

Balancing and Settlement Code

BSC PROCEDURE

CHANGE MANAGEMENT

BSCP40

Date :

BSC PROCEDURE 40**relating to****CHANGE MANAGEMENT**

1. Reference is made to the Balancing and Settlement Code dated Code Effective Date and, in particular, to the definitions of “BSC Procedure” in Section X, Annex X-1 thereof.
2. This is BSC Procedure 40, relating to Change Management.
3. This BSC Procedure is effective from.
4. This BSC Procedure has been approved by the BSC Panel.

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AMENDMENT RECORD

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1. Introduction

1.1. Purpose and Scope of the Procedure

This BSC Procedure (BSCP) outlines the Change Management processes invoked to progress and implement changes to Configurable Items. It also defines the process for submitting Modification Proposals to make changes to the Balancing and Settlement Code¹.

One of the objectives of this procedure is to maintain the integrity and robustness of the BSC, subsidiary Configurable Items and supporting products and to ensure that all changes are introduced in a controlled and auditable manner. This is achieved by:

- implementing the change management procedures within the BSC;
- assessing all proposed changes and assisting the BSC Panel and its Committees in making informed decisions;
- consulting with interested parties how work will be progressed;
- implementing new, or revisions to existing, Configurable Items; and
- producing Baseline Statements.

The Baseline Statement is a list of BSC Sections and all Configurable Items, together with the current live version. This procedure does not cover changes to associated Core Industry products or the System Operator-Transmission Owner Code (STC). However, where proposed changes to the Code or Configurable Items would result in a corresponding change to the Core Industry products or the STC BSCCo will liaise with the relevant bodies to ensure the appropriate change documentation is raised.

This procedure does not cover changes to BSC Parties' or their Agents' systems and procedures which may be necessary for participants to implement any changes that are made to the BSC or subsidiary Configurable Items. Party Agents must consider whether any potential changes would trigger the need for Re-Qualification by assessing the risk that implementing the corresponding changes within their own organisations would pose to the Balancing and Settlement arrangements as described in BSCP537.

¹ Changes to Configurable Items may be required to make them consistent with any changes to the BSC.

Change Management of Configurable Items

This procedure provides a standard form for raising proposals to modify Configurable Items ('Change Proposals') to ensure that all changes to Configurable Items are introduced in a controlled and auditable manner. The sections in this BSCP relating to changes to Configurable Items are derived from Section F of the BSC.

Where a Change Proposal is raised that impacts the following Configurable Items (Category 1 Configurable Items) redlined drafting of the proposed changes to the Configurable Items must be included with the Change Proposal:

- Balancing and Settlement Code Procedures (BSCPs);
- Party Service Line (PSL100);
- Codes of Practice (CoPs)
- Business Definition Documents (encompassing Data Catalogues, the Reporting Catalogue, the Communication Requirements Document) (BDDs);
- Interface Design Documents² (IDDs); and
- Description of physical interfaces in Settlement Software Documentation.

Where a Change Proposal does not impact Category 1 Configurable Items, the redlined changes required to support the solution need not be provided at the same time as the formal Change Proposal. All other Configurable Items, including the following, will be known as Category 2 Configurable Items:

- Service Descriptions
- SVA software documentation; and
- User Requirements Specifications.³

Change Proposals raised against the Market Index Definition Statement (MIDS) will be progressed in accordance with the process detailed in Section 3.10.

This procedure also contains standard forms for raising Draft Change Proposals to allow participants to comment on or discuss a particular issue and solution prior to a Change Proposal being raised. If the originator believes that raising an Issue would be a more appropriate medium for a change they should do so in accordance with Section F of the BSC Code and follow the relevant guidance published on the BSC Website.

Where a Party feels that it has an issue, but is unsure of how or whether to progress the concern, it may present the issue to the Panel Committees in order to seek guidance. The Panel Committees would then advise on any possible solution to the concern and how best to resolve the problem, e.g. raise a Draft CP for discussion by a Working Group. Please note that the ability to use this process to address issues does not affect the Issues process as defined in Section F of the BSC. In no way does this optional process remove the right of any applicable Party from raising a Draft or Formal CP. An 'issue' form can be found in Section 4.7 and, once completed, should be submitted to BSCCo so that it may be added to the applicable agenda for the relevant Panel Committee.

² Due to necessary design and development work that must be undertaken before the IDD can be produced this document will be drafted by the BSC Agent to reflect the solution as described in the CP.

³ Note that this is not an exhaustive list of Category 2 Configurable Items and should be treated as being for illustrative purposes only.

Change Proposal Circulars (CPC) will be used to communicate all change management information relating to Configurable Items to BSC Parties and their Agents throughout the process. BSCCo will endeavour to publish all CPCs on the BSC Website.

Parties and their Qualified Agents may nominate individuals within their organisations to register as BCAs and PACAs respectively, to interface with BSCCo on all matters relating to changes to Configurable Items. Please see section 3.11 of this procedure for more information on the registration process.

Submission of Modification Proposals

This procedure additionally provides a standard form for the submission of proposals to modify the BSC ('Modification Proposals') to ensure that all Modification Proposals are introduced in a controlled and auditable manner. The section relating to Modification Proposals within this procedure is derived from Section F of the BSC. Section F contains the rules pertaining to modification of the BSC (the 'Modification Procedures') and the procedures and timescales by which Modification Proposals are progressed. The provisions concerning general email communications from BSCCo to Parties are contained in Section H of the BSC.

All interested parties, as listed in Section F of the BSC, may register (or be registered by BSCCo) to receive by email communications which support the Modification Procedures and fulfil BSCCo's obligations in accordance with Section F of the BSC, by providing relevant contact details to BSCCo.

The Modification Proposal form (BSCP40/03), completion of which is required to submit a Modification Proposal, is contained in the Appendices of this procedure. Guidelines for completing this form are also contained within the Appendices.

1.2 Main Users of the Procedure and their Responsibilities

The main users of this procedure are:

- *BSCCo* - manages the change process.
- *BSC Panel*.
- *BSC Change Administrator (BCA)* - nominated by BSC Parties to interface with BSCCo on all change issues.
- *Citizens Advice and Citizens Advice Scotland*
- *Market Index Data Provider (MIDP)*.
- *Panel Committee* - controls all changes to Configurable Items, apart from modifications to the BSC.
- *Party Agent Change Administrator (PACA)* - nominated by a Qualified Party Agent, or an applicant for Qualification, to interface with BSCCo on all change issues. (For the purposes of this procedure, Party Agents are defined as those service providers defined in Section J of the BSC as requiring Qualification. (Note that PACAs **cannot** raise DCPs or CPs in their own right, but could ask a Party to raise them on their behalf.)
- *Such other bodies representative of interested third parties as may be designated in writing for this purpose by the Authority from time to time.*

BCA/PACA participation in the Change Management of Configurable Items

BCAs and PACAs are invited to comment on amendments to Configurable Items during the change management process:

Draft Change Proposal Consultation

During the change management process, Draft CPs may be issued as part of the agreed timetabled Change Proposal Circular to BCAs/PACAs for consultation. For more information on this process, please see section 3.2 of this procedure.

