

Workgroup Report Sign Off Check List
DRAFT FOR DISCUSSION

*Note: Where an 'Answer' of **Yes** is shown, the Chair of the WG **must** ensure that this is satisfied before a report can proceed.*

Where an Answer is not shown, you may use Yes, No or n/a

Modification or Modifications	Answer	Comments
Does the WGR fully reflect the latest amendments by the Proposer?	Yes	Please note: ongoing changes may impact upon production of the final Workgroup Report. However, if the answer is NO at the point when the WGR is about to be finalised, the modification CANNOT go out to consultation until all amendments have been made.
Summary		
Is this a Transportation or NTS Connection Charging Methodology Changes related modification?		If YES, ensure that the correct version of the WGR template is utilised
Do the Workgroup consider that the self-governance statement is correct?	Yes	Confirmation from the UNC Panel will be required if proposing a change to the status.
Has the problem as described in Why Change? been summarised?		
Has the remedy as described in Solution been summarised?		
Have the appropriate Relevant Objectives been identified and summarised?	Yes	If NO, then WG must reconsider to ensure that the correct Relevant Objectives have been identified.
Any identified impacts to other significant change? (i.e. Significant Code Review(s), UK / EU Legislation or Project Nexus delivery)?		Ensure these are clearly recorded.
Why Change?		
Has the defect been fully described	Yes	
Are there differing views on whether or not the problem		Ensure these are clearly recorded within the Why Change

Workgroup Report Sign Off Check List
DRAFT FOR DISCUSSION

has been solved (i.e. the defect)?		section.
Solution		
Does the Solution address the identified defect?	Yes	A defect may be a fault, omission, new requirement etc
Does the Solution describe only the UNC changes?	Yes	
Are Business Rules required/provided?		
Does the Workgroup believe that the Proposer should consider amending the solution?		Whilst the answer may be YES, it is down to the Proposer to make the final decision.
Is this a User Pays modification?		If YES, then the answers to the next two questions must also be YES.
Is the cost allocation methodology clear?		Does it provide an unambiguous statement of the proposed allocation, inc. basis and relevant date/s
Cost Estimate/Agency Charging Statement provided?		
Relevant Objectives		
Is this a Transportation or NTS Connection Charging Methodology Changes related modification?		<p>If YES, ensure that the correct version of the WGR template is utilised.</p> <p><i>Please note: In the case of a modification to a NTS Charging Methodology, please state why the modification does not conflict with:</i></p> <p><i>(i) paragraphs 8, 9, 10 and 11 of Standard Condition 4B of the Transporter's Licence; or</i></p> <p><i>(ii) paragraphs 2, 2A and 3 of Standard Special Condition A4 of the Transporter's Licence;</i></p> <p><i>In the case of a modification to a DN Charging Methodology, please state why the modification does not conflict with paragraphs 2, 2A and 3 of Standard Special Condition A4 of the Transporter's Licence.</i></p>

Workgroup Report Sign Off Check List
DRAFT FOR DISCUSSION

Are the identified impacts on the Relevant Objectives correct?	Yes	
Are supporting statements (including quantification of potential impacts etc.) for the Relevant Objectives provided (i.e. justification statements)?	Yes	Must explain the rationale for the stated position on the appropriate Relevant Objectives. Either state agreement or balanced arguments that inform consultees of the views expressed.
Implementation		
Workgroup agree (by consensus) on the implementation statement?	Yes	
If timescales proposed, have at least 2 fixed dates and a backstop date been identified and justified? (not applicable for SG modifications)		If No, then modification is deemed NOT to be ready to go to consultation.
Has standard wording been adopted?		
Impact		
Have any affected SCRs or Change Projects been identified?		
Does the WGR clearly state the likely impact pre-, during, and post-Change?		
Legal Text		
Has final legal text been provided, and if so, does it match the provided business rules?	Yes	
Have any indirect impacts from other 'in-flight' modifications that are known been assessed accordingly?		
Does insertion of legal text into Code work (i.e. will it fit !)?	Yes	

Workgroup Report Sign Off Check List
DRAFT FOR DISCUSSION

Do the Workgroup believe (by consensus) that the legal text delivers the intent of the modification or modifications?	Yes	
Recommendation		
Does the Workgroup (by consensus) believe that their report is suitably developed for the modification to go out to Consultation?	Yes	
Is a shortened/extended consultation period proposed?		
Is the timescale for the Consultation clearly described?	Yes	
Are there any additional questions that the Workgroup would like respondents to the consultation to consider?		