Detailed Design Change Pack

# Communication Detail

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| Comm Reference: | 3295.1 – LO - PO |
| Comm Title: | Detailed Design for XRN5615 Establishing/Amending a Gas Vacant Site Process (Modification 0819) |
| Comm Date: | 15/07/2024 |

**Change Representation**

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| Action Required: | For representation |
| Close Out Date: | 29/07/2024 |

# Change Detail

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| Xoserve Reference Number:  | [XRN5615](https://www.xoserve.com/change/customer-change-register/xrn-5615-establishingamending-a-gas-vacant-site-process-modification-0819/) |
| Change Class: | Functional |
| \*ChMC Constituency Impacted: | Shipper, All ClassesDistribution Network Operators (DNOs) Independent Gas Transporters (IGTs)\*Assumed impacted parties of the proposed change, all parties are encouraged to review |
| Change Owner:  | uklinkdelivery@xoserve.com |
| Background and Context: | MOD 0819 Establishing/Amending a Gas Vacant Site Process, and IGT (Independent Gas Transporter) modification IGT168, was raised to address the lack of a formal Vacant Site process to cease a Shippers’ Settlement, Commodity and Performance obligations along with Capacity charges for vacant sites within their ownership.The UNC (Uniform Network Code) modification documentation is located [here](https://www.gasgovernance.co.uk/index.php/0819) and the IGT modification document is located [here](https://www.igt-unc.co.uk/igt168/)Within the gas industry, there is not currently a formal Vacant Sites process which makes it difficult for a Shipper of a vacant site to cease their Settlement, Commodity and Performance obligations and Capacity charges. This is because when a property is vacant a Shipper may struggle to arrange a site visit or contact the end user for meter reads to lower the sites Annual Quantity (AQ) in line with the property’s unoccupied status. A warrant would then be required to gain access to the property to obtain a meter read which would be time-consuming and costly to the Shipper. To understand how Shippers who have vacant sites within their ownership could manage this and look to reduce exposure, a review was raised under Modification 778R Gas Vacant Sites Process. Recommendations from this review were used to raise Modification 0819 Establish/Amending a Gas Vacant Site Process. |

# Change Impact Assessment Dashboard

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| Functional: | Supply Point Administration (SPA) Meter Read Settlement (i.e., Gemini UK Gas Allocations) Annual Quantity BillingReporting UK Link File(s)  |
| Non-Functional: | None |
| Application: | Contact Management Service (CMS), SAP ISU, Data Discovery Platform (DDP).  |
| User(s): | Shippers, DNOs, IGTs, Performance Assurance Committee (PAC).  |
| Documentation: | See ‘Files’ section below, and ‘Appendix’ section. |
| Other: | None |

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| Files |
| File | Parent Record | Record | Data Attribute | Hierarchy or FormatAgreed |
| AQI | None | C41 | (New allowable values only):REQUEST\_REASON, REQUESTED\_ESTIMATED\_AQ | Submitted for representation in this Change Pack (see Appendix) |
| AQR | None | C43 | (New allowable values only):REQUEST\_REASON, REQUESTED\_ESTIMATED\_AQ | Submitted for representation in this Change Pack (see Appendix) |
| .BCL | None | BCL | See Appendix for ‘BCL’ record data attribute definitions. | Submitted for representation in this Change Pack (see Appendix) |

# Change Design Description

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| **1.0 Solution option summary**Three solution options were considered with one of these (option 3) being discounted as it was felt the interface to the CDSP would not meet customer requirements. The two options for consideration meet all customer requirements that have been defined based upon the objectives and business rules of the modification and the majority of the functional change is the same, with UK Link using a new Vacant site flag to provide relief from Settlement, Commodity and Performance obligations and, where subsequent rules are enacted, relief from Capacity charges.The differential between the two options is how the Shipper will communicate with the Central Data Service Provider (CDSP), and would receive subsequent communication in return, of Vacant sites. In option 1 this interface is proposed to be via the Contact Management System (CMS) and in option 2 it would be delivered through a traditional UK Link file based interaction, as is commonplace for many Supply Point administrative data attributes. **Solution Summary**As above, for both options the bulk of processing will be delivered within the UK Link system, and with downstream reporting in DDP, which will include: * Validation of a Vacant site request
* Maintenance of a Vacant site flag/indicator within central systems
* Provision of Settlement, Commodity and Performance obligation relief
* Provision of Capacity charge relief where required criteria are met
* Introduction of new Annual Quantity (AQ) correction eligible clauses (also known as reason codes) specific to the Vacant site process
* Monitoring of exit criteria from being considered a Vacant site
* Execution of exit process following trigger detection
* Monitoring and re-instatement of pre-vacant AQ
* Re-conciliation of energy over a Vacant period
* Identification of Vacant sites within the DDP
* Generation of Performance Assurance Committee (PAC) Vacant site related reports

