



DSC Change Proposal

Change Reference Number: XRN4790

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Xoserve to fill out all of the information in this colour ■

Section A1: General Details	
Change Title	Introduction of winter read/consumption reports and associated obligation (MOD0652)
Date Raised	8 th October
Sponsor Organisation	npower
Sponsor Name	John Welch
Sponsor Contact Details	John.Welch@npower.co.uk
Xoserve Contact Name	Emma Smith
Xoserve Contact Details	Emma.Smith@Xoserve.com
Change Status	Proposal / With DSG / Out for review / Voting / Approved or Rejected
Section A2: Impacted Parties	
Customer Class(es)	<input checked="" type="checkbox"/> Shipper <input type="checkbox"/> National Grid Transmission <input type="checkbox"/> Distribution Network Operator <input type="checkbox"/> IGT
Section A3: Proposer Requirements / Final (redlined) Change	
<p>The change seeks to introduce a number of industry reports, to be sent to users and the performance assurance committee (PAC) to provide visibility and support to the winter consumption process that is linked to the production of accurate WAR bands for supply points in EUCs 03 – 08. These reports would highlight to users when a read has not been submitted in either of the relevant windows, allowing the user to take action and submit a read in the following month. Furthermore, reports for the Performance Assurance Committee would also highlight when reads were not successfully submitted, with an additional obligation being placed on users to undertake a data update to allow the winter annual ratio to be calculated.</p> <p>Please refer to MOD for details on reports requirements, and timeline during the gas year:</p> <p>https://www.gasgovernance.co.uk/sites/default/files/ggf/book/2018-09/Modification%200652%20v5.0.pdf</p>	
Proposed Release (Feb/Jun/Nov/Minor)	As soon as possible – not expected to require a major release.
Proposed Consultation Period	<input type="checkbox"/> 10 Working Days <input type="checkbox"/> 20 Working Days <input type="checkbox"/> 30 Working days Other:
Section A4: Benefits and Justification	
Benefit Description <i>What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?</i>	Aim to reduce the number of meter points in the default war band by providing greater visibility on those meter points that do not have a winter consumption calculated. Greater number of meter in the correct war bands should increase the accuracy of the demand estimation algorithm, which leads to increased levels of

	temporary UIG.
Benefit Realisation <i>When are the benefits of the change likely to be realised?</i>	Gas Year 2019-20
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>	Submission and acceptance of meter reads during the winter months in order to reduce meter points in the default war band.
Section A5: Final Delivery Sub-Group (DSG) Recommendations	
<i>Until a final decision is achieved, please refer to section C of the form.</i>	
Final DSG Recommendation	Approve / Reject / Defer
DSG Recommended Release	Release X: Feb/Jun/Nov XX or Adhoc DD/MM/YYYY
Section A6: Funding	
Funding Classes	<input checked="" type="checkbox"/> Shipper 100% <input type="checkbox"/> National Grid Transmission XX% <input type="checkbox"/> Distribution Network Operator XX% <input type="checkbox"/> IGT XX%
Service Line(s)	Service Area 3: Record, submit data in compliance with UNC (DS-NCS SA03-01) Service Area 6 Annual Quantity, DM supply point capacity, commodity, reconciliation, ad-hoc adjustment and balancing invoices
ROM or funding details	
Funding Comments	Further analysis confirms this is service area 6 which is 100% shipper funded, though this is a zero costed change.
Section A7: ChMC Recommendation	
Change Status	<input checked="" type="checkbox"/> Approve – Issue to DSG <input type="checkbox"/> Defer – Issue for review <input type="checkbox"/> Reject At the ChMC meeting on 7th November, this change approved to go to DSG for solution development work.
Industry Consultation	<input type="checkbox"/> 10 Working Days <input type="checkbox"/> 20 Working Days <input type="checkbox"/> 30 Working days Other:
Expected date of receipt for responses (to Xoserve)	XX/XX/XXXX
DSC Consultation	
Issued	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date Issued	15/02/2019
Comms Ref(s)	2234.7 – RJ – ES
Number of Responses	4 (approvals)
Section A8: DSC Voting Outcome	
Solution Voting	<input checked="" type="checkbox"/> Shipper Approve <input type="checkbox"/> National Grid Transmission NA <input type="checkbox"/> Distribution Network Operator NA <input type="checkbox"/> IGT NA
Meeting Date	12/12/2018 / 13/03/2019
Release Date	April 2019 - adhoc
Overall Outcome	12/12/2018 - Xoserve presented the solution options and the Change Proposal to ChMC for discussion only. Xoserve requested Shipper voting members to approve the release of the first report required (no read received in November) in an aim to get the maximum benefit

