

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:	XRN4946		
Change Title:	Reporting on Installed Meters with Conversion Capability		
Date Raised:	25/04/2019		
Sponsor Representative Details:	Organisation:	SSE	
	Name:	Victoria Burkett	
	Email:	victoria.burkett@sse.com	
	Telephone:	07876 837 522	
Xoserve Representative Details:	Name:	Megan Troth	
	Email:	megan.troth@xoserve.com	
	Telephone:	0121 229 2421	
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 type="checkbox"/> Distribution Network Operator
	<input type="checkbox"/> NG Transmission	<input type="checkbox"/> IGT
	<input type="checkbox"/> Other	<If [Other] please provide details here>

A3: Proposer Requirements / Final (redlined) Change

Change Description:	<p>A SPAA Change Proposal (SCP 459) has been raised to identify meters with conversion capability on the MDD Meter Product table. It was decided that these specific Meters would be identified to ensure parties can accurately apply conversion should it be required or not.</p> <p>The implementation date was proposed as June 2019 however when voted by SPAA Change Board the implementation date was then referred to November 2019. This was to ensure parties have enough time to implement the new structure of the meter table.</p> <p>Due to the later implementation date, it has been discussed that it would be beneficial for the industry to be aware of the meters with conversion capability as soon as possible. It is known that these meters are being built and some are already registered on the MDD list of meters. This CP is proposing to create a report which informs Shippers of these meters (where they are live and registered against Supply Meter Points) on an ad-hoc basis to ensure that, if they have meter points with these specific meters assigned to them, they can ensure that they correctly bill end consumers with relation to conversion. We are proposing that the report is scheduled to run on a monthly basis, but is only issued to affected parties.</p>	
Proposed Release:	Aligns with Data Office Release Schedule	
Proposed Consultation Period:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 20 Working Days
	<input type="checkbox"/> 30 Working Days	<input checked="" type="checkbox"/> Other [Straight to DSG for Recommendation]

A4: Benefits and Justification

Benefit Description:	<p>By providing this information to the industry, it will ensure parties are aware of these meters and will assist them in applying the correct conversion level to end consumers and help ensure accurate transportation billing to mitigate UIG exposure.</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>As soon as the information is made available to parties and required mitigation steps are taken.</p> <p><i>When are the benefits of the change likely to be realised?</i></p>
Benefit Dependencies:	<p>N/A</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:	<i>Until a final decision is achieved, please refer to section C of the form.</i>		
	<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 checked="" type="checkbox"/> Shipper	100 %
	<input type="checkbox"/> National Grid Transmission	XX %
	<input type="checkbox"/> Distribution Network Operator	XX %
	<input type="checkbox"/> IGT	XX %
	<input type="checkbox"/> Other <please specify>	XX %
Service Line(s)	DSC Service Area 18: Provision of User Reports and Information Xoserve expects this to be a new service and to be 100% Shipper funded.	
ROM or funding details:		
Funding Comments:		

A7: ChMC Recommendation – 12th June 2019

Change Status:	<input checked="" type="checkbox"/> Approve (to proceed to DSG)	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
Industry Consultation:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 20 Working Days	
	<input type="checkbox"/> 30 Working Days	<input type="checkbox"/> Other [Specify Here]	
Expected date of receipt for responses (to Xoserve)	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.xoserve.portfoliooffice@xoserve.com

Section B: Change Proposal Initial Review

To be removed if no consultation is required; or alternatively collated post consultation

B1: User Details

User Contact Details:	Organisation:	
	Name:	
	Email:	
	Telephone:	

B1: ChMC Industry Consultation

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, X% Other]. Do you agree with the principles of this funding?			
Change Proposal in principle:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
Publication of consultation response:	<input type="checkbox"/> Publish		<input type="checkbox"/> Private

