CDSP SERVICE DOCUMENT

CHANGE MANAGEMENT PROCEDURES

Version: 4.0 Live

Effective date: 29 May 2026

1 General

1.1 Introduction

1.1.1 This document (**Document**) is the Change Management Procedures referred to in GT Section D3.1.4(v) and Clause 3.3(b) of the DSC Terms and Conditions and is a CDSP Service Document.

1.1.2 This Document is an integral part of and is incorporated in the DSC.

1.1.3 The version of this Document which is in force, and the date from which it is in force, is as stated above.

1.2 Interpretation – general

1.2.1 In this Document:

(a) **DSC** means the contract which is constituted by the DSC Agreement, the DSC Terms and Conditions and each of the CDSP Service Documents;

(b) **Uniform Network Code** or **UNC** means the uniform network code prepared pursuant to Standard Special Condition A11(6) of the gas transporter's licence, as from time to time modified, and as made contractually binding (as incorporated into an individual gas transporter's individual network code) by the relevant framework agreement;

(c) **DSC Terms and Conditions** means the DSC Terms and Conditions as defined in and for the time being in force pursuant to GT Section D;

(d) terms defined in or for the purposes of the DSC Terms and Conditions and not otherwise defined in this Document have the meanings given to them in the DSC Terms and Conditions;

(e) terms defined in any other CDSP Service Document and not otherwise defined in this Document have the meanings given to them in that CDSP Service Document; and

(f) the further provisions of the DSC Terms and Conditions as to interpretation apply.

1.2.2 In the case of any conflict between the provisions of this Document and any other part of the DSC, the provisions of the DSC Terms and Conditions as to priority apply.

1.3 Amendment

1.3.1 This Document may be amended in accordance with the applicable procedures contained in this Document.

1.4 Interpretation – specific

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1.4.1 In this Document:

(a) references to the **Committee** are to the Change Management Committee;

(b) the **Other CDSP Service Documents** are the Change Management Procedures, Contract Management Arrangements, Credit Policy, Third Party Services Policy, Transitional Arrangements Document, and Budget and Charging Methodology.

(c) **Service Change** means a change to a Service provided under the DSC (not being an Additional Service), including:

(i) the addition of a new Service or removal of an existing Service; and

(ii) in the case of an existing Service, a change in any feature of the Service specified in the CDSP Service Description,

and any related change to the CDSP Service Description;

(d) **Service Change Procedures** means the rules and procedures under paragraph 4 to be followed in respect of proposed Service Changes; and

(e) **Confidential Information** in relation to a Customer means:

(i) Party Data of that Customer;

(ii) Contract Data relating to that Customer; and

(iii) Services Data which includes the identity of:

(aa) the Customer;

(bb) in the case of a Shipper User, any consumer or gas supplier of that Shipper User; or

(cc) in the case of a Transporter or Independent Gas Transporter, any person whose premises are connected to its System or any User of its System,

or from which the identity of any such person can be inferred,

in each case to the extent to which Clause 9 of the DSC Terms and Conditions would preclude the CDSP from divulging such information.

1.5 Scope and purpose

1.5.1 The purpose of this Document is to set out:

(a) the basis on and procedures by which:

(i) the CDSP Service Documents may be amended; and

(ii) modifications of UK Link may be made; and

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(b) the functions and procedures of the CDSP and the Change Management Committee in connection with such amendments and modifications.

1.5.2 Under this Document different arrangements apply in relation to:

(a) changes to Services and related amendments of the CDSP Service Description (and where applicable to the Specific Service Change Charge Annex of the Budget and Charging Methodology);

(b) modifications of UK Link;

(c) amendment of the UK Link Manual; and

(d) amendment of Other CDSP Service Documents.

1.5.3 Amendment of the DSC Terms and Conditions is not within the scope of this Document.

2 Change Management Committee

2.1 Functions of the Change Management Committee

2.1.1 The role of the Committee is to represent Customers in the management of change to the DSC.

2.1.2 The Committee has the functions assigned to it in this Document.

2.1.3 Subject to paragraph 2.1.4, the CDSP is authorised to act on (and incur Costs based on) the decisions of the Committee as provided in this Document (but without prejudice to the general authority of the CDSP to do whatever is necessary to perform the DSC).

2.1.4 If the CDSP considers that any matter before the Committee for decision would be likely to result in the need for a Budget Amendment:

(a) the CDSP shall so inform the Committee before the Committee considers the matter; and

(b) the Committee shall not decide in favour of such matter until and unless the Budget Amendment has been made in accordance with the requirements in the Budget and Charging Methodology.

2.2 Meetings of the Committee

2.2.1 A regular meeting of the Committee shall be held every month, subject to paragraph 2.2.4.

2.2.2 The agenda of the regular meeting shall (unless the Committee otherwise decides) include:

(a) consideration of each document or other matter sent to the Committee for review or decision (and not already reviewed or decided by the Committee) pursuant to the procedures in this Document; and

(b) a review of the most recent Change Management Report.

2.2.3 The CDSP or any Committee Representative may put any other matter on the agenda of a regular meeting by notice to the Committee Secretary in accordance with GT Section D4.

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2.2.4 The Committee may (after discussing with the CDSP) decide to alter the frequency of its regular meeting by Unanimous Vote in a Full Vote.

2.2.5 The Committee may hold ad-hoc meetings in accordance with GT Section D4.

2.3 Monthly Change Management Report

2.3.1 The CDSP shall submit to the Committee a report (**Change Management Report**) each month in respect of the CDSP's activities under this Document.

2.3.2 The Change Management Report shall contain the information provided for in:

(a) paragraph 4.10.3, in respect of Service Changes;

(b) paragraph 5.1.6, in respect of UK Link Modifications;

(c) paragraph 6.1.4, in respect of amendments of the UK Link Manual; and

(d) paragraph 7.5 in respect of amendments of Other CDSP Service Documents.

2.4 Change Management Representatives

2.4.1 The CDSP shall nominate (and may from time to time remove and replace) up to three representatives (**Change Management Representatives**), of suitable seniority and qualification, to represent it at meetings of the Committee, and shall ensure that at least one of its Change Management Representatives attends each such meeting (but any other representatives of the CDSP may also attend any meeting of the Committee).

2.4.2 The Committee is entitled to assume that each of the CDSP's Change Management Representatives is authorised to take any decision (on matters within the scope of this Document) on behalf of the CDSP unless such representative gives advance notice to the contrary.

3 Amendment of CDSP Service Documents - General

3.1 Amendment by Code Modification

3.1.1 Subject to paragraph 3.1.2, any CDSP Service Document may be amended with the authority of a Code Modification.

3.1.2 In normal circumstances, where a Party wishes to propose an amendment of a CDSP Service Document, it is expected that it will follow one of the procedures in the further provisions of this Document before proposing a Code Modification.

3.1.3 If (without prior approval of the Committee) a Party proposes a Code Modification to amend a CDSP Service Document without first following an available procedure in this Document, and the Committee considers that such approach is not justified in the circumstances, the Committee may request the Code Administrator to take steps under MR Section 12.7 to dis-apply generally the Modification Rules with the intent that the Modification Proposal shall not proceed (and the matter shall be decided by the Modification Panel subject to agreement of the Authority as provided in MR Section 12.7).

