**Change Request Form**

## Change Request details

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| Change Request details | | | |
| Change Request Title | Alignment of Data Item Names and Descriptions | | |
| Change Request Number |  | | |
| Originating Advisory / Working Group | N/A | | |
| Risk/issue reference | N/A | | |
| Change Raiser | Sarah Jones / Retail Energy Code Company | Date raised: | 7/6/23 |

***For further guidance on how to complete this document please see the supporting Change Request Form Guidance for Programme Participants. The guidance will support raising a change and responding to a change request via Impact Assessment. The Change Raiser should consider sharing the draft Change Request Form with impacted programme parties, prior to submission to PMO. The guidance, as well as other key documents are referenced below and can be found via the MHHS website.***

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| Change Request to be read in conjunction with: |
| MHHS Change Request Form Guidance for Programme Participants |
| MHHS Change Control Approach |
| MHHS Governance Framework |
| Ofgem’s MHHS Transition Timetable |

### Part A – Description of proposed change

**Guidance *– This section should be completed by the Change Raiser when raising the Change Request.***

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| Part A – Description of proposed change | |
| **Issue statement:**  *(what is the issue that needs to be resolved by the change)*  As part of the interface tranche of MHHS code drafting, RECCo has reviewed the information contained within the MHHS Interface Catalogue (DES138) and the ECS Reporting Catalogue (ERI011B) and identified a number of areas where changes to the data item names and descriptions should be progressed in order that these better align to existing code terminology and data item descriptions.  In addition, the new date related MHHS data items are defined as a high resolution datetime which is not always clear within the data item names and descriptions, leading to ambiguity and lack of clarity for market participants. | |
| **Description of change:**  *(what is the change you are proposing)*  In order to translate the MHHS data catalogues (in the DES138 and ERI011B) into the Energy Market Data Specification, RECCo is seeking to align MHHS data items to existing data items where these already exist.  To meet this aim, we have identified six areas where changes should be made.   1. In the MHHS data catalogue, a number of discrepancies have been identified where the data item name or description is slightly different to the Energy Market Data Specification. In response to this we are either proposing to:    1. amend the existing Energy Market Data Specification data item name and / or description via the MHHS code drafting work, or    2. change to the data item name and / description in the MHHS data catalogue. 2. We have identified MHHS data items with the same name as existing data items, but a different data format. In particular, data items used to define effective from dates have been established for MHHS as a high resolution datetime data type. To avoid ambiguity / confusion for users, we are proposing to amend the data item name and description for MHHS date related data items to reflect that they are recording a date and time. 3. Align terminology within the MHHS data catalogues with the enduring code terms. In particular we are seeking to amend references to Metering Service in data item names and descriptions, to MOA (which reflects the existing terminology and the enduring BSC term). We are also seeking to amend references to Service Providers to Supplier Agents. This aligns to the position applied through BSC code drafting and the proposed changes to Section J. 4. The data item (MHHS DI-849) used to link to CSS registration activity has been incorrectly referenced as the CSS Registration Request Id. This should be amended to the CSS Registration Id (DI90043) to avoid confusion with the CSS Registration Request Id which is a separate data item (DI90050). 5. The data item (MHHS DI-048) used to identify the meter manufacturer has been established with a different name and description from the existing data item (J0410). This should be amended to the Manufacturers Make and Type to avoid confusion. (Alternatively, if this is expected to be an entirely new data item, then the reference to J0410 should be removed and clarity provided on what data should be used to populate the field). 6. Correct minor typographical errors within the data item names and / or descriptions.   For the avoidance of doubt, the changes are limited to data item names and description and do not impact the YAML name or the data item definition. We therefore believe this will not impact parties physical system design. | |
| **Justification for change:**  *(please attach any evidence to support your justification)*  This CR is being progressed to support the MHHS drafting activities to allow the data within the MHHS data catalogues to be translated into the Energy Market Data Specification as efficiently and robustly as possible.  Whilst the MHHS design artefacts have been baselined and are being used by parties to support design, build and test activities, it is important that the enduring provisions held in the Energy Market Data Specification are clear and unambiguous. Where the MHHS design is utilising the same data items as existing Market Messages, recording these as a single data item avoids confusion and realises one of the original drivers for developing a single data repository to hold data used across multiple industry systems and processes.  In addition, ensuring the name and description of data items is clear and unambiguous supports new and existing market participants’ ability to manage system development activities. | |
| **Consequences of no change:**  *(what is the consequence of no change)*  There will avoidable errors / lack of clarity within the enduring data item descriptions and new data items will need to be created within the Energy Market Data Specification, rather than presenting these as new use cases against existing data items. | |
| **Alternative options:**  *(What alternative options or mitigations that have been considered)*  No alternative options have been considered. A spreadsheet of all proposed changes is attached to this CR and should any items be contentious then they could be removed, rather than rejecting the CR in its entirety. | |
| **Risks associated with potential change:**  *(what risks related to implementation of the proposed change have been identified)*  There is a risk that the MHHS interface drafting tranche is delayed due to lack of clarity on how the MHHS data items should be translated into the Energy Market Data Specification.  There is a risk that lack of clarity in the data item names and descriptions will lead to inefficiencies / errors being introduced into market participant DBT and code review activities. | |
| **Stakeholders consulted on the potential change:**  *(Please document the stakeholders, or stakeholder groups that have been consulted to date on this change. The Change Raiser should consult with relevant programme parties in the drafting of the request, prior to submission to PMO).*  RECCo and the REC Code Manager have discussed this issue with industry stakeholders via the REC Stakeholder Advisory Group. The proposed changes have also been raised via the design issue process and the design team has fed back that changes to data item names and descriptions would require a CR to be raised. | |
| **Target date by which a decision is required:** | ASAP    the interface tranche of code drafting is scheduled to be issued for consultation in August 2023. |

