

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:	XRN4828		
Change Title:	Nov-19 Release Delivery		
Date Raised:	12/12/2018		
Sponsor Representative Details:	Organisation:	N/A - Parent XRN	
	Name:	N/A - Parent XRN	
	Email:	uklink@Xoserve.com	
	Telephone:	N/A - Parent XRN	
Xoserve Representative Details:	Name:	Emma Smith	
	Email:	uklink@Xoserve.com	
	Telephone:	0121 229 2496	
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 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 (redlined) Change

Change Description:	<p>This CP is the Parent Change Request for November 2019 Major Release, Scope to include the following changes, all approved at ChMC 12/12/2018.</p> <ul style="list-style-type: none"> • XRN4725 – New read reason type for LIS estimate readings • XRN4621 – Suspension of the Validation between Meter Index and Unconverted Converter Index • XRN4679 – Requiring a Meter Reading following a change of Local Distribution Zone or Exit Zone • XRN4753 – CMS – Increase information provided in QCL response file <p>XRN4753 has been withdrawn, as agreed by the proposer (BUUK). Training will be delivered for this change, and Shipper Users have</p>
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	been advised to raise a new Change Proposal if they want to see a system change implemented.	
Proposed Release:	November 2019	
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 – N/A

A4: Benefits and Justification

Benefit Description:	Improvement in the accuracy and timeliness of the services we provide to our customers
	<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:	Immediately upon delivery
	<i>When are the benefits of the change likely to be realised?</i>
Benefit Dependencies:	N/A
	<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 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	XX %
	<input type="checkbox"/> National Grid Transmission	XX %
	<input checked="" type="checkbox"/> Distribution Network Operator	XX %
	<input type="checkbox"/> IGT	XX %
	<input type="checkbox"/> Other <please specify>	XX %
Service Line(s)	Please refer to the individual change proposals within this release.	
ROM or funding details:		
Funding Comments:	Please refer to the individual change proposals within this release.	

A7: ChMC Recommendation

Change Status:	<input type="checkbox"/> Approve	<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 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:	12/12/2018		
Release Date:	November 2019		
Overall Outcome:	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Please refer to the individual Change Proposals including within this release.

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

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 type="checkbox"/> MOD / Ofgem	
	<input type="checkbox"/> EU Legislation	<input type="checkbox"/> License Condition	
	<input type="checkbox"/> BEIS	<input checked="" 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 type="checkbox"/> Network
	<input checked="" 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):	<ul style="list-style-type: none"> • XRN4725 • XRN4621 • XRN4679 	Associated MOD Number(s):	N/A
Perceived delivery effort (days):	<input type="checkbox"/> 0-30	<input type="checkbox"/> 30-60	
	<input type="checkbox"/> 60-100	<input checked="" 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 type="checkbox"/> No TBC
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 (Kevin Eltoft-Prest) 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 5: Metered Volume and Metered Quantity		
Number of Service	<input type="checkbox"/> One		<input checked="" type="checkbox"/> Two to Five

Areas Impacted:	<input type="checkbox"/> Five to Twenty		<input type="checkbox"/> All
Improvement Scale?	<input type="checkbox"/> High	<input checked="" 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 checked="" type="checkbox"/> Customer System Changes Required		
	<input checked="" type="checkbox"/> Customer Testing Likely Required		
	<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Yes	TBC	
	<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:	32%
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Version Control

Document

Version	Status	Date	Author(s)	Remarks
V1	Approved	23/01/2019	Xoserve	Change Request moved onto a Change Proposal
V1.1	For Approval	15/02/2019	Xoserve	Appendix 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.
7.0	Superseded	06/02/2019	Charan Singh	Minor amendment strikethrough to change description of XRN4753.(Change has been withdrawn)