

MINUTES OF CMSG MEETING

Meeting	Xoserve Change Manager's Steering Group
Date	Wednesday 8th March 2017
Attendees	<p>Xoserve (XOS) - Dave Turpin (DT) Chair, Matt Smith (MS), Rachel Green (RG), Lorraine Cave (LC), Jon Follows (JFo) (item 2 only), Helen Pardoe (HP) (item 2 only), Darren Dredge (DD) (item 3 only), Tahera Choudhury (TC) (item 3 only), Rachel Hinsley (RH) (Item 4 only)</p> <p>Transmission (NG-T)- Beverley Viney (BV), Sean McGoldrick (SM)</p> <p>Distribution, National Grid Networks (NG-D)- Andy Clasper (AC), Chris Warner (CW)</p> <p>Northern Gas Networks (NGN) - Joanna Ferguson (JF)- by telephone, Shanna Key (SK)</p> <p>Scotland Gas Networks and Southern Gas Networks (SGN) - Fraser Mathieson (FM)</p> <p>Wales and West Utilities (WWU)- Richard Pomroy (RP)</p> <p>N Power - John Welch (JW)</p> <p>Eon Energy - Colette Baldwin (CB)</p> <p>Scottish Power - Colin Blair (CBI) - by telephone</p> <p>British Gas - Andrew Margan (AM) - by telephone</p> <p>EDF Energy - Gavin Anderson (GA) - by telephone</p> <p>ES Pipelines- Kishan Nundloll (KN) - by telephone</p> <p>Joint Office - Rebecca Hailes (RH)</p> <p>Joint Office - Helen Cuin (HCu)</p> <p>Joint Office - Helen Bennett (HB)</p> <p>Apologies: Scotland Gas Networks and Southern Gas Networks - (SGN) Hilary Chapman (HC), Sue Hilborne (SH)</p>

Bold indicates changes

Ref (Date - Seq. No)	Action Item	Action On	Update and Action Status		
080317-01	<p>COR4079 - Reports required under UNC TPD V16.1 in legacy systems</p> <p>A discussion is to be had at the Contract Manager's Meeting on the controls Xoserve are putting in place around areas of the business that send out sensitive reports/info.</p>	Xo	08/03/17	New	New
080317-02	<p>UK Link Update</p> <p>RG to send out the UK Link slide and the link to the dashboard update with the Minutes.</p>	RG	08/03/17	New	New

MINUTES OF CMSG MEETING

Ref (Date – Seq. No)	Action Item	Action On	Update and Action Status		
080217-02	Mod 609 DT to provide an update on proposed plans regarding the AQ issue for when the Joint Office takeover the meetings.	DT	08/02/17	Update 08/03/17 – Discussion is ongoing and an update will be provided at the next meeting	C/F
110117-04	Elected Shipper – Change Order process DT and AM are to get together with the SSP team to establish what is happening and what reporting is required and what the current position is. Xoserve to write the change order and get a Network to sponsor.	DT/AM	11/02/17	Update – 08/03/17 – DT will prioritise change order asap. Update – 08/02/17 – In progress	C/F
071216-02	COR4110 - Creation of a Service to Release Domestic Consumer Data to PCW's & TPI's Xoserve are to provide a list of data items that will be available	T. Choudhury	07/12/16	C/F – To be sent out with the Minutes.	Closed
071216-05	UK Link Programme AC to provide more information to CB on file number sequencing at go live.	A. Cross	07/12/16	C/F	Closed
080217-01	Smart Metering Xoserve to arrange a GDN Workshop to discuss DCC User scope and requirements.	Xo	08/02/17	New	Closed
110117-03	Creation of a Service to Release Domestic Consumer Data to PCW's & TPI's <ul style="list-style-type: none"> Shippers are to pass their detailed DPA concerns to GTs, to include specific data items; GTs to seek legal advice on DPA issues; Output of the Gemserv meeting to be observed at the next CMSG meeting; DT is to check with Martin Baker as to whether he can write to the CMA. 	All	11/02/17	Update 08/02/17 – DT is to liaise with Martin Baker about contacting the CMA regarding Xoserve not being able to comply until we get both Mods approved due to the splitting of data not being possible.	Closed

1. Apologies

Recorded above.

