



# DSC Change Proposal

Change Reference Number: XRN4725

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

Section A1: General Details	
Change Title	New read reason type for LIS estimate readings
Date Raised	31/07/2018
Sponsor Organisation	Xoserve Ltd
Sponsor Name	David Addison
Sponsor Contact Details	<a href="mailto:david.addison@xoserve.com">david.addison@xoserve.com</a>   0121 229 2138
Xoserve Contact Name	Simon Harris
Xoserve Contact Details	<a href="mailto:simon.harris@xoserve.com">simon.harris@xoserve.com</a>   0121 229 2642
Change Status	Proposal / With DSG / Out for Consultation / Voting / <b>Approved</b> 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>Following implementation of the LIS Estimate Read change, OPNT was used as the Read Reason within the MBR file as it was a recognised value and time constraints hindered any new Read Reason being added. It was planned to add in a specific read reason for this to assist Shippers in identifying LIS estimates from standard OPNT (opening transfer) readings. This change is looking at creating a new Read Reason within ISU to be populated into the MBR file once the LIS estimate job has been triggered.</p>	
Proposed Release	<b>RX / DD/MM/YYYY</b>
Proposed Consultation Period	<input checked="" type="checkbox"/> 10 Working Days <input type="checkbox"/> 20 Working Days <input type="checkbox"/> 30 Working days Other:
Section A4: Benefits and Justification	
<b>Benefit Description</b> <i>What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?</i>	<b>Additional read reasons will give industry recipients clarity as to why the read has been estimated and loaded into UKL, helping with assurance activities and identification of specific processes.</b>
<b>Benefit Realisation</b> <i>When are the benefits of the change likely to be realised?</i>	<b>As soon as the effected processes are used in anger.</b>
<b>Benefit Dependencies</b> <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>	<b>None.</b>
Section A5: Final Delivery Sub Group Recommendations	
<i>Until a final decision is achieved, please refer to section C of the form.</i>	
Final DSG Recommendation	Approve / Reject / Defer



<b>DSG Recommended Release</b>	Release X: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY
<b>Section A6: Funding</b>	
<b>Funding Classes</b>	<input checked="" type="checkbox"/> Shipper 33% <input type="checkbox"/> National Grid Transmission 0% <input checked="" type="checkbox"/> Distribution Network Operator 67% <input type="checkbox"/> IGT 0%
<b>Service Line(s)</b>	Service Area 5 – Metered Volume and Quantity DS CS SA5-25 (Estimated read for Formula Year t-3)
<b>ROM or funding details</b>	N/A
<b>Funding Comments</b>	Shippers requested this change. Current funding split as per charging methodology for service area.
<b>Section A7: CHMC Recommendation</b>	
<b>Change Status</b>	<input checked="" type="checkbox"/> Approve – Issue to DSG <input type="checkbox"/> Defer – Issue to Consultation <input type="checkbox"/> Reject
<b>Industry Consultation</b>	<input type="checkbox"/> 10 Working Days <input type="checkbox"/> 20 Working Days <input type="checkbox"/> 30 Working days Other:
<b>Expected date of receipt for responses (to Xoserve)</b>	XX/XX/XXXX
<b>DSC Consultation</b>	
<b>Issued</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Date Issued</b>	26/10/2018
<b>Comms Ref(s)</b>	2121- RJ – SH / 2293.9 – RJ – ES
<b>Number of Responses</b>	2 / TBC
<b>Section A8: DSC Voting Outcome</b>	
<b>Solution Voting</b>	<input checked="" type="checkbox"/> Shipper Approved <input type="checkbox"/> National Grid Transmission NA <input type="checkbox"/> Distribution Network Operator NA <input type="checkbox"/> IGT NA
<b>Meeting Date</b>	12/12/2018
<b>Release Date</b>	November 2019 (approved)
<b>Overall Outcome</b>	Solution option specified in Section D and Xoserve's intention to include this change in the November 2019 release approved.

Please send the completed forms to: <mailto:box.xoserve.portfoliooffice@xoserve.com>

