Detailed Design Change Pack

# Communication Detail

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| Comm Reference: | 3034.3 - MT - PO |
| Comm Title: | XRN4990 - Transfer of Sites with Low Valid Meter Reading Submission Performance from Classes 2 and 3 into Class 4. |
| Comm Date: | 16/05/2022 |

**Change Representation**

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| Action Required: | For information. |
| Close Out Date: | 30/05/2022 |

# Change Detail

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| Xoserve Reference Number: | XRN4990 |
| Change Class: | CDSP Functional System, CDSP Reporting to Shipper Users. |
| \*ChMC Constituency Impacted: | Shipper, all Classes. |
| Change Owner: | James Barlow  [james.barlow@xoserve.com](mailto:james.barlow@xoserve.com) |
| Background and Context: | Please Note: This is a revision of the Detail Design Change Pack that was originally issued in April 2022. All revisions in this v1.1 are highlighted in green.  This revision is for information only and, therefore, we are not seeking representations for discussion at ChMC in June 2022, however, please submit any questions or comments through the normal channels.  Post Nexus delivery Unidentified Gas (UIG) is shared out using weighting factors determined by the Allocation of Unidentified Gas Expert (AUGE), and currently less UIG is apportioned to Class 2 and Class 3 Supply Points than to Class 4 Supply Points.  At present, while Valid Meter Reading submission performance targets are clearly laid out in the UNC TPD Section M, there is no further incentive to ensure Valid Meter Reading performance reaches a suitable level and is maintained. As it stands, without additional incentives, Shippers can move large numbers of sites (with potentially high associated energy consumption) into Classes 2 and 3 and, therefore, reduce their UIG exposure.  The Performance Assurance Committee (PAC) has been monitoring the situation over recent months, and it has become clear that poor performance can continue with no incentive (beyond Uniform Network Code (UNC) breach) to rectify the situation in the short term.  For this reason, the PAC is seeking to create additional incentives in this area to ensure Shippers reach and maintain a minimum level of Valid Meter Readings that are submitted to the CDSP for both Classes 2 and 3 as established in the UNC. |

# Change Impact Assessment Dashboard

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| Functional: | Supply Point Administration (SPA) |
| Non-Functional: | None |
| Application: | SAP-ISU |
| User(s): | Shipper, all Classes. |
| Documentation: | None |
| Other: | None |

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| --- | --- | --- | --- | --- |
| Files | | | | |
| File | Parent Record | Record | Data Attribute | Hierarchy or Format  Agreed |
| None | None | None | None | None |

