***Change Proposal***

**Release 3 Detailed Design Delivery**

**CDSP Reference: XRN 4572**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Document Stage | Version | Date | Author | Status |
| ROM Request / Change Proposal | 0.1  1.0 | 29/01/2018  30/01/2018 | Alison Kane  Padmini Duvvuri | Submitted to Change Committee |
| ROM Response |  |  |  | Choose an item. |
| Change Management Committee Outcome |  |  |  |  |
| EQR | 0.1  1.0 | 29/01/2018  30/01/2018 | Alison Kane  Padmini Duvvuri | Submitted to Change Committee |
| Change Management Committee Outcome |  |  |  |  |
| 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.

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| --- | --- | --- |
| ***Section*** | ***Title*** | ***Responsibility*** |
| 1 | Proposed Change | Proposer / Mod Panel |
| 2 | ROM Request / Change Proposal | Proposer / Mod Panel |
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| ***Appendix*** | | |
| A1 | Glossary of Key Terms | N/A |

# *Section 1: Proposed Change*

Please complete section 1 and 2 and specify within section 2 the output that is required from the CDSP

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Originator Details** | | | | |
| **Submitted By** | | Padmini Duvvuri | **Contact Number** | 0121 623 2040 |
| **Email Address** | Padmini.duvvuri@xoserve.com |
| **Customer Representative** | | Emma Smith | **Contact Number** | 0121 623 2386 |
| **Email Address** | Emma.Smith@xoserve.com |
| **Subject Matter Expert/Network Lead** | | Emma Smith | **Contact Number** | 0121 623 2386 |
| **Email Address** | Emma.Smith@xoserve.com |
| **Customer Class** | | Shipper  National Grid Transmission  Distribution Network Operator  iGT | | |
| **Overview of proposed change** | | | | |
| **Change Details** | Release 3 has been commissioned to deliver changes prioritised by the industry from the change register.  There are 18 Changes that have been proposed to be included for Release 3 delivery of which 5 will require funding by the DSC Change Budget and the remaining 13 Changes will be funded by the UK Link deferred budget.  The initial delivery efforts are for delivering Release 3 Detailed Design only for the 18 changes currently deemed in scope by the Change Management Committee  **EXTERNALLY FUNDED CHANGE REQUESTS:**  Refer to Section 2 – “General Service Changes Only” for Service Area Breakdown  **Title: Introducing IHD (In-Home Display) Installed Status of Failed MOD614**  **Change Proposal No. XRN4273**  Description: At the time when the data items relevant to smart metering were included in the UNC Transportation Principal Document (TPD), the values created for In-Home Device (IHD) were felt to be the only status flags required. However, it has become clear that in a number of cases it is not possible to provide the customer with an IHD due to the set-up of Home Area Network (HAN) connectivity. The current list of valid status flags do not enable these instances to be captured and the current status options may be being misused in regards to these instances.  This CP seeks to introduce the new In Home Display Status of ‘F’ - ‘Failed IHD Asset’.  Copy of Change Proposal document:    **Title: Cadent Billing - DN Sales (Outbound Services)**  **Change Proposal No. XRN4454**  Description: To implement an enduring invoicing solution such that the existing interim arrangements for the invoicing of Cadent Gas and National Grid transportation charging (via a ‘refund and rebill’ process in respect of the National Grid elements currently contained within the Cadent invoice) is superceded by functionality that effectively separates the charges contain in the invoices.  As a consequence, invoices from Cadent will only contain transportation charges for use of Cadent networks negating the need for the current requirement to issue a Cadent credit invoice for the National Grid charges contained in the initial Cadent invoice.  Copy of Change Proposal document:    **Title: Amendment to RGMA Validation Rules for Meter Asset Installation Date**  **Change Proposal No. XRN4534**  Description: Amendment to the RGMA validation rules. At present the RGMA validation rules do not allow for an asset update to be recorded pre D-2 of the confirmation effective date once the confirmation has progressed to this stage and cannot pre-date the confirmation effective date once the confirmation has gone live. Therefore the Registered User cannot record the meter installation for the correct date (if the meter was installed prior to D of the confirmation effective date).  Copy of Change Proposal document:    **Title: Read Validation Tolerances**  **Change Request No. XRN3656**  Description: The desire to develop the reading validation for meter points with very low AQs was highlighted during the development of Nexus, however, there was little tangible data available until the systems were live to move this forward. Several options were discussed, including moving from a percentage based approach to a fix valueSufficient time has now passed and data is available which confirms amendments to small/low AQs would have a positive, albeit modest, impact on the Gas read validation and settlement processes. This proposal seeks to make minor alterations to the tolerance values for meter points with a low AQ on classes 3 or 4 rather than changing the validation mechanism. This will achieve benefits but without the significant development costs.  