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| **Decision** | **Option** | **Key Features** |
| **Chosen** | 1 – CMS | * Proposed Vacant Supply Meter Points (SMP) submitted individually or on Bulk
* User interface for individual submission
* Notifications issued related to Vacant SMPs
* Changes to the existing AQ Correction process
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| **Not** **chosen** | 2 – Traditional UK Link File | * New file structure for Vacant SMP requests and notifications
* Utilisation of exiting industry standard Information Exchange (IX)
* In line with existing SPA processes
* Changes to the existing AQ Correction process
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| **Discounted option** | 3 – Portal | * Vacant SMP requests to be made individually
* User Interface, not file based
* Minimal notification capabilities
* Changes to the existing AQ Correction process
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**1.1 Introduction**A new contact code will be made available in CMS (Contact Management Service) for authorised users to submit a site into the Vacant site process. Upon validation being completed, CMS will confirm if the site has entered Vacancy. For successfully validated sites, the CDSP will flag the site as Vacant, cease Commodity charges, relieve meter reading obligations, and monitor for prescribed events that will cause the site to exit Vacancy. The Shipper will be able to apply for a minimisation of Capacity charge (i.e., Capacity relief), after twelve months of Vacancy. Upon the occurrence of a prescribed exit event, the CDSP will either (a) immediately exit the site from Vacancy, and resume Commodity charges and meter reading obligations, or (b) facilitate an extended exit (if a Shipper applied for Capacity relief during Vacancy, then an AQ correction is required to provide standard Capacity charging), as well as to resume Commodity charges and meter reading obligations. If any gas is off taken despite the Vacant Status, the owning Shipper is still responsible for the gas off taken from the Vacant site. Standard CDSP reconciliation billing will charge for this, where necessary. **2.0 ‘To Be’ Vacant site process map****3.0 ‘To Be’ Vacant site process changes**(a) A **Shipper** will experience the ‘To Be’ Vacant site process as changes in the following areas:3.1 Shipper requests site/s to enter Vacancy3.2 Shipper receives acceptance or rejection of request to enter site into Vacancy3.3 Shipper receives relief from Commodity charge and certain Meter Read obligations3.4 Shipper UK gas allocation (in Gemini) is reduced for a Vacant site3.5 Shipper opportunity to request Capacity charge relief for a Vacant site3.6 Immediate Exit: An event happens which causes the site to exit Vacancy immediately (exit happens immediately if Capacity relief was not requested)3.7 Extended Exit: An event happens which causes the site to exit Vacancy, and requires an AQ correction as Capacity relief was requested by the Shipper 3.8 Extended Exit: The process.3.9 Charges and Meter Read obligations resume3.10 Shipper UK gas allocation resumes (in Gemini) for an ex-Vacant site3.11 Shipper reporting (new and changes to existing reporting due to Vacant sites)(b) A **Network** will experience the ‘To Be’ Vacant site process in the following areas:3.12 \*Network reporting of Vacant sites (via DDP, if prioritised by the Networks with the DDP team in DNO Constituency and IGT Constituency meetings to align with the implementation of XRN5615). Note that this is not a direct delivery of the change, nor the design. 3.13 Other DDP reporting related to Vacant sites(c) The **Performance Assurance Committee** will experience the ‘To Be’ Vacant site process in the following areas:3.14 Changes to Performance Assurance Framework Administrator (PAFA) reporting**4.0 Detailed design****Shippers****4.1 Shipper requests site/s to enter Vacancy****Contact Management Service (CMS)**4.1.1. A new contact code ‘VAC’ will be used by authorised Shipper users, via new logging screens or via Bulk Contact Logging (BCL) upload file, to request a site to be submitted into the Vacant site process. Fields to be provided by the requestor are:* Meter Point Reference Number (MPRN)
* Date of First No Access visit
* Date of Second No Access visit
* A Shipper warrant in the form of a ticked box via the new logging screen, or via a value of ‘Y’ uploaded via the BCL file

4.1.2 Validations in CMS are: * A ‘VAC’ contact is not already open/duplicated for this site.
* The First and Second 'No access' visit dates are between 3 and 9 months apart.
* The Second 'No Access' visit is within 3 months of Vacant site request submission.
* The site Meter Point Reference Number (MPRN) exists.
* Requesting Shipper is a valid Shipper organisation.
* Requesting Shipper is registered to the site.
* A Shipper warrant is provided as part of the request; specifically, this text is affirmed via a tick box on the ‘VAC’ contact or is asserted in the BCL upload of ‘VAC’ contacts with a value of ‘Y’. The warrant reads as follows: “**Requestor warrants that all criteria which may designate a Supply Point as Vacant (as per the latest UNC (Uniform Network Code) Vacant Site Guidance Document) have been met**".

4.1.3. Contacts can be logged on an individual MPRN basis by a user via a Logging Form in the User Interface. Each successfully logged record in CMS will generate a CMS Contact identifier (e.g., CRN30004567).4.1.4 Contacts can also be logged in bulk via a BCL file (see Appendix for file specifications).* This facility will be available via two routes:
	+ - BCL file via CMS User Interface (UI)
		- BCL file via CMS Information Exchange (IX)

**4.2 Shipper receives acceptance or rejection of request to enter site into Vacancy**4.2.1 Each successfully logged record will then be sent to UK Link for further validations. Validations in UK Link are:* Sites eligible for **inclusion** to the Vacant sites process:
	+ Site is in Product Class 4
* The following site types are **excluded** from the Vacant sites process:
	+ Site is a Liquefied Petroleum Gas (LPG) site
	+ Site is in a Prime/Sub metering arrangement
* The site MPRN has a status of ‘Live’.
* Requesting Shipper is registered to the site (checked a second time by UK Link, to account for any Change of Shipper events which may occur in the time the request is received from CMS to it being processed in UK Link).
* Meter Reading Frequency is Monthly, Annual or Six-Monthly.
* Meter is present for the site, and it is not isolated.
* No Meter Reading/s for the site are found between the date of the first qualifying No Access Visit, and the date that the Vacant site request is processed by UK Link.
* No Class Change is pending for this site.
* No AQ Correction is pending for this site.

