



MARKET PROCESS DESIGN

Retail Market Release Prioritisation Process

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Introduction

Scope

This document describes the process that is to be used by the retail market to agree the contents of future market releases. This document will not describe the process for implementing market changes that are to be delivered outside of a release nor will it describe the MCR approval process.

History of Changes

This document includes the following changes:-

Date	Source of Change	Description of Change	Version
08.11.2017	RMDS Document Development	1 st version of this document capturing the thinking to date. This document details Process Description steps and includes Visio Diagrams.	V0.1
23.01.2018	RMDS Document Development/Review	Continued development and tweaking of document in advance of reviews by RAs.	V0.2
13.02.2018	Feedback from UR	ReMCoDS met with the UR on 25.01.2018 to review document.	V.0.3
12.04.2018	Prioritisation Workshop in Dundalk	Changes were made during and post the Prioritisation Workshop on 14.03.2018.	V0.4
19.04.2018	Feedback from UR & CRU	Document approved by the UR and CRU.	V1.0

Reference Documents

Document
Evaluation Process for Co-Ordinated Schema Retail Market Changes
ROI Change Control Process

Background

The ReMCoDS and RMDS surveys from 2017 both provided feedback from suppliers relating to the previous prioritisation processes. See extract from slide presented by ReMCoDS at the ReMCoWG on 28.06.2017:

- *Suppliers are satisfied with the overall prioritisation exercise undertaken by ReMCoDS, however when it comes to the deciding factor of what MCRs will be implemented Suppliers are requesting process clarity and transparency around the decision making.*
- *Actions*
 - *ReMCoDS will highlight the comments received regarding the MCR Prioritisation exercise to the ReMCoSG.*

At the ReMCoSG meeting on the 23.08.2017 an action was assigned to ReMCoDS as follows:
New Action 143: Prioritisation process for post Q1/2019 to be agreed.

Design Principles

The following principles were agreed by both RAs on the 05.12.2017 in order to guide the development of this process:

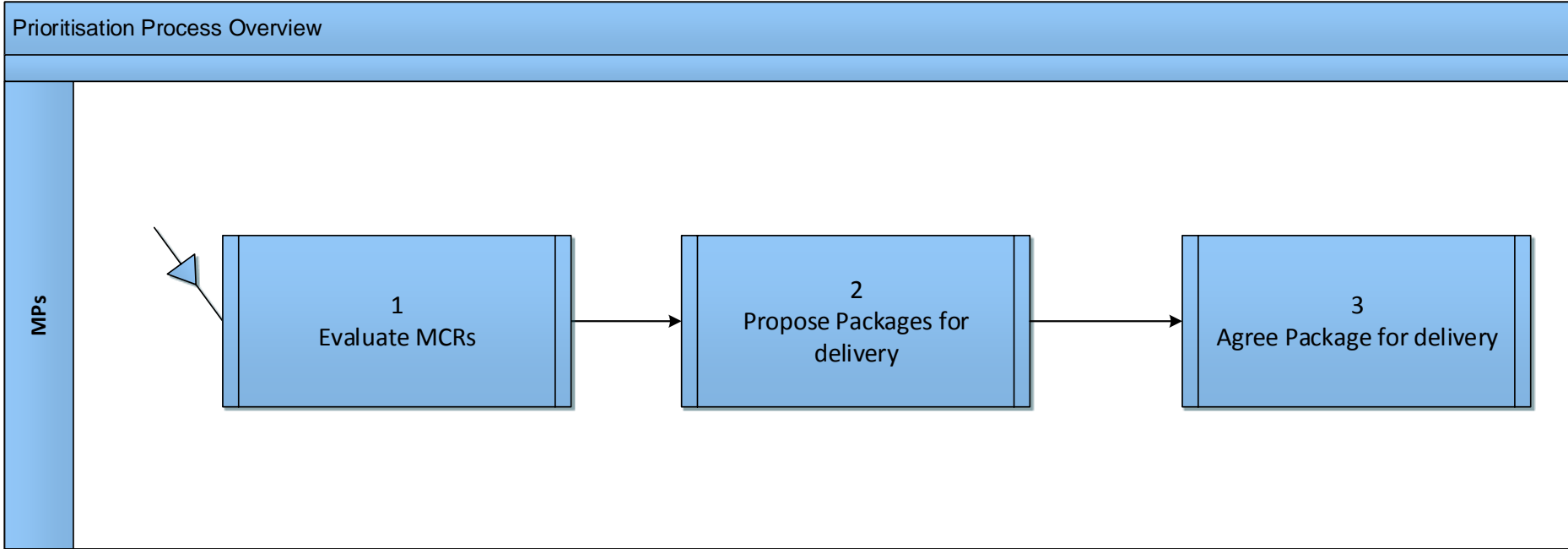
- Transparent / Clear
- Fair
- Efficient

