
Change Control Process for the Co-Ordinated Retail Electricity Markets

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Issue Date	October 2014

Date	Version	Reason For Change
14.12.09	Draft 0.1	Draft process to govern the on-going management of the harmonised baseline Retail Electricity Market Design
15.12.09	Draft 0.2	Updated to reflect feedback from RMDS – Manager
07.12.09	Draft 0.3	Updated with definitions from AF, SIG and CDA board
14.01.10	Draft 0.4	Updated with feedback from MC NIAUR
18.01.10	Draft 0.5	Updated Sect 5 with MRC document and changed ref to All Ireland to Harmonised
10.03.10	Draft 0.6	Update following Suppliers feedback – <ul style="list-style-type: none"> • Work stream for HWG removed the reference to this on P6 • Definition of SIG removed CER as rep on it • Updated min 2 working days in Section 7.4 and 7.11 • If no consensus reached with Suppliers around a DR what is the process sentences included in 7.12 • Section 7.9 extend 6 days to 10 days
12.03.10	V1.0	Final Version
04.02.11	V2.0	Revision and refresh of document following year one of operation, key changes <ul style="list-style-type: none"> • Review of forms • Minor text changes throughout document • General revision of process diagrams • Deletion of formal collation of supplier impact stage • Inclusion of Code changes and defects in sections 4 and 7.4 • Inclusion of fast track approval process in section 7.12 • Inclusion of exceptional HWG /HSG in section 7.13
28.03.11	V3.0	<ul style="list-style-type: none"> • Minor updates following HSG 24/3/11 • Amended intro.
02.10.14	V4.0	Revision and refresh of document. Key changes: <ul style="list-style-type: none"> • Name change ReMCoDS, ReMCoWG, ReMCoSG • Raise a Discussion Request changed from 4 to 10 Working Days before next ReMCoWG - 7.3 • Completed Design Requests circulation to ReMCoWG changed from 2 days to 4 days – 7.4 • Added form for Co-ordinated Change Request (CoBLCR) Request to Appendix 1 • Updated version of DR form added. • Process flow updated for DR/MCR • Process flow for CoBLCR added • Removed reference to defects.

		<ul style="list-style-type: none">• Included CoBLCR and Co-MMR concepts and references• Updated definition of terms (CoBLCR, Co-MMR)• Removal of Operational classification of DR.• Updated Change Request to Market Change Request
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1 Introduction

Under the auspices of the Retail Markets Co-Ordination Steering Group (ReMCoSG) in June 2010 an agreed set of documentation detailing the baselined design for the co-ordinated retail electricity markets has been agreed

An efficient and auditable change control process is required to manage future revisions to this agreed baseline to ensure the integrity of the market design remains intact.

2 Purpose of Document

The purpose of this document is to set out the change control arrangements that will govern the management of changes to the baselined co-ordinated retail electricity market design as approved by the Retail Markets Co-Ordination Steering Group (ReMCoSG).

3 Definition of Terms

Term	Definition
<i>Retail Markets Co-Ordination Design Service (ReMCoDS)</i>	Retail Markets Co-Ordination Design Service is the body responsible for the administration of the Change Control Process for the baselined co-ordinated retail electricity market design
<i>Central Design Authority Board</i>	This is the group in Northern Ireland, established under the Market Registration Code (MRC) whose functions are to (but not limited to) consider and make decisions in relation to Issues and Code Change Proposals and the MRC change procedures. All electricity Suppliers and NIE are represented. Meetings are facilitated by the Central Design Authority.
<i>Central Design Authority (CDA)</i>	The Central Design Authority (CDA) is an Northern Ireland Authority for Utility Regulation appointed body responsible for coordinating and supporting the overall design of the new Retail Market Arrangements in the Northern Ireland electricity market
<i>Commission for Energy Regulation (CER)</i>	The Commission for Energy Regulation is the independent body responsible for overseeing the liberalisation of the electricity and natural gas sectors in the Republic of Ireland
<i>Retail Markets Co-Ordination Steering Group (ReMCoSG)</i>	<p>The ReMCoSG provided guidance on overall strategic direction of the Co-Ordination Project. In this regard, the ReMCoSG will identify new actions and objectives to be undertaken by stakeholders. The ReMCoSG will seek to ensure that actions and objectives are completed in an effective and timely manner</p> <p>Its membership is made up of representatives of CER, NIAUR, NO for the Republic of Ireland, NO for Northern Ireland, Supplier Representative for RoI and Supplier Representative for NI.</p>
<i>Retail Markets Co-Ordination Working Group (ReMCoWG)</i>	<p>The ReMCoWG will co-ordinate work on identified actions and objectives so as to ensure their effective and timely implementation.</p> <p>The Retail Markets Co-Ordination Working Group reports to the Retail Markets Co-Ordination Steering Group and is made up of representatives of the market participants in the retail electricity markets in the Republic of Ireland and Northern Ireland, and the RMDS and CDA. CER and NIAUR will have an observatory role on the group</p>
<i>Co-Ordinated Retail Electricity Market Baseline Design</i>	The Co-Ordinated Retail Electricity Market Baseline Design refers to the set of design documents that constitutes the co-ordinated design. It is also abbreviated to the CoBL (Co-ordinate Baseline)
<i>Retail Electricity Market Industry Governance Group (IGG)</i>	This is the main group for the co-ordination and control of the retail electricity market design in the Republic of Ireland. The group is chaired by the CER, with RMDS in the role of secretariat. All retail market stakeholders such as electricity suppliers, ESB Networks, Eirgrid and the independent Market Assurance body are represented on the group
<i>Northern Ireland Authority for Utility Regulation (NIAUR)</i>	The Northern Ireland Authority for Utility Regulation is responsible for regulating the electricity and gas industries and water and sewerage services in Northern Ireland, to promote short and long term interests of consumers
<i>Retail Market Design Service</i>	The Retail Market Design Service is the 'ring fenced' function within ESB Networks responsible for all aspects of the Republic of Ireland relate electricity market