4.2.2. CMS will update the ‘VAC’ contact with a new message to show whether the request for entering the site into Vacancy was accepted, or rejected, by UK Link. 4.2.3. For accepted requests, UK Link will hold a ‘Vacancy Start Effective Date’, and a Vacancy indicator, for the MPRN. 4.2.4 For ‘VAC’ contacts that were accepted, CMS will keep the contact in the Shipper’s work queue for 7 days. After which, the contact shall ‘disappear’ from the work queue to go into a ‘on hold’ status. 4.2.5. This same ‘VAC’ contact shall be allocated to the Shipper’s work queue when the CDSP detects that the site has (or will) exit Vacancy. Shippers should proactively check for the ‘reappearance’ of ‘VAC’ contacts for sites in case of being informed of exit. **4.3 Shipper receives relief from Commodity charge and certain Meter Read obligations**4.3.1. **Relief from Commodity charge.** From the ‘Vacancy Start Effective Date’, the Vacant site will be absent from subsequent COM (Core\_Commodity\_Invoice\_Supporting\_Information) invoice files that are generated. 4.3.2. **Cessation of provisioning into the aggregate UK gas settlement (Gemini) process.** This will cease when a site goes into Vacancy. A Vacant site will be prevented from contributing to the following: * NDM (Non-Daily Metered) Supply Meter Point Demand
* Daily Allocation
* UIG (Unidentified Gas) costs

4.3.3. **Relief from Meter Read performance obligations.** As a Shipper will be relieved of the obligation of obtaining Meter Readings from a Vacant site, then User obligations under Transportation Principal Document Section M - Section 5.9, shall not apply. Effectively the obligations around submission of Meter Readings, based on an MPRN’s Meter Reading Frequency (MRF), shall cease during Vacancy. 4.3.4. **Relief from Must Read obligations.** The following Must Read processes shall operate as follows:4.3.4.1. **Monthly Pre-Notifications Report** (generated on the **1st Business Day** of a month)* **For Shippers:** Vacant sites will be **included** on this report
* **For Shippers:** For the **domestic version** of the Monthly Pre-Notifications Report (only goes to Shippers), Vacant sites will be **included** on this report
* **For DNOs:** Vacant sites will be **included** on this report
* **For IGTs:** Vacant sites will be **included** on this report

4.3.4.2. **Monthly Notifications Report** (generated on the **20th Business Day** of a month)* **For Shippers, DNOs, and IGTs:** Sites which have entered Vacancy, and that qualify to enter the Must-Read process, will be **excluded** from this report and any subsequent reports whilst Vacant

4.3.4.3. **A CMS Must-Read Contact is open at the point a site is requested to go into Vacancy:**The design will handle an open Must-Read contacts as follows: * + For an in-flight open CMS Must-Read contact, where the site is then entered into Vacancy, the open CMS contact record **will not be updated** to show that the site is now Vacant. If an open Must-Read contact **pre-dates** a Shipper’s successful request to enter the site into the Vacant site process, then the Must-Read will be allowed to complete its normal lifecycle between the MRA (Meter Read Agency), the CDSP and the Shipper.

**4.4 Shipper UK gas allocation (in Gemini) is reduced for a Vacant site**4.4.1. Gemini UK gas allocation to be reduced, at an aggregate level, by the AQ value of the Vacant site, in line with the ‘Vacancy Start Effective Date’.*It should be noted that this is as per existing process and there is no change to the gas allocation process nor the Gemini system.***4.5 Shipper opportunity to request Capacity charge relief for a Vacant site**4.5.1. **Relief from Capacity charge.** After twelve months have elapsed since the ‘Vacancy Start Effective Date’, a Shipper can **choose** to apply for Capacity charge relief for a Vacant site. * 4.5.1.1. Capacity charge relief is achieved by the Shipper submitting an **AQI** file having the following values:
	+ Segment code C41: REQUEST\_REASON = 8 (AQ decrease due to the site being Vacant)
	+ Segment code C41: REQUESTED\_ESTIMATED\_AQ is set to a value of 1 (one)

**Note**. This AQ reduction will reduce the Supply Offtake Quantity (SOQ), which Capacity charge is based upon. * 4.5.1.2. The CDSP shall respond to a valid AQ decrease request with an AQR file that reconfirms the original Shipper reason for request:
	+ Segment code C43: REQUEST\_REASON = 8 (AQ decrease due to the site being Vacant)
* 4.5.1.3Where a site has Winter Consumption then this must firstly be set to 1 (one) by the Shipper, via an AQI file, prior to requesting an AQ reduction to 1 (one). Otherwise, the CDSP will reject the request to decrease the AQ with an AQR file rejection of AQI00013 ‘Requested AQ is less than the WC value’.
* 4.5.1.4.New CDSP validation will **reject** (via an **AQR** file) a Shipper request to decrease the AQ with REASON\_REQUEST = 8, if the Shipper request is submitted to the CDSP within 12 (twelve) months of the ‘Vacancy Start Effective Date’, with an AQR rejection of AQI00035 ‘AQ correction request received prior to qualifying period’.
* 4.5.1.5. **Note.** Where a site entered Vacancy with an AQ already set to 1, then the process will allow the Shipper to submit an AQ correction, using the new REASON\_REQUEST = 8 for a decrease, to provide a correct reason. Although the AQ value has not changed, it is now associated with the new AQ elegible code for a decrease. In this way, the Shipper will attract Capacity relief correctly under the Vacant site process.
* 4.5.1.6. **If Relief from Capacity charge is attempted for a site that is not Vacant**, then the AQR rejection code (record type ‘S72’, field REJECTION\_REASON\_CODE) will be AQI00033 ‘Request denied as supply meter point is not under Vacancy’.
* 4.5.1.7. **If Relief from Capacity charge is attempted with an AQ value other than 1**, then the AQR rejection code (record type ‘S72’, field REJECTION\_REASON\_CODE) will be AQI00034 ‘Requested AQ value is not equal to 1’.
* 4.5.1.8. **If Relief from Capacity charge is attempted before twelve months have elapsed since the ‘Vacancy Start Effective Date’**, then the AQR rejection code (record type ‘S72’, field REJECTION\_REASON\_CODE) will be AQI00035 ‘AQ correction request received prior to qualifying period’.
* 4.5.1.9. Where the AQ is successfully set to 1, the Formula Year AQ (FYAQ) will be set to a value of 1 (one) and, therefore, as will the System Offtake Quantity (SOQ).

