

# Business Requirements Definition

for

## Project Nexus

submitted to

## Project Nexus Workgroup

## Retrospective Updates

Author (for this version):	Xoserve
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Date:	15/11/2011

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## 1. Glossary

Term / Acronym	Definition
<u>Allocation Profiles</u>	<u>Annual demand algorithms used in determining NDM allocation</u>
Asset	Meter, Corrector, or a device attached to the meter for recording gas consumption
<u>CSEPs</u>	<u>Connected System Exit Points (IGT sites)</u>
Current Shipper	Registered User for an MPRN as per UNC
<u>DECC</u>	<u>Department of Energy and Climate Change</u>
<u>DESC</u>	<u>Demand Estimation Sub Committee</u>
<u>Dumb Metered</u>	<u>Meter which does not have a facility to transmit reads remotely</u>
<u>GFD</u>	<u>Gas Flow Day</u>
Previous Shipper	Any previous Registered Users for an MPRN
<u>Proposing Shipper</u>	<u>Shipper requesting to take ownership of a Supply Point</u>
Site	Supply Meter Point level
<u>Supply Point Register</u>	<u>A register of the large Gas Transporters meter points. The register will include address, asset and read history for the meter point.</u>

Deleted: Retro Updates BRD

## 2. Document Purpose

The purpose of this document is to ensure that the business principles associated with the referenced change have been accurately captured and to clearly specify these requirements to the Project Nexus UNC Workgroup (PN UNC). Adequate information should be provided to enable the industry to approve the documented requirements for Cost benefit Analysis at a later stage.

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The contents refer to the business scope of the change and provide descriptions of the business requirements and the relevant existing and future process maps.

Until the approved version, this document will contain draft business rules for the different options identified by PN UNC Workgroup regarding retrospective update processes. These options have been documented for further discussion and clarification at the Workgroup.

### 2.1 Intended Audience

- Gas Shippers/Suppliers
- Gas Transporters, large & iGTs
- Xserve
- Customer Representative

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### 3. Executive Summary

#### 3.1 Introduction to the change

This document defines the timescales and processes associated with the retrospective updates to data held in the Supply Point Register for all directly connected gas meter points.

The document has been based on presentations and discussions at the Project Nexus UNC Workgroup and considering the high level principles agreed at the Retro Updates Principle Workgroup in June 2010. The options have been documented for further discussion and clarification. All areas within the document are yet to be agreed and finalised.

All square brackets [] indicates values that can be parameterised for the purposes of the BRD although will require confirming for system design or system design or system development. The **highlighted text** represents areas for clarification which must be resolved by the Workgroup prior to the business rules being finalised.

#### 3.2 Implementation Timescales

Implementation of the developed solution will be confirmed once all requirements are captured following the Project Nexus Requirements Definition Phase.

#### 3.3 Change Drivers and Business Goals

##### 3.3.1 Drivers

- a) To improve the accuracy and quality of the data held on the Supply Point Register
- b) To provide accurate data to an Enquiring, Proposing Shipper or a new Shipper on transfer of ownership
- c) To enable the submission of any financial adjustments as a result of a data update

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##### 3.3.2 Business Goals

- a) To enable historical data to be accurately corrected on the Supply Point Register

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#### 3.4 Change Background

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The changes have been identified as a result of Xoserve's Project Nexus consultation for the replacement of UKLink systems and following DECC's consultation on Smart metering and Supplier licence obligation for the installation of advanced meters.

3.4.1 Areas Identified in the Initial Requirements Register (IRR)

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Ref	Requirement
9.1	Shippers should be allowed to submit retrospective updates, in particular for the SSP market.
9.2	The ability to amend incorrect meter read data after the submission of a later meter read.
9.3	Allow for retrospective data to be updated.
9.4	Easier submission of data update requests.
9.5	More flexible processing of meter reads.
9.6	Make validation rules fit business requirement.
11.7	Review data updates and who is able to submit updates at any point in time.
13.3	Data updates from non registered shippers
13.10	A thorough review of data flows and data validation.
13.1	The process for shippers to revise standing data for sites on their portfolio should be streamlined and allow for the registered shipper to complete data changes quickly.
13.2	Systemised data changes.
13.2	Direct amendment of data held in xoserve's database.
13.3	The ability to update inaccurate data items for all supply points, domestic and industrial/commercial should be enhanced.

