

# 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:	XRN 5057		
Change Title:	Minor Release Drop 6 (Parent)		
Date Raised:	03/12/2019		
Sponsor Representative Details:	Organisation:	Xoserve	
	Name:	Richard Hadfield	
	Email:	Richard.Hadfield @xoserve.com	
	Telephone:		
Xoserve Representative Details:	Name:	Ed Healy	
	Email:	Edward.m.healy@xoserve.com	
	Telephone:	+441202464254	
	Business Owner:		
Change Status:	<input checked="" type="checkbox"/> Proposal	<input type="checkbox"/> With DSG	<input type="checkbox"/> Out for Review
	<input type="checkbox"/> Voting	<input 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 checked="" type="checkbox"/> NG Transmission	<input type="checkbox"/> IGT
	<input type="checkbox"/> All	<input type="checkbox"/> Other <Please provide details here>
Justification for Customer Class(es) selection	The changes	

## A3: Proposer Requirements / Final (redlined) Change

Problem Statement:	<p>This is the Parent XRN for MiR drop 6</p> <p>The 2 changes that have been identified for Minor Release drop 6 are:</p> <p>XRN 4955 – Amendment of MDD PSR Needs Codes and Needs Codes Descriptions</p> <p>XRN 4997 - Introduction of new Charge Type to Recover Last Resort Supply Payment</p>
--------------------	---

Change Description:	<p>Minor Release drop 6 delivery is focused on 2 External changes that need to be implemented by the end of February 2020.</p> <p>The 2 changes that have been identified for Minor Release drop 6 are:</p> <p>XRN 4955 – Amendment of MDD PSR Needs Codes and Needs Codes Descriptions XRN 4997 - Introduction of new Charge Type to Recover Last Resort Supply Payment</p>	
Proposed Release:	Release: minor release 29 <sup>th</sup> February	
Proposed Consultation Period:	<input checked="" type="checkbox"/> 10 Working Days	<input type="checkbox"/> 15 Working Days
	<input type="checkbox"/> 20 Working Days	<input type="checkbox"/> Other [Specify Here]

#### A4: Benefits and Justification

Benefit Description:	<p>It will be easier the track and report on the changes within MRD6 if they can be tracked under 1 XRN number.</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><i>When are the benefits of the change likely to be realised?</i></p>
Benefit Dependencies:	<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 – Removed

(see Section C for DSG recommendations)

#### A6: Service Lines and Funding

Service Line(s) Impacted - New or existing	
Level of Impact	Minor
If None please give justification	
Impacts on UK Link Manual/ Data Permissions Matrix	
Level of Impact	Minor
If None please give justification	

	Customer Classes/ Funding	Delivery of Change	On-going Budget Amendment
Funding Classes :	<input checked="" type="checkbox"/> Shipper	XX %	XX %
	<input checked="" type="checkbox"/> National Grid Transmission	XX %	XX %
	<input checked="" type="checkbox"/> Distribution Network Operator	XX %	XX %
	<input type="checkbox"/> IGT	XX %	XX %
	<input type="checkbox"/> Other <please specify>	XX %	XX %
ROM or funding details:			
Funding Comments:			

### 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"/> 15 Working Days	
	<input type="checkbox"/> 20 Working Days	<input type="checkbox"/> Other [Specify Here]	
Expected date of receipt for responses (to Xoserve)	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 type="checkbox"/> Shipper	Please select.	
	<input type="checkbox"/> National Grid Transmission	Please select.	
	<input type="checkbox"/> Distribution Network Operator	Please select.	
	<input type="checkbox"/> IGT	Please select.	
Meeting Date:	Click here to enter a date.		
Release Date:	Release: Feb 29/02/2020		
Overall Outcome:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If [Yes] please specify <Release>

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

# Section B: Change Proposal Initial Review

To be removed if no consultation is required; or alternatively collated post consultation

## B1: User Details

User Contact Details:	Organisation:	
	Name:	
	Email:	
	Telephone:	

## B1: ChMC Industry Consultation

1. Do you think the change proposed poses a material risk/cost to your organisation and / or the market? Please can you provide the rationale for your response			
2. Do you think the change proposed will benefit your organisation and / or the market? Please provide any quantifiable outputs as well as any assumptions.			
3. Considering any functional changes as a result of this change, would your organisation support this to be implemented within a minor/major release as proposed in section A3 (Proposer Requirements / Final (redlined) Change)? Based on your answer how long a lead time would your organisation require to implement this change (for example minimum of 4 months, minimum of 6 months)			
4. Do you agree with the principles of this funding as indicated in section A6 (Service Lines and Funding)?			
Change Proposal in principle:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
Publication of consultation response:	<input type="checkbox"/> Publish		<input type="checkbox"/> Private

Please send the completed forms to: [uklink@xoserve.com](mailto:uklink@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:	Click here to enter a date.		
DSG Summary:			
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

Solution Option Summary:	
Xoserve preferred option: (including rationale)	
DSG preferred solution option: (including rationale)	
Consultation closeout:	Click here to enter a date.

Impact on Service Line(s) and funding (A6) for each Solution Option:	(If differ from original assessment in A6)
--	--

# Section E: Industry Response Solution Options Review

---

## E1: Organisation's preferred solution option

User Contact Details:	Organisation:			
	Name:			
	Email:			
	Telephone:			
Organisation's preferred solution option, including rationale taking into account costs, risks, resource etc.				
Implementation Date:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	
Xoserve preferred solution option:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	
DSG preferred solution option:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer	
Publication of consultation response:	<input type="checkbox"/> Publish		<input type="checkbox"/> Private	

## E2: Xoserve's Response

Xoserve Response to Organisations Comments:	
---	--



# Section F: Approved Solution Option

---

## F1: Approved Solution Option

XRN Reference:	XRN####
Solution Details:	
Implementation Date:	Click here to enter a date.
Approved By:	
Date of Approval:	Click here to enter a date.

