

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:	XRN4932		
Change Title:	Improvements to the quality of the Conversion Factor values held on the Supply Point Register (MOD0681S)		
Date Raised:	12/04/2019		
Sponsor Representative Details:	Organisation:	E.ON	
	Name:	Kirsty Dudley	
	Email:	Kirsty.Dudley@eonenergy.com	
	Telephone:	07816 172645	
Xoserve Representative Details:	Name:	Fiona Cottam	
	Email:	Fiona.Cottam@Xoserve.com	
	Telephone:		
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:	<p>Mod 0681 seeks to introduce the CDSP being given the authority to make changes to the conversion factor in the following circumstances only:</p> <p>a) where the AQ of a meter point falls to 732,000 kWh or lower, the conversion factor should be updated to the default of the standard value of 1.02264, as specified in the Gas (Calculation of Thermal Energy) Regulations, with effect from the effective date of the new AQ.</p> <p>b) where the AQ of a meter point increases above 732,000 kWh, the conversion factor should be set to the last non-standard factor held on the Supply Point Register (if one is available) with effect from the effective date of the new AQ.</p>
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	This XRN is to initiate capture, so developments run in parallel with Mod 0681.	
Proposed Release:	Release: June 2020	
Proposed Consultation Period:	<input 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:	<p>UIG taskforce has determined that incorrect conversion factors could be contributing to daily levels of UIG to an estimated value of 0.01% or total LDZ throughput, due to incorrect data being used in energy calculations, and as a result, incorrect daily energy allocations due to incorrect AQs. Auto updating of the information in a timely bound manner will create correct offtake volumes used in reconciliation</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:	<p>1 month post implementation aligned to AQ calculation process (assuming no soft landing)</p> <p><i>When are the benefits of the change likely to be realised?</i></p>
Benefit Dependencies:	<p>AQ calculation process Notification to User of amended values</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>

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: June 2020		

A6: Funding

Funding Classes:	Shipper	33 %
	National Grid Transmission	XX %
	Distribution Network Operator	67 %
	IGT	XX %
	Other <please specify>	XX %
Service Line(s)	Service area 5 as set out in budget & charging methodology (Metered volume and quantity)	

ROM or funding details:	
Funding Comments:	12/04 – Funding arrangements to be discussed and agreed and ChMC

A7: ChMC Recommendation – 8th May 2019

Change Status:	<input checked="" 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 Xoserve)	XX/XX/XXXX		

DSC Consultation Issue:	Yes	No
Date Issued:	14/06/2019	18/11/2019
Comms Ref(s):	2346.5 - RJ – PO	2489.6 – RT - PO
Number of Responses:	4 Reps - three approvals, and one response which approved the implementation date but not the solution option. (solution review) 6 Reps - five approvals and one rejected response (detail design)	

A8: DSC Voting Outcome

Solution Voting:	<input checked="" type="checkbox"/> Shipper	Approve	
	<input type="checkbox"/> National Grid Transmission	N/A	
	<input checked="" type="checkbox"/> Distribution Network Operator	Approve	
	<input checked="" type="checkbox"/> IGT	Approve	
Meeting Date:	07/08/2019		
Release Date:	26/06/2020		
Overall Outcome:	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	June 2020 Release

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:	07/10/2019
DSG Summary:	<p>PO and Chan Singh (CS) presented this agenda item, PO provide some background for this change. This change is a UNC modification 0681s and progressed to give the CDSP the right to amend the Conversion Factor (CF) at Supply Meter Points (SMP) when certain conditions are met. PO explained that XRN4932 was raised to facilitate the change within the CDSP systems and is in scope for June 2020 release.</p> <p>As the detailed design phases are ongoing, there are 5 design considerations that have been found so far that the CDSP would like a steer on: CS and PO explained each design consideration to DSG.</p> <p>Design Consideration 1: As the CDSP needs to notify industry participants (Shippers) of the need for a CF amendment and give them 30 days to carry out the update themselves, there will be instances where the Supply Meter Point has changed Shipper between the notification being issued and the CDSP attempting to update the CF Where these instances occur we have 2 options:</p> <ol style="list-style-type: none"> 1. Update the CF regardless of any Shipper amendments 2. Only update where we have notified the Registered User (at time of CDSP update) of a need to amend the CF <p>The CDSP has no preferred option, a simpler solution means leaning to option 1 due to not having to carry out an additional check, however both are doable</p> <p>Design Consideration 2: Supply Meter Points across all Class Products are in scope of MOD0681S rules (excluding sites with Corrector devices installed) However, during Detailed Design a consideration has been identified that Class Product 1 & 2 would, where the CDSP has to update the CF, require File Format amendments (additional value in the Reading Indicator field) to facilitate the issuing of estimate readings via MDR file for these Product Classes After checking the rules to be applied, 10 sites were identified as needing a CF amendment (out of 1,600) for Product Class 1 & 2. CDSP recommendation is to de-scope Product Class 1 & 2 from automated system CF updates (but still include them in the notification that the CF needs to be looked at).</p> <p>Design Consideration 3:</p>

