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Paper Reference:	CSC_08_2910_09
Action:	For Decision

DP092 Draft Proposal decision

1. Purpose

This paper provides a summary of our assessment of [DP092 'New Planned Maintenance Methodology'](#), taking into account industry views and the views of the SEC Panel Sub-Committees on the problem this Draft Proposal has identified. We are asking the Change Sub-Committee (CSC) to agree that the problem identified under this Draft Proposal is clearly understood and that it is ready to progress to a Modification Proposal.

2. What is the issue?

DP092 has been raised by Chris Thompson of the DCC.

In April 2019 the DCC began a trial of a new approach regarding the delivery of Planned Maintenance. The new approach sought to categorise planned changes as either low or high impact, based upon a risk-based methodology. It also amended the timings with which Planned Maintenance was scheduled and implemented.

Whilst the SEC is silent on the methodology for scoping Planned Maintenance, it does set out when the Maintenance should occur and the timescales around publishing Maintenance schedules (Sections H8.3 and H8.4). In order to trial the new approach, the SEC Panel granted the DCC a derogation against these provisions for six months (later extending for a further three months until February 2020). The Panel requested the DCC report on progress to the Operations Group.

In July, the DCC reported the trial had been a success and, following a final report to the Operations Group, intended to raise a Modification Proposal to formalise the new approach.

The problem statement can be found in Appendix A.

3. Comments on the issue

The Operations Group is due to meet on 5 November 2019 to discuss the final findings of the trial. The initial feedback received at the July 2019 meeting was supportive of the approach. Since no new evidence has been produced in the interim that may have changed this view, it is assumed that the support from the Operations Group continues.

Whilst any modification will rightly focus on the changes required to SEC Sections H8.3 and H8.4 to update timescales and capture the concept of 'high' and 'low' impacting changes, we also believe it would be appropriate to include other details of the new methodology and approach in the DCC

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Release Management Policy (RMP). To date this policy refers to Planned Maintenance Releases but is very light on information on how such Maintenance Releases are compiled. The DCC RMP seems a sensible place to contain information on the new methodology. The DCC RMP does not require a Modification Proposal to change but does require the DCC to consult industry Parties and the Technical Architecture and Business Architecture Sub-Committee (TABASC) before making any changes. It therefore seems pragmatic to amend the DCC RMP as part of, or in parallel with, the Modification Process.

4. Next steps

As noted above, the DCC is due to present its findings on the trial to the Operations Group at its meeting on 5 November. If the Operations Group is still supportive of the trial and placing it in enduring governance, it is intended to raise a Modification at the November Panel meeting (alongside a DCC Panel report on the Operations Group's findings).

We believe it prudent that any Modification raised enter Refinement. Due to the discussions at the Operations Group and the Panel we do not expect a great deal of debate over the DCC methodology used in delivering Planned Maintenance. However, it seems sensible to air the changes at a Working Group meeting to ensure a review from a different cross section of industry and to ensure such changes are communicated to Parties as widely as possible. Equally, an Impact Assessment will be required from the DCC to confirm the impact on their organisation and any implantation/enduring costs. Therefore, the Refinement Process will be required.

We believe the DCC should be able to turn around an Impact Assessment on these changes relatively quickly since they will not be systems impacting changes. Therefore, we intend to present the Modification at the Working Group on 4 December with a consultation issued shortly afterwards. This also provides time to draft the necessary changes to the DCC RMP and the SEC.

The timetable would allow for the Modification Report to be presented to the Panel in January 2020 and the subsequent Change Board meeting on 26 February 2020. This would mean it is possible to implement the Modification Proposal before the Panel's derogation ends at the end of February 2020. However, should there be issues that need to be addressed during the progression of the change the DCC can update the Panel and request a further appropriate extension.

5. Recommendations

The CSC is requested to:

- **AGREE** that the issue identified under DP092 is clearly defined and understood;
- **RECOMMEND** to the Panel that this Draft Proposal is ready to be converted to a Modification Proposal; and
- **RECOMMEND** to the Panel the Modification Proposal proceed to the Refinement Phase.

Adam Lattimore, SECAS Team, 22 October 2019

Attachments

- **Appendix A:** DP092 problem statement