

ESMCP TERMS AND CONDITIONS – USER SERVICES

SCHEDULE 22

CHANGE CONTROL PROCEDURE

CHANGE HISTORY

Version	Date	Description	Document Number
1.0	2022.08.01	Base Version – MSC 2.0 unamended	72960724.1
1.2	2023.07.27	Issued for release to bidders with ITPD	
1.3	2023.10.24	Issued for release to bidders prior to detailed dialogue	
2.0	2024.03.13	Issued for release to bidders at ISFT publication	
3.0	2024.10.08	Issued for release to the Preferred Bidder prior to contract conformance	
4.0	2024.12.12	Issued for release to the Preferred Bidder for contract execution	

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Schedule 22 (*Change Control Procedure*)

1 NOT USED

2 GENERAL PRINCIPLES OF CHANGE CONTROL PROCEDURE

2.1 [REDACTED]

2.2 [REDACTED]

2.3 The Parties shall deal with Contract Change as follows:

(a) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2.4 To the extent that any Contract Change requires testing and/or a programme for implementation, then the Parties shall follow the procedures set out in Schedule 14 (*Testing and Assurance Procedures*), and, where appropriate, the Change Authorisation Note relating to such Contract Change shall specify Milestones and/or a Key Milestone(s) and Milestone Date(s) in respect of such Contract Change for the purposes of such procedures.

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2.5 Until a Change Authorisation Note has been signed and issued by the Authority in accordance with Paragraph 8.2, then:

- (a) unless the Authority expressly agrees (or requires) otherwise in writing pursuant to Paragraph 2.8, the Supplier shall continue to supply the Services in accordance with the existing terms of this Contract as if the proposed Contract Change did not apply;
- (b) any discussions, negotiations or other communications which may take place between the Authority and the Supplier in connection with any proposed Contract Change, [REDACTED]
[REDACTED]
[REDACTED]
- (c) [REDACTED]
[REDACTED]
[REDACTED]

2.6 Unless the Authority directs otherwise, the Supplier shall:

- (a) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- (b) thereafter provide to the Authority such further copies of the updated Contract as the Authority may from time-to-time request.

2.7 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

2.8 [REDACTED]
[REDACTED]
agreement of the Charges for the Contract Change, in which case:

- (a) [REDACTED]
- (b) [REDACTED]
[REDACTED]
[REDACTED]

2.9 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

- (a) [REDACTED]
[REDACTED]
[REDACTED]
- (b) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

3 COSTS

3.1 Subject to Paragraph 3.3:

- (a) the costs of preparing each Change Request shall be borne by the Party making the Change Request;
- (b) [REDACTED] by the Supplier in undertaking any Initial Impact Assessment including [REDACTED]
[REDACTED]
[REDACTED] shall be borne by the Supplier; and
- (c) [REDACTED] the Authority in undertaking any Initial Impact Assessment shall be borne by the Authority.

3.2 The cost of any Contract Change shall be calculated and charged in accordance with the principles and day rates or day costs (as applicable) set out in Schedule 15 (*Charges and Invoicing*). The Supplier shall be entitled to increase the Charges only if it can demonstrate in the Initial Impact Assessment and/or Technical Impact Assessment that the proposed Contract Change requires additional resources and, in any event, any change to the Charges resulting from a Contract Change (whether the change will cause an increase or a decrease in the Charges) will be strictly proportionate to the increase or decrease in the level of resources required for the provision of the Services as amended by the Contract Change.

3.3 Both Parties' costs incurred in respect of any use of this Change Control Procedure as a result of any error or Default by the Supplier shall be paid for by the Supplier.

4 CHANGE RESOURCE

- 4.1 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

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- (a) [REDACTED]
- (b) [REDACTED]
- (c) [REDACTED]
- (d) [REDACTED]
- (e) [REDACTED]
- (f) [REDACTED]

4.2 [REDACTED]

5 CHANGE REQUEST

- 5.1 The Parties shall deal with Change Requests according to the following process.
- 5.2 Either Party may request a Contract Change which they shall initiate by issuing to the other a Change Request in accordance with Paragraphs 5.3 or 5.4 as applicable. [REDACTED]
- 5.3 Where the Authority wishes to request a Contract [REDACTED]
- 5.4 Where the Supplier wishes to issue a Change Request to the Authority the Supplier [REDACTED]

- 5.5 [REDACTED]
- 5.6 [REDACTED]

6 INITIAL IMPACT ASSESSMENT

Authority Issued Change Request

- 6.1 [REDACTED]
- 6.2 [REDACTED]
- 6.2.1 [REDACTED]
- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- 6.2.2 [REDACTED]

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- (a) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- (b) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- 6.2.3 [REDACTED]
[REDACTED]
- 6.2.4 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- 6.2.5 [REDACTED]
[REDACTED]
- 6.2.6 [REDACTED]
[REDACTED]
- 6.2.7 [REDACTED]
[REDACTED]
- 6.2.8 [REDACTED]
- 6.2.9 [REDACTED]
[REDACTED]
[REDACTED]
- 6.2.10 [REDACTED]
- 6.2.11 [REDACTED]
[REDACTED]
- 6.3 [REDACTED]
[REDACTED]
[REDACTED]
- (a) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED];

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- (b) [REDACTED]
[REDACTED]
- (i) [REDACTED]
[REDACTED]
- (ii) [REDACTED]
[REDACTED]
- (iii) [REDACTED]
[REDACTED]
- (iv) [REDACTED]
[REDACTED]
[REDACTED]

- (c) [REDACTED]
[REDACTED]
- (d) [REDACTED]
[REDACTED]
- (e) [REDACTED]
[REDACTED]
- (f) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- (g) [REDACTED]
[REDACTED]