Copy of Change Request document:    **Title: Provision of Formula Year AQ**  **Change Request No. XRN3667**  Description: It is not currently included within the current file formats to provide prospective Formula Year AQ.  Users have indicated that the non provision of this data creates material uncertainty in pricing for prospective consumers. It is suggested that adding an optional field to the S75 (which is issued in response to a nomination enquiry, nomination, confirmation and at the transfer of ownership) would provide visibility of this data. The value would be populated where this had been derived for the forthcoming year, and had yet to become effective.  Copy of Change Request document:    **INTERNALLY FUNDED CHANGE REQUESTS:**  **Title: To change the optionality of the Supply Point confirmation reference for the T51 file**  **Change Request No. XRN4337**  Description: Whilst investigating the failure to calculate a winter consumption notification (T51) that failed to be issued to shippers with a confirmation status of CO, the files failed to generate because of a file format design. The confirmation effective date is mandatory within the T51.  When the confirmation is pending, there is not a confirmation effective date for the incoming Shipper at the time the file is produced  To correct this scenario and ensure the T51 File flows to the appropriate shippers, we are suggesting a change to the optionality of the field within the T51 File format.  This issue was recognised when we issued the Winter consumption calculation files in May 2017. This is the pre-notification of the W/C value that will potentially be applied if they do nothing for the 1st of October  Copy of Change Request document:    **Title: The updating of the ZDT\_AQ\_OPER table**  **Change Request No. XRN4381**  Description: CR6251 has already populated the ZDT\_AQ\_OPER table with the known missing attributes for both GT and IGT SMPs. This change is to run a report that will identify when these data attributes have not updated a particular table for internal process reconciliation use. These updates will support the AQ process in general but specifically the Formula year review and the annual EUC allocation.  Copy of Change Request document:    **Title: Reads failing market breaker tolerance to be accepted for correct date following AQ Correction**  **Change Request No. XRN4431**  Description: Following a read being rejected as it failed the market breaker tolerance check, the user may raise an AQ correction, once the AQ has been updated, the Shippers have requested the ability to re-submit the read that failed the market breaker tolerance for the correct date (original read date) but validate the read against the newly corrected AQ rather than the AQ that was Live as at the read date.  Copy of Change Request document:    **Title: Amendment to U82 record to include the revised NTS optional tariff rate**  **Change Request No. XRN4432**  Description: When a User requests for optional tariff switch via the SPC file, if accepted this will change the charge rate to be applied, the response file SPR-U82 record does not include the new rate, therefore file format change required to add the NTS Optional Tariff Rate.  The U82 record can also be supplied as part of the CRF, TSF, TSR.  Copy of Change Request document:    **Title: Change number of occurances for K13 record for SSMP’s**  **Change Request No. XRN4436**  Description: SUPPLIER SHORT CODE and SHIPPER SHORT CODE  are in the K13 record (TRS/TRF file): This also contains the prospective supplier and shipper value. When the site is transferred from SSMP to SSMP or single to SSMP, this segment doesn’t allow us to send all the prospective shipper/supplier details. This change enables this function in lieu of the current workaround that is being applied.  Copy of Change Request document:    **Title: File Format Changes Aug 16 Unique Sites (deferred items from CR252)**  **Change Request No. XRN4443**  Description: There are a number of ‘Must Have’ changes which were identified as a result of unique sites testing and market trials to Unique Sites templates and records. Changes are categorised as:  • Functional – changes to the structure and composition of the file format (e.g. additional field, optionality/allowable values etc).  Copy of Change Request document:    **Title: File Format Should Have Changes**  **Change Request No. XRN4453**  Description: This change is version 3 of the File Formats ‘should have’ changes (original CR raised 15/12/16) This version has been updated with further identified File Format changes up to 30th May 2017. They were confirmed as not required for day 1 and therefore were deferred from Go Live.  The change details the 264 File Format changes that were identified during testing and market trials up to 31st March 2017 that were not required for Project Nexus go live. A number of these changes with functional impact are expected to be prioritised for Release 3 delivery  Copy of Change Request document:    **Title: Class 4 CSEPS Reconciliation Variance Identification**  **Change Request No. XRN4458**  Description: The reconciliation process for class 4 sites creates variance periods when there is a change in data which could impact the billing rates, for example change of AQ or EUC.  During back billing UAT, the need for an additional variance reason code was identified for a meter point that changes the CSEP Project (Grid) effective mid month. A CSEPs project change may be accompanied by additional data changes, however in this particular instance the only change was to the meter point was that the change to the CSEP project effective mid month (i.e not 1st calendar day).  