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:	XRN4930			
Change Title:	Requirement to inform Shipper of Meter Link Code Change			
Date Raised:	26/04/2019			
Sponsor Representative Details:	Organisation:	Xoserve		
	Name:	Satpal Kalsi		
	Email:	sat.kalsi@xoserve.com		
	Telephone:	0121 229 2611		
Xoserve Representative Details:	Name:	Simon Harris		
	Email:	Simon.Harris@xoserve.com		
	Telephone:	0121 229 2642		
Change Status:	☐ Proposal	☐ With DSG	☐ Out for Review	
	☐ Voting	☒ Approved	☐ Rejected	

A2: Impacted Parties

Customer Class(es):	☒ Shipper	☐ Distribution Network Operator
	☐ NG Transmission	☐ IGT
	☐ Other	<If [Other] please provide details here>

A3: Proposer Requirements / Final (redlined) Change

Change Description:	Pre-Nexus implementation, when a Meter Link Code was amended, a K15 record was sent to the Shipper within an MRI file. A shipper has identified that this is no longer happening and is reliant on these updates. This was not called out as a requirement and was missed during implementation.

We now require any amendment to the Meter Link Code to update the current Shipper via a K15 record (with an MRI file).

This is expected to cover the manual amendment of Prime/Sub to freestanding and vice versa as all meter points are created as Freestanding. |

	This change was originally a Change Request but due to external impacts has been converted into a Change Proposal.
Proposed Release:	As soon as practical

Proposed Consultation Period:	☐ 10 Working Days	☐ 20 Working Days
	☐ 30 Working Days	☐ Other [Specify Here]

A4: Benefits and Justification

Benefit Description:	Customer Satisfaction: Shippers will be able to identify change of Meter Read Provision and Impacts to Billing
	What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?
Benefit Realisation:	Immediately following implementation
	When are the benefits of the change likely to be realised?
Benefit Dependencies:	None
	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.

A5: Final Delivery Sub-Group (DSG) Recommendations

Final DSG Recommendation:	*Until a final decision is achieved, please refer to section C of the form.*		
	☒ Approve	☐ Reject	☐ Defer
DSG Recommended Release:	Release June 2020		

A6: Funding

	☒ Shipper	100 %
	☐ National Grid Transmission	XX %
Funding Classes:	☐ Distribution Network Operator	XX %
	☐ IGT	XX %
	☐ Other Xoserve	XX %
Service Line(s)	DSC Service Area 1: Manage Supply Point Registration	
ROM or funding details:		

Funding Comments:	It is expected that this change can be delivered under existing DSC service lines.

A7: ChMC Recommendation – 8th May

Change Status:	☒ Approve	☐ Reject	☐ Defer
Industry Consultation:	☐ 10 Working Days		☐ 20 Working Days
	☐ 30 Working Days		☐ Other [Specify Here]
Expected date of receipt for responses (to Xoserve)	XX/XX/XXXX		

DSC Consultation Issue:	☒ Yes		☐ No
Date Issued:	14/06/2019	18/11/19	
Comms Ref(s):	2346.7 - RJ – PO	2489.5 – RT - PO	
Number of Responses:	3 Reps: two approvals and one rejection (solution review) 3 Reps: two approvals and one rejection (detail design)		

A8: DSC Voting Outcome

Solution Voting:	☒ Shipper	Please select.
	☐ National Grid Transmission	Please select.
	☐ Distribution Network Operator	Please select.
	☐ IGT	Please select.
Meeting Date:	10/07/2019	
Release Date:	26/06/2020	
Overall Outcome:	☐ No ☒ Yes	June 2020

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

Section C: DSG Discussion

C1: Delivery Sub-Group (DSG) Recommendations

DSG Date:	03/06/2019

DSG Summary:	SH gave an overview of the Change being pre-Nexus implementation, when a Meter Link\code was amended, a K15 record was sent to a shipper within an MRI file. A shipper has identified that this is no longer happening and is reliant on these updates for effective operational processing. This was not called out as a requirement for Nexus and was missed during implementation. We now require any amendment to the Meter Link Code to update the current Shipper via a K15 record (with an MRI file).

SH suggested to DSG that there is only one solution option put forward, this is to re-instate notification of Meter Link Code changes via MRI File 9 (K15 Record). This involves for change in the Meter Link Code; MRI (K15) will be triggered whenever there was a link code change in the system i.e. Prime to Freestanding or vice versa. This is done by the users manually at the back of exceptions. A new trigger is required to be developed to issue MRI (K15) files to the Shippers for the Meter Link Code changed in UK Link post Nexus Go Live.
Furthermore there are assumptions such as:
• Market Trials costs are not considered.
• Performance Testing will not be required.

