



Gas MaP Project

Market Change Control Process Definition Document

Status: Draft for Approval

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1. Purpose of Document

The purpose of this document is to set out the market change control process that will be used to manage changes from the approved baseline documentation until the completion of Gas MaP systems and process implementation. Periodically further baselines will be issued incorporating all agreed changes up to the point of issue.

2. Scope

The Market Change Control Process will be used to manage changes to the Gas MaP project deliverables that were reviewed at GMARG and approved by CER.

The following documents will be included within the scope of Market Change Control Process at the end of Gas MaP Stage 1. The Market Change Control Process will be effective from the date of issue of the baselined version of the documents.

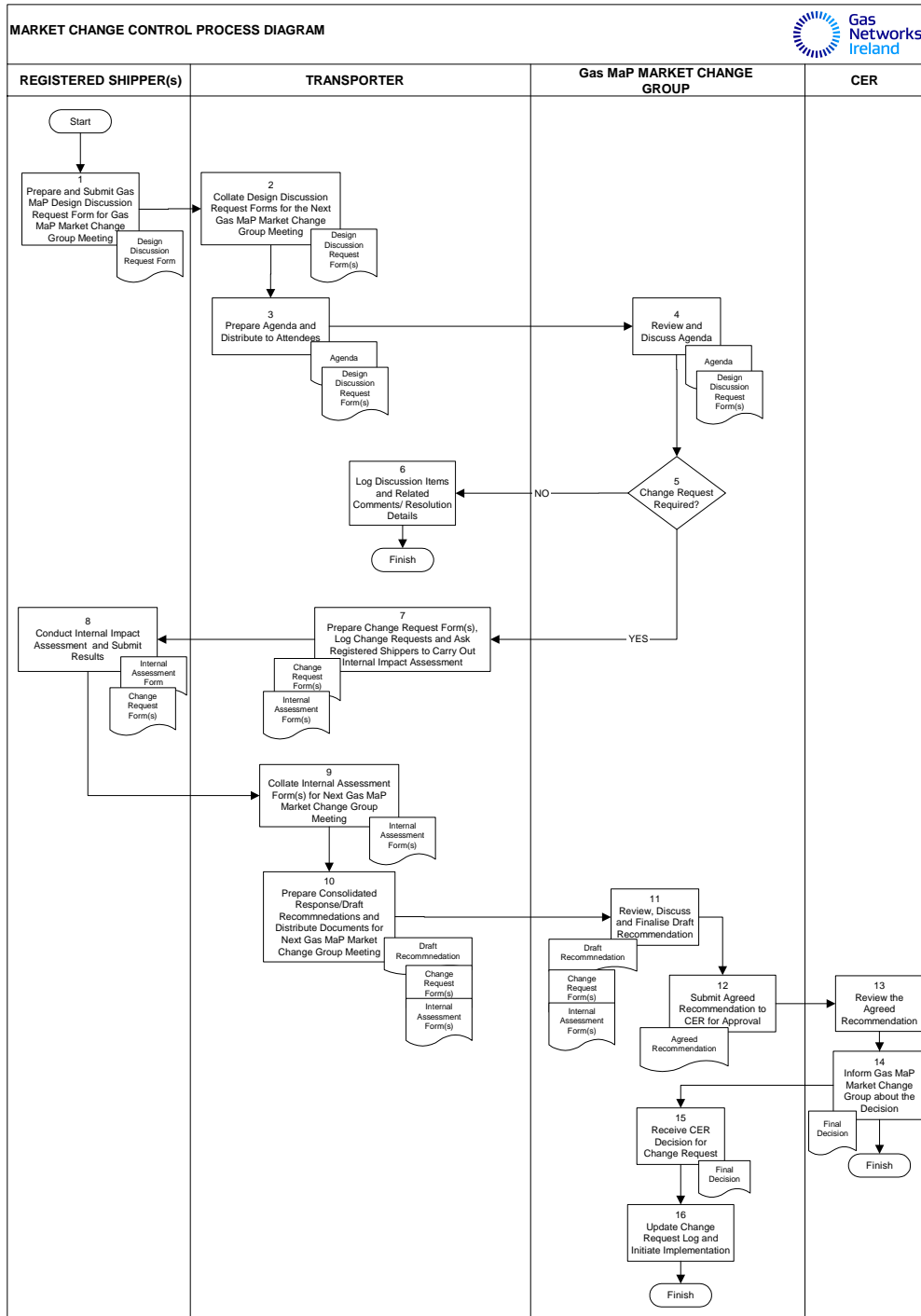
- Business Design Principles
- Market Process Definitions
- Market Message Catalogue
- Business Data Definitions
- Extranet High Level Functional Design
- Technical Solution Overview

The scope of the Market Change Control Process will be reviewed at the end of each stage of the Gas MaP project and before the Gas MaP go-live to ensure that the changes on baselined documents are synchronised with the modifications on the Code of Operations Procedures.