It is proposed to use variance reason code as ‘CSP’ to record this data change. Also if there are other variance codes that impacts rate determination on the same date when this data change is recorded, then this must be considered on priority to ensure right rates are utilised for the charge calculation  Copy of Change Request document:    **Title: Resolution of penny mismatches within invoice supporting information for Core invoices.**  **Change Request No. XRN4481**  Description: During Market trial regression testing, a defect was raised by shippers where penny mismatches were identified while validating the financial values within invoice supporting information against the actual invoice values for all the three Core invoices, namely Capacity and Commodity invoices.  After initial analysis it is identified that the changes are required to the file formats for supporting information (SI) files for Capacity (ZCS, CZI) and Commodity (COM/COI) invoices and associated changes to the impacted systems.  Copy of Change Request document:    **Title: Meter Type O (= Orifice) to be an acceptable value in file formats and reports**  **Change Request No. XRN4486**  Description: As part of the US sites being bought into SAP ISU, the meter Type O (= Orifice) is not a recognisable meter type in the current file formats or some reports from SAP ISU and BW.  SAP ISU has it as an allowable value but some of the AMT files do not.  Analysis needs to be carried out on the full file format and report suite to see what changes are required.  Copy of Change Request document:    **Title: Energy Tolerance Rejection code**  **Change Request No. XRN4495**  Description: Within the Tolerance Override Flag field of the shipper inbound read files (UMR, UBR and UDR) there are two acceptable values Y=Yes and Blank. However there have been instances where a shipper has provided a value of N in this field and the record has been accepted. Where the reading relates to a shipper transfer, this invalid value has appeared on the outbound shipper transfer read files (URN) provided to the outgoing shipper, in addition to the shipper providing the data. Validation is required to prevent these records being accepted and a new rejection code. Suggested rejection message being ‘ Incorrect value in Tolerance Override Flag field’  Copy of Change Request document:    **Title: Insertion of Maximum Number of Occurrences in Meter Inspection Date Notice (MID) File.**  **Change Request No. XRN4538**  Description:  Following Project Nexus Implementation Xoserve received large Meter Inspection Date Notice files immediately following the cutover period that caused issues in UK Link processing. Xoserve propose to limit the maximum number of occurrences to 15,000 N44 records.  This file is only passed from the Shipper User to the CDSP so it is only expected to impact this User Type. The change is required to support the operation of UK Link.  Copy of Change Request document:    **Title: New File Level Rejection**  **Change Request No. XRN4539**  Description: Following Project Nexus Implementation Xoserve received a number of files which contained entirely incorrectly formatted records. a specific rejection code for such circumstances does not exist currently, therefore these files were rejected using the File Level Rejection of FIL00012 "Records are not in the expected order in the FRJ File".  In recognition of this the scenario, a proposed change has been mooted to introduce a new rejection code of FIL00020 - "No Valid Message - File contains incorrectly formatted records".  This change impacts all Users interacting with the Central Data Service Provider (CDSP) via UK Link.  The change is required to support the industry identify the reason for rejection in this scenario.  Copy of Change Request document: | | | |
| **Reason(s) for proposed service change** | Release 3 has been commissioned to deliver changes prioritised by the industry participants from the change register. There are 18 Changes that have been proposed to be included for Release 3 delivery of which 5 will require funding by the DSC Change Budget and the remaining 13 Changes will be funded by the UK Link deferred budget. | | | |
| **Status of related UNC Mod** | N/A | | | |
| **Full title of related UNC Mod** | N/A | | | |
| **Benefits of change** | The change will deliver change proposals requested by Market participants and items of scope from the UK Link Programme which were not identified or not delivered as part of the main UK Link implementation, Future Release 1.1 and Future Release 2. | | | |
| **Required Change Implementation Date** | Targeting November 2018 subject to completion of Detailed Design | | | |
| **Please provide an assessment of the priority of this change from the perspective of the industry.** | High  Medium  Low  Rationale for assessment:  The priority of the Changes has been reviewed and set by the Change Management Committee. Following external feedback there is requirement to deliver Cadent gas Billing enduring solution (classed as ‘High’ priority) as early as possible to reduce required workarounds currently being undertaken and therefore remove risk.  Accepting 17 other changes in this release based on prioritisation exercise undertaken with DSG which are classed ‘Medium’ priority. | | | |

