

DSC Change Proposal Document

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 Xserve to fill out all of the information in the sections coloured ■

A1: General Details

Change Reference:	XRN 5038		
Change Title:	Convert Class 2, 3 or 4 meter points to Class 1 when G1.6.15 criteria are met (MOD 0691)		
Date Raised:	30/10/2019		
Sponsor Representative Details:	Organisation:	British Gas	
	Name:	Rhys Kealley	
	Email:	rhys.kealley@britishgas.co.uk	
	Telephone:	07557610443	
Xserve Representative Details:	Name:	Fiona Cottam	
	Email:	fiona.cottam@xserve.com	
	Telephone:	01212292199	
	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 checked="" type="checkbox"/> Shipper	<input checked="" type="checkbox"/> Distribution Network Operator
	<input type="checkbox"/> NG Transmission	<input checked="" type="checkbox"/> IGT
	<input type="checkbox"/> All	<input checked="" type="checkbox"/> Other [CDSP, DM Service Providers]
Justification for Customer Class(es) selection	If Shippers do not meet the proposed timeframe to convert sites to Class 1, this will be done for them. This may affect DNO & IGT revenue and reports. CDSP and DMSP will need to take appropriate actions.	

A3: Proposer Requirements / Final (redlined) Change

Problem Statement:	Based on the findings of the UIG Task Force, as at December 2018 just 12 sites were contributing 0.85% of national LDZ throughput to annualised UIG and up to 0.3% of national LDZ throughput to daily UIG volatility.
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Change Description:	<p>This Modification proposes that where the requirement for a Class 2, 3 or 4 meter point to become Class 1 (number of calculations and number of months) has been met, and the Shipper has not taken steps to convert the site to Class 1 within a 28 Supply Point System Business Day grace period, that the CDSP would take steps to convert the meter point to Class 1.</p> <p>The Modification also proposes a new Performance Assurance report of sites where the CDSP has taken action, over the previous 12 months.</p>	
Proposed Release:	Nov 21	
Proposed Consultation Period:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 15 Working Days
	<input type="checkbox"/> 20 Working Days	<input checked="" type="checkbox"/> Other [TBC]

A4: Benefits and Justification

Benefit Description:	<p>Based on the findings of the UIG Task Force, as at December 2018 just 12 sites were contributing 0.85% of national LDZ throughput to annualised UIG and up to 0.3% of national LDZ throughput to daily UIG volatility. Measures to shorten the period between qualification and conversion to Class 1 would help to reduce daily UIG volatility. Including existing Class 2 sites within this proposal would ensure that very large sites are subject to Class 1 meter read submission timings.</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:	<p>Class 1 sites that are already meeting the Class 1 Requirements at the time of implementation will be transferred to Class 1 within 2 months.</p> <p><i>When are the benefits of the change likely to be realised?</i></p>
Benefit Dependencies:	<p>The benefits will be dependant on all parties meeting their code obligations, and effective coordination in terms of accessing sites to install meter equipment.</p> <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	Service Area: Service Area 1 Manage Supply Point Registration New Service Line
Level of Impact	Minor
If None please give justification	
Impacts on UK Link Manual/ Data Permissions Matrix	None

Level of Impact	None		
If None please give justification	No new data flows required.		
Funding Classes :	Customer Classes/ Funding	Delivery of Change	On-going Budget Amendment
	<input checked="" type="checkbox"/> Shipper	100 %	100 %
	<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 – Initial Review

Change Status:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
DSC Consultation Issue:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

A7: ChMC Recommendation – Solution Review

Change Status:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
Industry Consultation:	<input checked="" type="checkbox"/> 14 Working Days	<input type="checkbox"/> 15 Working Days	
	<input type="checkbox"/> 20 Working Days	<input type="checkbox"/> Other [Specify Here]	
DSC Consultation Issue:	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Date Issued:	14/12/2020		
Comms Ref(s):	2741.3 - RT - JR		
Number of Responses:	2 approval responses for option 1		
Solution Voting:	<input checked="" type="checkbox"/> Shipper	Approved	
	<input type="checkbox"/> National Grid Transmission	Please select.	
	<input checked="" type="checkbox"/> Distribution Network Operator	Approved	
	<input checked="" type="checkbox"/> IGT	Approved	
Meeting Date:	13/01/2021		
Release Date:	Release: November 21 Release 05/11/2021		

