**Change Request Form**

This form should be used by a party who wishes to raise a draft or a formal Change Proposal.

Please complete this form and submit to all relevant party.

|  |  |
| --- | --- |
| Document Control | |
| CR Type: | Operational |
| CR Status: | Draft |
| For Issue To: | Experian |
| CR Number\*: | TRAS \*\*\* |
| Date Raised: | 06 August 2019 |
| Title of Change: | Additional Fiscal Code into TRAS Supplier Files |
| Is there a Contract Change Required? | No |
| Impacted TRAS Contract Clause: | No |
| Version Number: | 0.1 |
| Attachments: | None |

\* Assigned by Change Control Administrator

|  |  |
| --- | --- |
| Originator details | |
| Party Name | ElectraLink |
| Party Change Administrator: | Austin Gash |
| Telephone number: | 020 7432 3008 |
| Email address: | Austin.Gash@electralink.co.uk |

|  |  |
| --- | --- |
| CP Details | |
| SPAA and DCUSA Parties believed to be impacted: |  |
| Summary of Change: | This CCN seeks to add an additional data item into Supplier outcome files.  The Joint Theft Reporting Review (JTRR) Group was established as a sub-committee of the Supply Point Administration Agreement (SPAA) to enable the joint review of theft reporting arrangements for Suppliers, Shippers and Transporters.  The aim of this working group is to address concerns over discrepancies in the number of thefts reported by Suppliers, Shippers and Transporters and potential impacts on theft allocations, within Unidentified Gas (UIG) calculations, that are used in Settlement.  The JTRR group identified a potential issue that currently there is no tamper code in the TRAS outcome file that relates to fiscal theft, which causes this theft type to be assigned to a different code. This leads to the figures for other types of theft being inflated, as well as difficulty in identify the true levels of fiscal theft. Comments from the Joint UNC group highlight this is potentially the biggest type of theft and should be categorised correctly and there should be a distinct indicator for this type of theft.  At the July Theft Issues Group (TIG), it was agreed for a new tamper outcome code specific to fiscal theft to be included within the list of options on the programming manual and made mandatory. |
| Related CRs:  Please indicate if this CP is related to or impacts any other CP already in the SPAA and DCUSA or other industry Change Process |  |

|  |
| --- |
| Proposed Solution: |
| For Experian to include the additional Tamper Outcome Code to the TRAS Programming Manual as an optional item:  Suggested additions received:   * FC – Fiscal Theft |

|  |
| --- |
| Impact Assessment |
| Please provide an Impact Assessment including details of the impact of the proposed change on the TRAS service, the Service Provider's ability to meet its other contractual obligations and any variation to the terms of the TRAS Contract that will be required in relation to (where applicable):   1. **the Service Description and the Service Levels;** 2. **the format of Recipient Data;** 3. **the Milestones and any other timetable previously agreed by the parties;** 4. **other services provided by third party contractors to the Recipients, including any changes required by the proposed change to SPAA and DCUSA's IT infrastructure;** 5. **details of Service Provider fees of implementing the proposed change;** 6. **details of the ongoing Service Provider fees required by the proposed change when implemented, including any increase or decrease in the TRAS Charges, any alteration in the resources and/or expenditure required by either party and any alteration to the working practices of either party;** 7. **a timetable for the implementation, together with any proposals for the testing of the change;** 8. **details of how the proposed change will be compliant with an applicable Change in Law;** 9. **other impacts identified by the TRAS Service Provider; and** 10. **such other information** |

|  |
| --- |
| Proposed Implementation Date: |
| Month: Year:  Other (please give reasons): |
| **Actual Implementation Date** |
|  |

|  |
| --- |
| Business Justification for change: |
|  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **CR NO.: TRAS \*\*\*** | **TITLE:** Specific Outcome Code of ‘No Theft – Faulty Meter’ | **DATE RAISED: 06/08/19** |
| **PROJECT:** | **TYPE OF CHANGE: Operational** | **REQUIRED BY DATE:** [dd/mm/yy] |
| **KEY MILESTONE DATE:** [if any] | | |
| **DETAILED DESCRIPTION OF CONTRACT CHANGE FOR WHICH IMPACT ASSESSMENT IS BEING PREPARED AND DETAILS OF ANY RELATED CONTRACT CHANGES:** | | |
| **PROPOSED ADJUSTMENT TO THE CHARGES RESULTING FROM THE CONTRACT CHANGE:** | | |
| **DETAILS OF PROPOSED ONE-OFF ADDITIONAL CHARGES AND MEANS FOR DETERMINING THESE (E.G. FIXED PRICE OR COST-PLUS BASIS):** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| SIGNED ON BEHALF OF DCUSA | | SIGNED ON BEHALF OF SPAA | |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Date: |  | Date: |  |
|  | | | |
|  | | | |
| **SIGNED ON BEHALF OF SERVICE PROVIDER** | |
| Signature: |  |
| Name: |  |
| Position: |  |
| Date: |  |