4.5.2. Shipper view of Capacity charge relief from the CDSP:* First Capacity invoice after AQ is set to 1 shows a minimum Capacity Charge value for the Vacant site
* NRL (AQ WC NOTIFICATIONS) file shows MPRN with AQ set to 1

**4.6 ‘Immediate Exit’: An event happens which causes the site to exit Vacancy immediately (with Rolling AQ being greater than 1)**An ‘Immediate Exit’ is so called because Vacancy exit happens as soon as is practicable.**4.6.1. A Change of Shipper and / or Change of Supplier event (including Supplier of Last Resort (SoLR)), or a Class Change in combination with a Reconfirmation, or a Class Change in combination with a Change of Shipper and / or Change of Supplier**4.6.1.1. ‘Vacancy End Effective Date’ = the last day the outgoing Shipper or outgoing Supplier was registered as being the incumbent Shipper or Supplier (i.e., Registration effective date - 1)4.6.1.2. CMS will inform the **outgoing Shipper** of Vacancy exit and Vacancy End Effective Date. 4.6.1.3. **Note**. Reconfirmations (i.e., no change in Shipper/Supplier), without a Class change, will not lead to an exit from Vacancy.**4.6.2. A Shipper requests a Withdrawal event (i.e., “Centralised Switching Service (CSS) Deactivation Request”)**4.6.2.1. ‘Vacancy End Effective Date’ = Date of completion of Withdrawal event (i.e., Registration end date)4.6.2.2. CMS will inform the **withdrawing Shipper** of Vacancy exit and the Vacancy End Effective Date. 4.6.2.3. **Note.** From this point, the process will follow the normal SPA process for Withdrawn sites.**4.6.3. An AQ correction has been submitted**4.6.3.1 ‘Vacancy End Effective Date’ = AQ Correction Processing Date4.6.3.2. CMS will inform the **registered Shipper** of Vacancy exit and the Vacancy End Effective Date. **4.6.4. A Class Change is submitted,** 4.6.4.1 ‘Vacancy End Effective Date’ = Class change processing date4.6.4.2. CMS will inform the **registered Shipper** of Vacancy exit and the Vacancy End Effective Date. **4.6.5. A request for Isolation is accepted**4.6.5.1 ‘Vacancy End Effective Date’ = Isolation processing date4.6.5.2. CMS will inform the **registered Shipper** of Vacancy exit and the Vacancy End Effective Date. **4.6.6. A Read relevant to the period of Vacancy is submitted to the CDSP (or comes in via the Must Read process – see section 4.3.4.3)**4.6.6.1 ‘Vacancy End Effective Date’ = Read processing date4.6.6.2. CMS will inform the **registered Shipper** of Vacancy exit and the Vacancy End Effective Date. 4.6.6.3 **Note**. A Replacement read of a CDSP generated estimated read will trigger an exit from Vacancy.**4.6.7. A JOB (JOB: Notification of Metering Job) is submitted to the CDSP (and accepted or rejected), and where an accepted JOB carries a Meter Read with a Meter Reading Date that is within the period of Vacancy**4.6.7.1 ‘Vacancy End Effective Date’ = JOB processing date4.6.7.2. CMS will inform the **registered Shipper** of Vacancy exit and the Vacancy End Effective Date. **4.6.8. A UPD is accepted,** **and where the UPD includes a Meter Reading that is valid, and with a Meter Reading Date that is within the period of Vacancy**4.6.8.1 ‘Vacancy End Effective Date’ = UPD processing date4.6.8.2. CMS will inform the **registered Shipper** of Vacancy exit and the Vacancy End Effective Date. 4.6.8.3. **Note.** There will be no check for a rejected UPD as a reason to exit Vacancy, because UPDs are generally ‘cosmetic’ updates (i.e., no guarantee that a physical site visit was made) and it may or may not be accompanied by a Meter Reading.For the avoidance of doubt, where a **submitted** transaction is considered for exit from the Vacant process, this includes where the transaction was accepted or rejected by the CDSP.**4.7 ‘Extended Exit’: An event happens which causes the site to exit Vacancy, and the Rolling AQ is 1** An ‘Extended Exit’ is so called because, rather than exiting Vacancy as soon as is practicable, time must be allowed for an AQ correction to be made (to the accurate usage). This is to enable standard Capacity charging for the site.**4.7.1. A Change of Shipper and / or Change of Supplier event (including Supplier of Last Resort (SoLR))**4.7.1.1. See Section 4.8 ‘Extended Exit’: The process.4.7.1.2. **Note**. Reconfirmations (i.e., no change in Shipper/Supplier) where the Product Class remains the same, will not lead to an exit from Vacancy.**4.7.2. A Shipper Withdrawal event (i.e., “CSS (Centralised Switching Service) Deactivation Request”)** 4.7.2.1. ‘Vacancy End Effective Date’ = Date of completion of Withdrawal event (i.e., Registration end date)4.7.2.2 No requirement for an AQ Correction (i.e., as per Section 4.8 ‘Extended Exit’: The process.) since there is **no Shipper.**4.7.2.3. CMS will inform the **withdrawing Shipper** of Vacancy exit and the Vacancy End Effective Date. 4.7.2.4. **Note.** From this point, the process will follow the normal SPA process for Withdrawn sites.**4.7.3. A Change of Shipper and / or Change of Supplier, where ‘outgoing’ Shipper submits an Isolation request for a Vacant site (after the new Registration has gone live) but before the ‘incoming’ Shipper transfer read is satisfied**4.7.3.1. **Note.** This scenario will be treated as **immediate exit** rather than extended exit. This is because this scenario isonly applicable totheChange of Shipper and / or Change of Supplier scenario **where AQ=1.** When the CDSP recognises this scenario, then this will be treated as an **immediate exit** from Vacancy, instead of an Extended exit. 4.7.3.2. ‘Vacancy End Effective Date’ = Isolation processing date4.7.3.3. CMS will inform the **‘incoming’** Shipper of Vacancy exit and the Vacancy End Effective Date and that an AQ correction is required. 4.7.3.4. In the absenceof a Shipper submitted AQ correction within the “Relevant Period”, the CDSP shall perform the AQ correction on the Shipper’s behalf. See Section 4.8 ‘Extended Exit’: The process.4.7.3.5. **Note**. In this scenario, a new ‘VAC’ contact will be automatically created in the CMS work queue of the incoming Shipper. This will be so that the incoming Shipper is informed that an AQ correction is required for the site. The previous ‘VAC’ contact will remain open for 7 days in the CMS work queue of the outgoing Shipper. This is so that the outgoing Shipper has visibility of the site’s exit from Vacancy. **4.7.4. An AQ correction has been submitted, but was rejected or cancelled**4.7.4.1. If an AQ correction was submitted and rejected by CDSP validation, or if an AQ correction was submitted and then cancelled by the Shipper: * An AQ correction is required
* See Section 4.8 ‘Extended Exit’: The process.

