

**DSC Change Proposal**

**Change Reference Number: XRN4716**

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** | Increased Field Length – ‘Updated by’ data item | |
| **Date Raised** | 27/06/18 | |
| **Sponsor Organisation** | SGN | |
| **Sponsor Name** | Carol Glasier | |
| **Sponsor Contact Details** | [carol.glasier@sgn.co.uk](mailto:carol.glasier@sgn.co.uk) | |
| **Xoserve Contact Name** | Matt Smith | |
| **Xoserve Contact Details** | [matthew.c.smith@xoserve.com](mailto:matthew.c.smith@xoserve.com) | |
| **Change Status** | Proposal / With DSG / Out for Consultation / Voting / Approved or Rejected | |
| **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.  )** | | |
| **The data item ‘Updated by’ is 12 characters is insufficient length to fully display the contents of the field. This change is to expand the field to 50 characters so that all data can be stored and viewed.** | | |
| **Proposed Release** | **Minor release** | |
| **Proposed Consultation Period** | 10 Working Days  20 Working Days  30 Working days  Other: | |
| **[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?* | | **The change will allow the user to identify which person has performed a meter asset update** |
| **Benefit Realisation**  *When are the benefits of the change likely to be realised?* | | **Upon implementation** |
| **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 (DSG) 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  Defer – Issue to Consultation  Reject | |
| **Industry Consultation** | 10 Working Days  20 Working Days  30 Working days  Other: | |
| **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 | |

**Please send the completed forms to: <mailto:box.xoserve.portfoliooffice@xoserve.com>**

**Section B: DSC Change Proposal: Consultation**

**(to be removed if no consultation is required; or alternatively collated post consultation)**

|  |  |  |
| --- | --- | --- |
| **User Name** |  | |
| **User Contact Details** |  | |
| **Section B1: ChMC Industry Consultation (based on above change proposal)** | | |
| 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 | | |
|  | | |
| 1. Do you think the change proposed will benefit your organisation and / or the market? Please provide any quantifiable outputs as well as any assumptions. | | |
|  | | |
| 1. 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 long a lead time would your organisation require to implement this change (for example minimum of 4 months, minimum of 6 months) | | |
|  | | |
| 1. As currently drafted the Change Proposal impacts on service area [X]. The funding for this area is [X% Shipper funding, X% NTS, X% DNS X% iGTs]. Do you agree with the principles of this funding? | | |
|  | | |
| **Change Proposal in principle** | | Approve / Reject / Defer |
| **Publication of consultation response** | | Publish / Private / None |

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|  |  |
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| **Section C1: Delivery Sub-Group (DSG) Recommendations** | |
| **DSG Date** | **18/02/2019** |
| **DSG Summary** | |
| SH gave an overview of the change raised. API just gone live and this change looks at the Shipper transactions that are present post the issuing of the notification files in late March. SH went through the proposed solution on slide 49 and proposed API Data Items to be implemented on slide 50. SH needs to understand if DSG members require any additional/redundant data items. LW said may need daily report which is additional item that has not been picked up. Ikram Bashir (IB) wanted to understand how they could access the API, SH advised that you can look on Xoserve.com >> Services >> Gas API services; and fill out form accordingly.  **Action: 19 – 0210 XRN4738 Review the slides presented at DSG (18th Feb) and provide input into proposed solution, include additional/redundant data items.** | |
| **Capture Document / Requirements** | INSERT |
| **DSG Recommendation** | Approve / Reject / Defer |
| **DSG Recommended Release** | Release X: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY |

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

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

**Section D: DSC Change Proposal High Level Solution Options**

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| --- | --- |
| **Section D1: Solution Options** | |
| **High Level summary options** | |
| **Solution Option 1:**    **Solution Option 2:**  **INSERT AS ABOVE** | |
| **Implementation date for this solution option** |  |
| **Xoserve preferred option; including rationale** |  |
| **DSG preferred solution option; including rationale** |  |
| **Consultation close out date** |  |

**Section E: DSC Change Proposal: Industry Response Solution Options**

|  |  |  |
| --- | --- | --- |
| **User Name** |  | |
| **User Contact Details** |  | |
| **Section E1: Organisation’s preferred solution option, including rationale taking into account costs, risks, resource etc.** | | |
|  | | |
| **Implementation date for this option** | | Approve / Reject / Defer |
| **Xoserve preferred solution option** | | Approve / Reject / Defer |
| **DSG preferred solution option** | | Approve / Reject / Defer |
| **Publication of consultation response** | | Publish / Private / None |

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

**Section F: DSC Change Proposal: Approved Solution Option**

**(Previous pages removed)**

|  |  |
| --- | --- |
| **Section F1: Solution Option for XRNXXXX** | |
| **Insert solution option** | |
| **Implementation date** | DD/MM/YYYY |
| **Approved by** |  |
| **Date of approval** | DD/MM/YYYY |

