Section G: Change Pack

# G1: Communication Detail

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| --- | --- |
| Comm Reference: | 2808.6 - MT - PO |
| Comm Title: | XRN5218 – Mod0710 – CDSP provision of Class 1 read service |
| Comm Date: | 12/04/2021 |

**G2: Change Representation**

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| Action Required: | For Representation |
| Close Out Date: | 26/04/2021 |

# G3: Change Detail

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| Xoserve Reference Number:  | XRN5218 |
| Change Class: | Invoicing  |
| ChMC Constituency Impacted: | Shipper Users (specifically with Class 1 SMPs)Distribution Network Operator (DNO)IGT\*\* and National Grid NTS\*\* *\*\* IGT and NTS processes or interfaces are not understood to be impacted by this change, but as parties in receipt of data from the DM Service review is requested and views specifically invited* |
| Change Owner:  | Ellie RogersCustomer Change Specialist+441212292185ellie.rogers@xoserve.com |
| Background and Context: | The link to Change Proposal XRN5218 can be found [here](https://www.xoserve.com/change/change-proposals/xrn-5218-cdsp-provision-of-class-1-read-service/?return=/change/change-proposals/?customers=&statuses=&search=5218). XRN5218 has been raised to deliver the changes proposed through UNC [Modification 0710S - CDSP provision of Class 1 read service](https://www.gasgovernance.co.uk/0710) (and the IGT equivalent, [IGT Modification 148 - Provision of Class 1 meter read service on IGT networks by the CDSP](https://www.igt-unc.co.uk/igt148-provision-of-class-1-meter-read-service-on-igt-networks-by-the-cdsp/))UNC Modification 0710 (and IGT148) proposes that the Central Data Service Provider (CDSP) provides the Class 1 Supply Meter Point (SMP) read service. It will remove the Transporter obligation to provide a Daily Read service to Shippers for non-telemetered Class 1 SMPs. It does not propose a change to the arrangements for directly connected telemetered Supply Meter Points on Distribution Network Operators (DNOs) or National Transmission System networks.The change proposes that theCDSP will take over the contractual arrangement currently in place between Transporters and the Daily Metered Service Providers (DMSP), to procure and provide the Class 1 read service. Following the implementation of Modification 0710 and this XRN, Transporters will no longer have any involvement in this arrangement and it will be managed by the CDSP who will be responsible for procuring this service on behalf of the Shippers. Please note, this proposal does not intend to materially change the current Class 1 read service, but rather who is responsible for procuring the service. *Please note, Modification 0710 was approved by the UNC Modification Panel on the 15th October 2021 and is awaiting an implementation date.* *IGT148 is awaiting Panel approval which is expected in May 2021.**The UNC Workgroup that developed Modification 0710 stated a preference for implementation of this change outside of the winter period.* ***The aim is to implement on 01 June 2021. Please note this is an indicative date only.***  |

# G4: Change Impact Assessment Dashboard (UK Link)

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| Functional: | Invoicing |
| Non-Functional: | Operational processes |
| Application: | SAP4HANA (internal system) |
| User(s): | Shipper Users |
| Documentation: | DSC Specific Services InvoiceCDSP Annual Charging StatementCDSP Service Line Description Table |
| Other: | Not Applicable |

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| --- |
| Files |
| File | Parent Record | Record | Data Attribute | Hierarchy or FormatAgreed |
| N/A | N/A | N/A | N/A | N/A |

# G5: Change Design Description

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| XRN5218 seeks to ensure: * The CDSP takes over the contractual arrangements currently in place between Transporter and the DMSPs to provide the Class 1 read service

*This will mean the CDSP will be the party contracting with the current DMSPs to provide the Class 1 read service on behalf of Shippers.* * Invoicing changes to cease charging Shippers for the service on behalf of the Transporters and commence charging Shippers directly by the CDSP

*This will mean Shippers will no longer be invoiced by the Transporters via a UK Link invoice for the Class 1 read service and instead be invoiced by the CDSP via the DSC Specific Service invoice.* * The introduction of an operational role to provide additional support for the Class 1 read service