3.2 Making amendments to CDSP Service Documents

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3.2.1 Where a CDSP Service Document is to be amended in accordance with this Document:

(a) the CDSP shall make the amendment by issuing notice (**Notice of Amendment**) to all Parties; and

(b) the Notice of Amendment shall specify:

(i) the amendments made to the CDSP Service Document (which may be done by attaching the amended version of the CDSP Service Document);

(ii) the date with effect from which the amendment is to be effective; and

(iii) if different, where applicable, the date with effect from which the amendment is to be given operational effect in the performance of the DSC.

3.2.2 A CDSP Service Document shall be (and is hereby made) effectively amended by and as provided in a Notice of Amendment issued in accordance with paragraph 3.2.1.

3.2.3 Each Party authorises and instructs the CDSP to make amendments to the CDSP Service Documents in accordance with paragraph 3.2.1.

3.2.4 No person other than the CDSP may make an amendment of the CDSP Service Documents.

3.2.5 The CDSP shall not issue a Notice of Amendment except to make an amendment of a CDSP Service Document which is required or permitted to be made in accordance with the provisions of this Document.

3.2.6 The Code Administrator shall publish the prevailing versions in effect of each CDSP Service Document (but such publication is not effective to amend a CDSP Service Document).

4 Service Changes

4.1 Interpretation and general

4.1.1 For the purposes of this Document:

(a) a **Proposed Service Change** is a Service Change proposed in accordance with this paragraph 4; and, where the context requires, references to a Service Change include a Proposed Service Change;

(b) a **General Service Change** is a Service Change in respect of General Service(s), and a **Specific Service Change** is a Service Change in respect of a Specific Service;

(c) a **Change Proposal** is a proposal for a Service Change;

(d) the **Proposal Date** in relation to a Proposed Service Change is the date of submission of the Change Proposal to the Committee under paragraph 4.6.4;

(e) the **Proposing Party** in relation to a Proposed Service Change is the Party submitting the Change Proposal;

(f) a Change Proposal is **Current** from the Proposal Date until Completion of Implementation or the earlier lapse of the Change Proposal pursuant to paragraph 4.6.8(b) or 4.6.12(b);

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(g) a **Modification Service Change** is a Service Change in respect of a Code Service which is or would be required as a result of a Code Modification;

(h) a **Non-Modification Service Change** is any Service Change other than a Modification Service Change;

(i) a Customer Class is a **Relevant Customer Class** in relation to a Service or a Service Change where (pursuant to the Budget and Charging Methodology) Service Charges made or to be made in respect of such Service, or the Service subject to such Service Change, are or will be payable by Customers of that Customer Class;

(j) where, in relation to a Service Change, not all Customer Classes are Relevant Customer Classes, the Service Change is a **Restricted Class Change**;

(k) references to a Code Modification include a modification to the IGT Code;

(l) **Implementation** of a Service Change means the implementation of the Service Change by the CDSP, including making modifications of UK Link and changes to the CDSP's operating procedures and/or the CDSP's resources, and including the amendment of the CDSP Service Description and (where required) the UK Link Manual to reflect the Service Change;

(m) **Completion** in relation to a Service Change is the completion of Implementation in accordance with paragraph 4.9 (which may occur before or at the same time as the Commencement Date); and

(n) in relation to a Service Change:

(i) the **Commencement Date** is the date with effect from which the CDSP starts to provide the changed or new Service (or as the case may be ceases to provide the Service); and

(ii) the **Target Commencement Date** at any time is the date which is then scheduled to be the Commencement Date.

4.1.2 A single Change Proposal may relate to more than one Service Change, provided that the Proposed Service Change will not be a Restricted Class Change unless the Relevant Customer Class(es) for each such Service are the same.

4.1.3 The Committee may, by a Unanimous Vote in a Full Vote, vary in relation to a particular Change Proposal any of the Service Change Procedures in this paragraph 4, at the request of or with the agreement of the CDSP, but subject to paragraphs 4.7 and 4.8.8.

4.1.4 Pursuant to the Budget and Charging Methodology, subject to paragraph 4.8.6(c), in relation to a General Service Change, the Costs incurred by the CDSP:

(a) in carrying out a Business Evaluation and preparing a Business Evaluation Report; and

(b) in Implementing a Service Change,

are Change Costs and (expressed as a Charge Base) are charged to Customers of the Relevant Customer Class(es) as Change Charges, irrespective (in the case of Costs within paragraph (a)) of whether the Service Change is Implemented.

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4.1.5 Where a Change Proposal in respect of a General Service Change requires an amendment of the Budget and Charging Methodology (including by removing or adding a new Service Area):

(a) in the case of a Modification Service Change, the Modification Proposal shall include such amendment of the Budget and Charging Methodology;

(b) in the case of a Non-Modification Service Proposal, the Proposing Party:

(i) may propose the amendment of the Budget and Charging Methodology under paragraph 7, at the same time as raising the Change Proposal, in which case the CDSP and the Committee shall coordinate the procedures under paragraphs 4.6 and 7; and

(ii) may (notwithstanding paragraph 3.1.2) make a Modification Proposal for the amendment of the Budget and Charging Methodology, in which case the CDSP and the Committee shall seek to coordinate the procedures under paragraph 4.6 with the Modification Procedures; and

(c) the Committee shall not authorise Implementation of the Service Change unless the amendment of the Budget and Charging Methodology (pursuant to paragraph (a) or (b)) has been decided or approved as the case may be.

4.1.6 A Non-Modification Service Change may only be made where a Change Proposal is approved by the Committee as provided in paragraph 4.6.17(a).

4.2 Decision-making

4.2.1 Where a Proposed Service Change:

(a) is a Restricted Class Change; and

(b) does not or would not have an Adverse Impact in relation to Customer(s) of a Customer Class which is not a Relevant Customer Class,

then, subject to the Priority Principles in paragraph 4.5, decisions of the Committee under this paragraph 4 in respect of the Proposed Service Change shall be made by the vote of Committee Representatives of the Relevant Customer Class(es) only.

4.2.2 Where a Proposed Non-Modification Service Change would have an Adverse Impact within paragraph 4.4.1 (a) or (b) on Customers of any Customer Class, then decisions of the Committee under this paragraph 4 in respect of the Proposed Service Change shall only be made by the Unanimous Vote in a Full Vote of the Committee.

4.3 Classification of Proposed Service Changes

4.3.1 The Committee shall consider and determine, at the first meeting at which it considers a Service Change, whether the Service Change:

(a) is a Priority Service Change;

(b) is a Restricted Class Change; or

(c) has or would have an Adverse Impact on any Customers.

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4.3.2 The Committee may reconsider and re-determine any question in paragraph 4.3.1 at any later meeting, in the light of information then available, but any such redetermination shall not affect any prior decision taken by the Committee (but without prejudice to any subsequent re-decision in respect of the subject matter of any prior decision).

4.3.3 When addressing the questions in paragraph 4.3.1, the Committee shall consider any representations which have been made to the Committee by any Customer in respect of such questions.

4.3.4 If there is difference of opinion between Committee Representatives on any question in paragraph 4.3.1, the question shall be decided by a Full Vote of the Committee (but for the avoidance of doubt such decision is subject to appeal under GT Section D 4.5).

4.4 Adverse Impact

4.4.1 A Service Change has or would have an **Adverse Impact** on Customers of a particular Customer Class if:

(a) Implementing the Service Change would involve a modification of UK Link which would conflict with the provision of existing Services for which such Customer Class is a Relevant Customer Class;

(b) the Service Change would involve the CDSP disclosing Confidential Information relating to such Customers to Customers of another Customer Class or to Third Parties;

(c) Implementing the Service Change would conflict to a material extent with the Implementation of another Service Change (for which such Customer Class is a Relevant Customer Class) with an earlier Proposal Date and which remains Current, unless the Service Change is a Priority Service Change which (under the Priority Principles) takes priority over the other Proposed Service Change; or

(d) Implementing the Service Change would have an Adverse Interface Impact (as provided in paragraph 5.1.3) for such Customers.

