

# DERIVATIVES SERVICE BUREAU (DSB) LTD

## Change Request Process

Version 0.8

Date	Status	Version	Author	Revision Details
21 Dec 2017	Creation	0.1	Simon Wiltshire	Initial Version
05 Jan 2018	Change	0.2	Simon Wiltshire	Revised following internal review
22 Jan 2018	Change	0.3	Tony Birrell	Introduced DSB tactical/strategic approach and user impact ratings for ISIN scenarios
20 Feb 2018	Change	0.4	Tony Birrell	Minor amendments to Background and Workflow to incorporate PC feedback
16 Apr 2018	Change	0.5	Nathan Dagg	Minor amendment to background and roles and responsibilities section to incorporate PC feedback  Incorporate operational feedback from DSB
05 Jun 2018	Change	0.6	Product Committee	Amendments, refinements and clarifications of some processes
20 Jun 2018	Change	0.7	A. Bargeron	Added link to Change Request Form
10 Jul 2024	Change	0.8	M. Surop	Added UPI Service  Update Workflow Overview

## I. Executive Summary

- This document aims to provide the clients of the Derivatives Service Bureau (DSB) with a comprehensive definition of the process required to take a change request from initiation through to release.
- The workflow laid down in the document is to apply to change requests that will impact the DSB Product Definitions or the UPIs/ISINs held by the DSB.
- The DSB aims to follow a common change request process to provide participants in the process with a clear understanding of the state of the request and the further steps that are to be taken in addressing the issue.
- The Change Request Process set out in this document is expected to evolve as industry use of the DSB service matures, therefore this should be considered a living document.
- Any feedback or queries in relation to DSB Change Request process should be directed to [secretariat@ANNA-DSB.com](mailto:secretariat@ANNA-DSB.com).

# Contents

- 1. Executive Summary ..... 2
- 2. Introduction ..... 4
  - 2.1 Document Purpose..... 4
  - 2.2 Background..... 4
- 3. Process ..... 6
  - 3.1 Introduction..... 6
  - 3.2 Workflow Principles..... 6
  - 3.3 Change Request Details ..... 7
  - 3.4 Roles and Responsibilities ..... 8
  - 3.5 Workflow Overview ..... 9
- 4. Appendix I: Possible Change Request Scenarios..... 11
  - 4.1 Introduction..... 11
  - 4.2 Categorisation..... 11
  - 4.3 Issues with Existing UPIs/ISINs ..... 12
  - 4.4 Changes to the Attribute Enumeration..... 14
  - 4.5 Changes to the Product Definition..... 18

## 2. Introduction

### 2.1 Document Purpose

This document aims to provide the users of the Derivatives Service Bureau (DSB) with a comprehensive definition of the process required by which a change request progresses from initiation through to release along with an overview of the representative way in which the issues raised in a change request might be addressed. The principles for the change request process shall be updated periodically reflecting the empirical observations over time and the feedback from DSB users.

### 2.2 Background

The change requests covered in the document concern the need to address issues with existing UPIs/ISINs or with the Product Definition templates supplied by the DSB for the creation of the OTC Derivative UPIs/ISINs.

More specifically, the workflow defined in this document aims to address the following specific scenarios (with examples), with this document to be updated from time to time as the list of required workflows and/or scenarios is augmented:

- The creation of a UPI/ISIN with incorrect or inconsistent attributes: where the identification codes of the underlying are checked only for format, not for validity against an official source.
  - The underlying identifier (ISIN<sup>1</sup>, LEI) does not exist; identification codes are checked only for format, not for validity against an official database.
  - The underlying identifier (ISIN, LEI) is inconsistent with the product: an Equity Swap has the ISIN for a Bond as its underlying.
- The creation of two or more legitimate UPIs/ISINs referencing the same instrument.
  - One CDS is defined by an underlying LEI, the other is defined by an ISIN that was issued by the same Legal Entity.
- A change in the enumerated values (which may be as defined by an industry body or ISO standard specification) used in one or more Product Definition templates.
  - A change of the version of the specification
  - A change in the source of the specification e.g. a move from ISO20022 to ISDA or vice versa)
  - A new (more specific) CFI code is introduced.
  - A new currency (defined by ISO 4217) is traded.
  - An underlying Index is renamed by the governing authority.
- The introduction of a new Product Definition template.
  - Members of the DSB community start to trade a new Product.
  - The DSB starts to support a new Asset Class.
- A change in the attributes that are used in an existing Product Definition template.

