Rough Order of Magnitude (ROM) Request and Response

1. Purpose of a ROM

The DSC CDSP Service Document – Change Management Procedure sets out the expectations of the ROM process.

> 4.6.2 Subject to paragraph 4.6.3, within 10 Business Days after receiving a ROM Request, the CDSP shall send to the Customer and the Committee a report (Rough Order of Magnitude Report or ROM Report) setting out (so far as the CDSP is able to assess at the time):
>
> (a) a high level indicative assessment of the impact of the Potential Service Change on the CDSP Service Description and on UK Link;
>
> (b) the CDSP's opinion as to whether the Potential Service Change would be a Restricted Class Change, would have an Adverse Impact on any Customer Class(es)) or would be a Priority Service Change, where applicable;
>
> (c) the CDSP's approximate estimate of:
>
>> (i) the Costs (or range of Costs, where options under paragraph (e) are identified) of Implementing the Potential Service Change;
>>
>> (ii) the impact of the Potential Service Change on Service Charges; and
>>
>> (iii) the period of time required for Implementation;
>
> (d) any material dependencies of Implementation on other Proposed Service Changes or other likely Priority Questions; and
>
> (e) if it is apparent to the CDSP that there are likely to be materially different options as to how to Implement the Potential Service Change, a high level description of such options.

2. ROM Request – To be completed by the customer

Please populate the details below and send to box.xoserve.portfoliooffice@xoserve.com, to enable the CDSP to undertake the impact assessment to provide the ROM Response (section below).

Please note, the ROM requestor may be asked for further details if it is believed that request is not clear and additional information is required in order to provide a ROM Response.

2a. ROM Request Details

ROM Request Details	
Change Title	*Modification 0819 Establishing/Amending a Gas Vacant Site Process (XRN – to be confirmed)*
Regulatory Impact	☒ Yes ☐ No
Regulatory Reference (if applicable)	*Regulation change allocated reference and associated Code - UNC Modification 0819.*

Change Overview	*This change has been raised in relation to Modification 0819 - Establishing/Amending a Gas Vacant Site Process which proposes to create a new process for vacant Product Class 4 Non-Daily Metered (NDM) sites which would allow Shippers to receive commodity relief (immediately) and capacity relief (after 12 months at vacant status) for vacant sites in their ownership.*
	
	To enter the new Vacant Site process, a Supply Meter Point (SMP) must meet the Vacant Site criteria outlined in Modification 0819 and associated guidance documentation.
	
	Based on the Modification Business Rules, the following needs to be assessed by the CDSP:
	
	Identification of Vacant SMPs:
	• *Create a mechanism for a Shipper User to notify the CDSP where a SMP meets the Vacant criteria as set out in the Modification.*
	• *Upon receipt of the notice from the Shipper User of an SMP meeting the Vacant criteria, the CDSP must undertake certain validation including:*
	    ○ *Confirm SMP is Live*
	    ○ *Confirm SMP is within Class 4*
	    ○ *Confirm it is within the requesting Users ownership*
	• *Create a mechanism to identify an SMP as Vacant, which will be applied to sites which meet the criteria.*
	
	Commodity, Performance and Capacity relief:
	• *Where an SMP is identified as Vacant, the CDSP must ensure the Shipper User receives commodity charge relief from the Vacant effective date.*
	• *At the same time, any performance obligations for the Vacant SMP should also cease.*
	• *A new Vacant Site 'eligible cause' (AQ reason code) must be created so that the Shipper User for a Vacant SMP can request that an AQ be set to 1 <u>when the SMP has been part of the Vacant Site process for 12 or more months</u>. This Vacant Site AQ reason code could also be utilised by the Shipper User to increase the AQ from 1 once it becomes clear the site is no longer vacant.*

	Monitoring and exit process:
	
