

XRN4338: Note from Andy Miller

Dear All,

For next week's meeting I have raised a Change Proposal to amend the Service Description Table as a result of Mod 610A Project Nexus Miscellaneous Requirements. The amended services lines are in a tracked change document embedded in the Change Proposal.

I have also submitted a draft procedures guide for Service Description Table, Service Line changes.

The purpose of this email is to set out a bit of the background to these documents and to highlight some question area for you, so you can review them from that perspective.

<http://www.gasgovernance.co.uk/sites/default/files/ggf/page/2017-07/4.3%20Data%20Services%20Contract%20service%20line%20procedures.pdf>

<http://www.gasgovernance.co.uk/sites/default/files/ggf/page/2017-07/4.3%20XRN4338%20Data%20Service%20Contract%20Service%20Line%20Change%20Proposal.pdf>

As these are changes to Service Lines only, I am requesting that we are not required to complete the EQR, BER and Change Completion Notice (CCN). I propose that following a consultation period, and review of consultation responses and agreement of any amendments at a ChMC (and / or CoMC), I can simply publish the revised Service Description Table (we might still need a short CCN – not sure, your views welcomed). The production of EQR and BER [and CCN?] would not add any value to the change process and would be an overhead for Xoserve and the ChMC. There are no other options for delivery of this change, there are no costs associated with the Change Proposal. All the work has been completed, the Services Lines just need to go out for consultation – as per the procedures document.

There are some square brackets in the procedures as I would like your views on whether Service Line changes are issued for consultation to Change Managers or Contract Managers, or both. It would appear to make sense to send the procedures to the Contract Management Committee for review / approval as well. The procedures are something that might need to be approved by both committees.

There will be other occasions when Xoserve will raise a Change Proposal to amend the Service Line description. The pace at which the original table was developed and the parallel development of mods 565, 604, 610 and other change has led to some non-material errors in the Service Line descriptions that need to be corrected. As we complete a more thorough review of the Service Lines I'll raise another Change Proposal to correct these. The key point is that the service is not changing, the description is being updated to match the existing service being provided.

So for next week, the questions posed to the Committee are:

1. Do you have any feedback on the procedures document?
2. To whom should Service Line change be issued for review – Change Managers, Contract Managers or both?
3. Should the procedures document be approved by both Change and Contract committees or just one?
4. Can Change Proposal XRN4338 proceed as requested i.e. no requirement for EQR, BER [and CCN?]

The possible next actions for me will be:

1. Issue the procedures document to the Contract Management Committee for review / approval
2. Issue the Service Description Table for consultation to Change Managers – note, it has already been issued to all Contract Managers

If anyone has any clarifications or feedback on the procedures and Change Proposal (not the amended Service Description Table as there will be another opportunity for this) please let know. The agenda looks quite full and I would hope this, hopefully non-contentious, agenda item can be handled thoroughly and swiftly.

Thanks

Andy Miller
Head of Service Development
Andy.J.Miller@xoserve.com | 0121 623 2348