

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:	XRN4997		
Change Title:	Introducing new charge codes for GSoP3, GSoP13 and GT Voluntary Consumer Payments		
Date Raised:	26/07/2019		
Sponsor Representative Details:	Organisation:	Northern Gas Networks	
	Name:	Joanna Ferguson	
	Email:	jferguson@northerngas.co.uk	
	Telephone:	07883 099616	
Xoserve Representative Details:	Name:	Paul Orsler	
	Email:	Paul.Orsler@xoserve.com	
	Telephone:	0121 229 2496	
Change Status:	<input type="checkbox"/> Proposal	<input checked="" 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 checked="" 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 Change

Change Description:	<p>1. NGN and other Distribution Networks (DNs) are required to pay Guaranteed Standards of Performance payments on application from an end-consumer for:</p> <ul style="list-style-type: none"> • Failure to offer alternative cooking & heating to priority (vulnerable) customers (GSoP3) • Failure to provide notice of a planned interruption (GSoP13) <p>DNs will be required to proactively make GSoP3 and GSoP13 payments from the RIIO 2 commencement date when these payments will have a mandatory 7-day turnaround.</p>
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	<p>2. In addition, DNs are creating arrangements whereby voluntary compensation payments can be made to end-consumers in circumstances where it is deemed appropriate; for purposes other than Statutory compensation payments.</p> <p>NGN change requirements:</p> <ul style="list-style-type: none"> • Creation of three new charge codes; GSoP3, GSOP13 and GT Voluntary Consumer Payments • Creation of three new associated adjustment charge codes <ul style="list-style-type: none"> ○ Note 2/12/19: These are no longer required; the new charge codes will support credit (payment)/debit (adjustment) values • Updated Request to Bill (RTB) templates to include new charge codes • Updated RTB reporting for new charge codes <p>Note: Xoserve already supports the DNs' GSoP2 compensation payment with the RTB process. It is anticipated the RTB process is used as the basis for this change</p> <p>For the avoidance of doubt, this compensation is intended to be passed on to the relevant consumer via the shipper and supplier.</p>		
Proposed Release:	Release: February 2020 - Minor Release Drop 6		
Proposed Consultation Period:	<input checked="" 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:	Enables more efficient payment of compensation without the network needing to know the consumer details		
	<i>What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?</i>		
Benefit Realisation:	Benefits will be immediate upon networks utilising the process		
	<i>When are the benefits of the change likely to be realised?</i>		
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>		

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 checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer

DSG Recommended Release:	Release Minor Release Drop 6 (February 2020)
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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"/> Minor Release budget	100 %
Service Line(s)	Service Area 21: Data Flows and Services to Network Operators	
ROM or funding details:	n/a	
Funding Comments:	To be funded through the Minor Release budget (Feb 2020)	

A7: ChMC Recommendation

Change Status:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
Industry Consultation:	<input checked="" 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 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 checked="" type="checkbox"/> Shipper	Approve
	<input type="checkbox"/> National Grid Transmission	Please select.
	<input checked="" type="checkbox"/> Distribution Network Operator	Approve
	<input type="checkbox"/> IGT	Please select.
Meeting Date:	08/01/2020	
Release Date:	Release: Minor Feb 2020	

