# 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: | XRN4851 | | | |
| Change Title: | Moving Market Participant Ownership from SPAA to UNC/DSC | | | |
| Date Raised: | 31/01/2019 | | | |
| Sponsor Representative Details: | Organisation: | E.ON | | |
| Name: | Kirsty Dudley | | |
| Email: | [Kirsty.Dudley@eonenergy.com](mailto:Kirsty.Dudley@eonenergy.com) | | |
| Telephone: | 07816 172 645 | | |
| Xoserve Representative Details: | Name: | Dave Addison | | |
| Email: | [david.addison@xoserve.com](mailto:david.addison@xoserve.com) | | |
| Telephone: | 0121 623 2752 | | |
| Change Status: | Proposal | | With DSG | Out for Review |
| Voting | | Approved | Rejected |

# A2: Impacted Parties

|  |  |  |
| --- | --- | --- |
| Customer Class(es): | Shipper | Distribution Network Operator |
| NG Transmission | IGT |
| Other | All DSC Customers and SPAA Parties |

# A3: Proposer Requirements / Final (redlined) Change

|  |  |  |
| --- | --- | --- |
| Change Description: | \*\*This proposal is to be part of a suite of changes which are also being raised in the SPAA, UNC and IGT UNC – the changes are yet to be formally accepted into the change process, Mod/SCP numbers will be added to this change once formally known\*\*  As part of the Switching Programme there is an intent to move the activities relating to creation and management of Market Participants within Market Domain Data (MDD) from the Supply Point Administrative Agreement (SPAA) into the Uniform Network Code (UNC). The intent will be for the UNC to direct the activities to be conducted by the DSC Agreement.  The primary aim of this XRN is to ‘lift and shift’ the current MDD Market Participant process from SPAA into the DSC. It may require formatting changes of the current SPAA table to align it to UK Link standard (to be outlined as part of capture). But the intent is not to redevelop or align to electricity at this stage.  This XRN is to deliver the necessary enabling changes to move Market Participant management (creation, name changes, deletions etc) into the DSC. This will be subject to a guidance document.  The change process to manage these MDD changes will also be developed as part of these changes. The change process will be developed further in conjunction with the capture process.  The target date is currently Feb 2020 to ensure it is implemented and working smoothly in time for integration testing.  It is important that changes in SPAA, UNC, UK Link and the IGT UNC all deliver at the same time or in an order which doesn’t cause process disruption.  The consultation period can be suggested by DSG. | |
| Proposed Release: | Feb 2020 | |
| Proposed Consultation Period: | 10 Working Days | 20 Working Days |
| 30 Working Days | Other [Specify Here] |

# A4: Benefits and Justification

|  |  |
| --- | --- |
| Benefit Description: | The benefit is to deliver the Ofgem switching intention of moving MDD Market Participants from SPAA to UNC/DSC. |
| *What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?* |
| Benefit Realisation: | From implementation. |
| *When are the benefits of the change likely to be realised?* |
| Benefit Dependencies: | None identified at this time, maybe identified as the change evolves. |
| *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.* |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Final DSG Recommendation: | *Until a final decision is achieved, please refer to section C of the form.* | | |
| Approve | Reject | Defer |
| DSG Recommended Release: | Release X: Feb/Jun/Nov XX or Adhoc DD/MM/YYYY | | |

# A6: Funding

|  |  |  |
| --- | --- | --- |
| Funding Classes: | Shipper | 100 % |
| National Grid Transmission | XX % |
| Distribution Network Operator | XX % |
| IGT | XX % |
| Other <please specify> | XX % |
| Service Line(s) | DSC Service Area 1: Manage Supply Point Registration | |
| ROM or funding details: |  | |
| Funding Comments: | 28/03/2019 – Xoserve is also reviewing the Service Description Table to assess if there is any impact to the service lines | |

# A7: ChMC Recommendation – 13th February 2019 / 13th March 2019

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Change Status: | Approve | Reject | | Defer |
| Industry Consultation: | 10 Working Days | | 20 Working Days | |
| 30 Working Days | | Other [Specify Here] | |
| Expected date of receipt for responses (to Xoserve) | 15th March 2019 | | | |
| Comments | 13/03/2019 –the consultation period for this change is still in progress, and will end on Friday 15th March. This change was presented to ChMC only to give an update on the progress of the consultation period. Change to be presented for approval to proceed to DSG in April. | | | |

|  |  |  |
| --- | --- | --- |
| DSC Consultation Issue: | Yes | No |
| Date Issued: | 15/02/2019 | |
| Comms Ref(s): | 2234.3 – RJ – ES | |
| Number of Responses: | 6 responses received – 5 approved the change in principle, the other one was a deferral. | |

