

**DSC Change Proposal**

**Change Reference Number: XRN4725**

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Xoserve to fill out all of the information in this colour

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| **Section A1: General Details** | | |
| **Change Title** | New read reason type for LIS estimate readings | |
| **Date Raised** | 31/07/2018 | |
| **Sponsor Organisation** | Xoserve Ltd | |
| **Sponsor Name** | David Addison | |
| **Sponsor Contact Details** | [david.addison@xoserve.com](mailto:david.addison@xoserve.com) | 0121 623 2752 | |
| **Xoserve Contact Name** | Simon Harris | |
| **Xoserve Contact Details** | [simon.harris@xoserve.com](mailto:simon.harris@xoserve.com) | 0121 623 2455 | |
| **Change Status** | Proposal / With DSG / Out for Consultation / Voting / **Approved** or Rejected | |
| **Section A2: Impacted Parties** | | |
| **Customer Class(es)** | Shipper  National Grid Transmission  Distribution Network Operator  IGT | |
| **[Section A3: Proposer Requirements / Final (redlined) Change](C:\\Users\\Rebecca.perkins\\AppData\\Local\\Microsoft\\Windows\\Temporary Internet Files\\Content.Outlook\\EXD06YFG\\Change_Proposal_Template v2.0.docx" \o "WHAT – What is the required change? WHY – Why is the change needed? WHEN – Detail when the solution should be started/implemented.  )** | | |
| Following implementation of the LIS Estimate Read change, OPNT was used as the Read Reason within the MBR file as it was a recognised value and time constraints hindered any new Read Reason being added. It was planned to add in a specific read reason for this to assist Shippers in identifying LIS estimates from standard OPNT (opening transfer) readings. This change is looking at creating a new Read Reason within ISU to be populated into the MBR file once the LIS estimate job has been triggered. | | |
| **Proposed Release** | **RX / DD/MM/YYYY** | |
| **Proposed Consultation Period** | 10 Working Days  20 Working Days  30 Working days  Other: | |
| **[Section A4: Benefits and Justification](C:\\Users\\Rebecca.perkins\\AppData\\Local\\Microsoft\\Windows\\Temporary Internet Files\\Content.Outlook\\EXD06YFG\\Change_Proposal_Template v2.0.docx" \o "Benefit Description: What, if any, are the intangible and tangible benefits of the change?Benefit Realisation:When are the benefits of the change likely to be realised? Benefit Dependencies:Detail any dependencies that are outside the scope.)** | | |
| **Benefit Description**  *What, if any, are the tangible benefits of introducing this change?*  *What, if any, are the intangible benefits of introducing this change?* | | **Additional read reasons will give industry recipients clarity as to why the read has been estimated and loaded into UKL, helping with assurance activities and identification of specific processes.** |
| **Benefit Realisation**  *When are the benefits of the change likely to be realised?* | | **As soon as the effected processes are used in anger.** |
| **Benefit Dependencies**  *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.* | | **None.** |
| **Section A5: Final Delivery Sub Group Recommendations** | | |
| *Until a final decision is achieved, please refer to section C of the form.* | | |
| **Final DSG Recommendation** | Approve / Reject / Defer | |
| **DSG Recommended Release** | Release X: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY | |
| **Section A6: Funding** | | |
| **Funding Classes** | Shipper 33%  National Grid Transmission 0%  Distribution Network Operator 67%  IGT 0% | |
| **Service Line(s)** | Service Area 5 – Metered Volume and Quantity  DS CS SA5-25 (Estimated read for Formula Year t-3) | |
| **ROM or funding details** | N/A | |
| **Funding Comments** | Shippers requested this change. Current funding split as per charging methodology for service area. | |
| **Section A7: CHMC Recommendation** | | |
| **Change Status** | Approve – Issue to DSG  Defer – Issue to Consultation  Reject | |
| **Industry Consultation** | 10 Working Days  20 Working Days  30 Working days  Other: | |
| **Expected date of receipt for responses (to Xoserve)** | XX/XX/XXXX | |
| **DSC Consultation** | | |
| **Issued** | Yes  No | |
| **Date Issued** | 26/10/2018 | |
| **Comms Ref(s)** | 2121- RJ - SH | |
| **Number of Responses** | 2 | |
| **Section A8: DSC Voting Outcome** | | |
| **Solution Voting** | Shipper Approved  National Grid Transmission NA  Distribution Network Operator NA  IGT NA | |
| **Meeting Date** | 12/12/2018 | |
| **Release Date** | November 2019 (approved) | |
| **Overall Outcome** | Solution option specified in Section D and Xoserve’s intention to include this change in the November 2019 release approved. | |

**Please send the completed forms to:** [**mailto:box.xoserve.portfoliooffice@xoserve.com**](mailto:box.xoserve.portfoliooffice@xoserve.com)

**Section C: DSC Change Proposal: DSG Discussion**

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

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| **Section C1: Delivery Sub-Group (DSG) Recommendations** | | |
| **DSG Summary** | | |
| **17th September 2018**  DA presented this section to DSG. On 12th September, ChMC approved this change to proceed to DSG. The Change Proposal is embedded on slide 36. DSG were asked to identify any additional requirements for this Change before it enters the Capture stage.  Several DSG members asked whether there would be any system impacts as a result of a new read reason code. Other members asked if the solution could be to use an existing read reason code. DA agreed to consider these questions when running Capture.  **Action 0852:- Regarding XRN4725 (New Read Reason Type for LIS Estimate) David Addison to consider if we could use an existing read reason type as a solution option.**  **5th November 2018**  DA presented slide 45 to DSG. XRN4725 was issued within a Solution Review Change Pack for consultation on the solution options.  Two responses were received, both in support of a new read reason code. Xoserve’s intention is to take this solution option forward for the change; approval will be sought at the ChMC meeting in December for the solution option and Xoserve’s intention to include this in the November 2019 Major Release.  **Note**: issue of 2019 LiS Readings will use OPNT Read Reason Code as per2018 LiS. | | |
| **Capture Document / Requirements** | N/A |  |
| **DSG Recommendation** | N/A | |
| **DSG Recommended Release** | November 19 | |