(RMDS)	design on behalf of the Commission for Energy Regulation
Working Days	Working days are defined to be Monday to Friday excluding public holidays in the Republic of Ireland and Northern Ireland
Co-ordinated Baseline Change Request (CoBLCR)	<p>A change to the co-ordinated baseline where changes include:</p> <ul style="list-style-type: none"> i) <i>non-enumerated (Non Schema validated) codes/fields that already exist in the retail market design. These coded values can be implemented outside of a market release by the DSOs.</i> ii) <i>Non conformances within the Co-ordinated Baseline (such as spelling, missing text, inaccuracies. Documentation changes only)</i> <p><i>The change process for a CoBLCR is accelerated to a single approval cycle.</i></p>
Co-ordinated Minor Market Release (CoMMR)	A change event administered by ReMCoDS to update CoBL documentation to reflect any changes as a result of a CoBLCR.

4 Scope of the Process

This change control process will be used to manage all Discussion Requests (DRs) and the relevant subset (as determined by the ReMCoDS in accordance with the process set out in this document) of Market Change Requests (MCRs). In addition, this process will be utilised for managing Co-Ordinated Baseline Change Requests (CoBLCR). CoBLCR is defined as changes to non-enumerated fields within the Co-Ordinated Baseline and Non-conformances within the Co-Ordinated Baseline. CoBLCR's are defined as being Non-Schema impacting.

Discussion Requests (DRs) can be categorised into the following 2 categories,

- Co-Ordinated Retail Electricity Market Baseline Design related discussion requests which may – subject to detailed impact assessment and approval of any subsequent change request - result in a revision to the Co-Ordinated Retail Electricity Market Baseline Design.
- Jurisdictional specific related discussion requests which deal with matters specific to either the Republic of Ireland or the Northern Ireland market and which may impact on jurisdictional specific market design documentation but will not impact on the Co-Ordinated Retail Electricity Market Baseline Design.

Co-ordinated Baseline Change Requests (CoBLCR) can be characterized by:

- Always requiring a change to the CoBL documentation
- Non Schema impacting
- Changes to non enumerated data items in CoBL

The change control process will cover changes to the set of documents agreed by the ReMCoSG as constituting the Co-Ordinated Retail Electricity Market Baseline Design (see Appendix 2 – List of Co-Ordinated Retail Market Design Documentation).

This list can be expanded by agreement of the ReMCoSG.

5 Related Documents

This document should be read in conjunction with the following jurisdictional specific change control documents which will be used to govern the management of changes deemed by the ReMCoDS as not impacting on the Co-Ordinated Retail Electricity Market Baseline Design.

- Change Control Process as administered by Retail Market Design Services in the Republic of Ireland.
- MRC document for Northern Ireland.
- Co-Ordinated Baseline (CoBL) Document.
- Governance Arrangements for Retail Markets Co-ordination Market document

6 Administration of the Process

The ReMCoSG appointed Retail Markets Co-Ordination Design Service (ReMCoDS) will be the Design Administrator for the Co-Ordinated Retail Electricity Market Design in the Republic of Ireland and Northern Ireland.

The ReMCoDS shall be responsible for the administration of the Change Control Process for the Co-Ordinated Retail Electricity Market Design on behalf of the ReMCoSG.

7 Change Control Process

7.1 Parties Authorised to Raise a Discussion Request (DR) or Co-Ordinated Baseline Change Request (CoBLCR)

Any of the parties currently authorised to raise Discussion Requests or Market Change Requests in accordance with the change control processes operated by RMDS and CDA within the Republic of Ireland and Northern Ireland respectively shall be authorised to raise a Discussion Request (DR) or Co-ordinated Baseline Change Request (CoBLCR) under the Change Control Process for the Co-Ordinated Retail Electricity Market Design.

The list of authorised parties may be revised by the agreement of the ReMCoSG.

