

**DSC Change Proposal**

**Change Reference Number: XRN4650**

Customers to fill out all of the information in this colour

Xoserve to fill out all of the information in this colour

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| **Section A1: General Details** | | |
| **Change Title** | Automation of M-Number DVD (M-Number Download Service) | |
| **Date Raised** | 17/04/18 | |
| **Sponsor Organisation** | N/A | |
| **Sponsor Name** | N/A | |
| **Sponsor Contact Details** | N/A | |
| **Xoserve Contact Name** | Andy Miller / Mark Pollard | |
| **Xoserve Contact Details** | 0121 623 2348 / 0121 623 2541 | |
| **Change Status** | Proposal | |
| **Section A2: Impacted Parties** | | |
| **Customer Class(es)** | Shipper  National Grid Transmission  Distribution Network Operator  IGT | |
| **[Section A3: Proposer Requirements / Final (redlined) Change](C:\\Users\\Rebecca.perkins\\AppData\\Local\\Microsoft\\Windows\\Temporary Internet Files\\Content.Outlook\\EXD06YFG\\Change_Proposal_Template v2.0.docx" \o "WHAT – What is the required change? WHY – Why is the change needed? WHEN – Detail when the solution should be started/implemented.  )** | | |
| M-Number files are currently sent via DVD or USB to customers each quarter.  The energy Industry, via the Market Intelligence Service project, have requested that this changes to a more frequent and secure service.  A new download service has been developed that will be available on a monthly basis. There is no change to the data items being provided, just the delivery mechanism and frequency. New DSC Service Description Table Service Lines have been prepared to support this service.  A ROM and BER are not required for this change as the delivery mechanism already exists and this service change is merely utilising an existing mechanism. As a result the ChMC is requested to vary the Service Change Procedures in accordance with Change Management Procedures para 4.1.3 to confirm a ROM and BER are not required. | | |
| **Proposed Release** | **RX / 21/09/2018** | |
| **Proposed Consultation Period** | 10 Working Days  20 Working Days  30 Working days  Other: Consultation not required. | |
| **[Section A4: Benefits and Justification](C:\\Users\\Rebecca.perkins\\AppData\\Local\\Microsoft\\Windows\\Temporary Internet Files\\Content.Outlook\\EXD06YFG\\Change_Proposal_Template v2.0.docx" \o "Benefit Description: What, if any, are the intangible and tangible benefits of the change?Benefit Realisation:When are the benefits of the change likely to be realised? Benefit Dependencies:Detail any dependencies that are outside the scope.)** | | |
| **Benefit Description**  *What, if any, are the tangible benefits of introducing this change?*  *What, if any, are the intangible benefits of introducing this change?* | | * Aligns and harmonises the service with electricity (Industry request) * Known and proven secure service * Cost effective and fast delivery |
| **Benefit Realisation**  *When are the benefits of the change likely to be realised?* | | September 2018 |
| **Benefit Dependencies**  *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.* | | N/A |
| **Section A5: Final Delivery Sub Group Recommendations** | | |
| *Until a final decision is achieved, please refer to section C of the form.* | | |
| **Final DSG Recommendation** | Approve / Reject / Defer | |
| **DSG Recommended Release** | Release X: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY | |
| **Section A6: Funding** | | |
| **Funding Classes** | Shipper XX%  National Grid Transmission XX%  Distribution Network Operator XX%  IGT XX% | |
| **Service Line(s)** |  | |
| **ROM or funding details** |  | |
| **Funding Comments** |  | |
| **Section A7: CHMC Recommendation** | | |
| **Change Status** | Approve – Issue to DSG – *for information only*  Defer – Issue to Consultation  Reject | |
| **Industry Consultation** | 10 Working Days  20 Working Days  30 Working days  Other: | |
| **Expected date of receipt for responses (to Xoserve)** | XX/XX/XXXX | |
| **DSC Consultation** | | |
| **Issued** | Yes –  No | |
| **Date Issued** |  | |
| **Comms Ref(s)** |  | |
| **Number of Responses** |  | |
| **Section A8: DSC Voting Outcome** | | |
| **Solution Voting** | Shipper Approve / Reject / NA / Abstain  National Grid Transmission Approve / Reject / NA / Abstain  Distribution Network Operator Approve / Reject / NA / Abstain  IGT Approve / Reject / NA / Abstain | |
| **Meeting Date** | XX/XX/XXXX | |
| **Release Date** | Release X: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY or NA | |
| **Overall Outcome** | Approved for Release X / Rejected | |

