

**DSC Change Proposal**

**Change Reference Number: XRN4790**

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Xoserve to fill out all of the information in this colour

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| **Section A1: General Details** |
| **Change Title** | Introduction of winter read/consumption reports and associated obligation (MOD0652) |
| **Date Raised** | 8th October |
| **Sponsor Organisation** | npower |
| **Sponsor Name** | John Welch |
| **Sponsor Contact Details** | John.Welch@npower.co.uk |
| **Xoserve Contact Name** | Emma Smith |
| **Xoserve Contact Details**  | Emma.Smith@Xoserve.com |
| **Change Status** | Proposal / **With DSG** / Out for review / Voting / Approved or Rejected |
| **Section A2: Impacted Parties** |
| **Customer Class(es)** | [x]  Shipper[ ]  National Grid Transmission[ ]  Distribution Network Operator[ ]  IGT |
| **Section A3: Proposer Requirements / Final (redlined) Change** |
| The change seeks to introduce a number of industry reports, to be sent to users and the performance assurance committee (PAC)to provide visibility and support to the winter consumption process that is linked to the production of accurate WAR bands for supply points in EUCs 03 – 08. These reports would highlight to users when a read has not been submitted in either of the relevant windows, allowing the user to take action and submit a read in the following month. Furthermore, reports for the Performance Assurance Committee would also highlight when reads were not successfully submitted, with an additional obligation being placed on users to undertake a data update to allow the winter annual ratio to be calculated.Please refer to MOD for details on reports requirements, and timeline during the gas year:<https://www.gasgovernance.co.uk/sites/default/files/ggf/book/2018-09/Modification%200652%20v5.0.pdf> |
| **Proposed Release (Feb/Jun/Nov/Minor)** | **As soon as possible – not expected to require a major release.** |
| **Proposed Consultation Period**  | [ ]  10 Working Days[ ]  20 Working Days[ ]  30 Working daysOther: |
| **Section A4: Benefits and Justification**  |
| **Benefit Description***What, if any, are the tangible benefits of introducing this change?* *What, if any, are the intangible benefits of introducing this change?* | **Aim to reduce the number of meter points in the default war band by providing greater visibility on those meter points that do not have a winter consumption calculated. Greater number of meter in the correct war bands should increase the accuracy of the demand estimation algorithm, which leads to increased levels of temporary UIG.** |
| **Benefit Realisation** *When are the benefits of the change likely to be realised?* | **Gas Year 2019-20** |
| **Benefit Dependencies** *Please detail any dependencies that would be outside the scope of the change, this could be reliance on another delivery, reliance on some other event that the projects has not got direct control of.* | **Submission and acceptance of meter reads during the winter months in order to reduce meter points in the default war band.** |
| **Section A5: Final Delivery Sub-Group (DSG) Recommendations** |
| *Until a final decision is achieved, please refer to section C of the form.* |
| **Final DSG Recommendation** | Approve / Reject / Defer |
| **DSG Recommended Release** | Release X: Feb/Jun/Nov XX or Adhoc DD/MM/YYYY |
| **Section A6: Funding** |
| **Funding Classes**  | [x]  Shipper 100% [ ]  National Grid Transmission XX% [ ]  Distribution Network Operator XX% [ ]  IGT XX%  |
| **Service Line(s)** | Service Area 3: Record, submit data in compliance with UNC(DS-NCS SA03-01) |
| **ROM or funding details**  |  |
| **Funding Comments**  |  |
| **Section A7: ChMC Recommendation**  |
| **Change Status** | [x]  Approve – Issue to DSG[ ]  Defer – Issue for review[ ]  RejectAt the ChMC meeting on 7th November, this change approved to go to DSG for solution development work. |
| **Industry Consultation** | [ ]  10 Working Days[ ]  20 Working Days[ ]  30 Working daysOther: |
| **Expected date of receipt for responses (to Xoserve)** | XX/XX/XXXX |
| **DSC Consultation** |
| **Issued** | [ ]  Yes[ ]  No |
| **Date Issued** |  |
| **Comms Ref(s)** |  |
| **Number of Responses** |  |
| **Section A8: DSC Voting Outcome** |
| **Solution Voting**  | [ ]  Shipper Approve / Reject / NA / Abstain[ ]  National Grid Transmission Approve / Reject / NA / Abstain [ ]  Distribution Network Operator Approve / Reject / NA / Abstain[ ]  IGT Approve / Reject / NA / Abstain  |
| **Meeting Date**  | XX/XX/XXXX |
| **Release Date** | Release X: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY or NA |
| **Overall Outcome**  | Approved for Release X / Rejected  |

