

Paper Reference	CACoP_31_1210_10
Action	For Discussion

Documenting the impacts of change

1. PURPOSE

As part of the 2021 Forward Work Plan, the Forum agreed to undertake a review of the ‘impacts of change’ section of the Modification proposal forms and Modification Reports. This paper seeks initial views and input from Code Administrators to feed into this review.

2. IMPACTS OF CHANGE IN MODIFICATION DOCUMENTS

As part of the 2021 Forward Work Plan, the Forum agreed to undertake a review of the ‘impacts of change’ section of the Modification proposal form and Modification Report templates. The Forum proposed it would examine whether the approach to identifying and documenting the impacts and costs of change, whether on central systems, Parties or other Codes, can be improved. Any identified enhancements could then be rolled out across the templates to facilitate a common approach

3. REVIEW BY THE FORUM

We initiated this review at the September 2021 Forum meeting¹. Forum members were invited to provide any views they have on how the impacts of change are currently recorded within their Code(s)’ reports.

Due to time, the Forum postponed discussion on this until the October 2021 meeting. Members took an action to consider this and provide views at this meeting (Action 30/10²).

At this meeting, we are asking members to feed back the views and comments they have received. The Forum will consider these views and will be asked to conclude whether there are any changes to how the impacts of Modifications are recorded in Modification Reports. Based on these discussions, we will also seek views on whether any updates to common templates or guidance on what to include around impacts are needed.

¹ Please see paper CACoP_30_1409_09 for further information

² The Forum members to provide initial views and input on the review of the impacts section of Modification Reports for the next meeting on 12 October 2021

4. NEXT STEPS

We will gather members' views and comments at this Forum meeting. We will collate the views and comments received on the current formats and whether any change may be needed. We will bring these back to a future Forum meeting along with any straw man changes to the templates, for the Forum to consider.

5. RECOMMENDATIONS

The CACoP Forum is invited to:

- **DISCUSS** the current Impacts section in Modification Reports; and
- **PROVIDE** any views on potential changes to these.

Paul Rocke

CACoP Forum Chair
5 October 2021