7.2 Purpose of Discussion Request (DR) and Co-Ordinated Baseline Change Request (CoBLCR).

The purpose of the Discussion Request concept is as follows,

- Provide a mechanism for all authorised parties to raise matters related to the design and operation of the Retail Electricity Market in the Republic of Ireland or Northern Ireland for discussion within the relevant industry forum.
- Seek to optimise the number of formal impact assessments required to be completed by Market Participants by providing a mechanism for the request to be discussed at industry level prior to the investment of time in the completion of formal impact assessments.

The purpose of a Co-Ordinated Baseline Change Request (CoBLCR) is as follows:

- To ensure that the Co-ordinated Baseline is maintained at regular intervals to ensure accuracy and integrity.
- Enable Non-Schema impacting changes (originating either in ROI or NI) to be applied to the CoBL documentation quickly. As the reference point for much downstream design and development in the market both for existing and new Market Entrants, the CoBL accuracy and requirement to be kept up to date is essential.
- To allow non enumerated code changes, usually requested by DSOs, to be approved and applied quickly and to ensure CoBL reflects changes.

7.3 Raise Discussion Request (DR) and Co-Ordinated Baseline Request (CoBLCR)

Discussion Requests

- The first step in the change control process is for the initiating party – the Request Originator - to raise a Discussion Request via the “Raise a Discussion Request Form”, function available. <http://rmdservice.com/raise-a-discussion-request-online/>
- Discussion Requests should be submitted no later than 10 working days before the meeting of the ReMCoWG. Market Participants can refer to the calendar function on the RMDS’s website to view future ReMCoWG meetings. <http://rmdservice.com/calendar/>
- Requests received after that date will be held over to the next ReMCoWG cycle. An exception to this can only be made if the item to be brought is deemed extremely urgent and of significant

importance by the RA's and ReMCoWG. This could include items relating to an EU directive, Regulatory decision or safety critical item. The item could be brought for discussion at the ReMCoWG but all reasoning behind the requirement for fast tracking must be documented.

Co-Ordinated Baseline Change Requests

- The raising party should contact ReMCoDS in relation to their request to raise a CoBLCR.
- The Request Originator raises a CoBLCR via the "Raise a CoBLCR Form", function available on the RMDS website.
- Once the online form is completed, ReMCoDS will ensure all administrative elements of the document are correct. See Appendix 3 for an example of a completed CoBLCR.
- Completed online CoBLCR's should be submitted to ReMCoDS no later than 3 working days before the meeting of the ReMCoWG. Refer to the calendar function on the RMDS website to view future ReMCoWG meetings. <http://rmdservice.com/calendar/>
- Due to the CoBLCR supporting an accelerated process, submission closer to ReMCoWG date shall be facilitated.
- Requests received after that date will be held over to the next ReMCoWG cycle.

7.4 Review & Classification of Discussion Request & CoBLCR by ReMCoDS

Discussion Request (DR)

Once the online Discussion Request is received ReMCoDS will be responsible for:-

- Populating the draft Discussion Request form (see Appendix 1). Where necessary ReMCoDS will contact the Request Originator to discuss aspects that require additional input. The draft Discussion Request will not be amended without the approval of the Request Originator.
- Reviewing and classifying the Discussion Request for approval as ,
 - Co-Ordinated Retail Electricity Market Baseline Design Related
 - Jurisdictional Specific Discussion Request
- Confirming priority of request in accordance with guidelines as set out in Appendix 4.
- Bringing the discussion request to the ReMCoWG for classification approval.
- Assigning the Discussion Request to the appropriate forum (this assumes that all DRs are required to be approved for classification at the ReMCoWG regardless of which forum they will be processed in) ,
 - For **Co-Ordinated Retail Electricity Market Baseline Related Discussion Requests** the ReMCoDS will be responsible for ensuring that completed Discussion Requests are circulated by e-mail to the ReMCoWG mailing list (as maintained by ReMCoDS) a minimum of 4 working days prior to the ReMCoWG meeting.
 - The *status* of the Co-Ordinated Discussion Request will be set to 'IN PROGRESS - For Discussion with ReMCoWG'.
 - For **Jurisdictional Specific Discussion Requests** these will be devolved to RMDS or CDA as appropriate and by agreement with the ReMCoWG, where they will be processed in accordance with the appropriate jurisdictional specific change control processes.
 - The **Status** of the Co-Ordinated Discussion Request will be set to 'CLOSED - Jurisdictional Specific Discussion Request'.
 - The **Date of Transfer from ReMCoWG** will be set to the date the Discussion Request was transferred to the RMDS or CDA as appropriate.