Please send the completed forms to: uklink@xserve.com

Section C: DSG Discussion

C1: Delivery Sub-Group (DSG) Recommendations

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

DSG Date:	17/06/2019
DSG Summary:	<p>Simon Harris presented this agenda item. SH stated this change has potential to be an ongoing report to highlight where the meters have been installed with conversion capability. In regards to this report, when coming to DSG this will have to be looked at whether the report is updated by MDD. This is due to an indicator not being put onto UK Link but being left on MDD only and will be the Shippers responsibility to set the conversion factor accordingly depending on whether the meter is set to convert. SH stated that this change is a request for a report to highlight where these meters are installed for Shippers to check accordingly. SH went on to explain the change proposal description and the appendix found in the Change Proposal. After reading through the appendix SH stated that the overall prioritisation score is coming out as 30%. EL asked a question, if you were an incoming supplier to a site, is there is any way of identifying if the meter has been set with the conversion factor or activated with the conversion capability?</p> <p>SH responded that when the transfer occurs from a Shipper perspective, as a part of the transfer, all the asset details are provided on site. Which tries to reconcile those details with the MDD list of what make, model and manufacturer of the meter, to see if it is capable of converting. SH then stated that a physical conversion on site, would not give an indication or conversion factor. Action taken to check if Conversion Factor data item is provided on the SPA File flows.</p> <p>PO replied that there is a potential to work out the conversion factor on the meter but that would be using the details sent out. Combination of the meter details and the conversion factor would tell any prospective party that the site is capable or not of an automatic conversion capability mode. What needs to be confirmed is that the details are passed onto the change of supplier flows.</p> <p>Action: SH to confirm whether Shippers receive the conversion factor in SPA files and provide guidance in how Shipper can identify if a site has a meter currently working in conversion mode.</p> <p>PO asked is there any data in enquiry systems that can give the data needed to help work it out. SH replied that CDSP will have a look and investigate to make sure there if there is a hole it can be identified and rectified.</p> <p>Off the back of the questions EL asked, if a shipper should be able to work out from your own portfolio data to work out. EL asked if a current Shipper wanted to work it out, they should be able to extract the data held by them and use that data to potentially outline if the meter had the conversion factor capability. SH stated that one thing to keep I mind is the potential impacts in regards to the conversion factor, there will be an effect on UIG and Gemini as the conversion of consumption will occur twice. SH stated that the number of meters on MDD with conversion capability is very small but as this goes on it will increase, therefore the drive on accuracy of the conversion factors set is prudent to avoid larger issues in the future.</p>

	<p>Alison Neild asked a question in terms of what happens, if you have these types of meters with automatic conversion factor capability. Is there a physical convertor or in different parts of this meter. SH replied stating that at the moment the ones installed with the capability work by the consumption feeding the meter which then using the converting factor to adjust the consumption, this is all held within the meter as there is no physical convertor as such but in built as part of the meters functionality. AN replied asking if the conversion factor would be set to 1. SH responded and stated the conversion factor should be set to 1 if a meter is working in conversion mode.</p> <p>In relation to XRN4932 - Improvements to the quality of the Conversion Factor values held on the Supply Point Register (MOD0681S)... Where there is a meter with the conversion factor 1, it should be ignored and not be amended as part of the solution. This is not something that will be written into the MOD or legal text related to this. PO suggested the intention for this change was to support the data quality issues before the SPA change goes live. EL asked if we can consider that not all the data going forward will be accurate, as all meters are not set or do not have the conversion factors installed correctly. SH replied by stating that apart of this SH is already feeding some of the Meter read conversion factor statistics into the UIG meetings and workgroups. PO noted concern EL has made regarding data quality and accuracy. PO also stated that this is working to support the SPAA implementation in November. This was a Change to provide support to address any data quality or misalignment before the SPAA change goes live. EL also asked if we can look to consider this to be included in the Shipper / PARR reporting packs. This might help to avoid any data quality issues for customers. It will plug the gap of the conversion factor change being set to 1. PO replied that the points raised have been noted.</p>		
Capture Document / Requirements:	<Insert where appropriate>		
DSG Recommendation:	<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		

