

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 5036		
Change Title:	Updates to must read process		
Date Raised:	31/10/2019		
Sponsor Representative Details:	Organisation:	Cadent Gas	
	Name:	Andy Clasper	
	Email:	Andy.Clasper@cadentgas.com	
	Telephone:	07884 113385	
Xoserve Representative Details:	Name:	Ellie Rogers	
	Email:	Ellie.Rogers@xoserve.com	
	Telephone:	0121 229 2185	
	Business Owner:		
Change Status:	<input type="checkbox"/> Proposal	<input type="checkbox"/> With DSG	<input type="checkbox"/> Out for Review
	<input type="checkbox"/> Voting	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Rejected

A2: Impacted Parties

Customer Class(es):	<input type="checkbox"/> Shipper	<input checked="" type="checkbox"/> Distribution Network Operator
	<input type="checkbox"/> NG Transmission	<input type="checkbox"/> IGT
	<input type="checkbox"/> All	<input type="checkbox"/> Other <Please provide details here>
Justification for Customer Class(es) selection	<p>Modification 0692 – Automatic updates to Meter Read Frequency proposes that the CDSP should be given the authority to make changes to the Meter Read Frequency where the AQ is above 293, 000kWh or the Supply Point Register shows either Smart or Advance metering equipment is in place (see XRN4941 for reference).</p> <p>The Modification will impact the must read process as it will increase the population of Monthly read sites.</p>	

A3: Proposer Requirements / Final (redlined) Change

<p>Problem Statement:</p>	<p>Following the implementation of Modification 0692 – Automatic updates to the Meter Read Frequency, there will be an increase in the volume of must read Contacts generated including where a site has a Smart Meter or Advanced metering equipment in situ. These sites should have remote reading capability and therefore should not rely on the must read process. To ensure that the must read process is fit for purpose, the criteria should be updated to generate must read Contacts for required sites only.</p>
<p>Change Description:</p>	<p>Currently the must read process is as follows:</p> <ul style="list-style-type: none"> • On the 20th business day must read Contacts are generated for: <ul style="list-style-type: none"> - All monthly read sites that have not had a valid read loaded on UK Link for 4 months - All non-monthly read sites that have not had a valid read loaded on UK Link for 24 months <p>Pre-Notes with the MPRNs which fall into the criteria above are sent to Shippers on the 1st of the month to give them a few weeks to gain reads, load them, and avoid a must read being generated. This information is sent on a report to Shippers & DNs for information and the Contacts are downloadable via CMS by the DN/MRA/IGT to procure the read.</p> <p>Please note that the must read process for DNs and IGTs is slightly different and the IGT process is proposed to be out of scope.</p> <p>It is proposed that the new requirements for must read process are as follows:</p> <ul style="list-style-type: none"> • On the 20th business day must read Contacts are generated for: <ul style="list-style-type: none"> - Monthly read sites that have not had a valid read loaded on UK Link for 4 months - Non-monthly read sites that have not had a valid read loaded on UK Link for 24 months • Sites that meet one or more of the following conditions are excluded from the must read generation process <ul style="list-style-type: none"> ○ Have Meter Mechanism Code of [NS, S1 or S2] ○ Have an [AMR Indicator] ○ Have an [active DCC flag] <p>As per Modification 0692, checks are being proposed to ensure an NS and S1 Meter is operating as a Smart Meter. This will follow that we should only classify such Meters as Smart where the Installing Supplier is the same as the Effective Supplier, otherwise the NS and S1 Assets will be considered not operating in a Smart functionality and subject to must reads.</p> <p>Based on this logic, MPRNs which have Meter Mechanism Code NS, S1 and S2, those which have an AMR Indicator or an active</p>

	DCC flag would be present on the Pre-Notes report but will not have a must read generated for them.	
	Timings and contents for the Pre-Notes reports are proposed to be unchanged. This means that the Pre-Notes reports would still include all monthly read sites that have not had a valid read loaded in 4 months including Smart and AMR meters. This report is for information only. The process to download the CMS Contacts are proposed to remain unchanged.	
Proposed Release:	Release as close to June 2020 as possible	
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:	This CP will prevent must read Contacts being generated where a meter is operating as a Smart Meter or where Advanced metering equipment is in place. It also prevents an increase in the must read Contacts being generated as a result of Modification 0692. The change ensures must read Contacts are generated for sites which need a must read only.	
	<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:	Upon implementation	
	<i>When are the benefits of the change likely to be realised?</i>	
Benefit Dependencies:	This change should be implemented as close to the implementation of XRN4941 (Change Proposal for Modification 0692) as possible, which is in scope of the June 2020 Release.	
	<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	Service Area 2 but change funding split – 100% DNs
	Service Lines – SS SA22 05 and SS SA22 06 These Service Lines will continue.
	The funding split for the changes to the must read process are proposed as 100% DN funded however this is not the funding split of Service Area 2.