A8: ChMC Recommendation – Detailed Design review

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]
Date Issued:	18/01/2021	
Comms Ref(s):	2755.1 - RT – JR	
Number of Responses:	1 approval response	
Detail Design Voting:	<input checked="" type="checkbox"/> Shipper	Approved
	<input type="checkbox"/> National Grid Transmission	Please select.
	<input checked="" type="checkbox"/> Distribution Network Operator	Approved
	<input checked="" type="checkbox"/> IGT	Approved
Meeting Date:	10/02/2021 & 10/03/2021	
Release Date:	Change to be taken back to March ChMC for implementation date to be approved Implementation date approved - proposed 01/04/2021	

Section C: DSG Discussion

C1: Delivery Sub-Group (DSG) Recommendations

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

DSG Date:	27/01/2020		
DSG Summary:	<p>PO explained that this change has been raised in parallel to the MOD0691 and involves conversion of Class 2,3 or 4 meter points to Class 1 when G1.6.15 criteria is met. PO stated that the debate regarding the solution of this change will likely be occurring in the modification panel workgroup. This change has a prioritisation score of 41%, this is due to it needing to adhere to UNC rules and the impacts to Shipper customers.</p> <p>PO asked for DSGs approval for this to move into capture. DSG approved this change to move into capture and progress with solutions.</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:	14/12/2020		
DSG Summary:	<p>JLR presented this agenda item. JLR provided a brief background on this Change and the relating Modification 0691. This has one solution option available, CDSP to reclassify Supply Meter Points (SMP) as per UNC G2.3.15 and where the Shipper does not take the required action by deadline outlined in Modification 0691.</p> <p>There is an overall impact of this solution to SAP BW, an existing SAP report will be amended to provide the required information to identify the SMPs which have met the Class 1 criteria but are not in Product Class 1. This report will be triggered on a monthly basis. Due to the current process being a manual workaround the impact is low. This can be implemented and delivered as an ad-hoc release type and has a high level cost estimate of 25K-45K GBP.</p> <p>EL asked that in terms of the contact process, will that be CoMC or specific individuals. JLR stated that it would be Xoserve's CDS team contacting the respective Shipper contacts they hold in their distribution list. In addition, the process impact assessment had identified SPA and invoicing to be impacted.</p> <p>Action: To confirm who the points of contact would be with Shippers regarding informing customers.</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:	25/01/2021		
DSG Summary:	<p>JLR provided an overview and background on this Change. JLR added that the solution consultation change pack was issued in December 2020 and has been approved at January ChMC.</p> <p>Current Situation:</p> <ul style="list-style-type: none"> • Modification 0691 was approved by UNC Panel in October and is awaiting an implementation date. • A DSC Change Proposal has been raised to deliver the proposed changes within the Modification. XRN5038. • A solution Change Pack was issued by Xoserve within the December Change Pack, communication reference 2741.3 and the proposed solution was approved by the January ChMC. • The approved solution is predominantly manual due to the nature of the change and the low volume of sites expected to be in scope. <p>Furthermore, the detailed design change pack has been issued this month and would require responses from customers.</p> <p>Key things to note:</p>		

- On a monthly basis, the CDSP will identify the sites which have met the Class 1 threshold as per UNC G2.3.15 and contact the Registered User of the identified site(s).
- The Registered User of the site(s) will be made aware that the site has met the Class 1 threshold and should be reclassified to Class 1.
- At this point the Registered User should arrange for the Class 1 DM Equipment to be installed by the DMSP or if it is already installed, reclassify the site to Class 1.
- The CDSP will liaise between the Shipper and the DMSP to support the progression of the site moving to Class 1.
- If the DM Equipment is installed on site for 2 months or more, the CDSP will give the Registered User 20 business days to reclassify the site to Class 1.
- If this is not actioned by the Registered User, the CDSP will reclassify the site on the Registered Users behalf. In this scenario the Shipper will be charged a fee of £450 per reclassification.
- Where the CDSP reclassify on behalf of the Registered User, the Shipper will receive an unsolicited response file to the Class Change notifying them of the change.

Next steps:

JLR encouraged parties to review the Detailed Design Change Pack and submit any responses to within the consultation period

- It provides the lower level detail associated with the process.
- The CDSP encourages parties to review this CP and submit any responses to within the consultation period.
- Implementation of Modification 0691 and XRN5038 is still to be determined. The expectation is March / April 2021 and we are hoping to have a clearer idea of an exact date by February ChMC.

