***CIM EG Maintenance Request form***

This form is to be addressed to the CIM EG Convenor at cim@entsoe.eu

|  |  |
| --- | --- |
| **Date** **of submission:** | *DD/MM/YYYY* |
| **Submittor Name**: |  |
| **Organisation:** |  |
| **E-mail:** |  |

|  |  |
| --- | --- |
| **Maintenance Request title:** |  |
| **Impacted document/schema:** |  |
| **Clause/Paragraph/Figure/Table:** |  |
| **Description of issue:**(Business requirement, reason for request, documentation/schema change request or impact) |
|  |
| **Proposed resolution:** |
|  |
| **ENTSO-E Code List change request** |
| **Type of code** | **Code***([[1]](#footnote-1))***:** | **Definition:** | **Description:** |
| *businessType* |  |  |  |

All participants in the European Electricity Market/System Operation/System Development may issue a Maintenance Request concerning ENTSO-E documentation or guides. 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 process and why a change to an existing process is necessary. If needed the requester can be invited to present their Maintenance Request to CIM EG. Failing that a CIM EG Member should champion the Maintenance Request so that any questions raised may be immediately resolved.

The CIM EG Convener will inform the submitter when the Maintenance Request is to be reviewed by the CIM EG.

The Maintenance Request shall be provided to CIM EG Members and Corresponding Members prior to its presentation for approval.

The Maintenance Request will be debated within CIM EG and the CIM EG Members shall state:

* If the Maintenance Request is to be rejected.
* If the Maintenance Request is accepted.

All decisions shall be obtained through consensus[[2]](#footnote-2).

In all cases, the requester shall be informed of the CIM EG decision.

Accepted Maintenance Requests, before being implemented in the existing standards, shall be published on the ENTSO-E website.

1. The “Code” field is to be completed in the case of modifications to existing codes. [↑](#footnote-ref-1)
2. 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-2)