- Consider changes that affect both jurisdictions and each jurisdiction in its own right.
- Encourage collaboration and partnership between RAs, NOs and other participants e.g.
 - Clear and explained review of issues driving constraints
 - “timely” engagement and explanation with RAs and industry to give proper consideration time
- Optimise utilisation of available resources in order to ensure maximum delivery
- Ensure all prioritised changes align with RA’s retail market regulatory policy implementation timelines
- Timed
- Reduce likelihood of non-scheduling of prioritised changes at a later date

Process Maps

Process overview

High Level Objective: To allow the retail market to prioritise and agree the contents of a future market release in line with the Design Principles agreed by both RAs.



Detailed Processes

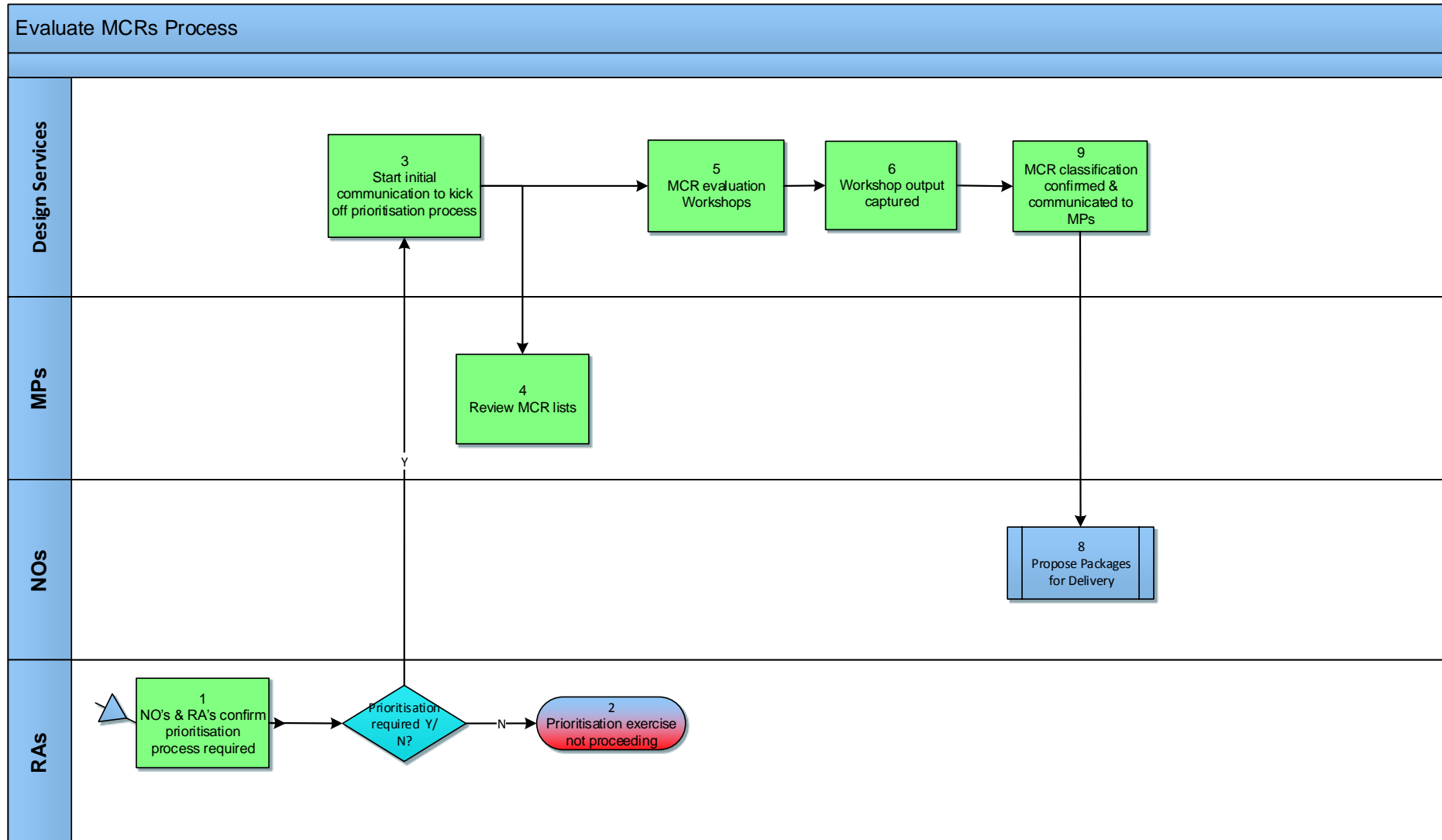
Evaluate MCRs Process

High level Objective:

To review existing MCRs and ensure only appropriate MCRs are brought forward in the process potentially reducing the impact assessment effort and increasing focus on required MCRs. The ability to implement the MCR is not considered at this stage.