	<p>Where sites that have been identified as needing CF amendments and no action has been taken by the Registered Shipper the CDSP will attempt to make the CF amendment via a cosmetic exchange If unsuccessful, potentially due to ongoing SPA or RGMA activities, we are proposing no further action is taken Adding in monitoring and reprocessing would add complexity to the solution and could potentially result in a backlog of CF that keep rejecting</p> <p>Design Consideration 4:</p> <ul style="list-style-type: none"> From a solution perspective, once the notification has been issued and the 30 day period lapsed the CDSP will check to see if the CF amendment is still needed to be carried out One consideration for this is surrounding the AQ threshold that should be checked against the MOD rules As the window is 30 days there could be a scenario where a new AQ is about to go live when the CDSP comes to do the CF update that could (if the check was done a few days later) resulting in no CF amendment needed We are proposing that when we come to check if an update is still needed, we would carry out this by considering any future AQ's that are due to go live, not just the current AQ Logic for this would be that if the CDSP carried out the CF amendment (via cosmetic exchange) and then again the following month (as the AQ may have changed) would add in unnecessary asset updates (with CDSP estimate reads) that could restrict future reads from coming, with the risk being increased as RGMA readings cannot be replaced and also restrict potential valid RGMA updates from happening prior to the CDSP cosmetic exchange <p>Design Consideration 5:</p> <ul style="list-style-type: none"> Legal text states that a notification needs to go out to the registered user informing them of any action taken by the CDSP Current solution to facilitate this and to reduce the impact on customers, is to use the MBR file containing estimated FINX/OPNX reads for the cosmetic exchange along with the old and new Conversion Factor (Class 3 & 4) Do DSG feel this will be sufficient notification that the CDSP has carried out the activity on their behalf? PO suggested to give DSG time to review these considerations and requested DSG to review these considerations and options for next DSG meeting. <p>Action: DSG to review the design considerations for XRN4932 and provide steer and recommendations for each at the next DSG meeting 21st October 2019.</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: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY		
DSG Date:	21/10/2019		

<p>DSG Summary:</p>	<p>Simon Harris (SH) presented this agenda item. SH advised DSG that these considerations are to help steer and provide feedback for the change to come out of the detailed design phase.</p> <p>Consideration 1: SH stated that as the CDSP we need to notify industry participants (Shippers) of the need for CF amendment and give them 30 days to carry out the update themselves, there will be instances where the Supply Meter Point has changed Shipper between the time of notification being issued and the CDSP attempting to update the CF. Where these instances occur, there are 2 options to consider:</p> <ol style="list-style-type: none"> 1. Update the conversion factor regardless of any shipper amendments 2. Only update where we have notified the registered user at a time of CDSP update of a need to amend the CF <p>SH explained the options and asked DSG for a suggested steer on which option to proceed with. SH added that from a UIG perspective, regardless of who the Shipper is, the conversion Factor would still need to be amended because it breaks the rules of the AQ and the modification rules set out. To help UIG in this consideration, option 1 would be the more supportive of the options.</p> <p>Ikram Bashir (IB) stated that option 1 sounds more logical and suggested option 1. IB added if things are delayed it might prolong the process of the conversion factor being updated. SH added that when the CF is updated, the new Shipper will get the old conversion factor and new conversion factor.</p> <p>Lorna Lewin (LL) outlined that option 1 is not helpful for Shippers as a new shipper would expect to be provided enough time for the shipper to be able to notify or update the conversion factor. PO clarified the point made by LL as shippers would like to be provided with enough time to take action and make the updates/amendments themselves.</p> <p>Patricia Parker (PP) asked how the CDSP would notify the parties of the conversion factor amendment. SH responded by stating that currently if the AQ goes above the threshold, the parties are already notified if the conversion factor is standard. Furthermore, there is an indicator sent out within the NRL files at D-7. These NRL files ask Shippers to check the conversion factor. Therefore, using this method of notification, if the AQ goes above or below, that notification sent to the party will say that the conversion factor would need to be amended as it is not per the MOD rules. Overall DSG suggested to progress with second option for this consideration as the majority have a view of option 2 being more aligned to their needs.</p> <p>Consideration 2: Supply Meter Points across all class Products are in Scope of MOD0681S rules SH added that during detailed design, it has been identified that Class Product 1 & 2 would require file format amendments to facilitate the issuing of estimate readings via MDR file for these products Classes, where the CDSP has updated the CF. SH explained that after checking the rules to be applied, 10 sites were identified as needing an amendment. For these 10, having a file format change would mean there would be a lot of Shipper impacts if Class 1 & 2 remained in scope. Therefore, the design consideration was to de-scope Product Cass 1 & 2 from automated system CF updates. This would still include a notification out to shippers that the conversion factor will need to be looked at. PO added that there is also a change to conduct the data cleanse on the conversion factor. Therefore, the overall 1,600 sites with 10 identified needing CF amendment would go to 0 needing CF amendment once go live of that change. SH also stated that the</p>
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CDSP would carry out a corrective exchange on the devices on site to amend the CF, this would then be forcing a Check to Check Reconciliation using CDSP estimated readings, so it feels logical to de-scope. LL asked if this is only to be conducted on class 1 & 2. SH explained that it will only be class 1 and 2.