---

<sup>1</sup> UPI Service supports Alternate Underlying Identifiers, i.e., CUSIP, FIGI and SEDOL.

- The regulatory authority demands greater granularity in the Product Definition.

Changes may be initiated by the DSB itself, on the advice of the Product Committee or via an external request from a user. Once the issue has been raised with the DSB Secretariat, a standard workflow is employed that has been designed to ensure that changes are not implemented without their impact being analyzed and made visible to the user community.

The main principles of the workflow defined in this document is to provide the user community with a change request process that is:

<b>Reliable</b>	Provides safeguards to prevent errors.
<b>Transparent</b>	Provides visibility of progress, timeliness and impact including prompt notification of changes to each.
<b>Predictable</b>	Provides clear release schedules to assist planning.

### 3. Process

#### 3.1 Introduction

This section of the document provides a detailed explanation of the workflow that is to be undertaken by the DSB when a Change Request is raised. The Change Request may be raised by the DSB Client, by a Regulator, by the DSB itself or by any other interested party but all Change Requests will follow a common workflow through to completion.

#### 3.2 Workflow Principles

As noted at the start of this document, the Change Request workflow aims to provide a reliable, transparent and predictable method of implementing any change to the Product Definitions and/or UPIs/ISINs maintained by the DSB and to that end the following principles are applied:

- All change requests will follow a common workflow.
- The DSB Secretariat (and an assigned member within that team) has responsibility to monitor the progress of the Change Request through its lifecycle and to ensure that all tasks are completed and reported to the community, with oversight of the Product Committee.
- The DSB Secretariat will ensure that the issue originator is kept informed of the progress of the Change Request as it moves from state to state through the workflow.
- All changes to UPIs/ISINs or Product Definitions, including enhancements or bug fixes, are to be signed off by the DSB Product Committee.
- The full details and progress of any change are to be made available to the industry through a subscription utility / website.
- The time taken for the release of any change cannot be determined in advance since the scheduling of will depend upon the size/complexity of the change, its priority and any competing changes that are to be considered by the DSB Secretariat.
- The Product Committee will consider any change requests.
- Scheduled releases of changes to Product Definitions and/or UPIs/ISINs will take place on an ongoing basis and in any case, not more frequently than a quarterly basis.
- It will be possible that the DSB may organize an unscheduled release (non-quarterly) if the change request is deemed urgent or there is a need to align the release to an industry change (e.g.: new enumeration advised by an Industry body).
- Documentation – such as functional or technical specifications or test plans are to be made available to the industry through the DSB GitHub utility and any other notified documentation links.
- It is expected that this documentation along with the current status of any change request will be uploaded to GitHub on a timely basis, in line with the current process.

In addition, any change proposed by the DSB in response to a change request must adhere to the following principles:

<b>Persistence</b>	Any change to existing (previously created) UPIs/ISINs or their product attributes will need to be reviewed and approved by the DSB Product Committee.
--------------------	--

<b>Extensibility</b>	The change must be backward compatible – a change to the system should not require a change to the user’s system – although they would benefit from the change if they did.
<b>Singularity</b>	A superseded Product Definition cannot be used to create a UPI/ISIN – only the latest version of the Product Definition can be used.
<b>Traceability</b>	It should be possible to trace the history of Product Definition changes to be able to identify different product definitions that have been used for the same product.

