***Change Proposal***

**Retail & Networks Platform**

**UK Link Release 2 Delivery**

**Mod reference *(where applicable):***

**CDSP Reference: XRN4361**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Document Stage | Version | Date | Author | Status |
| ROM Request / Change Proposal | 2.0 | 12/10/2017 | Alison Kane | Approved by Change Committee |
| ROM Response |  |  |  | Choose an item. |
| Change Management Committee Outcome |  |  |  | Choose an item. |
| EQR | 1.0 | 27/10/2017 | Christina Francis | Approved by Change Committee |
| Change Management Committee Outcome |  |  |  | Choose an item. |
| BER | 2.0 | 03/01/2018 | Christina Francis | Submitted to Change Committee |
| Change Management Committee Outcome |  |  |  | Choose an item. |
| CCR |  |  |  | Choose an item. |
| Change Management Committee Outcome |  |  |  | Choose an item. |

***Document Purpose***

This document is intended to provide a single view of a change as it moves through the change journey. The document is constructed in a way that enables each section to build upon the details entered in the preceding section. The level of detail is built up in an incremental manner as the project progresses.

The template is aligned to the Change Management Procedures, as defined in the CDSP Service Document. The template is designed to remove the need for duplication of information. Where information is required in one section but has been previously captured in a previous section, the previous section will be referenced.

The summary table on the front page shows the history and the current status of the Change Proposal.

|  |  |  |
| --- | --- | --- |
| ***Section*** | ***Title*** | ***Responsibility*** |
| 1 | Proposed Change | Proposer / Mod Panel |
| 2 | ROM Request / Change Proposal | Proposer / Mod Panel |
| 3 | ROM Request Rejection | CDSP |
| 4 | Rough Order of Magnitude (ROM) Analysis | CDSP |
| 5 | Change Proposal: Committee Outcome | Change Management Committee |
| 6 | EQR: Change Proposal Rejection | CDSP |
| 7 | Evaluation Quotation Report (EQR): Notification of delivery date | CDSP |
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| 10 | Business Evaluation Report (BER) | CDSP |
| 11 | Business Evaluation Report (BER): Committee Outcome | Change Management Committee |
| 12 | Change Completion Report (CCR) | CDSP |
| 13 | Change Completion Report (CCR): Committee Outcome | Change Management Committee |
| 14 | Document Template Version History | CDSP |
| ***Appendix*** | | |
| A1 | Glossary of Key Terms | N/A |

# *Section 1: Proposed Change*

Please complete section 1 and 2 and specify within section 2 the output that is required from the CDSP

