



# PolishAPI

## Change management process

*Document developed by the PolishAPI Project Group*

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**Version 1.1**

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## 1 Process Purpose

The purpose of this process is to ensure a mechanism for notifying and implementing interface specification changes and extensions for the needs of services provided by third parties based on access to payment accounts (PolishAPI).

## 2 Change types

Change type	REGULATORY	FUNCTIONAL
Category	<p>The <b>major</b> version is used to describe changes that are backwardly incompatible or ground-breaking in relation to the currently published and valid version of the API interface.</p> <p>The <b>minor</b> version is used to describe subsequent increments of functionalities of the API interface. In accordance with the name convention, the API interface functionalities for the given version should increment only, unless there is a clearly defined change concerning the functionality deprecation. A <b>minor</b> version changes implemented should not result in incompatibility.</p> <p>The <b>patch</b> version is destined for use only in security and functional patches that do not lead to backward incompatibility or functionality increments.</p>	
Priority	<p><b>STANDARD</b>, to be implemented in accordance with the time schedule of the version publication</p> <p><b>URGENT</b>, to be implemented as soon as possible</p>	

## 3 Change notification process

1. Members of the PolishAPI Project Group registered with the Group's Office have the right to notify all types of changes.
2. The PolishAPI Project Group's Office is kept by the Payment System and Electronic Banking Team of the Polish Bank Association.
3. A change notification form (cf. Annex No. 1 to this document) should be sent to the following e-mail address: [zmiany@polishapi.org](mailto:zmiany@polishapi.org).
4. The preliminary assessment of the notification is the responsibility of the PolishAPI Project Group's Office. At this stage, a part of the notifications may be rejected. The information about the request rejection together with a justification is presented to all the Project Group members.
5. The Office will advise the Group members about all the requests submitted.
6. Notifications classified as PATCH are processed bypassing the process described in item 4.
7. In case of disputes, the matter is settled by the Praesidium of the Electronic Banking Council as a body appointing the PolishAPI Project Group.

## 4 Notification assessment process

Notifications accepted at the preliminary assessment stage are subject to further evaluation. The PolishAPI Project Group's Office, in cooperation with the notification authors, other Project Group members or external experts as well as in accordance with the principles of the API interface versioning in the PolishAPI specification, carries out the following:

1. Confirmation of the change type classification.
2. Assessment of the compliance with the regulations.
3. Business and technical evaluation (including the analyses of impact on the existing solution, potential incompatibility with the previous version and confirmation of change category).
4. Prioritization of the change implementation (standard/urgent), indicating the date and version of the publication.
5. Presentation of the change implementation recommendation within the Project Group.
6. The change evaluation sheet is appended hereto as Annex No. 2.

## 5 Notification implementation

Having confirmed the validity of the change implementation, the Office of the PolishAPI Project Group carries out the following:

1. Preparation of a technical specification on the basis of the change description.
2. Arrangements and agreements within the Project Group.
3. Determination of the publication date.
4. Publication of changes as part of the new specification version.

## 6 Annex No. 1 - Model change notification form

<b>Request No.</b>	<i>assigned by the Project Group's Office</i>
<b>Change notification date</b>	<i>00 -00 -0000</i>
<b>Change notification author(s)</b>	<i>&lt;notification author&gt;&lt;...&gt;&lt;organisation&gt;</i>
<b>Change notification title</b>	<i>&lt;e.g. new transfer type&gt;</i>
<b>Version of the documentation the notified change refers to</b>	<i>&lt;e.g. 2.1&gt;</i>
<b>Change description</b>	<i>&lt;detailed description of the new functionality or a change of the existing functionality&gt;</i>
<b>Change type</b>	<i>REGULATORY/FUNCTIONAL</i>
<b>Category</b>	<i>MAJOR / MINOR / PATCH</i>
<b>Priority</b>	<i>STANDARD/URGENT</i>
<b>Extension (premium)</b>	<i>&lt;yes/no&gt;</i>
<b>Justification (description)</b>	<i>&lt;detailed justification of the change implementation, including an indication of the legal basis in case of a regulatory changes and the reason for requesting a change of priority to URGENT&gt;</i>
<b>Decision on further proceedings</b>	<i>&lt;yes/no&gt; to be completed by the Project Group's Office</i>
<b>Decision date</b>	<i>to be completed by the Project Group's Office</i>
<b>Justification</b>	<i>to be completed by the Project Group's Office</i>

## 7 Annex No. 2 - Model change evaluation sheet

<b>Request No.</b>	
<b>Evaluation date</b>	<i>00 -00 -0000</i>
<b>Evaluation author(s)</b>	<i>&lt;evaluation author&gt;&lt;...&gt;</i>
<b>Change notification date</b>	<i>00:00:0000</i>
<b>Change notification author(s)</b>	<i>&lt;notification author&gt;&lt;...&gt;&lt;organisation&gt;</i>
<b>Change notification title</b>	<i>&lt;e.g. new transfer type&gt;</i>
<b>Version of the documentation the notified change refers to</b>	<i>&lt;e.g. 2.1&gt;</i>
<b>Change description</b>	<i>&lt;detailed description of the new functionality or a change of the existing functionality&gt;</i>
<b>Change type</b>	<i>REGULATORY/FUNCTIONAL</i>
<b>Category</b>	<i>MAJOR / MINOR / PATCH</i>
<b>Priority</b>	<i>STANDARD/URGENT</i>
<b>Comment</b>	<i>To be completed by the evaluation author</i>
<b>Extension (premium)</b>	<i>&lt;yes/no&gt;</i>
<b>Comment</b>	<i>To be completed by the evaluation author</i>
<b>Justification (description)</b>	<i>&lt;detailed justification of the change implementation, including an indication of the legal basis in case of a regulatory changes and the reason for requesting a change of priority to URGENT&gt;</i>
<b>Comment</b>	<i>To be completed by the evaluation author</i>
<b>Analysis of impact on the existing solution</b>	<i>&lt;description&gt;</i>
<b>Estimated labour consumption in the development of changes to the documentation</b>	<i>&lt;description&gt;</i>
<b>To be taken into account in the planned version</b>	<i>&lt;version No.&gt;</i>
<b>Decision of the Project Group</b>	<i>&lt;yes/no&gt;</i>
<b>Decision date</b>	