

# DSC Change Proposal Document

Customers to fill out all of the information in the sections coloured ■  
 Xoserve to fill out all of the information in the sections coloured ■

## A1: General Details

Change Reference:	XRN 5116		
Change Title:	Domestic Report - Must Read Prenotification		
Date Raised:	12/02/2020		
Sponsor Representative Details:	Organisation:	British Gas	
	Name:	Karen Kennedy	
	Email:	karen.kennedy@britishgas.co.uk	
	Telephone:	07557612486	
Xoserve Representative Details:	Name:	Emma Smith	
	Email:	Emma.smith@Xoserve.com	
	Telephone:		
	Business Owner:		
Change Status:	<input type="checkbox"/> Proposal	<input type="checkbox"/> With DSG	<input type="checkbox"/> Out for Review
	<input type="checkbox"/> Voting	<input type="checkbox"/> Approved	<input checked="" type="checkbox"/> Withdrawn

## A2: Impacted Parties

Customer Class(es):	<input checked="" type="checkbox"/> Shipper	<input type="checkbox"/> Distribution Network Operator
	<input type="checkbox"/> NG Transmission	<input type="checkbox"/> IGT
	<input type="checkbox"/> All	<input type="checkbox"/> Other [<If [Other] please provide details here>]
Justification for Customer Class(es) selection	Current Must Read processes impact IGT SSPs, however the current pre-notification Domestic report is only issued on a quarterly basis. Changing the frequency of this report to Monthly would support proactive activity around submitting reads for IGTs, in line with UNC Must Read obligations, in addition to reducing MRA activity for IGTs.	

### A3: Proposer Requirements / Final (redlined) Change

Problem Statement:	Current Must Read processes impact IGT SSPs, however the current Domestic pre-notification report is only issued on a quarterly basis. Changing the frequency of this report to Monthly would support proactive activity around submitting reads for IGTs, in line with UNC Must Read obligations, in addition to reducing MRA activity for IGTs.	
Change Description:	Change the frequency of the Domestic pre-notification report to Monthly.	
Proposed Release:	01/11/2020	
Proposed Consultation Period:	<input type="checkbox"/> 10 Working Days	<input checked="" type="checkbox"/> 15 Working Days
	<input type="checkbox"/> 20 Working Days	<input type="checkbox"/> Other [Specify here]

### A4: Benefits and Justification

Benefit Description:	Reduction in SSP MPRN subjected to the Must Read process
	<i>What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?</i>
Benefit Realisation:	Q1 2021
	<i>When are the benefits of the change likely to be realised?</i>
Benefit Dependencies:	N/A
	<i>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.</i>

### A5: Final Delivery Sub-Group (DSG) Recommendations – Removed

(see Section C for DSG recommendations)

### A6: Service Lines and Funding

Service Line(s) Impacted - New or existing	DSC Service Area 18: Provision of user reports and information
Level of Impact	<b>Minor</b>
If None please give justification	
Impacts on UK Link Manual/ Data Permissions Matrix	

Level of Impact	Major/ Minor/ Unclear/ None		
If None please give justification			
Funding Classes :	Customer Classes/ Funding	Delivery of Change	On-going Budget Amendment
	<input checked="" type="checkbox"/> Shipper	100%	100%
	<input type="checkbox"/> National Grid Transmission	XX %	XX %
	<input type="checkbox"/> Distribution Network Operator	XX %	XX %
	<input type="checkbox"/> IGT	XX %	XX %
	<input type="checkbox"/> Other <please specify>	XX %	XX %
ROM or funding details:	N/A		
Funding Comments:	100% Shipper		

### A7: ChMC Recommendation

Change Status:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
Industry Consultation:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 15 Working Days	
	<input type="checkbox"/> 20 Working Days	<input type="checkbox"/> Other [Specify Here]	
Expected date of receipt for responses (to Xoserve)	XX/XX/XXXX		

DSC Consultation Issue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date Issued:	Click here to enter a date.	
Comms Ref(s):		
Number of Responses:		

### A8: DSC Voting Outcome

Solution Voting:	<input type="checkbox"/> Shipper	Please select.
	<input type="checkbox"/> National Grid Transmission	Please select.
	<input type="checkbox"/> Distribution Network Operator	Please select.
	<input type="checkbox"/> IGT	Please select.
Meeting Date:	Click here to enter a date.	
Release Date:	Release: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY or NA	

Overall Outcome:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If [Yes] please specify <Release>
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## Section C: DSG Discussion

### C1: Delivery Sub-Group (DSG) Recommendations

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

DSG Date:	23/03/2020
DSG Summary:	PO gave an initial overview of this change to DSG.