6.4 [REDACTED]
[REDACTED]

6.5 [REDACTED]
[REDACTED]
[REDACTED]

- (a) [REDACTED]
[REDACTED]

- (b) [REDACTED]
[REDACTED]

6.6 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

Supplier Issued Change Request

6.7 [REDACTED]

6.8 [REDACTED]

6.9 [REDACTED]

Change Board

6.10 [REDACTED]

(a) [REDACTED]

(b) [REDACTED]

(c) [REDACTED]
[REDACTED]

(d) [REDACTED]
[REDACTED]

(e) [REDACTED]
[REDACTED]

6.11 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

6.12 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

(a) [REDACTED]

(b) [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

7 TECHNICAL IMPACT ASSESSMENT

7.1 [REDACTED]
[REDACTED]

(a) [REDACTED]
[REDACTED]

(b) [REDACTED]

(c) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

(d) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

(e) [REDACTED]

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- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- (f) [REDACTED]
[REDACTED]
- (g) [REDACTED]
[REDACTED]
- [REDACTED]
[REDACTED]
 - [REDACTED]
[REDACTED]
 - [REDACTED]
[REDACTED]
 - [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- (h) [REDACTED]
[REDACTED]
[REDACTED]
- (i) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- (j) [REDACTED]
[REDACTED]
- (k) [REDACTED]
[REDACTED]
- (l) [REDACTED]
- (m) [REDACTED]
[REDACTED]

(n) [REDACTED]
[REDACTED]

(o) [REDACTED]
[REDACTED]

7.2 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

7.3 [REDACTED]
[REDACTED]
[REDACTED]

7.4 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

7.5 [REDACTED]
[REDACTED]

([REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]
[REDACTED]

[REDACTED] [REDACTED]
[REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]
[REDACTED]

8 AUTHORITY'S RIGHT OF APPROVAL

8.1 Within fifteen (15) Working Days of receiving the Technical Impact Assessment from the Supplier or within ten (10) Working Days of receiving

[REDACTED]

(a) [REDACTED]

(b) [REDACTED]

(c) [REDACTED]

8.2 [REDACTED]

8.3 [REDACTED]

9 SUPPLIER'S RIGHT OF APPROVAL

9.1 [REDACTED]

(a) [REDACTED]

(i) [REDACTED]
[REDACTED]

(ii) [REDACTED]
[REDACTED]

(b) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

10 CROSS ESN SERVICES AFFECTING CHANGE REQUESTS

10.1 [REDACTED]
[REDACTED]

10.1.1 [REDACTED]
[REDACTED]
[REDACTED]

10.1.2 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

10.1.3 [REDACTED]
[REDACTED]
[REDACTED]

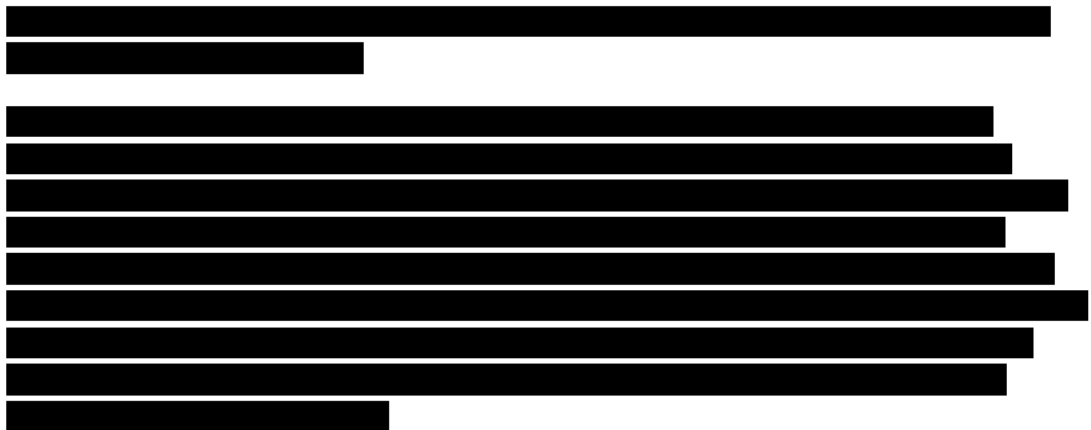
10.1.4 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

10.2 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Authority Issued Change Requests

10.3 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

10.4



Supplier Issued Change Requests

10.5



10.6



10.7



Progression of Cross ESN Services Affecting Change Requests

10.8



10.9



of the copy of the Change Request pursuant to Paragraph 10.8 setting out

[REDACTED]

10.10 [REDACTED]

10.11 [REDACTED]

10.12 [REDACTED]

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10.13 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

10.14 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

10.15 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

10.16 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

10.17 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

10.18 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

11 [REDACTED]
[REDACTED]

11.1 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

11.2 [REDACTED]

- (a) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- (b) [REDACTED]
[REDACTED]
- (c) [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

12 COMMUNICATIONS

12.1 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

13 URGENT CONTRACT CHANGE

13.1 [REDACTED]
[REDACTED]
[REDACTED]

13.2 [REDACTED]
[REDACTED]

