

**Balancing and Settlement**

**Code**

**BSC PROCEDURE**

**BULK CHANGE OF NHH SUPPLIER AGENT**

**BSCP513**

**Version 0.4**~~Version 0.3~~

**Date : TBA**

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**BSC PROCEDURE BSCP513****relating to****Bulk Change of NHH Supplier Agent**

1. Reference is made to the Balancing and Settlement Code for the Electricity Industry in England and Wales dated 31 October 2000, and in particular, to the definitions of “BSC Procedure”.
2. This is BSC Procedure BSCP513, ~~Version 0.3~~ Version 0.4 relating to Bulk Change of NHH Supplier Agent.
3. This BSC Procedure is effective from the TBA.
4. This BSC Procedure has been approved by the Panel.

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For and on behalf of  
the Panel

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**AMENDMENT RECORD**

Version	Date	Description of Changes	CPs Included	Mods Panel Ref
0.1	29 July 2002	First draft,	<a href="#">P63</a>	
0.2	30 July 2002	Updated following peer review,		
0.3	<a href="#">14 August 2002</a>	<a href="#">Industry review, DLIA and VAMG comments embodied.</a>		
<del>0.4</del>	<del>03 September 2002</del>	<del>Further VAMG comments embodied.</del>		

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## 1. Introduction

## 1. Introduction

### 1.1 Purpose and Scope of the Procedure

This BSC Procedure (BSCP) defines the processes that Suppliers<sup>1 2</sup> will use to initiate changes of Supplier Agent(s) in respect of multiple Non-Half Hourly Supplier Volume Allocation (SVA) Metering Systems where the number of Metering Systems involved exceeds a threshold established by the BSC Panel (the Panel)<sup>3</sup>. This threshold will be published on the BSC Website.

This BSCP is not intended for use in the event of a failing Supplier Agent and will not be used where there is a coincident change of Supplier and Supplier Agent.

It describes the method by which Suppliers will submit an application for such a change of agent(s) (hereafter referred to as a bulk change of agent) to BSCCo for consideration by the Panel and the process by which the Panel will make its determinations and communicate its decisions to the Supplier.

The purpose of this BSCP is to ensure that bulk changes of agent are only carried out where the Panel is satisfied that the Supplier Parties, Supplier Party Agents and SMRAs involved can undertake the necessary procedures in a controlled and competent manner, and without adversely impacting their daily operations and other Suppliers within the SMRS; thereby protecting the integrity of Settlements.

### 1.2 Main Users of Procedure and their Responsibilities

This BSCP should be used by Suppliers, who will be required to liaise with the affected SMRAs and Supplier Agents (old and new) in order to collate ~~the~~ all the necessary information that the Panel requires in order to make its determination.

BSCCo will be responsible for administering the bulk change of agent application and will liaise with the Supplier and the Panel<sup>3</sup>. The Panel will be responsible for making a determination on the bulk change of agent application. In so doing, the Panel will take into consideration the original or revised application or any other requirements that must be fulfilled by the Supplier (eg. a test run or a reduction in the volume of SVA Metering Systems affected by the bulk change of agent).

<sup>1</sup> A Supplier considering initiating a bulk change of agent may choose to initiate a test run with the affected SMRAs and / or Supplier Agents.

<sup>2</sup> In order to address any data quality issues, the Supplier may choose to instruct its Supplier Agents to cleanse their records prior to submitting a bulk change of agent application; therefore reducing the potential for issues to arise once the bulk change of agent has been initiated.

<sup>3</sup> All obligations on the Panel within this BSCP will be delegated to the Performance Assurance Board (PAB).

Having obtained approval from the Panel on the basis of its application, a Supplier shall be responsible for overseeing the activities of the ~~SMRAs and~~ Supplier Agents in the subsequent bulk change of agent using a number of related BSCPs, and for the resolving of any issues that arise during the process. [Following completion of the bulk change of agent, the Supplier will notify the Panel.](#)

### 1.3 Use of the Procedure

The remaining sections in this document are:

Section 2 – Workflow Diagrams: this section reflects the business processes of this BSCP in diagrammatic format. Each box within a business process has a cross-reference to Section 3.

Section 3 – Interface and Timetable Information: this section defines in more detail the requirements of each business process, as displayed in Section 2.

