Data Communications Company

netcompany

NC-0103

Transition Plan/Runbook

Version: 0.11
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Document control heading

Revision history

Revision date	Summary of changes	Changes marked	Version number
04-01-21	Iteration One complete and shared with DCC for review	No	V0.1
25-01-21	Iteration Two complete and shared with DCC for review	Yes	V0.2
01-02-21	Iteration Two uplifts applied based upon DCC feedback and shared with PUI for 1st review	Yes for DCC, Clean shared with PUI	V0.2
15-02-21	Iteration Three content additions and additional Transition Schedule detail and orchestrations added	Yes	V0.3
22-02-21	Iteration Three updates, inclusion of decommissioning plans	Embedded within Appendix A	V0.3
02-03-21	Updates following DCC & PUI review of Iteration Three	Yes	V0.4
24-03-21	Updates following Ofgem review of Iteration Three	Yes	V0.5
31-03-21	Updates following Ofgem second review of Iteration Three	Yes	V0.6
26-04-21	Updates following CWG review	Yes	V0.7
28-04-21	Minor updates following Ofgem review	Yes	V0.8
14-07-21	Updates to the management of held switches. Updates/clarifications, including updates to reflect; CR-D071, CR-D069, CR-D084 & CR-D089 Removal of Foreword section	Yes	V0.9

16-08-21	Updates following feedback from CWG participants.	Yes	V0.10

Reviews

Name	Title / Responsibility	Release Date	Version number
Chris Richardson	DCC – Switching Programme Manager	02-Mar-21	V0.3
Chris Bailey	DCC – Service & Transition Programme Manager	02-Mar-21	V0.3
Paul Morcom	DCC – Switching Transition Project Manager	02-Mar-21	V0.3
David Higginson	DCC – Lead Service Transition Manager	02-Mar-21	V0.3
Paddy Conroy	DCC – Test Assurance	02-Mar-21	V0.3
Richard Clarke	DCC – Technical Solutions Lead	02-Mar-21	V0.3
Toby Bayley	SI- QA Lead	24-Feb-21	V0.3
Fahreen Meghani	Ofgem	09-Mar-21	V0.4
Andrew Amato	Ofgem	09-Mar-21	V0.4
Fahreen Meghani	Ofgem	29-Mar-21	V0.5
Andrew Amato	Ofgem	29-Mar-21	V0.5
Fahreen Meghani	Ofgem		V0.6
Andrew Amato	Ofgem		V0.6
Cutover Working Group	Cutover Working Group	07-Apr-21	V0.6
Andrew Amato	Ofgem	27-Apr-21	V0.7
Andrew Amato	Ofgem	28-Apr-21	V0.8
Chris Bailey	DCC – Service & Transition Programme Manager	21-Jul-21	V0.9
Paul Morcom	DCC – Switching Transition Project Manager	21-Jul-21	V0.9

Fahreen Meghani	Ofgem	21-Jul-21	V0.9
Andrew Amato	Ofgem	21-Jul-21	V0.9
Cutover Working Group	Cutover Working Group	23-Jul-21	V0.9
Chris Bailey	DCC – Service & Transition Programme Manager		V0.10
Paul Morcom	DCC – Switching Transition Project Manager		V0.10
Fahreen Meghani	Ofgem		V0.10
Andrew Amato	Ofgem		V0.10
Cutover Working Group	Cutover Working Group		V0.10
Chris Bailey	DCC – Service & Transition Programme Manager		V0.11
Paul Morcom	DCC – Switching Transition Project Manager		V0.11
Fahreen Meghani	Ofgem		V0.11
Andrew Amato	Ofgem		V0.11
Cutover Working Group	Cutover Working Group		V0.11

Approvals

Name	Title / Responsibility	Release Date	Version number
Andrew Amato	Chair Ofgem Cutover Working Group (for CWG Recommendation to proceed to Implementation Group)	TBC	V1.0
Nicola Garland	Chair Ofgem Implementation Group	TBC	V1.0

References

ID	Reference Number	Title	Version / Status
[1]	N/A	Milestones Assumptions Dependencies Log (MAD)	2.0
[2]	D-4.3.4	E2E Transition Plan – Implementation Approach	1.0
[3]	D-4.3.4	E2E Transition Plan – In-Flight Switches Management Approach	1.0
[4]	NC-0062	Core Systems and Services Integration Plan	N/A
[5]	NC-0079	Overall CSS Data Migration Solution (ETL)	1.3
[6]	NCD-0011	Data Validation Catalogue	1.1
[7]	NCD-0012	Data Migration Solution Design Catalogue	1.2
[8]	NC-0072	Service Acceptance Checklist	1.1
[9]	NCD-0013	CSS Data Migration Detailed Reconciliation Process	1.0
[10]	NCD-0008	Data Cleansing Catalogue	1.3
[11]	NCD-0014	CSS Data Migration Business Validation Rules	1.0
[12]	CR-D016	RegistrationID migration between Parties under Integration (PUI)	N/A
[13]	N/A	CSS Interface Design Specification	8.5
[14]	DCC-0014	Retail Energy Location (REL) Lifecycle	??
[15]	NC-0077	CSS Interface Code of Connection	v1.2
[16]	D-4.1.10.2	E2E Security Requirements	1.0
[17]	NC-0124	NC-0124 - Test Data Tool Design	0.5
[18]	CR-D037	Provide CSS registrationIDs to LP	1.7
[19]	Tbc	Test Data Tool Operational Guide	Tbc
[20]	NC-0080	Post Implementation & ELS Plan	Tbc
[21]	NCT-0135	Transition Test Plan	0.5
[22]	NCT-0089	Transition Test Completion Report	Tbc
[23]	NC-0045	Environments Plan	1.0
[24]	N/A	CSS UIT Onboarding Guide	1.4

ID	Reference Number	Title	Version / Status
[25]	N/A	CSS Developer Portal	Link
[26]	NC-0133	Transition Remediation Plans Template	1.0
[27]	NC-0101	Transition Remediation Plans	Tbc
[28]	NC-0004	Master Glossary	1.3
[29]	NC-0014	Programme RAID Log	Ofgem CWG
[30]	NC-0078	Master Readiness Checklist	TBC
[31]	NC-0107	Master Handover Pack	TBC
[32]	CR-D071	Change to management of in-flight switches approach – D-4.3.4 E2E Implementation Plan	1.2
[33]	{Reference Withdrawn}	{Reference Withdrawn}[1]	{Reference Withdrawn}
[34]	CR-D069	Change to NC-0079 to enable sharing of REL Data (in bulk) with the DNO/iDNO community	0.2
[35]	CR-D059[2]	Design to support elaboration of Market Participant data management controls and processes	1.1
[36]	CR-D084	Change to Transition Stage 3 File-Based Migration Sequencing for Registration and Appointment Data, from daily to an additional weekly migration	0.2
[37]	NCT-0021	SIT Non-Functional Test Completion Report	0.9
[38]	CR-D089	NC-0107 Master Handover Pack – Change to product purpose and governance	0.2
[39]	CR-D088	Elevation of L2-TR070 (Transition Stage 1 Start) to a L1 milestone	0.3
[40]	CR-D093	Feasibility study on potential to update Domestic Premises Indicator (DPI) electricity flags to reflect licence status during transition stages 1,2 & 3	0.1
[41]	N/A	Switching Programme and Retail Code Consolidation: Proposed licence modifications	Link

**** Latest version should be used – Check current versions for all referenced documents listed above.***

[1] Reference to CR-D066 has been removed. CR-D066 has been withdrawn following the approval of CR-D071 Change to management of in-flight switches approach – D-4.3.4 E2E Implementation Plan [32] as it is no longer required.
[2] It is noted that CR-D059 is also titled Changes to Support Energy Company Data RECCO.

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1. Introduction

The Ofgem Switching programme introduces a new Central Switching Service (CSS), centralising meter registration data, updating and harmonising gas and electricity industry processes and enabling faster and more reliable switching. This introduces changes to the existing systems and services to allow integration with the new CSS. Within this document, there are references to Switching Programme milestones for the Transition test phase. All references to milestones are in the format L#-TR### refer to the milestone as it is described within the milestones, assumptions, and dependencies log (MAD), **Milestones Assumptions Dependencies Log (MAD) [1]**.

The SI's Product NC-0103 Transition Plan/Runbook (this artefact) as per the NC-0006 SI Artefact Catalogue sets out the overall approach and plan for the Transition of CSS and Core Systems and Services as part of the Transition Stages of the Ofgem Switching Programme.

The Transition Plan/Runbook is to;

- Provide information to Parties Under Integration, Licenced Parties, Third-Party IT Providers, Switching Operator and the SI to understand their scope and responsibilities for the Programme Transition Stages;
- Capture the technical activities required by all PUI and the SI plus any Licensed Parties activities provided by the Licensed Party Coordinator and the overarching choreography for Programme Transition stages to enable a successful Programme Cutover Stage into a fully Live state;

The Transition Plan/Runbook elaborates on the implementation approach described in the **E2E Transition Plan E2E Transition Plan – Implementation Approach [2]** to define the process by which transition to the CSS is to be accomplished. This includes the treatment of switch requests identified as in-flight during the transitionary period, as captured in the E2E In-Flight Switches Management Approach, **E2E Transition Plan – In-Flight Switches Management Approach [3]**.

This document provides the reader with details across the following subject areas:

- Transition Stages, Scope and Execution
- Transition Governance
- Transition Plan and Schedules
- Transition Remediation Plan
- Service Management Introduction

Transition-to-Live of the CSS system will impact DCC, Parties Under Integration and all industry participants who are to be involved in a range of activities. These activities are designed to ensure that the CSS system moves smoothly from the DBT phases through to Go-Live. The information presented in this document will ensure that that these activities are captured, integrated and choreographed to deliver the Programme Transition stages.

The transition from the existing Switching arrangements to the new Switching arrangements involves several complex activities, including:

- Establishing production interfaces between operational components of the existing switching services and systems (including suppliers) and the CSSP.
- Integrating operation of the CSSP across new service providers.
- The SI will coordinate, aligned to the NC-0062 CSSIP, Core Systems and Services Integration Plan [4], dependencies required by the DCC Service Organisation from the Parties Under Integration and the CSSP.

- The SI will coordinate and manage the Transition to the new solution via engagement with PUIs, Ofgem, Licensed Party Coordinator and DCC to ensure that any impact to BAU services and systems in the current solution is minimised.
- Introduction of a new Service Management tool which is delivered during PIT and validated by the SI during SIT, Operational Testing, and Transition stages. The onboarding into BAU Service Management will be identified and triggered as part of the overarching Service Wrap which will be detailed within Transition Plan/Runbook artefact.
- Migration of data across from existing to new system components including any cleansing, transformation and reconciliation required.
- Decommissioning of legacy/replaced interfaces.

1.1. Artefact Usage

The Transition Plan/Runbook (this artefact) provides the reader with information describing the approach, management, and execution of the Transition Phase of the programme. As this artefact therefore contains information in a number of formats it has been developed to comprise of 2 key components;

- The Transition Plan (this document). This document provides the narrative for the Transition Phase of the programme. This includes a description of the approach taken for the delivery of the Transition, its elaboration across three stages and how these stages are to be executed.
- Transition Schedule (Runbook). This component provides a granular Transition Schedule detailing the activities and their execution dependencies required to deliver the Transition Phase. This is presented within a separate appendix (Appendix A - Transition Schedules & Collateral) for the purpose of providing the more granular formatted schedule view that is required for coordination of the day-to-day Transition Stage execution activities.

These components combine to provide the artefact NC-0103 Transition Plan/Runbook.

The Transition Plan presented in this document also includes information which is presented in other formats (to aid useability and maintenance) and these are also encapsulated within the appendices of this document. Where it is necessary to provide information in this way, this document will redirect the reader to the corresponding information/file. Primarily this content is held within the spreadsheet component, **Appendix A - Transition Schedules & Collateral**.

Where information within this document refers to content within this appendix, the spreadsheet tab names align with the document heading numbers and titles.

1.2. Purpose

This purpose of this document is to set out the overall approach for the Transition phase of the Ofgem Switching Programme and describes how the Transition phase, through the delivery of 3 Transition Stages, delivers the transfer from the existing solution to the CSS. It covers the overall approach, sequence of activities, scope and governance of this programme phase. This plan will also include the findings from previous test phases, including live rehearsal testing and transition testing, which will ensure a successful approach for Transition and its execution.

The document will describe the methods and plans for managing the Transition phase and the associated governance arrangements. The plan provides sufficient detail to allow the Parties Under Integration (PUI) and other programme participants who are taking part in the Transition to plan, to resource and execute the transition stages. The plan is to aid the understanding of each parties scope and responsibilities for Transition. For other stakeholders, this document details information to provide confidence that the overall approach and the level of preparation is suitable to allow the Transition to be enacted.

The overall purpose of the Transition Plan/Runbook is to:

- Provide information to the parties under integration, suppliers, DCC service management, Ofgem, licenced parties, programme coordinator and third-party IT providers to understand their scope and responsibilities for the Transition test phase.
- For other stakeholders, the Transition test plan provides information to give confidence that the overall approach and the level of preparation is suitable to allow the Transition phase to proceed.

1.3. Management Summary

The Transition Plan/Runbook presented describes the delivery of the Switching Programme transition as stated in the Ofgem **E2E Transition Plan – Implementation Approach [2]**. The plan details the Transition processes (largely led by operational teams), governance model with associated checkpoints, Transition schedules detailing activities and resource teams, and provides detail of the final cutover to live CSS operations. Additionally, the plan details remediation activities and their choreography through the included Transition Remediation plans.

The following stages provide an overview of the Transition approach, which are detailed further in section **2.2 Transition Stages**:

- Stage 1 – CSS establishment and data migration
- Stage 2 – Establishment of CSS interfaces and data flows with core systems and, on-going file-based data migration (registrations & Supplier Arranged Appointments)
- Stage 3 – Cutover & Go-Live

A key consideration for the Transition phase in the employment of the Data Migration Solution (DMS), **Overall CSS Data Migration Solution (ETL) [5]** and associated execution steps articulated within the solution design catalogue, **Data Migration Solution Design Catalogue [7]**. The solution describes the technical approach for the migration of data from source systems into the target system (CSS). This is supported by the data reconciliation processes defined in **CSS Data Migration Detailed Reconciliation Process [9]** to ensure that data migrated during transition is accurate and of high quality.

This document will set out in the subsequent sections the details to facilitate the execution of the Transition Stages 1, 2 & 3 (TS1, TS2 & TS3) by the required parties. The transition plan also provides the structure and schedule for Transition governance, including detailing entry/exit criteria, checkpoints, decision points and reporting across the Transition Stages. The Transition Plan also includes details pertaining to the management of In-Flight (held) switch requests during Transition Stage 3. The approach presented necessitates a short moratorium of new switch requests entering the systems during this Transition Stage, and as such, this plan expands on the treatment of these (held) switches and their entry post-Go-Live of the CSS (following Transition).

Further, this plan encompasses Transition Remediation Plans which may be enacted during the Transition Stages should an anomaly or Transition defect be identified. These Remediation Plans identify the triggers for remediation, the activities to be completed and party responsibilities within a remediation undertaking.

Preparations for Transition have commenced, with formal (technical) execution of the Transition planned to start on March 2022 (L2-TR070) culminating in a Go-Live of the CSS in June 2022 (L1-TR140) (current target date at the time of writing). The SI and DCC will manage and coordinate the activities undertaken by the PUIs during Transition execution. Adoption of the CSS by the wider license party community will be facilitated through Programme governance forums and via liaison with the Licensed Party Coordinator.

The Transition Plan/Runbook encompasses a short period (of 1 week) Post-Go-Live to facilitate a move to the Post-Implementation and Early Life Support phases of the programme, as captured within **Post Implementation & ELS Plan [20]**. This period represents the short period from the Go Live event up to (and including) T3 as described in **E2E Transition Plan – In-Flight Switches Management Approach [3]** and section **2.2.4 Management of In-Flight Switches.** It is intended that this period is to allow for the

collation of, and planning for any necessary actions to address work-off items identified through the Transition Phase.

However, it should be noted that the completion of the short period does not represent the completion of Transition. The completion of Transition Stage 3 is to encompass the completion of the of submission (into CSS) of switches held by suppliers as part of the approach to the management of in-flight switches. This is captured within the TS3 exit criteria (see **Table 34 – Transition Stage 3 Exit Criteria**).

Nothing within this document seeks to place new dependencies on DCC nor does it override the SI's contractual obligations to DCC.

1.3.1. Transition POAP (Plan on a Page)

An overview of the major transition activities can be found in **2.4 Management Summary Plan**.

1.4. Document Hierarchy

Figure 1 – Document Hierarchy sets the context of the Transition Plan (this document) relative to other programme artefacts, working groups and deliverables.

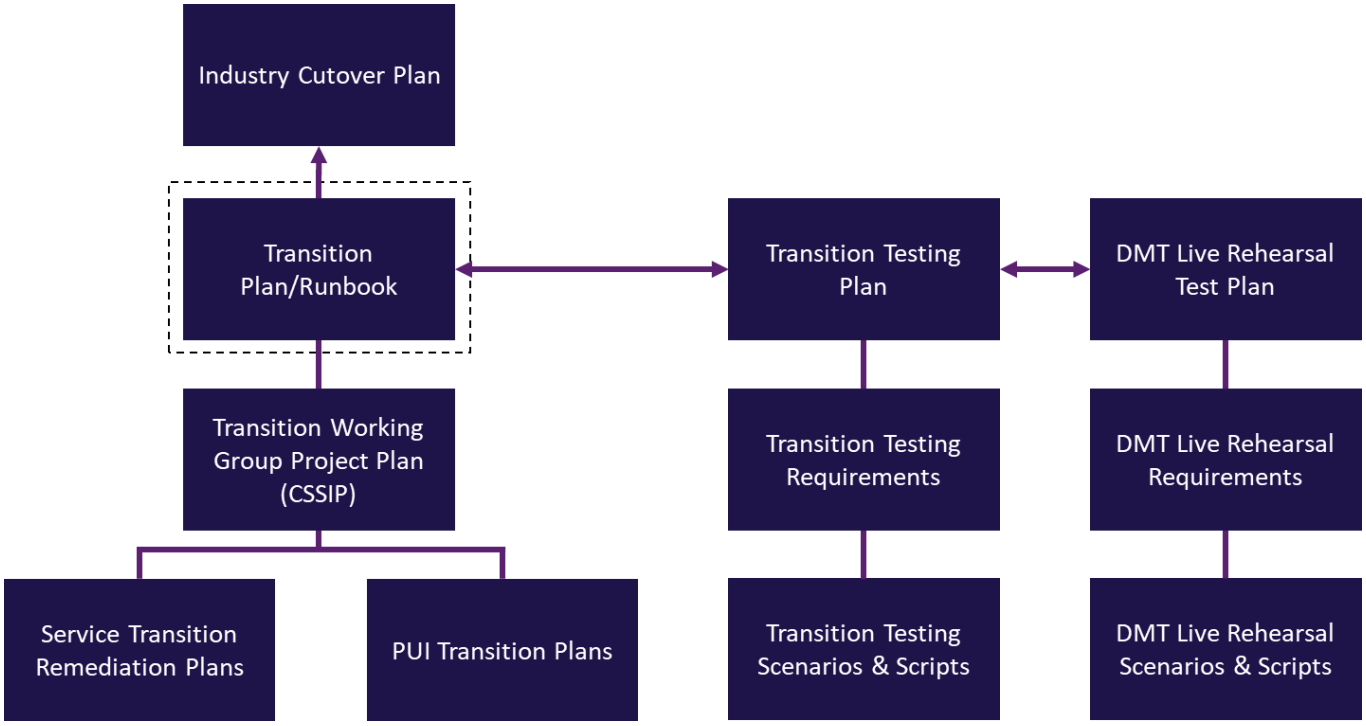


Figure 1 – Document Hierarchy

1.5. Intended Audience

It is expected that the audience reading the Transition plan/Runbook will be familiar with the Transition approach. Therefore, the intended audience of this document is:

- Licensed Parties.
- Suppliers and their Agents and MAPs.
- Third-Party IT Providers.

- Parties Under Integration.
- Transition Teams within the Transition Participants' organisations.
- Programme and Project Management Teams within the Transition Participants Organisations.
- Support Teams within the Transition Participants e.g. Defect Management, Application, Infrastructure and Network Support.
- Systems Integrator for the purpose of managing the Transition Phase activities.
- DCC Test Assurance.
- SI Testing Group.
- Ofgem.
- Ofgem Cutover Working Group.
- Licensed Party Co-ordinator.
- Core Systems Assurance Provider.
- Licensed Party Assurance Provider.

1.6. Objectives

The Transition plan aims to achieve the following high-level objectives:

- To detail the Transition process to all PUIs and provide pertinent information to licensed parties.
- Provide information to the Transition participants such that each understands their scope and responsibilities for the preparation and execution of the Transition stages.
- To apply, where required, lessons learned from previous test phases (DMT Live Rehearsal, Operational Testing, UEPT & Transition Testing).
- To provide a schedule of the end-to-end Transition activities.
- To demonstrate, through the execution, traceability and reporting of Transition Stages, the compliance from all PUIs and licensed parties.
- To assure stakeholders that a satisfactory level of Transition planning has been achieved ahead of Transition execution.
- To ensure that all Transition activities undertaken have met the defined exit criteria in section 5.4 Transition Stage Entry/Exit Criteria to achieve a successful exit from each of the Transition Stages.

1.7. Planning Calendar & Go Live Date

For the purposes of this artefact and the Transition Schedule presented in **Appendix A - Transition Schedules & Collateral**, a Go Live date of 06-Jun-2021 (the first working day of the Go Live range) is the assumed. All presented scheduling is based on this working assumption.

However, the setting of the Go Live date within the Go Live range is achieved by milestone L1-RA110 (Determination of Go-Live date) in January 2022. Once the Go Live date is confirmed, this artefact and the Transition schedules are to be aligned to the confirmed Go Live date.

2. Transition Stage Scope

The Transition phase will encompass the activities required to be undertaken to provision the CSS into an operational state (including technical and service introduction) and the enabling of the integration between existing systems (operated by the participating organisations, **Participating Systems & Organisations**) and the new CSS.

The following bullet points confirm the overall scope for Transition. These are detailed in the subsequent sub-sections to confirm the participating systems, organisations and Transition approach:

- The Transition scope is aligned to the three stages of Transition as represented within E2E Transition Plan – Implementation Approach [2] and captured within this document.
- Preparation of participant environments to facilitate integration with and transition to an operational CSS. This includes the release of code, software and configuration changes required to support Transition activities; establishment of interconnectivity between participating systems (including requests and enrolment of SWKI PKI certificates), smoke testing and technical readiness assurance.
- Migration of data inbound to the CSS across new and existing system components, which will include bulk data loads, delta migration updates to CSS including post load integrity checks and integration of new CSS interfaces with the operational components of the existing switching services and systems.
- Migration of outbound data from the CSS including the dissemination of REL and Registration ID data to appropriate participants.
- The reconciliation of migrated data between source systems (Existing Service Providers, ESP), and the CSS, including the production of data quality reports, as defined within CSS Data Migration Detailed Reconciliation Process [9].
- Integration of new CSS interfaces with the operational components of the existing switching services and systems, including suppliers, and the adoption of a BAU mode of operation of these interfaces.
- The removal of some interfaces between existing ESP components, where supported by that provider, and the decommissioning of temporary or redundant system components post-Transition.
- Transition of service management components to support the enduring CSS solution.
- The approach to the management of In-Flight Switches, their identification and migration as defined in E2E Transition Plan – In-Flight Switches Management Approach [3] and Overall CSS Data Migration Solution (ETL) [5] and their treatment throughout the Transition stages. This includes the capture of scenarios relating to the management of in-flight (held) switches and specification if the actions required by participants to accommodate these.
- The identification of roles and responsibilities of Transition participants (with a defined Transition RACI Matrix).
- The planning, scheduling and coordination of Transition tasks and actions across the three Transition stages.
- The identification of potential remediation scenarios and their treatment to accommodate Transition tasks. This includes the triage and management of remediation enactment should this become necessary during the Transition stages.
- Final preparations and readiness assurance to deliver Cutover to a live and operational CSS.

2.1. Participating Systems & Organisations

The systems within the scope of Transition are shown in **Figure 2 – Transition Participating Systems**

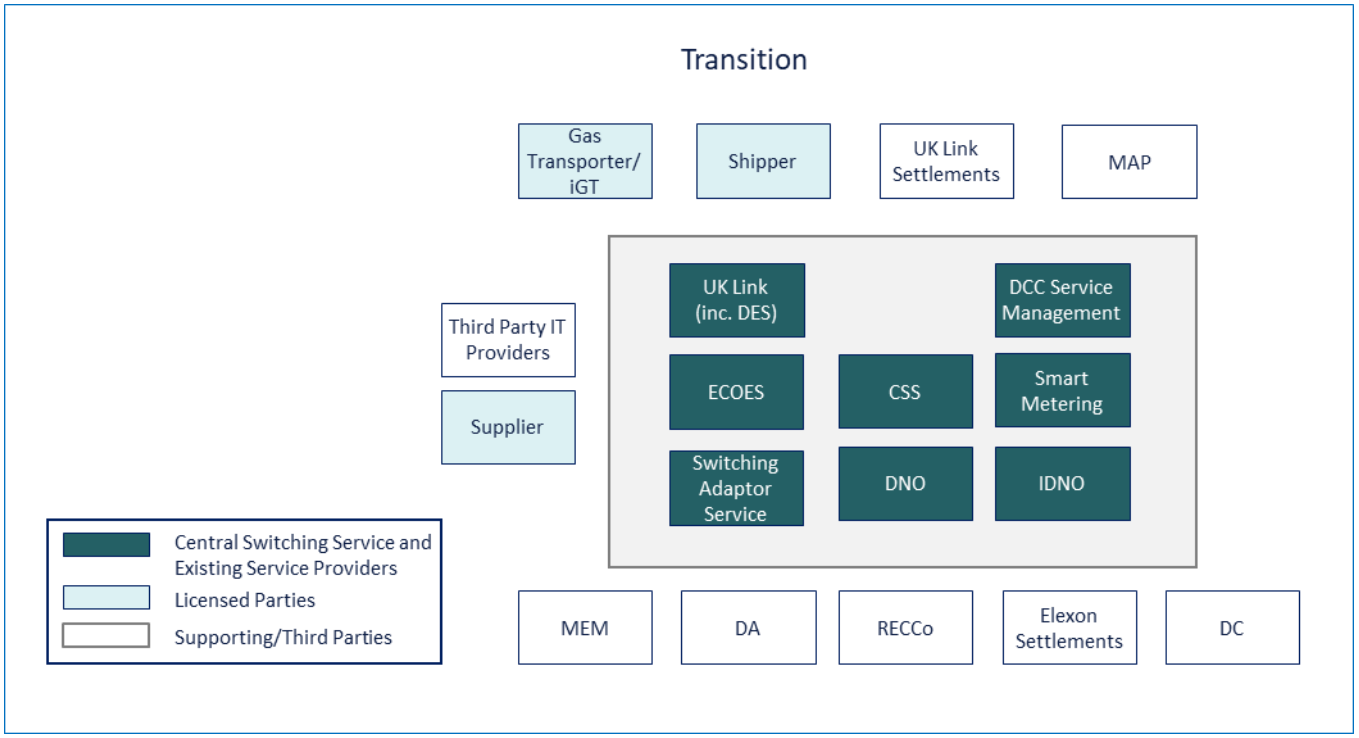


Figure 2 – Transition Participating Systems

The full list of participating systems and organisations for the Transition test phase is provided in **Table 1 – Transition Participants**:

Systems	Organisation	Roles
Central Switching Service	Landmark	Support and operation of the central Switching System
Switching Operator[1]	DCC	Support and operation of the central Switching Service
DCC Smart Metering	DCC	Support and operation of Smart Metering Services
DSP	CGI	Support and operation of Smart Metering System

[1] It is recognised that Switching Operator is also responsible for the support of the Switching service through the use of ServiceNow as deployed and supported by Capgemini and operated by DCC.

Systems	Organisation	Roles
UK Link/DES/GDDG	Xoserve	Support and operation of central Gas industry data & enquiry services and Provision of Market Domain Data (Gas)
MPRS	All DNOs/iDNOs	Support and operation of regional Electricity industry data (Metering Point Administration Service, MPAS)
ECOES	RECCo	Support and operation of central Electricity enquiry services
Switching Adapter Services[1]	Xoserve, C&C and ElectraLink	Support and operation of industry adaptor services (interfacing systems between CSS and MPAS/UK Link)
EDDG	Elexon	Provision of Market Domain Data (Electricity)
RECDDG	Code Manager	Provision of Switching Domain Data
RECCo	RECCo	Provision of Market Participant Data

Table 1 – Transition Participants

2.2. Transition Stages

To accomplish the transition to the CSS, prior work captured within the **E2E Transition Plan [8]** has identified that a single cross-market Go-Live event is the preferred method of implementation as it reduces risk to data-integrity, complexity and does not favour any particular group of suppliers of customers. However, to reduce the risk of a single Go-Live event the work proposed to deliver functionality across 3 Transition Stages. In summary:

- Transition Stage 1 is the initial population of the CSS with data extracted/supplied from the ESPs. This includes Market Domain Data (MDD), Switching Domain Data (SDD) in addition to meter point and registration data as supplied by ERDA & GRDA.
- Transition Stage 2 is the enablement of a number of interfaces between ESPs (Existing System Providers) and the CSS to allow for final synchronisation of data (to and from the CSS) across these interfaces. This stage also represents the initiation of processes pertinent to the management of in-flight switches (T1) as described in the section 2.2.4 Management of In-Flight Switches.
- Transition Stage 3 represents the final synchronisation of data into the CSS from ESPs and the enablement of interfaces to the wider energy ecosystem (suppliers, shippers and their agents). This stage also represents the finalisation of processes pertinent to the management of in-flight (held) switches (T2 & T3) as described in the section 2.2.4 Management of In-Flight Switches.

An overview of these stages is provided in the following sub-sections.

2.2.1. Transition Stage 1

[1] It is recognised that Switching Adaptor Services are not Transition participants. However, these adaptor services are facilitating the integration between the CSS and other central systems and have supported their respective service users in the production of the Transition planning.

Transition Stage 1 summary of activities:

- Bulk Data is extracted by providers and pushed to Landmark SFTP location.
- Data Quality[1] Report and Extract Scenario files provided to SI.

[1] **It is assumed that prior to Transition, all data cleanse activities have completed with satisfactory outcomes. Where data quality issues are found within data sets during migration these are to be addressed as described in 0 Reconciliation**

File-based data extracts from the core source systems are managed by each providing party, as detailed in **Overall CSS Data Migration Solution (ETL) [5]**. In addition to the extract of required data, each party also produces additional metadata to facilitate the reconciliation of the data. This metadata and reconciliation process is detailed in **CSS Data Migration Detailed Reconciliation Process [9]** but is summarised below.

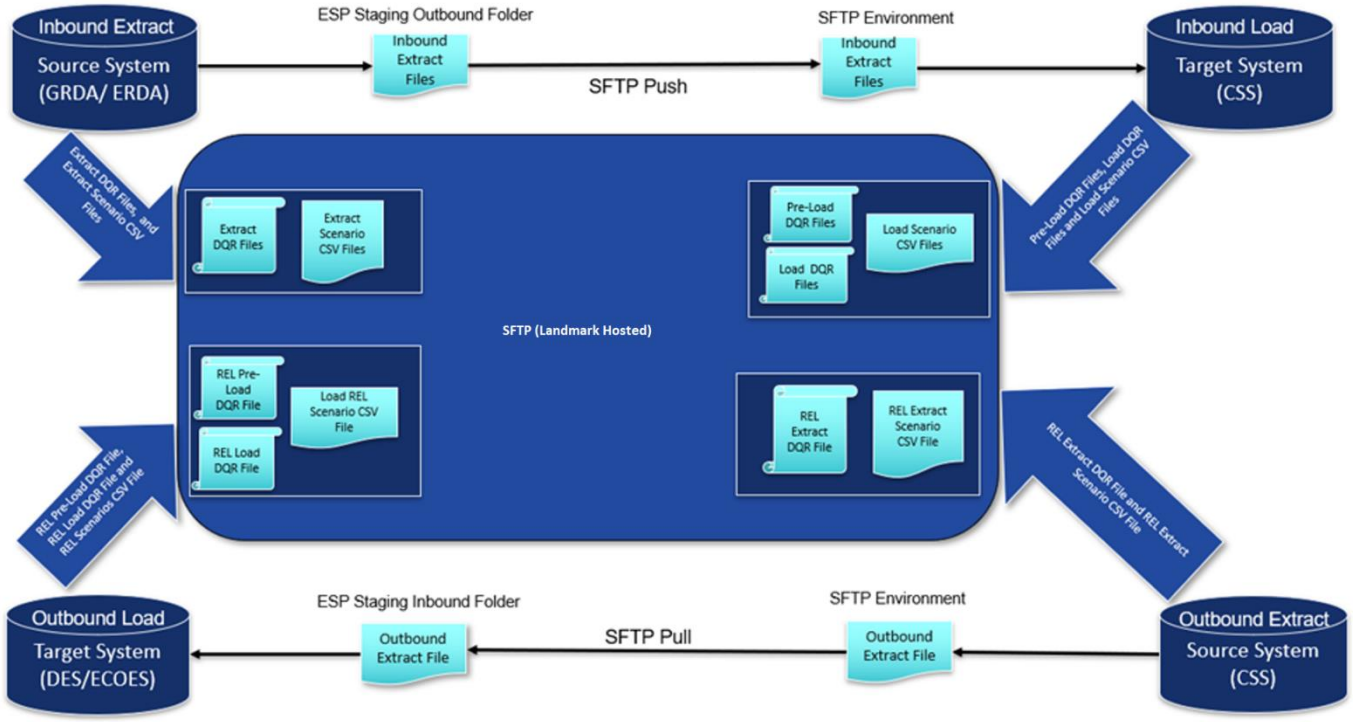


Figure 6 – Data Reconciliation Process

During data extraction, data providers are required to produce;

- Data Quality Reports (DQRs) which contains additional information for the extracted data (records count, size, provider, etc.). These DQRs are, as part of the transfer process) provided to the SI (using an SFTP server provided by Landmark) to be used to monitor the integrity of the data from extraction to load.
- Extraction Scenario (CSV files). These files contain the SHA1 hash of the extracted data from the source system. These files are provided to the SI (SFTP server provided by Landmark) and are used to reconcile extracted data against that loaded by the receiving party.

The data extracted by the source systems is transferred to the receiving party using a temporary interface (SFTP) as detailed in **Overall CSS Data Migration Solution (ETL) [5]**.

During the load of data into the receiving system, the following metadata is also produced;

- Pre-load DQR, which contains additional information for the extracted data (records count, size, provider, etc.). These DQRs are provided to the SI (using SFTP server) to be used to monitor the integrity of the data from extraction to load.
- Load DQR, like a pre-load DQR, but provides details of what is actually loaded. These DQRs are, provided to the SI (using SFTP server) to be used to monitor the integrity of the data from extraction to load.
- Load Scenario (CSV files), containing the hash of loaded data. These files are provided to the SI (SFTP server) and are used to reconcile extracted data against that loaded by the receiving party.

The reconciliation process then performs the following actions;

- Extract DQR files are compared against Pre-Load DQR files to ensure the integrity of the data to be loaded matches that of the data extracted.
- Load DQR files are compared against extract/Pre-load DQR files to confirm the integrity of data loaded.
- Extract scenario files are compared against load scenario files to aid in the identification of data which (at a record level) failed to load correctly so that it can be remediated.

Further detail on the reconciliation process can be found in **CSS Data Migration Detailed Reconciliation Process [9]**.

Post-Load Data Integrity Checks

Following the load of file-based data into CSS, the integrity of the data as a whole is checked. This is accomplished through the evaluation of data against the enduring CSS business rules, **CSS Data Migration Business Validation Rules [11]**, specifically;

Item Number	Business Validation Rule Title	Business Validation Rule Description
DMBV#9	DM Post Load Data Integrity Related RMP Supplier Rule	The supplier of the Child RMP must be consistent with the Parent RMP supplier.
DMBV#10	DM Post Load Data Integrity Related RMP Termination Rule	No 'Terminated' RMP should be still in associations (both for Primary or Secondary Related MPxNs).
DMBV#19	DM Post Load Data Integrity Related MPxN Secondary As Primary Rule	If the "associationType" is "Related MPAN", then any "associatedMpxn" listed as a Secondary cannot exist as a Primary in other associations of type "Related MPAN".
DMBV#20	DM Post Load Data Integrity Related MPxN Unique Secondary Rule	If the "associationType" is "Related MPAN", then any "associatedMpxn" listed as a Secondary cannot exist as a Secondary in other associations of type "Related MPAN".

Table 5 – Post-Load Data Integrity Checks

In the event of data failing these business validation rules during the Post-Load Data Integrity Checks, the supplying party is (through coordination by the SI) to be notified of the data items identified. It is recognised that data errors identified through the execution of the Post-Load Data Integrity Checks will be due to anomalies with associated MPANs. These errors are not resolvable by the (i)DNOs and must be

resolved by the data owners (suppliers). The corrected data will be reflected in MPRS and supplied to CSS as updates.

Work is currently (at the time of writing) underway to identify and resolve these data anomalies as part of the ongoing data cleanse exercise, which is expected to be complete ahead of Transition.

Once the data has been corrected at source, it may be resubmitted to the CSS through production interfaces (e.g. for RMP data), file-based transfers (e.g. for Registration or SAA data) or a combination of the two.

File-Based Data Migration Discrepancy Resolution

The discrepancy identification and correction process will be coordinated by the SI. If any discrepancies are found between an extracted file and the transferred or loaded file, the SI will inform all the relevant parties in order to coordinate a resolution, which may, in extreme cases, lead to recreation/resubmission of the extract file or reload of the data. However, it should be noted that data quality and integrity is continuously monitored throughout the DBT phase of the Programme to improve data quality ahead of Transition. This ongoing (throughout the programme) data cleansing is captured within **Data Cleansing Catalogue [10]**.