MINUTES OF CMSG MEETING

2. Key Project and Evaluation Service Reviews

Smart Metering (Jon Follows & Helen Pardoe)

JFo reported that there is a hard exit date on 24th March so there is a very finite window to test. JFo explained that testing commenced on 13th March but experienced several challenges with DCC. Initially there was a problem with connectivity but that was resolved. There was also a defect on the DCC environment which took a week to resolve so we are only 27% complete. The DCC are looking to catch up on that schedule and Xoserve have done all the work necessary. There is still the opportunity to complete on 24th March although it is more likely to be 20th March. There is not a great deal of contingency if we experience any more problems.

RP was concerned that we are getting closer to the testing completion date and questioned what date can Xoserve not go beyond? JFo reported that the 24th March is the aim but we may be able to go a few days after. JFo explained that we are still scheduled to complete in advance of that but there is not a great deal of contingency if we have any more issues. It was noted that if we go beyond 24th March then end to end testing will not have fully completed. HP confirmed there would not be another opportunity before Nexus go-live so a decision would have to be made to agree to go live without full end to end testing. HP reported that there are regular updates communicated.

JF confirmed that she would send in the Change authorisation.

The Group discussed DCC User and HP asked if a decision had been made on whether Xoserve are required to carry out some analysis work. MS confirmed that there was a meeting on Thursday and another scheduled for earlier in the week. The output of that meeting was still unknown. HP confirmed that Xoserve need to know by the end of this week as the team will be disbanded. JF explained that it was too early for NGN to commit to this and more internal work is needed.

It was agreed not to progress the design phase.

3. ASA Change Update (Lorraine Cave and Darran Dredge)

COR3991 – PAF Administrator Role

DD reported that the shortlisted Request for Proposals are attending walkthroughs with contract negotiations commencing in April. The project is on track to meet the June 2017 industry target date. Regular update meetings continue at PAC.

COR4079 – Reports required under UNC TPD V16.1 in legacy systems

DD reminded the Group that Xoserve have been reporting a 4 week delay since Christmas due to prioritising UK Link activities. The development, build and internal validation of reports are complete. The reports were shared at the PAC meeting in February. There is a PAC meeting next week, there will be two reports, Suite A and Suite B. Suite A will be published on Xoserve's secure website and Suite B reports will be emailed to PAC members only. This is an interim arrangement until PAFA is in place.

It was agreed that the RAG status for 'Time' should be changed to green as although the reports were not delivered as originally planned in January, they have now been provided.

DD confirmed that the process for delivering the reports was getting final PAC sign off and the team will have LWI's for the process. DT confirmed that the team dealing with this particular process were already managing this type of activity. It was recognised that the reports were very sensitive and the Group requested to see visibility of the controls Xoserve are putting in place around this area of the business. It was agreed that this should be discussed further in the Contract Manager's meeting. **ACTION**

It was agreed that DD is to provide a closed dashboard for the next meeting. It was also noted that dates need to be put onto the dashboards.

MINUTES OF CMSG MEETING

COR4161 – Provision of Access to Domestic Consumer Data for PCW's & TPI's

DD explained that the Confidentiality Agreement has now been finalised and the Service Agreement is in the final Senior Legal Council review cycle. MOD 0593 has still not been approved due to further clarification being needed for a number of key points. SK suggested to have a stand-alone meeting, to include Shippers, iGT's, GT's, Xoserve and Ofgem to discuss the issues. It was agreed that a meeting would be useful and proposed a discussion at the Distribution work group on 23rd March.

The Group discussed the Privacy Impact Assessment mentioned in Ofgem's letter and agreed that work should be carried out to provide this. It was agreed that Xoserve would provide a risk matrix and populate elements of the Privacy Impact framework based on current availability for the meeting on 23rd March. CB stated that the ICO will give some guidance on documents and it would be good to contact them. CB will make some enquiries to see who would be best to speak to.

COR4110 - Creation of a Service to Release Domestic Consumer Data to PCW's & TPI's

DD reminded the Group that Xoserve received a change order to create a service to release Domestic Consumer Data. DD reported that the design phase has been completed and approved internally. The team also have appreciation of delivery costs and RTB costs. The Business Evaluation Report has been re-scheduled for delivery to late March.

The Group looked at the API detailed design which depicted a very high level view. DT confirmed it was a standard API functionality that has been put in. CB asked whether there would be any time and cost saving by utilising the ECOES system rather than creating an API solution. DT confirmed that discussions are continuing with Gemserv regarding a cross electric/gas solution.