	ChMC will be asked to consider and agree this funding split (100% DNs), which is different to the Service Area.		
Level of Impact	Minor		
If None please give justification	-		
Impacts on UK Link Manual/ Data Permissions Matrix	N/A		
Level of Impact	None		
If None please give justification	This CP looks to simply change the logic of an existing process which should not involve any changes to the UK Link Manual or the DPM.		
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 checked="" type="checkbox"/> Distribution Network Operator	100 %	100 %
	<input type="checkbox"/> IGT	XX %	XX %
	<input type="checkbox"/> Other <please specify>	XX %	XX %
ROM or funding details:	None provided at this stage		
Funding Comments:	Currently must reads are funded under Service Area 22 – Specific Services. The funding split to make changes to the process are proposed as 100% DNs.		

A7: ChMC Recommendation – 5th November 2019

Change Status:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
----------------	---	---------------------------------	--------------------------------

A7: Solution Change Pack

Change Status:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
Industry Consultation:	<input checked="" 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)	02/03/2020		

DSC Consultation Issue:	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date Issued:	17/02/2020	
Comms Ref(s):	2532.1 - MT - JR	
Number of Responses:	We received five approval responses and one reject.	

A8: DSC Voting Outcome

Solution Voting:	<input type="checkbox"/> Shipper	Please select.
	<input type="checkbox"/> National Grid Transmission	Please select.
	<input checked="" type="checkbox"/> Distribution Network Operator	Approve
	<input type="checkbox"/> IGT	Please select.
Meeting Date:	11/03/2020	
Release Date:	Release: Minor Release Drop 7 – Date TBC	
Overall Outcome:	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes

Section C: DSG Discussion

C1: Delivery Sub-Group (DSG) Recommendations

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

DSG Date:	02/12/2019
DSG Summary:	<p>Jai Le Resche (JLR) presented this agenda item. JLR explained the current must read process involves must read contacts to be generated on the 20th business day.</p> <ul style="list-style-type: none"> • Monthly read sites that have not had a valid read loaded on UK Link for 4 months • Non-monthly read sites that have not had a valid read loaded on UK Link for 24 months <p>Pre-notes with the MPRNs which fall into the criteria above are sent to Shippers on the 1st of the month to give them a few weeks to gain reads, load them and avoid must read being generated. JLR proposed that the new requirements for must read process are as follows:</p> <ul style="list-style-type: none"> – Sites that meet one or more of the following conditions are excluded from the must read generation process <ul style="list-style-type: none"> • Have Meter Mechanism Code of [NS, S1 or S2] • Have an [AMR Indicator] • Have an [active DCC flag]

	<p>JLR outlined that as per Modification 0692, checks are being proposed to ensure an NS and S1 Meter is operating as a Smart Meter. Furthermore, this will follow that we should only classify such Meters as Smart where the Installing Supplier is the same as the Effective Supplier, otherwise the NS and S1 Assets will be considered not operating in a Smart functionality and subject to must reads. JLR stated that this is looking to be implemented as close to MOD implementation in June 2020 release and that the impact assessment will decide whether this is Minor or Major release.</p> <p>Key things to note: MPRN's which has the meter mechanism code NS, S1 and S2, those which have an AMR indicator and/or an active DCC flag would be present on the pre-notes report but will not have a must read generated for them.</p> <p>AC asked if this HLSO high level requirements includes all smart meters Active and Dumb. AC explained a dumb smart meter is the exact same as a Active SMART meter so should still be classed as a SMART asset. SH clarified that as per the modification any SMART meters which are classified as Dumb will not be put into monthly read and remain as non-monthly read sites so this needs to be called out in the Must Read change as the proposed requirements differ from the modification.</p> <p>Lee Greenwood asked a question for some clarity. LG asked if there is a meter moved to monthly read and smart, if they haven't had a reading for 4 months, will they go into the must-read process. AC explained transporters don't want to be doing must reads on domestic sites due to resource constraint.</p>
Capture Document / Requirements:	<Insert where appropriate>
DSG Recommendation:	<input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Defer
DSG Recommended Release:	Release: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY

