

DGRWG

Briefing Paper

1. **Appendix C - Consultation Questions and Response Form**
2. DTSA – Change Control – Change Advisory Group
3. To: helpdesk@electralink.co.uk

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Q1	Do you agree with the proposal to implement a Change Advisory Group as outlined above?
	Yes, ELEXON support the principle of aligning the Change Management process within the DTSA to that of other industry Codes.
	We hope that by bringing in this new process it will increase user participation through offering a forum for users to discuss changes prior to an Impact Assessment being sent out.
	There is a risk that participation in this group is limited to the same users who generally respond to change (such as existing DTS User Group members) and that this could become an administrative burden whilst adding no value. However due to the limited engagement users have with the current process it is worth trying a new arrangement to encourage wider participation.

We note that situations may arise where an urgent change is required and the timescales may not allow for the Change Advisory Group to meet and analyse the change. Therefore we should ensure that the DTSA has provision for the DTS User Group to discharge the role of the Change Advisory Group in times of urgency.

Q2	Do you have any alternative suggestions with regards to the set-up of the proposed Change Advisory Group?
	We would recommend that the DTSA allows for the detailed arrangements for this group to be set out wholly in the Terms of Reference. These can then be amended by the DTS User Group, this would ensure flexibility in managing the arrangements.
	This Terms of Reference should also set out the objectives as to how decisions are made by the Change Advisory Group.

We would also seek clarification on the following paragraph;

	<p><i>“The recommendation from the Change Advisory Group will align with the constituency groups represented on the DTS User Group (i.e. set out the majority view from each constituency and the overall recommendation across groups).”</i></p> <p>If attendees of the group are independent then these should not need to be linked back to DTS User Group constituencies.</p> <p>We should ensure that consistent terminology is used as both the ‘Change Advisory Panel’ and the ‘Change Advisory Group’ are mentioned in the consultation document.</p>
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