EL asked a question to SH. They are seeing a scenario where the UK Link code is being updated by a party other than the Shipper. The supplier should know about that update?
SH responded to the question that the updates conducted to the prime and subs team, the CDSP does receive the notification from the Shippers to request the Meter Link Code is changed. This notification is normally sent to the CDSPs prime & sub team usually via email. SC then asked if all Shippers would be getting the MRI capability. SH responded that at the moment it won't be, due to the communication normally sent via email, but that the Shippers will receive estimated readings where the Meter Link Code is changed.

EL asked what the benefit of this solution is and how many of these primary subs are currently being seen.

SH stated the release type is minor and a brand new trigger to the MRi file to Shipper and Link file and MRI file. Furthermore from a process point of view, this solution affects SPA.
SH stated the questions regarding numbers for Link Code Changes post NEXUS will be taken away and hopefully response given back after ChMC.

Action for SH: To obtain the number of Link Code changes that have occurred post nexus and also how many primary subs and current and outstanding.

• P&S Supply Meter Points in UKL = **1,570**
– P = **431**
– S = **1,139**

• Meter Link Code changes processed since NEXUS go-live = **447**
– Freestanding to P or S = **10**
– P or Sub to Freestanding = **437**

Accurate as of 05/06/2019 |

Capture Document / Requirements:	N/A		
DSG Recommendation:	☐ Approve	☐ Reject	☐ Defer
DSG Recommended Release:	Release X: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY		

DSG Date:	18/11/2019
DSG Summary:	SH provided a verbal update for this change relating to discussion held, due to timelines of meetings and need for steer to feed Detailed Design Change Pack, with DSG members outside of DSG. A specific scenario surrounding Shipper Transfer was discussed and a steer provided as outlined below (Change Pack extract) and we wanted to bring it to DSG for information. In summary, the CDSP stated that they could issue out a PAC file to the incoming Shipper if the Meter Link Code was amended between the issuing of the TRF files and the Shipper taking over (as otherwise they would not be informed). DSG members asked agreed with the approach to issue out a PAC file to the incoming Shipper. Detailed Design Change Pack for this was issued out to the industry on the 18th November 2019.
	Shipper Transfer Scenario:
	The unsolicited MRI files containing the amendment to Meter Link Code will only be issued out to the Incumbent Shipper. In the case of a Shipper Transfer being pending (CO status) and a change is made to the Meter Link Code between D and D-2 (D being Shipper Transfer Effective date) then the MRI file will not be issued to the Incoming Shipper. The MRI issued at D-2 (as part of the standard SPA Transfer notification) to the Incoming Shipper will only contain the known position at the time of file generation (D-2 for information effective on D). To counteract this, if the Meter Link Code is amended between D & D-2 of a Shipper Transfer, then we are proposing to issue out a PAC (Pre Transfer Asset change Notification) file to the Incoming Shipper notifying them of the amended Meter Link Code. Currently, the PAC file is only issued to the Incoming Shipper where asset details are amended between D & D-2 by the Incumbent Shipper, so this will result in an additional unsolicited PAC file (being issued out to the Incoming Shipper, however all PAC files are unsolicited from an Incoming Shipper perspective).
	Generation of the PAC file will follow the same rules for population as per the transfer logic (PAC file is sent out in shipper transfer/reconfirmation scenarios).
Capture Document / Requirements:	N/A
DSG Recommendation:	☐ Approve ☐ Reject ☐ 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:	For **XRN4930** two variants of the high level solution have been put forward. These variants relate to whether retrospective MRI updates are needed to be triggered or not. *1) Re-instate notification of Meter Link Code changes via MRI File (K15 record) with retrospective files* For Option 1, the production of a trigger to send the MRI File (K15 record) to the current Shipper whenever the Meter Link Code is amended within UKL will be created. This solution also includes the production of MRI (K15 record) for all Meter Link Code changes that have occurred post NEXUS go-live. *2) Re-instate notification of Meter Link Code changes via MRI File (K15 record)* For Option 2, the production of a trigger to send the MRI File (K15 record) to the current Shipper whenever the Meter Link Code is amended within UKL will be created. **Details of the HLSO;** The High Level Solution Option can be **found here** **Additional Information** As part of DSG discussions, information was requested to help support ChMC decision regarding if we should proceed with the XRN into delivery, details are attached. The High Level Solution Option Supporting Slides can be **found here**
Xoserve preferred option: (including rationale)	**2)** Re-instate notification of Meter Link Code changes via MRI File (K15 record)
DSG preferred solution option: (including rationale)	TBC (Monday 17th June 2019)
Consultation closeout:	28/06/2019

Section E: Industry Response Solution Options Review

E1: Organisation's preferred solution option

<table>
<tr><td rowspan="4">User Contact Details:</td><td>Organisation:</td><td>Gazprom Energy</td></tr>
<tr><td>Name:</td><td>Alison Neild</td></tr>
<tr><td>Email:</td><td>alison.neild@gazprom-energy.com</td></tr>
<tr><td>Telephone:</td><td>01618290039</td></tr>
<tr><td>Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.</td><td colspan="2">Our preferred solution would be Option 2 to implement the MRI trigger on meter link code change for all changes going forward.
We do not feel there is a need to do this for the historical changes.