DSG Date:	27/01/2020
DSG Summary:	<p>Ellie Rogers (ER) presented this change, ER explained that XRN5036 looks to remove smart meters for DNO's must read process, IGTs are out of scope for this change. ER outlined that currently for DNO sites which have Monthly Meter Read Frequency and are Large Supply Points (LSPs - AQ over 73,200kWh), a must read Contact will be triggered if the site has not provided a valid read within 4 months.</p> <p>To ensure that the must read process is fit for purpose, the DNOs are requesting the criteria be updated (for DNOs) to stop the generation of must read Contacts for Smart Meters. Based on this, MPRNs which meet one of the below criteria will be present on the Pre-Notes report but will not have a must read Contact generated for them:</p>

1. Meter Mechanism Code NS, S1 and S2,
2. AMR Indicator
3. Active DCC flag

ER outlined that the Smart Meter to be removed from the must read process would only have to meet one of the criteria mentioned. The HLSO has been completed and involves 2 options.

Option 1: Filter out Smart and Advanced Meters from the must read process in advance of being passed to CMS to prevent MUR (must read) Contacts being generated.

This option has an overall low impact and can be delivered in a minor release. There is a high level cost estimate of 25,000 - 30,000 GBP and involves impacts to SAP BW.

ER added that there is no other impacts to must read process, simple if any of the MPRNs meet the criteria, they will not be sent to CMS therefore the must read contacts will never be generated. It was confirmed this will be data based in SAP BW therefore will be D-1.

Option 2: Filter out Smart and Advanced Meters from the must read process within CMS (post being passed to CMS) to prevent MUR (must read) Contacts being generated.

ER outlined that the overall impact for this change is medium and would require being scoped into a major release. This high level cost estimate for this change is 42,000 – 48,000 GBP. ER added that the main difference with this option involves live data from UK Link as it is happening at that point. Therefore, if something is generated as a must read but then a Smart Meter is fitted, this must read can be removed.

Furthermore, the systems impacted would be SAP PO, CMS, SAP ISU as well as Marketflow. The only process impact would involve CMS.

ER stated that things to note; option 1 is a candidate for a minor release however if DSG or ChMC wanted this to be scoped into a major release the costs would increase due to project costs and testing efforts involved with a major release. Also, for Shippers to note, must reads won't be generated for any meters deemed to be a smart meter. If the Supplier/Shipper is aware that the meter is not communicating but falls under the criteria to identify a smart meter they should be aware that this site will not generate a must read following the implementation of XRN5036.

ER asked for any views and comments on the HLSO and the options presented?

SHa and LG provided support for option 1. IB agreed with this preference noting the risk with the cost increase if it is delivered within a Major Release.

ER stated this will be issued out in a solution change pack and sent out in February's Change Pack following ChMC. ER stated that from

	DSG preference, option 1 noting the risk of this being delivered in a major release the costs would increase from the estimate shown. DSG agreed to this.		
Capture Document / Requirements:	<Insert where appropriate>		
DSG Recommendation:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
DSG Recommended Release:	Release: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY		

Section D: High Level Solution Options

D1: Solution Options

Solution Option Summary:	<p>The link to the Change Proposal can be found here</p> <p>Overview This change seeks to remove Smart Meters from the Distribution Network Operators (DNO) must read process.</p> <p>Currently for DNO sites which have Monthly Meter Read Frequency and are Large Supply Points (LSPs - AQ over 73,200kWh), a must read contact will be triggered if the site has not provided a valid read within 4 months.</p> <p>To ensure that the must read process is fit for purpose, the DNOs are requesting the criteria be updated (for DNOs) to stop the generation of must read contacts for Smart Meters. Based on this, MPRNs which meet one of the below criteria will be present on the Pre-Notes report but will not have a must read Contact generated for them:</p> <ul style="list-style-type: none"> • Meter Mechanism Code NS, S1 and S2, • AMR Indicator • Active DCC flag <p><u>Change/Solution Overview</u></p> <p>The purpose of this change is to remove Smart Meters from the Distribution Network Operators (DNO) must read process. The High-Level Solution Option (HLSO) for this change is available and can be found here: HLSO</p>
--------------------------	---

The HLSO outlines that Xserve have identified two options to deliver the requirements of the change:

Solution Option 1:

Filter out Smart and Advanced Meters from the must read process in advance of being passed to CMS to prevent MUR (must read) Contacts being generated.

Solution Option 2:

Filter out Smart and Advanced Meters from the must read process within CMS (post being passed to CMS) to prevent MUR (must read) Contacts being generated.

For both options above, the solution seeks to remove Smart Meters from the DNO must read process.

For option 1, the MPRNs which meet the Smart Meter criteria will be filtered out of the must read process before they reach CMS. This will be based on BW data and therefore is D-1.

