Rough Order of Magnitude (ROM) Request and Response

1. Purpose of a ROM

The DSC CDSP Service Document – Change Management Procedure sets out the expectations of the ROM process.

> 4.6.2 Subject to paragraph 4.6.3, within 10 Business Days after receiving a ROM Request, the CDSP shall send to the Customer and the Committee a report (Rough Order of Magnitude Report or ROM Report) setting out (so far as the CDSP is able to assess at the time):
>
> (a) a high-level indicative assessment of the impact of the Potential Service Change on the CDSP Service Description and on UK Link;
>
> (b) the CDSP's opinion as to whether the Potential Service Change would be a Restricted Class Change, would have an Adverse Impact on any Customer Class(es)) or would be a Priority Service Change, where applicable;
>
> (c) the CDSP's approximate estimate of:
>
> > (i) the Costs (or range of Costs, where options under paragraph (e) are identified) of Implementing the Potential Service Change;
> >
> > (ii) the impact of the Potential Service Change on Service Charges; and
> >
> > (iii) the period of time required for Implementation;
>
> (d) any material dependencies of Implementation on other Proposed Service Changes or other likely Priority Questions; and
>
> (e) if it is apparent to the CDSP that there are likely to be materially different options as to how to Implement the Potential Service Change, a high-level description of such options.

2. ROM Request – To be completed by the customer

Please populate the details below and send to box.xoserve.portfoliooffice@xoserve.com, to enable the CDSP to undertake the impact assessment to provide the ROM Response (section below).

Please note, the ROM requestor may be asked for further details if it is believed that request is not clear and additional information is required in order to provide a ROM Response.

2a. ROM Request Details

ROM Request Details	
Change Title	Shipper Agreed Read (SAR) exceptions process (Modification 0811S) [XRN – to be confirmed when Change Proposal raised]
Regulatory Impact	☒ Yes ☐ No
Regulatory Reference (if applicable)	UNC Modification 0811S - Shipper Agreed Read (SAR) Exceptions Process
Change Overview	This change has been raised in relation to Modification 0811S, in order to provide a remedy for SARs that have failed to be progressed (exceptions) within a reasonable period, to be proactively managed by the CDSP. Both Shippers should attempt to amend the transfer read in line with the SAR within 2 months after it was agreed. Currently only the Proposing User can submit the SAR to the CDSP. If this has not occurred, then under this change, the CDSP can be contacted for support and ensure the new agreed read is recorded centrally. When the CDSP needs to be contacted for support, the Shipper should provide them with suitable evidence of the new agreed read. The CDSP will then notify the other Shipper of the new agreed read and will, in the absence of any relevant rejection, process the new agreed read centrally. The CDSP are expected to manage a new exceptions process as a result of this Modification. The high-level requirements for the new exceptions process are detailed below and will need to be impact assessed: • Allow the Withdrawing User to submit a new read type, a [Proposed Agreed Opening Meter Reading] to the CDSP. 　　○ This [Proposed Agreed Opening Meter Reading] cannot be submitted ahead of the Opening Meter Reading (Actual or Estimate) and should be rejected if submitted less than 2 months of the Opening Meter Reading being submitted or generated (if an estimate). 　　○ The [Proposed Agreed Opening Meter Reading] **should not** be subject to Inner or Outer Tolerance validation, i.e. the read should not be rejected if it fails Inner or Outer Tolerance. 　　○ If the [Proposed Agreed Opening Meter Reading] will cause failure to the standard Outer Tolerance check, upon submission, the Withdrawing User must acknowledge this failure would occur and accept the read should still be processed. This will require the CDSP to allow the

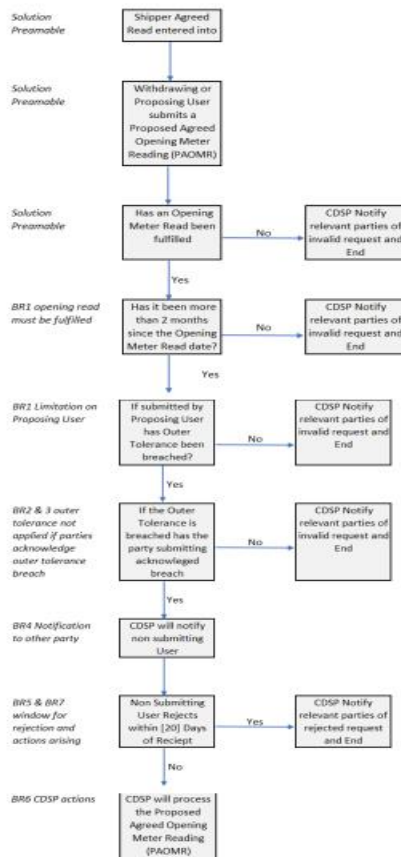submitting Shipper to confirm they know the Outer Tolerance would usually fail if the validation was applied.
- o If the CDSP can see the [Proposed Agreed Opening Meter Reading] would fail Outer Tolerance validation and the submitting User has not 'acknowledged' this upon submission, the [Proposed Agreed Opening Meter Reading] would not be progressed further.