4.5 Priority Principles

4.5.1 For the purposes of this paragraph 4:

(a) a **Priority Service Change** is:

(i) a Modification Service Change; or

(ii) a Service Change in respect of a Service which allows or facilitates compliance by a Customer or Customers with Law or with any document designated for the purposes of Section 173 of the Energy Act 2004 (including any such Law or document or change thereto which has been announced but not yet made); and

(b) a Service Change which is not a Priority Service Change is a **Non-Priority Service Change**.

4.5.2 A **Priority Question** is any question as to sequencing and resolving conflicts in the operation of the Service Change Procedures in relation to different Proposed Service Changes,

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including conflicts between plans and programmes for Business Evaluation and Implementation of different Proposed Service Changes, and including setting Target Commencement Dates.

4.5.3 The following principles (**Priority Principles**) shall apply, and shall bind the CDSP and the Committee, in determining any Priority Question:

(a) a Priority Service Change shall take priority over a Non-Priority Service Change;

(b) as between Non-Priority Service Changes, a Change Proposal with an earlier Proposal Date shall take priority over a Change Proposal with a later Proposal Date;

(c) in deciding the priority between Modification Service Changes:

(i) any views expressed by the Authority shall be taken into account;

(ii) an Urgent Modification shall take priority over a Modification which is not an Urgent Modification;

(iii) a Modification with Prioritisation Category of High priority shall take priority over a Modification which has Standard priority

(iv) a Modification for which (at the relevant time) an Implementation Date has been set shall take priority over a Modification for which an Implementation Date has not been set; and

(v) a Modification for the purposes of ensuring compliance with Law shall take priority over a Modification which is not for such purposes

(without any prescribed priority between the principles in paragraphs (i) to (iv));

(d) as between Priority Service Change, subject to paragraph (c), a Change Proposal with an earlier Proposal Date shall take priority over a Change Proposal with a later Proposal Date; and

(e) subject to paragraph (c), the Committee may by Unanimous Vote decide a different priority than the above as between any Proposed Service Changes for which the Relevant Customer Class(es) are the same.

4.5.4 The CDSP shall inform the Committee where a Priority Question arises in relation to any Proposed Service Change(s).

4.5.5 Where application of the Priority Principles does not resolve a Priority Question, the Committee shall decide the Priority Question having regard to the DSC Objectives.

4.5.6 Where a Priority Question arises in relation to any Proposed Service Change(s), the CDSP shall at the request of the Committee propose any resequencing or rescheduling of the operation (in relation to such Proposed Service Change(s)) of the Service Change Procedures which will resolve such Priority Question.

4.5.7 Decisions on Priority Questions shall be made by the Full Vote of the Committee, except for a decision as to priority between two or more Restricted Class Changes for which the Relevant Customer Class(es) are the same.

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4.6 Non-Modification Service Changes - Procedures

4.6.1 Where a Customer is considering proposing a Non-Modification Service Change (**Potential Service Change**), the Customer may request the CDSP to provide a ROM Report (in accordance with paragraph 4.6.2) by sending a request (**ROM Request**) to the CDSP and the Committee setting out a description of and the purpose of the Potential Service Change.

4.6.2 Subject to paragraph 4.6.3, within 10 Business Days after receiving a ROM Request, the CDSP shall send to the Customer and the Committee a report (**Rough Order of Magnitude Report** or **ROM Report**) setting out (so far as the CDSP is able to assess at the time):

(a) a high level indicative assessment of the impact of the Potential Service Change on the CDSP Service Description and on UK Link;

(b) the CDSP's opinion as to whether the Potential Service Change would be a Restricted Class Change, would have an Adverse Impact on any Customer Class(es)) or would be a Priority Service Change, where applicable;

(c) the CDSP's approximate estimate of:

(i) the Costs (or range of Costs, where options under paragraph (e) are identified) of Implementing the Potential Service Change;

(ii) the impact of the Potential Service Change on Service Charges; and

(iii) the period of time required for Implementation;

(d) any material dependencies of Implementation on other Proposed Service Changes or other likely Priority Questions; and

(e) if it is apparent to the CDSP that there are likely to be materially different options as to how to Implement the Potential Service Change, a high level description of such options.

4.6.3 If the CDSP considers that the ROM Request is not sufficiently clear or detailed to allow the CDSP to provide a ROM Report, the Committee shall so notify the Customer, and (if the Customer requests) shall discuss with the Customer the shortcomings of the ROM Request; and the CDSP shall not be required to provide a ROM Report until a revised ROM Request is submitted addressing such shortcomings.

4.6.4 Subject to paragraphs 4.6.5, 4.6.6 and 4.6.7, any Customer or the CDSP may propose a Non-Modification Service Change by sending to the Committee and (where the Proposing Party is a Customer) the CDSP a Change Proposal setting out:

(a) a description of the Proposed Service Change;

(b) the reasons why the Service Change is proposed;

(c) in the case of a General Service Change which is to create a new Service Line as a General Service, either:

(i) the existing Service Area to which the Proposing Party considers such Service Line belongs; or

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(ii) that the Proposing Party considers the new Service Line should constitute a new Service Area;

(d) in the case of a Specific Service Change:

(i) the proposed methodology (or amendment to the existing methodology) for determining Specific Service Change Charges (as provided in the Budget and Charging Methodology); and

(ii) the proposed basis (that is, Charging Measure and Charging Period) for determining Specific Service Change Charges in respect of the Specific Service;

(e) at the option of the Proposing Party, the proposed Commencement Date for the Service Change;

(f) whether the Proposing Party considers the Service Change is a Restricted Class Change, and if so the Relevant Customer Classes;

(g) whether (and if so why) the Proposing Party considers the Service Change is a Priority Service Change; and

(h) any other information which the Proposing Party considers relevant.

4.6.5 A Customer may not propose a Service Change which is a Restricted Class Change unless the Customer is of a Relevant Customer Class.

4.6.6 The CDSP may only propose a Service Change where the CDSP considers that the Service Change would facilitate better achieving the DSC Objectives.

4.6.7 A Non-Modification Service Change may not be proposed or made if it would conflict with the provision by the CDSP of a Code Service.

4.6.8 The Committee shall consider the Change Proposal at its next eligible meeting and shall decide one of the following:

(a) to instruct the CDSP to prepare a report (**Evaluation Quotation Report** or **EQR**) under paragraph 4.6.10, subject to paragraph 4.6.9(c);

(b) that the Change Proposal shall not proceed, in which case the Change Proposal shall lapse;

(c) by Unanimous Vote, to postpone its decision on the Change Proposal until a later meeting; or

(d) to invite the Proposing Party to revise the Change Proposal in such manner as the Committee decides, in which case no further action shall be taken unless and until the Proposing Party sends a revised Change Proposal.

4.6.9 If the CDSP considers that a Change Proposal proposed by a Customer is unclear or is not sufficiently well defined to allow the CDSP to prepare an EQR (if the Committee were to instruct it):

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(a) the CDSP shall as soon as practicable notify the Proposing Party and the Committee, setting out the shortcomings in the Change Proposal;

(b) if the Proposing Party requests, the CDSP shall discuss the matter with the Proposing Party to assist the Proposing Party in revising the Change Proposal; and

(c) the Committee shall not instruct the CDSP to prepare an EQR unless the Proposing Party has submitted a revised Change Proposal addressing the matters set out in the CDSP's notice.