The following table (**Table 6 – Discrepancy Resolution**) details the SI Monitoring and Reconciliation Errors. When the SI sends the Errors to PUIs, the SI will use the Error Name as in this table, so parties can use the Error Handling Resolution Guide to troubleshoot the errors.

Error Name	Error Description	Error Handling Resolution Guideline	Estimated Target Response Time
DM DQR File Integrity Issue	'Extract DQR' File and 'Pre-Load DQR' File metadata don't match.	Both the Source Data Provider and the Target System Owner check the root cause of the error and re-submit the DQR Files. This could also include re-submitting/renaming the Extract Files depending on the root cause and fix.	1-2 business days (depending on volume)
DM DQR File Discrepancies Issue	'Extract DQR' File and 'Load DQR'' File metadata don't match.	The Target System Owner re-checks the root cause of the error and re-submits the DQR Files. This could mean re-submitting the Load Reconciliation Scenario File depending on the root cause.	1-2 business days (depending on volume)
DM Reconciliation Issue	There are discrepancies between the Extract CSV Scenario File and Load CSV Scenario File data.	The SI will publish a full list of keys for the records that caused discrepancies in GO and notify both the Source Data Provider and Target System Owner by email. The records that did not reconcile need to eventually be fixed and reconciled in a future extract/load process, i.e. The Source Data Provider will need to re-submit deltas for objects with errors. The Recon DB will	1-2 business days (depending on volume)

- Landmark extract data files, produce Data Quality Reports and Load Scenario Files (provided to SI) & ingest data into CSS DB. Further information regarding the reconciliation process is

	keep track of these via metadata saved.

Table 6 – Discrepancy Resolution

Within **Table 6 – Discrepancy Resolution** it is noted that for the DM Reconciliation Issue can occur for multiple records within the data file provided. The Data Migration Solution captures that this could result in 2 outcomes;

- Where 10% or more of the data is failed to be loaded, then the entire file is to be abandoned.
- Where less than 10% of the data is failed to load, corrective actions are required to address the failed data items.

Abandoned File

In the scenario where an entire data file is abandoned it would be necessary for the root cause of the data issue to be identified by the data supplier, and for the data to be re-extracted and supplied to Landmark for load into CSS.

If this issue manifests when loading the bulk data extracts of data during Transition Stage 1 it is recognised that for (i)DNO this would also require that any subsequent data sent to their chosen Switching Adaptor Service (ahead of entry to Transition Stage 2, as described in **2.5.2 Transition Stage 1 Execution Plan**) will also require removing. This is to ensure that a coherent data set is provided for load into CSS.

It should be noted that the occurrence of this scenario is considered a very low probability, however the impact to Transition would be high. Should such a scenario occur, this would be raised to the SI and triaged through with affected parties. Where necessary this may lead to the recommendation to (temporarily) suspend Transition whilst source data is corrected.

Failed Data (Subset of File)

Where it is only a subset of data that has failed load into CSS, the data once corrected in the source systems is to be supplied to CSS as an update over production interfaces from Transition stage 2. This approach allows the Transition to progress without need to suspend Transition.

This does not apply to Registration or Supplier Arrange Appointment (SAA) data.

Registration & SAA Data

Throughout Transition the migration of Registration and SAA remains file-base. As such, if a Data Migration Reconciliation issue manifests in relation to Registration or SAA data, either through the failure of an entire file or only a subset of the data it contains, the treatment remains the same. The data must data re-extracted (file-based) and provided for load into CSS, as no production interface exists to consume this data.

The supply of Registration & SAA data is weekly throughout Transition stage 2. This allows a period of time for data correction to be made and data resupplied for load.

captured in CSS Data Migration Detailed Reconciliation Process [9] and in section 2.5.1 File-Based Data Migration within Transition Stages.

- Data ingested in a prescribed order (with data validation rules applied);
  - Domain Data,
  - Comms Hub Link Data
  - RMP Data,
  - Association/MAP data,
  - Active Registrations & Supplier Arranged Appointments (SAA)[1].
  - This is completed for Gas and Electricity data.
- Post-Load data integrity checks are completed against the loaded data.
- Population of REL data against ingested RMP via existing address match lookup (Landmark).
- Bulk REL data passed back to (i)DNO, DES and ECOES (File-based).
  - *{NOTE: The approach and mechanism for the dissemination of REL data to (i)DNO is captured within CR-D069*, Change to NC-0079 to enable sharing of REL Data (in bulk) with the DNO/iDNO community [34]. *This change was approved at the Data Working Group on 21-04-2021.}*
- Delta Data is extracted by providers and pushed to Landmark SFTP location.
- Data quality Report Provided to SI and Landmark extract data files & ingest data into CSS DB.
- Delta REL data passed back to DES and ECOES (File-based).
- Post-Load Data Integrity Checks.
- Governance activities to complete following the data migration in transition stage 1. (Checks & Balances, Reporting).
- Confirmation of TS1 exit.

[1] Supplier Agent Appointments include; Gas Shipper, MEM, DA & DC.

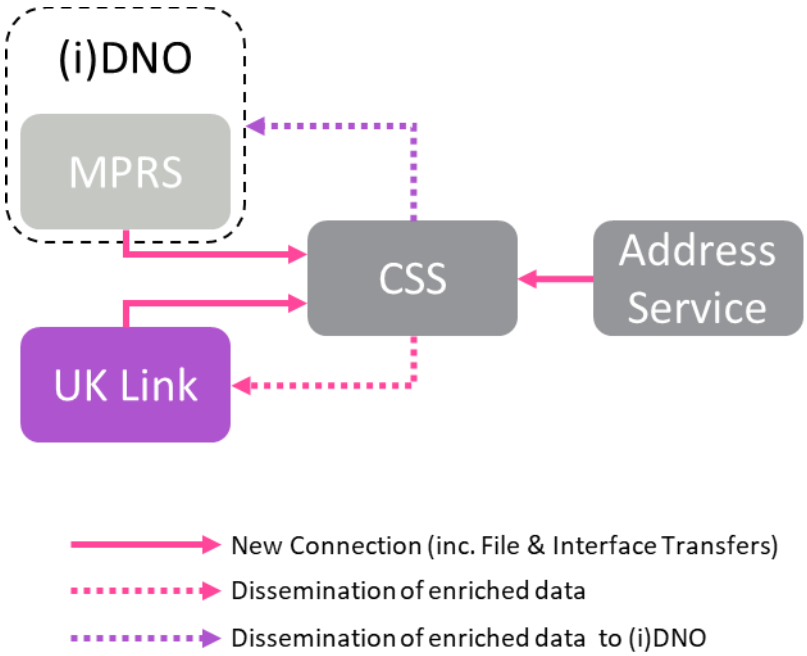


Figure 3 – Overview of Transition Stage 1

2.2.2. Transition Stage 2

Transition Stage 2, summary of activities:

- Enable inbound production interfaces for (i)DNOs (and adapter services)/UK Link to for ongoing data synchronisation of RMP/MAP/Associations data.
- Enable inbound production interfaces for DSP for data synchronisation of CommsHub data.
- Production interfaces enabled for the synchronisation of REL data to PUI.
- Regular (file-based) migrations of Registration and Supplier Arranged Appointment data (see below).
- Post Load Data Integrity Checks.
- Initiation of In-Flight Switch Management processes (See T1 in section 2.2.4 Management of In-Flight Switches.)
- Governance Activities (for Cutover, industry on-boarding).
- Initiation of on-boarding for wider industry (Suppliers/Shippers/Agents).
- Initiation of T0, holding of advanced registrations which become effective after Go Live. See section 2.2.4 Management of In-Flight Switches.
- Confirmation of TS2 exit and TS3 Entry.

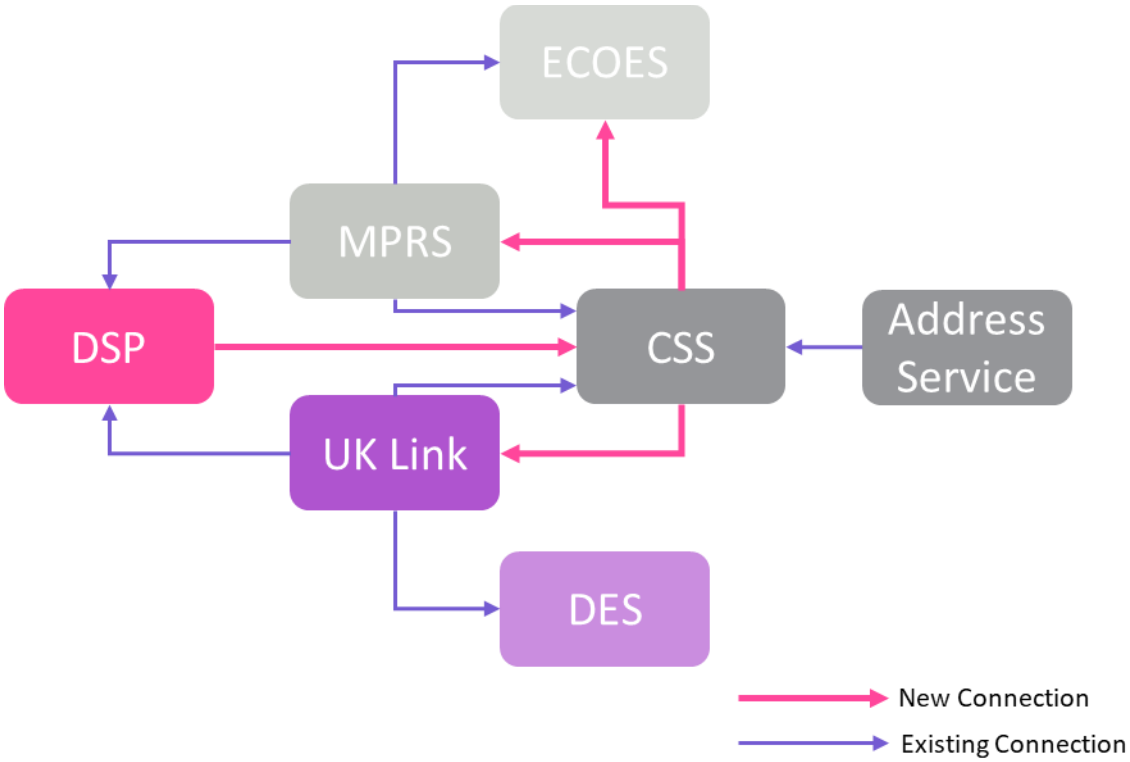


Figure 4 – Overview of Transition Stage 2

It should be noted that throughout Transition Stage 2 (on a weekly basis), whilst production interfaces are established for the exchange of RMP data, the transfer of new active registrations and Supplier Arranged Appointments (SAA) is still accomplished using a file-based transfer mechanism. This is detailed in **Data Migration Solution Design Catalogue [7]**.

2.2.3. Transition Stage 3

Transition Stage 3, summary of activities:

- File-based delivery by (i)DNO and UK Link of Active Registrations & SAA.
- Post-Load Data Integrity Checks.
- Generation and Dissemination of Registration ID (RegID).
- Adoption of CSS of wider industry (Suppliers/Shippers/Agents).
- Enable processing of data changes (e.g. SAA).
- Cutover (Go-Live of CSS).
- Initiate submission of held switches (as part of E2E Transition Plan – In-Flight Switches Management Approach [3]). See section 2.2.4 Management of In-Flight Switches.
- Initiation of Early Life Support period.
- Governance Activities (for Transition Completion).

As is the case within Transition Stage 2, during Transition Stage 3 the synchronisation of New Registrations and SAA is also accomplished via the transfer of files. However, the cadence of these may be accelerated within this stage up to the final synchronisation and cutover to an operational CSS.

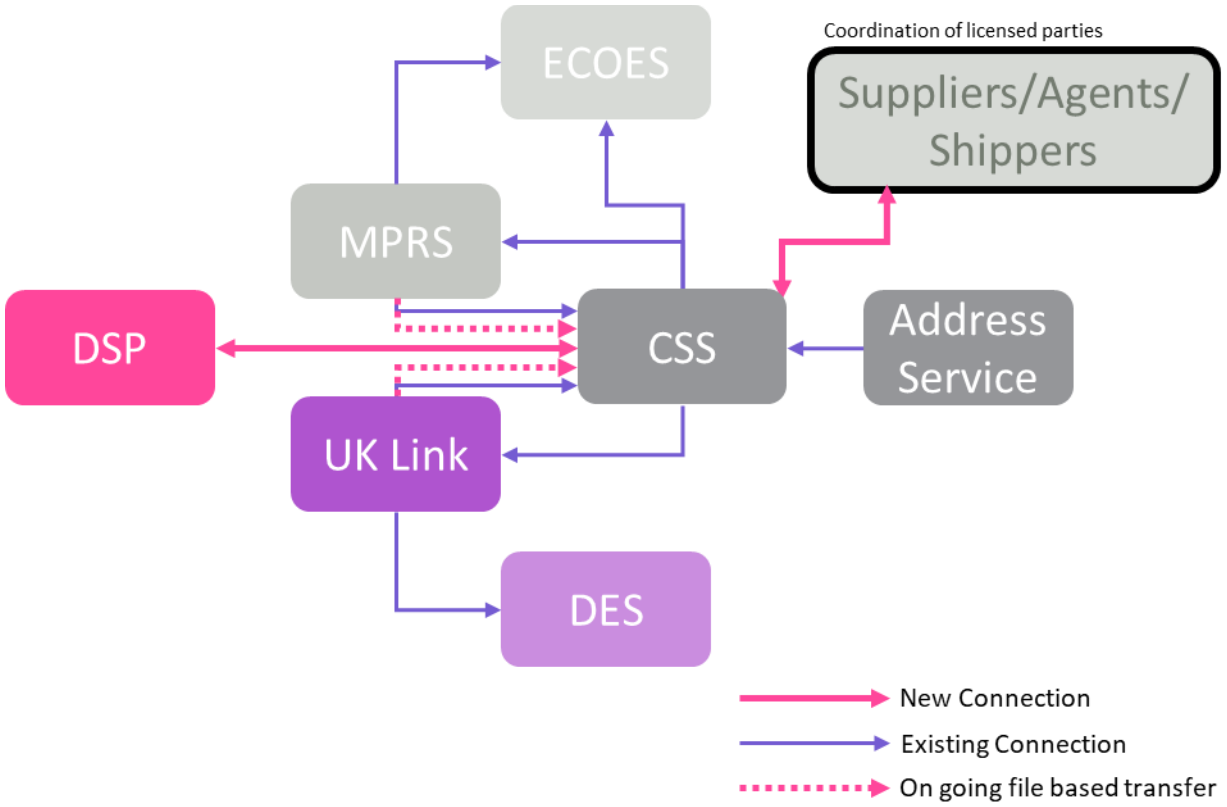


Figure 5 – Overview of Transition Stage 3

2.2.4. Management of In-Flight Switches

During the design phases of the programme, significant work was undertaken to develop the approach to manage 'in-flights' which is detailed in **E2E Transition Plan – In-Flight Switches Management Approach [3]**. A summary of the approach is presented below.

To manage the Transition of In-Flight switches from the old to new arrangements (and systems), the approach provides a mechanism to control the flow of switch requests, allowing for a period of data stability during the latter Transitional activities, including the holding and release of switches held (by suppliers) during the Transition period.

*{**NOTE**: CR-D071 (**Change to management of in-flight switches approach – D-4.3.4 E2E Implementation Plan [32]**) was approved by Implementation Group on 11 May 2021. This CR adjusts the setting of the T1 and the prevention of future dated switches to remove the need to manage in-flight switches in supplier systems, i.e. those which are initiated in the existing arrangements/systems but which would be migrated to and completed by CSS. Whilst at the time of writing the updates to **E2E Transition Plan – In-Flight Switches Management Approach [3]** have not been published (these are expected by the end of July 2021), the text below does reflect the approach as captured in CR-D071.}*

The approach is achieved through the setting of three events which are as follows:

- T0[1] the date from which advanced (future dated) registrations which become effective at or after Go Live are to stop.
  - Registration requests future dated (which are effective after Go Live) are collated (held, and not submitted) by suppliers for entry into the new system after Go-Live. Any switch requests

[1] T0 is being added to the updated version of E2E Transition Plan – In-Flight Switches Management Approach [3] document which is to be published shortly.

received by UK Link or MPRS from T0 where the effective from date (EFD) is after Go Live will be rejected.

  - For Gas registrations, this is up to 30 days in advance.
  - For Electricity Registrations, this is 28 days in advance.

- T1[1] is the last date on which suppliers can enter a new change of supply registration request in the existing systems (for a switch effective date up to and including Go Live)
  - This date is 15 calendar days pre Go-Live. This is to ensure that new (change of supply) registrations complete their objection windows and achieve supply start dates (of up to and including Go Live).
  - Switch requests received after T1[2] are collated (held, and not submitted) by suppliers for entry into the new system after Go-Live. Any switch requests received by UK Link or MPRS after this time will be rejected.
  - For the benefit of clarity, this document uses the term 'held switches' which refers to switches held in supplier systems as a result of;
    i. Switch requests which missed T1.
    ii. Switch requests submitted before T1, but the requests have a Supply Start Date (SSD) of after Go Live.

***{NOTE:** It has become apparent that the movement of T1 to -15 days before go-live could mean that T1 could fall on non-working days (weekend) for MPRS/UK Link thereby necessitating the development and test of additional code. Furthermore, the aim of CR-D071 which seeks to allow all switches raised by T1 to complete ahead of CSS go-live can be accommodated by moving T1 to -14 days. This would result in the T1 day matching go-live day, so a Monday go-live would have T1 falling on a Monday 14 days before. CR-D100 has been raised to make this change. This artefact will be updated once the CR is approved for implementation.}*

- T2 is the last date on which a switch can be cancelled, withdrawn, objected to or have objections cancelled prior to Go-Live.
  - This date is 2 working days prior to Go-Live, this ensures the withdrawal window is maintained such the registrations can still be withdrawn by suppliers as per the current regulations.
  - After T2[3] switches in the existing systems scheduled to be effective on or before the Go-Live date WILL go ahead.
  - In the event of an erroneous switch, after go-live of the new system, a new switch would need to be raised to repatriate the customer. Processes already exist to handle this.
  - Switches in the new system will be subject to the new business rules, so can be withdrawn/annulled before gate closure.
  - This date is the last day on which Initial registrations can be submitted, i.e. until gate closure[2] on T2. Initial Registrations submitted after T2 are to be held by suppliers to be processed after Go Live.

[1] Whilst T0 is not directly referenced in E2E Transition Plan – In-Flight Switches Management Approach [3], the concept of T0 has been added to this artefact to aid clarity around the management of future dated registrations which are submitted at or before T1 but with an EFD after Go Live.
[2] After T1 is the period following the close of business on T1. For UK Link this is 11pm, for MPRS this is 6pm.
[3] After T2 is the period following the close of business on T2. For UK Link this is 11pm, for MPRS this is 6pm.

- T3 is the earliest Supply Start Date available for a Switch Request that has been entered exclusively in the new CSS which follows a 5 working day[1] switch.

Points to note for Gas[2];

- T2 is the last date on which supplier updates via GEA files can be made. These changes, which are not using the confirmation processes, are not impacted by T1 and stop after T2.
- For Initial Confirmations (Gas initial registrations, non-switch), the last point of submission is T2 minus 1 day (4 business days ahead of Go Live).
- For Reconfirmations (e.g. where there is no change to the shipper or supplier), the last point of submission is T2 minus 1 day (4 business days ahead of Go Live).
- For Shipper withdrawn from Meter Point, but where the meter point is not deactivated (and so no objection period is required for a new shipper), the last point of submission is T2 minus 1 day (4 business days ahead of Go Live).
- For Shipper Withdrawals (deactivation of meter point), the last point of submission is Go Live minus 5 business days.
- For changes to the Market Sector Code (Domestic Indicator), the last point of submission is T2 (last business day before No Change period).

*{**NOTE**: As part of CR-D100, it is suggested to implement a T2 and a T2a to accommodate the difference between the Initial Registration cut-off differences between Gas and Electricity registrations, such that;*

- *T2a – the last date for the submission of gas initial registrations only.*
- *T2 – the last date for the submission of electricity initial registrations, gas objections, withdrawals, and other data changes as defined above.*

CR-D100 is currently under review. This artefact is to be updated once this change is approved for implementation.}

In addition to switch requests other 'In-Flight' transactions such as meter details, shipper, address or domestic premises indicator updates may also occur.

The following table (**Table 2 – Example Scenarios for Switches**) provides an overview of how the approach would operate. The scenario presented is not exhaustive and provided to aid understanding and support discussion. Further scenario elaboration can be found in section **5.5.4 In-Flight Switches**.

[1] At CSS go live there will be a max 5 working day switch unless otherwise agreed with the customer. Suppliers will be able to switch faster than 5 working days, and up to the next working day, during the transitional period if they can do so without harming consumers. Further details of this were published within the Ofgem consultation document (paragraphs 1.18 – 1.22) https://www.ofgem.gov.uk/sites/default/files/docs/2020/11/november_2020_licence_consultation_doc2.pdf

[2] The points noted are subject to review and change.

Calendar Days before Go-Live	T1 -15	-14	-13	-12	-11	-10	-9	-8	-7	-6	T2 -5	-4	-3	CO -2	CO -1	GO[1] 0	+1	+2	+3	+4	T3 +5
Not In-Flight – executed before Go-Live (Electricity)	SR	O	O	O	O	O			CR	CR	CR	NC	NC	NC	EX						
Not In-Flight – executed before Go-Live (Gas)	SR	O	O	O	O	O			O	O	CR	NC	NC	NC	EX						
In-Flight (Held Switch) – missed T1[2]		SH[3]	SH	SH	SH	SH	SH	SH	SH	SH	SH	SH	SH	SH	SH	SR	O	CR	CR	SE	EX

Table 2 – **Example Scenarios for** Switches **requests submitted before and after T1**

[1] The current working assumption is that Go Live will fall on a Monday. This is currently under review by the programme to define selection criteria for the specification of a Go Live date which is to be agreed via Milestone *L1-RA110*.
[2] The submission of held-switches (switch requests that were received after T1) post-Go Live is subject to the approach for the management of in-flight switches captured within in 2.5.5 In-Flight (Held) Switches Execution Plan. The submission of these switches on Go Live day is for illustrative purposed only and demonstrates the soonest a switch could be submitted & executed, and is subject to further elaboration on the approach to the management of held-switches.
[3] Switches after end of business day on T1 are considered as being submitted on T1+1, and so held and submitted to CSS after Go Live.

Code	Description
SR	Registration (switch) request submitted to central system.
O	Objection window.
CR	Confirmed registration – registration is past the objections window, and can be withdrawn or annulled, subject to business rules of the system the registration is in.
SE	Secured switch – after gate closure on this day, the switch cannot be withdrawn or annulled and will definitely go ahead.
EX	Switch executed – the gaining supplier will be responsible for the RMP from midnight at the start of this day.
SH	Supplier held registration – switches queued in the suppliers' systems for entry directly into the CSS.
NC	No changes – denotes days on which no changes can be made to a pending registration as systems are in cutover.
CW	Switch request cancelled or withdrawn following an unresolved objection.
Shading	Denotes a non-business day.
CO	Cut Over
GO	Go-Live of the CSS – First day of live operation

Table 3 – Switches Scenarios – Status Codes

2.2.5. Cutover & Go-Live

The cutover to the operation CSS solution is encompassed within Transition Stage 3 and represents the point at which the CSS becomes active as the registration service. For the benefit of clarity, Transition Stage 3, as described in **E2E Transition Plan – Implementation Approach [2]**, also covers:

- Promotion of all remaining interfaces (not ready for production use within Transition Stages 1 & 2) into the production use.
- Promotion to production use of interfaces between suppliers and the CSS.
- Promotion to production use of interfaces from CSS to shippers and agents.
- Management of in-flight (held) switches by suppliers and ERDA (DNO/iDNO) and GRDA (Xoserve) ahead of 'go-live'.

The execution of these cutover activities is detailed within section **9 Appendix A - Transition Schedules & Collateral**, with the cutover occurring during the middle weekend of the 2-week Transition Stage period. This results in a Go-Live (represented by the first business day of operation) of the CSS being Monday of the second week of Transition Stage 3. This is the current working assumption for planning purposes.

*{**NOTE:** The selection of Go Live date (and day of the week) is to be agreed through milestone L1-RA110 which is supported by several principles for the selection of the optimum Go Live target. The Go Live date setting principles have been shared with CWG on 4th August 2021.}*

Cutover also includes the decommissioning of temporary or superseded interfaces and components utilised with earlier Transition Stages. This element is captured within section **5.6 Decommissioning Activities**.

2.3. Transition Entry

2.3.1. Transition Preparations

Entry into the Transition phase is dependent on the readiness of the PUIs and wider energy market participants (Licensed Parties). This readiness is to be assessed across 3 key areas;

- Technical Readiness (PUI)
- Service Readiness
- Industry Readiness (Licensed Parties)

Readiness is managed using readiness checklists which specify the entry criteria to be met before entry into the Transition stages, the population of which is coordinated by the SI (for Technical and Service readiness) and the Licensed Party Coordinator (for Licensed Party/Industry readiness).

Readiness assessments, when completed, are then presented to their respective governance forums for approval to proceed. The readiness milestones, their governance forums and dates are presented within **Table 21 – Transition Milestones**.

Technical Readiness (PUI)

Technical readiness (for PUI) is dependent on the successful completion of prior test phases, primarily DMT Live Rehearsal (for the exercising of the Data Migration solution, and the confirmation of timings of the required migration activities) and Transition Testing (for the exercising of Transition activities in a non-production setting). Any accepted but unresolved defects or anomalies identified within these prior test phases are to be reflected within updates to this artefact. Milestones L3-TR230, L3-TR240 and L3-TR250 [**Table 21 – Transition Milestones**] represent when these updates are to be completed.

The assessment of technical readiness covers the following primary preparations; Environment, Security, Connectivity, Data, and Resources. Checklist items pertaining to these areas are captured within **10 - Appendix B - Transition Checklist**.

Service Readiness

Service readiness is managed through the completion of the SAC, **Service Acceptance Checklist [8]**.

The SAC provides the Service Acceptance Criteria for the Service Design Set (SDS) which covers all elements required to operate the service (consisting of ITIL and business processes along with supporting tools).

Service management is further discussed in **5.7.4 Service Management View**.

Industry Readiness

Licensed Party Readiness and Transition Plans are captured within the ECAP (End-to-End Cutover Approach and Plan).

*{**NOTE:** At the time of writing the ECAP artefact, authored by the Licensed Party Coordinator, is not due for baseline until October 2021 (L2-TR170).}*

2.3.2. Transition Go/No-Go

The Transition phase of the programme is governed by primary 2 decision points; Transition Phase Start and Go/No-Go (and Cutover). These decision points are in addition to the governance for the entry in to and exit from each Transition Stage.

Transition Phase Start

This Transition Stage Phase decision point represents the industry commitment to enter the Transition stage of the programme (L2-TR070). This decision is facilitated by the readiness assessments introduced in **2.3.1 Transition Preparations**.

This decision recognises the one-way nature of the Transition undertakings. Technical changes and data migration activities completed within the Transition does not afford the opportunity to readily revert to the existing arrangements and systems configurations (i.e. removal of integrations with CSS). This decision shall recognise that once initiated, it is not possible to backout of the Transition. As such, during Transition, all defects/anomalies encountered will be remediated employing a fix-forward approach to allow Transition stages to continue through to completion. Remediation plans have been provided by PUI and collated as described in section **6 Transition Remediation Plan**. The plans are to follow this fix-forward approach to ensure the continuation of Transition.

*{**NOTE:** At the time of writing no Level-1 Transition Phase Start milestone has been set. The proposal is to elevate L2-TR070 from a level-2 Milestone to a Level-1 milestone (with appropriate governance). The elevation of this milestone is to reflect the significance of Transition start, the introduction of CSS supporting changes (from the start of Transition) and the potential adoption of a fix-forward approach. This is under consideration with SI/DCC/Ofgem/Programme Coordinator under **CR-D088 Elevation of L2-TR070 (Transition Stage 1 Start) to a L1 milestone, [39]**.*

This proposal does not seek to replace the existing Level-1 milestone (L1-TR130), which provides the programme with the final decision point (with associated governance) to commit to the completion of Transition and finalisation to an operational CSS.}

Transition Stages Exit & Entry

In addition to the Transition Phase start, the completion of Transition Stage 1, subsequent entry into and exit from Transition Stages 2 and 3 are also captured by their respective milestones;

- Transition Stage 1 Complete, L1-TR080
- Transition Stage 2 Start, L2-TR085
- Transition Stage 2 Complete, L1-TR090
- Transition Stage 3 Start, L1-TR155
- Transition Stage 3 Complete, L1-TR160

These are captured in **Table 21 – Transition Milestones**.

Whilst the criteria against which each of the above milestones is assessed for completion will differ, it is expected that the approval of these milestones is coordinated as follows;

- Transition Stage 1 Complete (L1-TR080) and Transition Stage 2 Start (L2-TR085)
- Transition Stage 2 Complete (L1-TR090) and Transition Stage 3 Start (L1-TR155)

Go/No-Go (Cutover)

The programme milestone L1-TR130, Go/No-Go Decision establishes a control point for the commitment of industry to finalise the Transition Stage of the programme, resulting in the transfer of the CSS into Live/Operational service. This decision is facilitated by achieving the entry/exit criteria aligned to each Transition Stages (as detailed in **Appendix A - Transition Schedules & Collateral**).

This decision point, taken within Transition Stage 2, initiates;

- The management of In-Flight switches (as described in 5.5.4 In-Flight Switches).
- Finalisation of Transition Stage 2, and move into Transition Stage 3.
- Final data synchronisations from core systems into CSS, as described in 5.5.3 Transition Stage 3.
- Final Service introduction, aligning to Service Transition Milestones.
- Final Industry adoption by Licensed Parties, as described in 5.5.3 Transition Stage 3.

*{**NOTE**: L1-TR130, currently targeted for 27-May-2022. This is required to be realigned (via CR) following updates to D-4.3.4 E2E Transition - In Flight Switches Management Approach to account for CR-D071. As part of the realignment, consideration is to be given to T0 (as described in **2.2.4 Management of In-Flight Switches**) to ensure that the Go/No Go decision captures the need to manage registrations up to 30 working days in advance of Go Live. This alignment is dependent on the setting of the Go Live Date via milestone L1-RA110.}*

2.4. Management Summary Plan

The following diagram depicts the Plan on a Page (PoaP) view of the major Transition activities.

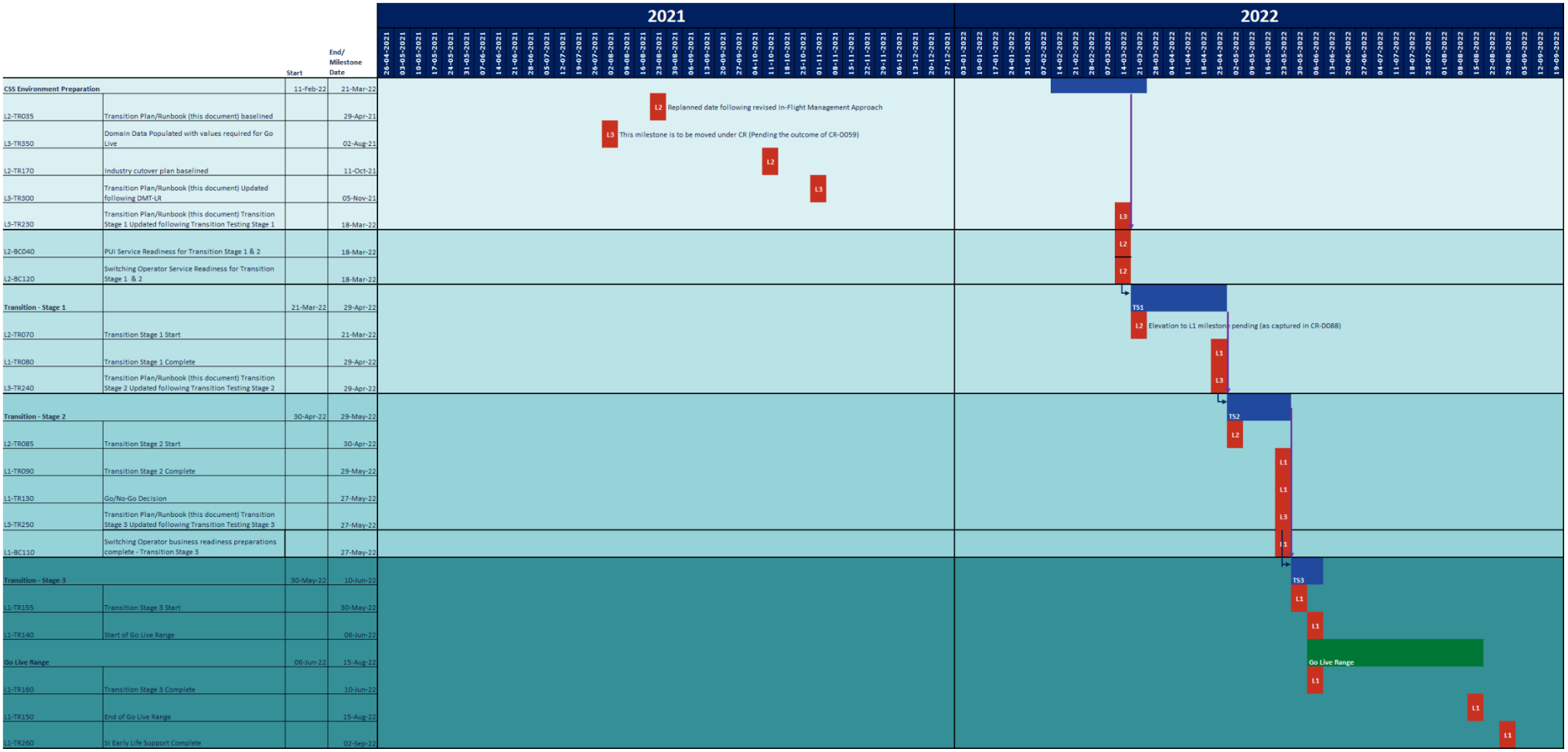


Table 4 – Management Summary Plan

2.5. Transition Execution Plans

The following sections provide a summary view of the key activities undertaken within each Transition Stage. A more comprehensive breakdown of these activities is provided in section **5.5 Transition Execution**.

2.5.1. File-Based Data Migration within Transition Stages

During Transition Stages 1, 2 and 3 several data sets are migrated from source systems to the CSS using file-based mechanisms. Where this is the case, it is called out in sections **2.5.2 Transition Stage 1 Execution Plan**, **2.5.3 Transition Stage 2 Execution Plan** and **2.5.4 Transition Stage 3 Execution Plan**.

Where file-based data migration is employed, data is reconciled, its integrity is checked and where identified data discrepancies are to be addressed. These activities are described in the following sub-sections.

Reconciliation

File-based data extracts from the core source systems are managed by each providing party, as detailed in **Overall CSS Data Migration Solution (ETL) [5]**. In addition to the extract of required data, each party also produces additional metadata to facilitate the reconciliation of the data. This metadata and reconciliation process is detailed in **CSS Data Migration Detailed Reconciliation Process [9]** but is summarised below.

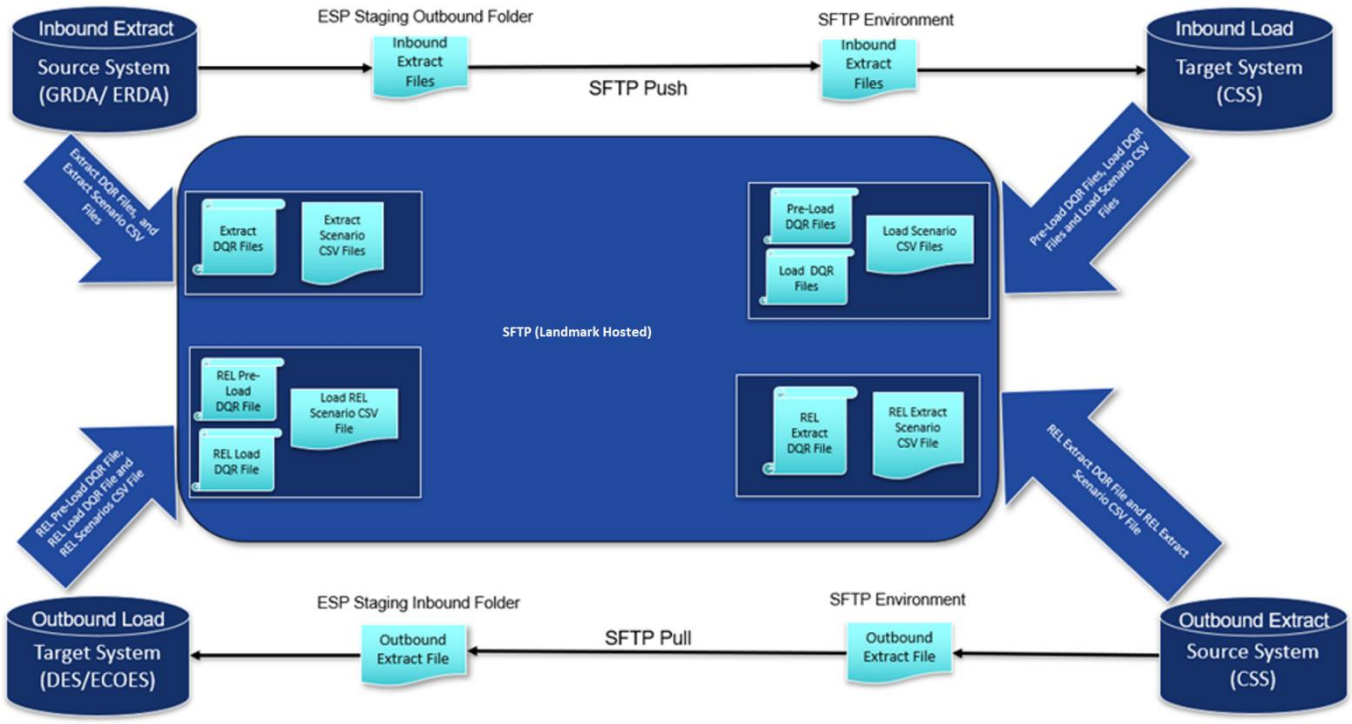


Figure 6 – Data Reconciliation Process

During data extraction, data providers are required to produce;

- Data Quality Reports (DQRs) which contains additional information for the extracted data (records count, size, provider, etc.). These DQRs are, as part of the transfer process) provided to the SI (using an SFTP server provided by Landmark) to be used to monitor the integrity of the data from extraction to load.
- Extraction Scenario (CSV files). These files contain the SHA1 hash of the extracted data from the source system. These files are provided to the SI (SFTP server provided by Landmark) and are used to reconcile extracted data against that loaded by the receiving party.

