

Meeting Session	DCUSA Panel (Open Session)
Paper Reference	Panel_2023_1018_10_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 one template used within the DCUSA change process, being the Change Proposal (CP) Form.

### 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 September, the Panel approved the Working Group Terms of Reference but asked that ElectraLink present a final version of the Change Proposal (CP) Form template to the DCUSA Panel for review and sign-off.

### 3. Overview of updates

#### Change Proposal Template

- 3.1 As noted previously, 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.

3.2 Given the nature of the changes, it was not possible to show these as tracked changes and we refer the Panel to *Attachment 1 CP Form Template Reduced v2*).

## 4. Recommendations

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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 CP Form template.

## 5. Attachments

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- Attachment 1\_CP Form Template\_Reduced v2

**Dylan Townsend**  
**Governance Delivery Manager**