Overall Outcome:	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Minor Release 28 th February 2020
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Please send the completed forms to: box.xoserve.portfoliooffice@xoserve.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:	16/09/2019		
DSG Summary:	<p>Paul Orsler (PO) presented this change proposal to DSG. This Change was raised by Northern Gas Networks. This was presented at ChMC and agreed to go into Capture. The impacted parties listed are Distribution Network Operators and IGT's. PO clarified that this is incorrect and was discussed at ChMC September with a conclusion that IGT's were not impacted. PO explained that the change was raised as Gas Transporters are required to pay Guaranteed Standards of Performance payments on application from a consumer for:</p> <ul style="list-style-type: none"> • Failure to offer alternative cooking & heating to priority (vulnerable) customers (GSoP3) • Failure to provide notice of a planned interruption (GSoP13) <p>NGN and potentially other GDNs are proposing to move this to a proactive payment to simplify the process for consumers by removing the necessity to make a claim within a defined timeframe. In order to carry this out NGN is proposing that two new charge codes are created – one for each GSoP and utilise the existing functionality used to process GSoP2 (failure to reinstate premises). This change is to create new charge codes and to change the Request to Bill (RTB) template to include these charge codes. Therefore for the avoidance of doubt, the compensation is intended to be passed on to the relevant consumer via the Shipper and Supplier. This is a ChMC endorsed Change Proposal, with Shipper, IGT and Network impacts. The primary impacted DSC Service Area is Service Area 21: Data Flows and Services to Network Operators. During DSG Xoserve were unable to confirm Prioritisation Score. However shortly after DSG it was confirmed that the change had registered a prioritisation score of 36%.</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:	02/12/2019		
DSG Summary:	<p>Steve Pownall (SP) presented this agenda item. SP outlined the background of the change that NGN and other DN's are required to pay Gsop payments on application from end-consumer for:</p> <ul style="list-style-type: none"> - Failure to offer alternative cooking & heating to priority (vulnerable) customers (GSoP3) - Failure to provide notice of a planned interruption (GSoP13) <p>This Change will ensure that end-consumers will receive prompt Network Statutory and Non-Statutory compensation payments without the need to contact the DNs. Based on the compensation payments processed within the UK Link system, there is a requirement to generate the reports for compensation payments information for new charges GSoP3, GSoP13 and GT Voluntary Consumer associated with the RTB invoice.</p> <p>There is only one solution option for this change:</p> <ol style="list-style-type: none"> 1. Amend the Network(s) Request to Bill (RTB) template(s) to process the new charge codes. <p>SP outlined that the change will impact SAP ISU and SAP BW.</p> <p><u>SAP ISU: Invoicing via Request to bill (RTB):</u></p> <ul style="list-style-type: none"> - Introduction of 3 new Charge Types (associated debit and credit charge codes) - GSoP3, GSoP13 & GT Voluntary Consumer Payment - Three associated adjustment charge codes for GSoP3, GSoP13 & GT Voluntary Consumer Payment - For the acknowledgement of compensation payments in the to RTB template, Invoice Type, 'INR', would be utilised - Code changes for new charge type code billing and invoicing with .INV update I57 comments <p><u>SAP BW:</u></p> <ul style="list-style-type: none"> - New report to include GSoP3, GSoP13 & GT Voluntary consumer payment on request basis - Detailed analysis required to ensure that these new charges do not flow to the existing invoicing reports to DNs <p>SP stated the overall impact of the solution is medium and can be scoped within a minor release.</p> <p>The high-level cost estimate is £24,000 - £28,000. As per the HLSOA there are impacts to ISU and BW. In addition, SP stated there is a medium complexity in regard to invoicing.</p> <p>DSG agreed to proceed with this option.</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:	Single solution option (BAU) to introduce 3 new charge types and RTB template updates for use by the Networks
Xoserve preferred option: (including rationale)	Single solution option (BAU) to introduce 3 new charge types and RTB template updates for use by the Networks
DSG preferred solution option: (including rationale)	Single solution option (BAU) to introduce 3 new charge types and RTB template updates for use by the Networks
Consultation closeout:	01/01/2020

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 checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	
Xoserve preferred solution option:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	

DSG preferred solution option:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
Publication of consultation response:	<input checked="" 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 within detailed design Change Pack

F1: Approved Solution Option from the Detailed Design Change Pack

XRN Reference:	XRN4997
Solution Details:	<p>This is a single, 'business as usual' change solution given it makes use of existing processes i.e. creation of new invoice charge types and 'Request To Bill' (RTB).</p> <p>The systems impacted by the change are SAP ISU and SAP BW/BO</p> <p>SAP ISU will require 3 new charge types to existing billing and invoice type</p> <ul style="list-style-type: none"> • The 3 new charge types can be used for payments or adjustments (debits) • Code Changes to Pre-bill • RTB template changes for new charge type codes (internal & external) • RTB Template update for invoice type INB and INR (Internal & external)
Implementation Date:	28/02/2020
Approved By:	<p>ChMC with the action below.</p> <div style="border: 2px solid black; padding: 5px;"> <p>New Action 0104: DNOs to confirm April implementation of new charge codes for payment of GOP3 and GSOP 13 and GT Voluntary Consumer Payments</p> </div>