(LL) supported the recommendation to de-scope the product class 1 & 2

Considerations 3 :

Where sites have been identified as needing CF amendments and no action has been taken by the registered Shipper, the CDSP will attempt to make the CF amendment via cosmetic exchange. SH added that if unsuccessful, there is a potential due to ongoing SPA or RGMA activities, Xoserve are proposing no further action is taken. SH explained that added in monitoring and reprocessing would add complexity to the solution and could potentially result in a backlog of CF that keep rejecting. SH suggested the simpler solution would be to do it once so that it does not end up going into the backlog of CF. SH added that as we go through detailed design consideration is being given to how we can get the Supply Meter Point back into the process, something that will be brought back to a future DSG.

19 – 0720 - Action: This is to be brought back further consideration on this point specifically for the 4th November DSG.

HB asked how long the Shipper will be given to do the update the CF. SH stated the Shipper has 30 calendar days from the issue of the NRL file to apply the update.

Consideration 4:

SH stated that the consideration around the AQ threshold is that should be checked against the Modification rules. SH advised that as the window is 30 calendar days, there is a scenario where a new AQ is about to go live when the CDSP comes to do the CF update that could result in no CF amendment to be needed if the updated was carried out a few days later. SH suggested that the CDSP is proposing that when we come to check if an update is still needed, the CDSP would carry this out, taking into account any future AQ's that are due to go live, not just the current AQ. SH advised that the CDSP does not want to create a cosmetic exchange and 3 days later this is not needed, then the following month another cosmetic exchange is needed as the rules will end up being broken (but in the opposite direction). SH advised this would impact Shippers being able to do anything prior to the asset update.

Support was received from IB in the room and DSG with this consideration. HB asked is there any impact with the formula year AQ?

SH responded stating that there is no impact as the AQ that needs to be taken into account is the Rolling AQ and not the Formula Year AQ.

Consideration 5:

SH informed DSG that the legal text states that a notification is needed to be issued to the registered user, informing them of any action taken by the CDSP. SH stated that the current solution to facilitate this and to reduce the impact on customers is to use the MBR file containing estimated FINX/OPNX reads for the cosmetic exchange along with old and new conversion factor (Class 3 &4).

SH stated that the FINX will have the old conversion factor specified and the OPNX will have the new conversion factor specified.

SH asked DSG if they think this is sufficient notification that the CDSP will carry out the activity on their behalf, the only concern is that the files will be unsolicited, this means that the files will not be triggered by the user but from Xoserve.

PO and SH asked if this is sufficient notification?

IB supported this as he stated his organisations system will take that as in update. Support was received for DSG with this consideration.

Capture Document / Requirements:	<Insert where appropriate>		
DSG Recommendation:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
DSG Recommended Release:	Release: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY		

Section D: High Level Solution Options

D1: Solution Options

<p>Solution Option Summary:</p>	<p>XRN4932 originally had 3 initial solution options that were presented and discussed at DSG on the 20th May 2019. These were initial thoughts on how a solution to facilitate the requirements coming from MOD 0681S could work within ISU. During UIG workgroup, changes were made to the Modification to enhance and provide clarity on considerations put forward by Xoserve/DSG and as a result limited the way we can deliver this change from a system perspective. Therefore only one solution option has been put forward for HLSO and consideration.</p> <p>1) Amend the Conversion Factor as part of a successful Rolling AQ calculation (Monthly or Correction)</p> <p>HLSO Documentation</p> <p>The High Level Solution Option can be found here</p> <p>This solution option includes the following system changes in order to facilitate Modification 0681S. Further detail on the proposed solution option is outlined below;</p> <ul style="list-style-type: none"> - AQ Rolling/Correction process to trigger need for a notification to Shippers (.NRL) where AQ increases/decreases against the threshold of 732,000kWh and the installed Meter does not have a reflective Conversion Factor (BAU process, inclusion of AQ decrease) - SAP ISU code to be created to update the Conversion Factor (by way of corrective exchange) after a minimum of 30 days post notification to Shippers - Estimation of readings (OPNX/FINX) in order to facilitate the Conversion Factor update (BAU process) - Trigger of .DSR file (BAU process) to inform Shippers of the estimated readings - Proactive amendment of currently deemed inaccurate Conversion Factors (to be delivered ASAP) to assist with UIG benefit realisation
<p>Xoserve preferred option: (including rationale)</p>	<p>1) Amend the Conversion Factor as part of a successful Rolling AQ calculation (Monthly or Correction)</p>
<p>DSG preferred solution option: (including rationale)</p>	<p>TBC (DSG 17th June 2019)</p>
<p>Consultation closeout:</p>	<p>28/06/2019</p>

Section E: Industry Response

Solution Options Review

E1: Organisation's preferred solution option

User Contact Details:	Organisation:	Total Gas & Power
	Name:	Louise Hellyer
	Email:	louise.hellyer@totalgp.com
	Telephone:	01737275638
Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.	We support the premise of what the change is looking to do, ideally we would like to see the changes implemented as soon as possible (at the same time as AQ changes), not with approx. 30 day lag. We believe this would avoid delays in the benefit and delays in identification of sites where Xoserve are unable to allocate a site specific factor. But waiting a month is better than not having the change.	
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.
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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.	<p>Whilst we support concept of this change we do not support a process that allows CDSP to unilaterally update a conversion factor after any period of time and so have to reject current solution.</p> <p>One reason being issues with issues with AQ calculations recently at Xoserve giving rise to inaccurate AQ values that in some cases</p>	

suggest an AQ over 732000kWhs where it is not in fact correct. Until there has been a period of stability we feel that using AQ to derive anything automatically is risky. It could take more than 30 days for this to be addressed and fixed and in this case you could end up with incorrect conversion factors being set unless a retrospective fix is included.