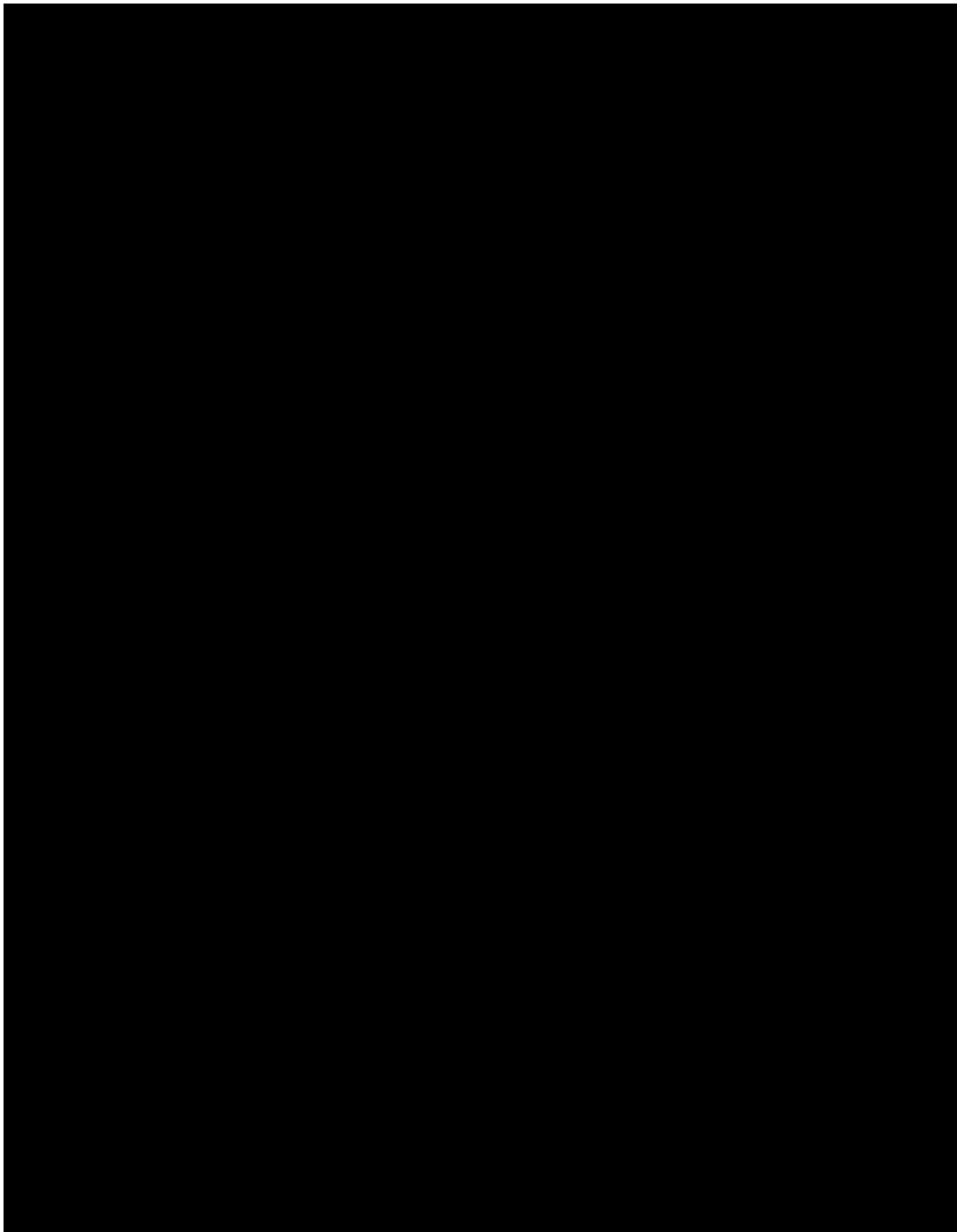
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[REDACTED]
[REDACTED]