For option 2, the logic to remove the MPRNs which meet the Smart Meter criteria will be filtered out of the must read process within CMS. This is live data from UK Link and the option 2 solution has the capability to identify and remove existing must read contacts generated which subsequently meet the Smart Meter criteria.

Option 1 has been identified as low overall impact and therefore the lower cost out of the two solution options. Please be aware that this option has been identified as a change which could be delivered within a Minor Release.

Option 2 has been identified as a medium overall impact and confirmed as requiring delivery within a Major Release.

Additional Information for Consideration:

Please note, option 1 has been classified to be a Minor Release candidate, however if ChMC agree that this option should be delivered within a Major Release, the delivery cost will increase due to additional efforts involved with standing up a Major Release Project team. These additional efforts will not be reflective in the HLSO cost for option 1.

For the avoidance of doubt, must reads won't be generated for any meters deemed to be a Smart Meter. If the Supplier is aware that the meter is non-communicating but falls under the criteria to identify a Smart Meter, they should be aware that this site will not generate a must read contact.

Modification 0692 – Automatic Updates to Meter Read Frequency was one of the triggers for the proposed changes to the must read

	process. Currently there is an outstanding appeal raised against Panel's decision to Modification 0692.
Implementation Date Solution Options:	To confirm, this Change Proposal should be delivered before or in line with the associated XRN (4941) which has been raised to deliver the system changes set out in Modification 0692. XRN4941 is currently in scope for November 2020 Major Release (pending the Ofgem decision regarding Modification 0692 appeal). For XRN5036, option 1 is proposed to be delivered within a Minor Release (ahead of November 2020) and option 2 within November 2020 Major Release.
Xoserve preferred option: (including rationale)	Xoserve are comfortable delivering either solution option presented.
DSG preferred solution option: (including rationale)	DSG expressed preference for solution option 1 for the implementation of this change, delivered within a Minor Release. DSG did want it to be noted that if ChMC agree that this option should be delivered within a Major Release, then the delivery cost will increase due to additional efforts involved with standing up a Major Release Project team.
Consultation closeout:	02/03/2020

Impact on Service Line(s) and funding (A6) for each Solution Option:	(If differ from original assessment in A6)
--	--

Section E: Industry Response Solution Options Review

E1: Organisation's preferred solution option

User Contact Details:	Organisation:	NGN
	Name:	Helen Chandler
	Email:	HChandler@northerngas.co.uk
	Telephone:	07580704123
Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.	NGN's preference is for Option 1 to be delivered within a Minor Release either before or in line with XRN4941. If it is implemented prior to XRN4941, we would prefer a minor release in Oct 2020.	
Implementation Date:	Approve	
Xoserve preferred solution option:	Approve	
DSG preferred solution option:	Approve	
Publication of consultation response:	N/A	

E2: Xoserve's Response

Xoserve Response to Organisations Comments:	Thank you for your representation, we will feed this into ChMC for a final decision.
---	--

E1: Organisation's preferred solution option

User Contact Details:	Organisation:	Cadent
	Name:	Andy Clasper
	Email:	andy.clasper@cadentgas.com
	Telephone:	07884113385
Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.	Option 1 as this is the least cost option which meets all requirements and can be implemented ahead of or in conjunction with XRN 4941	

Implementation Date:	Approve
Xoserve preferred solution option:	Approve
DSG preferred solution option:	Approve
Publication of consultation response:	N/A

E2: Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your representation, we will feed this into ChMC for a final decision.
---	--

E1: Organisation's preferred solution option

User Contact Details:	Organisation:	EDF Energy
	Name:	Eleanor Laurence
	Email:	eleanor.laurence@edfenergy.com
	Telephone:	07875117771
Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.	Preferred Solution Option 1. Albeit the data will be one day out of date, it is a much more sensible approach at a reduced cost.	
Implementation Date:	Approve	
Xoserve preferred solution option:	Approve	
DSG preferred solution option:	Approve	
Publication of consultation response:	N/A	

E2: Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your representation, we will feed this into ChMC for a final decision.
---	--