**4.7.5. A Class Change is submitted, or a Class Change in combination with a Reconfirmation, or a Class Change in combination with a Change of Shipper and / or Change of Supplier**4.7.5.1. The CDSP Class Change process will operate as normal. 4.7.5.2. If the Class Change is Accepted and completes successfully, then the site leaves Class 4:* ‘Vacancy End Effective Date’ = the last day the site was a Class 4 site (i.e., Class change effective date - 1)
* Site exits Vacancy ahead of the AQ correction becoming effective, in that an AQ correction is required from the Shipper in order to complete the exit process.
* See Section 4.8 ‘Extended Exit’: The process.

4.7.5.3. If the Class Change is Cancelled by the Shipper, or if the Class Change is Rejected by CDSP validations:* Site will exit Vacancy
* An AQ correction is required
* See Section 4.8 ‘Extended Exit’: The process.

**4.7.6. A request for Isolation is made**4.7.6.1. If the request for Isolation is Accepted, * Vacancy End Effective Date = Isolation processing date
* An AQ correction is required
* See Section 4.8 ‘Extended Exit’: The process.

4.7.6.2. If the request for Isolation is Rejected, * An AQ correction is required
* See Section 4.8 ‘Extended Exit’: The process.

**4.7.7. A Read relevant to the period of Vacancy is submitted to the CDSP (or comes in via the Must Read process – see section 4.3.4.3)**4.7.7.1. See Section 4.8 ‘Extended Exit’: The process.4.7.7.2 **Note**. A Replacement read of a CDSP estimated read will trigger an exit from Vacancy.**4.7.8. A JOB (JOB: Notification of Metering Job) is submitted to the CDSP (and accepted or rejected)**4.7.8.1. See Section 4.8 ‘Extended Exit’: The process.**4.7.9. A UPD is accepted,** **and where the UPD includes a Meter Reading that is valid, and with a Meter Reading Date that is within the period of Vacancy**4.7.9.1. See Section 4.8 ‘Extended Exit’: The process.**4.8. ‘Extended Exit’: The process.****4.8.1. CDSP informs Shipper that an AQ correction should now be provided.**4.8.1.1 **CMS** will inform the registered¹ Shipper, via a ‘VAC’ contact, saying that the site will exit Vacancy, and requesting that the Shipper submits an AQ correction. The Shipper must use an AQI file to submit their AQ correction. 4.8.1.2. The ‘VAC’ contact will include a date by which the AQ correction (via an **AQI** file) must be submitted by. 4.8.1.3. This date allows the Shipper a defined period (the ‘Relevant Period’), by which to submit their AQ correction by. The Relevant Period is up to 15 Supply Point Business Days prior to the end of M+1, where M is the month in which exit from Vacancy was triggered.For example, if Vacancy exit was recognised on Monday 12th February 2024, then the date by which the AQ correction must be submitted by will be Friday 8th March 2024, which is 15 Supply Point Business Days prior to (M+1=February+1=March) the end of March. 4.8.1.4. The AQI file must set Segment code C41: REQUEST\_REASON = 9 (AQ increase due to the site no longer being Vacant), and the REQUESTED\_ESTIMATED\_AQ value must be greater than 1 (one). Otherwise, this will be rejected by the CDSP with an AQR rejection code (record type ‘S72’, field REJECTION\_REASON\_CODE) of AQI00037 ‘Requested AQ should be greater than 1.’ ¹ *in the scenario where exit from Vacancy is caused by a Change of Shipper and / or Change of Supplier, and the process reaches a status of ‘CO’ (confirmed), but the site has not exit from Vacancy because the CDSP is still awaiting an AQ from a Shipper, then the CDSP will inform each successive incoming Shipper (if there are more than one during the time period in which a Shipper must provide an AQ correction by), via* ***CMS****, to submit an AQ correction within the Relevant Period calculated for the first Shipper switch. This way, each incoming Shipper (if there is more than one within the defined Relevant Period) is given the opportunity to provide their own AQ correction value for the ex-Vacant site they are about to gain. This opportunity ceases when the Relevant Period times out, and the CDSP then acts on the Shipper’s behalf to perform the AQ correction.***4.8.2. Shipper did not provide an AQ correction, or Shipper cancelled their own AQ correction after submitting it, or Shipper AQ correction was rejected by CDSP validation,** 4.8.2.1 To allow for situations where the Shipper was not able to provide an AQ correction in time, or that the AQ correction was submitted in time but was either then cancelled by the Shipper themselves, or the AQ correction failed CDSP validations, then provision has been made for the CDSP to perform the AQ correction on behalf of the Shipper. 