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Originator Details** | | | | |
| **Submitted By** | Christina Francis | | **Contact Number** | 0121 623 2669 |
| **Email Address** | Christina.francis@xoserve.com |
| **Customer Representative** | Alison Cross | | **Contact Number** | 0121 623 2198 |
| **Email Address** | Alison.Cross@Xoserve.com |
| **Subject Matter Expert/Network Lead** | Emma Smith | | **Contact Number** | 0121 623 2386 |
| **Email Address** | Emma.Smith@xoserve.com |
| **Customer Class** | Shipper  National Grid Transmission  Distribution Network Operator  iGT | | | |
| **Overview of proposed change** | | | | |
| **Change Details** | | As a result of UK Link Programme implementation (Release 1), a number of deferred changes have been identified for delivery in Future Release 2. There are 22 Changes that have been proposed to be included for Release 2 delivery off which 10 will require funding by the DSC Change Budget and the remaining 12 Changes will be funded by the UK Link deferred budget.  **EXTERNALLY FUNDED CHANGE REQUESTS:**  Refer to Section 2 – “General Service Changes Only” for Service Area Breakdown  **Title: DDS/DDU file amendment**  **Change Proposal No. XRN4288**  **Xoserve Change Request No. UKLP147**  Description: A requirement for the following changes to the DN DDS and DDU files:  1. Twin stream Meters - For DDS and DDU files to only contain the first Asset for a twin stream Meter i.e. suppress any instances where there is a second record for an MPRN.  2. Rolling AQ updates – For the DDU file to not include any records relating to rolling AQ updates.  Copy of Change Proposal document:    **Title: Theft Risk Assessment Service Tip-off Hotline Data Provision – Enduring Solution**  **Change Proposal No. XRN3995 A**  **Xoserve Change Request No. UKLP222**  Description: A requirement for an enduring solution for the Energy Theft Tip-Off Services provider to identify an MPRN for an address where they receive a tip-off/notification of a suspected theft of gas situation. Xoserve would provide a monthly report to the Energy Theft Tip-Off Services provider via a .csv file.  Copy of Change Proposal document:    **Title: Reports required under UNC TPD V16.1 in Nexus (reports required by MOD 520A)**  **Change Proposal No. XRN4299**  **Xoserve Change Request No. UKLP251**  Description: A requirement for a number of reports.  DNs are to provide a number of reports both to the industry in general and also to Performance Assurance Committee members.  Copy of Change Proposal document:    **Title: Quarterly smart Metering reporting for HSE and DNs**  **Change Proposal No. XRN4248**  **Xoserve Change Request No. n/a**  Description: A requirement to produce a quarterly report as a national report to the HS&E and as a DN level report to each network summarising Meter exchanges and installations.  Copy of Change Proposal document:    **Title: New DN role for CMS**  **Change Proposal No. XRN3386**  **Xoserve Change Request No. n/a**  Description: A requirement to create a new role that includes all activities that can be undertaken within DNs to facilitate more efficient working practices.  Copy of Change Proposal document:    **Title: Missing Key Data Items from iGTs to Shippers (Plot Number)**  **Change Proposal No. XRN3477**  **Xoserve Change Request No. UKLP112**  Description: A requirement for the provision and amendment of Plot addresses to Shippers.  Copy of Change Proposal document:    **Title: PSR Requirements – Vulnerable Customer Data Requirements**  **Change Proposal No. n/a**  **Xoserve Change Request No. UKLP273**  Description: There is a requirement for the following data items to be in place to assist customers in vulnerable situations.   1. Aligned vulnerable customer needs codes between gas and electricity 2. Mapping of existing vulnerable customer needs code to new vulnerable customer needs code   Copy of Change Proposal document:    **Title: Recording of DN Siteworks / New Network Connection Reference in Central Systems**  **Change Proposal No. XRN3283**  **Xoserve Change Request No. n/a**  Description: DNs require Xoserve to be able to receive network connections reference numbers and be able to store these reference numbers in central systems.  Copy of Change Proposal document:    **INTERNALLY FUNDED CHANGE REQUESTS:**  **Title: Remove ‘n’ as an allowable value from the .SFN file in ‘Fault corrected’ field and remove as allowable value from AMT & SAP ISU.**  **Change Proposal No. XRN4303**  **Xoserve Change Request No. UKLP267**  Description: A requirement to remove the allowable value ‘n’ in the file format so that the validation on the file format is corrected.  Copy of Change Proposal document:    **Title: Amend referral rules for class 2 smaller LSP’s**  **Change Proposal No. XRN4304**  **Xoserve Change Request No. UKLP270**  Description: A requirement to accept Class 2 Meter Points and to be made a configurable upper value with the ability to increase/decrease if required.  Copy of Change Proposal document:    **Title: Back billing for domestic (SSP) sites needs to be reflect the correct adjustment start date**  **Change Proposal No. XRN4309**  **Xoserve Change Request No. UKLP287**  Description: A requirement to ensure correct adjustment period is billed for SSP sites as part of the back billing (GSR site visit) process.  Copy of Change Proposal document:    **Title: Changes to the upper parameter of the XDO partial refresh file**  **Change Proposal No. XRN2831.5**  **Xoserve Change Request No. UKLP292**  Description: A requirement to remove upper limit on number of records in the input file while doing a partial refresh.    Copy of Change Proposal document:    **Title: Meter Point Details Report & Sector Breakdown Report**  **Change Proposal No. XRN4316**  **Xoserve Change Request No. UKLP315**  Description: A requirement to develop two reports to validate the amendment invoices:  1. Meter Point Details Report  2. Sector Breakdown Report  Copy of Change Proposal document:    **Title: Change to validation of address fields**  **Change Proposal No. XRN4513**  **Xoserve Change Request No. UKLP359**  Description: A requirement to enhance the validation process of ADD and UNC contacts in CMS.    **TiTle : MIV File Changes to MUR Invoice – CMS**  **Change Proposal No. XRN4514**  **Xoserve Change Request No. UKLP367**  Description: A requirement to correct the MUR invoice to refelect the right information automatically.    **Title: Address Maintenance Solution**  **Change Proposal No, XRN4249**  **Xoserve Change Request No. NA**  Description: A requirement to reinstate the address updates in UK Link. | | |
| **Reason(s) for proposed service change** | | Some of these changes were deferred from both the delivery into the main UK Link implementation and Future Release 1.1; therefore they have been included in Future Release 2. | | |
| **Status of related UNC Mod** | | Only one change included within this Change Proposal relates to a UNC Mod.   * Change Proposal No. XRN4299 - Title: Reports required under UNC TPD V16.1 in Nexus (reports required by MOD 520A) – MOD Implemented | | |
| **Full title of related UNC Mod** | | Only one change included within this Change Proposal relates to a UNC Mod.  Change Proposal No. XRN4299 - Title: Reports required under UNC TPD V16.1 in Nexus (reports required by MOD 520A) | | |
| **Benefits of change** | | The change will deliver items of scope from the UK Link Programme which were not identified or not delivered as part of the main UK Link implementation and Future Release 1.1. More specifically, the changes detailed within the Change Proposal will enhance reporting requirements and enable required data to be readily available for all parties. | | |
| **Required Change Implementation Date** | | Targeting June 2018 (UNC implementation date, subject to completion of Detailed Design | | |
| **Please provide an assessment of the priority of this change from the perspective of the industry.** | | High **(8 Changes)**  Medium **(2 Changes)**  Low **(12 Changes)**  Rationale for assessment:  The priority of the Changes has been reviewed and set by the Change Management Committee. | | |

# *Section 2: Initial Assessment / ROM Request / Change Proposal*

|  |  |
| --- | --- |
| **Service Level of Quote/Estimate Robustness Requested** | **Evaluation Services**  Initial Assessment *(Mod related changes only)*  ROM estimate for Analysis and Delivery  **CDSP Change Services**  Firm Quote for Analysis  Firm Quote for both Analysis and Delivery |
| **Has any initial assessment been performed in support of this change?** | Yes  No |