# Change Design Description

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| **Introduction.**  Further to the PAC seeking to create additional incentives to ensure Shippers reach and maintain a minimum level of Valid Meter Readings that are submitted to the CDSP, the solution will be to create an obligation (via [MOD0664](https://www.gasgovernance.co.uk/0664)) for Shippers to transfer those Supply Points in Classes 2 and 3 where the percentage of Valid Meter Readings obtained from the Supply Meters is below the minimum required standard into Class 4 for each Shipper and Supplier combination. Valid Reading submission performance will be measured at Supply Point level.  Those Supply Points falling below a specified benchmark for a consecutive period will be reported to the Shipper. After an allowed period, where a Shipper does not move Supply Points that have fallen below the threshold in accordance with the obligation, the CDSP will automatically move those Supply Points into Class 4. For the full and detailed set of business rules please see the final modification report on the [Joint Office website](https://www.gasgovernance.co.uk/0664).  **Supply Point read benchmarks.**  Performance Period definition: The time period over which each Performance Measure will be derived. This will initially be set as a consecutive rolling 3 full calendar month period, but will be reviewed on an annual basis by the PAC.   1. Aggregate Valid Meter Reading Requirement: per Shipper, per Supply Point Class, that [90%] or more of Supply Points have had a daily Valid Meter Reading for [25%] or more of the days in each month of a Performance Period (a period of [3] full calendar months). 2. Supplier Valid Meter Reading Requirement: per associated Supplier of the Shipper, per Supply Point Class, that [90%] or more of Supply Points in that Class have had a daily Valid Meter Reading for [25%] or more of the days in each month of a Performance Period. 3. Individual Valid Meter Reading Requirement: (a) Where D is the Supply Point read date, each relevant Class 2 Supply Point has a daily Valid Meter Reading, submitted by the end of D+1, for [25%] or more of the calendar days of each month in a Performance period. Reads outside of D+1 shall be regarded as a failure; (b) Each relevant Class 3 Supply Point has a daily Valid Meter Reading of [25%] or more of the calendar days of each month in a Performance Period. This performance logic is as per the existing obligations within the UNC.   Where a Shipper portfolio meets the Minimum Performance Measure then no Supply Meters will need to be reclassified irrespective of the performance of any Shipper and Supplier combinations under that Shipper. The performance of each Shipper and Supplier combination are only considered when the Shipper portfolio in aggregate across all suppliers does not meet the Minimum Performance Measure.  Please note, performance measures are per Class however will initially be the same. These measures, plus the Performance Period, will then be subject to annual review by the PAC. As per the modification, the outcome of this review will be notified to Shippers no later than 31st August and will take effect from the start of the following Gas Year. Where the values are changed then the lower target will apply for all Performance Periods that include months with differing values. The same will apply in the scenario where Class 2 and 3 performance measures are different and a Supply Point changes between them.  **Qualifying Supply Points**  Where a Supply Point undergoes a Class change after the first day of a month, it is only considered for performance against the Performance Period from the start of the subsequent month. From MOD 0664, the Supply Meter must be classified as either Class 2 or 3 for the entire calendar month to be considered for a Performance Month within the Performance Period. Where a Supply Meter has been reclassified outside of Class 2 or 3 for any part of the month or been subject to a Change of Shipper or Supplier after the first calendar day of the month, it will not be considered either to contribute to performance within the month, nor be considered as part of the Portfolio for the Shipper and Supplier combination. Note that Supply Points having Class Changes from Class 2 to 3 (and vice versa) will be considered for performance measurement (i.e., these Class Changes will not ‘restart the clock’).  **Time of first operation.**  The first Performance Period (a period of 3 full calendar months) will start on the first day of the calendar month following implementation of Code Modification 0664. For the avoidance of doubt, if the implementation date is the 1st of a calendar month then the first Performance Period start will align to this.  **Notification from CDSP to Shipper of Failed Supply Point.**  By no later than the 20th calendar day of the month, the CDSP will notify Shippers of Failed Supply Points via new reports/views on the existing Data Discovery Platform (DDP) Shipper dashboard. The reporting is expected to show performance evaluation at the level of (i) Shipper, (ii) Supplier(s) of Shipper, (iii) Supply Point.  These DDP dashboard reports/views will be designed and developed iteratively by a DDP reporting team in conjunction with a Shipper forum. Further details and screenshots of these reports will be published in an addendum to this Change Pack at the earliest opportunity.  **Shipper action upon notification of Failed Supply Point.**  Shippers will be obliged to change the Class of Failed Supply Points to Class 4 at the earliest opportunity but, in any event, the transfers must be effective within 20 calendar days of notification from the CDSP.  The change of Class will be achieved via the existing means of submitting a C38 record on the Supply Point Changes .SPC File to the CDSP. To be clear, XRN4990 will not change the existing Shipper process for reclassifying a Supply Point.  Should the total volume of Failed Supply Points across the entire Shipper community potentially result in the daily maximum load for Supply Point changes being exceeded (from a UK-LINK system performance perspective – as specified in the UKLBD2 UK Link IS Service v13L), then the CDSP will work with the affected Shippers to timetable their .SCR submissions over a period of time to operationally smooth the load on the UK-LINK system.  **CDSP action after the 20 calendar day grace period.**  During the very first Performance Period (a period of 3 full calendar months), whilst the CDSP will measure and report performance to Shippers, no reclassifications will be required by the Shipper or CDSP in this period as Supply Points cannot be deemed to be Failed Supply Points until the end of this initial period.  After the very first Performance Period has fully elapsed, if the identified Failed Supply Points have not become effective into Class 4 within 20 days of receipt of the notification by Shippers, the CDSP will reclassify such Supply Points to Class 4 on the Shipper’s behalf, and as soon as is practical. After the very first Performance Period has fully elapsed, this will become a monthly process. The CDSP will not necessarily have Supply Points to reclassify every month.  When reclassifying Supply Points on behalf of the Shipper the CDSP will set the Meter Read Frequency (MRF) as per the rules stated in UNC Section M, paragraph 5.9.1 (automatic update to MRF introduced by [Mod0692](https://www.gasgovernance.co.uk/index.php/0692) and implemented under [XRN4941](https://www.xoserve.com/change/change-proposals/xrn-4941-auto-updates-to-meter-read-frequency-mod0692/) as part of the Nov-21 major release).  The CDSP shall notify Shippers of such reclassifications by sending an unsolicited X09 record within a .SCR File, per Supply Point, to the Shipper. Note that the UNC prevents the Supply Point from being reclassified again for a period of 2 months.  **Charge for CDSP reclassification.**  Under this modification the CDSP will be entitled to charge Shippers, on a Supply Point basis, for all Supply Points that it reclassifies from Classes 2 and 3 to Class 4 on behalf of Shippers in each calendar month. Initially, the CDSP will not seek to levy a charge for reclassifications actioned on behalf of the Shipper. However, this position will remain under review taking into consideration the volume of reclassification activity the CDSP has to undertake and the views of the PAC. Should the CDSP seek to invoke this option it will be communicated to parties in advance and it will be based on whether an unsolicited X09 record was sent to the Shipper within a .SCR File. A new Specific Service charge will be created to cover this new service and added to the Shipper’s Specific Service invoice.  **In-flight (pending) Class Changes at Point of CDSP Reclassification.**  At the [[DSG meeting of 21st February 2022](https://www.xoserve.com/calendar/dsc-delivery-sub-group-21-february-2022/)](https://www.xoserve.com/calendar/dsc-delivery-sub-group-21-february-2022/), two options for handing pending (Shipper-led) Class Change, at the point of CDSP evaluation for reclassifying on the Shipper’s behalf were aired. The meeting concluded that Option 1 (below) was to be proceeded with.  Should a pending Class Change be present with an effective date later than the 20th calendar day subsequent to notification, the CDSP will take the following action:   1. If the pending Class Change is to Class 2 or to Class 3 then the CDSP will cancel the pending change and action the reclassification to Class 4. 2. If the pending class change is to Class 4 then the CDSP will cancel this and action the reclassification to Class 4 on the Shipper’s behalf **IF** this action will result in the change to Class 4 being effective sooner.   Conversely, a Shipper-led Class change will be allowed to proceed **IF** this action will result in the change to Class 4 being effective sooner than a CDSP-led Class change.  **Expected typical timeline.**   1. On a monthly basis, by no later than the 20th calendar day of the month, reports of Failed Supply Points will be available on the Shipper dashboard. 2. Shippers will then be granted a further 20 calendar days in which to reclassify Failed Supply Points. 3. Thereafter, as soon as is practical following those further 20 calendar days, the CDSP will again evaluate the Failed Supply Point. Where the CDSP evaluates that the Failed Supply Point has not been reclassified to Class 4, then the CDSP will reclassify the Supply Point to Class 4 on the Shipper’s behalf. 4. The CDSP will notify the Shipper of the reclassification via an unsolicited X09 record within the .SCR File, per Supply Point 5. The CDSP-led Class change, from initial triggering to successful completion of transfer to Class 4, will take 5 business days to become effective in the system.   **Illustration of events after go-live.**     1. In this illustration, the change goes live in November. 2. Performance measurement starts in December. 3. The first Performance Period is the 3 months from December to February. 4. The Digital Data Platform Shipper Dashboard shows, starting in December, on a monthly basis, which Supply Points are not performing. 5. CDSP reclassifications are not required until a full 3 month Performance Period has elapsed. CDSP reclassification commence from April onwards. 6. Thereafter, the overall process becomes monthly. With read performance being evaluated over a historic rolling 3-month Performance Period. 7. Reclassification charges by the CDSP, should they be invoked, will be issued to Shippers following CDSP reclassifications. Any queries on the reclassification charges should be raised to Xoserve through standard channels (e.g. via nominated Customer Advocate or Service Desk).   **Reference material.**   1. E-learning materials - [E-learning materials (xoserve.com)](https://www.xoserve.com/learning-hub/training-and-e-learning/e-learning-materials/) 2. Meter Reads - [Meter Reads - Overview | Rise 360 (articulate.com)](https://rise.articulate.com/share/lfKfB7HHh4YsFu-pAzdaCfOJ0FsE3QKQ#/) |

