

Enduring UK Link Testing Approach

- Level 2 (File Format testing)

- Level 3 (Functional testing)

- Level 4 (Multi party testing)

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Version No.	V 0
Version Date	18 th February 2016

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1 INTRODUCTION

1.1 Purpose of This Document

This document defines the approach to be followed for the execution of File Format Testing, Functional Testing and Multi Party Testing for changes to the UK Link Systems. The Testing requirements will be defined by the UK Link Committee

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This document will cover the following:

- Introduction and Context;
- Objectives and Scope;
- Test Planning and Approach;
- Market Trial Readiness and Completion;
- Environment and Data requirements;
- Query and Defect Management; and
- Reporting.

Stakeholders participating in Industry Testing should complete the registration process and be aware of the guidelines.

Industry testing will test that changes to the new UK Link systems work successfully

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- Jones, Mark 15/2/16 11:18
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2 CONTEXT

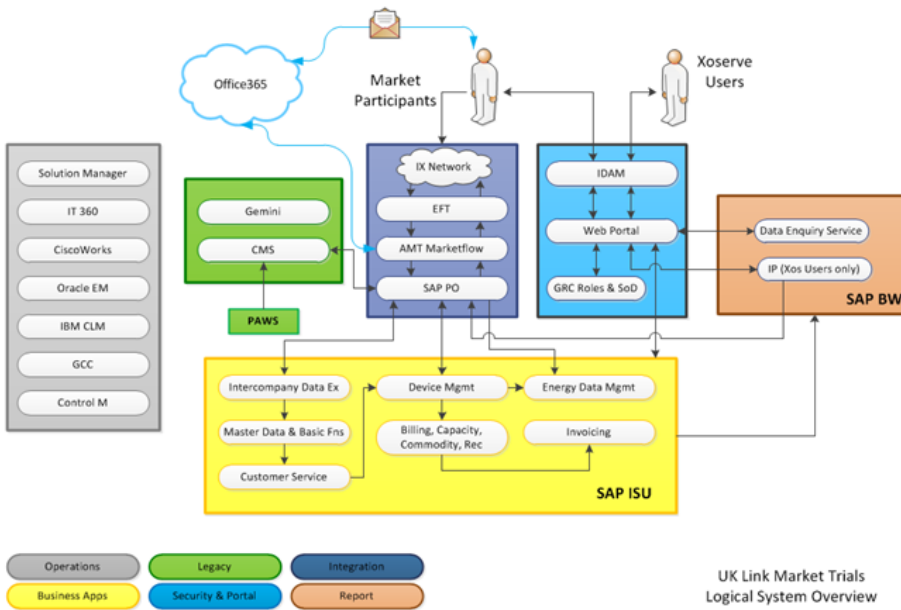
Industry testing will constitute testing of solution components by Stakeholders to verify that they can functionally perform together in a production-like operational environment. This may be completed by executing a number of component tests. However, it is recommended that end-to-end Business process flows will be tested which are based on the functional value chains that are mainly aligned to the Business processes.

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 Jones, Mark 18/2/16 21:21
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The logical appreciation of the end to end systems involved in System Integration is in Figure 1.

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 -<#>Market Trials Approach – Level 2 (File Format testing); and -
 -<#>Market Trials Approach – Levels 3 & 4 (Functional and Multi-party testing). -
 For the purposes of clarity, this document will cover Level 3 & 4 only. Level 2 has been detailed in a separate Approach document and approved in September 2015. For

FIGURE 1 – HIGH LEVEL LOGICAL SYSTEM OVERVIEW

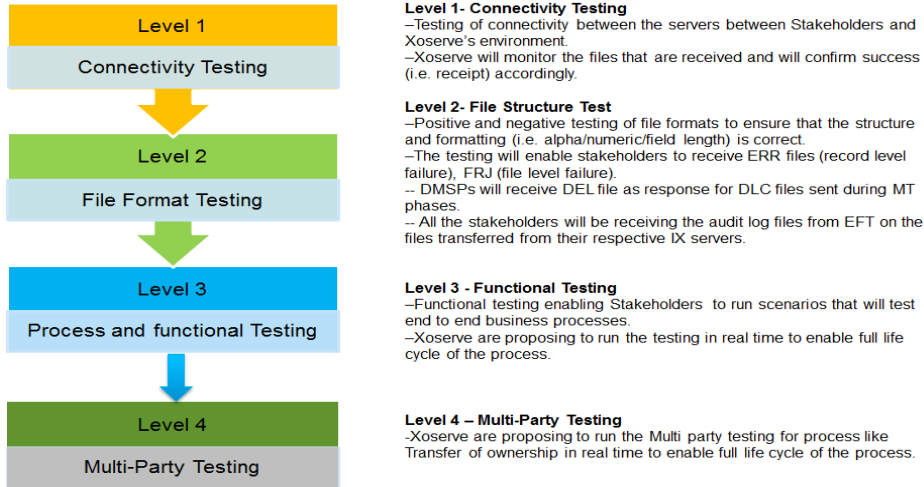


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FIGURE 2 – HIGH LEVEL OVERVIEW – LEVELS 1-4

The different levels of testing are described below:



3 TEST OBJECTIVES & SCOPE

3.1 Testing Objectives

The objectives of Testing are:

- To fully prepare external parties and Xoserve for changes to the UK Link System replacement and to verify that Xoserve's and industry systems work as intended
- To provide an opportunity for all participants to prove the systems and processes work by verification of their test scenarios through the execution of test cases.
- The ultimate objective is to provide evidence that the system and supporting business processes function as expected and in line with the Nexus requirements agreed with the Industry.
- To provide the opportunity for Stakeholders and Xoserve to identify, address and resolve any issues prior to implementation of the changes to ensure the system changes are ready to go live.
- To provide the outcome of all changes being tested which will directly feed in to the overall Project Nexus change decision. The decision will be recommended by the UK Link Committee
- To provide all Stakeholders in Testing with the opportunity for familiarisation with the behaviour of the system, screens and interfaces as well as process files using valid data (including the agreed data anonymisation rules) through all interfaces in a production like environment testing functional data and multi-party activity
- To validate all record content in Levels 3 & 4 and it will be expected that all appropriate validation rules will apply.
- To ensure that Reporting provisions are provided under regulatory or licence frameworks (e.g. UNC, Non-Code User Pays, ASA, iGTASA or other governance processes)

The volume of files sent in by market participants should reflect production and excessive volumes should not be sent in as testing files.