### 3.3 Change Request Details

In order to raise a Change Request a client of the DSB, a regulator or another interested party will need to access the DSB website and complete the [change request form](#). This will ask for the following details to be completed:

Request Type	Defines whether the request concerns a specific UPI/ISIN, a product definition template, an enumeration change or other proposed change.
Product Definition	The name of the product(s) that will be impacted.
UPI/ISIN (Optional)	The UPI/ISIN number(s) that is (are) the subject of the request.
Request Description	A freeform text description of the reason for the change request and any supporting information. This should also include any key dates, the names of any key influences on the change (regulatory authority etc.).
Evidence (Link)	A link to any supporting documentation for the proposed change.
Evidence (File)	Uploaded documents that can be used to support the proposed change.

The following information will be recorded as a part of the user registration process and will be included automatically with the change request.

Originator Name	The name of the user responsible for raising the request.
Originator Organization	The name of the organization represented by the originator.



Contact Details	The contact details (email, phone etc.) of the originator of the change request.
-----------------	--

In addition, the usual audit information – dates, times etc. – will be recorded by the system.

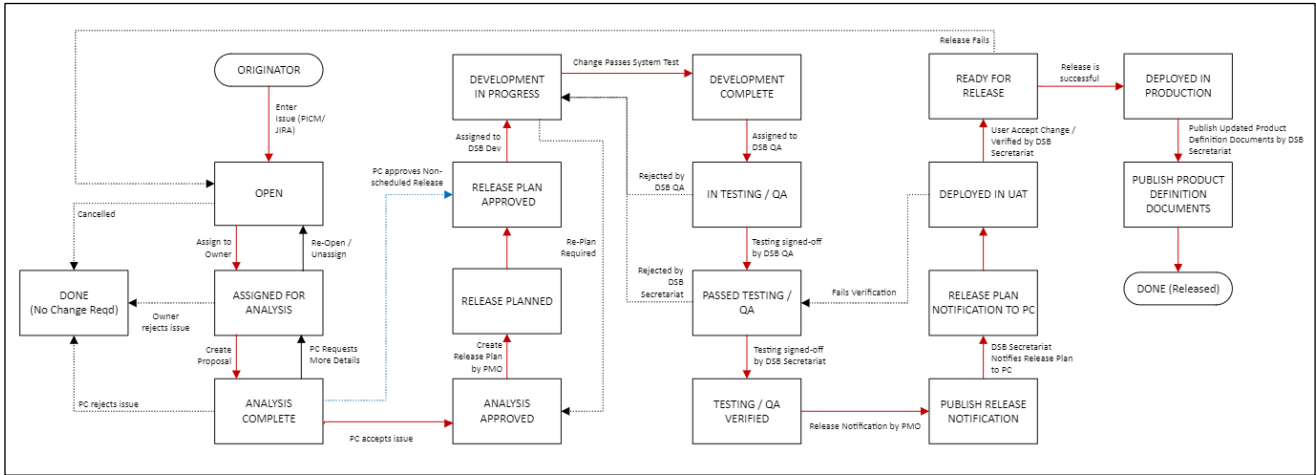
### 3.4 Roles and Responsibilities

The Roles and Responsibilities of the DSB groups / teams involved in the process are summarized below:

