

OPERATIONAL CODE CHANGE PROPOSAL			Draft Form Version 1.2	
Operational Code Change Proposal Ref (Assigned by CMA)		OCCP020	Version Number (Assigned by CMA)	Version 1.0
Title of the change		Operational Code Housekeeping 2009		
1. GENERAL DETAILS		Proposers are reminded that Change Proposals must be countersigned by the Proposer's Contract Manager or the person designated by the signatory to the Market Code Framework /Accession Agreement		
Company:	Scottish Water		Org ID if assigned:	
Signature:			Date:	24 March 2009
		Name:	Jessie McLeman	
Contact details for the Proposal - the contact should be able to deal with queries regarding this Operational Code Change Proposal and need not be the same person who has countersigned the Change Proposal				
Name:		Bill Howie		
Email Address:		Bill.howie@scottishwater.co.uk		
Telephone and or Mobile:		07875 873 023		
Number of Associated Documents	01	Name or link to documents	OCCP020 Operational Code Legal Text v1.0.doc	
If the OCCP will also affect the Market, an MCCP must also be raised				
Indicate if there is an associated MCCP		No	MCCP Ref:	
			CMA use only	
URGENT – IF PROPOSER HAS INDICATED THIS OCCP IS URGENT, STATE REASONS HERE The CMA Chief Executive will review this information and make a decision as to whether to take this OCCP forward as urgent as defined as under Market Code Part 8.8.1 (ii) (e)				
2. OPERATIONAL CODE CHANGE PROPOSAL DETAILS				
A	ISSUE or DEFECT WHICH THIS OPERATIONAL CODE CHANGE PROPOSAL SEEKS TO ADDRESS required under Market Code Part 8.8.1 (ii) (b)			
<p>Four versions of the Operational Code have been published to date. The version control used relates to the date of publication; there is no formal version number and no change history in the document. This change proposal brings the Operational Code into line with the Market Code.</p> <p>An additional two changes are proposed; the CMA has moved office and its address therefore needs to be updated; and the page numbering on individual pages of the Operational Code does not show the total number of pages in the document.</p>				
B	DESCRIPTION OF NATURE AND PURPOSE OF THE CHANGE AND HOW IT MEETS THE OPERATIONAL CODE OBJECTIVES AND PRINCIPLES FOR THE MARKET DOCUMENTS required under Market Code Part 8.8.1 (ii) (c)			
The Proposer should indicate which principles the change supports and whether there is any adverse effect on any principle(s).				

	<p>a) Proportionality  b) Transparency  c) Simplicity, cost-effectiveness and security  d) Non-exclusivity</p>	<p>e) Barriers to entry  f) Customer contact  g) Non-discrimination  h) Not detrimental to Scottish Water's core functions</p>
<p>It is proposed to:</p> <ol style="list-style-type: none"> <li>1. Add a version number and change history to the document. This will require modification to the text of the front cover. The version number of the Operational Code will be designated as 'Version 5' and every subsequent version will have the version number incremented by "1".</li> <li>2. Update the CMA address in the Appendix Part 1, Definitions and Acronyms.</li> <li>3. Amend the headers and footers on each page of the Operational Code to include the total number of pages in the document.</li> </ol> <p>The changes support proportionality, transparency, simplicity and they increase transparency by removing any ambiguity about which is the current version of the Operational Code and the address of the CMA. As such they have no detrimental effect to Scottish Water's core functions. The changes are in line with the approach recently adopted for the Market Code.</p>		
C	IMPACT – required under Market Code Part 8.8.1 (ii) (f)	
<p>The Proposer should indicate the sections of the Market Code affected, whether the Operational Code or CSDs, Wholesale Services Agreement or License is impacted and whether there are likely to be implications on:</p> <p>a) Central Systems  b) Trading Party's systems  c) CMA Interfaces/ Processes  d) Trading Party's business processes</p>		
<p>There are no impacts to Central Systems; Trading Parties systems; CMA Interfaces/ Process or to Trading Party's business processes.</p>		
D	DRAFT LEGAL TEXT – required under Market Code Part 8.8.1 (ii) (d)	
<p>The changes affect:</p> <ul style="list-style-type: none"> <li>• Operational Code – Front Cover</li> <li>• Inserting a "Change History" page between the Front Cover and the index;</li> <li>• Update of the CMA address in Appendix Part 1, Definitions and Acronyms, page 28;</li> <li>• All page headers and footers</li> </ul> <p>The detail of the changes, are shown in the document OCCPXXX Operational Code Legal Text v1.0.doc. It should be noted that the date of the Operational Code highlighted on page 1 of this document has been stated as 'XX XXXX 2009' for illustration, but the version of the Operational Code when issued will have the actual issue date. Similarly within the change history on page 2, the change control reference for Version 5 has been stated as 'OCCPXXX' but the version of Operational Code when issued will have the actual change reference number.</p>		
3. IMPLEMENTATION DETAILS - PROPOSED IMPLEMENTATION DATE OR LEAD TIME		
<p>Timescale must not overlap with the period of consultation with the Commission and should take account of the impacts identified in Section C. Any quoted lead time should commence from date of approval.</p>		
<p>The implementation date will be the date of the next release of the Operational Code following Approval by the Commission.</p>		
4. ANY OTHER COMMENTS		
None.		