## A.1.a. INDICATIVE USER REQUIREMENTS

The following amendments (in red) should be made to the Indicative URs for MCCP158:

### UR 1 Reminder e-mail
A reminder email should be issued to all Licensed Provider Delegated Authorities 30 BDS before the start of each Financial Year, as follows:

**UR 1.1** For LPs with a creation date more than 30 BDS prior to the end of a FY, at 30 BDS prior to the next FY; ‘In accordance with Market Code obligations, all Licensed Providers with a Trading Party Type of Full LP will be included in the Gap Site allocation and POLR allocation processes in the next FY, unless they choose to opt out and are eligible to do so. In order to opt out of the Gap Site process and/or the POLR process, please follow the attached link and go to ‘Administration’ and submit opt out requests at least 15 BDS prior to the start of the relevant Financial Year, as identified; [insert a link to the CMA LVI login page].’

**UR 1.2** For New LPs on their creation date; ‘In accordance with Market Code obligations, all new Licensed Providers with a Trading Party Type of Full LP will be excluded from the Gap Site allocation and POLR allocation processes for the remainder of the current FY, unless they choose to opt in. In order to opt in to the Gap Site process and/or the POLR process, please follow the attached link and go to ‘Administration’ and submit opt in requests within the next 15 BDS, as identified; [insert a link to the CMA LVI home page].’

### UR 2. LVI Changes for LP POLR Opt Out

**UR 2.1** The request to Opt out of POLR should be via the LVI home page and should allow only a CMAAdmin, CMAAdminReport user, or a requesting LPAdmin or LPAdminReport user who is also a Delegated Authority for an LP that has a D4014 Trading Party Type of Full LP to access a new link under CMA Home > Administration > POLR > Opt Out.

**UR 2.1.1** This page should only be made available 30 BDS prior to the next FY and should cease to be available 15 BDS prior to the end of the next FY.

**UR 2.1.2** If the LP is not a full Trading Party or if the user is not appropriately authorised, suitable error messages should be presented to the user (for inappropriate LP, wrong LP for the user, wrong user type, or not Delegated Authority).

**UR 2.2** The Opt Out page should include:
- A statement that the following button should be selected if an LP wishes to opt out of the POLR allocation process and that such opt out is only available to an LP with less than 20% market share.
- A Button to select POLR Opt Out.
- An effective from date of the beginning of the next FY should be identified on the screen.

**UR 2.3** If Opt Out is selected, validation should be as follows:
- If the LP has a market share of 20% or greater, by chargeable amount, based on the most recent published R1, opt out should be rejected, with a suitable error message.

**UR 2.4** Confirmation e-mail and processing.

**UR 2.4.1** If the selection of Opt Out is accepted, an email should be sent to the Delegated Authority and to the CMA, confirming the Opt Out of POLR for the next FY and the D4015 POLR Status should be updated accordingly.

**UR 2.4.2** If Opt Out is not selected, the LP should be included in the POLR allocation process for the next Financial Year and the D4015 POLR Status updated accordingly.

**UR 2.5** Re-submission. The opt out status may be changed up until 15 BDS prior to the selected effective from date.
**UR 3 LVI Changes for LP POLR Opt In**

**UR 3.1** The request to Opt in to POLR should be via the LVI home page and should allow a requesting LPAdmin or LPAdminReport user who is also a Delegated Authority for an LP that has a D4014 Trading Party Type of Full LP and a creation date within the current FY to access a new link under CMA Home > Administration > POLR > Opt In.

*UR 3.1.1* This page should only be made available for 15 BDs after the LP’s Creation Date.

*UR 3.1.2* If the LP is not a full Trading Party or if the user is not appropriately authorised, suitable error messages should be presented to the user (for inappropriate LP, wrong LP for the user, wrong user type, or not Delegated Authority).

**UR 3.2** The Opt In page should include:
- A statement that the following button should be selected if a new LP wishes to opt in to the POLR allocation process.
- A Button to select POLR Opt In.
- An effective from date of the current day should be identified on the screen.

**UR 3.3** Confirmation e-mail and processing.

*UR 3.3.1* If the selection of Opt In is accepted, an email should be sent to the Delegated Authority and to the CMA, confirming the Opt In to POLR for the next FY and the D4015 POLR Status should be updated accordingly.

*UR 3.3.2* If Opt In is not selected, the LP should be excluded from the POLR allocation for the remainder of that Financial Year and the D4015 POLR status updated accordingly.

**UR 4 LVI Changes for POLR for the CMA.**

**UR 4.1** A CMAAdmin or a CMAAdminReport user may access a new link under CMA Home > Administration > POLR > Opt In/Out.

**UR 4.2** The Opt In/Out page should include:
- A list of all LPs and their POLR status (opted in, or opted out) for both the current FY and for the next FY.
- Radio buttons to change the opt in/opt out status for both the current FY (from the current day onwards) and for the next FY.

**UR 4.3** Confirmation e-mail and processing. If the change to the Opt In/Out status is accepted, an email should be sent to the relevant LP Delegated Authority, confirming the Opt In/Out of POLR from now onwards, or from the next FY, as the case may be and the D4015 POLR Status should be updated accordingly.

**UR 5. LVI Changes for Gap Site Allocation Status.** Similar pages, e-mails and processing to those for POLR should be established for Gap Site allocation, using a link from CMA Home > Administration > Gap Site > Opt Out, or CMA Home > Administration > Gap Site > Opt In, as appropriate.

**UR 6. Changes to Existing Gap Site Update pages.**

**UR 6.1** The existing page for updating the Gap Site status should be disabled.

**UR 6.2** The existing New LP page should have the ability to update POLR Status disabled in
an identical fashion to the Gap Site Update functionality.

**UR 7. CMA Controlled Document Changes.** LWI 101 should be amended, as follows:

- The CMA Membership Application should be amended to include requests for POLR and Gap Site allocation Opt In status and
- CMA registration of LPs onto the CMA CS should be changed such that LPs are registered on becoming CMA Members.