Team Responsible	Responsibilities
DSB Secretariat	The DSB Secretariat has overall responsibility for ensuring the progress of a change request from initiation through to completion. Specifically, it is responsible for gathering the details of the change request (including consultation with the wider industry), providing the documents that contain use cases for validation, normalization and enrichment rules, tracking and reporting the progress of the request and verifying that the testing of the change has been completed.
DSB PMO Team	The DSB PMO team is responsible for the review, approval and prioritization of the change. The team also monitors and reports the progress of the request and ensures that all steps are undertaken and completed; provides project tracking artefacts to meetings and Technical and Product Managements and ensures that the release of the requests is scheduled based on the level of priority.
Product Committee	The Product Committee is responsible for reviewing and approving or rejecting any change request and the proposed schedule for that change. The Product Committee may also consult with external industry standards groups (e.g. ISDA, CPMI-IOSCO) when seeking consensus on certain standards which may result in a change. If agreement cannot be reached, it is possible for an issue to be escalated to the DSB Board.
DSB Development	The DSB Development is responsible for the technical development of any approved change along with the creation of a test harness (if required).
DSB QA	The DSB QA team is responsible for ensuring that any development is tested and satisfies the requirements of the test plan.
DSB Support	The DSB Support team is responsible for organizing and coordinating the UAT of the change, for managing scheduled and unscheduled releases of any changes and for supporting the environment post-release.

### 3.5 Workflow Overview

The following diagram summarizes the Change Request workflow that is defined in more detail in the next section of the document. The diagram sets out a target operating model in a steady state environment and is for indicative guidance purposes only. The model may be expedited in the event of regulatory or Product Committee guidance.



The main points to highlight in this workflow are:

- The Change Request is recorded and assigned an identification number by the DSB Secretariat in Project Initiation and Change Management (PICM) and in JIRA.
- DSB Projects Prioritization Committee (PPC) members review existing PICMs, assess and recommend the prioritization of a project/initiative.
- The DSB Secretariat works with the DSB Development Team, the DSB QA Team, the DSB Support Team and relevant Industry Representatives to produce a Change Proposal (Functional and Technical Specification) in response to any Change Request.
- The Proposal is reviewed and approved, if appropriate, by the Product Committee. The Product Committee may come up with the following decisions:
  - If the Change Request is approved.
    - The Change Request will proceed.
  - If the Change Request requires more information.
    - The DSB Secretariat provides the required information to the Product Committee for approval.
  - If the Change Request is held over to the next PC Meeting.
    - The Designated DSB Officer re-presents the issue to the next PC Meeting.
  - If the Change Request is rejected.
    - The issue will be closed with an appropriate reason.
- Once affirmed, a release plan is created by the DSB PMO Team – in conjunction with the DSB Development Team, DSB QA Team and the DSB Support Team.
- The release plan is communicated to the Product Committee.
- The Change is developed by the DSB Development Team – who are also responsible for creating a test harness for the change.

- The change is tested by the DSB QA Team, and the test results are then verified by the DSB Secretariat.
- A User Acceptance Test with the DSB Clients is coordinated by the DSB Support Team.
- The DSB PMO Team is responsible for the publication of the Release Notification.
- The DSB Secretariat ensures that all relevant updated Product Definitions documents are published.
- The release of the change is managed by the DSB Support Team.

## 4. Appendix I: Possible Change Request Scenarios

### 4.1 Introduction

The following section of the document examines some of the possible reasons for raising a change request and looks at the options for how each situation might be addressed by the DSB.

The approaches suggested for each of these scenarios should be considered as illustrations of how each issue might be addressed and it should be stressed that each change request received by the DSB should be treated on a case-by-case basis. Once the industry has been consulted and the proposal has been presented to the Product Committee an appropriate course of action would be approved and undertaken by the DSB.

In most of the following examples, the result of the change request will be an UPI/ISIN that does not reflect the updated product definition. In order to address this issue, it is necessary to agree a consistent approach to dealing with the existing UPIs/ISINs. This choice can be summarized as:

- *Update existing UPIs/ISINs*
  - o Automatically amend the attributes of the existing UPI/ISIN to reflect the new/correct Product Definition. If necessary, update the published Product Definition so all UPIs/ISINs in the system adhere to the new Product Definition.
- *Mark existing UPIs/ISINs as DELETED*
  - o Any UPI/ISIN that does not adhere to the new/correct Product Definition would be marked as DELETED and, if necessary, a new version of the Product Definition would be defined. The old Product Definition would remain valid but could not be used for the creation of UPIs/ISINs.
- *Mark existing UPIs/ISINs as DEPRECATED*
  - o Any UPI/ISIN that does not meet the requirements of the Product Definition template.
- *Leave all existing UPIs/ISINs*
  - o If necessary, produce a new version of the Product Definition but leave all existing UPIs/ISINs as they are since they were correct at the time of creation. Only one version of a DSB Product Definition template will apply at any given time.

