

# 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:               | XRN5605                                       |  |   |
| Change Title:                   | Amendments to the must read process (IGT159V) |  |   |
| Date Raised:                    | 22/12/2022                                    |  |   |
| Sponsor Representative Details: | Organisation:                                 | Centrica   |   |
|                                 | Name:   | Oorlagh Chapman  |   |
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|                                 | Telephone:                                    | 07557614769  |   |
| Xoserve Representative Details: | Name:   | Ellie Rogers   |   |
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|                                 | Telephone:                                    | 01212 292 185  |   |
|                                 | Business Owner:                               | TBC  |   |
| Change Status:                  | <input type="checkbox"/> Proposal             | <input checked="" type="checkbox"/> With DSG                                   | <input type="checkbox"/> Out for Review |
|                                 | <input type="checkbox"/> Voting               | <input type="checkbox"/> Approved  | <input type="checkbox"/> Rejected       |

## A2: Impacted Parties

|  |   |  |
|--|---|--|
| Customer Class(es):                            | <input checked="" type="checkbox"/> Shipper   | <input type="checkbox"/> Distribution Network Operator |
|  | <input type="checkbox"/> NG Transmission  | <input checked="" type="checkbox"/> IGT                |
|  | <input type="checkbox"/> All  | <input type="checkbox"/> Other                         |
| Justification for Customer Class(es) selection | <p>This change amends the current must read process for Supply Meter Points (SMPs) on an IGT network.</p> <p>Based on this, IGTs as the responsible party for obtaining must reads and Shippers, as the recipients of the must read process are the impacted parties.</p> |  |

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

|                               |  |  |
|-------------------------------|--|--|
| Problem Statement:            | Changes have been proposed to the current IGT must read process to ensure it is fit for purpose.   |  |
| Change Description:           | <p>This Change Proposal has been raised to deliver the requirements set out under <a href="#">IGT UNC Modification 159V – Amendments to the must read process</a>.</p> <p>This Modification was raised to update the IGT must read process to include timescales for a site to enter the process and to introduce timeframes for procuring and returning a read that align with read validation.</p> <p>The Change Proposal will amend the IGT must read process in line with the Modification IGT159V requirements which includes the following:</p> <ul style="list-style-type: none"> <li>• Placing a timeframe on the must read being provided by the IGT to ensure it aligns with the current validation window.</li> <li>• Allowing Shippers a mechanism to exclude SMPs from the IGT must read process which have a known meter issue preventing reads being obtained.</li> <li>• Excluding SMART, AMR and DCC Active SMPs from being included in the IGT must read process.</li> <li>• Where there is a SoLR or Change of Shipper event, allow a 4 month pause in the relevant SMP(s) entering the IGT must read process.</li> <li>• Ensuring PAC are provided the relevant information about the IGT must read process.</li> </ul> <p>Please note, Ofgem approved the implementation of IGT159V on the 02 December 2022. The decision letter can be found <a href="#">here</a>.</p> |  |
| Proposed Release:             | TBC  |  |
| Proposed Consultation Period: | <input type="checkbox"/> 10 Working Days   | <input type="checkbox"/> 15 Working Days             |
|                               | <input type="checkbox"/> 20 Working Days   | <input type="checkbox"/> Other [write specific here] |

### A4: Benefits and Justification

|                      |   |
|----------------------|---|
| Benefit Description: | Ensuring the IGT must read process is fit for purpose which could improve settlement accuracy, protect customers from additional costs and unnecessary contact associated with site visits and possibly reducing the number of customer complaints received by Suppliers. |
|----------------------|---|

|                       |  |
|-----------------------|--|
|                       | <i>What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?</i>   |
| Benefit Realisation:  | Upon implementation.   |
|                       | <i>When are the benefits of the change likely to be realised?</i>  |
| Benefit Dependencies: | Delivery of this Change Proposal.  |
|                       | <i>Please detail any dependencies that would be outside the scope of the change, this could be reliance on another delivery, reliance on some other event that the projects has not got direct control of.</i> |

## A5: Final Delivery Sub-Group (DSG) Recommendations – Removed

(see Section C for DSG recommendations)

## A6: Service Lines and Funding

|  |  |                    |                           |
|--|--|--------------------|---------------------------|
| Service Line(s) Impacted - New or existing         | <p>The current must read process is detailed within various Service Lines within Service Area 4 – Meter Read/Asset processing and Service Area 22 - Specific Services.</p> <p>For Service Area 4 where the management of the must read process Service Lines currently sit is Meter Read/Asset processing which is 67% DNO funded and 33% Shipper.</p> <p>For Service Area 22 which are Specific Services, the specific party responsible will fund the activity.</p> <p>Service Lines already exist to manage the must read process. At this stage, it is not anticipated that further changes to those Service Lines will be required.</p> |                    |                           |
| Level of Impact                                    | None   |                    |                           |
| If None please give justification                  | Service Lines already exist which cover this process and the low-level detail is not expected to be added.   |                    |                           |
| Impacts on UK Link Manual/ Data Permissions Matrix | TBC  |                    |                           |
| Level of Impact                                    | Unclear  |                    |                           |
| If None please give justification                  | N/A  |                    |                           |
| Funding Classes :                                  | Customer Classes/ Funding  | Delivery of Change | On-going Budget Amendment |
|  | <input checked="" type="checkbox"/> Shipper  | 90 %               | XX %                      |
|  | <input type="checkbox"/> National Grid Transmission  | XX %               | XX %                      |
|  | <input type="checkbox"/> Distribution Network Operator   | XX %               | XX %                      |
|  | <input checked="" type="checkbox"/> IGT  | 10 %               | XX %                      |

|                         |   |      |      |
|-------------------------|---|------|------|
|                         | <input type="checkbox"/> Other <please specify>   | XX % | XX % |
| ROM or funding details: | <p>Please note – this funding split is not aligned to a current Service Area but has been proposed by the Change Proposal proposer and should be discussed and agreed at the DSC ChMC.</p> <p>A ROM was completed providing 2 solution options:</p> <p>Option 1 – implement the change in UK Link with the CMS element delivered as part of / following CMS Rebuild</p> <ul style="list-style-type: none"> <li>• Estimated high level indicative delivery costs were anticipated to be between £15,000 and £50,000.</li> <li>• The actual cost is dependent on the timing of the Modification being implemented against the CMS Rebuild work.</li> </ul> <p>Option 2 – implement the change in UK Link and in current CMS (subsequent delivery within the new CMS will be required)</p> <ul style="list-style-type: none"> <li>• Estimated high level indicative delivery costs were anticipated to be between £30,000 and £70,000.</li> </ul> <p>Any ongoing costs are to be determined during the Detailed Design phase.</p> <p>Link to the ROM for reference <a href="#">here</a>.</p> |      |      |
| Funding Comments:       | Proposed funding split should be discussed and agreed by ChMC when the Change Proposal is presented.  |      |      |

Please send the completed forms to: [uklink@xserve.com](mailto:uklink@xserve.com)

# Version Control

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## Document

| Version | Status  | Date     | Author(s)      | Remarks                       |
|---------|---------|----------|----------------|-------------------------------|
| 1.0     | Updated | 13.01.23 | Kate Lancaster | Approved into capture at ChMC |