

# Digital Strategy Committee Meeting 10

16<sup>th</sup> August 2018 | 09:00 – 11:00

Webex Conference Call

## MEMBERS PRESENT

	Name	Company	Role
1.	Nick Rutherford	Independent	Chair
2.	Samir Rahim	MOSL	Sponsor
3.	Rebecca Stanley	MOSL	Secretariat
4.	Stephen Winnie	MOSL	Guest
5.	Darren Quinn	United Utilities	Wholesale
6.	Darren Thresh	Yorkshire Water	Wholesale
7.	Andy Scarr	Water Plus	Retailer
8.	Paul Tate	Albion Water	Retailer
9.	Kevin Martin	Castle	Retailer

## APOLOGIES

	Name	Company	Role
1.	Ian Fry	Anglian Water	Wholesale
2.	Jerry White	Thames	Wholesaler
3.	Nigel Watson	NWGB	Wholesaler
4.	Amy Duffield	AWBS	Retailer
5.	Gordon Mackie	Business Steam	Retailer

## AGENDA ITEMS

Item No.	Items	Who
Item 1	Introductions	Chair
Item 2	Actions & minutes from last meeting	Chair
Item 3	Tactical Initiatives	Sponsor
Item 4	Bilaterals Update	Chair
Item 5	Remote Meetings/ Teleconference	Group
Item 6	Road Map & Initiatives for 2019-20	Group
Item 7	AOB	Group

## OPEN SESSION

### 1. Introductions

- 1.1 The Chair welcomed everyone to the call
- 1.2 Stated the September DSC would be a face to face on **Thursday 20<sup>th</sup> September**
- 1.3 'Normal DSC Business' will resume after the holiday season in September

### 2. Actions and minutes from last meeting

- 2.1 The Chair went through open Actions as per slides, most open actions are being picked up in this session
  - 2.1.1 DSC08\_05 – DSC Planning and Provisioning – being discussed in today meeting
  - 2.1.2 DSC08\_04 – Member to bring DSC initiatives to meeting – being discussed in today meeting
  - 2.1.3 DSC08\_01 – DSC Terms of Reference to be re-issued – Rebecca to send out with Minutes
  - 2.1.4 DSC05\_04 – Business Continuity – Samir confirmed there is a separate committee dealing with this MIMP. They have met once and agreed their Terms of Reference.  
**DSC10\_01 ACTION:** Sponsor to share their scope and keep the DSC updated if any Disaster Recovery items are require – DSC05\_04 Action to be closed
  - 2.1.5 DSC04\_11 - Bilaterals to consider CMEX and DMEX – Chair to speak to Adam Richardson today

### 3. Tactical Initiatives

#### Key Points

- 3.1 Contract Management: this is now in Pilot testing for the next two months
- 3.2 Data Quality: this is part of the ORWG data replication and is within the MPOP committee. The DSC only need to be notified if anything effects them. This is now out of the DSC remit.
- 3.3 Guided Workflow: very new and just commencing
- 3.4 Medium Volume Interface Clone (MVI): complete and can be covered by BAU
- 3.5 MOSL Helpline: Deferred to 2019
- 3.6 Reporting: Currently running behind deliverable. But engaging with consultants to get back on track.
- 3.7 All the items on the slide are 'in year' initiatives. Reporting may grow, but the rest are in production in 2018

#### Actions

- DSC10\_02** Sponsor to supply updated slide for next meeting

## 4. Bilaterals Update

### Key Points

- 4.1 Share the Bilaterals Briefing communications with the Committee
- 4.2 Chair and Sponsor to agree 'Post' MOSL Board Plan; Work in Progress, RFP, Proof of Concept, to include technical side and Panel etc. Aiming for end March 2019.
- 4.3 Responses received from 8 vendors to the RFI – Vendors presenting back on the 28<sup>th</sup>/29<sup>th</sup> Aug.
- 4.4 So far all the feedback we've had from with both Wholesalers and Retailers has been really positive. We are requesting quotes, via the PFM team, from both sides to enforce the messages we are getting. WaterScan have said they will cover their Self Supply members for us. These can then be reiterated at the Board meeting.
- 4.5 We have been liaising with various Water Industry publications, they are interested in featuring Bilaterals – can we please have some volunteers to add their backing to these articles?
- 4.6 Members also voiced that the response had been very positive when they have talked about Bilaterals within their own business. There are still a few challengers, but we are happy to contact these individually to discuss concerns.
- 4.7 Members asked to reiterate the confidentiality of all the RFI responses.
- 4.8 Steve Winnie said he would be updating the OWRS on Bilaterals after the Board review.