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| **Section D1: Solution Options** | |
| **High Level summary options** | |
| HLSOIA for each of three solution options attached below:    Option 1 – Estimation of a Meter Reading by CDSP using a new read reason code to be provided to the Shipper User via the MBR  Option 2 – Estimation of a Meter Reading by CDSP using an existing read reason (other than OPNT) code to be provided to the Shipper User via the MBR  Option 3 – Do nothing. Estimation of a Meter Reading by CDSP using the read reason of OPNT code to be provided to the Shipper User via the MBR | |
| **Implementation date for this solution option** | November 2019 Release |
| **Xoserve preferred option; including rationale** | It is recommended that Option 1 is pursued to provide an explicit read reason code to Shipper Users within the MBR file. Re-use of an existing code risks misinterpretation by recipients of the Meter Reading. |
| **DSG preferred solution option; including rationale** | DSG had indicated a preference for explicit read reason codes in an equivalent change proposal (xrn4679), however no preference was expressed by DSG. |
| **Consultation close out date** | 23rd November 2018 |

**Section D: DSC Change Proposal High Level Solution Options**

**Section E: DSC Change Proposal: Industry Response Solution Options Review**

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| **User Name** | Eleanor Laurence | |
| **User Contact Details** | Eleanor.laurence@edfenergy.com | |
| **Section E1: Organisation’s preferred solution option, including rationale taking into account costs, risks, resource etc.** | | |
| We are happy to support option 1 and will need a minimum of 3 months to implement | | |
| **Implementation date for this option** | | Approve |
| **Xoserve preferred solution option** | | Approve |
| **DSG preferred solution option** | | Approve |
| **Publication of consultation response** | | Publish |
| **Section E1: Xoserve’ s Response to Organisations Comments** | | Thank you again for your comments.    We will ensure that your requirements are fed into the project as a consideration for delivery. |

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| **User Name** | Npower | |
| **User Contact Details** | [Gas.codes@npower.com](mailto:Gas.codes@npower.com) | |
| **Section E2: Organisation’s preferred solution option, including rationale taking into account costs, risks, resource etc.** | | |
| Option 1 - Provides complete transparency around the type and purpose of the read. This will require some system changes for us. | | |
| **Implementation date for this option** | | Approve |
| **Xoserve preferred solution option** | | Approve |
| **DSG preferred solution option** | | n/a |
| **Publication of consultation response** | | Publish |
| **Section E2: Xoserve’ s Response to Organisations Comments** | | Thank you again for your comments.  We will ensure that your requirements are fed into the project as a consideration for delivery. |

**Section F: DSC Change Proposal: Approved Solution Option**

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| **Section F1: Solution Option for XRN4725** | |
| Option 1 – Estimation of a Meter Reading by CDSP using a new read reason code to be provided to the Shipper User via the MBR  Please refer to section D for more information. | |
| **Implementation date** | 12/12/2019 – Major November 2019 Release |
| **Approved by** | Change Management Committee |
| **Date of approval** | 12/12/2018 |

**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.

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| **Change Driver Type** | CMA Order  MOD / Ofgem  EU Legislation  License 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)** |  |
| **Associated MOD Number(s)** |  |
| **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 (Sally Hall) to complete the DPIA.* |
| **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 3: Record/submit Data in Compliance with UNC |
| **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 *(please provide details below)* |
| **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 *(please provide details below)*  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?** | Annually |
| **What is the lifespan for the workaround?** | **01/03/2018** |
| **What is the number of resource effort hours required to service workaround?** |  |
| **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** | 25% |

**Document Version History**

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| **Version** | **Status** | **Date** | **Author(s)** | **Summary of Changes** |
| 1.0 | Draft | 31/07/2018 | Richard Johnson | CP form completed and to be sent |
| 2.0 | Approved at ChMC to proceed to DSG | 12/09/2018 | Richard Johnson | ChMC comments added following meeting on 12th September (Section A8 and A7) |
| 3.0 | DSG Notes Added | 20/09/18 | Richard Johnson | DSG notes from 17th September added |
| 4.0 | Out for Consultation | 26/10/18 | Richard Johnson | Submitted for a solution review |
| 5.0 | Out for consultation | 09/11/18 | Richard Johnson | Notes from ChMC meeting on 7th November added. |
| 6.0 | Voting | 13/11/18 | Richard Johnson | Representation Matrix created; approval will be sought at the ChMC meeting on 12th December 2018. |
| 7.0 | DSG Notes added | 22/11/18 | Rachel Taggart | DSG agreed solution option put forward; approval will be sought at the ChMC meeting in December |
| 8.0 | ChMC notes added | 14/12/18 | Richard Johnson | ChMC notes from meeting on 12th December added |

**Template Version History**

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| **Version** | **Status** | **Date** | **Author(s)** | **Summary of Changes** |
| 3.0 | Approved | 17/04/2018 | Emma Smith | Template approved at ChMC on 11th July |