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**3.4.2** UNC and Licence Impacts

- [UNC Section M3.7.3](#)
- [UNC Section S4.3 & 4.4](#)

**3.4.3** UNC Process Impacts

- [Query process](#)
- [Invoicing process](#)

**3.4.4** Interaction with Project Nexus High Level Principles

In June 2010 the following high level principles were agreed at the Project Nexus Principle Workgroup. The principles covered;

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- Standing data, relating to sites and to meters attached to sites
- Transactional data, such as consumptions

Shippers would have the ability to update/amend/correct both standing and transactional data, within a set time-frame. After expiry of that time limit, probably aligned to the Reconciliation cut-off date (which has not yet been set) no further amendments would be accepted.

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The following aspects of retrospective updates were raised, but required further discussion or consideration before any conclusion could be reached.

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- Any validation of data updates to prevent/detect errors
- Any direct linkage to financial adjustments or to other data items, such as AQ
- The ability of Shippers to amend data for periods outside of their ownership
- The ability of Gas Transporters to amend data
- Amendments by parties other than the incumbent (e.g. previous/subsequent Shippers or GTs) require further consideration, because of the impact on the incumbent's records, and the potential for those records to be out of line with the GTs.

**3.5 Related Documents**

Document Title	Location
Meter Read Submission and Processing and Settlement Arrangements BRD	Joint Office Website

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## 4. Benefits

### 4.1 Industry Benefits

The following benefits will need to be aligned with the Transporter relevant objectives;

### 4.2 Dis-advantages

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## 5. Change Scope

### 5.1 In Scope

**Function:**

- Retrospective update of:
  - Asset data
  - Meter reads
  - Address data
  - Meter Point data
- Who can update
- How the update is carried out
- Timeframe
- Processing of financial adjustments

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**Market Sector:**

- All directly connected gas meter points
- DM Mandatory CSEPs

Deleted: <#>Who can update¶  
<#>How the update is carried out¶  
<#>Timeframe¶

### 5.2 Out of Scope

**Function:**

- Any data items derived by the GT
- Replacement of any daily read before end of GFD+5 (close out)

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**Market Sector:**

- NDM CSEPs (although aspiration for all sites to be treated the same)

See figure 1 under Appendices for further clarification on scope.

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## 6. Assumptions and Concerns

### 6.1 Project Assumptions

- 6.1.1 The business rules will need to be appropriate for dumb metered sites as well as remotely read sites
- 6.1.2 The processes described in the Settlement Workgroups are approved
- 6.1.3 The proposed validations carried out by the GT at read receipt will ensure that any significant erroneous reads are rejected.

### 6.2 Process Assumptions

- 6.2.1 There will not be any retrospective adjustment to the Annual Quantity (AQ)
- 6.2.2 A Shipper will submit a request to update data on the Supply Point Register.
- 6.2.3 All data updates will be subject to the relevant GT validations. Any failures will be rejected back to the Shipper requesting the update with the reason for rejection.
- 6.2.4 All financial adjustments once confirmed and calculated will be billed on the next available invoice.
- 6.2.5 The principle agreed by PN UNC is that the Supply Point Register should accurately reflect the current position and therefore all data updates are recorded correctly, where known and where feasible.
- 6.2.6 The rules described in this document apply to all sites
- 6.2.7 Where an adjustment to energy is carried out the share of unallocated energy will need to be amended. The methodology for this share will be the same as the 'Reconciliation Scaling Adjustment' which is described in the 'Reconciliation BRD'.

### 6.3 Dependencies

- 6.3.1 The processes described within the Settlement Workgroup and Reconciliation are unchanged.
- 6.3.2 Approval of the requirements by PN UNC
- 6.3.3 Approval by Ofgem following the appropriate UNC Modification process.

