

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:	XRN4894		
Change Title:	Shipperless and Unregistered Pre-Payment Supply Points Reconciliation		
Date Raised:	08/03/2019		
Sponsor Representative Details:	Organisation:	SGN	
	Name:	Sally Hardman	
	Email:	Sally.Hardman@sgn.co.uk	
	Telephone:	07970 019027	
Xoserve Representative Details:	Name:	Emma Smith	
	Email:	Emma.smith@xoserve.com	
	Telephone:	0121 229 2194	
Change Status:	<input checked="" type="checkbox"/> Proposal	<input 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 checked="" type="checkbox"/> Other	<If [Other] please provide details here>

A3: Proposer Requirements / Final (redlined) Change

Change Description:	<p>This proposal would allow Xoserve to release the Shipperless and Unregistered sites data to Siemens who currently hold a register of all the pre-payment Supply Points. The release of data to Siemens would allow them to undertake a data matching exercise against the data that they hold for pre-payment Supply Points which they would then provide back to Xoserve to allow the Supply Point Registration process to commence. As the Shipperless and Unregistered sites data doesn't have any customers registered to them there are no data protection issues.</p> <p>This piece of work needs to take place as we have been discovering a number of sites with prepayment meters that are using gas which are currently unregistered, all of which are adding to unidentified gas</p>
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	<p>volumes that the industry is working to remove.</p> <p>The matching exercise with Siemens has been documented in the attached letter that Xserve have helped to pull together which covers the legal obligations that must be adhered to by Siemens. The DN's believe that this piece of work should be considered by the UIG Task Force as it is closely linked to unidentified gas.</p>	
Proposed Release:	Release X: Feb/Jun/Nov XX or Adhoc DD/MM/YYYY	
Proposed Consultation Period:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 20 Working Days
	<input type="checkbox"/> 30 Working Days	<input type="checkbox"/> Other [Specify Here]

A4: Benefits and Justification

Benefit Description:	<p>This change would allow the industry to perform a data cleansing exercise for Shipperless and Unregistered sites that may have a pre-payment meter fitted which for whatever reason isn't registered in Xserve's central systems.</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>	
Benefit Realisation:	<p>The benefits will be realised once Siemens return their data cut to Xserve, following which Xserve will trigger the Supply Point registration process.</p>	
	<p><i>When are the benefits of the change likely to be realised?</i></p>	
Benefit Dependencies:	<p>None identified.</p>	
	<p><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></p>	

A5: Final Delivery Sub-Group (DSG) Recommendations

Final DSG Recommendation:	<p><i>Until a final decision is achieved, please refer to section C of the form.</i></p>		
	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
DSG Recommended Release:	Release X: Feb/Jun/Nov XX or Adhoc DD/MM/YYYY		

A6: Funding

Funding Classes:	<input type="checkbox"/> Shipper	XX %
	<input type="checkbox"/> National Grid Transmission	XX %
	<input type="checkbox"/> Distribution Network Operator	XX %
	<input type="checkbox"/> IGT	XX %
	<input checked="" type="checkbox"/> Other – Distribution Network Operator and IGT	100 %
Service Line(s)	Service Area 16: Provision of Supply Point Information Services and	

	<p>Other Services Required to be Provided Under Condition of the GT Licence</p> <p>We expect a new DSC Service Line to be created for this change. A similar DSC Service Line, for SPAA, already exists: ASGT-NC SA16-11: Provision of Distribution Network Operator Supply Point count to SPAA Ltd</p>
ROM or funding details:	
Funding Comments:	The above funding split is based on the DSC Service Area 16

A7: ChMC Recommendation – 10th April 2019

Change Status:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input checked="" type="checkbox"/> Defer
Industry Consultation:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 20 Working Days	
	<input type="checkbox"/> 30 Working Days	<input checked="" type="checkbox"/> Other [None] - deferred due to an action raised for Xserve to investigate with SGN and Siemens to identify and SPAA related requirements	
Expected date of receipt for responses (to Xserve)	XX/XX/XXXX		

A7: ChMC Recommendation – 8th May 2019

Change Status:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input checked="" type="checkbox"/> Defer
Industry Consultation:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 20 Working Days	
	<input type="checkbox"/> 30 Working Days	<input checked="" type="checkbox"/> Other [None] - Deferred again with an action for Proposer to get a different Sponsor and progress as a SPAA change otherwise it will be withdrawn.	
Expected date of receipt for responses (to Xserve)	XX/XX/XXXX		

A7: ChMC Recommendation – 12th June 2019

Change Status:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input checked="" type="checkbox"/> Defer
Industry Consultation:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 20 Working Days	
	<input type="checkbox"/> 30 Working Days	<input checked="" type="checkbox"/> Other - Proposer has withdrawn the change until SPAA actions have been implemented	
Expected date of receipt for responses (to Xserve)	XX/XX/XXXX		

DSC Consultation Issue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date Issued:	Click here to enter a date.	
Comms Ref(s):		
Number of Responses:		

A8: DSC Voting Outcome

Solution Voting:	<input type="checkbox"/> Shipper	Please select.	
	<input type="checkbox"/> National Grid Transmission	Please select.	
	<input type="checkbox"/> Distribution Network Operator	Please select.	
	<input type="checkbox"/> IGT	Please select.	
Meeting Date:	Click here to enter a date.		
Release Date:	Release X: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY or NA		
Overall Outcome:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If [Yes] please specify <Release>

Please send the completed forms to: box.xserve.portfoliooffice@xserve.com

Version Control

Document

Version	Status	Date	Author(s)	Remarks
1	Proposal	13/03/2019	Xoserve	CP Raised
2	Proposal	29/03/2019	Xoserve	Funding section updated
3	Proposal	12/04/2019	Xoserve	Updated with ChMC outcome from 10 th April Meeting
4	Proposal	08/05/2019	Xoserve	Updated with ChMC outcome from 8 th May Meeting
5	Proposal	17/06/2019	Xoserve	Updated with ChMC outcome from 12 th June meeting

Template

Version	Status	Date	Author(s)	Remarks
3.0	Superseded	17/07/2018	Emma Smith	Template approved at ChMC on 11th July 2018.
4.0	Superseded	07/09/2018	Emma Smith	Minor wording amendments and additional customer group impact within Appendix 1.
5.0	Superseded	10/12/2018	Heather Spensley	Template moved to new Word template as part of Corporate Identity changes.
6.0	Approved	12/12/2018	Simon Harris	Cosmetic changes made. Approved at ChMC on the 12 th December 2018.

Appendix 1

Change Prioritisation Variables 32%

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 checked="" 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 (please provide details below)
Please select the customer group(s) who would be impacted if the change is not delivered	<input checked="" type="checkbox"/> Shipper Impact <input checked="" 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)	XRN4894
Associated MOD Number(s)	
Perceived delivery effort	<input checked="" 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 (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"/> 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 (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 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
Primary Impacted DSC Service Area	Service Area 16: Provision of Supply Point Information Services and Other Services Required to be Provided Under Condition of the GT Licence
Number of Service Areas Impacted	<input type="checkbox"/> All <input type="checkbox"/> Five to Twenty <input type="checkbox"/> Two to Five <input checked="" 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 checked="" 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"/> 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 checked="" type="checkbox"/> Shipper impact <input checked="" 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	32%