The data extracted by the source systems is transferred to the receiving party using a temporary interface (SFTP) as detailed in **Overall CSS Data Migration Solution (ETL) [5]**.

During the load of data into the receiving system, the following metadata is also produced;

- Pre-load DQR, which contains additional information for the extracted data (records count, size, provider, etc.). These DQRs are provided to the SI (using SFTP server) to be used to monitor the integrity of the data from extraction to load.
- Load DQR, like a pre-load DQR, but provides details of what is actually loaded. These DQRs are, provided to the SI (using SFTP server) to be used to monitor the integrity of the data from extraction to load.
- Load Scenario (CSV files), containing the hash of loaded data. These files are provided to the SI (SFTP server) and are used to reconcile extracted data against that loaded by the receiving party.

The reconciliation process then performs the following actions;

- Extract DQR files are compared against Pre-Load DQR files to ensure the integrity of the data to be loaded matches that of the data extracted.
- Load DQR files are compared against extract/Pre-load DQR files to confirm the integrity of data loaded.
- Extract scenario files are compared against load scenario files to aid in the identification of data which (at a record level) failed to load correctly so that it can be remediated.

Further detail on the reconciliation process can be found in **CSS Data Migration Detailed Reconciliation Process [9]**.

Post-Load Data Integrity Checks

Following the load of file-based data into CSS, the integrity of the data as a whole is checked. This is accomplished through the evaluation of data against the enduring CSS business rules, **CSS Data Migration Business Validation Rules [11]**, specifically;

Item Number	Business Validation Rule Title	Business Validation Rule Description
DMBV#9	DM Post Load Data Integrity Related RMP Supplier Rule	The supplier of the Child RMP must be consistent with the Parent RMP supplier.
DMBV#10	DM Post Load Data Integrity Related RMP Termination Rule	No 'Terminated' RMP should be still in associations (both for Primary or Secondary Related MPxNs).
DMBV#19	DM Post Load Data Integrity Related MPxN Secondary As Primary Rule	If the "associationType" is "Related MPAN", then any "associatedMpxn" listed as a Secondary cannot exist as a Primary in other associations of type "Related MPAN".
DMBV#20	DM Post Load Data Integrity Related MPxN Unique Secondary Rule	If the "associationType" is "Related MPAN", then any "associatedMpxn" listed as a Secondary cannot exist as a Secondary in other associations of type "Related MPAN".

Table 5 – Post-Load Data Integrity Checks

In the event of data failing these business validation rules during the Post-Load Data Integrity Checks, the supplying party is (through coordination by the SI) to be notified of the data items identified. It is

recognised that data errors identified through the execution of the Post-Load Data Integrity Checks will be due to anomalies with associated MPANs. These errors are not resolvable by the (i)DNOs and must be resolved by the data owners (suppliers). The corrected data will be reflected in MPRS and supplied to CSS as updates.

Work is currently (at the time of writing) underway to identify and resolve these data anomalies as part of the ongoing data cleanse exercise, which is expected to be complete ahead of Transition.

Once the data has been corrected at source, it may be resubmitted to the CSS through production interfaces (e.g. for RMP data), file-based transfers (e.g. for Registration or SAA data) or a combination of the two.

File-Based Data Migration Discrepancy Resolution

The discrepancy identification and correction process will be coordinated by the SI. If any discrepancies are found between an extracted file and the transferred or loaded file, the SI will inform all the relevant parties in order to coordinate a resolution, which may, in extreme cases, lead to recreation/resubmission of the extract file or reload of the data. However, it should be noted that data quality and integrity is continuously monitored throughout the DBT phase of the Programme to improve data quality ahead of Transition. This ongoing (throughout the programme) data cleansing is captured within **Data Cleansing Catalogue [10]**.

The following table (**Table 6 – Discrepancy Resolution**) details the SI Monitoring and Reconciliation Errors. When the SI sends the Errors to PUIs, the SI will use the Error Name as in this table, so parties can use the Error Handling Resolution Guide to troubleshoot the errors.

Error Name	Error Description	Error Handling Resolution Guideline	Estimated Target Response Time
DM DQR File Integrity Issue	'Extract DQR' File and 'Pre-Load DQR' File metadata don't match.	Both the Source Data Provider and the Target System Owner check the root cause of the error and re-submit the DQR Files. This could also include re-submitting/renaming the Extract Files depending on the root cause and fix.	1-2 business days (depending on volume)
DM DQR File Discrepancies Issue	'Extract DQR' File and 'Load DQR'' File metadata don't match.	The Target System Owner re-checks the root cause of the error and re-submits the DQR Files. This could mean re-submitting the Load Reconciliation Scenario File depending on the root cause.	1-2 business days (depending on volume)
DM Reconciliation Issue	There are discrepancies between the Extract CSV Scenario File and Load CSV Scenario File data.	The SI will publish a full list of keys for the records that caused discrepancies in GO and notify both the Source Data Provider and Target System Owner by email. The records that did not reconcile need to eventually be fixed and reconciled in a future extract/load process, i.e. The Source Data Provider will need to re-submit deltas for objects with errors. The Recon DB will	1-2 business days (depending on volume)

Error Name	Error Description	Error Handling Resolution Guideline	Estimated Target Response Time
		keep track of these via metadata saved.	

Table 6 – Discrepancy Resolution

Within **Table 6 – Discrepancy Resolution** it is noted that for the DM Reconciliation Issue can occur for multiple records within the data file provided. The Data Migration Solution captures that this could result in 2 outcomes;

- Where 10% or more of the data is failed to be loaded, then the entire file is to be abandoned[1].
- Where less than 10% of the data is failed to load, corrective actions are required to address the failed data items.

Abandoned File

In the scenario where an entire data file is abandoned it would be necessary for the root cause of the data issue to be identified by the data supplier, and for the data to be re-extracted and supplied to Landmark for load into CSS.

If this issue manifests when loading the bulk data extracts of data during Transition Stage 1 it is recognised that for (i)DNO this would also require that any subsequent data sent to their chosen Switching Adaptor Service (ahead of entry to Transition Stage 2, as described in **2.5.2 Transition Stage 1 Execution Plan**) will also require removing. This is to ensure that a coherent data set is provided for load into CSS.

It should be noted that the occurrence of this scenario is considered a very low probability, however the impact to Transition would be high. Should such a scenario occur, this would be raised to the SI and triaged through with affected parties. Where necessary this may lead to the recommendation to (temporarily) suspend Transition whilst source data is corrected.

Failed Data (Subset of File)

Where it is only a subset of data that has failed load into CSS, the data once corrected in the source systems is to be supplied to CSS as an update over production interfaces from Transition stage 2. This approach allows the Transition to progress without need to suspend Transition.

This does not apply to Registration or Supplier Arrange Appointment (SAA) data.

Registration & SAA Data

Throughout Transition the migration of Registration and SAA remains file-base. As such, if a Data Migration Reconciliation issue manifests in relation to Registration or SAA data, either through the failure of an entire file or only a subset of the data it contains, the treatment remains the same. The data must data re-extracted (file-based) and provided for load into CSS, as no production interface exists to consume this data.

The supply of Registration & SAA data is weekly throughout Transition stage 2. This allows a period of time for data correction to be made and data resupplied for load.

[1] It is recognised that for small iDNO the 10% threshold has the potential cause an entire file rejection even though the number of errors is still small. In this case the 10% threshold may not be applied allowing the file load to complete and individual record errors to be addressed.

2.5.2. Transition Stage 1 Execution Plan

The activities (and their execution schedule) within Transition Stage 1 have been consolidated into **9 Appendix A - Transition Schedules & Collateral**. However, the following text provides an overview of the primary tasks undertaken within this stage of Transition and provides a simplified timeline describing these tasks and their dependencies.

The primary objectives of TS1 are (in order);

1. Populate the CSS with the current (at the time) Domain Data (Switching Domain and Market Domain).
2. Populate the CSS with an initial bulk load (and reconciliation) of data (employing temporary interfaces, File-based transfers) from the existing central systems (UK Link & (i)DNOs) as data sources.
3. Provide enriched data (through the production of REL address data and registrationIDs by CSS) back to central systems (ERDA, GRDA and Enquiry Services).
    - REL data is provided to (i)DNOs, UK Link, ECOES & DES (via UK Link).
    - registrationIDs[1] are provided to UK Link.
4. Prepare the CSS and existing data providers for on-going data synchronisation from TS2 and throughout TS3 up to Cutover.

These objectives are to be delivered through the completion of a number of activities, as described below.

Domain Data Ingest into CSS

In the context of the programme, Switching Domain Data (SDD) is the umbrella term for domain data, which is comprised of 4 sets of data items of which Market Domain Data (MDD) (mastered by Elexon/Xoserve) is just one part. The other aspects are the management of Market Participant Role events and alliances as well as CSS parameters and switching reference data.

The Domain Data[2] contains Switching Domain Data and Market Domain Data.

- Switching Domain Data[3] is a set of parameters that are governed centrally across the industry.
- Market Domain Data[4] (MDD) is the reference data used by Suppliers, Shippers, Gas Transporters, Supplier Agents and Distribution Network Operators (DNOs) in the retail electricity and gas markets.

Specific detail of the data types can be found in **Overall CSS Data Migration Solution (ETL) [5]**, however the following table (**Table 7 – Domain Data**) provides a summary of the data types and Governance responsibility.

[1] Note that (i)DNOs provide registrationIDs data to CSS during transition for existing registrations. See section RegistrationIDs.
[2] Under the REC domain data is referred to as CSS Operation Data.
[3] Under the REC switching domain data is referred to as Switching Parameter Data
[4] Under the REC market domain data is referred to as Market Participant Data and further includes Alliance Data.

Domain Data	Governance	Supplying Party
Retail Market Domain Data	RECDDG	REC Manager
Retail Market Alliance Constituent Market Role	RECDDG	REC Manager
Retail Market Processing Calendar	RECDDG	REC Manager
Types **{{type} can be one of** • **rmpEvent** • **rmpAssociation** • **rmpStatus** • **registrationStatus** • **marketParticipantRoleEvent** • **registrationCancellationReason**	RECDDG	REC Manager
Market Role	EDDG, GDDG	Elexon, Xoserve
Market Participant Role	EDDG, GDDG, RECDDG	Elexon, Xoserve, RECCo
Alliance	ERDA, GRDA	(i)DNOs, Xoserve
Company	EDDG, GDDG	Elexon, Xoserve
Company Group Membership	RECDDG	REC Manager

Table 7 – Domain Data

Confirmation of this data provision and load into CSS will be required ahead of the load of Bulk data from ERDA ((i)DNOs) and GRDA (UK Link).

*{**NOTE**: Currently the designed solution specifies that the Domain Data is provided to CSS at the start of TS1 through a combination of temporary (file-based) and API interfaces. However, at the time of writing, **CR-D059 Design to support elaboration of Market Participant data management controls and processes, [35]** is under consideration.*

CR-D059 proposes that the REC Code Manager becomes the authorised provider of Market Participant data to the CSS in place of Xoserve and Elexon, and looks to implement the following;

- *RECCO to obtain the market data from Xoserve and Elexon.*
- *RECCO pass the Market (Gas and Electricity) and Switching data to CSS (Landmark) via one of the relevant CSS APIs. The CSS APIs will be the same as the existing.}*

The management of Energy Company data, for the purposes of Switching, is undertaken by:

- Xoserve (acting as the Gas Retail Data Agent and identified as the Gas Domain Data Governance Service within the switching programme),
- Elexon (acting as the Balancing and Settlement Code Company (BSCCo) and identified as the Electricity Domain Data Governance Service within the switching programme),

- Retail Energy Code (REC) Code Manager,
- Central Switching Service (CSS), and
- Distribution Network Operators (DNO) (acting as Electricity Retail Data Agents).

The Market Participant data is composed of:

- Energy Company: (e.g., A company identified by a Companies House Registration Identifier) currently mastered by Elexon and Xoserve.
- Market Role: A defined set of roles (e.g., Electricity Supplier) mastered by Elexon and Xoserve.
- Market Participant Identifier (MPID): An identifier used in conjunction with a Market Role to create a Market Participant Role which uniquely identifies an entity which can perform activities within the Energy Market, mastered by Elexon and Xoserve.
- Energy Company / Market Participant Role ownership: mastered by Elexon and Xoserve.
- Energy Company Corporate Group and Energy Company OFAF Group: mastered by the REC Code Manager.
- Energy Company operation data: (e.g., Green Deal Qualification or Sanction) mastered by the REC Code Manager.
- Alliance data: mastered by Xoserve and ERDAs.

***{NOTE**: Following an approval of CR-D059 it will be necessary to update this section of this document. Additionally, should the enduring solution proposed by CR-D059 not be in place to support Transition, the provision of Domain Data into the CSS to support Transition will require a manual solution. This is currently being defined.}*

Domain Data Changes During Transition

MDD, including Market Role data, is used to support functions within the CSS such as Message Routing / Security and Message business rule validation. It is therefore necessary to ensure that throughout the Transition stages that the CSS is maintained with the correct MDD as it is consumed across the wider energy market. This ensure that during Transition, and the ongoing population of data into the CSS (RMPs, Registrations etc.), the data remains consistent and coherent with that in the energy market from where the data is sourced.

To facilitate this, the CSS (during the Transition stages) is to be considered a recipient of the MDD data changes as and when these are made available to other market participants; updates when released are required to be populated into CSS at the same cadence as they are adopted by the existing market participants. In essence, the maintenance of MDD data within the CSS is to be considered a production level activity at the start of the Transition phase and from that point forward fully adopt BAU processes for the updates, delivery and adoption into CSS of MDD.

***{NOTE**: Following an approval of **CR-D059 Design to support elaboration of Market Participant data management controls and processes [35]** and subsequent design of business processes it will be necessary to update this section of this document}*

The existing MDD change schedule is to be reviewed against the Transition schedule to identify points within the schedule where MDD change may need to be accommodated. This is to be incorporated within a subsequent update to this artefact.

Bulk Data Ingest into CSS

Bulk data refers to the following data items;

Bulk Data	Provider
RMP Data	ERDA & GRDA
RMP Asset Ownership MAP Data	ERDA & GRDA
Supplier Arranged Appointments Data	ERDA & GRDA
Registration Data	ERDA & GRDA
Associations Data	ERDA
CommsHubLink Data	DCC (for TS1 only)

Table 8 – Bulk Data

Further detail of these data sets can be found in **Overall CSS Data Migration Solution (ETL) [5]** & **Data Migration Solution Design Catalogue [7]**.

Validation of the data sets ingested into CSS are defined within **Data Validation Catalogue [6]**.

It should be noted that for the above data types, the extraction of the initial Bulk of data with also require that data providers also track (from that point onwards) data changes. This is to ensure that these data changes can subsequently be proved to the CSS as updates (via the production interfaces).

Data Enrichment & Dissemination

REL

The Retail Energy Location (REL), as described in **Retail Energy Location (REL) Lifecycle [14]**, is a composite of two elements; a Registrable Measurement Point and the address where the energy supply is being measured. The REL is constructed and maintained by the CSS using OS ABP as the gazetteer and MPL data provided by gas transporters (GTs), distribution network operators (DNOs) and other data sources such as smart meters and suppliers. The REL is synchronised with the electricity and gas enquiry services, ECOES (RECCo) and DES (Xoserve) respectively together with MPAS ((i)DNOs) and UK Link (Xoserve). REL data is produced by CSS following the ingest of the bulk data loads. REL data pertinent to each party is then extracted for dissemination to each respective party.

The dissemination of REL to the respective parties is detailed in **Overall CSS Data Migration Solution (ETL) [5]**, however to summarise;

- Data is extracted for each party:
    - All Gas related REL is extracted for use by UK Link & DES.
    - All Electricity related REL is extracted for use by ECOES.
    - Electricity related REL for each individual network MPID is extracted for use by each respective (i)DNO.
        - *{NOTE: The approach and mechanism for the dissemination of REL data to (i)DNO is captured within CR-D069 Change to NC-0079 to enable sharing of REL Data (in bulk) with the DNO/iDNO community [34]. This change was approved at the Data Working Group on 21-04-2021.}*

- Each extract is provisioned (by Landmark) into each party's location within the SFTP service.
- Each party is to retrieve the relevant data extracts once notified (by the SI).
- The SI is responsible for the coordination of REL extraction, reconciliation, and discrepancy resolution.

Following the provision of Bulk REL data, REL Synchronisation messages are enabled at the start of Transition Stage 2 to maintain REL data across parties.

REL Reconciliation

Reconciliation of the REL data (provisioned by CSS and made available to the receiving parties) follows the process described in [**Reconciliation**] and depicted in [**Figure 6 – Data Reconciliation Process**], albeit in a reverse direction;

- During extraction of the REL extracts for the enquiry services (DES & ECOES), DQR and Extract Scenario files are produced and provided to the SI.
- During the load of REL data by the enquiry services, Pre-Load and Load DQR files are produced along with Load Scenario files.

The SI will reconcile the data file and load integrity through the comparison of DQR files. Where necessary to aid in discrepancy resolution, the scenario files will be used to identify specific data which requires alignment/correction.

It is important to note that are the time of writing no explicit reconciliation of the REL extracts for ERDA ((i)DNOs) is documented or planned. This is in part due to lack of clarity of how and into what backend systems this REL data is to be loaded. To mitigate the risk that this presents, the following approach (as per CR-D069) is to be followed to permit an implicit reconciliation of the REL data via reconciliation during the dissemination to ECOES;

- REL data is extracted for consumption by the enquiry services:
    - All Electricity based REL for ECOES (RECCo).
    - All Gas based REL for DES (Xoserve).
- REL data is reconciled by enquiry services as described above.
- On successful reconciliation of the Electricity based REL data, the extract (provided for ECOES) is used to derive the more granular extracts (by MPID) to each (i)DNO. The extraction of these (per(i)DNO) REL data files is completed by Landmark[1].

This approach ensures that the data provided to the (i)DNO community is sourced from a known (and reconciled) source without need to further reconcile the REL data with each (i)DNO. It is assumed that further reconciliation/verification of REL data will be appropriately manage by (i)DNOs.

RegistrationIDs

Within the CSS registrations are managed using a unique identifier, the registrationIDs, and data changes related to registrations within the CSS are managed through referencing these unique registrationIDs (see **CSS Interface Design Specification [13]**). In the enduring solution CSS is responsible for the generation and maintenance of registrationIDs.

During the Transition stages registration data is provided to the CSS from the source providers (ERDA & GRDA). This is in bulk within Transition Stage 1, and through smaller updates (of new registrations)

[1] CR-D069 Change to NC-0079 to enable sharing of REL Data (in bulk) with the DNO/iDNO community [34] to allow for this to be accommodated (within TS1) was approved at the Data Working Group on 21-04-2021.

during Transition Stages 2 & 3, these being supplied weekly[1]. Consequently, it is necessary to ensure that the data source providers for registration data (ERDA & GRDA) are provided the registrationIDs which relate to the registrations that have been supplied to CSS.

As described in **CR-D016**, **RegistrationID migration between Parties under Integration (PUI) [12]**;

- For ERDA, registrationIDs for electricity registrations (during the Transition Phase only) are generated within each MPRS instance operated by each (i)DNO and are provided to CSS as part of the migration process (file-based) of registration data. As such it is not necessary for registrationIDs to be passed back to the (i)DNOs.
- For GRDA, registrationIDs for gas registrations are created by CSS on completion of the load of each registration data set provided (TS2 & TS3 – weekly as described in CR-D084 Change to Transition Stage 3 File-Based Migration Sequencing for Registration and Appointment Data, from daily to an additional weekly migration [36]). Following the generation of registrationIDs (for each loaded registration), these are to be provided back to GRDA (UK Link). These registrationIDs are extracted from CSS (as files, format detailed in RegistrationID migration between Parties under Integration (PUI) [12]) and provided to Xoserve (UK Link) via the Landmark hosted SFTP service. On receipt, these files the data contained is reconciled following the same process described in the section REL Reconciliation above. Data is loaded first into the UK Link pre-production environment and (following successful load verification) into the production environment.

It should be noted that the above process is followed only during the Transition phase (up to Go Live of the CSS). Following the completion of Transition (Go Live), CSS will become the authoritative source for registrationIDs. In this enduring solution, switch requests resulting in new registrations will have a corresponding registrationIDs generated by the CSS and reflected back to parties via the messaging interfaces and the file-based transfer mechanism described above (for GRDA) are no longer required.

It is recognised that during the Transition phase, during which registrations are supplied to the CSS (in file-based transfers) the CSS is not responsible for the management of switches as until Go Live these are still managed under the existing arrangements and systems. As such CSS does not track the retirement of a registrationIDs (e.g. for the losing supplier) and is only tracking the registrationIDs of the new registrations (e.g. gaining supplier or new supplier for new RMPs). This results in the registrationIDs pertaining to replaced/expired registrations (e.g. losing supplier) to become orphaned within the CSS.

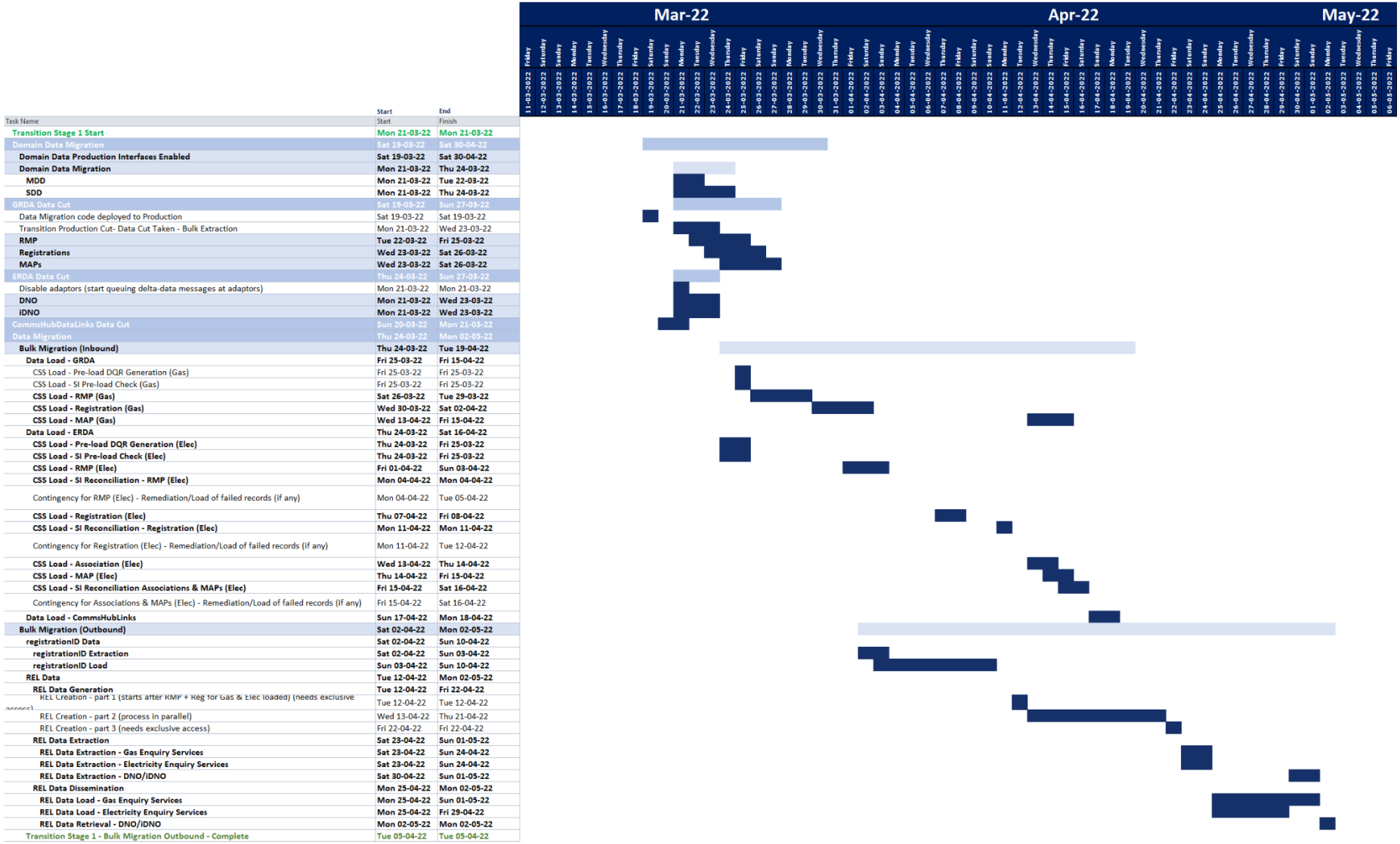
Within TS3 during the cutover activities it is necessary for these orphaned registrationIDs to be reported to the Switching Operator (DCC). Any registration data changes for which these orphaned registrationIDs are referenced will result in error responses being generated by the CSS. This may in turn result in service desk tickets being raised. Such error may then be cross referenced against the orphaned registrationID report and any corrective measures taken. Further detail is captured within the section **Post-Cutover registrationIDs Management**.

It is noted that it is also necessary to furnish the wider Licensed Party community with the registrationIDs pertinent to them. This will include only active registrationIDs and will not contain orphaned registrationIDs (as these are superseded). This is accomplished within TS3 and is described in the section **registrationIDs Dissemination** below.

[1] CR-D084 Change to Transition Stage 3 File-Based Migration Sequencing for Registration and Appointment Data, from daily to an additional weekly migration [36] (approved at CWG on 07-07-2021) removes the use of daily file-based migrations during TS3 and implements an additional weekly migration at the end of TS2 ahead of the cutover period.

Transition Stage 1 POAP

The POAP below captured the major tasks completed within Transition Stage 1.



Task Name	Start	End
	Start	Finish
Transition Stage 1 Start	Mon 21-03-22	Mon 21-03-22
Domain Data Migration	Sat 19-03-22	Sat 30-04-22
Domain Data Production Interfaces Enabled	Sat 19-03-22	Sat 30-04-22
Domain Data Migration	Mon 21-03-22	Thu 24-03-22
MDD	Mon 21-03-22	Tue 22-03-22
SDD	Mon 21-03-22	Thu 24-03-22
GRDA Data Cut	Sat 19-03-22	Sun 27-03-22
Data Migration code deployed to Production	Sat 19-03-22	Sat 19-03-22
Transition Production Cut- Data Cut Taken - Bulk Extraction	Mon 21-03-22	Wed 23-03-22
RMP	Tue 22-03-22	Fri 25-03-22
Registrations	Wed 23-03-22	Sat 26-03-22
MAPs	Wed 23-03-22	Sat 26-03-22
ERDA Data Cut	Thu 24-03-22	Sun 27-03-22
Disable adaptors (start queuing delta-data messages at adaptors)	Mon 21-03-22	Mon 21-03-22
DNO	Mon 21-03-22	Wed 23-03-22
iDNO	Mon 21-03-22	Wed 23-03-22
CommsHubDataLinks Data Cut	Sun 20-03-22	Mon 21-03-22
Data Migration	Thu 24-03-22	Mon 02-05-22
Bulk Migration (Inbound)	Thu 24-03-22	Tue 19-04-22
Data Load - GRDA	Fri 25-03-22	Fri 15-04-22
CSS Load - Pre-load DQR Generation (Gas)	Fri 25-03-22	Fri 25-03-22
CSS Load - SI Pre-load Check (Gas)	Fri 25-03-22	Fri 25-03-22
CSS Load - RMP (Gas)	Sat 26-03-22	Tue 29-03-22
CSS Load - Registration (Gas)	Wed 30-03-22	Sat 02-04-22
CSS Load - MAP (Gas)	Wed 13-04-22	Fri 15-04-22
Data Load - ERDA	Thu 24-03-22	Sat 16-04-22
CSS Load - Pre-load DQR Generation (Elec)	Thu 24-03-22	Fri 25-03-22
CSS Load - SI Pre-load Check (Elec)	Thu 24-03-22	Fri 25-03-22
CSS Load - RMP (Elec)	Fri 01-04-22	Sun 03-04-22
CSS Load - SI Reconciliation - RMP (Elec)	Mon 04-04-22	Mon 04-04-22
Contingency for RMP (Elec) - Remediation/Load of failed records (if any)	Mon 04-04-22	Tue 05-04-22
CSS Load - Registration (Elec)	Thu 07-04-22	Fri 08-04-22
CSS Load - SI Reconciliation - Registration (Elec)	Mon 11-04-22	Mon 11-04-22
Contingency for Registration (Elec) - Remediation/Load of failed records (if any)	Mon 11-04-22	Tue 12-04-22
CSS Load - Association (Elec)	Wed 13-04-22	Thu 14-04-22
CSS Load - MAP (Elec)	Thu 14-04-22	Fri 15-04-22
CSS Load - SI Reconciliation Associations & MAPs (Elec)	Fri 15-04-22	Sat 16-04-22
Contingency for Associations & MAPs (Elec) - Remediation/Load of failed records (if any)	Fri 15-04-22	Sat 16-04-22
Data Load - CommsHubLinks	Sun 17-04-22	Mon 18-04-22
Bulk Migration (Outbound)	Sat 02-04-22	Mon 02-05-22
registrationID Data	Sat 02-04-22	Sun 10-04-22
registrationID Extraction	Sat 02-04-22	Sun 03-04-22
registrationID Load	Sun 03-04-22	Sun 10-04-22
REL Data	Tue 12-04-22	Mon 02-05-22
REL Data Generation	Tue 12-04-22	Fri 22-04-22
REL Creation - part 1 (starts after RMP + Reg for Gas & Elec loaded) (needs exclusive access)	Tue 12-04-22	Tue 12-04-22
REL Creation - part 2 (process in parallel)	Wed 13-04-22	Thu 21-04-22
REL Creation - part 3 (needs exclusive access)	Fri 22-04-22	Fri 22-04-22
REL Data Extraction	Sat 23-04-22	Sun 01-05-22
REL Data Extraction - Gas Enquiry Services	Sat 23-04-22	Sun 24-04-22
REL Data Extraction - Electricity Enquiry Services	Sat 23-04-22	Sun 24-04-22
REL Data Extraction - DNO/iDNO	Sat 30-04-22	Sun 01-05-22
REL Data Dissemination	Mon 25-04-22	Mon 02-05-22
REL Data Load - Gas Enquiry Services	Mon 25-04-22	Sun 01-05-22
REL Data Load - Electricity Enquiry Services	Mon 25-04-22	Fri 29-04-22
REL Data Retrieval - DNO/iDNO	Mon 02-05-22	Mon 02-05-22
Transition Stage 1 - Bulk Migration Outbound - Complete	Tue 05-04-22	Tue 05-04-22

Figure 7 – Transition Stage 1 POAP

2.5.3. Transition Stage 2 Execution Plan

The activities (and their execution schedule) within Transition Stage 2 has been consolidated into **9 Appendix A - Transition Schedules & Collateral**. However, the following text provides an overview of the primary tasks undertaken within this stage of Transition and provides a simplified timeline describing these tasks and their dependencies. However, the content of this section is to be populated within iteration 2 of this artefact.

The primary objectives of TS2 are;

1. The introduction of production interfaces:
    - Between UK Link (including DES) and CSS, bi-directional.
    - CSS and ECOES, uni-directional
    - Between MPAS ((i)DNOs and CSS, bi-directional
    - DSP and CSS, uni-directional (in this Transition Stage).
2. Finalisation of data migration (over production interfaces) from MPAS, UK Link and DSP to CSS.
3. Initiation of regular (weekly) extracts of new registrations and Supplier Arranged Appointment from source systems (UK Link & MPAS) into CSS (file-based delivery).
4. (Planned to) Make REL data available by the enquiry services (DES & ECOES[1]).
5. Maintain data synchronicity between data providers (MPAS, UK Link, DSP) and consumers (MPAS, UK Link, ECOES and DES) pending the Go/No-Go decision and commitment to Go-Live.
6. Go/No-Go Decision (L1-TR130)
7. Initiation of the processes for the management of In-Flight Switches.

These objectives are to be delivered through the completion of a number of activities, as described below.

Production Interfaces & Data Synchronisation

Following the completion of the data extract (from source systems) and load (into CSS), the data (RMP, Registrations, MAPS, Associations & CommsHubDataLinks) within the CSS remains out-of-step with that in the source systems. This is due to the time taken to extract, load, reconcile and load the data into the CSS. As such it is necessary for the delta data to be provided to the CSS, and for the data to remain synchronised with that held in the source systems. This is achieved through the enabling of several production interfaces (APIs) at the start of TS2.

The interfaces enabled at the start of TS2 are shown below.

Interface	Party	Data Flow Direction
RMP	ERDA, GRDA	ERDA/GRDA -> CSS
MAPS	ERDA, GRDA	ERDA/GRDA -> CSS
Associations	ERDA	ERDA -> CSS

[1] It is noted that the availability of REL data within the ECOES enquiry services is subject to CR-D105. This CR is seeking to make REL data available by ECOES from Go Live.

Interface	Party	Data Flow Direction
CommsHubDataLinks	DSP	DSP -> CSS
REL	ERDA, GRDA, ECOES, DES	CSS - > ERDA CSS -> GRDA CSS -> DES (UK Link) CSS -> ECOES (RECCo)

Table 9 – TS2 Production Interfaces

New Registrations and Supplier Appointments

During TS2 it remains necessary for the Registration data and Supplier Arranged Appointment (SAA) data to be maintained within the CSS, however until Transition to the CSS is complete the CSS is not the authoritative source of registration data. This data mastery resides within the existing (source) systems.

To ensure that the state of registration data within the CSS is maintained, throughout TS2, the CSS is provided with regular extracts of Registration data and SAA which is provided by ERDA & GRDA. The data provided consists of new Registrations registered (within the source systems ERDA & GRDA), where supply start date (SDD) has been reached and beyond their objection windows in addition to any changes to SAA since the last extract was provided.

These extracts employ the temporary (file-based) extract, transfer, reconcile and load mechanism as those used during the bulk transfer of data within TS1, as described in **Bulk Data Ingest into CSS**.

The cadence of supply of this data is weekly throughout TS2. This is captured in more detail within Appendix A - Transition Schedules & Collateral.

As described in the section **RegistrationIDs** above, the new registration loaded into CSS will (for GRDA) require a corresponding set of registrationIDs to be returned.

Enrichment of Enquiry Services with REL Data

Within TS1, REL data is made available to ECOES (RECCo) and DES (via UK Link, Xoserve). This data is planned to be made available for display via the enquiry services at the start of TS2.

Each enquiry service (ECOES, DES) is to cater for interaction with enquiring parties via two primary mechanisms;

- Graphical interface (e.g. Web portal)
- API

At the time of writing it is assumed that the availability of REL enriched data (via the enquiry services) within TS2 is limited to display via graphical interfaces, and query through APIs will not be made available until Go Live (within TS3).

It should be noted that the use of REL data is restricted (by license) to be used for the purposes of switching. For further clarity of the license limitations guidance should be sought from the Switching Operator (DCC).

Go/No-Go

The TS2 presents a period of stability within the Transition Phase. Initial load of data into CSS is complete and data is exchanged between CSS, ERDA, GRDA, DSP and Enquiry services as described above, maintaining the data synchronicity.

This stability period is used to allow for the assessment of the readiness (PUI, Service and Industry) to be completed in support of the Milestone L1-TR130[1] (Go/No-Go). Achievement of this milestone provides the authority to complete TS2, initiate the management of In-Flight Switches and enter TS3 (including Cutover).

Initiation of In-Flight Switch Management

Although initiated within TS2 (following the confirmation of L1-TR130, Go/No-Go) the execution of the management of In-Flight switches spans TS2, TS3 and post-Cutover. This is described further in **2.5.5 In-Flight (Held) Switches** Execution Plan.

[1] It is noted that this Milestone is required to be ahead of the initiation of any In-Flight Management actions (e.g. invocation of T0/T1).

Transition Stage 2 POAP

The POAP below captured the major tasks completed within Transition Stage 2.