# Section C: DSC Change Proposal: DSG Discussion

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

Section C1: Delivery Sub-Group (DSG) Recommendations		
DSG Summary		
<p><b>17<sup>th</sup> September 2018</b>            DA presented this section to DSG. On 12<sup>th</sup> September, ChMC approved this change to proceed to DSG. The Change Proposal is embedded on slide 36. DSG were asked to identify any additional requirements for this Change before it enters the Capture stage.            Several DSG members asked whether there would be any system impacts as a result of a new read reason code. Other members asked if the solution could be to use an existing read reason code. DA agreed to consider these questions when running Capture.</p> <p><b>Action 0852:- Regarding XRN4725 (New Read Reason Type for LIS Estimate) David Addison to consider if we could use an existing read reason type as a solution option.</b></p> <p><b>5<sup>th</sup> November 2018</b>            DA presented slide 45 to DSG. XRN4725 was issued within a Solution Review Change Pack for consultation on the solution options.            Two responses were received, both in support of a new read reason code. Xoserve's intention is to take this solution option forward for the change; approval will be sought at the ChMC meeting in December for the solution option and Xoserve's intention to include this in the November 2019 Major Release.  <b>Note:</b> issue of 2019 LiS Readings will use OPNT Read Reason Code as per 2018 LiS.</p>		
Capture Document / Requirements	N/A	
DSG Recommendation	N/A	
DSG Recommended Release	November 19	

# Section D: DSC Change Proposal High Level Solution Options

<b>Section D1: Solution Options</b>	
<b>High Level summary options</b>	
<p>HLSOIA for each of three solution options attached below:</p> <div style="display: flex; align-items: center; margin-top: 10px;">  <p>XRN4725 - High Level Solution Option</p> </div> <p>Option 1 – Estimation of a Meter Reading by CDSP using a new read reason code to be provided to the Shipper User via the MBR</p> <p>Option 2 – Estimation of a Meter Reading by CDSP using an existing read reason (other than OPNT) code to be provided to the Shipper User via the MBR</p> <p>Option 3 – Do nothing. Estimation of a Meter Reading by CDSP using the read reason of OPNT code to be provided to the Shipper User via the MBR</p>	
<b>Implementation date for this solution option</b>	November 2019 Release
<b>Xoserve preferred option; including rationale</b>	It is recommended that Option 1 is pursued to provide an explicit read reason code to Shipper Users within the MBR file. Re-use of an existing code risks misinterpretation by recipients of the Meter Reading.
<b>DSG preferred solution option; including rationale</b>	DSG had indicated a preference for explicit read reason codes in an equivalent change proposal (xrn4679), however no preference was expressed by DSG.
<b>Consultation close out date</b>	23 <sup>rd</sup> November 2018

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

<b>User Name</b>	Eleanor Laurence
<b>User Contact Details</b>	Eleanor.laurence@edfenergy.com
<b>Section E1: Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.</b>	
We are happy to support option 1 and will need a minimum of 3 months to implement	
<b>Implementation date for this option</b>	Approve
<b>Xoserve preferred solution option</b>	Approve
<b>DSG preferred solution option</b>	Approve
<b>Publication of consultation response</b>	Publish
<b>Section E1: Xoserve's Response to Organisations Comments</b>	<p>Thank you again for your comments.</p> <p>We will ensure that your requirements are fed into the project as a consideration for delivery.</p>

<b>User Name</b>	Npower
<b>User Contact Details</b>	<a href="mailto:Gas.codes@npower.com">Gas.codes@npower.com</a>
<b>Section E2: Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.</b>	
Option 1 - Provides complete transparency around the type and purpose of the read. This will require some system changes for us.	
<b>Implementation date for this option</b>	Approve
<b>Xoserve preferred solution option</b>	Approve
<b>DSG preferred solution option</b>	n/a
<b>Publication of consultation response</b>	Publish
<b>Section E2: Xoserve's Response to Organisations Comments</b>	<p>Thank you again for your comments.</p> <p>We will ensure that your requirements are fed into the project as a consideration for delivery.</p>

## Section F: DSC Change Proposal: Approved Solution Option

### Section F1: Solution Option for XRN4725

Option 1 – Estimation of a Meter Reading by CDSP using a new read reason code to be provided to the Shipper User via the MBR  
Please refer to section D for more information.

<b>Implementation date</b>	Friday 8 <sup>th</sup> November 2019: Major November 2019 Release
<b>Approved by</b>	Change Management Committee
<b>Date of approval</b>	12/12/2018

# Section G: Change Management Committee (ChMC) Change Pack Summary

## Communication Detail

Comm Reference:	2293.9 – RJ – ES
Comm Title:	New read reason type for LIS estimate readings
Comm Date:	12/04/2019

