



DSC Delivery Sub Group

Monday 21st June at 10:30am
Microsoft Teams Meeting

Meeting Minutes

Industry Attendees		
NAME	ORGANISATION	INITIALS
Ikram Bashir	npower	IB
Helen Bevan	Scottish Power	HB
Eleanor Laurence	EDF Energy	EL
Matt Armstrong	SeaGlassCloud	MA
Steph Podgorski	Generis	SPo

Xoserve Attendees	
Paul Orsler (Chair)	PO
Chan Singh	CS
James Barlow	JB
Simon Harris	SH
Steve Pownall	SP
Joanne Williams	JW
Kathryn Adeseye	KA

Slides available [here](#).

1. General Meeting Administration

1a. Welcome and Introductions

1b. Previous DSG Meeting Minutes and Action Updates

Paul Orsler (PO) introduced the meeting and the minutes from the previous meeting were accepted and approved by DSG.

2. Changes in Capture

2a. New Change Proposals – Initial Overview of the Change

2a.i. – XRN5365 – Request impact assessment on aligning Major Releases to the REC Release Schedule (Thursday release and 3 Major Releases per year)

PO presented this agenda item. PO stated that the REC code manager has been working closely with Xoserve and has provided a view that 3 major releases might need to be utilised within a year (February, June, November). This will be used for delivery of REC Change, but under the current DSC funding arrangements, customers fund 2 major releases per year and therefore need to understand the impacts of increasing this to 3, including the costs to inform the investments made by customers in each business planning exercise. This Change looks to impact assess the risks, considerations and costs of Xoserve applying similar implementation approaches to REC.

2a.ii. – XRN5368 – Gemini Change Programme – Sustain

PO presented this agenda item. PO stated that as part of the business plan 2022/2023, Xoserve agreed funding from national grid to support Geminin Sustain, which involves continuous improvement and maintenance of the Geminin platform.

The workstreams/individual deliverables involved within this programme of work are:

- Single sign-on solution
- Enhanced APO Platform
- Batch Processing Review
- Test Automation
- Workflow Automation Feasibility and Analysis
- BP22 Mobilisation
- SiteMinder upgrade

EL asked if this is a parent XRN for the investments and whether there will be child XRN's and changes raised to be progressed for individual deliverables. PO confirmed that this is the parent XRN for the investment, and if the deliverables are broken down during workshopping and require child XRN's, then the XRN's will be raised inline with what is agreed.

2b. Change Proposal Initial View Representations – None for this meeting

2c. Undergoing Solution Options Impact Assessment Review

2c.i. – XRN4978 – Notification of Rolling AQ value (following transfer of ownership between M-5 and M)

KA presented this agenda item. KA provided a background and update regarding XRN4978. This change highlights a gap in the .NRL file flow process. In specific that if a site moves to CO between M-5 and M, the incoming Shipper does not receive the .NRL file along with associated updated Rolling AQ/SOQ/EUC, as this is sent to the previous Shipper at M-5.

KA advised that capture sessions have been held between Xoserve and Correla and a list of functional and non-functional requirements have been drafted.

A number of solution options have been identified including:

- Reissuing the .NRL files for all sites which move to CO between M-5 and M to the new Shipper.
- Reporting and DDP options.

KA added that the HLSOs for the various solution options will be presented at July's DSG. In addition, the HLSOs will be included in July's Change pack.

2d. Solution Options Impact Assessment Review Completed – None for this meeting

3. Changes in Detailed Design

3a. Design Considerations

3a.i. – XRN5188 – Interim Data Loads of MAP Id into UK Link

SH presented this agenda item. SH added that this Change solution is very similar to previously presented and discussed. However there is a slight tweak to the solution where it was treating the meter serial number as case sensitive in UK Link, causing a mismatch.

To confirm, SH stated the only change to this solution is the tweak that will be made to account for the meter serial number mismatch, everything else will remain the same as previous load with MAPs getting 3 output reports and exclusion reports. They will also receive a conflict report, which provides MAPs a list of MPRNs and asset information which conflict with other MAPs who are filing for those as well.

3a.ii. – XRN5309 – FSG: Automating the FSR 'Standard Liability' Process

SP presented this agenda item. SP advised that the FSG/FSR manual process to ensure all MPRN's within an FSG event that have been submitted to Xoserve for processing are included in the subsequent FSR file that is returned to the DNs.

Currently, there is an issue whereby 'SL' MPRNs (> 73,200 kWh AQ) that have the financial compensation value recalculated are not included within the return FSR file. Xoserve (Billing Operations) has a manual process in place to correct this however, with the revised Ofgem RII02 arrangements, the manual process is no longer sustainable from an economic nor efficiency perspective. This change will ensure that all MPRN's identified for the standard Liabilities process (MSC I & AQ>73,200) are notified to the Network on the FSR file.