In addition – if no previous site specific conversion has been held against a site – where does CDSP plan to get this from?

We do feel that some escalation process is required for parties not updating conversion factors, possibly via a PAC report/PAF framework but do not agree that changes should be made on behalf of the shipper by CDSP. The incentive could include a financial penalty for failing to update this data after a period of time from initial report e.g. 60 working days and that cost would be a daily charge so it would penalise for each day it is not corrected.

We feel that a new central process should be procured for calculating site specific conversion factors (SSCF) and maintaining these for industry is required. Current processes for obtaining an SSCF are unclear. Where a process does exist we do not feel that this allows for any automation which is also a limiting factor in these changes being made. We believe that a new central service could be put in place for requests and responses to be done via APIs and then updated on installation details for flows to be provided. Without this service being in place we do not feel benefits can be realised.

We feel process would be:

1 - AQ Rolling/Correction process to trigger need for a notification to Shippers (.NRL) where AQ increases/decreases against the threshold of 732,000kWh and the installed Meter does not have a reflective Conversion Factor (BAU process, inclusion of AQ decrease).

2 - Shipper to review AQ calculation and submit an AQ correction if change is felt to be inaccurate

3 - If new AQ is $\leq 732000\text{kWh}$ then supplier to request MAM to set conversion factor to 1.02264 and provide an ONUPD file with that data. If $> 732000\text{kWh}$ then supplier to request MAM to contact central service for a site specific conversion factor to be requested and to provide an ONUPD file with that new data to Supplier who would then flow to CDSP, via Shipper.

4 - On acceptance CDSP would update and estimate reads for AQ threshold change date as would have been calculated in point 1 and provide to Shipper as estimated reads. Notes in current solution make reference to use of a .DSR file but would this not be using an MBR file?

5 - If an update to the conversion facto (up or down) or an AQ correction is not progressed after 50 working days then a 10 day

	penalty charge warning should be provided to Shipper. Where required added costs to a Shipper would then be levied after 60 working days, although we do feel that these should be able to be appealed, although are unsure on how that might be done in practice.
Implementation Date:	Approve
Xoserve preferred solution option:	Reject
DSG preferred solution option:	Defer
Publication of consultation response:	N/A

E2: Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your representation on XRN4932. Please note that we have based the proposed solution option on how the modification has/is being developed via UIG workgroup. The points raised within your representation should be passed to the modification workgroup via MOD0681S Consultation Response (following the published Workgroup Report) for discussion/consideration. If the modification is implemented, the CDSP are bound to provide a solution to accommodate the rules outlined in UNC.
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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 approves option to Amend the Conversion Factor as part of a successful Rolling AQ calculation (Monthly or Correction)	
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.
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E1: Organisation's preferred solution option

User Contact Details:	Organisation:	SSE
	Name:	Megan Coventry
	Email:	mega.coventry@sse.com
	Telephone:	02392277738
Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.	We agree with the change in principle and the proposed HLSO 1. System and process change may be required. Further detail needed for full impact assessment.	
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.
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Section F: Approved Solution Option

F1: Approved Solution Option

XRN Reference:	XRN4932
Solution Details:	Amend the Conversion Factor as part of a successful Rolling AQ calculation (Monthly or Correction)
Implementation Date:	26/06/2020
Approved By:	Change Management Committee
Date of Approval:	07/08/2019

Section G: Change Pack

G1: Communication Detail

Comm Reference:	2489.6 – RT - PO
Comm Title:	XRN4932 - Improvements to the quality of the Conversion Factor values held on the Supply Point Register (MOD0681S) - 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:	XRN4932
Change Class:	UNC Obligation / CDSP Functional System Changes
ChMC Constituency Impacted:	Shippers
Change Owner:	Simon Harris Customer Change Service Development Specialist simon.harris@xoserve.com 0121 229 2642
Background and Context:	<p>Link to CP</p> <p>UNC Modification 0681S (Improvements to the quality of the Conversion Factor values held on the Supply Point Register) has introduced the authority for the CDSP to make changes to the Conversion Factor on Supply Meter Points in the following circumstances:</p> <p>A) Where the AQ of a Supply Meter Point falls to 732,000 kWh or lower, the Conversion Factor should be updated to the default 'standard' value (currently 1.022640), as specified in the Gas (Calculation of Thermal Energy)</p> <p>B) Where the AQ of a Supply Meter Point increases above 732,000 kWh, the Conversion Factor should be set to the last 'non-standard' value held on the Supply Point Register, if no 'non-standard' value is available then no action should be taken by the CDSP</p> <p>UNC Modification 0681S also requests that a data cleanse of all effected Supply Meter Points is undertaken on the Supply Point Register prior to implementation of the enduring system changes,</p>

	the work for this is currently being scoped under XRN5027 (UK Link Data Cleanse of Conversion Factor in line with MOD0681S).
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G4: Change Impact Assessment Dashboard (UK Link)