Section 4 – Appendices: this section contains supporting information.

### 1.4 Balancing and Settlement Code Provision

This BSCP has been produced in accordance with the provisions of the Balancing and Settlement Code (BSC). In the event of an inconsistency between the provisions of this BSCP and the Code, the provisions of the Code shall prevail.

### 1.5 Associated BSC Procedures

<del>BSCP01</del>	<u><a href="#">Overview of Trading Arrangements</a></u>
BSCP501	Supplier Meter Registration Service
BSCP504	Non-Half Hourly Data Collection for SVA Metering Systems Registered in SMRS
BSCP505	Non-Half Hourly Data Aggregation for SVA Metering Systems Registered in SMRS

### 1.6 Acronyms and Definitions

#### 1.6.1 Acronyms

The terms used in this BSCP are defined as follows.

BSC	Balancing and Settlement Code
<u><a href="#">BSCCo</a></u>	<u><a href="#">Balancing and Settlement Code Company</a></u>
BSCP	BSC Procedure
<u><a href="#">DA</a></u>	<u><a href="#">Data Aggregator</a></u>
<u><a href="#">DC</a></u>	<u><a href="#">Data Collector</a></u>
ID	Identifier
<u><a href="#">NHH</a></u>	<u><a href="#">Non-Half Hourly</a></u>
<u><a href="#">MOA</a></u>	<u><a href="#">Meter Operator Agent</a></u>

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SMRA	Supplier Meter Registration Agent
SMRS	Supplier Meter Registration Service
<u>SVA</u>	<u>Supplier Volume Allocation</u>
WD	Working Day

### 1.6.2 Definitions

~~Full definitions of the above acronyms are, where appropriate, included in the BSC.~~

**‘bulk change of agent’**

The process initiated by a Supplier where the number of SVA NHH Metering Systems involved exceeds the threshold level set by the Panel, and where an application to the Panel has been approved.

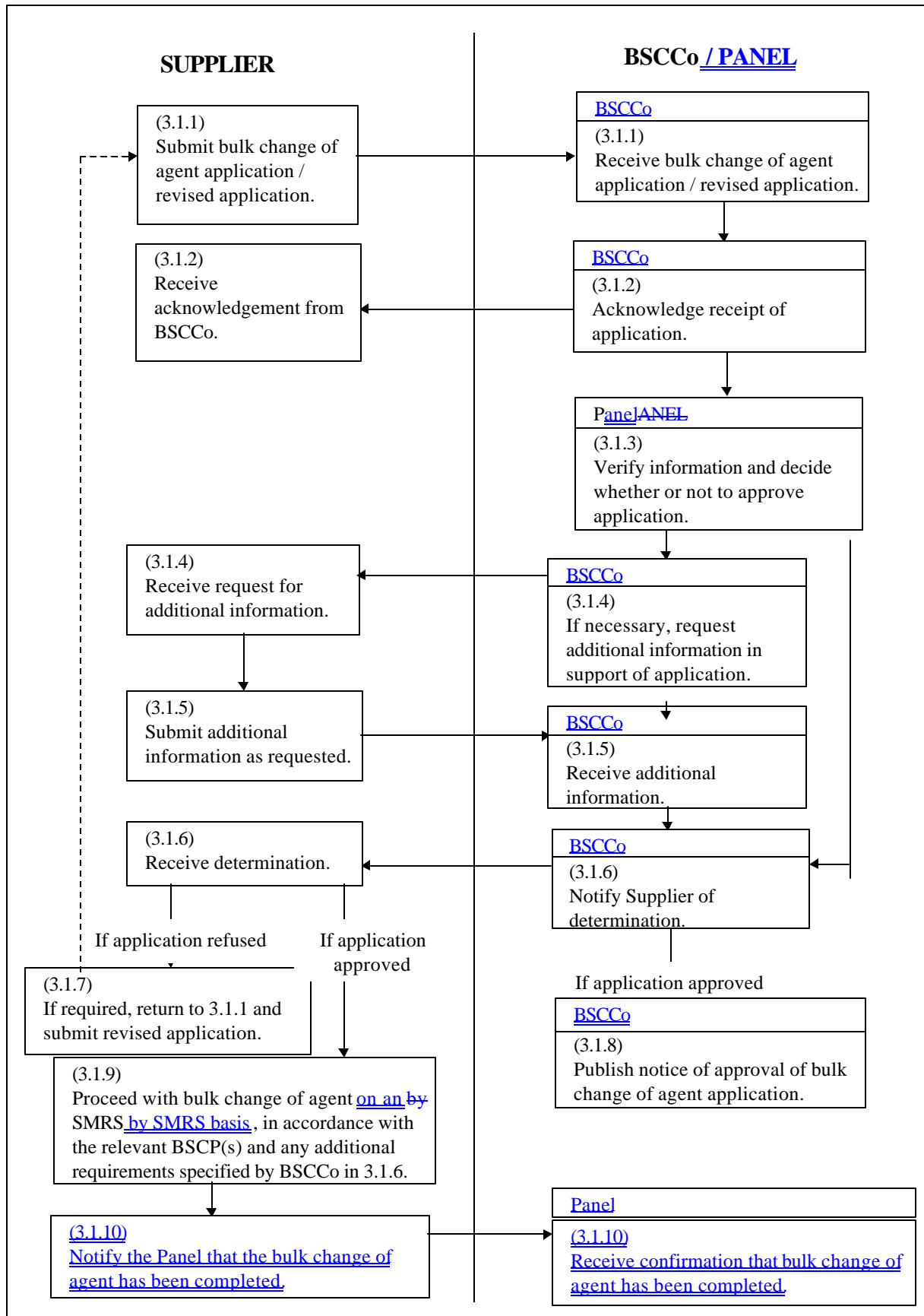
**‘bulk change of agent transfer date’**