### 6.4 Risks / Issues

- 6.4.1 Complex processes introduced to provide the facility to retrospectively amend data and carry out financial adjustments

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**6.5 Constraints**

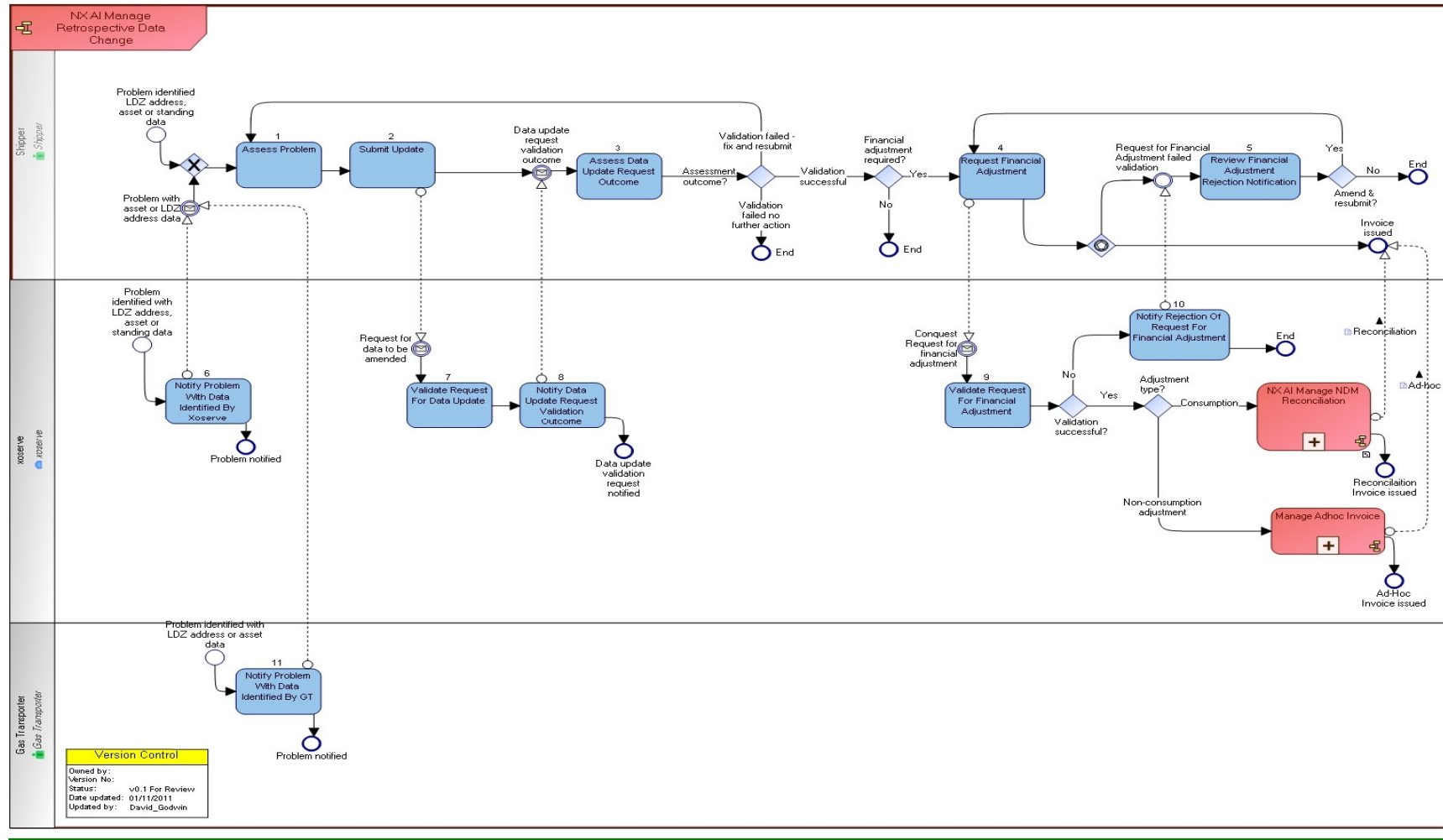
**6.6 Design Considerations**

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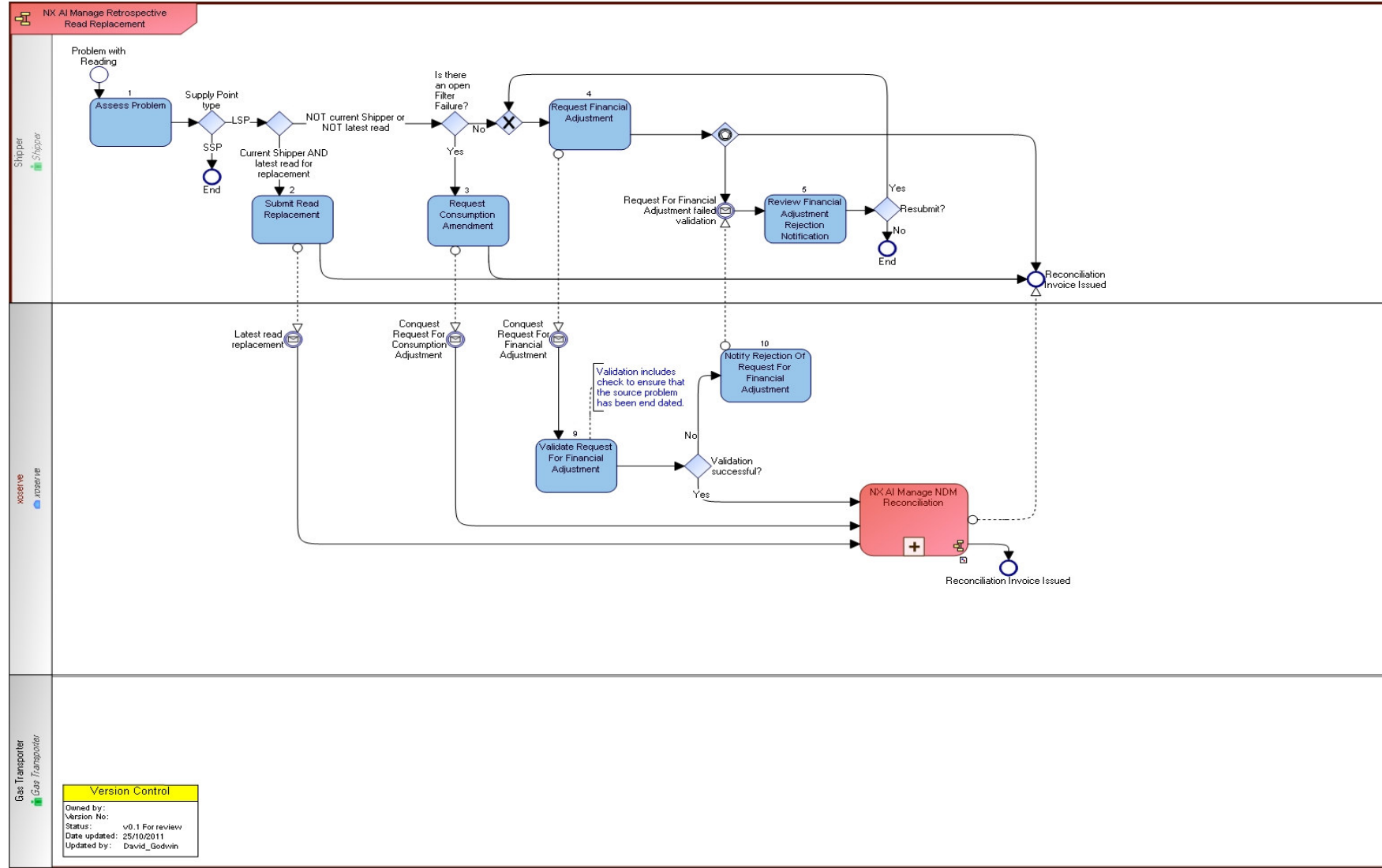
7. Overview of Business Processes

7.1 Current Processes and Process Maps



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## 7.2 To-Be Processes and Process Maps

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## 8. Business Requirements

Throughout this section reference is made to four new processes designed in the Project Nexus Settlement Workgroup for the submission and processing of meter readings and settlement arrangements. These four processes are summarised below;

### Product 1, 'Daily Metered Time Critical'

- Daily reads obtained and submitted to the GT daily before 10.00 am.
- Actual or estimated reads may be submitted by the Shipper
- The latest read loaded will be used for allocation and energy balancing purposes.