|  |  |
| --- | --- |
| **Is this considered to be a Priority Service Change?** | Yes (Mod Related) (1 Change)  Yes (Legislation Change Related)  No |
| **Is this change considered to relate to a ‘restricted class’ of customers?**  Consider if the particular change is only likely to impact those who fall under a particular customer class  If it impacts all customer classes (i.e. Transmission, Distribution & Shippers) then choose ‘No’. | Yes (please mark the customer class(es) to whom this is restricted)  No  -----------------------------------------------------------------------------  Shippers  National Grid Transmission  Distribution Network Operators  iGT’s |
| **Is it anticipated that the change would have an adverse impact on customers of any other customer classes?**  Please refer to appendix one for the definition of an ‘adverse impact’ | Yes (please give details)  No |
| ***General Service Changes Only (please ensure that either A or B below is completed)*** | |
| 1. Customer view of impacted service area(s)   For a definition of the Service Areas, please see the ‘Charge Base Apportionment Table’ within the [Budget and Charging Methodology](http://www.xoserve.com/wp-content/uploads/BUDGET-AND-CHARGING-METHODOLOGY.pdf). Please indicate the service area(s) that are understood to be impacted by the change. Please enter ‘unknown’ if relevant. Where the change is likely to impact more than one service area please indicate the percentage split of the impact across the impacted service areas. For example if it is split equally across two service areas then enter 50% in the ‘split’ against each service area. | |
| | **Existing Change Proposal Number** | **Xoserve Change Request Number** | **Change Request Title** | **Service Area Details** | **Service Area Details** | | | | | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Shipper Users** | **Transporters** | | | | | **National Grid NTS** | **Distribution** | | | | **DN Operators and Independent Gas Transporters** | **DN Operators** | **Independent Gas Transporters** | | XRN4288 | UKLP147 | DDS/DDU file amendment | **Service Area 21** - Data flows and services to Network Operators |  | 6% | 94% |  |  | | XRN4290 | UKLP194 | Billing History by all NTS capacity / commodity related charges (from Nexus implementation onwards) | **Service Area 21** - Data flows and services to Network Operators |  | 6% | 94% |  |  | | XRN3995A | UKLP222 | Theft Risk Assessment Service Tip-off Hotline Data Provision – Enduring Solution | **Service Area 18** - Provision of user reports and information | 34% | 7% | 59% |  |  | | XRN4299 | UKLP251 | Reports required under UNC TPD V16.1 in Nexus (reports required by MOD 520A) | **Service Area 18** - Provision of user reports and information | 34% | 7% | 59% |  |  | | XRN4248 |  | Quarterly smart Metering reporting for HSE and DNs | **Service Area 16** - Provision of supply point information services and other services required to be provided under condition of the GT Licence |  |  | 100% |  |  | | XRN3386 |  | New DN role for CMS | **Service Area 2** - Provide query management (to be discussed with DNs on 5th Oct 17 to agree 100% DN funding) |  |  |  | 100% |  | | XRN3477 | UKLP112 | Missing Key Data Item from iGTs to Shippers (Plot Number) | **Service Area 1** - Manage supply point registration | 100% |  |  |  |  | | XRN4449 | UKLP273 – **Agreement on funding is required for this CR** | PSR requirements - Vulnerable Customer Data Requirements | **Service Area 1** - Manage supply point registration | 100% |  |  |  |  | | XRN3283 |  | Recording of DN Siteworks / New Network Connection Reference in Central Systems | **Service Area 21** - Data flows and services to Network Operators |  | 6% | 94% |  |  | | |
| 1. If the change is anticipated to require the creation of a new service area and service line please give further details stating proposed name of new service area and title of service line: | |
| NA | |
| ***Specific Service Changes Only:*** | |
| Please detail the proposed methodology (or amendment to the existing methodology) for determining Specific Service Change Charges. | |
| NA | |
| Please detail the proposed basis (that is, Charging Measure and Charging Period) for determining Specific Service Change Charges in respect of the Specific Service. | |
| NA | |
| **Impacts to UKLink System or File Formats** | |
| There are minimal impacts to file formats which will be defined in detail as part of the Detailed Design Phase of the project. | |
| **Impacts UKL Manual Appendix 5b** | |
| There are no expected impacts to the UKL Manual Appendix 5b | |
| **Impacts to Gemini System** | |
| NA   |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  |  |  |  | | |
| **Please give any other relevant information.** | |
| There is no other relevant information. | |

Please send the document to the following:

|  |  |
| --- | --- |
| ***Recipient*** | ***Email*** |
| Xoserve Portfolio Office | changeorders@xoserve.com |
| Change Management Committee Secretary | dsccomms@gasgovernance.co.uk |

# *Section 3: ROM Request Acceptance*

|  |  |
| --- | --- |
| Is there sufficient detail within the ROM Request to enable a ROM Analysis to be produced? | Yes  No |
| If no, please define the additional details that are required. |  |

If the ROM Request is not accepted. Please forward this document to the Portfolio Office for onward transmission to the Change Management Committee

# *Section 4: ROM Analysis*

This ROM is Xoserve’s response to the above Evaluation Service Request. The response is intended to support customer involvement in the development of industry changes.

Should the request obtain approval for continuance then a Change Proposal must be raised for any further analysis / development.

Disclaimer:

This ROM Analysis has been prepared in good faith by Xoserve Limited but by its very nature is only able to contain indicative information and estimates (including without limitation those of time, resource and cost) based on the circumstances known to Xoserve at the time of its preparation. Xoserve accordingly makes no representations of accuracy or completeness and any representations as may be implied are expressly excluded (except always for fraudulent misrepresentation).

Where Xoserve becomes aware of any inaccuracies or omissions in, or updates required to, this Report it shall notify the Network Operators’ Representative as soon as reasonably practicable but Xoserve shall have no liability in respect of any such inaccuracy or omission and any such liability as may be implied by law or otherwise is expressly excluded.

This Report does not, and is not intended to; create any contractual or other legal obligation on Xoserve.