	Shipper and DNO Users were asked to vote for approval. Shippers unanimously voted to approve, subject to above. DNOs unanimously approved.
Date of Approval:	08/01/2020

Section G: Change Pack

G1: Communication Detail

Comm Reference:	2505.4 – JLR – JR
Comm Title:	XRN4997 - Introduction of New Charge Codes for Pro-Active Payment of GOP 3 and GSoP 13 and GT Voluntary Consumer Payments
Comm Date:	16/12/2019

G2: Change Representation

Action Required:	For Representation
Close Out Date:	02/01/2020

G3: Change Detail

Xoserve Reference Number:	XRN4997
Change Class:	Functional System Change
ChMC Constituency Impacted:	Distribution Networks
Change Owner:	Steve Pownall – Customer Change steve.pownall@xoserve.com 0121 229 2671
Background and Context:	<p>Background</p> <p>NGN and other Distribution Networks (DNs) are required to pay GSoP payments on application from an end-consumer for:</p> <ul style="list-style-type: none"> • Failure to offer alternative cooking & heating to priority (vulnerable) customers (GSoP3) • Failure to provide notice of a planned interruption (GSoP13) <p>DNs will be required to move to proactive payment for GSoP3 and GSoP13 from the RII02 commencement date when these payments will become mandatory with a 7-day turnaround.</p>

	<p>In addition, DNs have created arrangements whereby voluntary payments can be made to end consumers in circumstances where it is deemed compensation is appropriate; for purposes other than those relating to Statutory payments.</p> <p>This change will ensure that End-consumers will receive prompt Network Statutory and Non-Statutory compensation payments without the need to contact the DNs. Based on the compensation payments processed within the UK Link system, there is a requirement to generate the reports for compensation payments information for new charges GSoP3, GSoP13 and 'GT Voluntary Consumer Payments' associated with the RTB invoice.</p>
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G4: Change Impact Assessment Dashboard (UK Link)

Functional:	New charge types added to RTB template
Non-Functional:	None
Application:	SAP ISU
User(s):	DNs
Documentation:	DN templates for RTB template (adding 3 new charge types)
Other:	BW GSOP2 Report Amendment

Files				
File	Parent Record	Record	Data Attribute	Hierarchy or Format Agreed

G5: Change Design Description

XRN4997 Introduction of New Charge Codes for Pro-Active Payment of GOP 3 and GSOP 13 and GT Voluntary Consumer Payments

[Link to CP](#)

Background

NGN and other Distribution Networks (DNs) are required to pay GSoP payments on application from an end-consumer for:

- Failure to offer alternative cooking & heating to priority (vulnerable) customers (**GSoP3**)
- Failure to provide notice of a planned interruption (**GSoP13**)

DNs will be required to move to proactive payment for GSoP3 and GSoP13 from the RII02 commencement date when these payments will become mandatory with a 7-day turnaround.

In addition, DN's have created arrangements whereby voluntary payments can be made to end consumers in circumstances where it is deemed compensation is appropriate; for purposes other than those relating to Statutory payments.

This change will ensure that End-consumers will receive prompt Network Statutory and Non-Statutory compensation payments without the need to contact the DN's. Based on the compensation payments processed within the UK Link system, there is a requirement to generate the reports for compensation payments information for new charges GSoP3, GSoP13 and 'GT Voluntary Consumer Payments' associated with the RTB invoice.

Change/Solution Overview

This is a **single**, 'business as usual' change solution given it makes use of existing processes i.e. creation of new invoice charge types and 'Request To Bill' (RTB).