*This role will provide the ongoing additional support for the service including supporting the process of moving sites into Class 1.* This Change Pack will detail how the process is proposed to work and explicitly detail the changes which will be introduced as a result of XRN5218 being implemented. **Key impacts / changes*** **Contractual arrangements between the CDSP and DMSPs**

There are currently two DMSPs which are split by geographical location. * GTM - National Grid Metering
* SGM - SGN Commercial Services Ltd

Currently each DNO engages a DMSP to provide the Class 1 read service. Following the implementation of Modification 0710, where possible the existing contracts will be novated across to the CDSP. The CDSP will procure the services from the current service providers to provide the Class 1 read service. **To reiterate, we do not anticipate the Class 1 read service to materially change but simply the party responsible for procuring the service which will consequently have impacts with regards to the invoices that Shippers receive in respect to this service. The current DMSPs will continue to provide the service.** The existing contracts will be novated across to the CDSP for the remaining contracting period which is until 31 March 2023. Before the existing contracts for the Class 1 service expire in March 2023, a new change will be raised to understand what Shippers require from the future Class 1 read service. To confirm the procurement process for the new contract post-March 2023 will be managed under a separate Change Proposal. * **Class 1 Read Service Charging Structure**

Currently the DNOs publish the charges associated the Class 1 read service within their respective Transporter Metering Charging statements.Within the statements it details:* + The DM asset charge in pence a day and £ a year
	+ The DM read charge in pence a day and £ a year

As detailed within Modification 0710, these Daily Metered (DM) asset and DM read charges will be removed from each DNOs Transporter Metering Charging statements. Following the implementation of this XRN, going forwards the charges for the Class 1 read service (asset and read) will be published within the CDSP DSC Annual Charging Statement. For reference, this document is published [here](https://www.gasgovernance.co.uk/DSC-Documents). This will be detailed within the DSC Specific Services Charges section of the document. As requested by the DSC Contract Management Committee (CoMC), within the Annual Charging Statement, the DM asset and DM read charge per network area will be detailed. For example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reference** | **Service Requirements Description** | **Charging Measure** | **Charging Period** | **Charge (£) Excluding VAT** |
| *TBC depending on the Specific Service reference* | *Provision of the Daily Metered service for datalogged Class 1 Supply Meter Points* | *Charging Measure is dependent on the geographical location of the Supply Meter Point* | *GTM Network – TGT* | *Asset charge – [pence a day]**Read charge – [pence a day]* |
| *GTM Network – GT3* | *Asset charge – [pence a day]**Read charge – [pence a day]* |
| *GTM Network – GT5* | *Asset charge – [pence a day]**Read charge – [pence a day]* |
| *SGM Network – GT2* | *Asset charge – [pence a day]**Read charge – [pence a day]* |
| *SGM Network – GT4* | *Asset charge – [pence a day]**Read charge – [pence a day]* |

*Please note this is an example only of the structure of the charges within the Annual Charging Statement.* As well as the DM asset (meter rental) and DM read charges, post-implementation of this XRN, the Annual Charging Statement will also detail the within-day service charge. For the within-day service, the rate per network area (where applicable) will be detailed in the Statement.The other element of this service is the liabilities. A Shipper could receive a liability credit in accordance with the liabilities logic currently set out within UNC Section M (and to be detailed within the DSC Supporting Document post Modification 0710 implementation – *this will be covered below).* Information about each element of the service are detailed below. * **Charging for the Class 1 read service**

Currently the CDSP invoice the Shippers who utilise the Class 1 read service on behalf of the relevant Transporter. This is charged through a UK Link invoice specifically:* + ADP – Meter Reading Data logger charges Invoice
		- P01 – DM Meter Reading Charge
		- P02 – DM Meter Reading Adjustment
		- P03 – Datalogger Asset Charge
		- P04 – Datalogger Asset Adjustment Charge
	+ The Supporting Information (SI) for the Meter Reading Charge is issued directly from the DMSP to the Shipper.
	+ The SI for the Meter Rental Charge is issued by Xoserve via email

