CHANGE REQUEST MANAGEMENT FOR CNOTs related to data exchange and Data Exchange Solutions related documents

1. Scope

Common network operation tools (CNOTs) are documents developed by ENTSOG (further information on the CNOT development process can be found on the [ENTSOG](http://www.entsog.eu/public/uploads/files/publications/INT%20Network%20Code/2014/INT0495_140514_Rev1_Procedure_CNOT%20process%20for%20the%20development%20of%20data%20exchanges.pdf) website) to ensure coordination of network operation and to fulfil the data exchange requirements foreseen by the following pieces of regulation:

* Network Code on Gas Balancing (BAL)
* Network code on Interoperability and Data Exchange (INT NC)
* Network Code on Capacity Allocation Mechanisms (CAM)
* Congestion Management Procedures (CMP)

To date, ENTSOG has published the following CNOTs on its website:

* CAM/CMP (consisting of BRS[[1]](#footnote-2) and MIG[[2]](#footnote-3))
* Nomination and Matching (consisting of BRS and MIG)
* AS4 Usage Profile

This document describes the change request and, if successful, the relevant release management process for CNOTs.

1. Change request management

The CNOT documents may require changes for reasons such as[[3]](#footnote-4):

* Improvements in light of experience with the solutions developed;
* Developments or evolutions in technology;
* Addressing identified errors;

Changes can be proposed by ENTSOG members or by any stakeholder. The request must include a rationale for the proposed change.

* 1. Request form

A change request to the CNOT documents shall be submitted to [networktools@entsog.eu](mailto:networktools@entsog.eu) by using the request form in ANNEX 1, which can also be found on the ENTSOG website.

When filling in the form, the requester must select only one of the following options regarding the nature of the request:

* Functional addition
* Functional modification
* Correction of text
* Clarification of text

The form contains all the essential information for addressing the requested change. The requester may also attach any supporting documents (such as the proposed modification) that are deemed helpful for a better understanding of the request.

Once a completed form is submitted, additional information can be provided via the same e-mail address (networktools@entsog.eu)

* 1. Request handling

ENTSOG will evaluate the request(s) and inform the requestor about the acceptance for consideration or rejection of the request within 2 months after receipt. Any rejection will be explained.

All requests will be handled by ENTSOG, in close cooperation with EASEE-gas if a given change may have an impact on the Messages Implementation Guidelines[[4]](#footnote-5).

Any accepted request will be posted on the ENTSOG web site for a 30-day consultation period, during which time other stakeholders have the possibility to give additional comments on the topic.

Once the consultation phase is closed, the time required to release the revised CNOT may vary depending on the complexity and impact on the existing system. ENTSOG may decide to establish a dedicated task force to implement the change in the CNOT documents.

Changes with limited impact (e.g. typo corrections, limited configuration changes, obvious mistakes, etc.) may not require a task force. Changes which are close together in time may be combined within a single release.

Requestors will be informed about the outcome of the process for all accepted requests.

* 1. Confidentiality

The requester implicitly agrees that all information provided can be shared by ENTSOG with all parties involved in the CNOT maintenance process.

1. BRS = Business Requirements specification. [↑](#footnote-ref-2)
2. MIG = Message Implementation Guidelines. [↑](#footnote-ref-3)
3. Amendments of Network Codes or development of new ones are outside the scope of this procedure. [↑](#footnote-ref-4)
4. ENTSOG and EASEE-gas cooperate under the framework of an agreement on the development of data exchange messages. [↑](#footnote-ref-5)