***ebIX®, EFET and ENTSO-E Harmonised Role Model Maintenance Request Form***

All participants in the European Electricity Market may issue a Maintenance Request concerning the documentation of the Harmonised Electricity Market Role Model (HRM). This document defines the form that is to be used to submit such a request.

General guidelines for the Maintenance Request submission:

* The form is to be completed with all the necessary information.
* All associated documents required for the understanding of the Maintenance Request are to be provided.
* It is highly recommended to provide a presentation describing the business needs (the business processes) behind the suggested update of the Role model. If needed the requester can be invited to present their Maintenance Request to the Harmonisation Group. Failing that a Harmonisation Group member should champion the Maintenance Request so that any questions raised may be immediately resolved.

This form is to be addressed to ebIX® (ETC), EFET or ENTSO-E/WG-EDI, who will verify the MR and present it to the Harmonisation Group. For contact information, see [www.entsoe.eu](http://www.entsoe.eu), [www.efet.org](http://www.efet.org) or [www.ebix.org](http://www.ebix.org).

The convener or the secretary of the Harmonisation Group will inform the submitter when the Maintenance Request is to be reviewed by the Harmonisation Group. The Maintenance request should be submitted at least two weeks before the next meeting in the Harmonisation Group in order for it to be handled at that meeting.

The Maintenance Request will then be provided to the other Harmonisation Group members prior to its presentation as soon as possible, and at least one week before the meeting.

The Maintenance Request will be debated within the Harmonisation Group and the Harmonisation Group members shall state:

* If the Maintenance Request is to be rejected.
* If the Maintenance Request is accepted.
* If the Maintenance Request can be accepted after suggested adjustments.
* If there is a need for further clarifications before the Maintenance Request can be rejected or accepted.

All decisions shall be obtained through consensus[[1]](#footnote-1).

In all cases, the requester shall be informed of the Harmonisation Group decision. If the Maintenance Request was not accepted, the requester may come back with further input, and must come back with further clarifications when requested, unless the Maintenance Request is withdrawn.

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| --- | --- |
| **Date (DD/MM/YYYY):** |  |
| **Submitter Name:** |  |
| **Organisation:** |  |
| **E-mail:** |  |
| **Phone number:** |  |

|  |  |
| --- | --- |
| **Request identification:** |  |
| **Type of request (Addition, Deletion or Change):** |  |
| **What to change:** | * **Role** * **Domain** * **Association** |
| **Name (name from the HRM, commonly used name or business term):** |  |
| **Definition:** |  |
| **Associations with other Roles or Domains:** |  |
| **Draft subset of Role Model (figure) showing associations between the new role or domain and the current role model:** |  |
| **Background information:** | |
|  | |
|  | |
| **Reason for request:** | |
|  | |
| **Process(es) involved:** | |
|  | |
| **Responsibilities (the organisation, or “shared”):** | |
|  | |
| **References (e.g. references to regulation(s), to web page(s) etcetera):** | |
|  | |
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1. ISO definition of Consensus: “general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments”. [↑](#footnote-ref-1)