This sub process could be executed independently from the other sub processes as a periodic housekeeping exercise.

Evaluate MCRs Process Diagram



Evaluate MCR Process Description

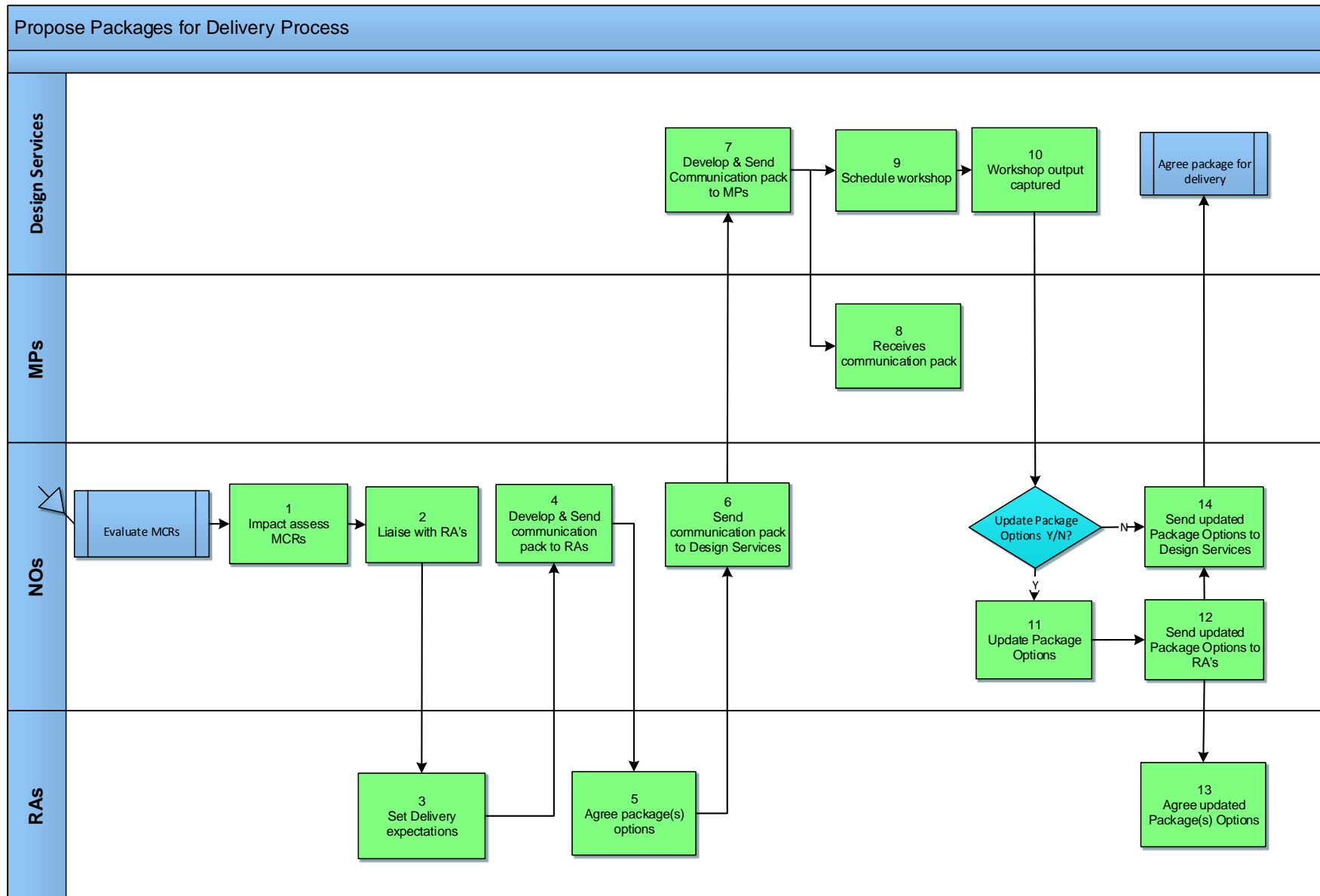
Process Step		Role	Process Step Description
1	Networks Operators and RAs Confirm prioritisation process required	RAs	At the first ReMCoSG of the year (usually February) the RAs will confirm based on information from the NOs if prioritisation exercises are required.
2	Prioritisation exercise not proceeding	Design Services	Corresponding Design Service to issue communication to MPs outlining RA decision to not proceed with a prioritisation exercise. The process ends.
3	Start initial communication to kick off prioritisation process	Design Services	<p>Communications will be sent detailing the following:</p> <ul style="list-style-type: none"> • MCR lists <ul style="list-style-type: none"> ○ Schema impacting – ReMCoDS to send this list to all MPs in both jurisdictions. ○ NI only – CDA to send this list to NI MPs. ○ ROI only – RMDS to send this list to ROI MPs. • Link to approved prioritisation process. • Process schedule e.g. <ul style="list-style-type: none"> ○ Date/location of workshop(s) ○ Timeline
4	Review MCR lists	MPs	MPs are expected to review the MCRs ensuring they are ready to take part in the workshop as outlined in step 6.
5	MCR Evaluation Workshops	Design Services	<p>The objective of these workshops is to classify each MCR by consensus as:</p> <ul style="list-style-type: none"> • Included for prioritisation <ul style="list-style-type: none"> ○ Has a Significant improvement for all Suppliers and/or Network Operator(s) in terms of increased efficiency, reduced transaction time , reduced work effort and/or compliance. These will be brought forward for Network Operator Impact assessment. • Not included for prioritisation <ul style="list-style-type: none"> ○ Is not immediately required as the market has functioned without its implementation to date satisfactorily without significant additional impact on MPS. These will not be brought forward for the Network Operator Impact assessment for this release but if a synergy is identified it may be included in a package option. • Withdrawn <ul style="list-style-type: none"> ○ MP's agree that this MCR is to be assigned a permanent classification of "Withdrawn". If a similar requirement arises in the future a new DR shall have to be raised. <p>Each list of MCRs will require a separate workshop, chaired as follows:</p> <ul style="list-style-type: none"> • Schema impacting – ReMCoDS