Following the implementation of XRN5218, the Shipper will no longer be charged for the Class 1 read service via the UK Link ADP invoice and the P01 and P03 charge types. Please note – we have identified instances that the P03 Charge is utilised for special metering and therefore you could still receive this charge type and invoice within this context. Shippers who utilise the Class 1 read service post-implementation will be charged via the DSC Specific Services Invoice. Invoicing through this mechanism will utilise the existing process, terms and timescales. The key information related to this process is detailed below: * + The Specific Services Invoice will be issued monthly on D+16

*The* [*2021 Billing Calendar*](https://www.xoserve.com/news/our-2021-billing-calendar-is-now-available/) *includes the date in which the Specific Services Invoice is issued each month.* * + There will be one Specific Services Invoice per customer

*This invoice will include the monthly charge for any Specific Service related to the customer. For example, a Specific Service Invoice for Shipper ABC might include:** *Class 1 read and asset charge*
* *Data Enquiry Service*
* *Telephone Service*
	+ For reference, the template for the DSC Specific Service Invoice can be found below (please note: the second page of the invoice which includes the payment methods and bank account details have been removed from this template):

[**Specific Invoice Template**](https://umbraco.xoserve.com/media/41964/template-dsc-specific-service-invoice-first-page.pdf)* + Within the DSC Specific Service Invoice, the charges for the Class 1 read service will be displayed on different ‘lines’ at a network level as detailed within the example Charging Statement table.

*Please note the ‘lines’ you receive within the invoice will depend on the network your Class 1 Supply Meter Points are within.* * + The DSC Specific Service Invoice will be emailed to the designated contact within your organisation that is currently recorded to receive the Invoice.

**Please note, as the Class 1 read service will be issued via the DSC Specific Service Invoice following the implementation of this change, if you would like to add an additional contact(s) from your organisation to receive the DSC Specific Invoice going forward, please email** xoserve.invoicing@xoserve.com **and confirm who you would like to be added to receive this invoice.** * Please note, the charge for the Class 1 read service will be issued 1 month in arrears. For example, if the service was provided in July 2021, the charge for this service will be within the August 2021 DSC Specific Service Invoice.
	+ In terms of SI for the Class 1 read service:
		- The DMSPs will continue to send the SI for the read element directly to the Shipper.
		- The CDSP will send the asset (meter rental) SI to the Shipper via email on the same day the Specific Service Invoice is issued (D+16).

*Please note, this will be sent to contact(s) from your organisation recorded to receive the DSC Specific Invoice.** + - The structure of the asset (meter rental) SI is expected to remain as is, the only change will be the removal of UK Link invoice references and charges.

A draft example of the Datalogger Meter Rental Charges SI format for both DMSPs can be found below: [**TEMPLATE - Datalogger Meter Rental Charges - Supporting Information – GTM**](https://umbraco.xoserve.com/media/41962/template-datalogger-meter-rental-charges-supporting-information-gtm.pdf)[**TEMPLATE - Datalogger Meter Rental Charges - Supporting Information - SGM**](https://umbraco.xoserve.com/media/41963/template-datalogger-meter-rental-charges-supporting-information-sgm.pdf)* + The payment terms for all charges within the DSC Specific Invoice is 28 calendar days (20 business days).

*Please note, these payment terms are different to the UK Link Invoices (12 business days) which is currently how these charges are invoiced.* * + The DSC Specific Service Invoice will confirm the ‘Payment Due Date’ and detail how it should be paid.
* **The within-day service**

Upon request, the DMSPs can provide an additional within-day read service whereby the requesting party will directly receive hourly consumption data. The means in which a Shipper requests and receives the within-day service will remain as it currently is (directly between the DMSP and Shipper), however the way this service is charged will change with the implementation of this XRN. Currently the CDSP invoice the Shippers who receive the within-day service on behalf of the relevant Transporter. This is charged through a UK Link invoice:* + ANC – Ancillary Invoice
		- N67 - WITHIN DAY INVOICING DEBIT
		- N66 - WITHIN DAY INVOICING CREDIT
	+ The SI for the within-day service is issued by Xoserve via email