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3.2 In Scope

Figure 3 provides an overview of which Xoserve systems are in scope during each level of Industry Testing, with Level 3 & 4 highlighted:

FIGURE 3 – LIST OF IN-SCOPE XOSERVE SYSTEMS BY MARKET TESTING TYPE

SYSTEM	LEVEL 2 (File Formats)	LEVEL 3 (Functional)	LEVEL 4 (Multi-Party)
AMT Market flow	✓	✓	✓
UK Link(Legacy)		✓	✓
SAP ISU	✓	✓	✓
Contact Management Service (CMS)		✓	✓
UK Link Web Portal		✓	✓
Data Enquiry Service (DES)		✓	✓
Information Exchange (IX)	✓	✓	✓
Gemini		✓	
Business Warehouse (SAP BW)	✓	✓	✓
Office365	✓	✓	

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Non-functional Scope

Xoserve has recognised that some areas of non-functional testing should be included in Testing and will take the opportunity to execute testing in the following areas:

- Xoserve managed system interfaces will be monitored throughout the Testing period;
 - Security penetration testing will have been completed prior to the commencement of Testing and , Office 365 will be configured to external stakeholders if required;
 - Audit and Controls - audit and controls will reflect production and will follow SAP audit & controls routines;
 - Maintenance and Supportability - Environments will be supported throughout the period of Testing to reflect production protocols; and
- Operational Reporting - Will be managed by the Xoserve team and reported to all organisations and The UK Link Committee.

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<https://xoserve.sharepoint.com/sites/iGT> -
<http://www.xoserve.com/index.php/our-systems/extranet-secured-sites/>

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Out of Scope

The following functional areas are out of scope for UK Link Testing:

- Any other system and its processes that do not require modification as a consequence of the UK Link Programme, however, this does not preclude any testing required to enter and exit Nexus; however, it should be noted that some processes which have not changed may require testing as they are part of the E2E process. These processes should be considered as non-critical (C3)
- Provision of advice or remedies relating to systems owned or managed by external parties.

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Xoserve may conduct a non-functional test phase separate to Industry Testing

. The full scope of this phase will be made available through the] appropriate governance body and may include the following areas:

- Testing of Service desk and service management activities;
- Archiving of data and files;
- Performance testing – this will be carried out internally by Xoserve;
- Volumetric testing;

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As a result, these areas are deemed out of scope for Industry Testing.

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4 TEST PLANNING

4.1 Level 3 & 4 – Mandatory processes

Test files **must** be prefixed by 'TN' to denote that it is a Level 3 & 4 test file and to avoid confusing with production files.

Files should be placed in the appropriate IX export folder (See Section 4.4). The EFT will poll this folder at a frequency of every 5 minutes and transfer any files to Xoserve's IX inbox and onto AMT Market flow where the file will be consumed, then transferred through to SAP-ISU and full validation.

There will be formal agreement at the Uk Link Committee on any mandatory processes for each testing phase.

Processes should be tested across LSP/SSP/GT and iGT as well as, and not limited to, data loggers, imperial, metric and SMART meters where appropriate.

Positive and negative testing should be carried out throughout both Level 3 and Level 4

Negative tests, either purposefully created through a negative test or through incorrect formatting will prompt AMT Market flow to respond with a rejection file (ERR, FRJ):

- **ERR files are record level failures** and are generated when there is an anomaly with the content of a record within the file; for example, a mandatory field is missing, an alpha field has a numeric, there are too many characters in a record etc. The validation , in Level 3 /4 checks whether the data contained within the file is correct, for example, whether the shipper owns a particular MPRN;
- **FRJ files are file level failures** and are generated when there are invalid record formats. The FRJ file will notify the originator about the nature of the rejection by assigning a rejection reason (S71 record); and
- **NB: DEL files are delivery notifications** that are sent to DMSPs only, upon receipt of a valid DLC file.

File/record format validation and rejection

The validations performed for Level 3 & 4 on the File format and Record Format are explained in figure 6 below:

FIGURE 6 – FILE/RECORD FORMAT VALIDATIONS

#	Validation description
1.	All mandatory fields are populated.
2.	Empty text fields are represented with double quotes as text qualifiers. If a text field is empty, the field must still be represented with the text qualifiers of double quotes i.e. ""
3.	When the Supplier ID is provided, the Supplier Effective From Date (EFD) must also be provided.
4.	Records contain the correct field length. Incorrectly formatted data will result in the corresponding record being rejected
5.	The number of fields in each record should be equal to the number of fields for that

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 <#>Level 1: 05 May 2015 to 15 May 2015. Completed. -
 <#>Level 2: 02-November 2015 to 18-December 2015 -
 <#>Level 3: -
 <#>Core functionality: 01 February 2016 to 30 June 2016 -
 <#>Unique Sites: 01 June 2016 ... [4]