JW asked if there was a risk of a Site being changed to Class 1 without the equipment being there to support it?

JLR stated the site can be flagged to be moved to Class 1 but if the DM Read equipment has not been installed within 2 months then this will not be moved by the CDSP as the equipment is needed to facilitate the move. The DMSP as well as CDSP would need liaise with the Shipper to have the equipment installation scheduled.

JW asked if there was a risk this could go in a circle and not be resolved. ER stated that there is a risk and Panel are aware of this. ER added that there is a UNC obligation on the Shipper to support the DMSP, therefore this should negate the risk.

	Karen Kennedy (KK) - The site can be reclassified as Class 1 at which point it will be flagged up as not performing as a Class 1 Customer from a PAC point of view, is this correct? ER stated that if a Site was identified and it did not have read equipment installed, the CDSP would not be able to reclassify it. The CDSP would however liaise with the DMSP and Shipper to get the equipment installed. ER also clarified that the funding split for this Change is 100% Shipper funded.		
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 Change Proposal XRN5038 can be found here.</p> <p><u>Background</u></p> <p>This Change Proposal has been raised to deliver the changes proposed through UNC Modification 0691S – CDSP to convert Class 2, 3 or 4 Supply Meter Points to Class 1 when G2.3.15 criteria are met.</p> <p>This Modification seeks to give authority to the CDSP to update Supply Meter Points (SMP) within Class 2, 3 & 4 to Class 1 where the AQ exceeds 58,600,000kWh for the duration set out in UNC G2.3.15, and the Shipper does not take the required action in moving to Class 1 by 20 Supply Point System Business Days (SPSBD) after the existing deadline (2 months after the Class 1 Read Requirements have been met).</p> <p>At a high level XRN5038 seeks to ensure:</p> <ul style="list-style-type: none"> • SMPs which have met the Class 1 criteria under UNC G2.3.15 are identified • The relevant Shippers, Transporters and DMSPs are notified of any SMPs which have met the Class 1 criteria
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- Once an SMP has had DM equipment installed for 2 months or more, the Shipper should be contacted and given 20 SPSBDs to reclassify the site to Class 1
- If the site is not reclassified within 20 SPSBDs, the CDSP will reclassify on the Shippers behalf
- The Performance Assurance Committee will receive an additional monthly report detailing the SMPs which have been reclassified by the Shipper and those reclassified by the CDSP as a result of Modification 0691
- Where the CDSP has to submit a reclassification on the Shippers behalf, they will be charged a fixed cost.

Please note that Modification 0691 has been approved by the UNC Panel and is awaiting implementation. XRN5038 is required to put in place the solution to deliver Modification 0691.

High Level Solution Option

The High-Level Solution Option (HLSO) for this change is available and can be found here: [LINK TO HLSO](#)

The HLSO outlines that Xoserve have identified one solution option to deliver the requirements for the change:

Option 1: CDSP to reclassify Supply Meter Points (SMP) as per UNC G2.3.15 and where the Shipper does not take the required action by deadline outlined in Modification 0691.

Due to the nature of this change, the proposed solution is predominantly manual. This is to accommodate the liaison between multiple different parties and because of the low volume of sites expected to be included in scope of the change which outweighed the benefits of having a systematised solution.

This allows for delivery outside of a scheduled release and also means the impact and costs are lower.

As you'll see within the HLSO, the high-level cost estimate for this change is 25,000 – 45,000 GBP.

There are impacts which require the amendment of existing reports to ensure they are fit for purpose to identify the required SMPs as part of this change.

Other impacts relate to the manual efforts involved around monitoring and managing the required SMPs through the process to ensure they are moved to Class 1.

