

# Change Proposal

## Release 2 Delivery

**Mod reference (where applicable):**  
**CDSP Reference: XRN4361**

Document Stage	Version	Date	Author	Status
ROM Request / Change Proposal	2.0	10/10/2017	Alison Kane	Submitted to Change Committee
ROM Response				Choose an item.
Change Management Committee Outcome				Choose an item.
EQR	2.0	10/10/2017	Alison Kane	Submitted to Change Committee
Change Management Committee Outcome				Choose an item.
BER				Choose an item.
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.

<b>Section</b>	<b>Title</b>	<b>Responsibility</b>
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<b>Appendix</b>		
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			
<b>Submitted By</b>	Christina Francis	<b>Contact Number</b>	0121 623 2669
		<b>Email Address</b>	Christina.francis@xoserve.com
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<b>Customer Class</b>	<input checked="" type="checkbox"/> Shipper <input checked="" type="checkbox"/> National Grid Transmission <input checked="" type="checkbox"/> Distribution Network Operator <input type="checkbox"/> iGT		
Overview of proposed change			
<b>Change Details</b>	<p>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.</p> <p style="background-color: yellow;"><b>EXTERNALLY FUNDED CHANGE REQUESTS:</b></p> <p>Refer to Section 2 – “General Service Changes Only” for Service Area Breakdown</p> <p><b><u>Title: DDS/DDU file amendment</u></b></p> <p><b>Change Proposal No. XRN4288</b></p> <p><b>Xoserve Change Request No. UKLP147</b></p> <p>Description: A requirement for the following changes to the DN DDS and DDU files:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Rolling AQ updates – For the DDU file to not include any records relating to rolling AQ updates.</li> </ol> <p>Copy of Change Proposal document:</p> <div style="text-align: center;">  <p>CP v2 - XRN4288 - UKLP147 - DDS DDU FI</p> </div>		

**Title: Billing History by all NTS capacity / commodity related charges (from Nexus implementation onwards)**

**Change Proposal No. XRN4290**

**Xoserve Change Request No. UKLP194**

Description: A requirement to create an enduring solution for National Grid to receive the billing history data to support analysis that will be conducted as part of the Phase 4 and Charging Review (Gas). The data will be required to be shared via reports from Nexus Implementation date on an enduring basis (annually and monthly).

Copy of Change Proposal document:



CP v2 - XRN4010 -  
UKLP194 Billing History

**Title: Theft Risk Assessment Service Tip-off Hotline Data Provision – Enduring Solution**

**Change Proposal No. COR3995**

**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:



CP v2 - COR3995 -  
UKL222 - TRAS Hotline

**Title: Provide the DMSP with the AQ in the O13 record on the GCC file**

**Change Proposal No. XRN4297**

**Xoserve Change Request No. UKLP226**

Description: 1. Provide the DMSP with the site AQ value so that they can accurately validate class 1 Readings prior to submission to Xoserve.

2. Trigger the GCC file following a 'finalised ratchet' to the DMSP.
3. Supply the MNEPOR value for any NTS data logged SMPs

Copy of Change Proposal document:



CP v2.1 - XRN4297 -  
UKLP226 Provide the C

**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:



CP v2 - XRN4299 -  
UKLP251 Reports requ

**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:



CP v2 - XRN4248 -  
Smart meter installati

**Title: New DN role for CMS**

**Change Proposal No. COR3386**

**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:



CP v2 - COR3386 -  
New CMS role for DNs

**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:



UKLP112 v1.1 -  
Missing Key Data Item

**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:



UKLP273 v2 - PSR  
requirements GÇô Vuli

**Title: New Vulnerable Customer Needs codes (*This Change has been added because it has been dropped off Release 1.1 and we are awaiting a decision by OFGEM on whether UKLP273 or UKLP249 will need to be delivered*)**

**Change Proposal No. XRN4097**

**Xoserve Change Request No. UKLP249**

Description: Ofgem within their PSR consultation have mandated the following data requirements 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:



CP V3 - XRN4097 -  
UKLP249 - Changes t

**Title: Recording of DN Siteworks / New Network Connection Reference in Central Systems**

**Change Proposal No. COR3283**

**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:



CP v1.3 - COR3283 -  
Recording DN Siteworl

## **INTERNALLY FUNDED CHANGE REQUESTS:**

### **Title: PAF Indicator field inclusion on VAD and ACR files**

**Change Proposal No. COR4284**

**Xoserve Change Request No. UKLP122**

Description: A requirement to include the PAF Indicator field on VAD and ACR file formats.