Process Step		Role	Process Step Description
			<ul style="list-style-type: none"> ○ Attendees should include both RAs and all MPs including NOs. • NI only – CDA <ul style="list-style-type: none"> ○ Attendees should include UR and all MPs operating in NI including NIE Networks. • ROI only – RMDS <ul style="list-style-type: none"> ○ Attendees should include CRU and all MPs operating in ROI including ESB Networks <p>If consensus cannot be attained, then appropriate RA(s) will act as escalation.</p> <p>Design Services should collaborate to ensure that workshops are held on the same day in the same location.</p>
6	Workshop output captured	Design Services	The minutes of the workshop will be captured and will include the classification attained for each MCR. MPs will be given one week to revert with any feedback on the minutes.
7	MCR classification confirmed and communicated to MPs	Design Services	The MCR classification will be confirmed by the corresponding Design Service via email. Each Design Service will also communicate any changes to classifications at the next IGG, CDA and/or ReMCoWG for RA final approval.
8	Propose Packages for delivery	NOs	See Sub Process for details.

Propose Package for Delivery Process

High Level Objective: NOs impact assess the deliverability of changes and together with the RAs propose package options for delivery ensuring transparent communication to the Retail Market. The output from this process should be a package option(s) that both RAs and NOs are satisfied that can be delivered.

Propose Package for Delivery Process Diagram



Propose package for Delivery Process Description

Process Step		Role	Process Step Description
1	Impact assess MCRs	NOs	<p>Each NO Impact assess MCRs, ensuring they consider:</p> <ul style="list-style-type: none"> • Estimated Effort and Cost • Delivery Time line • Constraints • Synergies • Risks <p>NOs should collaborate to ensure impact assessment is not adversely impacted by plans in other jurisdiction.</p> <p>Note: Impact assessments will have already been undertaken for NI MCRs as part of the CDA Change Approval Process.</p>
2	Liaise with RA's	NOs	<p>There potentially could be multiple interactions between RAs and NOs between step 1 and 5.</p>
3	Set Delivery expectations	RAs	<p>Each RA should set expectations to their corresponding NO on the following:</p> <ul style="list-style-type: none"> • Delivery Timeline <ul style="list-style-type: none"> ○ RAs may wish to set an expectation on the timeline that is required for changes to be implemented. • Mandatory Changes <ul style="list-style-type: none"> ○ Each RA will identify and instruct the NO of the changes they deem mandatory. ○ Note: The NO will be obliged to inform the RA of any significant non MCR changes that they require to deliver that reduces their capacity to deliver other MCRs. <p>RAs should collaborate to ensure that the expectations that are set do not adversely impact expectations in the other jurisdiction.</p>
4	Develop and Send communication pack to RAs	NOs	<p>Each NO should send a communication pack to the RAs. This communication pack should include (but not limited to) the following:</p> <ul style="list-style-type: none"> • Proposed package option(s) for Delivery <ul style="list-style-type: none"> • List of all changes (MCRs and other significant required work on the Central Market Systems) with the following information: <ul style="list-style-type: none"> ○ Mandatory or optional change ○ Estimated % of total effort and cost

