



TLP:WHITE = Disclosure is not limited



Change Management

**DSOP Control Information Common Standard - Operational processes
V 2.0**



Brønnøysundregistrene



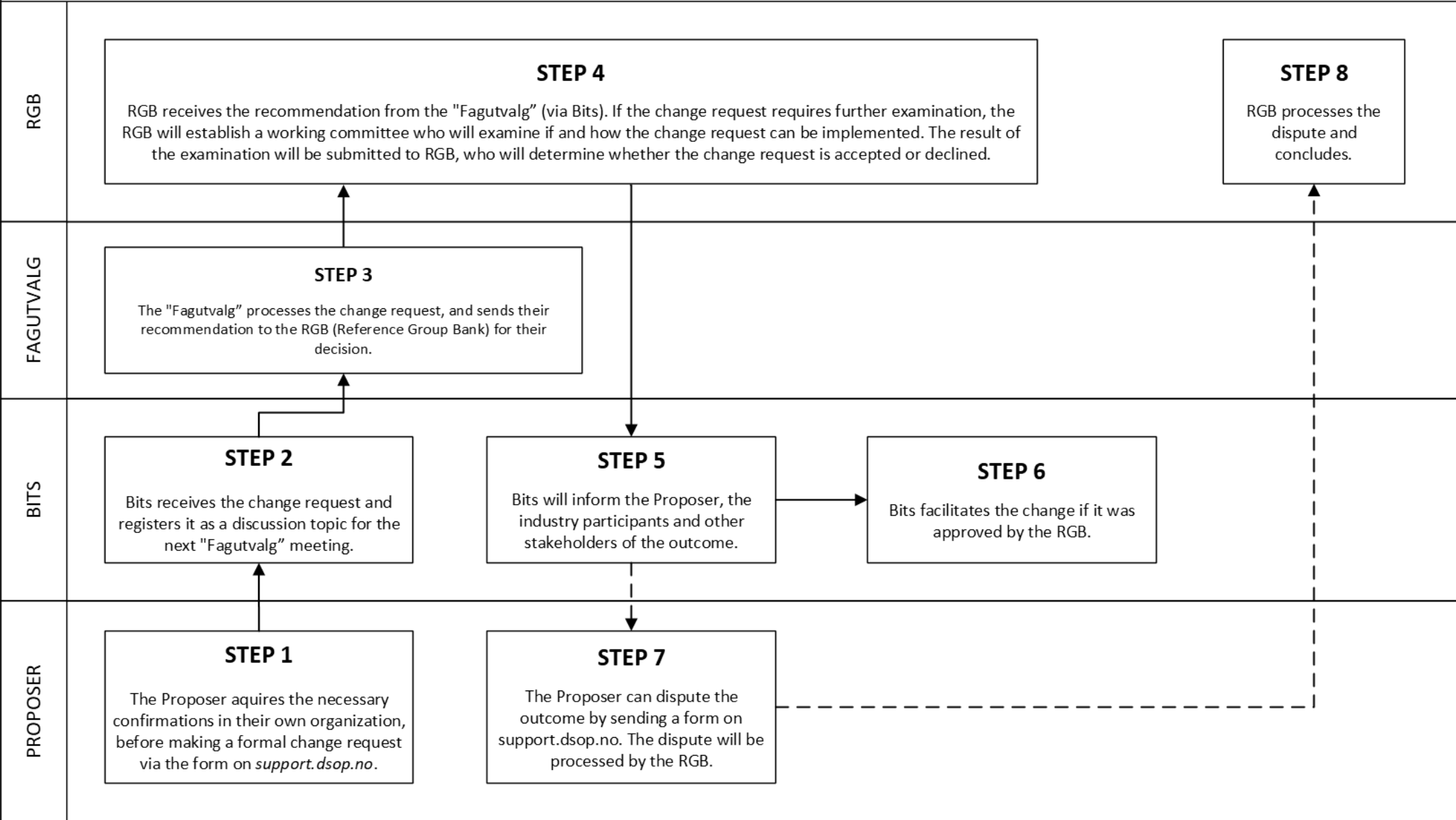
Finans Norge

Glossary



Term	Norwegian	English
DSOP Forvaltning	Administrerer dag-til-dag drift og support	Administrates day-to-day operations and support
Fagutvalg	Representanter fra finansforetakene uten mandat til beslutningstagning	Representatives from the financial institutions without authority to make final decisions
Industry participants	Finansnæringen	The financial industry as a whole
The Proposer	Organisasjonen som stiller forslaget	The organization that submits the proposal for review
RGB	DSOP referansegruppe Bank	The Decision authority
Working committee	Arbeidsutvalg	A group of people appointed for a specific function or task

DSOP Control common standard - Change Management



Step 1

The Proposer sends a change request to Bits

- Step 1a: The Proposer has made the necessary alignments within their own organization. The change request should include a description of the proposed change, including the background and need for the request. Any legal assessments and discussions of the advantages and consequences of implementing the change should be clearly presented.
- Step 1b: The proposer fills out the form for change requests on support.dsop.no.
- Step 1c: Bits receives the change request -> Step 2

Step 2

Bits receives the change request and registers it as a discussion topic for the next Fagutvalg meeting

- Step 2a: Bits receives the change request from the Proposer.
- Step 2b: Bits will contact the Proposer if there are any ambiguities in the change request form.
- Step 2c: Bits registers the change request internally.
- Step 2c: Bits adds the change request to the agenda for the next Fagutvalg meeting.

Step 3

The change request is processed in the Fagutvalg for the data provider

- Step 3: The change request is processed in the Fagutvalg for the data provider.
 - Assuming that all necessary documentation is provided to process the change request.

- The Fagutvalg submits their recommendations for implementation to the RGB.

Step 4

The RGB processes the change request

- Step 4a: The RGB processes the change request. If deemed necessary, a working committee is established to assess the change request, and will put forward their conclusions to RGB.
- Step 4b: The RGB decides whether the change request is accepted or declined.

Step 5

Bits communicates the decision

- Step 5: Bits informs the Proposer and the industry participants of the decision. Bits will inform the RGB, the Fagutvalg, the main contacts for Control Common standard and other affected parties (incl. affected public agencies).

Step 6

Bits facilitates the approved change

- Step 6: Bits facilitates the change between the affected parties, if it has been approved by the RGB. Depending on the scope of the change and the capacity within Bits, the implementation of the change will be organized as a project or handled by DSOP Forvaltning.

Step 7

Disputes

- Step 7a: The Proposer can dispute the outcome by filling in a form on support.dsop.no.
- Step 7b: Bits forwards the dispute to the RGB.

Step 8

Processing the dispute

- Ste 8a: The RGB processes the dispute.
- Step 8b: Bits informs the Proposer when the dispute has been processed. The change request may proceed to Step 6 for implementation if it is accepted.

Additional information

- Changes that are necessary due to legal demands, compliance or other legal requirements will be processed in the RGB without first being processed by the Fagutvalg.
- Implementation of larger-scale change requests depends on enough banks and agencies volunteering to conduct a pilot.

The image features a central logo for 'DSOP' in a bold, blue, outlined font. The logo is flanked by two blue curved lines, one above and one below. Below the logo, the text 'DIGITAL SAMHANDLING OFFENTLIG PRIVAT' is written in a smaller, blue, sans-serif font. The background is a light blue, abstract composition of a globe, binary code (0s and 1s), and a grid pattern. The globe is on the right side, and the binary code is scattered throughout. The overall aesthetic is modern and digital.

DSOP

DIGITAL SAMHANDLING OFFENTLIG PRIVAT