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|  |
| --- |
| ROM Analysis |
| **Change Assessment**  High level indicative assessment of the change on the CDSP service description, on UKLink and any alternative options if applicable |
| **Change Impact:**  Initial assessment of whether the service change is / would have:   * a restricted class change, * a priority service change * an adverse impact on any customer classes |
| **Change Costs (implementation):**  An approximate estimate of the costs (or range of costs) where options are identified |
| **Change Costs (on-going):**  The approximate estimate of the impact of the service change on service charges |
| **Timescales:**  Details of timescale for the change i.e. 3months etc.  Details of when Xoserve could start this change i.e. the earliest is release X. |
| **Assumptions:**  Any key assumptions that have been made by Xoserve when providing the cost and or timescale |
| **Dependencies:**  Any material dependencies of the implementation on any other service changes |
| **Constraints:**  Any key constraints that are expected to impact the delivery of the service change |

Please send the document to the following:

|  |  |
| --- | --- |
| ***Recipient*** | ***Email*** |
| Xoserve Portfolio Office | changeorders@xoserve.com |
| Requesting Party | As specified in ROM Request |

# *Section 5: Change Proposal: Committee Outcome*

|  |  |  |  |
| --- | --- | --- | --- |
| The Change Proposal is approved. An EQR is requested | Approved | | |
| Approved Change Proposal version | V2 | | |
| The change proposal shall not proceed |  | | |
| The committee votes to postpone its decision on the Change Proposal until a later meeting |  | Date of later meeting |  |
| The committee requires the proposer to make updates to the Change Proposal: |  | | |
| Updates required: | | | |

# *Section 6: Evaluation Quotation Report (EQR): Change Proposal Rejection*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Change Proposal Rejection | | | | |
| X | **Yes** |  | **No** | Is there sufficient detail within the Change Proposal to enable an EQR to be produced?  If no, please provide further details below. |
| Further details required: All detailed information required is contained within the individual Change Proposal documents that are attached within this document. | | | | |

Please send the document to the following:

|  |  |
| --- | --- |
| ***Recipient*** | ***Email*** |
| Change Management Committee Secretary | dsccomms@gasgovernance.co.uk |

# *Section 7: Evaluation Quotation Report (EQR): Notification of Delivery Date*

|  |  |
| --- | --- |
| Notification of EQR Delivery Date | |
| Original EQR delivery date: | 11/10/2017 |
| Revised EQR delivery date: | NA |
| Rationale for revision of delivery date: | NA |

Please send the document to the following:

|  |  |
| --- | --- |
| ***Recipient*** | ***Email*** |
| Change Management Committee Secretary | dsccomms@gasgovernance.co.uk |

# *Section 8: Evaluation Quotation Report (EQR)*

|  |  |  |  |
| --- | --- | --- | --- |
| Project Manager | **Lee Chambers** | Contact Number | 0121 623 2852 |
| Email Address | Lee.chambers@xoserve.com |
| Project Lead | **Christina Francis** | Contact Number | 0121 623 2669 |
| Email Address | Christina.francis@xoserve.com |

|  |  |
| --- | --- |
| Please provide an indicative assessment of the impact of the proposed change on:   1. CDSP Service Description 2. CDSP Systems | The impact of the Service Description has been specified in the details of each Change Proposal Section 2 |
| Approximate timescale for delivery of ‘business evaluation report’  (N.b this is from the date on which the EQR is approved.) | The Business Evaluation Report is targeted to provide the costs for full project Delivery of Release 2 by 13th December 2017  This is subject to the Release 2 scope being baselined and Xoserve internal financial governance processes being achieved. |
| Estimated cost of business evaluation report preparation  This can be expressed as a range of costs i.e. *‘at least £xx,xxx but probably not more than £xx,xxx’*. | Based on the Business Benefit review that was conducted internally, it was identified that only 14 of the 22 changes have a substantial benefit in delivering them. Detailed Design will commence only on the 14 changes that have a justified business case/benefit.  The output of Detailed Design will provide the proposed implementation date for the delivery of Release 2.  **Cost for the Detailed Design Phase = £119,032 (Please go to Appendix A for the detailed breakdown of costs based on Service Area Details in Page 24)**  **Noted Internal Resource Costs for Detailed Design = £84,905**  **The High-level Estimate for the Full Delivery of Release 2 Project is in the range of £1,050,000 - £1,150,000.** |
| Does the CDSP agree with the ‘Restricted class change’ assessment (where provided)?  Please refer to detail provided in the Change Proposal | Yes  No (please give detail below) |

|  |  |
| --- | --- |
| Does the CDSP agree with the ‘Adverse Impact’ assessment (where provided)?  Please refer to detail provided in the Change Proposal | Yes  No (please give detail below) |
| Does the CDSP agree with the ‘Priority Service Change’ assessment (where provided)?  Please refer to detail provided in the Change Proposal | Yes  No (please give detail below) |
| **General service changes** | |
| Does the CDSP agree with the assessment made in the Change Proposal regarding impacted service areas?  This should refer to whether the proposing party considers the service change to relate to an existing service area or whether is constitutes a new service area. | Yes  No (please give detail below) |
|  |
| **Specific service changes** | |
| Does the CDSP agree with the proposal made in the Change Proposal regarding specific change charges?  This should refer to the proposed methodology (or amendment to existing methodology) for determining the specific service charges and the proposed basis for determining the specific service change charges. | Yes  No (please give detail below) |
| Please provide a draft amendment of the Specific Service Change Charge Annex setting out the methodology for determining Specific Service Change Charges proposed in the Change Proposal | NA |
| EQR validity period: | 3 months from the issue date |

Please send the document to the following:

|  |  |
| --- | --- |
| ***Recipient*** | ***Email*** |
| Change Management Committee Secretary | [dsccomms@gasgovernance.co.uk](mailto:dsccomms@gasgovernance.co.uk) |