DSG Date:	16/09/2019		
DSG Summary:	<p>Paul Orsler (PO) presented this agenda item. PO explained that this CP originated in line with SPAA CP 459 which sought to identify meters within the meter product table that had conversion capability by adding a conversion basis code column. PO outlined that the original proposed implementation date for June 2019, however this was deferred to November 2019 as per SPAA Change Board decision. Furthermore as an interim to ensure industry parties were aware of the presence of these meters, Xoserve sought to offer XRN4946 which was to report on any installed meters with conversion capability within Shippers portfolio prior to the SPAA change being implemented.</p> <p>PO added that due to the change prioritisation and resource constraints, this change was deprioritised and Xoserve were unable to begin gathering requirements on this change until September. PO outlined that Xoserve is now in a position to progress this change but are looking for a decision from DSG to gauge if this CP is still required, given the enduring SPAA change solution being implemented November 19. PO added that currently 2 MPRN's have meters that hold conversion capability installed. If DSG recommend that this CP continues to be useful for Shippers, Xoserve will continue to develop requirements and solution options IB provided a Shipper view that it was unnecessary developing a report around 2 MPRN's.</p> <p>PO confirmed with DSG that at the next ChMC this will be communicated that this will be taken off of the backlog of change and the Shippers with those 2 MPRN's will be contacted to confirm they have them within their portfolio.</p> <p>No Objections were given from DSG to stop progression of this change.</p>		
Capture Document / Requirements:	<Insert where appropriate>		
DSG Recommendation:	<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		

Section D: High Level Solution Options

D1: Solution Options

Solution Option Summary:	
Xoserve preferred option:	

(including rationale)	
DSG preferred solution option: (including rationale)	
Consultation closeout:	Click here to enter a date.

Section E: Industry Response Solution Options Review

E1: Organisation's preferred solution option

User Contact Details:	Organisation:			
	Name:			
	Email:			
	Telephone:			
Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.				
Implementation Date:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	
Xoserve preferred solution option:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	
DSG preferred solution option:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	
Publication of consultation response:	<input type="checkbox"/> Publish		<input type="checkbox"/> Private	

E2: Xoserve's Response

Xoserve Response to Organisations Comments:	
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Section F: Approved Solution Option

F1: Approved Solution Option

XRN Reference:	XRN####
Solution Details:	
Implementation Date:	Click here to enter a date.
Approved By:	
Date of Approval:	Click here to enter a date.

Section G: Change Pack

G1: Communication Detail

Comm Reference:	
Comm Title:	
Comm Date:	Click here to enter a date.

G2: Change Representation

Action Required:	
Close Out Date:	Click here to enter a date.

G3: Change Detail

Xoserve Reference Number:	
Change Class:	
ChMC Constituency Impacted:	
Change Owner:	
Background and Context:	

G4: Change Impact Assessment Dashboard (UK Link)

Functional:	
Non-Functional:	
Application:	
User(s):	
Documentation:	
Other:	

Files				
File	Parent Record	Record	Data Attribute	Hierarchy or Format Agreed

G5: Change Design Description

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G6: Associated Changes

Associated Change(s) and Title(s):	
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G7: DSG

Target DSG discussion date:	Click here to enter a date.
Any further information:	

G8: Implementation

Target Release:	Release X: Feb/Jun/Nov XX or Adhoc DD/MM/YYYY
Status:	

Please see the following page for representation comments template; responses to uklink@xoserve.com

Section H: Representation Response

H1: Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:		
	Name:		
	Email:		
	Telephone:		
Representation Status:			
Representation Publication:	<input type="checkbox"/> Publish	<input type="checkbox"/> Private	
Representation Comments:			
Confirm Target Release Date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If [No] please specify alternative

Please send the completed representation response to uklink@xoserve.com

Appendix 1

Change Prioritisation Variables 30%

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 checked="" 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 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)	XRN4946
Associated MOD Number(s)	N/A
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 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 checked="" type="checkbox"/> One Market Participant
Primary Impacted DSC Service Area	Service Area 5: Metered Volume and Metered Quantity
Number of Service Areas Impacted	<input type="checkbox"/> All <input type="checkbox"/> Five to Twenty <input checked="" 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 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 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>
Business Process Impact	<input type="checkbox"/> AQ <input type="checkbox"/> SPA <input checked="" 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 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	30%

Version Control

Document

Version	Status	Date	Author(s)	Remarks
1	Proposal	03/06/2019	Xoserve	Funding section updated
2	With DSG	17/06/2019	Xoserve	CP updated following ChMC outcome on 12 th June 2019
3	With DSG	26/06/2019	Xoserve	CP updated with minutes from DSG 17 th June.
4	With DSG	24/09/2019	Xoserve	CP updated with minutes from DSG 16 th September 2019.

Template

Version	Status	Date	Author(s)	Remarks
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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.