E1: Organisation's preferred solution option

	Organisation:	Wales & West Utilities
--	---------------	------------------------

User Contact Details:	Name:	Richard Pomroy
	Email:	richard.pomroy@wwutilities.co.uk
	Telephone:	07812973337
Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.	<p>WWU supports option 1 as this can be delivered as a minor change ahead of XRN4941 that implements UNC 0692 (subject to appeal).</p> <p>We would like the addresses to be validated and MPRNs with invalid or poor quality addresses rejected and not issued as requests for must reads. The Meter Read Agent will not be able to obtain a read for MPRNs with a poor quality address so it would be more sensible to remove these at source. We realise that it is not possible to change the scope of this change this late and we do not want to delay this change. Please would Xoserve, in their response, identify what if any address validation is applied in this process.</p> <p>We have ticked approve Xoserve preferred solution and approve implementation date although Xoserve had no preferred solution and the implementation date depends on the solution. We prefer option 1 delivered in a minor release ahead of the November 2020 major release.</p> <p>For information, WWU intends to recover its share of the cost of this change in an amendment to our charges for the must read service. Although the must read service is a transportation service, the revenue is not part of WWU's allowed revenue and therefore it is appropriate that the cost of the service is fully recovered from the parties receiving it.</p>	
	Implementation Date:	Approve
	Xoserve preferred solution option:	Approve
	DSG preferred solution option:	Approve
Publication of consultation response:	N/A	

E2: Xoserve' s Response

Xoserve Response to Organisations Comments:	<p>Thanks for your response. We have spoken to the relevant team and have been told that currently there is no address validation carried out within the must read process.</p> <p>We will feed your response into ChMC for a final decision.</p>
---	---

E1: Organisation's preferred solution option

Organisation:	Centrica
---------------	----------

User Contact Details:	Name:	Oorlagh Chapman
	Email:	Oorlagh.chapman@centrica.com
	Telephone:	0
Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.	<p>2532.1 - MT - JR - XRN5036 - Updates to must read process - Solution Review</p> <p>Option 1 will deliver the majority of the requirement & it makes sense to implement ahead of the XRN4941 to deliver MOD 0692 in November (assuming appeal unsuccessful). There isn't a massive gap between the BW date & extracting from live, and my understanding about previously loaded Must Read candidates is that those jobs would still stand, as they were relevant at the time the Must Read job was created.</p> <p>If SMART sites continue to be included in the pre notes can we ask that they are identifiable by Meter Mechanism Code NS, S1 and S2 please.</p>	
Implementation Date:	Approve	
Xoserve preferred solution option:	Approve	
DSG preferred solution option:	Approve	
Publication of consultation response:	N/A	

E2: Xoserve's Response

Xoserve Response to Organisations Comments:	Thank you for your representation, we will feed this into ChMC for a final decision.
---	--

F1: Approved Solution Option

XRN Reference:	XRN5036
Solution Details:	Option 1. Filter out Smart and Advanced Meters from the must read process in advance of being passed to CMS to prevent MUR (must read) Contacts being generated
Implementation Date:	
Approved By:	Change Management Committee
Date of Approval:	11/03/2020

Section G: Change Pack

G1: Communication Detail

Comm Reference:	2587.3 – MT – JR
Comm Title:	XRN5036 – Updates to must read process
Comm Date:	18/05/2020

G2: Change Representation

Action Required:	For Representation
Close Out Date:	02/06/2020

G3: Change Detail

Xoserve Reference Number:	XRN5036
Change Class:	Functional System
ChMC Constituency Impacted:	Distribution Networks
Change Owner:	Ellie Rogers Ellie.Rogers@xoserve.com
Background and Context:	<p>Must read Contacts are created within the Contact Management Service (CMS) to instruct Meter Read Agency's (on behalf of the Distribution Networks (DN)), to retrieve a read for a Supply Meter Point (SMP) where one hasn't been provided by the Registered User (Shipper) within the agreed timescale. The agreed timescales are no read for 24 months for Annually read sites and 4 months for Monthly Read sites.</p> <p>To ensure that the must read process is fit for purpose, the DNs have requested to exclude SMPs with remote reading capability (those with Smart or Advanced metering equipment) from the must read Contact process. This is to ensure only the required SMPs get a must read Contact generated.</p> <p>Change Proposal XRN5036 has been raised to deliver the system requirements to make this change.</p> <p>https://www.xoserve.com/change/change-proposals/xrn-5036-updates-to-must-read-process/</p> <p>Modification 0692 – Automatic updates to Meter Read Frequency proposes where a site has an AQ above 293,000kWh or have Smart or Advanced metering equipment in situ, the Meter Read Frequency (MRF) should be Monthly. If this Modification is implemented, this will trigger a greater number of must reads being</p>

	<p>generated after 4 months rather than 24 months. The total volume of must reads will not be affected significantly, however the volume of Monthly must reads will increase.</p> <p>This is another reasons why the DNs would like the must read process to be updated to ensure only the required SMPs have must read Contacts generated.</p> <p>Whilst this change was identified through the lifecycle of Modification 0692, this change is not dependant on the Modification and can be implemented regardless of the 0692 outcome.</p> <p>XRN5036 simply looks to update the must read process for DN sites to exclude SMPs with remote reading capability (Smart or Advanced Metering equipment in situ).</p> <p>Two solution options were discussed to make this change:</p> <p>Option 1 - Filter out Smart and Advanced Meters from the must read process in advance of being passed to CMS to prevent MUR (must read) Contacts being generated.</p> <p>Option 2 - Filter out Smart and Advanced Meters from the must read process within CMS (post being passed to CMS) to prevent MUR (must read) Contacts being generated.</p> <p>The March 2020 Change Management Committee (ChMC) approved solution Option 1.</p>
--	---