Copy of Change Proposal document:



CP v2 - XRN4284 -  
UKLP122 - PAF Indicat

### **Title: .DUP & .DUS file type registration in AMT**

**Change Proposal No. COR4287**

**Xoserve Change Request No. UKLP140**

Description: A requirement to support the duplicate invoice & supporting information generated from UK Link.

Copy of Change Proposal document:



CP v2 - XRN4287 -  
UKLP140 - .DUP & .DU

### **Title: Addition of New fields from CMS being available in BW/IP reporting environment**

**Change Proposal No. COR4291**

**Xoserve Change Request No. UKLP197**

Description: Addition of new fields those are present in CMS to Xoserve's SAP Business Warehouse to enable its use in future reporting services.

Copy of Change Proposal document:



CP v2 - XRN4291 -  
UKLP197 Addition of N

### **Title: Allow for a capacity revision on a Seasonally Large Supply Point**

**Change Proposal No. COR4295**

**Xoserve Change Request No. UKLP223**

Description: A requirement to support UNC code B4.9.2 - The current design does not allow for a capacity revision for a Seasonal Supply Point.

Copy of Change Proposal document:



CP v2 - XRN4295 -  
UKLP223 Capacity Rev

**Title: NDM Twin Stream Read Validation**

**Change Proposal No. COR4300**

**Xoserve Change Request No. UKLP256**

Description: A requirement to support NDM twin stream and automated Read input validation process.

Copy of Change Proposal document:



CP v1.1 - XRN4300 -  
UKLP256 NDM Twin St

**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. COR4303**

**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:



CP v2 - XRN4303 -  
UKLP267 Remove n as

**Title: Amend referral rules for class 2 smaller LSP's**

**Change Proposal No. COR4304**

**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:





CP v3 - XRN4304 -  
UKLP270 Amend refer

**Title: Back billing for domestic (SSP) sites needs to be reflect the correct adjustment start date**

**Change Proposal No. COR4309**

**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:



CP v2 - XRN4309 -  
UKLP287 - Back billing

**Title: Changes to the upper parameter of the XDO partial refresh file**

**Change Proposal No. COR2831.5**

**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:



CP v3 - COR2831.5 -  
UKLP292 - Changes to

**Title: Unique Sites – Adding profiles**

**Change Proposal No. COR4311**



**Xoserve Change Request No. UKLP300**

Description: A requirement to enable the correct profiles to be added automatically and not manually.

Copy of Change Proposal document:



CP v2 - XRN4311 -  
UKLP300 - Unique Site

	<p><b><u>Title: Meter Point Details Report &amp; Sector Breakdown Report</u></b></p> <p><b>Change Proposal No. COR4316</b></p> <p><b>Xoserve Change Request No. UKLP315</b></p> <p>Description: A requirement to develop two reports to validate the amendment invoices:</p> <ol style="list-style-type: none"> <li>1. Meter Point Details Report</li> <li>2. Sector Breakdown Report</li> </ol> <p>Copy of Change Proposal document:</p>  <p>CP v2 - XRN4316 - UKLP315 - Meter Point</p> <p><b><u>Title: Annual shrinkage submission (.ORD ) received from Networks is not getting apportioned correctly when the adjustment period is spanning across Nexus Go live date (01-June-2017)</u></b></p> <p><b>Change Proposal No. COR4318</b></p> <p><b>Xoserve Change Request No. UKLP325</b></p> <p>Description: A requirement to correct the smearing process for Annual shrinkage in SAP because the current design is considering the variance period as 6 months and this will not work as expected with the Go live date as 01-June-2017. If the error persists it will result in incorrect charges present in the amendment invoice (AMS) and will have financial impacts to Networks revenue.</p> <p>Copy of Change Proposal document:</p>  <p>CP v2 - XRN4318 - UKLP325 - Annual shri</p>
<p><b>Reason(s) for proposed service change</b></p>	<p>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.</p>
<p><b>Status of related UNC Mod</b></p>	<p>Only one change included within this Change Proposal relates to a UNC Mod.</p> <ul style="list-style-type: none"> <li>• Change Proposal No. XRN4299 - Title: Reports required under UNC TPD V16.1 in Nexus (reports required by MOD 520A) – MOD Implemented</li> </ul>
<p><b>Full title of related UNC Mod</b></p>	<p>Only one change included within this Change Proposal relates to a UNC Mod.</p> <p>Change Proposal No. XRN4299 - Title: Reports required under UNC TPD V16.1 in Nexus (reports required by MOD 520A)</p>
<p><b>Benefits of change</b></p>	<p>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</p>

