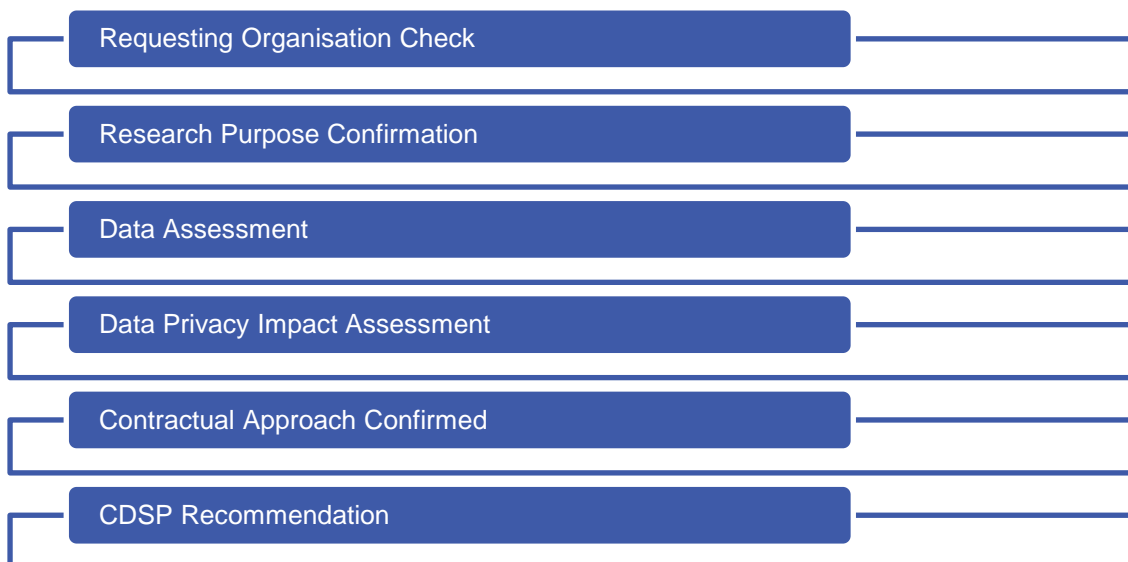# Research Body Request Framework

Framework Purpose

Uniform Network Code (UNC), TPD, Section V5 states:

> a "Research Body" is an organisation which requires access to gas industry data for an Agreed Objective and an agreed period of time. An "Agreed Objective" may include (but is not limited to) the following, but only where the Research Body can demonstrate to the DSC Contract Management Committee that their research will benefit consumers, government or society: promoting innovation; developing/delivering operational excellence; and/or developing/delivering efficiency in the UK energy industry.

The purpose of this framework is to set out the steps the CDSP will follow when a Research Body is looking to gain access to gas industry data ("Acceptance Criteria").

The Data Services Contract (DSC) Contract Management Committee (CoMC) will be responsible for approving and maintaining the Research Body Request Framework ("Framework"). The Framework will be utilised by the Central Data Service Provider (CDSP) to check against when assessing a Research Body request. For the avoidance of doubt, the CoMC will get visibility of every Research Body Request received by the CDSP and will be expected to approve the CDSP recommendation.

The proposed checks are summarised below:

- Requesting Organisation Check
- Research Purpose Confirmation
- Data Assessment
- Data Privacy Impact Assessment
- Contractual Approach Confirmed
- CDSP Recommendation

Process for amending this Framework

Any amendments to this Framework must be approved at CoMC.

Any DSC Party or the CDSP may propose an amendment to this Framework by following the process set out below:

1) If the amendment is proposed by a DSC Party, details of the proposed amendments can be shared with CDSP with sufficient time to enable CDSP to share with all CoMC Representatives a minimum of 5 business days prior to the CoMC where approval will be sought.

2) If CDSP propose the amendments, CDSP will share the amendments with CoMC a minimum of 5 business days prior to the CoMC where approval will be sought.

3) Proposed amendments to be added to the agenda for the CoMC where approval will be sought.

4) CoMC Representatives and CDSP to review the amendments.

5) Any comments relating to the amendments to be discussed at CoMC.

