RETAIL ENERGY CODE

This document is classified as **WHITE**.
Information is for public, unrestricted dissemination and publication.

CHANGE PROPOSAL PLAN

R0007 – CHANGES TO MESSAGE OWNERSHIP IN SDEP

DOCUMENT VERSION	1.0
DATE ISSUED	25/10/2021
DOCUMENT APPROVAL STATUS	APPROVED BY REC CHANGE PANEL

LEAD ANALYST
Jonathan Holland
EMAIL

RESPONSIBLE COMMITTEE	TECHNICAL EXPERT PANEL

TECHNICAL LEAD
Beth Brown
EMAIL

CHANGE OVERVIEW

This Change Proposal is to introduce greater flexibility into the Secure Data Exchange Portal (SDEP) to allow messages to be assigned/unassigned in bulk rather than one by one. This will allow effective management of queries raised.

KEY MILESTONES

	FROM	TO
SOLUTION ANALYSIS	03/11/2021	06/12/2021
SOLUTION DEVELOPMENT	07/12/2021	21/12/2021
SERVICE PROVIDER IMPACT ASSESSMENT	12/01/2022	02/02/2022
PARTY IMPACT ASSESSMENT	25/02/2022	18/03/2022
PRELIMINARY CHANGE REPORT ISSUED	16/05/2022	16/05/2022
TECHNICAL EXPERT PANEL APPROVAL	25/05/2022	25/05/2022
CONSULTATION PERIOD	26/05/2022	20/06/2022
FINAL CHANGE REPORT ISSUED	15/07/2022	15/07/2022
TECHNICAL EXPERT PANEL DECISION	27/07/2022	27/07/2022
PUBLISH CHANGE DECISION	02/08/2022	02/08/2022
APPEAL WINDOW CLOSURE	17/08/2022	17/08/2022

1 SCOPE

1.1 IN SCOPE

This document details the plan for analysis, solution development, assessment, and the consultation plan for this Change Proposal.

1.2 OUT OF SCOPE

This Change Proposal is looking to add the additional functionality in to SDEP. However, it does not mandate the use of the additional functionality by SDEP Users.

This doesn't consider additional user enhancements to the SDEP outside the scope of this Change Proposal.

2 PROJECT STRUCTURE AND ORGANISATION

2.1 POINTS OF CONTACT

LEAD ANALYST	Jonathan Holland	EMAIL	02038 909431
TECHNICAL LEAD	Beth Brown	EMAIL	

2.2 REQUIRED ACTIVITIES

2.2.1 ANALYSIS AND SOLUTION DEVELOPMENT

A period of analysis to understand the user requirements for the solutions has been factored in prior to development of the Requirements and Technical Specification. During this period, we will assess the underlying factors that are causing the identified issue to ensure that the most appropriate solution(s) are sent to the Service Provider for impact Assessment.

2.2.2 IMPACT ASSESSMENT

A number of REC Parties have been identified as impacted by this change, therefore, an Impact Assessment is needed. A Detailed Service Provider Impact Assessment is also required.

The Impact Assessments will focus on the Cost Benefit Analysis considering the outputs of the Impact Assessments, to develop the business case and Code Manager's recommendation.

Following the Impact Assessment phase, a period of consultation will be completed.

We are not proposing to complete an Impact Assessment with any non-REC Parties.

2.2.3 FINAL ASSESSMENT

A Final Assessment will be carried out to review consultation responses and assess impacts affecting the Final Change Report and Code Manager's recommendation, prior to publishing the Final Change Report for decision.

2.3 STAKEHOLDER ENGAGEMENT PLAN

2.3.1 IMPACT ASSESSMENT PLAN

For this Change Proposal, a Service Provider Impact Assessment will be completed in the standard 15 Working Day period.

A REC Party Impact Assessments will also be completed in the standard 15 Working Day period.

Impact Assessments are to allow any proposed solution to be appropriately assessed.

Time has been allowed in the Change Proposal Plan for Solution Refinement following REC Party Impact Assessments of the proposed solution(s).

2.3.2 CONSULTATION PLAN

At this stage we expect that a standard 15 Working Days period for industry consultation will be sufficient. This will be validated once the solution has been assessed and developed.

2.4 RAID

2.4.1 RISKS AND ISSUES

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

2.4.2 ASSUMPTIONS AND DEPENDENCIES

No.	ASSUMPTION	NOTES	HOW/WHEN TO VALIDATE
A1	Service Providers will be able to complete the Impact Assessment in line with the Change Proposal Plan	The Code Manager will work with Service Providers impacted by any identified solutions	Engagement with the SDES Service Provider will take place during the Analysis and Solution Development phase

No.	DEPENDENCY	NOTES	STATUS
D1	SDES Service Provider Impact Assessment Completion	The Code Manager will work with SDES Service Provider to complete any Impact	Open

		Assessment according to Change Proposal Plan timeline	
D2	SDES Service Provider Impact Assessment Costs	The Change Proposal Plan can only progress if any costs for Impact Assessment (IA) are agreed. The Code Manager will work with SDES Service Provider to understand any Impact Assessment costs.	Open

2.5 DEADLINE FOR ALTERNATIVE CHANGE PROPOSALS

SUBMISSION DEADLINE	17/05/2022