	Start	End
Transition Stage 2 Start	Mon 02-05-22	Mon 02-05-22
Production Interfaces	Sun 01-05-22	Sun 01-05-22
Data Migration	Mon 02-05-22	Sun 29-05-22
Data Sync (over Production Interaces (Prior to Weeekly Registration and SAA loads) - Map successors (i.e. start weekly feeds)	Mon 02-05-22	Fri 06-05-22
New Registrations and Appointments (End of Week 1)	**Sat 07-05-22**	**Mon 16-05-22**
GRDA	**Sat 07-05-22**	**Mon 16-05-22**
Data Migration (Inbound)	**Sat 07-05-22**	**Wed 11-05-22**
Data Migration (Outbound)	**Thu 12-05-22**	**Mon 16-05-22**
ERDA	**Sat 07-05-22**	**Sun 15-05-22**
Data Migration (Inbound)	**Sat 07-05-22**	**Sat 14-05-22**
Post-Load Data Integrity Checks	**Sat 14-05-22**	**Sun 15-05-22**
New Registrations and Appointments (End Of Week 2)	**Sat 14-05-22**	**Sun 22-05-22**
GRDA	**Sat 14-05-22**	**Sun 22-05-22**
Data Migration (Inbound)	**Sat 14-05-22**	**Mon 16-05-22**
Data Migration (Outbound)	**Tue 17-05-22**	**Sun 22-05-22**
ERDA	**Sat 14-05-22**	**Sun 22-05-22**
Data Migration (Inbound)	**Sat 14-05-22**	**Sat 21-05-22**
Post-Load Data Integrity Checks	**Sat 21-05-22**	**Sun 22-05-22**
New Registrations and Appointments (End Of Week 3)	**Sat 21-05-22**	**Sun 29-05-22**
GRDA	**Sat 21-05-22**	**Sat 28-05-22**
Data Migration (Inbound)	**Sat 21-05-22**	**Mon 23-05-22**
Data Migration (Outbound)	**Tue 24-05-22**	**Sat 28-05-22**
ERDA	**Sat 21-05-22**	**Sun 29-05-22**
Data Migration (Inbound)	**Sat 21-05-22**	**Sat 28-05-22**
Post-Load Data Integrity Checks	**Sat 28-05-22**	**Sun 29-05-22**
New Registrations and Appointments (End Of Week 4)	**Sat 28-05-22**	**Wed 01-06-22**
GRDA	**Sat 28-05-22**	**Mon 30-05-22**
Data Migration (Inbound)	**Sat 28-05-22**	**Mon 30-05-22**
ERDA	**Sat 28-05-22**	**Wed 01-06-22**
Data Migration (Inbound)	**Sat 28-05-22**	**Wed 01-06-22**
Post-Load Data Integrity Checks	**Wed 01-06-22**	**Wed 01-06-22**
In-Flight Switches (Preparation)	Sun 22-05-22	Sun 22-05-22
T1 - In-Flights Management	Tue 10-05-22	Sun 22-05-22
Post-T1 Activities	**Sun 22-05-22**	**Sun 22-05-22**
DSP	Sun 22-05-22	Sun 22-05-22
DSP start rejection of Switch (change of supplier) contents in RDP files	Sun 22-05-22	Sun 22-05-22
GRDA	**Sun 22-05-22**	**Sun 22-05-22**
UK Link stops accepting new Switch/Change of Supplier requests	Tue 10-05-22	Tue 10-05-22
ERDA	**Tue 10-05-22**	**Tue 10-05-22**
(i)DNOs stop accepting new Switch/Change of Supplier requests	**Tue 10-05-22**	**Tue 10-05-22**
Adjust Advanced Registration period (on day GL -27) to 15 days. i.e. no advanced registrations beyond T2	Tue 10-05-22	Tue 10-05-22
Suppliers	**Sun 22-05-22**	**Sun 22-05-22**
Start queuing Switch Requests in Supplier Systems (SH)	Sun 22-05-22	Sun 22-05-22

Figure 8 – Transition Stage 2 POAP

2.5.4. Transition Stage 3 Execution Plan

The activities (and their execution schedule) within Transition Stage 3 has been consolidated into **9 Appendix A - Transition Schedules & Collateral**. However, the following text provides an overview of the primary tasks undertaken within this stage of Transition and provides a simplified description these tasks and their dependencies. This section also provides the timelines for the processing of In-Flight (held) switches.

The primary objectives of TS3 are;

- Maintaining the synchronisation of Registration and SAA data from source system to CSS (at an accelerated cadence)
- Final synchronisation of data from source systems (ERDA, GRDA)
- Dissemination of registrationIDs (DSP, GRDA and Licensed Parties)
- On-boarding of Licensed Parties
- Cutover
- Initiation of decommissioning of redundant/superseded components

These objectives are to be delivered through the completion of a number of activities, as described below.

Final Synchronisation of Data

As described in **New Registrations and Supplier Appointments**, it is necessary to ensure that the registration and SAA data within CSS is synchronised with the data held in the source systems, ahead of CSS becoming the master of this data from the point of Cutover.

As described in section **New Registrations and Supplier Appointments**, this synchronisation uses the file-based temporary interface as is used in TS2. This is captured in more detail within Appendix A - Transition Schedules & Collateral.

Additionally, as described in **2.2.4 Management of In-Flight Switches**, TS3 incorporates the cut-off point for the processing of new registrations (non-Switch), T2. After this point a period of 'no change' is initiated to provide a short period of data stability (with respect to registrations and Supplier Arranges agent Appointments) to facilitate the final synchronisations into the CSS ahead of Go Live.

Migration of In-Flight Switches

This is no longer applicable following the approval of **CR-D071 Change to management of in-flight switches approach – D-4.3.4 E2E Implementation Plan [32]**. See **2.5.5 In-Flight (Held) Switches** Execution Plan.

registrationIDs Dissemination

During the current data migration, data is taken from Parties under Integration (PUI) and migrated into the CSS. When Registration Data is loaded, a unique new registration identifier (registrationID) is created by the CSS. This attribute is then used across several messages. It is therefore necessary to ensure that licensed parties are provided with the registrationsIDs for existing (not new) registrations for which they are responsible. The SI has added additional functionality to its Test Data Tool (TDT, **NC-0124 - Test Data Tool Design [17]**) to allow the dissemination of registrationIDs to their respective parties via a self-service portal. This is captured within **CR-D037 Provide CSS registrationIDs to LP [18]**.

This functionality allows LP's to download in CSV, JSON, or XML format of MPxNs owned by that LP. Attributes in the file is as below[1]:

{

"**registrationId**": "string",

"**mpxn**": "string",

"**fuelType**": "string",

"**registrationStatus**": "string",

"**registrationStatusFromDate**": "string",

"**supplierMpid**": "string",

"**supplyStartDate**": "string",

"**domesticPremisesInd**": boolean,

"supplierGeneratedReference": "string"

}

LP's will follow same authentication and authorization process as if they connect to CSS and security controls as defined in **Code of Connection CSS Interface Code of Connection [15]**. It should be noted that a separate instance of the TDT is deployed for the purposes of registrationIDs dissemination during Transition. This will require that Licensed Parties have valid production certificates in place to access their respective registrationIDs data.

It is recognised that several LPs will as part of their integration with CSS employ 3rd party services/solutions (e.g. Adaptor Services), and these 3rd parties may request and implement SWIKI certificates on behalf of the connecting LP. LPs will therefore not be in possession of WIKI certificates directly to facilitate access to the TDT. To overcome this, it is expected that all LPs who require to download their registrationID data will request an additional (client) certificate to allow access to the TDT directly (i.e. not via an adaptor service). These certificates will be issued by the same certificate authority as those required to access the production CSS platform.

Guidance on this process and tool usage can be found in **14 Appendix F – registrationID Retrieval via SI Test Data Tool**.

LPs will be notified of registrationIDs data availability (during the cutover period). This is expected to be via email to suppliers issued by the LPCs.

Post-Cutover registrationIDs Management

CSS will make sure that each registration has a unique registration ID even for the non-active registrations due to the data migration. Appropriate validation will be completed by PUI's during data migration. At the end of data migration CSS will produce a report of all the registration ID's which are superseded due to delta updates during migration.

These superseded registration IDs are known as "Orphaned registration ID". They exist due to change of supplier events during migration. These orphaned IDs are of no use as change of supplier event has

[1] Data items in bold are mandatory fields. Please refer CSS Physical Interface Design [13] for datatypes and format of these elements.

happened before CSS go-live. The CSS report of these orphaned IDs at the end of migration ensure data integrity. The report will include following parameters;

- MPXN,
- Old Reg ID,
- New Reg ID,
- Old Supplier MPID,
- New Supplier MPID,
- New SSD,
- Old SSD,
- Registration record update date during migration.

This report will be available as part of the report repository in Switching programme central service management desk. These orphaned IDs record will be subject to retention requirement of 5 years in enduring world, hence these records will be moved as an isolated record for retention purpose only.

Industry On-boarding

Within the context of system integration, the on-boarding of the wider industry (Licensed Parties) requires, for each integrating LP, to complete;

- the preparation of LP production environments with software/tooling to support integration with the CSS,
- configuration of network interfaces and their security controls as specified in the Codes of Connection, CSS Interface Code of Connection [15],
- requests for and implementation of SWIKI certificates (TLS and message signing) in support of the point above,
- completion of Transition smoke testing,
- registration of Webhooks to receive event notifications pertinent to the LP's role within the market, and
- Retrieval (using the Test Data Tool) and application of registrationIDs into LP systems.

Additional information can be found in section **4.3 CSS Users Transition Plan**.

Whilst some of these activities are deliverable ahead of or at the start of Transition, final integration is commenced following a programme decision to Go Live (L1-TR130). This decision if supported by the completion and reporting against the success of Transition activities through the achievement of the supporting L2 and L3 milestones.

The coordination of these activities across the LPs is to be captured within the ECAP artefact. To provide clarity, the primary steps have been encapsulated with in section **9 Appendix A - Transition Schedules & Collateral**.

Cutover

The cutover activities (within a technical context) is the culmination of the activities described above;

- Final data migrations
- registrationIDs generation and dissemination to GRDA, DSP and LPs

- Enabling of event notifications (via registered Webhooks)
- Enabling of CSS APIs (Registrations, SAA, Switch Request, Switch Intervention and Registration Deactivation).

This cutover period is short to mitigate any disruption to consumers and the energy market. Assuming a Monday Go Live (the current working assumption) these activities being completed between the close of business[1] activities on a Wednesday and completed ahead of the start of business on the following Monday (Go Live), from midnight[2], after which the CSS is operational and capable of accepting new switch requests and is the authoritative source of registration data.

The orchestration of these activities is captured in section **9 Appendix A - Transition Schedules & Collateral**, and displayed in **Figure 9 – Transition Stage 3 POAP**.

The cutover also encompasses the transition to the operational support structure. Further detail is available in 5.7.4 Service Management View, and granular service and support introduction activities in section **9 Appendix A - Transition Schedules & Collateral**.

[1] For UK Link this is 11pm, for MPRS this is 6pm. Confirmation is being sought from PUI that this time represents the end of the business day within the central systems.
[2] Midnight is a working assumption which has been confirmed by the CSSP as the point at which the CSS is to be fully operational on Go-Live.

Transition Stage 3 POAP

The POAP below captured the major tasks completed within Transition Stage 3.

Task Name	Start	End
Transition Stage 3 Start	Mon 30-05-22	Mon 30-05-22
Cutover	Wed 01-06-22	Thu 09-06-22
Post T2 - In-Flights Management	Wed 01-06-22	Wed 01-06-22
ERDA	Wed 01-06-22	Wed 01-06-22
(i)DNOs stop accepting new Switch/Change of Supplier requests	Wed 01-06-22	Wed 01-06-22
Adjust Advanced Registration period (at T2 + 1day) to 4 days.	Wed 01-06-22	Wed 01-06-22
GRDA	Wed 01-06-22	Wed 01-06-22
Place-holder for any UK Link changes to support start of No Change Period (T2+1day)	Wed 01-06-22	Wed 01-06-22
No Change Period Starts	Wed 01-06-22	Wed 01-06-22
Final Migration of Registrations and SAA	Wed 01-06-22	Sun 05-06-22
GRDA	Wed 01-06-22	Sun 05-06-22
Data Migration (Inbound)	Wed 01-06-22	Sat 04-06-22
Data Migration (Outbound)	Sat 04-06-22	Sun 05-06-22
ERDA	Wed 01-06-22	Sat 04-06-22
Data Migration (Inbound)	Wed 01-06-22	Sat 04-06-22
Post-Load Data Integrity Checks	Sat 04-06-22	Sat 04-06-22
Data Migration (Outbound)	Fri 03-06-22	Thu 09-06-22
Registration ID Dissemination	Sun 05-06-22	Thu 09-06-22
Licensed Parties	Sun 05-06-22	Thu 09-06-22
regID Generation and Export	Sun 05-06-22	Sun 05-06-22
regID Retrieval	Sun 05-06-22	Thu 09-06-22
Enable CSS in to Live Operation	Sun 05-06-22	Sun 05-06-22
Enable Remaining APIs	Sun 05-06-22	Sun 05-06-22
Enable Webhooks	Sun 05-06-22	Sun 05-06-22
Enquiry Services	Sat 04-06-22	Sun 05-06-22
ECOES	Sat 04-06-22	Sat 04-06-22
Enable query API (inc. REL Data)	Sat 04-06-22	Sat 04-06-22
DES (UK Link)	Sun 05-06-22	Sun 05-06-22
Enable query API (inc. REL Data)	Sun 05-06-22	Sun 05-06-22
RDP Files	Sat 04-06-22	Sun 05-06-22
DSP stops receipt of RDP files from ERDA & GRDA	Sun 05-06-22	Sun 05-06-22
GRDA	Sun 05-06-22	Sun 05-06-22
UK Link stops submission of RDP files to DSP (this is replaced by CSS functionality at Go Live)	Sun 05-06-22	Sun 05-06-22
ERDA	Sat 04-06-22	Sat 04-06-22
(i)DNOs stop submission of RDP files to DSP (this is replaced by CSS functionality at Go Live)	Sat 04-06-22	Sat 04-06-22
Go-Live (GO)	Mon 06-06-22	Mon 06-06-22
Identification of Work-off items	Mon 06-06-22	Fri 10-06-22
Submission of Held Requests	Mon 06-06-22	Thu 23-06-22
Start of submission of held Initial Registrations from T2	Mon 06-06-22	Tue 07-06-22
Start ofsubmission of held Switch Requests from T1	Mon 06-06-22	Wed 22-06-22
Start of submission of held Supplier Agent Appointments from T1	Mon 06-06-22	Wed 22-06-22
Licensed Parties confirm backlogs are cleared	Thu 23-06-22	Thu 23-06-22

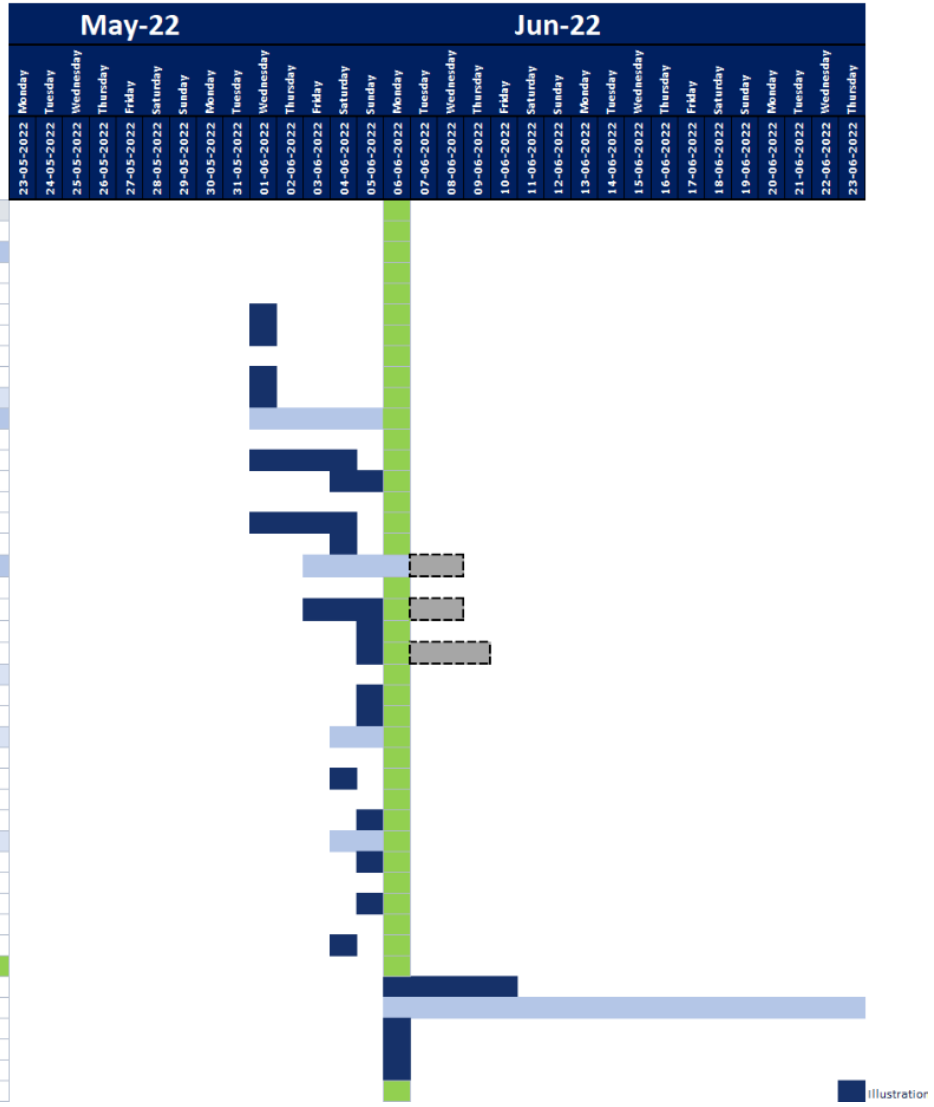


Figure 9 – **Transition Stage 3 POAP**

2.5.5. In-Flight (Held) Switches Execution Plan

The period for the Management of In-Flight Switches spans Transition Stages 2 & 3;

- Within TS2, following a Go/No-Go programme decision point, the management of in-flight switches is initiated though the invocation of T0 and T1 (as specified in section 2.2.4 Management of In-Flight Switches).
    - The T0 point marks the start of rejections of future dated registrations where the EFD is after Go Live.
    - The T1 point marks the final submission of switch requests into the existing arrangement and systems, and the start of switch request holding by suppliers. Switch requests submitted after T1 will be rejected by UK Link[1] and MPRS[2].
- The alignment of T0, T1, T2 and T3 and the Go Live of CSS is captured below in Figure 10 – Alignment of T0, T1, T2 & T3 against Transition Stages.

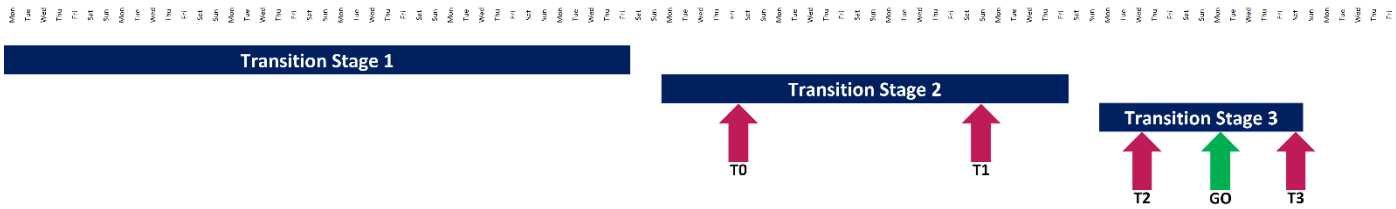


Figure 10 – Alignment of T0, T1, T2 & T3 against Transition Stages

*{**NOTE**: It has been identified that currently the milestone for the Go/No-Go decision point (L1-TR130) is dated after the setting of T1 (Go-Live minus 15 days) as per the Management of In-Flight Switches approach in combination with **CR-D071 Change to management of in-flight switches approach – D-4.3.4 E2E Implementation Plan [32]**. As the start of In-Flight switch management is dependent on the L1-TR130 for the programme and its participants to invoke T1 the placement of this milestone must be before T1. This has been raised with DCC/Ofgem/Programme Coordinator. It is assumed that L1-TR130 will be realigned as part of a future CR.}*

As described in section **2.2.4 Management of In-Flight Switches** and **E2E Transition Plan - In-Flight Switches Management Approach [3]**, the processing of In-Flight switches is predicated on the harmonisation of objection windows to be 5 days for both Gas and Electricity switches. However, **CR-D071 Change to management of in-flight switches approach - D-4.3.4 E2E Implementation Plan [32]** negates this and no harmonisation of objection windows is required.

This does not adversely affect the required Switching data stability prior to the start of cutover activities (including the final data migrations).

Data stability is achieved through the invocation of T2, set at Go-Live minus 2 working days[3] (as described in section **2.2.4 Management of In-Flight Switches** and **E2E Transition Plan – In-Flight Switches Management Approach [3]**). Beyond T2 no further changes can be made including;

[1] UK Link rejections will return a specific error code (in line with post CSS design).
[2] MPRS will reject any SP04 (switch request) using with industry rejection code 38.
[3] Based on the current working assumption that Go Live is on a Monday (Go live day/date to be confirmed), this results in T2 being 5 calendar days prior to Go Live.

- The submission of new Registrations, changes to Supplier Arranged (agent) Appointments and the cancellation/withdrawal of Switches submitted (on or before T1) under the existing arrangements and systems.
- These changes[1] are to be processed after Go Live.

The invocation of T1 results in the need for suppliers to hold (unsubmitted) new Switch requests until the Go-Live of the CSS where these Switches can be submitted. The holding/queueing of the switches is initiated at T1 plus 1 day (i.e. Go-Live minus 14 days). It is assumed that suppliers will start to hold new switch requests after 6pm (for MPRS) and after 11pm (for UK Link) on T1 s this is considered next working day, i.e. T1 plus 1 day).

Consideration is given to volume accumulated (over 14 days, T1+1day to Go Live) of potential switches affected by this need for 'held switches' and their submission to CSS following Go-Live. This is described in the following sections.

Switching Volumes (Electricity)

Data analysis of the volume of Electricity Switches has found that during the period targeted for the Management of In-Flight Switches (during mid 2022) is approximately 29149 switches per day across the industry.

This figure is derived as follows;

- Switching volume data for the period January 2018 through to December 2020 has been collated by Electralink. This data has been aggregated to calculate the average daily switching volumes per day over each calendar month of the period.
- Average daily switching volumes have then been derived for the months May, June and July (the target period the cutover and Go-Live of the CSS).
- The annual growth rates, year on year are then calculated, and the average (annualised) growth rate applied to determine the average daily switching volumes for 2021 and subsequently 2022. This is shown in the table (Table 10 – Estimated Daily (Electricity) Switching Volumes During Cutover) below.
- The data and this analysis can be found in section 9 Appendix A - Transition Schedules & Collateral.

Year	Period	Average Switch Requests per Day	Growth (calculated)
2018	May-July	18197	
2019	May-July	20350	11.8%
2020	May-July	23030	13.2%
2021 (calculated)	May-July	25909	Applied average of 2018-2019 and 2019-2020
2022 (calculated)	May-July	29149	Applied average of 2018-2019 and 2019-2020

Table 10 – Estimated Daily (Electricity) Switching Volumes During Cutover

[1] A further elaboration of the data changes to be managed at T2 is to be provided in a future iteration of this artefact.

Switching Volumes (Gas)

Data analysis of the volume of Gas Switches has found that during the period targeted for the Management of In-Flight Switches (during mid 2022) is approximately 29362 switches per day across the industry.

This figure is derived as follows;

- Switching volume data for the period January 2018 through to December 2020 has been collated by UK Link. This data has been aggregated to calculate the average daily switching volumes per day over each calendar month of the period.
- Average daily switching volumes have then been derived for the months May, June and July (the target period the cutover and Go-Live of the CSS).
- The annual growth rates, year on year is then calculated, and the average (annualised) growth rate applied to determine the average daily switching volumes for 2021 and subsequently 2022. This is shown in the table (Table 11 – Estimated Daily (Gas) Switching Volumes During Cutover) below.
- The data and this analysis can be found in section 9 Appendix A - Transition Schedules & Collateral.

Year	Period	Average Switch Requests per Day	Growth (calculated)
2018	May-July	16762	
2019	May-July	20469	22.1%
2020	May-July	22144	8.2%
2021 (calculated)	May-July	25499	Applied average of 2018-2019 and 2019-2020
2022 (calculated)	May-July	29362	Applied average of 2018-2019 and 2019-2020

Table 11 – Estimated Daily (Gas) Switching Volumes During Cutover

Held Switches Backlog Processing

During the period T1 plus 1 day (Go-Live minus 14 days) switch requests are required to be held by suppliers until the Go-Live, at which point they may be submitted to the CSS. This requires that each supplier holds (unsubmitted) 14 days of Switch Requests. Based on the volumetrics presented in **Table 10 – Estimated Daily (Electricity) Switching Volumes During Cutover** and **Table 11 – Estimated Daily (Gas) Switching Volumes During Cutover** this yields a total volume of held switches of over 800,000 (across industry) at Go Live.

The resulting backlog of held switches is to subsequently be submitted to the CSS post Go-Live, which will be in addition to the expected daily switching volumes shown above. This will introduce additional switching volumes to be supported by the CSS and integrated systems until the backlog of held switches is cleared.

Consultation with participants of the CWG has explored approaches for the managed release of held switches to CSS post Go Live, with participant stating the following as key requirements;

- The approach for the release of held switches should support the most expedient submission (burndown) of the held switches backlog.

- The approach for the release of held switches should not introduce constraints on the flexibility (of each supplier) to select switches from the backlog for submission.
- The approach for the release of held switches should not introduce constraints on the flexibility of Supply Start Dates that can be offered to consumers.
- In addition to switch requests, the approach should also consider the volume of additional backlog items, from T2, such as supplier arranged (agent) appointments and initial registrations.

Central Systems Capacity

A review has been completed of the Non-Functional Requirements (NFR) against which the PUI systems have been designed and tested (**NCT-0021 SIT Non-Functional Test Completion Report [37]**) to ascertain the available system capacity which can be exploited to accommodate the elevated switching volumes required to clear supplier backlogs of held switches.

During this capacity review it was considered that;

- Capacities available are to support a timely submission/processing of switch requests should encompass held switches and BAU switches (as these are indistinguishable).
- Available capacities apply to both;
    - The ability of CSS to received Switch Requests
    - The ability of CSS to process Switch Requests (i.e. within gate closure time constraints)
- All PUI systems can participate in message exchanges supporting the required switching capacities.
- Elevated capacities are supportable for more than 1 day (consecutive days).

Based on the E2E NFRs a peak processing volume for switch requests of 281,600 stated and it is this volume which is to be used to accommodate the additional load of switch requests to clear the switching backlog accumulated during Transition (T1) as follows;

Capacity Adjustments	Capacity
Initial NFR Capacity	281,600
Less 10% contingency allocation	-28160
Capacity available for Held and New Switch Requests	**253,440[1]**

Table 12 – Switching Capacity of Central Parties (PUI)

It should be noted that the above capacity to be delivered in accordance with a supporting NFR that a peak hourly volume of 25,300 is not exceeded.

To serve as an example, the use of this capacity to accommodate the clearing of the backlog is depicted below in **Figure 11 – Illustration of switch volumes and post go-live processing velocity (based on 5 working day switch duration)**.

[1] This capacity is currently under review with central parties and is subject to change.

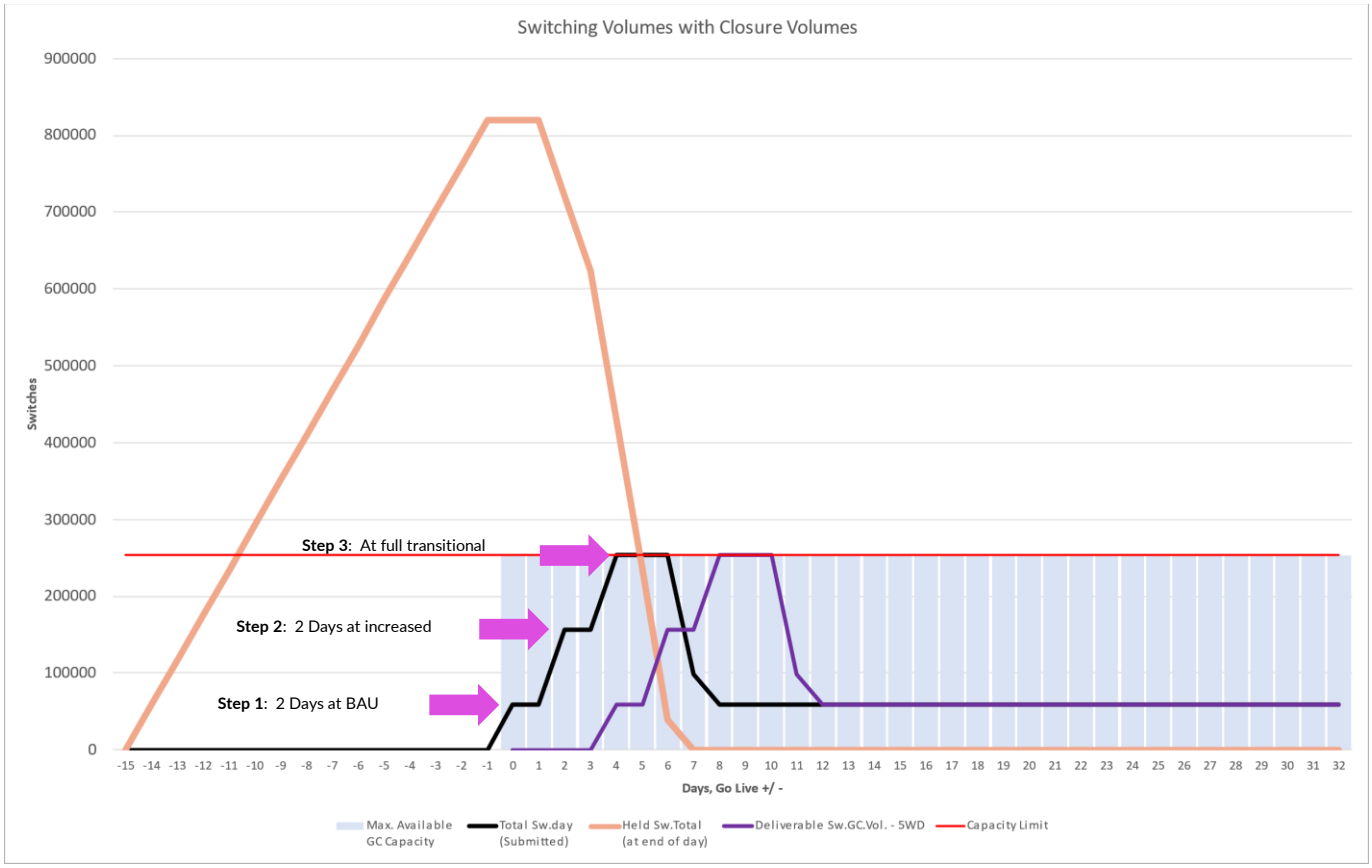


Figure 11 – Illustration of switch volumes and post go-live processing velocity (based on 5 working day switch duration)

This figure depicts the capacity profile of switch requests volumes (submission to CSS, black line) within the central party capacity (red line) identified in **Table 12 – Switching Capacity of Central Parties (PUI)**. Additionally shown in this figure is the completion of switches (through gate closure, purple line). This line (for illustrative purposes) shows the velocity of switch executions (by gate closure) volumes which are also required to be within the capacity limits of the central parties.

Also shown in **Figure 11 – Illustration of switch volumes and post go-live processing velocity (based on 5 working day switch duration)** is a demonstration of how consumption of available capacity may be increased during the period of the Management of Held Switches, such that;

- Step 1: Used capacity is at expected BAU levels. This provides for a period of stability during the initial 2 day period.
- Step 2: Used capacity is increased to approximately 50% of the total available capacity. This provides elevated volumes supporting the clearing of switch backlogs.
- Step 3: Used capacity is increased to a maximum supported level. This provides elevated volumes supporting the clearing of switch backlogs.

Approach for the release of Held Switches

The approach for the release (submission to CSS) of held switches by suppliers is as follows;

- A maximum daily capacity for Switch Requests (SR) and (separately) Supply Start Dates (SSD) is to be set based on the capacity described in Table 12 – Switching Capacity of Central Parties (PUI).
- Daily and peak hourly capacities will be allocated to Energy Suppliers based on market share as at *1st October 2021* to be used for both held and new switches.
    - Market share will be based on the number of meter points for which each supplier holds a registration.

- Provision will be made for key non-domestic switch days.

- The allocation will be reviewed prior to commencing Transition to identify and adjust for any significant market changes e.g. SOLR, Trade sales.
- Over the first week after Go Live, volume allocations will be stepped up to the maximum daily capacity.
    - This stepping up in capacity allows to system stability to be monitored whilst providing a period for the submission of non-domestic switches and initial registrations (non-switches).
- Suppliers reporting in to Licensed Party Coordinator/Ofgem on held switch volumes and release to CSS shall be provided by Energy Suppliers during this transitional arrangement.
- Daily reporting by the programme of daily switch volumes into CSS during the transitional period.

This approach enables:

- Energy Suppliers to plan SRs and SSDs within their allocation, giving flexibility for Suppliers to prioritise switches to meet SLAs and Consumer requests for both held and new switches.
- A flexible approach to switch duration (from Switch Request to Supply Start Date).

Illustration

To serve as an illustration of allocation, the following tables (**Table 13 – Allocation Illustration, Market Share** & **Table 14 – Allocation Illustration, Supplier allocations for Switch Request and Supply Start Date volumes**) depict a fictitious market consisting of 5 suppliers. For each supplier, the total system capacity as described in **Table 12 – Switching Capacity of Central Parties (PUI)** has been broken down into allocations per supplier, based on each supplier's market share.

(Fictitious) Supplier	Market Share
Supplier_A	42%
Supplier_B	19%
Supplier_C	6%
Supplier_D	4%
Supplier_E	29%
Total	**100%**

Table 13 – Allocation Illustration, Market Share

Each supplier's allocation (for switch request volume and number of switches with a given supply start date) has allocated from the available system capacity as shown in the profile within **Table 12 – Switching Capacity of Central Parties (PUI)**.

	t minus	-1	0	1	2	3	4	5	6	7	8	9	10
	Date	05-06-2022	06-06-2022	07-06-2022	08-06-2022	09-06-2022	10-06-2022	11-06-2022	12-06-2022	13-06-2022	14-06-2022	15-06-2022	16-06-2022
	DoW	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Supplier_A	Total.Sw.Req.Alloc	-	24,575	24,575	65,510	65,510	106,445	106,445	106,445	106,445	106,445	106,445	106,445
	Total.Sw.SSDs.Alloc	-	-	-	106,445	106,445	106,445	106,445	106,445	106,445	106,445	106,445	106,445
Supplier_B	Total.Sw.Req.Alloc	-	11,117	11,117	29,635	29,635	48,154	48,154	48,154	48,154	48,154	48,154	48,154
	Total.Sw.SSDs.Alloc	-	-	-	48,154	48,154	48,154	48,154	48,154	48,154	48,154	48,154	48,154
Supplier_C	Total.Sw.Req.Alloc	-	3,511	3,511	9,359	9,359	15,206	15,206	15,206	15,206	15,206	15,206	15,206
	Total.Sw.SSDs.Alloc	-	-	-	15,206	15,206	15,206	15,206	15,206	15,206	15,206	15,206	15,206
Supplier_D	Total.Sw.Req.Alloc	-	2,340	2,340	6,239	6,239	10,138	10,138	10,138	10,138	10,138	10,138	10,138
	Total.Sw.SSDs.Alloc	-	-	-	10,138	10,138	10,138	10,138	10,138	10,138	10,138	10,138	10,138
Supplier_E	Total.Sw.Req.Alloc	-	16,968	16,968	45,233	45,233	73,498	73,498	73,498	73,498	73,498	73,498	73,498
	Total.Sw.SSDs.Alloc	-	-	-	73,498	73,498	73,498	73,498	73,498	73,498	73,498	73,498	73,498

Table 14 – Allocation Illustration, Supplier allocations for Switch Request and Supply Start Date volumes

This illustration employs the same 3 Step increase in capacity made available for the submission/processing of BAU and held switches as shown in **Figure 11 – Illustration of switch volumes and post go-live processing velocity (based on 5 working day switch duration)**.

Taking *Supplier_C* as an example in this illustration, this supplier (which accounts for 6% of the market) is allocated (for Switch Request submissions to CSS), *Total.Sw.Req,Alloc*;

- 6% of the available capacity *Step 1* (58,511) for switch requests (from Go Live, day zero) to Day 1, namely 3,511 Switch Requests per day (maximum for this supplier).
- 6% of the available capacity for *Step 2* (155,976) for switch requests from Day 2 to Day 3, namely 9,359 Switch Requests per day (maximum for this supplier).
- 6% of the *maximum available capacity* (253,440) for requests from Day 4, namely 15,206 Switch Requests per day (maximum for this supplier).

Further *Supplier_C* is also allocated a maximum number of switches for switches which fall on a given Supply Start Date, *Total.Sw.SSD.Alloc*, as follows;

- 6% of the maximum available gate closure capacity (253,440) for the number of SDD which fall on each day on or after Day 2, namely 15,206, assuming the supplier can adopt faster, next day, switching for domestic supplies at Go Live.
- 6% of the maximum available gate closure capacity (253,440) for the number of SDD which fall on each day on or after Day 5, namely 15,206, assuming the supplier adopts 5-day switching for domestic supplies at Go Live.

*{**NOTE:** In the transitional period immediately following Go-Live suppliers will be expected to offer to switch customers within 5 working days. Suppliers will be able to switch faster than 5 working days, and up to the next working day, during the transitional period if they can do so without harming consumers. Further details of this were published within the Ofgem consultation document, **Switching Programme and Retail Code Consolidation: Proposed licence modifications [41]** (paragraphs 1.18 – 1.22) published on 12 November 2020.}*

Initial Registrations and Supplier Arranged Appointments

As stated in section **2.2.4 Management of In-Flight Switches**, after T2 (the start of the No Change period) it is necessary for Initial Registrations (non-Switched registrations) and updates to Supplier Arranged (agent) Appointments (for existing active registrations). Consequently, this leads to a backlog of these updates as they are held which is to be submitted to CSS after Go Live.

Initial Registrations Backlog Processing

A review of the NFRs has highlighted that the central party capacity is to accommodate up to 375,800 Initial Registrations per annum. This volume is broken down as follows;

Capacity Adjustments	Capacity
Initial NFR Capacity	375,800 per annum
Capacity per (working) day (Assumed to be a uniform delivery across the year)	1,497
Capacity per (working) day – Electricity [Based on the proportionality of expected volumes in **Table 10** & **Table 11**]	746
Capacity per (working) day – Gas [Based on the proportionality of expected volumes in **Table 10** & **Table 11**]	751
Total Initial Registration backlog volume at Go Live (built up from T2 to Go Live)	5,988

Table 15 – Estimated Daily Initial Registration Volumes During Cutover

During the SIT Non-Functional testing, the volume of Initial Registrations has been exercised at a rate of;

Tested Initial Registration Rates	Volume
Initial Registrations - Electricity	372 per hour
Initial Registrations - Gas	269 per hour

Table 16 – Initial Registration Capacity

Further detail can be found in **NCT-0021 SIT Non-Functional Test Completion Report [37]**.