	<p>from the change. The remainder of the reports will continue to be developed with DSG and PAC. Shipper User approved this approach.</p> <p>13/03/2019 – ChMC approved the solution option and release date (see section F)</p>
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Please send the completed forms to: box.xoserve.portfoliooffice@xoserve.com

Section C: DSC Change Proposal: DSG

Section C1: Delivery Sub-Group (DSG) Recommendations	
DSG Date	19/11/18
DSG Summary	
<p>LW presented the Change Proposal to DSG. LW explained that this Change Proposal was approved at the ChMC meeting in November to proceed to DSG. The Change Proposal was raised by Npower. LW provided an overview of the requirements specified in the Change Proposal; its purpose is about producing reporting information on read performance for the winter period.</p> <p>LW asked DSG to consider the requirements based in the Change Proposal to support the development of solution options.</p> <p>Action 1113: DSG to support Xoserve with the development of requirements for XRN4790 (Introduction of winter read consumption reports and associated obligation).</p> <p>SC wanted to know of how the reports are sent out at the moment. Simon Harris (SH) stated that all kinds of reports are sent out in relation to the subject associated with this new Change Proposal.</p> <p>LW stated that Xoserve would like to have an integrated, self-service tool for customers to use to generate their own reports, but LW wanted to know what customers required, but observed that customers seem to have multiple and varied requirements for reporting information.</p> <p>Claire Louise Roberts (CLR) wanted to know the difference between Birst and Huddle. SH explained that Huddle is a platform used for downloading information, similar to SharePoint. Birst is an application which provides visual representation of statistical information and is dynamic and tailorable to the user's inputs.</p> <p>Richard Johnson (RJ) talked DSG through Appendix One, which indicates that this Change Proposal has a prioritisation score of 40%.</p> <p>LW asked DSG if they had any further questions; DSG raised no further questions</p>	
Capture Document / Requirements	N/A
DSG Recommendation	N/A
DSG Recommended Release	N/A

Discussion

Section C2: Delivery Sub-Group (DSG) Recommendations

DSG Date 03/12/18

DSG Summary

ES presented slides 47 to 50 to DSG. ES explained that there is a Mod and a Change Proposal in place for this change. This change will result in several reports to be sent to Shippers and PACs. ES presented two aims for this agenda item on slide 47:

- Agree the data items that will be provided in the Shipper User reports (not PAC) and delivery mechanisms.
- Assess proposal to issue one of the reports in December

ES stated that one of the reports (report 1) can be delivered in December, pending approval at the December ChMC meeting. The reports will support the recipients with correct assignment of WAR bands. ES mentioned the purpose of report 1 (supply points for which a read was not submitted in November each year to each user). ES presented the data items to be included in the report, and asked DSG if they would like to see any additional data items in the report. SC said that she will provide an email response. ES explained that report 1 would be issued in December every year and then in the subsequent April, only where no read was provided in March.

ES asked if Xoserve should deliver report 1 as an extract, or a complete fresh report. ES did consider that there could be Meter Point sites below the threshold, and there would be other sites in the EUC 3 to 8 ranges. ES and LW concluded that a change of EUC should be added to the report.

Action 1123: Regarding agenda item 13a. XRN4790 (Introduction of winter read consumption reports and associated obligation), DSG to consider any additional Data Items they would like to see in the reports.

The conversation turned to the potential delivery mechanism for the reports (slide 49). ES presented the three different delivery mechanism options:

- On-Line business intelligence portal (new external portal – logon required with download capability) – timelines for roll currently unknown
- Email data out separately (could be delivered with above or prior to above being available)
- Adding to existing reporting suite i.e. shipper performance pack (undergoing review)

There was some discussion regarding Xoserve’s initiatives for its MI reporting. LW mentioned that Xoserve’s reporting is being reviewed, and that the UIG produce and distribute a lot of reports.