	• *CDSP to monitor sites in the Vacant Site process so that if one of the exit criteria (outlined in Modification 0819) is triggered, the site moves out of the Vacant Site process.*
	    o *Exit criteria is:*
	        ▪ *Change of Shipper or Supplier event (CoS)*
	        ▪ *Supplier of Last Resort (SoLR) event has taken place*
	        ▪ *AQ Correction has been completed*
	        ▪ *Site undergoes a Class Change*
	        ▪ *Read is submitted into UK Link*
	        ▪ *ONJOB is submitted into UK Link*
	• *If an exit criterion is triggered:*
	    o ***Vacant sites <u>only</u> receiving commodity and performance relief** to have the Vacant 'status' immediately removed by the CDSP when exit criteria triggered. Commodity charges and performance obligations to recommence immediately.*
	    o ***Vacant sites receiving <u>both</u> commodity <u>AND</u> capacity relief (due to AQ of 1)** require an AQ amendment to increase the AQ from 1 prior to exiting the process. This must be done within the timeframe outlined in the Modification 0819. The Vacant 'status' is to be removed by the CDSP on the new AQ effective date. From that point commodity charges, performance obligations and capacity charges recommence.*
	• *The CDSP must monitor if the Shipper User submits an AQ amendment **<u>by M-15</u>** the following month of the exit criteria trigger.*
	• *If the Shipper does not raise an AQ amendment within this timescale, the CDSP must reinstate the pre-Vacant Rolling AQ and Formula Year AQ.*
	• *For the avoidance of doubt all AQ amendments will always be effective in line with the existing AQ amendment timelines. No changes to the AQ amendment timeline expected.*
	• *For the avoidance of doubt, where the CDSP reinstates the pre-Vacant Rolling and FYAQ between the months of January – March, the reinstated value will be utilised to set the FYAQ for the next 12 months commencing in April.*
	
	PARR report:
	• *To create a new PARR report for the Vacant Sites process based on PAC's criteria (TBC).*

Date Raised	03/02/2023
Required Response Date	20/02/2023
Requestor Contact Details	Name: Kathryn Adeseye on behalf of the 0819 Workgroup Organisation: Xoserve Limited Email: kathryn.adeseye3@xoserve.com Number: 0121 2292351 *Contact Name:* Kathryn Adeseye

Xoserve Lead Contact (to be provided by the CDSP)	Contact Email:	kathryn.adeseye3@xoserve.com

3. ROM Response – To be completed by the CDSP

The ROM response provided is based on a high-level indicative assessment of the impact of the change.

Please note, all the sections within this template should be populated by the CDSP when providing a ROM response.

To find the high-level costs and timescales please go to section 3c which can be found here.

3a. Impacted Constituency

Customer Class(es) Impacted by Change:	☒ Shipper	☒ Distribution Network Operator
	☐ NG Transmission	☒ IGT
	☐ All	☐ Other <Please provide details here>
Justification for Customer Class(es) selection	This change will allow Shippers for Product Class 4 Non-Daily Metered (NDM) Supply Meter Points (SMPs) to apply a vacant status to unoccupied sites in their ownership allowing them to access commodity relief (immediately) and capacity relief (after one year). Distribution Network Operators and IGTs are also considered impacted parties as the outcome of a site going into vacant status could impact the AQ of a SMP in their network area. For DNOs, if a site goes into vacant status, this will impact Commodity charges.	

3b. Overview of impacts

Overview of impacts	The high-level analysis has been undertaken and a potential way to implement a solution has been identified that could result in changes to CMS, UK Link Portal, UK Link, SAP BW, Marketflow, GES Online Portal and Data Discovery Platform (DDP) systems.
	
	At a high level, the following is an assumed solution based on the information contained within this ROM request.
	
	New CMS contact, UK Link Portal functionality or File Format via IX
	1. A new 'Vacant Site' contact type could be introduced into either CMS, UK Link Portal or be provided via a new file format through the IX. This will be used by Shippers to request a specific Supply Meter Point is classified as 'Vacant'
	2. On receipt, the request will be validated which should include (but not limited to):
	    a. The Supply Meter Point (SMP) is Live
	    b. The SMP is within Class 4
	    c. The SMP is within the requesting Shipper's ownership

3. Where the validations are passed, the submitting party will be notified (please note, this notification will be in line with whichever notification mechanism is chosen as the preferred solution).
4. A new Vacant Site flag will be set in UK Link to record the SMP as vacant and feed downstream UK Link systems
5. If CMS or UK Link Portal is used for submitting the Vacant Site request, then a new interface will be created which can be used to update the Vacant Site flag in UK Link
6. Where the removal of the Vacant Site status has been triggered by exit criteria being met, a notification will be issued to the relevant Shipper via the same mechanism by which the initial request is submitted

