

# 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:	XRN5244		
Change Title:	Shared IGT Deeds of Undertaking and CDSP Administration		
Date Raised:	23/09/2020		
Sponsor Representative Details:	Organisation:	BUUK	
	Name:	Rebecca Cailles	
	Email:	rebecca.cailles@bu-uk.co.uk	
	Telephone:	07855377880	
Xoserve Representative Details:	Name:		
	Email:		
	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	This change looks to create a shared IGT Deed of Undertaking for all Suppliers acceding to IGT networks managed by Xoserve so will only impact IGT Parties. This will form part of both the supplier onboarding process and any new IGT onboarding with Xoserve.	

## A3: Proposer Requirements / Final (redlined) Change

Problem Statement:	In its current form, the current accession process for new Suppliers can be a complex and time-consuming process, with a separate Deed of Undertaking required to be signed for each IGT, duplicated, with variations for each IGT. As this process does not form part of Xoserve's UK Link onboarding process, often new suppliers fail to sign the Deed and accede to IGT networks. The Deed acts as a legal agreement, stating who their shipper is and ensures that
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	<p>networks are legally protected against supplier failings. IGTs subsequently spend a great deal of administrative effort chasing suppliers that haven't signed the deeds, despite the fact they have started taking on supply points. IGT's cannot process these registrations until the deed has signed.</p> <p>Additionally the other scenario has been where a new IGT joins the market, they have to individually approach every gas supplier in the market to get deeds signed, which is a hugely administrative task, which would be better solved by going via the CDSP. The CDSP will have better industry contacts and be able to progress the signatories for the Deed.</p>	
Change Description:	<p>A shared IGT Deed of Undertaking has been agreed by all IGTS and the CDSP (Xoserve) will manage this Deed on behalf of IGT's for new Suppliers and new IGTs entering the market; the on-boarding Supplier will have to sign one Deed of Undertaking only and will have acceded to all IGT networks. The risk of taking on an IGT site as a new Supplier without IGT knowledge will have been negated. The costs will be integrated into IGT run the business costs.</p> <p>If a new IGT enters the market, the CDSP will write to all existing Suppliers to sign a single, updated Deed of Undertaking. In this instance the costs of the updated Deed of Undertaking will fall to the new IGT costs circa £3-4k.</p>	
Proposed Release:	Next minor release 2020 - ASAP	
Proposed Consultation Period:	<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]

#### A4: Benefits and Justification

Benefit Description:	<p>The benefits from introducing the change are the avoidance of suppliers registering sites on IGT networks without a signed Deed of Undertaking already in place. It will also simplify and streamline the Supplier on-boarding process acceding to IGT networks and be a similar approach to that currently undertaken with GTs. Reducing the administrative burden on both new suppliers and IGTs and existing suppliers and IGTs.</p>
	<p><i>What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?</i></p>
Benefit Realisation:	On implementation.
	<p><i>When are the benefits of the change likely to be realised?</i></p>
Benefit Dependencies:	None
	<p><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></p>

## 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:	
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### 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](mailto:box.xoserve.portfoliooffice@xoserve.com)

# Version Control

## Document

Version	Status	Date	Author(s)	Remarks
1.0	With DSG	09/10/2020	Jai Le Resche	Updated with ChMC outcome from the meeting on 7 <sup>th</sup> October

## Template

Version	Status	Date	Author(s)	Remarks
3.0	Supersede d	17/07/2018	Emma Smith	Template approved at ChMC on 11th July 2018
4.0	Supersede d	07/09/2018	Emma Smith	Minor wording amendments and additional customer group impact within Appendix 1
5.0	Supersede d	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 <sup>th</sup> 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"> <li>- Inclusion of an All 'Impacted Parties' option in A2</li> <li>- Justification section added to section A2</li> <li>- Change Description replaced with Problem Statement in section A3</li> <li>- Remove 'X' in Release information (sections A3, A5, A7, C1 and G8)</li> <li>- Updated Service Line and UK Link impacts and funding section (A6) to include further detail</li> <li>- Amended questions 3 and 4 in section B</li> <li>- Added Service Line/UK link Assessment in section D</li> <li>- Removed Section A5</li> </ul>
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 <sup>th</sup> June 2019
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