ES said that the option in the first bullet point is a long term view. Eleanor Laurence reiterated her support for Huddle, citing its use in the M Number DVD Service. Emma said that this will be considered at ChMC.

Capture Document / Requirements	N/A
DSG Recommendation	N/A
DSG Recommended Release	N/A

Section C3: Delivery Sub-Group (DSG) Recommendations	
DSG Date	17/12/2018
DSG Summary	
<p>LW presented and stated that this change was raised by Npower, supporting MOD0652. LW explained that although the MOD wasn't implemented, the UIG Taskforce was already developing War Band Reports. There are 8 reports in the change; the first report has been sent out to tell Shippers where they haven't procured a read in November. The War band needs a read to be procured in December before the next 2 reads in the New Year. If you don't procure the read in December it will defer to the following year. LW confirmed that we will keep DSG updated with solutions.</p>	
Capture Document / Requirements	N/A
DSG Recommendation	N/A
DSG Recommended Release	N/A

Section C4: Delivery Sub-Group (DSG) Recommendations	
DSG Date	04/02/2019
DSG Summary	
<p>ES presented this agenda item to DSG, and started off by providing a summary of the change: MOD sets the obligation to provide the reads and submit amended Winter Consumption where one has failed to calculate. This is expected to be a zero cost change as UIG resources are building the reports. The reports are expected to deliver via business intelligence service but can also be distributed via email.</p> <p>Within an excel document on slide 57, ES presented the requirements for each of the reports. DSG provided no comments and therefore seem to be in support of the requirements for each report.</p> <p>ES intends to include this change within a Solution Review Change Pack in February. The change is expected to be implemented in April.</p>	
Capture Document / Requirements	N/A
DSG Recommendation	N/A
DSG Recommended Release	N/A

Section C5: Delivery Sub-Group (DSG) Recommendations	
DSG Date	17/12/2018
DSG Summary	
<p>ES presented this agenda item to DSG, and started off by providing a summary of the issue identified: MOD sets the obligation to provide the reads and submit amended Winter Consumption where one has failed to calculate. ES stated that there has been some analysis and update and went through the Winter consumption Calculation on slides 111 & 112.</p> <p>The job is scheduled to run in mid-May, however the read window for class 4 reads is 25 business days and therefore some reads may miss the winter consumption calculation process. Therefore UNC Actual Reads submitted with a read date on or before 30th April but submitted after the winter consumption calculation job has commenced will not be considered. Slide 115 states the considerations raised at ChMC and ChMC stated to continue with May and produce reports then decide if a new CP needs to be raised for 2020. In summary, to continue as is and look at the numbers impacted.</p> <p>SC asked if there's any other work arounds that can be considered. ES stated that there have been no work arounds so far, however there will be plenty of points along the way to amend the volume as there is a lot of reporting coming out for this change. The MOD has a timeline of reports.</p> <p>Action 19 – 0217 Create a timeline with reports for XRN4790 This was the end of February 18th DSC Delivery Sub Group meeting. Next Meeting: 04th March 2019 If you have any questions relating to the above meeting minutes, please email uklink@xoserve.com</p>	
Capture Document / Requirements	N/A
DSG Recommendation	N/A
DSG Recommended Release	N/A

Section C3: Delivery Sub-Group (DSG) Recommendations

DSG Date 01/07/2019

DSG Summary

Paul Orsler (PO) explained this Change has been bought to DSG before and gave an overview of the Change. PO asked if DSG would approve Xoserve to move the timescale of the winter read consumption as the way in which the winter calculation takes place, it was cutting off Class 4 reads that were still within the read provision window but were not considered due to the timing of the May reports leading to them being cut off. PO asked if DSG would want to see Xoserve to amend the timing of the winter calculation period to run later than May to ensure all Class 4 reads could be included, or if we stick to the current timing and be accepting of some of the Class 4 sites falling out of the inclusion of the reports. PO stated some analysis has been done and found that potentially 14,000 sites in Class 4 could have been included if the period was extended by a month. PO asked DSG if they have any views on Xoserve raising a Change to have this amended. IB confirmed he would have to take this away and discuss this with his organisation. PO added for DSG members to note that if Xoserve was to move the schedule forward it would be around June. PO asked DSG for any views. IB stated he would need to take this back to his organisation for discussion.