The date upon which the information stored in the relevant SMRA and Supplier Agent systems is updated in preparation for the effective date of the bulk change of agent.



## 2. Workflow Diagram

## 2.1 Bulk Change of NHH Supplier Agent Application



### **3. Interface and Timetable Information**

**.1 Bulk Change of NHH Supplier Agent Application<sup>34</sup>**

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1	Prior to next Panel meeting and sufficiently in advance of bulk change of agent transfer date <sup>5</sup> .	Submit bulk change of agent application / revised application.	Supplier.	BSCCo.	Complete form BSCP513/01 Part A in accordance with Appendix 4.1.	Post.
3.1.2	Within 1WD of receipt of 3.1.1.	Acknowledge receipt of application.	BSCCo.	Supplier.	Date of receipt of application.	Fax/Email.
3.1.3	At next Panel meeting.	Verify that all information required has been provided in 3.1.1 and determine whether or not to approve bulk change of agent application.	Panel.		Information provided in accordance with Appendix 4.1, and any previous experience Supplier has in bulk changes of agents.	Internal Process.
3.1.4	Following Panel meeting.	If necessary, request additional information from Supplier in support of bulk change of agent application.	BSCCo.	Supplier.	Request for additional information, as necessary.	Fax/Email.
3.1.5	If required, within 2WD of 3.1.4.	Submit additional information.	Supplier.	BSCCo.	Additional information as requested.	Fax/Email.

~~The Performance Assurance Board (PAB) will perform the decision-making role on behalf of the Panel.~~  
When submitting the bulk change of agent application / revised change of agent application, the Supplier will take into account, wherever possible any changes that are in progress or will progress by the bulk change of agent transfer date.

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Bulk Change of NHH Supplier Agent

Subject: Interface and Timetable Information

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.6	Within 1WD of 3.1.3 or 3.1.5, as the case may be.	Notify Supplier of determination.	BSCCo.	Supplier.	BSCP513/01 Part B, including details of Panel decision, reasons for decision and any other requirements that must be met by Supplier (e.g. a test run or a reduction in volume).	Fax/Email.
3.1.7	If application refused.	If required, return to 3.1.1 and submit revised bulk change of agent application.	Supplier	BSCCo.	Complete form BSCP513/01 Part A in accordance with Appendix 4.1.	Post.
3.1.8	If application approved, at same time as 3.1.6.	Publish notice of approval of bulk change of agent application.	BSCCo.	BSC Website users.	Details of application as submitted in 3.1.1.	BSC Website.
3.1.9.	If application approved, following 3.1.8.	Proceed with bulk change of agent <u>on an by-SMRS by SMRS basis</u> , in accordance with BSCP501, 504 and/or 505 (as the case may be) and any additional requirements specified in 3.1.6.	Supplier.			
<u>3.1.10.</u>	<u>Within 5WD of completing processing the bulk change of agent.</u>	<u>Provide status of Notify the Panel that the bulk change of agent. has been completed.</u>	<u>Supplier.</u>	<u>Panel.</u>	<u>Status of bulk change of agent including:</u> <ul style="list-style-type: none"> <li>• <u>Confirmation that bulk change of agent completed</u></li> <li>• <u>the number of Metering Systems that have successfully transferred</u></li> <li>• <u>the number of Metering Systems that have failed.</u></li> <li>• <u>Remedial action to address failures.</u></li> </ul>	<u>Fax/Email.</u>