# *Section 2: Initial Assessment / ROM Request / Change Proposal*

|  |  |
| --- | --- |
| **Service Level of Quote/Estimate Robustness Requested** | **Evaluation Services**  Initial Assessment *(Mod related changes only)*  ROM estimate for Analysis and Delivery  **CDSP Change Services**  Firm Quote for Analysis  Firm Quote for both Analysis and Delivery (Detailed Design only) |
| **Has any initial assessment been performed in support of this change?** | Yes (for 15 changes known as at 22/01 DSG, 3 more changes added at the recommendation of DSG still to be assessed)  No |

|  |  |
| --- | --- |
| **Is this considered to be a Priority Service Change?** | Yes (Mod Related)  Yes (Legislation Change Related)  No |
| **Is this change considered to relate to a ‘restricted class’ of customers?**  Consider if the particular change is only likely to impact those who fall under a particular customer class  If it impacts all customer classes (i.e. Transmission, Distribution & Shippers) then choose ‘No’. | Yes (please mark the customer class(es) to whom this is restricted)  No  -----------------------------------------------------------------------------  Shippers  National Grid Transmission  Distribution Network Operators  iGT’s |
| **Is it anticipated that the change would have an adverse impact on customers of any other customer classes?**  Please refer to appendix one for the definition of an ‘adverse impact’ | Yes (please give details)  No |
| ***General Service Changes Only (please ensure that either A or B below is completed)*** | |
| 1. Customer view of impacted service area(s)   For a definition of the Service Areas, please see the ‘Charge Base Apportionment Table’ within the [Budget and Charging Methodology](http://www.xoserve.com/wp-content/uploads/BUDGET-AND-CHARGING-METHODOLOGY.pdf). Please indicate the service area(s) that are understood to be impacted by the change. Please enter ‘unknown’ if relevant. Where the change is likely to impact more than one service area please indicate the percentage split of the impact across the impacted service areas. For example if it is split equally across two service areas then enter 50% in the ‘split’ against each service area. | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Existing Change Proposal Number** | **Xoserve Change Request Number** | **Change Request Title** | **Service Area Details** | **Service Area Details** | | | | | | **Shipper Users** | **Transporters** | | | | | **National Grid NTS** | **Distribution** | | | | **DN Operators and Independent Gas Transporters** | **DN Operators** | **Independent Gas Transporters** | | **XRN4534** |  | Amendment to RGMA Validation Rules for Meter Asset Installation Date | **Service Area 1**: Manage Supply Point Registration | 100% |  |  |  |  | | **XRN4454** | UKLP IADBI281 | Cadent Billing - DN Sales (Outbound Services) | **Service Area 7:** NTS Capacity / LDZ Capacity / Commodity / Reconciliation / Ad-Hoc Adjustment and Energy Balancing Invoices |  | 17% |  | 83% |  | | **XRN4273** |  | Introducing IHD (In-Home Display) Installed Status of Failed MOD614 | **Service Area 1:** Manage Supply Point Registration | 100% |  |  |  |  | | **XRN4381** |  | The updating of the ZDT\_AQ\_OPER table | **Service Area 6:** Annual Quantity / DM Supply Point and Offtake Rate Reviews | 100% |  |  |  |  | | **XRN4453** | UKLP IADBI280v3 | File Format Should Have Changes | **Service Area 1**: Manage Supply Point Registration | 100% |  |  |  |  | | **XRN4431\*** | UKLP IADBI202 | Reads failing market breaker tolerance to be accepted for correct date following AQ Correction | **Service Area 5:** Metered Volume and Metered Quantity | 33% |  |  | 67% |  | | **XRN4481\*** | UKLP IADBI332 | Resolution of penny mismatches within invoice supporting information for Core invoices. | **Service Area 7:** NTS Capacity / LDZ Capacity / Commodity / Reconciliation / Ad-Hoc Adjustment and Energy Balancing Invoices |  | 17% |  | 83% |  | | **XRN4337** |  | To change the optionality of the Supply Point confirmation reference for the T51 file | **Service Area 6:** Annual Quantity / DM Supply Point and Offtake Rate Reviews | 100% |  |  |  |  | | **XRN4495\*** | UKLP IADBI356 | Energy Tolerance Rejection code | **Service Area 5:** Metered Volume and Metered Quantity | 33% |  |  | 67% |  | | **XRN4539** |  | New File Level Rejection | **Service Area 1:** Manage Supply Point Registration | 100% |  |  |  |  | | **XRN4443** | UKLP IADBI258 | File Format Changes Aug 16 Unique Sites (deferred items from CR252) | **Service Area 1:** Manage Supply Point Registration | 100% |  |  |  |  | | **XRN4436** | UKLP IADBI225 | Change number of occurances for K13 record for SSMP’s | **Service Area 1:** Manage Supply Point Registration | 100% |  |  |  |  | | **XRN4458\*** | UKLP IADBI289 | Class 4 CSEPS Reconciliation Variance Identification | **Service Area 7:** NTS Capacity / LDZ Capacity / Commodity / Reconciliation / Ad-Hoc Adjustment and Energy Balancing Invoices |  | 17% |  | 83% |  | | **XRN4432** | UKLP IADBI203 | Amendment to U82 record to include the revised NTS optional tariff rate | **Service Area 1:** Manage Supply Point Registration | 100% |  |  |  |  | | **XRN4486** | UKLP IADBI338 | Meter Type O = Oriffice to be an acceptable value in file formats and reports | **Service Area 1:** Manage Supply Point Registration | 100% |  |  |  |  | | **XRN3656** | UKLP IADBI060 | Read Validation Tolerances | **Service Area 5:** Metered Volume and Metered Quantity | 33% |  |  | 67% |  | | **XRN3667** | UKLP IADBI071 | Provision of Formula Year AQ | **Service Area 1:** Manage Supply Point Registration | 100% |  |  |  |  | | **XRN4538** |  | Insertion of Maximum Number of Occurrences in Meter Inspection Date Notice (MID) File. | **Service Area 1:** Manage Supply Point Registration | 100% |  |  |  |  |   \*Changes require Change Management Committee review for confirming service area(s). | |
| 1. If the change is anticipated to require the creation of a new service area and service line please give further details stating proposed name of new service area and title of service line: | |
| NA | |
| ***Specific Service Changes Only:*** | |
| Please detail the proposed methodology (or amendment to the existing methodology) for determining Specific Service Change Charges. | |
| NA | |
| Please detail the proposed basis (that is, Charging Measure and Charging Period) for determining Specific Service Change Charges in respect of the Specific Service. | |
| NA | |
| **Impacts to UKLink System or File Formats** | |
| There are some impacts to file formats which will be defined in detail as part of the Detailed Design Phase of the project. | |
| **Impacts UKL Manual Appendix 5b** | |
| There are no expected impacts to the UKL Manual Appendix 5b | |
| **Impacts to Gemini System** | |
| There is one change that will have impacts to the Gemini System:   |  |  |  |  | | --- | --- | --- | --- | | **Change ID** | **Brief Description** | **Impact Type** | **Impact Assessment** | | XRN4454 | DN Sales (Outbound Services) Requirements for UKLP enduring solution | UK Link Change that has consequential impact on Gemini | * To complete full separation of stakeholder  within all the Xoserve systems * NGGT Setup as a separate network in Gemini. | | |
| **Please give any other relevant information.** | |
| There is no other relevant information. | |