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	particular record type.
6.	The field length for each data item should be less than or equal to the length defined for that data item.
7.	Records are populated with the correct data type (e.g. numeric, text, date).
8.	Intra-conditionality : Some optional fields become mandatory , for example: If the Meter Serial Number is populated, then the Gas Act Owner field MUST be populated – without the Serial number, the Gas Act Owner is remains optional
9.	The format of the Date field is YYYYMMDD, where YYYY is the Year, MM is the Month, DD is the Day.
10.	The file generation number is in sequence. If a subsequent file is submitted, the 'nnnnn' portion of the file name must increment accordingly i.e. is not duplicated. If a file with same generation number is sent, and if it had been previously <u>processed</u> , then this new file will be rejected as being duplicate. Note : a negative test may include sending a file with the same number to prove that a duplicate file is rejected
11.	Text fields are represented with double quotes as text qualifiers. If a text field is empty, the field must still be represented with the text qualifiers of double quotes i.e. "".
12.	No invalid characters or structural errors are included within the file as this will cause the whole file to reject.
13.	A header record type "A00" and trailer record type "Z99" are provided.
14.	There is a match between the Originator ID in the file name and the header record.
15.	The File type in the file name and header record match.
16.	The Creation date/time of the file is in the correct format YYYYMMDD in order to be validated.
17.	The generation number in the file name and header record match.
18.	The number of records in the file should match the record count mentioned in the trailer record.
19.	The transaction type of each record is a valid record type (e.g. E42, E43, etc.).
20.	Commas must not be present between the text qualifiers (double quotes), otherwise additional fields will be created
21.	Validations will be carried out to ensure that data matches with values currently stored in the UK Link application. Organisational data such as Supplier, Meter Asset manager(MAM), Smart Metering System Operator(SMSO) and Installing Supplier (ISS) identities will be validated against the values held in the Xoserve master Organisation table to check if ,where relevant, they have a licenced entity ID. Irrespective of whether these are held in MDD, the file will be processed against the values stored in the Xoserve

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master Organisation table , where these do not exist, the file will be rejected

Audit log files will be available to stakeholders on the files sent via the IX network from their respective IX servers during all Testing.

Given that the rejections process is automated, Xoserve has no plans to issue any further rejection information to Users.

4.1.1. Mandatory process definition

A full list of mandatory processes for each phase of testing will be specified by the UK Link Committee. These processes fall into 3 categories:

C1: Mandatory processes critical to ensure that the market can operate

Three mandatory processes were agreed at the special Change Overview Board* held during March 2015.

The three mandatory processes were:

- Manage Supply Meter Point Registration (registration of shipper to a supply point and the nomination, confirmation & objection process as part of switching;
- Manage Supply Meter Point Register (updating of data held against a supply point such as asset data, measurement equipment, measurement data and energy calculations e.g. AQ); and
- Record Supply Meter Point (MPRN Creation)

The minutes of this meeting can be found at: <http://www.gasgovernance.co.uk/cob/170315>

*The Change Overview Board is tasked with providing strategic industry change portfolio planning and prioritisation. The Board will consider all industry legislative/market arrangement changes, to enable effective risk management and planning.

A full list of mandatory processes, including the required variants, will be specified for each phase of Testing by the UK Link Committee.

It should be noted that not all mandatory processes will apply to all organisations and the mandatory process matrix details those relevant to each organisation type. This should then be evidenced to the UK Link Committee for success criteria. **C2: Mandatory processes classed as “organisational” critical dependent upon organisation and potentially market type.**

These processes have been identified as those which are either critical to a specific organisation type or essential to a process at individual organisations.

It is recommended that organisations test all C2 processes applicable to their operations. However, if a party does not test these it will not be classed as a reason for not completing industry testing if it is determined, and confirmed with the UK Link Committee, that the organisation will not be using some C2 files

A full list of mandatory processes can be found in section 11.2.

C3: Non-critical processes

All other processes will be classed as Non-Critical (C3). The list provided is not meant to represent a comprehensive list of non-critical processes and all participants should test processes as appropriate.

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Please note that this document may change and you should refer to the Market Trials section on Xoserve.com to ensure that the latest version is being referenced

The attached details the phased implementation against each of the mandatory processes :

-

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-

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All non-critical processes can still be tested in line with individual organisational test schedules and the structured testing model.

4.2 The key attributes of L3 Market Trials

Level 3 comprises of functional testing, based on component testing across the interfaces between Xoserve and the organization. Tests will be carried out to ensure that processes operate as designed and reflect production activity. Users are able to test any valid file appropriate to their organisation type and should test appropriate supply point types (LSP/SSP) and meter types

Consideration should be given to testing different meter types and ancillary equipment

Where a process requires Xoserve initiation or manual intervention, agreement must be reached in advance of testing to ensure testing is managed effectively. Process for doing this will require definition and agreement.

Users must use files generated by their systems and this will form part of the Industry Testing criteria evaluation.

4.3 The key attributes of L4 Market Trials

Level 4 comprises of functional testing across multi party testing;shippers,iGTs,GTs,DMSPs and Xoserve. This will involve end to end testing and tests will be carried out to ensure that all processes operate as designed and all parties are capable of carrying out all necessary steps within a full process

Users are able to test any valid file appropriate to their organisation type and should test appropriate supply point types (LSP/SSP)

Consideration should be given to testing different meter types and ancillary equipment

Users must use files generated by their systems and this will form part of the Industry Testing criteria evaluation

As there is no distinction between L3 and L4 testing, it is important that the correct flows are maintained and that L4 flows are managed through the partnering arrangements, therefore, all multi party processes are indicated on the mandatory processes and these will comprise L4 testing. Component testing in L3 should not be carried out in the processes as files will flow to other organisations.

For all processes with the L4 indicator, partners must agree test cases first to ensure that file are expected and risk is not built into the process.

4.3.1. Industry Partnering

In order to ensure that there is balanced testing across the market, partnering is a key element of Level 4. This will be used for all multi party testing and not solely for the use of Transfer of ownership.

Xoserve will advise the partner matching, by individual emails, based on the following principles:

- Minimum 2 partners per category where appropriate (Big 6, I&C, Challengers)
- “Challenger” shippers will be balanced across the “Big 6” shippers, however, it was noted that due to the level of production activity with Big 6 organisations, the larger organisation may have to carry out more tests to enable all parties to take an active part in Industry Testing as they will, potentially, be matched with 4-5 challenger organisations each.