6) Approval of any amendments to be given at CoMC.

7) Once approved CDSP will:

- update the Framework with the approved amendments;
- update the version control on the final page of this Framework; and
- arrange for the updated Framework to be published

The Framework should be officially reviewed by the CoMC on an annual basis. This review should assess the suitability of the Framework considering the previous 12 months.

Research Body Request

Research Body Request Prepared by:	David Newman
Submitted on behalf of:	*Coventry City Council (Third Party Service)*
Decision details:	*Recommended for approval*
Date:	16th December 2020

Requesting Organisation Check
Intended to confirm and [assess] the organisation requesting access to data as a Research Body

Organisation Name Confirmed

Coventry City Council is part of the combined West Midlands Local Authority. It operates as the Local Council for the geographical area of Coventry and more can found via their website:

https://www.coventry.gov.uk/

Organisation Company Number / Unique Reference Number

As a Local Authority they don't have a Company Registration Number. However, their European Municipality Codes are;
- LAU Code: E0800026
- NUTS 3 Code: UKG33

Coventry City Council Address is:
Coventry City Council
Council House
Earl Street
Coventry
CV1 5RR

The University of Birmingham is supporting Coventry City Council with the research body request, however they will not be a named party on the contract with Xoserve. They will have access to the data via the Data Discovery Platform which will have specific login details to ensure we can limit access / track usage (for audit purposes).

For completeness they have provided company address / reference number and been included in all security questions and assessments.

The University of Birmingham
Edgbaston
Birmingham
B15 2TT
United Kingdom
Company registration number – this is RC000645
Charity Organisation Company Number –X7237

Acceptance Criteria
• Confirmed organisation and confident in identifying them from a legal perspective

Requesting Organisation Check – Acceptance Criteria met – [Yes]

Research Purpose Confirmed

Intended to clarify the purpose of research and how the data can support the purpose being achieved

Intention of Research and how it will be achieved confirmed

Coventry City Council and Birmingham University are working as part of the Regional Energy System Operator (RESO) project. RESO was a successful project for the innovate UK funding. This is a government backed innovation fund looking to innovate the energy sector. More information can found on the RESO project via the below link:

https://www.coventry.gov.uk/info/65/home_energy_and_warmth/3674/how_to_deliver_energy_to_coventry_in_a_carbon_neutral_world

More information is also available via the below link:

https://warwick.ac.uk/research/priorities/energy-grp/news/regional_energy_systems/28022020_energy_capital_reso_intro_for_warwick_university_energy_grp.pdf

Key overview:

The research that Coventry City Council and Birmingham University are undertaking as part of the RESO project is expected to take 2 years. The main objectives of the research are:

1. Investigate how Coventry City Council will meet its Net Zero obligations
2. Reduce customer bills by 25% (Coventry City Council area)

In addition to its two main objectives it will be also looking at;

A. How effective government initiatives like the Green Home initiatives help to reduce Co2 emissions
B. To help other councils across the UK meet their own carbon commitments
C. Inform government policy, to support the climate emergency challenge

RESO is a much larger project and more information can be found in above links. There are number of large organisations supporting RESOsuch as Cadent and Western Power.

As part of this Research Body Request, only Coventry City Council and Birmingham University will be able to access the direct data. The contract will be with Coventry City Council. The University of Birmingham will only the access the data to support the analytics and insight as part of their role on the RESO project.

Coventry City Council is looking to access energy data for properties within their local authority. They need to understand the level of consumption at both an individual address and the wider geographical area of Coventry City Council. This will enable them to track the effectiveness of energy efficiency initiatives (such as the green home fund) and help Coventry City Council work towards its Net Zero Obligations.

Check against "Agreed Objectives"

Coventry City Council and the University of Birmingham's Research Body request meets the Agreed Objectives in that it looks to offer:

- Benefits to consumers, government and society

This is in line with the objectives of the RESO project, which aims to;

- Reduce customer bills in the geographical area covered by Coventry City Council by 25%
- Understand how Coventry City Council can meet its Net Zero obligations.
- Inform government policy, to support the climate emergency challenge.

