

Meeting Session	DCUSA Panel (Open Session)
Paper Reference	Panel_2023_0816_06_ Review of Updated Templates
Action	For Decision

Review of Updated Templates

1. Synopsis

- 1.1 This paper invites the DCUSA Panel to review and approve two templates used within the DCUSA change process, being the Change Proposal template and the DCUSA Working Group Terms of Reference template.

2. Background

- 2.1 There have been two recent actions relating to the addition of extra information within both the Change Proposal template and Working Group Terms of Reference template and these are set out below:

202/04	<u>Assessing against the DCUSA Objectives:</u> The Secretariat to update the Change Proposal form template and Working Group Terms of Reference document in line with the Panel decisions.
205/03	<u>AoB: Design of CP Form:</u> Taking account of feedback from the Panel meeting related to amendments to the CP form, and other ongoing actions to add content to the CP form, the Secretariat is to undertake the drafting of these and then present the updated CP Form to a future Panel Meeting for review and approval.

- 2.2 It should also be noted that there have been recent discussions related to DCUSA Owned Data Flows/Items and how best to manage the updating of these as well as creating some guidance around lead times for implementing DCUSA changes, especially where Parties may need to update their systems or processes.
- 2.3 During the most recent discussions in July, the Panel asked that ElectraLink present the updated versions of the two templates to the DCUSA Panel for review and sign-off.

3. Overview of updates

Working Group Terms of Reference Template

- 3.1 ElectraLink has undertaken a review of the most recently published version of the Working Group Terms of Reference template and in doing so has made a number of amendments to the template. ElectraLink will walk the Panel through the updates during the meeting but as an overview, the following has been updated:
- Section 4 'DCUSA General Objectives and DCUSA Charging Objectives' has been updated to reflect the decision made by the Panel related to which DCUSA Objectives are applicable to certain Sections/Schedules
 - Section 2 'Scope' and Section 13 'Reporting to the DCUSA Panel' have been updated to include a requirement for Working Groups to consider as well as report on whether the proposed variation

will impact on any current DCUSA owned Data Flows/Items or will necessitate the creation of new DCUSA owned Data Flows/Items;

- Section 2 'Scope' and Section 13 'Reporting to the DCUSA Panel' have been updated to include a requirement for Working Groups to consider as well as report on whether or not a lead time for implementation may be necessary (i.e., occasions where DCUSA Parties may require system updates to facilitate a solution arising from an approved change); and
- Some other general updates ensure the removal of outdated references and to include newer items that should be referenced and to ensure consistency throughout.

3.2 The updated version of the Working Group Terms of Reference template has been provided with tracked changes (see Attachment 1_DCUSA Working Group ToR v14_Tracked Changes).

Change Proposal Template

3.3 ElectraLink has undertaken an extensive review of the most recently published version of the Change Proposal template and in doing so has attempted to add some useful fields into the template to assist those wishing to draft Change Proposals. ElectraLink will walk the Panel through the updates during the meeting but as an overview, the following has been updated:

- Extensive use of 'Form Fields' has been added to assist in Proposers in their drafting of a Change Proposal (e.g., select boxes with the words [choose an item]).
- A large reduction in green guidance text which has been incorporated into 'Rich Text Content Controls' allowing Proposers to understand what they should be adding into the relevant sections and at the same time providing them with the ability to easily overwrite the contents of those content controls in the desired format.
- The inclusion of a subheading 'Who?' in Section 1 which is to allow Proposers the opportunity to provide a brief summary of what the expected impacts to DCUSA Parties will be of the proposed solution so that readers can have a quick overview of whether the change will impact their business or not.
- Updated Objectives section, including the removal of the 'Check Boxes' from the left-hand side and the addition of 'Select Boxes' on the right-hand side.
- The inclusion of a subheading and space for text for 'Lead Time for Implementation' in Section 8 'Implementation' as well as a link to the guidance document on the same topic that has recently been published on the DCUSA Website.
- The inclusion of a subheading and space for text for 'Changes to DCUSA Owned Data Flows' in Section 7 'Impacts & Other Considerations' as well as a link to the guidance document on the same topic that has recently been published on the DCUSA Website.
- Updates made to the 'Form Completion Guidance Notes' section to include the decision made by the Panel related to which DCUSA Objectives are applicable to certain Sections/Schedules.

3.4 Given the nature of the changes, it was not possible to show these as tracked changes, and so we have provided the Panel with the updated version (Attachment 2_Change Proposal Template v4.0) as well as the current version (Attachment 3_Change Proposal Template v3.0) as a point of reference.

4. Recommendations

4.1 The Panel is invited to:

- **NOTE** the contents of the paper;
- **DIRECT** the Secretariat to make any further amendments agreed by the Panel; and
- **APPROVE** the updated versions of the Change Proposal template and Working Group Terms of Reference template.

5. Attachments

- Attachment 1_DCUSA Working Group ToR v14_Tracked Changes
- Attachment 2_Change Proposal Template v4.0
- Attachment 3_Change Proposal Template v3.0

Dylan Townsend
Governance Delivery Manager