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: | XRN5309 |
| Change Title: | FSG: Automating the FSR (Mod0565) process  |
| Date Raised: | 13/01/2021 |
| Sponsor Representative Details: | Organisation: | Scotland and Southern Gas Networks (SGN)  |
| Name: | Sally Hardman |
| Email: | Sally.Hardman@sgn.co.uk |
| Telephone: | 07970 019027 |
| Xoserve Representative Details: | Name: | Steve Pownall |
| Email: | Steve.Pownall@xoserve.com |
| Telephone: | 0121 229 2671 |
| Business Owner: | Dan Donovan, Billing Operations Manager |
| Change Status: | [x]  Proposal | [ ]  With DSG | [ ]  Out for Review |
| [ ]  Voting | [ ]  Approved | [ ]  Rejected |

# A2: Impacted Parties

|  |  |  |
| --- | --- | --- |
| Customer Class(es): | [ ]  Shipper | [x]  Distribution Network Operator |
| [ ]  NG Transmission | [x]  IGT |
| [ ]  All | [ ]  Other <Please provide details here> |
| Justification for Customer Class(es) selection | The FSR File (Mod0565) / Automated Reporting relates specifically to the DNs.  |

# A3: Proposer Requirements / Final (redlined) Change

|  |  |
| --- | --- |
| Change Statement: | SGN has raised this change proposal on behalf of all Gas Distribution Networks (‘DNs’)The revised RIIO-2 Failure to Supply Gas (FSG) arrangements will reduce the timescale for the FSG process e.g. compensation payments from fortnightly to weekly.As a consequence, automation of the FSR manual workaround is required.**Note:** This change was originally in the scope of XRN5080 (within Option 2) however, due to delivery time constraints, ChMC agreed (11th Nov ’20) to descope this element and, that a new change proposal should be raised.The **XRN5080 HLSO** may be used as a basis for this Change Proposal.  |
| Change Description: | Automate the FSR file (Mod0565) manual workaround, including the reporting (for output to DNs) for those MPRNs > 73,200 kWh i.e. on transfer from domestic to I&C FSG compensation payment threshold |
| Proposed Release: | Minor Release: MiR Drop 10 |
| Proposed Consultation Period: | [x]  10 Working Days | [ ]  15 Working Days |
| [ ]  20 Working Days | [ ]  Other [Specify Here] |

# A4: Benefits and Justification

|  |  |
| --- | --- |
| Benefit Description: | This change will provide the DNs with an automated FSR file /reporting mechanism. This will be of benefit given the reduced RIIO-2 FSG compensation timescales.  |
| *What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?* |
| Benefit Realisation: | Benefits will be realised by the DNs upon implementation of this change. |
| *When are the benefits of the change likely to be realised?* |
| Benefit Dependencies: | This change has no dependencies outside of its scope. |
| *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.* |

# 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  | DSC Service Area 7: NTS Capacity, LDZ Capacity, Commodity, Reconciliation, Ad-Hoc Adjustment and Energy Balancing Invoices  Service Line ASGT – CS SA7 03 |
| Level of Impact | ~~Major/ Minor/ Unclear/~~ None |
| If None please give justification | This is an existing, manual Xoserve process that will be automated; no other changes are proposed. |
| Impacts on UK Link Manual/ Data Permissions Matrix  | None |
| Level of Impact | None |
| If None please give justification  | This is an existing, manual Xoserve process that will be automated; no other changes are proposed. |
| Funding Classes: | Customer Classes/ Funding | Delivery of Change | On-going Budget Amendment  |
| [ ]  Shipper | XX % | XX % |
| [ ]  National Grid Transmission | XX % | XX % |
| [x]  Distribution Network Operator | 100 % | 100 % |
| [ ]  IGT | XX % | XX % |
| [ ]  Other <please specify> | XX % | XX % |
| ROM or funding details: |  |
| Funding Comments: |  |

# A7: ChMC Recommendation

|  |  |  |  |
| --- | --- | --- | --- |
| Change Status: | [ ]  Approve | [ ]  Reject | [ ]  Defer |
| Industry Consultation: | [ ]  10 Working Days | [ ]  15 Working Days |
| [ ]  20 Working Days | [ ]  Other [Specify Here] |
| Expected date of receipt for responses (to Xoserve) | XX/XX/XXXX |

|  |  |  |
| --- | --- | --- |
| DSC Consultation Issue: | [ ]  Yes | [ ]  No |
| Date Issued: | Click here to enter a date. |
| Comms Ref(s): |  |
| Number of Responses: |  |

# A8: DSC Voting Outcome

|  |  |  |
| --- | --- | --- |
| Solution Voting: | [ ]  Shipper | Please select. |
| [ ]  National Grid Transmission | Please select. |
| [x]  Distribution Network Operator | Please select. |
| [ ]  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: | [ ]  No | [ ]  Yes | If [Yes] please specify <Release> |