# A8: DSC Voting Outcome

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Solution Voting: | Shipper | | | Please select. |
| National Grid Transmission | | | Please select. |
| Distribution Network Operator | | | Please select. |
| IGT | | | Please select. |
| Meeting Date: | Click here to enter a date. | | | |
| Release Date: | Release X: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY or NA | | | |
| Overall Outcome: | No | Yes | If [Yes] please specify <Release> | |

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

Section B: Change Proposal Initial Review

# B1: User Details

|  |  |  |
| --- | --- | --- |
| User Contact Details: | Organisation: | Northern Gas Networks |
| Name: | Shanna Key |
| Email: | [Skey@northerngas.co.uk](mailto:Skey@northerngas.co.uk) |
| Telephone: | 07779 416 216 |

# B1: ChMC Industry Consultation

# XRN4851 – Transfer of MDD Management from SPAA to UNC (DSC)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Do you think the change proposed poses a material risk/cost to your organisation and / or the market? Please can you provide the rationale for your response | | | | |
| At this initial stage, we have not identified any material risks to NGN as a result of this proposal; however, we would like confirmation of the delivery mechanism to be used for communicating new Market Participants to the industry. We currently receive an email from SPAA at no additional cost to us which we then forward on to internal teams; however, if system changes or a new delivery mechanism are required, this may cause NGN to incur internal costs. | | | | |
| 2. Do you think the change proposed will benefit your organisation and / or the market? Please provide any quantifiable outputs as well as any assumptions. | | | | |
| We have not identified any specific benefits to NGN from this change; however, we understand that Ofgem wishes for this transfer to be made to support their Switching Programme and the eventual closure of the SPAA when it is replaced by the Retail Energy Code (REC). | | | | |
| 3. Considering any functional changes as a result of this change, would your organisation support this to be implemented within a minor release as proposed? Based on your answer how much lead time would your organisation require to implement this change (for example minimum of four months, minimum of six months) | | | | |
| We would support implementation within a minor release as long as there are no system changes or new delivery mechanism required for the communication of new Market Participants. Our preference would be for the delivery mechanism to remain as email as this should not require any particular lead time. | | | | |
| 4. As currently drafted the Change Proposal impacts on service area 1: Manage Supply Point Registration. The funding for this area is 100% Shipper funding, 0% NTS, 0% DNS 0% IGTs, 0% Other. Do you agree with the principles of this funding? | | | | |
| Yes, we agree that this change should be 100% Shipper funded as this is the current funding arrangement within SPAA for Market Participant and Market Domain Data (MDD) management. | | | | |
| Change Proposal in principle: | Approve | Reject | | Defer |
| Publication of consultation response: | Publish | | Private | |

# B2: User Details

|  |  |  |
| --- | --- | --- |
| User Contact Details: | Organisation: | E.ON |
| Name: | Kirsty Dudley |
| Email: | [Kirsty.Dudley@eonenergy.Com](mailto:Kirsty.Dudley@eonenergy.Com) |
| Telephone: | 07816 172 645 |

# B2: ChMC Industry Consultation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Do you think the change proposed poses a material risk/cost to your organisation and / or the market? Please can you provide the rationale for your response | | | | |
| The changes proposed will have impacts to our organisation and will have a cost associated but to identify the actual costs and to confirm if they are significant or not we require the detailed CDSP solution. | | | | |
| 2. Do you think the change proposed will benefit your organisation and / or the market? Please provide any quantifiable outputs as well as any assumptions. | | | | |
| This is being directed by Ofgem via the Switching Programme but we do believe there will be a benefit to the market and will begin to bring similarities to electricity. This initial proposal is not looking to align with elec but instead focus on moving to a new location, however, future enhancements could see further alignments in the MDD activities. | | | | |
| 3. Considering any functional changes as a result of this change, would your organisation support this to be implemented within a minor release as proposed? Based on your answer how much lead time would your organisation require to implement this change (for example minimum of four months, minimum of six months) | | | | |
| No, we would not support a minor release, this would need to be a major release with at least 6 months’ notice and also delivered in line with the SPAA, UNC and IGT UNC changes (yet to be formally raised). The CDSP will lead the changes but to ensure successful delivery all change proposals need to be delivered as a suite. | | | | |
| 4. As currently drafted the Change Proposal impacts on service area 1: Manage Supply Point Registration. The funding for this area is 100% Shipper funding, 0% NTS, 0% DNS 0% IGTs, 0% Other. Do you agree with the principles of this funding? | | | | |
| We are happy to support 100% Shipper funding; however, the process also benefits the DNs and the IGTs, we would like to review the possibility of proportionate funding for this solution. | | | | |
| Change Proposal in principle: | Approve | Reject | | Defer |
| Publication of consultation response: | Publish | | Private | |

