

# 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 ■

## General Details

|                                 |                                                                                        |                                                                      |                                         |
|---------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------|
| Change Reference:               | XRN 5805                                                                               |                                                                      |                                         |
| Change Title:                   | Alternative Solution to address instances where VBA macros are present in DN Templates |                                                                      |                                         |
| Date Raised:                    | 13/08/2025                                                                             |                                                                      |                                         |
| Sponsor Representative Details: | Organisation:                                                                          | Wales and West Utilities                                             |                                         |
|                                 | Name:                                                                                  | Tom Stuart                                                           |                                         |
|                                 | Email:                                                                                 | tom.stuart@wwutilities.co.uk                                         |                                         |
|                                 | Telephone:                                                                             |                                                                      |                                         |
| Xoserve Representation Details: | Organisation:                                                                          |                                                                      |                                         |
|                                 | Name:                                                                                  | Paul Orsler                                                          |                                         |
|                                 | Email:                                                                                 | <a href="mailto:Paul.orsler@xoserve.com">Paul.orsler@xoserve.com</a> |                                         |
|                                 | Telephone:                                                                             |                                                                      |                                         |
|                                 | Business Owner:                                                                        |                                                                      |                                         |
| 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       |

## Impacted Parties

|                   |                                          |                                                                   |
|-------------------|------------------------------------------|-------------------------------------------------------------------|
| Change Reference: | <input type="checkbox"/> Shipper         | <input checked="" 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: | DNs are the only constituency that have raised this issue, with several of the templates only used to facilitate DN processes. |                                                              |

## Proposer Requirements / Final (redlined) Change

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Problem Statement:  | <p>Wales and West Utilities (WWU), alongside other DN customers, have identified an issue with several templates and spreadsheets provided by CDSP to DNs for the purposes of performing various processes. The issue relates to the presence of MS Excel Visual Basic for Applications (VBA) macros being embedded within the related spreadsheets and templates.</p> <p>This presents an IT security risk to the party asked to accept them, as parties are required to enable VBA macros which is not recommended from an IT security perspective, due the potential dangers of allowing code to run on a device that is hosted on that organisations IT estate.</p>               |
| Change Description: | <p>This problem has existed since IT security standards have been updated across various businesses (e.g. ISO and similar certification). This has created a high degree of customer operational impact and dissatisfaction.</p> <p>As a consequence, alternative functionality is sought by DNs to remove any VBA macros (i.e. removing potential security risks) that have been identified for those related templates and processes.</p> <p>Initially, XRN 5805 was raised in June 2024 and was progressed as an internal CDSP Change Request, where analysis of the templates, impacts on the related processes, and solution options have been assessed and shared with DNs.</p> |

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                               |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
|                               | <p>As an interim measure, an operational workaround has been trialled with a DN, to remove VBA macros in the related process and in turn, mitigate the security risk that has been escalated by customers.</p> <p>To ensure a preferred option can be progressed with DNs, this change will now be converted into a DSC Change Proposal – where formal decisions on solutions and costs will be made under DSC Change Management governance by DNs.</p> |                                               |
| Proposed Release:             | Tbc – dependent on preferred solution being agreed by DNs                                                                                                                                                                                                                                                                                                                                                                                               |                                               |
| Proposed Consultation Period: | <input checked="" type="checkbox"/> 10 Working Days                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> 15 Working Days      |
|                               | <input type="checkbox"/> 20 Working Days                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> Other [specify here] |

## Benefits and Justification

|                       |                                                                                                                                                                                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Benefit Description:  | <p>Adhering to IT security standards and removing potential risk associated to VBA macros.</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:  | Upon Implementation.                                                                                                                                                                                                                                   |
|                       | <i>When are the benefits of the change likely to be realised?</i>                                                                                                                                                                                      |
| Benefit Dependencies: | <p>None Identified.</p> <p><i>Please detail any dependencies that would be outside the scope of the change, this could be reliance on another delivery, reliance on some other event that the projects has not got direct control of.</i></p>          |



## Service Lines and Funding

|                                                     |                                                                                                                                                                                                     |                    |                           |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------------|
| Service Line(s) Impacted - New or existing:         | N/A                                                                                                                                                                                                 |                    |                           |
| Level of Impact:                                    | N/A                                                                                                                                                                                                 |                    |                           |
| If None please give justification:                  | No changes have been proposed to the services DNs receive. Changes only relate to the interface DNs use to execute relevant processes.                                                              |                    |                           |
| Impacts on UK Link Manual/ Data Permissions Matrix: | Tbc                                                                                                                                                                                                 |                    |                           |
| Level of Impact:                                    |                                                                                                                                                                                                     |                    |                           |
| If None please give justification:                  |                                                                                                                                                                                                     |                    |                           |
| Funding Classes:                                    | Customer Classes/ Funding                                                                                                                                                                           | Delivery of Change | On-going Budget Amendment |
|                                                     | <input type="checkbox"/> Shipper                                                                                                                                                                    | XX %               | XX %                      |
|                                                     | <input type="checkbox"/> National Gas Transmission                                                                                                                                                  | XX %               | XX %                      |
|                                                     | <input checked="" type="checkbox"/> Distribution Network Operator                                                                                                                                   | 100%               | XX %                      |
|                                                     | <input type="checkbox"/> IGT                                                                                                                                                                        | XX %               | XX %                      |
|                                                     | <input type="checkbox"/> Other [please specify]                                                                                                                                                     | XX %               | XX %                      |
| ROM or funding details:                             |                                                                                                                                                                                                     |                    |                           |
| Funding Comments:                                   | DNs have been identified as funding party based on the requirement to assess alternative solutions that DNs would receive and be able to adopt should a preferred solution be agreed by DN parties. |                    |                           |

Please send the completed forms to: [pmo@xoserve.com](mailto:pmo@xoserve.com)

Version Control

Document

| Version | Status   | Date       | Author(s)   | Remarks                                                          |
|---------|----------|------------|-------------|------------------------------------------------------------------|
| 1.0     | Approved | 13/08/2025 | P.Orsler    | External Change Proposal drafted to support consultation process |
| 2.0     | Approved | 10/09/2025 | K Lancaster | Went to ChMC 10/09/25 for information, now with DSG              |

