

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 5167		
Change Title:	Report Product Class 4 Read Performance (MOD 672)		
Date Raised:	01/05/2020		
Sponsor Representative Details:	Organisation:	Scottish Power	
	Name:	Stephanie Clements	
	Email:	Stephanie.clements@scottishpower.com	
	Telephone:	0141 614 8775	
Xoserve Representative Details:	Name:	Fiona Cottam	
	Email:	Fiona.cottam@xoserve.com	
	Telephone:	0121 229 2199	
	Business Owner:		
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 type="checkbox"/> IGT
	<input type="checkbox"/> All	<input type="checkbox"/> Other
Justification for Customer Class(es) selection	Reports will present performance by Shippers with live portfolio in Class 4.	

A3: Proposer Requirements / Final (redlined) Change

Problem Statement:	At present there are read submission performance targets set out in the UNC TPD Section M and these target a percentage of sites for which a read should be submitted. The risk is that if there are larger sites where a read is not received, those will be contributing more to Unidentified Gas (UIG) even though the Shipper may be achieving the read submission target. There is currently insufficient reporting detail to show performance against overall portfolio and no target
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	<p>proportion of AQ within UNC TPD Section M that shippers should achieve.</p>	
<p>Change Description:</p>	<p>UNC Modification 0672 seeks to reduce Unidentified Gas (UIG) volume by providing a target for read submission performance for Product Class 4 sites against overall portfolio. The modification proposes to target and measure performance against an agreed percentage for energy reconciled after a defined period. This change seeks to provide PAC with an un-anonymised report which will enable them to target shippers whose performance is below the target threshold.</p>	
	<p>To fulfil the reporting requirements that may be required upon implementation of MOD 0672, the following reports should be added to the Performance Assurance Report Register.</p>	
	<p>Two new reports will be included in the Performance Assurance Report Register (PARR) document: a Schedule 2.A Anonymised Report and a Schedule 2.B Unanonymised Report.</p>	
	<p>(Note: whilst the Draft Modification Report only describes an Anonymised Report, the DMR also states “This reporting will be shared with PAC on a monthly basis at an un-anonymised level.” (Section 5: Solution). Hence a Schedule 2.B Unanonymised Report must also be developed and published.)</p>	
	<p>Schedule 2A.x – Class 4 Meter Read Performance as Percentage of AQ Read</p>	
	<p>Report Title</p>	<p>Class 4 read submission performance as a percentage of portfolio AQ</p>
	<p>Report Reference</p>	<p>2A.x (reference to be determined following implementation of UNC Modification 0672)</p>
	<p>Report Purpose</p>	<p>To compare Shipper performance in managing their valid meter reading submission for Class 4 supply points against targets set out in the UNC Related Document ‘Percentage Overall AQ Portfolio Read in Product Class 4’.</p>
	<p>Expected Interpretation of the report results</p>	<p>The aim is to understand whether required UNC minimum standards are being met. The report should identify performance across all market participants</p>
	<p>Report Structure (actual report headings & description of each heading)</p>	<p>Monthly non-cumulative report Peer Comparison Identifier Separated by AQ banding and by Meter Read Frequency/equipment type Percentage of portfolio AQ without a meter reading for the required duration (either one month or 12 months) Industry Average</p>
<p>Data inputs to the report</p>	<p>SSC Peer Comparison Identifier Annual Quantity Equipment type and status (whether a Smart/advanced meter is “operational” as defined in UNC) Meter reading history</p>	
<p>Number rounding convention</p>	<p>Percentage to one decimal place</p>	
<p>History (e.g. report builds month on month)</p>	<p>A Rolling 12 month view, provided monthly</p>	
<p>Rules governing treatment of data inputs (actual formula/specification to prepare the report)</p>	<p>Sites are excluded if there was a change of Shipper or where an “operational” Smart or Advanced meter was fitted for the first time in the calendar month. NTS sites are excluded. IGT sites are included.</p>	

	The report is prepared as soon as possible after the end of the calendar month						
Frequency of the report	Monthly						
Sort criteria (alphabetical ascending etc.)	Peer Comparison Identifier alphabetically						
History/background	Requirement introduced to support UNC Modification 0672 obligations						
Additional comments							
Estimated development costs							
Estimated ongoing costs							
Percentage of Supply Point AQ without an accepted meter reading for the required duration							
Sub-category	Month	Month x+1	Month x+2	Month x+3	Month x+4	Month x+5	Etc.
Identifier A	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Identifier B	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
etc							
Industry Total	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<p>Separate report pages for:</p> <ul style="list-style-type: none"> a) Percentage of monthly read AQ for sites >293,000 kWh which were without a reading for more than a month b) Percentage AQ for sites <293,000 kWh with SMART/AMR (where an Operational Smart Meter is fitted or an Advanced Meter is flagged as being present at the Supply Meter Point) which were without a reading for more than a month c) Percentage annually read AQ for sites <293,000 where neither an Operational Smart Meter is fitted or an Advanced Meter is flagged as being present at the Supply Meter Point which were without a reading for more than 12 months 							
Schedule 2B.x – Performance Assurance Committee View							
Report Title	Class 4 read submission performance as a percentage of portfolio AQ						
Report Reference	2B.x (reference to be determined following implementation of UNC Modification 0672)						
Report Purpose	To compare Shipper performance in managing their valid meter reading submission for Class 4 supply points against targets set out in the UNC Related Document 'Percentage Overall AQ Portfolio Read in Product Class 4'.						
Expected Interpretation of the report results	The aim is to understand whether required UNC minimum standards are being met. The report should identify performance across all market participants						
Report Structure (actual report headings & description of each heading)	Monthly non-cumulative report Shipper Shortcode Separated by AQ banding and by Meter Read Frequency/equipment type Percentage of portfolio AQ without a meter reading for the required duration (either one month or 12 months) Industry Average						
Data inputs to the report	SSC Annual Quantity Equipment type and status (whether a Smart/advanced meter is "operational" as defined in UNC) Meter reading history						