Please send the completed forms to: box.xoserve.portfoliooffice@xoserve.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 Driver Type**  | ☐ CMA Order ☒ MOD / Ofgem ☐ EU Legislation ☒ Licence Condition ☐ BEIS ☐ ChMC endorsed Change Proposal ☐ SPAA Change Proposal ☐ Additional or 3rd Party Service Request ☐ Other*(please provide details below)*   |
| **Please select the customer group(s) who would be impacted if the change is not delivered** | ☐Shipper Impact ☐IGT Impact ☒Network Impact ☒Xoserve Impact ☐National Grid Transmission Impact  |
| **Associated Change reference Number(s)** | **XRN5080: Failure to Supply Gas (FSG/GSOP1) – System Changes** |
| **Associated MOD Number(s)** | **N/A** |
| **Perceived delivery effort** | ☒ 0 – 30 ☐ 30 – 60 ☐ 60 – 100 ☐ 100+ days  |
| **Does the project involve the processing of personal data?** *‘Any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’ – includes MPRNS.* | ☐ Yes *(If yes please answer the next question)* ☒ No   |
| **A Data Protection Impact Assessment (DPIA) will be required if the delivery of the change involves the processing of personal data in any of the following scenarios:**  | ☐ New technology ☐ Vulnerable customer data ☐ Theft of Gas☐ Mass data ☐ Xoserve employee data☐ Fundamental changes to Xoserve business☐ Other*(please provide details below)*  *(If any of the above boxes have been selected then please contact The Data Protection Officer (Kevin-Eltoft-Prest) to complete the DPIA. Kevin-Eltoft-Prest. Information can be found:* [*https://xoserve.sharepoint.com/dept/tech/infosec/Documents/Forms/AllItems.aspx*](https://xoserve.sharepoint.com/dept/tech/infosec/Documents/Forms/AllItems.aspx) |
| **Change Beneficiary** *How many market participant or segments stand to benefit from the introduction of the change?*  | ☐ Multiple Market Participants ☐ Multiple Market Group ☐ All industry UK Gas Market participants ☐ Xoserve Only ☒One Market Group ☐ One Market Participant  |
| **Primary Impacted DSC Service Area**  | Service Area 7: NTS Capacity / LDZ Capacity / Commodity / Reconciliation / Ad-Hoc Adjustment and Energy Balancing Invoices |
| **Number of Service Areas Impacted**  | ☐ All ☐ Five to Twenty ☐ Two to Five ☒ One  |
| **Change Improvement Scale?** *How much work would be reduced for the customer if the change is implemented?* | ☐ High ☐ Medium ☒ Low  |
| **Are any of the following at risk if the change is not delivered?**  |
| ☐ Safety of Supply at risk ☐Customer(s) incurring financial loss ☐ Customer Switching at risk |
| **Are any of the following required if the change is delivered?**  |
| ☒ Customer System Changes Required ☐ Customer Testing Likely Required ☐ Customer Training Required  |
| **Known Impact to Systems / Processes** |
| **Primary Application impacted** | ☐BW ☒ ISU ☐ CMS ☐ AMT ☐ EFT ☐ IX ☐ Gemini ☐ Birst ☐ Other *FSG Module within SAP ISU*  |
| **Business Process Impact**  | ☐AQ ☐SPA ☐RGMA☐Reads ☐Portal ☒Invoicing ☐ Other *(please provide details below)*  |
| **Are there any known impacts to external services and/or systems as a result of delivery of this change?** | ☒ Yes DN’s will need to ensure their systems are aligned to the changes being made as a result of this change.   ☐ No |
| **Please select customer group(s) who would be impacted if the change is not delivered.**  | ☐ Shipper impact ☒ Network impact ☐ IGT impact ☒ Xoserve impact ☐ National Grid Transmission Impact |
| **Workaround currently in operation?** |
| **Is there a Workaround in operation?**  | ☒ Yes ☐ No |
| **If yes who is accountable for the workaround?**  | ☒Xoserve☐ External Customer ☐ Both Xoserve and External Customer |
| **What is the Frequency of the workaround?**  | Ad Hoc – dependent on FSG event occurring  |
| **What is the lifespan for the workaround?**  | Until RIIO-2 (commences 1st April 2021) |
| **What is the number of resource effort hours required to service workaround?**  | Ad hoc – but effort will likely increase under DNs’ RIIO-2 FSG arrangements |
| **What is the Complexity of the workaround?**  | ☐ Low *(easy, repetitive, quick task, very little risk of human error)* ☒ Medium *(moderate difficult, requires some form of offline calculation, possible risk of human error in determining outcome)* ☐ High *(complicate task, time consuming, requires specialist resources, high risk of human error in determining outcome)*  |
| **Change Prioritisation Score** |  |

Version Control

# Document

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| --- | --- | --- | --- | --- |
| Version | Status | Date | Author(s) | Remarks |
| 1.0 | raised | 13/01/2021 | Steve Pownall | SGN approved CP for progression |

# Template

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Status | Date | Author(s) | Remarks |
| 3.0 | Superseded | 17/07/2018 | Emma Smith | Template approved at ChMC on 11th July 2018 |
| 4.0 | Superseded | 07/09/2018 | Emma Smith | Minor wording amendments and additional customer group impact within Appendix 1 |
| 5.0 | Superseded | 10/12/2018 | Heather Spensley | Template moved to new Word template as part of Corporate Identity changes. |
| 6.0 | Approved | 12/12/2018 | Simon Harris | Cosmetic changes made. Approved at ChMC on the 12th December 2018. |
| 6.1 | In Draft | 26/03/2019 | Richard Johnson/ Alison Cross | The following minor changes were made:* Inclusion of an All ‘Impacted Parties’ option in A2
* Justification section added to section A2
* Change Description replaced with Problem Statement in section A3
* Remove ‘X’ in Release information (sections A3, A5, A7, C1 and G8)
* Updated Service Line and UK Link impacts and funding section (A6) to include further detail
* Amended questions 3 and 4 in section B
* Added Service Line/UK link Assessment in section D
* Removed Section A5
 |
| 6.2 | For approval | 14/05/2019 | Alison Cross | Following review at DSC Governance review group re-added Change Description text box |
| 7.0 | Approved | 13/06/2019 | Richard Johnson | DSC Governance Review Group changes to the template approved at Change Management Committee on 12th June 2019 |