4.6.10 Subject to paragraph 4.6.11 within 10 Business Days after the Committee instructs it to prepare an Evaluation Quotation Report in relation to a Change Proposal, the CDSP shall make an initial assessment and prepare and send to the Committee an EQR setting out:

(a) an indicative assessment of the impact of the Proposed Service Change on the CDSP Service Description and on UK Link;

(b) an approximate timetable (starting from approval of the EQR) for completion of the Business Evaluation;

(c) the estimated Costs of the Business Evaluation;

(d) the CDSP's view (where it disagrees with the view of the Proposing Party) as to whether the Proposed Service Change is a Restricted Class Change, has an Adverse Impact on any Customer Class(es)) or is a Priority Service Change, where applicable;

(e) any views of the CDSP on the issues referred to in paragraphs 4.6.4(c) and (d);

(f) in a case within paragraph 4.6.4(d), a draft amendment of the Specific Service Change Charge Annex setting out the methodology for determining Specific Service Change Charges proposed in the Change Proposal or such other methodology as the Committee may decide; and

(g) the period for which the EQR is valid.

4.6.11 If the CDSP is unable to prepare an EQR within the period stated in paragraph 4.6.10, it shall as soon as practicable after receiving the Change Proposal notify the Committee and the Proposer of the date by which it will prepare and send the EQR.

4.6.12 The Committee shall consider the EQR at its next eligible meeting and shall decide one of the following:

(a) subject to paragraph 4.6.15, to approve the EQR (or to approve the EQR with revisions agreed by the CDSP and the Committee in the meeting);

(b) that the Change Proposal shall not proceed, in which case the Change Proposal and the EQR shall lapse;

(c) by Unanimous Vote, to postpone its decision on the EQR until a later meeting; or

(d) to request from the CDSP further information and/or changes to the EQR, in which case:

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(i) the CDSP shall prepare and send to the Committee a revised EQR addressing, as far as the CDSP is able to, the Committee's request; and

(ii) the Committee shall consider the revised EQR at its next eligible meeting and decide either (a) or (b) above.

4.6.13 If, at any meeting at which the Committee considers the EQR, the Committee does not make any decision within paragraph 4.6.12, the Committee shall be deemed to have decided (under paragraph 4.6.12(b)) that the Change Proposal shall not proceed.

4.6.14 If the Committee does not approve the EQR within its period of validity (as it may be extended by agreement of the CDSP and the Committee) then the EQR and the Change Proposal shall lapse.

4.6.15 By no later than the time at which Committee approves the EQR for a Change Proposal:

(a) the Committee shall:

(i) in the case of a General Service Change which creates a new Service Line as a General Service, decide the Service Area to which such Service Line belongs (whether or not as proposed in the Change Proposal); and

(ii) in the case of a Specific Service Change, decide (1) the methodology for determining Specific Service Change Charges and (2) the Charging Measure and Charging Period for determining Specific Service Change Charges, in each case whether or not as proposed in the Change Proposal,

(and until the Committee has so decided, paragraph 4.2.1 shall not apply); and

(b) in a case within paragraph (a)(ii), the CDSP shall amend the Specific Service Change Charge Annex to include such methodology.

4.6.16 If the Committee approves the EQR (or revised EQR), the CDSP shall carry out a detailed evaluation (**Business Evaluation**) of the Proposed Service Change, on the basis of the EQR, and prepare and send to the Committee a report (**Business Evaluation Report** or **BER**) setting out:

(a) a detailed description of what would be required to Implement the Proposed Service Change, including:

(i) changes to the CDSP Service Description (which the CDSP may provide as 'legal drafting' or as 'business rules');

(ii) modifications of UK Link;

(iii) changes to the UK Link Manual;

(iv) impact on operating procedures and resources of the CDSP;

(v) a plan and programme for Implementation;

(vi) estimated Costs of Implementation, and (for a General Service Change) how the Charge Base for such Costs will be allocated (as Change Charges, in

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accordance with the Budget and Charging Methodology) to different Customer Classes;

(vii) estimated impact (pursuant to the Budget and Charging Methodology) of the Service Change on Service Charges; and

(viii) an assessment (so far as feasible at the time) of any actions which Customers will need to take before the Commencement Date in order to be able to receive (and where applicable request) the changed Service(s);

(b) where there are materially different options (**Implementation Options**) as to how to Implement the Proposed Service Change:

(i) a description (as provided in paragraph (a)) of each Implementation Option;

(ii) a comparison of each Implementation Option (including advantages and disadvantages of each option); and

(iii) a recommendation as to the preferred Implementation Option;

(c) where the Proposed Service Change is a Restricted Class Change, any change in the view of the CDSP as to whether it would have an Adverse Impact on Customers outside the Relevant Customer Class(es); and

(d) any other information which the CDSP considers relevant to the decision to be taken by the Committee in respect of the Proposed Service Change.

4.6.17 The Committee shall consider the Business Evaluation Report at its next eligible meeting and shall decide one of the following:

(a) to approve the Proposed Change by notice to all Parties, which authorises Implementation of the Proposed Service Change, in accordance with the BER (with any revisions agreed by the CDSP and the Committee in the meeting), and (where applicable) on the basis of a particular Implementation Option;

(b) that the Change Proposal shall not proceed, in which case the Change Proposal and the BER shall lapse (without prejudice to the determination of Change Charges in respect of the Business Evaluation);

(c) by Unanimous Vote, to postpone its decision on the BER until a later meeting; or

(d) to request from the CDSP further information and/or changes to the BER, in which case:

(i) the CDSP shall prepare and send to the Committee a revised BER addressing, as far as the CDSP is able to, the Committee's request; and

(ii) the Committee shall consider the revised BER at its next eligible meeting and decide either (a) or (b).

4.6.18 If, at any meeting at which the Committee considers a BER, the Committee does not make a decision within paragraph 4.6.17, the Committee shall be deemed to have decided (under paragraph 4.6.17(b)) that the Change Proposal shall not proceed.

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4.6.19 If the Committee approves the Proposed Change, the CDSP shall proceed to Implement the Proposed Service Change in accordance with the BER (or revised BER) and paragraph 4.9 (and the **Target Implementation Date** is set on the basis of the date of such notice and the Implementation programme in the BER).

4.7 Role of CDSP and Committee in Modification Procedures – general

4.7.1 The CDSP and the Committee shall participate in the Modification Procedures as and to the extent provided in the Modification Rules and this Document.

4.7.2 The Committee and the CDSP shall cooperate with the Code Administrator and (where relevant) the Modification Panel and any Workgroup in the operation of the Service Change Procedures in this paragraph 4 with a view to facilitating and supporting the operation of the Modification Rules.

4.7.3 If any conflict arises between the operation of the Modification Rules and the Service Change Procedures in this paragraph 4:

(a) the Committee shall discuss such conflict with the Modification Panel with a view to resolving or overcoming the conflict; and

(b) if the conflict cannot be resolved or overcome, the Modification Rules shall prevail over the Service Change Procedures.