Process Step		Role	Process Step Description
			<ul style="list-style-type: none"> ○ If there are any synergies ○ If there are any constraints • High Level Delivery Plan • Delivery Risks <p>NOs furnish both RAs with the above information for schema affecting changes and similar to their corresponding RA for non schema affecting changes.</p> <p>NOs may wish to provide the RA from the other jurisdiction with a less detailed version of the above for non schema affecting changes in order to aid communication.</p> <p>NOs should collaborate to ensure that the package option(s) proposed do not adversely impact package option(s) in the other jurisdiction. Package option(s) conflict will need to be highlighted by each NO to the RAs.</p> <p>Note: NI non schema impacting market changes may be implemented outside the scheduled package delivery timelines. All non schema impacting changes will have been approved by the corresponding RA prior to implementation.</p>
5	Agree package option(s)	RAs	<p>The RAs confirm in writing that they jointly agree to the proposed package option(s) by the NOs for schema affecting. Note: RAs will still need to jointly agree if there is no schema changes proposed to be delivered.</p> <p>Each RA confirms in writing to their corresponding NO their agreement to the proposed package option(s) that do not affect the schema. Note: The RA will still need to agree if there is no non schema changes proposed to be delivered.</p>
6	Develop and Send communication pack to Design Services	NOs	<p>Each NO should send a communication pack to the Design Services. This communication pack should include (but not limited to) the following:</p> <ul style="list-style-type: none"> • Agreed proposed package option(s) for Delivery <ul style="list-style-type: none"> • List of all changes (MCRs and other significant required work on the Central Market Systems) with the following information: <ul style="list-style-type: none"> ○ Mandatory or optional change ○ Estimated % of total effort ○ If there are any synergies ○ If there are any constraints (important to include reasons for the non

Process Step		Role	Process Step Description
			<p>inclusion of valid MCRs from the proposed package option(s))</p> <ul style="list-style-type: none"> • High Level Delivery Plan • Delivery Risks <p>Schema affecting changes – submit to ReMCoDS jointly by both NOs. NI non schema changes – submit to CDA by NI NO. ROI non schema changes submit to RMDS by ROI NO.</p>
7	Send communication pack to MPs	Design Services	<p>Each Design Service will issue the communication pack to the appropriate distribution list:</p> <ul style="list-style-type: none"> • ReMCoDS – ReMCoWG distribution list • CDA – CDA Board distribution list • RMDS – IGG distribution list
8	Receives communication pack	MPs	MPs receive this communication pack and review in advance of workshop (see step 9).
9	Schedule Workshop	Design Services	<p>The objective of these workshops is to allow the NO and RAs to outline the various package options and address any queries MPs may have.</p> <p>There will need to be three workshops, to be chaired as follows:</p> <ul style="list-style-type: none"> • Schema impacting – ReMCoDS <ul style="list-style-type: none"> ○ Attendees should include both RAs and all MPs including NOs. • NI only – CDA <ul style="list-style-type: none"> ○ Attendees should include UR and all MPs including NIE Networks. • ROI only – RMDS <ul style="list-style-type: none"> ○ Attendees should include CRU and all MPs including ESB Networks. <p>Design Services should collaborate to ensure that workshops are held on the same day in the same location. Additional workshops may be required.</p>
10	Workshop output captured	Design Services	The minutes of the workshop will be captured. If there are changes to the package option(s), steps 11-13 will be executed else agreed package(s) will feed into the Agree Package for Delivery Process.
11	Update Package Option(s)	NOs	NOs will update the package option(s) if necessary.
12	Send updated Package Options to RAs	NOs	NO(s) will send updated package option(s) to the RAs for approval.