### 4.2 Categorisation

In each scenario identified below, the resolution options have been categorized, where applicable, in terms of the preferred tactical “short term” and long-term strategic approach of the DSB coupled with the expected user impact that each would have. The DSB’s preferred approach is the strategic solution, dependent on the facts and circumstances of the solution we may need to opt for a short-term fix while the long-term solution is fully vetted or if the time to market for the LT solution is suboptimal to the user community.

Impact	Description
TACTICAL	Interim approach of the DSB whilst a strategic solution is developed – as set out above.
STRATEGIC	The DSB will work with industry to achieve this optimal solution.

The user impact categories are as follows:

Impact	Description	Lead Time
LOW	Change is backwardly compatible and does not affect existing UPIs/ISINs.	6 weeks
MEDIUM	Change is backwardly compatible but DOES affect existing UPIs/ISINs.	10-12 weeks
HIGH	Change is not backwardly compatible and DOES affect existing UPIs/ISINs.	12+ weeks

The DSB will, in each case, opt for the resolution option that is of least impact to users.

### 4.3 Issues with Existing UPIs/ISINs

In some cases, a DSB client may raise an issue with one or more UPIs/ISINs that have been created by the DSB. In all the following cases, the creation of the UPI/ISIN has followed the correct template and has supplied valid attributes. However, in these cases there is a possible issue with the value referenced by the contents of the attributes.

Changes to existing UPIs/ISINs will be made available to the industry via the current DSB FIX link or file download.

#### I. An Incorrect or Inconsistent UPI/ISIN

*Examples:*

- Underlying ISIN or LEI used in the UPI/ISIN definition does not exist
- Underlying ISIN or LEI is inconsistent (Equity ISIN for a Debt Deriv.)
- System bug causing the creation of incorrect UPIs/ISINs.

*Result:*

- The UPI/ISIN satisfies the validation required by the DSB.
- But the industry needs to be aware that it is invalid (from a business point of view).
- The UPI/ISIN has been created and it (with its attributes) may have been reported.

*Option 1 – TACTICAL / User impact MEDIUM*

- Mark the UPIs/ISIN as DELETED in the DSB database (with Reason Code, Date etc.) The DSB's UPI/ISIN status document can be found on the DSB website.
- Inform the originator / industry that the UPI/ISIN is incorrect, and they should apply for a new one.
- UPI/ISIN remains in the system but would not be used by the industry (as marked DELETED).

*Option 2 – User impact MEDIUM*

- Leave the UPI/ISIN in its created state.
- Inform the originator / industry that the UPI/ISIN is incorrect, and a valid UPI/ISIN should be used.

*Option 3 – STRATEGIC*

- Link the DSB to the sources of reference IDs so that a more complete validation can be performed.
- This would be a long-term aim for the DSB and is not something that can be considered in the short-term.

## 2. Duplicate UPIs/ISINs

*Example:*

- One CDS is defined with an underlying LEI, a second CDS defined with an underlying ISIN issued by the same legal entity.

*Result:*

- Without business knowledge, the industry is unable to link the two UPIs/ISINs and see that they refer to the same OTC Derivative Product.
- Neither UPI/ISIN is more “correct” than the other, they can both be considered as valid.

*Option 1 – User impact MEDIUM*

- Mark the UPIs/ISINs as duplicate and provide a linking ID.
- Inform the originator / industry that the UPIs/ISINs are duplicate but that there is a way of linking them.
- Care must be taken since interpreting the contents may be difficult.