4.7.4 Without prejudice to the specific functions of the CDSP, set out in paragraph 4.8, in relation to any Modification Proposal or potential Modification Proposal which requires or may require a Service Change, the CDSP shall:

(a) support the Code Administrator in early engagement (prior to the Modification Proposal being submitted) with the Proposer;

and, where requested by the Modification Panel or the Code Administrator, shall:

(b) support the Proposer, Code Administrator, or Modification Panel or Workgroup in determining whether the Modification Proposal would require a Service Change;

(c) support the Code Administrator in the preparation of a ROM Request or Change Proposal;

(d) participate in Workgroup meetings; and

(e) provide such other information to the Modification Panel, Workgroup or the Code Administrator as they may reasonably request in connection with the Modification Service Change,

and the CDSP will keep the Committee informed of such activities.

4.7.5 It is expected that the CDSP will be informed about Modification Proposals through its participation in the Modification Procedures as provided above; but the formal procedures in paragraph 4.8 are still to be followed unless all of the Modification Panel, the Committee and the CDSP agree to waive or vary any such procedure.

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4.7.6 All documents exchanged between the CDSP and the Committee under paragraph 4.8, prior to approval (or otherwise) of the Proposed Modification, shall be copied to the Code Administrator so as to be available to the Modification Panel.

4.7.7 Pursuant to paragraph 4.7.4(a), where a Customer is considering making a Modification Proposal:

(a) the Customer may request the CDSP to provide an initial assessment covering the matters that would be included in a ROM Report under paragraph 4.6.2; and

(b) the CDSP shall, within 10 Business Days after receiving the Customer's request, prepare and send to the Customer and the Committee such initial assessment (or notify the Customer in accordance with paragraph 4.6.3, which shall then apply).

4.7.8 The Modification Panel may, prior to approval (or otherwise) of the Modification Proposal, of its own initiative or at the request of the Committee, seek a View from the Authority in connection with a Modification Service Change or the application of the Service Change Procedures; and the Committee and the CDSP shall have proper regard to any such View.

4.7.9 At the request of the Code Administrator, up to the time of circulation of a draft Modification Report, the Committee will (unless it considers it would not be appropriate to do so) invite the Proposer in respect of a Modification Proposal to participate in any discussions concerning the relevant Modification Service Change and attend any meeting of the Committee for that purpose.

4.8 Procedure for Modification Service Changes

4.8.1 It is acknowledged that, where a Code Modification requires or would require a Service Change:

(a) the question of whether the Service Change is to be Implemented is determined by the decision (of the Authority or in the case of a Self-Governance Modification Proposal the Modification Panel) as to whether the Modification Proposal is to be implemented; and

(b) accordingly, the purpose and scope of the Service Change Procedures are limited to deciding how the Modification Service Change is to be Implemented (including where applicable which Implementation Option is to apply).

4.8.2 The Service Change Procedures in paragraph 4.6 shall apply in respect of Modification Service Changes subject to the provisions of this paragraph 4.8.

4.8.3 Where a Modification Proposal is made:

(a) the Code Administrator will send to the Committee and the CDSP a ROM Request, unless it has already been determined that no Service Change would be required in respect of the Proposed Modification;

(b) the Code Administrator will decide the time at which the ROM Request is sent, based on the requests or views of the relevant Workgroup and/or the Modification Panel (and the Code Administrator may consult with the CDSP and the Committee before determining when to send the ROM Request);

(c) the ROM Request will include:

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(i) the Modification Proposal; and

(ii) any Workgroup Report or other published work product of a Workgroup which exists at the time the ROM Request is submitted to the CDSP;

(d) no person other than the Code Administrator may submit a ROM Request in respect of the Modification Proposal; and

(e) (unless this has already been determined) the ROM Report shall include the CDSP's view of whether any Service Change would be required in respect of the Proposed Modification (and if no Service Change would be required, nothing further shall be included in the ROM Report).

4.8.4 At any time before the Change Proposal is raised (under paragraph 4.8.5), the Code Administrator may (based on the requests or views of the relevant Workgroup and/or the Modification Panel), by sending a revised ROM Request:

(a) provide further definition of the Modification; or

(b) request the CDSP to revise or update the ROM Report to reflect such further definition of the Modification or otherwise to reflect any other developments in the Modification in the course of the Modification Procedures,

and the CDSP shall revise or update the ROM Report accordingly and send it to the Code Administrator and Committee.

4.8.5 In relation to any Modification Proposal which requires or would require a Service Change (following the provision of a ROM Report, where applicable):

(a) the Change Proposer (who shall prepare and send to the CDSP and the Committee) the Change Proposal) shall be:

(i) subject to paragraph (ii), the Code Administrator (and, in relation to any choice or decision to be made by the Proposing Party, the Code Administrator shall act to reflect the views of the relevant Workgroup or the Modification Panel); or

(ii) in respect of a Change Proposal relating to UK Link Gemini, National Grid NTS;

(b) the Change Proposal shall:

(i) reflect the ROM Report or latest ROM Report (if any); and

(ii) in a case within paragraph 4.6.4(c), reflect the Modification Proposal or (if not addressed in the Modification Proposal) shall omit the matters in that paragraph (which will later be determined by the Committee);

(c) except as provided in paragraphs (d) and 4.8.6, the Change Proposal shall be sent as soon as practicable after the Proposed Modification is directed or approved (by the Authority or the Modification Panel, as the case may be); and accordingly if the Proposed Modification is not approved no further steps will be taken under the Service Change Procedures;

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(d) the Committee may request the Change Proposer to send the Change Proposal earlier than the time specified in paragraph (c), where the Committee (taking account of the views of the CDSP) considers that:

(i) the determination or Implementation of the Modification Service Change may raise issues (beyond what is covered in the ROM Report) which should be considered during the Modification Procedures; or

(ii) it is necessary to do so in order to allow a particular Implementation Date (required by Law or another external factor and reflected in the Modification Proposal) to be achieved for the Modification Proposal; and

(e) following Business Evaluation, the Committee shall inform the Transporters of the Target Implementation Date (when it is determined under paragraph 4.6.19) for the Modification Service Change (and of any changes in such Target Implementation Date) so as to allow the Transporters (taking account of the views of the Committee) to determine the Implementation Date for the Modification.

4.8.6 Where the Modification Panel requires a detailed cost assessment in accordance with MR Section 7.2.5, or an accurate cost assessment is required under MR Section 7.3.(c)(i)(1):

(a) the Change Proposal shall be raised promptly after the Modification Panel decides such on requirement;

(b) unless otherwise agreed by the Modification Panel and the Committee, such requirement shall be met by the CDSP providing a Business Evaluation Report (and the Service Change Procedures shall apply accordingly); and

(c) if the Modification Proposal is subsequently not approved (by the Authority or the Modification Panel, as the case may be), the Costs of the Business Evaluation shall not be treated as Change Costs.

4.8.7 The Modification Panel may, of its own initiative or at the request of the Committee, decide, in relation to a ROM Report and (where already provided by the CDSP pursuant to the foregoing procedures) an EQR or Business Evaluation Report:

(a) to include all or any part of the contents of the ROM, EQR or Business Evaluation Report in the draft Modification Report and/or final Modification Report;

(b) in particular, to include the changes to the CDSP Service Description (under paragraph 4.6.16(a)(i)) in the draft Modification Report and on behalf of the Committee to invite representations on such changes;

(c) where different Implementation Options have been identified and the Committee has not decided between them:

(i) to invite (under the draft Modification Report) representations on such Implementation Options; and

(ii) to include the Implementation Options in the final Modification Report and invite the Authority to make (as part of its decision on the Modification) a decision as to which Implementation Option is to apply (and such a decision by the Authority shall be binding),

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and where representations are made (as provided in MR Section 9.1.2) in respect of any part of the ROM Report, EQR or BER contained in a Draft Modification Report:

(d) the Code Administrator will send such representations to the CDSP and the Committee; and

(e) the CDSP and the Committee shall consider such representations at the meeting(s) at which the EQR or BER (as the case may be) is considered.