Action: DSG members to provide a view on Xoserve raising a Change to amend the timescale of the winter read consumption.

Capture Document / Requirements N/A

DSG Recommendation N/A

DSG Recommended Release N/A

Section D: DSC Change Proposal High Level Solution Options

Section D1: Solution Options

High Level summary options

Aim: Shipper Users to review the reporting data items to be issued to support each Shipper User report (reports 1, 3, 7) and confirm if any additional data items would be required.

Solution Option One (as providing data and set requirements are set out in MOD652) there is only one solution option with two delivery mechanisms):

Provide a selection of reports to the Registered User and add reporting to the Performance Assurance Report Register (PARR) schedule for the Performance Assurance Committee (PAC) to provide information around the submission of reads to generate a Winter Consumption Calculation. Where reads were not available, submission of Winter Consumption Correction, in order that a Supply Meter Point in EUC03-09 has a calculated or corrected Winter Consumption Value each year and is not assigned a default War Band.

Xoserve has already issued a report in December 2018 for 'no read in November' and aims to issue out the 'no read in March' report in April to improve the performance for 2018/19 Winter Consumption recalculations.

Delivery Sub-Group (DSG) recommends the reports are issued via a new business intelligence service; do reviewers support this delivery mechanism? (the rollout of business intelligence service is being managed via XRN4833) Xoserve will also maintain the capability to email the data to Users.

This is a zero costed change.

The attached document details the data items that will be supplied in each report.



XRN4790 Winter Consumption reportin

Implementation date for this solution option

April 2019

Xoserve preferred option; including rationale

Option One

DSG preferred solution option, including rationale	Option One
Consultation close out date	1 st March

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Section E: DSC Change Proposal: Industry Response Solution Options Review

User Name	Lorna Lewin
User Contact Details	lolew@orsted.co.uk 0207 451 1974
Section E1: Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.	
We support Xoserve & DSG's recommended option.	
Implementation date for this option	Approve
Xoserve preferred solution option	Approve
DSG preferred solution option	Approve
Publication of consultation response	Publish
Section E1: Xoserve's Response to Organisations Comments	Thank you for your comments.

User Name	Kirsty Dudley
User Contact Details	Kirsty.Dudley@eonenergy.com
Section E2: Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.	
We are happy to support this change.	
We request that any Shipper reports are issued with the Shipper Packs, even as a separate attachment rather than stand alone.	
Implementation date for this option	Approve
Xoserve preferred solution option	Approve
DSG preferred solution option	Approve
Publication of consultation response	Publish
Section E2: Xoserve's Response to Organisations Comments	Thank you for your comments.

User Name	Amie Charalambous
User Contact Details	07917271763
Section E3: Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.	
<p>As the proposer, we are fully supportive of this change. We believe that All shippers would benefit from having a greater insight as to how their initial exposure to UiG will evolve via amendment. As such, it should be seen as a priority alongside other root cause solutions to UiG, as promoted by the relevant UiG workgroups / DSC / UNC Committees.</p> <p>We also feel that a minor release would be sufficient and preferable – there is no functional change required for shippers.</p>	
Implementation date for this option	Approve
Xoserve preferred solution option	Approve
DSG preferred solution option	Approve
Publication of consultation response	Publish
Section E3: Xoserve's Response to Organisations Comments	Thank you for your comments.

User Name	Megan Coventry, Southern Electric Gas Limited, SSE Energy Supply Limited
User Contact Details	Megan.coventry@sse.com, 02392277738
Section E4: Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.	
<p>We agree with solution option 1.</p>	
Implementation date for this option	Approve
Xoserve preferred solution option	Approve
DSG preferred solution option	Approve
Publication of consultation response	Publish
Section E4: Xoserve's Response to Organisations Comments	Thank you for your comments.

Section F: DSC Change Proposal: Approved Solution Option

Section F1: Solution Option for XRN4790

Solution Option One (as providing data and set requirements are set out in MOD652) there is only one solution option with two delivery mechanisms):

Provide a selection of reports to the Registered User and add reporting to the Performance Assurance Report Register (PARR) schedule for the Performance Assurance Committee (PAC) to provide information around the submission of reads to generate a Winter Consumption Calculation. Where reads were not available, submission of Winter Consumption Correction, in order that a Supply Meter Point in EUC03-09 has a calculated or corrected Winter Consumption Value each year and is not assigned a default War Band.