CP Impact Assessment

During the change management process, CPs will be sent to BCAs/PACAs as part of the agreed timetabled Change Proposal Circular, detailing the issue and solution for Impact Assessment. BCAs/PACAs are invited to comment on CPs and their attachments and, where relevant, review associated draft redline changes. BCAs/PACAs will be expected to comment on support for the CP, detail impacts of the CP, provide implementation notification timescales and agree the proposed Implementation Date (if they do not, they will be asked to provide an alternative Implementation Date). The timetable for BCA/PACA CP Impact Assessment is available on the BSCCo Website. For more information on this process, please see section 3.4 of this procedure.

Panel Committee Approval of Change Proposals

Once the appropriate Panel Committee has approved a Change Proposal, and associated redlined text, the CP becomes final and no further versions of the CP, or amendments to the redline text, can be produced without the raising of a separate Change Proposal.

1.3 Key Milestones

There are no key milestones in this procedure.

1.4 BSC Provisions

This BSCP should be read in conjunction with the BSC and in particular Section F. This BSCP has been produced in accordance with the provisions of the BSC. In the event of an inconsistency between the provisions of this BSCP and the BSC, the provisions of the BSC shall prevail.

1.5 Associated BSC Procedures

This procedure interfaces with the following:

BSCP507	Supplier Volume Allocation Standing Data Changes
BSCP509	Changes to Market Domain Data
BSCP537	Qualification Process for SVA Parties, SVA Party Agents and CVA MOAs

2 Acronyms and Definitions

2.1 List of Acronyms

The following is a list of acronyms used in BSCP40:

BCA	BSC Change Administrator
BSCCo	Balancing and Settlement Code Company
CP	Change Proposal
CPC	Change Proposal Circular
DCP	Draft Change Proposal
IA	Impact Assessment
MIDP	Market Index Data Provider
MIDS	Market Index Definition Statement
MP	Modification Proposal
PACA	Party Agent Change Administrator
STC	System Operator-Transmission Owner Code

2.2 List of Definitions

The following is a list of definitions used in this BSCP:

- Baseline – for the purposes of this procedure, this is defined to be a logical grouping of all Configurable Items, with the live, operational version numbers on the implementation of one or more changes.
- BSC Change Administrator (BCA) – individual nominated by BSC Parties to be responsible for interfacing with BSCCo on all change issues.
- BSCCo - functional responsibility for the purpose of managing the change process in accordance with the BSC and this BSC Procedure.
- BCA Register - details of all registered BCAs maintained by BSCCo. It is used for the purpose of distributing to, and receiving change information from, BCAs.
- Category 1 Configurable Item – the following are examples of Category 1 Configurable Items:
 - Balancing and Settlement Code Procedures (BSCPs);
 - Party Service Line100;
 - Codes of Practice;
 - Business Definition Documents (encompassing Data Catalogues, the Reporting Catalogues, the Communication Requirements Document);

- Interface Design Documents; and
- Descriptions of physical interfaces in Settlement Software Documentation.
- Category 2 Configurable Item – the following are examples of Category 2 Configurable Items:
 - Market Index Definition Statement;
 - Service Descriptions;
 - SVA software documentation; and
 - User Requirements Specifications.³
- Change Submission Deadline – the date by which the Change must be submitted.
- Change Proposal (CP) - a proposal to amend a BSC subsidiary document, a Configurable Item, that contains a single detailed solution and associated redline text where affecting Category 1 Configurable Items. A CP can be raised by BSCCo, a BSC Agent⁴, a Party, Citizens Advice, Citizens Advice Scotland, the BSC Panel or one of its Committees or such other bodies representative of interested third parties as may be designated by the Authority from time to time.
- Change Proposal Circular (CPC) - communication sent by BSCCo to BCAs and PACAs as appropriate when communicating BSCCo change information.
- Change Register – a document which contains up-to-date information for each Change Proposal, including the name and organisation of the proposer, the date the Change Proposal was raised, the title and brief description of the Change Proposal, and the current status of the Change Proposal.
- Configurable Item – all subsidiary documents to the BSC and any other product as agreed by BSCCo to be changed in accordance with this procedure.
- Core Industry Documents – a suite of documents set out in the Transmission Licence.
- CP Impact Assessment – BCA / PACA / BSC Agent assessment of a CP. This involves assessing the suitability of the solution, the lead time required for implementation and commenting on whether or not the change should be made.
- Draft Change Proposal (DCP) - a proposal to amend a Code Subsidiary Document, a Configurable Item or an associated product that contains one or more proposed solution(s). DCPs can be issued to participants for consultation to obtain views, comments and narrow down solutions before a CP is raised. A DCP can be raised by BSCCo, a BSC Agent⁵, a Party, Citizens Advice, Citizens Advice Scotland, the BSC Panel, or one of its Committees, or such other bodies representative of interested third parties as may be designated by the Authority from time to time.

⁴ Proposals raised by BSC Agents will only be validated and logged as a CP with BSCCo's consent.

⁵ Proposals raised by BSC Agents will only be validated and logged as a DCP with BSCCo's consent.

- DCP Consultation – BCA / PACA / BSC Agent assessment of a DCP. This involves providing comments and views on the DCP.
- Effective Date - the Calendar Day on which a revised Configurable Item becomes effective.
- Emergency Fix - an urgent correction to one or more Configurable Items to correct an existing serious operational problem with the Balancing and Settlement Arrangements, for which there is no known workaround, that is causing loss of availability, loss of data integrity, an irretrievable data quality issue or significant degradation of performance. It can only be performed with the authorisation of the Chief Executive, or other persons to whom the Chief Executive has given express delegated authority (i.e. an ‘authorised person’), and is carried out in accordance with section 3.7.
- Housekeeping CP – a Change Proposal which, if approved, would result in a Housekeeping Change to one or more Configurable Items in the Baseline Statement⁶. Housekeeping CPs will be published on the BSC Website and require Committee approval.
- Housekeeping Change – involves the correction of manifest errors, minor errors and inconsistencies, including typographical errors (e.g. punctuation errors, spelling mistakes, incorrect font, incorrect capitalisation) incorrect cross-referencing, and the removal of redundant text.
- Implementation Date – the calendar date on which a new release of a Configurable Item is used for the purposes of implementation of the Code.
- Market Index Data Provider (MIDP) – particular entity which is responsible for making available Market Index Data in respect of each Settlement Period as defined in the BSC.
- Market Index Definition Statement (MIDS) – a statement which is approved by the Authority detailing each MIDP's methodology statement and Individual Liquidity Threshold, as defined in the BSC.
- Master Registration Agreement (MRA) BCA – the individual, nominated to interface with BSCCo on all change issues by the MRA Service Company.
- Modification Proposal (MP) – proposal of a modification to the BSC.
- MRA Service Company (MRASCo) – for the purposes of this document, this is considered to be the organisation that manages change to the MRA and the Data Transfer Catalogue (DTC).
- Originating BCA - Any registered BCA who raises an issue, DCP or CP.
- PACA Register – details of all registered PACAs, maintained by BSCCo. It is used for the purpose of distributing to, and receiving change information from, PACAs.