Through the application of the tested capacity the clearance of the Initial Registration backlog can be mapped out as shown below in **Figure 12 – Illustration of Initial Registration volumes and post go-live processing velocity**.

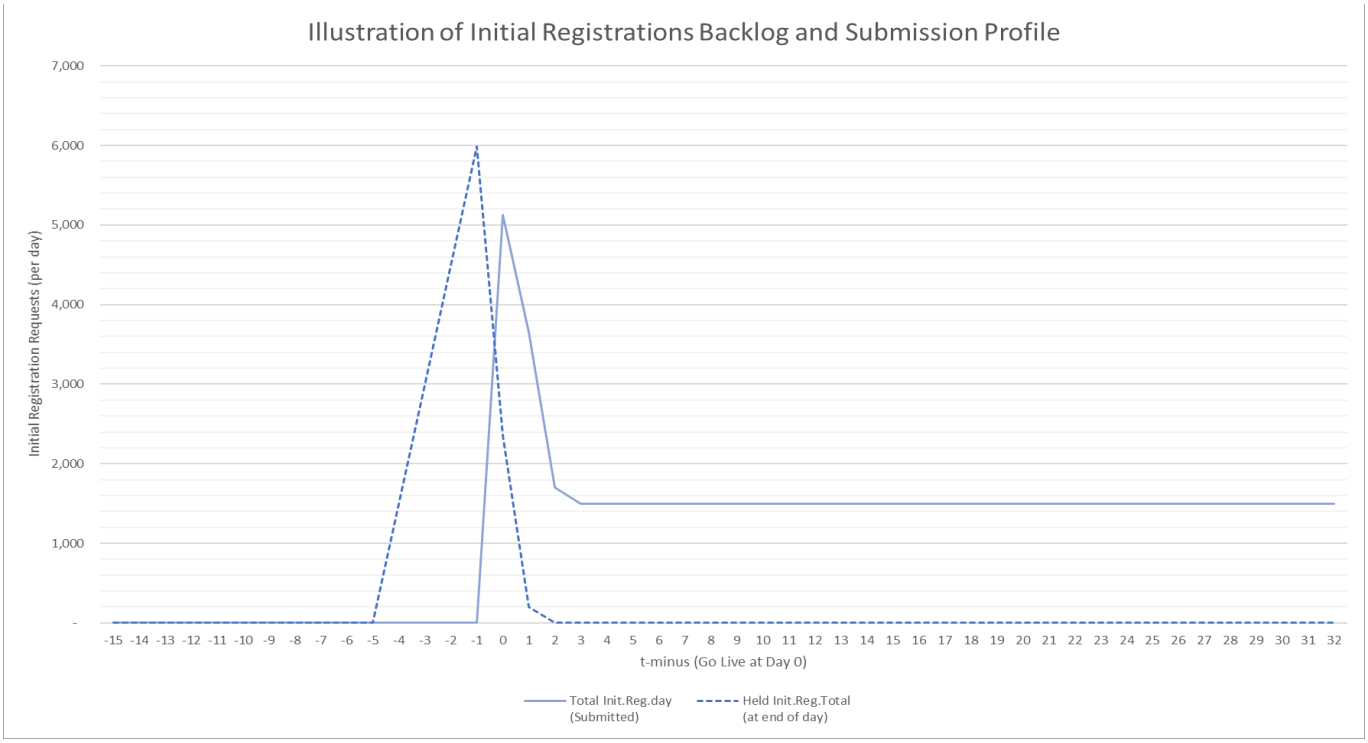


Figure 12 – Illustration of Initial Registration volumes and post go-live processing velocity

This model suggests that the backlog of Initial Registrations can be submitted into CSS (within tested capacities, volume per day and per hour) during the first 2 days post Go Live.

Supplier Arranged Appointments Backlog Processing

During Transition, changes to Supplier Appointments for existing registrations may be submitted (under the existing arrangements) to MPRS and UK Link up to and including T2. After T2 (No Change period) these changes are to be held in supplier systems and submitted after Go live of the CSS.

It should be noted that as new Switch Requests are held by suppliers after T1, any corresponding changes to supplier Appointments in relation to these (unsubmitted registrations) are also to be held by suppliers for submission after Go Live.

A review of NFRs has highlighted that central party capacity is to accommodate;

- Changes to MEM, DA, DC at the same volume as that of Peak Switch Requests (as stated in in Held Switches Backlog Processing).
- Changes to MAP at the same volume as Initial Registration (as stated in Initial Registrations Backlog Processing).

Accordingly, the velocity of submission of these changes is to be aligned to their respective capacities;

- For MEM, DA and DC changes, the submission velocity is to follow that of the Held Switch Submission profile.
- For MAP changes, the submission velocity is to follow that of the Initial Registration profile.

Domestic Premise Indicator

In addition to the need to submit (following Go Live) backlogs of held-switches, initial registrations and SAA consideration is given to submission of changes to stored Domestic Premise Indicator (DPI) values.

This indicator is used to set the objection window for the first switch request of the RMP in CSS (Once CSS is operational the DPI within CSS will be set at the switch request and can also be updated by the current supplier). Initial values for this indicator (for electricity registrations) are derived from measurement and profile class which may not reflect the required value. DPI values for Gas registration is derived from market sector code.

As such is it considered that the DPI values are to be adjusted post Go Live via CSS at an elevated volume (due to correction by existing suppliers of incorrect values), and this is to be factored during the Held Switch Management Period.

*{**NOTE**: CR-D093 (which was approved at DWG on 21st July 2021) which looks to complete a feasibility study (during DMT-LR) on the ability to adjust DPI values during the data migration elements of Transition. This is restricted to apply only to supplier MPIDs which are exclusively non-domestic. Any application of this approach to Transition is subject to a separate CR.}*

The outcome of **CR-D093 Feasibility study on potential to update Domestic Premises Indicator (DPI) electricity flags to reflect licence status during transition stages 1,2 & 3 [40]** is expected to identify the volume of DPI value adjustments required and specifically, those which require update after Go Live though updates by the current supplier.

This section is to be updated following approval of **CR-D093 Feasibility study on potential to update Domestic Premises Indicator (DPI) electricity flags to reflect licence status during transition stages 1,2 & 3 [40]** and the completion of the feasibility study this request.

Volume Allocations

As stated in the section **Approach for the release of Held Switches**, volume allocations are to be provided to suppliers to follow for the release of switches post Go Live. These are to be based on market share (on a per supplier MPID basis).

The allocations will be calculated prior to the start of Transition and circulated to each supplier via the Licensed Party Coordinator. Allocations will be treated securely due to the sensitive nature of the information.

Allocations will be provided to suppliers by Transition Stage 1 Start (*L2-TR070*).

Suppliers will each receive an allocation (based on market share) for each day the Held Switch Management period is active (see **Table 20 – LP Requirements for Held Switch release after Go Live**);

- The maximum daily volume of domestic switch requests which may be submitted to CSS during that day. This will be inclusive of BAU and held switch requests. These allocations
- The maximum hourly volume of domestic switch requests which may be submitted to CSS during that day. This will be inclusive of BAU and held switch requests.
- The maximum daily submission of supplier arranged (agent) appointments for domestic supply will follow the allocations of domestic switches.
- The maximum hourly volume of supplier arranged (agent) appointments for domestic supply will follow the allocations of domestic switches.
- The maximum number of domestic Supply Start Dates which occur on the same day. This will be inclusive of BAU and held switch requests.
- The maximum number of Initial Registration (non-switch) requests which may be submitted to CSS during that day. This will be inclusive of BAU and held Initial Registration requests.

- It is expected that non-domestic switch requests will be unconstrained during Held Switch Management period and so no allocations will be provided.
- The submission of supplier arranged (agent) appointments for non-domestic supplies will not be constrained and so allocations will not be provided.

Guidance for Licensed Parties

The following section details the guidance applicable to LPs in order to deliver the holding and submission of Switch Request, Initial Registrations and SAAs.

Prior to and including T1

See section **2.2.4 Management of In-Flight Switches for definitions** of T1 & T2.

ID	Description
TR-IF-PT1-005	Suppliers must hold within their systems all switch request which have a supply start date after Go Live.
TR-IF-PT1-010	Suppliers must ensure that the number of domestic switch requests which share a Supply Start Date after Go Live (held switch) remain within the allocation for that date.
TR-IF-PT1-015	Suppliers must hold within their systems Supplier Appointment requests (DA, DC, MEM) which pertain to switch requests being held by TR-IF-PT1-005.

Table 17 – LP Requirements for Switches prior to T1

After T1 and up to and including T2

See section **2.2.4 Management of In-Flight Switches for definitions** of T1 & T2.

ID	Description
TR-IF-T1-005	Suppliers must hold within their systems all switch requests during this period.
TR-IF-T1-010	Suppliers must ensure that the number of domestic switch requests which share a Supply Start Date remain within the allocation for that date.
TR-IF-T1-015	Suppliers must hold within their systems Supplier Appointment requests (DA, DC, MEM) which pertain to switch requests being held[1] by TR-IF-T1-005.

Table 18 – LP Requirements for Switches after T1 and up to and including T2

[1] For switch requests held by suppliers after T1 it is not possible for Supplier Agent Appointment requests to be submitted against these until the switch requests has been submitted to CSS at or after Go Live.

After T2 and up to Go Live

See section **2.2.4 Management of In-Flight Switches for definitions** of T1 & T2.

ID	Description
TR-IF-T2-005	Suppliers must hold within their systems all switch requests during this period.
TR-IF-T2-010	Suppliers must ensure that the number of domestic switch requests which share a Supply Start Date remain within the allocation for that date.
TR-IF-T2-015	Suppliers must hold within their systems all Initial Registrations (non-switch).
TR-IF-T2-020	Suppliers must hold within their systems all Supplier Appointment requests (DA, DC, MEM), for Registrations (Switches and Initial) submitted prior to and including T2.

Table 19 – LP Requirements for Switches after T2 and up to Go Live

From Go Live

ID	Description
TR-IF-GO-005	Suppliers must ensure that volume allocations are observed during the Held Switch Management Period.
TR-IF-GO-010	The Held Switch Management period starts at Go Live. It is expected to extend until it has been confirmed to the programme that supplier backlogs have been cleared through submission of requests to CSS.
TR-IF-GO-015	Suppliers must release held non-domestic switch requests and start submission of new/BAU non-domestic switch requests. The daily rate of submission is unconstrained provided that the hourly rate of submission does not exceed the stated hourly peak volume.
TR-IF-GO-020	Suppliers may submit non-domestic switch requests in any order providing that; • Electricity Switches are not selected by geography/(i)DNOs. • Switches are evenly spread across fuel types. • Switches conform to CSS choreography and business rules.
TR-IF-GO-025	Suppliers must release held non-domestic SAA and start submission of new/BAU non-domestic SAA. The daily rate of submission is unconstrained provided that the hourly rate of submission does not exceed the stated hourly peak volume.
TR-IF-GO-030	Suppliers must release Initial Registrations held from T2. The daily rate of submission is unconstrained provided that the hourly rate of submission does not exceed the provided allocation.

ID	Description
TR-IF-GO-035	Suppliers must release held domestic switch requests and start submission of new/BAU switch requests in accordance with their allocation of daily and hourly capacities. Allocations are inclusive of BAU & Held Switch volumes.
TR-IF-GO-040	Suppliers may submit domestic switch requests in any order providing that; • Switching volumes remain within allocation limits. • Electricity Switches are not selected by geography/(i)DNOs. • Switches are evenly spread across fuel types. • Switches conform to CSS choreography and business rules.
TR-IF-GO-045	Dual fuel switches are, from an allocation perspective, considered individually. I.E. 1x dual fuel switch is 2 switches from the allocation provided.
TR-IF-GO-050	Switch requests rejected by CSS (e.g. by reason of technical or business rule validation or objection) are counted against the supplier's allocation. Their resubmission will also count against the supplier's allocation.
TR-IF-GO-055	Switch requests which do not result in the expected synchronous response from CSS (e.g. a timeout) do not count against the supplier's allocation. However, timeout may be indicative of a technical issue, as such the retry policy (as described in **[15] NC-0077 CSS Interface Code of Connection**) is to be applied.
TR-IF-GO-060	Suppliers must release held domestic SAA and start submission of new/BAU domestic SAA in accordance with their allocation of daily and hourly capacities.
TR-IF-GO-065	During the Held Switch Management Period suppliers must provide reporting of; • Consumed domestic/non-domestic Switch request volumes. • Consumed domestic/non-domestic SAA request volumes. • Consumed domestic/non-domestic initial registration request volumes. • Outstanding (backlog) domestic/non-domestic Switch request volumes. • Outstanding (backlog) domestic/non-domestic SAA request volumes. • Outstanding (backlog) domestic/non-domestic initial registration request volumes.
TR-IF-GO-070	Suppliers must notify LPC once the backlog of switch, initial registration and SAA request is cleared.

Table 20 – LP Requirements for Held Switch release after Go Live

2.5.6. Working Time During Transition

Whilst the Transition schedule seeks to maintain execution of tasks during normal working hours, it is recognised that during the Transition period is it may be necessary for one of more parties to undertake activities outside of normal working hours. This is to:

- Minimise impact on existing (production) systems and processes;

- Reflect constraints imposed by internal change processes;
- Achieve the required timeliness of activity completion (to maintain the Transition Schedule);
- Monitor long running activities.

Where necessary, Transition activities may require;

- Work outside of normal business working hours (Mon-Fri, 8am-6pm).
- Weekend working.

Where such occurrences have been identified, these are captured within the Transition schedules in section, **9 Appendix A - Transition Schedules & Collateral**.

Bank Holidays & Public Holidays

The decision point for the determination of the Go-Live date (L1-RA110) is targeted for January 2022, however the Transition Planning and Scheduling presented within this artefact is currently planning against an early June 2022 Go-Live (for the purposes of development of this artefact).

As such, during the Transition phase (of several weeks) the schedule may be impacted by a number of Public/Bank Holidays (dependant on the outcome of L1-RA110). Those identified are stated below with the current impacted Transition Stage (based on the schedule presented in section **9 Appendix A - Transition Schedules & Collateral**);

- Good Friday - Fri, 15 Apr 2022
    - Impacted Stage: Transition Stage 1
    - Impact: This overlaps with the generation of REL data (in CSS). Subsequent REL Data retrieval and load by the enquiry services (DES/ECOES) occurs during the following week (retrieval) and weekend (load).
- Easter Monday - Mon, 18 Apr 2022
    - Impacted Stage: Transition Stage 1
    - Impact: This overlaps with the generation of REL data (in CSS). Subsequent REL Data retrieval and load by the enquiry services (DES/ECOES) occurs during the following week (retrieval) and weekend (load).
- Early May Bank Holiday - Mon, 2 May 2022
    - Impacted Stage: Transition Stage 2
    - Impact: This is the 1st day of TS2 (per the schedule presented in this artefact). As such this overlaps with,
        - The delivery of Week 1 updates of Registration and Supplier Arranged Appointments following the completion of TS1.
        - The start of Production interfaces to allow for the synchronisation of data changes occurring within the source systems since the initial data extraction (approximately 5-6 weeks of data changes).
- Spring Bank Holiday - Thu, 2 Jun 2022
    - Impacted Stage: Transition Stage 3 (Cutover)
    - Impact: This overlaps with the cutover period – a period of intense activity to finalise data migration (of final changes).

- Platinum Jubilee bank holiday - Fri, 3 Jun 2022
    - Impacted Stage: Transition Stage 3 (Cutover)
    - Impact: This overlaps with the cutover period – a period of intense activity to finalise data migration (of final changes).

3. Transition Stage Governance

3.1. Governance Model

Transition preparation activities in support of the Transition Phase is governed through the SI Transition Working Group to ensure visibility and input is captured from the Parties Under Integration (PUI). This forum (via coordination by the SI and oversight by DCC and Ofgem) provides input to the Cutover Working Group (CWG).

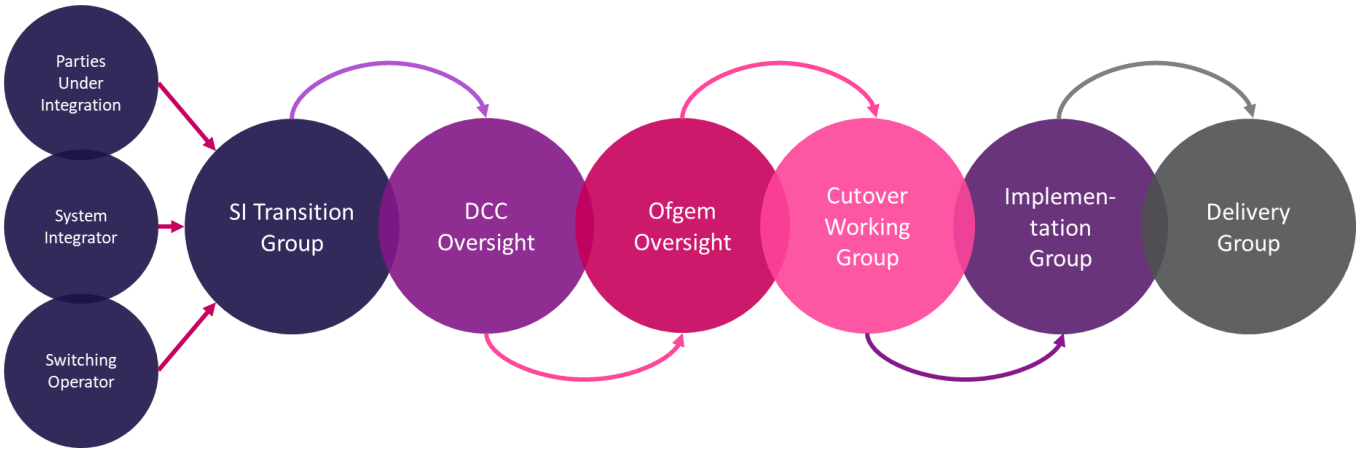


Figure 13 – Governance Model

Entry into and execution of the Transition Phase of the programme is to be governed through the CWG (in an advisory capacity). The Cutover, Implementation and Delivery Groups provide oversight and approval of the transition artefacts, activities and their execution through engagement with the PUI and wider industry participants (licensed Parties, LPs)

Terms of reference for all working groups are available on Salesforce or by contacting the Switching PMO.

3.2. Transition Governance

3.2.1. Transition Milestones

The Transition relevant milestone dates in terms of the final approval date at the relevant Ofgem Governance Group are highlighted in **Table 21 – Transition Milestones** below:

Milestone	Description	Milestone Dates	Approving Governance Forum
L2-TR200	Transition Testing Volunteer Licenced Parties Confirmed	29-Jan-2021	Implementation Group
L2-TR035	Transition Test Plan Completed and Runbook baselined	29-Apr-2021	Implementation Group
L3-TR350	Domain Data Populated with values required for Go-Live	02-Aug-2021	Cutover Working Group
L3-TR210	Transition Testing Production Data Cut Complete	16-Aug-2021	Cutover Working Group

Milestone	Description	Milestone Dates	Approving Governance Forum
L2-TR220	Transition Testing Production Data Cut delivered to CSS SFTP	27-Aug-2021	Implementation Group
L2-TR040	TT Preparation Complete	06-Sep-2021	Implementation Group
L2-TR170	ECAP baselined	11-Oct-2021	Implementation Group
L3-TR300	Transition Plan/Runbook Updated for Transition Testing	05-Nov-2021	Cutover Working Group
L1-TR050	Transition Testing Start – Stage 1	08-Nov-2021	Implementation Group
L1-RA110	Determination of Go-Live date	21-Jan-2022	Implementation Group
L3-TR340	Transition Testing Start – Stage 2 & 3	24-Jan-2022	Cutover Working Group
L1-TR060	Transition Testing Complete	04-Mar-2022	Implementation Group
L3-TR230	Transition Plan/Runbook Transition Stage 1 Updated following Transition Testing Stage 1	18-Mar-2022	Cutover Working Group
L2-BC040	PUI Service Readiness for Transition Stage 1 & 2	18-Mar-2022	Implementation Group
L2-BC120	Switching Operator Service Readiness for Transition Stage 1 & 2	18-Mar-2022	Implementation Group
L2-TE1460	Production environment available for transition stage 1 (excluding DSP)	18-03-2022	Implementation Group
L2-TE1470	Production environment available for transition stage 2 (including DSP)	29-04-2022	Implementation Group
L2-TE080	Production environment available for Transition Stage 3	27-05-2022	Implementation Group
{Pending addition to MAD Log}	Production Data Cut for Transition (Gas Data)	21-03-22 (TBC)	Implementation Group
{Pending addition to MAD Log}	Production Data Cut for Transition (Electricity Data)	18-03-22 (TBC)	Implementation Group
L2-TR070	Transition Stage 1 Start	22-Mar 2022	Implementation Group
L1-TR080	Transition Stage 1 Complete	29-Apr-2022	Implementation Group

Milestone	Description	Milestone Dates	Approving Governance Forum
L3-TR240	Transition Plan/Runbook Transition Stage 2 Updated following Transition Testing Stage 2	29-Apr-2022	Cutover Working Group
L2-TR085	Transition Stage 2 Start	02-May-2022	Implementation Group
L1-TR090	Transition Stage 2 Complete	27-May-2022	Implementation Group
L1-TR130	Go/No-Go Decision[1]	27-May-2022	Implementation Group
L3-TR250	Transition Plan/Runbook Transition Stage 3 Updated following Transition Testing Stage 3	27-May-2022	Cutover Working Group
L1-BC110	Switching Operator business readiness preparations complete - Transition Stage 3	27-May-2022	Implementation Group
L1-BC130	PUI Service Acceptance – Transition Stage 3	27-May-2022	Implementation Group
L1-TR155	Transition Stage 3 Start	30-May-2022	Implementation Group
L1-TR140	Start of Go-Live Range	06-Jun-2022	Implementation Group
L1-TR160	Transition Stage 3 Complete	10-Jun-2022	Implementation Group
L1-TR150	End of Go-Live Range	15-Aug-2022	Implementation Group
L1-TR260	SI Early Life Support Complete	02-Sep-2022	Implementation Group

Table 21 – Transition Milestones[2]

Note that there will be a checkpoint and other governance activities associated with these programme milestones from the milestones assumptions dependencies log (MAD), which will be tracked through the NC-0062 Core Systems and Services Integration Plan.

3.3. Transition Entry & Exit

Entry & Exit criteria for each Transition Stage can be found in section **5.4 Transition Stage Entry/Exit Criteria**, this section provides a description of the criteria for the entry in to and exit from the Transition Phase.

3.3.1. Transition Entry

Entry into Transition represents the initiation of Transition Stage 1, as such the criteria for the entry into Transition align to the entry criteria for Transition Stage 1.

[1] L1-TR130 is to pre-date T1, which is currently not the case. *It is assumed that L1-TR130 will be realigned as part of a future CR.*
[2] The milestone details presented in this table were correct at the time of writing. It should be noted that these are subject to change.

Transition Testing Completion

The ability to enter the Transition stages is predicated on the successful execution (and satisfactory outcomes) of the Transition Test phase. As documented in the **Transition Test Plan [21]**, the following exit criteria apply for the Transition Test Phases:

- Defects from previous testing phases (SIT/DMT NFT and / or LR) have been agreed if exceeds threshold or a workaround agreed;
  - OT Test Phase has successfully completed, including service management tools and processes (ServiceNow) tested and operational;
  - Verification that OT ITIL processes have been tested and confirmed in the NC-0072 Service Acceptance Checklist [8] test evidence reviewed and accepted;
  - DMT Live Rehearsal testing has successfully completed;
  - All test evidence from previous phases, including operational testing and DMT Live Rehearsal testing are available, reviewed and approved by the SI and CSA as required;
  - Transition testing has successfully completed (L1-TR060);
    - All Transition tests must meet the expected result detailed in the specific test, or any exceptions documented and agreed.
    - Tests listed in the test specification have been executed at least once across both cycles with any exceptions documented and agreed through programme governance.
    - All tests relating to Transition Stages 1, 2 and 3 migrations (including reconciliation) have passed with no open defects at the end of the test phase. Defects relating to the SIT regression scenarios are allowed subject to the tolerance of open defects below.
    - Test results documented, and evidence captured.
    - The test completion report, Transition Test Completion Report [22] has been produced by the SI (with input from test participants) and agreed by DCC and Test Governance.
    - The level of open defects is within the tolerance by severity defined in Table 22 - Defect Thresholds. By exception, where there is an open severity 1 or severity 2 defect, or where the number of severity 3, 4 or 5 defects exceeds the threshold in Table 22 - Defect Thresholds, exit from the Test Phase can be allowed if agreed by all stakeholders including the Ofgem CWG.
    - The Transition Testing work-off plan has been reviewed and approved through programme governance. The work-off plan must include planned fix and delivery dates for all outstanding defects other than severity 5, for which fixes are not mandated.
    - The suite of reports to be used during transition has been implemented during the test phase and agreed as working as expected by all participants.
    - Jira is populated with remaining defects as agreed in the Transition Testing work off plan.

Defect Severity	Defect Name	Threshold for Transition Testing
1	Critical	0
2	Major	0
3	Significant	5

Defect Severity	Defect Name	Threshold for Transition Testing
4	Minor	10
5	Cosmetic	20

Table 22 - Defect Thresholds

Transition (Transition Stage 1) Entry Criteria

In addition to the successful completion of the Transition Testing phase the entry into Transition (Stage 1), L2-TR070, requires that the following criteria are met;

- NC-0103 (this artefact) has been approved and baselined;
- Milestone L1-RA110 (Determination of Go-Live date) has been achieved;
- Milestone L2-TR170 (ECAP baselined) has been achieved;
- NC-0080 Post-Implementation Plan [20] completed and the artefact has been approved and baselined;
- NC-0078 Master Readiness Checklist [30] completed and the artefact has been approved and baselined;
- Production environment readiness has successfully completed, including;
  - Request for and receipt of SWIKI certificates (TLS and Message Signing);
  - Request for and receipt of DCCKI certificates (TLS and Message Signing), CSS Only;
  - Production code/applications/tools are ready and available for deployment;
  - Network configuration, endpoints and DNS records published;
    - Connectivity/Smoke Testing completed. Smoke testing for PUI aligns to that presented in 4.3.4 Smoke & Connectivity Testing.
  - Security Assurance completed in line with CSS Interface Code of Connection [15] & E2E Security Requirements [16];
  - Service Management Tool (ServiceNow) deployed/enabled, including interfaces;
    - Between Landmark and ServiceNow API for Incidents/Requests;
    - Landmark to ServiceNow API for reporting purposes;
    - ServiceNow to TOC (Technical Operation Centre) for data extracts (enduring solution);
- All Transition Participants have been confirmed and are available, inclusive of;
  - Third Party hosting/support providers;
  - Switching Adaptor Service providers;
- Transition Participant resources (as described in Table 28 – Transition Resources);
- Transition Plan/Runbook updates/amendment following the outcomes of DMT-LRH and Transition Testing phases are complete and baselined inline with the schedule published within the CSSIP, Core Systems and Services Integration Plan [4];
- Transition Schedule, and the day-by-day breakdown of tasks and inter-dependencies are agreed and baselined (as provided within this artefact);

- Communication channels agreed with the Participants.

Transition Entry Governance

Upon completion of the Transition Test phase, a Transition phase Entry Gate will be conducted prior to the start of Transition execution. Based on the findings of the review, the Entry Gate will be conducted with key programme stakeholders including Ofgem, programme co-ordinator, DCC, CSA and the SI. The output from the Entry Gate will be one of the following:

- A recommendation to enter Transition execution;
- A recommendation to enter Transition execution with caveats, where those caveats are associated with a work-off Plan; or
- A recommendation not to enter Transition execution, with a remediation plan for the outstanding entry criteria.

3.3.2. Transition Stages Entry/Exit Criteria

Exit criteria for Transition Stage 1, entry/exit criteria for Transition Stages 2 and 3 found in section **5.4 Transition Stage Entry/Exit Criteria**.

3.3.3. Transition Stages Exit

Upon completion of the Transition Phase Completion Report, a Transition Stage Exit Gate will be conducted. Based on the findings of the Transition Stage Completion report, the Exit Gate will be conducted with key programme stakeholders including Ofgem, programme co-ordinator, DCC, CSA and the SI. The output from the Exit Gate will be one of the following:

- A recommendation to exit the Transition Stage;
- A recommendation to exit Transition Stage with caveats, where those caveats are associated with a work-off plan; or
- A recommendation not to exit Transition Stage, with a remediation plan for the outstanding exit criteria and an impact statement on future Transition Stages.

The decision for the completion of the Transition Stage milestones will be made by the respective Ofgem governance forum (as captured in **Table 21 – Transition Milestones**). The SI will be informing the Ofgem governance forum regarding progress towards this milestone throughout the Transition Stage.

3.4. Suspension and Resumption Criteria

3.4.1. Suspension Criteria

The Transition phase may be suspended where issues relating to its execution have rendered the continuation of the Transition to be completely non-productive. Any suspension would be invoked following discussion with all participants, Ofgem, CSA, DCC & SI.

A suspension may arise due to:

- High severity anomaly (or previously undetected defect) being unresolved that either:
  - Impact the systems in such a way as to make further execution non-productive; or
  - Exist in multiple functional/process areas restricting the ability to continue with any meaningful execution.
- The stability of the environments restricts Transition activities.
- Critical resources are not available.

- Unresolved blocking anomalies/remediation issues.
- The number of non-blocking anomaly/remediation issues either outstanding or rate of discovery is unacceptable.
  - PUI/DCC/SI will review open issues for complexity, impact and volume to make a recommendation to Ofgem to suspend Transition if collectively this is deemed to be warranted.
- If activity corrupts the production (CSS) environment, Execution will be abandoned. Transition will be restarted when the corruption has been eliminated and the production environment has been reset.

Further elaboration of scenarios which could give rise to the need for suspension of Transition activities is captured within the section **6.3 Remediation Scenarios**.

*{**NOTE**: A review of the Remediation scenarios/plan is currently being collated. This seeks to collect related scenarios together and then understand where within Transition they apply and derive an impact.*

As part of the Transition Testing phase these remediation scenarios are to be elaborated and exercised (paper-based) with test participants. The outcome of these exercises is to provide further elaboration this section of the artefact.}

It should be noted that it is not expected to set thresholds against which a suspension decision will be made. During the daily Transition stand-ups the -PUI/DCC/SI will review open issues for complexity, impact and volume to make a recommendation to Ofgem to suspend Transition if collectively this is deemed to be warranted.}

3.4.2. Resumption Criteria

Any lifting of Transition suspension is to be invoked where it is deemed that appropriate resolution or mitigation has been applied. Any resumption would be executed following discussion with all Transition participants. Any decision to resume would be taken by the SI, with the programme co-ordinator, Ofgem and DCC informed, unless the decision impacts a level 2 or level 3 milestone, in which case approval would be sought from the programme co-ordinator and Ofgem.

3.5. Governance Communications

3.5.1. Daily Transition Process

The daily activities to be performed by the SI throughout each week of Transition execution are as follows:

- Review the previous evening's Transition execution report
- Re-confirm schedule of all Transition activities to be executed
- Schedule and allocate activities to the Transition Participants
- Schedule and conduct a Transition planning meeting to agree on the daily Schedule with all participants for that day
- Execute Transition activities allocated to the SI and report accordingly within the SI coordinated Runbook
- Raise issues as required against the Transition activities assigned to the SI within the coordinated Daily Issues Log
- Conduct issue triage and issue management calls (In line with Transition Remediation Plans)

- Arrange calls where necessitated by blocking issues, which will be included as part of the daily Transition execution reports
- Generate and distribute Transition execution reports
- Manage the Transition plan in relation to Transition execution
- Keep calls open during Transition execution days using Microsoft Teams to facilitate communications between all parties and allowing an efficient progression of Transition

3.5.2 Daily Transition Process – Transition Participant

The daily activities to be performed by the Transition participants throughout each week of Transition execution are as follows:

- Attend calls and agree to a daily schedule with the SI
- Co-ordinate own resources for allocated Transition activities
- Sanity checks of environments prior to starting Transition execution
  - The sanity checks reflect that the environments in use during Transition are production. The daily sanity checks will provide an opportunity for parties to call out any known/new production issues within their environment which may impact Transition activities.
- Execute Transition activities allocated within the SI coordinated Runbook and report accordingly
- Raise issues as required against the Transition activities assigned to them within the coordinated Daily Issues Log
- Advise of any change to their release schedule
- Participate in issue triage and issue management calls (In line with Transition Remediation Plans)
- Review status of issues (tracked within ServiceNow[1])
- Progress any issue investigation and fix (remediation) activities in alignment with the fix-forward approach and identified Remediation plans.

Should additional hours and weekend working be required to support Transition execution, for example, additional issue management resolutions or to maintain progress against the Transition schedule, this will be discussed and agreed at the daily progress meetings, which will require approval by affected parties.

[1] It is assumed that ServiceNow will be used to track issues identified within Transition stages. This is to ensure that any workarounds, knowledge articles or resolutions are captured and available for reference post-Go-Live.

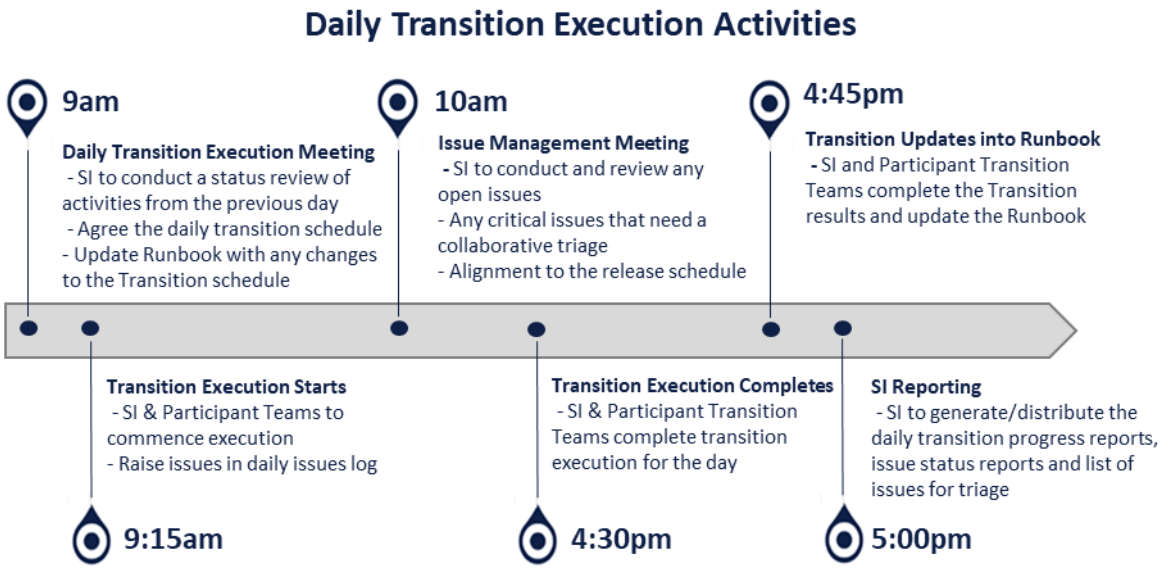


Figure 14 – Daily Activities of Transition Execution

It is recognised that the specific tasks within the Runbook are constrained and will require execution outside of normal working hours (9am-5pm) or over weekends. Where this is the case it will be necessary to realign the daily meetings to ensure that these can accommodate the daily review of these tasks and their execution. To minimise the impact on resources this may result in adjustments to the required attendees for these meeting to restrict the attendance to those parties directly involved or impacted.

Additional Communications Channels

During the Transition stages it will be necessary to supplement the daily meetings through the use of additional open (bridge) calls to allow for a more interactive dialogue between participants. This is particularly the case during periods of accelerated and/or highly interactive tasks (e.g. during the Cut-Over). Additional bridge calls will also be employed should it be necessary to enact a remediation plan.

Where this is necessary these will be arranged and established using Microsoft Teams).

3.5.3 Daily Transition Process – Participant Schedule

It is recognised that throughout the Transition period, the level of activity being completed by parties will vary depending on which Transition Stage is being exercised. As such participation within the daily Transition calls will similarly vary to align with the activities being undertaken or due to be undertaken. The following table (**Table 23 – (Provisional) Daily Transition Call** Attendance Schedule) provides an outline of the expected party attendance during each of the 3 Transition Test Phases.