We acknowledge the query around the volume of sites and the fact that this is also reducing, however we support the implementation of the MRI solution as:
•   File formats provide an industry audit trail of what has happened with a site
•   Manual email is prone to human error and we have had instances where no email has been received
•   Shipper not involved in the process of changing the meter configuration therefore reliant on CDSP informing us.
•   Where the process is missed and communication has not been sent this can lead to erroneous meter rental charges</td></tr>
<tr><td>Implementation Date:</td><td colspan="2">Approve</td></tr>
<tr><td>Xoserve preferred solution option:</td><td colspan="2">Approve</td></tr>
<tr><td>DSG preferred solution option:</td><td colspan="2">Approve</td></tr>
<tr><td>Publication of consultation response:</td><td colspan="2">N/A</td></tr>
</table>

E2: Xoserve' s Response

<table>
<tr><td>Xoserve Response to Organisations Comments:</td><td>Thank you for your detailed response and support of Solution Option 2, we will pass this onto ChMC for consideration.</td></tr>
</table>

E1: Organisation's preferred solution option

User Contact Details:	Organisation:	EDF Energy
	Name:	Eleanor Laurence
	Email:	eleanor.laurence@edfenergy.com
	Telephone:	07875117771
Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.	Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc. We reject both solutions as this data is not something we require as a Shipper and it's materiality is exceedingly low based on numbers provided. If a Shipper does require this data then we feel that this should be dealt with on an individual basis with CDSP and not as an industry solution.	
Implementation Date:	Reject	
Xoserve preferred solution option:	Reject	
DSG preferred solution option:	Reject	
Publication of consultation response:	N/A	

E2: Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your comments; we'll raise them for consideration at Change Management Committee in July.

E1: Organisation's preferred solution option

User Contact Details:	Organisation:	ScottishPower
	Name:	Claire Roberts
	Email:	Clairelouise.Roberts@ScottishPower.com
	Telephone:	01416145930
Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.	ScottishPower's preferred option is Re-instate notification of Meter Link Code changes via MRI File (K15 record)	
Implementation Date:	Approve	
Xoserve preferred solution option:	Approve	
DSG preferred solution option:	Approve	

Publication of consultation response:	N/A

E2: Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your comments.

Section F: Approved Solution Option

F1: Approved Solution Option

XRN Reference:	XRN4930 Requirement to inform Shipper of Meter Link Code Change
Solution Details:	Option 2; Re-instate notification of Meter Link Code changes via MRI File (K15 record).
Implementation Date:	26/06/2020
Approved By:	Change Management Committee
Date of Approval:	10/07/2019

Section G: Change Pack

G1: Communication Detail

Comm Reference:	2489.5 – RT - PO
Comm Title:	XRN4930 - Requirement to inform Shipper of Meter Link Code Change - Detailed Design
Comm Date:	18/11/2019

G2: Change Representation

Action Required:	For representation
Close Out Date:	02/12/2019

G3: Change Detail

Xoserve Reference Number:	XRN4930
Change Class:	Functional Processing Amendment
ChMC Constituency Impacted:	Shippers
Change Owner:	Simon Harris Customer Change Service Development Specialist simon.harris@xoserve.com 0121 229 2642
Background and Context:	Link to CP Pre-Project NEXUS implementation, where the Meter Link Code was amended on a Supply Meter Point, U06/N90 (Meter Read Instructions/Asset Details) / K15 (Additional Meter Read Instructions) records were sent to the Incumbent Shipper within a MRI (Meter Reading Access Instruction Notification) file informing them of the amendment. Following NEXUS the mechanism to inform the incumbent Shipper stopped and Shipper users have requested that this be reinstated as their systems rely on this notification for operational processes. XRN4930 is looking to reinstate the issuing of a MRI file notifying of Meter Link Code amendments to the Incumbent Shipper via a U06 or N90 (bundled sites) with K15 records.

G4: Change Impact Assessment Dashboard (UK Link)

Functional:	Supply Point Administration (SPA) Configuration Amendment

CP_V6.0

Non-Functional:	None
Application:	SAP ISU
User(s):	Shippers
Documentation:	None
Other:	None

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

G5: Change Design Description

Overview

The process to amend the Meter Link Code will continue to be carried out manually in UKLink by the CDSP on behalf of Shippers and no deviations are to be made in this process. However, as a result of this change, where the Meter Link Code for any Supply Meter Point is amended, a trigger to generate an unsolicited MRI file to the Incumbent Shipper will be made. This means that the MRI file will be generated containing the U06/N90 with K15 segments providing the Shipper with the required information to notify them of the amendment.