Acceptance Criteria

• Understand the purpose of the research / what the data provided will be used for and under what agreed objective the request is being made. *Where the agreed objective is outside of those listed in the definition, this will be made clear to CoMC*

Research Purpose Confirmed – Acceptance Criteria met – [Yes]

Data Assessment

Intended to assess the data the Research Body requires access to and confirm if the CDSP are the correct source of the required data

Data Items and Justification per Data Item

The data items Coventry City Council are requesting access to, in order to assist with their research, are detailed below (inclusive of the justification of each item):

DATA TYPE	DATA ITEM	Reason
Supply Meter Point Information	LSP / SSP	Helps the local council understand how their holistic usage is built up. Adds materiality to the insight
Supply Meter Point Information	Address	1. Helps the geographical location of Coventry, not currently defined in UKLink
Supply Meter Point Information	Postcode	1. Helps the geographical location of Coventry
		2. Enables them to track initiative effectiveness at a post code or individual address
Supply Meter Point Information	SMP Status	To be able to track usage and live status would be required
Supply Meter Point Information	Market Sector Code	Insight to understand how their usage is made up (needs both to track usage for Coventry City Council)
Supply Meter Point Information	Supply Meter Point Class	Insight to understand how their usage is made up - different initiatives may work differently for different product classes. Also ensures the holistic portfolio

		is provided to Coventry City Council
Supply Meter Point Information	LDZ ID	Lense view to overlay over the geographical location –
Supply Meter Point Information	Exit Zone	Gives additional materiality / view to overlay over the geographical location
Supply Meter Point Information	Meter Read Batch Frequency	Adds materiality and allows the RESO team to track usage effectively (how often should a meter be read etc.)
Supply Meter Point Information	Twin Stream Site Indicator	Required to ensure all AQ usage is tracked
Supply Meter Point Information	Shared SMP Indicator	Required to ensure all AQ usage is tracked correctly
Supply Meter Point Information	Last Inspection Date	Understanding of when site meter point was last inspected
Supply Meter Point Information	DM/NDM Indicator	Read frequency will aid analysis to understand consumption usage required for the RESO project
Supply Meter Point Quantities	Supply Meter Point AQ	Critical for tracking usage for the geographical portfolio
Supply Meter Point Quantities	Formula Year SMP AQ	Critical for tracking usage for the geographical portfolio
Supply Meter Point Quantities	Original SMP AQ	Critical for tracking usage for the geographical portfolio
Supply Meter Point Quantities	Current Year Minimum	Critical for tracking usage for the geographical portfolio
Supply Meter Point Quantities	SMP SOQ	Critical for tracking usage for the geographical portfolio
Supply Meter Point Quantities	Formula Year SMP SOQ	Critical for tracking usage for the geographical portfolio
Supply Meter Point Quantities	SMP SHQ	Critical for tracking usage for the geographical portfolio
Supply Meter Point History	Formula Year SMP AQ	Historical data required as the RESO project is looking to track usage from a major weather event (beast from the east in Jan 2018)

Supply Meter Point History	Effective Date	Historical data required as the RESO project is looking to track usage from a major weather event (beast from the east in Jan 2018)
Supply Meter Point History	SMP SHQ	Historical data required as the RESO project is looking to track usage from a major weather event (beast from the east in Jan 2018)
Supply Meter Point History	Formula Year SMP SOQ	Historical data required as the RESO project is looking to track usage from a major weather event (beast from the east in Jan 2018)
Supply Meter Point History	End User Category Code	Historical data required as the RESO project is looking to track usage from a major weather event (beast from the east in Jan 2018)
Supply Meter Point History	EUC Effective Date	Historical data required as the RESO project is looking to track usage from a major weather event (beast from the east in Jan 2018)
Meter Asset Data	Manufacturer	Understand variables which may impact consumption usage… does the type of asset / manufacturer you have, impact the usage (is it a variable)
Meter Asset Data	Meter Type	Understand if meter type helps reduce consumption
Meter Asset Data	Installation Date	Understand when the meter was installed, does the age effect consumption
Meter Asset Data	Device Status	Need to established status to track usage only focus on live sites
Meter Asset Data	Units	Units are required to ensure consumption usage can be monitored effectively
Meter Asset Data	Imperial Indicator	Linked to above to ensure usage is tracked correctly
Meter Asset Data	Meter Mechanism	Meter mechanism required to understand if the meter mechanism can impact usage (coin, key, smart meter etc.)
Meter Asset Data	Correction Factor	Can be an indication of different usage - required to show correct usage

