

Change Proposal

CP4340 – UK Link Future Release 1.1 (Revised)

Mod reference (*where applicable*):
CDSP Reference: CP4340

Document Stage	Version	Date	Author	Status
ROM Request / Change Proposal	V1.1	06/10/17	CDSP	Submitted to Change Committee
ROM Response				Choose an item.
Change Management Committee Outcome				Choose an item.
EQR				Choose an item.
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.

Section	Title	Responsibility
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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	Matthew Rider	Contact Number	0121 623 2745
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Customer Representative	Dave Turpin	Contact Number	0121 623 2761
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Subject Matter Expert/Network Lead	Emma Lyndon	Contact Number	0121 623 2538
		Email Address	emma.j.lyndon@xserve.com
Customer Class		<input checked="" type="checkbox"/> Shipper <input type="checkbox"/> National Grid Transmission <input checked="" type="checkbox"/> Distribution Network Operator <input checked="" type="checkbox"/> iGT	
Overview of proposed change			
Change Details		<p>As a result of UK Link Programme (Release 1) implementation, several critical changes have been identified for delivery in Q4 2017. The Release 1.1 delivery is focused on changes that need to be implemented by the end of 2017. There are 4 changes that have been identified for delivery within Release 1.1 of which all are classed as defects.</p> <p>These 4 defects will be internally funded.</p> <p>The below changes have been represented at SDG who proposed a priority for the change and ChMC ratified and approved the priority of the change provided by SDG:</p> <p>UKLP113 Notification of Formula Year AQ and SOQ - There is a requirement to notify Users at Month -5 of changes to the Rolling and/or Formula year AQ/SOQ following the monthly calculation/update process. This change is to deliver the offer addendum process (the S91) for the Formula year AQ value.</p> <p>Service Area 6: Annual Quantity, DM Supply Point and Offtake Rate Reviews</p> <p>UKLP272 Capacity Referrals raised in error following nomination – Amendment of rules to not issue a referral in the instance when the User has requested prevailing SOQ/SHQ values but the SOQ/SHQ is >16 /<24 (in line with CA GEN rules).</p> <p>Service Area - 1 Manage supply point registration</p> <p>UKLP279 Pending Capacity amendment with ratchet – Update existing functionality to consider pending capacity amendments when a</p>	

	<p>ratchet occurs.</p> <p>Service Area - 1 Manage supply point registration</p> <p>UKLP305 MOD431 Validation against file header & data in records – To include a check to ensure the Shipper sending the SPI (as per the header) is the same Shipper within record. This change has been raised to validate that; the recipient within the file header is the same as the Shipper short code within records, where any discrepancies are found – these should be rejected.</p> <p>Service Area - 1 Manage supply point registration</p>
<p>Reason(s) for proposed service change</p>	<p>The below changes are required as they are defects from Release 1 UK Link:</p> <ul style="list-style-type: none"> • UKLP113 Notification of Formula Year AQ and SOQ • UKLP272 Capacity Referrals raised in error following nomination • UKLP279 Pending Capacity amendment with ratchet • UKLP305 MOD431 Validation against file header & data in records
<p>Status of related UNC Mod</p>	<p>MOD431 Approved</p>
<p>Full title of related UNC Mod</p>	<p>MOD 431 – Validation against file header & data in records</p>
<p>Benefits of change</p>	<p>Release 1.1 is focused on the delivery of changes that have a specific need date that is before the end of the year 2017. This delivery will ensure that the 4 defects identified from Release 1 will get fixed and improve the efficiency of the process.</p>
<p>Required Change Implementation Date</p>	<p>November /December 2017 – Implementation Date will be confirmed at the end of the detailed Design phase.</p>
<p>Please provide an assessment of the priority of this change from the perspective of the industry.</p>	<p><input checked="" type="checkbox"/> High (4 high changes)</p> <p><input type="checkbox"/> Medium</p> <p><input type="checkbox"/> Low</p> <p>Rationale for assessment:</p> <p>The Changes added on Release 1.1 have a need date on the defects to be implemented by the end of this year.</p>

Section 2: Initial Assessment / ROM Request / Change Proposal

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

Is this considered to be a Priority Service Change?	<input checked="" type="checkbox"/> Yes (Mod Related) <input type="checkbox"/> Yes (Legislation Change Related) <input type="checkbox"/> No
Is this change considered to relate to a 'restricted class' of customers?	<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
Is it anticipated that the change would have an adverse impact on customers of any other customer classes?	<input checked="" type="checkbox"/> Yes (please give details) <input type="checkbox"/> No

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

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N/A

A) 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:

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Specific Service Changes Only:

Please detail the proposed methodology (or amendment to the existing methodology) for determining

Specific Service Change Charges.
N/A
Please detail the proposed basis (that is, Charging Measure and Charging Period) for determining Specific Service Change Charges in respect of the Specific Service.
N/A
Impacts to UKLink System or File Formats
None Currently Identified.
Impacts UKL Manual Appendix 5b
None Currently Identified.
Impacts to Gemini System
N/A
Please give any other relevant information.
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  CR113.docx </div> <div style="text-align: center;">  CR272.docx </div> <div style="text-align: center;">  CR279.docx </div> <div style="text-align: center;">  CR305.docx </div> </div>

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?	<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).

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

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 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				
	Yes		No	Is there sufficient detail within the Change Proposal to enable an EQR to be produced? If no, please provide further details below.

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:	02/08/17
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@xserve.com
Project Lead	Matt Rider	Contact Number	0121 623 2745
		Email Address	matt.rider@xserve.com

<p>Please provide an indicative assessment of the impact of the proposed change on:</p> <ol style="list-style-type: none"> i. CDSP Service Description ii. CDSP Systems 	<p>The proposed changes have an impact on the UK Link system (SPA, RGMA and AQ processes).</p> <p>Identified system impacts include but not limited to:</p> <ul style="list-style-type: none"> • AMT • BW • CMS • EFT • Portal • UK Link
Approximate timescale for delivery of 'business evaluation report'	August 2017
Estimated cost of business evaluation report preparation.	This is a zero cost EQR.
Does the CDSP agree with the 'Restricted class change' assessment (where provided)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (please give detail below)
Does the CDSP agree with the 'Adverse Impact' assessment (where provided)?	<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)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (please give detail below)
General service changes	
Does the CDSP agree with the assessment made in the Change Proposal regarding impacted service areas?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (please give detail below)

Specific service changes	
Does the CDSP agree with the proposal made in the Change Proposal regarding specific change charges?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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:	30 business days from the date of issue

Please send the document to the following:

Recipient	Email
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:			
General service changes only			
<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:			
Specific service changes only			
<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)
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

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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:

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Constraints:

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Benefits:

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Impacts:

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Risks:

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

Please send the document to the following:

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

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	
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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 Template Version History

The purpose of this section is to keep a record of the changes to the overall version template and the individual sections within. It will be updated by the CDSP following approval of the template update by the Change Management Committee.

Version History:

Version	Status	Date	Author(s)	Summary of Changes
1.0	Approved		CDSP	Version Approved by Change Committee

--- END OF DOCUMENT ---

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 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	<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, 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.