4.8.8 Consistent with paragraph 4.7.2, in relation to any a Modification Service Change:

(a) the Committee and the CDSP shall operate the Service Change Procedures so as to ensure:

(i) that a requirement of the Modification Panel under paragraph 4.8.6 is met in a timely manner; and

(ii) where the Modification Proposal has been approved, that the EQR, BER and Change Completion Report are instructed, authorised and approved in a timely manner (and where applicable in accordance with the Priority Principles) so as to allow the Modification Service Change to be Implemented;

(b) the Committee shall not take any decision (as contemplated by paragraphs 4.6.8, 4.6.12 or 4.6.17) which would conflict with paragraph (a); and

(c) if the CDSP considers that the absence of a decision of the Committee, or a decision of the Committee which delays any instruction or authorisation to the CDSP, may lead to a failure to comply with paragraph (a):

(i) the CDSP shall so inform the Committee and discuss the matter with the Committee;

(ii) the CDSP may seek the views of the Modification Panel (prior to approval of the Modification Proposal) or the UNC Committee (after such approval) in respect of the relevant matter; and

(iii) the CDSP may, keeping the Committee fully informed, and having regard to any views under paragraph (ii), proceed with any step or activity under the Service Change Procedures which the CDSP considers necessary to comply with paragraph (a) (and the Costs incurred in doing so shall where applicable be Change Costs).

4.9 Implementation

4.9.1 The CDSP shall proceed with the Implementation of each Service Change following approval of the BER with the goal of Completing Implementation so as to achieve the Target Commencement Date.

4.9.2 For avoidance of doubt, the plan and programme for Implementation of a Service Change (including the Target Commencement Date) may be revised at any time prior to Completion of Implementation in accordance with the provisions of this paragraph 4 including where necessary to give effect to the Priority Principles.

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4.9.3 When the CDSP has completed the Implementation of a Service Change, the CDSP shall prepare and send to the Committee a report (**Change Completion Report** or **CCR**) setting out:

(a) a resumé of the Service Change, including:

(i) the details specified (for a BER) in paragraph 4.6.16(a)(ii), (iv) and (viii) (for the chosen Implementation Option, where relevant); and

(ii) where such details have changed by reference to the BER, a resumé of such changes;

(b) the revised text of the CDSP Service Description reflecting the Service Change;

(c) where applicable, the revised text of the UK Link Manual reflecting the UK Link changes to Implement the Service Change;

(d) the proposed Commencement Date and an explanation of any difference in comparison with the most recent Target Commencement Date; and

(e) in connection with Service Change Costs:

(i) the outturn Service Change Costs for each stage of the Service Change Procedures;

(ii) the original estimate and each subsequent estimate of Service Change Costs for each stage; and

(iii) a resumé of the reasons for changes in such estimates.

4.9.4 The Committee shall consider the Change Completion Report at its next eligible meeting and shall decide one of the following (but subject to the Priority Principles and subject to the provisions of paragraphs 4.7 and 4.8 in relation to Modification Service Changes):

(a) that Implementation is Completed and the CCR, with any revisions (including revisions to the Commencement Date) agreed by the CDSP and the Committee in the meeting, is approved;

(b) by Unanimous Vote, to postpone its decision on the CCR until a later meeting; or

(c) where the Committee requires further information, or considers that Implementation is not Completed, or that the proposed changes to the CDSP Service Description or UK Link Manual are not correct:

(i) to request from the CDSP further information;

(ii) to require the CDSP to carry out such further actions as the Committee considers necessary to Complete Implementation; or

(iii) to amend the proposed changes to the CDSP Service Description or UK Link Manual,

in which case the CDSP will, so far as it is able to, comply with such requests or requirements and submit a revised CCR (including where necessary a revised

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proposed Commencement Date) for consideration by the Committee at its next eligible meeting.

4.9.5 The Implementation of a Service Change is Completed when the Committee makes a decision under paragraph 4.9.4(a).

4.9.6 As soon as practicable following Completion of Implementation, the CDSP shall (by a Notice of Amendment in accordance with paragraph 3.2) amend the CDSP Service Description and (where applicable) UK Link Manual in accordance with the approved CCR, to take effect from the Commencement Date, and send the amended CDSP Service Description and (where applicable) UK Link Manual to all Customers; and such amendments shall be effective from the Commencement Date.

4.10 Further provisions

4.10.1 The Committee Secretary shall publish each of the following documents on the Code Administrator's website within three (3) Business Days after such document is received or sent by the Committee:

(a) a ROM Request or ROM Report in respect of a Modification Service Change;

(b) a Change Proposal;

(c) an EQR;

(d) a Business Evaluation Report;

(e) a Change Completion Report; and

(f) any revision of the above.

4.10.2 The dates and periods (for the operation of the Service Change Procedures in relation to any Change Proposal) which the CDSP provides in any EQR or BER or a Change Management Report represent the CDSP's best estimate at the time given and may be revised from time to time in accordance with this paragraph 4.10.

4.10.3 The Change Management Report for each month shall set out:

(a) each Change Proposal which is Current;

(b) for each such Change Proposal:

(i) the stage in the Service Change Procedures which the Change Proposal has reached;

(ii) the CDSP's current best estimates of future milestone dates or periods under the Service Change Procedures for such Change Proposal, including (as applicable) completion of EQR or BER or milestones in Implementation including Target Commencement Date;

(iii) where any such date or period has changed by reference to the date or period contained in the previous month's report or (as the case may be) EQR or BER, an explanation of the reason for the change, by reference to the Priority Principles where applicable;

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(iv) the Service Change Costs incurred to date in operation of the Service Change Procedures in relation to the Change Proposal;

(v) the CDSP's current best estimate of the overall Service Change Costs that will be incurred in the current and future stages of the Service Change Procedures; and

(vi) where any such Service Change Costs have changed materially by reference to the relevant estimate contained in the previous month's report or (as the case may be) EQR or BER, an explanation of the reason for the change; and

(c) the aggregate Change Costs incurred in the Month and cumulatively for the CDSP Year to date, a forecast of such Change Costs for the CDSP Year as a whole, and a comparison with the Change Budget.

4.10.4 The Committee will at the next eligible meeting discuss each Change Management Report and may request further details from the CDSP or (subject to the Priority Principles and paragraph 4.8.8) request the CDSP to revise any date or period in the report including by changing the sequencing of any Change Proposals; and the CDSP will accept such revision where it is able to and will reflect the revision in the following month's Change Management Report.

4.10.5 For the purposes of the Service Change Procedures:

(a) the CDSP shall prepare and may from time to time revise standard formats for Change Proposals, BERs, ERQs, CCRs, Change Management Reports, and other communications and documents under the Service Change Procedures;

(b) the CDSP shall submit such formats or revisions to the Committee for approval, and make such changes to them as the Committee may (after discussion with the CDSP) require; and

(c) such approved formats shall be used by the CDSP, Customers and the Committee.

4.10.6 The CDSP may at any time seek guidance from the Committee on the operation of the Service Change Procedures in relation to any Change Proposal and (where the CDSP considers it is appropriate) may suspend operation of the Service Change Procedures in relation to such Change Proposal pending such guidance.