# Section G: Change Pack

---

## G1: Communication Detail

Comm Reference:	
Comm Title:	
Comm Date:	Click here to enter a date.

## G2: Change Representation

Action Required:	
Close Out Date:	Click here to enter a date.

## G3: Change Detail

Xoserve Reference Number:	
Change Class:	
ChMC Constituency Impacted:	
Change Owner:	
Background and Context:	

## G4: Change Impact Assessment Dashboard (UK Link)

Functional:	
Non-Functional:	
Application:	
User(s):	
Documentation:	
Other:	

Files				
File	Parent Record	Record	Data Attribute	Hierarchy or Format Agreed

### G5: Change Design Description

--

### G6: Associated Changes

Associated Change(s) and Title(s):	
------------------------------------	--

### G7: DSG

Target DSG discussion date:	Click here to enter a date.
Any further information:	

### G8: Implementation

Target Release:	Release: Feb/Jun/Nov XX or Adhoc DD/MM/YYYY
Status:	

Please see the following page for representation comments template; responses to [uklink@xoserve.com](mailto:uklink@xoserve.com)

# Section H: Representation Response

---

## H1: Change Representation

(To be completed by User and returned for response)

User Contact Details:	Organisation:			
	Name:			
	Email:			
	Telephone:			
Representation Status:				
Representation Publication:	<input type="checkbox"/> Publish		<input type="checkbox"/> Private	
Representation Comments:				
Confirm Target Release Date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If [No] please specify alternative	

Please send the completed representation response to [uklink@xoserve.com](mailto:uklink@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 checked="" type="checkbox"/> Network
	<input type="checkbox"/> Xoserve	<input type="checkbox"/> NG Transmission	<input checked="" type="checkbox"/> NTS
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
Associated Change Ref Number(s):		Associated MOD Number(s):	
Perceived delivery effort (days):	<input type="checkbox"/> 0-30	<input type="checkbox"/> 30-60	
	<input checked="" type="checkbox"/> 60-100	<input type="checkbox"/> 100+	
Does the change involve the processing of personal data?	'Any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier' - includes MPRNS.		<input type="checkbox"/> Yes (if selected please answer the next question)
			<input type="checkbox"/> No
A Data Protection Impact Assessment (DPIA) will be required if the change involves the processing of personal data in any of the following scenarios:	<input type="checkbox"/> New Technology	<input type="checkbox"/> Theft of Gas	
	<input type="checkbox"/> Mass Data	<input type="checkbox"/> Xoserve Employee Data	
	<input type="checkbox"/> Vulnerable Customer Data	<input type="checkbox"/> Fundamental changes to Xoserve	
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
	(If any of the above boxes have been selected then please contact The Data Protection Officer (Sally Hall) to complete the DPIA.		
Change Beneficiary: <i>How many market participant or segments stand to benefit this change?</i>	<input type="checkbox"/> Multiple Market Participants	<input checked="" 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 1: Manage Supply Point Registrations		
	<input type="checkbox"/> One	<input type="checkbox"/> Two to Five	

Number of Service Areas Impacted:	<input checked="" 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 type="checkbox"/> Customer System Changes Required		
	<input type="checkbox"/> Customer Testing Likely Required		
	<input type="checkbox"/> Customer Training Required		
Primary Application impacted:	<input type="checkbox"/> BW	<input checked="" type="checkbox"/> ISU	<input type="checkbox"/> CMS
	<input type="checkbox"/> AMT	<input type="checkbox"/> EFT	<input type="checkbox"/> IX
	<input type="checkbox"/> Gemini	<input type="checkbox"/> Birst	<input type="checkbox"/> API
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
Business Process Impacted:	<input type="checkbox"/> AQ	<input checked="" type="checkbox"/> SPA	<input type="checkbox"/> RGMA
	<input type="checkbox"/> Reads	<input type="checkbox"/> Portal	<input type="checkbox"/> Invoicing
	<input type="checkbox"/> Other	<If [Other] please provide details here>	
Any known impacts to external services and/or systems as a result of this change?	<input type="checkbox"/> Yes	<If [Yes] please provide details here>	
	<input checked="" 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:	46%
---------------------------------	-----

# Version Control

---

## Document

Version	Status	Date	Author(s)	Remarks

## 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 <sup>th</sup> December 2018.
6.1	In Draft	26/03/2019	Richard Johnson/ Alison Cross	The following minor changes were made: <ul style="list-style-type: none"> <li>- Inclusion of an All 'Impacted Parties' option in A2</li> <li>- Justification section added to section A2</li> <li>- Change Description replaced with Problem Statement in section A3</li> <li>- Remove 'X' in Release information (sections A3, A5, A7, C1 and G8)</li> <li>- Updated Service Line and UK Link impacts and funding section (A6) to include further detail</li> <li>- Amended questions 3 and 4 in section B</li> <li>- Added Service Line/UK link Assessment in section D</li> <li>- Removed Section A5</li> </ul>
6.2	For approval	14/05/2019	Alison Cross	Following review at DSC Governance review group re-added Change Description text box
7.0	Approved	13/06/2019	Richard Johnson	DSC Governance Review Group changes to the template



				approved at Change Management Committee on 12 <sup>th</sup> June 2019
--	--	--	--	---