*Option 2 – User impact HIGH*

- Reduce the possibility of duplicates by making the validation stricter (using only one valid code).

*Option 3 – TACTICAL / User impact LOW*

- Leave the UPI/ISIN in its created state

*Option 4 – STRATEGIC*

- Link the DSB to the sources of reference IDs so that a more complete validation can be performed.
- This would be a long-term aim for the DSB and is not something that can be considered in the short-term.

*Example:*

- System bug causing the creation of duplicate UPIs/ISINs.

*Result:*

- Both UPIs/ISINs are technically valid.  
*Option 1* – **TACTICAL** / User impact **MEDIUM**
  - The UPI/ISIN that was created first will remain unchanged while all later UPIs/ISINs will be marked as DELETED.
  - Inform the originator / industry that the UPIs/ISINs are duplicate (with later ones marked as deleted).
  - The DSB will also update all users on changes made via a technical notification.

*Option 2* – User impact **HIGH**

- Mark the UPIs/ISINs as duplicate and provide a linking ID.
- Inform the originator / industry that the ISINs are duplicate but that there is a way of linking them.
- Care must be taken since interpreting the contents may be difficult.

### 3. Non-Standard Product used for a Specific Product

*Examples:*

- A UPI/ISIN defined as a Non-Standard product having the same attributes as a UPI/ISIN defined with a specific template.
- A DSB Client can create a UPI/ISIN using one of the Non-Standard Product Definitions using exactly the same attributes (except Product Name) as would be used with one of the specific Product Templates.

*Result:*

- This may be considered an invalid use of the UPI/ISIN Product Templates, but the instrument may have significant non-standard attributes (eg: optionality) that are not part of the specific product from which it is derived.

*Option 1 (if invalid)* – User impact **MEDIUM**

- Update the Product Name on the UPI/ISIN to reflect the (correct) specific Product Definition that should have been employed originally.
- Inform the originator / industry that the UPI/ISIN has been updated and provide the renewed details.

*Option 2 (if invalid)* – User impact **HIGH**

- Mark the UPI/ISIN as DELETED
- Inform the originator / industry that the UPI/ISIN is incorrect, and they should apply for a new one
- UPI/ISIN remains in the system and cannot be re-used.

*Option 3* – **TACTICAL** / User impact **LOW**

- Leave the UPI/ISIN in its created state since the current onus on correct Product Definition submission sits with the user.

## 4.4 Changes to the Attribute Enumeration

In some cases, a regulatory authority or standards body may change the valid enumerated values that are applied by the DSB in the Product Definition templates. Such a change will have an impact on existing ISINs (that were created using the “old” value) and on the Product Definitions – that will need to be updated to use the new enumeration.

#### 4. Additional enumeration

Examples:

- A new market index is created and needs to be added to the DSB enumerations.
- A new currency is approved to be added to the ISO standard and needs to be added to the DSB enumerations.

Result:

- Since the product has not been supported, no ISINs will have been created previously.
- New enumeration is only relevant for users who wish to generate UPIs/ISINs over the new value.

Option 1 – **TACTICAL** / User Impact **LOW**

- Add the new enumeration to the respective Product Definition and allow UPIs/ISINs to be created using that enumeration.
- There are no existing UPIs/ISINs so no historical actions can take place.

#### 5. Change Enumeration (one-to-one)

Examples:

- The ISO currency code for Turkish Lira (TRL) is changed to TRY because of devaluation.
- The CDS Index is renamed from “Itraxx Europe” to “Itraxx EMEA”.

Result:

- The new value is a direct replacement of the previous value.

Option 1 – User impact **HIGH**

- Mark any existing ISINs (using the superseded value) as DELETED.
- Create a new version of the Product Definition based on the new value.
- DSB client can enquire on the original version.
- New UPIs/ISINs can only be created using the latest version of the Product Definition.
- Using the new value with the latest product definition will return the same UPI/ISIN as using the original value with the original product definition would have done.

