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Services Contract IDA CIP Solution

Annex 9 – Change Request

This Annex provides the template document to be used in any case where the Clients or the Provider wish to have a Change Request implemented.

As described in Article 11 of the Contract, any change to the Services requires that a Change Request is filed using the template form set forth in this Annex.

Any Change Request shall be formulated through the submission of a duly filled out Change Request Document as set forth this Annex , in word format.

A Change Request shall be discussed by the Parties in the relevant governance group as set forth in **Annex 10 (Communication tools and governance organisation)**.

Parties shall agree on the terms and modalities of the Change Request. To the extent necessary Parties shall adapt the submitted Change Request Document with the final agreed terms and modalities.

Any Change Request shall only be binding upon the Parties if agreed upon by all Parties by signing the filled out Change Request Document. To that effect a duly authorised representative of each Party shall sign of the Change Request Document.

The terms used in this Annex shall have the meaning attributed to them in **Annex 11 (Definition List)** to the Contract, unless provided expressly otherwise in this Annex.

A – Template Change Request Document

Change Request	Change Request No: To be filled out by the parties Syntax: YYYYMMDD_#_TYPE_Title]
change Type (please select one) ☐ **Non-notifiable change** ☐ **Standard change** ☐ **Fast-track change** ☐ **Research and Development change** **Reason for urgency: ....**	

Originating company	**Name of originator**	**Date raised** [Date the request was made]

[This box contains the name of the Party (or subcontractor if any) requesting the change of the Services and if necessary their role in this instance.]	[Name of the person requesting the change of the Services]	**Implementation date *** [Date the Change is foreseen to be implemented]

Title of change

[The title of the change is simply a header giving some indication of the nature of the change and which may be used to refer to the change.]

Section A – Problem ssue

Description of reason for change (only to be filled in if Change Request originates from Provider) :

[This should provide a description of the reason for introducing the change, whether it is some new user requirement, a change of functionality, a Fix of a Defect, whether the change is driven by a third party, etc.

The impact of not doing the change should be described, particularly if it is a Fix of a Defect or some other remedial action. This will allow the cost of the change and the risk of doing the change to be compared to the cost/risk of not doing it.

It should provide as much detail as possible so that any proposed solution can be defined to resolve the problem or issue in the best way.

If a solution is being proposed, then the description of the problem/issue may be less detailed in this section.]

Required for reaching the objectives of Article 3 of the CACM Regulation [please select applicable one(s)]

☐ Promoting effective competition in the generation, trading and supply of electricity

☐ Ensuring optimal use of the transmission infrastructure

☐ Ensuring operational security

☐ Optimising the calculation and allocation of cross-zonal capacity

☐ Ensuring fair and non-discriminatory treatment of TSOs, NEMOs, the Agency, regulatory authorities and market participants

☐ Ensuring and enhancing the transparency and reliability of information

☐ Contributing to the efficient long-term operation and development of the electricity transmission system and electricity sector in the Union

☐ Respecting the need for a fair and orderly market and fair and orderly price formation

☐ Creating a level playing field for NEMOs

☐ Providing non-discriminatory access to cross-zonal capacity

Section B – Solution Analysis

Proposed solution

[This describes how the proposed solution resolves the problem or issue identified. It should address all the aspects of the change/problem/issue described in Section A, and if there are any hardware or other computer system related requirements for the proposed solution]

Risks associated with the proposed solution

[Any risks associated with the development, implementation or operation of the proposed solution should be identified. If there are specific risks associated with individual elements that are not covered in section C these should be detailed here.]

Section C – Impact Assessment

#	Impacted element(s)	Impact description	Party to be involved
1	Service Description		
2	Contract Implementation		
3	Deadlines		
4	Milestones		
5	Remuneration Due		
6	Other		
7	No impact at all		
Need for testing?			Yes / No
Is there any cost other than an implementation cost?			Yes / No (if yes, by who else and what is the estimate amount?)

Impact on concerned element

[This describes the impact of developing and implementing the proposed solution. Each element to be changed should be listed together with their category and the risk of doing the proposed change. This should then be reflected into the overall impact for each element. In this section only the elements which are the responsibility of the responding Party (or subcontractor if any) should be included.]

Element impacted	Category 1 (Central) 2 (Critical 3 (Local)	Risk (V)ery low (L)ow (M)edium (H)igh

Impact on Other Parties (or third party if any)

[The impact of the proposed solution on any other Party (or third party if any)]

Section D – Implementation plan

Implementation manager: (assigned by Provider)

[The implementation manager is responsible for gathering all approvals from all the governance bodies under the Contract involved and from the external entities affected by the change (as originator of the Change Request or as a Party).]

Implementation approach:

[The overall approach to the implementation of the proposed solution should be described.]

Implementation time

Start time:

Time required:

Implementation date:

[The date when the change is to come into operation should be given.]

Reason:

[The reason for the start time and the time required. Any implementation date that requires special action by the Clients to reduce the change procedure's timing should be specifically explained.]

Implementation cost

Estimated cost:

Breakdown estimated cost:

[a breakdown of all costs expected to be incurred resulting the implementation needs to be set out.]

Testing and acceptance procedure

[The process for testing and Acceptance should be described.]

Assurance gathering approach:

[The way that assurance is to be gathered that the change has been developed correctly and is finally ready for live operation should be described.]

Go-Live criteria

[The go-live criteria will determine when it is possible to introduce the changes into live operation. All of the criteria identified must be met before the changes can be finally introduced into service. The criteria should be stated as something which is measurable together with the responsibility for achieving it. The achievement of the criteria will be confirmed by the person responsible for implementation.]

