

DSC Change Proposal Document

Customers to fill out all of the information in the sections coloured ■
 Xoserve to fill out all of the information in the sections coloured ■

A1: General Details

Change Reference:	XRN 5147		
Change Title:	Optimising the Must Read process for IGT Customers		
Date Raised:	18/02/2020		
Sponsor Representative Details:	Organisation:	BUUK	
	Name:	Rebecca Cailles	
	Email:	rebecca.cailles@bu-uk.co.uk	
	Telephone:	01359308226	
Xoserve Representative Details:	Name:	Paul Orsler	
	Email:	Paul.Orsler@Xoserve.com	
	Telephone:		
	Business Owner:		
Change Status:	<input type="checkbox"/> Proposal	<input checked="" type="checkbox"/> With DSG	<input type="checkbox"/> Out for Review
	<input type="checkbox"/> Voting	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected

A2: Impacted Parties

Customer Class(es):	<input type="checkbox"/> Shipper	<input type="checkbox"/> Distribution Network Operator
	<input type="checkbox"/> NG Transmission	<input checked="" type="checkbox"/> IGT
	<input type="checkbox"/> All	<input type="checkbox"/> Other [<If [Other] please provide details here>]
Justification for Customer Class(es) selection	<p>Must Read processes are designed to support both GTs and IGTs in precuring meter readings where Shippers have been unable to provide meter reads within the prescribed Meter Read Frequency.</p> <p>Xoserve data flows are key to support the effective procurement of these reads, however the lack of ability to track more frequent reading activity for associated MPRNs can lead to unnecessary Meter Read Agent (MRA) activity.</p> <p>IGTs would therefore like to see more dynamic dataflows which support refreshed datasets that clearly articulate whether meter reads are still outstanding for sites that have triggered Must Read processes.</p>	

A3: Proposer Requirements / Final (redlined) Change

Problem Statement:	As an IGT I want the most up to date information available to help ensure I am only arranging Must Reads to be precured for sites that are still outstanding meter reads within UK Link systems		
Change Description:	Changes to the generation logic of current Must Read reports to IGT customers. Also, a monthly reconciliation is required to account for all contacts raised. Assessment is needed to understand whether any changes to the Must Read process are also required – this is to ensure any sites that have subsequently had a successful meter read from the registered Shipper are no longer flagged as being outstanding within the Must Read process for the relevant IGT.		
Proposed Release:	TBC		
Proposed Consultation Period:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 15 Working Days	
	<input type="checkbox"/> 20 Working Days	<input type="checkbox"/> Other [Specify here]	

A4: Benefits and Justification

Benefit Description:	Reduction in the number of unnecessary meter reads being procured from Meter Read Agents – cost saving to IGTs through their commercial agreements with Meter Read Agents and also to Shippers through Must Read charges. In addition, ensures clear and accurate billing for both IGT's and Shippers.		
	<i>What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?</i>		
Benefit Realisation:	Immediately upon delivery of this change		
	<i>When are the benefits of the change likely to be realised?</i>		
Benefit Dependencies:	N/A		
	<i>Please detail any dependencies that would be outside the scope of the change, this could be reliance on another delivery, reliance on some other event that the projects has not got direct control of.</i>		

A5: Final Delivery Sub-Group (DSG) Recommendations – Removed

(see Section C for DSG recommendations)

A6: Service Lines and Funding

Service Line(s) Impacted - New or existing	
Level of Impact	Major/ Minor/ Unclear/ None

If None please give justification			
Impacts on UK Link Manual/ Data Permissions Matrix			
Level of Impact	Major/ Minor/ Unclear/ None		
If None please give justification			
Funding Classes :	Customer Classes/ Funding	Delivery of Change	On-going Budget Amendment
	<input type="checkbox"/> Shipper	XX %	XX %
	<input type="checkbox"/> National Grid Transmission	XX %	XX %
	<input type="checkbox"/> Distribution Network Operator	XX %	XX %
	<input type="checkbox"/> IGT	XX %	XX %
	<input type="checkbox"/> Other <please specify>	XX %	XX %
ROM or funding details:			
Funding Comments:			

A7: ChMC Recommendation

Change Status:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
Industry Consultation:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 15 Working Days	
	<input type="checkbox"/> 20 Working Days	<input type="checkbox"/> Other [Specify Here]	
Expected date of receipt for responses (to Xoserve)	XX/XX/XXXX		

DSC Consultation Issue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date Issued:	Click here to enter a date.	
Comms Ref(s):		
Number of Responses:		

A8: DSC Voting Outcome

Solution Voting:	<input type="checkbox"/> Shipper	Please select.
	<input type="checkbox"/> National Grid Transmission	Please select.
	<input type="checkbox"/> Distribution Network Operator	Please select.

	<input type="checkbox"/> IGT	Please select.	
Meeting Date:	Click here to enter a date.		
Release Date:	Release: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY or NA		
Overall Outcome:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If [Yes] please specify <Release>

Please send the completed forms to: box.xoserve.portfoliooffice@xoserve.com

Version Control

Document

Version	Status	Date	Author(s)	Remarks
1.0	With DSG	14/04/2020	Jai Le Resche	Updated with ChMC outcome from the meeting on 8 th April

Template

Version	Status	Date	Author(s)	Remarks
3.0	Superseded	17/07/2018	Emma Smith	Template approved at ChMC on 11th July 2018
4.0	Superseded	07/09/2018	Emma Smith	Minor wording amendments and additional customer group impact within Appendix 1
5.0	Superseded	10/12/2018	Heather Spensley	Template moved to new Word template as part of Corporate Identity changes.
6.0	Approved	12/12/2018	Simon Harris	Cosmetic changes made. Approved at ChMC on the 12 th December 2018.
6.1	In Draft	26/03/2019	Richard Johnson/ Alison Cross	The following minor changes were made: <ul style="list-style-type: none"> - Inclusion of an All 'Impacted Parties' option in A2 - Justification section added to section A2 - Change Description replaced with Problem Statement in section A3 - Remove 'X' in Release information (sections A3, A5, A7, C1 and G8) - Updated Service Line and UK Link impacts and funding section (A6) to include further detail - Amended questions 3 and 4 in section B - Added Service Line/UK link Assessment in section D - Removed Section A5
6.2	For approval	14/05/2019	Alison Cross	Following review at DSC Governance review group re-added Change Description text box
7.0	Approved	13/06/2019	Richard Johnson	DSC Governance Review Group changes to the template

				approved at Change Management Committee on 12 th June 2019
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