**Section G: DSC Change Proposal: Change Pack**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section G1: Communication Detail** | | | | | | |
| **Comm Reference** | | *<UKLC Communication Ref> e.g. 9999.99-XX-XX*  *3 phases of a change pack – select 1 of the 3:*   1. *Requirement specification (RS)* 2. *Preliminary design engagement (PDE)* 3. *Design Approval (DA)* | | | | |
| **Comm Title** | | *<UKLC Communication Title> e.g. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX plain English*  *Unique brief description of the purpose of the communication* | | | | |
| **Comm Date** | | *<UKLC Communication Issued Date> e.g. DD/MM/YYYY* | | | | |
| **Section G2: Change Representation** | | | | | | |
| **Action Required** | | *<Action Required> e.g. ‘For Representation’ or ‘For Information’* | | | | |
| **Close Out Date** | | *<Representation end date> e.g. dd/mm/yyyy or ‘N/A’* | | | | |
| **Section G3: Change Detail** | | | | | | |
| **Xoserve Reference Number** | *<Change Order Ref> e.g. 9999.99.99 include whether it is the RS, PDE or DA document* | | | | | |
| **Change Class** | *<Change Class> e.g. functional or documentation – Users to confirm* | | | | | |
| **ChMC Constituency Impacted** | *<Shipper Class A><Shipper Class B><Shipper Class C><DNs><iGTs><NTS> - Users to confirm* | | | | | |
| **Change Owner** | *<Change Owner at Xoserve> XXXXX* [*XXXX@XXXX.XXX*](mailto:XXXX@XXXX.XXX) *99999999999 (Name, Email, Telephone)* | | | | | |
| **Background and Context** | *<A brief statement of the background and context for the change>* | | | | | |
| **Section G4: Change Impact Assessment Dashboard (UK Link)** | | | | | | |
| **Functional** | *<delete as necessary>*Supply Point Registration, Supply Point Administration, RGMA, Meter Read, Annual Quantity, Settlement, Reconciliation, Retrospective Updates, None-standard Sites, Reporting, UK Link File(s) | | | | | |
| **Non Functional** | *<delete as necessary>* Transaction Volume, Data Volume and Capacity, Batch Schedule, Security, Performance, Industry Testing | | | | | |
| **Application** | *<delete as necessary>*SAP ISU, SAP BW, AMT Sybex Marketflow, EFT, IX Gateway, UK Link Portal, CMS, DES, Gemini | | | | | |
| **User** | Identify all impacted UK Link User Type (Shipper, DN, NTS, iGT, Other, if other please specify) | | | | | |
| **Documentation** | Identify all impacted documentation where this is a documentation only change | | | | | |
| **Other** | Please specify | | | | | |
| **Files** | | | | | | |
| **File** | **Parent Record** | | | **Record** | **Data Attribute** | **Hierarchy or Format**  **Agreed** |
| *<File Id> <File Name>*  *e.g. CNF Confirmation Request* | *<Parent Record Id> <Parent Record Name>*  *e.g. S42 Confirmation Request* | | | *<Record Id> < Record Name>*  *e.g. S66 Contact Details* | *<Data Attribute Name>*  *e.g. CONTACT\_TITLE* | *<H> or*  *<F> or*  *<All>* |
| **Section G5: Change Design Description** | | | | | | |
| *< A full summary of the change design with supporting detail description and enhanced or reference documents or links e.g.*   * *File Formats & Hierarchy* * *Embedded Documents that add to the UK Link Documentation set* * *Process Diagrams* * *Batch Schedule>*   *Use standard naming convention when referring to files, transactions, records and data attributes*  *i.e. <file id>.<transaction id>.<record id>.<data attribute> as applicable*  *e.g. ‘CNF.S42.CONFIRMATION\_EFFECTIVE\_DATE’, ‘CNF.S42.S66.CONTACT\_TITLE’, ‘CFR’, ‘CFR.S07’*  *Consider the impact across the full UK Link File Formats & Hierarchies i.e. the full UK Link Integration Design. All of the following can appear in one or multiple record types: Data Attributes, Records, and Parent Records.*  *For RGMA, reference the data item id in addition to the data item name e.g. A01234.*  *Include any comms history within this section – reference previous communications including the reference, title, date and a description etc*  *Is there a change to a service line* | | | | | | |
| **Section G6: Associated Changes** | | | | | | |
| **Associated Change(s) and Title(s)** | | | *<E.g. UNC Mod Ref and Title, SPAA change, DSC Service Line etc> e.g. UNC9999X XXXXXXXXXX* | | | |
| **Section G7: DSG** | | | | | | |
| **Target DSG discussion date** | | | *ddmmyyyy* | | | |
| **Any further information** | | | *i.e. any preparation for SDG* | | | |
| **Section G8: Implementation** | | | | | | |
| **Target Release** | | | *Feb XX / June XX / Nov XX / Adhoc XX XXX XX* | | | |
| **Status** | | | *i.e. baselining a solution, no release identified or baselined solution release proposed or individual change outside of release*  *(Change Management Committee to ratify)* | | | |