Meter Asset Data	IHD Install Status	Required to understand if it is still a smart meter, does it help reduce consumption / in line with project goals
Meter Asset History	Effective Date	Project looking to run with trend view from January 2018. For the same reasons we need meter asset details in live we need to pull the corresponding history to understand if asset information can impact consumption data
Meter Asset History	Meter Type	Project looking to run with trend view from January 2018. For the same reasons we need meter asset details in live we need to pull the corresponding history to understand if asset information can impact consumption data
Meter Asset History	Correction Factor	Can impact consumption, factoring in for live position needs to be considered for the history trend (back to 2018 as per the RESO project timelines)
Meter Asset History	Meter Mechanism	Meter mechanism required to understand if the meter mechanism can impact usage (coin, key, smart meter etc.) - have they changed / there been a usage change as a result
Meter Asset History	Imperial Indicator	Units are required to ensure consumption usage can be monitored effectively - both for live and history
Meter Asset History	Opening Read	Reads and history of reads will aid the tracking on consumption for Coventry City Council
Meter Asset History	Opening Read Date	Critical for monitor usage over time
Meter Asset History	Closing Read	Ensure all accepted reads to aid usage are visible to the research
Meter Asset History	Closing Read Date	All accepted reads and the corresponding dates to be tracked to aid usage monitoring

Meter Read History	Meter Read Date	All accepted reads and the corresponding dates to be tracked to aid usage monitoring
Meter Read History	Meter Read Type	Need to understand if the read is an estimate or actual which aids monitoring usage as estimates wont consider the council initiatives so actual reads are critical
Meter Read History	Meter Read	Value defined usage critical to the project
Daily Read Equipment Data	AMR Indicator	AMR meter may be variable to understand if usage is different for different devices
Daily Read Equipment Data	AMR Effective Date	When showing the AMR, need to be able to show when the AMR was installed
Meter Read History	Latest Meter Read Date	Important when ensuring accuracy of consumption combined with AQ / actual read / last read date
Meter Read History	Latest Meter Read Type	Need to know if it is an actual read or an estimate
Meter Read History	Latest Meter Read Value	Required to track usage
Supply Meter Point Quantities	*Formula Year SMP AQ Effective Date*	Required to track usage over the project duration
Supply Meter Point Quantities	*Supply Meter Point AQ Effective Date*	Needed to track AQ effective for new sites coming into the geographical location of Coventry
Supply Meter Point Information	*EUC Identifier Code*	Needed to track AQ effective for new sites coming into the geographical location of Coventry

Coventry City Council will not be able to access the below data items, but they will be used in the back end of the product:

DATA TYPE	DATA ITEM	Reason

Supply Meter Point Information	Network Name	Adds a level of materiality to the insight. Required to create full portfolio DN / IGT data sets
Supply Meter Point Information	Network Short Code	Adds a level of materiality to the insight. Required to create full portfolio DN / IGT data sets
Supply Meter Point Information	Current Shipper	Validation for live sites there is a shipper registered to the MPRN
Supply Meter Point Information	Current Shipper Short Code	Validation for live sites there is a shipper registered to the MPRN
Supply Meter Point Information	Current Supplier	Adds the level of materiality to understand to the portfolio dashboard

Supply Meter Point Information	Current Supplier Short Code	Adds the level of materiality to understand to the portfolio dashboard
Supply Meter Point Information	Confirmation Effective Date	Ensures that usage data is tracked once Shipper ownership takes effect (needed to track usage)
Supply Meter Point Information	Withdrawal Status	Ensures that usage data is tracked
Supply Meter Point Information	Withdrawal End Date	Ensures that usage data is tracked for live / shipper in situ sites
Supply Meter Point Information	CSEP ID	Required to ensure holistic view of Coventry Council portfolio is created and usage is tracked correctly