### Product 2, 'Daily Metered Not Time Critical'

- Daily reads obtained and submitted to the GT daily.
- If the reads are submitted before 10.00 am they will be used for allocation purposes otherwise a read must be received before end of the GFD+1.
- Actual or estimated reads may be submitted by the Shipper
- The latest read loaded will be used for final allocation and energy balancing purposes.

### Product 3, 'Batched Daily Readings'

- Daily readings are obtained for each day but are not submitted daily
- The daily reads are received in batches to a pre-notified frequency
- Actual or estimated reads may be submitted within the batch by the Shipper
- Reconciliation will be carried out based on the daily reads received
- Allocation and energy balancing is based on Allocation profiles and AQ.

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### Product 4; 'Periodic Readings'

- An actual meter reading is submitted periodically.
- Reconciliation is carried out using the methodology determined within the Reconciliation Workgroup
- Allocation and energy balancing is based on Allocation profiles and AQ.

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Figure 2 below provides a summary of the processes by Settlement Product;

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Figure 2: Summary of the 4 Settlement processes

Product Description	Read Used for Allocation	Read used for Energy Balancing	Estimation Methodology	Shipper Read Submission	Timing of AQ calculation	Reads used for AQ calculation	Reconciliation
Product 1: Daily Metered Time Critical Readings	Daily Read	Daily Read	D-7	Daily by 10 am on GFD+1	Monthly	Optimum read: 2 reads a minimum of 9 months & max of 36 months apart	Meter Point level following a re-synch or estimate
Product 2: Daily Metered not Time Critical Readings	GT estimate (unless read rec'd before 10.00 am)	Daily Read	D-7	Daily by end of GFD+1	Monthly	Optimum read: 2 reads a minimum of 9 months & max of 36 months apart	Meter Point level following a re-synch or estimate
Product 3: Batched Daily Readings	Allocation profiles	Allocation profiles	Allocation profiles (methodology to be agreed by DESC)	Daily Reads in Batches	Monthly	Optimum read: 2 reads a minimum of 9 months & max of 36 months apart	Daily Rec at Meter Point level on receipt of a batch of daily reads
Product 4: Periodic Readings	Allocation profiles	Allocation profiles	Allocation profiles (methodology to be agreed by DESC)	Periodically	Monthly	Optimum read: 2 reads a minimum of 9 months & max of 36 months apart	Meter Point level at receipt of a read

**Deleted:** Shipper Read Submission

**Deleted:** Daily by 10 am on GFD+1

**Deleted:** Daily Reads (last 365)

**Deleted:** 1: Daily Metered Time Critical Readings

**Deleted:** GT Estimate

**Deleted:** Daily by end of GFD+1

**Deleted:** Daily Reads (last 365)

**Deleted:** 2: Daily Metered not Time Critical Readings

**Deleted:** Daily Reads in Batches

**Deleted:** GT Estimate

**Deleted:** GT Estimate

**Deleted:** 3: Batched Daily Readings

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**Deleted:** 4: Periodic Readings

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## 8.1 Data Items

### 8.1.1 Data amendments that may trigger a financial adjustment

The attached document is a summary of the draft requirements for retrospectively updating data. It includes the data items that may trigger a financial adjustment and those that will not trigger a financial adjustment following a retrospective update, the potential impacts, and whether a financial adjustment is automatically processed.

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Note: All areas are yet to be agreed and finalised.