⁶ The relevant Panel Committee will decide whether a CP should be progressed as a Housekeeping CP.

- Panel Committee – a committee established by the BSC Panel with delegated authority for changes to Code Subsidiary Documents and associated products.
- Party Agent Change Administrator (PACA) – individual nominated by a Qualified Party Agent, or an applicant for Qualification, in accordance with section 3.11. The nominated PACA will be responsible for interfacing with BSCCo on all change issues.
- Project - discrete set of activities which will implement changes and/or correct errors by amending one or more of the Configurable Items. Projects may be established under the auspices of the BSC Panel or by BSCCo in accordance with the IS Policies.
- Qualification Service Provider - the organisation contracted by BSCCo to perform the duties set out in BSCP537.
- Release Strategy – a strategy, agreed by the BSC Panel, for the delivery of changes to the BSC Systems as a result of approved modifications and changes.
- Transmission Company BCA – the individual, nominated to interface with BSCCo on all change issues.

All other terms are as defined in the Balancing and Settlement Code.

3. Interface and Timetable Information

3.1 Agreement of BCA/PACA CP Impact Assessment Timetable

CPs will be issued to BCAs/PACAs for Impact Assessment in an agreed timetabled Change Proposal Circular (CPC). The BCA/PACA CP Impact Assessment timetable can be found on the BSC website and will be published annually. The timetable will be published in line with the Panel timetable and will specify Change Submission Deadlines⁷, issue dates, response dates, collated response publication dates as well as target dates for Panel Committee decisions for CPs issued in a particular batch.

This section outlines the process for agreeing the timetable.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1	To meet publication timescales	Produce a timetable for BCA/PACA CP Impact Assessment for the forthcoming year.	BSCCo		Timetable for issuing CPCs and response dates. Panel Committee Meeting dates.	Internal process
3.1.2	To meet publication timescales	Issue draft CP Impact Assessment timetable for consultation.	BSCCo	BCAs / PACAs	Draft CP Impact Assessment timetable.	Email / Fax
3.1.3	Within agreed response time (a minimum of 10 WD after 3.1.2)	Review draft timetable and submit comments.	BCAs / PACAs	BSCCo	Comments on draft timetable.	Email / Fax
3.1.4	To meet Panel Committee timetable dates	Finalise changes to timetable and publish on the BSC Website and notify BCAs / PACAs of the publication.	BSCCo	BCAs / PACAs	BCA/PACA comments.	Internal Process / Email / Fax
3.1.5	Any time during the year	Amendments to the Impact Assessment timetable can be proposed by consulting the BCA / PACA, subject to Panel Committee Approval.	BSCCo	BCAs / PACAs	Changes to the timetable are proposed and agreed as part of a consultation.	Email / Fax

⁷ Originators should be aware that if Central Costs are needed this can take between 5 and 15 Working Days.

3.2 Raising a Draft Change Proposal for Impact Assessment

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	Any time before the Change Submission Deadline ⁸	Draft Change Proposal (DCP) is submitted to BSCCo.	Originating BCA	BSCCo	DCP Guidelines in Appendix 4.2. BSCP40/01 form (Appendix 4.1). Any supporting documentation.	Email / Fax
3.2.2	Before CPC circulation date	BSCCo validates the form ensuring all mandatory fields are completed. If valid, go to 3.2.5.	BSCCo		Check the form against the criteria as described in the Guidelines in Appendix 4.2.	Internal Process
3.2.3	As necessary	BSCCo returns the change to the Originating BCA to amend the DCP.	BSCCo	Originating BCA	Original BSCP40/01 form with accompanying information as to the areas to be amended.	Email / Fax
3.2.4	As appropriate	Originating BCA sends the amended DCP back to BSCCo. (Go to 3.2.2.)	Originating BCA	BSCCo	DCP Guidelines in Appendix 4.2. Amended BSCP40/01 form (Appendix 4.1). Any supporting documentation.	Email / Fax
3.2.5	Within 2 WD of 3.2.2	BSCCo logs and confirms DCP number to the Originating BCA, carries out initial assessment and determines potentially impacted market areas and agrees in which CPC the DCP will be included.	BSCCo	Originating BCA	DCP Guidelines in Appendix 4.2. Completed BSCP40/01 form (Appendix 4.1) and any supporting documentation.	Internal Process / Email / Fax
3.2.6	On CPC circulation date	DCP circulated as part of the timetabled CPC for consultation.	BSCCo	All BCAs / PACAs and where appropriate BSC Agents	BSCP40/01 forms and any associated documentation.	Email / Fax

⁸ The Change Submission Deadline is produced as part of the CPC batching timetable in Section 3.1.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.7	On or before agreed response date for that CPC	Responses are returned to BSCCo.	All BCAs / PACAs and where appropriate BSC Agents ⁹	BSCCo	Responses are sent to BSCCo.	Email / Fax
3.2.8	By agreed publication date ¹⁰	BSCCo collates responses, issues to the originator and publishes on the BSC Website.	BSCCo	Originating BCA	Collated responses.	Email / Fax
3.2.9	As appropriate	Originating BCA decides on the route forward. The BCA could: <ol style="list-style-type: none"> 1) Raise a CP with a clearly Defined Solution (see section 3.4); 2) Send the DCP to a Working Group (see section 3.3); 3) Send an updated DCP for consultation; 4) Withdraw DCP and notify BSCCo. 	Originating BCA	BSCCo	<p>If a CP is raised then use BSCP40/02 form with supporting documentation in time for the appropriate CPC Deadline, in accordance with the guidelines contained in Appendix 4.4</p> <p>If an updated DCP is raised then complete BSCP40/01 form in time for the CPC Deadline, in accordance with the Guidelines contained in Appendix 4.2.</p>	Email / Fax

⁹ Please note lack of any response to a CPC does not indicate a negative response..

