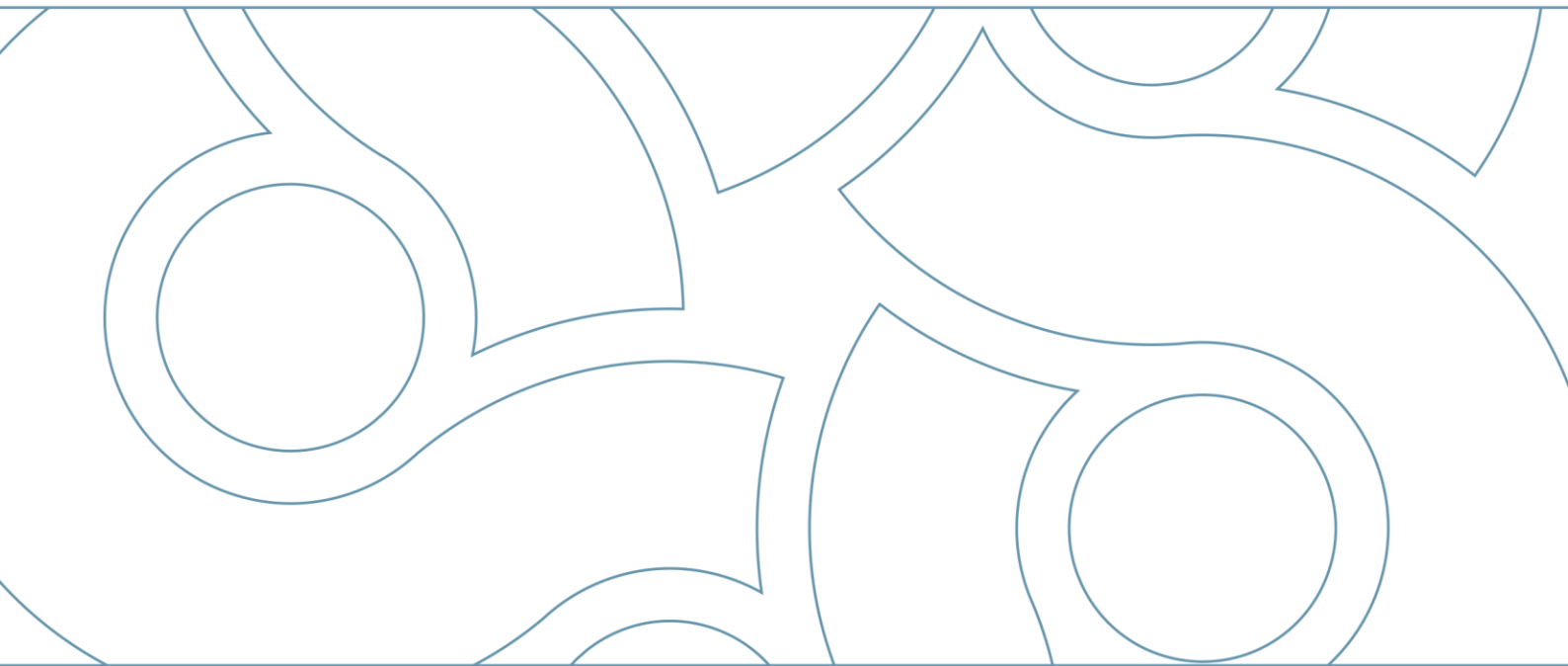


The I-REC Code Subsidiary Document 05

Change Management



Change Management

Version 1.0

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Document Control

Version	Originator	Approval	Date
1.0	C Pooley	I-REC Services	01.04.2014

Change History

Version	Description
1.0	Initial issue version

1. Introduction

1.1 The I-REC Service

The I-REC Service is a global electricity environmental attribute tracking system. It is designed to facilitate reliable Scope 2 carbon accounting consistent with various international accounting standards. I-RECs allow all electricity users to make a conscious and evidence-based choice for renewable electricity, in any country around the world.

1.2 The I-REC Code

The I-REC Code is a statement of principles and a description of how the I-REC Service operates at high level. Detailed descriptions of procedures are contained in Code Subsidiary Documents such as this document.

1.3 This Document

This document sets out the process for changing the I-REC Code and its Code Subsidiary Documents.

2. Definitions

Unless specified in the table below, all capitalised terms shall have the meaning ascribed to them in the I-REC Code.

In all cases, the derivatives of the following terms shall be construed accordingly.

Term	Definition
Code	The I-REC Code

3. Process description

3.1 Context

The documentation establishing the I-REC Service is a set of principles and operational procedures intended to facilitate a high quality energy attribute tracking and carbon reporting service. As practices develop, those procedures will require modification to maintain overall quality.

3.2 The Procedure

A change proposal can be raised by any organisation directly involved in the I-REC Service. Following initial assessment the proposal will be formally considered by I-REC Services. If approved, the change will normally be implemented within the next scheduled release. Notice of changes is made through the I-REC website.

4. Initiating the Process

4.1 Raising a Change Proposal

A change proposal can be raised by an I-REC Participant, Registrant, Issuer or I-REC Services using the form in Appendix 1 – Change Proposal. The form must be submitted in English to I-REC Services for initial assessment.

4.2 Initial Assessment

I-REC Services will check the proposal for completeness prior to initial assessment. The initial assessment will identify the impact of the change as proposed and will consider alternative solutions. A cost benefit analysis of the proposed change will also be carried out. Draft changes to the Code or its subsidiary documentation will be made. An initial assessment report, including the cost benefit analysis and the draft documentation changes, will be produced and presented to the board of I-REC Services for determination. A copy of the report will also be sent to the proposer. A register of change proposals will be maintained on the I-REC website.

The initial assessment stage will normally be completed within 2 calendar months from receipt of the completed change proposal.

I-REC Services may contract out the assessment to a suitably competent Code management agent.

5. Determination

5.1 I-REC Services Board

The board of I-REC Services will decide whether to adopt the change proposal or any alternative solution on the basis of a simple majority of its shareholders.

6. Implementation

6.1 Final Draft Changes

Following a determination to make a change, the draft documentation may be referred for refinement prior to inclusion in the next scheduled change release.

6.2 Change Releases

In order to maintain a stable system, two change releases are planned for each year in May and November. In exceptional circumstances, I-REC Services may decide to make special releases outside of this schedule.

6.3 Go Live

Changes will become live as of the date of release unless otherwise specified.

Appendix 1 – Change Proposal

Change Proposal Number: (to be completed by I-REC Services)		Date raised:	
Observed defect:			
Proposed change:			
Proposer (Organisation)			
Proposer contact person			
Proposer contact email address			
Signature on behalf of proposer			
Date sent for initial assessment (to be completed by I-REC Services)			
Date of determination (to be completed by I-REC Services)			

