



DSC Change Proposal

Change Reference Number: XRN4716

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

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

Section A1: General Details	
Change Title	Increased Field Length – ‘Updated by’ data item
Date Raised	27/06/18
Sponsor Organisation	SGN
Sponsor Name	Carol Glasier
Sponsor Contact Details	carol.glasier@sgn.co.uk
Xoserve Contact Name	Matt Smith
Xoserve Contact Details	matthew.c.smith@xoserve.com
Change Status	Proposal / With DSG / Out for Consultation / Voting / Approved or Rejected
Section A2: Impacted Parties	
Customer Class(es)	<input checked="" type="checkbox"/> Shipper <input checked="" type="checkbox"/> National Grid Transmission <input checked="" type="checkbox"/> Distribution Network Operator <input checked="" type="checkbox"/> iGT
Section A3: Proposer Requirements / Final (redlined) Change	
<p>The data item ‘Updated by’ is 12 characters is insufficient length to fully display the contents of the field. This change is to expand the field to 50 characters so that all data can be stored and viewed.</p>	
Proposed Release	Minor release
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	
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>	The change will allow the user to identify which person has performed a meter asset update
Benefit Realisation <i>When are the benefits of the change likely to be realised?</i>	Upon implementation
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>	N/A
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 type="checkbox"/> Shipper XX% <input type="checkbox"/> National Grid Transmission XX%



Section B: DSC Change Proposal: Consultation

(to be removed if no consultation is required; or alternatively collated post consultation)

User Name	
User Contact Details	
Section B1: ChMC Industry Consultation (based on above change proposal)	
1. Do you think the change proposed poses a material risk/cost to your organisation and / or the market? Please can you provide the rationale for your response	
2. Do you think the change proposed will benefit your organisation and / or the market? Please provide any quantifiable outputs as well as any assumptions.	
3. Considering any functional changes as a result of this change, would your organisation support this to be implemented within a minor release as proposed? Based on your answer how long a lead time would your organisation require to implement this change (for example minimum of 4 months, minimum of 6 months)	
4. As currently drafted the Change Proposal impacts on service area [X]. The funding for this area is [X% Shipper funding, X% NTS, X% DNS X% iGTs]. Do you agree with the principles of this funding?	
Change Proposal in principle	Approve / Reject / Defer
Publication of consultation response	Publish / Private / None


Please send the completed forms to: uklink@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 Date	18/02/2019
DSG Summary	
<p>SH gave an overview of the change raised. API just gone live and this change looks at the Shipper transactions that are present post the issuing of the notification files in late March. SH went through the proposed solution on slide 49 and proposed API Data Items to be implemented on slide 50. SH needs to understand if DSG members require any additional/redundant data items. LW said may need daily report which is additional item that has not been picked up. Ikram Bashir (IB) wanted to understand how they could access the API, SH advised that you can look on Xoserve.com >> Services >> Gas API services; and fill out form accordingly.</p> <p>Action: 19 – 0210 XRN4738 Review the slides presented at DSG (18th Feb) and provide input into proposed solution, include additional/redundant data items.</p>	
Capture Document / Requirements	INSERT
DSG Recommendation	Approve / Reject / Defer
DSG Recommended Release	Release X: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY

Section D: DSC Change Proposal High Level Solution Options

Section D1: Solution Options	
High Level summary options	
<p>Solution Option 1:</p> <div style="text-align: center;">  </div> <p>Template for System Solution Impact Assessment</p>	
<p>Solution Option 2:</p> <p>INSERT AS ABOVE</p>	
Implementation date for this solution option	
Xoserve preferred option; including rationale	
DSG preferred solution option; including rationale	
Consultation close out date	

Section E: DSC Change Proposal: Industry Response Solution Options

User Name	
User Contact Details	
Section E1: Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.	
Implementation date for this option	Approve / Reject / Defer
Xoserve preferred solution option	Approve / Reject / Defer
DSG preferred solution option	Approve / Reject / Defer
Publication of consultation response	Publish / Private / None

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Section F: DSC Change Proposal: Approved Solution Option

(Previous pages removed)

Section F1: Solution Option for XRNXXXX	
Insert solution option	
Implementation date	DD/MM/YYYY
Approved by	
Date of approval	DD/MM/YYYY