Go-live decision to be made by:	
[Who will make the decision to go-live will be recorded here. For low or medium impact this may be devolved to the person responsible for the implementation.].	**Other:** (name/position/company)

Parties hereby declare to have reached an agreement on the terms of the Change Request filed by [ADD NAME(s) of REQUESTING PARTIES], by each signing this Change Request. By signing this Change Request Clients furthermore request Provider to implement the agreed changes in accordance with the terms of the Change Request and Provider commits to implement the proposed solution in accordance with the terms of the Change Request.

The Change Request forms integral part of the Contract.

The Parties further declare that the Changer Request is signed by persons authorized to act on behalf of the Parties.

_____   _____

For: **Unicorn**   For: **Unicorn**

By: ██████████████████████

Function: ████████████████████████

                                         Date: ....

Date: ....

_____   _____

For: **BSP Energy Exchange LL C ("BSP")**   For: **BSP Energy Exchange LL C ("BSP")**

By: …………………………………   By: …………………………………

Function: …………………………………   Function: …………………………………

Date: …………………………………   Date: …………………………………

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For: **CROATIAN POWER EXCHANGE Ltd. ("CROPEX")**

For: **CROATIAN POWER EXCHANGE Ltd. ("CROPEX")**

By: ………………………………… By: …………………………………

Function: ……………………………… Function: ………………………………

Date: ……………………………… Date: ………………………………

_____   _____

For: **EirGrid plc ("EirGrid")**   For: **EirGrid plc ("EirGrid")**

By: ………………………………   By: ………………………………

Function: ………………………………   Function: ………………………………

Date: ………………………………   Date: ………………………………

_____   _____

For: **Nord Pool European Market Coupling Operator AS ("Nord Pool EMCO")**

For: **Nord Pool European Market Coupling Operator AS ("Nord Pool EMCO")**

By: …………………………………

By: …………………………………

Function: …………………………………

Function: …………………………………

Date: …………………………………

Date: …………………………………

Confidential

_____   _____

For: **EPEX SPOT SE**   For: **EPEX SPOT SE**
         ("EPEX")   **("EPEX")**

By: ………………………………………   By: ………………………………………

Function: ………………………………………   Function: ………………………………………

Date: ………………………………………   Date: ………………………………………

_____   _____

For: **ETPA Holding BV ("ETPA")**   For: **ETPA Holding BV ("ETPA")**

By: ……………………………………   By: ……………………………………

Function: ……………………………………   Function: ……………………………………

Date: ……………………………………   Date: ……………………………………

_____   _____

For: **Gestore dei Mercati**   For: **Gestore dei Mercati**
         Energetici S.p.A.   **Energetici S.p.A.**
         ("GME")   **("GME")**

By: …………………………………   By: …………………………………

Function: …………………………………   Function: …………………………………

Date: …………………………………   Date: …………………………………

_____   _____

For: **HELLENIC ENERGY EXCHANGE S.A. ("HEnEx")**   For: **HELLENIC ENERGY EXCHANGE S.A. ("HEnEx")**

By: ………………………………   By: ………………………………

Function: ………………………………   Function: ………………………………

Date: ………………………………   Date: ………………………………

_____   _____

For:	**HUPX Hungarian Power Exchange Company Limited by Shares ("HUPX Ltd.")**	For:	**HUPX Hungarian Power Exchange Company Limited by Shares ("HUPX Ltd.")**
By:	……………………………………	By:	……………………………………
Function:	……………………………………	Function:	……………………………………
Date:	……………………………………	Date:	……………………………………

Confidential - non binding working document

_____   _____

For: **Independent Bulgarian Energy Exchange ("IBEX")**   For: **Independent Bulgarian Energy Exchange ("IBEX")**

By: ………………………………   By: ………………………………

Function: ……………………………….   Function: ……………………………….

Date: ……………………………….   Date: ……………………………….

_____   _____

For: **OKTE A.S. ("OKTE")**   For: **OKTE A.S. ("OKTE")**

By: …………………………………   By: …………………………………

Function: …………………………………   Function: …………………………………

Date: …………………………………   Date: …………………………………

Confidential - non binding working document

_____   _____

For: **OMI-Polo Español, S.A.**   For: **OMI-Polo Español, S.A.**
            ("OMIE")   **("OMIE")**

By: …………………………………   By: …………………………………

Function: …………………………………   Function: …………………………………

Date: …………………………………   Date: …………………………………

_____   _____

For: **Operatorul Pietei de Energie Electrica si de Gaze Naturale "OPCOM" S.A. ("OPCOM")**

For: **Operatorul Pietei de Energie Electrica si de Gaze Naturale "OPCOM" S.A. ("OPCOM")**

By: …………………………………

By: …………………………………

Function: …………………………………

Function: …………………………………

Date: …………………………………

Date: …………………………………

Confidential - non binding working document

_____ _____

For: **OTE, a.s. ("OTE")**   For: **OTE, a.s. ("OTE")**

By: ………………………………   By: ……………………………….

Function: ……………………………….   Function: ……………………………….

Date: ……………………………….   Date: ……………………………….

Confidential - non binding working document

_____   _____

For: **SONI Limited ("SONI")** For: **SONI Limited ("SONI")**

By: ………………………………………   By: ………………………………………

Function: ………………………………………   Function: ………………………………………

Date: ………………………………………   Date: ………………………………………

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For: **Towarowa   Giełda   Energii S.A. ("TGE")**

For: **Towarowa   Giełda   Energii S.A. ("TGE")**

By: …………………………………

By: …………………………………

Function: …………………………………

Function: …………………………………

Date: …………………………………

Date: …………………………………