# B3: User Details

|  |  |  |
| --- | --- | --- |
| User Contact Details: | Organisation: | EDF Energy |
| Name: | Eleanor Laurence |
| Email: | [Eleanor.laurence@edfenergy.com](mailto:Eleanor.laurence@edfenergy.com) |
| Telephone: | 07875 117771 |

# B3: ChMC Industry Consultation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Do you think the change proposed poses a material risk/cost to your organisation and / or the market? Please can you provide the rationale for your response | | | | |
| The move to UNC itself will not cause a risk to our organisation, however the move should not happen without an agreed and transparent governance process. Any change to MDD data should have an opportunity for review and comment prior to final confirmation with sufficient/standard/agreed notice period of intended changes.  In order to see the benefits - a central repository should be visible to all. | | | | |
| 2. Do you think the change proposed will benefit your organisation and / or the market? Please provide any quantifiable outputs as well as any assumptions. | | | | |
| We agree that we need one owner only of MDD data as this has been a problem in past where Xoserve and SPAA are not aligned so this change will benefit the industry.  We should consider future proofing this process and consider whether responsibility could sit under the REC for both gas and electricity as a single process and whether this is feasible.  Please see comments in section 1 for conditions. | | | | |
| 3. Considering any functional changes as a result of this change, would your organisation support this to be implemented within a minor release as proposed? Based on your answer how much lead time would your organisation require to implement this change (for example minimum of four months, minimum of six months) | | | | |
| No notice would be required for the move to UNC itself – however see comments in section 1 for notice required for changes to MDD data either as part of alignment activity or enduring changes | | | | |
| 4. As currently drafted the Change Proposal impacts on service area 1: Manage Supply Point Registration. The funding for this area is 100% Shipper funding, 0% NTS, 0% DNS 0% IGTs, 0% Other. Do you agree with the principles of this funding? | | | | |
| N/A | | | | |
| Change Proposal in principle: | Approve | Reject | | Defer |
| Publication of consultation response: | Publish | | Private | |

# B4: User Details

|  |  |  |
| --- | --- | --- |
| User Contact Details: | Organisation: | Npower |
| Name: | Amie Charalambous |
| Email: | [Gas.Codes@npower.com](mailto:Gas.Codes@npower.com) |
| Telephone: | 07917271763 |

# B4: ChMC Industry Consultation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Do you think the change proposed poses a material risk/cost to your organisation and / or the market? Please can you provide the rationale for your response | | | | |
| Whilst we understand the intent of this change we, would like to see further development of this change so that a proper assessment can be made | | | | |
| 2. Do you think the change proposed will benefit your organisation and / or the market? Please provide any quantifiable outputs as well as any assumptions. | | | | |
| Neutral | | | | |
| 3. Considering any functional changes as a result of this change, would your organisation support this to be implemented within a minor release as proposed? Based on your answer how much lead time would your organisation require to implement this change (for example minimum of four months, minimum of six months) | | | | |
| Potentially we could support a minor release however we would require at least six months implementation lead time from the point of approval | | | | |
| 4. As currently drafted the Change Proposal impacts on service area 1: Manage Supply Point Registration. The funding for this area is 100% Shipper funding, 0% NTS, 0% DNS 0% IGTs, 0% Other. Do you agree with the principles of this funding? | | | | |
|  | | | | |
| Change Proposal in principle: | Approve | Reject | | Defer |
| Publication of consultation response: | Publish | | Private | |

# B5: User Details

|  |  |  |
| --- | --- | --- |
| User Contact Details: | Organisation: | Southern Electric Gas Limited, SSE Energy Supply Ltd |
| Name: | Megan Coventry |
| Email: | Megan.coventry@sse.com |
| Telephone: | 02392277738 |