Key things to note:

1. Where the CDSP have to submit the reclassification of an SMP on behalf of a Shipper, there will be a fixed charge that the Shipper will be invoiced for. We expect this will be in the

	region of £450 per reclassification and will be invoiced by the CDSP to the relevant Shipper.
Implementation Date for this Solution Option:	An ad-hoc release is expected. The actual delivery date is to be confirmed but expected to be March/April 2021.
Xoserve preferred option: (including rationale)	Option 1. This is the only solution option proposed as appropriate in relation to the nature of the change and it allows an implementation outside of a release.
DSG preferred solution option: (including rationale)	DSG will be asked to assess the proposed solution option and provide a view.
Consultation closeout:	05/01/2021

Section E: Industry Response Solution Options Review

E1: Organisation's preferred solution option

User Contact Details:	Organisation:	Northern Gas Network
	Name:	Helen Chandler
	Email:	hchandler@northerngas.co.uk
	Telephone:	07580704123
Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.	Northern Gas Networks support this change proposal to be delivered through 'Option 1'.	
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
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E1: Organisation's preferred solution option

User Contact Details:	Organisation:	SSE Energy Supply Ltd
	Name:	Megan Coventry
	Email:	megan.coventry@sse.com
	Telephone:	02392277738
Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.	We support this change to allow Xoserve to move SMPs to Class 1 where they've exceeded the AQ limits beyond the UNC timescales and where a shipper has not taken action to rectify this, as it will help reduce the negative impact on settlement of these sites continuing to remain in classes 2,3 or 4.	

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
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Section F: Approved Solution Option

F1: Approved Solution Option

XRN Reference:	XRN5038
Solution Details:	<p>Option 1 - XRN5038: CDSP to convert Class 2, 3 or 4 Supply Meter Points to Class 1 when G2.3.15 criteria are met (Modification 0691)</p> <p>XRN5038 requires the following from a CDSP perspective to deliver this change:</p> <ul style="list-style-type: none"> Monthly identification of SMPs which have met the Class 1 criteria under UNC G2.3.15 A communication process to contact relevant Shippers, Transporters and DMSPs of the SMPs identified within the above point A process to monitor the SMPs to ensure they move into Class 1 A process for the CDSP to charge and invoice a Shipper where the CDSP has reclassified the SMP on their behalf The introduction of a new Performance Assurance Committee report which details the SMPs reclassified by the Shipper as a result of Modification 0691 and those reclassified by the CDSP <p>SAP BW</p> <p>An existing SAP report will be amended to provide the required information to identify the SMPs which have met the Class 1 criteria but are not in Product Class 1.</p> <p>The report will be triggered on a monthly basis.</p> <p>Manual input</p> <p>The communications between Shippers, Transporters and DMSPs will all be manually driven by the CDSP.</p>

	<p>The ongoing monitoring of the identified SMPs will be manual In the absence of a Shipper reclassifying an SMP via the Reclassification (SPC file / C38 record) or Reconfirmation processes (CNF file / S38/S42 record), the CDSP will reclassify on their behalf.</p> <p>Please note where the CDSP reclassifies an SMP on the Shipper behalf, an unsolicited Reclassification response (SCR file / X09 record) will be issued to the relevant Shipper.</p> <p>Monthly creation of the PAC report identifying the SMPs which have been reclassified by the Shipper as a result of Modification 0691 and those reclassified by the CDSP .</p> <p>Where the CDSP have to submit a reclassification on the Shippers behalf, the Shipper charged a fixed rate which will be in the region of £450 per reclassification.</p>
Implementation Date:	05/11/2021
Approved By:	Change Management Committee
Date of Approval:	13/01/2021

Section G: Change Pack

G1: Communication Detail

Comm Reference:	2755.1 - RT - JR
Comm Title:	XRN5038 – CDSP to convert Class 2, 3 or 4 Supply Meter Points to Class 1 when G1.6.15 criteria are met (Modification 0691)
Comm Date:	18/01/2021

G2: Change Representation

Action Required:	For Representation
Close Out Date:	01/02/2021

G3: Change Detail

Xoserve Reference Number:	XRN5038
Change Class:	Operational processes
ChMC Constituency Impacted:	All Shipper Users Distribution Network Operator (DNO) Independent Gas Transporters (IGT)
Change Owner:	Ellie Rogers Customer Change Specialist