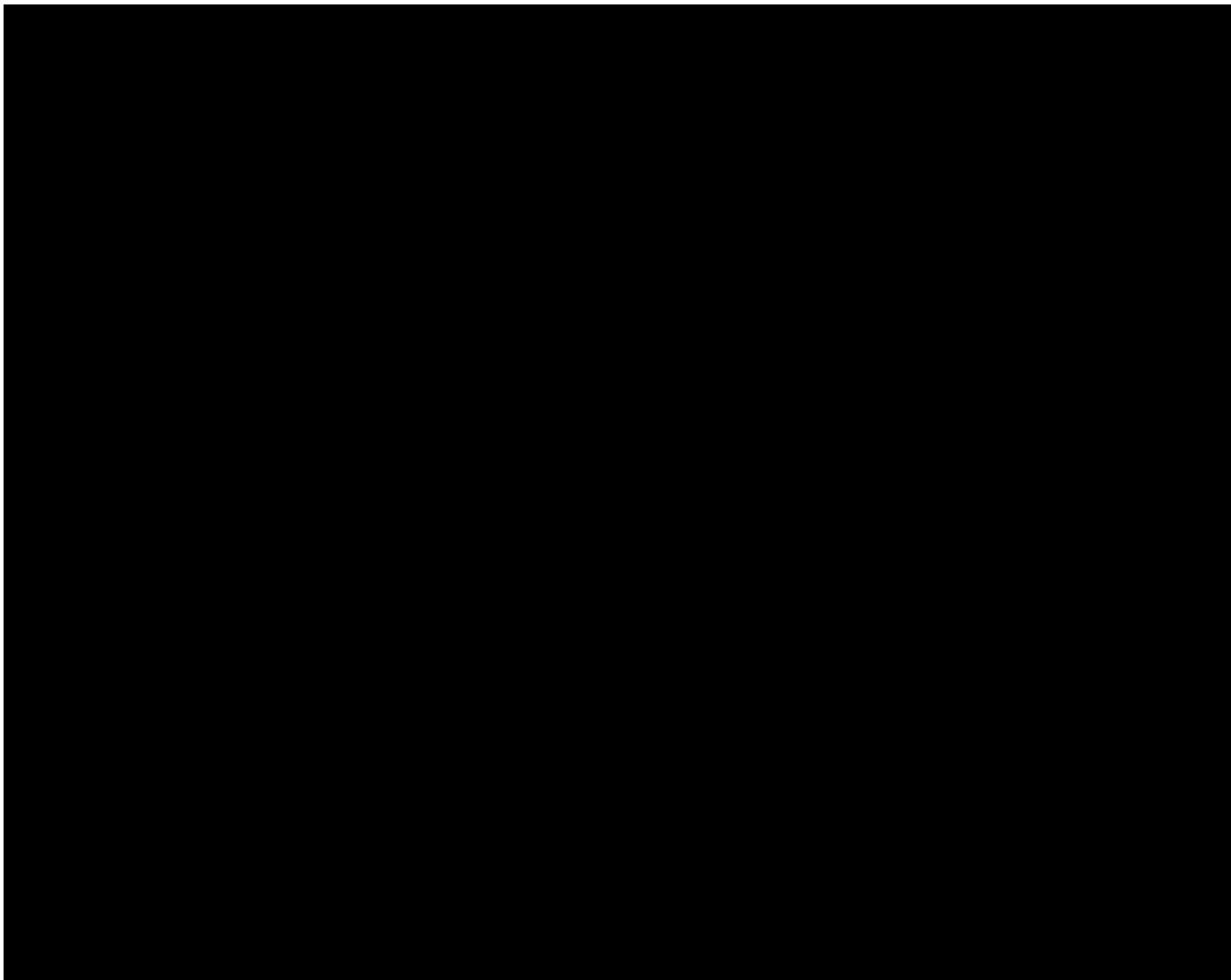
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