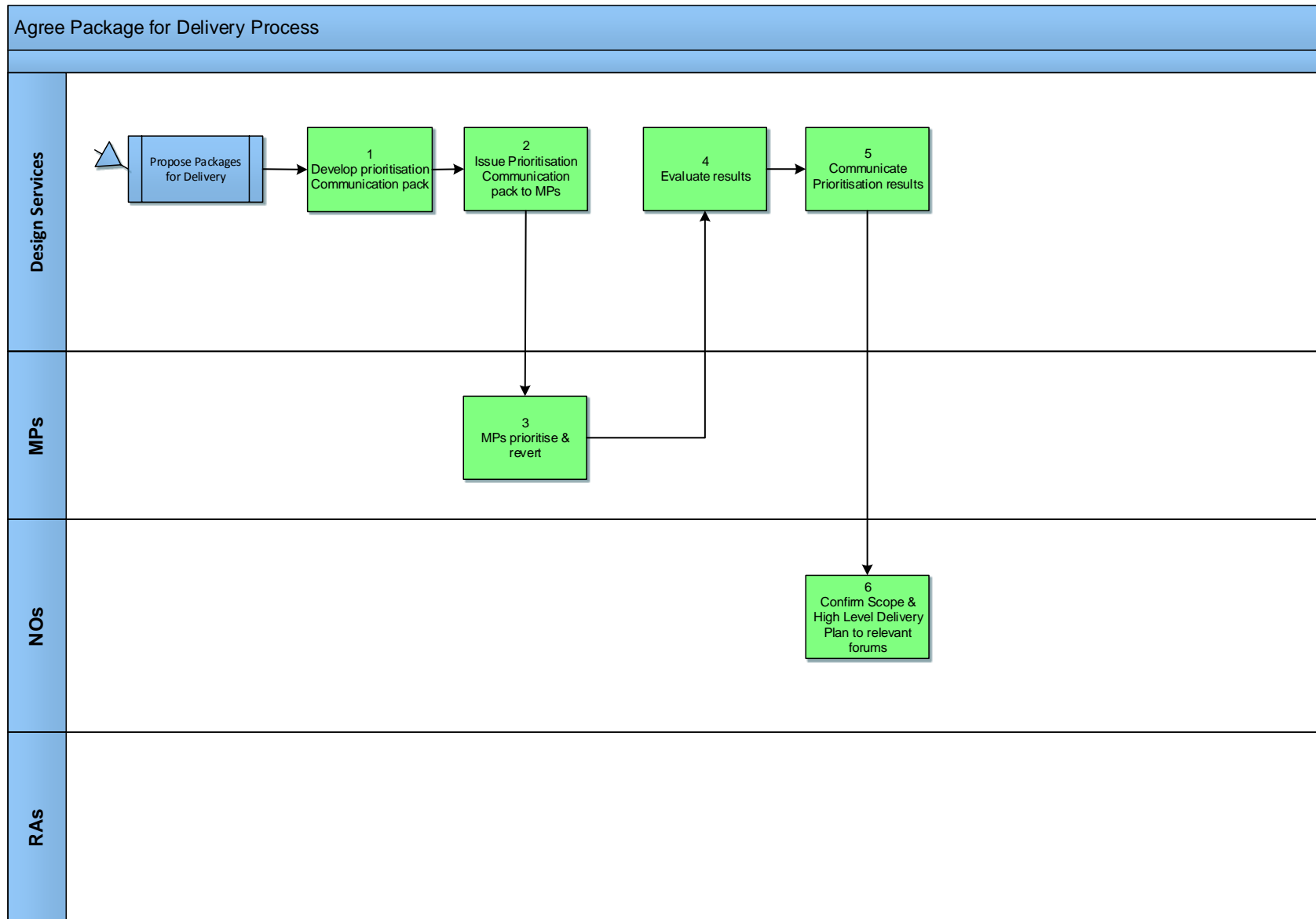
Process Step		Role	Process Step Description
13	Agree updated package(s) options	RAs	<p>If required, the RAs will confirm in writing that they jointly agree to the proposed package option(s) by the NOs that affect the schema. Note: RAs will still need to jointly agree if there is no schema changes proposed to be delivered.</p> <p>Each RA will confirm in writing to their corresponding NO their agreement to the proposed package option(s) that do not affect the schema. Note: The RAs should still jointly agree if there are no non schema changes proposed to be delivered.</p>
14	Send Updated Package Options to Design Services	NOs	The Design Service will use this pack as input into the Agree Package for Delivery Process.

Agree Package for Delivery Process

High Level Objective: To allow MPs to vote on which MCRs are to be scheduled for delivery and allow NOs to finalise release package.

This process is only required to be executed if there is more than one package option proposed.

