

Action Table (as at 13 May 2020)

Action Ref	Meeting Date	Min Ref	Action	Owner	Status Update
0108	08/01/20	7.8	Xoserve (ES) to ensure Governance Subcommittee reviews the governance arrangements around change assurance and associated health check for development – carried forward to July.	Xoserve (ES)	Carried Forward Review at July meeting
0216	12/02/20	12	Xoserve to review how they can be clearer when discussing costs which have already spent a proportion of their budget – carried forward to July.	Xoserve (ES)	Carried Forward Review at July meeting
0501	13/05/20	5.0	Xoserve (RT) to add a colour coding key to the Planned Outages slide of the presentation.	Xoserve (RT)	Pending
0502	13/05/20	8.5	Xoserve (PO/JR) to discuss with industry the need for reviewing CPs approved for capture and their potential impact on change prioritisation.	Xoserve (PO/JR)	Pending
0503	13/05/20	8.6	Xoserve (PO) to update the UK Link POAP to ensure it is consistent with progress made against the various CPs.	Xoserve (PO)	Pending
0504	13/05/20	12.2	Xoserve (MD) to ensure a new exceptions issue is added to the Issue Register and a link to the register is added to the Amendment Invoice webpage.	Xoserve (MD)	Pending
0505	13/05/20	12.2	Xoserve (MD) to consider how to ensure the unresolved exceptions issue does not reoccur and provide potential solutions if needed.	Xoserve (MD)	Pending
0506	13/05/20	12.3	Xoserve (JR) to consider if there is an options for consolidated and separated meeting packs.	Xoserve	Pending
0507	13/05/20	12.4	Xoserve (JR) to put forward their proposal to managing Shipper Information and Performance Packs via a CP to the industry.	Xoserve (JR)	Pending

DSC Change Proposal Document

Customers to fill out all of the information in the sections coloured ■

Xoserve to fill out all of the information in the sections coloured ■

A1: General Details

Change Reference:	XRN 5186		
Change Title:	Modification 0701: Aligning Capacity booking under the UNC and arrangements set out in relevant NExAs		
Date Raised:	27/05/2020		
Sponsor Representative Details:	Organisation:	Northern Gas	
	Name:	Tracey Saunders	
	Email:	trsaunders@northerngas.co.uk	
	Telephone:	01133975471	
Xoserve Representative Details:	Name:	Ellie Rogers	
	Email:	ellie.rogers@xoserve.com	
	Telephone:	0121 292 185	
	Business Owner:	TBC	
Change Status:	<input checked="" type="checkbox"/> Proposal	<input type="checkbox"/> With DSG	<input type="checkbox"/> Out for Review
	<input type="checkbox"/> Voting	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected

A2: Impacted Parties

Customer Class(es):	<input checked="" type="checkbox"/> Shipper	<input checked="" type="checkbox"/> Distribution Network Operator
	<input type="checkbox"/> NG Transmission	<input type="checkbox"/> IGT
	<input type="checkbox"/> All	<input type="checkbox"/> Other <Please provide details here>
Justification for Customer Class(es) selection	DNs are the parties which the consumer enters into a bilateral Network Exit Agreement with and therefore are impacted. Shippers are not party to the contract but can see within DES where there is NExA in place through the Network Exit Agreement Indicator, plus the logic will be applied to the system which will impact their NExA sites.	

A3: Proposer Requirements / Final (redlined) Change

<p>Problem Statement:</p>	<p>There is no process to ensure that the Supply Point Capacity (Often referred to as “SOQ”) and Supply Point Offtake Rate (often referred to as “SHQ”) allowed in a NExA (which is a contract between the site operator and the Transporter) and that allowed by the UNC (which is contract between the Relevant Shipper and the relevant Transporter) are aligned. This can result in discrepancies where the Shipper books more capacity on the System than the customer is allowed to use in accordance with the NExA.</p>
<p>Change Description:</p>	<p>Modification 0701 has been raised and seeks to improve visibility where a consumer has entered into a bi-lateral Network Exit Agreement (NExA) with the relevant Transporter and to link capacity increases with the NExA so that the allowed capacity does not exceed the capacity as agreed in the NExA.</p> <p>This Change Proposal has been raised to deliver the system requirements set out within this Modification. <i>Please note Modification 0701 is currently with Ofgem for a final decision on whether it should be implemented.</i></p> <p>In summary, please see at high level what is required by the CDSP to deliver the Modification solution:</p> <ul style="list-style-type: none"> • Enhance what is currently held in UK Link and Data Enquiry Service against NExA sites to include: <ol style="list-style-type: none"> a. NExA SOQ b. NExA SHQ c. Maintain a history of NExA effective to and from date (inclusive of future dates) • For every NExA site, a check that the current PMSOQ is lower than or equal to the NExA SOQ value is required and correct the PMSOQ for any NExA sites which have a greater PMSOQ than the provided NExA SOQ value. To correct it, the PMSOQ at the NExA SOQ • The PMSOQ for Class 1 and 2 sites will not be able to exceed the Supply Point Capacity (SOQ) quoted in the NExA. The PMSOQ should be capped at the NExA SOQ, (it should not be able to increase above the NExA SOQ) • For Class 1 and 2 sites, any requests to change existing System capacity made by the Shipper shall not, where a relevant NExA exists, exceed the DM SOQ and the SHQ set out in the NExA. <ol style="list-style-type: none"> a. For any Product Class which has a valid NExA in place (which is recorded in UK Link) and where a Shipper requests a change to existing Capacity, this must always be subject to the Supply Point Nomination referral and sent to the relevant Transporter. b. Where the Transporter approves the Capacity request at Nomination referral, when the Nomination is Confirmed by the Shipper (can be up to 6 months from the Nomination