The systems impacted by the change are SAP ISU and SAP BW/BO

- SAP ISU will require 3 new charge types to existing billing and invoice type

Invoice Type	Charge Type	Charge Description	DNO Indicator	VAT Code	VAT Category
ANC	820	GSOP3 - Failure to offer alternative gas to priority customers	LDZ/NTS	1	VE
ANC	821	GSOP13 - Failure to provide notice of a planned interruption	LDZ/NTS	1	VE
ANC	822	GT Voluntary Consumer Payments	LDZ/NTS	1	VE

- The 3 new charge types can be used for payments or adjustments (debits)
- Code Changes to Pre-bill
- RTB template changes for new charge type codes (internal & external)
- RTB Template update for invoice type INB and INR (Internal & external)

SAP BW/BO:

- Existing BO report 'Network GSoP2 Report' to be modified to include 3 new tabs for the new charge types. The reports will use the same fields as the existing report:
 - Print Document
 - Billing Reference Number
 - Calendar year/month
 - Customer Short Code
 - Charge Type Code
 - Total Amount
 - Network Operator ID
 - Invoice Type (Medium description)
 - Billing Date
 - Print Date

- No change to the ISU extraction logic.
- A new static filter for all the new charge code will be applied in the new tabs for the same report.
- Query filters to be modified to maintain same print date for all reports.
- BO report to be renamed to 'Network GSoP Report'.

It is anticipated there will be no changes to AMT Marketflow as the allowable values are not configured for ANC invoice charge types.

High Level Solution Option

For reference please see link attached for the [HLSO](#) for XRN4997

G6: Associated Changes

Associated Change(s) and Title(s):	None
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G7: DSG

Target DSG discussion date:	None
Any further information:	N/A

G8: Implementation

Target Release:	February Minor Release Drop 6
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Status:	Approved
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Please see the following page for representation comments template; responses to uklink@xserve.com

Section H: Representation Response

«RangeStart:HDS»

H1: Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:	NGN	
	Name:	Helen Chandler	
	Email:	HChandler@northerngas.co.uk	
	Telephone:	07580704123	
Representation Status:	Approve		
Representation Publication:	Publish		
Representation Comments:	<p>We support the proposal to utilise the RTB template and invoice and to create three new charge codes for the payment of Guaranteed Standards of Performance (GSoP) 3 and GSoP13 payments, as well as GT Voluntary Consumer Payments.</p> <p>We would like to note that we are aware that Shippers would require at least three months' notice of new charge codes, therefore the communication for this would need to be issued in January if the new charge codes were to go live in April.</p>		
Confirm Target Release Date?	Approve		

H1: Xoserve' s Response

Xoserve Response to Organisations Comments:	<p>Thank you for your representation, we will feed this into ChMC for a final decision.</p> <p>Note: Xoserve will provide Shippers with notification of the new charge codes in January</p>
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H1: Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:	SSE	
	Name:	Megan Coventry	
	Email:	megan.coventry@outlook.com	

	Telephone:	02392277738
Representation Status:	Approve	
Representation Publication:	Publish	
Representation Comments:	In principle we support the change. For clarity, please can you confirm whether shippers will receive the new charge types in files or invoices that we will need to be aware of/ process? As the change pack document reads as if this change only impacts DNs.	
Confirm Target Release Date?	Approve	

H1: Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your representation. The new DN compensation payments (charge codes) will be included on the shipper invoice. Shippers are required to forward the compensation payments to the relevant end-consumers. The DNs will provide the Shippers with supporting information including the MPRNs to be compensated.
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H1: Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:	Npower
	Name:	Alison Price
	Email:	alison.price@npower.com
	Telephone:	07557202065
Representation Status:	Approve	
Representation Publication:	Publish	
Representation Comments:	I can only see one solution proposed, which we support.	
Confirm Target Release Date?	Approve	

