EUC Meter Type to be determined. As a result we need a default rule so are proposing that for Telemetered sites the EUC Meter Type will be set as Non-Prepayment. SH asked DSG if they had any concerns over this proposed rule, none were raised.

SH asked DSG to ratify the logic and there were no objections raised apart from the clarification needed for CSEP logic. Swetta Coopamah (SC) said she has a number of questions surrounding the EUC change but will send SH an email with her questions. But SC did ask if the changes proposed have external impacts, SH specified that the code changes are internal, but we wouldn’t know if their own system would need any changes and asked them to consider naming conventions for EUC’s in their systems as specified within the Change Pack.

LW wanted to bring to DSG’s attention costs of potential future changes in relation to EUC, if the UIG Taskforce makes any recommendations on EUC banding e.g. wanting to split future EUC’s, this will incur additional charges due to the main costs being around functional & regression testing.

**Action: Simon to find out more information regarding the CSEP logic and if there are any risks associated with the proposals.**

***11c. JMDG/MIS Overview***

SH stated that there has not been any change and the slides (41-53) are there for information only.

***11d. XRN4676 - Cyclic Reads D-1 to D-5 of shipper transfer***

SH then went through the agreed rules stated in the change and advised a consideration has been raised in detailed design. SH went through the scenario and recommended that the transfer file logic remains as is and that the inactive read will only be used in the estimate transfer read process (where appropriate). EL asked if the change that David Addison (DA) is working on regarding RTC indicators spanning estimate transfer reads will affect this scenario SH stated that yes it would and that a work in ongoing with DA to understand this and ensure this scenario is fed into that piece of work.

SH confirmed with DSG what needs to be ratified and to have any feedback before the ChMC meeting.

**Action – Simon to speak with DA to ensure this scenario has been fed into the RTC work**

**Action – Simon to look at renaming the title as this is not consistent with the change**

**Action – LW to look at the internal process of how changes are documented and kept up to date.**

12. Action Updates

All DSG actions can be found on the following spreadsheet:



13. AOB

Andrew Poolton (AP) went through main features of the new Website including the home page, new FAQ’s and how they work where all documents will be filed. AP pointed out that the information is clearer and simpler with links added.

AP went through the Change area where all Change Proposal will be kept in future instead of on the Joint Office Website. He showed how the different search functions work to search Change Proposals and what is included on each Change’s page.

The Website also has a jargon buster explaining acronyms and what each means. The events calendar will have Xoserve meetings with related documents linked.

RT advised that once DSG members have used the Website, and saw what information is linked to each individual Change proposal, we will propose to remove the Change register.

ES advised that this will be evolving and other documents e.g. Change Packs are to be looked into in the future and this is the ultimate goal.

**Action – Have an extraordinary DSG meeting to discuss the website a couple of months after go live.**

JB asked for an update on the AML ASP and Michele Downes had a meeting with him after the meeting to give the update.

LW stated that we can look to have Issue Management added onto the DSG agenda separately to Defect management.

LW also stated how important it is to fill out the KVI Survey sent out to the Industry on 2nd January with both good and positive feedback. This way we know what we do well, and can continue to do, as well as what we need to develop.

This was the end of January 7th DSC Delivery Sub Group meeting.

Next Meeting: **21st January 2019**

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