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CHANGE PROPOSAL PLAN

R0016 – RESOLUTION OF BILATERAL ERRONEOUS TRANSFERS

DOCUMENT VERSION	6.0
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DOCUMENT APPROVAL STATUS	APPROVED BY CHANGE PANEL

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RESPONSIBLE COMMITTEE	CHANGE PANEL

CHANGE OVERVIEW

This Change Proposal is to introduce a more consistent and efficient mechanism for Suppliers to use when investigating and resolving Bilateral Erroneous Transfers.

KEY MILESTONES

	FROM	TO
SOLUTION ANALYSIS	31/01/2023	21/03/2023
PROPOSED APPROACH PRESENTED TO CHANGE PANEL	18/04/2023	18/04/2023

1 RE-BASELINE ACTIVITY

This Change Proposal Plan has been re-baselined.

The plan previously recognised that the analysis for this Change Proposal should be progressed as part of the Secure Data Exchange Portal (SDEP) review.

An SDEP review recommendations report is currently being drafted which includes the next steps for this Change Proposal.

Due to a delay in the production of the recommendations report and the outcome of a further SDEP review industry workshop, held on the 30 September 2022, the SDEP Recommendation report is now expected to be presented for review, to the REC Change Panel on the 21 March 2023. This Change Proposal Plan has been updated in line with the updated expected publication of the SDEP review recommendations report.

	APPROVED DATES		PROPOSED DATES	
	FROM	TO	FROM	TO
SOLUTION ANALYSIS	01/04/2022	31/01/2023	**31/01/2023**	**21/03/2023**
PROPOSED APPROACH PRESENTED TO CHANGE PANEL	07/02/2023	07/02/2023	**18/04/2023**	**18/04/2023**

The priority status of this proposal is Low, with no immediate urgency to progress to solution development. A delay is therefore deemed to be appropriate to maintain the intended engagement and collaboration for development of this change and to ensure a robust Change Proposal Plan.

2 SCOPE

2.1 IN SCOPE

At this stage this document details the plan and approach for reviewing the issue and analysis of solution options.

There is a wider review of the SDEP being completed in early 2022, which is expected to complete by 31 March 2022. This Change Proposal Plan will only consider additional activities when further analysis has been completed to determine if changes are needed to address the Problem Statement or whether this will be addressed as part of the wider SDEP review.

2.2 OUT OF SCOPE

Solution development and subsequent assessment is not currently in scope, as this is dependent on the outcome of the SDEP review.

3 PROJECT STRUCTURE AND ORGANISATION

3.1 POINTS OF CONTACT

LEAD ANALYST	Gemma Dixon	EMAIL	020 3890 9062

TECHNICAL LEAD	Ryan Dale	EMAIL	N/A

3.2 REQUIRED ACTIVITIES

3.2.1 ANALYSIS

The analysis for this Change Proposal will be progressed as part of the SDEP review. The review of the SDEP will consider how well the service is meeting users' needs in delivering their REC obligations and how changes (including this Change Proposal) could be implemented to make the REC functions being undertaken as effective as possible given any constraints of cost and time.

The review output will be a report recommending an approach for change, supported by available information with assumptions and dependencies drawn out.

Following the production of the SDEP review output, a recommended approach for this Change Proposal will be discussed with the Proposer and presented to the Change Panel.

Engagement with impacted and interested stakeholders, including SDEP Users, will be completed as part of the SDEP review activity.

3.3 RAID

3.3.1 RISKS AND ISSUES

No.	RISK	NOTES	MITIGATION
R1	Delays to the completion of the SDEP review analysis, would delay the presentation of a recommended approach for this Change Proposal to the REC Change Panel.	The analysis for this Change Proposal will be completed as part of the SDEP review analysis therefore any delays to the SDEP review analysis will impact this Change Proposal.	Progress of the SDEP review activity will be monitored through the analysis phase.

No issues have been identified that would affect the progression of the Change Proposal.

3.3.2 ASSUMPTIONS AND DEPENDENCIES

No assumptions have been identified that would affect the progression of the Change Proposal.

No.	DEPENDENCY	NOTES	STATUS
D1	The completion of the SDEP review and the production of a recommended approach for this Change Proposal as a consequence.	The SDEP review is expected to be completed by the 31 March 2022 at which point the Change Proposal Plan for this Change Proposal would be reviewed and revised as necessary.	Open – remains an open dependency due to delays in completion of the SDEP review.

3.4 DEADLINE FOR ALTERNATIVE CHANGE PROPOSALS

SUBMISSION DEADLINE	N/A

The deadline for alternative Change Proposals is prior to a Preliminary Change Report being published, at this point the Change Proposal Plan doesn't include the publication of the Preliminary Change Report, therefore there is not currently a defined deadline for the submission of Alternative Change Proposals.

This Change Proposal Plan will be updated once a proposed approach has been defined. If required, this will include a submission deadline for Alternative Change Proposals.