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- Geographic considerations will be made to the matching where possible, however, this cannot be guaranteed.
- iGT matching will also be made to ensure that appropriate testing can be made

If shippers are unable to arrange testing with any of their agreed partners (either for an individual test or for all testing) this will be escalated to [the UK Link Committee](#).

The complete populated matrix will be held by Xoserve and a copy provided to [the UK Link Committee](#) for their information

Partners will need to plan, co-ordinate and organize their own meetings and Xoserve will not be part of the bilateral discussions (unless specific part of the process)

4.3.2 Basic principles for Transfer of Ownership

Whilst working through the basic principles of Transfer of Ownership, process flows were agreed to ensure that all steps were understood, these process flows are attached



MT Process Flows
1-7 COMPLETE.vsd

Please note that this document may change and you should refer to the Market Trials section on Xoserve.com to ensure that the latest version is being referenced

As a mandatory process for [Industry Testing](#) and in support of the market, principles of operation have been agreed following industry workshops

- Transfer of Ownership process will be mandatory for all shippers participating in [Industry Testing](#) given the importance of the process to the market.
- Shippers will work with a cross section of the market to ensure a balance of activity and a consistent ability to test
- Agreement will be reached prior to any test between shippers which MPRNs to be used
- Once this agreement has been reached, no data change must take place to the data for those MPRNs
- A confirmation handshake (between partners) after every test must take place to confirm success of all stages (NOTE: normal system flows will continue)
- Defects for TOO will be raised by both parties and linked when being resolved
- MPRNs will be divided into 2 groups :
 - o 1 set for use within Level 3
 - o 1 set for use within level 4 – these would be considered as “blacklisted” and must be ring-fenced for use within Level 4
- For a gain test, the losing shipper submits the MPRNs for the agreement between shippers. Once these have been agreed, it is the responsibility of each shipper to indicate that these have been allocated.

In order to inform the decision regarding the MPRNS which should be used, Xoserve will run a set of reports.

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Jones, Mark 12/2/16 16:05
Deleted: The partnering matrix will be reviewed further following the data cut on 12th October 2015 to understand any changes which may be required following the transfer activity throughout the year. Following the TOO t-con on 29th October, the TOO work group requested that Xoserve review the matrix to ensure that the partnering remains valid. Any changes will be advised to the appropriate partners via e-mail. The review will take place in the first week of December and notifications sent accordingly. It should be noted that at present, 17 shipper organisations would require the use of the dummy portfolio and if these were to be

Jones, Mark 12/2/16 16:05
Deleted: Following the agreement for phasing, the partnering matrix was reviewed with the following results :

Jones, Mark 18/2/16 20:43
Deleted: Market Trials

Jones, Mark 18/2/16 20:45
Deleted: MT

Jones, Mark 18/2/16 20:46
Deleted: <#>MPRNs must be selected which have gone through the TOO process in production, after the 12th October data cut , therefore, all parties have valid access to the data, however, other activities which have not taken place in production such as Objections can also take place with agreement between the parties .

Jones, Mark 18/2/16 20:47
Deleted: gains & losses from 13Oct15-31Dec15 with the planned delivery of 8th January 2016 . For iGTs/GTs , a report will provided which contains all MPRNs with a transfer (13Oct15-31Dec15) . New connections 13Oct15 – 31Dec15 . Using these reports as a base, partners will agree which MPRNs will be used for particular scenarios. Agreements regarding the use of specific MPRNs will have to be reached between 9th January – 31st January 2016 and will be part of the L4 Entry criteria

Jones, Mark 18/2/16 20:48
Deleted: Once agreements have been reached regarding which partners will be testing with whom, all parties will complete the Mandatory Process Partnering process which will provide evidence to PwC that arrangements are in place as part of the entry criteria. If there are any issues relating to agreement with partners resulting in test cases not being ... [7]



When providing these reports, Xoserve will provide an additional report detailing those MPRNs which cannot be used due to data load issues (known as the fall out report)

Jones, Mark 18/2/16 21:25
Deleted: issues(

Where there is insufficient transfer of ownership activity, a dummy portfolio will be used and Xoserve will operate as a pseudo shipper.

For details of the dummy portfolio, see data section 7.3

Objections/Withdrawals

Industry Testing will cover all objection reason codes where the test is appropriate.

Jones, Mark 18/2/16 20:49
Deleted: It was agreed that Market Trials

Jones, Mark 18/2/16 21:25
Deleted: .

4.4 File Transfer Principles

The file transfer principle for Industry Testing is dependent on the 'IX folder' being used for live file transfer activities. Each organisation will have a 'BGT01' and 'General' folder within each IX node they own. The principle is:

Jones, Mark 18/2/16 20:50
Deleted: Market Trials

- **Scenario 1** – If the 'BGT01' folder is used to transfer live/ production files then the 'General' folder should be used for Market Trial file transfers; and
- **Scenario 2** – If the 'General' folder is used to transfer live/ production files then the 'BGT01' folder should be used for Market Trial file transfers.

In most instances Scenario 1 will apply to Shipper participants whilst Scenario 2 will apply to Non-shipper participants, though not for all instances.

File transfers to and from industry participants will be via the EFT system. Formatting instructions are included within the attachments below.

Organisations falling into Scenario 1 should refer to the IX/EFT instructions in the attachment below:



Please note that this document may change and you should refer to the Market Trials section on Xoserve.com to ensure that the latest version is being referenced

Organisations falling into Scenario 2 should refer to the IX/EFT instructions in the attachment below:



Please note that this document may change and you should refer to the Market Trials section on Xoserve.com to ensure that the latest version is being referenced

- The current file transfer polling schedule mechanism will be used (the current process scans for files every 5 minutes).