### Part B – Initial Impact of proposed change

**Guidance *– This section should be completed by the Change Raiser before being submitted to the MHHS PMO.***

***Please document the benefits of the change and to delivery of the programme objectives***

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| What benefits does the change bring |
| *(list the benefits of the change and how this improves the business case)*  The change amends the MHHS design to align the MHHS data catalogues to existing data item definitions and code terminology. It also amends data item names and definitions to provide more clarity on the use of datetime formats for MHHS data items.  This will allow MHHS code drafting to progress in a timely manner and provide clarity to market participants on how data items defined within the MHHS data catalogues align to existing data. |

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| Programme Objective | Benefit to delivery of the programme objective |
| To deliver the Design Working Group’s Target Operating Model (TOM) covering the ‘Meter to Bank’ process for all Supplier Volume Allocation Settlement meters | Ensures the MHHS data catalogues can be efficiently and unambiguously translated into the enduring code governed drafting. |
| To deliver services to support the revised Settlement Timetable in line with the Design Working Group’s recommendation | N/A |
| To implement all related Code changes identified under Ofgem’s Significant Code Review (SCR) | Ensures the MHHS data catalogues can be efficiently and unambiguously translated into the enduring code governed drafting. |
| To implement MHHS in accordance with the MHHS Implementation Timetable | Prevents a delay to the MHHS interface code drafting tranche due to difficulty in translating the information within the MHHS data catalogues. |
| To deliver programme capabilities and outcomes to enable the realisation of benefits in compliance with Ofgem’s Full Business Case | N/A |
| To prove and provide a model for future such industry-led change programmes | N/A |

**Guidance *– Please document the known programme parties and programme deliverables that may be impacted by the proposed change***

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| --- | --- |
| Impacted areas | Impacted items |
| Impacted Parties | All Programme Participants |
| Impacted Deliverables | DES138 Interface Catalogue  ERI011B ECS Reporting Catalogue (external) |
| Impacted Milestones | M6 – we do not anticipate an impact on M6 however this has been recorded as the relevant milestone for code drafting activities |

**Note *– Please refer to MHHS DEL174 Change Request Guidance for Programme Participants for information on how to score the initial assessment.***