5 UK Link Modifications

5.1 General

5.1.1 Subject to paragraph 5.1.2, a **UK Link Modification** is any modification of UK Link, including:

(a) any change in the hardware or software within UK Link, including hardware or software which a UK Link User is required to maintain under the UK Link Manual; and

(b) any change (made or proposed at the initiative of, or which requires the approval of, the CDSP) in respect of services procured from a third party in connection with the operation of UK Link.

5.1.2 The UK Link Manual provides for:

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(a) the withdrawal from service of all or any part of UK Link as planned or unplanned downtime;

(b) steps to be taken by the CDSP in case of a Code Contingency (including the implementation of Contingency Procedures); and

(c) other temporary steps which may be taken by the CDSP in relation to UK Link in non-normal circumstances,

and none of the foregoing constitutes a UK Link Modification.

5.1.3 A UK Link Modification has an **Adverse Interface Impact** where the modification would alter the interface which any UK Link User or UK Link Users of any class have with UK Link in a way which would be adverse to the UK Link User, including where it would require the UK Link User to install or modify hardware or software, obtain a new or changed service from a third party provider, or change its processes for accessing and using UK Link, or would change the format in which UK Link Communications are sent by or to such UK Link User, in each case to a non-trivial extent.

5.1.4 In relation to a UK Link Modification:

(a) an **Implementation Programme** is an implementation programme and timetable, including any steps which UK Link Users may be required to take, which aims to ensure efficient, smooth and coordinated implementation of the UK Link Modification consistent with the objectives in paragraph 5.3.4; and

(b) the purpose of the Implementation Programme is to address aspects of implementation of the UK Link Modification which involve or may affect UK Link Users, and the Implementation Programme does not address internal procedures of the CDSP.

5.1.5 Where the UK Link Manual contains procedures which are applicable in respect of a UK Link Modification, such procedures shall apply in addition to (and to the extent not in conflict with) the procedures in this paragraph 5.

5.1.6 The Change Management Report for each month shall set out the matters (in respect of UK Link Modifications) set out in the UK Link Manual.

5.1.7 For avoidance of doubt, nothing in this Document confers any rights on any UK Link User which is not a Party.

5.2 Making UK Link Modifications

5.2.1 Only the CDSP may make a UK Link Modification.

5.2.2 Subject to paragraph 5.2.3, only the CDSP may propose a UK Link Modification (other than where one is required by a Service Change or a Code Modification).

5.2.3 National Grid NTS may propose a UK Link Modification in respect of UK Link Gemini.

5.2.4 The CDSP may not make a UK Link Modification except as provided in this paragraph 5.

5.2.5 The CDSP may make a UK Link Modification in any of the following cases:

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(a) if the UK Link Modification is required by a Service Change which is approved in accordance with paragraph 4;

(b) if the UK Link Modification is required as a result of any other modification of the DSC (including any other CDSP Service Document) which is approved or authorised under the DSC (including this Document);

(c) if the UK Link Modification has been authorised by a Code Modification;

(d) if the CDSP is required by Law to make the UK Link Modification;

(e) if the following conditions are satisfied:

(i) the UK Link Modification will not change the functionality or performance of UK Link so as to conflict with the specification (including performance level) of any Service in the CDSP Service Description;

(ii) the UK Link Modification will not result in any Customer or other person receiving or having access to a Customer's Confidential Information, to a greater extent than prior to such UK Link Modification, unless the Customer has agreed;

(iii) the Costs of the UK Link Modification were taken into account in setting the CDSP Budget for any CDSP Year in which such Costs are incurred;

(iv) the UK Link Modification will not adversely affect the level of performance (to the extent such level is not specified in the CDSP Service Description) of any Service; and

(v) the UK Link Modification will not have an Adverse Interface Impact on UK Link Users;

(f) if the conditions in paragraph (e)(i) and (ii) are satisfied and the Committee has approved the UK Link Modification; or

(g) if the conditions in paragraph (e)(i), (ii), (iii) and (iv) are satisfied, the CDSP has complied with paragraph 5.3.2, and any Adverse Interface Impact is proportionate having regard to all the circumstances including the need to make the UK Link Modification, the period of notice given to UK Link Users under paragraph 5.3.2(a), and the interval since the most recent UK Link Modification with an Adverse Interface Impact.

5.2.6 It is anticipated that any upgrade or replacement of UK Link (or any part of it) which does not alter its functionality in respect of the provision of Services would be made by way of a UK Link Modification under paragraph 5.2.5(e), (f) or (g).

5.2.7 If the CDSP considers there is material scope for doubt as to whether the conditions in any case within paragraph 5.2.5 are satisfied in relation to a proposed UK Link Modification, the CDSP shall consult with the Committee before proceeding under such case.

5.3 Procedures for UK Link Modifications

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5.3.1 The CDSP is not required to follow any particular procedure or give any notice in deciding to make or in implementing a UK Link Modification within paragraph 5.2.5(e); and the further provisions of this paragraph 5.3 do not apply to any such UK Link Modification.

5.3.2 Before deciding to make a UK Link Modification under paragraphs 5.2.5(d), (f) or (g) the CDSP shall:

(a) give notice to all Customers and the Committee setting out:

(i) a description of the proposed UK Link Modification;

(ii) the reason for making the proposed UK Link Modification;

(iii) the case (within paragraph 5.2.4) applicable to the UK Link Modification;

(iv) the impact of the proposed UK Link Modification on UK Link Users (or UK Link Users of different classes); and

(v) (pursuant to paragraph 5.3.3) a proposed Implementation Programme; and

(b) discuss its proposal with the Committee and take account of the views of the Committee in finalising its proposals (and in a case within paragraph 5.2.5(f) before requesting the approval of the Committee).

5.3.3 In relation to any UK Link Modification, except (in a case within paragraph 5.2.5(a), (b) or (c)) to the extent this would conflict with or duplicate another process in the UNC or DSC:

(a) the CDSP shall establish and inform UK Link Users of an Implementation Programme;

(b) the CDSP shall implement the UK Link Modification in accordance with the Implementation Programme and applicable provisions of the UK Link Manual;

(c) the CDSP may make changes to the Implementation Programme as circumstances may require; and

(d) the CDSP shall keep the Committee and UK Link Users informed of progress in and any changes in the Implementation Programme.

5.3.4 In planning and making UK Link Modifications in accordance with this paragraph 5, the CDSP shall endeavour:

(a) to give as much notice as practicable to UK Link Users of proposed UK Link Modifications, and of changes in the Implementation Programme for a UK Link Modification;

(b) to limit the Adverse Interface Impact of UK Link Modifications on UK Link Users as much as is practicable and is consistent with the nature and purpose of the UK Link Modification; and

(c) to make UK Link Modifications effective on the basis of regular releases or updates, at quarterly intervals or such other intervals as the Committee may approve, but subject to any other required effective date in a case within paragraph 5.2.5(a), (b), (c) or (d) and subject to any other case where the UK Link Modification is urgent.

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5.3.5 Unless urgent circumstances otherwise require or the Committee otherwise agrees, notice (as provided in paragraph 5.3.2(a) and 5.3.4(a)) of a proposed UK Link Modification shall be given at least 6 months before the UK Link Modification is to be effective.

6 Amendment of the UK Link Manual

6.1 General

6.1.1 Only the CDSP may amend the UK Link Manual.

6.1.2 Only the CDSP may propose an amendment of the UK Link Manual (other than where one is required by a Service Change or Code Modification, or is the subject of a Modification Proposal in respect of a Code Level Provision).