	<p>acceptance), the CDSP must validate the date in the Confirmation for the Capacity request against the NExA information to accept or reject. If the effective of the Confirmation is not within the effective date set out within the NExA, the Confirmation will be rejected</p> <ul style="list-style-type: none"> For a Class 1 and 2 Supply Points the System Capacity shall not ratchet above the daily offtake rate set out in the NExA. <ul style="list-style-type: none"> If a site with a relevant NExA ratchets above the NExA SOQ, the booked SOQ should not increase to the ratcheted value (above the NExA SOQ) but the ratchet charge should still be applied. For Class 3 and 4 Supply Points: the relevant Transporter should be notified of any SOQ changes as part of Rolling AQ which come within a defined % of the SOQ set out in the NExA. 	
Proposed Release:	Release is TBC however we expect this to be a Major Release.	
Proposed Consultation Period:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 15 Working Days
	<input type="checkbox"/> 20 Working Days	<input type="checkbox"/> Other [Specify Here]


A4: Benefits and Justification

Benefit Description:	<p>To improve visibility where a consumer has entered into a bi-lateral Network Exit Agreement (NExA) with the relevant Transporter, and to link capacity increases with the NExA so that the allowed capacity does not exceed the capacity as agreed in the NExA.</p> <p><i>What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?</i></p>
Benefit Realisation:	<p>Upon implementation</p> <p><i>When are the benefits of the change likely to be realised?</i></p>
Benefit Dependencies:	<p>The benefit is dependent on Modification 0701 being approved for the CDSP to deliver this change.</p> <p>Also, worth noting, not a dependency as such, but there is a Change Proposal (XRN5146) that is seeking to cleanse all NExA information on both the Data Enquiry Service (DES) and UK Link systems prior to this change being implemented, to ensure all data currently held on these systems is accurate and up to date. XRN5146 supports this change.</p> <p><i>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.</i></p>

A5: Final Delivery Sub-Group (DSG) Recommendations – Removed

(see Section C for DSG recommendations)

A6: Service Lines and Funding

Service Line(s) Impacted - New or existing	Service Area 11: NExA Supply Meter Points It is expected that new Service Lines under Service Area 11 will be required as part of this change.		
Level of Impact	Minor		
If None please give justification	N/A		
Impacts on UK Link Manual/ Data Permissions Matrix	The Data Permissions Matrix would need to be updated to reflect the additional data items for NExA sites which are proposed to be added to DES.		
Level of Impact	Minor/		
If None please give justification	N/A		
Funding Classes :	Customer Classes/ Funding	Delivery of Change	On-going Budget Amendment
	<input type="checkbox"/> Shipper	XX %	XX %
	<input type="checkbox"/> National Grid Transmission	XX %	XX %
	<input checked="" type="checkbox"/> Distribution Network Operator	100 %	XX %
	<input type="checkbox"/> IGT	XX %	XX %
	<input type="checkbox"/> Other <please specify>	XX %	XX %
ROM or funding details:	 ROM Response XRN5094 - Modificati A ROM was produced during the Modification development which indicated that an enduring solution for the UK Link changes will cost at least £66,000, but probably not more than £115,500 to implement. <ul style="list-style-type: none"> • In relation to the DDP change specifically, (requirement 8), an enduring solution will cost at least £18,000 but probably not more than £35,000 to implement. • Note, the DDP cost is not included in the UK Link cost 		
Funding Comments:	Service Area 11 is 100% DN funded which is reflected in the funding class for this change.		