	requirements and enable required data to be readily available for all parties.
<b>Required Change Implementation Date</b>	Targeting June 2018 (UNC implementation date, subject to completion of Detailed Design
<b>Please provide an assessment of the priority of this change from the perspective of the industry.</b>	<input checked="" type="checkbox"/> High (8 Changes) <input checked="" type="checkbox"/> Medium (2 Changes) <input checked="" type="checkbox"/> 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

<b>Service Level of Quote/Estimate Robustness Requested</b>	<b>Evaluation Services</b> <input type="checkbox"/> Initial Assessment ( <i>Mod related changes only</i> ) <input type="checkbox"/> ROM estimate for Analysis and Delivery  <b>CDSP Change Services</b> <input type="checkbox"/> Firm Quote for Analysis <input checked="" type="checkbox"/> Firm Quote for both Analysis and Delivery
<b>Has any initial assessment been performed in support of this change?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<b>Is this considered to be a Priority Service Change?</b>	<input checked="" type="checkbox"/> Yes (Mod Related) (1 Change) <input type="checkbox"/> Yes (Legislation Change Related) <input type="checkbox"/> No
<b>Is this change considered to relate to a 'restricted class' of customers?</b>  <p style="color: purple; font-size: small;">Consider if the particular change is only likely to impact those who fall under a particular customer class</p> <p style="color: purple; font-size: small;">If it impacts all customer classes (i.e. Transmission, Distribution &amp; Shippers) then choose 'No'.</p>	<input type="checkbox"/> Yes (please mark the customer class(es) to whom this is restricted) <input checked="" type="checkbox"/> No <hr style="border-top: 1px dashed black;"/> <input type="checkbox"/> Shippers <input type="checkbox"/> National Grid Transmission <input type="checkbox"/> Distribution Network Operators <input type="checkbox"/> iGT's
<b>Is it anticipated that the change would have an adverse impact on customers of any other customer classes?</b>  <p style="color: purple; font-size: small;">Please refer to appendix one for the definition of an 'adverse impact'</p>	<input type="checkbox"/> Yes (please give details) <input checked="" type="checkbox"/> No

**General Service Changes Only (please ensure that either A or B below is completed)**

A) 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](#). 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.

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Existing Change Proposal Number	Xserve Change Request Number	Change Request Title	Service Area Details	Service Area Details				
				Shipper Users	Transporters			
					National Grid NTS	Distribution		Independent Gas Transporters
DN Operators and Independent Gas Transporters	DN Operators							
XRN4288	UKLP147	DDS/DDU file amendment	<b>Service Area 21</b> - Data flows and services to Network Operators		6%	94%		
XRN4290	UKLP194	Billing History by all NTS capacity / commodity related charges (from Nexus implementation onwards)	<b>Service Area 21</b> - Data flows and services to Network Operators		6%	94%		
COR3995	UKLP222	Theft Risk Assessment Service Tip-off Hotline Data Provision – Enduring Solution	<b>Service Area 18</b> - Provision of user reports and information	34%	7%	59%		
XRN4297	UKLP226	Provide the DMSP with the AQ in the O13 record on the GCC file	<b>Service Area 21</b> - Data flows and services to Network Operators		6%	94%		
XRN4299	UKLP251	Reports required under UNC TPD V16.1 in Nexus (reports required by MOD 520A)	<b>Service Area 18</b> - Provision of user reports and information	34%	7%	59%		
XRN4248		Quarterly smart Metering reporting for HSE and DNs	<b>Service Area 16</b> - Provision of supply point information services and other services required to be provided under condition of the GT Licence			100%		
COR3386		New DN role for CMS	<b>Service Area 2</b> - Provide query management (to be discussed with DNs on 5th Oct 17 to				100%	

			agree 100% DN funding)					
	UKLP112	Missing Key Data Item from iGTs to Shippers (Plot Number)	<b>Service Area 1</b> - Manage supply point registration	100%				
	UKLP273	PSR requirements - Vulnerable Customer Data Requirements	<b>Service Area 1</b> - Manage supply point registration	100%				
COR3283		Recording of DN Siteworks / New Network Connection Reference in Central Systems	<b>Service Area 21</b> - Data flows and services to Network Operators		6%	94%		