**Appendix A : Detailed Design Costs:**

| **Existing Change Proposal Number** | **Xoserve Change Request Number** | **Change Request Title** | **Service Area Details** | **Service Area Details** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Shipper Users** | **Transporters** | | | |
| **National Grid NTS** | **Distribution** | | |
| **DN Operators and Independent Gas Transporters** | **DN Operators** | **Independent Gas Transporters** |
| XRN4288 | UKLP147 | DDS/DDU file amendment | **Service Area 21** - Data flows and services to Network Operators |  | 6% | 94% |  |  |
| XRN4290 | UKLP194 | Billing History by all NTS capacity / commodity related charges (from Nexus implementation onwards) | **Service Area 21** - Data flows and services to Network Operators |  | 6% | 94% | 0% |  |
| XRN3995A | UKLP222 | Theft Risk Assessment Service Tip-off Hotline Data Provision – Enduring Solution | **Service Area 18** - Provision of user reports and information | 34% | 7% | 59% |  |  |
| XRN4299 | UKLP251 | Reports required under UNC TPD V16.1 in Nexus (reports required by MOD 520A) | **Service Area 18** - Provision of user reports and information | 34% | 7% | 59% |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| XRN4248 |  | Quarterly smart Metering reporting for HSE and DNs | **Service Area 16** - Provision of supply point information services and other services required to be provided under condition of the GT Licence |  |  | 100% |  |  |
| XRN3386 |  | New DN role for CMS | **Service Area 2** - Provide query management (to be discussed with DNs on 5th Oct 17 to agree 100% DN funding) |  |  |  | 100% |  |
| XRN3477 | UKLP112 | Missing Key Data Item from iGTs to Shippers (Plot Number) | **Service Area 1** - Manage supply point registration | 100% |  |  |  |  |
| XRN4449 | UKLP273  **Agreement on funding is required for this CR** | PSR requirements - Vulnerable Customer Data Requirements | **Service Area 1** - Manage supply point registration | 100% |  |  |  |  |
| XRN3283 |  | Recording of DN Siteworks / New Network Connection Reference in Central Systems | **Service Area 21** - Data flows and services to Network Operators |  | 6% | 94% |  |  |
| **Total Costs** | | | | **£31,900.57** | **£4,523.22** | **£70,704.99** | **£11,903.20** | **£-** |

# *Section 9: Evaluation Quotation Report: Committee Outcome*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The EQR is approved | The EQR has been approved for the 14 changes to proceed into Detailed Design. | | | |
| Approved EQR version | V1.0 | | | |
| The Change Proposal shall not proceed. The Change Proposal and this EQR shall lapse |  | | | |
| The committee votes to postpone its decision on the EQR until a later meeting |  | | Date of later meeting |  |
| The committee requires updates to the EQR: |  | | | |
| Updates required: | The ChMC agreed to meet on 27th November to discuss the additional 4 changes proposed in the Release 2 scope. It was also requested that we share the Business Benefit review on the 8 changes that have been proposed to be removed from the Release 2 Scope. | | | |
| **General service changes only**  (The detail upon which the response will be based is originally defined in the change proposal and potentially commented upon in the subsequent EQR) | | | | |
| 1. Does the committee agree with the assessment of the service area(s) to which the service line belongs and the weighting of the impact? | | Yes  No | | |
| 1. If no, please enter the agreed service area(s) and the weighting: | |  | | |
| **Specific service changes only**  (The detail upon which the response will be based is originally defined in the Change Proposal and potentially commented upon in the subsequent EQR) | | | | |
| 1. Please confirm the methodology for the determination of Specific Service Change charges | |  | | |
| 1. Please confirm the charging measure and charging period for the determination of Specific Service Change charges | |  | | |