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? | Yes  No |
| If no, please define the additional details that are required. |  |

If the ROM Request is not accepted. Please forward this document to the Portfolio Office for onward transmission to the Change Management Committee

# *Section 4: ROM Analysis*

This ROM is Xoserve’s response to the above Evaluation Service Request. The response is intended to support customer involvement in the development of industry changes.

Should the request obtain approval for continuance then a Change Proposal must be raised for any further analysis / development.

Disclaimer:

This ROM Analysis has been prepared in good faith by Xoserve Limited but by its very nature is only able to contain indicative information and estimates (including without limitation those of time, resource and cost) based on the circumstances known to Xoserve at the time of its preparation. Xoserve accordingly makes no representations of accuracy or completeness and any representations as may be implied are expressly excluded (except always for fraudulent misrepresentation).

Where Xoserve becomes aware of any inaccuracies or omissions in, or updates required to, this Report it shall notify the Network Operators’ Representative as soon as reasonably practicable but Xoserve shall have no liability in respect of any such inaccuracy or omission and any such liability as may be implied by law or otherwise is expressly excluded.

This Report does not, and is not intended to; create any contractual or other legal obligation on Xoserve.

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| --- |
| ROM Analysis |
| **Change Assessment**  High level indicative assessment of the change on the CDSP service description, on UKLink and any alternative options if applicable |
| **Change Impact:**  Initial assessment of whether the service change is / would have:   * a restricted class change, * a priority service change * an adverse impact on any customer classes |
| **Change Costs (implementation):**  An approximate estimate of the costs (or range of costs) where options are identified |
| **Change Costs (on-going):**  The approximate estimate of the impact of the service change on service charges |
| **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. |
| **Assumptions:**  Any key assumptions that have been made by Xoserve when providing the cost and or timescale |
| **Dependencies:**  Any material dependencies of the implementation on any other service changes |
| **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 (in principal at 29/01 Change Management Committee – to be endorsed at the formal ChMC in February 2018) | | |
| Approved Change Proposal version | 1.0 | | |
| The change proposal shall not proceed | N/A | | |
| The committee votes to postpone its decision on the Change Proposal until a later meeting | N/A | Date of later meeting | 07/02/2018 |
| na |  | | |
| Updates required: | | | |

# *Section 6: Evaluation Quotation Report (EQR): Change Proposal Rejection*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Change Proposal Rejection | | | | |
| X | **Yes** |  | **No** | Is there sufficient detail within the Change Proposal to enable an EQR to be produced?  If no, please provide further details below. |
| Further details required: All detailed information required is contained within the individual Change Proposal and Change Request documents that are attached within this document.  The Cost provided within EQR contains some estimated elements due to scope/requirements for certain changes not being locked down. These are expected to be revised (as appropriate) when BER is submitted for approval | | | | |

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: | 30/01/2018 |
| 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](mailto:dsccomms@gasgovernance.co.uk) |