4.8.2.2. The CDSP will give itself two opportunities to apply an AQ correction on behalf of the Shipper. These will be, firstly, at the end of the Relevant Period (M-14) and then secondly at M-8 (the AQ correction cancellation window closure). If the first attempt succeeds then a later second attempt will not be made by the CDSP. With each attempt, the CDSP will send the Shipper an ‘unsolicited’ C43 record within the AQR response file to acknowledge that an AQ correction was successful or not.4.8.2.3. Where the CDSP successfully performs the AQ correction on behalf of the Shipper, the CDSP will reinstate the pre-Vacant AQ – i.e., the prevailing AQ value as it was at the ‘Vacancy Start Effective Date’. 4.8.2.4. Where the CDSP was not able to successfully perform the AQ correction on behalf of the Shipper, i.e., CDSP AQ correction was unsuccessful because of a pending Class Change request, then, the site will exit Vacancy, and the onus will be on the Shipper to provide an AQ correction. Because such an AQ correction will be outside of the timeline of the Vacant site process, the Shipper will not be able to use a REQUEST\_REASON code = 9 to do this, as this will be rejected by the CDSP with an AQR rejection code (record type ‘S72’, field REJECTION\_REASON\_CODE) of AQI00036 ‘AQ correction request is outside of the relevant period’. **4.8.3. If the (Shipper or CDSP) AQ correction completed successfully,** 4.8.3.1. ‘Vacancy End Effective Date’ = AQ correction effective date - 1 4.8.3.2. An **AQR** response will be sent to the Shipper: Segment code C43: REQUEST\_REASON = 9 (AQ increase due to the site no longer being Vacant). 4.8.3.3. If it was the CDSP that made the AQ correction on behalf of the Shipper then, additionally, Segment code C43: SUPPORTING\_INFORMATION = “CDSP AQ correction”. **4.8.4. CMS and the ‘VAC’ contact**4.8.4.1. The ‘VAC’ contact shall be allocated to the Shipper’s work queue (although see 4.8.1.1.) when the CDSP detects that the site has (or will) exit Vacancy. The ‘VAC’ contact will inform the Shipper about why the site has/will exit, and if further action is required by the Shipper and by when. **4.9 Charges and Meter Read obligations resume**After the end of Vacancy, it follows that charges and Meter Reading obligations will return to normal.**4.9.1 Resume Commodity charging**4.9.1.1. Commodity billing will resume from ‘Vacancy End Effective Date’ + 1**4.9.2. Adjusting for any gas off taken during Vacancy**4.9.2.1 **Commodity adjustment billing** will be created from the ‘Vacancy End Effective Date’ and calculate back to the ‘Vacancy Start Effective Date’, or a partial adjustment end date (if one exists), whichever is the later. A partial adjustment may have been created due to a CDSP estimated read during Vacancy. The Commodity adjustment will be based on the AQ recorded for the adjustment period. The adjustment will appear under the existing amendment code of ‘ADJ’ in the ASP file.4.9.2.2. **Note.** An adjustment will not always be created when a site exits Vacancy. An adjustment billing trigger will need to occur (i.e., a meter reading (Estimated or Actual), or Isolation request, or a Withdrawal event request). 4.9.2.3. **Commodity reconciliation billing** will trigger upon receipt of a meter reading from the Shipper. 4.9.2.4. The **adjustment** and the **reconciliation** will account for any gas off taken during the Vacant period. **4.9.3. Standard Capacity charging**Where the Shipper successfully requested Capacity relief, 4.9.3.1. Standard Capacity charging will apply, with respect to the AQ correction effective date. 4.9.3.2. When the AQ is increased from 1, SOQ will also be increased, which increases the capacity charges up from minimal to standard. 4.9.3.4. **Note.** Where a site needed to have its Winter Consumption corrected, prior to gaining Capacity relief, there is no requirement for anything to be done to the site’s Winter Consumption value upon exit from Vacancy.4.9.3.5. **Note.** If, by the end of the period by which the CDSP has requested the Shipper to have submitted an AQ correction to increase the AQ value, that this has not happened – then if the Shipper submits an AQ correction to increase the AQ value (using the new Vacant site elegible reason code for an increase) after this period, the Shipper request will be rejected by the CDSP. In this scenario, the Shipper must submit an AQ correction, using an existing AQ correction code (and not the new Vacant site elegible reason code for an increase). Whilst charges and Meter Reading obligations will return to normal after Vacancy, please note the following exceptions after Vacancy:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of event** | **Commodity charging resumes** | **Capacity charging** | **Performance obligations resume (i.e., Meter Reads, Must Reads)** |
| Isolation | No | Yes | No |
| Shipper Withdrawal event | No | No | No |
| Dead/Extinct | If Meter is ‘Live’ on exit, then Commodity charge will resume.Commodity charge will only cease once the Meter is removed and the ‘Stop Commodity’ flag is applied by the CDSP. | Yes. Capacity charged until a Shipper Withdrawal event. | No |