### 8.1.2

**8.2 Asset Updates**

8.2.1 A facility to allow for retrospective updates to data held on the Supply Point Register relating to the asset.

Note:

- This section does not include updates to the meter fix of a new MPRN or where the meter was previously 'isolated', this scenario is covered under section 8.7.
- The relevant data items are defined in the [document under 8.1.1](#).
- Asset data includes:
  - o [Meter](#)
  - o [Corrector](#)
  - o [Datalogger](#)
  - o [AMR equipment](#)

[8.2.2 Only the current or Confirming Shipper can submit a request to update the data relating to the asset.](#)

[8.2.3 The update will be validated by the GT and a notification issued on whether the request was accepted or rejected.](#)

[8.2.4 The update will be carried out for the correct effective date, even if this is during a previous Shippers ownership](#)

[8.2.5 Any financial adjustments will be requested separately by the current Shipper.](#)

[8.2.6 The charges will be processed on the next available invoice.](#)

[8.2.7 The GT will not notify any previous Shippers of the update.](#)

[8.2.8 Any financial adjustments for previous Shippers will need to be requested separately.](#)

[8.2.9 Where the GT identifies incorrect asset data held on the Supply Point Register a notification will be issued to the Shipper. If an update is not received from the Shipper within \[1\] month the update will be processed, subject to validation.](#)

[8.2.10 Any updates to the asset will be confirmed to the current Shipper.](#)

**8.3 Replacement of Meter Readings**

8.3.1 A facility to replace one or more meter readings requested after GFD+5 regardless of whether any subsequent reads have been loaded.

Note:

- The relevant data items are defined in the [document under 8.1.1](#).
- All replacement reads will be subject to GT validations as described in the Meter Reading Submission and Processing and Settlement BRD.
- Reads that can be replaced are:
  - o [Daily meter reads](#)
  - o [Periodic meter reads](#)

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**Deleted:** <#>Scenario 1: Update effective during current Shipper ownership and affects current Shipper charges only;¶

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<#>Scenario 2: Update identified by current Shipper but also affects previous Shipper;¶

<#>Current Shipper: The asset update is carried out and any financial adjustment for the current Shippers ownership only will be automatically processed. ¶

<#>Previous Shipper(s): A notification is issued to the previous Shipper(s) notifying them of the updates to the asset. Any financial adjustment will need to be requested separately.¶

<#>Scenario 3: Update identified by previous Shipper and also affects current Shipper;¶

<#>Notification issued to current Shipper about the requested asset update. Where the current Shipper submits the update which affects both their ownership and any previous Shippers ownership;¶

<#>Current Shipper: The asset update is carried out and any financial adjustment for the current Shippers ownership will be automatically processed.¶

<#>Previous Shipper(s): The asset update is carried out and any financial adjustment will be automatically processed.¶

<#>Scenario 4: Update effective during previous Shippers ownership and affects their charges only;¶

The update will be carried out and any financial adjustments will be automatically processed on the next available invoice.

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- o Opening transfer meter reads
- o Meter fix reading
- o Meter removal reading

8.3.2 A Shipper can only replace reads they have been submitted in their period of ownership i.e. not reads provided by the GT, e.g. Must Reads, or reads provided by another Shipper.

8.3.3 All reads will be subject to GT read validations as described under the 'Meter Read Submission and Processing and Settlement Arrangements BRD'.

8.3.4 A notification will be issued to the Shipper advising if the read has been accepted or rejected.

8.3.5 Product 4 sites: Where a Shipper replaces a periodic read this will trigger a re-reconciliation

**Deleted:** for Product 4 sites

8.3.6 Product 1, 2 or 3 sites: Where a Shipper replaces a daily read(s) the consumption from the new read will be used to re-calculate the charges for the relevant days, subject to 8.3.8.

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8.3.7 Where a Shipper replaces a re-synch read this will trigger a re-reconciliation.

8.3.8 Where the Shipper replaces one or more reads within their ownership;

**Deleted:** <#>Where a read has been replaced the old read will be flagged as 'invalid' and will not be used in any other process e.g. AQ calculation. ¶

8.3.8.1 When a reconciliation has already been processed using the read, including a re-synch: carry out re-reconciliations for all affected reconciliation periods.