A7: ChMC Recommendation

Change Status:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 15 Working Days	

Industry Consultation:	<input type="checkbox"/> 20 Working Days	<input type="checkbox"/> Other [Specify Here]
Expected date of receipt for responses (to Xoserve)	XX/XX/XXXX	

DSC Consultation Issue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date Issued:	Click here to enter a date.	
Comms Ref(s):		
Number of Responses:		

A8: DSC Voting Outcome

Solution Voting:	<input type="checkbox"/> Shipper	Please select.	
	<input type="checkbox"/> National Grid Transmission	Please select.	
	<input type="checkbox"/> Distribution Network Operator	Please select.	
	<input type="checkbox"/> IGT	Please select.	
Meeting Date:	Click here to enter a date.		
Release Date:	Release: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY or NA		
Overall Outcome:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If [Yes] please specify <Release>

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

Section B: Change Proposal Initial Review

To be removed if no consultation is required; or alternatively collated post consultation

B1: User Details

User Contact Details:	Organisation:	
	Name:	
	Email:	
	Telephone:	

B1: ChMC Industry Consultation

1. Do you think the change proposed poses a material risk/cost to your organisation and / or the market? Please can you provide the rationale for your response			
2. Do you think the change proposed will benefit your organisation and / or the market? Please provide any quantifiable outputs as well as any assumptions.			
3. Considering any functional changes as a result of this change, would your organisation support this to be implemented within a minor/major release as proposed in section A3 (Proposer Requirements / Final (redlined) Change)? Based on your answer how long a lead time would your organisation require to implement this change (for example minimum of 4 months, minimum of 6 months)			
4. Do you agree with the principles of this funding as indicated in section A6 (Service Lines and Funding)?			
Change Proposal in principle:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
Publication of consultation response:	<input type="checkbox"/> Publish		<input type="checkbox"/> Private

Please send the completed forms to: uklink@xoserve.com

Section C: DSG Discussion

C1: Delivery Sub-Group (DSG) Recommendations

(To be removed if no DSG Discussion is required; Xoserve to collate where DSG discussions occur)

DSG Date:	Click here to enter a date.		
DSG Summary:			
Capture Document / Requirements:	<Insert where appropriate>		
DSG Recommendation:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
DSG Recommended Release:	Release: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY		

Section D: High Level Solution Options

D1: Solution Options

Solution Option Summary:	
Xoserve preferred option: (including rationale)	
DSG preferred solution option: (including rationale)	
Consultation closeout:	Click here to enter a date.

Impact on Service Line(s) and funding (A6) for each Solution Option:	(If differ from original assessment in A6)
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Section E: Industry Response Solution Options Review

E1: Organisation's preferred solution option

User Contact Details:	Organisation:			
	Name:			
	Email:			
	Telephone:			
Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.				
Implementation Date:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	
Xoserve preferred solution option:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	
DSG preferred solution option:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	
Publication of consultation response:	<input type="checkbox"/> Publish		<input type="checkbox"/> Private	

E2: Xoserve's Response

Xoserve Response to Organisations Comments:	
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Section F: Approved Solution Option

F1: Approved Solution Option

XRN Reference:	XRN####
Solution Details:	
Implementation Date:	Click here to enter a date.
Approved By:	
Date of Approval:	Click here to enter a date.

Section G: Change Pack

G1: Communication Detail

Comm Reference:	
Comm Title:	
Comm Date:	Click here to enter a date.

G2: Change Representation

Action Required:	
Close Out Date:	Click here to enter a date.

G3: Change Detail

Xoserve Reference Number:	
Change Class:	
ChMC Constituency Impacted:	
Change Owner:	
Background and Context:	

G4: Change Impact Assessment Dashboard (UK Link)

Functional:	
Non-Functional:	
Application:	
User(s):	
Documentation:	
Other:	

Files				
File	Parent Record	Record	Data Attribute	Hierarchy or Format Agreed

G5: Change Design Description

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G6: Associated Changes

Associated Change(s) and Title(s):	
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G7: DSG

Target DSG discussion date:	Click here to enter a date.
Any further information:	

G8: Implementation

Target Release:	Release: Feb/Jun/Nov XX or Adhoc DD/MM/YYYY
Status:	

Please see the following page for representation comments template; responses to uklink@xoserve.com

Section H: Representation Response

H1: Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:			
	Name:			
	Email:			
	Telephone:			
Representation Status:				
Representation Publication:	<input type="checkbox"/> Publish		<input type="checkbox"/> Private	
Representation Comments:				
Confirm Target Release Date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If [No] please specify alternative	

Please send the completed representation response to uklink@xserve.com

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.