UK Link
7. Commodity Charges will cease with effect from the Vacant Site flag start date. This would utilise existing functionality such as the stop commodity flag or a bill and refund process.
8. The Vacant Site flag will be utilised by downstream systems to provide performance relief with effect from the Vacant Site flag start date.
9. A new Vacant Site AQ amendment reason code to be introduced to be used to set the AQ to 1 as well as to increase it from 1 as part of the stated Vacant Site process
   a. When the AQ is being reduced utilising the Vacant Site reason code, additional validation will be applied to ensure that the AQ can only be set to 1 if the Vacant Site flag start date is at least 1 year in the past
   b. When the AQ is being reduced utilising the Vacant Site reason code, an additional validation will be applied to ensure that that it is not reduced to any other value than 1
   c. Standard AQ correction validations will be applied when increasing an AQ from 1 utilising the Vacant Site reason code
10. A new program will be introduced into UK Link to monitor the exit criteria based on registration, class, read and ONJOB updates. This will include both accepted and rejected transactions
11. New functionality to identify and restore the AQ values prior to the Vacant Site flag being removed if the Registered User does not request for the AQ to be increased by M-15 of the subsequent month.
12. Where the previous AQ Values are restored by the CDSP, the revised values will be issued to the relevant Shipper via the NRL file
13. PARR Report updated in line with PAC considerations

SAP BW
14. Changes in PAFA report to include new AQ amendment reason code
15. New report for Vacant sites
16. Changes in AQ tracker report to exclude gas Vacant Site
17. Extraction logic in case of new AQ amendment reason code
18. Update to Must Read report to remove vacant sites from the process

GES Online Portal
19. A Vacant Site indicator will be added to GES Online Portal screens
20. The Vacant Site indicator start date will be added to the GES Online Portal screens

New CMS Consequential Impacts *(Required regardless of mechanism used to submit Vacant Site request)*
21. Implementation of a new API that CMS can utilise to identify Vacant Sites
22. Existing Vacant Sites to be excluded from the Must Read (MUR) process

23. A mechanism would be required to identify if a Vacant Site flag is set at a Supply Meter Point with an in-flight Must Read and notify the relevant parties
24. For Gas Safety Regulation (GSR) process, an update to the contact is required to identify Vacant Sites and ensure no meter attachment is triggered
25. One or more APIs to be updated so that the Duplicate Meter Point (DUP) process can consider Vacant Site periods when applying adjustments. This may require an update to the how the auto-populated billing template is processed
26. An update to the Request for Adjustment (RFA) process to reject where the adjustment period spans a Vacant Site period

DDP
27. Addition of new AQ amendment reason metric to the existing DDP AQ corrections dashboard and new chart to show vacant meter points in Shipper portfolio dashboard
28. Data modelling is required to add new AQ correction metric, Vacant Site flag and start date to the BW DDP data model
29. DDP AQ correction dashboard updates
30. DDP Portfolio dashboard updates

Assumptions:
1) Assignment of Vacant Site status can't be retrospective
2) Where the AQ/SOQ values are amended by CDSP, no notifications will be issued in AQR file
3) GT/IGTs will be notified of the AQ/SOQ changes via the portfolio files
4) Isolated sites can't also be classed as a Vacant site
5) Exit criteria will still be met if an accepted read has not advanced from the previous reading
6) SOLR is currently managed via the registration process, so no additional effort considered for this
7) This change impacts both GT and IGT sites
8) The CMS elements will be implemented in new CMS rather than legacy
9) CMS would not be responsible for reporting but would make data available where required
10) An automated solution in the new CMS system has been considered, however, if volumes are sufficiently low then this could be managed via a manual process which could reduce costs