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| Initial assessment | | | |
| Necessity of change | 3 – Potentially Important Change | Expected lead time |  |
| Rationale of change | Solution | Expected implementation window |  |
| Expected change impact | Low |  |  |

**Guidance *– Please include a reference and link to any additional documentation which the change relates to.***

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| Change Request to be read in conjunction with: | |
| **Title** | **Reference** |
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### Part C.1 – Summary of Impact Assessment

### Note – *This section will be completed initially by the Change Raiser and then by Programme Participants as part of the full Impact Assessment.*

### *All Impact Assessment responses will be considered public and non-confidential unless otherwise marked. If there are any specific elements of the response (e.g. costs) that are confidential, please mark the specific sections as confidential rather than the response as a whole. The MHHS Programme will publish all Impact Assessment responses and redact any confidential information as noted.*

**Guidance – Programme Participants are required to:**

**Respond with ‘Agree’, ‘Disagree’ or ‘Abstain’, deleting as appropriate. If the respondent agrees, they can provide additional evidence to further support the assessment. If the respondent disagrees or abstains, they should provide a detailed rationale as to why.**

**Add any additional effects that have not already been identified. In doing so, they should provide as much detail as possible to allow a robust assessment to be made.**

**Proceed to Part C.2 for Impact Assessment Recommendation response once completed.**

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| Part C.1 – Summary of Impact Assessment (complete as appropriate) |
| **Effect on benefits**  The change amends the MHHS design to align to existing data item definitions and code terminology. It also amends data item names and definitions to provide more clarity on the use of datetime formats for MHHS data items.  This will allow MHHS code drafting to progress in a timely manner and provide clarity to market participants on how data items defined within the MHHS data catalogues align to existing data. |
| *<Delete as appropriate>:* **Agree Disagree Abstain** |
| *Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.*  *Impact Assessment respondents should consider and provide detail of any additional effect e.g. whether there will be an impact on when a benefit will be realised; who will realise the benefit; the extent to which the benefit will be realised.*  *Where possible, contextual information should be included e.g. the benefit will be delayed by X weeks; the change means Y population will also realise the benefit.* |
| **Effect on consumers**  No impact on consumers have been identified. |
| *<Delete as appropriate>:* **Agree Disagree Abstain** |
| *Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.*  *Impact Assessment respondents should consider and provide detail of any additional effect e.g. whether there will be an impact on service delivery to consumers; will there be a cost impact to consumers; will there be a choice impact to consumers?*  *Where possible, contextual information should be included e.g. what is the scale of the effect? Will the effect be permanent?* |
| **Effect on schedule**  Progressing this change to the MHHS design artefacts will allow the data item definitions to be translated into the Energy Market Data Specification and avoid issues / queries being raised through the code drafting workstream which could lead to a delay in approving the MHHS code drafting. |
| *<Delete as appropriate>:* **Agree Disagree Abstain** |
| *Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.*  *Impact Assessment respondents should consider and provide detail of any additional effect e.g. will the schedule/milestones be directly impacted; will the schedule/milestones be indirectly impacted.*  *Where possible, contextual information should be included e.g. the change will delay the project by X days; the change will require additional resource to complete (though detail resource in resource section); the delay can/cannot be recovered by condensing Y activity.* |
| **Effect on costs**  Minimal impact to the programme to update the design artefacts.  The change would avoid additional RECCo and industry resource costs to support code drafting activities where the ambiguities are not resolved ahead of the industry drafting consultation. |
| *<Delete as appropriate>:* **Agree Disagree Abstain** |
| *Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.*  *Impact Assessment respondents should consider and provide detail of any additional effect e.g. will the change cause a loss of income; will the change cause additional cost; will the change cause a reprofiling of cost?*  *Where possible, contextual information should be included e.g. whether it is capital or operating expenditure that will be affected; what period costs will be affected in; what the rough order of magnitude of the cost impact will be and if organisation will be able to absorb it?* |
| **Effect on resources**  Minimal impact to the programme to update the design artefacts.  The change would avoid additional RECCo and industry resource to support code drafting activities where the ambiguities are not resolved ahead of the industry drafting consultation. |
| *<Delete as appropriate>:* **Agree Disagree Abstain** |
| *Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.*  *Impact Assessment respondents should consider and provide detail of any additional effect e.g. will there be an impact on tools or equipment; will there be an impact on staff capacity; will there be an impact on staff skills or capability?*  *Where possible, contextual information should be included e.g. the change will require X additional staff for Y period of time; the change requires Z training or support.* |
| **Effect on contract**  No impact identified |
| *<Delete as appropriate>:* **Agree Disagree Abstain** |
| *Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.*  *Impact Assessment respondents should consider and provide detail of any additional effect e.g. whether there will be an impact on contracts with sub-contractors; whether there will be an impact on contracts with vendors; whether there will be an impact on contracts with regulators/ESO.*  *Where possible, contextual information should be included e.g. the changes will require new contracts to be created; the changes will variations to existing contracts; the changes will affect ability to meet contract requirements.* |
| **Risks**  There is a risk that the MHHS interface drafting tranche is delayed due to lack of clarity on how the MHHS data items should be translated into the Energy Market Data Specification.  There is a risk that lack of clarity in the data item names and descriptions will lead to inefficiencies / errors being introduced into market participant DBT and code review activities. |
| *<Delete as appropriate>:* **Agree Disagree Abstain** |
| *Impact Assessment respondents to add supporting commentary to support their selection. Where possible, Impact Assessment respondents to identify and describe any further impacts.*  *Impact Assessment respondents should consider and provide detail of any additional effect e.g. will existing risks be affected; will new risks be created?*  *Where possible, contextual information should be included e.g. the change will affect the likelihood of a risk occurring, the change will affect the impact the risk would have, the change will require additional controls and mitigation.* |