Co-Ordinated Baseline Change Request (CoBLCR)

Once the completed CoBLCR is received ReMCoDS will be responsible for,

- Populating the draft CoBLCR form (see Appendix 3). Where necessary ReMCoDS will contact the Request Originator to discuss aspects that require additional input.
- Review and confirm Classification of CoBLCR section is updated and correct. This section determines the extent of changes required to the CoBL.
- Ensuring that the change required is appropriate for a CoBLCR. (See Appendix A within the CoBLCR document which is attached in this documents as Appendix 3).
- Bringing the CoBLCR to the next ReMCoWG for approval. The CoBLCR, although potentially jurisdictionally specific, will always be managed at ReMCoWG level as changes impact the CoBL.
- Approval will be granted or otherwise. If further detail is required this will be provided to Participants and an updated CoBLCR will be brought to the next ReMCoWG.

7.5 Publish Discussion Request /CoBLCR & Maintain Discussion Request/CoBLCR Registers

Discussion Request

ReMCoDS shall be responsible for maintaining and publishing – via the [RMDS website](#) - a register that includes the following for all Discussion Requests:

- Co-Ordinated Discussion Request Number
- Co-Ordinated Discussion Request Title
- Status
- Date Status Last Updated
- Jurisdictional Applicability
- Link to a PDF copy of the latest version

CoBLCRs

ReMCoDS shall be responsible for maintaining and publishing – via the [RMDS website](#) - a register that includes the following for all CoBLCR's:

- CoBLCR Number
- CoBLCR Title
- Forum approval date
- Status (which is its current status)
- Status Date
- Link to a PDF copy of the latest version

7.6 Review Discussion Requests & CoBLCRs at ReMCoWG

Discussion Request

At the ReMCoWG meeting all Discussion Requests shall be presented by the ReMCoDS with support as appropriate from the Request Originator.

All Discussion Requests will be agreed to being either Co-Ordinated Baseline Impacting or Jurisdictional Specific by the ReMCoWG.

If the Discussion Request is deemed Jurisdictional specific, discussion and approval of content will be devolved to the relevant industry governance groups (IGG or CDA Board).

If the DR is Co-Ordinated Baseline impacting the following can take place:

- Take no further action in respect of the Discussion Request and to set the Status of the Co-Ordinated Discussion Request to 'CLOSED – Following Discussion at ReMCoWG'.
- To request that ReMCoDS submit a revised Discussion Request to reflect the discussion at the ReMCoWG for consideration at the next ReMCoWG meeting,
 - The Status of Co-Ordinated Discussion Request will be set to 'IN PROGRESS – Referred back to next ReMCoWG'.
 - The version history of the Co-Ordinated Discussion Request will be updated accordingly.
- To agree that a Market Change Request should be raised to progress the Discussion Request,
 - The Status of the Discussion Request will be set to 'PROGRESS TO MARKET CHANGE REQUEST'.
 - The Market Change Request retains the same number that was allocated to its corresponding DR .

CoBLCR

At the ReMCoWG meeting, the CoBLCR shall be presented by the ReMCoDS with support as appropriate from the Request Originator. If it is the first time the CoBLCR is being presented, the status will be set to ISSUED.

The ReMCoWG will decide to take one of the following actions for each CoBLCR presented.

- Set the CoBLCR to APPROVED AT ReMCoWG. The Approved status at the ReMCoWG marks the release of the CoBLCR for discussion and approval at the ReMCoSG.
- Set the CoBLCR to WITHDRAWN. This would occur if all parties, including the originator decide that the request is no longer required or is valid.
- Set the CoBLCR to IN PROGRESS. If further clarification or information was required, a revised version of the CoBLCR would need to be submitted for discussion at the next ReMCoWG meeting. The version history of the CoBLCR will be updated accordingly.

7.7 Raise a Market Change Request

ReMCoDS shall be responsible for ensuring that a Market Change Request is issued (via the ReMCoWG mailing list) to market participants 4 working days before the ReMCoWG meeting.

The Market Change Request shall take the form of additional detail added to the Discussion Request using the same template set out in Appendix 1.

7.8 Publish Market Change Request & Maintain Market Change Request Register

ReMCoDS shall be responsible for maintaining and publishing – via the [RMDS website](#) - a register that includes the following for all Market Change Requests:

- Market Change Request Number
- Market Change Request Title
- Status
- Date Status Last Updated
- Jurisdiction
- Link to a PDF copy of the latest version

7.9 Agreement of Recommendation by ReMCoWG

The draft recommendation will be discussed at the ReMCoWG where a consensus view will be sought.

Where a consensus is reached then the agreed recommendation of the ReMCoWG will be reflected in the minutes of the meeting and the recommendation will be forwarded to the ReMCoSG for approval.

Where a consensus is not reached then the issue can be escalated to the ReMCoSG by the chair of the ReMCoWG where a view will be sought.

7.10 Approval of Recommendation by ReMCoSG

After market agreement – via ReMCoWG - of a Market Change Request or CoBLCR ReMCoDS will forward the Market Change Request or CoBLCR to ReMCoSG for approval.