Shippers who take up the within-day service post-implementation of this XRN will be charged via the DSC Specific Services Invoice rather than the above UK Link invoice and charge types. The logic detailed within the ‘Charging for the Class 1 read service’ will apply for the this charge as well. This will be the same process, terms and timescales. * + Where a Shipper takes up this service, they will receive a separate line for the charge within the DSC Specific Service invoice.
	+ The DSC Specific Service Invoice will be emailed to the designated contact within your organisation that is currently recorded to receive the Invoice.

**Please note, as the within-day service will be issued via the DSC Specific Service Invoice following the implementation of this change, if you would like to add an additional contact(s) from your organisation to receive the DSC Specific Invoice going forward, please email** xoserve.invoicing@xoserve.com **and confirm who you would like to be added to receive this invoice.** * + Please note, the charge for the within-day service will be issued at least 1 month in arrears. For example, if the service was requested and provided in July 2021, the charge for this service will earliest be within the August 2021 DSC Specific Service Invoice.
	+ In terms of SI for the within-day service, it will remain as is and the CDSP will send the SI to the Shipper via email on the same day the Specific Service Invoice is issued (D+16).

*Please note, this will be sent to contact(s) from your organisation recorded to receive the DSC Specific Invoice.** + Please see an example SI template for the within-day service

[**TEMPLATE - WITHIN-DAY (BBR) SERVICE SUPPORTING INFORMATION**](https://umbraco.xoserve.com/media/41965/template-within-day-bbr-service-supporting-information.pdf)* Please note, following the implementation of this change, Shippers will only be invoiced within the SGM geographical locations (GT2, GT4) for the within-day service and therefore will only receive invoice SI for these areas.

Please note, DNOs will continue to receive the within-day service through the existing process. * **Crediting Class 1 Liabilities**

Currently the DNOs are obligated to pay liabilities to the Registered User of a SMP where a Valid Meter Reading is not provided in line with the service standards set out within the UNC. This is detailed within UNC Section M 7.2 – Provision of Meter Readings. The DMSPs will provide up to a capped amount of these liabilities and anything above the cap will be a Transporter obligation to pay. This obligation will be removed following implementation of Modification 0710.Please see the extract from [UNC Section M](https://www.gasgovernance.co.uk/TPD) below: [**EXTRACT FROM UNC SECTION M - LIABILITIES**](https://umbraco.xoserve.com/media/41960/extract-from-unc-section-m-liabilities.pdf)As detailed, following the implementation of Modification 0710, Transporter liabilities for the Class 1 read service will cease and the current UNC Section M 7.2 as detailed above will be removed from the UNC. The DMSPs will continue to pay the liabilities up to the relevant cap. **Please note, the logic in which the liabilities are calculated will remain as is. Although this information is being removed from the UNC, we intend to provide this detail within a DSC Supporting Document for the Class 1 Read Service which will be governed by the DSC CoMC.** Currently the CDSP credit the Shippers who incur liabilities under the Class 1 read service on behalf of the relevant Transporter. This is through a UK Link invoice:* + LIA – SERVICE STANDARD LIABILITIES
		- 823 - SERVICE STANDARD LIABILITIES
	+ The SI for the is issued by Xoserve via email

Where a Shipper is due a liability payment, post-implementation of this XRN, they will be credited via the DSC Specific Services Invoice rather than the above UK Link invoice and charge types. As per the Class 1 read service and the within-day service, the liability credit will be included within the DSC Specific Service Invoice. This will be the same process, terms and timescales. * + Where a Shipper is due a liability payment, they will receive a separate line for the credit within the DSC Specific Service invoice.
	+ Unlike the Class 1 read service and within-day read service where the Shipper is being charged, the liability is a credit.
	+ This credit will be deducted from the total of the Shippers DSC Specific Service Invoice.
	+ *Please note, if the Shipper has no debit within the DSC Specific Service Invoice to offset the credit against, the Shipper will be contacted by Xoserve regarding how they will receive the liability credit. The options will be either issuing a pure credit invoice or offsetting the credit amount*.
	+ The DSC Specific Service Invoice will be emailed to the designated contact within your organisation that is currently recorded to receive the Invoice.