The Code of Operations Procedures Amendment process will continue to be in use in addition to this new Market Change Control process until these two processes are merged before Gas MaP go-live. Transporter will be responsible for managing these two processes simultaneously until the completion of Gas MaP systems and process implementation.

3. Market Change Control Process Definition

3.1 Market Change Control Process Diagram



3.2 Market Change Control Process Definition

Step	Role	Actions
1	Registered Shipper	<p>In an effort to minimise the number of formal impact assessments required to be completed by Market Participants the first step in the change control process is for the initiating party to complete a Design Discussion Request (provided in Section 4.1).</p> <p>The Registered Shipper prepares and submits a Design Discussion Request Form for the next Gas MaP Market Change Group Meeting. Gas MaP Market Change Group consists of representatives from Registered Shippers, Networks, CER and the Gas MaP project team and meets frequently to process Design Discussion Requests, Change Requests, and also to finalise draft recommendations.</p> <p>Please note that any other market participant can also submit a Design Discussion Request Form. Completed Design Discussion Request Forms should be submitted by email to the Transporter before Gas MaP Market Change Group meeting.</p>
2 and 3	Transporter	<p>The Transporter collates the Design Discussion Request Forms and includes them to the Agenda for the next Gas MaP Market Change Group Meeting. The Transporter can also raise a design discussion by submitting a Design Discussion Request Form. The Transporter will distribute Design Discussion Request Form(s) to Gas MaP Market Change Group participants as part of the Agenda.</p>
4, 5, 6 and 7	Gas MaP Market Change	<p>Gas MaP Market Change Group Participants review the agenda and decide on the discussion items that require a Change Request Form (provided in Section 4.2) to be filled in. The Transporter will issue the change requests to Gas MaP Market Change Group participants after the meeting. Transporter will also update the Change Request log. Transporter will maintain and publish a register of all Change Requests</p>

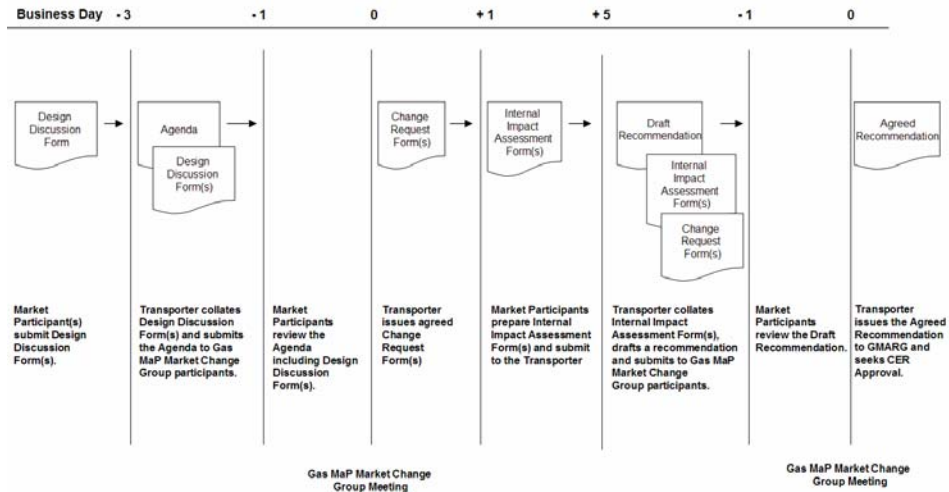
	Group	<p>that impact upon the agreed baselined documents with their status. A priority for each Change Request will also be agreed at the Gas MaP Market Change Group meeting.</p> <p>If it is agreed that the discussion item does not require any further investigation, then the Discussion log is updated with the relevant comments/resolution details. Transporter will maintain and publish a register of all discussion requests that impact upon the agreed baselined documents, relevant comments/resolution details.</p>
8	Registered Shipper	<p>In order to be able to determine whether a change request is advantageous and can be implemented within the overall implementation time scale it will be essential for all affected market participants to carry out an impact assessment that will identify the impact to their business and projects. The Shippers are requested to prepare and submit the Internal Impact Assessment Form (provided in Section 4.3). The Shippers can also send their assessment results in a plain e-mail to the Transporter.</p> <p>Using the Internal Impact Assessment Form Market Participants should:</p> <ul style="list-style-type: none"> ▪ Indicate the acceptability or otherwise of the proposed change ▪ Provide their assessment of the priority of the change, indicating, if acceptable, when they consider that it should be implemented, taking into account when it is possible for the participant to implement the change ▪ Provide reasons for their response and any proposed modifications to the change request. ▪ Respond 'no impact' if the proposed change request has no impact on their operations. <p>A respondent may agree with a Change Request but request a modification to the Change Request. In this case the respondent should indicate their agreement with the Change Request, but request a modification to the implementation recommendation on their response. It should be noted that if the modification they recommend is significant, a new Change Request may need to be raised and distributed for impact assessment to all Market Participants. This may delay an agreement being reached in a timely manner.</p>