The CoBLCR approval follows two paths, namely;

- 1) If a CoBLCR which covers non enumerated code changes is approved at the ReMCoWG, it will be emailed, seeking approval, to ReMCoSG representatives following the ReMCoWG. The purpose of email approval is to allow the non enumerated codes to be added to the jurisdictional Central Market Systems prior to a Co-MMR. A primary objective of the CoBLCR is to allow quick turn around for code changes required by DSOs to their Central Market Systems. Although the code changes are jurisdictional in nature, they need to be added to the CoBL documentation, thus requiring ReMCoSG approval. It is suggested that the approval email is sent by the relevant jurisdictional Regulatory Authority for whom the changes to the Central market Systems are being made. That is, if the code addition is for ROI, the CER provides approval and if the code change is for NI it will require approval by NIAUR. It must be noted that non enumerated CoBLCR's are infrequent.
- 2) If a CoBLCR relates to CoBL documentation changes only it will be brought to the ReMCoSG as per Market Change Requests. The documentation element of the non enumerated CoBLCR will also be brought to the ReMCoSG in this way. That is, approval for a non enumerated CoBLCR is granted at two levels:
 - a. The code change is approved via email by relevant RA from ReMCoSG (see point 1 above)
 - b. The CoBL documentation update of the non enumerated code change is brought for approval to the ReMCoSG in the same way that a Market change request is brought.

If there is a Trading and Settlement code impact then the ReMCoSG will take the change request and the assessment will be put before the Modifications Panel for decision.

The Regulatory Authorities (RAs) will reserve the right to publish a Market Change Request and its associated impact assessment for public consultation, in which case the timeframe may be extended as directed by RA's to allow for responses. The ReMCoSG will advise ReMCoDS of its decision.

Once approved by the ReMCoSG, the Market Change Request becomes part of the prioritisation list for the next baseline version of the Co-Ordinated Retail Electricity Market Design.

Once approved by the ReMCoSG, the CoBLCR (documentation updates) becomes part of list of items to be included in the next Co-ordinated Minor Market Release (Co-MMR). It must be noted that the Co-MMR will deal with the documentation updates to the CoBL but addition of codes to Central Market System (Supplier IDs, RM codes etc) will be updated outside of this change event.

The MCR is updated with the ReMCoSG approval date and a revised version of the MCR is posted to the RMDS website <http://rmdservice.com/market-change-requests/>

7.11 Implementation of Approved Change Requests & CoBLCRs

Market Change Request

The implementation date of approved Co-ordinated Market Change Requests, which have a systems impact, will be governed by the Release Planning Strategy for the Co-Ordinated Retail Electricity Market Design. The changes will occur either via a Schema or Non Schema Market release event. It is assumed that the majority of co-ordinated Market Changes will be Schema impacting whereas the jurisdictional specific Market Change Requests will fall into a Non Schema release which is governed by each jurisdiction separately.

ReMCoDS will be responsible for the definition and operation of the Co-Ordinated Release Planning Strategy for the Retail Electricity Market.

CoBLCR

The implementation date of approved CoBLCR's is twofold:-

- Non Enumerated Code Changes are added to the Central Market System outside any Release Event.
- Changes to the CoBL documentation will be updated via a Co-Ordinated Minor Market Release (Co-MMR).

A Co-MMR is a Release event dedicated to updating the CoBL documentation. The Co-MMR is managed and administered by ReMCoDS. Co-MMR dates are dictated by frequency and volume of CoBLCRs. It can be expected that related Jurisdictional documentation changes will be required as a result of a Co-MMR. In ROI these documentation changes are managed through a Minor Market Release (MMR).