3b. Requirements Clarification – None for this meeting

4. Major Release Update

4a. Minor Release Drop 10 Update

PO presented this agenda item. PO advised there are three Changes in scope:

- **XRN5309** - FSG Automation of FSR Process
- **XRN5188** - MAP ID Data Upload to UK Link
- **XRN5246** - Confirmation File Performance improvements

Currently in Design phase

XRN5246 solution option change pack has been issued this month. Furthermore PO stated that the implementation date has been agreed at ChMC as 4th September with a contingency date of 2nd October 2021.

4b. June 2021

PO presented this agenda item. PO added that the testing phase is progressing to plan, system, user and regression testing has been completed to plan in May.

Go-live will take place on Saturday 26th June with a PIS period. PO discussed the PIS period have been put in place to align to 1st usage timelines.

The scope for this change involves the following XRN:

- **XRN5093** - MOD0711 – Update of AUG Table to reflect new EUC bands.

PO advised the forecast costs are on track to complete within the approved BER.

4c. November 2021

PO presented this agenda item. PO explained that this change is running to plan and that build has commenced with a view to share the implementation approach is in review and will be shared in July ChMC.

Furthermore, there is a risk involving XRN5142 - Unknown volumes for data cleanse with a plan to mitigate involving regular touch points with DCC to understand the expected volume and plan cleanse accordingly.

The following changes/XRNs are in scope of this release:

- **XRN4941** - MOD0692 - Auto updates to meter read frequency
- **XRN5007** - Enhancement to reconciliation process where prevailing volume is zero
- **XRN5072** - Application and derivation of TTZ indicator and calculation of volume and energy – all classes
- **XRN5142** - New allowable values for DCC Service Flag in DXI File from DCC
- **XRN5180** - Inner tolerance validation for replacement reads and read insertions

5. Change Pipeline

PO provided an overview of the Change pipeline. PO stated there are 23 changes currently within the requirements gathering phase known as capture.

PO advised that all the future releases currently scoped can be viewed within the pipeline slide against the 2021/2022 roadmap.

EL asked if the spreadsheet found in the meeting packs can be found on the website also.

Action: PO to speak to Rachel Taggart about this and find out where this information is located on Xoserve.com and also how frequently is this kept updated.

EL asked if the major releases slides/updates could include CSSC and how the CSSC project is running month by month. PO advised he would look into this and get a summary slide.

Action: PO to arrange CSSC major release project update summary slide to be included in the DSG slide decks going forward.

6. Issue Management

6a. AQ Task Force Update

PO presented this agenda item. PO advised DSG to review this agenda item offline and any questions or queries can be raised and directed to Michele Downes or the Issue management team.

7. CMS Rebuild

JW presented this agenda item. JW explained that going forward, a separate DSG is looking to be set up for the CMS Rebuild project. JW added that they are discussing with the CSSC team on what works best within their current DSG meetings. Furthermore of the five options provided, there has now been two options shortlisted.

The remaining two options involve additional activities to continue on certain processes such as the Must Reads, ToG and GSR. In addition, following a session with the SDEP tool, customer representatives have been contacted and discussions taking place to avoid any duplication of effort.

Next Steps:

- Capture exit is on track for the 30/06/2021.
- Approval of processes to remain in scope of CMS
- Cross Communication workshop to be scheduled for the focus group

8. Project 1Stop

PO presented this agenda item. PO provided a brief background on this project. PO advised Project 1Stop has been created in order to completely understand all of the customers needs, alleviate their pain points and to create an overall more positive experience when navigating through Xoserve Change information.

PO advised that this project looks to engage customers and save them time by not having to consolidate a number of information from a range of various places on the Xoserve website.

This should also increase the ease of access and availability of change information. In addition, the benefits of this are also expected to be realised by new market entrants, as change information will be clear, concise and suitable for all customer types.

PO outlined the key steps of this project, which are listed as the following:

- Survey to be issued to gain customer sentiment on website improvement requirements
- A complete view of user stories to be finalised based on the outputs of the survey
- Review of Xoserve user stories with customers to prioritise work to be carried out along with costs
- Approval from customers (ChMC) will be sought on specific tasks to be carried out

- Design phase entered – mock-up pages to be created for customers to review how all improvements will look (review sessions may also be held with customer groups) – the final design will be approved by ChMC
- Interactive training packs to be produced on how customers will navigate all change pages – these will be inclusive for all customer types

PO advised that as the project progresses, Xoserve are constantly looking to evolve the change function of the website in line with customer requirements. A survey has been issued Tuesday 8th June for customers to take part in to provide suggestions and requirements for the project to develop.

Furthermore, if there are any ideas you may have for the website, or would like to discuss this project further, please do not hesitate to contact the Change team at uklink@xoserve.com

9. AOB – None for this meeting

This was the end of 21st June 2021 DSC Delivery Sub Group meeting. Next Meeting: (Monday 26th July 2021)

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