RETAIL ENERGY CODE

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CHANGE PROPOSAL PLAN

R0004 – ELECTRICITY ENQUIRY SERVICE (EES) MASTER ADMINISTRATION USER (MAU) ACCESS

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RESPONSIBLE COMMITTEE
TECHNICAL EXPERT PANEL

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CHANGE OVERVIEW

During a planned absence, the MAU can transfer their responsibilities to a temporary or new MAU, but when there is unplanned or unexpected absence the MAU may not be able to transfer their responsibilities ahead of the unplanned period of absence. The Change Proposer states this may limit access to MAU specific functionality and information, with the potential to impact an organisations operational effectiveness.

Allowing more than one MAU per organisation/EES User or allowing an MAU to delegate privileges to selected Authorised Users have been proposed as potential solutions to address these issues.

KEY MILESTONES

	FROM	TO
ANALYSIS AND SOLUTION DEVELOPMENT	03/11/2021	13/01/2022
SERVICE PROVIDER IMPACT ASSESSMENT	02/02/2022	31/03/2022
PARTY IMPACT ASSESSMENT	08/03/2022	29/03/2022
PRELIMINARY CHANGE REPORT ISSUED	20/04/2022	20/04/2022
PRELIMINARY CHANGE REPORT APPROVAL	27/04/2022	27/04/2022
CONSULTATION	05/05/2022	26/05/2022
FINAL CHANGE REPORT ISSUED	21/06/2022	21/06/2022
RESPONSIBLE COMMITTEE DECISION	29/06/2022	29/06/2022
APPEAL WINDOW CLOSURE	15/07/2022	15/07/2022

1 SCOPE

1.1 IN SCOPE

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

1.2 OUT OF SCOPE

This Change Proposal will potentially add the additional functionality in to the Electricity Enquiry Service (EES), however we are not seeking to introduce obligations on EES Users or REC Parties with regards to the use of any new functionality.

2 PROJECT STRUCTURE AND ORGANISATION

2.1 POINTS OF CONTACT

LEAD ANALYST	Ann Perry	EMAIL	07738023015
TECHNICAL LEAD	Michael Taylor	EMAIL	07824072981

2.2 REQUIRED ACTIVITIES

2.2.1 ANALYSIS AND SOLUTION DEVELOPMENT

Analysis of the solution proposed by the Proposer will entail engaging with the Proposer and the EES Service Provider to fully understand the requirements and any potential constraints there might be on the solution. During the analysis phase we will explore potential alternative solutions to address the problem statement.

If, following the analysis an alternative solution is found to address the problem statement, we will need to complete activities to develop this additional solution and determine the optimal solution. This will include the drafting of associated legal text and EES Service Definition.

2.2.2 IMPACT ASSESSMENT

If the Proposer's solution is taken forward it is assumed that due to the type of potential change, a Service Provider Impact Assessment will be required. This will be validated through the engagement with the EES Service Provider during the requirements definition and solution development activity.

REC Parties have been identified as impacted by this change, therefore, a REC Party Impact Assessment is needed.

There will be a period of refinement following review of the Service Provider Impact Assessment response and ahead of the REC Party Impact Assessment being initiated.

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

2.2.3 PRELIMINARY ASSESSMENT

By the point of Preliminary Assessment, a decision will have been made on which solution will be taken forward to address the problem statement.

As part of the Preliminary Assessment we will review Impact Assessment responses to enable Cost Benefit Analysis to be completed, to support development of the Code Manager's recommendation.

During the Preliminary Assessment phase, a period of consultation will be completed.

2.2.4 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, Service Provider and REC Party Impact Assessments are required to allow any proposed solution to be appropriately assessed.

In the Party Impact Assessment, we wish to understand the potential benefits, and any associated costs, seen as a consequence of utilising any new EES functionality.

2.3.2 CONSULTATION PLAN

At this stage we expect that a standard 15 Working Day 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.	RISK	NOTES	MITIGATION
1	This Change Proposal solution conflicts with the solution being developed for Change Proposal R0009.	The solution for Change Proposal R0009 may impact EES functionality being updated as part of this Change Proposal, causing a design and/or development conflict.	Through the solution development activity the areas of conflict will be confirmed. The Code Manager is to work with EES Service Provider to develop an approach to design and develop changes in parallel (if deemed appropriate)

No 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 EES Service Provider to plan Impact Assessment activity for this Change Proposal and any other EES impacting Change Proposals.	Validated during the Analysis and Solution Development phase, through planning and prioritisation discussions between the Code Manager and the EES Service Provider.

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

2.5 DEADLINE FOR ALTERNATIVE CHANGE PROPOSALS

SUBMISSION DEADLINE	20/04/2022