~~Supply Meter Point Quantities~~	~~CSEP SOQ~~	~~Critical for tracking usage for the geographical portfolio~~
~~Meter Asset Data~~	~~Model~~	~~Understand variables which may impact consumption usage… does the type of asset / manufacturer you have, impact the usage (is it a variable)~~
~~Meter Asset Data~~	~~First SMETS Installation Date~~	~~Required to understand if it is still a smart meter, does it help reduce consumption / in line with project goals~~

Meter Asset History	Meter Serial Number	Project looking to run with trend view from January 2018. For the same reasons we need meter asset details in live we need to pull the corresponding history to understand if asset information can impact consumption data
Meter Asset History	Manufacturer	Project looking to run with trend view from January 2018. For the same reasons we need meter asset details in live we need to pull the corresponding history to understand if asset information can impact consumption data

~~Meter Asset History~~	~~Model~~	~~Project looking to run with trend view from January 2018. For the same reasons we need meter asset details in live we need to pull the corresponding history to understand if asset information can impact consumption data~~
~~Meter Asset History~~	~~Year of Manufacture~~	~~Project looking to run with trend view from January 2018. For the same reasons we need meter asset details in live we need to pull the corresponding history to understand if asset information can impact consumption data~~

Supply Meter Point Information	Isolation Status	Required to ensure usage is tracked for live sites

Dataset Sample Size (if known)

The geographical area for Coventry City Council's local authority includes approximately 158,000 postal addresses. The dataset will be based on the post code information that Xoserve holds and will be validated with Coventry City Council prior to sharing any of the data listed above.

Dataset Parameters (criteria)

The dataset will include data that was effective from January 2018 with a live view moving forward to track the initiatives' effectiveness but want to base line from major weather event in 2018 (the beast from the east). The data that will be provided to Coventry City Council will not be anonymised. The only personal data that is included in the dataset is the postal address for each of the properties. As this is data that Coventry City Council is already in possession of, as each address is in its local authority, there is no requirement for this to be anonymised.

We are proposing to give them access to the energy consumption of an address so they know how types of properties may need different approaches to meet net zero obligations e.g. 1930's built properties require:

- Triple glazing
- Increased loft insulation
- External wall insulation etc.

Method of access to Dataset

Interactive dashboard via the Data Discovery Platform. – Please note the existing security model will mean only Coventry City Council / The University of Birmingham will have access to the dashboard / data.

Period of Research

A two-year project commencing in December 2020 and ending by the 31st December 2022. In addition to the live data which will grow over time, Coventry City Council have requested historic data from January 2018 to assist in their analysis, covering a major weather event (the Beast from the East).

Dataset Processing Approach

Coventry City Council and University of Birmingham (in their supporting role) are going to track the effectiveness of government policy to understand how initiatives like the new green home scheme help reduce CO_2 emissions / help local authorities meet their carbon commitments. This aligns to the objectives 1 and 2 noted in the key purpose section.
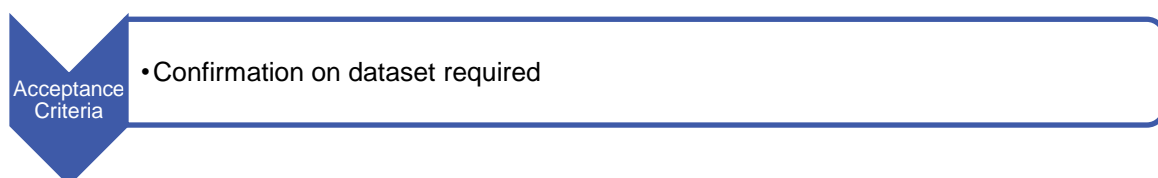
To support the project other data sets will also be used e.g. electricity, traffic, heat data, weather data etc. to look to give a holistic view of energy usage to track initiatives to see if a council is moving towards net zero. As part of the project they will look to publish their findings to help influence government policy / enable councils to repeat their work. As stated above no Xoserve data will be published. Any data they wish to publish will not include any personal or sensitive data and prior to any publication Xoserve will be asked to sign off the publication. Please note this will be reflected in the contract.