G4: Change Impact Assessment Dashboard (UK Link)

Functional:	Must Read process
Non-Functional:	No Impact
Application:	SAP BO, SAP BW
User(s):	Distribution Networks (DN) and Meter Read Agencys (MRA)
Documentation:	No documentational updates as a result of this change
Other:	None

Files				
File	Parent Record	Record	Data Attribute	Hierarchy, Format or Record Agreed
N/A	N/A	N/A	N/A	N/A

G5: Change Design Description

Currently the DN must read process is as follows:

- On the 20th business day must read Contacts are generated for:
 - All Monthly read sites with an AQ above 73,200kWh that have not had a valid read loaded on UK Link for 4 months
 - All non-monthly read sites with an AQ above 73,200kWh that have not had a valid read loaded on UK Link for 24 months

Pre-Note reports with the SMPs which fall into the criteria above are sent to Shippers on the 1st of the month to give them notice to gain reads and load them, avoiding a must read Contact being generated.

This information is sent on a report to Shippers & DNs for information and the Contacts are downloadable via CMS by the DN/MRA on the 20th business day of the month to procure the read.

It is proposed under this XRN that for the DN must read process, any SMP which is identified as having Smart or Advanced Metering equipment in situ, will not have a must read Contact generated in CMS regardless of not receiving a read for 4 months (for Monthly read sites) or 24 months (for non-monthly read sites).

SMPs will be identified as having 'Smart or Advanced Meters in situ' if they satisfy one or more of the below criteria:-

1. DCC flag – value 'A' (active)
2. AMR Indicator – If AMR device is active on the site within the device level information
3. Meter Mechanism Code – values 'NS', 'S1' or 'S2'

For the avoidance of doubt, SMPs which satisfy one or more of the criteria above **will** still appear on the Pre-Notes reports, however if a read is still not received by the 20th business day of the month, a must read Contact will not be generated within CMS.

As a result, the MRA (on behalf of the DN) will not retrieve a must read for these sites.

Please note, the current conditions applied to the DN must read process will remain as is whereby the must reads will still only be generated for sites above 73,200kWh. SMPs with an AQ below 73,200kWh are still not included within the DN must read process.

Shippers should note that this change does not introduce logic to confirm whether a SMP with Smart or Advanced Metering equipment in situ is not operating in a smart capacity. If an SMP meets any one of the criteria detailed above to identify a Smart or Advanced Meter, it will be excluded from the DN must read process regardless of the meter operating in a smart capacity.

As per the logic set out within the solution option approved by Change Management Committee (ChMC) which was option 1, any open must read Contacts generated ahead of this XRN being implemented will not be updated regardless of the SMP meeting any of the criteria stated to identify Smart or Advanced Metering equipment. This means the logic to filter out SMPs with Smart or Advanced Metering equipment will only apply following implementation of this change.

Also, as per the logic set out within solution option 1, the filtering out of Smart and Advanced Meters from the must read process will occur outside of CMS. As a result the information to generate the must reads will be based on data in SAP BW which is D-1. This means if an SMP on the 19th business day of the month does not meet any of the criteria to be identified as a Smart or Advanced Meter, however this is updated on the 20th business day of the month and it meets one of the criteria, the must read for this SMP will not be filtered as the data will be based on D-1.

Please be aware that as per the current process, Unique sites will remain out of scope.

Please also note that this change does not introduce any amendments to the IGT must read process. For the avoidance of doubt the IGT must read process will remain as is.

G6: Associated Changes

Associated Change(s) and Title(s):	N/A
------------------------------------	-----

G7: DSG

Target DSG discussion date:	Click here to enter a date.
Any further information:	XRN5036 has previously been discussed and developed at DSG with a proposed recommended approach provided.