IT Investment & Solution Delivery

- Files generated from Xoserve to the stakeholders (including ERR, FRJ file types) will be delivered to the existing Import folders at the stakeholders IX server with a 'TN' prefix.
- Stakeholders should not, normally, send duplicate files – ie files that have already been sent to Xoserve and have been previously processed. Duplicate files received will be rejected and a corresponding FRJ file will be sent to the stakeholders. However, as part of a negative test a duplicate file can be sent

Jones, Mark 18/2/16 21:26
Deleted: not ,
 Jones, Mark 18/2/16 21:26
Deleted: normally ,

4.5 Critical Path (Lifecycle) & Support schedule

All activity throughout Industry Testing will take place in “real time” and there will be no accelerated timelines, therefore, it is essential that all parties understand the lifecycle and requirements to ensure that full testing can take place.

Jones, Mark 18/2/16 20:51
Deleted: Please note that this document may change and you should refer to the Market Trials section on Xoserve.com to ensure that the latest version is being referenced [8]
 Jones, Mark 18/2/16 20:51
Deleted: Market Trials
 Jones, Mark 18/2/16 20:52
Deleted: The Critical path identifies the full lifecycle of activity and the support in place across the L3 & 4 MT period .

4.6 Release Management

It is acknowledged that as all parties progress through testing changes may be identified by industry stakeholders and Xoserve; All parties strongly prefer that change is kept to a minimum (and this is backed by good programme practice), but in some instances this will be inevitable. As a result, the proposal is that:

- Changes are only notified where without a change the solution will not function – i.e. ‘Must Have’ change.

Following feedback from the industry, and the requirement to provide early visibility of changes on a regular basis to assist in impact assessment and subsequent development, it has been agreed to provide a “pipeline “ of change Currently the “pipeline” of change will be issued on a monthly basis to provide such visibility.

Jones, Mark 18/2/16 21:26
Deleted: may be
 Jones, Mark 12/2/16 17:50
Deleted: this may occur either before the start of Market Trials or during both level 2 and Level 3/4 testing .
 Jones, Mark 18/2/16 21:26
Deleted: practise

Figure 7 outlines the characteristics of each classification of change

FIGURE 7 – CHANGE CHARACTERISTICS

Classification	Definition
‘Must Have’	Design Change (either Xoserve or External Party or both). Solution will not work without this change and or a significant risk that the File Formats will not be consistent with the solution.
‘Should Have’	A change identified that would provide more / additional information to provide clarity to the User.

Jones, Mark 18/2/16 20:54
Deleted: however, it is recognised that this may not be frequent enough for Level 3/4 testing. Following further industry discussions, a fortnightly review has been agreed (See accelerated approvals) .
 Following the identification and subsequent approval of changes , the Release Management model has been developed to provide the mechanism to release code on a monthly basis, if required.
 Jones, Mark 18/2/16 20:54
Deleted: Please note that this document may change and you should refer to the Market Trials section on Xoserve.com to ensure that the latest version is being referenced .
 Jones, Mark 12/2/16 16:07
Deleted: The principles of the Release Management process have been agreed through UKLC .



'Could Have'	Administrative.
--------------	-----------------

Principles of Code Deployment

Agreement has been reached regarding the code deployment throughout Industry Testing

- For defects, the MT triage process should aim to forecast which release a fix will be delivered in. This date can then be communicated to the defect originator. This date will take into account the lifecycle of testing prior to deployment
- For CRs, a delivery plan must be defined during the IA phase in order to align each CR with a target release date. Once defined, this information will be communicated to industry to provide visibility of the 'scope' of each release
- A strict RM process will provide the industry with much needed clarity on **what** is being delivered and **when**. Delivery slippages can also be managed with more control – if a fix or CR is delayed it can be reforecast to the next appropriate release

Jones, Mark 18/2/16 21:27
Deleted: throughout Market Trials.

Jones, Mark 18/2/16 20:57
Deleted: <#>The diagram below outlines a proposed RM process which caters for defects and CRs. The key feature of the process is that the 'releases' (the dates on which code is deployed to MT environment) **are fixed and clearly communicated to industry** .

Jones, Mark 18/2/16 20:58
Deleted: <#>The diagram below outlines a proposed RM process which caters for defects and CRs. The key feature of the process is that the 'releases' (the dates on which code is deployed to MT environment) **are fixed and clearly communicated to industry** .
 <#>The delivery planning process for CRs and defects should be built around these

Jones, Mark 18/2/16 21:02
Deleted: <#>MARKET TRIALS LEVEL 3 & 4 READINESS AND COMPLETION .

Jones, Mark 18/2/16 21:01
Deleted: Xoserve will be required to ensure that: .
 Functional processes have successfully completed a requisite User Acceptance Test prior to MT testing .
 Provide the procedure for managing and communicating defects .
 Data has been provided by Xoserve and loaded by stakeholders .
 Appropriate access has been provided to all parties .
 URL's provided that stakeholders need to access .
 All assessment criteria has been provided through their assurance provider (Baringa)



5 REGISTRATION PROCESS

Prior to taking part in [Industry Testing](#) any stakeholder wishing to participate needs to register their interest via the Xoserve registration process.