Anonymisation Approach Agreed

There will be no anonymisation of data provided to the Coventry City Council but the data will be secured stored via the existing security model for the Data Discovery Platform.

Reason for this approach: The benefit of the data within this Research Body Request can only be realised if the data is not anonymised. This is because Coventry City Council need to know what individual consumption is for each address. They already have large amounts of this data, we are merely applying the consumption data to the addresses (which are already known to them).

A Data Protection Impact Assessment (DPIA) has been carried out due to the inclusion of personal data (Address and Postcode).

Acceptance Criteria	• Confirmation on dataset required

Dataset Assessment – Acceptance Criteria met – [Yes]
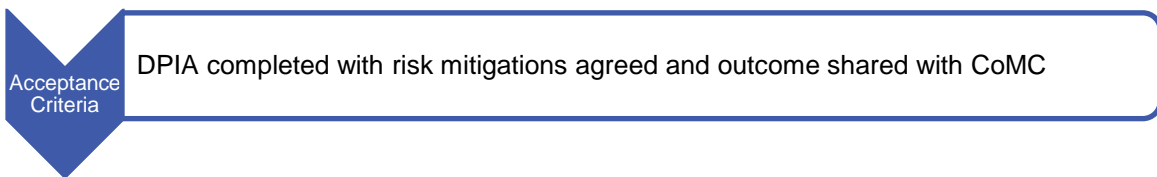
Data Privacy Impact Assessment (DPIA)

Where the disclosure of information includes the processing of personal data a Data Privacy Impact Assessment (DPIA) is required to identify and mitigate risks.

Xoserve will apply the below tests to each Research Body request and if the answer is 'yes' to any of the questions, a DPIA is required.

1. Will the project involve the collection of new information about individuals?
   No
2. Will the project compel individuals to provide information about themselves?

No

3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?
    Yes – Coventry City Council has not previously had access to data from Xoserve – however the only personal data we are sharing is address data and Coventry City Council already has access to that information.

4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?
    No

5. Does the project involve you using new technology that might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.
    No

6. Will the project result in you making decisions or taking action against individuals in ways that can have a significant impact on them?
    No

7. Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be private.
    No

8. Will the project require you to contact individuals in ways that they may find intrusive?
    No

9. Will the disclosure of information utilise new technology for Xoserve?
    No – via the existing Data Discovery Platform

10. Will the disclosure include information that identifies a vulnerable customer?
    No

11. Will the disclosure release mass data to a party?
    Yes – the data released will be for all properties for the geographical are of Coventry City Council. Data will include address and postcode.

12. Will the disclosure include information that identifies an occurrence of theft of gas?
    No

13. Will the disclosure require a fundamental change to Xoserve business?
    No

The CDSP has completed a full DPIA for this Research Body request.

Acceptance Criteria	DPIA completed with risk mitigations agreed and outcome shared with CoMC

DPIA – Acceptance Criteria met – [Yes]

Contractual Approach Confirmed

Intended to confirm the contractual arrangements and funding for a Research Body request.

CDSP expects each Research Body who is approved to access data will be required to sign an agreement in accordance with the CDSP Service Document – Third Party and Additional Services Policy

The CDSP will assume that every Research Body request is a service that is chargeable to the requestor unless otherwise instructed by the CoMC.

Xoserve will put in place a contract between themselves and Coventry City Council to deliver this service.

> Acceptance Criteria
> • Contractual approach and funding agreed

Contractual Approach Approved – Acceptance Criteria met – [Yes]

Recommendation

CDSP recommendation based on the Research Body request being assessed against the agreed Framework

> Acceptance Criteria
> With regards to this request, the CDSP recommend that CoMC:
> Approve*   Reject*

Recommendation – [Approve]

CoMC approval

CoMC are made aware of the Research Body request and the CDSPs recommendation based on the agreed Framework and are asked to approve.

CoMC decision – [TBC]

Additional information

* The CDSP must provide additional information to justify the Research Body request recommendation.

Based on interactions with Coventry City Council and the rational for the request for data, Xoserve believes this meets the Research Body criteria as set out in UNC.