**Change Proposal Consultation**

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| CPC00734: 25 October 2013 |
| CPC00734 contains 1 Change Proposal for Impact Assessment by your organisation: CP1402 |

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| **calendar_dates** |
| **When to return your response** |
| Please return your completed  response using the  forms below by  **5:00pm Thursday 21 November 2013**  **to** [**ccc@elexon.co.uk**](mailto:CCC@elexon.co.uk)  Please tell us as soon as  possible if you are unable  to meet this deadline. |

**What is the purpose of this Impact Assessment?**

As part of the Change Process, we ask your organisation to carry out an Impact Assessment (IA) in order for us to understand the impacts on your organisation; and your views and opinions on each Change Proposal (CP) we present to you through this CP Consultation (CPC).

By answering the questions, your IA will help us to:

* determine the costs and impacts of the changes;
* establish realistic implementation timescales; and
* consider the cost-benefit of each change.

Your views and comments will then be presented to the appropriate Committee[[1]](#footnote-1): Imbalance Settlement Group (ISG) and/or Supplier Volume Allocation Group (SVG), who will make a decision on whether a change should be made.

#### What is in this document?

This document contains:

* an impact assessment form for the one CP in this CPC batch; and
* a number of questions for you to answer, relating to the CP.

Attached to this document is an Assessment Consultations (AC) for the CP in this CPC batch. The AC provides detailed information on the background, solution, potential impacts and costs associated with the CP. **Reading the Assessment Consultations in order will help you complete your response**.

The following CP is included in the batch:

| **Change Proposals** | | | |  |
| --- | --- | --- | --- | --- |
| **CP no.** | **Title** | **SVA/CVA** | **Summary of Proposal** | **Attached Documents** |
| CP1402 | Aligning the Deliverables in the Profile Administration Service Description with the Data Analyst Contract. | SVA | CP1402 proposes to amend section 5 ‘Deliverables’ of the Profile Administration Service Description to align the list of Document Deliverables with those produced under the Data Analyst Contract. | CP1402 Form  CP1402 AC  CP1402 Service Description for Profile Administration redlined text v0.1 |

**Where can I find more information?**

Once the CPC has been issued, we will publish further information and details of this CP on the [ELEXON Website](http://www.elexon.co.uk).

For details on the expected impacts on participants, please refer to the CP Participant Impact Matrix[[2]](#footnote-2) tab of the [Change Register](http://www.elexon.co.uk/change/data-reports/change-register/).

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| **Any questions?** |
| If you require further information on this change or have any queries,  please contact:  **Claire Anthony on**  **020 7380 4293**  [**Claire.Anthony@elexon.co.uk**](mailto:Claire.Anthony@elexon.co.uk) **or**  [**ccc@elexon.co.uk**](mailto:ccc@elexon.co.uk)**.**  H:\Claire-Anthony-2.jpg |

**Impact Assessment**

#### How do I respond to this Consultation?

In order to respond, please carry out an IA by completing the forms below for each specific change.

Please return your response using the attached forms by **5:00pm** on **Thursday 21 November 2013.**

Please let me know as soon as possible if you are unable to meet this deadline.

**ELEXON Change Management**

**Contact Details**

It may be necessary for us to contact you directly if we need to discuss your response further. Therefore, **please provide a point of contact from your organisation by completing the table below:**

|  |  |
| --- | --- |
| **Organisation name:** |  |
| **Roles in which you operate:**  (e.g. Supplier, HHDC, etc.) |  |
| **Contact Name:** |  |
| **Contact email:** |  |
| **Phone no:** |  |

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| --- | --- |
| **Change Proposal Impact Assessment Form** | |
| **CP1402[[3]](#footnote-3)** | Aligning the Deliverables in the Profile Administration Service Description with the Data Analyst Contract. |

| **Question** | | **Response:** |
| --- | --- | --- |
| **1** | Do you agree with the change? (Please provide rationale) | Yes/No/Neutral *(delete as appropriate)* because… |
| **2** | Is your organisation impacted? If yes please answer the following: | Yes/No *(delete as appropriate)* |
|  | **2a** - How is your organisation impacted? |  |
|  | **2b** - What are the associated costs on your organisation to implement the change?  (If you would like any details to remain confidential and only for use by the Panel/Panel Committees when making a decision, please indicate accordingly) |  |
| **3** | Do you agree with the implementation approach? (If not, please provide rationale) | Yes/No/Neutral *(delete as appropriate)* because… |
| **4** | Do you have any other comments/questions? |  |

REVIEW CP redlined text (CP1402) – (Service Description for Profile Administration)

Please review the redlined text for CP1402 and use the following table to enter any comments you have.

|  |  |  |
| --- | --- | --- |
| **Point No.** | **Enter Document (CSD Document) and Location: (Section and paragraph numbers)** | **Reviewer comments** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
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| **9** |  |  |
| **10** |  |  |

1. Where necessary, we will present these to the Performance Assurance Board (PAB), or other Committee beforehand for endorsement. [↑](#footnote-ref-1)
2. Please note that the contents of the CP Participant Impact Matrix may not be exhaustive. Please carefully review the attached CPs, including any attachments, to determine the impact on your organisation and roles in which it operates. [↑](#footnote-ref-2)
3. **information_Turq.jpg** For more information or to discuss, please contact Claire Anthony on 020 7380 4293 or email [claire.anthony@elexon.co.uk](mailto:claire.anthony@elexon.co.uk). [↑](#footnote-ref-3)