		<p>All complete impact assessments should be returned to the Transporter. A failure to respond will be regarded as 'no impact'.</p> <p>Note: In some cases, the nature of the change request will be such that it is possible for the Transporter to consult with the initiator and the affected market participants and to make a decision on acceptance without a requirement for each participant to complete a formal internal impact assessment. In this case the Transporter will issue the Change Request together with the draft recommendation. These draft recommendations will be discussed at the next Gas MaP Market Change Group meeting. This would not preclude any participant undertaking and returning a Market Participant Internal Impact Assessment.</p>
<p>9 and 10</p>	<p>Transporter</p>	<p>Transporter collates the Internal Impact Assessment Forms and prepares a response/recommendation for discussion at the next Gas MaP Market Change Group Meeting. Transporter will prepare its own impact assessment on the change by considering:</p> <ul style="list-style-type: none"> ▪ the impact upon the approved base-line ▪ the impact upon the Code of Operations Procedures ▪ input from the impact assessments of recipients of the Change Request ▪ the cost implications of implementing changes to the Transporter's systems, ▪ the implementation feasibility and timeframe. <p>Based on the impact assessment, Transporter will determine if there is a consensus from the affected participants on the adoption of the change. If there is a consensus, the Transporter will draft a recommendation for acceptance or rejection with the reasons for the recommendation. If the recommendation is for acceptance, a proposed implementation priority and plan will also be included into the draft recommendation.</p> <p>This draft recommendation will be documented in the Change Request form and circulated to all market participants before the next Gas MaP Market Change Group meeting. If there is an impact on the project budget or timeframe then guidance will be sought from CER.</p>

<p>11 and 12</p>	<p>Gas MaP Market Change Group</p>	<p>Gas MaP Market Change Group Participants review the response/draft recommendation and finalise the recommendation. All open Change Requests for which impact assessments have been completed will be reviewed at the Gas MaP Market Change Group. If the Transporter has made a draft recommendation then affected participants are free to indicate with their reasons, if they have any disagreement with the decision.</p> <p>If the Transporter does not make a draft recommendation the views of Market Participants will be discussed at the Gas MaP Market Change Group meeting. Where a consensus is achieved on acceptance or rejection of a change request then the change is accepted or rejected accordingly. Agreed Recommendation is sent to CER for Approval. Where there is not consensus then the CER will be requested to provide a ruling.</p>
<p>13 and 14</p>	<p>CER</p>	<p>CER reviews the agreed recommendation or the issues that Gas MaP Market Change Group has no consensus on and finalises the decision. CER informs Gas MaP Market Change Group about the details of the decision.</p>
<p>15 and 16</p>	<p>Gas MaP Market Change Group</p>	<p>Gas MaP Market Change Group receives the final decision for Change Request from CER and updates the Change Request Log. If the Change Request is approved, baselined materials will be updated and the implementation (if required) will be initiated.</p>

3.3 Timeline

The following diagrams aims to provide a better view for the timeline of the main steps in the process.



The default option will be for Impact Assessments to be completed by all parties within 5 days. However, in exceptional circumstances, there will be scope for this timeframe to be extended to 8 days or more where the Market Change Control Group agrees that the proposed change requires greater investigation. Likewise, there may be scenarios where the Market Change Control Group agrees that fewer than 5 days are required to complete Impact Assessments. Unless another arrangement is agreed by the Market Change Control Group, the default timeframe for completing Impact Assessments will remain at 5 days.

It is envisaged that Gas MaP Market Change Group meetings (e.g. face-to-face or via teleconference) will be held as often as required in Stage 2 to Stage 4 of the Gas MaP Project to streamline the process (e.g. depending on the volume of Design Discussion Documents and Change Requests).

3.4 Priority

The priority of any change request will be agreed by Market Participants at the Gas MaP Market Change Group meeting.

A **fast-track** priority change is one that is:

- Essential (i.e. industry processes cannot operate acceptably without the change and there are no available workarounds); and
- Urgent (i.e. the length of the standard change control process would cause a delay to implementation)

A **high priority** change is one that is:

- Essential (i.e. industry processes cannot operate acceptably without the change and there are no available workarounds); and
- Non-Urgent (i.e. the length of the standard change control process would not cause a delay to implementation)

A **medium priority** change is one that is:

- Workaround Available (i.e. industry processes cannot operate acceptably without the change but there are available workarounds); and
- Non-Urgent (i.e. the length of the standard change control process would not cause a delay to implementation)

A **low priority** change is one that is:

- Non-Essential (i.e. industry processes can operate acceptably without the change); or
- Non-Urgent (i.e. the length of the standard change control process would not cause a delay to implementation)

For both low priority and fast-track changes a timetable will be set on a case by case basis.