**Please note, as the liability credit will be issued via the DSC Specific Service Invoice following the implementation of this change, if you would like to add an additional contact(s) from your organisation to receive the DSC Specific Invoice going forward, please email** xoserve.invoicing@xoserve.com **and confirm who you would like to be added to receive this invoice.** * + Please note, the liability credit will be issued at least 2 months in arrears as per the current process. For example, if the liability occurred in July 2021, the credit would be on the DSC Specific Service Invoice in September 2021.
	+ In terms of SI, we are proposing the structure of the Class 1 read service liabilities SI is slightly updated. The current SI is based on legacy data and service areas which are no longer relevant. Based on this we have proposed an updated format in line with DSC standards.
	+ The CDSP will send the SI to the Shipper via email on the same day the Specific Service Invoice is issued (D+16).

*Please note, this will be sent to contact(s) from your organisation recorded to receive the DSC Specific Invoice.** + Please see an example of the proposed SI template for the Class 1 liabilities

[**TEMPLATE CLASS 1 LIABILITIES SUMMARY MMYY – SUPPORTING INFORMATION**](https://umbraco.xoserve.com/media/41961/template-class-1-liabilities-summary-mmyy-supporting-information.pdf)* **DSC Service Lines**

Changes will be required to the CDSP Service Line Description Table as a result of this XRN. This will include a new Direct Code Service Line performed on behalf of Shippers for the ongoing procurement of the Class 1 service provider. There will also be additional Specific Service Lines for the different elements of the service described above (Class 1 read and asset service, within-day service and liabilities). The changes to the Service Line Description Table will follow the standard process and will be ultimately approved by the DSC CoMC. * **Key Considerations**
	+ Please note that the new approach for invoicing for the service and crediting liabilities will be the month after the implementation of the change.

The aim is to implement Modification 0710 / XRN5218 on 01 June 2021. Taking this date, invoicing for the charges incurred in May would happen as per the current process (via UK Link invoices on behalf of Transporters) in June and the first time the new approach for invoicing for this service (via DSC Specific Services Invoice) will be for charges incurred in June and invoiced in July onwards.  |

# G6: Associated Changes

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| Associated Change(s) and Title(s): | UNC [Modification 0710S - CDSP provision of Class 1 read service](https://www.gasgovernance.co.uk/0710) (and the IGT equivalent, [IGT Modification 148 - Provision of Class 1 meter read service on IGT networks by the CDSP](https://www.igt-unc.co.uk/igt148-provision-of-class-1-meter-read-service-on-igt-networks-by-the-cdsp/)) |

# G7: DSG

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| Target DSG discussion date: | 26/04/2021 |
| Any further information: | N/A |

# G8: Implementation

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| Target Release: | Ad hoc release – aiming for 01 June 2021 but this is still an indicative date.  |
| Status: | For approval  |

Section H: Representation Response

«RangeStart:HDS»

H1: Change Representation

(To be completed by User and returned for response)

|  |  |  |
| --- | --- | --- |
| User Contact Details: | Organisation: | «h1\_organisation» |
| Name: | «h1\_name» |
| Email: | «h1\_email» |
| Telephone: | «h1\_telephone» |
| Representation Status: | «h1\_userDataStatus» |
| Representation Publication: | «h1\_consultation» |
| Representation Comments: | «h1\_userDataComments» |
| Confirm Target Release Date? | «h1\_targetDate» | «h1\_userDataAlternative» |

# H1: Xoserve’ s Response

|  |  |
| --- | --- |
| Xoserve Response to Organisations Comments: | «h1\_xoserveResponse» |

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

«RangeEnd:HDS»