B) 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**

There are 2 Changes that will have impacts to the Gemini System:

Change ID	Brief Description	Impact Type	Impact Assessment
UKLP325	ORD: Annual shrinkage adjustment split for PNID	UK Link Change that has consequential impact on Gemini	Changes have to be made to develop a process to apportion the monthly smear values for both LDZ rec smear and RBD pot among shippers and create corresponding charge items using the financial smear value correctly when the adjustment period spans across PNID.  There will be regression impacts on Gemini because the source of data is from Gemini.

UKLP194	Billing history report for NTS	Change in SAP BW which retrieves data from Gemini hence consequential impact on Gemini	<p>This is a major change that would require at least 20 new batch jobs in Gemini and BW/BODS each to support the new data required for this report. Consolidation layer, BO Universe and reports creation is also required to support this change. There will be Control M changes in Gemini and BW to schedule the new jobs.</p> <p>Due to the magnitude of data being expected to be processed, the infra sizing/storage cost needs to be assessed.</p> <p>Historical migration of data will have to be considered.</p> <p>Assumption:</p> <ol style="list-style-type: none"> <li>1. No PO/AMT/EFT changes are required.</li> <li>2. The principles for selection of Copy tab and OAQ from Gemini will be AS IS and during detail design this will be defined.</li> </ol>
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**Please give any other relevant information.**

There is no other relevant information.

Please send the document to the following:

<b>Recipient</b>	<b>Email</b>
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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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
<p><b>Change Assessment</b> High level indicative assessment of the change on the CDSP service description, on UKLink and any alternative options if applicable</p>
<p><b>Change Impact:</b> Initial assessment of whether the service change is / would have:</p> <ul style="list-style-type: none"> <li>a restricted class change,</li> <li>a priority service change</li> <li>an adverse impact on any customer classes</li> </ul>
<p><b>Change Costs (implementation):</b> An approximate estimate of the costs (or range of costs) where options are identified</p>
<p><b>Change Costs (on-going):</b> The approximate estimate of the impact of the service change on service charges</p>
<p><b>Timescales:</b> 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.</p>
<p><b>Assumptions:</b> Any key assumptions that have been made by Xoserve when providing the cost and or timescale</p>
<p><b>Dependencies:</b> Any material dependencies of the implementation on any other service changes</p>

**Constraints:**

Any key constraints that are expected to impact the delivery of the service change

Please send the document to the following:

<b>Recipient</b>	<b>Email</b>
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 Change Proposal version			
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	<b>Yes</b>		<b>No</b>	<p>Is there sufficient detail within the Change Proposal to enable an EQR to be produced? If no, please provide further details below.</p>
<p>Further details required: All detailed information required is contained within the individual Change Proposal documents that are attached within this document.</p>				

Please send the document to the following:

<b>Recipient</b>	<b>Email</b>
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:

<b>Recipient</b>	<b>Email</b>
Change Management Committee Secretary	dsccomms@gasgovernance.co.uk

## Section 8: Evaluation Quotation Report (EQR)

<b>Project Manager</b>	<b>Lee Chambers</b>	Contact Number	0121 623 2852
		Email Address	Lee.chambers@xoserve.com
<b>Project Lead</b>	<b>Christina Francis</b>	Contact Number	0121 623 2669
		Email Address	Christina.francis@xoserve.com