Generation of the MRI file will follow the same rules for population as per the transfer logic (MRI file is sent out in shipper transfer/reconfirmation scenarios). Please note, as this is an unsolicited MRI file issued outside of a shipper transfer/re-confirmation scenarios, some optional data items may not be populated.

Additional Clarifications

For avoidance of doubt, if an amendment to the Meter Link Code on a Shipperless/Unregistered Supply Meter Point the MRI file will not be generated and issued (unless there is a Confirmation at CO status)

If the Meter Link Code for a Supply Meter Point is modified several times with the same processing day, only the latest change recorded will be issued out in the MRI file to the Incumbent Shipper.

The unsolicited MRI files containing the amendment to Meter Link Code will only be issued out to the Incumbent Shipper. In the case of a Shipper Transfer being pending (CO status) and a change is made to the Meter Link Code between D and D-2 (D being Shipper Transfer Effective date) then the MRI file will not be issued to the Incoming Shipper. The MRI issued at D-2 (as part of the standard SPA Transfer notification) to the Incoming Shipper will only contain the known position at the time of file generation (D-2 for information effective on D). To counteract this, if the Meter Link Code is amended between D & D-2 of a Shipper Transfer, then we are proposing to issue out a PAC (Pre Transfer Asset change Notification) file to the Incoming Shipper notifying them of the

amended Meter Link Code. Currently, the PAC file is only issued to the Incoming Shipper where asset details are amended between D & D-2 by the Incumbent Shipper, so this will result in an additional unsolicited PAC file (being issued out to the Incoming Shipper, however all PAC files are unsolicited from an Incoming Shipper perspective).

Generation of the PAC file will follow the same rules for population as per the transfer logic (PAC file is sent out in shipper transfer/reconfirmation scenarios).

GT/IGT Consideration
For the avoidance of doubt, Meter Link Code is provided to GT/iGT's via the following Portfolio Files (DDU, EDL, EQL, EWS, IDL & IQL), however no changes are being made to these as any changes to the Meter Link Code will flow through to the GT/iGT as per BAU processes, no additional triggers are needed to be made for these.

G6: Associated Changes

Associated Change(s) and Title(s):	None

G7: DSG

Target DSG discussion date:	N/A
Any further information:	N/A

G8: Implementation

Target Release:	June 2020
Status:	Approved

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:	Npower Ltd
	Name:	Alison Price
	Email:	alison.price@npower.com
	Telephone:	07557202065
Representation Status:	Large Shipper	
Representation Publication:	Publish	
Representation Comments:	No comments	
Confirm Target Release Date?	Yes	«h1_userDataAlternative»

H1: Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your representation, we will feed this into ChMC for a final decision.

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

CP_V6.0

H1: Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:	EDF Energy
	Name:	Eleanor Laurence
	Email:	eleanor.laurence@edfenergy.com
	Telephone:	07875117771
Representation Status:	Reject	
Representation Publication:	Publish	
Representation Comments:	We have no desire to use this functionality. Prime & Sub meters are due to be phased out and there are extremely low numbers remaining. We do not feel this warrants a flow change.	
Confirm Target Release Date?	Yes	«h1_userDataAlternative»

H1: Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your representation, we will feed this into ChMC for a final decision.

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

H1: Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:	SSE
	Name:	Megan Coventry
	Email:	megan.coventry@sse.com
	Telephone:	02392277738
Representation Status:	Support	
Representation Publication:	Publish	
Representation Comments:	We agree that this process be reinstated.	
Confirm Target Release Date?	Yes	«h1_userDataAlternative»

H1: Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your representation, we will feed this into ChMC for a final decision.

Version Control

Document

Version	Status	Date	Author(s)	Remarks
1	Proposal	26/04/2019	Xoserve	Transferred onto a Change Proposal from a Change Request
2	Proposal	03/05/2019	Xoserve	Funding section updated
3	With DSG	14/05/2019	Xoserve	Updated following ChMC outcome on 8th May 2019
4	With DSG	11/06/2019	Xoserve	CP updated with DSG Discussions from 3rd June 2019
5	Out for Review	14/06/2019	Xoserve	Solution Options added to section D for June Change Pack
6	Voting	04/07/2019	Xoserve	Change Pack reps added, ready for ChMC solution option and release decision in July
7	Approved	17/07/2019	Xoserve	Outcome from ChMC meeting on 10th July added

| 8 | With DSG | 26/11/2019 | Xoserve | CP updated with discussion from DSG 18th November 2019 |
| 9 | Voting | 10/12/2019 | Rachel Taggart | Change Pack and Reps added from November Change Pack |

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 12th December 2018.