G8: Implementation

Target Release:	Minor Release 7
Status:	For Approval

Please see the following page for representation comments template; responses to uklink@xoserve.com

Section H: Representation Response

H1: Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:	SSE Energy Supply Ltd	
	Name:	Megan Coventry	
	Email:	megan.coventry@sse.com	
	Telephone:	02392277738	
Representation Status:	Support.		
Representation Publication:	Publish		
Representation Comments:	We accept the change design.		
Confirm Target Release Date?	Yes	«h1_userDataAlternative»	

H1: Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your representation, we will feed this into ChMC for a final decision.		
---	--	--	--

Please send the completed representation response to uklink@xoserve.com

H1: Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:	Northern Gas Networks	
	Name:	Helen Chandler	
	Email:	hchandler@northerngas.co.uk	

	Telephone:	07580704123
Representation Status:	Support.	
Representation Publication:	Publish	
Representation Comments:	NGN continue to support Option 1 and implementation should be before or in line with associated XRN4941.	
Confirm Target Release Date?	Yes	«h1_userDataAlternative»

H1: Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your representation, we will feed this into ChMC for a final decision.
---	--

Please send the completed representation response to uklink@xoserve.com

H1: Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:	EDF
	Name:	Eleanor Laurence
	Email:	eleanor.laurence@edfenergy.com
	Telephone:	07875117771
Representation Status:	Reject	
Representation Publication:	Publish	
Representation Comments:	<p>Given the appeal we still have outstanding for MOD692 and the one that we're about to put forward for 672, we have to reject this as it is using the same logic to determine what is a functioning smart meter. We would ask Xoserve to stop development where there is the same logic for smart meter determination until that appeal is resolved.</p> <p>We feel in some cases that as Xoserve cannot accurately determine a smart meter then we will be removing valid must reads from process, although in current COVID19 times the fast progression of this change is unnecessary as we are not going to visit to get a read?</p>	

	We believe this should be parked until post COVID 19 restrictions and 692 appeal as then we will have a better view as to if this change whether even needed or not.	
Confirm Target Release Date?	No	See comments

H1: Xoserve' s Response

Xoserve Response to Organisations Comments:	<p>Thank you for your comments. We are aware that there is still an outstanding appeal for Modification 0692 and the associated Change Proposal (XRN4941) to deliver the system solution has been removed from November release scope until more is understood about the outcome of the appeal.</p> <p>This Change Proposal (XRN5036) is not dependent on that Modification or associated CP. We appreciate the views around the smart meter determination which have been highlighted within the Modification 0692 appeal but as the must read process is at the discretion of the Distribution Networks, they are authorised to determine what they believe is suitable to be must read.</p> <p>Your comments and views on this will be fed into the ChMC in order for the final decision to be made.</p>
---	---

Please send the completed representation response to uklink@xoserve.com

H1: Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:	npower
	Name:	Sasha Pearce
	Email:	sasha.pearce@npower.com
	Telephone:	07881617634
Representation Status:	Support	
Representation Publication:	Publish	
Representation Comments:	We are happy to support Option 1.	
Confirm Target Release Date?	Yes	«h1_userDataAlternative»

H1: Xoserve's Response

Xoserve Response to Organisations Comments:	Thank you for your representation, we will feed this into ChMC for a final decision.
---	--

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

Appendix 1

Change Prioritisation Variables

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

Change Driver Type	<input type="checkbox"/> CMA Order <input type="checkbox"/> MOD / Ofgem <input type="checkbox"/> EU Legislation <input type="checkbox"/> License Condition <input type="checkbox"/> BEIS <input type="checkbox"/> ChMC endorsed Change Proposal <input type="checkbox"/> SPAA Change Proposal <input type="checkbox"/> Additional or 3 rd Party Service Request <input checked="" type="checkbox"/> Other <i>(please provide details below)</i>
Please select the customer group(s) who would be impacted if the change is not delivered	<input type="checkbox"/> Shipper Impact <input checked="" type="checkbox"/> iGT Impact <input checked="" type="checkbox"/> Network Impact <input checked="" type="checkbox"/> Xoserve Impact <input type="checkbox"/> National Grid Transmission Impact
Associated Change reference Number(s)	N/A
Associated MOD Number(s)	Mod0692 – Automatic updates to Meter Read Frequency is not intended to impact the must read process but it's implementation could have unintended consequences
Perceived delivery effort	<input checked="" type="checkbox"/> 0 – 30 <input type="checkbox"/> 30 – 60 <input type="checkbox"/> 60 – 100 <input type="checkbox"/> 100+ days
Does the project involve the processing of personal data? <i>'Any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier' – includes MPRNS.</i>	<input type="checkbox"/> Yes <i>(If yes please answer the next question)</i> <input checked="" type="checkbox"/> No
A Data Protection Impact Assessment (DPIA) will be required if the delivery of the change involves the processing of personal data in any of the following scenarios:	<input type="checkbox"/> New technology <input type="checkbox"/> Vulnerable customer data <input type="checkbox"/> Theft of Gas <input type="checkbox"/> Mass data <input type="checkbox"/> Xoserve employee data <input type="checkbox"/> Fundamental changes to Xoserve business <input type="checkbox"/> Other <i>(please provide details below)</i> <i>(If any of the above boxes have been selected then please contact The Data Protection Officer (Sally Hall) to complete the DPIA.</i>
Change Beneficiary <i>How many market participant or segments stand to benefit from the introduction of the change?</i>	<input checked="" type="checkbox"/> Multiple Market Participants <input type="checkbox"/> Multiple Market Group <input type="checkbox"/> All industry UK Gas Market participants <input type="checkbox"/> Xoserve Only <input type="checkbox"/> One Market Group <input type="checkbox"/> One Market Participant
Primary Impacted DSC Service Area	Service Area 22: Specific Services

