

# 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 5906		
Change Title:	Extending the PC4 Read Submission Window (Mod0884)		
Date Raised:	10/03/2025		
Sponsor Representative Details:	Organisation:	OVO Energy	
	Name:	Carl Whitehouse	
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Xoserve Representative Details:	Name:	Kathryn Adeseye	
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	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 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 type="checkbox"/>
Justification for Customer Class(es) selection	<p>The extension of Class 4 Meter Read Window will enable Shippers to utilise a longer Class 4 read submission window. The change to meter read submission arrangements will apply equally to DN and IGT Supply Meter Points (SMPs).</p> <p>Distribution Network Operators will also have the option to submit must-reads for Class 4 DN SMPs later due to an extended read submission window.</p> <p>Whilst IGT SMPs will have the extended Class 4 Read Window applicable to them, it has been confirmed that IGT Must Read</p>	

	provisions will remain as per existing IUNC rules - i.e. limited to reads submitted within the 25 SPSBDs, as outlined in IGT UNC.
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### A3: Proposer Requirements / Final (redlined) Change

Problem Statement:	<p><b><i>Extract from Modification 0884:</i></b></p> <p>“Under UNC TPD, in Profile Class (PC) 4, M, 5.9.4, Shippers have 25 Supply Point System Business Days after the read date to submit a meter read for Settlement. Where there is an issue preventing the read from being validated, and that issue is not resolvable within the 25 Day timeframe, the read becomes unusable. This is problematic for meter reads that are hard to retrieve from the meter. For example, it might take several months to obtain another reading from the meter.</p> <p>Enabling more valid reads to be entered into Settlement would decrease Settlement imbalance, unbilled, Unidentified Gas (No reads at Line in the Sand is a UIG contributor), manual AQ fixes, repeated costs for additional site visits, and time and money spent on must-reads.”</p>
Change Description:	<p>This Change Proposal has been raised to deliver the requirements outlined in <a href="#">Modification 0884</a>.</p> <p><b>Required changes because of Modification 0884:</b></p> <p>Modification 0884 seeks to amend the Product Class 4 read submission window outlined in UNC TPD M 5.9.4 to allow Shippers more than 25 Supply Point System Business Days after the actual read date to submit a meter read for Settlement.</p> <p>This change intends to amend the Class 4 read submission window for SMPs with a Market Sector Code (MSC) of ‘Domestic’ to 80 Supply Point System Business Days after the actual read date to submit a meter read to Central Systems.</p> <p>It also intends to amend the Class 4 read submission window for SMPs with a MSC of ‘Industrial and Commercial’ to 45 Supply Point Systems Business Days after the actual read date to submit a meter read to Central Systems.</p> <p><b>Downstream impacts highlighted in the ROM:</b></p> <p>Increasing the Product Class 4 read submission window may have downstream impacts on a number of processes including:</p> <ul style="list-style-type: none"> <li>i) the Must Read process;</li> </ul>

	<ul style="list-style-type: none"> <li>ii) the Rolling AQ process;</li> <li>iii) the Annual Formula Year AQ/SOQ process;</li> <li>iv) Meter Point Reconciliation;</li> <li>v) UIG Reconciliation;</li> </ul> <p>for SMPs which have reads submitted past the current 25 SPSBDs. It is worth noting that during modification development it was stated that later submission of reads is expected to be an exception rather than the norm.</p>	
Proposed Release:	TBC	
Proposed Consultation Period:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 15 Working Days
	<input type="checkbox"/> 20 Working Days	<input type="checkbox"/> Other [Specify Here]

#### A4: Benefits and Justification

Benefit Description:	<p>Currently PC 4 meter readings which have an outstanding issue which cannot be resolved with the 25 SPSBDs, become unusable and would be rejected by the CDSP were they to be submitted.</p> <p>It is the view of the proposer that by increasing the PC 4 read submission window in TPD M 5.9.4, the additional time would allow problematic meter readings to be resolved and submitted to the CDSP within the new time frames of 80 SPSBDs for Domestic sites and 45 SPSBDs for I&amp;C sites.</p> <p>The proposer believes that this will lead to more valid reads entering Settlement.</p> <p><i>Modification 0884 states this will:</i>  <i>“decrease settlement imbalance, unbilled energy, Unidentified Gas (no reads at Line in the Sand is a UIG contributor), manual AQ fixes, repeated costs for additional site visits, and time and money spent on must-reads.”</i></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>
	<p>Customers will be able to submit reads as per the new validations rules in this change immediately following implementation.</p> <p><i>When are the benefits of the change likely to be realised?</i></p>
	<p>Modification 0884 is a self-governance modification which is anticipated to report to UNC Panel on 19/06/2025. Subject to Panel approval, the CDSP would be expected to include this change in a release as soon as reasonably practicable.</p>
Benefit Realisation:	
Benefit Dependencies:	

	<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>
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## 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	<p>From an initial consideration of the DSC Service Line impact, the Service Area which this modification sits under is as follows:</p> <ul style="list-style-type: none"> <li>• Service Area 4 - Meter Read Asset Processing (33% Shipper and 67% DN Operators) <ul style="list-style-type: none"> <li>• DS-CS-SA4-17 - For Class 3 and <b>4 Supply Meters</b>, the validation of a Meter Reading, a Check Read or an Updated Meter Reading</li> </ul> </li> </ul> <p>Whether a change to the Service Line is required because of this modification is currently unknown. As the Service Lines are at a high-level, a change may not be required.</p> <p>The funding arrangements shown above are as per the Budget and Charging Methodology for the mentioned Service Area..</p>		
Level of Impact	TBC		
If None please give justification	TBC		
Impacts on UK Link Manual/ Data Permissions Matrix	TBC		
Level of Impact	TBC		
If None please give justification	No impacts to UK Link Manual / DPM anticipated, however this will be assessed during Change Development.		
Funding Classes :	Customer Classes/ Funding	Delivery of Change	On-going Budget Amendment
	<input type="checkbox"/> Shipper	50 %	0%
	<input type="checkbox"/> National Gas Transmission	0 %	0 %
	<input checked="" type="checkbox"/> Distribution Network Operator	50%	0%
	<input type="checkbox"/> IGT	0 %	0 %
	<input type="checkbox"/> Other <please specify>	0 %	0 %

<p>ROM or funding details:</p>	<p>A ROM has been completed estimating high level indicative delivery costs are anticipated to be between £40,000 - £100,000.</p> <p>Any ongoing costs are to be determined during the Change Development phase.</p> <p>Link to the ROM can be found <a href="#">here</a>.</p>
<p>Funding Comments:</p>	<p>The proposer has suggested that this Change Proposal should be 50% Shipper funded and 50% DNO funded.</p> <p>Agreement of the proposed funding arrangements will be sought from DSC Change Management Committee.</p> <p>It is recommended that a unanimous Committee decision is agreed on the funding arrangements before this Change Proposal is accepted into the DSC Change Process.</p> <p>If any ongoing Service and Operate (S&amp;O) costs are identified, these would be attributed to the applicable Service Area (4), in line with the Budget and Charging Methodology.</p>

Please send the completed forms to: [uklink@xserve.com](mailto:uklink@xserve.com)

# Version Control

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## Document

Version	Status	Date	Author(s)	Remarks
0.1	Draft	17/03/25	Kathryn Adeseye	For review
1.0	Final	17/03/25	Paul Orsler	For approval at April ChMC
2.0	Approved	09/04/25	Kate Lancaster	Approved at April ChMC