# B5: ChMC Industry Consultation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Do you think the change proposed poses a material risk/cost to your organisation and / or the market? Please can you provide the rationale for your response | | | | |
| There may be an impact to our internal systems. It is not possible to know the level of impact at present, so it is difficult to say whether this would result in material cost. | | | | |
| 2. Do you think the change proposed will benefit your organisation and / or the market? Please provide any quantifiable outputs as well as any assumptions. | | | | |
| Yes, by fulfilling the Ofgem switching intention of moving MDD Market Participants from SPAA to UNC/DSC. | | | | |
| 3. Considering any functional changes as a result of this change, would your organisation support this to be implemented within a minor release as proposed? Based on your answer how much lead time would your organisation require to implement this change (for example minimum of four months, minimum of six months) | | | | |
| Yes. We request a minimum of 4 months lead time ahead of implementation. | | | | |
| 4. As currently drafted the Change Proposal impacts on service area 1: Manage Supply Point Registration. The funding for this area is 100% Shipper funding, 0% NTS, 0% DNS 0% IGTs, 0% Other. Do you agree with the principles of this funding? | | | | |
| Yes. | | | | |
| Change Proposal in principle: | Approve | Reject | | Defer |
| Publication of consultation response: | Publish | | Private | |

# B6: User Details

|  |  |  |
| --- | --- | --- |
| User Contact Details: | Organisation: | Wales & West Utilities |
| Name: | Richard Pomroy |
| Email: | Richard.pomroy@wwutilities.co.uk |
| Telephone: | 029 2027 8552 or 07812 973337 |

# B6: ChMC Industry Consultation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Do you think the change proposed poses a material risk/cost to your organisation and / or the market? Please can you provide the rationale for your response | | | | |
| No, we think it reduces risk by removing handoffs between Xoserve and SPAA. | | | | |
| 2. Do you think the change proposed will benefit your organisation and / or the market? Please provide any quantifiable outputs as well as any assumptions. | | | | |
| It should speed up the process of approving new ids and should facilitate a more rigorous  approach and remove the risk of inconsistencies between ids used in different systems. | | | | |
| 3. Considering any functional changes as a result of this change, would your organisation support this to be implemented within a minor release as proposed? Based on your answer how much lead time would your organisation require to implement this change (for example minimum of four months, minimum of six months) | | | | |
| The process change can be implemented at any time but we realise that the data cleanse is  likely to have impacts that need to be coordinated. | | | | |
| 4. As currently drafted the Change Proposal impacts on service area 1: Manage Supply Point Registration. The funding for this area is 100% Shipper funding, 0% NTS, 0% DNS 0% IGTs, 0% Other. Do you agree with the principles of this funding? | | | | |
| Yes. | | | | |
| Change Proposal in principle: | Approve | Reject | | Defer |
| Publication of consultation response: | Publish | | Private | |

Section C: DSG Discussion

# C1: Delivery Sub-Group (DSG) Recommendations

|  |  |  |  |
| --- | --- | --- | --- |
| DSG Date: | 04/03/2019 | | |
| DSG Summary: | DA stated that from November 19, Xoserve have to give Ofgem Market Participant Identities for the CSS programme. With the introduction of REC version 2 CDSP will be responsible for Gas Market Participant data. There will be some impacts to UKLink however it will be down to CDSP and not SPAA to supply Market Participants ID. The UNC Mod will be raised for March UNC Panel. DA highlighted that a portfolio reconciliation exercise was underway between the SPAA listings and those already in UK Link systems. 107 discrepancies have been identified. Some are very simple to resolve e.g. 40 map IDs that can be loaded to UKLink once an application is received. There are more complex scenarios where CDSP / UNC have rules granting ID where legal entities, whereas, SPAA had provided short codes where licences had not been granted, or the application wasn’t for a legal entity applied.  Xoserve have written to parties (where we have been able to track down contact details!). Conclusion of this exercise is needed by end of November to get to CSS.  DA went on to say the next stage (for which he will seek views from DSG) is how to get CDSP Mastered Market Participant Id data out to all. Responsibility is planned as part of the February 20 in a UKLink Release. This will be a nominal release with limited system impacts. Proposal from the working group is from 2020 to try to honour the existing format – unless there are reasons not to do so. DA is worried about our commitment as there are fields in the SPD that look like they are not best controlled via MDD – e.g. MAP / MAM relationships and SPAA do not try to master Trader User role types.  With CSS implementation looking at system flows from UKL to CSS, consideration as to flows to Users / other Market Participants will need to be considered.  EL fed back to change pack and concerned on process and how will work within a monthly cycle. DA gave details what had been discussed in the workgroup – such as representation opportunity, approval at a Change Board, publication in advance of go live about a week notice before publication  **Action – DA to send out the Guidance doc from the MOD. (Completed and added to the DSG documents on 4th March)** | | |
| Capture Document / Requirements: | <Insert where appropriate> | | |
| DSG Recommendation: | Approve | Reject | Defer |
| DSG Recommended Release: | Release X: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY | | |

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.