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

DSG Date:	27/07/2020
DSG Summary:	<p>James Rigby (JR) presented this agenda item. JR explained that this change was sent out in a change pack in June 2020. JR stated that there was an assumption made on this change by Xoserve on behalf of the proposer. This assumption was wrong and since then has been rectified.</p> <p>JR stated that the report that this CP refers to is specifically referring to the 'Domestic Pre Note Report' (provides Shippers with an 'early warning' of when IGT Small Supply Points are about to fall into contention for the IGT must read process). JR explained that Xoserve is looking to have this report delivered to some shippers via the CDSP 'Additional Service Request' (ASR) process. This Change proposes to deliver the report more widely via a 'General' or 'Specific' service that can be also bundled up with other services. JR advised that this will be reissued into a change pack with the options relating to a report.</p> <p>JR requested DSG to inform Xoserve if this will have any material impact on their systems or processes via <a href="mailto:uklink@xoserve.com">uklink@xoserve.com</a>.</p>

# Industry Consultation Change Pack

## Communication Detail

Comm Reference:	2605.2 – MT – JR
Comm Title:	XRN5116 - Domestic Report - Must Read Prenotification
Comm Date:	15/06/2020

## Change Representation

Action Required:	For Representation
Close Out Date:	29/06/2020

## Change Detail

Xoserve Reference Number:	XRN5116
Change Class:	Report Amendment
ChMC Constituency Impacted:	Shippers Only
Change Owner:	James Rigby Customer Change Team - Customer Change Manager <a href="mailto:james.rigby@xoserve.com">james.rigby@xoserve.com</a> 0121 229 2278
Background and Context:	<p>It has been highlighted that the current Must Read process is having an impact on the read submission for Independent Gas Transporter (IGT) Small Supply Points (SSP) following Pre-Notification of impacted Supply Meter Points. The current Pre-notification Domestic Report ('MUR Domestic Report') is currently only issued out to effected Shippers on a quarterly basis, meaning Shippers may not have the necessary information in an adequate frequency to effectively support proactive procurement and submission of reads to the IGTs.</p> <p>Changing the frequency of the Pre-notification Domestic Report ('MUR Domestic Report') to Monthly is thought to support proactive Shipper activity around submitting reads to the IGTs in line with Uniform Network Code (UNC) Must Read obligations, with a view to reducing the need for Meter Read Agency (MRA) action for IGTs, which may incurs costs to our customers.</p> <p>Please note, due to the nature of the request received, the Central Data Service Provider (CDSP/Xoserve) is only putting forward one Solution Option for this change (frequency of the report to Monthly). As a result, we are issuing this out directly within a Detail Design Change Pack to provide impacted parties with the appropriate detail</p>

	on how XRN5116 will be implemented. This means that the Solution Review Change Pack consultation is being bypassed.
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## Change Impact Assessment Dashboard (UK Link)

Functional:	N/A
Non-Functional:	Reporting Frequency Amendment
Application:	N/A
User(s):	All Shipper Classes
Documentation:	N/A
Other:	N/A

Files				
File	Parent Record	Record	Data Attribute	Hierarchy or Format Agreed
N/A	N/A	N/A	N/A	N/A

## Change Design Description

It has been requested by our customers that the CDSP look to amend the frequency of the 'MUR Domestic Report' which is currently sent to Shippers via email on a quarterly basis as part of the Must Read Process.

As part of XRN5116, the CDSP is looking to amend the process to ensure that this report will be sent via the same channel but on a Monthly basis rather than Quarterly.

**Please Note: No change will be made to the structure or format of the report.**

For information, the data items contained within the 'MUR Domestic Report' include:

- Shipper Short Code
- MPO Reference (Meter Point Reference Number)
- Serial Number (Meter Serial Number)
- Building Number
- Postcode
- Max of Read Date
- LDZ Identifier (Local Distribution Zone Identifier)
- CNF Effective Dt (Confirmation Effective Date)
- SPO AQ (Supply Point Annual Quantity)
- MRF Code (Meter Read Frequency Code)

This report is currently issued from the CDSP Central Data Services (CDS) team via [mustreads.spa@xserve.com](mailto:mustreads.spa@xserve.com) and the CDSP are contracted to issue this report to all effected Shippers. As previously stated, the mechanism of which the report is sent and by

whom is not being amended as part of XRN5116, just that the report will be issued more frequently.

We are asking as part of this Detail Design Change Pack for representations from impacted parties their support in making the stated amendments. It is expected that, if the solution is approved by ChMC into delivery, that implementation will occur soon after approval is provided via the way of an AdHoc Data Workstream release. The CDSP is not planning on aligning this change into a Major or Minor Release.