Section G: DSC Change Proposal: Change Pack

Section G1: Communication Detail				
Comm Reference	<UKLC Communication Ref> e.g. 9999.99-XX-XX 3 phases of a change pack – select 1 of the 3: 1- Requirement specification (RS) 2- Preliminary design engagement (PDE) 3- Design Approval (DA)			
Comm Title	<UKLC Communication Title> e.g. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX plain English Unique brief description of the purpose of the communication			
Comm Date	<UKLC Communication Issued Date> e.g. DD/MM/YYYY			
Section G2: Change Representation				
Action Required	<Action Required> e.g. 'For Representation' or 'For Information'			
Close Out Date	<Representation end date> e.g. dd/mm/yyyy or 'N/A'			
Section G3: Change Detail				
Xoserve Reference Number	<Change Order Ref> e.g. 9999.99.99 include whether it is the RS, PDE or DA document			
Change Class	<Change Class> e.g. functional or documentation – Users to confirm			
ChMC Constituency Impacted	<Shipper Class A><Shipper Class B><Shipper Class C><DNs><iGTs><NTS> - Users to confirm			
Change Owner	<Change Owner at Xoserve> XXXXX XXXX@XXXX.XXX 99999999999 (Name, Email, Telephone)			
Background and Context	<A brief statement of the background and context for the change>			
Section G4: Change Impact Assessment Dashboard (UK Link)				
Functional	<delete as necessary>Supply Point Registration, Supply Point Administration, RGMA, Meter Read, Annual Quantity, Settlement, Reconciliation, Retrospective Updates, None-standard Sites, Reporting, UK Link File(s)			
Non Functional	<delete as necessary> Transaction Volume, Data Volume and Capacity, Batch Schedule, Security, Performance, Industry Testing			
Application	<delete as necessary>SAP ISU, SAP BW, AMT Sybex Marketflow, EFT, IX Gateway, UK Link Portal, CMS, DES, Gemini			
User	Identify all impacted UK Link User Type (Shipper, DN, NTS, iGT, Other, if other please specify)			
Documentation	Identify all impacted documentation where this is a documentation only change			
Other	Please specify			
Files				
File	Parent Record	Record	Data Attribute	Hierarchy or Format Agreed
<File Id> <File Name> e.g. CNF Confirmation Request	<Parent Record Id> <Parent Record Name> e.g. S42 Confirmation Request	<Record Id> <Record Name> e.g. S66 Contact Details	<Data Attribute Name> e.g. CONTACT_TITLE	<H> or <F> or <All>
Section G5: Change Design Description				
< A full summary of the change design with supporting detail description and enhanced or reference documents or links e.g. <ul style="list-style-type: none"> • File Formats & Hierarchy 				

- *Embedded Documents that add to the UK Link Documentation set*
- *Process Diagrams*
- *Batch Schedule*

*Use standard naming convention when referring to files, transactions, records and data attributes i.e. <file id>.<transaction id>.<record id>.<data attribute> as applicable
e.g. 'CNF.S42.CONFIRMATION_EFFECTIVE_DATE', 'CNF.S42.S66.CONTACT_TITLE', 'CFR', 'CFR.S07'*

Consider the impact across the full UK Link File Formats & Hierarchies i.e. the full UK Link Integration Design. All of the following can appear in one or multiple record types: Data Attributes, Records, and Parent Records.

For RGMA, reference the data item id in addition to the data item name e.g. A01234.

Include any comms history within this section – reference previous communications including the reference, title, date and a description etc

Is there a change to a service line

Section G6: Associated Changes	
Associated Change(s) and Title(s)	<i><E.g. UNC Mod Ref and Title, SPAA change, DSC Service Line etc> e.g. UNC9999X XXXXXXXXXXXX</i>
Section G7: DSG	
Target DSG discussion date	<i>ddmmyyyy</i>
Any further information	<i>i.e. any preparation for SDG</i>
Section G8: Implementation	
Target Release	<i>Feb XX / June XX / Nov XX / Adhoc XX XXX XX</i>
Status	<i>i.e. baselining a solution, no release identified or baselined solution release proposed or individual change outside of release (Change Management Committee to ratify)</i>

Section H: DSC Change Proposal: Representation response

Section H1: Change Representation (to be completed by User and returned for response)	
User Name	<User Name(s)>
User Contact	<Contact Details for Xoserve Responses> XXXXX XXXX@XXXX.XXX 999999999999 (Name, Email, Telephone)
Representation Status	<Approve> or <Reject> or <None>
Representation Publication	<Publish> or <Private> or <None>
Representation	<ul style="list-style-type: none"> Review comments and further analysis Justification for Representation Status Questions
Target Release Date	Confirmation of release date or comments for an alternate release date

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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"/> MOD / Ofgem <input type="checkbox"/> EU Legislation <input type="checkbox"/> License Condition <input type="checkbox"/> BEIS <input type="checkbox"/> ChMC endorsed Change Proposal <input type="checkbox"/> SPAA Change Proposal <input type="checkbox"/> Additional or 3 rd Party Service Request <input type="checkbox"/> Other <i>(please provide details below)</i>
Please select the customer group(s) who would be impacted if the change is not delivered	<input 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
Associated Change reference Number(s)	
Associated MOD Number(s)	
Perceived delivery effort	<input type="checkbox"/> 0 – 30 <input type="checkbox"/> 30 – 60 <input type="checkbox"/> 60 – 100 <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 <i>(If yes please answer the next question)</i> <input 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"/> 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>
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"/> 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
Primary Impacted DSC Service Area	Choose Item
Number of Service Areas Impacted	<input type="checkbox"/> All <input type="checkbox"/> Five to Twenty <input type="checkbox"/> Two to Five <input type="checkbox"/> One
Change Improvement Scale? <i>How much work would be reduced for the customer if the change is implemented?</i>	<input type="checkbox"/> High <input 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 type="checkbox"/> BW <input 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>
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 type="checkbox"/> Other <i>(please provide details below)</i>
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 type="checkbox"/> No
Please select customer group(s) who would be impacted if the change is not delivered.	<input 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 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	

Document Version History

Version	Status	Date	Author(s)	Summary of Changes
1.0	With DSG	26/02/2019	Charan Singh	Updated CP with DSG meeting minutes from 18 th February 2019

Template Version History

Version	Status	Date	Author(s)	Summary of Changes
2.2	For Approval	11/06/2018	Emma Smith	Section A rearranged and section A7 deleted.
2.3	For Approval	11/06/2018	Emma Smith	Section A updated and section A7 returned
2.4	For Approval	12/06/2018	Emma Smith	Section A updated with DSG Recommendations