H1: Xoserve' s Response

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

Change Driver Type:	<input type="checkbox"/> CMA Order	<input checked="" type="checkbox"/> MOD / Ofgem	
	<input type="checkbox"/> EU Legislation	<input checked="" 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 / 3rd Party Service Request	
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
Customer group(s) impacted if the change is not delivered:	<input checked="" type="checkbox"/> Shipper	<input type="checkbox"/> IGT	<input checked="" type="checkbox"/> Network
	<input type="checkbox"/> Xoserve	<input type="checkbox"/> NG Transmission	<input type="checkbox"/> NTS
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
Associated Change Ref Number(s):		Associated MOD Number(s):	
Perceived delivery effort (days):	<input type="checkbox"/> 0-30	<input type="checkbox"/> 30-60	
	<input type="checkbox"/> 60-100	<input type="checkbox"/> 100+	
Does the change involve the processing of personal data?	'Any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier' - includes MPRNS.		<input type="checkbox"/> Yes (if selected please answer the next question) <input checked="" type="checkbox"/> No
A Data Protection Impact Assessment (DPIA) will be required if the change involves the processing of personal data in any of the following scenarios:	<input type="checkbox"/> New Technology	<input type="checkbox"/> Theft of Gas	
	<input type="checkbox"/> Mass Data	<input type="checkbox"/> Xoserve Employee Data	
	<input type="checkbox"/> Vulnerable Customer Data	<input type="checkbox"/> Fundamental changes to Xoserve	
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
(If any of the above boxes have been selected then please contact The Data Protection Officer (Sally Hall) to complete the DPIA.			
Change Beneficiary: <i>How many market participant or segments stand to benefit this change?</i>	<input checked="" type="checkbox"/> Multiple Market Participants	<input type="checkbox"/> Multiple Market Group	
	<input type="checkbox"/> All 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 21: Data Flows and Services to Network Operators		
	<input checked="" type="checkbox"/> One	<input type="checkbox"/> Two to Five	

Number of Service Areas Impacted:	<input type="checkbox"/> Five to Twenty		<input type="checkbox"/> All
Improvement Scale?	<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 checked="" 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 checked="" type="checkbox"/> Customer Testing Likely Required		
	<input type="checkbox"/> Customer Training Required		
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"/> API
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
Business Process Impacted:	<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	<If [Other] please provide details here>	
Any known impacts to external services and/or systems as a result of this change?	<input type="checkbox"/> Yes	<If [Yes] please provide details here>	
	<input type="checkbox"/> No		

Workaround Details

Workaround in operation?	<input type="checkbox"/> Yes	If [No] please do <u>not</u> continue completing the [Workaround Details] section	
	<input checked="" type="checkbox"/> No		
Who is accountable for the workaround?	<input type="checkbox"/> Xoserve	<input type="checkbox"/> External Customer	<input type="checkbox"/> Both
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>	

Prioritisation Score

Change Prioritisation Score:	36%
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Version Control

Document

Version	Status	Date	Author(s)	Remarks
V1	With DSG	24/09/2019	Xoserve	CP updated with discussions from DSG 16 th September 2019.
V1.1	Proposer change	25/09/2019	Xoserve	NGN requested inclusion of GT Voluntary Payments
V2	With DSG	10/12/2019	Xoserve	CP updated with discussion from DSG 2 nd December 2019
V1.3	Update	30/01/2020	Xoserve	Updated Section A6 Funding
V3	Implemented	03/03/2020	Xoserve	CP status updated to Implemented

Template

Version	Status	Date	Author(s)	Remarks
3.0	Superseded	17/07/2018	Emma Smith	Template approved at ChMC on 11th July
4.0	Live	07/09/2018	Emma Smith	Minor wording amendments and additional customer group impact within Appendix 1
5.0	Draft	11/12/2018	Simon Harris	Template moved to new Word Template as part of Corporate Identity changes

Appendix 1

Change Prioritisation Variables 36%

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 type="checkbox"/> Xoserve Impact	<input checked="" type="checkbox"/> iGT Impact <input type="checkbox"/> National Grid Transmission Impact <input checked="" type="checkbox"/> Network Impact

Associated Change reference Number(s)	XRN4997
Associated MOD Number(s)	
Perceived delivery effort	<input type="checkbox"/> 0 – 30 <input checked="" 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 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 <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"/> 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 21: Data Flows and Services to Network Operators
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 checked="" 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 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 type="checkbox"/> RGMA <input type="checkbox"/> Reads <input type="checkbox"/> Portal <input checked="" 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 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	36%

Document Control

Version History

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