6.1.3 The CDSP shall ensure (and propose amendments in accordance with this paragraph 6 to ensure) that the UK Link Manual is maintained up to date so as to reflect Service Changes which have been Implemented and UK Link Modifications which have been made.

6.1.4 The Change Management Report for each month shall set out details of any amendments to the UK Link Manual which have been made or are proposed and the timing of any such proposed amendments.

6.2 Amending the UK Link Manual

6.2.1 Subject to paragraph 6.2.2, the CDSP may amend the UK Link Manual:

(a) if the amendment is required by a Code Modification;

(b) if the amendment is required to reflect:

(i) a Service Change which is to be Implemented in accordance with paragraph 4; or

(ii) a UK Link Modification which the CDSP is permitted to make under paragraph 5; or

(c) if the amendment is required to correct an error in the UK Link Manual, or (without changing rights or obligations of any UK Link User) to provide greater clarity or information to UK Link Users, and the Committee has approved the amendment;

(d) following an instruction from the Contract Management Committee to amend the Data Permission Matrix.

6.2.2 The UK Link Manual may not be amended under paragraph 6.2.1(b) or (c) if:

(a) the amendment is of a Code Level Provision; or

(b) the amendment would result in the UK Link Manual being in conflict with a provision of the UNC (or IGT Code) or the DSC.

6.2.3 In making amendments of the UK Link Manual in accordance with this paragraph 6, the CDSP shall endeavour:

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(a) to give as much notice as practicable (and in any case not less than 2 months' notice, unless urgent circumstances otherwise require or the Committee otherwise agrees) to UK Link Users of any such amendment; and

(b) to make such amendments effective:

(i) at the same time as any corresponding UK Link Modification; and

(ii) on the basis of regular releases or updates of the UK Link Manual, at quarterly intervals or such other intervals as the Committee may approve, but subject to any other required effective date in a case within paragraph 6.2.1(a) or (b).

6.3 Code Level Provisions

6.3.1 A **Code Level Provision** of the UK Link Manual is a provision which:

(a) is referred to in and made binding by the UNC; and

(b) contains terms which provide for or materially affect the operation of the UNC or the rights and obligations of Parties under the UNC.

6.3.2 An amendment of a Code Level Provision of the UK Link Manual may be made only where the amendment is required by, or is the subject of, a Code Modification.

7 Amendment of Other CDSP Service Documents

7.1 Proposal to amend

7.1.1 Subject to paragraph 7.1.2, any Party may propose an amendment of any Other CDSP Service Document by giving a notice to the Committee and (in the case of a Customer) the CDSP setting out:

(a) the proposed amendment (which may but need not be in the form of amended legal text);

(b) the Party's reasons for proposing the amendment;

(c) the date from which it is proposed the amendment be made; and

(d) any other information the proposing Party considers relevant.

7.1.2 A provision of the Transitional Arrangements Document which is binding for the purposes of the UNC pursuant to the Transition Document may not be amended under this paragraph 7.

7.1.3 Where an amendment of an Other CDSP Service Document is proposed:

(a) the Committee shall request the CDSP to provide an initial assessment of the cost of implementing the proposed amendment;

(b) the Committee shall review the proposal with the CDSP at the next eligible meeting;

(c) the Committee may invite the proposing Party to such meeting to discuss the proposal;

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(d) the Committee may reject the proposal if it considers it is not clear or is ambiguous;

(e) the Committee may decide, with the agreement of the proposing Party, that the proposal shall not proceed further and shall lapse,

and unless the proposal is rejected or lapses:

(f) where the proposal does not include draft legal text for the amendment, the Committee shall request the CDSP to provide such legal text;

(g) the Committee may (with the support of the CDSP) revise the legal text provided by the proposing Party or the CDSP where it considers appropriate without changing the main purpose of the proposed amendment;

(h) the Committee shall send to Parties the proposal for consultation in accordance with paragraph 7.2.1; and

(i) the Committee may (by Unanimous Vote in a Full Vote) defer consideration of the proposal and the issue of a consultation report under paragraph 7.2.1 by not more than 60 days, or longer with the agreement of the proposing Party.

7.1.4 If at any time there are proposals for amendment of Other CDSP Service Documents which would be inconsistent with each other or would overlap, the Committee may (by notifying all Parties) vary the procedures in this paragraph 7 in any way which it considers reasonable to avoid delay in implementing such procedures and (where practicable) allow such proposals to be considered together.

7.2 Consultation on proposed amendment

7.2.1 Following the meeting under paragraph 7.1.3(b) (or later meeting pursuant to paragraph 7.1.3(i)) the Committee shall send to all Parties a report (**consultation report**) which:

(a) includes the original notice of the proposed amendment;

(b) sets out the views of the Committee and of the CDSP in respect of the proposed amendment;

(c) sets out the proposed legal text for the amendment; and

(d) invites Parties to respond within a specified period (**consultation response period**) to the consultation by sending representations to the Committee in respect of the proposed amendment including a statement of whether the Party does not agree to the amendment (**consultation response**).

7.2.2 The consultation response period shall not be less than 60 days.

7.3 Decisions on proposed amendments

7.3.1 The Committee and the CDSP shall consider the consultation responses at the next eligible meeting following the end of the consultation response period.

7.3.2 The Committee may decide, by Unanimous Vote in a Full Vote, that the proposed amendment (in the form contained in the consultation report) shall be made, if no Party which submitted a consultation response stated that it disagrees with the proposed amendment.

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7.3.3 The Committee may decide, by Unanimous Vote in a Full Vote:

(a) to revise the proposed amendment to reflect consultation responses; and

(b) that the proposed amendment (as revised under paragraph (a), where applicable) shall be made, if:

(i) the CDSP agrees to the proposed amendment;

(ii) the Committee considers that there was substantial support, among Customers who submitted consultation responses, for the proposed amendment; and

(iii) the Committee considers that the proposed amendment meets the criteria in paragraph 7.3.4.

7.3.4 The criteria are:

(a) the proposed amendment is consistent with the DSC Objectives; and

(b) the proposed amendment does not represent a material change in the balance of commercial or legal risk under the DSC as between the CDSP and Customers, or as between different Customer Classes (or Customers within a Customer Class).

7.3.5 For the avoidance of doubt a decision of the Committee under paragraph 7.3.3 is subject to appeal in accordance with GT Section D4.5.

7.3.6 If the Committee does not make a decision under paragraph 7.3.2 or 7.3.3 within 40 Business Days after the end of the consultation response period, the proposed amendment shall not be made and the proposal shall lapse.

7.4 Review of Other CDSP Service Documents

7.4.1 Any Party may request the Committee (and the Committee of its own initiative may decide) to review any provision of an Other CDSP Service Document with a view to deciding whether it would be appropriate to propose an amendment of it.

7.4.2 Where the Committee agrees to such a request, or decides to carry out such a review, the Committee shall send to all Parties a report setting out the matter under review and its conclusions (and any Party may propose an amendment following such report).

7.5 Change Management Report

7.5.1 The Change Management Report for each Month shall set out:

(a) details of any notice proposing an amendment of an Other CDSP Service Document, any consultation in respect of such an amendment, and any decision in respect of such an amendment, sent or taken under paragraphs 7.1 to 7.3 in the Month; and

(b) any request made or report sent in respect of a review of an Other CDSP Service Document under paragraph 7.4.

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