	<p>+441212292185 ellie.rogers@xserve.com</p>
<p>Background and Context:</p>	<p>Modification 0691 proposes that where a Class 2, 3 or 4 Supply Meter Point (SMPs) has met the mandated requirement to become Class 1, due to its AQ exceeding 58,600,000 kWh for the duration specified in G2.3.15, and the Shipper has not converted it to Class 1 by 20 Supply Point System Business Days (SPSBD) after the existing deadline (2 months after Class 1 Read Requirements have been met) then the CDSP will have the authorisation to convert the Supply Meter Point to Class 1 on their behalf.</p> <p>The Modification also proposes new Performance Assurance Committee (PAC) reports highlighting Supply Meter Points not in Class 1 that are above the Class 1 AQ threshold, as well as Supply Meter Points that have been reclassified to Class 1 by the CDSP over the previous 12 months.</p> <p>Change Proposal XRN5038 has been raised to deliver the solution associated with Modification 0691 which involves the CDSP updating SMPs within Class 2, 3 & 4 to Class 1 where the criteria outlined in UNC has been met.</p> <p>Link to XRN5038 Change Proposal</p> <p>For the full Modification 0691 details, please see the link to the Joint Office website: https://www.gasgovernance.co.uk/0691</p> <p><i>Please note that Modification 0691 was approved by Panel on 15th October 2020 and is now awaiting implementation, a date of which is to be set to align with the implementation of the solution outlined below.</i></p> <p>We are aiming to propose an implementation date for XRN5038 at the February Change Management Committee for Change Managers to discuss and approve.</p>

G4: Change Impact Assessment Dashboard (UK Link)

Functional:	None
Non-Functional:	Operational processes
Application:	SAP ISU (UK Link)
User(s):	Shipper Users
Documentation:	None
Other:	Not Applicable

Files

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

G5: Change Design Description

XRN5038 looks to give the CDSP the facility to identify SMPs within the Supply Point Register where they meet the criteria set out in UNC G2.3.15 and, where needed, convert them to Class 1 if this has not been actioned by Shippers within the designated timescale. Along with amending the Class of SMPs the CDSP will also be required to report on outstanding and completed SMPs within scope of this change.

This Change Pack will detail how the process is proposed to work and detail explicitly the impacts to Shipper Users.

Please note, the solution proposed and approved at the January ChMC is predominantly manual. This is due to the nature of the change, which requires the CDSP to liaise between multiple industry parties and also because of the low volume of sites expected to be included within scope of this change, so therefore outweighs the benefits of having a systematised solution. This also allows for delivery outside of a scheduled release giving additional flexibility to the implementation timescales of both the change and the associated Modification.

High level process overview and impacts

The below details the high-level process steps that make up the proposed solution for XRN5038. Each high-level step will be set out individually and elaborated on to provide you with the required details of each.

1. CDSP identification of SMPs which have met the Class 1 criteria under UNC G2.3.15.
 2. Notification from the CDSP to the Registered User(s) of SMPs which have met the Class 1 criteria under UNC G2.3.15.
 3. CDSP monitoring identified SMPs which have met the Class 1 criteria under G2.3.15.
 4. Official notification from the CDSP to the Registered User(s) to reclassify SMP to Class 1.
 5. Reclassification of the SMP to Class 1 by the CDSP.
 6. Charging Registered User(s) for the reclassification action carried out by the CDSP.
 7. PAC reports.
- 1. CDSP identification of SMPs which have met the Class 1 criteria under UNC G2.3.15.**

- On a monthly basis, the CDSP will identify SMPs which have met the Class 1 threshold and criteria (set out under UNC G2.3.15) but are not currently within Class 1 within the Supply Point Register.
- The identification of these SMPs will be based on the criteria set out under [UNC TPD Section G 2.3.15](#). For reference this clause is detailed below:

2.3.15 Where it is a condition of a change in classification (under any provision of the Code) of a Supply Point or Supply Meter Point that the Annual Quantity of such System Exit Point is or has become greater than, not less than, less than or not greater than a specified quantity (the “threshold requirement”), the condition shall be treated as satisfied, with effect from the first Day of the month following a relevant month (‘M’), if and only if:

except where paragraph (b) applies:

(i) each AQ Calculation Month in the preceding period of 6 months is a qualifying AQ Calculation Month; and

(ii) there are at least 3 consecutive qualifying AQ Calculation Months (including month M), or if there are fewer than 3 AQ Calculation Months in the preceding period of 18 months, each AQ Calculation Month in that 18-month period is a qualifying AQ Calculation Month;

(b) in the case of a requirement for a change in classification to Class 1 by reason of the Annual Quantity of the Supply Meter Point being not less than the threshold requirement, if:

(i) the last 3 AQ Calculation Months were qualifying AQ Calculation Months (including Month M); or

(ii) the last AQ Calculation Month prior to the commencement of the preceding period of 12 months was a qualifying AQ Calculation Month, and any AQ Calculation Month in that period is a qualifying AQ Calculation Month.

