

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:	XRN4994		
Change Title:	PAFA Contract Extension 2019/20		
Date Raised:	30/07/2019		
Sponsor Representative Details:	Organisation:	Xoserve	
	Name:	Fiona Cottam	
	Email:	Fiona.Cottam@xoserve.com	
	Telephone:	0121 623 2695	
Xoserve Representative Details:	Name:	Fiona Cottam	
	Email:	Fiona.Cottam@xoserve.com	
	Telephone:	0121 229 2199	
	Business Owner:	Fiona Cottam	
Change Status:	<input type="checkbox"/> Proposal	<input type="checkbox"/> With DSG	<input type="checkbox"/> Out for Review
	<input type="checkbox"/> Voting	<input checked="" 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"/> All	<input type="checkbox"/> Other <Please provide details here>
Justification for Customer Class(es) selection	PAFA Service is covered in the DSC Direct Services – Code Services, Service Area 3, which is 100% funded by Shippers.	

A3: Proposer Requirements / Final (redlined) Change

Problem Statement:	Uniform Network Code by Modification 0506V: Gas Performance Assurance Framework and Governance Arrangements introduced the new role of an independent Performance Assurance Framework Administrator (PAFA) to the Gas Industry. The Administrator's role is to support the Performance Assurance Committee (PAC) with reporting, risk management and provision of settlement expertise. The provision of a PAFA service is a CDSP Direct Service under Service Area 3: "Record/Submit Data in Compliance with UNC".
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	<p>Xoserve undertook a regulated competitive selection process in 2017, with support from Gas Industry participants, and Gemserv was appointed to the role of PAFA on 30 June 2017. The governance arrangements for PAFA as set out in the “Performance Assurance Framework Document” specify a two year initial appointment period, with the option of a further one year extension.</p> <p>The initial term of the PAFA expired at the end of June 2019, and after consulting with the UNC Performance Assurance Committee as to whether to extend the contract or make a new appointment, Xoserve negotiated a contract extension with Gemserv.</p>	
Change Description:	<p>As the end of the initial two year term approached, Xoserve negotiated the terms of the one year extension. The scope of PAFA role has increased since the original appointment, with the PAC members requesting more involved of the PAFA in matters relating to Unidentified Gas and related UNC Modification Proposals. This increase is reflected in the higher costs for 2019/20.</p> <p>The alternative option of commencing a new competitive selection would have resulted in a gap in service of around 9 months whilst a procurement was undertaken.</p>	
Proposed Release:	Adhoc with effect from 01/07/2019	
Proposed Consultation Period:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 15 Working Days
	<input type="checkbox"/> 20 Working Days	<input checked="" type="checkbox"/> No further consultation proposed, as this is the extension of an existing service

A4: Benefits and Justification

Benefit Description:	<p>The key benefit of extending this contract is continuity of service by the existing PAFA for one further year and their ability to support gas industry performance improvement.</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>Benefits will be realised across the period July 2019 to June 2020, in terms of the continuity of service. Benefits in terms of improved settlement accuracy and/or timeliness of meter point reconciliation may be seen beyond that date, if improvements achieved by PAFA involvement are sustained.</p>	
	<p><i>When are the benefits of the change likely to be realised?</i></p>	
Benefit Dependencies:	<p>None identified. Gemserv have indicated their agreement to the extension and to continuing in the role for a further 12 months.</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 – Removed

(see Section C for DSG recommendations)

A6: Service Lines and Funding

Service Line(s) Impacted - New or existing	Existing: DS-CS SA3 – 10: Performance Assurance - Appointment of an organisation to the position of Performance Assurance Framework Administrator		
Level of Impact	Minor – allows continued compliance with the requirement, with minor increase in scope		
If None please give justification	N/A		
Impacts on UK Link Manual/ Data Permissions Matrix	None		
Level of Impact	None		
If None please give justification	No UKLink data flows result from this service		
Funding Classes :	Customer Classes/ Funding	Delivery of Change	On-going Budget Amendment
	<input checked="" type="checkbox"/> Shipper	100%	100%
	<input type="checkbox"/> National Grid Transmission	0%	0%
	<input type="checkbox"/> Distribution Network Operator	0%	0%
	<input type="checkbox"/> IGT	0%	0%
<input type="checkbox"/> Other <please specify>	0%	0%	
ROM or funding details:	N/A		
Funding Comments:	Service is 100% Shipper funded as per DSC Charging Statement		

A7: ChMC Recommendation

Change Status:	<input checked="" type="checkbox"/> Approve – Contact extension approved subject to CoMC approval; no DSG validation required		<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
Industry Consultation:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 15 Working Days		
	<input type="checkbox"/> 20 Working Days	<input type="checkbox"/> Other [Specify Here]		
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:	
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A8: DSC Voting Outcome – N/A

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: 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

Version Control

Document

Version	Status	Date	Author(s)	Remarks
1	Proposal	30/07/2019	Xoserve	For consideration at July Change Management Committee
2	Approved	12/08/2019	Xoserve	Outcome from ChMC on 7 th August added

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.
6.1	In Draft	26/03/2019	Richard Johnson/ Alison Cross	The following minor changes were made: <ul style="list-style-type: none"> - Inclusion of an All 'Impacted Parties' option in A2 - Justification section added to section A2 - Change Description replaced with Problem Statement in section A3 - Remove 'X' in Release information (sections A3, A5, A7, C1 and G8) - Updated Service Line and UK Link impacts and funding section (A6) to include further detail - Amended questions 3 and 4 in section B - Added Service Line/UK link Assessment in section D - Removed Section A5
6.2	For approval	14/05/2019	Alison Cross	Following review at DSC Governance review group re-added Change Description text box

7.0	Approved	13/06/2019	Richard Johnson	DSC Governance Review Group changes to the template approved at Change Management Committee on 12 th June 2019
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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"/> EU Legislation <input type="checkbox"/> BEIS <input type="checkbox"/> SPAA Change Proposal <input type="checkbox"/> Other <i>(please provide details below)</i>	<input type="checkbox"/> MOD / Ofgem <input type="checkbox"/> License Condition <input checked="" 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 checked="" type="checkbox"/> Xoserve Impact	<input type="checkbox"/> iGT Impact <input type="checkbox"/> Network Impact <input type="checkbox"/> National Grid Transmission Impact
Associated Change reference Number(s)	XRN4994	
Associated MOD Number(s)		
Perceived delivery effort	<input type="checkbox"/> 0 – 30 <input type="checkbox"/> 60 – 100 <input checked="" 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 checked="" 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"/> Mass data <input type="checkbox"/> Fundamental changes to Xoserve business <input checked="" 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 checked="" type="checkbox"/> Multiple Market Participants <input type="checkbox"/> All industry UK Gas Market participants <input 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 3: Record/submit Data in Compliance with UNC	
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</i>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low	

<i>customer if the change is implemented?</i>	
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 checked="" type="checkbox"/> Reads <input type="checkbox"/> Portal <input type="checkbox"/> Invoicing <input checked="" 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 checked="" type="checkbox"/> Yes <i>(please provide details below)</i> <input type="checkbox"/> No Extension of PAFA service
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 checked="" 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%

Document Control

Version History

Version	Status	Date	Author(s)	Summary of Changes
1	Draft	27/04/18	Anesu Chivenga	