Information required at this point includes:

- Name of organisation;
- Primary and secondary contacts – including full name, telephone and email contact details.
- Confirmation of the intention to participate; and

6 Any change in stakeholder registration details should be sent to Industry Engagement.

Jones, Mark 18/2/16 21:02
Deleted: 5.1 Market Trials Entry and Exit criteria for Level 3 & 4
 Jones, Mark 18/2/16 21:00
Deleted: Market Trials

Jones, Mark 12/2/16 16:22
Deleted: Currently the following numbers of organisations have registered to take part in Market Trials:
FIGURE 8 – REGISTRATION STATISTICS
 Organisation Type ... [9]



6 TEST ENVIRONMENT AND DATA

6.1 Test environment

During Industry testing the test environment will include the following components:

Jones, Mark 18/2/16 21:04
Deleted: Level 3 & 4, the Market Trials

- IX production and a test instance of the EFT mechanism will be used to support file transfers;
- AMT Marketflow will be available to validate file formats; and
- Office365 will be available to support those file types which can be submitted via email.
- SAP ISU with appropriately tested code deployed
- SAP BW
- DES
- CMS
- Gemini

6.2 Data

In order to ensure that all parties use the same data and enable full testing to take place, Xoserve will be carrying out appropriate data cuts. All organisations carrying out their own data cut must carry do so under the same conditions and at the same time.

Jones, Mark 18/2/16 21:05
Deleted: on 12th October at 6.00pm

Due to data protection sensitivities and protection of data on the supplier registry, anonymisation will take place and a proportion of the full portfolio will be used for the purposes of testing. Details of this have been shared, however, are provided in the attached Data Item Overview.

This covers all areas; shippers, GTs, iGTs and DMSPs



Market Trials Data Item Overview v1.2.x

6.3 Dummy Portfolio

The Dummy portfolios will be provided to all registered market participants when required and will be based on the following:

- 50 GT meter points per shipper
- 50 iGT meter points per shipper

	Domestic	I&C

Jones, Mark 12/2/16 16:23
Deleted: Reports will be provided by Xoserve to the following plan: -
Report ... [10]

Jones, Mark 18/2/16 21:06
Deleted: d

Jones, Mark 18/2/16 21:27
Deleted: registered market

Jones, Mark 18/2/16 21:27
Deleted: participants

Jones, Mark 18/2/16 21:07
Deleted: following the provision of the above detailed reports, it is anticipated that this will be phased through December 2015 and January 2016

Jones, Mark 18/2/16 21:27
Deleted: be based



Class 1	0	10
Class 4	40	0
	Prime	Sub
Class 1	1	2
Class 4	2	5
	MRF - D	MRF - Monthly
Class 1	10	0
Class 4	0	40
	Prepay meter	Credit meter
Class 1	0	10
Class 4	15	35

Dummy portfolio – building asset & read history

When creating the dummy points, asset and read history will not be provided, therefore, shippers using the dummy portfolio will need to create the history. This can be actioned in several ways which will be understood by the shipping community as this will be done using normal operational processes; however, the following provides an example of how this may be done:

1. Dummy meter points in the system will be loaded with asset details and opening read (read of 0). (Read 1) (Asset 1)
2. New shipper to take over the meter point from Xoserve(dummy shipper), load the transfer reads as part of the process (Read 2)
3. Stakeholders can then send in the Meter readings via the files like UMR, DLC. (Read 3)
4. Shippers taking over these meter points should update (exchange) the assets along with readings for effective date after their ownership start date. (It will create both asset and reading history). (Read 4) (Asset 2)
5. Shippers can then allow this meter point to be taken by other shipper (including Xoserve), so that as part of transfer of ownership on opening and closing read can be loaded. (Read 5)

It should be noted that the timeline for the history record creation could be between 2 – 3 months, based on how the flow is been executed by the stakeholders

Jones, Mark 18/2/16 21:07
Deleted: Based on the mandatory processes, a minimum of 24 transfers will be required (based only on scenario 7 transfer of ownership), therefore, the matrix demonstrates that 17 organisations would need to use the dummy portfolio. This will be reviewed in December 2015 and January 2016, where it is anticipated that this number of organisations will reduce. -

▼ Jones, Mark 18/2/16 21:09
Deleted: <#>Data Load ... [11]

▼ Jones, Mark 18/2/16 21:09
Deleted: Where there are data defects which impact on the load, these will be advised to all impacted parties. -



7 DEFECT AND QUERY MANAGEMENT

During Industry Testing, users can report any suspected defect or query to Xoserve via the processes detailed in Sections 8.1 and 8.2 below.

Jones, Mark 18/2/16 21:10
Deleted: Market Trials

There will be a daily telephone conference call to enable users to discuss defects arising from the previous day, as well as any planned remedies to existing issues. The call details are as follows:

Jones, Mark 18/2/16 21:11
Deleted: The call will be available each working day from 2nd February 2016 to 1st August 2016 (subject to agreement regarding Retro and Unique Sites) between 9.00am to 9.30am.

UK dial in: 0121 210 9185

India dial in : +000 0800 852 1300

Participant code : 5377099078#

Defects will not be raised through this call and should continue to follow the Defect Management process.

Details of any issues that affect multiple users and specifically those that mean that the Industry Testing environment is unavailable will be published on Xoserve.com. The link to the UK Link pages is:

Jones, Mark 18/2/16 21:12
Deleted: Market Trials

<http://www.xoserve.com/index.php/our-change-programme/uk-link-programme/>

Additionally, Xoserve will contact Primary and Secondary registered users, by email, if there is an issue affecting all participants.

Jones, Mark 12/2/16 16:26
Deleted: Although the Defect Management process will have been in operation during Level2 , a further walkthrough will be carried to update all primary and secondary contacts following any lessons learnt. This will be carried out in planned open days on 14th and 15th December 2015 .

7.1 Defect management process

The high level process for Defect Management is:

FIGURE 8 – DEFECT MANAGEMENT PROCESS



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Defects should be reported to the Xoserve Service Desk via telephone (0845 600 0506). This is the same number as used for production incidents. Therefore, it is important that callers clearly state the call is in connection to UK Link [Industry Testing](#).

Jones, Mark 18/2/16 21:12
Deleted: Market Trials

The Service Desk is open 24 hours a day. However, UK Link Market Trials support will be between the hours of 9.00am to 5.00pm, Monday to Friday (UK time).