2. Notification from the CDSP to the Registered User(s) of SMPs which have met the Class 1 criteria under UNC G2.3.15

1. The Registered User of the identified SMPs will be contacted by the CDSP to make them aware that their site(s) have met the Class 1 threshold as per UNC G2.3.15 and should be reclassified to Class 1.
*Please note – this notification will be via an email communication and will be issued to the **Shipper Contract Manager**.*
Upon receipt of this notification, if there is also an operational contact / box account within your organisation that you would like this notification to go to, please confirm this back to the CDSP.
In the absence of an operational contact, the notification will go to the Shipper Contract Manager only.

2. Within this communication, the Registered User will be notified that their contact details will be passed to the relevant Daily Meter Service Provider (DMSP) to engage about the DM equipment being installed where required.
*Please note –the **Shipper Contract Manager** will be the contact provided to the DMSP unless it is confirmed by your organisation to the CDSP that another contact(s) should be provided.*
3. The CDSP will also contact the relevant DMSP to advise them that the SMP should be moving into Class 1 and the DM equipment must be installed (if it's not installed already). The Shipper contact details will be provided to the DMSP to arrange the DM equipment installation if required or to make sure the DM equipment is set up.
- 3. CDSP monitoring identified SMPs which have met the Class 1 criteria under G2.3.15**
4. The CDSP will monitor the identified SMPs and follow-up with the Registered User and DMSP about the progression of DM equipment installation where required.
5. The DMSP must confirm once the DM equipment has been installed for an identified SMP or provide the effective date of the DM Equipment installation, where already installed.
6. When it's confirmed that the DM equipment has been installed, the CDSP will monitor the site(s) to confirm where the DM equipment has been installed for 2 months or more.
Please note this is related to the UNC TPD G2.2.2 which states that an SMP should be reclassified to Class 1 where it crosses the AQ threshold no later than 2 months after the Class 1 Meter Read Requirements are satisfied.
7. Once a SMP has had DM equipment installed for 2 months or more, the Registered User will be officially notified to reclassify the site to Class 1 by the CDSP, in the instances where the SMP remains Class 2, 3 or 4.
Please note if the DM equipment is already present and has been installed for 2 months or more, the Registered User should receive the official notification to reclassify the SMP to Class 1 detailed within the step below.
- 4. Official notification from the CDSP to the Registered User(s) to reclassify SMP to Class 1**
8. Where the DM equipment of the identified SMPs have been installed for 2 or more months, the official notification under Modification 0691 should be issued to the relevant Registered User.
9. The Registered User of the identified SMPs will be contacted by CDSP to make them aware that their site(s) should be reclassified to Class 1 as set out within per UNC G2.2.9 (this will be the Code reference following the Modification 0691 implementation).
*Please note – this notification will be via an email communication and will be issued to the **Shipper Contract Manager** and where provided within the previous correspondence, any other contact or box account provided for that organisation.*

1. This notification will inform the Registered User that they have 20 SPSBDs from the date the communication was issued, to reclassify the SMP to Class 1 and in the absence of any action following expiry of the specified timeframe, the CDSP will reclassify the SMP on the Shippers behalf.
2. Within the communication which gives the Registered User 20 SPSBDs to reclassify the SMP (above), the Registered User will also be requested to provide the following information to the CDSP, which will be utilised in the event of no action from the Registered User and the CDSP having to reclassify on their behalf:

1. Supply Point Capacity (SOQ)
2. Supply Point Offtake Rate (SHQ)

Please note, where provided, these values will be used as part of the potential reclassification action carried out by the CDSP.

1. To reclassify the SMP to Class 1, the Registered User can either:
 - Submit a Supply Point Reconfirmation via the CONFIRMATION REQUEST (.CNF hierarchy) containing the S38_LSP_CONFIRMATION record or;
 - Submit a Supply Point Amendment via the SUPPLY METER POINT AMENDMENT REQUEST (.SPC hierarchy) containing the C38_CLASS_CHANGE record.

Please note, the above are both existing Supply Point Administration (SPA) mechanisms to change the Class of a SMP within the Supply Point Register.