### Associated Changes

Associated Change(s) and Title(s):	N/A
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### DSG

Target DSG discussion date:	N/A
Any further information:	XRN5116 has already been discussed at DSG.

### Implementation

Target Release:	Adhoc Release (Following ChMC Approval into Delivery)
Status:	For Approval

Please see the following page for representation comments template; responses to [uklink@xoserve.com](mailto:uklink@xoserve.com)

# Representation Response

## Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:	EDF	
	Name:	Eleanor Laurence	
	Email:	eleanor.laurence@edfenergy.com	
	Telephone:	07875117771	
Representation Status:	Approve		
Representation Publication:	Publish		
Representation Comments:	None		
Confirm Target Release Date?	Yes		

## Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your representation, we will feed this into ChMC for a final decision.		
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Please send the completed representation response to [uklink@xoserve.com](mailto:uklink@xoserve.com)

## Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:	ScottishPower	
	Name:	Claire Roberts	
	Email:	Clairelouise.Roberts@ScottishPower.com	
	Telephone:	01416145930	
Representation Status:	Support		
Representation Publication:	Publish		
Representation Comments:	We support the change in reporting frequency from quarterly to monthly for the Must Read Pre Notification		
Confirm Target Release Date?	Yes		

## Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your representation, we will feed this into ChMC for a final decision.
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Please send the completed representation response to [uklink@xoserve.com](mailto:uklink@xoserve.com)

# 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.

<b>Change Driver Type</b>	<input type="checkbox"/> CMA Order <input type="checkbox"/> MOD / Ofgem <input type="checkbox"/> EU Legislation <input type="checkbox"/> License Condition <input type="checkbox"/> BEIS <input checked="" type="checkbox"/> ChMC endorsed Change Proposal <input type="checkbox"/> SPAA Change Proposal <input type="checkbox"/> Additional or 3 <sup>rd</sup> Party Service Request <input type="checkbox"/> Other <i>(please provide details below)</i>
<b>Please select the customer group(s) who would be impacted if the change is not delivered</b>	<input checked="" type="checkbox"/> Shipper Impact <input type="checkbox"/> iGT Impact <input type="checkbox"/> Network Impact <input type="checkbox"/> Xoserve Impact <input type="checkbox"/> National Grid Transmission Impact
<b>Associated Change reference Number(s)</b>	<b>N/A</b>
<b>Associated MOD Number(s)</b>	<b>N/A</b>
<b>Perceived delivery effort</b>	<input checked="" type="checkbox"/> 0 – 30 <input type="checkbox"/> 30 – 60 <input type="checkbox"/> 60 – 100 <input type="checkbox"/> 100+ days
<b>Does the project involve the processing of personal data?</b> <i>'Any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier' – includes MPRNS.</i>	<input type="checkbox"/> Yes <i>(If yes please answer the next question)</i> <input checked="" type="checkbox"/> No
<b>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:</b>	<input type="checkbox"/> New technology <input type="checkbox"/> Vulnerable customer data <input type="checkbox"/> Theft of Gas <input type="checkbox"/> Mass data <input type="checkbox"/> Xoserve employee data <input type="checkbox"/> Fundamental changes to Xoserve business <input type="checkbox"/> Other <i>(please provide details below)</i>  <i>(If any of the above boxes have been selected then please contact The Data Protection Officer (Kevin-Eltoft-Prest) to complete the DPIA. Kevin-Eltoft-Prest. Information can be found: <a href="https://xoserve.sharepoint.com/dept/tech/infosec/Documents/Forms/AllItems.aspx">https://xoserve.sharepoint.com/dept/tech/infosec/Documents/Forms/AllItems.aspx</a>)</i>
<b>Change Beneficiary</b> <i>How many market participant or segments stand to benefit from the introduction of the change?</i>	<input type="checkbox"/> Multiple Market Participants <input type="checkbox"/> Multiple Market Group <input type="checkbox"/> All industry UK Gas Market participants <input type="checkbox"/> Xoserve Only <input checked="" type="checkbox"/> One Market Group <input type="checkbox"/> One Market Participant
<b>Primary Impacted DSC Service Area</b>	Service Area 18: Provision of User Reports and Information
<b>Number of Service Areas Impacted</b>	<input type="checkbox"/> All <input type="checkbox"/> Five to Twenty <input type="checkbox"/> Two to Five <input checked="" type="checkbox"/> One
<b>Change Improvement Scale?</b> <i>How much work would be reduced for the customer if the change is implemented?</i>	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low