UK Link Component Systems	Level of Impact (L/M/H)	File Format (Y/N)	Screens (Y/N)	Reporting (Y/N)	Batch Jobs (Y/N)	Validation (Y/N)	Processes (Y/N)	Other
UK Link Gemini	N/A	N	N	N	N	N	N	
UK Link System Application (e.g. SAP ISU, BW, PO)	H	Y	Y	Y	Y	Y	Y	
UK Link Portal	M	N	Y	N	N	Y	Y	
UK Link Online Services	N/A	N	N	N	N	N	N	
Contact Management Service (CMS)	H	Y	Y	N	Y	Y	Y	
UK Link Network (Inclusive of IX, EFT and AMT)	M	Y	N	N	Y	Y	Y	

Additional Systems	Level of Impact (L/M/H)	File Format (Y/N)	Screens (Y/N)	Reporting (Y/N)	Batch Jobs (Y/N)	Validation (Y/N)	Processes (Y/N)	Other
Data Discovery Platform (DDP) Core	L	N	Y	Y	N	N	N	
Discovery API	N/A	N	N	N	N	N	N	
Reporting	M	N	N	Y	N	Y	Y	
Gas Enquiry Service (GES)	M	N	Y	N	N	Y	N	

3c. High level costs and timescales

Costs provided within the ROM response are indicative and high level based on high level analysis.

Below details the high-level implementation cost range and provides an indication of any ongoing costs identified from the high-level analysis.

Implementation costs

An enduring solution will cost at least **£230,000**, but probably not more than **£375,000**.

Please note, a factor that may impact the indicative cost is whether the DDP element is delivered within or outside a pre-set DDP Shipper release. If it is outside of a pre-set DDP Shipper release, this would be a higher cost than within a pre-set release.

To confirm, this high-level impact assessment has considered impacts to new CMS rather than the legacy CMS system. As new CMS is still being delivered in 'drops', the full impact is currently unknown and the assessment has tried to consider all possible downstream impacts as a result of this proposal.

Ongoing costs

No ongoing costs anticipated at this stage however, this will be assessed and confirmed in detailed analysis / design phase.

Timescales:
The high-level estimate to develop and deliver this change is approximately **20 - 24 weeks** post Detailed Design Change Pack approval. 4 weeks of Post Implementation Support would be recommended.

The high-level estimate to develop and deliver this change, however, is proposed to align to the timescale of the Major Release the change is scoped into.

Validity of ROM:
Please note, the information provided in the ROM response is an 'at a point in time' assessment which is valid for 6 months.

3d. Release type

Please provide a view on the anticipated release type this change would need to be delivered under.

Release Type	☐ Ad-hoc / Stand-alone	☐ Minor
	☒ Major	

Next available Release (based on the Release Type)	ChMC approval to Release scope	ChMC approval of Detailed Design
June 2024	November 2023	December 2023

3e. Impact on Service Line(s)

Impact on Service Line(s)	This change proposes the introduction of a new process to identify and manage vacant sites. From an initial consideration of the DSC Service Line impact, the Service Area(s) which these processes could come under are currently unknown.
	There will be new Service Line(s) required to reflect the new processes. These will be created and approved as part of the DSC change process.
	For the purpose of discussion within the Modification Workgroup, possible Service Areas the services associated to this proposal could come under have been proposed below.
	- Service Area 3 – Manage updates to customer portfolio (90% Shipper and 10% DNO) - Service Area 10 – Invoicing Customers (12% NGT, 88% DNO) - Service Area 2 – Monthly AQ Processes (100% Shipper)
	Please note, this is for discussion only and to seek views from the WG to support later discussions within the DSC change process. In terms of agreeing Service Areas and funding splits, this will be undertaken at the DSC Change Management Committee (ChMC).
	Please note, the funding split as per the Budget and Charging Methodology has been provided with the Service Areas however, the funding split can be proposed as something different when a specific change is raised based on impacted and benefitting parties.

3f. Assumptions

- Any changes in the approach to the solution may affect the overall schedule and costs for the change.
- Costs are high level, based on high level analysis. Detailed analysis will be needed to determine the final solution which will impact both cost and schedule.
- Any costs associated to Market Trials are not included.
- The high-level analysis is based on changes to central systems and does not account for changes to customer systems as a result of any potential work.
- The high-level analysis and costs are based on current production system

31. Version Control

Version	Date:	Author	Status
1.0	20/07/2022	Ellie Rogers	Clean version