## Change Details

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Change Driver Type: | CMA Order | | | MOD / Ofgem | | |
| EU Legislation | | | License Condition | | |
| BEIS | | | ChMC endorsed Change Proposal | | |
| SPAA Change Proposal | | | Additional / 3rd Party Service Request | | |
| Other | | | <If [Other] please provide details here> | | |
| Customer group(s) impacted if the change is not delivered: | Shipper | | IGT | | | Network |
| Xoserve | | NG Transmission | | | NTS |
| Other | | <If [Other] please provide details here> | | | |
| Associated Change Ref Number(s): | N/A | | Associated MOD Number(s): | | | N/A |
| Perceived delivery effort (days): | 0-30 | | | 30-60 | | |
| 60-100 | | | 100+ | | |
| Does the change involve the processing of personal data? | ‘Any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier’ - includes MPRNS. | | | Yes (if selected please answer the next question) | | |
| No | | |
| A Data Protection Impact Assessment (DPIA) will be required if the change involves the processing of personal data in any of the following scenarios: | New Technology | | | Theft of Gas | | |
| Mass Data | | | Xoserve Employee Data | | |
| Vulnerable Customer Data | | | Fundamental changes to Xoserve | | |
| Other | | | <If [Other] please provide details here> | | |
| (If any of the above boxes have been selected then please contact The Data Protection Officer (Kevin Eltoft-Prest) to complete the DPIA. | | | | | |
| Change Beneficiary:  *How many market participant or segments stand to benefit this change?* | Multiple Market Participants | | | | Multiple Market Group | |
| All UK Gas Market Participants | | | | Xoserve Only | |
| One Market Group | | | | One Market Participant | |
| Primary Impacted DSC Service Area: | Service Area 1: Manage Supply Point Registrations | | | | | |
| Number of Service Areas Impacted: | One | | | | Two to Five | |
| Five to Twenty | | | | All | |
| Improvement Scale? | High | | Medium | | | Low |
| Are any of the following at risk if the change is not delivered? | Safety of Supply at risk | | | | | |
| Customer(s) incurring financial loss | | | | | |
| Customer Switching at risk | | | | | |
| Are any of the following required if the change is delivered? | Customer System Changes Required | | | | | |
| Customer Testing Likely Required | | | | | |
| Customer Training Required | | | | | |
| Primary Application impacted: | BW | | ISU | | | CMS |
| AMT | | EFT | | | IX |
| Gemini | | Birst | | | API |
| Other | | <If [Other] please provide details here> | | | |
| Business Process Impacted: | AQ | | SPA | | | RGMA |
| Reads | | Portal | | | Invoicing |
| Other | | Administration | | | |
| Any known impacts to external services and/or systems as a result of this change? | Yes | <If [Yes] please provide details here> | | | | |
| No |

## Workaround Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Workaround in operation? | Yes | If [No] please do not continue completing the [Workaround Details] section | | |
| No |
| Who is accountable for the workaround? | Xoserve | | External Customer | Both |
| What is the Frequency of the workaround? | Monthly | | | |
| What is the lifespan for the workaround? | 01/10/2021 | | | |
| What is the number of resource effort hours required to service workaround? | One FTE required for workaround | | | |
| What is the Complexity of the workaround? | Low | *(easy, repetitive, quick task, very little risk of human error)* | | |
| Medium | *(moderate difficult, requires some form of offline calculation, possible risk of human error in determining outcome)* | | |
| High | *(complicate task, time consuming, requires specialist resources, high risk of human error in determining outcome)* | | |

## Prioritisation Score

|  |  |
| --- | --- |
| Change Prioritisation Score: | 47% |

Version Control

# Document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Status | Date | Author(s) | Remarks |
| 1 | For Approval | 31/01/2019 | Xoserve | CP Raised |
| 2 | For Approval | 13/02/2019 | Xoserve | Appendix added |
| 3 | With DSG and Out for review | 14/02/2019 | Xoserve | Result from ChMC on 13th February added, and out for an initial review |
| 4 | With DSG and Out for review | 11/03/2019 | Xoserve | Minutes added from DSG 4th March 2019 |
| 5 | With DSG and Out for Review | 15/03/2019 | Xoserve | Outcome from ChMC on 13th March 2019 added |
| 6 | With DSG and Out for Review | 18/03/2019 | Xoserve | More reps added following completion of initial review consultation period. |
| 7 | With DSG and Out for Review | 28/03/2019 | Xoserve | Funding comments updated |

# Template

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Status | Date | Author(s) | Remarks |
| 3.0 | Superseded | 17/07/2018 | Emma Smith | Template approved at ChMC on 11th 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 12th December 2018. |