Option 2 – **TACTICAL** / User impact **HIGH**

- Amend the enumeration on all existing UPIs/ISINs that use the “old” value.
- Inform the originator / industry that the UPI/ISIN values have been updated (with details) – so they can amend their records.
- Create a new version of the Product Definition based on the new value.
- The old value no longer exists within the Product Definition and all requests will be rejected.

#### 6. More Specific Enumeration (one-to-many)

Examples:

- The CFI Code for “Cap/Floor” is split into “Cap” and “Floor”.



- A separate ISO Currency Code for Catalonia is introduced (EUR becomes CTP and EUR).

Result:

- The impacted Product Definition templates need to be updated to accept the new values.
- It may be possible to determine (from other attributes) which new value should be applied to existing UPIs/ISINs, but this is not always the case.

Option 1 – **TACTICAL** / User impact **HIGH**

- Create new versions of the Product Definition based on the new value.
- Delete the old version of the Product Definition.
- Leave existing UPIs/ISINs in their created state since the DSB is not responsible for determining the new value.
- Inform the originator / industry that new Product Definitions are available – so they can amend their records.

Option 2 – User impact **HIGH**

- Mark any existing UPIs/ISINs (using the superseded value) as DELETED.
- Create new versions of the Product Definition based on the new value.
- DSB client can enquire on the old version for the Product Definition – but not create UPIs/ISINs.
- New UPIs/ISINs can only be created using the latest version of the Product Definitions.
- Using the updated product definition will return a new UPI/ISIN.
- Additionally, provide a mapping database to show the ancestry of a UPI/ISIN (parent-child).

Option 3 – **STRATEGIC** / User impact **HIGH**

- Update all existing UPIs/ISINs that are based on the “old” value so that they are based on one of the new values. This may involve an amount of analysis to determine the appropriate value to be used for each UPI/ISIN.
- Inform the originator / industry that the UPI/ISIN values have been updated (with details) – so they can amend their records.
- Introduce new versions of the Product Definition – employing the new values.
- The old version of the Product Definition is invalid and cannot be used.

## 7. More Generalized Enumeration (many-to-one)

Examples:

- The Euro currency code (EUR) replaces a number of national currency codes.

Result:

- The new value is a generalisation of the previous value.

Option 1 – **TACTICAL** / User impact **HIGH**

- Create a new version of the Product Definition based on the new value.

- Delete the old versions of the Product Definition.
- Leave existing ISINs in their created state since the DSB is not responsible for determining the new value.
- Inform the originator / industry that a new Product Definition is available – so they can amend their records.

*Option 2 – User impact **HIGH***

- Mark any existing UPIs/ISINs (using the superseded value) as DELETED.
- Create new versions of the Product Definition based on the new value.
- DSB client can enquire on the old version for the Product Definition – but not create UPIs/ISINs.
- New UPIs/ISINs can only be created using the latest version of the Product Definitions.
- Using the updated product definition will return a new UPI/ISIN.
- Additionally, provide a mapping database to show the ancestry of a UPI/ISIN (parent-child).

*Option 3 – **STRATEGIC** / User impact **HIGH***

- Update all existing UPIs/ISINs that are based on the “old” values so that they are based on the new value.
- Inform the originator / industry that the UPI/ISIN values have been updated (with details) – so they can amend their records.
- Introduce a new version of the Product Definition – employing the new value.
- The old version of the Product Definition is invalid and cannot be used.

## **8. Existing Product Definition replaces a general enumeration with a specific enumeration**

*Examples:*

- A CFI code for “Rollercoaster” is introduced (specializing the “Other” enumeration)
- A CFI code is introduced where an existing product currently uses X (Not Applicable/Undefined).