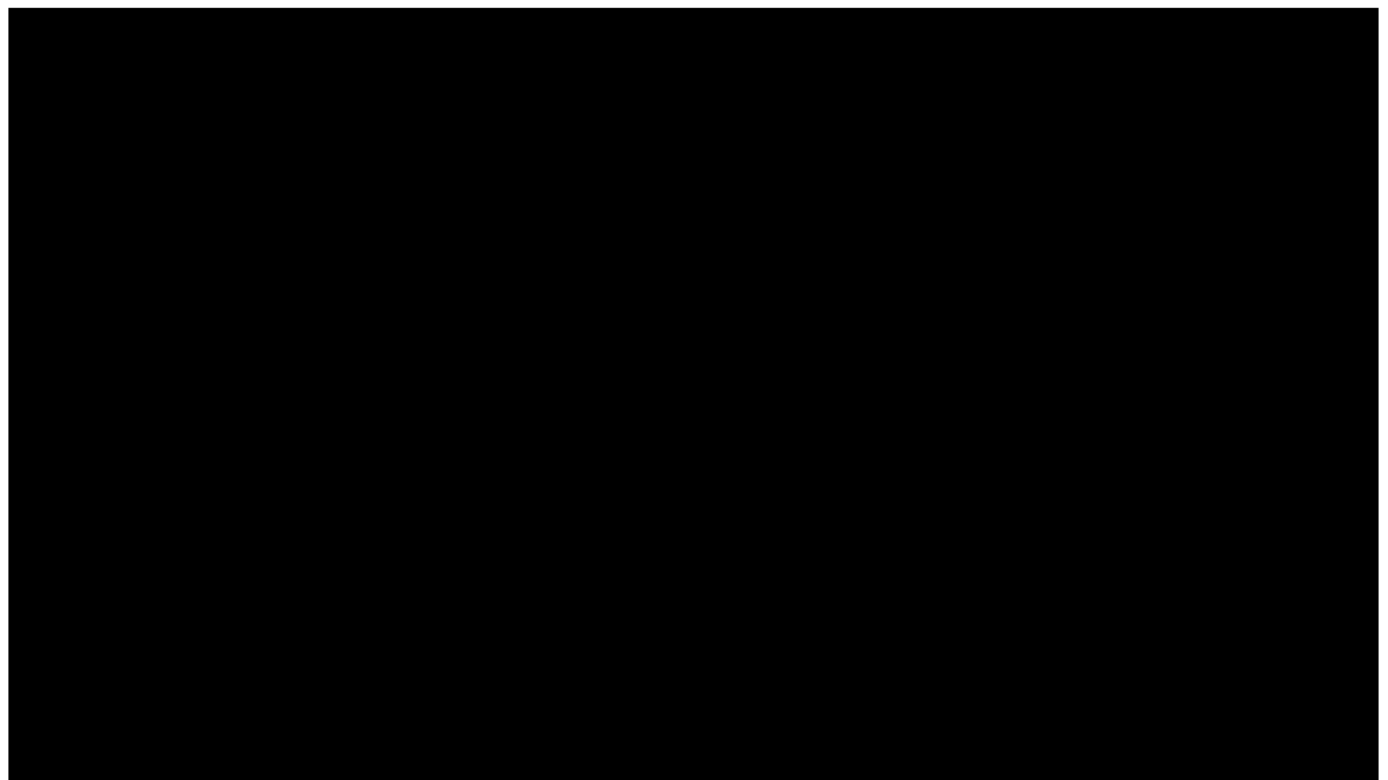
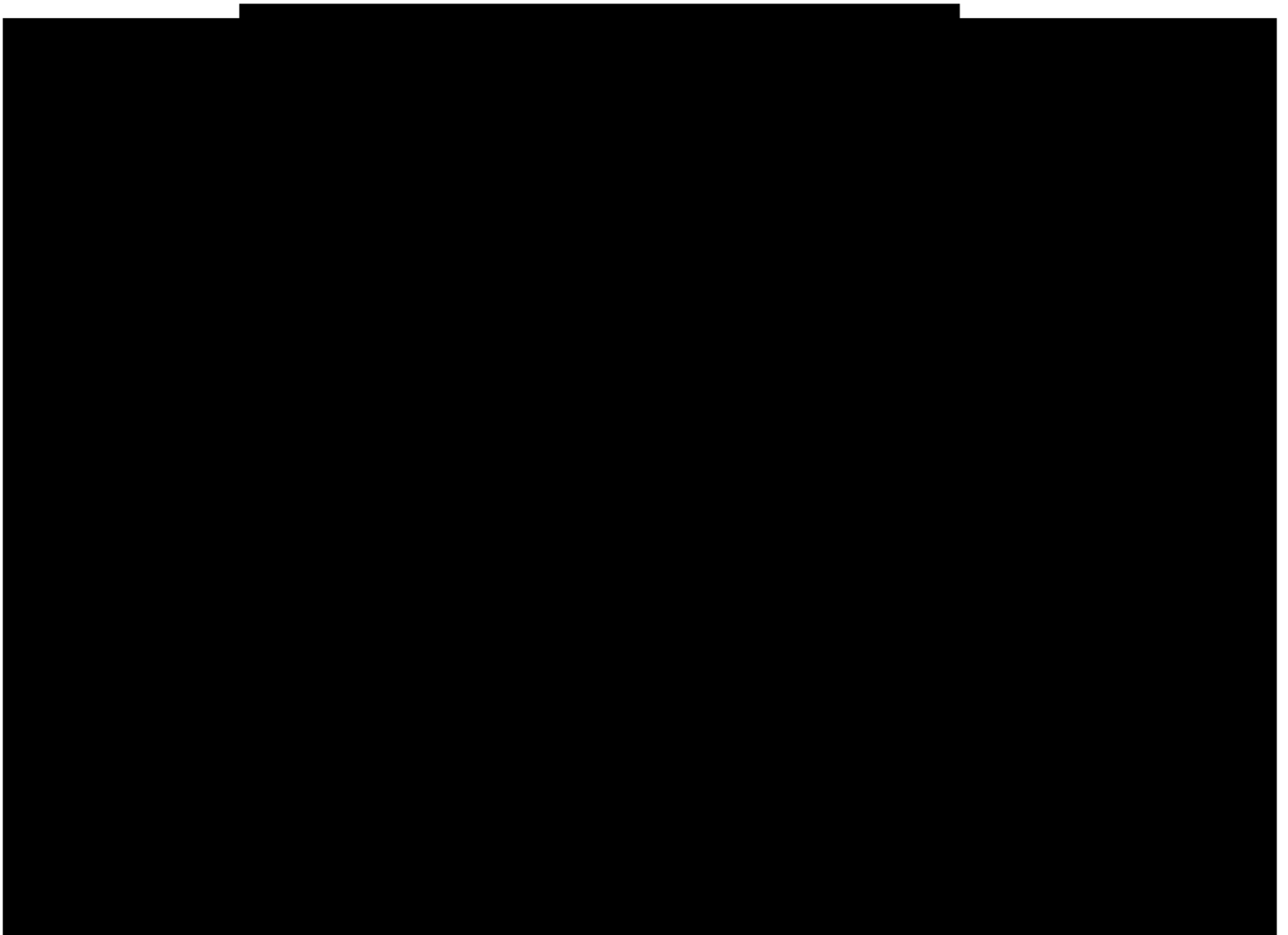
(b) [REDACTED]
[REDACTED]
[REDACTED]