- Once the [Proposed Agreed Opening Meter Reading] is submitted and following the relevant validation checks (timing and Outer Tolerance acknowledgement), there must be a mechanism for the CDSP to notify the non-submitting User of the read being submitted.
  - o The non-submitting User must be given [20 Supply Point System Business Days (SPSBDs)] from the point of the CDSP notification to reject the [Proposed Agreed Opening Meter Reading].
  - o The non-submitting User must have a mechanism to reject the read and notify the CDSP of this rejection within the [20 SPSBDs].
  - o The only reason the non-submitting User should have for rejecting the read is where they believe the [Proposed Agreed Opening Meter Reading] hasn't been previously agreed.

- If the [Proposed Agreed Opening Meter Reading] is not rejected within the [20 SPSBD] window by the non-submitting User, the CDSP should process the read within the system and it should have the same effect as the Agreed Opening Meter Reading.
  - o This is as per UNC TPD M5.13.13.

- If the [Proposed Agreed Opening Meter Reading] is rejected, the CDSP will need to notify the non-submitting User and the [Proposed Agreed Opening Meter Reading] should not be processed in the system.
  - o In this scenario, the existing Opening Meter Reading will persist.

- It is expected that the CDSP will need to create a new report (PARR report) which will monitor this process.
  - o Individual data items are unknown, but it should be included in the assessment high-level effort to produce a new report.

The above process is based on the [Proposed Agreed Opening Meter Reading] being submitted by the Withdrawing User. The below process is based on the [Proposed Agreed Opening Meter Reading] being submitted by the Proposing User in a particular scenario.

- The Proposing User can only submit a [Proposed Agreed Opening Meter Reading] to the CDSP **if** the Agreed Opening Meter Reading would fail the Outer Tolerance validation check.
  - o The CDSP requires a mechanism to also allow the Proposing User to also submit this read type in this scenario.
  - o The same logic / validation should apply to the read where it is submitted by the Proposing User compared to the Withdrawing User i.e. no Inner or Outer Tolerance rejections, requirement for acknowledgement that the Outer Tolerance failure must be included by the

submitting User, [Proposed Agreed Opening Meter Reading] should be sent by the CDSP to the non-submitting User for review and option to reject before it is processed centrally.

Please see below a simple flow chart of the process for reference:

Date Raised	26/09/2022
Required Response Date	27/10/2022 *ROM required for discussion at the October DWG (27th October)*

Requestor Contact Details	Name:	Ellie Rogers on behalf of UNC Distribution Workgroup (DWG)
	Organisation:	Xoserve
	Email:	Ellie.rogers@xoserve.com
	Number:	01212 292 185
Xoserve Lead Contact (to be provided by the CDSP)	*Contact Name:*	Kate Lancaster / Ellie Rogers
	Contact Email:	Kate.lancaster@xoserve.com / ellie.rogers@xoserve.com

3. ROM Response – To be completed by the CDSP

The ROM response provided is based on a high-level indicative assessment of the impact of the change.

To find the high-level costs and timescales please go to section 3c which can be found <u>here</u>.

3a. Impacted Constituency

Customer Class(es) Impacted by Change:	☒ Shipper	☐ Distribution Network Operator
	☐ NG Transmission	☐ IGT
	☐ All	☐ Other <Please provide details here>
Justification for Customer Class(es) selection	Shippers are the impacted party as a result of this Modification. This is because the SAR process is a Shipper obligation, and this exceptions process will involve Shippers.	

3b. Overview of impacts

Overview of impacts	The high-level analysis has been undertaken and a potential way to implement a solution could result in changes in both CMS and UK Link systems.
	
	At a high level, the following is an assumed solution based on the information contained within this ROM request for UK Link and the new CMS.
	
	i) A new contact type could be introduced to CMS. This is expected to be raised by Shippers via a screen (single contact) and via QMP through IX for bulk contacts.
	ii) Standard validation should apply to the new contact type. This includes:
	   a. Confirming if the requesting Shipper is the current Registered User of the site or if they were the previous Registered User.
	iii) In terms of specific validation:
	   a. If the PAOMR breaches the Outer Tolerance, the submitting User would be notified and asked to 'accept' that the read should still progress. If not accepted, the contact would be invalid and not progressed.
	   b. If the PAOMR is submitted by the current Registered User, if the Outer Tolerance is not breached, the contact would be invalid and not progressed.
	   c. If the PAOMR is either submitted ahead of the Opening Meter Reading or submitted within 2 months of the Opening Meter Reading being loaded or estimated within UK Link, the contact would be invalid and not progressed.
	Please note in the above scenarios, where the contact is invalid and would not be progressed, the submitting User will be notified,
	iv) Where validation is passed, the contact will be assigned to the non-submitting User with an option to accept / reject the PAOMR. The User should have 20 Supply Point System Business Days (SPSBDs) to respond.
	v) If the non-submitting User accepts the contact (PAOMR), CMS could send a web service notification to UK Link and the