**Please send the completed forms to:** **box.xoserve.portfoliooffice@xoserve.com**

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| **Section C1: Delivery Sub-Group (DSG) Recommendations**  |
| **DSG Date** | **19/11/18** |
| **DSG Summary** |
| LW presented the Change Proposal to DSG. LW explained that this Change Proposal was approved at the ChMC meeting in November to proceed to DSG. The Change Proposal was raised by Npower. LW provided an overview of the requirements specified in the Change Proposal; its purpose is about producing reporting information on read performance for the winter period.LW asked DSG to consider the requirements based in the Change Proposal to support the development of solution options.**Action 1113: DSG to support Xoserve with the development of requirements for XRN4790 (Introduction of winter read consumption reports and associated obligation).**SC wanted to know of how the reports are sent out at the moment. Simon Harris (SH) stated that all kinds of reports are sent out in relation to the subject associated with this new Change Proposal. LW stated that Xoserve would like to have an integrated, self-service tool for customers to use to generate their own reports, but LW wanted to know what customers required, but observed that customers seem to have multiple and varied requirements for reporting information. Claire Louise Roberts (CLR) wanted to know the difference between Birst and Huddle. SH explained that Huddle is a platform used for downloading information, similar to SharePoint. Birst is an application which provides visual representation of statistical information and is dynamic and tailorable to the user’s inputs.Richard Johnson (RJ) talked DSG through Appendix One, which indicates that this Change Proposal has a prioritisation score of 40%. LW asked DSG if they had any further questions; DSG raised no further questions |
| **Capture Document / Requirements** | N/A |
| **DSG Recommendation** | N/A |
| **DSG Recommended Release** | N/A |

**Document Version History**

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| **Version** | **Status** | **Date** | **Author(s)** | **Summary of Changes** |
| 0.1 | For Approval | 19/10/2018 | Emma Smith | N/A |
| 0.2 | For Approval | 14/11/2018 | Heather Spensley | Appendix added |
| 2.0 |  | 23/11/19 | Rachel Taggart | Notes from DSG |

**Template Version History**

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| **Version** | **Status** | **Date** | **Author(s)** | **Summary of Changes** |
| 3.0 | Approved | 17/07/18 | Emma Smith | Template approved at ChMC on 11th July |
| 4.0 | Approved | 07/09/18 | Emma Smith | Minor wording amendments and additional customer group impact within Appendix 1 |



**Appendix 1**

**Change Prioritisation Variables**

Xoserve uses the following variables set for each and every change within the Xoserve Change Register, to derive the indicative benefit prioritisation score, which will be used in conjunction with the perceived delivery effort to aid conversations at the DSC ChMC and DSC Delivery Sub Groups to prioritise changes into all future minor and major releases.