Change Details

Change Driver Type:	<input type="checkbox"/> CMA Order	<input type="checkbox"/> MOD / Ofgem	
	<input type="checkbox"/> EU Legislation	<input type="checkbox"/> License Condition	
	<input type="checkbox"/> BEIS	<input type="checkbox"/> ChMC endorsed Change Proposal	
	<input type="checkbox"/> SPAA Change Proposal	<input type="checkbox"/> Additional / 3rd Party Service Request	
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
Customer group(s) impacted if the change is not delivered:	<input type="checkbox"/> Shipper	<input type="checkbox"/> IGT	<input type="checkbox"/> Network
	<input type="checkbox"/> Xoserve	<input type="checkbox"/> NG Transmission	<input type="checkbox"/> NTS
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
Associated Change Ref Number(s):		Associated MOD Number(s):	
Perceived delivery effort (days):	<input type="checkbox"/> 0-30		<input type="checkbox"/> 30-60
	<input type="checkbox"/> 60-100		<input type="checkbox"/> 100+
Does the change 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.		<input type="checkbox"/> Yes (if selected please answer the next question)
			<input type="checkbox"/> No
A Data Protection Impact Assessment (DPIA) will be required if the change involves the processing of personal data in any of the following scenarios:	<input type="checkbox"/> New Technology		<input type="checkbox"/> Theft of Gas
	<input type="checkbox"/> Mass Data		<input type="checkbox"/> Xoserve Employee Data
	<input type="checkbox"/> Vulnerable Customer Data		<input type="checkbox"/> Fundamental changes to Xoserve
	<input type="checkbox"/> Other		<If [Other] please provide details here>
(If any of the above boxes have been selected then please contact The Data Protection Officer (Sally Hall) to complete the DPIA.			
Change Beneficiary: <i>How many market participant or segments stand to benefit this change?</i>	<input type="checkbox"/> Multiple Market Participants		<input type="checkbox"/> Multiple Market Group
	<input type="checkbox"/> All UK Gas Market Participants		<input type="checkbox"/> Xoserve Only
	<input type="checkbox"/> One Market Group		<input type="checkbox"/> One Market Participant
Primary Impacted DSC Service Area:	Choose Item		
	<input type="checkbox"/> One		<input type="checkbox"/> Two to Five

Number of Service Areas Impacted:	<input type="checkbox"/> Five to Twenty		<input type="checkbox"/> All
Improvement Scale?	<input type="checkbox"/> High	<input type="checkbox"/> Medium	<input type="checkbox"/> Low
Are any of the following at risk if the change is not delivered?	<input type="checkbox"/> Safety of Supply at risk		
	<input type="checkbox"/> Customer(s) incurring financial loss		
	<input type="checkbox"/> Customer Switching at risk		
Are any of the following required if the change is delivered?	<input type="checkbox"/> Customer System Changes Required		
	<input type="checkbox"/> Customer Testing Likely Required		
	<input type="checkbox"/> Customer Training Required		
Primary Application impacted:	<input type="checkbox"/> BW	<input type="checkbox"/> ISU	<input type="checkbox"/> CMS
	<input type="checkbox"/> AMT	<input type="checkbox"/> EFT	<input type="checkbox"/> IX
	<input type="checkbox"/> Gemini	<input type="checkbox"/> Birst	<input type="checkbox"/> API
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
Business Process Impacted:	<input type="checkbox"/> AQ	<input type="checkbox"/> SPA	<input type="checkbox"/> RGMA
	<input type="checkbox"/> Reads	<input type="checkbox"/> Portal	<input type="checkbox"/> Invoicing
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
Any known impacts to external services and/or systems as a result of this change?	<input type="checkbox"/> Yes	<If [Yes] please provide details here>	
	<input type="checkbox"/> No		

Workaround Details

Workaround in operation?	<input type="checkbox"/> Yes	If [No] please do <u>not</u> continue completing the [Workaround Details] section	
	<input type="checkbox"/> No		
Who is accountable for the workaround?	<input type="checkbox"/> Xoserve	<input type="checkbox"/> External Customer	<input type="checkbox"/> Both
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?	<input type="checkbox"/> Low	<i>(easy, repetitive, quick task, very little risk of human error)</i>	
	<input type="checkbox"/> Medium	<i>(moderate difficult, requires some form of offline calculation, possible risk of human error in determining outcome)</i>	
	<input type="checkbox"/> High	<i>(complicate task, time consuming, requires specialist resources, high risk of human error in determining outcome)</i>	

Prioritisation Score

Change Prioritisation Score:	
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Version Control

Document

Version	Status	Date	Author(s)	Remarks
0.1	For Review	27/05/2020	Jai Le Resche	Initial CP draft for review and approval to submit