### Part C.2 – Impact Assessment Recommendation

### Note – *This section must be completed initially by the Change Raiser and then by Programme Participants as part of the full Impact Assessment.*

**Guidance – The primary reporting metric of the Impact Assessment is the recommendation response. The consolidated response will be presented to the relevant governance group(s) and decision maker(s) with the totals for ‘Agree’, ‘Disagree’ or ‘Abstain’. As such, please ensure this section is completed before the form is returned to MHHS PMO. Provide detailed rationale and evidence in the commentary field.**

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| Part C.2 – Impact Assessment Recommendation (mandatory) |
| **Recommendation**  *Change Raiser to provide initial recommendation.*  **It is recommended by the Change Raiser the change is approved.** |
| *<Delete as appropriate>:* **Agree Disagree Abstain** |
| *Impact Assessment respondents to add supporting commentary to support their selection.* |

**Impact assessment done by:** <Name>

**Guidance*: If you are a third party responding on behalf of another Programme Participant, please state this in your response.***

**Impact assessment completed on behalf of:** <Name>

### Part D – Change approval and decision

**Guidance*: The approvals section will be completed by the MHHS PMO once the Impact Assessment has been reviewed.***

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| Part D - Approvals |
| **Decision authority level**  <Based on the impact assessment, state who is required to make a decision concerning this change> |

**Guidance** - ***This section will be completed by the MHHS PMO and Change Owner following the review of the impact assessment and decision reached by the SRO.***

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| Part D – Change decision | | | | |
| Decision: |  | Date | |  |
| Approvers: |  |  | |  |
| Change Owner: |  | | | |
| Action: |  | | | |
| **Changed Items** | **Pre-change version** | | **Revised version** | |
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### Part E – Implementation completion

**Guidance *- This section will be completed by the MHHS PMO at the end of the post-implementation process.***

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| Part E – Implementation completion | | | |
| Comment |  | Date |  |

**Guidance *– The Closure Checklist in MHHS DEL175 Change Log must also be completed by MHHS PMO at this stage.***

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| --- | --- |
| Checklist Completed | Completed by |
| Yes/No |  |

**Guidance – *This section will be completed by the MHHS PMO at the end of the post-implementation process and should be* used to add any appropriate references of the change once it has been completed.**

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| --- | --- | --- |
| References | | |
| **Ref** | **Document number** | **Description** |
|  |  |  |
|  |  |  |