¹⁰ Timescales for publication are determined in Section 3.1.

3.3 Raising a Draft Change Proposal for Discussion at a Working Group

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1	At least 4 WD before the paper day for the appropriate meeting	DCP is submitted to BSCCo for discussion at a Working Group in accordance with Section 3.2.1 – 3.2.5.	Originating BCA	BSCCo	Completed DCP (BSCP40/01 form) Guidelines for completing this form are contained in Appendix 4.2.	Email / Fax
3.3.2	Within 1 WD of 3.3.1	BSCCo adds the DCP onto the Agenda for the relevant Panel Committee meeting.	BSCCo	Panel Committee	Completed DCP form (BSCP40/01) outlining the issue, along with the proposed solution.	Internal Process / Email / Fax
3.3.3	Within 1 WD of 3.3.2	BSCCo will then confirm to the originator which meeting it will be presented to. ¹¹	BSCCo	Originating BCA	Relevant Panel Committee meeting agenda. ¹²	Email / Fax
3.3.4	At the relevant Panel Committee meeting	<p>The DCP is presented to the Panel Committee by the Originating BCA (or their nominated representative) for discussion. If the Panel Committee concludes that the subject warrants further investigation they should:</p> <ol style="list-style-type: none"> 1) Pass it to a relevant Working Group for further investigation., or if necessary form a Working Group to discuss the DCP, and 2) Decide upon an expected date of resolution. 	Panel Committee	BSCCo and Originating BCA	<p>DCP is discussed and any decisions made regarding progression are minuted for clarity and circulated to all meeting attendees.</p> <p>If the DCP is to be passed to a Working Group the Agenda of the next meeting of the Working Group shall be amended accordingly.</p> <p>If a new Working Group is to be formed to examine the DCP the Terms of Reference should be agreed by the relevant Panel Committee and then the appropriate process should be followed.</p> <p>If the DCP is passed to a Working Group the Originating BCA or a representative should be invited to the Working Group.</p>	Internal Process / Email / Fax

¹¹ Where the Working Group consists of only BSCCo and the originator, with the aim of producing redline text in a CP, no approval will be sought from the Panel Committees.

¹² Only one of the Panel Committees need agree that a Working Group is required in order for a Working Group to be established.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.5	At the relevant Panel Committee meeting	If the Panel Committee conclude no further investigation is warranted then BSCCo and Originating BCA are notified of Panel Committee Decision	Panel Committee	BSCCo and Originating BCA	DCP is discussed and any decisions made regarding progression are minuted for clarity and circulated.	Internal Process / Email / Fax
3.3.6	As necessary	The Working Group will meet and discuss the DCP and develop a solution.	Working Group		DCP form (BSCP40/01) updated to outline the problem requiring further investigation, along with the minutes of the pertinent Panel Committee meeting and expected date of resolution, and the Working Group Terms of Reference.	Email / Fax
3.3.7	In time for the relevant Panel Committee Meeting	As directed by the Panel Committee the Working Group must report on their progress.	Working Group Chair	Panel Committee	Paper and Work Plan outlining progress made by the Working Group.	Meeting
3.3.8	Upon completion	The Working Group presents its findings to the Panel Committee which include either: <ul style="list-style-type: none"> 1) An amended DCP; 2) A CP for progression; or 3) A recommendation that no CP is raised. 	Working Group Chair	Panel Committee	DCP form (BSCP40/01) or a CP form (BSCP40/02) is submitted for inclusion into the next appropriate timetabled CPC, along with any required supporting documentation (e.g. redlined documents).	Email / Fax

3.4 Raising a Change Proposal for Impact Assessment

Housekeeping CPs do not require Impact Assessment and once raised in accordance with the following process, will be submitted to the relevant Panel Committee for decision. The relevant Panel Committee will decide whether a CP should be progressed as a Housekeeping CP. Under certain circumstances, and with the approval of the appropriate Panel Committee(s), a CP can be progressed through the Impact Assessment process with a reduced timescale.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1	Any time before the published Change Submission Deadline ⁸	Completed Change Proposal form is submitted to BSCCo.	Originating BCA	BSCCo	CP Guidelines in Appendix 4.4. BSCP40/02 (Appendix 4.3). Redlined Category 1 Configurable Items.	Email / Fax
3.4.2	Before the timetabled CPC circulation date	BSCCo validates the CP form and ensures all supporting information is provided including redlined versions of all Category 1 Configurable Items (see Appendix 4.4 for details of Category 1 Configurable Items). If valid go to 3.4.5.	BSCCo		CP Guidelines in Appendix 4.4. Completed BSCP40/02 form (Appendix 4.3) and supporting documentation (i.e. Redlined Category 1 Configurable Items).	Internal process
3.4.3	As Required	If needed BSCCo sends the CP back to the Originating BCA to amend.	BSCCo	Originating BCA	Completed BSCP40/02 form with any supplementary information.	Email / Fax
3.4.4	As required and in time for timetabled CPC	Originating BCA sends the amended CP back to BSCCo. (Go to 3.4.2.)	Originating BCA	BSCCo	Amended BSCP40/02 form and supporting documentation.	Email / Fax
3.4.5	Within 5 WD of 3.4.2	BSCCo logs the CP and confirms the CP number to the Originating BCA. Carry out initial assessment and identify potentially impacted market areas to assess CP and agree the date of submission to Panel Committee.	BSCCo	Originating BCA	Completed BSCP40/02 form and supporting documentation.	Email / Fax

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.6	As necessary	BSCCo submits completed CP and additional information for CP Impact Assessment by BSC Agents.	BSCCo	BSC Agents	Completed BSCP40/02 form and supporting documentation.	Email / Fax
3.4.7	Within agreed timescales	Carry out CP Impact Assessment and return response.	BSC Agent	BSCCo	Completed Impact Assessment and supporting documentation where necessary.	Email / Fax
3.4.8	Within 1 WD of 3.4.7	BSCCo adds the estimated Central Cost(s) to the CP Form.	BSCCo		Central Costs from BSC Agents and Operational costs.	Internal Process
3.4.9	On timetabled CPC circulation date	CP and documentation are circulated as part of the timetabled CPC for Impact Assessment. Publish the CP on the Website.	BSCCo	All BCA / PACA	CPC completed BSCP40/02 form, supporting documentation and response form. Change Register.	Internal Process / Email / Fax
3.4.10	On or before agreed response date	Responses are returned to BSCCo.	All BCA / PACA	BSCCo	Responses are sent to BSCCo.	Email / Fax
3.4.11	By agreed publication date	BSCCo collates responses and publishes on the BSC Website.	BSCCo		Collated responses.	Internal Process
3.4.12	Within 1 WD of 3.4.7	BSCCo notifies the originator that a material comment has been returned as part of the Impact Assessment.	BSCCo	Originating BCA	Impact Assessment response.	Email / Fax