### Actions

- DSC10\_03** Publication Volunteers required, please let Secretariat know
- DSC10\_04** Chair to contact Kevin separately to discuss challengers
- DSC10\_05** Secretariat to circulate the Bilaterals Briefing Document
- DSC10\_06** Sponsor requested the Board papers be circulate to DSC before the Board meeting

## 5. Remote Meetings/Teleconference

### Key Points

- 5.1 With the move to Southampton it has highlighted the need to improving efficiencies and better collaborative working. Remote working may not happen at the same time as the move but certainly something to work towards.
- 5.2 Looking at a complete system; meeting rooms, digital collaborative tools, remote access to work in 'real time' for working. DSC support is required.
- 5.3 A driving need for this, is wanting to make better use of face to face consultations, so all documents can be reviewed & discussed and any challenges before any f2f meetings to maximise efficiency.
- 5.4 Sponsor would like some solutions captured in a couple of slides to take to the Board for consideration.
- 5.5 Members were asked what their company use. The majority use Office365 the same as MOSL.
  - Yorkshire Water use O365 and something different in their incident room which is very usable.
  - Albion Water use O365 and Skype for Business.
  - Wessex use Surface Hubs and Skype for Business, all meeting rooms have tablets
  - Water Plus use O365 and SharePoint
  - Castle use O365 and Surface Pro
- 5.6 There will be new hardware as part of the relocation. Sponsor has asked members to check specs so we are not 'locked in' to a certain system due to size or space.

## Actions

- DSC10\_07** Secretariat to circulate the Sponsors hardware specification to the DSC members for any guidance that we are not locking ourselves in to a system
- DSC10\_08** Albion Water offered to host Sponsor for a visit – Sponsor respond with dates.

## 6. Road Map & Initiatives for 2019-20

### Key Points

- 6.1 In October MOSL will be at the 5 year break clause of a 10 year contract. The DSC need to put together a One Year High Level Strategic Roadmap.
- 6.2 Need to look at current solutions, but also needs to look at strategy going forward. The Deliverables, the Headlines Strategies Paper. Maybe even options on where we go with CMOS
- 6.3 It was agreed a subgroup would be a good way forward for this. Volunteers we requested – Darren Thresh has said he would like to be involved. We need 1 more Wholesaler, 2 Retailers, chair and Samir.
- 6.4 Time lines are; subgroup members confirmed before September 2018, work up papers for October DSC review and discussion. Ready for proposal into November MOSL Board meeting.

### Actions

- DSC10\_09** Secretariat to email members for volunteers for sub group on Roadmap
- DSC10\_10** Sponsor to put a high level Timeline together for track back from November

## 7. AOB

### Key Points

Chair asked for an update on GDPR from Stephen Winnie.

- The MOSL legal team and lawyers have agreed that MOSL are covered on the test environment data as they have instructed TPs that data has to be cleaned and any data needs to be anonymous or removed.
- MOSL have not had 100% commitment from the Trading Parties, so there is still a risk. We could say, 'we've instructed the TPs' but this may not be good enough if pushed.
- Stephen is looking at alternative methods of loading the test data
- Members still require an answer to cover GDPR. Could it be dummy retailer in the test system?

### Actions

- DSC10\_11** Stephen Winnie and Sponsor to come up with a technical plan for Test Environment Data Cleansing
- DSC10\_12** The Chair asked the Sponsor to get clarification from those accountable for GDPR within MOSL of whether the DSC needed to do any further work on GDPR and to consider getting input from the GDPR Committee possibly by way of subcommittee.

Items for September Agenda:

- Location of DSC meetings
- Strawman from Roadmap subgroup
- 2019 Initiatives

**Meeting Closed at 10:10**