

Change Proposal Withdrawal Policy

1. Overview

The current Change Process is outlined in Sections 6 and 7 of the Market Arrangements Code (MAC) and has no provision for changes to be withdrawn, once they have entered the process.

This policy details a process that allows Proposers of changes to withdraw their proposal if they provide rationale statement to the Panel on why the change should no longer be progressed under the Change Process. These may include, but are not limited to, the following reasons:

- a market development that makes the change obsolete;
- it is determined that the proposal is disproportionately costly relative to the benefit it provides;
- the Proposer reconsiders their original rationale for making the change; or
- the change is found to only provide benefits to a small number of Trading Parties.

Formally withdrawing a Change Proposal will result in the change being removed from the following change related documents, these are:

- Change Report; and
- The Change Proposal table on the MOSL Change webpage.

A record of the withdrawn change will remain in the Change Proposal log, stored on the MOSL [Change webpage](#).

Once a Change Proposal is formally withdrawn, it cannot be raised again for 6 months or without prior consent from the Panel. In the event that a change is withdrawn but another party still wants to progress it, it must agree to adopt the proposal within ten (10) Business Days of the change being provisionally suspended and parties being notified of this. This party can be anyone who is authorised to propose a change to the Market Arrangements Code (MAC) or Wholesale Retail Code (WRC), as laid out in Sections 6.1 and 7.1 of the MAC.

Further information on the key process steps is set out in section 2 below.

2. Process Steps

2.1 Withdrawal Request

To request that a Change Proposal be withdrawn and progressed no further, the Proposer contact the Change mailbox at change@mosl.co.uk or their Lead Analyst directly. The Proposer will be required to provide a rationale statement on why they believe the change should no longer be progressed through the Change Process. This rationale will then be incorporated into the monthly Change Report to the Panel, for the next Panel meeting.

Unless the withdrawal request is received within fifteen (15) Business Days of the commencement of the next Panel meeting, the withdrawal request will be included in the Change Report of the following Panel meeting.

2.2 Development of Rationale Statement

Once the withdrawal request has been received, the Panel Secretariat will support the Proposer to provide a rationale statement for the Panel that provides the rationale for the withdrawal. This rationale statement will be included in the Change Report, which will be presented to the Panel at the next meeting.

This rationale statement must be provided to the Panel at least fifteen (15) Business Days before the next Panel meeting commences. Otherwise, the statement will be included in the Change Report for the following Panel meeting, or as a late item on the agenda at the discretion of the Panel.

2.3 Panel Approval

The Panel must approve a withdrawal of a change, based on the rationale statement provided in the previously described Change Report. If the Panel disagree with the decision to withdraw, the Panel must provide justification that is clearly explained to the Proposer. The Change Proposal will instead remain open and adopted by a new Proposer. This can be the original proposer, or the original Proposer can request a new Proposer be found if they do not wish to continue progressing the change.

If the Proposer no longer wishes to progress the change, an alternative Proposer must be found. This can be anyone authorised to submit a Change Proposal as stated in Sections 6.1 and 7.1 in the MAC. This change will remain suspended and not be progressed until a new Proposer is found.

2.4 Provisional Suspension

If the Panel agrees that the change is no longer necessary and can be withdrawn, then the Panel Secretariat will provisionally suspend that change following the Panel decision. This means that the Panel Secretariat will no longer progress the change or develop it any further, and will remain on the Change Proposal log in a suspended state. A Change Proposal that was not approved to be withdrawn by the Panel will be provisionally suspended until a new Proposer is found.

2.5 Seeking a new Proposer

Following the provisional suspension, before a change is formally withdrawn, the Panel Secretariat will notify Trading Parties of the suspended status of the change and the intention to formally withdraw it. If no interest is received within ten (10) Business Days of the notification, then the change will be formally withdrawn.

When the change is formally withdrawn, the Panel Secretariat will remove the change from the change documentation (the Change Report), and will update the status of the change to withdrawn in the Change Proposal log.

In the case where the Panel has rejected the withdrawal of a change, the status will remain suspended indefinitely until a new Proposer is found.

3. MOSL Contact

In order to submit a request to withdraw a Change Proposal please send an email to change@mosl.co.uk confirming your intention to withdraw.

The Lead Analyst assigned to the change will then be in contact to support you throughout the withdrawal process.

Appendix B: Process Map

