

DSC Change Completion Report (CCR)

Change Title:	Providing Notification to DNs and IGTs for Capacity and Nomination Referrals Awaiting Action
Xoserve Reference Number (XRN):	5808
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Target Change Management Committee date:	12 th November 2025
Date of Solution Implementation:	1 st October 2025

Section 1: Overview of Change Delivery

XRN5808 was successfully delivered on 1st October 2025. This change adopted a way for IGTs and DNs to receive a daily notification for any new or outstanding referrals within the UK Link Portal system, this was to reduce the potential of undue delay in responding to Shippers and their customers when a referral decision is required.

A manual process has been implemented whereby an email will be sent to the customers who have elected to take part in this service should any outstanding referrals be in the system on that day. These emails will inform customers of outstanding referrals so they can action these appropriately.

Section 2: Confirmed Funding Arrangements

Gas industry Participant	BER share of cost	Actual share of cost	BER cost value	Actual cost value
Shippers	£0	£0	£0	£0
IGTs	£0	£0	£0	£0
DNOs	£0	£0	£0	£0
National Gas Transmission	£0	£0	£0	£0

DNOs & IGTs	£0	£0	£0	£0
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The costs for this change have been absorbed by S&O. The CDSP will monitor the levels of referral activity and reserve the right to seek approval from DNOs/IGTs for additional funding should it become necessary.

Section 3: Provide a summary of any agreed scope changes

There were no changes to the agreed scope of XRN5808.

Section 4: Detail any changes to the Xoserve Service Description

Xoserve Service Area	Xoserve Service Line	(+/-) Projected Change in Annual Cost	(+/-) Actual Change in Annual Cost
TBC	TBC		

A new Service line is being drafted for this change and will follow the relevant Service Description change process in due course.

Section 5: Provide details of any revisions to the text of the UK Link Manual

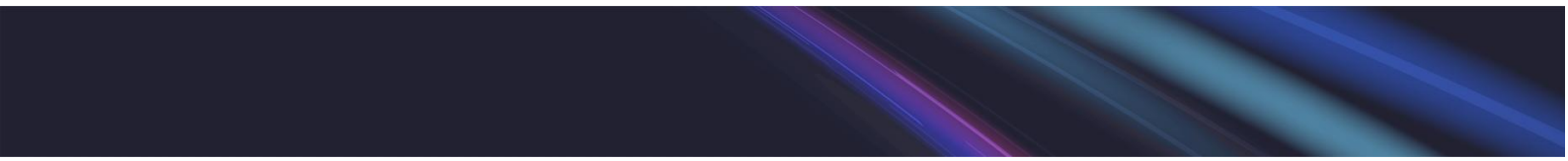
There have been no revisions of the UK Link Manual because of changes within XRN5808.



Section 6: Lessons Learnt

A positive lesson taken from this project was that we tested the manual process that was being implemented, through the Correlia Test Team, which identified defects that would have been missed if we hadn't followed the full change lifecycle for this change. These defects helped identify improvements of the process and closed off risks that could have occurred if there had been no testing involved.

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Version Control

Document

Version	Status	Date	Author(s)	Remarks
0.1	Draft	02/10/25	Emily Evans	Draft CCR
0.2	For review	17/10/25	Emily Evans	For review