(c) [REDACTED]
[REDACTED]

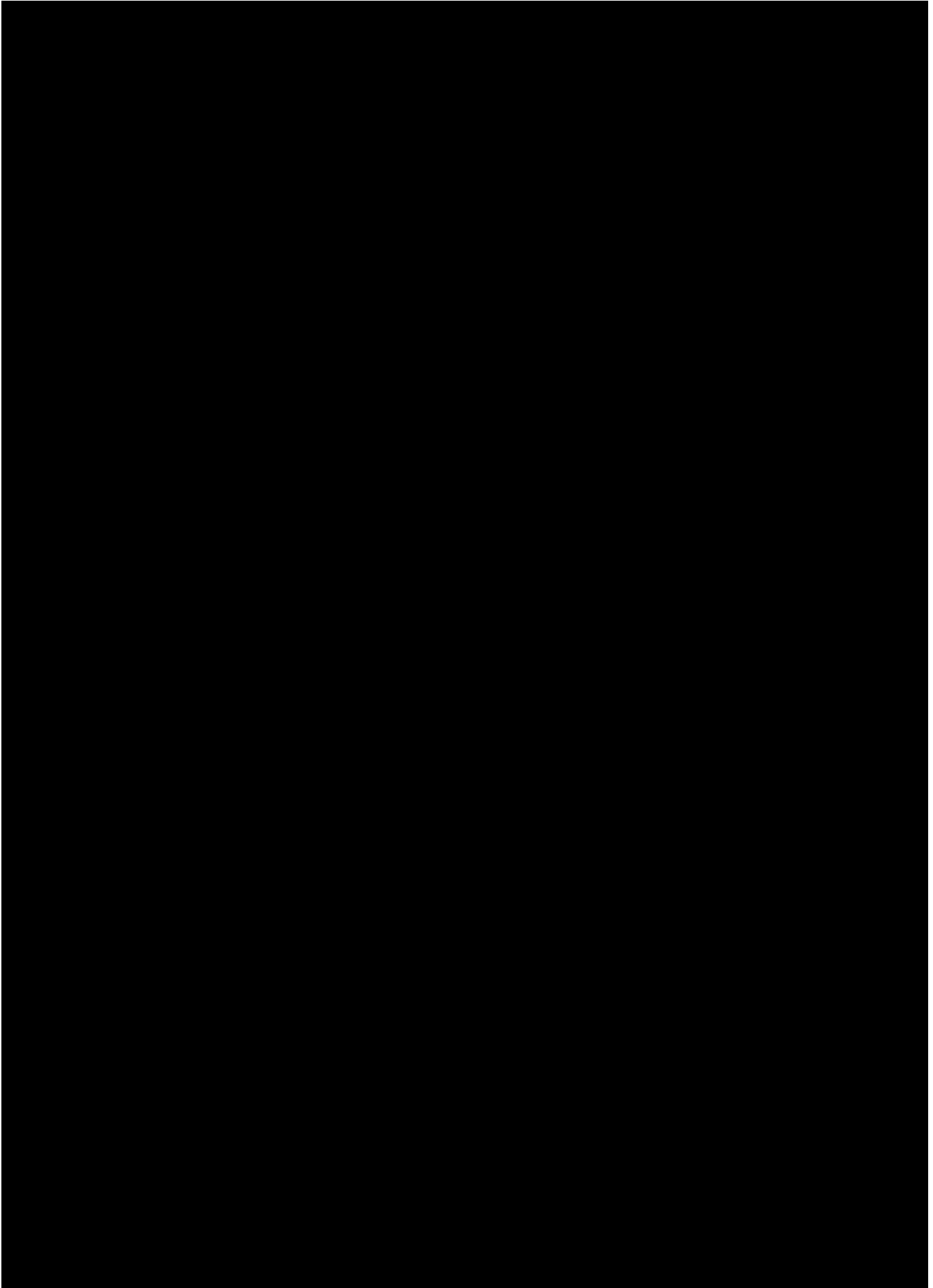


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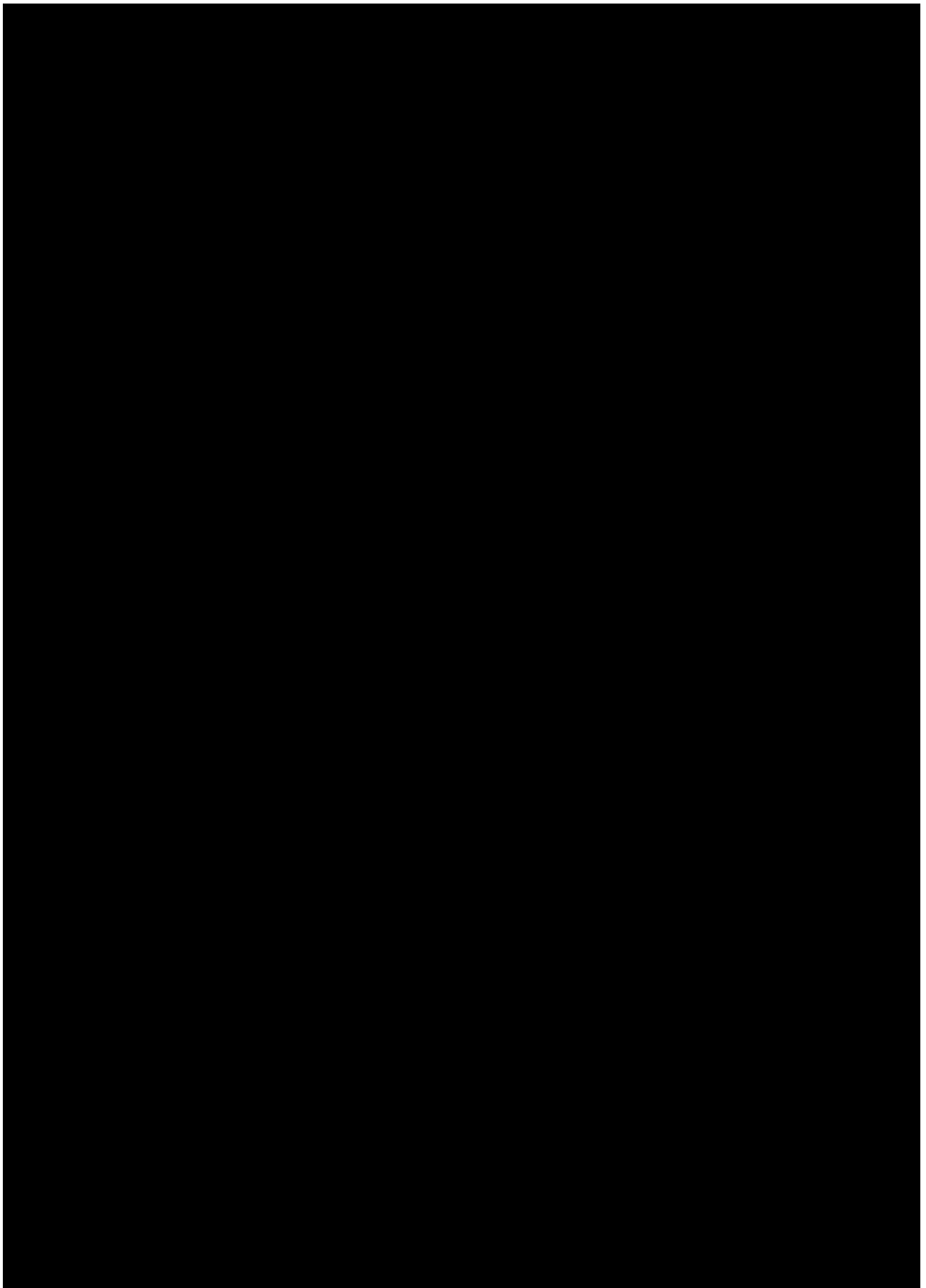