1. The CDSP will monitor the identified SMPs and at the end of the specified time period (20 SPSBDs), the CDSP will check to confirm if a reclassification file has been submitted and in progress or whether the SMP has successfully moved to Class 1 within the Supply Point Register.

5. Reclassification of the SMP to Class 1 by the CDSP

2. If the Registered User has failed to reclassify the SMP or submit a reclassification file which is in progress within 20SPBDs, the CDSP will reclassify the SMP to Class 1 on the Shippers behalf.
3. The CDSP will reclassify the SMP by submitting a Supply Point Amendment via the SUPPLY METER POINT AMENDMENT REQUEST (.SPC hierarchy) containing the C38_CLASS_CHANGE record on behalf of the Shipper.
4. Where the Registered User has provided the SOQ and SHQ (step 4) for the reclassification of the SMP, these values will be utilised when submitting the Supply Point Amendment .SPC file on the Shippers behalf.
5. Where the Registered User has not provided the SOQ or SHQ (step 4) for the reclassification, the default values set out within UNC TPD G 2.2.9 will be used (this will be the Code reference following the implementation of Modification 0691). These default values are as follows:
 1. Where the SMP prior to reclassification was Class 2, the prevailing SMP SOQ and SHQ will be utilised by the CDSP or;

- Where the SMP prior to the reclassification was Class 3 or 4 site, the existing NDM Supply Point Capacity will be used as the SOQ and the SHQ will be calculated as 1/12th (one twelfth) of the SOQ.

Please note, where the CDSP generate and load a Supply Point Amendment (.SPC) on behalf the Shipper, the Shipper will receive an unsolicited Supply Meter Point Amendment Response File (.SCR) file hierarchy containing the X09 CLASS CHANGE RESPONSE record.

This file will be triggered as a result of the CDSP loading the Supply Point Amendment within the UK Link system directly, rather than from any Shipper action.

6. Charging Registered User(s) for the reclassification action carried out by the CDSP

6. Where the CDSP reclassify a SMP on the Shippers behalf, the Shipper will be charged a fixed rate per reclassification.
7. The fixed rate will be £450 per reclassification and **will only** be incurred where the CDSP successfully reclassify the SMP on the Shippers behalf.
8. This will be a new DSC Specific Services charge and added to the [CDSP Annual Charging Statement](#), Appendix A.
9. Where this charge is incurred, the relevant Shipper will be invoiced via the DSC Specific Services invoice.
Please note, where incurred, this charge will be included in the DSC Specific Services invoice with any other DSC Specific Services charges incurred within the month.
10. Please note, the existing process for issuing Specific Services invoices will remain the same and is not being amended as a result of this change. This includes method of issuing the invoice and supporting information (via email), and the payment terms (28 calendar days) etc.

7. PAC reports

11. As part of Modification 0691 it was proposed that a new Performance Assurance Committee (PAC) report is introduced.
12. The report will detail:
 1. The SMPs which are above the Class 1 threshold and have met the Class 1 criteria and the AQ associated with these sites
 2. The SMPs which are above the Class 1 threshold but have not yet met the Class 1 criteria and the AQ associated with these sites
 3. The SMPs which are above the Class 1 threshold and have met the Class 1 criteria which have been reclassified to Class 1 by:
 1. The Shipper or;
 2. By the CDSP.
13. We have provided an example of the report but please note this is an example only and could be subject to change.

[LINK TO EXAMPLE REPORT](#)

G6: Associated Changes

Associated Change(s) and Title(s):	Modification 0691S – CDSP to convert Class 2, 3 or 4 Supply Meter Points to Class 1 when G1.6.15 criteria are met
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G7: DSG

Target DSG discussion date:	14/12/2020
Any further information:	DSG have already been made aware of this change and previously discussed the HLSO issued out in November. The Detailed Design will be discussed at the January DSG meeting on the 25 th .