Agree Package for Delivery Process Diagram

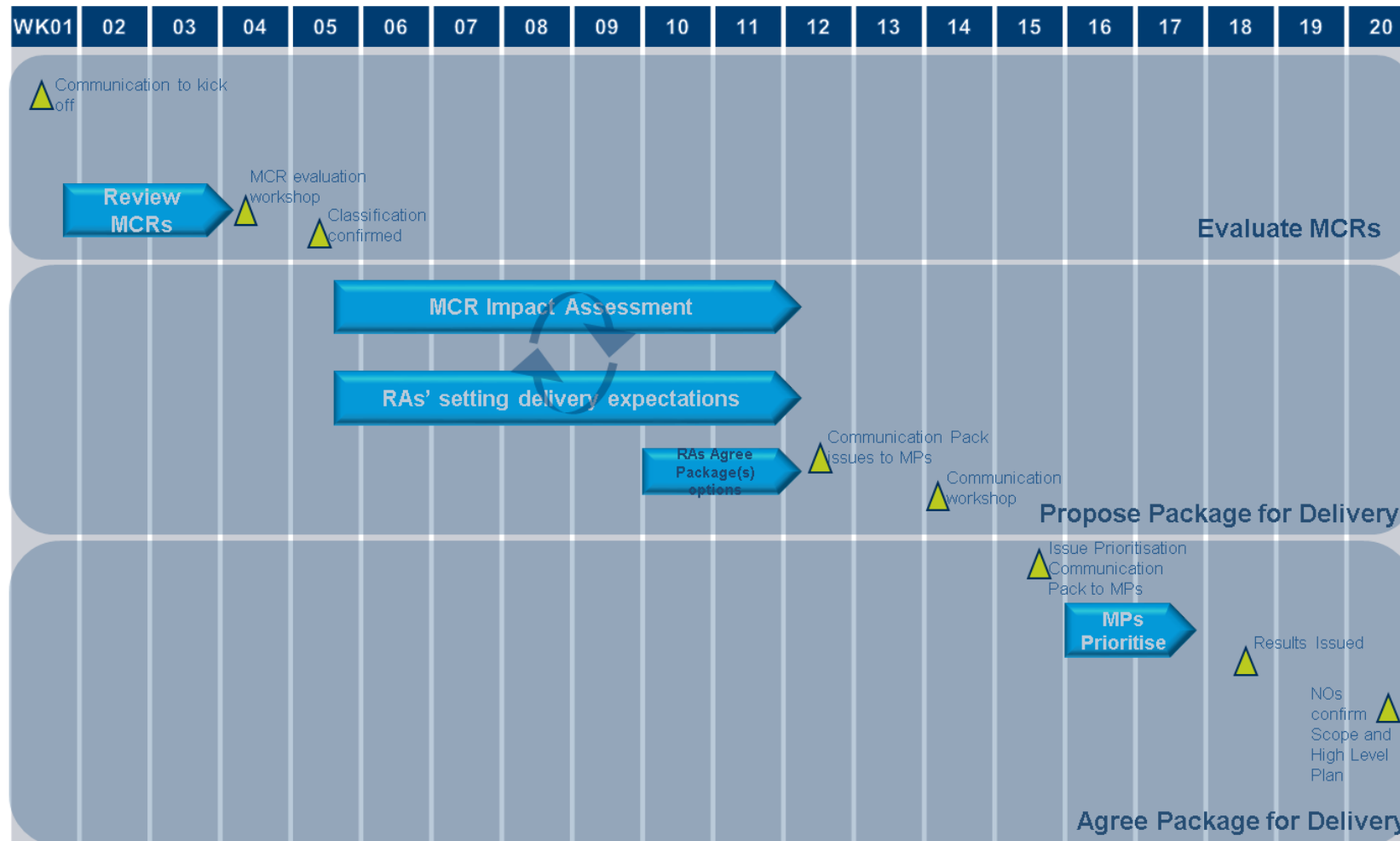


Agree Package for Delivery Process Description

Process Step		Role	Process Step Description
1	Develop prioritisation Communication pack	Design Services	This process follows on from the Propose Package for Delivery Process. The prioritisation communication pack should contain but not limited to the following: <ul style="list-style-type: none"> • Voting Rules & Tool – will be in line with previous prioritisation exercises. • Instructions for using the Voting Tool. • Voting Closing date. • Date when results will be known.
2	Issue Prioritisation Communication pack to MPs	Design Services	Design Service will ensure a designated contact to receive the communication pack from each MP.
3	MPs prioritise & revert	MPs	MPs review package options and revert to designated Design Service using voting Tool.
4	Evaluate results	Design Services	Design Service evaluates results. <ul style="list-style-type: none"> • Schema affecting MCRs – evaluated by ReMCoDS. • NI non schema MCRs – evaluated by CDA. • ROI non schema MCRs – evaluated by RMDS by ROI.
5	Communicate Prioritisation results	Design Services	Design Service communicates results. <ul style="list-style-type: none"> • Schema affecting MCRs communicated by ReMCoDS. • NI non schema MCRs – communicated by CDA. • ROI non schema MCRs – communicated by RMDS.
6	Confirm Scope & High Level Delivery Plan to relevant forums	NOs	Each NO will present the confirmed scope and current high level delivery plan at the next relevant Industry Forum Meeting.