# *Section 8: Evaluation Quotation Report (EQR)*

|  |  |  |  |
| --- | --- | --- | --- |
| Project Manager | **Padmini Duvvuri** | **Contact Number** | 0121 623 2040 |
| **Email Address** | [Padmini.duvvuri@xoserve.com](mailto:Padmini.duvvuri@xoserve.com) |
| Project Lead | **Tom Lineham** | Contact Number | 0121 623 2327 |
| Email Address | [Thomas.lineham@xoserve.com](mailto:Thomas.lineham@xoserve.com) |

|  |  |
| --- | --- |
| Please provide an indicative assessment of the impact of the proposed change on:   1. CDSP Service Description 2. CDSP Systems | The impact of the Service Description has already been specified the details of the Change Proposal (Section 2) |
| Approximate timescale for delivery of ‘business evaluation report’  (N.b this is from the date on which the EQR is approved.) | The Evaluation Quotation Report for Release 3 is targeted to be provided in 2 parts:   1. Costs for Detailed Design for Release 3 2. Costs for Overall Delivery of Release 3 by March 2018   This is subject to the Release 3 scope being baselined and Xoserve internal financial governance processes being achieved. |
| Estimated cost of business evaluation report preparation  This can be expressed as a range of costs i.e. *‘at least £xx,xxx but probably not more than £xx,xxx’*. | Zero cost for production of EQR as this is being covered as part of the current internal project (Future Release Mobilisation).  **Cost for the Detailed Design Phase (DSC Market Change Budget) = £101,947.57**  (Please go to Appendix A for the detailed breakdown of costs based on Service Area Details in Page 11)  Noted Deferred UK Link Change Budget Cost for Detailed Design = £114,678  Noted Internal Resource Costs for Detailed Design = £69,051.38 |
| Does the CDSP agree with the ‘Restricted class change’ assessment (where provided)?  Please refer to detail provided in the Change Proposal | Yes  No (please give detail below) |
| Does the CDSP agree with the ‘Adverse Impact’ assessment (where provided)?  Please refer to detail provided in the Change Proposal | Yes  No (please give detail below) |
| Does the CDSP agree with the ‘Priority Service Change’ assessment (where provided)?  Please refer to detail provided in the Change Proposal | Yes  No (please give detail below) |
| **General service changes** | |
| Does the CDSP agree with the assessment made in the Change Proposal regarding impacted service areas?  This should refer to whether the proposing party considers the service change to relate to an existing service area or whether is constitutes a new service area. | Yes (Exceptions - 1 Change Proposal awaiting sponsorship & 1 awaiting full approval)  No (please give detail below) |
|  |
| **Specific service changes** | |
| Does the CDSP agree with the proposal made in the Change Proposal regarding specific change charges?  This should refer to the proposed methodology (or amendment to existing methodology) for determining the specific service charges and the proposed basis for determining the specific service change charges. | Yes  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: | 3 months from the issue date of 30/01/2018 |

Please send the document to the following:

|  |  |
| --- | --- |
| ***Recipient*** | ***Email*** |
| Change Management Committee Secretary | [dsccomms@gasgovernance.co.uk](mailto:dsccomms@gasgovernance.co.uk) |

**Appendix A : Detailed Design Costs funded from DSC Market Change Budget:**

| **Existing Change Proposal Number** | **Xoserve Change Request Number** | **Change Request Title** | **Service Area Details** | **Service Area Details** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Shipper Users** | **Transporters** | | | |
| **National Grid NTS** | **Distribution** | | |
| **DN Operators and Independent Gas Transporters** | **DN Operators** | **Independent Gas Transporters** |
| XRN4534 | N/A | Amendment to RGMA Validation Rules for Meter Asset Installation Date | Service Area 1: Manage Supply Point Registration | 100%  £18,690.11 |  |  |  |  |
| XRN4454 | UKLP IADBI281 | Cadent Billing - DN Sales (Outbound Services) | Service Area 7: NTS Capacity / LDZ Capacity / Commodity / Reconciliation / Ad-Hoc Adjustment and Energy Balancing Invoices |  | 17%  £10,024.58 |  | 83%  £48,943.53 |  |
| XRN4273 | N/A | "Introducing IHD (In-Home Display) | Service Area 1: Manage Supply Point Registration | 100%  £6,348 |  |  |  |  |
| XRN3656 | UKLP IADBI060 | Installed Status of Failed MOD614" | Service Area 5: Metered Volume and Metered Quantity | 33%  3,285.52 |  |  | 67%  £6,670.60 |  |
| XRN3667 | UKLP IADBI071 | Read Validation Tolerances | Service Area 1: Manage Supply Point Registration | 100%  £7,985 |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total Costs** | **£36,308.86** | **£10,024.58** | **£-** | **£55,614.13** | **£-** |