# *Section 10: Business Evaluation Report (BER)*

|  |
| --- |
| **Change Implementation Detail** |
| 1.) Detail changes required to the CDSP Service Description |
| Please refer to section 1 – Proposed Changes;   | **Existing Change Proposal Number** | **Xoserve Change Request Number** | **Change**  **Request**  **Title** | | --- | --- | --- | | XRN3477 | UKLP112 | Missing Key Data Item from iGTs to Shippers (Plot Number) | | XRN4288 | UKLP147 | DDS/DDU file amendment | | XRN4290 | UKLP194 | Billing History by all NTS capacity / commodity related charges (from Nexus implementation onwards) | | XRN3995A | UKLP222 | Theft Risk Assessment Service Tip-off Hotline Data Provision – Enduring Solution | | XRN4299 | UKLP251 | Reports required under UNC TPD V16.1 in Nexus (reports required by MOD 520A) | | XRN4303 | UKLP267 | Remove ‘n’ as an allowable value from the .SFN file in ‘Fault corrected’ field and remove as allowable value from AMT & SAP ISU. | | XRN4304 | UKLP270 | Amend referral rules for class 2 smaller LSP’s | | XRN4449 | UKLP273 | PSR requirements – Vulnerable Customer data requirements | | XRN4309 | UKLP287 | Back billing for domestic (SSP) sites needs to be reflect the correct adjustment start date | | XRN2831.5 | UKLP292 | Changes to the upper parameter of the XDO partial refresh file | | XRN4248 |  | Quarterly smart Metering reporting for HSE and DNs | | XRN4316 | UKLP315 | Meter Point Details Report & Sector Breakdown Report | | XRN3283 |  | Recording DN Siteworks | | XRN3386 |  | New DN role for CMS |   The original list of 22 changes has been reduced to the above list of 14 changes based on the business benefits review and cost analysis. |
| 2.) Detail modifications required to UK Link |
| |  |  |  |  | | --- | --- | --- | --- | | **Existing Change Proposal Number** | **Xoserve Change Request Number** | **Impacted System** | **Impacted Business Processes** | | XRN3477 | UKLP112 | SAP ISU SAP PO CMS | 1. ADD/UNC, FOM/MNC structural change in CMS 2. SMP creation and amendment (ACR) | | XRN4288 | UKLP147 | SAP ISU SAP BW | 1. Portfolio Files, AQ Correction, AQ Calc, SAP BW, File Formats | | XRN4290 | UKLP194 | SAP BW Gemini | 1. Complex SAP BW Report for billing history | | XRN3995A | UKLP222 | SAP BW | 1. Standalone SAP BW Report (MPRN to Address mapping) | | XRN4299 | UKLP251 | SAP BW | 1. Four new SAP BW Reports | | XRN4303 | UKLP267 | SAP ISU AMT Marketflow | 1. Site Visit Reads (SFN) | | XRN4304 | UKLP270 | SAP ISU | 1. Nomination (NOM/NMR) 2. Nomination Referral (NRF) 3. Capacity Change (SPC, SCR, CRF) | | XRN4449 | UKLP273 | SAP ISU SAP PO SAP BW AMT Marketflow | 1. Confirmation (CNF,CFR) 2. Contact Update (CNC, CNR) 3. Portfolio Reports (EWS, EDL, IDL) 4. SAP BW (Reports EQL, EMWS) 5. AMT (Allowable value changes) | | XRN4309 | UKLP287 | SAP ISU | 1. Meter Install (ONJOB,ONUPD) 2. Confirmation 3. Billing Adjustments | | XRN2831.5 | UKLP292 | SAP BW | 1. XDO partial refresh restrication to be removed for provided list of MPRNs In SAP BW | | XRN4248 |  | SAP ISU SAP BW | 1. Report to track exchanges and installations for Smart Meters | | XRN4316 | UKLP315 | SAP BW | 1. Invoice Validation through BW reports :  - Meter Point Details Report  - Sector Breakdown Report | | XRN3283 |  | SAP ISU SAP PO CMS | 1. CMS Q30 for FOM 2. CMS Q30 for QMP file 3. Address update (ACR) 4. Relevant DES Screens for SAP BW interface | | XRN3386 |  | CMS | 1. New DN Super User Role in CMS | |
| 3.) Detail changes required to appendix 5b of the UK Link Manual |
| Changes to the UK Link Manual will be confirmed during the Detailed Design Phase and communicated in the DSC Change Packs.   | **Existing Change Proposal Number** | **Xoserve Change Request Number** | **Change Request Title** | **UK Link Manual change** | **Detail** | | --- | --- | --- | --- | --- | | XRN3477 | UKLP112 | Missing Key Data Item from iGTs to Shippers (Plot Number) | Y | File Format change / Hierarchy change | | XRN4288 | UKLP147 | DDS/DDU file amendment | Y | File Format - Description change only | | XRN4290 | UKLP194 | Billing History by all NTS capacity / commodity related charges (from Nexus implementation onwards) | N | Will be confirmed as part of Detailed Design | | XRN3995A | UKLP222 | Theft Risk Assessment Service Tip-off Hotline Data Provision – Enduring Solution | N | Will be confirmed as part of Detailed Design | | XRN4299 | UKLP251 | Reports required under UNC TPD V16.1 in Nexus (reports required by MOD 520A) | N |  | | XRN4303 | UKLP267 | Remove ‘n’ as an allowable value from the .SFN file in ‘Fault corrected’ field and remove as allowable value from AMT & SAP ISU. | Y | File Format change | | XRN4304 | UKLP270 | Amend referral rules for class 2 smaller LSP’s | N | Will be confirmed as part of Detailed Design | | XRN4449 | UKLP273 | PSR requirements – Vulnerable Customer data requirements | Y | File Format change | | XRN4309 | UKLP287 | Back billing for domestic (SSP) sites needs to be reflect the correct adjustment start date | N | Will be confirmed as part of Detailed Design | | XRN2831.5 | UKLP292 | Changes to the upper parameter of the XDO partial refresh file | Y | Hierarchy change | | XRN4248 |  | Quarterly Smart Metering reporting for HSE and DNs | N |  | | XRN4316 | UKLP315 | Meter Point Details Report & Sector Breakdown Report | N |  | | XRN3283 |  | Recording DN Site works | N | Will change the documents with the Screens | | XRN3386 |  | New DN role for CMS | N | Will change the documents with the Screens | |
| 4.) Detail impact on operating procedures and resources of the CDSP |
| The Change Packs will provide the details on impacts if any on operating procedures. |
| 5.) Implementation Plan |
| The implementation plan for Future Release 2 is reflected in the attachment below; |
| 6.) Estimated implementation costs |
| The total cost of the Release 2 Delivery = **£1,019,841**  **The total cost of the Release 2 Delivery of Internal Changes = £418,253**  Noted Internal Resource Costs for overall scope = **£470,611**  **Xoserve Internal Changes:**   |  |  |  | | --- | --- | --- | | **Existing Change Proposal Number** | **Xoserve Change Request Number** | **Change Request Title** | | XRN4303 | UKLP267 | Remove ‘n’ as an allowable value from the .SFN file in ‘Fault corrected’ field and remove as allowable value from AMT & SAP ISU. | | XRN4304 | UKLP270 | Amend referral rules for class 2 smaller LSP’s | | XRN4309 | UKLP287 | Back billing for domestic (SSP) sites needs to be reflect the correct adjustment start date | | XRN2831.5 | UKLP292 | Changes to the upper parameter of the XDO partial refresh file | | XRN4316 | UKLP315 | Meter Point Details Report & Sector Breakdown Report | |
| 6a.) How will the charging for the costs be allocated to different customer classes?  (General Service Changes only) |
| Please see the break up attached in Page 42. |
| 7.) Estimated impact of the service change on service charges |
| Not Applicable |
| 8.) Please detail any pre-requisite activities that must be completed by the customer prior to receiving or being able to request the service. |
| 1. Approval of BER |
| ***Implementation Options*** |
| Please provide details on any alternative solution/implementation options:  This should include:   1. a description of each Implementation Option;   (ii) the advantages and disadvantages of each option  (iii) the CDSP preferred Implementation Option |
| 1. Do Nothing 2. Implement 14 changes **(Recommended Option)** 3. Implement 14 changes with the additional 4 changes advised by ChMC |
| Restricted Class Changes only  Is there any change in the view of the CDSP on whether there would be an ‘Adverse Impact’ on customers outside the relevant customer class(es)? |
| Yes (please give detail below)  No |
| Dependencies: |
| 1. Approval for funding and scope through internal and external processes 2. All required Development and Testing Environments are in place to support the project 3. For the DSC Delivery Sub-Group to be in place to support UK Link Future Release 2 4. Scope of testing and training is agreed with Customers via the Delivery Sub-Group (or if not in place from Detailed Design an agreed group e.g. SDG/DRG). 5. Completion of the Detailed Design phase will confirm the implementation date for UKL FR2 (current notional implementation date is 29/06/18) |
| Constraints: |
| None identified at the moment but it will be reassessed when the Detailed Design phase has been completed. |
| Benefits: |
| 1. Dependant on SPAA governance for UKLP273, this would ensure that GT’s meet their licence obligations. 2. Delivery of the project would test the new processes and procedures to deliver change to the new UK Link solution and provide confidence for future UK Link Releases. 3. The benefits of delivering the 14 CRs fall in to one or more of the following categories; delivery of customer obligations, reduction in manual workarounds to reduce risk and/or reduce manual effort. |
| Impacts: |
| None |
| Risks: |
| There is a risk that there may be changes to the current scope that may increase the cost and impact the timelines to deliver the project for implementation on 29/06/18.  There is a risk that CRs within the scope of UKL FR2 will be descoped from the release that will lead to impacts to the plan and costs.  There is a risk that the scope of the additional requirements may not be clearly documented, which may result in changes being identified that may increase the cost and timelines of the project. |
| Assumptions: |
| 1. ChangeRequest UKLP147 is part of the approved ChMC R2 scope as specified in the Change Proposal |
| Information Security: |
| Currently there is no impact on information security but it will be confirmed at the end of the Detailed Design phase of the project. |
| Out of scope: |
| 1. The 8 changes that do not have a business benefit will not be in the scope of Release 2. |
| Please provide any additional information relevant to the proposed service change: |
| The project will be delivered utilising the UKL Delivery Approach which has been developed following lessons learnt during UK Link R1 and R1.1. The project’s progression will be monitored by the Portfolio Office, utilising a newly developed stage gating process to measure for adherence to the delivery approach. The project will also operate in an evolving customer engagement environment and will support and trial such developments and initiatives through its delivery through the DSC Delivery Sub Group.  The Delivery Sub Group will be the group to report Project Delivery Phases to and to confirm Customer Test and Training requirements. The ChMC will receive monthly Project Progress updates. |