## Change Representation

Action Required:	For representation
Close Out Date:	30/04/2019

## Change Detail

Xoserve Reference Number:	XRN4725
Change Class:	File Format Amendment
ChMC Constituency Impacted:	All Shipper Users
Change Owner:	Dave Addison <a href="mailto:david.addison@xoserve.com">david.addison@xoserve.com</a> 0121 623 2752
Background and Context:	<p>Following on from implementation of UNC Modification 0576, (Generation of an estimated Meter Reading at the Code Cut Off Date in the absence of an actual Meter Reading) and the interim solution as part of NEXUS go-live. A batch process is manually triggered, to estimate a Line in the sand (LIS) reading where it identifies missing actual reads 3 years pre and none post the current LIS date. This estimate read then utilises OPNT as the Read Reason Code and is sent out in the MBR file to Shippers.</p> <p>OPNT was used as the Read Reason Code for LIS estimates in previous years as it was a recognised value for provision of an estimated Meter Reading by the CDSP to Shipper User. Provision of an LIS estimated reading was required in April 2018, however time constraints hindered any new Read Reason being added, therefore OPNT has also be used for the 2019 run, this change is looking to use the new Read Reason Code for the LIS estimate job in April 2020.</p> <p>This change is looking to add in a specific read reason code in these instances to assist Shippers in identifying LIS estimates from</p>

	standard OPNT (opening transfer) readings. This change will enact this Shipper request.
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### Change Impact Assessment Dashboard (UK Link)

Functional:	Metering (Reads)
Non-Functional:	No Impact
Application:	SAP ISU, SAP PO, Marketflow, SAP BW, DES
User:	Shipper
Documentation:	File Format Amendment
Other:	NA

Files				
File	Parent Record	Record	Data Attribute	Hierarchy or Format Agreed
MBR	N/A	M03	READ_REASON_CODE	N/A

### Change Design Description

As part of the solution, a new reason code will be configured into UK Link (SAP ISU). This will be used to create the meter reading order and generation of estimated reads for the LIS estimates, this estimated read will be considered as an actual read for the purpose of inbound read tolerance checks. Once the estimation runs, the creation of the MBR file will be triggered which will contain the new Read Reason Code in the M03 record. For successful delivery of MBR file, the new read reason code will be configured in Marketflow & SAP PO.

For SAP BW, the Read Type and the Read Reason Code needs to be defined and mapped for reporting purposes. This new Read Type will be displayed on the external facing screens in DES. DES read type for LIS estimated reads to be determined during detailed design, but will not have any functional system impact on Shipper users.

Below Read Reason Code will be added in allowable values of field 'READ\_REASON\_CODE' of M03 segment within MBR file

**LISR** – Line In Sand Read (Code Cut Off)

Please find below the amended file record to be published for review:



M03\_BILLREADS  
v10FA.docx

### Associated Changes

Associated Change(s) and Title(s):	XRN4679 – Requiring a Meter Read following a change of Local Distribution Zone or Exit Zone
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## DSG

Target DSG discussion date:	N/A -XRN4725 has previously been to DSG for development
Any further information:	N/A

## Implementation

Target Release:	8 <sup>th</sup> November 2019
Status:	Approved

Please see the following page for representation comments template; responses to [uklink@xoserve.com](mailto:uklink@xoserve.com)

## Section H: Change Representation (to be completed by User and returned for response)

User Name:	ScottishPower
User Contact:	Claire Louise Roberts <a href="mailto:ClaireLouise.Roberts@ScottishPower.com">ClaireLouise.Roberts@ScottishPower.com</a> 01416145930
Representation Status:	Approve
Representation Publication:	Publish
Representation:	
Target Release Date:	November 19
Xoserve Response:	Thank you for your response.

User Name:	Eleanor Laurence
User Contact:	<a href="mailto:Eleanor.laurence@edfenergy.com">Eleanor.laurence@edfenergy.com</a> 07875 117771
Representation Status:	Approve
Representation Publication:	Publish
Representation:	The only query received from our organisation is requesting clarity on what would happen if an actual (field or customer read) for the same date is already loaded or loaded at a later date – likely to be low in volume but we'd want to ensure the actual reads are prioritised over the estimated one.
Target Release Date:	Minimum 3 months' notice required
Xoserve Response:	Thank you for your comments.  This change would follow the same approach as the LDZ / EZ Meter Reading, but also note that the volume of these is expected to be negligible as a LiS Reading would be loaded in the event that a Meter Reading hasn't been provided in the period prior to LiS.