3.5 Panel Committee Decision of Change Proposals

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.1	At Panel Committee ¹³	Present CP and CP Impact Assessments to Panel Committee for decision on progression.	BSCCo	Panel Committee	Completed BSCP40/02 form and supporting documentation, CP Impact Assessments and BSCCo paper summarising the change.	Meeting
3.5.2	At Panel Committee	The Change can be amended by the Panel Committee providing that; <ol style="list-style-type: none"> 1) There is an unanimous verdict to amend the CP by the Panel Committee; and 2) That there is no material impact on the solution. 	Panel Committee	BSCCo	BSCP40/02 form and the supporting documentation.	Meeting
3.5.3	At Panel Committee	If a material impact is identified during Impact Assessment the Panel Committee can recommend an amended Change to be re-circulated to the Industry for Impact Assessment if it agrees the solution would be more robust.	Panel Committee	BSCCo	BSCP40/02 form and the supporting documentation.	Meeting
3.5.4	At Panel Committee	If CP is approved, instruct BSCCo to progress in line with section 3.6 of this BSCP.	Panel Committee	BSCCo	Panel Committee paper.	Meeting
3.5.5	Within 5 WD of 3.5.3	Update Change Register and publish revised Register and Panel Committee decision on the BSC Website. BSCCo makes any amendments to CPs as approved by the Panel Committee and publishes the final versions of all the agreed CPs onto the BSC Website.	BSCCo		Panel Committee materials. Change Proposals and supporting documentation (including modified CPs where appropriate).	Internal Process

¹³ The Originating BCA may attend the Panel Committee meeting.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.6	At the same time as 3.5.5	Notify all BCAs/PACAs and BSC Agents (where applicable) of Panel Committee decisions and circulate information on amended CPs.	BSCCo	All BCAs/PACAs and BSC Agents (where applicable)	Notification circular and amended CPs with supporting documentation.	Email / Fax
3.5.7	If required, to meet industry Change Processes	<p>If the CP is approved and the approved change impacts Core Industry Documents or the STC, raise appropriate change documentation.</p> <p>Where the CP is approved, the process will continue from section 3.6.</p> <p>If the CP is rejected, the process ends at this point.</p>	BSCCo	Change Administrator for the applicable Core Industry Document or STC	<p>Completed Change Documentation as appropriate.</p> <p>If approved the change would form part of the Baseline against which any new changes must be validated alongside the current live documentation.</p>	Email / Fax

3.6 Implementation of Change Proposals

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.1	As soon as Implementation cut off date is reached ¹⁴	Amend and publish the Category 1 Configurable Items ensuring all changes are highlighted.	BSCCo		Changes made using the redlined text approved in the Change Proposal.	Internal Process
3.6.2	As required to meet targeted Panel Committee meeting timescales	Amend Category 2 Configurable Items ensuring changes are redlined (where redlining is possible)	BSCCo		Agreed Change Proposal.	Internal Process
3.6.3	As required to meet targeted Panel Committee meeting timescales	Submit redlined changes to Category 2 Configurable Items for review as appropriate.	BSCCo	BCAs / PACAs / BSC Agents (if applicable)	Redlined Configurable Items.	Email / Fax
3.6.4	As required to meet targeted Panel Committee meeting timescales	Carry out review and return comments.	BCAs / PACAs / BSC Agents (if applicable)	BSCCo	Review comments.	Email / Fax
3.6.5	To meet Paper Day of next Panel Committee Meeting	Incorporate comments as appropriate and finalise changes.	BSCCo		Review comments.	Internal Process
3.6.6	Panel Committee paper deadline	Request that the Panel Committee approve redlined changes to Category 2 Items.	BSCCo	Panel Committee	Revised Category 2 Configurable Items. Panel Committee paper number.	Email / Fax
3.6.7	At Panel Committee	Panel Committee review amended Category 2 Configurable Items and make decision on progression.	Panel Committee		Revised Category 2 Configurable Items.	
3.6.8	Following Panel Committee approval	Publish changes to Category 2 Configurable Items on the BSC Website, ensuring all changes are highlighted.	BSCCo		Revised Category 2 Configurable Items.	Internal Process

¹⁴ Implementation cut off is 6 months for system changes and 4 months for document only changes or as agreed by the Panel Committee.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.9	At least 2 WD before Implementation Date	Publish clean versions of all Configurable Items on the BSC Website, as appropriate.	BSCCo		Amended Configurable Items.	Internal Process

3.7 Correcting Identified Errors - Emergency Fixes

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.7.1	On identification of problem potentially requiring an Emergency Fix	Inform BSCCo.	BSC Agent	BSCCo	Details of problem identified.	Phone / Email / Fax
3.7.2	After 3.7.1	Assess severity of problem and inform BCAs/PACAs where appropriate.	BSCCo	BCAs/PACAs	Relevant details of problem identified.	Internal Process / Email
3.7.3	As soon as possible after 3.7.1	Analyse problem, identify possible solution(s) and inform BSCCo.	BSC Agent	BSCCo	Analysis, possible solutions and associated timescales.	
3.7.4	Immediately on notification of problem	Liaise with BSC Agent to agree approach, solution and resolution timescale (or in accordance with contract where appropriate).	BSCCo	BSC Agent	Details of problem, analysis, possible solutions and associated timescales.	Phone / Email / Fax
3.7.5	To meet agreed timescales	Resolve problem in the manner agreed above. Notify all parties as appropriate.	BSC Agent	BSCCo/All parties	Approval from the Chief Executive or authorised person.	Email / Fax
3.7.6	Within 5 WD of Implementation Date	Raise corresponding CP as necessary, to be incorporated into next appropriate Project.	BSCCo		Emergency Fix Report.	Internal Process
3.7.7	Within 3 WD of 3.7.6	Publish updated Change Register on the BSC Website where appropriate.	BSCCo		Change Register.	Internal Process

3.8 Submitting a Modification Proposal

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.8.1	Any time	Complete Form and submit to BSCCo.	Proposer	BSCCo	BSCP40/03 in Appendix 4.5 MP Form Guidelines in Appendix 4.6	Post / Email / Fax
3.8.2	As soon as possible after 3.8.1	Log and validate MP and confirm receipt of Form.	BSCCo	Proposer	Completed BSCP40/03 Form	Post / Email / Fax
3.8.3	As soon as possible after decision that MP fails to comply with requirements (see BSC Section F, 2.1.2)	Refuse to accept MP and notify proposer, with reasons for refusal.	BSCCo	Proposer	Reasons for refusal.	Post / Email / Fax