7.12 Fast-Track ReMCoWG approval for a Market Change Request

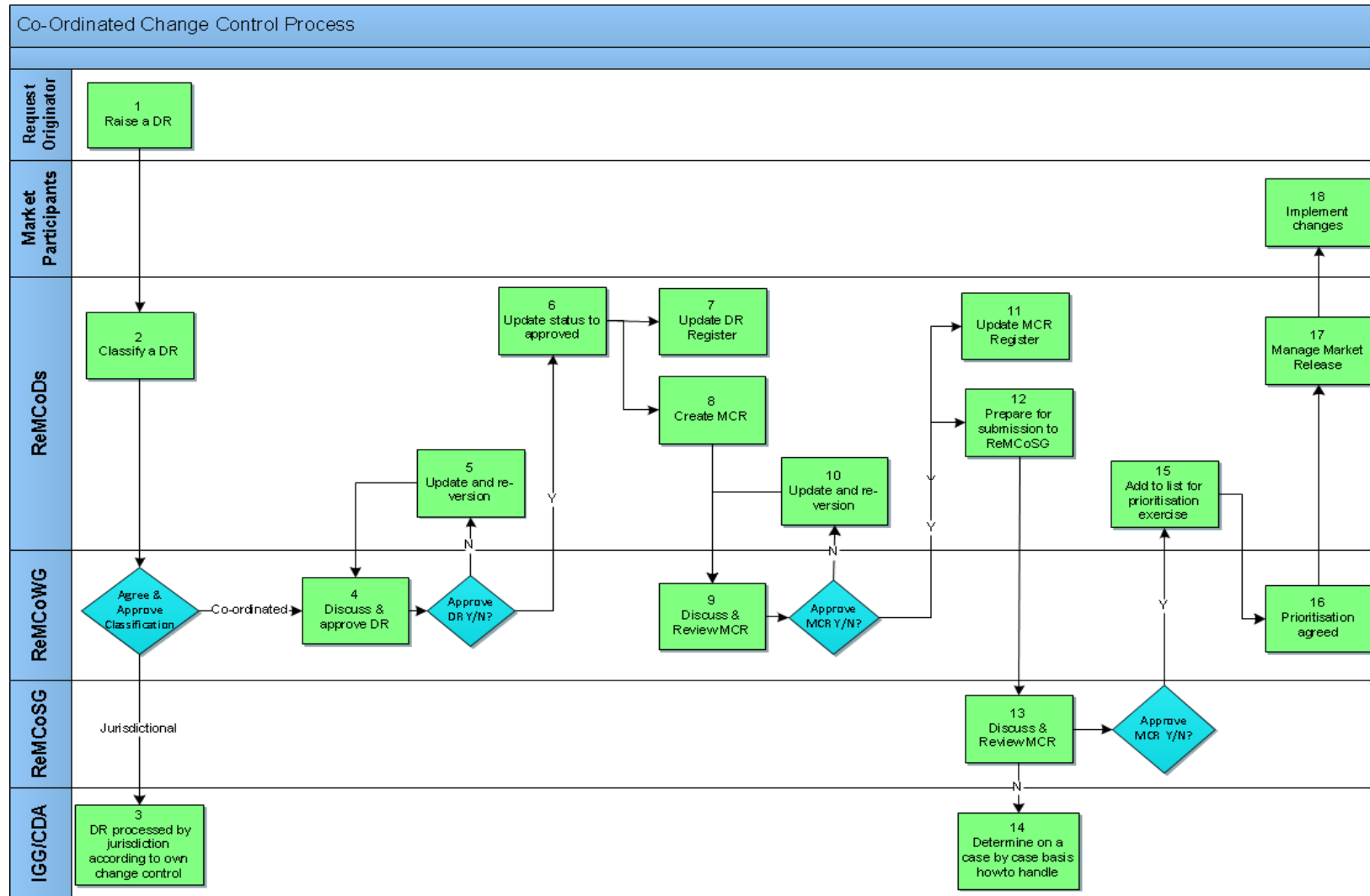
In certain circumstances where considerable discussion has already occurred with Market Participants steps 4 -11 of the Change Control Process (see Process Flow Diagram in 7.14 below) may be carried out during the same ReMCoWG meeting. This means that a Discussion Request can progress to a recommended Market Change Request without the requirement to wait until the following ReMCoWG meeting. The recommended Market Change Request will then be submitted for approval at the next ReMCoSG.

The requirement to fast track the Discussion Request approval is by exception only and can only be done by agreement with the participants of the ReMCoWG and where participants have full clarity around the proposed change. The expectation is that impaction stage would already have been carried out by participants therefore there is no material requirement to hold up the process for stages that have already been carried out.