All calls will be initially logged at the Service Desk as a P3. However, this is not necessarily the category it will retain. Due to the service desk working on a production system, this will be logged as P3 and then amended as required by the [UK Link Committee](#)

Jones, Mark 18/2/16 21:13
Deleted: Market Trials Business Triage team.

An email facility to raise defects is also available using servicedesk@xoserve.com, where evidence should be attached directly.

In order to assist in fast and effective resolution of the defect, supporting evidence for each defect will need to be provided. This may include:

Jones, Mark 18/2/16 21:13
Deleted: An email template has also been provided as per the attached : .

- Replication steps;
- Screenshots;
- Copy of the file; and
- Test data.

Details of how to provide this information is provided in the full process (see defect management link above). A standard template will also be provided to all primary & secondary contacts as per the attached

Defects will be assessed by the [UK Link Committee](#), and a priority will be assigned. This will be communicated either by phone or email to the originator and any disputes regarding the priority can be discussed with the Triage Team. However, to ensure that all defects are treated equitably the same guidelines will be used for all parties

Jones, Mark 18/2/16 21:14
Deleted: Market Trials Business Triage Team

Figure 9 provides a description of the four defect priorities, and the associated target resolution time that Xoserve will aim to work to.

FIGURE 9 – DEFECT PRIORITIES

Severity / Priority	Description	Resolution Time
P1 - Critical	A failure preventing any testing or usage of the system. Example: Entire Application System / Servers unavailability for usage of the system. Example (Low): Failure of a particular batch process which is not impacting the execution of other files related to that process and any queries raised or no significant part of the system functionality issues in Market trials phase. Example (a) Web portal access is entirely affected and there is no workaround for that process via files. (b) Transfer of ownership process is affected due to a code/data issue and there is no workaround via File or web.	Within 24 hours
P2 - High	A failure affecting crucial system functions but for which a workaround exists, enabling testing and usage of the system to continue. Example: File process activity for read upload is impacted via file process, but there is a workaround with Web portals.	2 days
P3 - Medium	A failure, which does not seriously impact functionality and testing/usage of the system can continue; or an error that causes annoyance or a documentation problem with little impact on testing or usage of the system. Example (Low): Failure of a particular batch	3 days
P4 - Low / Cosmetic	A failure, which does not seriously impact functionality and testing/usage of the system can continue; or an error that causes annoyance or a documentation problem with little impact on testing or usage of the system. Example (Low): Failure of a particular batch	5 days



The above resolution times are based on business days and primary support being in place.. Primary support and secondary will be in place for the duration of [Industry Testing](#) (see Critical path & support schedule).

As progress is made on each defect, the ticket 'Contact Log' will be updated and, where appropriate, users will be advised directly of a change in status. As each defect is resolved, Xoserve will contact the originator, preferably, by telephone or email to notify them of the resolution and change the ticket to 'closed'.

Jones, Mark 18/2/16 21:15
Deleted: Level 3 & 4
 Jones, Mark 18/2/16 21:15
Deleted:

Following discussion, the process will now incorporate new statuses [the](#) details of these are incorporated in the Defect Management document attached Throughout the defect management process, considerable interaction between all parties will take place to ensure that there is full and effective resolution of defects. It is, however, recommended that this is, predominantly, done via email to ensure that all appropriate information is provided

Jones, Mark 18/2/16 21:27
Deleted: The

7.2 Queries

A query can be any request for information or clarification of understanding.

[Industry Testing](#) queries should be emailed to: box.xoserve.UKLink_MarketTrials@xoserve.com; and should not be raised via the Service Desk. Queries will be added to the [Industry Testing Query Log](#), and assigned a reference number which will be quoted in any correspondence.

Jones, Mark 18/2/16 21:16
Deleted: Market Trials
 Jones, Mark 18/2/16 21:16
Deleted: Market Trials

The objective will be to respond to all queries within 10 days, with urgent queries, that are directly affecting an organisations ability to continue with testing, will be prioritised.

7.3 Defect and Query Reporting

Jones, Mark 18/2/16 21:17
Deleted: The Defect and Query Management process will be supported by the following communication points and reports: .



- Defect Reporting:
 - Daily
 - Providing updates on:
 - Number of defects raised (by severity);
 - Number of defects closed (by severity);
 - Number of defects outstanding; and
 - Defects rejected.
- A central repository of open defects will be held on Xoserve.com. For P1 and P2 defects this will be updated on a daily basis and all other statuses will be updated in the central repository on a weekly basis.
- Closed defects will be archived once closed but will remain available for view.
- Defects will only be placed in this repository if the impact assessment indicates this has the potential to impact multiple parties. For the avoidance of doubt, those impacting individual organisations will only be shared with that organisation.
- Query Reporting:
 - Weekly;
 - Providing updates on the previous week:
 - Number of queries raised;
 - Number of queries closed; and
 - Number of queries open.
- Queries impacting multiple parties will be added to the central Q&A file , but those specific to individual organisations will only be shared with the specific organisation.

8 PROGRESS REPORTING

Summarising at a high level:

All reporting will now be based on file formats, however, all industry participants will be responsible for providing evidence to [the UK Link Committee](#) regarding the full testing of processes

Stakeholder-specific reporting will be provided to Ofgem (or their Assurance Provider);

- Reports shared with other stakeholder groups will be anonymised;
- Provided on a daily basis (Monday to Friday) on the previous day's activity;
- Areas reported on will be the:
 - Number of parties taking part;
 - Number of files tested; successfully and unsuccessfully; and
 - Number of times each file has been tested.
- Defect reporting will be provided as detailed in Section 8 above.

Reports will be published from Monday to Friday excluding weekends and bank holidays. Any files received on weekends / bank holidays will be captured in the report published on the next working day.

Anonymised reporting will be published to show the number of files that were processed the previous working day. Reports will be published by midday on each working day. The report will be published on Xoserve's web site and via email to the primary and secondary contact names provided.