Functional:	Annual Quantity, RGMA
Non-Functional:	None
Application:	SAP ISU, SAP BW
User(s):	Shippers
Documentation:	File Format (Description Changes)
Other:	None

Files				
File	Parent Record	Record	Data Attribute	Hierarchy or Format Agreed
NRL	T04	<u>T97</u>	CORRECTION_FACTOR_REQUIRED	Format (Description Change)

G5: Change Design Description

FUNCTIONAL CHANGES

As the rules relating to Modification 0681S are relating solely to an Annual Quantity threshold, it was agreed that the Annual Quantity process will be used to support the implementation of this change to facilitate the CDSP notification and updates to the Conversion Factor value held on the Supply Point Register.
This solution approach was agreed at ChMC on the 12th June 2019.

Current Process:

Current UK Link system functionality states that (on Class 2, 3 & 4 Supply Meter Points) where an Annual Quantity (AQ) value is successfully being amended (either by the AQ Rolling or AQ Correction processes), to a value greater or equal to 732,000 kWh and the Supply Meter Point has a 'standard' Conversion Factor (currently 1.022640) then the data item CORRECTION_FACTOR_REQUIRED is set to 'Y' within the .NRL (T97 record) file. The purpose of this is to inform the Registered (and Incoming, if Confirmation is at CO) Shipper(s) to check if a 'non-standard' Conversion Factor is needed so they can take, if necessary, actions to amend the Conversion Factor.

Process Changes:

This change is specifically looking to amend the after-for-mentioned issuing of the .NRL (T97 record) process to also include:

- Class 1 Supply Meter Points (*previously is just 2, 3 & 4 Product Classes*)
- Set the CORRECTION_FACTOR_REQUIRED data item to 'Y' within the .NRL (T97 record) file where the revised AQ value is greater than 732,000 kWh and the Supply Meter Point has a 'standard' Conversion Factor (currently 1.022640), *this differs from the current logic outlined above by removing the "equals to" element*

- Add an additional rule to set the CORRECTION_FACTOR_REQUIRED data item to 'Y' within the .NRL (T97 record) file where the revised AQ is equal to or less than 732,000 kWh and the Conversion Factor at a Supply Meter Point is 'non-standard'

For completeness, the CORRECTION_FACTOR_REQUIRED data item will be set to 'Y', within the .NRL (T97 record) file for all Product Class Supply Meter Points, in the below instances following implementation of this change:

- If the successfully revised AQ value is greater than 732,000 kWh and the Conversion Factor remains the default value (currently 1.022640) then the CORRECTION_FACTOR_REQUIRED data item in the T97 record (.NRL) will be sent as 'Y' every month (if AQ revision is triggered), until the Conversion Factor is updated to a 'non-standard' value
- If the successfully revised AQ value is less than or equals to 732,000 kWh and the Conversion Factor is 'non-standard', then the CORRECTION_FACTOR_REQUIRED data item in the T97 record (.NRL) will be sent every month (if AQ revision is triggered), until the Conversion Factor is updated to the 'default' value (currently 1.022640)

NOTIFICATION TO SHIPPERS

Modification 0681S requires the CDSP to inform the Registered Shipper of a need to amend the Conversion Factor at a Supply Meter Point. The solution being implemented as part of XRN4932 will use the existing .NRL file / T97 record, which is issued out to the Registered (and Incoming, if Confirmation is at CO) Shipper(s) at M-7 (M being AQ effective date) and will serve as the 'Formal Notification' informing them of the need to review, and subsequently update the Conversion Factor at a Supply Meter Point.

Shippers are given the opportunity to amend the Conversion Factor at a Supply Meter Point on their own accord before the CDSP intervenes and attempts to amend the Conversion Factor on their behalf. As per Modification 0681S, this window is 30 Supply Point Business Days following the 'Formal Notification' (.NRL file) being issued to the appropriate Shipper(s). For the avoidance of doubt, no other mechanism to notify Shippers of the need to check the Conversion Factor will be implemented as part of this change. This approach was discussed and agreed in the DSG meeting on the 7th October 2019 as members felt this, taking into consideration the proposed changes to the .NRL file, was enough notification for Shippers.

If a Shipper updates the Conversion Factor, that results in the Conversion Factor becoming compliant with the rules set out in the Modification, within the 30 Supply Point Business Days, then no further action shall be taken by the CDSP.

Please note: Shippers should attempt to update the Conversion Factor by way of the standard RGMA processes and transactions (ONJOB/ONUPD), no changes to these processes are being made as part of this change.