3.9 Development of amendments to Configurable Items arising from a Modification Proposal

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.9.1	Where necessary	Request a decision on whether the redlined changes to the Category 1 Configurable Items to support a Proposed or Alternative Modification should be developed and circulated to the industry prior to a decision on the Modification being received. ¹⁵	BSCCo	BSC Panel	Relevant Modification documents.	Panel Paper
3.9.2	After 3.9.1	BSC Panel approves the request, subject to the Authority decision ¹⁶ being to Approve the Proposed or Alternative Modification, or rejects the request.	BSC Panel	BSCCo		Panel Paper
3.9.3	As determined by the Panel	Develop the redlined changes to the Category 1 Configurable Items.	BSCCo		Details of the changes to be made as part of the modification / alternative Modification.	Internal Process
3.9.4	As appropriate	Submit redlined changes to the Category 1 Configurable Items for review.	BSCCo	BCAs / PACAs / BSC Agents (If applicable)	Redlined Configurable Items.	Post / Email / Fax
3.9.5	As required to meet targeted Panel Committee meeting timescales	Carry out review and return comments.	BCAs / PACAs / BSC Agents	BSCCo	Review comments.	Post / Email / Fax
3.9.6	As appropriate	Incorporate comments as appropriate and finalise changes.	BSCCo		Review comments.	Internal Process

¹⁵ This request should only be made where ELEXON has identified that there would be insufficient time to develop the necessary changes to Configurable Items with the appropriate amount of notice to participants following notification of the Authority's decision. The development of such changes would not commence until after submission of the relevant Final Modification Report to the Authority. If the Modification were subsequently rejected by the Authority, such changes would not be implemented.

¹⁶ Except where a Modification Proposal is considered to be a Self-Governance Modification Proposal

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.9.7	Panel Committee paper deadline	Submit redlined changes to Category 1 Configurable Items as appropriate for approval. At the same time confirm Implementation Date.	BSCCo	Panel Committee	Revised Configurable Items as appropriate. Panel Committee paper number.	Post / Email / Fax
3.9.8	At the Panel Committee	Review submission and, if approved, confirm Implementation Date.	Panel Committee	BSCCo	Revised Configurable Items and Implementation Date.	Meeting / Email / Fax
3.9.9	As appropriate	Publish approved redlined changes to Category 1 Configurable Item(s).	BSCCo	BCAs / PACAs	Approved Configurable Items.	Post / Email / Fax
3.9.10	As appropriate	Amend Category 2 Configurable Items ensuring changes are Redlined.	BSCCo		Modification detail.	Internal Process
3.9.11	As appropriate	Submit redlined Changes to Category 2 Configurable Items for review as appropriate.	BSCCo	BCAs / PACAs / BSC Agents (if applicable)	Redlined Configurable Items.	Email / Fax
3.9.12	Within agreed timescales	Carry out review and return comments.	BCAs / PACAs / BSC Agents (if applicable)	BSCCo	Review comments.	Email / Fax
3.9.13	To meet Paper Day of next appropriate Panel Committee Meeting	Incorporate comments as appropriate and finalise changes.	BSCCo		Review comments.	Internal Process
3.9.14	Panel Committee paper deadline	Submit revised Category 2 Configurable Items as appropriate for approval.	BSCCo	Panel Committee	Revised Configurable Items as appropriate. Panel Committee paper number.	Email / Fax
3.9.15	Panel Committee	Review submission and, if approved, confirm Implementation Date.	Panel Committee	BSCCo	Revised Configurable Items.	Meeting / Email / Fax

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.9.16	In time for Implementation Date of the Modification	Amend the Configurable Items	BSCCo		Changes made using the text approved by the Panel Committee.	Internal Process
3.9.17	Following Panel Committee Approval	Publish changes to integer versions of Category 2 Configurable Items on the BSC Website, ensuring all changes are highlighted.	BSCCo		Amended Configurable Items.	Internal Process
3.9.18	At least 2 WD before Implementation Date	Publish clean versions of all Configurable Items on the BSC Website, as appropriate.	BSCCo		Amended Configurable Items.	Internal Process

3.10 Market Index Definition Statement Review

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.10.1	At least once every 12 months, Or, if any change in circumstances which affects the provision of Market Index Data by a Market Index Data Provider; Or, where necessary in order to give full and timely effect to any relevant Approved Modification by the Implementation Date for that Approved Modification	Panel request review of the Market Index Definition Statement.	Panel	BSCCo	Data or report to back up request to review Market Index Definition Statement (e.g. Panel minutes).	Meeting / Email
3.10.2	As soon as possible after 3.10.1	Undertake consultation with Parties and other interested parties for at least 10 WD.	BSCCo	Parties and interested parties	Scope of consultation and Consultation Document.	Email
3.10.3	At same time as 3.10.2	Publish consultation documentation on the BSC Website.	BSCCo		Consultation documentation.	Internal Process
3.10.4	As soon as possible after the end of the consultation period in 3.10.2	Collate consultation responses and, where appropriate, hold expert group meeting to determine the recommendations and Effective Date.	BSCCo	Expert group	Consultation responses and proposed changes to Market Index Definition Statement.	Meeting
3.10.5	At next convenient Panel meeting	Present consultation report (i.e. summary of consultation responses, recommendations and Effective Date).	BSCCo	Panel	Consultation report and the revised Market Index Definition Statement.	Panel Paper

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.10.6	As soon as possible after 3.10.5	(a) Provide to the Authority copies of any written representations so made and not withdrawn, and the consultation report, Effective Date and the recommendations of the Panel. (b) Request Authority to agree recommendations of the Panel.	BSCCo	Authority	Revised Market Index Definition Statement and consultation report.	Post
3.10.7	At same time as 3.10.6	Publish draft Market Index Definition Statement on BSCCo Website.	BSCCo	BSCCo	Draft Market Index Definition Statement.	
3.10.8	As soon as possible after 3.10.6	Send decision to BSCCo.	Authority	BSCCo	Decision letter stating reasons for either approving or rejecting the revised Market Index Definition Statement.	Post
3.10.9	Within 5 WD of 3.10.8, and in any case 5 WD before Effective Date	Give notice of Effective Date of the revised Market Index Definition Statement.	Panel Secretary	MIDP, BSC Parties, SAA, and BMRA.	Revised Market Index Definition Statement and Effective Date.	Email / CPC
3.10.10	At the same time as 3.10.9	Issue revised and final version of Market Index Definition Statement.	BSCCo	MIDP, BSC Parties, SAA, and BMRA.	Revised Market Index Definition Statement and Effective Date.	Email
3.10.11	On the Effective Date stated in 3.10.9	Publish revised Market Index Definition Statement on the BSC Website. Any changes to the values or Effective Dates of the Individual Liquidity Thresholds or time / product weightings to be published on the System Parameters page of the BSC Website.	BSCCo		Revised Market Index Definition Statement.	Internal Process

