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03

Final Change Report

02

Preliminary Change Report

01

Initial Assessment Report

final change report

Rxxxx – Change title

|  |  |  |
| --- | --- | --- |
| **DOCUMENT VERSION** | X.X | |
| **DATE ISSUED** | DD/MM/YYYY | |
| **DOCUMENT APPROVAL STATUS** | APPROVED BY RESPONSIBLE COMMITTEE /  NOT YET APPROVED BY RESPONSIBLE COMMITTEE | |
|  |  | |
| **RESPONSIBLE COMMITTEE** |  | |
|  |  | |
| **LEAD ANALYST** | NAME | EMAIL |
| **TECHNICAL LEAD** | NAME | EMAIL |
| **ASSURANCE LEAD** | NAME | EMAIL |

change overview

|  |  |
| --- | --- |
| Description: Description: High_Impact | High Impact:  [Parties would be detailed here] |
| Description: Description: Low_Impact | Medium Impact:  [Parties would be detailed here] |
| Description: Description: Medium_Impact | Low Impact:  [Parties would be detailed here] |

[A short executive summary of the change (1-2 sentences)]

code manager’s recommendation

The Code Manager recommends Change Proposal Rxxxx is **APPROVED/REJECTED** [for implementation on xx February 2022].

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BACKGROUND

1. Summary

[Provide a summary of the change proposed – i.e. what is the identified issue/change in the existing code that needs to be rectified, how this was identified and why this change needs to be made.]

1. problem statement

[The problem statement should address **what** the problem is; **who** is experiencing the problem; **where** and **when** the problem occurs and **why** the problem is occurring.]

1. user stories

|  |  |
| --- | --- |
| **Ref.** | **user stories** |
| **MARKET PARTICIPANT user stories** | |
| M1 | [As <a Market Participant>, I want <goal>, so that <reason>] |
| M2 |  |
| M3 |  |
| M4 |  |
| **CONSUMER user stories** | |
| C1 | [As <a Consumer>, I want <goal>, so that <reason>] |
| C2 |  |
| C3 |  |
| C4 |  |

proposal

1. SUMMARY OF ANALYSIS UNDERTAKEN

[Details of the analysis completed; what analysis techniques were used, the scope of the different analysis activities completed, who completed this etc]

1. SUMMARY OF IMPACT ASSESSMENT ACTIVITY
   1. service provider Impact assessments

[Details of the Service Providers targeted with an Impact Assessment]

|  |  |
| --- | --- |
| **[SERVICE PROVIDER]** | * [Summary of the IA response from the Service Provider * Key messages & views * Overview of impacts * Overview of costs/benefits * Views on implementation approach and timeline * Any RAID that need to be highlighted] |
| **[SERVICE PROVIDER]** | * [Summary of the IA response from the Service Provider * Key messages & views * Overview of impacts * Overview of costs/benefits * Views on implementation approach and timeline * Any RAID that need to be highlighted] |
| **[SERVICE PROVIDER]** | * [Summary of the IA response from the Service Provider * Key messages & views * Overview of impacts * Overview of costs/benefits * Views on implementation approach and timeline * Any RAID that need to be highlighted] |

* 1. rec PARTY Impact assessments

Details of the REC Parties targeted with an Impact Assessment and the number of responses breakdown numbers of anonymous and confidential]

|  |  |
| --- | --- |
| **[ENERGY SUPPLIERS]** | * [Summary of the IA response from the Service Provider * Key messages & views * Overview of impacts * Overview of costs/benefits * Views on implementation approach and timeline * Any RAID that need to be highlighted] |
| **[DISTRIBUTION NETWORK OPERATORS]** | * [Summary of the IA response from the Service Provider * Key messages & views * Overview of impacts * Overview of costs/benefits * Views on implementation approach and timeline * Any RAID that need to be highlighted] |
| **[GAS TRANSPORTERS]** | * [Summary of the IA response from the Service Provider * Key messages & views * Overview of impacts * Overview of costs/benefits * Views on implementation approach and timeline * Any RAID that need to be highlighted]Any RAID need to be highlighted] |

1. DELIVERY AGAINST CHANGE PROPOSAL PLAN

|  |  |  |
| --- | --- | --- |
|  | **Planned** | **COMPLETED** |
| **Service Provider Impact Assessment issued** | XX/XX/XXXX | XX/XX/XXXX |
| **Party Impact Assessment issued** |  |  |
| **deadline for alternative change proposal submission** |  |  |
| **Preliminary Change Report issued** |  |  |

[Confirmation that either all activity has been completed within the planned timescales, or explanation of any variations/deviations

Confirmation that assumption requiring clarification have been addressed or will be addressed in the plan for consultation]

1. KEY RISKS, ASSUMPTIONS, ISSUES AND DEPENDENCIES
   1. risks and issues

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **RISK** | **NOTES** | **MITIGATION** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **ISSUE** | **NOTES** | **HOW TO PROGRESS** |
|  |  |  |  |
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|  |  |  |  |

* 1. assumptions and dependencies

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **ASSUMPTION** | **NOTES** | **HOW/WHEN TO VALIDATE** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **DEPENDENCY** | **NOTES** | **STATUS** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. PROPOSED SoLUTION

[Describe the solution that has been developed and how this meets the problem statement and solution requirements to resolve the issue.

Describe any alternative solutions considered and ruled out, and the reasons for this.

Include information relevant to the development of the solution, such as the use of industry experts, consultation with expert groups/panels or information requests to inform the proposed solution.

Provide a high level solution overview in relation to People, Process, Documents, Systems and Commercial arrangements/contracts

Specific detail to be included about cross code solutions, where the REC CP is part of a package of code changes or impacts on/impacted by a change within a different Code]

1. draft LEGAL TEXT

The legal text changes to deliver the proposed solution to RXXXX can be found [here].