# Associated Changes

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| Associated Change(s) and Title(s): | None. |

# DSG

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| Target DSG discussion date: | 23/05/2022 |
| Any further information: | To discuss any comments provided from the Detailed Design Change Pack representations. |

# Implementation

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| Target Release: | TBC |
| Status: | For Information |

Industry Response Detailed Design Review

«RangeStart:HDS»  
  
Change Representation

(To be completed by User and returned for response)

# *Please consider any commercial impacts to your organisation that Xoserve need to be aware of when formulating your response*

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| User Contact Details: | Organisation: | «h1\_organisation» | |
| Name: | «h1\_name» | |
| Email: | «h1\_email» | |
| Telephone: | «h1\_telephone» | |
| Representation Status: | «h1\_userDataStatus» | | |
| Representation Publication: | «h1\_consultation» | | |
| Representation Comments: | «h1\_userDataComments» | | |
| Confirm Target Release Date? | «h1\_targetDate» | | «h1\_userDataAlternative» |

# Xoserve’ s Response

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| Xoserve Response to Organisations Comments: | «h1\_xoserveResponse» |

Please send the completed representation response to [uklink@xoserve.com](mailto:uklink@xoserve.com)

«RangeEnd:HDS»

Change Management Committee Outcome

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| Change Status: | Approve | Reject | | | Defer |
| Industry Consultation: | 10 Working Days | | 15 Working Days | | |
| 20 Working Days | | Other [Specify Here] | | |
| Date Issued: | 16/05/2022 | | | | |
| Comms Ref(s): | 3034.3 - MT - PO | | | | |
| Number of Responses: | 0 | | | | |
| Solution Voting: | Shipper | | | Approve | |
| National Grid Transmission | | | N/A | |
| Distribution Network Operator | | | N/A | |
| IGT | | | N/A | |
| Meeting Date: | 08/06/2022 | | | | |
| Release Date: | Release: TBC | | | | |