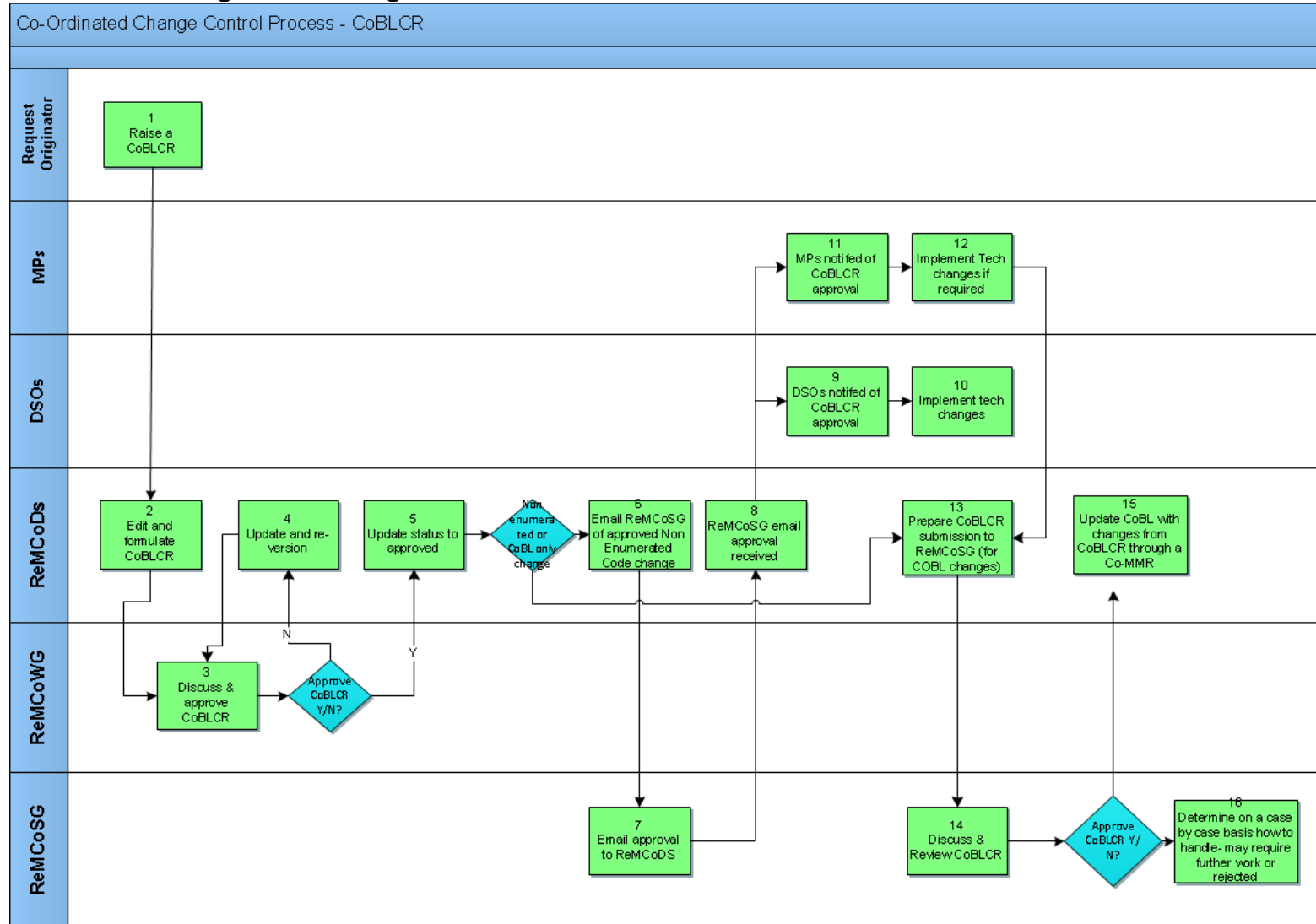
7.13 Exceptional ReMCoWG meetings or conference calls

From time to time and in the interest of market expedience it may be necessary to schedule exceptional ReMCoWG or ReMCoSG meetings or conference calls. Scheduling of the meetings will be managed by ReMCoDS and by agreement with market participants.

7.14 Process Diagram for Change Control Process – DR/MCR






7.15 Process Diagram for Change Control Process – CoBLCR





Appendix 1 – DR / MCR Forms




The Discussion Request / Market Change Request Form below is completed by ReMCoDS following receipt of an online Discussion Request. For more details see sections 7.3 and 7.4.

Page 1:

ReMCoDS Discussion Request / Market Change Request				  					
Discussion Request xxx			xxx						
Status	Issued to Market	Priority	High	Status Date	03/09/2014				
Date	Version	Reason for Change		Version Status					
03/09/2014	1.0	Issued to Market		Final					
Part 1 DETAIL OF DISCUSSION REQUEST / MARKET CHANGE REQUEST									
Requesting Organisation(s)		[Requesting Organisation (s)]	Originating Jurisdiction	[Requesting Org's Jurisdiction]					
Request Originator Name		J Blogs							
Date Raised		27/08/2014							
Classification of Request									
Jurisdictional Applicability	[Jurisdictional Applicability]	Jurisdictional Implementation		[Jurisdictional Implementation]					
If jurisdictional implementation is for one jurisdiction only – is the other jurisdiction required to effect any changes?	[Jurisdictional Non-Implementation Impact]	Co-Ordinated Baseline Version No.		[Harmonisation Baseline Version No.]					
Change Type		Schema Impacting							
Detail of Request									
Reason for Request									
Background									
Text Here									
Proposed Solution									
Text Here									
Scope of Change									
Jurisdiction	Design Documentation	Business Process	DSO Backend System Change	MP Backend System Change	Tiboo	Supplier EMMA	Schema	Webforms	Extra/NI Market Website
ROI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Ordinated Baseline Market Design Documents Impacted by Request									
03/09/2014		Page 1 of 3		Discussion Request xxx					

ReMCoDS Discussion Request / Market Change Request		 		
Market Messages				
Message No.	Message Name	CoBL	ROI	NI
No Impact	No Impact	No Impact	No Impact	No Impact
Data Definitions				
No Impact				
Data Codes				
No Impact				
Market Message Implementation Guides				
ROI	Yes/No	NI	Yes/No	
	N/A	No Impact	Yes	
Comments				
ROI - Market Process Diagrams – MPDs				
Market Process Diagram Number	Market Process Diagram Description		Affected	
None	None		None	
NI - Market Procedures				
Market Process Number	Market Procedure		Affected	
No Impact	No Impact		No Impact	
ROI Guidance Documentation				
Document	Version	Affected		
No impact		No Impact		
ROI Briefing Documents				
Document/Paper	Version	Affected		
No impact		No Impact		
User and Technical Documents				
Reference	Name	Version	Affected	
No impact			No Impact	
03/09/2014		Page 2 of 3		Discussion Request xxx

Page 3:

ReMCoDS Discussion Request / Market Change Request		  
Part 2 - Performance and Data Changes		
Market Messages volume, processing etc.	Data	
Details of Data changes e.g. cleansing		
Part 3 - ReMCoSG / CER Approval		
Approved by	ReMCoSG	CER
Comments		
03/09/2014	Page 3 of 3	Discussion Request xxx

Appendix 2 – Co-Ordinated Retail Market Design Documentation

The following list as of January 2010, constitutes the documents relevant to the Co-ordinated baseline (CoBL), this list can be expanded accordingly by agreement with the ReMCoSG.



