

Appendix 1

Contract Change Notification Form

This form should be used by a party who wishes to raise a draft or a formal CCN.

Please complete this form and submit to all relevant party.

Document Control	
CP Status:	Final
For Issue To:	Experian
CCN Number*:	TRAS093
Date Raised	20 September 2017
Title of Change:	Populating Site Visit Date for all Investigations
Version Number:	0.6
Attachments:	None

* Assigned by Change Control Administrator

Originator details	
Party Name	ElectraLink
Party Change Administrator:	Fungai Madzivadondo
Telephone number:	077 1537 2504
Email address:	EnergyTRAS Energy.TRAS@electralink.co.uk

CCN Details	
SPAA and DCUSA Parties believed to be impacted:	Suppliers
Summary of Change:	<p>No theft is defined as an investigation into a TRAS generated Qualified Outlier or non TRAS sourced theft lead has been completed and falls into the following categories:</p> <ul style="list-style-type: none">• Site visit determination, this must comply with the SPAA/DCUSA Theft Codes of Practice and the visit outcome confirms there is no evidence to suggest that theft has taken place.• No site visit determination for a TRAS Qualified Outlier and this must at a minimum (but is not limited to) have completion of a desktop Supplier review which at that time does not demonstrate a theft has taken place and doesn't wish to pursue a site visit at this time. <p>TRAS093 serves to add a requirement for Suppliers to populate the site visit date for all investigations where a site visit has taken place. Currently the Programming Manual requires for a date to be added in instances of Confirmed Theft only. Populating a site visit in all instances will enable a distinction in reporting between 'No Theft – site visit'</p>

¹ Redline drafting must be included as part of the IA response

	<p>and 'No Theft – no site visit'</p> <p><u>Populating no theft site visits</u></p> <p>It is proposed that the wording in the Programming Manual for field 'Tampering Report Date - residential outcome file tab (cell K47) and commercial outcome file tabs (cell K70) be updated to the below:</p> <p>The date the site visit was completed and an outcome confirmed. Populate where a site visit has taken place else leave as 'null' (blank/empty).</p> <p>Changed as per email dated 12/10/17 –</p> <ul style="list-style-type: none"> <i>'The date the site visit was completed. Populate where a site visit has taken place else leave as 'null'(blank/empty).'</i> <p>Changed as per email dated 16/01/18 –</p> <ul style="list-style-type: none"> <i>'The date the site visit was successfully completed and an outcome confirmed else leave as 'null'(blank/empty).'</i> <p>The proposed change might result in system changes if suppliers currently can only populate this field in cases of Confirmed Theft therefore, Suppliers need to be notified in time to update their systems and processes.</p>
<p>Related CPs: Please indicate if this CP is related to or impacts any other CP already in the SPAA and DCUSA or other industry Change Process</p>	<p>None</p>
<p>TRAS contract schedule to change:</p>	

Proposed Solution:								
Experian to amend the Programming Manual with the following in both Consumer and Commercial Outcome files-								
Field Name	Mandatory / Conditional / Preferred	Electricity J Code	RGMA / Other Gas Code	Type	Length	Start	End	Description / Permitted values
Tampering Report Date	C	J0822		yyyymmdd	8	1852	1853	The date the site visit was successfully completed and an outcome confirmed else leave as 'null'(blank/empty).

Field Name	Mandatory / Conditional / Preferred	Electricity J Code	RGMA / Other Gas Code	Type	Length	Start	End	Description / Permitted values
Tampering Report Date	C	J0822		yyyymmdd	8	1024	1031	The date the site visit was successfully completed and an outcome confirmed else leave as 'null'(blank/empty).

Impact Assessment

Please provide redline drafting of the proposed changes and indicate clearly in the 'CCN details' box which clause of the TRAS contract is to change.

Please provide an Impact Assessment including details of the impact of the proposed change on the TRAS service, the Service Provider's ability to meet its other contractual obligations and any variation to the terms of the TRAS Contract that will be required in relation to the below (where applicable).

Please provide an answer to each question below, where there is no impact, please state 'no impact'.

- (i) the Service Description and the Service Levels;
N/A
- (ii) the format of Recipient Data;
N/A
- (iii) the Milestones, Implementation Plan and any other timetable previously agreed by the parties;

Latest TEG approval Date	CCN Approved by TSG	Experian provides Pre-release	Pre - release Issued	Release Date
05-Apr-18	22-Apr-18	15-May-18	01-Jun-18	29-Jun-18

- (iv) other services provided by third party contractors to the Recipients, including any changes required by the proposed change to SPAA and DCUSA's IT infrastructure;
N/A
- (v) details of Service Provider fees of implementing the proposed change;
N/A
- (vi) details of the ongoing Service Provider fees required by the proposed change when implemented, including any increase or decrease in the TRAS Charges, any alteration in the resources and/or expenditure required by either party and any alteration to the working practices of either party;
N/A
- (vii) a timetable for the implementation, together with any proposals for the testing of the change;
When fully signed CCN received and in accordance with the Programming Manual Change schedule
- (viii) Once signed off, development of reports would be complete within 20 calendar days
N/A
- (ix) details of how the proposed change will be compliant with an applicable Change in Law;
N/A
- (x) other impacts identified by the TRAS Service Provider
N/A
- (xi) CCN testing requirements
When fully signed CCN received and in accordance with the Programming Manual Change schedule
- (xii) such other information
N/A

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Proposed Implementation Date:
Change to be implemented in June 2018, with a soft landing until September 2018.
Change might result in system changes - A notification to be issued to Suppliers before implementation.
As Suppliers are to be notified of the change less than 6 months before the change is implemented. The TSG agreed a soft landing until September 2018 to allow Supplier time to update their systems and processes.
Actual Implementation Date:

Business Justification for change:
TRAS093 has been raised to enable a distinction in reporting between 'No Theft – site visit' and 'No Theft – no site visit'. Currently the Programming Manual requires for a date to be added in instances of Confirmed Theft only.

Appendix 2

Change Authorisation Note

CR NO.: TRAS093	TITLE: Populating Site Visit Date for all Investigations	DATE RAISED: 20/9/17
PROJECT: TRAS	TYPE OF CHANGE: Programming Manual	REQUIRED BY DATE:
		REDLINE DRAFTING REQUIRED BY:
KEY MILESTONE DATE:		
DETAILED DESCRIPTION OF CONTRACT CHANGE FOR WHICH IMPACT ASSESSMENT IS BEING PREPARED AND DETAILS OF ANY RELATED CONTRACT CHANGES:		
None		
PROPOSED ADJUSTMENT TO THE CHARGES RESULTING FROM THE CONTRACT CHANGE:		
None		
DETAILS OF PROPOSED ONE-OFF ADDITIONAL CHARGES AND MEANS FOR DETERMINING THESE (E.G. FIXED PRICE OR COST-PLUS BASIS):		
None		

SIGNED ON BEHALF OF DCUSA (1)		SIGNED ON BEHALF OF DCUSA (2)	
Signature:		Signature:	
Name:		Name:	
Position:		Position:	
Date:		Date:	

SIGNED ON BEHALF OF SPAA (1)		SIGNED ON BEHALF OF SPAA (2)	
Signature:		Signature:	
Name:		Name:	
Position:		Position:	
Date:		Date:	

SIGNED ON BEHALF OF SERVICE PROVIDER	
Signature:	
Name:	
Position:	
Date:	