

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

Please complete this form and submit to ETTOS@electralink.co.uk.

Document Control	
CCN Status:	Draft
For Issue To:	SPAA/DCUSA
CCN Number*:	ETTOS 002
Title of Change:	Increase in the number of user permissions
Date Raised:	20/5/16
Version Number:	2.0
Attachments**:	ETTOS 002 Att 1 - 030716 ETTOS secure email contract redlines ETTOS 002 Att2 -030716 ETTOS secure mail impact assessment

* Assigned by Change Control Administrator

** Redlined changes to the ETTOS Contract should be included where possible

Originator details	
Party Name	Crimestoppers
Party Change Administrator:	Karen Ogborn
Telephone number:	07880 717757
Email address:	Karen.Ogborn@crimestoppers-uk.org

CCN Details	
SPAA and DCUSA Parties believed to be impacted:	All
Proposal to Change:	Schedule 1; Operating Model ; Section 4 Data Dissemination Schedule 2; Charges
Summary of Change:	The ETTOS Contract does not currently specify the number of user permissions allowable for each recipient. However, there is a limit to the number of licences included in the Crimestoppers proposal. Therefore, it is proposed that the number of user permissions is specified within the SPAA and DCUSA and cost of the additional users specified with the ETTOS Contract.
Impact Assessment	The proposed costs for increasing the number of user permissions has been set out in detail in the attached proposal however, should the full user allocation be taken up by parties the total additional cost will be: <ul style="list-style-type: none"> • Licensing costs £17,000 • Annual Maintenance £7,140
Related SPAA and DCUSA CPs:	SPAA CP XXX DCUSA DCP XXX

Proposed Solution:

As above

Proposed Implementation Date:

ASAP – as the current implementation plan envisages recipients setting up user permissions in July 2016

Business Justification for change:

As part of the original contractual discussions it was noted that recipients should only request a reasonable number of user permissions. At the May ETTOS WG meeting members highlighted that recipients would require at least 2 user permissions each, with some larger companies requiring more. This number was not envisaged by Crimestoppers in its original proposal. Therefore, in order to deliver these requirements Crimestoppers must purchase additional licences. The associated costs have been included in the attached proposal. Amending the SPAA and DCUSA to reflect the requirement for additional user permissions, together with the associated costs within the ETTOS Contract will ensure transparency for industry parties and will enable recipients to request the number of user permissions that they require.