Are any of the following at risk if the change is not delivered?	
<input type="checkbox"/> Safety of Supply at risk	<input type="checkbox"/> Customer(s) incurring financial loss
<input type="checkbox"/> Customer Switching at risk	
Are any of the following required if the change is delivered?	
<input type="checkbox"/> Customer System Changes Required	
<input checked="" type="checkbox"/> Customer Testing Likely Required	
<input type="checkbox"/> Customer Training Required	
Known Impact to Systems / Processes	
Primary Application impacted	<input checked="" type="checkbox"/> BW <input type="checkbox"/> ISU <input type="checkbox"/> CMS <input type="checkbox"/> AMT <input type="checkbox"/> EFT <input type="checkbox"/> IX <input type="checkbox"/> Gemini <input type="checkbox"/> Birst <input type="checkbox"/> Other <i>(please provide details below)</i>
Business Process Impact	<input type="checkbox"/> AQ <input type="checkbox"/> SPA <input type="checkbox"/> RGMA <input checked="" type="checkbox"/> Reads <input type="checkbox"/> Portal <input type="checkbox"/> Invoicing <input type="checkbox"/> Other <i>(please provide details below)</i>
Are there any known impacts to external services and/or systems as a result of delivery of this change?	<input type="checkbox"/> Yes <i>(please provide details below)</i> <input checked="" type="checkbox"/> No
Please select customer group(s) who would be impacted if the change is not delivered.	<input checked="" type="checkbox"/> Shipper impact <input type="checkbox"/> Network impact <input type="checkbox"/> iGT impact <input type="checkbox"/> Xoserve impact <input type="checkbox"/> National Grid Transmission Impact
Workaround currently in operation?	
Is there a Workaround in operation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes who is accountable for the workaround?	<input type="checkbox"/> Xoserve <input type="checkbox"/> External Customer <input type="checkbox"/> Both Xoserve and External Customer
What is the Frequency of the workaround?	
What is the lifespan for the workaround?	
What is the number of resource effort hours required to service workaround?	
What is the Complexity of the workaround?	<input type="checkbox"/> Low <i>(easy, repetitive, quick task, very little risk of human error)</i> <input type="checkbox"/> Medium <i>(moderate difficult, requires some form of offline calculation, possible risk of human error in determining outcome)</i> <input type="checkbox"/> High <i>(complicate task, time consuming, requires specialist resources, high risk of human error in determining outcome)</i>
Change Prioritisation Score	<b>12%</b>

# Version Control

## Document

Version	Status	Date	Author(s)	Remarks
V1	With DSG	18/03/20	Rachel Taggart	Updates with outcome from ChMC meeting on 11 <sup>th</sup> March 2020
V2	With DSG	06/04/20	Xoserve	Updated with discussions from DSG 23 <sup>rd</sup> March 2020
V3	With DSG	04/08/2020	Chan Singh	Updated with discussions from DSG 27 <sup>th</sup> July 2020
V4	Withdrawn	13/08/2020	Chan Singh	This Change has been withdrawn by the proposer.

## Template

Version	Status	Date	Author(s)	Remarks
3.0	Superseded	17/07/2018	Emma Smith	Template approved at ChMC on 11 <sup>th</sup> July 2018
4.0	Superseded	07/09/2018	Emma Smith	Minor wording amendments and additional customer group impact within Appendix 1
5.0	Superseded	10/12/2018	Heather Spensley	Template moved to new Word template as part of Corporate Identity changes.
6.0	Approved	12/12/2018	Simon Harris	Cosmetic changes made. Approved at ChMC on the 12 <sup>th</sup> December 2018.
6.1	In Draft	26/03/2019	Richard Johnson/ Alison Cross	<p>The following minor changes were made:</p> <ul style="list-style-type: none"> <li>- Inclusion of an All 'Impacted Parties' option in A2</li> <li>- Justification section added to section A2</li> <li>- Change Description replaced with Problem Statement in section A3</li> <li>- Remove 'X' in Release information (sections A3, A5, A7, C1 and G8)</li> <li>- Updated Service Line and UK Link impacts and funding section (A6) to include further detail</li> <li>- Amended questions 3 and 4 in section B</li> <li>- Added Service Line/UK link Assessment in section D</li> </ul>

				- Removed Section A5
6.2	For approval	14/05/2019	Alison Cross	Following review at DSC Governance review group re-added Change Description text box
7.0	Approved	13/06/2019	Richard Johnson	DSC Governance Review Group changes to the template approved at Change Management Committee on 12 <sup>th</sup> June 2019