Please send the document to the following:

|  |  |
| --- | --- |
| ***Recipient*** | ***Email*** |
| Change Management Committee Secretary | dsccomms@gasgovernance.co.uk |

| **Existing Change Proposal Number** | **Xoserve Change Request Number** | **Change Request Title** | **Service Area Details** | **Service Area Details** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Shipper Users** | **Transporters** | | | |
| **National Grid NTS** | **Distribution** | | |
| **DN Operators and Independent Gas Transporters** | **DN Operators** | **Independent Gas Transporters** |
| XRN4288 | UKLP147 | DDS/DDU file amendment | **Service Area 21** - Data flows and services to Network Operators |  |  |  | 100%  £202,126 |  |
|  |  |  | National Grid Gas Transmission voted to remove this change from R2 scope at 10th January 18 ChMC |  | ~~£242,815~~  ( |  |  |  |
| XRN3995A | UKLP222 | Theft Risk Assessment Service Tip-off Hotline Data Provision – Enduring Solution | **Service Area 18** - Provision of user reports and information – The percentage split was agreed at the ChMC meeting on 10th January 18 |  |  | 100%  £51,217 |  |  |
| XRN4299 | UKLP251 | Reports required under UNC TPD V16.1 in Nexus (reports required by MOD 520A) | **Service Area 18** - Provision of user reports and information – The percentage split was agreed at the ChMC meeting on 10th January 18 | 100%  (£155,257) |  |  |  |  |
| XRN4248 |  | Quarterly smart Metering reporting for HSE and DNs | **Service Area 16** - Provision of supply point information services and other services required to be provided under condition of the GT Licence |  |  | 100%  £116,113 |  |  |
| XRN3386 |  | New DN role for CMS | **Service Area 2** - Provide query management (to be discussed with DNs on 5th Oct 17 to agree 100% DN funding) |  |  |  | 100%  £63,063 |  |
| XRN3477 | UKLP112 | Missing Key Data Item from iGTs to Shippers (Plot Number) | **Service Area 1** - Manage supply point registration | 100%  £119,719 |  |  |  |  |
| XRN4449 | UKLP273 | PSR requirements - Vulnerable Customer Data Requirements | **Service Area 1** - Manage supply point registration | 100%  £204,186 |  |  |  |  |
| XRN3283 |  | Recording of DN Siteworks / New Network Connection Reference in Central Systems | **Service Area 2** - Provide Query Management |  |  |  | 100%  £81,090 |  |
|  |  |  |  | **£479,163** | **£ £0** | **£167,331** | **£346,280** | **£ -** |