**Section H: DSC Change Proposal: Representation response**

|  |  |
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| **Section H1: Change Representation (to be completed by User and returned for response)** | |
| **User Name** | *<User Name(s)>* |
| **User Contact** | *<Contact Details for Xoserve Responses) XXXXX* [*XXXX@XXXX.XXX*](mailto:XXXX@XXXX.XXX) *99999999999*  *(Name, Email, Telephone)* |
| **Representation Status** | *<Approve> or <Reject> or <None>* |
| **Representation Publication** | *<Publish> or <Private> or <None>* |
| **Representation** | * *Review comments and further analysis* * *Justification for Representation Status* * *Questions* |
| **Target Release Date** | Confirmation of release date or comments for an alternate release date |

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

**Appendix 1**

**Change Prioritisation Variables**

Xoserve uses the following variables set for each and every change within the Xoserve Change Register, to derive the indicative benefit prioritisation score, which will be used in conjunction with the perceived delivery effort to aid conversations at the DSC ChMC and DSC Delivery Sub Groups to prioritise changes into all future minor and major releases.

|  |  |
| --- | --- |
| **Change Driver Type** | CMA Order  MOD / Ofgem  EU Legislation  License Condition  BEIS  ChMC endorsed Change Proposal  SPAA Change Proposal  Additional or 3rd Party Service Request  Other*(please provide details below)* |
| **Please select the customer group(s) who would be impacted if the change is not delivered** | Shipper Impact iGT Impact Network Impact Xoserve Impact National Grid Transmission Impact |
| **Associated Change reference Number(s)** |  |
| **Associated MOD Number(s)** |  |
| **Perceived delivery effort** | 0 – 30  30 – 60  60 – 100  100+ days |
| **Does the project 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 yes please answer the next question)*  No |
| **A Data Protection Impact Assessment (DPIA) will be required if the delivery of the change involves the processing of personal data in any of the following scenarios:** | New technology  Vulnerable customer data  Theft of Gas  Mass data  Xoserve employee data  Fundamental changes to Xoserve business  Other*(please provide details below)*  *(If any of the above boxes have been selected then please contact The Data Protection Officer (Sally Hall) to complete the DPIA.* |
| **Change Beneficiary**  *How many market participant or segments stand to benefit from the introduction of the change?* | Multiple Market Participants  Multiple Market Group  All industry UK Gas Market participants  Xoserve Only  One Market Group  One Market Participant |
| **Primary Impacted DSC Service Area** | Choose Item |
| **Number of Service Areas Impacted** | All  Five to Twenty  Two to Five  One |
| **Change Improvement Scale?**  *How much work would be reduced for the customer if the change is implemented?* | 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 | |
| **Known Impact to Systems / Processes** | |
| **Primary Application impacted** | BW  ISU  CMS  AMT  EFT  IX  Gemini  Birst  Other *(please provide details below)* |
| **Business Process Impact** | AQ SPA RGMA  Reads Portal Invoicing  ☐ Other *(please provide details below)* |
| **Are there any known impacts to external services and/or systems as a result of delivery of this change?** | Yes *(please provide details below)*  No |
| **Please select customer group(s) who would be impacted if the change is not delivered.** | Shipper impact  Network impact  iGT impact  Xoserve impact  National Grid Transmission Impact |
| **Workaround currently in operation?** | |
| **Is there a Workaround in operation?** | Yes  No |
| **If yes who is accountable for the workaround?** | Xoserve  External Customer  Both Xoserve and External Customer |
| **What is the Frequency of the workaround?** |  |
| **What is the lifespan for the workaround?** |  |
| **What is the number of resource effort hours required to service workaround?** |  |
| **What is the Complexity of the workaround?** | 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)* |
| **Change Prioritisation Score** |  |

**Document Version History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Status** | **Date** | **Author(s)** | **Summary of Changes** |
| 1.0 | With DSG | 26/02/2019 | Charan Singh | Updated CP with DSG meeting minutes from 18th February 2019 |

**Template Version History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Status** | **Date** | **Author(s)** | **Summary of Changes** |
| 2.2 | For Approval | 11/06/2018 | Emma Smith | Section A rearranged and section A7 deleted. |
| 2.3 | For Approval | 11/06/2018 | Emma Smith | Section A updated and section A7 returned |
| 2.4 | For Approval | 12/06/2018 | Emma Smith | Section A updated with DSG Recommendations |