# 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.

<b>Change Driver Type</b>	<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 or 3 <sup>rd</sup> Party Service Request <input type="checkbox"/> Other <i>(please provide details below)</i>
<b>Please select the customer group(s) who would be impacted if the change is not delivered</b>	<input checked="" type="checkbox"/> Shipper Impact <input type="checkbox"/> iGT Impact <input type="checkbox"/> Network Impact <input type="checkbox"/> Xoserve Impact <input type="checkbox"/> National Grid Transmission Impact
<b>Associated Change reference Number(s)</b>	
<b>Associated MOD Number(s)</b>	
<b>Perceived delivery effort</b>	<input type="checkbox"/> 0 – 30 <input checked="" type="checkbox"/> 30 – 60 <input type="checkbox"/> 60 – 100 <input type="checkbox"/> 100+ days
<b>Does the project involve the processing of personal data?</b> <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 <i>(If yes please answer the next question)</i> <input checked="" type="checkbox"/> No
<b>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:</b>	<input type="checkbox"/> New technology <input type="checkbox"/> Vulnerable customer data <input type="checkbox"/> Theft of Gas <input type="checkbox"/> Mass data <input type="checkbox"/> Xoserve employee data <input type="checkbox"/> Fundamental changes to Xoserve business <input type="checkbox"/> Other <i>(please provide details below)</i>  <i>(If any of the above boxes have been selected then please contact The Data Protection Officer (Sally Hall) to complete the DPIA.</i>
<b>Change Beneficiary</b> <i>How many market participant or segments stand to benefit from the introduction of the change?</i>	<input checked="" type="checkbox"/> Multiple Market Participants <input type="checkbox"/> Multiple Market Group <input type="checkbox"/> All industry UK Gas Market participants <input type="checkbox"/> Xoserve Only <input type="checkbox"/> One Market Group <input type="checkbox"/> One Market Participant
<b>Primary Impacted DSC Service Area</b>	Service Area 3: Record/submit Data in Compliance with UNC
<b>Number of Service Areas Impacted</b>	<input type="checkbox"/> All <input type="checkbox"/> Five to Twenty <input checked="" type="checkbox"/> Two to Five <input type="checkbox"/> One
<b>Change Improvement Scale?</b> <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
<b>Are any of the following at risk if the change is not delivered?</b>	
<input type="checkbox"/> Safety of Supply at risk <input type="checkbox"/> Customer(s) incurring financial loss <input type="checkbox"/> Customer Switching at risk	
<b>Are any of the following required if the change is delivered?</b>	
<input checked="" type="checkbox"/> Customer System Changes Required <input checked="" type="checkbox"/> Customer Testing Likely Required <input checked="" type="checkbox"/> Customer Training Required	

Known Impact to Systems / Processes	
<b>Primary Application impacted</b>	<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"/> Other <i>(please provide details below)</i>
<b>Business Process Impact</b>	<input type="checkbox"/> AQ <input type="checkbox"/> SPA <input type="checkbox"/> RGMA <input checked="" type="checkbox"/> Reads <input type="checkbox"/> Portal <input type="checkbox"/> Invoicing <input type="checkbox"/> Other <i>(please provide details below)</i>
<b>Are there any known impacts to external services and/or systems as a result of delivery of this change?</b>	<input type="checkbox"/> Yes <i>(please provide details below)</i>  <input type="checkbox"/> No
<b>Please select customer group(s) who would be impacted if the change is not delivered.</b>	<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?	
<b>Is there a Workaround in operation?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes who is accountable for the workaround?</b>	<input type="checkbox"/> Xoserve <input checked="" type="checkbox"/> External Customer <input type="checkbox"/> Both Xoserve and External Customer
<b>What is the Frequency of the workaround?</b>	Annually
<b>What is the lifespan for the workaround?</b>	01/03/2018
<b>What is the number of resource effort hours required to service workaround?</b>	
<b>What is the Complexity of the workaround?</b>	<input checked="" 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>
<b>Change Prioritisation Score</b>	25%

### Document Version History

Version	Status	Date	Author(s)	Summary of Changes
1.0	Draft	31/07/2018	Richard Johnson	CP form completed and to be sent
2.0	Approved at ChMC to proceed to DSG	12/09/2018	Richard Johnson	ChMC comments added following meeting on 12th September (Section A8 and A7)
3.0	DSG Notes Added	20/09/18	Richard Johnson	DSG notes from 17th September added
4.0	Out for Consultation	26/10/18	Richard Johnson	Submitted for a solution review
5.0	Out for consultation	09/11/18	Richard Johnson	Notes from ChMC meeting on 7th November added.
6.0	Voting	13/11/18	Richard Johnson	Representation Matrix created; approval will be sought at the ChMC meeting on 12 <sup>th</sup> December 2018.
7.0	DSG Notes	22/11/18	Rachel	DSG agreed solution option put forward;

	added		Taggart	approval will be sought at the ChMC meeting in December
8.0	ChMC notes added	14/12/18	Richard Johnson	ChMC notes from meeting on 12 <sup>th</sup> December added
9.0	Design Change Pack	16/04/19	Richard Johnson	Design Change Pack added; it was distributed within the Change Pack on 12 <sup>th</sup> April 2019
10	Approved	21/05/19	Richard Johnson	Design Change Pack reps added

#### Template Version History

Version	Status	Date	Author(s)	Summary of Changes
3.0	Approved	17/04/2018	Emma Smith	Template approved at ChMC on 11 <sup>th</sup> July