Number of Service Areas Impacted	<input type="checkbox"/> All <input type="checkbox"/> Five to Twenty <input type="checkbox"/> Two to Five <input checked="" type="checkbox"/> One
Change Improvement Scale? <i>How much work would be reduced for the customer if the change is implemented?</i>	<input type="checkbox"/> High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low
Are any of the following at risk if the change is not delivered?	
<input type="checkbox"/> Safety of Supply at risk <input type="checkbox"/> Customer(s) incurring financial loss <input type="checkbox"/> Customer Switching at risk	
Are any of the following required if the change is delivered?	
<input type="checkbox"/> Customer System Changes Required <input type="checkbox"/> Customer Testing Likely Required <input type="checkbox"/> Customer Training Required	
Known Impact to Systems / Processes	
Primary Application impacted	<input checked="" type="checkbox"/> BW <input type="checkbox"/> ISU <input checked="" type="checkbox"/> CMS <input type="checkbox"/> AMT <input type="checkbox"/> EFT <input type="checkbox"/> IX <input type="checkbox"/> Gemini <input type="checkbox"/> Birst <input type="checkbox"/> Other <i>(please provide details below)</i>
Business Process Impact	<input type="checkbox"/> AQ <input type="checkbox"/> SPA <input type="checkbox"/> RGMA <input checked="" type="checkbox"/> Reads <input type="checkbox"/> Portal <input type="checkbox"/> Invoicing <input type="checkbox"/> Other <i>(please provide details below)</i>
Are there any known impacts to external services and/or systems as a result of delivery of this change?	<input checked="" type="checkbox"/> Yes <i>(please provide details below)</i> <i>Current must read process would be updated</i> <input type="checkbox"/> No
Please select customer group(s) who would be impacted if the change is not delivered.	<input type="checkbox"/> Shipper impact <input checked="" type="checkbox"/> Network impact <input checked="" type="checkbox"/> iGT impact <input type="checkbox"/> Xoserve impact <input type="checkbox"/> National Grid Transmission Impact
Workaround currently in operation?	
Is there a Workaround in operation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes who is accountable for the workaround?	<input type="checkbox"/> Xoserve <input type="checkbox"/> External Customer <input type="checkbox"/> Both Xoserve and External Customer
What is the Frequency of the workaround?	N/A
What is the lifespan for the workaround?	N/A
What is the number of resource effort hours required to service workaround?	N/A
What is the Complexity of the workaround?	<input type="checkbox"/> Low <i>(easy, repetitive, quick task, very little risk of human error)</i> <input type="checkbox"/> Medium <i>(moderate difficult, requires some form of offline calculation, possible risk of human error in determining outcome)</i> <input type="checkbox"/> High <i>(complicate task, time consuming, requires specialist resources, high risk of human error in determining outcome)</i>
Change Prioritisation Score	32%

Document Control

Version History

Version	Status	Date	Author(s)	Summary of Changes
1	Draft	27/04/18	Anesu Chivenga	

Version Control

Document

Version	Status	Date	Author(s)	Remarks
1.0	Approved	30/10/2019	Ellie Rogers	Approved for submission
2.0	With DSG	15/11/2019	Charan Singh	Section A7 has been updated with recommendations from ChMC 13 th November 2019
3.0	With DSG	10/12/2019	Xoserve	CP updated with minutes from DSG held on 2 nd December 2019
4.0	With DSG	03/02/2020	Xoserve	CP updated with minutes from DSG held on 27 th January 2020
5.0	With DSG	10/03/2020	Xoserve	CP updated with sections D and E, solution option change pack.
6.0	Approved	18/03/2020	Rachel Taggart	Updated with Solution outcome from the ChMC meeting on 11 th March 2020
7.0	Approval	11/06/2020	Megan Troth	Updated with Detail Design Change Pack and reps