

SPAA CHANGE PROPOSAL FORM

This form should be used by SPAA Parties who wish raise a draft or a formal Change Proposal.

Originators - Please complete this form and submit to spaa@electralink.co.uk. The CP will be issued in the next available Change Pack or to the relevant group in SPAA.

Document Control	
CP Status:	Draft
For Issue To:	SPAA Parties
CP Number*:	
Title of Change:	Inclusion of User Allocation Rules for ETTOS Secure Email System
Version Number:	0.1
Change Pack Ref*:	
Attachments:	Attachment 1 – SPAA - ETTOS Secure Email User Allocation Redline Text

** Assigned by SPAA Change Control Administrator*

Originator details	
Party Name	
Party Change Administrator:	
Constituency:	
Telephone number:	
Fax number:	
Email address:	

CP Details	
SPAA Parties believed to be impacted:	Suppliers and Gas Transporters
Proposal to Change the following aspects of SPAA and/or SPAA Products:	The new ETTOS Schedule
Change Proposal Summary:	ETTOS tip-offs are disseminated to Parties by means of a secure email service. This CP seeks defines rules for allocation of user accounts for the secure email service.
Impact on User Pays: <i>A Rough Order of Magnitude (ROM) can be</i>	None

<p><i>requested when a CP impact a system and/or process operated by The Large Transporter's Agency.</i></p> <p><i>See the SPAA Change Guideline and Section 4.8 of the SPAA for further information</i></p>	
<p>Related CPs:</p> <p><i>Please indicate if this CP is related to or impacts any other CP already in the SPAA or other industry Change Process</i></p>	<p>An equivalent DCUSA Change Proposal DCP XXXX has been raised to introduce the equivalent changes to the DCUSA ETTOS Schedule.</p>

Why change?

Describe the problem that this CP addresses:

The ETTOS Service Provider is contacted to receive and disseminate tip offs to the relevant suppliers and will establish a secure email service for this purpose. Access to the secure email service will be by named user account. Within the ETTOS contract the Service Provider has allowed for a single user account for each ETTOS Recipient. Following discussions at the ETTOS Working Group it was determined that a single user account was insufficient to meet business practices and provide cover for holiday and sickness etc.

The SPAA EC agreed at a meeting on the 27th June to amend the ETTOS Contract to increase the number of user accounts available to ETTOS Recipients and asked that the rules for allocation of users be included with the SPAA ETTOS Schedule.

Proposed Solution:

It is proposed that an appendix be added to the new ETTOS Schedule which sets out the rules for allocation of users to the ETTOS secure email service as follows:

- Large Domestic Suppliers up to 5 users
- Large Transporters up to 5 users
- All other ETTOS Recipients up to 2 users

How will the CP better facilitate the SPAA relevant objectives:

Refer to Standard Condition 30, 30.6 of the Gas Suppliers License.

Relevant Objective	Explain why the CP meets the objective(s)
a) Development, maintenance and operation of an efficient, coordinated and economical change of supplier process.	
b) Furtherance of effective competition between Gas Suppliers and between relevant agents.	

c) Promotion of efficiency in the implementation and administration of the supply point administration arrangements.	
d) So far as is consistent with sub-paragraphs (a), (b) and (c), the efficient discharge of the licensee's obligations under this licence.	
e) Establishment, maintenance and operation of the Meter Asset Manager arrangements.	
f) Securing compliance with standard condition 12A of the Gas Suppliers Licence [Matters relating to Theft of Gas].	Creation of the ETTOS enables a more efficient and targeted approach to tackling theft of gas. Timely and efficient processing of tip offs received by suppliers requires adequate access to the secure email service.
g) compliance with the Regulation and any relevant legally binding decisions of the European Commission and/or the Agency for the Co-operation of Energy Regulators.	

Proposed Implementation Technique:

Big Bang

Proposed Implementation Date:

In parallel with the implementation of CP16/325 which introduces the ETTOS provisions into the SPAA. [The may not be possible depending on timing of CP]

Authority Consent Required:

Please provide the reason Authority Consent is/is not required. Authority Consent is required when a change is of a material nature. See the SPAA Change Guideline and Section 9 of the SPAA for further information on the Authority Consent Process.

Authority consent is required for the following:	List all applicable	Material impact? Provide reasons why
<ul style="list-style-type: none"> The CP impacts SPAA Clauses: <ul style="list-style-type: none"> Clause 4.2, Clause 4.4, Clauses 5.1 to 5.5 (inclusive), Clause 5.15, Clauses 6.1 to 6.17 (inclusive), Clause 6.30, Clause 6.37, Clause 6.38, Clause 6.40, Clause 6.43, Clause 6.44, Clause 6.48 to Clause 6.50 (inclusive), Clause 6.52, Clause 7.1 to 7.4 (inclusive), Clause 7.13, Clause 7.22 to Clause 7.26 (inclusive), Clause 8, Clause 9, Clause 10 and Clause 14. 		

<ul style="list-style-type: none"> The CP impacts any definition in SPAA Clause 1.1 which materially affect the provisions in the Clauses set out in Clause 9.1.1 (see above); or 		
<ul style="list-style-type: none"> The CP impacts any provision of SPAA which requires or permits any matter to be referred to the Authority for approval, consent, direction or decision or confers any rights or benefits upon the Authority. 		
<ul style="list-style-type: none"> The CP makes a Voluntary or Elective Schedule Mandatory; or The CP introduces a new Mandatory Schedule 		
<ul style="list-style-type: none"> The CP has a significant impact on the interests of gas consumers; or The CP has a significant impact on competition in the distribution of gas / the supply of gas; and any commercial activities connected with the distribution or supply of gas; or The CP is discriminate in its effects between one Party (or class of Parties) and another Party (or class of Parties). 		
The proposed changes are material (delete as appropriate)		NO
The CP requires Authority consent (delete as appropriate)		NO

Development Workgroup

For any change proposal that requires Authority Consent, the change guidelines encourage the proposer to refer the CP directly to a Workgroup for development and consideration of relevant alternatives.

The issue that this change proposal seeks to address was identified by the ETTOS Working Group. The Working Group have subsequently reviewed the proposed solution and agree that provision of additional user accounts as set out in this change addresses the issue raised.