**Deleted:** Scenario 1:

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8.3.8.2 Where a reconciliation has not been carried out (e.g. daily read sites): replace the consumptions for the relevant day.

8.3.9 Current Shipper replaces the opening/change of Shipper transfer reading (as per the existing Shipper Agreed Reads (SAR) process):

**Deleted:** Scenario 2:

**Deleted:** ¶ Notification of the replacement read is issued to the previous Shipper.

8.3.9.1 Following a separate request, a re-reconciliation is carried out for both Shippers for the relevant periods.

**Deleted:** If the previous Shipper confirms they agree to the change the read is replaced and

8.3.10 Previous Shipper replaces one or more reads within their ownership.

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8.3.10.1 Re-reconciliations are processed for the relevant periods.

**Deleted:** ¶ If the previous Shipper does not confirm agreement to replacing the read, the read is not recorded and the request is rejected.

8.3.10.2 The reconciliations must not affect the read or charges of the Current Shipper.

8.3.11 Where a read has been replaced the old read will be flagged as 'invalid' and will not be used in any other process e.g. AQ calculation.

**Deleted:** Scenario 3:

### 8.4 Address – Post Code Updates

8.4.1 A facility to enable the Shipper or the GT to update address details including the post code for an MPR.

Note:

The relevant data items are defined in the document under 8.1.1.

**Deleted:** table 8.1.1. and 8.1.2. Those defined in the table under section 8.1.1 may trigger a financial adjustment

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8.4.2 Where the address update is requested by the GT the update will be carried out, subject to validation. For accepted requests a notification will be issued to the current Shipper advising them of the update.

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- Deleted: Registered
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- Deleted: details
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- Deleted: current Shipper only
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8.4.3 Where an update is requested by the Shipper the details will be validated and a notification issued on whether the request was accepted or rejected.

8.4.4 Where an update to the Post Code results in a change to the LDZ or Exit Zone, this may affect the transportation charges applied. The current Shipper will need to request separately for a financial adjustment to be processed.

8.4.5 Any adjustment will be processed for the current Shippers period of ownership only and issued on the next available invoice.

8.4.6 A notification will not be issued to any previous Shippers of the update.

8.4.7 Any financial adjustment for previous Shippers(s) will need to be requested separately.

**8.5 Late Recorded Meter**

8.5.1 A facility to accurately record the details of the meter asset and Meter Point details of a 'missing meter' by either the Shipper or the GT.

Note:

A summary of the relevant data items are defined in the document under 8.1.1.

8.5.2 Shipper will notify the GT of the MPRN and relevant address and asset details including the correct date when the meter was installed and the reading.

8.5.3 Where the GT identifies the 'missing meter', the details will be recorded and the MPRN will follow the relevant 'un-registered/shipperless sites process'

8.5.4 The details will be accurately recorded on the Supply Point Register.

8.5.5 Transportation charges will be automatically calculated and invoiced to the Shipper, where applicable.

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- Deleted: table 8.1.1. and 8.1.2. Those defined in the table under section 8.1.1 may trigger a financial adjustment
- Deleted: <#>Scenario 1: Meter installed during current Shipper ownership and affects current Shipper charges only;¶ The details are recorded and any financial adjustments will be automatically processed.
- Deleted: <#>Scenario 2: Meter installed during multiple Shipper ownership;¶ <#>Current Shipper: The details are recorded correctly and any financial adjustment for the current Shippers ownership will be automatically processed. ¶ Previous Shipper(s): A notification is issued to the previous Shipper(s) notifying them of the details and any financial adjustment will be processed and issued.
- Deleted: The end date will be the same date as the MPRN effective date. They notification may be submitted by the Shipper or GT.
- Deleted: The relevant
- Deleted: table 8.1.1 and 8.1.2. Those defined in the table under section 8.1.1 may trigger a financial adjustment
- Deleted: Scenario 1: Meter Point set up during current Shipper ownership and affects current Shipper charges only;¶
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**8.6 Meter Point does not Exist/Duplicate Meter Point**

8.6.1 Facility to end date an MPRN which has been set up in error, either it does not exist, premise exists but there is not a gas connection, it is an iGT meter point or it has been identified as a duplicate.