**Section C: DSC Change Proposal: DSG Discussion**

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

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| **Section C1: Delivery Sub-Group (DSG) Recommendations** | |
| **DSG Date** | **20/08/2018 –** [**Click here**](https://www.xoserve.com/index.php/dsc-delivery-sub-group/) **to find the presentation pack** |
| **DSG Summary** | |
| SH presented slides 78 to 80. SH provided an overview of the story so far on slide 79. The purpose of 4650 is to provide an alternative delivery mechanism to the M Number DVD via download service with no data item, file format or file extension changes in scope.  SH asked DSG members to consider the feasibility of a download service to understand potential limitation from an individual organisation perspective.  SH stated that ChMC will be notified once this change is fully scoped. LW asked if this would involve a change to a DSC service line. SH said yes to include download as a formal delivery mechanism  Action: - 0829: DSG to assess the considerations on slide 80 of the 20th August DSG presentation pack (XRN4650 – M-Number DVD Automation).  EL asked where the downloadable service will be hosted. SH stated that the downloadable service is available in the electricity market, and the intention would be synergies and use Huddle.  Action: - 0830: - Simon Harris to present the slides which justify the use of Huddle for the M-Number DVD Automation service.  EL pointed out that a recent change pack asked the industry for views on Huddle and SharePoint. EDF were against the use of Huddle. | |
| **Capture Document / Requirements** | INSERT |
| **DSG Recommendation** | Approve / Reject / Defer |
| **DSG Recommended Release** | Release X: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY |
| **Section C2: Delivery Sub-Group (DSG) Recommendations** | |
| **DSG Date** | **03/09/2018 –** [**Click here**](https://www.xoserve.com/index.php/dsc-delivery-sub-group/) **to find the presentation pack** |
| **DSG Summary** | |
| Ellie Rogers (ER) presented slides 25 to 27 to DSG. In the previous DSG, members asked Xoserve to justify the use of Huddle as the new M-Number service delivery mechanism. Ellie presented the benefits on slide 27 of the slide deck. Within the previous DSG meeting, Xoserve asked members to provide any potential limitations of utilising a download service from an individual organisation perspective; no formal comments or objections have been received and no members raised any limitations within the meeting.  ER described the process by which Xoserve would procure and use Huddle on slide 27. ER laid out the next steps for this change which involves notifying the Contract Managers of the organisations currently getting the service of the change and intended timescales for implementation and phasing out of the existing services. Xoserve intend to implement the new delivery mechanism on 1st October 2018. In addition, there needs to be a change to the respective DSC service line.  SH explained that customers can have two contracts if they chose: one to receive the service via the new delivery mechanism (Huddle), and the other via old delivery mechanism (DVD/USB).BH asked if Xoserve had looked at any alternatives to Huddle. SH confirmed alternatives had been considered and Huddle came out on top during the service assessment due to the advantage of harmonisation with the electricity market which was an industry request.  EL noticed that the file size between the electricity and gas files differ substantially; the electricity equivalent is 713 MB, whereas the gas version is 4 GB which suggests the file will take longer to download. It was advised that download time could vary depending on individual organisations browser capabilities. This was accepted by the group. EL questioned the following bullet point on slide 27, and whether security options would be unique to each organisation’s needs:  Customers can access Huddle to download files  A unique pin will be sent to a user’s mobile on each logon  ER confirmed there would be a guidance document created to assist Users with utilising Huddle and how the process will work. ER also took away some questions to clarify with the project team regarding security protocols for Huddle and whether individual organisations can select their security setting or it will be standard for all Users. EL then asked if there would be any testing before transition to go-live. ER took an action away to look into this. | |
| **Capture Document / Requirements** | INSERT |
| **DSG Recommendation** | Approve / Reject / Defer |
| **DSG Recommended Release** | Release X: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY |

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

**Document Version History**

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| **Version** | **Status** | **Date** | **Author(s)** | **Summary of Changes** |
| 2.0 | Change in Progress | 17/08/18 | Xoserve | Updated with outcome of ChMC meeting on 8th August |
| 3.0 | Change in Progress | 24/08/18 | Xoserve | Updated with DSG discussions on 20th August |
| 4.0 | Change in progress | 07/09/18 | Xoserve | Updated with DSG discussions on 3rd September |

**Template Version History**

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| **Version** | **Status** | **Date** | **Author(s)** | **Summary of Changes** |
| 3.0 | Approved | 17/04/2018 | Emma Smith | Template approved at ChMC on 11th July |