3.11 Registration of BCAs/PACAs¹⁷

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.11.1	On approval of new Party or on notification of new application for Qualification	Notify BSCCo that new BCA/PACA is required and provide all available details.	BSCCo		New organisation and category with contact name, address, telephone number and email address where available and, relevant start date.	Internal Process
3.11.2	Within 5 WD of 3.11.1	Request nomination for fulfilling the responsibilities of the BCA/PACA role.	BSCCo	Qualifying Organisation	Notification that new BCA/PACA is required.	Email / Fax
3.11.3	Within 10 WD of 3.11.2	Complete Parts A, B and C of appropriate Registration Form and return.	Qualifying Organisation	BSCCo	BSCP40/05 in Appendix 4.9, Guidelines in Appendix 4.10 or BSCP40/06 in Appendix 4.11, Guidelines in Appendix 4.12 as appropriate.	Email / Fax
3.11.4	When change of BCA/PACA details required	Complete Parts A, B and C of appropriate Registration form and return.	Existing BCA/PACA	BSCCo	BSCP40/05 in Appendix 4.9, Guidelines in Appendix 4.10 or BSCP40/06 in Appendix 4.11, Guidelines in Appendix 4.12 as appropriate.	Email / Fax
3.11.5	Within 5 WD of receipt of Registration Form	Check appropriate Registration Form has been completed and update the BCA/PACA Register accordingly.	BSCCo		BSCP40/05 in Appendix 4.9, Guidelines in Appendix 4.10 or BSCP40/06 in Appendix 4.11, Guidelines in Appendix 4.12 as appropriate.	Internal Process

¹⁷ If Registration Forms are submitted by email, they must be sent from the named user account of the Senior Manager within the Qualifying Organisation.

3.12 Loss of Load Probability Calculation Statement Review

<u>REF</u>	<u>WHEN</u>	<u>ACTION</u>	<u>FROM</u>	<u>TO</u>	<u>INFORMATION REQUIRED</u>	<u>METHOD</u>
3.12.1	From time to time, as determined by the Panel, <u>Or, where necessary in order to give full and timely effect to any relevant Approved Modification by the Implementation Date for that Approved Modification</u>	Panel request review of the Loss of Load Probability Calculation Statement.	Panel	BSCCo	Data or report to back up request to review Loss of Load Probability Calculation Statement (e.g. Panel minutes).	Meeting / Email
3.12.2	<u>Within 1 WD of 3.12.1</u>	BSCCo notifies Transmission Company that a review has been initiated	BSCCo	Transmission Company		
3.12.3	<u>Within an agreed timescale following 3.12.2</u>	Transmission Company undertakes a review of the Loss of Load Probability calculations and provides BSCCo with any necessary updates to the calculations or associated parameters.	Transmission Company	BSCCo	Updates to the Loss of Load Probability Calculation Statement	Email
3.12.4	<u>As soon as possible after 3.12.3</u>	<u>Undertake consultation with Parties and other interested parties for at least 10 WD.</u> <u>Publish consultation documentation on the BSC Website.</u>	BSCCo BSCCo	<u>Parties and interested parties</u>	<u>Scope of consultation and consultation documentation</u> <u>Consultation documentation</u>	Email Internal process
3.12.5	<u>As soon as possible after the end of the consultation period in 3.12.4</u>	<u>Collate consultation responses and, where appropriate, hold expert group meeting to determine the recommendations and Effective Date.</u>	BSCCo	Expert group	<u>Consultation responses and proposed changes to Loss of Load Probability Calculation Statement</u>	Meeting

<u>REF</u>	<u>WHEN</u>	<u>ACTION</u>	<u>FROM</u>	<u>TO</u>	<u>INFORMATION REQUIRED</u>	<u>METHOD</u>
<u>3.12.6</u>	<u>At next convenient Panel meeting</u>	<u>Present consultation report (to include summary of consultation responses, recommendations and Effective Date).</u>	<u>BSCCo</u>	<u>Panel</u>	<u>Consultation report and the revised Loss of Load Probability Calculation Statement</u>	<u>Panel Paper</u>
<u>3.12.7</u>	<u>As soon as possible after 3.12.6</u>	<u>Provide to the Authority copies of any written representations so made and not withdrawn, the consultation report, the Effective Date and the recommendations of the Panel.</u> <u>Request Authority to agree recommendations of the Panel.</u> <u>Publish draft Loss of Load Probability Calculation Statement on the BSC Website.</u>	<u>BSCCo</u> <u>BSCCo</u>	<u>Authority</u>	<u>Revised Loss of Load Probability Calculation Statement and consultation report</u> <u>Draft Loss of Load Probability Calculation Statement</u>	<u>Email</u>
<u>3.12.8</u>	<u>As soon as possible after 3.12.7</u>	<u>Send decision to BSCCo.</u>	<u>Authority</u>	<u>BSCCo</u>	<u>Decision letter stating reasons for either approving or rejecting the revised Loss of Load Probability Calculation Statement.</u>	<u>Email</u>
<u>3.12.9</u>	<u>Within 5 WD of 3.12.8 and in any case 5 WD before Effective Date</u>	<u>Issue revised and final version of Loss of Load Probability Calculation Statement and give notice of the Effective Date.</u>	<u>BSCCo</u>	<u>BSC Parties, SAA and BMRA</u>	<u>Revised Loss of Load Probability Calculation Statement and Effective Date</u>	<u>Email</u>
<u>3.12.10</u>	<u>On Effective Date stated in 3.12.9</u>	<u>Publish revised Loss of Load Probability Calculation Statement on the BSC Website.</u>	<u>BSCCo</u>		<u>Revised Loss of Load Probability Calculation Statement</u>	<u>Internal process</u>