## 4. Appendices

#### 4.1 Information required in Bulk Change of Agent Application

Suppliers wishing to initiate a bulk change of agent must submit a written application from a company director to BSCCo using form BSCP513/01 Part A, and must ensure that the documentation and information listed in this Appendix is provided in the application.

##### Information Required

- (a) An outline of the following:
- each SMRA affected by proposed bulk change of agent, including their contact details;
  - each Supplier Agent affected (both old and new), including their contact details; and
  - the total number of SVA Metering Systems involved in the process.
- (b) An outline of a process timetable to include proposed dates for:
- the bulk change of agent transfer date;
  - the effective date of the agent appointment registration change(s) (ie. Effective from Date {MOA} and / or Effective from Date {DCA} and / or Effective from Settlement Date {DAA} {REG}) in SMRS(s);
  - a confirmation date (subsequent to the effective date of the appointment registration change(s)) that the bulk change of agent has been completed; and
  - the extent of the resolution period for resolving any issues arising during or after the bulk change of agent.
- (c) Supporting documentation to include:
- written confirmation, at company director level, that the Supplier has sufficient resources and expertise in place to administer the bulk change of agent without adversely impacting operations;
  - separate written confirmation from the relevant Supplier Agent(s) and SMRA(s) that they can proceed with the bulk change of agent without adversely impacting their day-to-day operational activities; and
  - a methodology statement for managing implementation and issue resolution.

4.2 BSCP513/01 Bulk Change of Agent Application Form<sup>6</sup>

# Bulk Change of Agent Application Form

BSCCo Use Only
Ref No

## PART A: SUPPLIER

To: BSCCo

### Applicant Details

Supplier ID:

Company Name:

### Proposed scope of bulk change of agent

Please give details of the following:

~~Each~~ SMRA affected by bulk change of agent:

Each Supplier Agent affected by bulk change of agent:

Total number of SVA Metering Systems involved:

### Proposed Timetable

Please enter the proposed ~~Calendar Dates~~<sup>sys</sup> for the following milestones in the bulk change of agent process:

Bulk change of agent Transfer Date (Calendar Day): .....

Effective ~~From Settlement Date~~ (REGI) for registration(s) in SMRS(s):

NHH MOA appointment registration in SMRS(s):  
.....

*(ie. Effective from Date {MOA})*

NHH DC appointment .....

*(ie. Effective from Date {DCA})*

NHH DA appointment .....

*(ie. Effective from Settlement Date {DAA})*

Confirmation date of successful bulk change of agent: .....

<sup>6</sup> If multiple SMRA's affected by the bulk change of agent, a separate form must be completed for each SMRA affected.



Deadline date for resolution of any issues: \_\_\_\_\_

**Attached Documents**

Tick

Written confirmation that Supplier is able to administer the proposed  
bulk change of agent

Written confirmation from relevant SMRA(s) that they are able to proceed

Written confirmation from relevant Supplier Agent(s) that they are able to  
proceed

Methodology statement for processing bulk change of agent

**Declaration**

I confirm that to the best of my knowledge the evidence provided in this application is true, and I accept that I shall be responsible for all liabilities with regard to the completion of the bulk change of agent.

Name: .....

Company:.....

Signature: .....

Date: .....

**PART B: BSCCo**

**To: Supplier**

Application Status: ACCEPT / REJECT/ DEFER (delete as applicable)

Agreed transfer date: ..... (for accepted applications only)

Reasons for rejection / deferral (if relevant):

Additional information attached for consideration by Supplier? Y / N (delete as appropriate)

Name: .....

Signed: .....

Date: .....