**Change Request Form**

This form should be used by a party who wishes to raise a draft or a formal Change Proposal.

Please complete this form and submit to all relevant party.

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| Document Control | |
| CR Type: | Operational |
| CR Status: | Final |
| For Issue To: | Experian |
| CR Number\*: | TRAS203 |
| Date Raised: | 20 August 2019 |
| Title of Change: | Change of energy value measurement from kWh to M3 |
| Is there a Contract Change Required? | No |
| Impacted TRAS Contract Clause: | N/A |
| Version Number: | 0.1 |
| Attachments: | None |

\* Assigned by Change Control Administrator

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| Originator details | |
| Party Name | ElectraLink |
| Party Change Administrator: | Michelle Simpson |
| Telephone number: | 07770 702950 |
| Email address: | Michelle.simpson@aday2r.co.uk |

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| CP Details | |
| SPAA and DCUSA Parties believed to be impacted: | Suppliers |
| Summary of Change: | Experian are requested to 1) provide an indicative cost and implementation time for a change in energy measurement values from kWh to M3 within the (Gas) TRAS. This will enable a comparison to be made against the CMS system being changed to report in kWh rather than M3 and;  2) to prepare a file of all confirmed thefts by Supplier (assume that all programming manual fields from Supplier outcome files are included) to be sent to the CDSP (Xoserve) securely on a monthly basis which also converts the kWh figure to M3.  Please provide separate assessments for requirements 1 and 2 above  As part of the 2018 UIG reconciliation carried out by the CDSP and the AUGE, TRAS (Supplier) confirmed thefts were compared to those recorded in the Supplier CMS system in order to determine if the datasets matched. There were differences identified in terms of numbers of theft, and the overall associated stolen energy units.  Once concern is that Shippers may not convert a confirmed theft provided by a Supplier from kWh to M3 at all, or the conversion could be correct.  A further concern is that not all Suppliers report a confirmed theft through to their Gas Shipper.  This request has arisen following discussions at the Joint Theft Reporting Review Group as to how overall Supplier and Shipper theft reporting could be improved with a view of improving the overall accuracy of the gas theft figure which is represents a high proportion within the UIG calculation. |
| Related CRs:  Please indicate if this CP is related to or impacts any other CP already in the SPAA and DCUSA or other industry Change Process |  |

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| Proposed Solution: |
| This CCN is for information purposes at this stage only |

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| Impact Assessment |
| Please provide an Impact Assessment including details of the impact of the proposed change on the TRAS service, the Service Provider's ability to meet its other contractual obligations and any variation to the terms of the TRAS Contract that will be required in relation to (where applicable):   1. **the Service Description and the Service Levels;** 2. **the format of Recipient Data;** 3. **the Milestones and any other timetable previously agreed by the parties;** 4. **other services provided by third party contractors to the Recipients, including any changes required by the proposed change to SPAA and DCUSA's IT infrastructure;** 5. **details of Service Provider fees of implementing the proposed change;** 6. **details of the ongoing Service Provider fees required by the proposed change when implemented, including any increase or decrease in the TRAS Charges, any alteration in the resources and/or expenditure required by either party and any alteration to the working practices of either party;** 7. **a timetable for the implementation, together with any proposals for the testing of the change;** 8. **details of how the proposed change will be compliant with an applicable Change in Law;** 9. **other impacts identified by the TRAS Service Provider; and** 10. **such other information** |

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| Proposed Implementation Date: |
| Month: Year:  Other (please give reasons): |
| **Actual Implementation Date** |
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| Business Justification for change: |
| Request for indicative pricing to enable cost and time comparisons against the amendment of CMS to change from M3 to kWh. It will also inform future reporting requirements that ensure the 2 systems reconcile. |

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| **CR NO.:** | **TITLE:** | **DATE RAISED:** |
| **PROJECT:** TRAS | **TYPE OF CHANGE: Operational** | **REQUIRED BY DATE:** [dd/mm/yy] |
| **KEY MILESTONE DATE:** [if any] | | |
| **DETAILED DESCRIPTION OF CONTRACT CHANGE FOR WHICH IMPACT ASSESSMENT IS BEING PREPARED AND DETAILS OF ANY RELATED CONTRACT CHANGES:** | | |
| **PROPOSED ADJUSTMENT TO THE CHARGES RESULTING FROM THE CONTRACT CHANGE:** | | |
| **DETAILS OF PROPOSED ONE-OFF ADDITIONAL CHARGES AND MEANS FOR DETERMINING THESE (E.G. FIXED PRICE OR COST-PLUS BASIS):** | | |

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| SIGNED ON BEHALF OF DCUSA | | SIGNED ON BEHALF OF SPAA | |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Date: |  | Date: |  |
|  | | | |
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| **SIGNED ON BEHALF OF SERVICE PROVIDER** | |
| Signature: |  |
| Name: |  |
| Position: |  |
| Date: |  |