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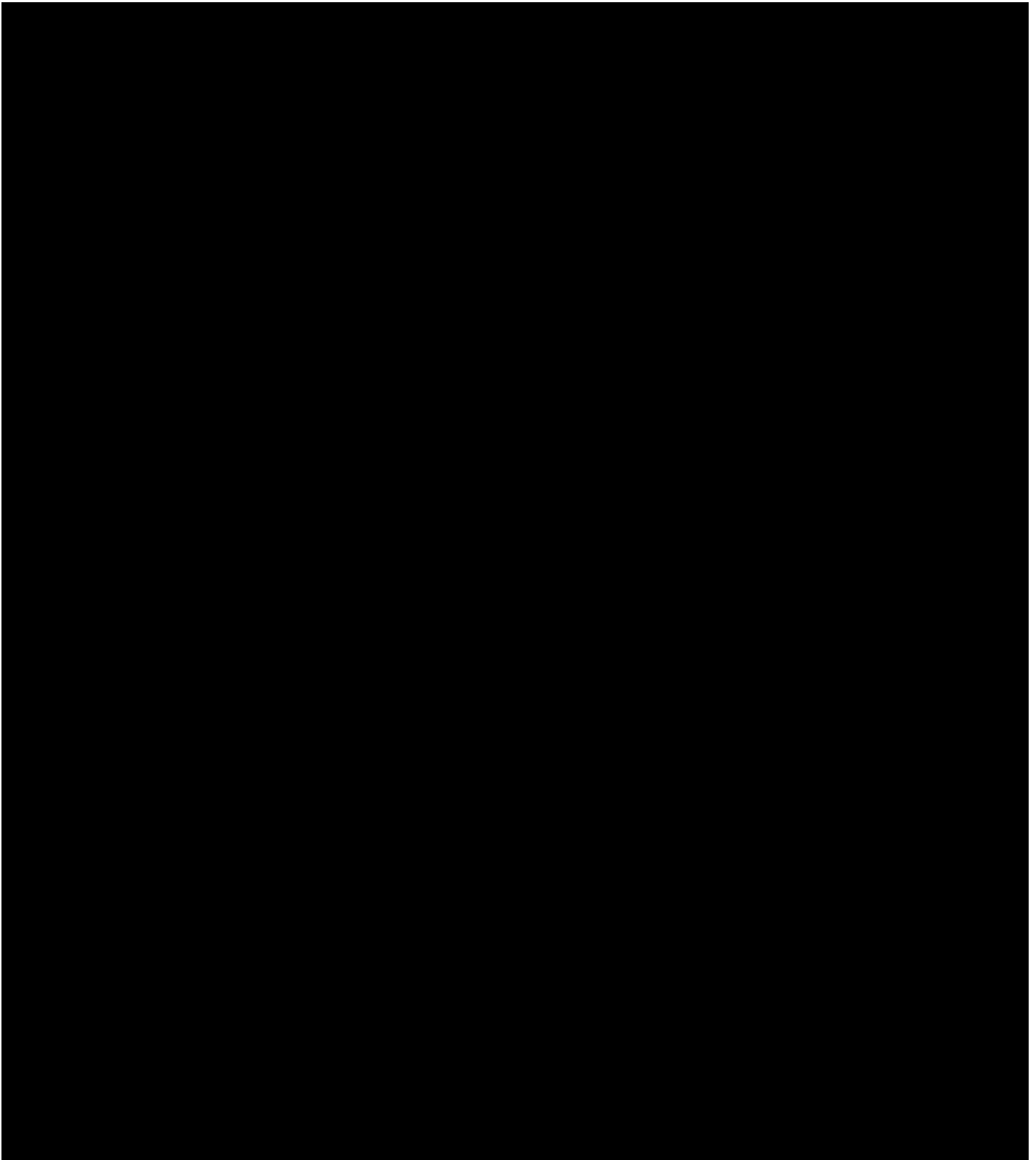
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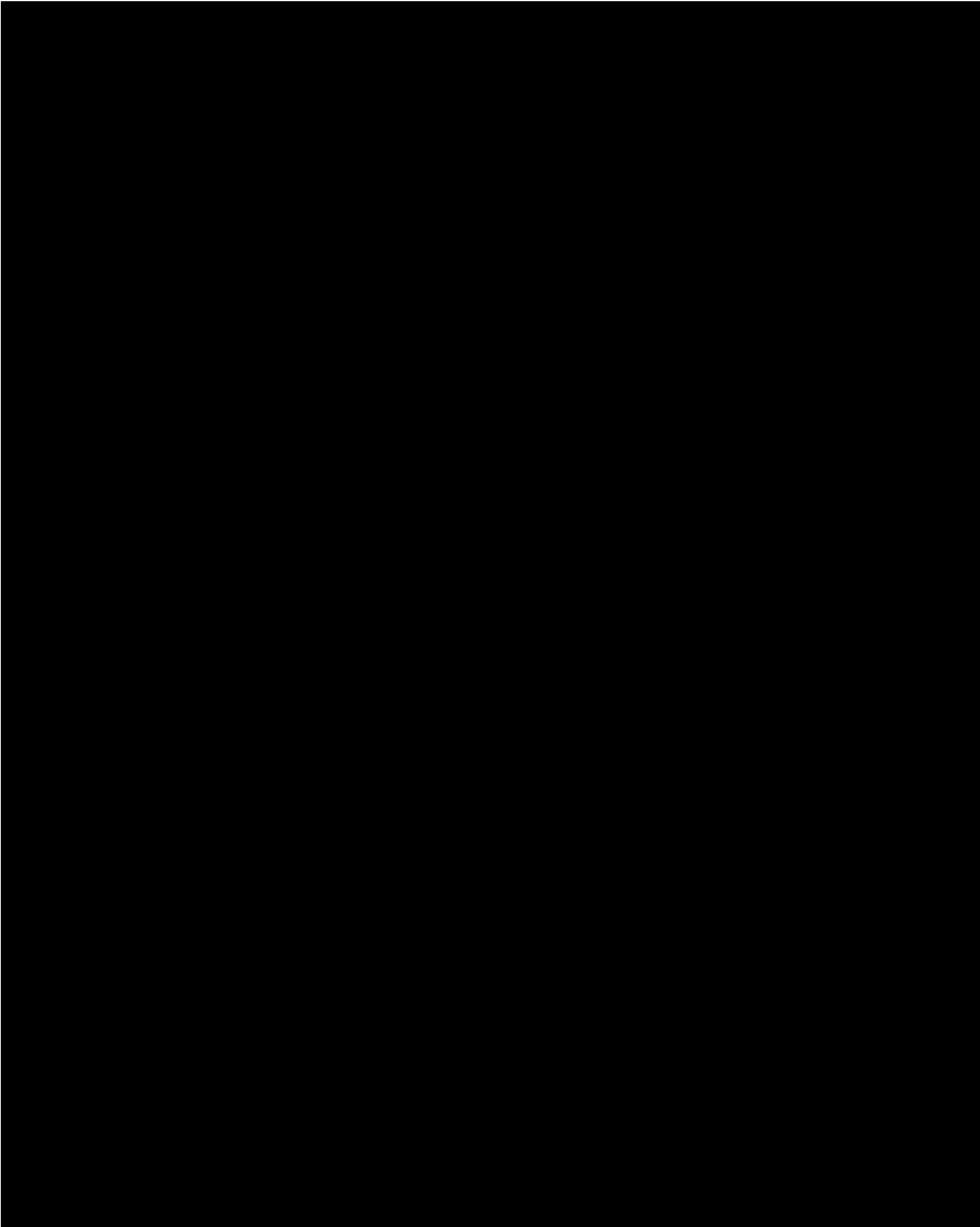