PROCESS EXCLUSIONS

Product Class 1 & 2 Supply Meter Points:

During Detailed Design phase it was identified that Product Class 1 & 2 would, where the CDSP has to update the Conversion Factor, require File Format amendments (by way of

an additional value in the Reading Indicator field) to facilitate the issuing of the resulting estimated readings via .MDR file. After checking the Modification rules to be applied against production UK Link, there were a very small number of Product Class 1 & 2 Supply Meter Points (approx. 10) that would require a Conversion Factor amendment by the Shipper/CDSP (out of approx. 1,600). Due to this, it was proposed that Product Class 1 & 2 Supply Meter Points would be de-scoped from any action needed to be undertaken by the CDSP in relation to amending the Conversion Factor.

The obligation to review and amend the Conversion Factor in these instances remain solely on the Shipper. This approach was discussed and agreed in the DSG meeting on the 7th October 2019.

For the avoidance of doubt, the CDSP will still inform the Shipper(s) by way of the .NRL (T97) file for Class 1 & 2 Supply Meter Points notifying them to review the Conversion Factor if the current value is 'non-compliant', but no attempted update will be made to amend the Conversion Factor by the CDSP. This also includes Supply Meter Points where the Product Class has changed to Class 1 or 2 from Class 3 or 4 since the 'Formal Notification' was issued out.

Shipper Transfer:

Due to the requirement to give the Notified Shipper(s) a window of opportunity to amend the Conversion Factor at a Supply Meter Point before the CDSP acts, a scenario may occur where there has been a Shipper Transfer following the 'Formal Notification'. The CDSP proposed that if the Notified Shipper(s) (that received the .NRL file) is not the same Shipper at the point of the CDSP attempting to carry out the Conversion Factor amendment, and there is no proposing Shipper at CO status, then no attempt shall be made by the CDSP. This approach was discussed and agreed in the DSG meeting on the 7th October 2019.

For the avoidance of doubt, if the Conversion Factor remains 'non-compliant', when a new AQ is successfully revised on the Supply Meter Point, a new .NRL (T97) file will be generated and issued to Shipper(s) and the processes of monitoring the Conversion Factor shall start afresh.

However, if the Shipper Transfer that is at CO status is the same as the Notified Shipper then the CDSP defer the attempted update (as per and wait 3 Supply Point Business Days before attempting to amend the Conversion Factor.

Converter Supply Meter Points:

As per Modification 0681S, any sites with a Converter Device installed on UK Link systems will not be subject to the CDSP acting to update the Conversion Factor if a Shipper fails to amend the value on UK Link.

For the avoidance of doubt, the CDSP will still inform the Shipper(s) by way of the .NRL (T97) file informing them to look at the Conversion Factor if the value remains 'non-compliant', but no update by the CDSP will be undertaken.

No 'Non-Standard' Found:

As per Modification 0681S, any sites with an AQ greater than 732,000 kWh that have a 'standard' Conversion Factor requires it to be updated to a 'non-standard' value. If the Notified Shipper does not carry this out within the 30 Supply Point Business Days the CDSP will intervene and carry out the update on their behalf. To achieve this, the Modification states the last 'non-standard' Conversion Factor on the Supply Meter Point shall be used. To do this the CDSP will check the historical Conversion Factors on the Supply Meter Point for the previous 7 years. Any Conversion Factors present within UK Link older than 7 years will not be considered. However if no 'non-standard' Conversion Factor can be found on a Supply Meter Point, no further action shall be taken by the CDSP.

For the avoidance of doubt, if on these Supply Meter Points an AQ is again successfully revised, then a new trigger will be generated and a 'Formal Notification' .NRL (T97) issued

out to the appropriate Shipper(s) notifying them of the 'non-compliant' Conversion Factor. This will continue to happen at each successful AQ revision until such a time as either the Shipper amends the Conversion Factor or the AQ drops equal to or less than 732,000 kWh.

Future dated Annual Quantity values:

Due to the requirement to give the Notified Shipper(s) an opportunity to amend the Conversion Factor at a Supply Meter Point, a scenario can occur where a new AQ is due to become effective just after the attempted CDSP update. Where the effective date of the new AQ value is post the expiry of the notification window and is to or has gone live when the CDSP attempts to carry out the Conversion Factor amendment, the CDSP proposed to use this AQ value when it makes a determination if a Conversion Factor update is still needed. This is to reduce the need for the CDSP to carry out unnecessary Meter exchanges, where if the attempted update was done a few days later, wouldn't be required.

For the avoidance of doubt, when the CDSP comes to carry out a Conversion Factor amendment, if there is a future AQ value, it will be used to determine if the Conversion Factor is 'non-compliant'. If the Conversion Factor is compliant with the future dated AQ value, then no further update shall be undertaken by the CDSP.

This approach was discussed and agreed in the DSG meeting on the 7th October 2019.

CDSP ACTION

Cosmetic Meter Exchange:

Where the Notified Shipper fails to update the Conversion Factor value at a Supply Meter Point within the 30 Supply Point Business Day window, the CDSP will intervene and attempt to update the Conversion Factor. To facilitate this, the CDSP will attempt to process a Cosmetic Meter Exchange, however just before this action is undertaken, the CDSP will re-check to see if the Conversion Factor remains 'non-compliant' and still requires to be amended at the Supply Meter Point.

