

**Change Identification Notice**



Proj / Prog Title ...Pembroke Dock Marine (PDM).....  
 Change Identification Reference ...PDM\_CIN\_3  
 The Project/Programme Lead/Manager (PM) is required to give this notification of potential change under the governance arrangements of the Swansea Bay City Deal to both the City Deal Portfolio Management Office (PoMO) and the Project/Programme Senior Responsible Officer (PSRO) as soon as they become aware of any matter that might;

- Impact the total cost;
- Impact the completion of delivery of output(s)/ key milestones;
- Impact the quality outlined within the business case for the specified Project/Programme
- Impact the benefits outlined within the business case for the specified Project/Programme;
- Impact the GVA, jobs created or inward investment.

**Change Description & Description of Impact**

All 5 Parties to the PDM City Deal funding agreement, those being Pembrokeshire County Council,; Milford Haven Port Authority; Offshore Renewable Energy Catapult; Pembrokeshire Coastal Forum; and Celtic Sea Power, have agree that the Projected Completion Date should be changed from 1<sup>st</sup> December 2025 to 30<sup>th</sup> June 2026. This will allow Swansea University to recruit a PhD student who will make a significant contribution to their activities based around the fatigue testing equipment that was partly funded with City Deal grant. The new end date also means that the full financial year of 2025/26 is now within the City Deal spending period, which aligns better with other funding sources that the PDM partners will be applying for.

This change will require a small change to the current financial projections, in terms of the distribution of spend over the next three years, but not to the total spend. No change in output or impact targets is necessary.

**Risk Register/Issue Log reference -**

**Impact of change – Mark with an X as applicable**

<b><u>Cost</u></b>	<b><u>Timeline</u></b>	<b><u>Quality</u></b>	<b><u>Benefits</u></b>	<b><u>Portfolio Benefits/ Objectives</u></b>
<b><u>None</u></b>	<b><i>7 month extension to the period over which City Deal funding will be defrayed</i></b>	<b><i>N/A</i></b>	<b><i>More time and better alignment to financial years should increase our ability to win further funding to deliver the MEECE project outcomes and impacts.</i></b>	<b><i>N/A</i></b>

Change to Project Plan (if required attach revised plan) attach all relevant evidence of impacts that are selected



- The PSRO and PoMO must acknowledge receipt of this Identification Notice and agree there is a potential risk which might impact one or all of the above aspects of the Portfolio/Programme/Project.
- Enter any accepted risks onto the Project/Programme risk register
- Once a potential change is identified and notified to the PoMO and relevant PSRO any of the three parties (PoMO, PSRO or PM) can instruct any risk mitigation meeting with participants to be agreed by all three stakeholders.
- During the risk mitigation meeting, participants must;
  - Make and consider proposals of how risks might be avoided or mitigated.
  - Seek solutions to resolve any risks that cannot be avoided or mitigated.
  - Decide on appropriate actions to follow and who is responsible for their completion.
  - Remove resolved risks previously added to the risk register.
- If following the risk mitigation meeting or issuing of a Change Identification Notice a change of scope is required a formal, appropriate approval process to the change must be agreed upon and actioned by the PM/PSRO and/or PoMO.