	Number rounding convention	Percentage to one decimal place																																													
	History (e.g. report builds month on month)	A Rolling 12 month view, provided monthly																																													
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	Additional comments																																														
	Estimated development costs																																														
	Estimated ongoing costs																																														
	<p>Percentage of Supply Point AQ without an accepted meter reading for the required duration</p> <table border="1"> <thead> <tr> <th>Sub-category</th> <th>Month</th> <th>Month x+1</th> <th>Month x+2</th> <th>Month x+3</th> <th>Month x+4</th> <th>Month x+5</th> <th>Etc.</th> </tr> </thead> <tbody> <tr> <td>Shipper A</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> </tr> <tr> <td>Shipper B</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> </tr> <tr> <td>etc</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Industry Total</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> <td>0.0%</td> </tr> </tbody> </table> <p>Separate report pages for:</p> <ol style="list-style-type: none"> Percentage of monthly read AQ for sites >293,000 kWh which were without a reading for more than a month Percentage AQ for sites <293,000 kWh with SMART/AMR (where an Operational Smart Meter is fitted or an Advanced Meter is flagged as being present at the Supply Meter Point) which were without a reading for more than a month Percentage annually read AQ for sites <293,000 where neither an Operational Smart Meter is fitted or an Advanced Meter is flagged as being present at the Supply Meter Point which were without a reading for more than 12 months 								Sub-category	Month	Month x+1	Month x+2	Month x+3	Month x+4	Month x+5	Etc.	Shipper A	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	Shipper B	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	etc								Industry Total	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
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etc																																															
Industry Total	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%																																								
Proposed Release:	Release to be confirmed but expect this to be delivered outside of a Major Release																																														
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 [Specify Here]																																											

A4: Benefits and Justification

Benefit Description:	By providing better insight to PAC, this will allow PAC to target better meter read performance across Shippers and customer types, in AQ terms, rather than just percentage of Supply Meter Points. This should help to reduce the levels, volatility and unpredictability of UIG, reduce uncertainty in estimation and improve the accuracy of cost targeting.
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	<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:	Three to six months post-delivery, depending on performance levels and need for PAC/PAFA to engage with Shippers to improve performance. <i>When are the benefits of the change likely to be realised?</i>
Benefit Dependencies:	None (other than dependency on PAC to meet, review the reports and request PAFA to take action where required). As PAC already sees similar reports with anonymisation, these reports should be progressed regardless of the outcome of the Modification. In other words, even if the targets described in 0672 are not implemented, PAC wishes to see unanonymised statistics on the percentage of AQ at risk due to lack of meter readings, in order to focus performance improvement measures where they can be most beneficial. Ownership of the PARR now sits with PAC and UNCC, so they can introduce new reports without the need for a UNC Modification. <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	Existing: DS-CS SA3 – 11: Performance Assurance - provision of information to the Performance Assurance Framework Administrator		
Level of Impact	Minor		
If None please give justification	N/A		
Impacts on UK Link Manual/ Data Permissions Matrix	These reports will be at summary level only and will not include any Supply Meter Point level data, so there is no Data Permissions impact.		
Level of Impact	Minor		
If None please give justification	N/A		
Funding Classes :	Customer Classes/ Funding	Delivery of Change	On-going Budget Amendment
	<input checked="" type="checkbox"/> Shipper	100 %	XX %
	<input type="checkbox"/> National Grid Transmission	XX %	XX %
	<input 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:	https://gasgov-mst-files.s3.eu-west-1.amazonaws.com/s3fs-public/ggf/book/2019-11/ROM%20Response%200672%20CRN5043%20V1.0.pdf		

Funding Comments:	Service is 100% Shipper funded based on the Service Area
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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 / Jun / Nov XX or Adhoc DD/MM/YYYY or NA		
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

Version Control

Document

Version	Status	Date	Author(s)	Remarks
V1	With DSG	14/05/20	Rachel Taggart	Updated with the outcome from May ChMC meeting.
V2	Implemented	07/10/2020	Chan Singh	Implemented and delivered via DDP Drop 8

Template

Version	Status	Date	Author(s)	Remarks
3.0	Superseded	17/07/2018	Emma Smith	Template approved at ChMC on 11th July 2018
4.0	Superseded	07/09/2018	Emma Smith	Minor wording amendments and additional customer group impact within Appendix 1
5.0	Superseded	10/12/2018	Heather Spensley	Template moved to new Word template as part of Corporate Identity changes.
6.0	Approved	12/12/2018	Simon Harris	Cosmetic changes made. Approved at ChMC on the 12 th December 2018.
6.1	In Draft	26/03/2019	Richard Johnson/ Alison Cross	The following minor changes were made: <ul style="list-style-type: none"> - Inclusion of an All 'Impacted Parties' option in A2 - Justification section added to section A2 - Change Description replaced with Problem Statement in section A3 - Remove 'X' in Release information (sections A3, A5, A7, C1 and G8) - Updated Service Line and UK Link impacts and funding section (A6) to include further detail - Amended questions 3 and 4 in section B - Added Service Line/UK link Assessment in section D - Removed Section A5
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 th June 2019
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