[In support of the legal text provided, a plain English explanatory note setting out the approach taken to converting the Solution into legal text, illustrating how the legal text delivers the intent of the Solution.

1. PROPOSED IMPLEMENTATION DATE AND APPROACH

|  |  |
| --- | --- |
| **PROPOSED IMPLEMENTATION DATE** | DD/MM/YYYY |

|  |  |
| --- | --- |
| **PROPOSED IMPLEMENTATION APPROACH** | BIG BANG / PARALLEL TEST/ PHASED APPROACH |

[Provide an explanation of the implementation approach and timescales, including the cost and benefit implications where alternative approaches/timelines were considered.

Where there is a dependency on the implementation date or the REC implementation date is driven by an outside factor (e.g. a set of cross-code changes), provide details]

1. CHANGE PATH

|  |  |
| --- | --- |
| **CHANGE PATH** | SELF-GOVERNANCE / AUTHORITY DETERMINED |

1. RESPONSIBLE COMMITTEE

|  |  |
| --- | --- |
| **RESPONSIBLE COMMITTEE** |  |

1. SUMMARY OF CONSULTATION RESPONSES

A consultation was circulated on [30 June 2021] to obtain views on the Preliminary Change report [Link]. In total xx responses were received. The key themes from these responses have been summarised and set out below.

* 1. Summary of Responses
     1. COMMENTS ON the solution

[Summary of responses relating to the solution]

* + 1. Benefits relative to Implementation and Operational Costs

[Summary of responses relating to the cost benefit analysis]

* + 1. Case for change and Code Manager’s recommendation

[Summary of responses relating to the Case for Change and Code Managers recommendation]

* + 1. Implementation approach and date

[Summary of responses relating to the Implementation date and approach]

1. summary of amendments made following consultation

|  |  |  |  |
| --- | --- | --- | --- |
| **DOCUMENT** | **SECTION** | **AMENDMENT** | **REASON** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

1. Business case assessment
   1. COST BENEFIT ANALYSIS

|  |  |  |  |
| --- | --- | --- | --- |
| **costs** | **DESIGN/ development costs** | **IMPLEMENTATION COSTS** | **ONGOING OPERATIONAL COSTS** |
| **[PARTIES]** | £xxx to £xxx | £XXX TO £XXX | £XXX TO £XXX PER ANNUM |
| **[SERVICE PROVIDERS]** | £xxx | £XXX | £XX PER ANNUM |
| **[CODE MANAGERS]** | £xxx | £XXX | £XX PER ANNUM |
|  |  |  |  |
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| --- | --- | --- | --- | --- |
| **tangible benefits** | **2021** | **2022** | **2023** | **benefits confidence** |
| **[tangible benefits]** | n/a | £xx | £xx | HIGH / MEDIUM / LOW |
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| **Intangible Benefits** | **benefits description** |
| **[intangible benefits]** |  |
|  |  |
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* 1. cost benefit analyis SUMMARY

[A summarised explanation of the costs and benefits, and how these compare/offset each other. Where will the costs and benefits be seen (Parties/Market Participants etc).

Detail if/how the tangible benefits outweigh the costs. How do the intangible benefits affect the balance.

What is the expected payback period (if appropriate)

Highlighting any assumptions or estimations made during the analysis.

Detail any changes to assumptions, estimation or analysis following the review of consultation responses]

* 1. CASE FOR CHANGE [Authority determined]

[Fill in the relevant Change Path and delete the other. Remove the text after “Case for Change” once completed]

The Code Manager believes that Rxxx better facilitates the following REC Objectives:

|  |  |  |  |
| --- | --- | --- | --- |
| **objective** | **impact DESCRIPTION** | **IMPACT TYPE** | **JUSTIFICATION** |
| To ensure the REC operates and evolves in a manner that facilitates the achievement of its mission statement |  | [Positive / Negative / Neutral] |  |
| To ensure customers interests and data is protected in the operation of the REC |  |  |  |
| To drive continuous improvements and efficiencies in the operation of the REC and the central systems and communication infrastructures it governs |  |  |  |

[Supporting commentary in additional to the information captured in the table]

* 1. CASE FOR CHANGE [Self-governance]

[A clear and understandable statement detailing:

* Whether the proposed solution appropriately resolves the original Problem Statement
* If the cost and effort of implementing and operating the proposed solution is proportionate and cost-effective.
* If the impact of the Change Proposal either being implemented, or not being implemented causes any detriment to market participants and/or consumers.
* If the proposed solution delivers positive outcomes for consumers and efficiencies in the operation of the retail energy market.
* If in consideration of the above criteria and the supporting cost benefit analysis, there is a positive business case for the change to be made.]

1. CODE MANAGER’S RECOMMENDATION

[Head of Change Management to define their recommendation, with an explanation of the reason for that position. The Recommendation will consider, and align with, the recommendations of the RPA and RTS.]

The Code Manager recommends to [The responsible committee] approval of:

* The proposed change solution.
* The proposed implementation approach.
* The proposed implementation date of [xx February 2022].

1. Appendix

|  |  |
| --- | --- |
| **CHANGE PROPOSAL** | [Document embedded or link] |
| **LEGAL DRAFTING** | [Link to EMAR] |
| **[CONSOLIDATED IMPACT ASSESSMENT RESPONSES]** | [Document embedded or link to Portal] |
| **[consolidated consultation comments and code manager’s responses]** | [Document embedded or link to Portal] |
| **[related change(s)]** | [Link] |
| **[aNY OTHER DOCUMENTS / LINKS]** | [Document embedded or link] |