Please provide an indicative assessment of the impact of the proposed change on: <ul style="list-style-type: none"> <li>i. CDSP Service Description</li> <li>ii. CDSP Systems</li> </ul>	The impact of the Service Description has already been specified the details of the 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 be provided in 2 parts: <ul style="list-style-type: none"> <li>1. Costs for Detailed Design – 8<sup>th</sup> November 2017 and</li> <li>2. Costs for Overall Delivery of Release 2 by 13<sup>th</sup> December 2017</li> </ul> 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'.	Zero cost as this is being covered as part of the current internal project COR4186.
Does the CDSP agree with the 'Restricted class change' assessment (where provided)? Please refer to detail provided in the Change Proposal	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (please give detail below)
<b>General service changes</b>	

<p>Does the CDSP agree with the assessment made in the Change Proposal regarding impacted service areas?</p> <p>This should refer to whether the proposing party considers the service change to relate to an existing service area or whether it constitutes a new service area.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (please give detail below)
<b>Specific service changes</b>	
<p>Does the CDSP agree with the proposal made in the Change Proposal regarding specific change charges?</p> <p>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.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (please give detail below)
<p>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</p>	<p>NA</p>
<p>EQR validity period:</p>	<p>[3 months from the issue date – to be discussed &amp; agreed with Emma Smith]</p>

Please send the document to the following:

<b>Recipient</b>	<b>Email</b>
Change Management Committee Secretary	dsccomms@gasgovernance.co.uk

## Section 9: Evaluation Quotation Report: Committee Outcome

The EQR is approved			
Approved EQR version			
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:			
<b>General service changes only</b>			
<i>(The detail upon which the response will be based is originally defined in the change proposal and potentially commented upon in the subsequent EQR)</i>			
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2.) If no, please enter the agreed service area(s) and the weighting:			
<b>Specific service changes only</b>			
<i>(The detail upon which the response will be based is originally defined in the Change Proposal and potentially commented upon in the subsequent EQR)</i>			
1.) Please confirm the methodology for the determination of Specific Service Change charges			
2.) 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

2.) Detail modifications required to UK Link

3.) Detail changes required to appendix 5b of the UK Link Manual

4.) Detail impact on operating procedures and resources of the CDSP

5.) Implementation Plan

6.) Estimated implementation costs

6a.) How will the charging for the costs be allocated to different customer classes?  
(General Service Changes only)

Please mark % against each customer class:

- |  |  |
|--|--|
|  | National Grid Transmission               |
|  | Distribution Network Operators and IGT's |
|  | DN Operator                              |
|  | IGT's                                    |
|  | Shippers                                 |

**100%**

7.) Estimated impact of the service change on service charges

8.) Please detail any pre-requisite activities that must be completed by the customer prior to receiving or being able to request the service.

### Implementation Options

Please provide details on any alternative solution/implementation options:

This should include:

- (i) a description of each Implementation Option;
- (ii) the advantages and disadvantages of each option
- (iii) the CDSP preferred Implementation Option

<b>Restricted Class Changes only</b> 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)?
<input type="checkbox"/> Yes (please give detail below) <input type="checkbox"/> No
<b>Dependencies:</b>
<b>Constraints:</b>
<b>Benefits:</b>
<b>Impacts:</b>
<b>Risks:</b>

Assumptions:
Information Security:
Out of scope:
Please provide any additional information relevant to the proposed service change:

Please send the document to the following:

<b>Recipient</b>	<b>Email</b>
Change Management Committee Secretary	dsccomms@gasgovernance.co.uk

## Section 11: Business Evaluation Report: Committee Outcome

The BER is approved and the change can proceed			
<b>Modification Changes Only</b> 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:

<b>Recipient</b>	<b>Email</b>
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

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## Appendix One: Glossary

Term	Definition
Adverse Impact	<p>A Service Change has or would have an Adverse Impact on Customers of a particular Customer Class if:</p> <p>(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;</p> <p>(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;</p> <p>(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</p> <p>(d) Implementing the Service Change would have an Adverse Interface Impact for such Customers.</p>
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	<p>A Modification Service Change;</p> <p>or</p> <p>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).</p>
Relevant Customer class	A Customer Class is a <b>Relevant Customer Class</b> 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 <b>Restricted Class Change</b> ;
Service Change	<p>A change to a Service provided under the DSC (not being an Additional Service), including:</p> <p>(i) the addition of a new Service or removal of an existing Service; and</p> <p>(ii) in the case of an existing Service, a change in any feature of the Service specified in the CDSP Service Description,</p> <p>and any related change to the CDSP Service Description</p>
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.