Transition Stage	Required Attendees	Optional Attendees
Pre-Transition (Preparations)	Landmark (CSS)	Programme Coordinator
	CGI (DSP)	Licensed Party Coordinator
	DCC (Switching Operator, DSP TOC)	Ofgem
	All DNOs/iDNOs (MPRS)	
	Xoserve (UK Link)	
	RECCo (ECOES & MDD/SDD)	
	C&C (Switching Adaptor Service)	

Transition Stage	Required Attendees	Optional Attendees
	Electralink (Switching Adaptor Service) CGI/DCC (Service Support) Netcompany (SI)	
Transition Stage 1 (Bulk Extracts)	Landmark (CSS) DCC (Switching Operator, DSP TOC) All DNOs/iDNOs (MPRS) Xoserve (UK Link) RECCo (ECOES & MDD/SDD) CGI/DCC (Service Support) Netcompany (SI)	CGI (DSP) C&C (Switching Adaptor Service) Electralink (Switching Adaptor Service) Programme Coordinator Licensed Party Coordinator Ofgem
Transition Stage 1 (Data Loads)	Landmark (CSS) DCC (Switching Operator, DSP TOC) All DNOs/iDNOs (MPRS) Xoserve (UK Link) CGI/DCC (Service Support) Netcompany (SI)	CGI (DSP) C&C (Switching Adaptor Service) Electralink (Switching Adaptor Service) RECCo (ECOES & MDD/SDD) Programme Coordinator Licensed Party Coordinator Ofgem
Transition Stage 1 (Exit Review)	Landmark (CSS) CGI (DSP) DCC (Switching Operator, DSP TOC) All DNOs/iDNOs (MPRS) Xoserve (UK Link) RECCo (ECOES & MDD/SDD) C&C (Switching Adaptor Service) Electralink (Switching Adaptor Service) CGI/DCC (Service Support) Netcompany (SI) Programme Coordinator Licensed Party Coordinator Ofgem	
Transition Stage 2 (Entry Review)	Landmark (CSS)	Programme Coordinator

Transition Stage	Required Attendees	Optional Attendees
	CGI (DSP) DCC (Switching Operator) All DNOs/iDNOs (MPRS) Xoserve (UK Link) RECCo (ECOES & MDD/SDD) C&C (Switching Adaptor Service) Electralink (Switching Adaptor Service) CGI/DCC (Service Support) Netcompany (SI)	Licensed Party Coordinator Ofgem
Transition Stage 2 (File-Based Extracts)	Landmark (CSS) DCC (Switching Operator) All DNOs/iDNOs (MPRS) Xoserve (UK Link) CGI/DCC (Service Support) Netcompany (SI)	CGI (DSP) RECCo (ECOES & MDD/SDD) C&C (Switching Adaptor Service) Electralink (Switching Adaptor Service) Programme Coordinator Licensed Party Coordinator Ofgem
Transition Stage 2 (Data Loads)	Landmark (CSS) DCC (Switching Operator) All DNOs/iDNOs (MPRS) Xoserve (UK Link) CGI/DCC (Service Support) Netcompany (SI)	CGI (DSP) RECCo(ECOES & MDD/SDD) C&C (Switching Adaptor Service) Electralink (Switching Adaptor Service) Programme Coordinator Licensed Party Coordinator Ofgem
Transition Stage 2 (Exit Review)	Landmark (CSS) CGI (DSP) DCC (Switching Operator, DSP TOC) All DNOs/iDNOs (MPRS) Xoserve (UK Link) RECCo (ECOES & MDD/SDD)	

Transition Stage	Required Attendees	Optional Attendees
	C&C (Switching Adaptor Service) Electralink (Switching Adaptor Service) CGI/DCC (Service Support) Netcompany (SI) Programme Coordinator Licensed Party Coordinator Ofgem	
Transition Stage 3 (Entry Review)	Landmark (CSS) CGI (DSP) DCC (Switching Operator) All DNOs/iDNOs (MPRS) Xoserve (UK Link) RECCo (ECOES & MDD/SDD) CGI/DCC (Service Support) Netcompany (SI) Programme Coordinator Licensed Party Coordinator Ofgem	C&C (Switching Adaptor Service) Electralink (Switching Adaptor Service)
Transition Stage 3	Landmark (CSS) CGI (DSP) DCC (Switching Operator) All DNOs/iDNOs (MPRS) Xoserve (UK Link) RECCo (ECOES & MDD/SDD) CGI/DCC (Service Support) Netcompany (SI)	C&C (Switching Adaptor Service) Electralink (Switching Adaptor Service) Programme Coordinator Licensed Party Coordinator Ofgem
Transition Stage 3 (Exit Review)	Landmark (CSS) CGI (DSP) DCC (Switching Operator, DSP TOC) Xoserve (UK Link) RECCo (ECOES & MDD/SDD)	

Transition Stage	Required Attendees	Optional Attendees
	C&C (Switching Adaptor Service)	
	Electralink (Switching Adaptor Service)	
	CGI/DCC (Service Support)	
	Netcompany (SI)	
	Programme Coordinator	
	Licensed Party Coordinator	
	Ofgem	

Table 23 – (Provisional) Daily Transition Call Attendance Schedule

3.6. RACI

The RACI model is captured within section **9 Appendix A - Transition Schedules & Collateral**.

3.7. Governance Calendar

The Governance Calendar is captured within section **9 Appendix A - Transition Schedules & Collateral**.

3.8. Key Contacts

All key contacts are captured in section **9 Appendix A - Transition Schedules & Collateral**.

4. PUI/Market Participant Transition Plans

4.1. Market Participant Plans Scope

CSS provides an application interface to enable the exchange of registration and address information between the CSS and the following Market Participants and their roles (referred to as CSS Service Users):

- Suppliers
- Gas registration system managed by Xoserve through the UK Link system
- Gas Data Enquiry Service (DES) managed by Xoserve
- Shippers
- Electricity registration systems (Meter Point Registration System) operating across all Distribution Network Operators (DNO) and independent DNOs who collectively provide the Meter Point Administration Service (MPAS)
- Electricity Central Online Enquiry Service (ECOES) managed by RECCo
- DCC Smart Metering (DCC SM)
- Enduring Change of Supplier (ECOS)
- Data Collectors
- Data Aggregators
- Meter Asset Providers (MAPs)
- Metering Equipment Manager (MEMs)
- Switching Domain Data Service

These CSS service users are, for the purposes of planning, collated in to two groups Parties Under Integration (PUI) and Licensed Parties. Each is discussed further below.

It is recognised that CSS Users will include REC parties (parties governed by the REC) and non-REC parties (parties not governed by the REC). Non-REC governed parties will be required to sign an access agreement (via REC Manager) ahead of CSS Go Live.

4.2. PUI Plan

*{**NOTE**: Whilst this artefact (in Appendix A – Transition Schedules & Collateral) contains a construction of the PUI plans and Transition Schedule, a number of decision points remain outstanding (e.g. CR-D059, CR-D071) which will impact this choreography. As such it may be necessary to update these following the outcomes of these and any other Transition impacting CRs. This is in addition to updates necessitated by feedback gained through the execution of DMT Live Rehearsal and Transition Test phases of the programme.}*

Parties Under Integration (PUI) consist of the following roles and organisations captured in **Table 1 – Transition Participants**. In summary these are;

- Central Switching Service managed by Landmark
- Switching Operator provided by DCC
- Gas registration system managed by Xoserve through the UK Link system
- Gas Data Enquiry Service (DES) managed by Xoserve

- Electricity registration systems (Meter Point Registration System) operating across all Distribution Network Operators (DNO) and independent DNOs (iDNO) who collectively provide the Meter Point Administration Service (MPAS)
- Electricity Central Online Enquiry Service (ECOES) managed by RECCo
- DCC Smart Metering (DCC SM) provided by DSP

These PUIs form the core of the Transition activities necessary to prepare the Central Switching Services for operational use. As described in **2 Transition Stage Scope**, the Transition is accomplished through the execution of 3 stages.

The Transition execution across the three Transition stages is detailed for these participants within section **2.5 Transition Execution Plans** and **9 Appendix A - Transition Schedules & Collateral**.

4.3. CSS Users Transition Plan

Whilst the Transition execution (activities to be completed by each PUI) encapsulates the majority of the Transition activities, it is the onboarding of and integration with the wider Licensed party community which is required to fulfil the Go-Live to operation service of the CSS. This necessitates the Transition (to CSS) of the wider Licensed Party community, consisting of;

- Suppliers
- Shippers
- Data Collectors
- Data Aggregators
- Meter Asset Providers (MAPs)
- Metering Equipment Managers (MEMs)

The activities to facilitate the Transition of these Licensed Parties (LPs) can be summarised as;

- Environment Preparation
- SWIKI Certificate Acquisition
- Connectivity & Smoke Testing
    - Basic infrastructure connectivity testing
    - Webhook Registration
- Cutover
    - Including the retrieval and load of registrationIDs data from CSS
    - Enablement of CSS integrations within the LPs interfacing systems.

These are activities are described in further detail in the following sub-sections.

4.3.1. Licensed Party Activities Summary

To provide clarity, the following tables highlight the activities required to be undertaken by LPs during Transition.

Activities Prior to Licensed Party Transition

Activity	Detail
CSS-ready Code, Deployment and Configuration Plans	Licensed Parties (or their 3rd party providers) are to have finished their development and testing of software against the CSS interface specifications. Parties would have in place the necessary deployment and configuration plans for inclusion within their transition plans/runbooks.
Readiness of Licensed Party Transition Plans/Runbooks	Ahead of entry into Transition, Licensed Parties are to ensure that their internal plans/runbooks are complete. This should contain detail for the scheduling and execution of Licensed Party activities to accomplish their transition to CSS. This should include business transition activities and remediation plans.
SWIKI Certs *{**NOTE:** Timescales under review with SI/DCC to ensure sufficient lead is allowed to support the request/issuance process}*	In order to establish and consume technical interfaces with the CSS, Parties are required to have requested and been issued with SWItching Key Infrastructure certificates for TLS and message signing. *{**Note:** It is assumed that this will be available from Transition Stage 1 Start, but is subject to review and change}*
Registration for Access to SI Data Tool *{**NOTE:** Access to the TDT has a dependency on the SWIKI certificate request/issuance process for production certificate. Timescales under review with SI/DCC.}*	During the late stage of Transition, Licensed Parties will be required to retrieve their registrationIDs data files (inc. DPI). To facilitate this Licensed Parties are to register for accounts to the SI Data Tool which is to be used to disseminate these files. Please see **14 Appendix F – registrationID Retrieval via SI Test Data Tool**. ***{Note:** It is assumed that the TDT registration process will be available from Transition Stage 1 start through to the end of Transition Stage 2. It should be noted that although registration can be completed during this period access to the TDT will not be possible until registration and SWIKI certificates are in place.}*

Table 24 – Activities Prior to Licensed Party Transition

Licensed Party Activities within Transition Stage 2

Activity	Detail
Transition - 'Go/No Go' Decision *{**NOTE:** L1-TR130, currently targeted for 27-May-2022. This is required to be realigned[1] following updates to D-4.3.4 E2E Transition - In Flight Switches Management Approach to account for CR-D071.}*	'Go/No Go' decision within Transition Phase. This decision triggers the initiation of the management of In-Flight switches as described in **D-4.3.4 E2E Transition Plan – In-Flight Switches Management Approach [3]** and the amendments brought by **CR-D071 Change to management of in-flight switches approach – D-4.3.4 E2E Implementation Plan [32]**. This decision also initiates the start of transition activities to be undertaken by the wider Licensed Party community to complete their transition and the adoption of CSS.
Implementation of T1 - Initiation of In-Flight Switches Management *{**NOTE:** Current planning calls this out as 22-May-2022. This is to be realigned following updates to D-4.3.4 E2E Transition - In Flight*	Licensed Parties engage their business/technical processes to support holding of switch request (after T1) as described in In-Flight Switch Management approach & CR-D071.

[1] Realignment of L1-TR130 Go/No Go decision is to be made under CR. This is to consider the alignment in relation to T0 and T1 as described in 2.2.4 Management of In-Flight Switches.

Activity	Detail
Switches Management Approach to account for CR-D071}	

Table 25 – Licensed Party Activities within Transition Stage 2

Licensed Party Activities within Transition Stage 3 & Go Live

Activity	Detail
Initiation of Licensed Party Transition Plans	Licensed partied initiate their own transition plans/runbooks to execute their transition activities to integrate with the CSS in readiness for Go Live. *{**Note:** It is assumed that this will start at /after L1-TR130.}*
Establish Interfaces with CSS *{**NOTE:** This is initiated following 'Go' Decision. Progress monitoring is via Licensed Party Coordinator}*	Completion of technical integration with CSS by Licensed Parties. This includes the registration of Webhooks, which also provides the necessary smoke testing (validating certificates and connectivity with the CSS). *{**Note:** It is assumed that this will start at /after L1-TR130 and be completed by T2.}*
Implementation of T2 - Initiation of In-Flight Switches *{**NOTE:** Current planning shows T2 starts at close of business on 01-Jun-2022, this is 2 full working days prior to Go Live}*	During the latter stages of Transition, Parties are required to initiate business/technical processes to support ceasing of data changes (in support of the final cutover period) as described in In-Flight Switch Management approach & CR-D071. Data changes include Initial (New Registrations and Supplier Arranged Appointments) During this period Licensed Parties are to continue to hold new switch requests within their systems. The cutover period is 2 working days prior to the Go Live of the CSS.
Retrieval of registrationIDs & DPI data from SI Data Tool *{**NOTE:** Data is estimated to be available from 05-Jun-2022. This is under review to ascertain if this can be provided earlier.}*	Once the final migrations of data from ESP to CSS have been reconciled and completed, within the cutover period, Licensed Parties are required to retrieve their registrationIDs (inc. DPI). This is a time critical activity which can only occur late within the cutover period. *{**Note:** It is assumed that the TDT registration process will be available from Transition Stage 1 start through to the end of Transition Stage 2}*
Load of registrationID data in to Licensed Party system(s) *{**NOTE:** Progress monitoring is via Licensed Party Coordinator, however data is required to be loaded prior to interaction with CSS for existing registrations.}*	On retrieval of their registrationID data, Licensed Parties are to (as per their own internal processes) apply this data to their systems in readiness for consuming CSS at Go Live. This allows LPs to interact with existing registrations held within CSS. This data is described in the section **registrationIDs Dissemination**.
Licensed Parties invoke Business/Technical change to support CSS adoption.	This activity is for LPs to enact any business process or technical changes identified as required to support the adoption of CSS. These activities are those documented within the Licensed Party Transition plans/runbooks.

Activity	Detail
Go Live *{**NOTE:** This is currently planned for the first working day of Go Live Range (L1-TR140), 06-Jun-2022. This is subject to change}*	CSS is Live. Licensed Parties are now able to interact with CSS.
Licensed Parties finalise new/updated (CSS-ready) business processes (if applicable) [This is to align to the LP consumption of CSS at or after Go Live and is coordinated by the LPC]	Licensed Parties are to enable new or updated business processes which support consumption of the new CSS and switching arrangements.
Licensed Parties initiate the release of held switches.	LPs to invoke processes/technical solutions to deliver the backlog of held switches to CSS for processing and execution. This is to be in accordance with the **2.5.5 In-Flight (Held) Switches** Execution Plan**.**
Licensed Parties confirm completion of the submission/execution of held switch backlog.	LPs are to provide confirmation that all LP held switches have been submitted to CSS. This is to be in accordance with the **2.5.5 In-Flight (Held) Switches** Execution Plan**.**

Table 26 – Licensed Party Activities within Transition Stage 3 & Go Live

4.3.2. Environment Preparation

For LPs (or representing Third-Party IT Provider) to integrate with and adopt the CSS it is necessary for LPs to prepare their production environments. This preparation encompasses,

- Configuration of hosting components (for production environments) to support connectivity with the CSS. This is inclusive of the deployment of hosting infrastructure, configuration of network services (e.g. routing, firewalls).
- Deployment of code/software to production environments which has been developed to allow for integration with CSS and the associated message exchanges.
- Configuration of production environments for use with CSS production APIs. Further details necessary for connectivity to CSS production APIs can be found in Environments Plan [23].

Environment preparations are to be completed in readiness for the adoption of CSS (during the cutover period), as depicted within section **9 Appendix A - Transition Schedules & Collateral**.

4.3.3. SWIKI Certificate Acquisition

As described within **CSS Interface Code of Connection [15]**, in order to interact with the CSS, LPs (and/or representing Third-Party IT Provider) are required to acquire the necessary SWIKI (SWItching Key Infrastructure) certificates for TLS and for message signing. The required certificates for parties vary and is shown in **Table 27 – SWIKI Certificate Requirements**.

Party	TLS Certificate	Digital Signature Certificate	Notes
CSS	Yes	Yes	The CSS digital signature certificate is made available to the Switching community to allow Parties to verify signed messages from CSS.
Adapter Service Provider	Yes	No	Adapter Service providers supporting multiple clients need only a single connection between their service and CSS, secured by their own TLS certificate. Service Providers do not require digital signature certificates of their own but must hold a digital signature certificate on behalf of each client such that they can sign messages on their behalf.
Third Party Service Provider	Yes	No	Third Party Service providers supporting multiple clients need only a single connection between their service and CSS, secured by their own TLS certificate. Service Providers do not require digital signature certificates of their own but must hold a digital signature certificate on behalf of each client such that they can sign messages on their behalf.
Adapter Service Subscriber	No	Yes	Though they may proxy much of the responsibility to request and manage digital signature certificates, subscribers retain ownership of, and responsibility for their digital signature certificates.
Third Party Service Subscriber	No	Yes	Though they may proxy much of the responsibility to request and manage digital signature certificates, subscribers retain ownership of, and responsibility for their digital signature certificates.
Parties Connecting Directly to CSS	Yes	Yes	Parties are wholly responsible for requesting and managing both TLS and digital signature certificates.

Table 27 – SWIKI Certificate Requirements

These certificates are to be requested via the CSS Certificate Authority (CCA) managed by DCC.

*{**NOTE**: The availability of, and process for, the acquisition of production certificates (TLS and message signing) is currently under development. This section of the document and supporting guidance is to be updated one this is available. Currently the target for the (Operational) testing of this is February/March 2022 following testing in Operational Testing Tranche 3. It is assumed that on completion of this testing any final process guidance/documentation will be made available to CSS Users.}*

4.3.4. Smoke & Connectivity Testing

The Transition phase of the programme represents the final integration of systems in readiness for the adoption of the CSS at Go Live. As this necessitates the integration of production environments the scope of connectivity testing is limited.

To ensure that production environments are not inadvertently polluted through the introduction of test/synthetic data it is not possible to exercise interfaces using messages. Therefore, the scope of smoke and connectivity testing will be limited to;

- Confirmation of Licensed Party service and interface availability.
- Basic network connectivity;
    - Confirmation of DNS service name registration.
    - Basic name resolution testing - Successful DNS name resolution of published DNS names (for Licensed Party services and CSS).
    - Basic connectivity testing - Confirmation of that network protection/access has been configured to allow connectivity to/from CSS. It is expected that this is limited to verifying access to/from specified TCP ports (using tools such as telnet).
- Successful request for, receipt and implementation of SWIKI certificates (including implementation by adaptor services where these are used).
- Successful Webhook registration.

4.3.5. Webhook Registration

In preparation for cutover and operational use of the CSS, LPs are required to register webhooks to be notified by CSS of specific events pertinent to their role within the energy market. Initial guidance for the roles and event types can be found on the **Developer Portal CSS Developer Portal [25]**.

Each LP is required to register Webhooks to receive event updates issued by CSS. For organisations which fulfil more than one market role must register Webhooks for all event across all roles that they hold.

Guidance on how to register Webhooks is available within **CSS UIT Onboarding Guide [24]**.

*{**NOTE**: At the time of writing the guide provided is targeted for use within the UIT Test Phase. This guidance (and reference within this artefact) is to be updated once the Production environment guide is made available. This is estimated to be available (subject to governance) mid-October 2021.}*

Webhooks registrations are to be completed in readiness for the adoption of CSS. Registration of Webhooks by Licensed Parties is dependent on a 'Go' decision being reached at L1-TR130. This will result in Licensed Parties being required to submit Webhook registrations (to CSS) between L1-TR130 and Go-Live.

Use of webhook registration allows for smoke testing in the absence of sending or receiving any test messages. Registration of webhooks will exercise;

- From connecting party to CSS
    - Basic network connectivity from connecting party to CSS for the submission of the webhook registration.
    - Validation of TLS and message signing certificates.
    - Validation of the ability to submit a message/request.
- From CSS to connecting party
    - Basic network connectivity from CSS to connecting party for the response/confirmation of the webhook request/registration.
    - Validation of TLS and message signing certificates
    - Validation of the ability to submit a message to connecting party

4.3.6. Cutover

Industry Cutover is captured within the ECAP (End-to-End Cutover Approach and Plan).

*{**NOTE**: At the time of writing the SI and LPC are working together to define the content of the ECAP and its relation to the information presented within this artefact.}*

4.3.7. Transition Entry Criteria

Licensed Party Readinessand Transition Entry Criteria are captured within the ECAP (End-to-End Cutover Approach and Plan).

*{**NOTE**: At the time of writing the SI and LPC are working together to define the Transition Entry Criteria being specified at the industry level. This is expected to include; System development/technical readiness, business process readiness and training.}*

4.3.8. Transition Exit Criteria

Licensed Party Readinessand Transition Exit Criteria are captured within the ECAP (End-to-End Cutover Approach and Plan).

*{**NOTE**: At the time of writing the SI and LPC are working together to define the Transition Exit Criteria being specified at the industry level.}*

5. SI/DCC Transition Plan/Runbook

5.1. Transition Execution & Management Process

The Transition execution will align to section **2.5 Transition Execution Plans**, which is split into three specific Transition stages. To ensure that all Transition participants (PUI) are prepared and understand their roles and responsibilities a series of workshops will be implemented by the SI to walk through the execution process, including key areas:

- Transition Stage entry and exit criteria
- Transition execution schedule
- Remediation (and where applicable) defect management process
- Reporting and Governance gates

Transition participants will also be advised on the daily and weekly meetings, which will include reviews of the previous days progress and planned tasks for each day. The Transition schedule will also be reviewed regularly through the daily meetings, should any changes be required and mitigate any risks with the overall milestone for the completion of each stage of Transition execution.

The above approach will ensure that all Transition participants are able to plan and mobilise their Transition resources, which also align with the Transition team structure (section **5.1.1 Transition Execution Team Structure**) and their respective roles and responsibilities. The following sections provide further detail on how the Transition will be managed, monitored, executed, and reported on.

5.1.1. Transition Execution Team Structure

The Transition execution team structure is detailed in **Table 28 – Transition Resources**. This is a guideline to the types of resources required by organisations participating in the Transition phase. It is the responsibility of each Transition participant to provide sufficient and appropriate resources to support the Transition phase. Prior to the completion of the Transition preparation stage, the participants will be requested to provide contact details for their resources. These will be collated within section **9 Appendix A - Transition Schedules & Collateral** and referenced in **3.8 Key Contacts**.

The Transition participants are also required to provide alternate contacts who can fulfil the role for periods of unavailability of any resources. Note that the resource requirements described in this section are based on roles needed to conduct the activity. Where it is appropriate, a Transition participant may have a single resource fulfilling multiple roles.

Organisation	Resources	Responsibilities
Systems Integrator (SI)	Transition Manager	Conducting daily execution progress meetings, scheduling, and updating changes to Transition schedule, managing Transition execution and reporting
	Transition Architect	Transition Architect will provide technical oversight in support of the Transition Manager. Coordinate with Transition participants to ensure effective engagement scheduling and execution of Transition activities.
	Remediation Manager	Overall management of remediation plans and their enactment. Liaising with Transition participants to coordinate the execution remediation plans and providing management reporting to governance forums.
	Data Coordinator	Co-ordinate with participants' technical teams for the execution of the planned data extracts and migration between participants.

Organisation	Resources	Responsibilities
		Maintain the schedule for planned data migration activities and provide updates to Transition reporting.
	Data Analyst	Support the Data Coordinator in the management of the data migration activities. Delivery of the data reconciliation activities and reporting.
Transition Participants	Transition Manager	Participation in daily Transition execution meetings, managing execution and daily execution reporting.
	Transition Analyst	Execution of scheduled Transition activities. It is expected that this role will be delivered by multiple resources aligned to the Transition execution activities planned within each stage.
	Data Coordinator	Co-ordinate with the SI technical teams for the execution of the planned data extracts and migration. Maintain the schedule for planned data migration activities and provide updates to Transition Manager for reporting.
	Data Analyst	Support the Data Coordinator in the management of the data migration activities throughout the Transition stages. Support the SI and Participant Data Coordinators in the identification of data quality issues and their rectification.
	Business SME support	Provide business SME support for each respective Party Under Integration and licensed party to support Transition preparation and execution
	Assurance Manager	Reviewing and assuring all output from the Transition phase
DCC Assurance	Assurance Manager	Reviewing and assuring all output from the Transition phase
	Assurance Analyst	Support the assurance manager in reviewing and assuring all output from the Transition phase
	Service Transition Manager	This role reviews and assures DCC Operational Readiness
DCC Service Operations	Operations Manager	Participation in daily Transition execution meetings, managing Transition of Service and Operations Support. Manage daily execution and reporting. Liaise with Transition participant Transition Managers to ensure transition to and adoption of Operation service and support
	Operations Analyst	Support the Operations manager in the execution of service introduction and reporting from the Transition phase

Table 28 – Transition Resources

5.2. Communications

5.2.1. Meetings

In addition to the meetings described in this section, the Switching programme will also conduct additional programme governance meetings, including the Implementation Group which approves the relevant milestones. Where possible the SI will try to synchronise meetings and combine daily calls if required. This will minimise the amount of time Transition participants are involved in meetings.

Transition Preparation Meetings

Transition preparation will employ a collaborative approach involving all relevant parties to identify and understand the execution schedule and activities. This process will initially take the form of schedule elaboration workshops comprising an audience of all the relevant parties. The workshops will be coordinated so as to align with the three-stage approach to Transition and provide greater focus.

Transition Readiness Meetings

Transition readiness meetings will be conducted by the SI with each participant (PUI) to review and ascertain the readiness of each participant's system in preparation for Transition execution. The results of the individual review with each participant will be consolidated by the SI and submitted as collateral to programme governance for approval to commence the Transition Stage. The SI will conduct the reviews with PUI to confirm achievement of the following Switching programme milestones captured in **Table 21 – Transition Milestones**.

The SI will produce a review document that includes a checklist of activities and documentation to be completed and available for review. This document will be shared with the Transition participants prior to the participants' review. The review checklist will include but not limited to the following in detail:

- Environment availability and readiness
- Participants' resource availability
- Key contacts
- Transition stage entry criteria checklist

For each Transition participant, the SI will update the review document with the meeting results. In the event where the review does not meet the Transition stage entry criteria, the SI will, in agreement with the relevant participants and subject to completion of any remediation activity, reschedule another assessment meeting to allow the Transition participant to address the failed criteria.

The successful review meeting reports will be consolidated into an overall Transition Readiness report which will be started during the Programmes Transition Testing Stage and be regularly updated through review meetings until the start milestone for Transition stage 1. The report will include a recommendation by the SI to commence Transition and will be submitted for approval through programme governance via the Ofgem Implementation Group.

Daily Execution Progress Meetings

On each day (Monday to Friday) where Transition activities as to be executed, participants will meet in the morning for 30 minutes to:

- Review the status of execution for the previous day
- Review planned execution for the day
- Review any changes required to scheduled activities

In advance of the meeting, the SI will produce a report showing the planned execution coverage for the day. The cut off time for reporting for the previous day is 5pm. The meeting will be conducted using Microsoft Teams.

Weekly Transition Execution Progress Meetings

The SI will conduct weekly progress meetings on Fridays which will replace the daily execution meeting with a duration of 30 minutes to:

- Review Transition activity/progress for the week to date
- Review planned activities and schedule for the coming next week

- Review any changes required to revise the schedule

Note that the default period for reporting will be from Monday to Friday to allow for collation and distribution of reports. The meeting will be conducted using Microsoft Teams.

SI Transition Group Meetings

The SI will conduct Transition group meetings to allow collaboration of all Transition participants on matters relating to Transition preparation, planning/scheduling and execution. The cadence of these meetings will move from fortnightly to weekly from August 2021.

Ofgem Cutover Working Group Meetings

The Ofgem CWG will be held at least monthly, and more frequently when required to support Transition, to allow the review and approval by industry of key programme artefacts.

Implementation and Delivery Groups

The Ofgem Implementation Group and Delivery Group meetings will be held at least monthly, and more frequently when required to support Transition, to allow the review and approval key programme milestones, as captured in **Table 21 – Transition Milestones**.

Remediation Management Meetings

Remediation management meetings will take place on an ad-hoc basis driven by the identification/triggering of a remediation scenario. In these circumstances, the remediation scenario is to be triaged by the SI Remediation Manager (with the support of the affected PUI transition Managers and any necessary business/technical resource). The remediation scenario will be assessed for priority and severity as described in section **6.1 Remediation Management**.

Dependant on the Severity and Priority of the remediation scenario a meeting plan will be invoked (see **6.1 Remediation Management**) which will range from an on-going open bridge through to daily remediation meetings. Where daily meetings are required, these will be aligned to the daily execution progress meetings (and accommodated within where possible) to minimise the amount of time Transition participants are involved in meetings.

5.2.2. Reporting

Throughout the Programme Transition Phase, the SI will produce and share regular progress reports which feed into the end of stage reporting and ultimately the end of Transition Phase reporting which is used to inform completion of the Programmes Transition into Live and ultimately the commencement of the Programmes Early Life Support phase (ELS).

Transition Readiness Report

The Transition Readiness Report will be produced during the Programmes Transition Testing Phase and is used to inform the Programmes progression from Transition Test completion into Transition Stage One. The report will contain information relating to any outstanding defects from testing, any Transition phase risks and performance metrics relating to the core systems as tested in Transition Testing.

The Transition Readiness Report will declare readiness for Transition based upon not only the Transition Testing outcomes but the criteria tracked within the **NC-0078 Master Readiness Checklist [30]** and **NC-0072 Service Acceptance checklist [8]** artefacts which ultimately inform the Programmes Go/No Go decision prior to Transition Stage 3.

The Transition Readiness Report will be completed in conjunction with the Transition Participants at the weekly SI Transition Group meetings and any Transition Readiness Meetings as outlined above. The

report will include a recommendation by the SI to commence Transition and will be submitted for approval through programme governance via the Ofgem Implementation Group.

Transition Stage Execution Reports

In line with **Figure 14 – Daily Activities of Transition Execution**, the SI will complete and share daily Transition execution reports throughout the Programme Transition Phase. The report content and distribution method will align to that of the Transition Phase daily reporting. Inputs into the report will be gathered at the daily Transition execution progress meetings and produced at 5pm by the SI Transition Team.

The daily Transition Stage Execution Reports will be used to form the end of Transition Stage execution reports which again will contain similar content to the Transition Testing Stage execution reports, with the difference of reporting status of any open issues as opposed to open 'defects in JIRA'.

The Transition Stage Execution Report will be used to inform the Transition Stage Completion reports which are used to exit each Transition Stage and thus enter the next stage given that the stages have met the defined entry and exit criterion required.

The Transition Stage Execution Report will be completed in conjunction with the Transition Participants at the weekly SI Transition Group meetings and daily Transition execution progress meetings.

Transition Remediation Reports

In line with **Figure 14 – Daily Activities of Transition Execution,** the SI will complete and share daily Transition remediation reports in conjunction with the daily Transition execution reports, throughout the Programme Transition Phase. The report content and distribution method will align to that of the Transition Phase daily defect reporting. Inputs into the report will be gathered at the daily Transition execution progress meetings and any Remediation Management meetings. The final daily report will be produced at 5pm by the SI Transition Team.

The daily Transition Remediation Reports will be used to form the end of Transition Stage execution reports which will report against issues raised during the Programme Transition Phase along with remediation method and status as appropriate.

The final Transition Stage Remediation Reports will be used to inform the Transition Stage Completion reports which are used to exit each Transition Stage and thus enter the next stage given that the stages have met the defined entry and exit criterion required.

Transition Stage Completion Reports

Transition Stage Completion reports will be produced by the SI Transition Team throughout the duration of the Transition Stages, using the Transition Stage Execution reports as inputs into the end of Stage Completion Report.

The Transition Stage Completion reports will contain similar content to the Transition Testing Stage Completion Reports and used to mark completion of each stage.

The Transition Stage Execution Report will be used to inform the Transition Stage Completion reports which are used to exit each Transition Stage and thus enter the next stage given that the stages have met the defined entry and exit criterion required.

The Transition Stage Completion Report will be completed in conjunction with the Transition Participants at the weekly SI Transition Group meetings. The report will include a recommendation by the SI to exit and enter each Transition stage and will be submitted for approval through programme governance via the Ofgem Implementation Group.

It is important to note that the Transition Stage 2 completion report will be used in conjunction with the **NC-0078 Master Readiness Checklist [30]** to inform the Programmes Transition Stage 3 Go/No Go decision. Further to this, it is important to note that the Transition Stage 3 Completion Report will be used to mark completion of the Programme Transition to Live Phase and the commencement of the Programme ELS Phase.

5.3. Error Handling

Please refer to section **6 Transition Remediation Plan**.

5.4. Transition Stage Entry/Exit Criteria

The following subsections capture the entry and exit criteria across the three Transition Stages.

5.4.1. Transition Readiness Validation

The Transition readiness checklist is captured within section **3.3 Transition Entry & Exit**.

5.4.2. Transition Stage 1

Transition Stage 1 Entry Criteria

Reference ID	Party	Title	Description
TS1-En-0010	SI	NC-0103 Transition Plan/Runbook Complete	Transition Plan/Runbook development has been completed and the artefact has been approved and baselined.
TS1-En-0020	SI	Transition Testing Complete	Transition Testing has satisfactorily completed all agreed scenarios and scripts. Defects/remediations/work-off items identified within Transition Testing are agreed and baselined.
TS1-En-0030	SI	NC-0103 Transition Plan/Runbook - TS1 updates	Transition plan (Stage 1 elements) has been updated following completion and sign-off of the Transition Testing Phase.
TS1-En-0040	SI	Operational Testing Complete	Operational Testing has satisfactorily completed all agreed scenarios and scripts. Defects/remediations/work-off items identified within Transition Testing are agreed and baselined.
TS1-En-0050	SI	User Entry Process Testing Complete	UEPT has satisfactorily completed all agreed scenarios and scripts. Defects/remediations/work-off items identified within Transition Testing are agreed and baselined.
TS1-En-0060	SI	End to End Testing Complete	End to End testing has satisfactorily completed all agreed scenarios and scripts. Defects/remediations/work-off items

Reference ID	Party	Title	Description
			identified within Transition Testing are agreed and baselined.
TS1-En-0070	SI	DMT - Live Rehearsal Testing Complete	Live Rehearsal has satisfactorily completed all agreed scenarios and scripts. Defects/remediations/work-off items identified within Transition Testing are agreed and baselined.
TS1-En-0080	SI	SIT Testing Complete	SIT Testing has satisfactorily completed all agreed scenarios and scripts. Defects/remediations/work-off items identified within Transition Testing are agreed and baselined.
TS1-En-0090	SI	Post Implementation Plan Complete	Post-Implementation Plan completed and the artefact has been approved and baselined.
TS1-En-0100	SI	Master Readiness Checklist	MRC completed and the artefact has been approved and baselined.
TS1-En-0110	Programme	Go Decision	Programme confirms 'Go' decision for Transition to be initiated (milestone L2-TR070).
TS1-En-0120	BU-UK	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0130	C&C	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0140	DSP	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0150	Eclipse Power	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0160	Electricity North West	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.

Reference ID	Party	Title	Description
TS1-En-0170	Elexon	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI. {***NOTE**: This is dependent on CR-D059. This criterion may require revision following approval of this CR and associated business process*}
TS1-En-0180	Electralink	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0190	Energy Assets and Networks	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0200	Espug	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0210	Fulcrum	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0220	REC Manager	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0230	Harlaxton	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0240	Landmark	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0250	Lastmile	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0260	Leep Utilities	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and

Reference ID	Party	Title	Description
			confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0270	Licensed Parties (via Licensed Party Coordinator)	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable Evidences provided and collated by LPC.
TS1-En-0280	Murphy Group	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0290	Northern Powergrid	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0310	Scottish and Southern Electricity Networks	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0320	Scottish Power Energy Networks	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0330	UK Power Distribution	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0340	UK Power Networks	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0350	Vattenfall	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0360	Western Power Distribution	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0370	Xoserve	Production Environment Ready	Deployment of code/changes necessary to support Transition Stage is complete and

Reference ID	Party	Title	Description
			confirmed successful by participant. Applicable evidence collated by SI.
TS1-En-0380	CapGemini (ServiceNow)	Service Transition Initiated	Service Transition elements necessary to support Transition Stage are complete.
TS1-En-0390	BU-UK	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0400	DCC (TOC)	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0410	Eclipse Power	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0420	Electricity North West	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0430	Elexon	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark {***NOTE**: This is dependent on CR-D059. This criterion may require revision following approval of this CR and associated business process*}
TS1-En-0440	Energy Assets and Networks	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0450	Espug	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0460	Fulcrum	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark

Reference ID	Party	Title	Description
TS1-En-0470	Harlaxton	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0480	Lastmile	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0490	Leep Utilities	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0500	Murphy Group	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0510	Northern Powergrid	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0530	Scottish and Southern Electricity Networks	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0540	Scottish Power Energy Networks	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0550	UK Power Distribution	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0560	UK Power Networks	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0570	Vattenfall	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark

Reference ID	Party	Title	Description
TS1-En-0580	Western Power Distribution	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0590	Xoserve	Bulk Data Extraction Ready	Data extraction for source (production) system has been scheduled and/or completed. Including transfer of extracted data to Landmark
TS1-En-0600	SI	Communications	Communication channels agreed with Parties under Integration.

Table 29 – Transition Stage 1 Entry Criteria

Transition Stage 1 Exit Criteria

Reference ID	Party	Title	Description
TS1-Ex-0010	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (BU-UK) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0020	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (DCC TOC on behalf of DSP) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0030	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Eclipse Power) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0040	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified

Reference ID	Party	Title	Description
			and notified to supplying party (Electricity North West) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0060	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Energy Assets and Networks) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0070	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Espug) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0080	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Fulcrum) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0090	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Harlaxton) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0100	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Lastmile) and either rectified or a clear plan for rectification provided by data owner (e.g.

Reference ID	Party	Title	Description
			suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0110	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Leep Utilities) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0120	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Murphy Group) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0130	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Northern Powergrid) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0150	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Scottish and Southern Electricity Networks) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0160	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Scottish Power Energy Networks) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as

Reference ID	Party	Title	Description
			described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0170	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (UK Power Distribution) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0180	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (UK Power Networks) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0190	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Vattenfall) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0200	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Western Power Distribution) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0210	Landmark	Bulk Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Xoserve) and either rectified or a clear plan for rectification provided by data owner (e.g.