4. Forms used in Market Change Control Process

4.1 Design Discussion Request Form

Discussion Request Number	Title		Discussion Log Reference Number				
<to be assigned by request originator>	<to be assigned by request originator>		<to be assigned by Transporter>				
Name of Requesting Organisation	<to be completed by request originator>						
Contact name	<to be completed by request originator>						
Date Request sent to Transporter	<to be completed by request originator>						
Detail of Design Discussion Request							
<to be completed by request originator>							
Reason for Design Discussion Request							
<to be completed by request originator>							
List of Market Baseline Documents Impacted							
<to be completed by request originator and reviewed by Transporter>							
Transporter's Initial Assessment							
<to be completed by Transporter>							
Scope of Discussion Request (Tick as appropriate)							
Correction to Documentation	Business Process	Market & Market Participant Systems	GSCC	"Realtime" Shipper Self-Service Component	Market Gateway	Schema	Web Forms

4.2 Change Request Form

Section 1 – This section will be completed by Transporter and issued to Market Participants after the Gas MaP Market Change Group Meeting.

Change Request Number	Title		Priority
<to be assigned by Transporter>	<to be assigned by Transporter>		<to be agreed at Gas MaP Market Change Group Meeting>
Name of Requesting Organisation	<to be completed by Transporter based on information contained in associated Design Discussion Request>		
Contact name	<to be completed by Transporter based on information contained in associated Design Discussion Request>		
Date Change Request Raised	<to be completed by Transporter>	Originating Design Discussion Ref No	<to be completed by Transporter>
Detail of Change Request			
<to be completed by Transporter based on information contained in associated Design Discussion Request and discussion at Gas MaP Market Change Group Meeting>			
Reason for Change Request			
<to be completed by Transporter based on information contained in associated Design Discussion Request and discussion at Gas MaP Market Change Group Meeting >			
Identification of Baseline Products Impacted			
<to be completed Transporter based on information contained in associated Design Discussion Request and discussion at Gas MaP Market Change Group Meeting >			
Description of Code of Operations Impact (if any)			
<to be completed by Transporter based on information contained in associated Design Discussion Request and discussion at Gas MaP Market Change Group Meeting >			
Date of Issue for the Change Request	<to be completed by Transporter>		
Date that Transporter requires Response	<to be completed by Transporter>		

Section 2 – This section will be completed and submitted to Gas MaP Market Change Group Meeting Participants by Transporter when Internal Impact Assessment Form(s) are received from the Market Participants.

Collation of Impact Assessment
<to be completed by Transporter based on information contained in associated Internal Impact Assessment Forms received from the Market Participants>
Modifications Included
<to be completed by Transporter based on information contained in associated Internal Impact Assessment Forms received from the Market Participants>
Reason for Modifications
<to be completed by Transporter based on information contained in associated Internal Impact Assessment Forms received from the Market Participants>
Summary of Impact Assessment
<to be completed by Transporter based on information contained in associated Internal Impact Assessment Forms received from the Market Participants>
Recommendation on Implementation Plan
<to be completed by Transporter based on information contained in associated Internal Impact Assessment Forms received from the Market Participants>
Draft Recommendation (Accepted / Rejected / No Decision)
<to be completed by Transporter>
Reason for Recommendation
<to be completed by Transporter>
Date of issue of Assessment & Recommendation
<to be completed by Transporter>

4.3 Internal Impact Assessment Form

Change Request Number:	Title	Priority
<to be assigned by Transporter>	<to be assigned by Transporter>	<to be assigned by Gas MaP Market Change Group Meeting >
Name of Responding Organisation	<to be completed by responding organisation>	
Contact name	<to be completed by responding organisation>	
Date Response Sent to Transporter	<to be completed by responding organisation>	
Accept/Reject/No Impact	<to be completed by responding organisation>	
Reason for Response (this is mandatory in the case of a rejection)		
<to be completed by responding organisation>		
Impact of the Change Request		
<to be completed by responding organisation>		
Modifications Requested		
<to be completed by responding organisation>		
Reason for Modifications		
<to be completed by responding organisation>		
Participant Assessment of Implementation Priority		
<to be completed by responding organisation>		
Other Comments		
<to be completed by responding organisation>		
List of Market Baseline Documents Impacted		
<to be edited by responding organisation and completed by Transporter>		
Notification of potential Code of Operations Impact		
<to be edited by responding organisation and completed by Transporter>		