**4.9.4. Resuming Meter Reading obligations**4.9.4.1. **Resuming Meter Read performance obligations.** Shipper obligations around submission of Meter Readings, based on an MPRN’s Meter Reading Frequency (MRF), shall resume after the end of Vacancy. 4.9.4.2. **Relief from Must Read obligations.** The following Must Read processes shall operate as follows:4.9.4.3. **Monthly Pre-Notifications Report** (generated on the **1st Business Day** of a month)* **For Shippers:** Vacant sites will be **included** on this report
* **For Shippers:** For the **domestic version** of the Monthly Pre-Notifications Report (only goes to Shippers), Vacant sites will be **included** on this report
* **For DNOs:** Vacant sites will be **included** on this report
* **For IGTs:** Vacant sites will be **included** on this report

4.9.4.4. **Monthly Notifications Report** (generated on the **20th Business Day** of a month)* **For Shippers, DNOs and IGTs:** Sites which have exit Vacancy, and that qualify to enter the Must-Read process, will be **included** on this report.

**4.9.5.** **Resuming** **provisioning into the aggregates UK gas settlement (Gemini) process.** A site which has exit from Vacancy will resume contributing (from ‘Vacancy End Effective Date’ + 1) to the following: * NDM (Non-Daily Metered) Supply Meter Point Demand
* Daily Allocation
* UIG (Unidentified Gas) costs

**4.10 Shipper UK gas allocation resumes (in Gemini) for an ex-Vacant site**4.10.1The ex-Vacant site’s AQ will be added back to the aggregate AQ from the ‘Vacancy End Effective Date’ +1 and notified to Gemini. **4.11 Shipper reporting (new and changes to existing reporting due to Vacant sites)**4.11.1. **CMS reporting related to sites entering the Vacant site process.** CMS will allow an authorised Shipper user to download an up-to-date list of MPRNs (Meter Point Reference Number) that are Vacant.4.11.2. **DDP** **reporting related to Vacant sites.** The following DDP reports and dashboards are anticipated to change: 1. AQ overview dashboard updated to include new AQ correction and to exclude Class 4 sites that are Vacant
2. AQ corrections dashboard updated to reflect the new AQ correction reasons
3. AQ correction detail page updated to include the new AQ correction reasons
4. AQ correction read age details page updated to include the new AQ correction reasons
5. Class 4 Read performance dashboard updated to exclude Class 4 sites that are Vacant
6. Class 4 Read performance detail page to exclude Class 4 sites that are Vacant
7. New dashboard and details page showing details of MPRNs that are Vacant
8. Reads Overview dashboard updated to exclude Vacant sites
9. Read Performance dashboard and details page updated to exclude Vacant sites
10. Must Reads Notification dashboard and Must Read Details Charge Amounts page updated to exclude Vacant sites
11. No Read dashboard and details page updated to exclude Vacant sites
12. No Read History dashboard and details page updated to exclude Vacant sites
13. Shipper view of IGT Must Read Meter Issue Exclusions dashboard and details page updated to exclude Vacant sites

**Networks****4.12 \*Network reporting of Vacant sites (via DDP, if prioritised by Network User Forum to align with the implementation of XRN5615)** 4.12.1. **Reporting related to Vacant sites (via DDP)*** New dashboard and details page showing details of MPRNs that are Vacant

**4.13 Other DDP** **reporting related to Vacant sites. The following areas of DDP reports and dashboards are anticipated to change:**1. DNO Portfolio insight details page to be updated to include Vacant sites and effective dates
2. DNO Must Read dashboard and details page updated to exclude Vacant sites
3. IGT Portfolio insight details page to be updated to include Vacant sites and effective dates
4. IGT Must Read dashboard and details page updated to exclude Vacant sites
5. IGT Must Read Meter Issue Exclusions dashboard and details page updated to exclude Vacant sites

**Performance Assurance Committee****4.14 Changes to Performance Assurance Committee Framework (PAFA) reporting**1. AQ Overview dashboard updated to include new AQ correction reason codes
2. AQ corrections dashboard updated to reflect the new AQ correction reason codes
3. Class 4 Read performance dashboard updated to exclude Vacant sites
4. Class 4 Read Performance detail page to exclude Vacant sites
5. New PARR reports related to Vacant sites to view and download
6. A drill-down for the new report dashboard to a details page showing MPRNs that are Vacant
7. Reads Overview dashboard updated to exclude Vacant sites
8. Read performance and read performance volumes dashboards updated to exclude Vacant sites
9. Overview dashboard and linked details pages updated to exclude Vacant sites
10. No Reads dashboard and linked details pages updated to exclude Vacant sites
11. No Reads History dashboard and linked details pages updated to exclude Vacant sites