If the Conversion Factor is still needed to be updated, the CDSP will trigger a Cosmetic Meter Exchange using the existing Meter details store on UK Link systems, the only difference being the revised Conversion Factor value. Any attempted Cosmetic Meter Exchanges will follow all existing rules and validations that are carried out within BAU processes, along with calculating Estimated FINX/OPNX Meter Readings.

For the avoidance of doubt, there will be no UPR (RGMA Response) / DRS (Derived Read) files triggered and sent as part of the CDSP Cosmetic Meter Exchange process, this is because no formal inbound Shipper triggered RGMA files have been received and processed.

CDSP FAILED PROCESSING

Inflight SPA/RGMA transactions:

Where the Notified Shipper has not successfully carried out a Conversion Factor amendment in line with the Modification rules then the CDSP shall (after the 30 Supply Point Business Days has lapsed following the 'Formal Notification') attempt to amend the Conversion Factor on their behalf. If this attempt fails for any reason (e.g. Shipper Transfer/Re-confirmation (CO), Class Change (CO), Read Submission (UBR/UMR), RGMA activity, LDZ Change) the CDSP will wait 3 Supply Point Business Days and then re-attempt the Conversion Factor update.

For the avoidance of doubt, this also includes Class Change, Shipper Transfer/Reconfirmations that are due to go live between D-1 to D+1 (D being the CDSP

attempted Conversion Factor update date). However, if this second CDSP attempt fails, no further attempt shall be made and no further action will be taken by the CDSP. This approach was discussed and agreed in the DSG meeting on the 4th November 2019.

Second Attempt Failures:

If the Conversion Factor is not successfully updated by either the Notified Shipper or the CDSP (after two attempts), the trigger will be set to incomplete within UK Link. If the AQ is successfully revised again and the Conversion Factor still 'non-compliant', a new trigger will be created, and a notification sent out again to the appropriate Shipper(s) in the .NRL (T97) file.

Please note: Even if the Conversion Factor is 'non-compliant', no trigger will be made and no notification will be sent out to Shipper(s) if an AQ is not successfully revised.

Triggers/notifications are only issued following successful AQ revisions, so if a Supply Meter Point has no successful AQ update, no trigger will be issued.

This risk was discussed and acknowledged in the DSG meeting on the 4th November 2019.

POST CDSP ACTION

Notification of completed CDSP update:

Once the CDSP has successfully updated the Conversion Factor via way of a Corrective Meter Exchange the Registered Shipper will be notified through the .MBR (Billable Meter Reads) file. Within this file the M03 (BILLREADS) record will be present containing the estimated FINX/OPNX readings along with the old and new Conversion Factor values.

Please note: This is the only notification that will be issued out to the Registered Shipper informing them of the Corrective Meter Exchange carried out by the CDSP.

This approach was discussed and agreed in the DSG meeting on the 7th October 2019.

ADDITIONAL INFORMATION

File Format Amendment:

To support this change, it has been recommended that a description amendment is made to the T97 Record File Format to provide additional clarity for the CORRECTION_FACTOR_REQUIRED data item.

A link to the marked up File Format is attached below for review and approval to go live in line with the implementation of this change.

<https://www.xoserve.com/media/7587/xrn4932-supp-doc.pdf>

Potential Disparity within the .NRL File:

For clarification, the CORRECTION_FACTOR_REQUIRED data item is set within the UK Link when the AQ is calculated (12th of the month). This data item is then sent contained within the .NRL file (T97) to the incumbent Shipper at M-7. If the Conversion Factor is amended after the population of the CORRECTION_FACTOR_REQUIRED data item but before the .NRL file is issued, then the Conversion Factor referenced within the (T04 Record) will be the newly updated Conversion Factor. So there may be a disparity between the CORRECTION_FACTOR_REQUIRED data item (within the T97 record) and the Conversion Factor (within the T04 record) referenced in the .NRL file, however this is current functionality so highlighting this for awareness only as the CORRECTION_FACTOR_REQUIRED data item will be set more regularly. This was discussed and acknowledged at DSG on the 4th November 2019.

G6: Associated Changes

Associated Change(s) and Title(s):	Modification 0681S - Improvements to the quality of the Conversion Factor values held on the Supply Point Register
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G7: DSG

Target DSG discussion date:	N/A
Any further information:	None - Change has been to DSG for discussions during development of solution

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:	We are satisfied with what is being proposed. We have some process questions; will there be a new report created issued out to state what MPRN's they have changed automatically or will we be required to monitor when the snapshot is sent out monthly? Or is the intention that this will appear as part of the PAF we get sent monthly? Clarify on this detail would be appreciated		
Confirm Target Release Date?	Yes	«h1_userDataAlternative»	

H1: Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your representation and support for the proposed solution. Regarding your additional question, I can confirm that no such reporting is currently in scope of XRN4932. The solution will ensure reporting is capable to be created, but production and delivery for the reports would need to be carried out under a separate request. Notification out to the appropriate Shipper(s) that the CDSP has carried out a Conversion Factor amendment on their behalf is to be done via the .MBR (Billable Meter Reads) file. Within this file the M03 (BILLREADS) record will be present containing the estimated FINX/OPNX readings along with the old and new Conversion Factor values.
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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:	EDF Energy	
	Name:	Eleanor Laurence	
	Email:	eleanor.laurence@edfenergy.com	
	Telephone:	07875117771	
Representation Status:	Reject		
Representation Publication:	Publish		
Representation Comments:	XRN5027 really needs to be looked at and agreed before this is in place. We need to ensure data is as accurate as possible before implementing this solution as inaccurate data for this value will impact customer billing		
Confirm Target Release Date?	No	Post XRN5027 Implementation	