- Message Schema
- Data codes
- Data definitions

In addition there will be a separate set of market message guides for both NI and ROI.




Appendix 3 – CoBLCR Template

The CoBLCR Form below is completed by ReMCoDS following receipt of an online Change Request. For more details see sections 7.3 and 7.4.

Page 1:

Retail Market Co-Ordinated Design Service		 	
CoBLCR Number Here		Title Here	
CoBLCR Status	[CCR Status]	Status Date	26/03/2014
Date	Version	Reason for Change	Version Status
25/02/2014	0.1	Initial Draft	Draft
Part 1 DETAIL OF CoBL CHANGE REQUEST			
Requesting Organisation(s)		[Requesting Organisation (s)]	[Originating Jurisdiction]
Request Originator Name		Name Here	
Date Request Raised		25/02/2014	
Date of Forum where discussed		26/03/2014	
Classification of CoBLCR			
CoBLCR Type	Code Change - Non Enumerated	Comments	
Jurisdictional Applicability	ROI		
Co-ordinated Baseline Documentation impacted	Yes		
Co-ordinated Baseline	Data Definitions <input type="checkbox"/> Data Codes <input type="checkbox"/> ROI MM Implement. Guide <input type="checkbox"/> NI MM Implement. Guide <input type="checkbox"/>		
ROI – Market Baseline docs	ARIS MM <input type="checkbox"/> ARIS Message Specific Info <input type="checkbox"/> ARIS MPDs <input type="checkbox"/> ARIS Supplementary info <input type="checkbox"/> Briefing Documents <input type="checkbox"/> Guidance Documents <input type="checkbox"/>		
NI - Market Baseline Doc Impacted	NI Market Procedures <input type="checkbox"/> NI Market Guides <input type="checkbox"/>		
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Page 2:

Retail Market Co-Ordinated Design Service		 <small>Electricity</small>  <small>RMDS Retail Market Design Service</small>  <small>ESB Energy for generations</small>
Details of CoBL Change Request		
Background Reason for Change		
Text Here		
Description of Change		
Text Here		
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Appendix A

CoBLCR Criteria

This form invokes an accelerated change process to introduce new code values for non-enumerated (non schema validated) codes/fields that already exist in the retail market design OR corrections or amendments to the CoBL document only (i.e. non conformance changes that are limited to non technical changes). Coded value changes will be implemented outside of a market release by the DSOs.

Changes to the CoBL will be effected through a Co-ordinated Minor Market Release (Co-MMR) i.e. documentation change to the baseline only.

Code Changes:

To be eligible for this process, a code field must:

- *already exist in the retail market design:*
 - *Be in the current version of the market design*
 - *Be in the current version of the XML schema*
- *Be a non-enumerated code:*
 - *The current version of the XML schema does not list the permissible values of the code i.e. schema validation is on length, type and/or format only not on actual code.*
 - *The CoBL contains the list of values for informational purposes.*
 - *Market participants may or may not process the code in their back end systems in order to meet their licence and/or assurance obligations.*
 - *If the code is used, the CoBLCR forms the communication mechanism for informing Market Participants of changes or additions to codes within the CoBL.*

Non Conformances

- *A CoBL non conformance can be defined as a textual error within the CoBL documentation. It will NOT involve any change to the XML schema.*
- *Examples of a CoBL Non Conformance include but are not limited to:*
 1. *Data item omissions from the data item tab*
 2. *Inconsistent representation of data items across tabs*
 3. *Missing Attributes/information from data items.*
 4. *Cosmetic inaccuracies (spelling, grammar etc)*

Appendix 4 – Priorities and Timeframes

A **fast-track** priority change is one that is:

- Essential (i.e. industry processes cannot operate acceptably without the change and there are no available work rounds); and
- Urgent (i.e. the length of the standard change control process would cause a delay to implementation)

A **high priority** change is one that is:

- Essential (i.e. industry processes cannot operate acceptably without the change and there are no available work rounds); and
- Non-Urgent (i.e. the length of the standard change control process would not cause a delay to implementation)

A **low priority** change is one that is:

- Non-Essential (i.e. industry processes can operate acceptably without the change); or
- Non-Urgent (i.e. the length of the standard change control process would not cause a delay to implementation)

All other changes will be deemed to be **Medium** Priority.