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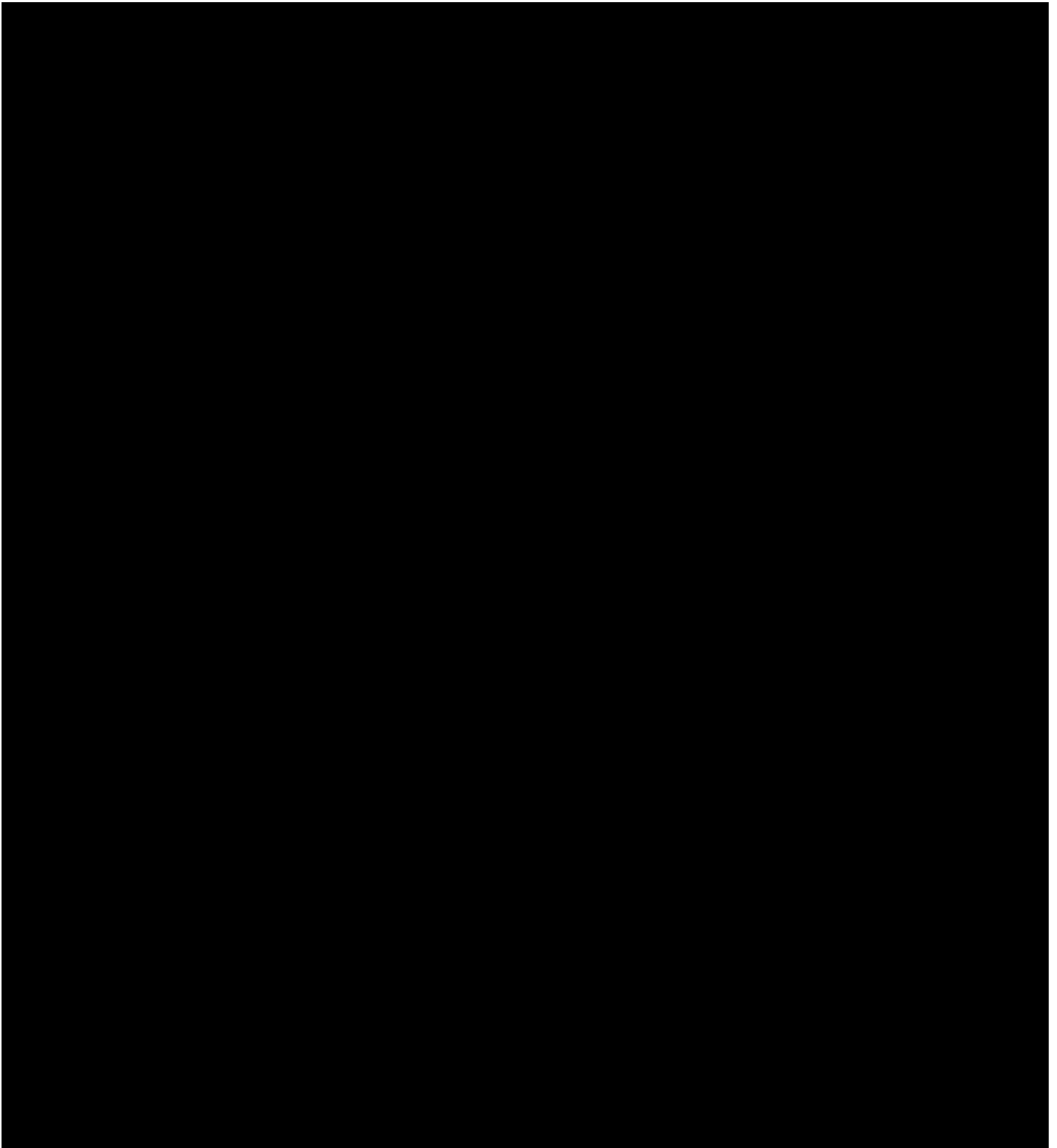


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