Timing Considerations

Please see high level time line below, all detailed steps must complete within allocated window outlined below.



Risks & controls, issues, assumptions & decisions

Risks & controls:

No	Risk Description	Mitigation
1	<p>Resources are not available to execute this process</p>	<p>Process will be communicated and agreed by the RAs and market.</p> <p>RAs should advise and communicate an approximate start date for this process so that MPs can ensure resource availability – This has been agreed to be early April following a decision that an exercise is required at the first ReMCoSG of the year.</p>
2	<p>Timelines may prove challenging</p>	<p>Communicating the expected timelines in advance will allow MPs to plan sufficiently.</p> <p>MCR Evaluation Process is designed to reduce the amount of MCRs required to be impact assessed.</p> <p>NOs should ensure that any expected mandatory changes are impact assessed in advance of the Propose Package for Delivery Process to allow them to concentrate on the MCRs agreed by the market to be included for prioritisation.</p> <p>More time may be afforded for the inaugural execution of this process. Each execution of the exercise thereafter should see incremental efficiencies achieved.</p>
3	<p>Stalemate between RAs on content of a schema release</p> <p>This risk assumes that all delivery options have been</p>	<p>This will require an informed conversation between both RAs. In order to help any decision making the RAs could perhaps use the following ranking as a guide, although each RA would still reserve the right to veto.</p>

	explored and no viable solution was attained.	<ol style="list-style-type: none"> 1. Safety risk if not implemented 2. Significant risk to market operations if not implemented 3. Legal compliance 4. Significant savings for the end customer 5. Puts large project at risk if not implemented
4	Non-approved MCRs requested to be prioritised	Process is quite clear that only approved MCRs will be included in this process.
5	MPs fail to reach a consensus in the “MCR evaluation Process”	<p>RAs will act as an escalation point.</p> <p>If the consensus cannot be reached by RAs for a schema affecting MCR then it will be default to the “Included for Prioritisation” classification and the RAs will assess the MCR once again based on the Impact Assessment provided by the NOs in Propose Package Options Process.</p>
6	The success of the process is dependent on a good impact assessment and sufficient communication of information from the NOs.	The process is clear on what needs to be provided and allows ample time to deliver on this providing the necessary focus is applied by the NOs.
7	Scheduling conflict with Gas Market Changes or Wholesale Market Changes could impact suppliers	RAs are best placed to highlight any potential scheduling conflicts with Gas and Wholesale Market changes. An opportune time to do this would be in step 5 of “Propose Package for Delivery Process”.
8	Non Schema Releases scheduled for different timelines in different jurisdictions could put a burden on suppliers.	NOs to be mindful of the potential impact on Suppliers and accommodate alignment of schedules where possible.

Issues:

No	Issue Description	Response

Assumptions & Decisions:

The following Assumptions and Decisions have been identified with this Process.

No	Assumption	Consultation and Decision
1	Design Services will contact the RAs at the start of April to request permission to kick off the prioritisation process.	Upon consultation with NOs and RAs it was agreed that a preferred approach would be for the RAs to provide the decision to proceed with a prioritisation exercise at the first ReMCoSG of the year with a view to having the process kick off in early April. A high level review of the MCR pot is to be added to the ReMCoSG standing agenda in order to ensure that all parties have a high level understanding of what is in the pipeline.
2	NOs need to make available to the RA(s) the estimated % of effort and cost for all changes in the proposed package options i.e. mandatory and optional.	Both NOs felt that this could be achieved.
3	NOs and RAs propose package and suppliers receive the package at Step 7 in the Propose package for Delivery sub process.	It is felt that there is sufficient engagement with Suppliers throughout this process and there is significant improvement on the previous level of transparency and clarity on the decision making.
4	All market participant votes are weighted equally	Agreed by RAs that this approach should continue.

	as with previous prioritisation exercises.	
5	Package Options proposed by ESN and NIE Networks will not be constrained by Supplier's ability to implement corresponding changes on their side.	Supplier's will have sight of high level implementation timelines and design well in advance to allow them to make the necessary arrangements. The RAs will flag conflicts with Gas and Wholesale changes.