**5.0 Supporting information****5.1 A Vacant site becomes Dead / Extinct**It is possible for a Vacant site to become Dead or Extinct. Such a site shall remain Vacant and continue to attract relief from charges and Meter Read obligations, until such time as at least one of the exit reasons occurs. In which case, the appropriate exit process is followed.**5.2 Correction to the document “Vacant Site Guidance Document”**The document (see Appendix) states that a Vacant site, prior to the Shipper applying for Capacity Relief, where it has a Winter Consumption (WC) value defined, that the WC must be set to a value of ‘0’ (zero). After investigating UK Link, we have found that this statement is incorrect. In fact, WC must be reduced to a value of ‘1’ (one), and not ‘0’ (zero). It follows that the text of the “Vacant Site Guidance Document v7” should be changed as follows: *AQ Corrections to 1 – Winter Consumption Please note that any AQ submitted will be subject to current AQ correction validation rules. Noting that a site with a Rolling AQ above 293k will have a Winter Consumption applied. Submitting a AQ amendment to 1 (where the site has a WAR (Winter Annual Ratio) band applied) will cause a rejection that will require resolving before an AQ can be accepted, as you can’t have a Winter Consumption that is greater than a sites AQ for a new AQ of ‘1’ the corrected / requested Winter Consumption will need to be ‘~~0~~1’*.Xoserve will make any recommended changes to the document, as a result of design and build, present to the appropriate industry forums for review and approval.**5.3 Service Lines impact**We believe DSC Service Line impacts are likely because of the new Vacant Sites process; * Service Area 2 – Monthly AQ Processes
* Service Area 3 – Manage updates to customer portfolio
* Service Area 10 – Invoicing Customers

These are most likely under SA3, and probably under SA2 for the reinstatement of AQ and, potentially, under SA10 for the commodity adjustment. These will be developed and presented to the Contract Management Committee.**6.0 Volumetric****6.1 First usage at Go-Live**A working assumption of the ‘To Be’ design is that Shippers will not have a requirement to request exceptionally large numbers of Vacant sites at Go-Live. MOD0819 itself says that any site submitted into the Vacant site process must have had a Last Visit Date within 3 months of the request submission to the CDSP. This would appear to provide a natural brake on how many requests any given Shipper could practically make at the point of Go-Live. **6.2 Monthly usage after Go-Live**It will support the calibration of the ‘To Be’ design if typical monthly volumes of Shipper Vacant site requests were made known to the CDSP during Change Pack submissions. Unless any contrary information is received during Change Pack submission, the maximum volumes will be set in line with this being an exceptions process, and any volume in excess of that maximum will then require additional planning and support.**6.3 Design tolerance of the ‘To Be’ design for First usage and Monthly usage** Shippers are encouraged to reach out confidentially to the CDSP (uklinkdelivery@xoserve.com) with any information they wish to provide during Change Pack representation, about their usage intentions for the ‘To Be’ process at Go-Live and beyond. **7.0 Appendix** **7.1.1 BCL Record Type Format (covers many other CMS contact types as well as ‘VAC’)**: **7.1.2. ‘VAC’ Contact Type (a subset of BCL Record Type fields):**The following list shows which fields within a BCL record are to be used when raising a ‘VAC’ contact. Please note that the full BCL record structure, as defined, will be required. **7.1.3. AQ Correction (AQI) file changes:****7.1.4. AQR Correction Response (AQR) file changes:****7.1.5. Shipper Rejection Codes.** 5 (five)new ‘AQI’ rejections codes will be added to the list of existing rejection codes.

|  |  |
| --- | --- |
| AQI00033 | Request denied as supply meter point is not under Vacancy |
| AQI00034 | Requested AQ value is not equal to 1 |
| AQI00035 | AQ correction request received prior to qualifying period |
| AQI00036 | AQ correction request is outside of the relevant period |
| AQI00037 | Requested AQ should be greater than 1 |

**7.1.6. Draft PARR (Performance Assurance report Register) Reports – Modification 0819 – For Review (21 April 2023):** [Workgroup 0819 27 April 2023 | Joint office of Gas Transporters (gasgovernance.co.uk)](https://www.gasgovernance.co.uk/0819/270423)**7.1.7 Vacant Site Guidance Document** <https://www.gasgovernance.co.uk/0819> |

# Associated Changes

|  |  |
| --- | --- |
| Associated Change(s) and Title(s): | 1. A scheduled CMS release in line with XRN56152. A scheduled DDP release in line with XRN5615  |

# DSG

|  |  |
| --- | --- |
| Target DSG discussion date: | 22/07/2024 |
| Any further information: | To present the key points of this pack and discuss any comments as a result or already provided from the Detailed Design Change Pack representations. |

# Implementation

|  |  |
| --- | --- |
| Target Release: | November 2024 |
| Cost Range | £500k - £600k |
| Status: | For Approval |

Industry Response Detailed Design Review

«RangeStart:HDS»

Change Representation

(To be completed by User and returned for response)

# *Please consider any commercial impacts to your organisation that Xoserve need to be aware of when formulating your response*

|  |  |  |
| --- | --- | --- |
| User Contact Details: | Organisation: | «h1\_organisation» |
| Name: | «h1\_name» |
| Email: | «h1\_email» |
| Telephone: | «h1\_telephone» |
| Customer decision on Change Pack: | «h1\_userDataStatus» |
| Commercial impacts: | «h1\_commercial\_impacts» |
| Representation Publication: | «h1\_consultation» |
| Representation Comments: | «h1\_userDataComments» |

# Xoserve’ s Response

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

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

«RangeEnd:HDS»

Version Control

# Document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Version | Status | Date | Author(s) | Remarks |
| 1.0 | Approved | 12.07.2024 | Rajiv Patel | Version approved by Xoserve. |

# Template

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Version | Status | Date | Author(s) | Remarks | Approved By |
| 1.0 | Approved | 09/03/2022 | Rachel Taggart | Detail Design Change Pack transferred to own document | Change Management Committee on 09/03/2022 |
| 1.1 | Approved | 25/04/2023 | Rachel Taggart | Updated with new font branding | Emma Smith |
| 1.2 | Updated | 14/08/2023 | Kate Lancaster | Updated with Representation tabs |  |