# Change Request Form

### CHAPS & RTGS ISO 20022 Change Management Process

Please use this form to submit change requests related to message schemas, technical guidance or other artefacts as part of the Bank’s implementation of ISO 20022 in CHAPS and RTGS. Change requests can be made for the following message types and artefacts:

* CHAPS ISO 20022 message schemas eg pacs.008 and pacs.009 payment messages.
* RTGS ISO 20022 message schemas eg camt.053 account statement messages
* Technical guidance relating to any messages used within CHAPS and/or RTGS.
* Any other artefacts produced by the Bank to support ISO 20022 implementation in CHAPS and RTGS. For example, this could include codes contained within the [UK Recommended Purpose Code list](https://www.bankofengland.co.uk/-/media/boe/files/payments/rtgs-renewal-programme/iso-20022/uk-recommended-purpose-code-list.pdf) or the approach the Bank is taking on ISO 20022 implementation to support future RTGS functionality such as synchronisation.

**The deadline to submit a change request is 1 April each year** (or by close of the first working day of each April). We encourage you to let the Bank know as early as possible that you are considering submitting a change request. Where possible, you should submit your request well ahead of the deadline to ensure sufficient time for any analysis and discussion.

Change requests must be submitted via RCEP for those with access - all RTGS users including Direct Participants (under **Submit a Query-> Documentation -> Proposing a change to ISO Schema**.

For organisations without RCEP access, email [RTGSCHAPScomms@bankofengland.co.uk](mailto:RTGSCHAPScomms@bankofengland.co.uk), with the subject: “ISO 20022 Change Request – [Title of change request - Name of requestor]”

All fields must be completed to enable the Bank to assess the change request and its impact on the community. The information required on the form is broadly aligned with that required for HVPS+ and CBPR+ change requests. The Bank may ask for missing or additional information.

You may suggest a solution to address the change request, however, the Bank is ultimately responsible for defining the specific change. You may also be asked to talk through your proposed change with other participants in a forum coordinated by the Bank.

## Change Request Form for RTGS/CHAPS ISO 20022 implementation

| **Question** | **Answer** | **Supporting Notes** |
| --- | --- | --- |
| 1. **Title** | | |
| Proposed title of change request |  | *Enter a short title, for example, ‘Change length of element X’.* |
| 1. **Requestor details** | | |
| Origin of request |  | *Name of organisation* |
| Who can be contacted for additional information | Name:  Email:  Phone:  Name:  Email:  Phone:  Name:  Email:  Phone: | *At least one contact must be provided, but no more than three. One of these could be a mailbox.* |
| Sponsors |  | *Please name any other organisations or groups (if any) that support and/or have inputted to this change request. If applicable, the sponsors must also commit to implementing the change* |
| 1. **Message type/s or article subject to change request:** | | |
| Message type/s impacted |  | *List all message types affected by this request. Requestors should be as specific as possible, for example eg pacs.009 cov* |
| Artefacts impacted | * CHAPS ISO 20022 message schema eg pacs.008 * RTGS ISO 20022 message schema eg camt.053 * Technical guidance relating to any message schema used within CHAPS and/or RTGS. * Any other artefacts produced by the Bank to support ISO 20022 implementation in CHAPS and RTGS. For example, the artefact could be the [UK Recommended Purpose Code list](https://www.bankofengland.co.uk/-/media/boe/files/payments/rtgs-renewal-programme/iso-20022/uk-recommended-purpose-code-list.pdf). | *List all artefacts affected by this request.* |
| 1. **Business Impact of Request and Regulation:** | | |
| What impact will this change have on business applications? | **Level of impact:** HIGH / MEDIUM / LOW  **Justification:** | *Select level of impact, and optionally provide justification for the level of impact on business applications* |
| Is this change required for regulatory reasons? | **Required for regulatory reasons?** YES / NO  **Regulation:** | *If ‘yes’, then it is mandatory to identify the regulation (name/reference number, etc.) or to provide a link (URL) to the regulation.* |
| 1. **Commitment to implement the Change** | | |
| Total number of messages of this type that the sponsors currently send and/or receive in one year |  | *Estimate, when possible, of total traffic sent and/or received by the requestor/requesting group in one year* |
| What percentage of the messages send and/or received will include this change in the future? |  | *Estimate, when possible, of the percentage of sent and/or received messages (as above response) that will be impacted by the change* |
| Country, community or group that is committed to use this change? |  | *This must be completed, even if it is the same as the group that sponsors the change request. “All Users” is not an acceptable response here, since the requestor cannot make a commitment on behalf of all CHAPS & RTGS users.* |
| Year they commit to use this change |  | *Note the year in which the requestor/requesting group will start to use the change.* |
| 1. **Business rationale for the change** | | |
| Business rationale for the change |  | *Please include the following:*  *a. Who will benefit from the change?*  *b. Why is the change needed? Describe the business rationale for the request and its criticality for your market. It must be complete and detailed* |
| 1. **The Change** | | |
| Outline the nature of the change | **Categorise the change as:** adding, deleting, modifying, renaming, changing the cardinality, moving an element/component, or changing the type of an element, changing a code set. | *What must change? For example, ‘Change the datatype in element XXX from YYY to ZZZ’. Describe the change to the Usage Guidelines – to both the element/s and the message/s* |
| When would you like the change be implemented | For example: November 2027 | *Implementation can only occur on yearly release weekends, being the third weekend in November. Implementation at other times will not be considered.* |
| Does this requested change relate or link to any other change requests or proposed changes? |  | *Other changes could be contained in previous, releases, or future foreseen changes, in the CHAPS/RTGS change process, ISO base message changes, HVPS+ or CBPR+.* |
| Other participants or stakeholders who may be affected |  | *Please list what organisations would be impacted by this change outside of your own organisation, for example corporate customers, conveyancers* |
| 1. **Workarounds** | | |
| Describe a current work around if one exists |  |  |
| 1. **Use Cases** | | |
| Business scenario examples |  | *Outline all applicable use cases* |
| 1. **Additional Information** | | |
| Add any further information here or attach it to this form |  |  |

## Bank of England recommendation

## (to be completed by the Bank of England only):

|  |  |
| --- | --- |
| **Consider** | Yes/No |
| **Timing** | **Next yearly cycle: 20XX/20XX+1**   * The change will be considered for implementation in the yearly maintenance cycle which starts in 20XX and completes with the publication of new Usage Guidelines in UG*<Date>* of 20XX+1.   **At the occasion of the next maintenance of the Usage Guideline**  **Urgent unscheduled**   * The change justifies an urgent implementation outside of the normal yearly cycle.   **Other timing** |
| **Comments** | Comment added at each stage of the evaluation process |
| **Reject** | Yes/No  Reason for rejection |