**Please find attached the document that indicates the split by Financial Year:**



# *Section 11: Business Evaluation Report: Committee Outcome*

|  |  |  |  |
| --- | --- | --- | --- |
| The BER is approved and the change can proceed |  | | |
| ***Modification Changes Only***  Please ensure that the Transporters are formally informed of the Target Implementation Date | | | |
| Approved BER version |  | | |
| The change proposal shall not proceed and the BER shall lapse |  | | |
| The committee votes to postpone its decision on the BER until a later meeting |  | Date of later meeting |  |
| The committee requires updates to the BER: |  | | |
| Updates required: | | | |

# *Section 12: Change Completion Report (CCR)*

|  |  |  |  |
| --- | --- | --- | --- |
| Change Overview | | | |
| Please include detail on the following for the chosen implementation option: modifications to UKLink, impact on operating procedures and resources of the CDSP.  Actions required of the customer prior to the commencement date | | | |
| Please detail any differences between the solution that was implemented and what was defined in the BER. | | | |
|  | | | |
| Detail the revised text of the CDSP Service Description reflecting the change that has been made | | | |
|  | | | |
| Were there any revisions to the text of the UK Link Manual? | | | |
| Yes (please insert the revised text of the UK Link manual below)  No | | | |
| Proposed Commencement Date |  | Actual  Commencement Date |  |
| Please provide an explanation of any variance | | | |
| Please detail the main lessons learned from the project | | | |
|  | | | |

|  |
| --- |
| Service change costs |
| |  |  |  |  | | --- | --- | --- | --- | | Approved Costs (£) |  | Actual Costs (£) |  |   Reasons for variance between approved and actual costs: |

Please send the document to the following:

|  |  |
| --- | --- |
| ***Recipient*** | ***Email*** |
| Change Management Committee Secretary | enquiries@gasgovernance.co.uk |

# *Section 13: Change Completion Report: Committee Outcome*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The implementation is complete and the CCR is approved |  | | | |
| Approved CCR version |  | | | |
| The committee votes to postpone its decision on the CCR until a later meeting |  | | Date of later meeting: |  |
| The committee requires further information |  | | | |
| Further information required: | | | | |
| The committee considers that the implementation is not complete |  | | | |
| Further action(s) required: | | | | |
| The proposed changes to the CDSP Service Description or UK Link Manual are not correct | |  | | |
| Amendments to CDSP service description / UKLink manual required: | | | | |

# *Section 14: Document Version History*

The purpose of this section is to keep a record of the changes to the document and the individual sections within.

**Version History:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Status** | **Date** | **Author(s)** | **Summary of Changes** |
| 0.1 | Draft | 29/09/17 | Alison Kane | Initial draft of document |
| 0.2 | Draft | 03/10/17 | Alison Kane | Updated following initial internal review from Christina Francis / Lee Chambers |
| 0.3 | Draft | 04/10/17 | Alison Kane | Updated following initial internal review from Lee Foster |
| 2.0 | Submit to ChMC | 10/10/17 | Christina Francis | Added UKLP249 to the list |
|  |  |  |  |  |

**--- END OF DOCUMENT ---**

# *Appendix One: Glossary*

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Adverse Impact | A Service Change has or would have an Adverse Impact on Customers of a particular Customer Class if:  (a) Implementing the Service Change would involve a modification of UK Link which would conflict with the provision of existing Services for which such Customer Class is a Relevant Customer Class;  (b) the Service Change would involve the CDSP disclosing Confidential Information relating to such Customers to Customers of another Customer Class or to Third Parties;  (c) Implementing the Service Change would conflict to a material extent with the Implementation of another Service Change (for which such Customer Class is a Relevant Customer Class) with an earlier Proposal Date and which remains Current, unless the Service Change is a Priority Service Change which (under the Priority Principles) takes priority over the other Proposed Service Change; or  (d) Implementing the Service Change would have an Adverse Interface Impact for such Customers. |
| General Service | A service provided under the DSC to Customers or Customers of a Customer Class on a uniform basis. |
| Non-Priority Service Change | A Service Change which is not a Priority Service Change |
| Priority Service Change | A Modification Service Change;  or  A Service Change in respect of a Service which allows or facilitates compliance by a Customer or Customers with Law or with any document designated for the purposes of Section 173 of the Energy Act 2004 (including any such Law or document or change thereto which has been announced but not yet made). |
| Relevant Customer class | A Customer Class is a **Relevant Customer Class** in relation to a Service or a Service Change where Service Charges made or to be made in respect of such Service, or the Service subject to such Service Change, are or will be payable by Customers of that Customer Class |
| Restricted Class Change | Where, in relation to a Service Change, not all Customer Classes are Relevant Customer Classes, the Service Change is a **Restricted Class Change**; |
| Service Change | A change to a Service provided under the DSC (not being an Additional Service), including:  (i) the addition of a new Service or removal of an existing Service; and  (ii) in the case of an existing Service, a change in any feature of the Service specified in the CDSP Service Description,  and any related change to the CDSP Service Description |
| Specific Service | A service (other than Additional Services) available under the DSC to all Customer or Customers of a Customer Class but provided to a particular Customer only upon the order of the Customer. |