H1: Xoserve' s Response

Xoserve Response to Organisations Comments:	Thank you for your representation. To provide additional clarity, XRN5027 is not to carry out a cleanse of the Conversion Factor values held on UK Link but to enforce the rules of the Modification (the same as we are doing for XRN4932) prior to June-2020 if possible. Modification requests that we attempt to do this to aid UIG, this is something we are looking at with regards to a more manual process to what is being implemented as part of XRN4932 and working out timeframes for such an activity. XRN5027 would need to be carried out prior to June-2020 otherwise it's requirements will default to XRN4932 and be done just prior to June-2020 with XRN5027 being cancelled.
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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:	E.ON
	Name:	Kirsty Dudley
	Email:	Kirsty.Dudley@eonenergy.com
	Telephone:	07816172645
Representation Status:	Response	
Representation Publication:	Publish	
Representation Comments:	Overall, we support the solution and dates proposed, the only element noted was the dates the CFR takes effect from, it has been suggested this could have a Supplier impact, we anticipate this can be addressed via retrospective adjustments but we're unsure how it would be incorporated into the retro work currently happening. We'd recommend this is also considered as part of the retro PoC work.	
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. We will also ensure your comments are passed to the Retro team accordingly.
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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:	Orsted	
	Name:	Lorna Lewin	
	Email:	lolew@orsted.co.uk	
	Telephone:	02074511974	
Representation Status:	Approved		
Representation Publication:	Publish		
Representation Comments:	This change supports the changes required following the implementation of UNC Modification 0681S		
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.
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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:	Scottish Power	
	Name:	Helen Bevan	
	Email:	Helen.Bevan@scottishpower.com	
	Telephone:	01416145517	
Representation Status:	Support		
Representation Publication:	Publish		
Representation Comments:	We are in support of the principles of the XRN as whilst it is good to expect correct levels of Conversion Factors where site-specific ones are required due to AQ size, it is not the most ideal position. This is because they are still non dynamic, they are not consistent even when temperatures differ from default assumption. Most ideal gas volume conversions take into account variable temperature and pressure. I am aware these are being addressed by UNC693R but just bringing it as awareness.		
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.
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Please send the completed representation response to uklink@xoserve.com

Appendix 1

XRN4932 (33%)

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 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 type="checkbox"/> Shipper Impact <input type="checkbox"/> Xoserve Impact	<input type="checkbox"/> iGT Impact <input type="checkbox"/> National Grid Transmission Impact <input type="checkbox"/> Network Impact
Associated Change reference Number(s)	XRN4932	
Associated MOD Number(s)	MOD0681S	
Perceived delivery effort	<input type="checkbox"/> 0 – 30 <input type="checkbox"/> 60 – 100	<input type="checkbox"/> 30 – 60 <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 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"/> Mass 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 type="checkbox"/> Multiple Market Participants <input type="checkbox"/> All industry UK Gas Market participants <input type="checkbox"/> One Market Group	<input type="checkbox"/> Multiple Market Group <input type="checkbox"/> Xoserve Only <input type="checkbox"/> One Market Participant
Primary Impacted DSC Service Area	Service Area 5: Metered Volume and Metered Quantity	
Number of Service Areas Impacted	<input type="checkbox"/> All <input type="checkbox"/> One	<input type="checkbox"/> Five to Twenty <input type="checkbox"/> Two to Five
Change Improvement Scale? <i>How much work would be reduced for the customer if the change is implemented?</i>	<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 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 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 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 type="checkbox"/> No
Please select customer group(s) who would be impacted if the change is not delivered.	<input type="checkbox"/> Shipper impact <input 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 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	33%

Version Control

Document

Version	Status	Date	Author(s)	Remarks
1	Proposal	12/04/2019	Xoserve	Change Proposal
2	With DSG	14/05/2019	Xoserve	Updated following ChMC outcome on 8 th May 2019
3	Out for review	14/06/2019	Xoserve	Solution option added to Section D for June Change Pack
4	Voting	04/07/2019	Xoserve	Change Pack reps added, ready for solution option and release decision at ChMC in July
5	Approved	12/08/2019	Xoserve	Solution option and release decision from ChMC added
6	With DSG	18/10/2019	Xoserve	CP updated with discussions from DSG 7 th October 2019
7	With DSG	21/10/2019	Xoserve	Cp updated with discussions from DSG 21 st October 2019
8	Voting	10/12/2019	Rachel Taggart	Change Pack and Reps added from November Change Pack

Template

Version	Status	Date	Author(s)	Remarks
3.0	Supersede d	17/07/2018	Emma Smith	Template approved at ChMC on 11th July 2018.
4.0	Supersede d	07/09/2018	Emma Smith	Minor wording amendments and additional customer group impact within Appendix 1.
5.0	Supersede d	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.