G8: Implementation

Target Release:	An ad-hoc release is expected. We are aiming to propose an implementation date for XRN5038 at the February Change Management Committee for Change Managers to discuss. This will need to be aligned with the Modification implementation.
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 agree that Xoserve's proposed process is appropriate to carry out reclassification of Supply Meter Points when the relevant criteria are met.		
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		
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Please send the completed representation response to uklink@xoserve.com

Version Control

Document

Version	Status	Date	Author(s)	Remarks
V1	With DSG	15/11/2019	Charan Singh	Section A7 has been updated with recommendations from ChMC 13 th November 2019
V2	With DSG	03/02/2020	Charan Singh	CP updated with discussions from DSG held 27 th January 2020
V3	With DSG	22/12/2020	Charan Singh	CP updated with discussions from DSG 14 th December 2020
V4	For approval	11/01/2021	Rachel Taggart	Solution Review Change Pack and reps added
V5	Approved	20/01/2021	Rachel Taggart	Updated with outcome from ChMC on 13 th January 2021
V6	With DSG	02/02/2021	Chan Singh	CP updated with discussions from DSG 25 th January 2021
V7	Approved	11/02/2021	Rachel Taggart	Detailed Design Change Pack added. Updated with outcome from ChMC on 10 th February 2021
V8	Approved	16/03/2021	Rachel Taggart	Updated with outcome from ChMC on 10 th March 2021

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 Details

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 checked="" type="checkbox"/> ChMC endorsed Change Proposal	
	<input type="checkbox"/> SPAA Change Proposal	<input type="checkbox"/> Additional / 3rd Party Service Request	
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
Customer group(s) impacted if the change is not delivered:	<input checked="" type="checkbox"/> Shipper	<input type="checkbox"/> IGT	<input checked="" type="checkbox"/> Network
	<input type="checkbox"/> Xoserve	<input type="checkbox"/> NG Transmission	<input type="checkbox"/> NTS
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
Associated Change Ref Number(s):		Associated MOD Number(s):	
Perceived delivery effort (days):	<input checked="" type="checkbox"/> 0-30	<input type="checkbox"/> 30-60	
	<input type="checkbox"/> 60-100	<input type="checkbox"/> 100+	
Does the change involve the processing of personal data?	'Any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier' - includes MPRNS.		<input type="checkbox"/> Yes (if selected please answer the next question)
			<input checked="" type="checkbox"/> No
A Data Protection Impact Assessment (DPIA) will be required if the change involves the processing of personal data in any of the following scenarios:	<input type="checkbox"/> New Technology	<input type="checkbox"/> Theft of Gas	
	<input type="checkbox"/> Mass Data	<input type="checkbox"/> Xoserve Employee Data	
	<input type="checkbox"/> Vulnerable Customer Data	<input type="checkbox"/> Fundamental changes to Xoserve	
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
	(If any of the above boxes have been selected then please contact The Data Protection Officer (Sally Hall) to complete the DPIA.		
Change Beneficiary: <i>How many market participant or segments stand to benefit this change?</i>	<input type="checkbox"/> Multiple Market Participants		<input type="checkbox"/> Multiple Market Group
	<input type="checkbox"/> All 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 1: Manage Supply Point Registrations		

Number of Service Areas Impacted:	<input checked="" type="checkbox"/> One		<input type="checkbox"/> Two to Five	
	<input type="checkbox"/> Five to Twenty		<input type="checkbox"/> All	
Improvement Scale?	<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 checked="" 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			
Primary Application impacted:	<input type="checkbox"/> BW	<input checked="" type="checkbox"/> ISU	<input 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"/> API	
	<input type="checkbox"/> Other	<If [Other] please provide details here>		
Business Process Impacted:	<input type="checkbox"/> AQ	<input checked="" type="checkbox"/> SPA	<input type="checkbox"/> RGMA	
	<input type="checkbox"/> Reads	<input type="checkbox"/> Portal	<input type="checkbox"/> Invoicing	
	<input type="checkbox"/> Other	<If [Other] please provide details here>		
Any known impacts to external services and/or systems as a result of this change?	<input type="checkbox"/> Yes	<If [Yes] please provide details here>		
	<input type="checkbox"/> No			

Workaround Details

Workaround in operation?	<input type="checkbox"/> Yes	If [No] please do <u>not</u> continue completing the [Workaround Details] section	
	<input checked="" type="checkbox"/> No		
Who is accountable for the workaround?	<input type="checkbox"/> Xoserve	<input type="checkbox"/> External Customer	<input type="checkbox"/> Both
What is the Frequency of the workaround?			
What is the lifespan for the workaround?			
What is the number of resource effort hours required to service workaround?			
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>	

Prioritisation Score

Change Prioritisation Score:	41%
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