Reference ID	Party	Title	Description
			suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS1-Ex-0220	Landmark	REL Data Extracted	REL Address data has been matched, extracted and shared with parties.
TS1-Ex-0230	BU-UK	REL Data Loaded	REL Address data has been received by party
TS1-Ex-0240	Eclipse Power	REL Data Loaded	REL Address data has been received by party
TS1-Ex-0250	Electricity North West	REL Data Loaded	REL Address data has been received by party
TS1-Ex-0260	Energy Assets and Networks	REL Data Loaded	REL Address data has been received by party
TS1-Ex-0270	Espug	REL Data Loaded	REL Address data has been received by party
TS1-Ex-0280	Fulcrum	REL Data Loaded	REL Address data has been received by party
TS1-Ex-0290	Harlaxton	REL Data Loaded	REL Address data has been received by party
TS1-Ex-0300	Lastmile	REL Data Loaded	REL Address data has been received by party
TS1-Ex-0310	Leep Utilities	REL Data Loaded	REL Address data has been received by party
TS1-Ex-0320	Murphy Group	REL Data Loaded	REL Address data has been received by party
TS1-Ex-0330	Northern Powergrid	REL Data Loaded	REL Address data has been received by party
TS1-Ex-0340	Scottish and Southern Electricity Networks	REL Data Loaded	REL Address data has been received by party
TS1-Ex-0350	Scottish Power Energy Networks	REL Data Loaded	REL Address data has been received by party

Reference ID	Party	Title	Description
TS1-Ex-0360	UK Power Distribution	REL Data Loaded	REL Address data has been received by party
TS1-Ex-0370	UK Power Networks	REL Data Loaded	REL Address data has been received by party
TS1-Ex-0380	Vattenfall	REL Data Loaded	REL Address data has been received by party
TS1-Ex-0390	Western Power Distribution	REL Data Loaded	REL Address data has been received by party
TS1-Ex-0400	Xoserve	REL Data Loaded	REL Address data has been received by party, been loaded and successfully reconciled
TS1-Ex-0410	REC Manager	REL Data Loaded	REL Address data has been received by party, been loaded and successfully reconciled
TS1-Ex-0415	Landmark	RegistrationID Data Extracted	registrationID data has been extracted and shared with parties (UK Link).
TS1-Ex-0416	Xoserve	RegistrationID Data Loaded	registrationID data has been reconciled and loaded by parties (UK Link).
TS1-Ex-0420	SI	Reporting & Governance	Transition Stage report completed for presentation to Governance Forum

Table 30 – Transition Stage 1 Exit Criteria

5.4.3. Transition Stage 2

Transition Stage 2 Entry Criteria

Reference ID	Party	Title	Description
TS2-En-0010	SI	NC-0103 Transition Plan/Runbook - TS2 updates	Transition plan (Stage 2 elements) has been updated following completion and sign-off of the Transition Testing Phase.
TS2-En-0020	Landmark	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0030	Xoserve	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed

Reference ID	Party	Title	Description
			successful by participant. Applicable evidence collated by SI.
TS2-En-0040	CapGemini (ServiceNow Integrations)	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0050	BU-UK	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0060	DSP	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0070	Eclipse Power	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0080	Electricity North West	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0100	Energy Assets and Networks	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0110	Espug	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0120	Fulcrum	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.

Reference ID	Party	Title	Description
TS2-En-0130	REC Manager	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0140	Harlaxton	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0150	Lastmile	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0160	Leep Utilities	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0170	Murphy Group	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0180	Northern Powergrid	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0200	Scottish and Southern Electricity Networks	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0210	Scottish Power Energy Networks	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0220	UK Power Distribution	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed

Reference ID	Party	Title	Description
			successful by participant. Applicable evidence collated by SI.
TS2-En-0230	UK Power Networks	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0240	Vattenfall	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0250	Western Power Distribution	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0270	CapGemini (ServiceNow)	Service Transition Initiated	Service Transition elements necessary to support Transition Stage are complete.
TS2-En-0280	BU-UK	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS2-En-0290	Eclipse Power	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS2-En-0300	Electricity North West	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS2-En-0310	Energy Assets and Networks	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS2-En-0320	Espug	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS2-En-0330	Fulcrum	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been

Reference ID	Party	Title	Description
			scheduled, Including transfer of extracted data to Landmark
TS2-En-0340	Harlaxton	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS2-En-0350	Lastmile	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS2-En-0360	Leep Utilities	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS2-En-0370	Murphy Group	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS2-En-0380	Northern Powergrid	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS2-En-0390	Scottish and Southern Electricity Networks	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS2-En-0400	Scottish Power Energy Networks	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS2-En-0410	UK Power Distribution	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS2-En-0420	UK Power Networks	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS2-En-0430	Vattenfall	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been

Reference ID	Party	Title	Description
			scheduled, Including transfer of extracted data to Landmark
TS2-En-0440	Western Power Distribution	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS2-En-0450	Xoserve	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS2-En-0460	C&C	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.
TS2-En-0470	Electralink	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidence collated by SI.

Table 31 – Transition Stage 2 Entry Criteria

Transition Stage 2 Exit Criteria

Reference ID	Party	Title	Description
TS2-Ex-005	Adaptors Services (on behalf of (i)DNOs	Data changes submitted via Interfaces	Data changes accumulated during Transition Stage 1 (following initial bulk extracts) have been submitted to CSS using the Production API interfaces and no blocking defects have been identified. This excludes data changes for Registrations & SAA as these are supplied using file-based interfaces.
TS2-Ex-006	Landmark	Data changes received via Interfaces	Data changes accumulated during Transition Stage 1 (following initial bulk extracts) have been received by CSS (for onward processing) using the Production API interfaces and no blocking defects have been identified. This excludes data changes for Registrations & SAA as these are supplied using file-based interfaces.

Reference ID	Party	Title	Description
TS2-Ex-0010	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (BU-UK) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0030	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Eclipse Power) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0040	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Electricity North West) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0060	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Energy Assets and Networks) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0070	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Espug) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0080	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified

Reference ID	Party	Title	Description
			data quality issues have been identified and notified to supplying party (Fulcrum) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0090	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Harlaxton) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0100	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Lastmile) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0110	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Leep Utilities) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0120	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Murphy Group) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0130	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Northern Powergrid) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-**

Reference ID	Party	Title	Description
			Based Data Migration Discrepancy Resolution).
TS2-Ex-0150	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Scottish and Southern Electricity Networks) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0160	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Scottish Power Energy Networks) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0170	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (UK Power Distribution) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0180	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (UK Power Networks) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0190	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Vattenfall) and either rectified or a clear plan for rectification provided by data owner (e.g.

Reference ID	Party	Title	Description
			suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0200	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Western Power Distribution) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0210	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Xoserve) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS2-Ex-0211	Landmark	RegistrationID Data Extracted	registrationID data has been extracted and shared with parties (UK Link).
TS2-Ex-0212	Xoserve	RegistrationID Data Loaded	registrationID data has been reconciled and loaded by parties (UK Link).
TS2-Ex-0220	SI	Reporting & Governance	Transition Stage report completed for presentation to Governance Forum.
TS2-Ex-0230	Licensed Parties (via Licensed Party Coordinator)	In-Flight Switches - T1 Initiated	Start of holding switch requests by LPs.
TS2-Ex-0240	SI	In-Flight Switches - T1 Confirmed	Confirmation that UK Link/MPRS are not accepting Switch requests.

Table 32 – Transition Stage 2 Exit Criteria

5.4.4. Transition Stage 3

Transition Stage 3 Entry Criteria

Reference ID	Party	Title	Description
TS3-En-0010	Landmark	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0020	Xoserve	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0030	CapGemini (ServiceNow Integrations)	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0040	BU-UK	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0050	DSP	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0060	Eclipse Power	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0070	Electricity North West	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0090	Energy Assets and Networks	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0100	Espug	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed

Reference ID	Party	Title	Description
			successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0110	Fulcrum	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0120	REC Manager	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0130	Harlaxton	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0140	Lastmile	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0150	Leep Utilities	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0160	Murphy Group	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0170	Northern Powergrid	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0190	Scottish and Southern Electricity Networks	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.

Reference ID	Party	Title	Description
TS3-En-0200	Scottish Power Energy Networks	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0210	UK Power Distribution	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0220	UK Power Networks	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0230	Vattenfall	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0240	Western Power Distribution	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0250	Xoserve	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0260	CapGemini (ServiceNow)	Service Transition Initiated	Service Transition elements necessary to support Transition Stage are complete.
TS3-En-0270	BU-UK	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS3-En-0280	Eclipse Power	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark

Reference ID	Party	Title	Description
TS3-En-0290	Electricity North West	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS3-En-0300	Energy Assets and Networks	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS3-En-0310	Espug	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS3-En-0320	Fulcrum	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS3-En-0330	Harlaxton	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS3-En-0340	Lastmile	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS3-En-0350	Leep Utilities	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS3-En-0360	Murphy Group	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS3-En-0370	Northern Powergrid	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS3-En-0380	Scottish and Southern Electricity Networks	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark

Reference ID	Party	Title	Description
TS3-En-0390	Scottish Power Energy Networks	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS3-En-0400	UK Power Distribution	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS3-En-0410	UK Power Networks	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS3-En-0420	Vattenfall	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS3-En-0430	Western Power Distribution	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS3-En-0440	Xoserve	New Registration Data Extraction Ready	New Registrations/SAA Data extraction for source (production) system has been scheduled, Including transfer of extracted data to Landmark
TS3-En-0450	C&C	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0460	Electralink	Production Interfaces	Deployment of code/changes necessary to support Transition Stage (including Interfaces) is complete and confirmed successful by participant. Applicable evidences provided and collated by SI.
TS3-En-0470	LPC	Licensed Party Readiness	Licensed Party Readiness is confirmed by LPC.
TS3-En-0480	DCC	REL Match Reporting	Any other REL match reporting will also be included as is available
TS3-En-0500	Landmark	Registration APIs enablement	The enabling of Registration APIs (including SAA, switch requests, intervention,

Reference ID	Party	Title	Description
			deactivation) is scheduled and preparatory activities complete
TS3-En-0505	Landmark	Webhooks enablement	The enabling Webhooks (for the sending of messages to registered endpoints/systems) is scheduled and preparatory activities complete
TS3-En-0510	DSP	Disabling of RDP files	The disabling of the RDP interface is scheduled and preparatory activities complete
TS3-En-0550	BU-UK	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0551	Eclipse Power	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0552	Electricity North West	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0553	Energy Assets and Networks	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0554	Espug	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0556	Fulcrum	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0557	Harlaxton	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0558	Lastmile	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0559	Leep Utilities	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete

Reference ID	Party	Title	Description
TS3-En-0560	Murphy Group	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0561	Northern Powergrid	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0562	Scottish and Southern Electricity Networks	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0563	Scottish Power Energy Networks	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0564	UK Power Distribution	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0565	UK Power Networks	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0566	Vattenfall	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0567	Western Power Distribution	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0570	Xoserve	Disabling of RDP files	The disabling of the RDP file delivery to DSP is coordinated and scheduled in line with Go Live Date and preparatory activities complete
TS3-En-0520	Landmark	registrationIDs Extraction	The generation and extraction of registrationIDs is scheduled and preparatory activities complete
TS3-En-0525	SI	Test Data Tool Readiness	The Test Data Tool preparations are complete and the tool is ready for population of registrationIDs data and its dissemination to Licensed Parties

Table 33 – Transition Stage 3 Entry Criteria

Transition Stage 3 Exit Criteria

Reference ID	Party	Title	Description
TS3-Ex-0010	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (BU-UK) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0030	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Eclipse Power) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0040	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Electricity North West) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0060	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Energy Assets and Networks) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0070	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Espug) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0080	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified

Reference ID	Party	Title	Description
			data quality issues have been identified and notified to supplying party (Fulcrum) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0090	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Harlaxton) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0100	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Lastmile) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0110	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Leep Utilities) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0120	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Murphy Group) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0130	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Northern Powergrid) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-**

Reference ID	Party	Title	Description
			Based Data Migration Discrepancy Resolution).
TS3-Ex-0150	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Scottish and Southern Electricity Networks) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0160	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Scottish Power Energy Networks) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0170	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (UK Power Distribution) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0180	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (UK Power Networks) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0190	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Vattenfall) and either rectified or a clear plan for rectification provided by data owner (e.g.

Reference ID	Party	Title	Description
			suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0200	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Western Power Distribution) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0210	Landmark	New Registrations Extracts Loaded	Data extraction from source system has successfully been loaded into the CSS and successfully reconciled. Any identified data quality issues have been identified and notified to supplying party (Xoserve) and either rectified or a clear plan for rectification provided by data owner (e.g. suppliers as described in **File-Based Data Migration Discrepancy Resolution**).
TS3-Ex-0605	Landmark	Registration APIs enabled	Registration API are enabled and accepting registration requests (including SAA, switch requests, intervention, deactivation)
TS3-Ex-0606	Landmark	Webhooks enabled	Webhooks are enabled for the sending of messages to registered endpoints/systems
TS3-Ex-0609	DSP	Disable receipt of RDP files	DSP disables the RDP interface preventing receipt of RDP files from ERDA/GRDA
TS3-Ex-0610	BU-UK	Disable sending of RDP files	BU-UK disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0620	Eclipse Power	Disable sending of RDP files	Eclipse Power disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0630	Electricity North West	Disable sending of RDP files	Electricity North West disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0640	Energy Assets and Networks	Disable sending of RDP files	Energy Assets and Networks disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0650	Espug	Disable sending of RDP files	Espug disables the RDP interface to DSP and stops sending further RDP files

Reference ID	Party	Title	Description
TS3-Ex-0660	Fulcrum	Disable sending of RDP files	Fulcrum disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0670	Harlaxton	Disable sending of RDP files	Harlaxton disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0680	Lastmile	Disable sending of RDP files	Lastmile disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0690	Leep Utilities	Disable sending of RDP files	Leep Utilities disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0700	Murphy Group	Disable sending of RDP files	Murphy Group disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0710	Northern Powergrid	Disable sending of RDP files	Northern Powergrid disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0720	Scottish and Southern Electricity Networks	Disable sending of RDP files	Scottish and Southern Electricity Networks disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0730	Scottish Power Energy Networks	Disable sending of RDP files	Scottish Power Energy Networks disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0740	UK Power Distribution	Disable sending of RDP files	UK Power Distribution disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0750	UK Power Networks	Disable sending of RDP files	UK Power Networks disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0760	Vattenfall	Disable sending of RDP files	Vattenfall disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0770	Western Power Distribution	Disable sending of RDP files	Western Power Distribution disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0780	Xoserve	Disable sending of RDP files	Xoserve disables the RDP interface to DSP and stops sending further RDP files
TS3-Ex-0781	Landmark	RegistrationID Data Extracted	registrationID data has been extracted and shared with parties (UK Link).

Reference ID	Party	Title	Description
TS3-Ex-0782	Xoserve	RegistrationID Data Loaded	registrationID data has been reconciled and loaded by parties (UK Link).
TS3-Ex-0783	Landmark	RegistrationID Data Extracted	registrationID data has been extracted and shared with Test Data Tools (TDT) for dissemination to Licensed Parties (managed via SI).
TS3-Ex-0784	SI	RegistrationID Data Published to TDT	registrationID data has been imported in to TDT, aligned to parties and made available for collection by Licensed Parties
TS3-Ex-0785	Licensed Parties	RegistrationID Data Loaded	registrationID data has been retrieved by Licensed Parties (UK Link).
TS3-Ex-0790	CapGemini (ServiceNow)	Service Transition Completed	All Service Transition implemented and ready to support live operation.
TS3-Ex-0795	Licensed Parties	Completed submission of 'Held Switches' into CSS	The submission of switches held as part of the Management of In-Flight Switches (described in section **2.5.5 In-Flight (Held) Switches Execution Plan)** has been completed by Licensed Parties.
TS3-Ex-0795	Landmark	Confirm CSS is receiving/processing Registration Requests	Confirm that CSS is receiving registration request and they are being processed as expected
TS3-Ex-0800	SI	Reporting & Governance	Transition Stage report completed for presentation to Governance Forum.
TS3-Ex-0810	Programme	Operational Status	Programme confirms operational status of the CSS.

Table 34 – Transition Stage 3 Exit Criteria

5.5. Transition Execution

The Transition Schedule (Runbook) component provides a granular Transition Schedule detailing the activities and their execution dependencies required to deliver the Transition Phase. This is presented within a separate appendix (**Appendix A - Transition Schedules & Collateral**) for the purpose of providing the more granular formatted schedule view that is required for coordination of the day-to-day Transition Stage execution activities.

5.5.1. Transition Stage 1

The Transition Stage 1 Execution detail and schedule is captured within section **9 Appendix A - Transition Schedules & Collateral**.

5.5.2. Transition Stage 2

The Transition Stage 2 Execution detail and schedule is captured within section **9 Appendix A - Transition Schedules & Collateral**.

5.5.3. Transition Stage 3

PUIs

The Transition Stage 3 Execution detail and schedule is captured within section **9 Appendix A - Transition Schedules & Collateral**.

Licensed Parties

The Transition Stage 3 Execution detail and schedule is captured within section **9 Appendix A - Transition Schedules & Collateral**, which incorporates the primary activities required of the Licensed Parties (as described in section **4.3 CSS Users Transition Plan**) and sequenced with the overall Transition activities required of the PUIs.

The coordination of the activities across the Licensed Parties is captured in the ECAP (End-to-End Cutover Approach and Plan).

5.5.4. In-Flight Switches

See **2.5.5 In-Flight (Held) Switches** Execution Plan**.**

5.6. Decommissioning Activities

Candidate for decommissioning and their treatment is captured in **9 Appendix A - Transition Schedules & Collateral**.

5.7. Coordinated Transition Plan/Runbook

5.7.1. Data Migration View

Data Migration view is captured in section **9 Appendix A - Transition Schedules & Collateral**.

This view is derived from the technical schedule tab, to filter to those activities focused on the delivery of the data migration activities across the TS1, TS2 & TS3 stages.

5.7.2. Technical View

The technical schedule is captured in section **9 Appendix A - Transition Schedules & Collateral**.

This view encompasses the complete technical schedule of activities to be complete by DCC, PUI and SI across the Transition Stages TS1, TS2 & TS3. As stated in section **9 Appendix A - Transition Schedules & Collateral** this is subject to ongoing elaboration and refinement.

5.7.3. In-Flight Switches View

The schedule for the management of in-flight switches is captured in section **9 Appendix A - Transition Schedules & Collateral**.

This view is derived from the technical schedule tab, to filter to those activities focused on the delivery of In-Flight Switch management. This is subject to the refinement and agreement (at CWG) of this approach.

5.7.4. Service Management View

The Service Transition activity is concerned with ensuring that the CSS system has a fit for purpose Service Operations model allowing it to be fully supported in both the Programme Early Life Support (ELS) and Business as Usual (BAU) stages.

All Programme participants are responsible for contributing to the Programmes integrated service model and are required to meet the Programmes Service Transition milestones listed as BC-XX format.

Service Transition Milestones

The following Business Change milestones are included within the Programme Plan for entry and exit into the Programme Transition Stages. These milestones are designed to capture Service Readiness for Programme Transition from both a PUI and Switching Operator perspective:

Milestone	Name	Description	Milestone Date	Approving Governance Forum
L2-BC040	PUI Service Readiness for Transition Stage 1 & 2	PUI have completed all business and operational readiness preparations for the Switching Programme to support Transition Stage 1 and 2. All Parties have evidenced acceptance of Process and Tool access. All staff have been appointed, all new processes, procedures and work instructions have been tested, all staff have been trained. The organisations and staff understand what they need to do and when in order to support Transition Stage 1 and 2	18-Mar-2022	Implementation Group
L2-BC120	Switching Operator Service Readiness for Transition Stage 1 & 2	Switching Operator have completed all business and operational readiness preparations for the Switching Programme to support Transition Stage 1 and 2. All Parties have evidenced acceptance of Process and Tool access. All staff have been appointed, all new processes, procedures and work instructions have been tested, all staff have been trained. The organisations and staff understand what they need to do and when in order to support Transition Stage 1 and 2	18-Mar-2022	Implementation Group
L1-BC110	Switching Operator business readiness preparations complete - Transition Stage 3	"Switching operator have completed all business readiness preparations for CSS ITIL and business processes along with the CSS SMS Tool onboarded with all elements and in scope Parties into CSS Service management Support. All Parties have evidenced acceptance of Process and Tool access. All staff have been appointed and are in place, all new processes, procedures and work instructions have been tested, all staff have been trained. The organisations and staff understand what they need to do and when in order to operate faster switching.	27-May-2022	Implementation Group
L1-BC130	PUI Service Acceptance – Transition Stage 3	PUIs have fully onboarded all service elements into support. All appointed staff are now in place, fully trained with required access. Master Readiness Checklist and Service Acceptance Checklist fulfilled ahead of go-live.	27-May-2022	Implementation Group

Table 35 – Programme MAD Log – Service Transition Milestones

Service Transition Artefacts

There are three key Programme artefacts that will be used to track and inform Service Readiness of the PUI and Switching Operator, these are the **NC-0078 Master Readiness Checklist (MRC) [30]**, **NC-0072 Service Acceptance Checklist (SAC) [8]** and the **NC-0107 Master Handover Pack (MHP) [31]**.

NC-0072 Service Acceptance Checklist

The Service Acceptance Checklist provides guidance on the Service Acceptance Criteria for the Service Design Set (SDS) (see CSSIA section 8.0 for further details on SDS, which covers all elements required to operate the service, consisting of ITIL and business processes along with supporting tools) and is the principal SI method for confirming that the overall quality of the CSS Service Design Set has been reached via programme design assurance process. The SAC consists of a series of checks used against the SDS and supporting resources to assure that they are fit for purpose and ready for BAU operation, including resources to ensure and assure that the requirements necessary to operate the service have been achieved and evidenced. The SAC is utilised throughout the Programme Life-Cycle, to reach an informed position as to the Service Readiness of the Programme.

The **DCC-0004 Service Design Set** which is built in line with the Programme DB4 Requirements, provides the framework and overarching design for the Switching Operators Service Model and will be delivered and tested as part of the Programmes Operational Testing Stage. PUIs are expected to align their Service Models to the DCC Service Design Set and Target Operating Model. Successful completion of the Operational Testing stage will feed into the **NC-0072 Service Acceptance Checklist** success criteria, to inform overall Service Readiness for the Programme.

NC-0078 Master Readiness Checklist

The **NC-0078 Master Readiness Checklist (MRC) [30]** is used to control System Transition based on checklist items and ultimately contributes to the SI's recommendation for Go/No Go. The MRC describes activities that happen during the Transition phase and is used to control System Transition based on informed decisions made by all appropriate stakeholders. The MRC summarises the outputs of all Programme Design, Build & Testing activities within the SI's scope on the Switching Programme in alignment with the Programme phases and milestones set out within the Programme MAD log. These phases include Business Process, Security, Systems Solution Assurance, Systems Configuration, Data Migration, Service Design and Knowledge Management. The scope boundary is the CSS platform, the Parties Under Integration and DCC Operations.

It is anticipated that the overall Programme's decision for Go/No-Go will be based upon compiling readiness evidence across all Programme participants, of which the MRC contributes towards for those activities.

NC-0107 Master Handover Pack

*{**NOTE**: **CR-D089 NC-0107 Master Handover Pack – Change to product purpose and governance [38]** was approved at CWG in July 2021. This CR removes references to PUI, Ofgem and/or CWG from the baselined Product Description and that any associated PUI, Ofgem or CWG governance is also removed. As a result, this artefact will become an SI/DCC artefact only. The content of this section has therefor been updated to reflect this revised purpose.}*

The SI's Product NC-0107 Master Handover Pack (MHP) as per the **NC-0006 SI Artefact Catalogue** is used during the Transition/Cutover stage of the Switching Programme to ensure that key knowledge and information is:

- Logged and available to SI & DCC during the stage.
- Handed over as part of the SI's exit from the Programme.

As the MHP is a collation of material provided by the SI to DCC, further specifics for each of the included key information areas will be elaborated and deduced closer to the time of the development of the **NC-**

0107 Master Handover Pack [31] artefact itself following agreement between SI & DCC in the frame of **CR-D089 NC-0107 Master Handover Pack – Change to product purpose and governance [38]**.

Service Transition Governance

Programme Service Readiness will be lead and driven by the SI using the **NC-0072 Service Acceptance Checklist [8]**, **NC-0078 Master Readiness Checklist [30]** and **NC-0107 Master Handover Pack [31]** as supporting tools to track completion of all readiness activities in line with the baselined milestones listed in **Table 21 – Transition Milestones**.

At certain control points (after specific Programme stages), the SI will update the **NC-0072 Service Acceptance Checklist [8]**, **NC-0078 Master Readiness Checklist [30]** & **NC-0107 Master Handover Pack [31]** artefacts (Detail on the control points can be found in the Governance Planning Activities section below. From August 2021 onwards, the SI Transition Group meetings will move to a weekly occurrence and a specific agenda item will be included to track the readiness activities listed within both key supporting artefacts. The SI will maintain the checklist items, ensuring that all associated parties have a clear understanding of the requirements and are on track to complete them on time and to the correct standard. The meetings will be hosted by the Netcompany SI Transition Manager in conjunction with the DCC Transition Manager who will act as the communications and integration points for ensuring that the checklist items are being delivered on time and of to an appropriate quality in line with Programme Plan timescales. A RAID log is included within both artefacts and will be utilised at the meetings to ensure that any Risks, Assumptions, Issues and Dependencies are logged and tracked on a weekly basis. Decisions will be made at each meeting as to whether any items require Programme level escalation via standard Governance channels.

The SI will ensure that all requirements for successful completion of the three key Service Transition artefacts are communicated to all Transition Participants upon the baselining of each artefact, as such to give sufficient notice of 'what is required by when' from participants.

Governance Planning Activities

For Transition Stages 1 & 2 Service Readiness (BC120 and BC040 the **NC-0078 Master Readiness Checklist [30]** and **NC-0072 Service Acceptance Checklist [8]** will be maintained updated at various Control points throughout the Programme lifecycle. Following the completion of each Programme Test Stages and upon the path to commencement of Transition Stage 1, the documents will be updated in line with actual outcomes of each stage and all items tracked to completion to prove readiness for Transition (All control points and associated dates are available with the Transition Plan/Runbook .MPP plan).

For Transition Stage 3 and Cutover Weekend Service Readiness, the **NC-0078 Master Readiness Checklist [30]** and the **NC-0072 Service Acceptance Checklist [8]** will be updated consistently throughout the first two stages of Transition to ensure and prove readiness to inform a go-live recommendation to the Programme.

As a means of communication of key activities, tracking updates and reporting to participants, the Programme will utilise the weekly SI Transition Group meeting to present upcoming activities associated with the Service Readiness artefacts and if required host daily war room style meetings to resolve any overdue actions or issues.

The updated Service Acceptance Checklist, Master Readiness Checklist & Master Handover Pack artefacts will be uploaded to Get Organised following each SI Transition Group meeting and -1 week/+4 week views of both checklist will be shared to maintain participant alignment to the planned activities.

Progress against Programme Service Readiness will be also presented at the monthly Ofgem Cutover Working Group meetings with any escalations and key actions raised at this forum and brought back to the SI Transition Group for remediation purposes.

Service Management System (SMS) Milestones

The Service Management System has been built and integration tested as part of Programme SIT Cycle 3 and will be tested from a process perspective as part of the Programme UEPT and Operational Testing stages.

The Service Management System provider is working to key Programme Milestones to ensure that there is a smooth and successful delivery of the tooling against requirements, prior to the Programme Transition Stages.

The following table (**Table 36 - Key milestones from the SMS providers implementation plan**) depicts the key milestones from the SMS providers implementation plan:

Milestone	Name	Description	Milestone Date	Approving Governance Forum
TE200	UEPT contingency (low priority support) complete	UEPT contingency (low priority support) window ends	21-02-22	Implementation Group
TE260	OT complete - Tranche 1 and 2	OT Test completion for Tranches 1 and 2. Operational Testing streams have been separated into three distinct execution tranches. Tranche 2 comprises of: Stream 2 - Service Management including Business Process Phase 1	10-09-21	Implementation Group
BC040	PUI Service Readiness for Transition Stage 1 & 2	PUI have completed all business and operational readiness preparations for the Switching Programme to support Transition Stage 1 and 2. All Parties have evidenced acceptance of Process and Tool access. All staff have been appointed, all new processes, procedures and work instructions have been tested, all staff have been trained. The organisations and staff understand what they need to do and when in order to support Transition Stage 1 and 2	18-03-22	Implementation Group
TR070	Transition Stage One Start (SMS Live)	The SMS is now in its live state to support the Programme Transition Stages	22-03-22	Implementation Group
TR150	End of go-live range (ELS Starts)	The go-live range ends for the Programme and ELS commences	15-08-22	Implementation Group
TR260	ELS Complete	ELS Period Complete - ELS will end when the Switching Programme determines that the exit criteria set out in the artefact NC-0080 Post-Implementation and Early Life Support (ELS) Plan has been met and NC-0098 Post-Implementation Exit Report has been produced by SI and agreed. Currently SI ELS is anticipated to last three months commencing at Transition Stage 3.	02-09-22	Implementation Group

Table 36 - Key milestones from the SMS providers implementation plan

Service Transition Tooling & Approach

The Programme and its Transition Participants will use the ServiceNow (SMS) tooling that is tested as part of the Operational Testing stage and will be onboarded prior to Transition Stage One as part of the Service Readiness activities. ServiceNow is the centralised tool to be used for the management of incidents, workarounds and knowledge capture during the Transition Phase. This should not impact any ensuring/BAU solutions as these will be used post go-live.

In the event of a trigger to a remediation scenario or other unforeseen issues occurring during the Transition Stages, these will be logged in ServiceNow and managed via the baselined Incident Management process that the Switching Operator and supporting PUIs have defined as part of the Programme Service Design activities.

ServiceNow will be used for Incident Management only during the Transition Stages and as per the below, issue resolutions and documentation of known errors/workarounds will be detailed within the ServiceNow Knowledge base functionality (To ensure knowledge capture and handover to Operational BAU teams).

Remediation Management Meetings

Remediation management meetings will take place on an ad-hoc basis driven by the identification/triggering of a remediation scenario. In these circumstances, the remediation scenario is to be triaged by the SI Remediation Manager (with the support of the affected PUI transition Managers and any necessary business/technical resource) within ServiceNow. The remediation scenario will be assessed for priority and severity as described in section **6.1 Remediation Management**.

Dependant on the Severity and Priority of the remediation scenario a meeting plan will be invoked (see **6.1 Remediation Management**) which will range from an on-going open bridge through to daily remediation meetings. Where daily meetings are required, these will be aligned to the daily execution progress meetings (and accommodated within where possible) to minimise the amount of time Transition participants are involved in meetings.

The party raising the ticket in ServiceNow (With the support of the SI Remediation Manager) will be responsible for the management of the live ticket by means of providing status updates and ensuring that the issue is resolved within the agreed timelines. In the case of an agreed workaround the resolving party will be responsible for documenting the known error and workaround details in ServiceNow as a knowledge article for handover to BAU Operational Support.

Service Transition Reporting

In line with **Figure 14 – Daily Activities of Transition Execution**, the SI will complete and share daily Transition remediation reports in conjunction with the daily Transition execution reports, throughout the Programme Transition Phase. The report content and distribution method will align to that of the Transition Phase daily defect reporting. Inputs into the report will be gathered at the daily Transition execution progress meetings and any Remediation Management meetings. The final daily report will be pulled from ServiceNow at 5pm by the SI Remediation Manager and shared with all participants.

The daily Transition Remediation Reports will be used to form the end of Transition Stage execution reports which will report against issues raised during the Programme Transition Phase along with remediation method and status as appropriate.

The final Transition Stage Remediation Reports will be used to inform the Transition Stage Completion reports which are used to exit each Transition Stage and thus enter the next stage given that the stages have met the defined entry and exit criterion required.

6. Transition Remediation Plan

6.1. Remediation Management

Throughout the planning of the Transition activities, PUIs are to identify, capture scenarios which may require remediation in the event of an anomaly or deviation from the nominal Transition plan. For these scenarios, each is considered in the context of the remediation tasks required to address the anomaly.

Remediation activities seek to follow a 'Fix Forward' methodology such that Transition may progress rather than regress.

To facilitate the identification of remediation scenarios and their treatment, The SI's Product NC-0133 **Transition Remediation Plans Template [26]** is circulated to Parties Under Integration (PUIs) for Population ahead of Programme Transition to act as a means of control during the Transition and Cutover stages of the Programme. These completed templates are then coordinated by the SI into the collated form through the production of the artefact NC-0101 **Transition Remediation Plans [27]**.

These Plans will consist of a set of technical activities provided by those PUIs deploying new or upgraded core systems, including technical instructions and actions that need to be followed and achieved in the event of unsuccessful Go-Live/Implementation steps, in order to restore the core systems to their original state. As well as reversing any process changes, the **Transition Remediation Plans Template [26]** are used to ensure that parties are able to successfully achieve the target state of the core system following the change implementation.

The SI will assure all Plans during the Programme Transition Testing stage and thus coordinate any necessary work-off activities following the completion of the testing. The **Transition Remediation Plans [27]** will be utilised as and when required by the SI in line with the orchestration of all Transition Remediation activities, as documented within the following sections.

These sections detail the validation points within the Transition Steps (within each stage) when Remediation Plans may be called upon in the event of unsuccessful Transition activities. The coordination and governance activities surrounding the management and execution of the Remediation Plans is also provided.

6.2. Remediation Governance

Transition Remediation Governance will follow the same daily schedule and issue management process as the Transition Phase, outlined throughout the document. Control points have been identified throughout the NC-0101 Transition Remediation Plans collated file. Refer to section 5 of this document for further information around communication and governance for Remediation.

6.2.1. Remediation RACI

*Available as part of **9** **Appendix A - Transition Schedules & Collateral** (Remediation RACI Sheet)*

6.2.2. Remediation Checkpoints

*Available as part of **13** **Appendix E – SI Transition Remediation Plans***

6.3. Remediation Scenarios

*Available as part of **9** **Appendix A - Transition Schedules & Collateral** (Remediation Scenarios Sheet)*

*{**NOTE**: A review of the Remediation scenarios/plan is currently being collated. This seeks to collect related scenarios together and then understand where within Transition they apply and derive an impact.*

As part of the Transition Testing phase these remediation scenarios are to be elaborated and exercised (paper-based) with test participants. The outcome of these exercises is to provide further elaboration this section of the artefact.}

6.3.1. Transition Preparation Remediations

*Available as part of **13** **Appendix E – SI Transition Remediation Plans***

6.3.2. Transition Stage 1 Remediations

*Available as part of **9** **Appendix A - Transition Schedules & Collateral** (Remediation Scenarios Sheet)*

6.3.3. Transition Stage 2 Remediations

*Available as part of **9** **Appendix A - Transition Schedules & Collateral** (Remediation Scenarios Sheet)*

6.3.4. Transition Stage 3 Remediations

*Available as part of **9** **Appendix A - Transition Schedules & Collateral** (Remediation Scenarios Sheet)*

6.3.5. In-Flight Switch Remediations

*Available as part of **9** **Appendix A - Transition Schedules & Collateral** (Remediation Scenarios Sheet)*

6.4. Coordinated Remediation Plan

*Available as part of **13** **Appendix E – SI Transition Remediation Plans***

6.4.1. PUI Transition Remediation Plans

*Available as part of **12** **Appendix D – PUI Transition Remediation Plans***

6.4.2. SI Transition Remediation Plans

*Available as part of **13** **Appendix E – SI Transition Remediation Plans***

7. RAID

All risks, assumptions, issues, and dependencies included in this document (and appendices) represent a snapshot at the point of the publishing of this artefact. The existing programme, working group and SI RAID management processes will be used to manage these items going forward. The **NC-0014 Programme RAID Log [29]** is located in GetOrganised and is separate to this RAID log which is specific to the Transition phase.

RAID items pertinent to the Transition Phase are captured within section **9 Appendix A - Transition Schedules & Collateral**.

8. Record of Approvals

8.1. Record of Approvals RACI

The technical schedule is captured in section **9 Appendix A - Transition Schedules & Collateral**.

8.2. Record of Approvals

The technical schedule is captured in section **9 Appendix A - Transition Schedules & Collateral**.

9. Appendix A - Transition Schedules & Collateral

*{**NOTE**: The schedules and collateral presented within this attachment have been developed iteratively with the PUI. Whilst the schedules describe the activities at a reasonable granularity of detail, the SI, DCC & PUI are continuing this schedule refinement and elaboration as an ongoing activity. This is to be further refined through timings captured within the DMT-NFT and DMT-LRH test phases ahead of Transition Testing. Once complete these schedules will provide as granular and accurate a representation of the activities to be exercised within Transition as is practical.}*

NC-0103 Transition Plan (Runbook) - v0.

10. Appendix B - Transition Checklist

This content is captured within **NC-0078 Master Readiness Checklist [30]**.

11. Appendix C - Glossary

The Glossary table for Switching is documented in the **NC-0004 Master Glossary [28]**.

NC-0004 Master Glossary_V1.3.xlsx

12. Appendix D – PUI Transition Remediation Plans

Participant	Role	Remediation Plan
BU-UK	iDNO (ERDA)	Collective%20IDNO%20Possible%20Ren
C&C	Switching Adaptor Provider	Possible%20Transition%20Problems%20
Capgemini	Service Desk	NC-0133%20Transition%20Remediation
DSP	Smart Metering	DRR_IT.1084%20CSS%20Transition%20I
Eclipse Power	iDNO (ERDA)	*Covered by IDNO Remediation Plan
Electricity North West	DNO (ERDA)	MPRS%20transition%20remediation%2C
Electralink	Switching Adaptor Provider	ElectraLink Remediation Plan vC
Energy Assets and Networks	iDNO (ERDA)	*Covered by IDNO Remediation Plan
ESPUG	iDNO (ERDA)	*Covered by IDNO Remediation Plan
Fulcrum	iDNO (ERDA)	*Covered by IDNO Remediation Plan
Gemserv[1]	Enquiry Service (ECOES)	NC-0133%20Transition%20Remediation

[1] Remediation plans for ECOES provided by Gemserv as the current provider.