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| **Change Driver Type**  | [ ]  CMA Order [x]  MOD / Ofgem [ ]  EU Legislation [ ]  License Condition [ ]  BEIS [ ]  ChMC endorsed Change Proposal [ ]  SPAA Change Proposal [ ]  Additional or 3rd Party Service Request [ ]  Other*(please provide details below)*  |
| **Please select the customer group(s) who would be impacted if the change is not delivered** | [x] Shipper Impact [ ] iGT Impact [ ] Network Impact [ ] Xoserve Impact [ ] National Grid Transmission Impact  |
| **Associated Change reference Number(s)** | **N/A** |
| **Associated MOD Number(s)** | **0652** |
| **Perceived delivery effort** | [x]  0 – 30 [ ]  30 – 60 [ ]  60 – 100 [ ]  100+ days  |
| **Does the project involve the processing of personal data?** *‘Any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’ – includes MPRNS.* | [ ]  Yes *(If yes please answer the next question)* [x]  No  |
| **A Data Protection Impact Assessment (DPIA) will be required if the delivery of the change involves the processing of personal data in any of the following scenarios:**  | [ ]  New technology [ ]  Vulnerable customer data [ ]  Theft of Gas[ ]  Mass data [ ]  Xoserve employee data[ ]  Fundamental changes to Xoserve business[ ]  Other*(please provide details below)* *(If any of the above boxes have been selected then please contact The Data Protection Officer (Sally Hall) to complete the DPIA.*  |
| **Change Beneficiary** *How many market participant or segments stand to benefit from the introduction of the change?*  | [ ]  Multiple Market Participants [ ]  Multiple Market Group [ ]  All industry UK Gas Market participants [ ]  Xoserve Only [x]  One Market Group [ ]  One Market Participant  |
| **Primary Impacted DSC Service Area**  | Service Area 18: Provision of User Reports and Information |
| **Number of Service Areas Impacted**  | [ ]  All [ ]  Five to Twenty [ ]  Two to Five [x]  One  |
| **Change Improvement Scale?** *How much work would be reduced for the customer if the change is implemented?* | [ ]  High [x]  Medium [ ]  Low  |
| **Are any of the following at risk if the change is not delivered?**  |
| [ ]  Safety of Supply at risk [ ] Customer(s) incurring financial loss [ ]  Customer Switching at risk |
| **Are any of the following required if the change is delivered?**  |
| [ ]  Customer System Changes Required [ ]  Customer Testing Likely Required [ ]  Customer Training Required  |
| **Known Impact to Systems / Processes** |
| **Primary Application impacted** | [x] BW [ ]  ISU [ ]  CMS [ ]  AMT [ ]  EFT [ ]  IX [ ]  Gemini [ ]  Birst [ ]  Other *(please provide details below)* |
| **Business Process Impact**  | [ ] AQ [ ] SPA [ ] RGMA[ ] Reads [ ] Portal [ ] Invoicing [x] Other *(please provide details below)* Business Reporting in the impacted business area  |
| **Are there any known impacts to external services and/or systems as a result of delivery of this change?** | [ ]  Yes *(please provide details below)*[x]  No |
| **Please select customer group(s) who would be impacted if the change is not delivered.**  | [x]  Shipper impact [ ]  Network impact [ ]  iGT impact [ ]  Xoserve impact [ ]  National Grid Transmission Impact |
| **Workaround currently in operation?** |
| **Is there a Workaround in operation?**  | [ ]  Yes [x]  No |
| **If yes who is accountable for the workaround?**  | [ ] Xoserve[ ]  External Customer [ ]  Both Xoserve and External Customer |
| **What is the Frequency of the workaround?**  |   |
| **What is the lifespan for the workaround?**  |  |
| **What is the number of resource effort hours required to service workaround?**  |   |
| **What is the Complexity of the workaround?**  | [ ]  Low *(easy, repetitive, quick task, very little risk of human error)* [ ]  Medium *(moderate difficult, requires some form of offline calculation, possible risk of human error in determining outcome)* [ ]  High *(complicate task, time consuming, requires specialist resources, high risk of human error in determining outcome)*  |
| **Change Prioritisation Score** | 40% |

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| --- | --- | --- | --- | --- |
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| 1.0 | For Approval | 19/10/2018 | Emma Smith | N/A |
| 2.0 | Approved | 09/11/2018 | Emma Smith | Result from ChMC meeting on 7th November added |

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