Defect details, such as count, status, severity and process-related impacts will be documented in the daily reports and shared with the stakeholders.

Jones, Mark 12/2/16 16:29
Deleted: Progress reporting is detailed within the Reporting pack: -
 Jones, Mark 18/2/16 21:18
Deleted: PwC

FIGURE 9 –PROGRESS REPORTING

Level	Report	Frequency
Level 3	Files received for format testing: <ul style="list-style-type: none"> • Accepted files report stakeholder wise • Rejected files report stakeholder wise 	Daily (excluding weekends / bank holidays)



9 DEPENDENCIES

The start of [each phase of Industry Testing](#) is dependent on the following:

- Data cut provision is agreed by a sufficient level of participants
- Adequate data is loaded successfully into Xoserve's system and fallout notified to impacted parties
- Adequate data is loaded by all parties to enable sufficient testing

Jones, Mark 18/2/16 21:20
Deleted: Level 3 & 4

Jones, Mark 12/2/16 16:29
Deleted: <#>Agreed Minimum threshold of Stakeholders achieve the Market Trials exit criteria for MT L2 (see detailed exit criteria for detail) -



10 APPENDIX

10.1 Definitions, Acronyms & Abbreviations

Term	Meaning
AQ	Annual Quantity
BW	Business Warehouse
CMS	Contact Management Service
COB	Change Overview Board
DCC	Data Communications Company
Defect	Also called as a fault or a bug, a defect is a deviation from expected results in the test script.
DES	Data Enquiry System
DMSP	Daily Meter Service provider
DN	Distribution Network
DN Link	Distribution Networks' Link (web portal)
EFD	Effective From Date
GCC	Gemini Consequential Changes
GRC	Governance Risk Compliance
GT	Gas Transporter
HA	High Availability
HPQC	HP Quality Centre
IDAM	Identity and Access Management
iGT	Independent Gas Transporter
IX	Information Exchange
LDZ	Local Distribution Zone
LSP	Large Supply Point
MAM	Meter Asset Manager
MDD	Market Domain Data
MPRN	Meter Point Reference Number
MT	Market Trials
MTWG	Market Trials Working Group
PwC	Pricewaterhouse Coopers
PNSG	Project Nexus Steering Group
RGMA	Review of Gas Metering Arrangements
RICEFWs	SAP custom objects – Reports, Interfaces, Correspondences, Extensions, Forms, Workflows
RRC	Rational Requirements Composer
SAP-BW	SAP business warehouse
SAP-ISU	SAP's Industry Specific Solution for Utilities
SAP-PO	SAP's Process Orchestration module
SMSO	Smart Meter System Organisation
SPA	Supply Point Administration
SSP	Small Supply Point
TOO	Transfer of Ownership
UKLC	UK Link Committee

Document History

Reviewers

This document has been distributed to, or its status and location for electronic retrieval made know to, the following persons for review:

Name	Role	Organisational Unit	Outcome (1, 2 or 3)
▼		▼	
▼		▼	

- Jones, Mark 12/2/16 16:30
Deleted: Market Participants via MTWG
- Jones, Mark 12/2/16 16:30
Deleted: Industry
- Jones, Mark 12/2/16 16:30
Deleted: Internal Xoserve via MT manager
- Jones, Mark 12/2/16 16:30
Deleted: Xoserve

Inform

Name	Role	Organization Unit	Inform

Approvers

Name	Role	Organisational Unit	Outcome (1, 2 or 3)
▼		▼	

- Jones, Mark 12/2/16 16:30
Deleted: All members of Market Trials Working Group
- Jones, Mark 12/2/16 16:30
Deleted: Industry wide group



N.B. For the outcome field please use the following criteria:

- 1 = Accept
- 2 = Accept with minor revisions
- 3 = Further review required

Distribution

This document has been distributed to, or its status and location for electronic retrieval made known to the following persons for information:

Name	Title	Date	Version
DBI-UK-Link Programme team			

Document Control

Version	Status	Date	Author(s)	Summary of Changes
0.1	For review		Mark Jones (SSE)	Initial document for review
0.2	For review	06Oct15	Xoserve	Updates following MTWG comments
0.3	For review	26Oct15	Xoserve	Updates following Xoserve & MTWG comments
0.4	Update	28Oct15	Xoserve	Updates during MTWG meeting
1.0	Final version	02Nov15	Xoserve	Updates following MTWG comments for final version
1.1	Final version	02Dec15	Xoserve	Republished version to ensure inclusion of final version of PwC entry and exit criteria
1.2	Final version	31Jan16	Xoserve	Republished version to update: code deployment, defect management, base line, lifecycle & support framework and incorporation of phasing agreement

Jones, Mark 12/2/16 16:31
Deleted: Xoserve



References

This document makes references to the following documents. These reference documents should be read in conjunction with this document.

File name	Location	Version
Central Repository (Baseline) .	http://www.xoserve.com/index.php/our-change-programme/uk-link-programme/uk-link-programme-workstream-updates/uk-link-programme-market-trials/	
File formats : Shippers	http://www.xoserve.com/index.php/our-change-programme/uk-link-programme/uk-link-programme-file-formats/	
File formats :non shippers	https://xoserve.sharepoint.com/sites/IGT http://www.xoserve.com/index.php/our-systems/extranet-secured-sites/	
Market Trials .box	box.xoserve.UKLink_MarketTrials@xoserve.com	
Defect e-mail :	servicedesk@xoserve.com	
All Market Trials documents and information :	http://www.xoserve.com/index.php/our-change-programme/uk-link-programme/uk-link-programme-workstream-updates/uk-link-programme-market-trials/	

Jones, Mark 12/2/16 16:32
Deleted: Change Overview Board minutes

Unknown
Deleted: -

Jones, Mark 12/2/16 16:32
Deleted: <http://www.gasgovernance.co.uk/cob/170315> -