Harlaxton	iDNO (ERDA)	**Covered by IDNO Remediation Plan*
Landmark	CSSP	 NC-0133 Transition Remediation Plans T
Lastmile	iDNO (ERDA)	**Covered by IDNO Remediation Plan*
Leep Utilities	iDNO (ERDA)	**Covered by IDNO Remediation Plan*
Murphy Group	iDNO (ERDA)	**Covered by IDNO Remediation Plan*
Northern Powergrid	DNO (ERDA)	 NC-0133%20Transiti on%20Remediation‘
Scottish and Southern Electricity Networks	DNO (ERDA)	 NC-0133 Transition Remediation Plans T
Scottish Power Energy Networks	DNO (ERDA)	 NC-0133 Transition Remediation Plans T
UK Power Distribution	iDNO (ERDA)	**Covered by IDNO Remediation Plan*
UK Power Networks	DNO (ERDA)	 NC-0133%20Transiti on%20Remediation‘
Vattenfall	iDNO (ERDA)	**Covered by IDNO Remediation Plan*
Western Power Distribution	DNO (ERDA)	 WPD_V1%20NC-013 3%20Transition%20I
Xoserve	UK Link (GRDA) Enquiry Service (DES)	 NC-0133%20Transiti on%20Remediation‘

Table 37 – PUI Transition Remediation Plans

13. Appendix E – SI Transition Remediation Plans

Participant	Role	Remediation Plan
Netcompany	SI	NC-0101 Transition Remediation Plans (

Table 38 – SI Transition Remediation Plans

14. Appendix F – registrationID Retrieval via SI Test Data Tool

This appendix provides information for LPs who require access to the SI Test Data Tool in order to receive their registrationIDs during Transition.

14.1. Accessing the Test Data Tool

14.1.1. Request a TLS certificate

Requesting a TLS certificate to access the TDT must be done in accordance with the latest version of the **Code of Connection CSS Interface Code of Connection [15].** The latest version of this document can be found on SalesForce.

Note: If a Test Participant already accesses the CSS using a TLS certificate, and will access the TDT from the same endpoint, no additional certificate should be required.

14.1.2. Request credentials (Username and Password)

In addition to Transport Layer Security (TLS) certificates, a set of credentials (Username and Password) will be required to log on to the TDT. The following form is to be completed in order to request a credential:

*{**NOTE:** URL for requesting access to the Transition instance of the tool will be provided separately. This will be made available to LPs at the time of providing Held Switch allocations, see section **Volume Allocations**.}*

A username and password will be provided by the Systems Integrator (SI) after having completed the form. There is no limit to the number of users an LP can request, however a minimum of 2 is suggested – One form per person must be completed. The SI will confirm that the form submission comes from a valid mail address from the appropriate LP and will validate that the user is appropriate by contacting existing LP contacts for confirmation (with the support of the LPC). Once the form has been submitted, the requests will be worked through on a priority basis; the SI will work on a reasonable endeavours basis to validate and complete requests as quickly as possible.

14.1.3. Installing the certificate

Once the TLS Certificate request has been approved by DCC, Certificate requestors will be contacted by DCC and provided with the TLS certificate. This, alongside any other required and intermediary certificates (which will also be provided) will need to be installed onto your organisation's client-side connection endpoint (e.g. End User computer). Each endpoint within the organisation will require its own TLS Certificate.

Instructions on how to install certificates vary from organisation to organisation – Please check with your organisation's system administrator for further guidance on how to install.

14.1.4. URL to access tool

Once the prerequisite tasks have been completed, the TDT may be accessed via the URL below.

*{**NOTE:** URL of the Transition instance of the TDT will be provided separately. This will be made available to LPs at the time of providing Held Switch allocations, see section **Volume Allocations**.}*

This URL will only become accessible once the TLS certificates (plus any required and intermediary certificates) are installed on your organisation's connection endpoint.

14.2. How to Use the Test Data Tool

The following sections describe how to use the SI Test Data Tool for the retrieval of registrationIDs by LPs.

{NOTE: The screen shots in the section below are for illustrative purposes only. Any URLs, web forms of screens are subject to change.}

14.3. Login Page and Password Reset functionality

This page is where the user is prompted to enter their username and password. It is also the landing page for the Test Data Tool web application.

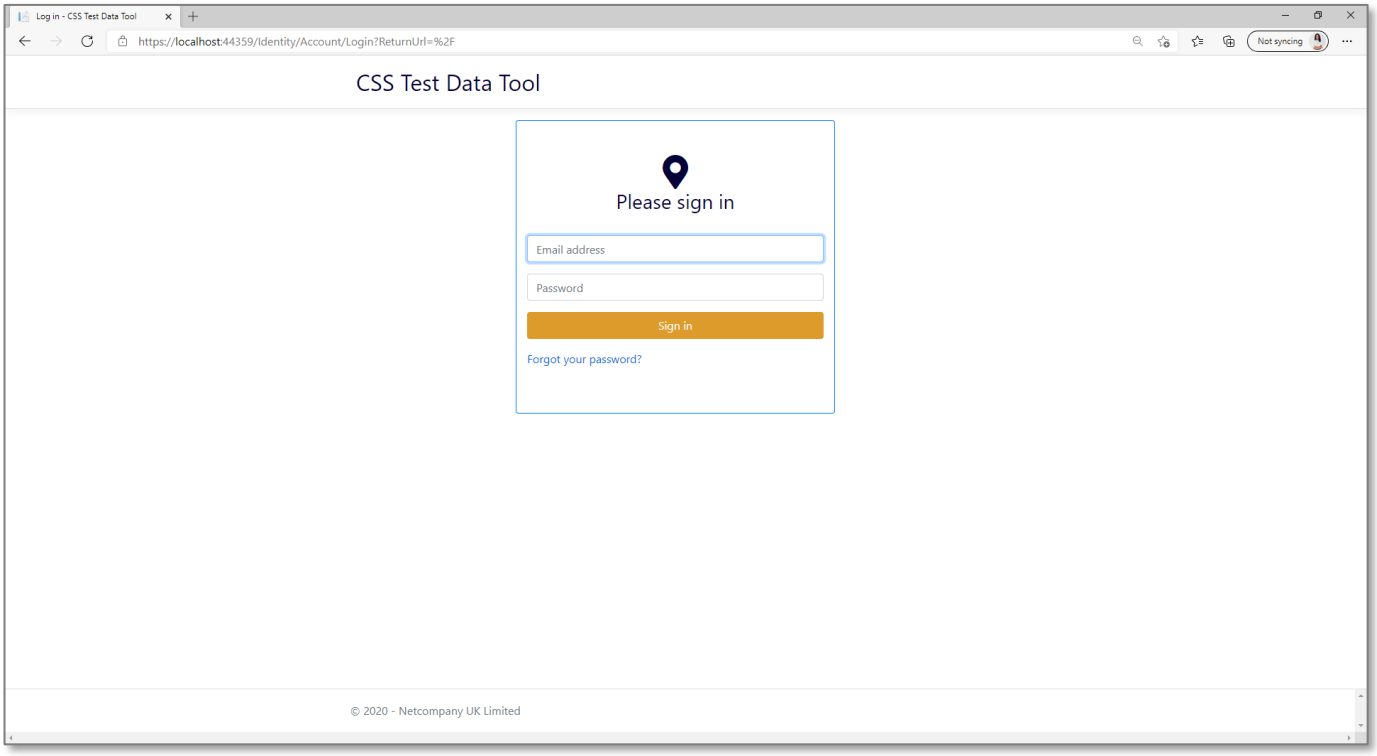


Figure 15 – TDT Login Page (illustration)

14.3.1. Password Reset Functionality

There is also a password reset functionality which can be accessed from this page by clicking 'Forgot your password?'. Users must reset their password prior to accessing the tool for the first time. The email address must be the one used when registering the account.

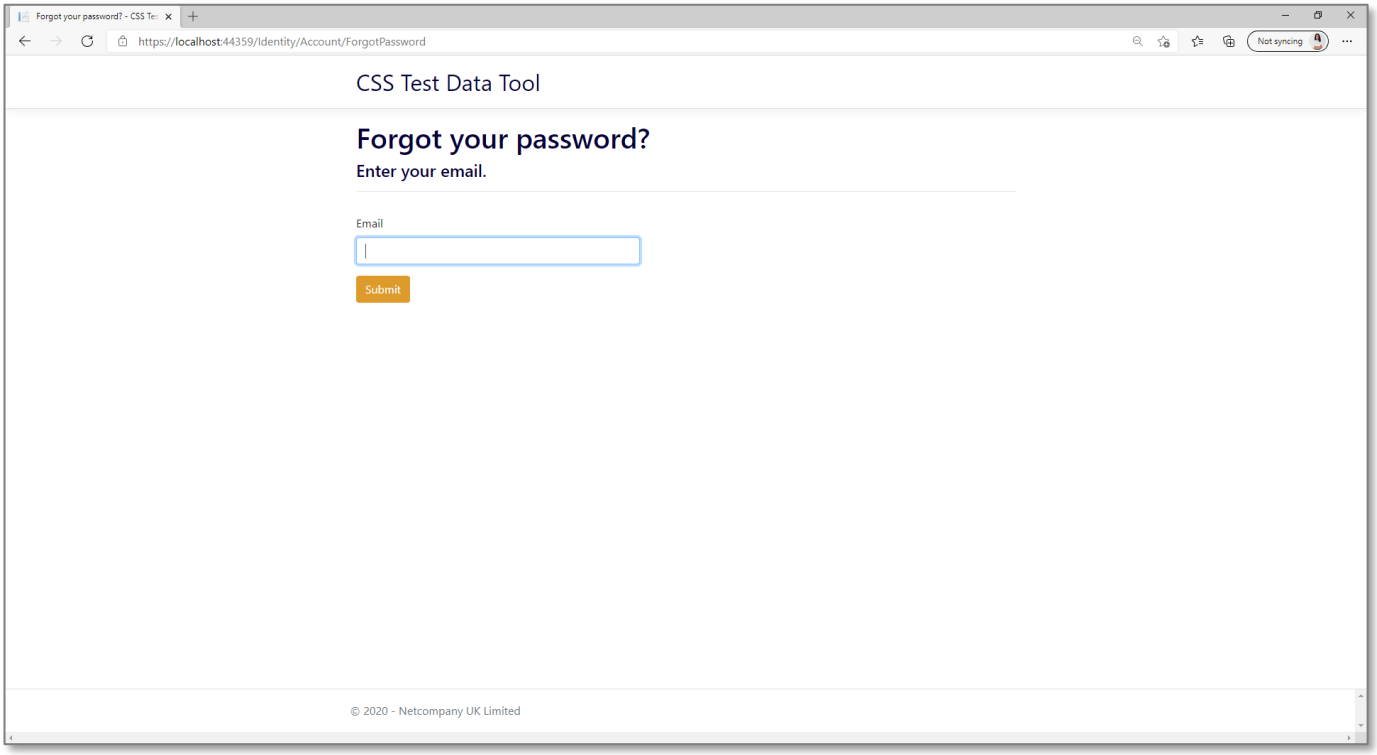


Figure 16 – TDT Password Reset Functionality (illustration)

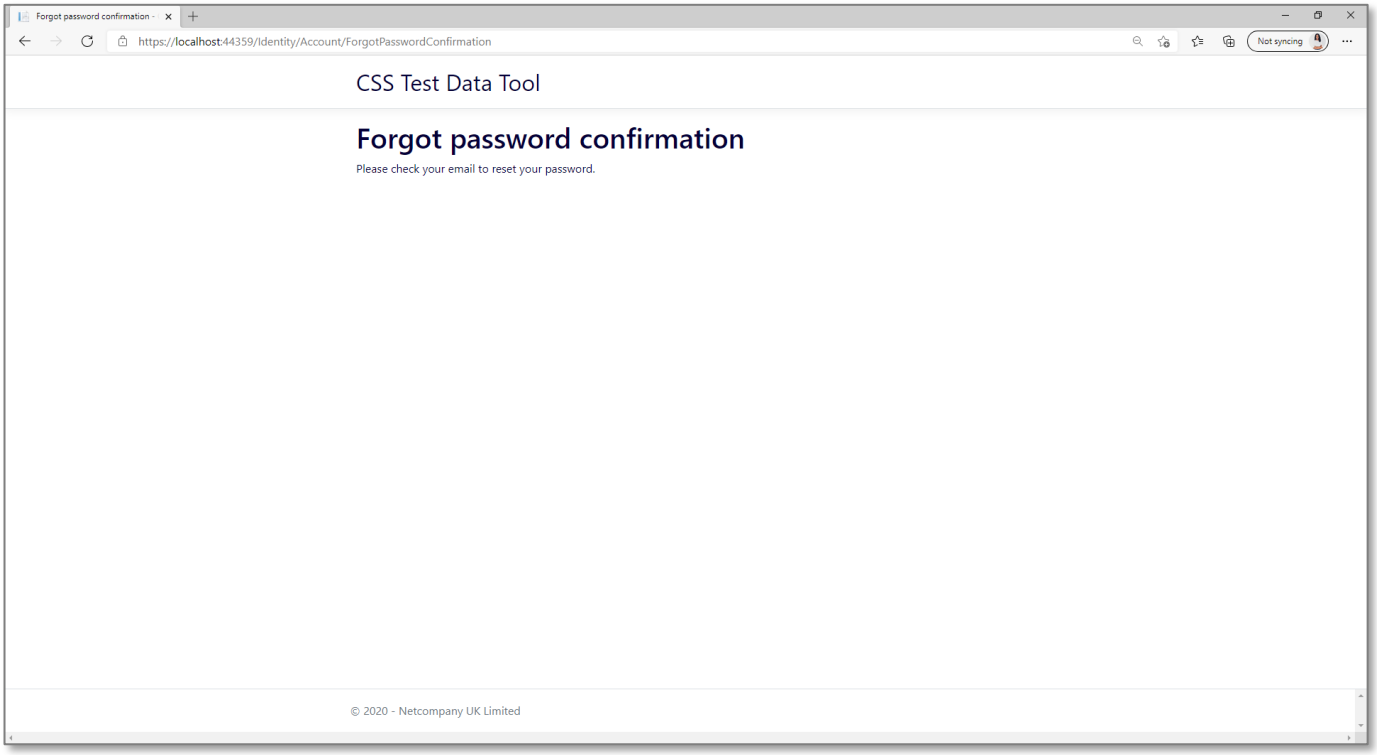


Figure 17 - TDT Post-Submit for Password Reset form (illustration)

Once submitting a password reset request, the user will be sent an email to their registered email address. This will contain a link which can be used to access the Reset password page, which allows the user to enter a new password.

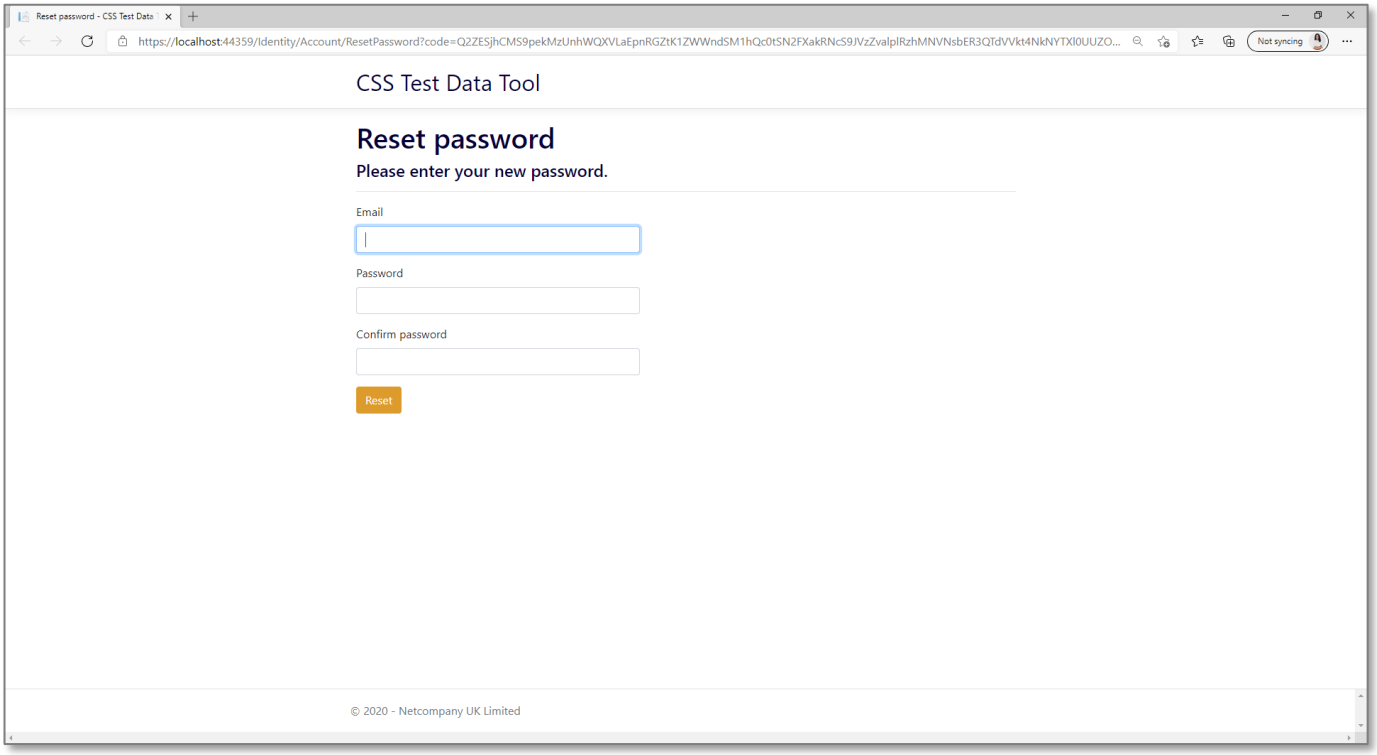


Figure 18 - TDT Resetting Password (from email link) (illustration)

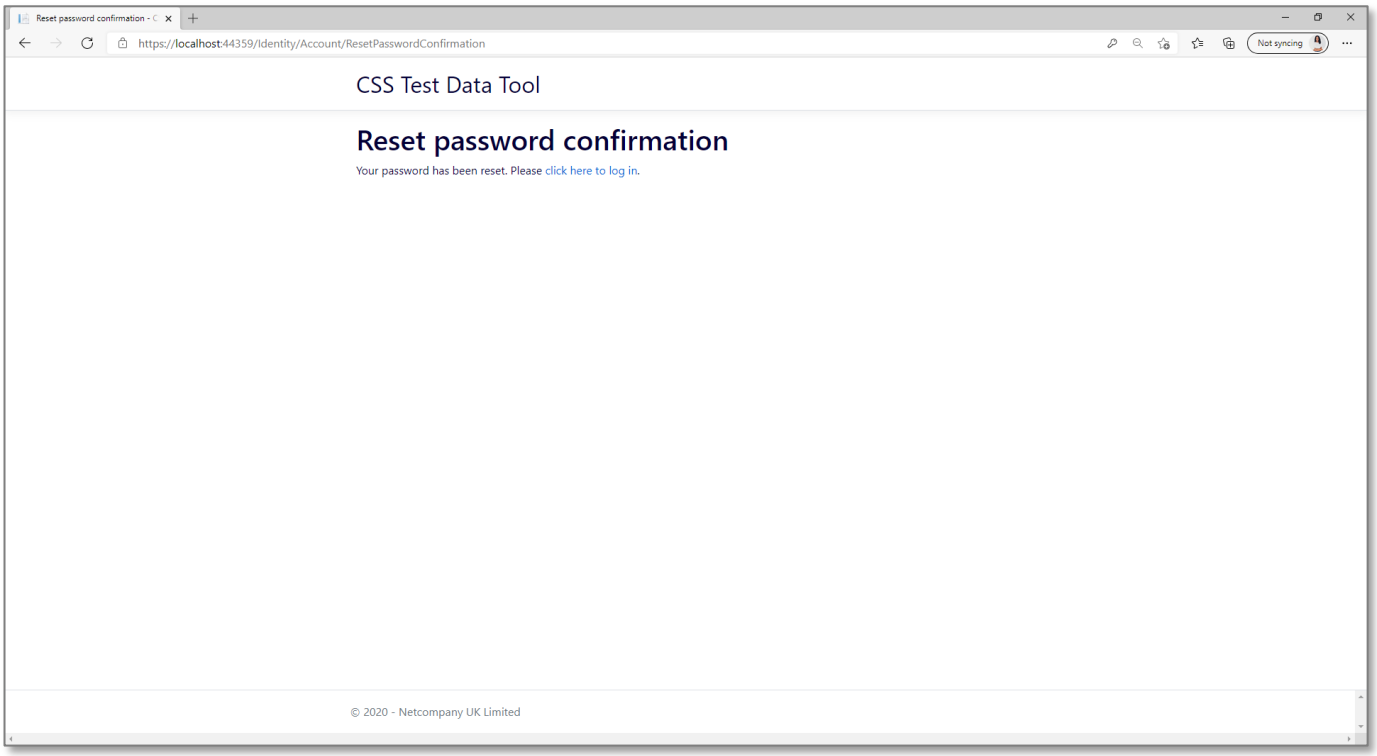


Figure 19 - TDT Password Reset Confirmation (illustration)

If upon logging in, the user's current password is older than the password expiry limit (as outlined in the password policy), the user will be prompted to change their password (see Figure 20). After the user has changed their password, they will then need to log out, and log back in using the new password.

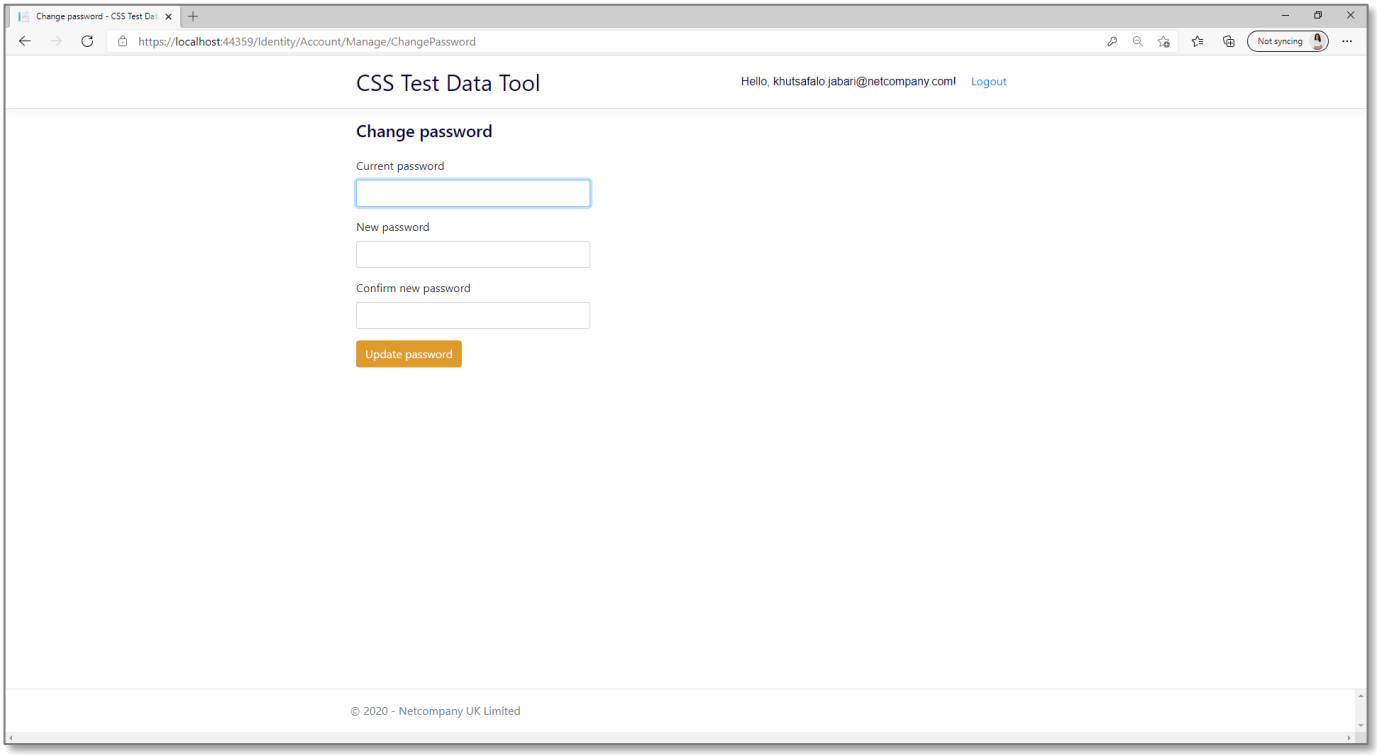


Figure 20 - TDT Password Reset for Password Expiry (illustration)

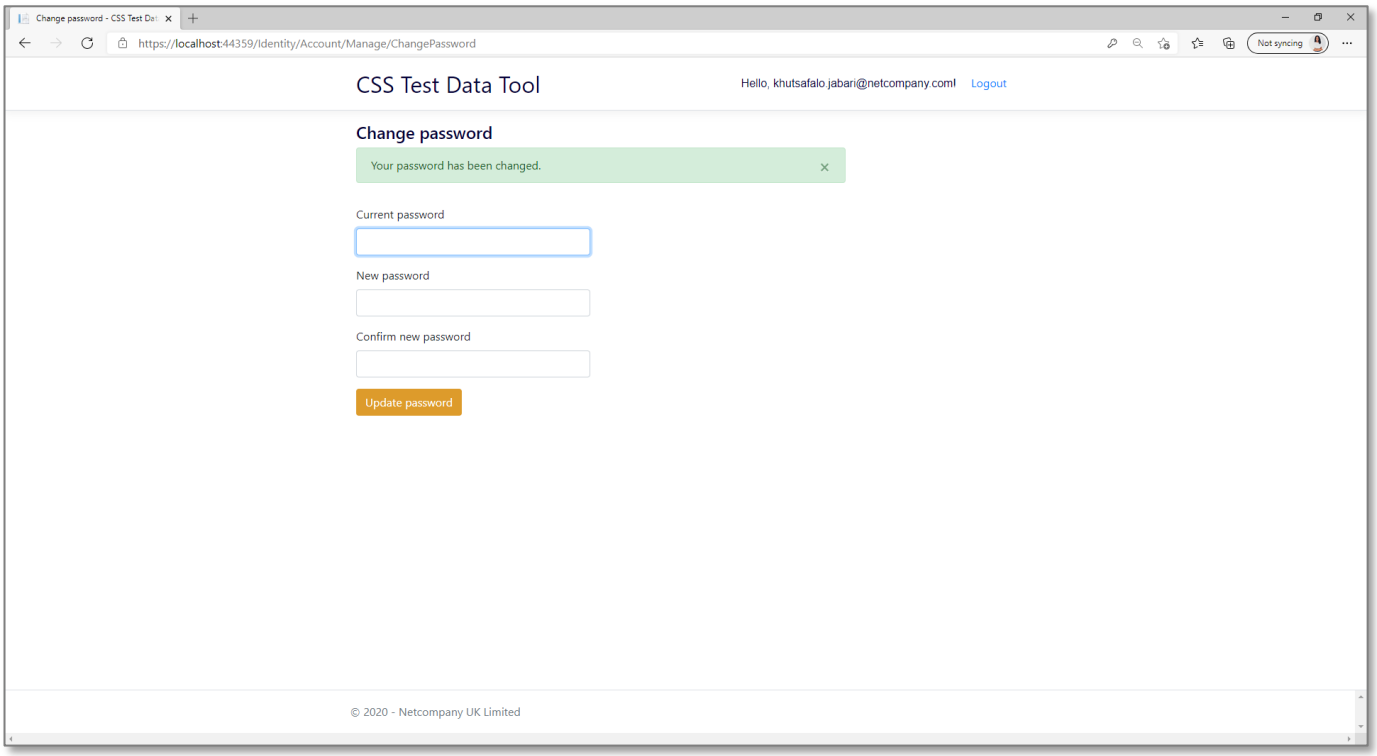


Figure 21 - TDT Confirmed Password Reset After Expiry (illustration)

When users are resetting passwords, the following password policy is to be followed;

Rule	Value
Failed Login Attempts	3
Lockout Timespan	10 minutes
Password Expiry	30 days
Password Reset Token Timespan	24hrs
Password	Must contain an uppercase character, lowercase character, a digit, and a non-alphanumeric character. Must be at least ten characters long.
Username	Must be an email address. Allowed characters: abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789 -._@+

Table 39 – TDT Password Policy

14.4. Select Organisation Page

If a user is a member of multiple Supplier Organisations, they will be prompted to select the Supplier Organisation they wish to perform Test Data Tool activities against. If they want to perform activities on another Supplier Organisation, they **must** log out and log back in again and select a different Supplier Organisation.

N.B. If a user is a member of only one Supplier Organisation, the 'Select Organisation' page will not be displayed, their current organisation is selected as the default.

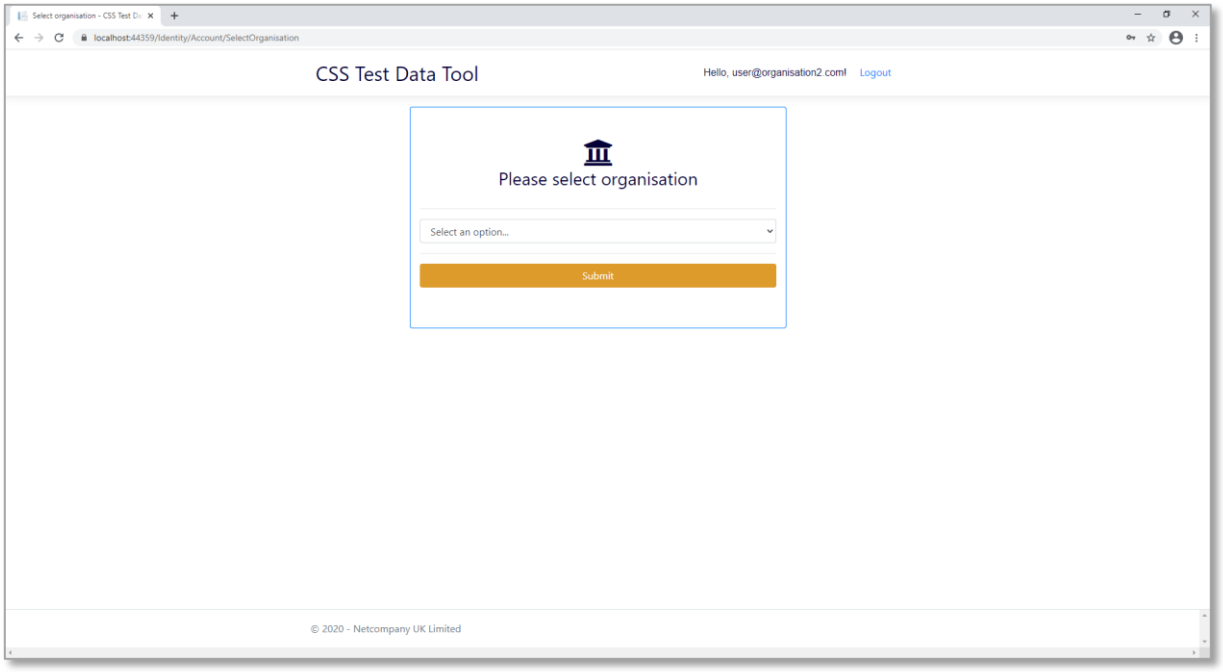


Figure 22 - TDT Organisation Screen (illustration)

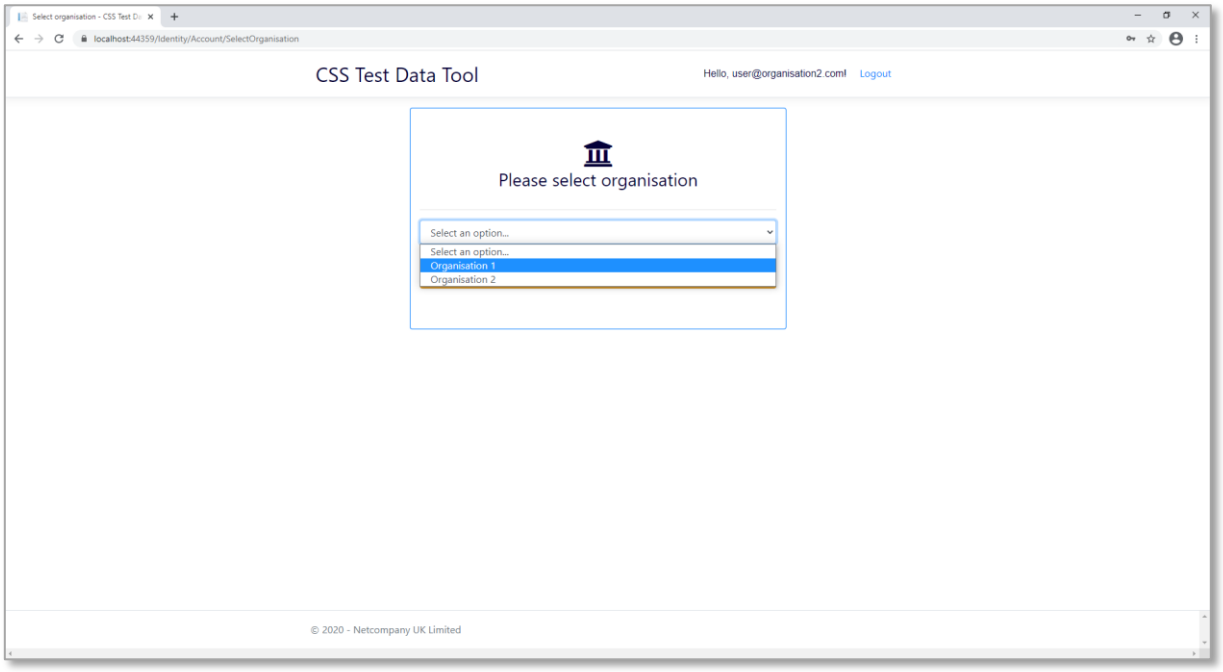


Figure 23 - TDT Select Organisation (illustration)

14.5. Home Page

This is where the user is redirected after they have successfully logged in (and selected an organisation if they are a member of multiple organisations) and no features have been selected.

Selecting 'Home' from the navigation menu from any other view will return the user to this screen.

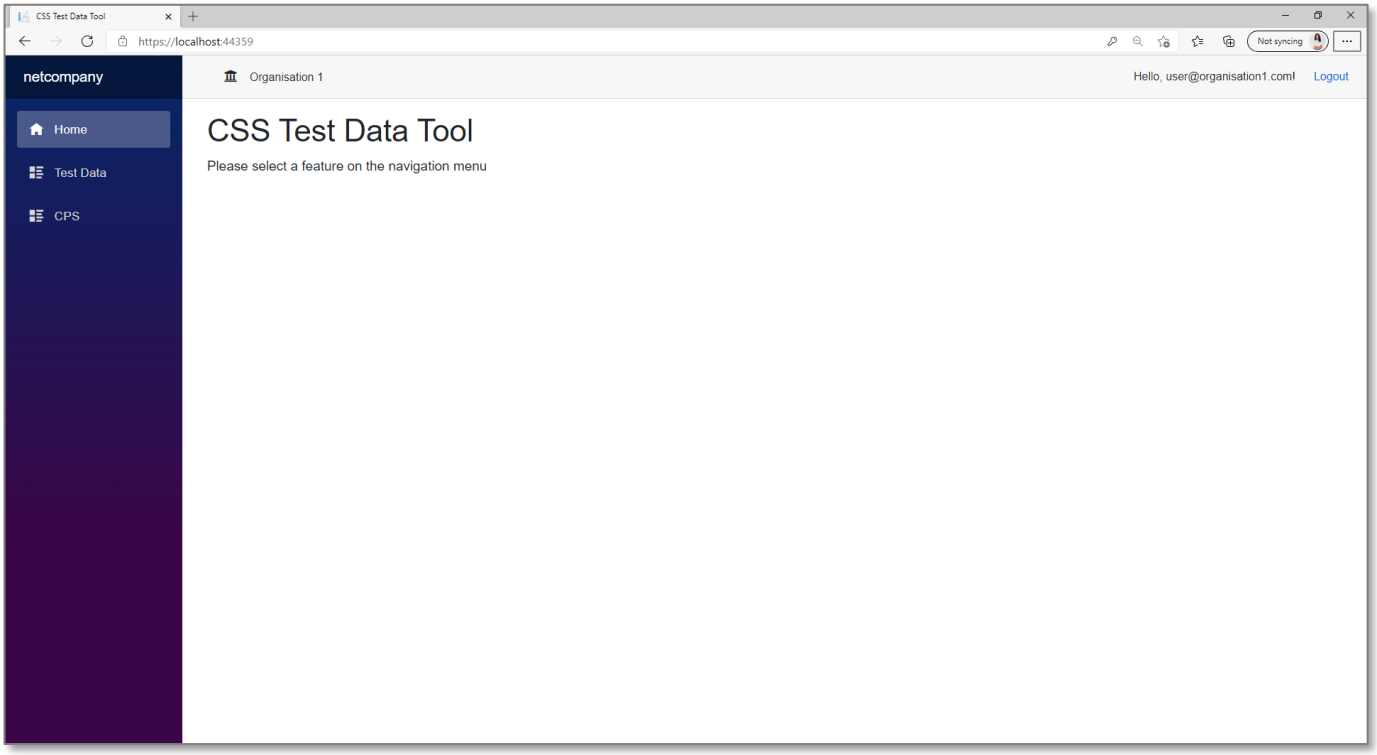


Figure 24 - TDT Home Page (illustration)

*{**NOTE:** The Transition Instance of the TDT will not present the option for use of the Counter-Party Simulator. The image shown above if for illustrative purposed only.}*

14.6. Navigation Menu

The Test Data Tool navigation menu for the Transition instance will be restricted to permit only the download of registrationIDs pertinent to the logged-on users organisation.

14.7. registrationID Download Page

The registrationID Data >> Download page enables the user to download registrationIDs pertinent to the logged-on users organisation.

*{**NOTE:** Screenshots are not currently available for this section.}*

When the user clicks on the Download button, a ZIP file containing the registrationIDs data described in section **RegistrationIDs** will be presented as per a standard browser download, which will function slightly differently, depending on the web browser used, although generally this will default to the 'Downloads' folder on the user's computer.

LPs are responsible for the load of registrationIDs data in to their systems.

14.8. TDT Support

Support for access requests and usage of the TDT is provided by the SI. Contact for support is via the SI PMO; DCCSIPMO@netcompany.com

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