Note:

A summary of the data items are defined in the document under 8.1.1.

8.6.2 The notification may be submitted by the Shipper or the GT and will be subject to validation.

8.6.3 A notification will be issued to the requester advising if the request was accepted or rejected.

8.6.4 The end date of the Meter Point will be the same date as the MPRN start date.

8.6.5 Any financial adjustments to transportation charges will need to be requested separately and issued to the current and/or previous Shipper(s).

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<#>Scenario 2: Meter installation during multiple Shipper ownership;¶  
<#>Current Shipper: Any financial adjustment for the current Shippers ownership will be automatically processed. ¶  
Previous Shipper(s): A notification is issued to the previous Shipper(s) notifying them of the details and any financial adjustment will be processed and issued.

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## 9. Transitional Rules

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## 10. Non-Functional Business Requirements

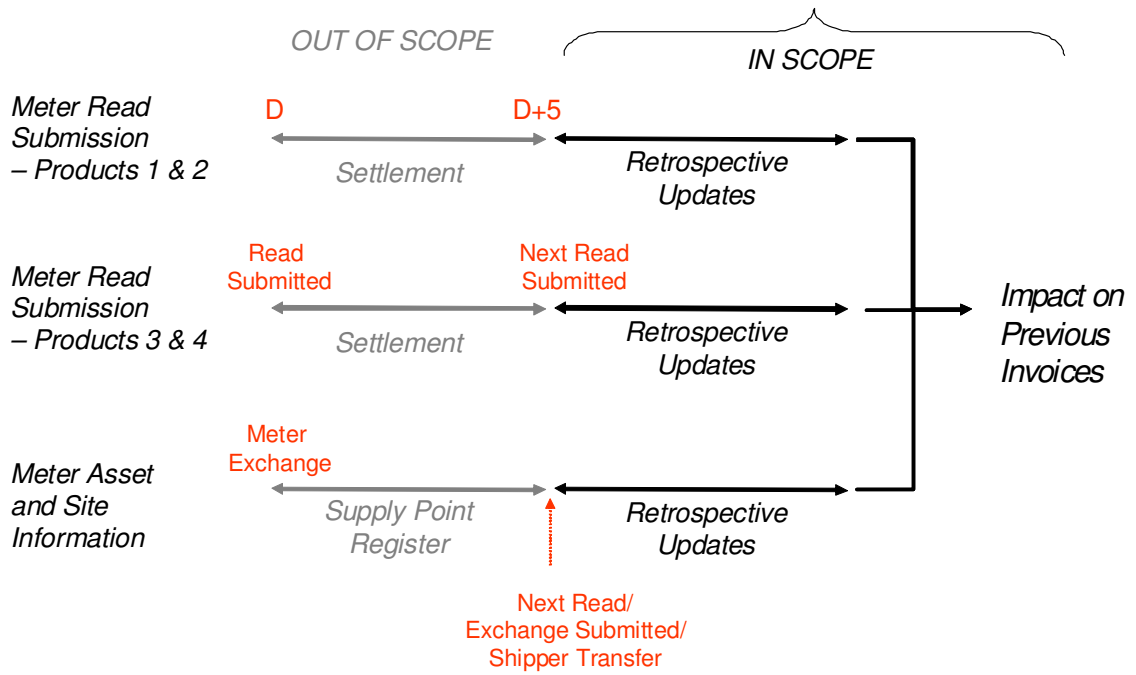
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**11. Appendices**

**Figure 1:**



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## 12. Document Control

### Version History

Version	Status	Date	Author(s)	Summary of Changes
0.1	Initial Draft	18/10/2011	Xoserve	First draft
<u>0.2</u>	<u>Draft</u>	<u>20/11/2011</u>	<u>Xoserve</u>	<u>Amendments following PN UNC on 01/11/2011</u>

### Reviewers

Name	Version	Date
AMR Workgroup attendees		

### Approval

Name	Role	Date
AMR Workgroup		
PN UNC		

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