Implementation date	Adhoc – April 2019
Approved by	Change Management Committee
Date of approval	13/03/2019

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"/> EU Legislation <input type="checkbox"/> BEIS <input type="checkbox"/> SPAA Change Proposal <input type="checkbox"/> Other (please provide details below)	<input checked="" type="checkbox"/> MOD / Ofgem <input type="checkbox"/> License Condition <input type="checkbox"/> ChMC endorsed Change Proposal <input type="checkbox"/> Additional or 3 rd Party Service Request
Please select the customer group(s) who would be impacted if the change is not delivered	<input checked="" type="checkbox"/> Shipper Impact <input type="checkbox"/> Xoserve Impact	<input type="checkbox"/> iGT Impact <input type="checkbox"/> National Grid Transmission Impact
Associated Change reference Number(s)	N/A	
Associated MOD Number(s)	0652	
Perceived delivery effort	<input checked="" type="checkbox"/> 0 – 30 <input type="checkbox"/> 60 – 100	<input type="checkbox"/> 30 – 60 <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 (If yes please answer the next question) <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"/> Mass data <input type="checkbox"/> Fundamental changes to Xoserve business <input type="checkbox"/> Other (please provide details below)	
	<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 type="checkbox"/> Multiple Market Participants <input type="checkbox"/> All industry UK Gas Market participants <input checked="" type="checkbox"/> One Market Group	<input type="checkbox"/> Multiple Market Group <input type="checkbox"/> Xoserve Only <input type="checkbox"/> One Market Participant
Primary Impacted DSC Service Area	Service Area 18: Provision of User Reports and Information	
Number of Service Areas Impacted	<input type="checkbox"/> All <input checked="" type="checkbox"/> One	<input type="checkbox"/> Five to Twenty <input type="checkbox"/> Two to Five
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"/> AMT	<input type="checkbox"/> ISU <input type="checkbox"/> EFT
		<input type="checkbox"/> CMS <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 type="checkbox"/> Reads <input type="checkbox"/> Portal <input type="checkbox"/> Invoicing <input checked="" type="checkbox"/> Other <i>(please provide details below)</i> Business Reporting in the impacted business area
Are there any known impacts to external services and/or systems as a result of delivery of this change?	<input type="checkbox"/> Yes <i>(please provide details below)</i> <input checked="" type="checkbox"/> No
Please select customer group(s) who would be impacted if the change is not delivered.	<input checked="" type="checkbox"/> Shipper impact <input type="checkbox"/> Network impact <input 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?	
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>
Change Prioritisation Score	40%

Document Version History

Version	Status	Date	Author(s)	Summary of Changes
0.1	For Approval	19/10/18	Emma Smith	N/A
0.2	For Approval	14/11/18	Heather Spensley	Appendix added
2.0	With DSG	23/11/18	Rachel Taggart	Notes from DSG
3.0	With DSG	10/12/18	Richard Johnson	Notes from DSG
4.0	With DSG	14/12/18	Richard Johnson	Notes from ChMC on 12th December added
5.0	With DSG	27/12/18	Richard Johnson	Notes from DSG on 17 th December added
6.0	With DSG	11/02/19	Richard Johnson	Notes from DSG on 4th February added
7.0	Out for review (solution)	15/02/19	Richard Johnson	Sent out for Solution Review on 15 th February
8.0	Out for review (solution)	26/02/19	Charan Singh	Notes from DSG on 18 th February 2019
9.0	Out for review (solution)	04/03/19	Richard Johnson	Reps added

10	Approved	15/03/19	Richard Johnson	Outcome from ChMC on 13 th March added.
11	Approved	09/07/2019	Richard Johnson	Updated with notes from DSG on 1 st July.

Template Version History

Version	Status	Date	Author(s)	Summary of Changes
3.0	Approved	17/07/18	Emma Smith	Template approved at ChMC on 11 th July
4.0	Approved	07/09/18	Emma Smith	Minor wording amendments and additional customer group impact within Appendix 1