# *Section 9: Evaluation Quotation Report: Committee Outcome*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The EQR is approved | Awaiting Approval | | | |
| Approved EQR version | 1.0 | | | |
| The Change Proposal shall not proceed. The Change Proposal and this EQR shall lapse | Na | | | |
| The committee votes to postpone its decision on the EQR until a later meeting | na | | Date of later meeting | 07/02/2018 |
| The committee requires updates to the EQR: | Na | | | |
| Updates required: | Na | | | |
| **General service changes only**  (The detail upon which the response will be based is originally defined in the change proposal and potentially commented upon in the subsequent EQR) | | | | |
| 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? | | Yes  No | | |
| 1. If no, please enter the agreed service area(s) and the weighting: | |  | | |
| **Specific service changes only**  (The detail upon which the response will be based is originally defined in the Change Proposal and potentially commented upon in the subsequent EQR) | | | | |
| 1. Please confirm the methodology for the determination of Specific Service Change charges | |  | | |
| 1. Please confirm the charging measure and charging period for the determination of Specific Service Change charges | |  | | |

# *Section 10: Business Evaluation Report (BER)*

|  |
| --- |
| **Change Implementation Detail** |
| 1.) Detail changes required to the CDSP Service Description |
|  |
| 2.) Detail modifications required to UK Link |
|  |
| 3.) Detail changes required to appendix 5b of the UK Link Manual |
|  |
| 4.) Detail impact on operating procedures and resources of the CDSP |
|  |
| 5.) Implementation Plan |
|  |
| 6.) Estimated implementation costs |
|  |
| 6a.) How will the charging for the costs be allocated to different customer classes?  (General Service Changes only) |
| Please mark % against each customer class:   |  |  | | --- | --- | |  | National Grid Transmission | |  | Distribution Network Operators and IGT’s | |  | DN Operator | |  | IGT’s | |  | Shippers | | 100% |  | |
| 7.) Estimated impact of the service change on service charges |
|  |
| 8.) Please detail any pre-requisite activities that must be completed by the customer prior to receiving or being able to request the service. |
|  |
| ***Implementation Options*** |
| Please provide details on any alternative solution/implementation options:  This should include:  (i) a description of each Implementation Option;  (ii) the advantages and disadvantages of each option  (iii) the CDSP preferred Implementation Option |
|  |
| 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: |
|  |
| Constraints: |
|  |
| Benefits: |
|  |
| Impacts: |
|  |
| Risks: |
|  |
| 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 |  |
| 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 Version History*

The purpose of this section is to keep a record of the changes to the document and the individual sections within.

**Version History:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Status** | **Date** | **Author(s)** | **Summary of Changes** |
| 0.1 | Draft | 29/09/17 | Alison Kane | Initial draft of document |
| 0.2 | Draft | 29/01/17 | Padmini Duvvuri | Updated following initial internal review |
| 2.0 | Submit to ChMC |  |  |  |
|  |  |  |  |  |

**--- END OF DOCUMENT ---**

# *Appendix One: Glossary*

|  |  |
| --- | --- |
| **Term** | **Definition** |
| Adverse Impact | A Service Change has or would have an Adverse Impact on Customers of a particular Customer Class if:  (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;  (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;  (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  (d) Implementing the Service Change would have an Adverse Interface Impact for such Customers. |
| 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 | A Modification Service Change;  or  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). |
| 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 | A change to a Service provided under the DSC (not being an Additional Service), including:  (i) the addition of a new Service or removal of an existing Service; and  (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 |
| 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. |