*Result:*

- Before the change, UPIs/ISINs were created with “Other”. After the change, a more specific enumeration is to be used.
- This is similar to a one-to-many enumeration change except that the Product Definition remains in place.

*Option 1 – **TACTICAL** / User impact **HIGH***

- Create new versions of the Product Definition based on the new value.
- Delete the old version of the Product Definition.
- Leave existing UPIs/ISINs in their created state since the DSB is not responsible for determining the new value.
- Inform the originator / industry that new Product Definitions are available – so they can amend their records.

*Option 2 – User impact **HIGH***

- Mark any existing UPIs/ISINs (using the superseded value) as DELETED.
- Create a new version of the Product Definition based on the new value.

- Inform the originator / industry that the UPI/ISIN values have been updated (with details) – so they can amend their records.
- DSB client can enquire on the old version for the Product Definition – but not create UPIs/ISINs.
- New UPIs/ISINs can only be created using the latest version of the Product Definitions.
- Using the updated product definition will return a new UPI/ISIN.

Option 3 – **STRATEGIC** / User impact **HIGH**

- Update all existing UPIs/ISINs that are based on the “old” value so that they are based on one of the new values. This may involve an amount of analysis to determine the appropriate value to be used for each UPI/ISIN since some UPIs/ISINs may not need to be updated.
- Inform the originator / industry that the UPI/ISIN values have been updated (with details) – so they can amend their records.
- Introduce new versions of the Product Definition – employing the new values.
- The old version of the Product Definition is invalid and cannot be used.

## 4.5 Changes to the Product Definition

On occasion, the industry will determine that a new Product needs to be supported by the DSB – either because the scope of the DSB has been extended or because an existing non-standard product requires specific support.

It should be noted that any product definition changes documented here explicitly exclude the addition of another level. It is possible that the industry may request the creation of a new level, but such a request would be a major undertaking and would expand the purpose of this document.

### 9. Add a New Product Definition

*Examples:*

- The scope of the DSB is extended to include a new asset class (e.g.: Freight).

*Result:*

- Since the product has not been supported, no ISINs will have been created previously.

Option 1 – **TACTICAL** / User Impact **LOW**

- Add the new Product Definition and allow UPIs/ISINs to be created using that template.
- There are no existing UPIs/ISINs so no historical actions can take place.

### 10. Define a New Product that was previously Non-Standard

*Examples:*

- DSB Community start to trade a new instrument – previous UPIs/ISINs created as a Non-Standard Product.

*Result:*

- Previous non-standard UPIs/ISINs are the same as new UPIs/ISINs that have a defined Product.

*Option 1 – User impact HIGH*

- Amend existing UPIs/ISINs to use the new product definition – this may require substantial analysis since other products will have used the non-standard definition.
- Inform the originator / industry that the UPI/ISIN values have been updated (with details) – so they can amend their records.
- The old product definition is still valid, but not for the new (specific) product.

*Option 2 – User impact HIGH*

- Amend the validation but mark the existing UPIs/ISINs as DELETED. Substantial analysis would be required to ensure that the correct UPIs/ISINs were marked.
- Introduce a new version of the Product Definition
- All new UPIs/ISINs in this product would need to be based on the new product definition.

*Option 3 – TACTICAL / User Impact LOW*

- Introduce the new product definition but do not touch the existing UPIs/ISINs.
- Inform the originator / industry that there is a new Product Definition and allow them to reapply for UPIs/ISINs if required.

## **II. Enhance existing product definitions with new functionality**

*Examples:*

- The Commodity Basis Product Definition should allow the same Reference rate to be submitted under Reference Rate & Other Reference Rate.

*Result:*

- New UPIs/ISINs can be created with the new functionality.

*Option 1 – TACTICAL / User impact LOW*

- The UPI/ISIN that was created first will remain unchanged while all later UPIs/ISINs will be marked as DELETED.
- Inform the originator / industry that the UPIs/ISINs are duplicate (with later ones marked as deleted).