	read could be uploaded into the standard tables and will be used for billing.
	vi) If the non-submitting User rejects the contact (PAOMR), they must select the reason from a drop-down list. The only valid rejection reason will be "The POAMR read hasn't been previously agreed"
	vii) If the non-submitting User rejects the contact with the above reason, the contact gets resolved as invalid and will not be progressed.
	viii) If the non-submitting User does not respond to the contact within 20 SPSBDs, UK Link could load the read to standard tables and will be used for billing. This results in the contact being resolved and the PAOMR replacing the Opening Meter Reading.
	Assumptions:
	i) This business process will be refined with the process teams and may be subject to change following the Modification approval
	ii) Decisions around where certain validation will occur must be worked out in design and this may impact certain logic and possible costs
	iii) The process has been assumed on reasonable (exception) volumes, should there be significant increase in volumes then this may have an impact on costs
	iv) The submitting User must acknowledge where the PAOMR being submitted breaches the Outer Tolerance, or it will be rejected
	v) Once the PAOMR contact is accepted by the non-submitting User, it is assumed that the replacement read functionality in the sense that the SAR read will replace the Opening Meter Reading will be followed.
	vi) CDSP will need to create a new report (PARR report) which will monitor this process outside CMS
	vii) The above high-level solution is based on existing UK Link and new build CMS systems
	viii) This change will not be delivered before Modification 0811 is approved. Delivery is anticipated to be following CMS Rebuild Scope delivery completion unless agreed otherwise.

UK Link Component Systems	Level of Impact (L/M/H)	File Format (Y/N)	Screens (Y/N)	Reporting (Y/N)	Batch Jobs (Y/N)	Validation (Y/N)	Processes (Y/N)	Other
UK Link Gemini	N	N	N	N	N	N	N	*If 'Other' is ticked, please provide justification*
UK Link System Application (e.g. SAP ISU, BW, PO)	M	Y* *Internal only*	N	N	Y	Y	N	*As above*
UK Link Portal	N	N	N	N	N	N	N	*As above*
UK Link Online Services	N	N	N	N	N	N	N	*As above*

Contact Management Service (CMS)	H	Y	Y	N	Y	Y	Y	*As above*
UK Link Network (Inclusive of IX, EFT and AMT)	N	N	N	N	N	N	N	*As above*

Additional Systems	Level of Impact (L/M/H)	File Format (Y/N)	Screens (Y/N)	Reporting (Y/N)	Batch Jobs (Y/N)	Validation (Y/N)	Processes (Y/N)	Other
Data Discovery Platform (DDP) Core	N	N	N	N	N	N	N	*If 'Other' is ticked, please provide justification*
Discovery API	N	N	N	N	N	N	N	*As above*
Reporting	L/M	N	N	Y**	N	N	N	
Gas Enquiry Service (GES) – To be included post CSS implementation	N	N	N	N	N	N	N	

**A new PARR report for PAC must be delivered with this change. The way this will be delivered is not confirmed at this stage but noted and factored in that an additional report is required.

3c. High level costs and timescales

Costs provided within the ROM response are indicative and high level based on high level analysis.

Below details the high-level implementation cost range and provides an indication of any ongoing costs identified from the high-level analysis.

Implementation costs
For the above solution:

High level indicative delivery costs are anticipated to be between £70,000 and £130,000.

Ongoing costs
As the possible volumes for this process are currently unknown, we are unable to confirm if ongoing costs are anticipated as a result of the change being implemented. This will be confirmed in the Detailed Analysis / Design phases of developing this change.

Based on our understanding of the Modification, this is intended to be an exceptions process suggesting the volumes should not be significant.

Timescales:
Based on the high-level analysis, the indicative effort for delivery is circa 35 to 45 weeks.

The high-level estimate to develop and deliver this change, however, is proposed to align to the timescale of the Major Release the change is scoped into.

Validity of ROM:
Please note, the information provided in the ROM response is an 'at a point in time' assessment which is valid for 6 months from issue.

3d. Release type

Please provide a view on the anticipated release type this change would need to be delivered under.

Release Type	☐ Ad-hoc / Stand-alone	☐ Minor
	☒ Major	

Next available Release (based on the Release Type)	ChMC approval to Release scope	ChMC approval of Detailed Design
November 2023 Major Release	May 2023	May 2023

*Please note, although the dates above relate to November UK Link Major Release, this does not mean this change will be delivered within this release. The Modification would need to go through the DSC change process which includes design and following this a decision by the DSC ChMC on the delivery prioritisation. This will also need to align with a CMS Release which could impact the dates above.

3e. Impact on Service Line(s)

Impact on Service Line(s)	The implementation of this Modification is likely to have an impact on the DSC Service Description Table. This impact will be confirmed during the DSC change process. Worth noting it is likely to either be a tweak to an existing Service Line or creation of a new one.

3f. Assumptions

- Any changes in the requirements and subsequent approach to the solution may affect the overall schedule and costs for the change
- Costs are high level and set out in a range, based on high level analysis.
- Detailed analysis will be needed to determine the final requirements and solution which may impact both cost and schedule
- Any costs associated to Market Trials are not included
- The high-level analysis is based on changes to central systems and does not account for changes to customer systems as a result of any potential work.
- The high-level analysis and costs are based on current production system (UK Link) and the new build of CMS.