High Level Solution Options Change Pack

# Communication Detail

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| Comm Reference: | 3256.1 – LO - PO |
| Comm Title: | XRN5615 – Establishing / Amending a Gas Vacant Site Process (Modification 0819) - Solution Change Pack |
| Comm Date: | 12/02/2024 |

**Change Representation**

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| Action Required: | For Representation |
| Close Out Date: | 26/02/2024 |

# 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/) |
| \*ChMC Constituency Impacted: | Shipper, All ClassesDistribution Network OperatorsIndependent Gas Transporters (IGT)\*Assumed impacted parties of the proposed change, all parties are encouraged to review |
| Change Owner:  | uklink@xoserve.com |
| Background and Context: | MOD 0819 Establishing/Amending a Gas Vacant Site Process, and IGT 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 modification documentation is located [here](https://www.gasgovernance.co.uk/index.php/0819) and the IGT modification document [here](https://www.igt-unc.co.uk/igt168/)Within the gas industry, there isn’t 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.  |

# Solution Options

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| Solution Option Summary: | The attached slide deck contains details of the options that have been considered and are now being presented to customers for representation, that will deliver the objectives and requirements of Modification 819 under XRN5615. These options are then summarised within this pack for context and to further support the customer review and representation process.As per the slide deck, three solution options were considered with one of these 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 notify the Central Data Service Provider (CDSP), and would receive subsequent notification 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 with downstream reporting in the Data Discovery System (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 file traffic for Vacant sites (exit criteria)
* 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 Vacant site related reports

Shipper interface with the CDSP

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| **Option Title** | **Key Features** | **Cost Range** |
| 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
 | £450,000 - £685,000 |
| 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
 | £340,000 - £550,000 |
| **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
 | N/A |

**Option Cost Ranges**The cost ranges presented include the common changes as defined in the solution summary section above and are based on the analysis done to date and the assumptions and risks as defined within the slide deck.Customers should note that any potential impact to ongoing Service and Operate costs to manage the process cannot be fully assessed at this point and as the design phase progresses any impact on these costs will be communicated.For clarity, a “Could Have” customer requirement was recorded to provide a delivery mechanism to IGTs of updates to the Vacant flag against their sites. The solution options, and related costs, defined within this pack *do not* include an option to deliver that requirement. IGTs are being engaged separately to establish if that service is required.**Implementation Timeline and Funding**It is required to deliver the solution within a major release to provide the full support and lead time for file format changes and required testing. The aspirational proposal is that the solution, whichever is approved by customers, is considered for scoping within the November 2024 major release although, under option 1, there is a risk recorded around the impact to/of the CMS rebuild programme which may mean this is not a viable target for that option.The proposed funding of this change within the modification and Change Proposal is 50/50% Shipper/DN. At this point this is for information only but your feedback on this point is welcomed to support the approval of the solution. |
| Proposed Implementation Date: | November 2024 Major Release *(aspirational/proposed)* |
| Xoserve preferred option:(including rationale) | Option 2 – This option delivers all customer requirements using industry defined and controlled interface processes, reduces the central system infrastructure footprint, minimising future cost of change and provides the best opportunity to deliver in 2024. |
| DSG preferred solution option:(including rationale) | To be presented and discussed at DSG on February 19th. |
| Consultation closeout: | Click here to enter a date. |

# Service Lines and Funding

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| Service Line(s) Impacted - New or existing | Service Area 3 – Manage updates to customer portfolio Service Area 10 – Invoicing Customers Service Area 2 – Monthly AQ ProcessesNew DSC Service Lines are likely to be required, ensuring that the performance of the new process is effectively reported to DSC customers. These will be defined during the detailed design phase once a confirmed solution has been selected. |
| Level of Impact | ~~Major/~~ Minor~~/ Unclear/ None~~ |
| Impacts on UK Link Manual/ Data Permissions Matrix  | None |

Industry Response Solution Options Review

«RangeStart:EDS»

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

**Organisation’s preferred solution option**

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| User Contact Details:  | Organisation:  | «e1\_organisation»  |
| Name:  | «e1\_name»  |
| Email:  | «e1\_email»  |
| Telephone:  | «e1\_telephone»  |
| Organisation’s preferred solution option, including rationale taking into account costs, risks, resource etc:  | «e1\_preferredSolutionOption»  |
| Commercial impacts:  | «e1\_commercial\_impacts»  |
| Customer decision on preferred solution option:  | «e1\_dsgSolutionOption»  |
| Publication of consultation response:  | N/A  |

**Xoserve’ s Response**

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| Xoserve Response to Organisations Comments:  | «e2\_xoserveResponse»  |

«RangeEnd:EDS»

Change Management Committee Outcome

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| Change Status: | [ ]  Approve | [ ]  Reject | [ ]  Defer |
| Approved Solution Option |  |
| Industry Consultation: | [ ]  10 Working Days | [ ]  15 Working Days |
| [ ]  20 Working Days | [ ]  Other [Specify Here] |
| Date Issued: | Click here to enter a date. |
| Comms Ref(s): |  |
| Number of Responses: |  |
| Solution Voting: | [ ]  Shipper | Please select. |
| [ ]  National Grid Transmission | Please select. |
| [ ]  Distribution Network Operator | Please select. |
| [ ]  IGT | Please select. |
| Meeting Date: | Click here to enter a date. |
| Proposed Release Date: | Release: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY or NA |

Approved Solution Option

# Approved Solution Option

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

**Version Control**

**Document**

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| Version | Status | Date | Author(s) | Remarks |
| 1.0 | For Issue | 09/02/2024 | James Barlow | All sections created |

**Template**

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| Version | Status | Date | Author(s) | Remarks | Approved By |
| 1.0 | Approved | 09/03/2022 | Rachel Taggart | Initial Review 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 |