DD confirmed that the next steps were for the Industry to consider if a solution is required and identify the correct funding route. The team will also be identifying and highlighting the risks to delivery which will be included in the BER.

4. Bubbling Under Report & UNC Modifications (Rachel Hinsley)

A full review of this report was undertaken. The following was highlighted:

- 0570 –Probability to be added as 90%
- Smart DCC Demand Data – Probability to be added as 40%
- 0595R – RH to separate out to monthly and daily meter reads. Probability for daily to be 35% and monthly 80%
- 0571/0571A – Probability to be added as 50%
- RH to capture funding route on report
- If not a MOD, RH is to state where it originates from
- It was agreed that in future the report will be an Excel document to include a pictorial diagram

5. Change Budget Forecast – New Change/Evaluation Service Request

The Group reviewed the newly revised reports which were discussed at the last meeting. DT requested that participants let him know if they have any comments on the reports. It was noted that the reports can be refined further to split costs into funding areas.

It was noted that figures were in £1,000s.

MINUTES OF CMSG MEETING

6. UK Link Programme

MS reported that the Industry has now passed through the 3 confidence checkpoints and the Programme remains targeted for 1st June. Market Trials regression testing is ongoing and due to complete on 24th March. There are daily progress calls with the Industry that take place Monday to Thursday morning with a weekly defect call chaired by PWC on Friday. MS stated that work continues on the testing of in-flight data transfers.

MS explained that a decision was made to enter IDR2 by PNSG on 6th March. IDR2 commenced on 7th March and the current RAG status is green with all activities starting on time. MS reported that external IDR2 Dashboards are uploaded to the transition page on Xoserve.com at 9.30am daily. The link is to be sent out with the minutes. **ACTION**

It was noted that Alison Cross was the best contact if any participants required more information.

MS stated that MOD602a has been approved by Ofgem giving confirmation of 9 Non-effective days and 3 variant Non-Business days over the transitional period.

RG is to send out the UK Link slide with the Minutes. **ACTION**

7. Previous meeting minutes

The Minutes were agreed.

8. AOB

8.1 Change order template

BV explained that the existing process contained a minimum of 7 different forms so BV and LC have come up with a one page template that consists of all relevant information needed. The Group reviewed the revised template. DT confirmed he would use the new template to process his Change Order. It was agreed that at each stage of the process the place where the form is to be sent should be added on.

It was noted that the first table (general overview) can be published and then further iterations which are more confidential will be available in a secure area.

8.2 UK Link Committee

The Group discussed the UK Link Committee and how the content of this meeting will be discussed going forward. It was agreed that the UK Link Committee is to be incorporated into the Change Committee so there will be one decision making body with regard to change matters. It was noted that a short-term requirement during the Nexus transition and PIS period may lead to additional group(s) to be constituted to allow a more frequent and efficient industry impacting fault/fix decision.

RH explained that the idea was to have the Committee meeting in one day which will include UK Link discussions. If the volume of discussion is to exceed one day then another contingency day would be scheduled.

The Group discussed whether the right people would be in the room to make a decision on UK Link issues. It was noted that if a technical view was needed prior to making a decision then that could be held before the Change Committee meeting.

DT reported that there have been a number of workgroups hosted by Ofgem and PWC over the course of Nexus and they have been in touch with Xoserve to seek our views about transitioning away from Nexus. DT explained that at the UK Link customer event next week, Xoserve will create a straw-man of how that could work and provide that to

MINUTES OF CMSG MEETING

the Industry to seek views. It was noted that management of future change at industry level is very important. DT explained that work was underway and the Change Committee will need to decide how much responsibility is given to others. DT stated that participants should expect to see an overview in the next week.

RH proposed a pre-launch t-con to announce who has voting rights as well as to decide on future dates of the meetings as there may be some potential conflicts. It was agreed to have a t-con on 21st March at 2pm. An invite will be sent to all Contract and Change Manager's.

8.3 Meetings

As this was the last ASA meeting, DT thanked the Group for participating over the last year as well as the GT's, some of who have been attending for the last 10 years. DT expressed that he was looking forward to the meetings under the new committee.

Date of next meeting:

12th April 2017 Solihull