3.13 Value of Lost Load Review

<u>REF</u>	<u>WHEN</u>	<u>ACTION</u>	<u>FROM</u>	<u>TO</u>	<u>INFORMATION REQUIRED</u>	<u>METHOD</u>
3.13.1	From time to time, as determined by the Panel, Or, upon the request of the Authority	Panel request review of the Value of Lost Load.	Panel	BSCCo	Data or report to back up request to review the Value of Lost Load (e.g. Panel minutes).	Meeting / Email
3.13.2	As soon as possible after 3.13.1	Undertake consultation with Parties and other interested parties for at least 10 WD. Where provided, the views and evidence of the Authority for a change to the Value of Lost Load should be included in the consultation. Publish consultation documentation on the BSC Website.	BSCCo BSCCo	Parties and interested parties	Scope of consultation and consultation documentation Consultation documentation	Email Internal process
3.13.3	As soon as possible after the end of the consultation period in 3.13.2	Collate consultation responses and, where appropriate, hold expert group meeting to determine whether a change to the Value of Lost Load is required and if so what this should be and what Effective Date it should take effect from.	BSCCo	Expert group	Consultation responses and, where applicable, revised proposed Value of Lost Load	Meeting
3.13.4	At next convenient Panel meeting	Present consultation report (to include summary of consultation responses, recommendations and Effective Date).	BSCCo	Panel	Consultation report and, where applicable, the revised Value of Lost Load	Panel Paper
3.13.5	If Panel agrees with the revised proposed Value of Lost Load, at the same time as 3.13.4	Panel raises a Modification Proposal to put forward the revised Value of Lost Load for implementation on the agreed Effective Date.	Panel		Modification Proposal	

<u>REF</u>	<u>WHEN</u>	<u>ACTION</u>	<u>FROM</u>	<u>TO</u>	<u>INFORMATION REQUIRED</u>	<u>METHOD</u>
3.13.6	If Panel disagrees with the revised proposed Value of Lost Load or if no change is recommended to the Value of Lost Load, as soon as possible after 3.13.4	Provide to the Authority copies of any written representations so made and not withdrawn and the Panel's report to include the decision of the Panel and its rationale for its decision.	BSCCo	Authority	Panel report and consultation responses	Email

4. APPENDICES**4.1 Draft CP Form**

Draft Change Proposal – BSCP40/01	DCP No: <i>Version No:</i> <i>(mandatory by BSCCo)</i>
Title <i>(mandatory by originator)</i>	
Description of Problem/Issue <i>(mandatory by originator)</i>	
Justification for Change <i>(mandatory by originator)</i>	
Proposed Solution(s) <i>(mandatory by originator)</i>	
Version History <i>(mandatory by BSCCo)</i>	
Has this DCP been raised for discussion by a Working Group? <i>(optional by originator):</i> Y/N*<i>(delete as appropriate)</i>	
Originator's Details:	
BCA Name:	
Organisation:	
Email Address:	
Telephone Number:	
Date:	
Attachments: Y/N* (If Yes, No. of Pages attached:) <i>(delete as appropriate)</i>	

4.2 Draft CP Form Guidelines

These guidelines are to be used to assist in the completion of the Draft CP Form, given in Appendix 4.1. The guidelines state who should complete each item on the form and whether it is mandatory or optional. They also give a brief description of the information that should be given for each item. For further guidance please contact your BCA/PACA.

- **Title** – mandatory completion by originator – title of Change Proposal.
- **DCP No.** – mandatory completion by BSCCo – unique number allocated for each individual Draft CP in the Change Management System.
- **Version No.** – mandatory completion by originator – when first submitted by the originator, the Draft CP should have a version number of v0.1. Following discussions with BSCCo, any changes required following those discussions, the Draft CP should be updated to v1.0. Should any further amendments/additions/deletions be required to the Draft CP during its lifecycle, the version number should be updated to v2.0, v3.0, etc.
- **Description of Problem/Issues** - mandatory completion by originator - a statement of the issue/problem.
- **Justification for Change** – mandatory completion by originator – details of the business case for implementing the proposed change. This section should also include a brief risk assessment of the problem/issue, associated with leaving it unresolved, in terms of materiality and probability of occurrence.
- **Proposed Solution(s)** – mandatory completion by originator – brief description of all possible solutions to the issue/problem, indicating any preferences and the reasons for these. The originator should also highlight any potentially impacted Configurable Items where known.
- **Version History** – mandatory completion by BSCCo – details of any previous Versions of the Draft CP. Details of what has changed between versions. If this is the first version then this will be indicated in this section.
- **Has this DCP been raised for discussion by a Working Group:** if yes, indicate that the DCP has been raised for discussion by a Working Group.
- **Originator's Details** – mandatory by originator – the name, organisation, email address and telephone number of the originator and the date on which the originator raised the CP.

4.3 CP Form

Change Proposal – BSCP40/02	CP No: <i>Version No:</i> <i>(mandatory by BSCCo)</i>
Title (mandatory by originator)	
Description of Problem/Issue (mandatory by originator)	
Proposed Solution (mandatory by originator)	
Justification for Change (mandatory by originator)	
To which section of the Code does the CP relate, and does the CP facilitate the current provisions of the Code? (mandatory by originator)	
Estimated Implementation Costs (mandatory by BSCCo)	
Configurable Items Affected by Proposed Solution(s) (mandatory by originator)	
Impact on Core Industry Documents or System Operator-Transmission Owner Code (mandatory by originator)	
Related Changes and/or Projects (mandatory by BSCCo)	
Requested Implementation Date (mandatory by originator)	
Reason:	
Version History (mandatory by BSCCo)	

<i>Originator's Details:</i>
<i>BCA Name:</i>
<i>Organisation:</i>
<i>Email Address:</i>
<i>Telephone Number:</i>
<i>Date:</i>
Attachments: Y/N* (If Yes, No. of Pages attached:) (delete as appropriate)

4.4. CP Form Guidelines

These guidelines are to be used to assist in the completion of the CP Form, given in Appendix 4.3. The guidelines state who should complete each item on the form and whether it is mandatory or optional. They also give a brief description of the information that should be given for each item. For further guidance please contact your BCA/PACA.

- **Title** – mandatory completion by originator – title of Change Proposal.
- **CP No.** – mandatory completion by BSCCo – unique number allocated for each individual CP in the Change Management System.
- **Version No.** – mandatory completion by originator – when first submitted by the originator, the CP should have a version number of v0.1. Following discussions with BSCCo, any changes required following those discussions, the CP should be updated to v1.0. Should any further amendments/additions/deletions be required to the CP during its lifecycle, the version number should be updated to v2.0, v3.0, etc.
- **Description of Problem/Issues** - mandatory completion by originator - a statement of the issue/problem.
- **Proposed Solution(s)** – mandatory completion by originator – this is a single fully defined description of the proposed solution. For the following Configurable Items (Category 1) redlined changes must be included:
 - Balancing Settlement Code Procedures (BSCPs);
 - Business Definition Documents (BDDs);
 - Interface Design Document (IDD);
 - Party Service Lines (PSLs);

- Codes of Practice (CoPs); and
- Settlement Software Documents where describing physical interfaces.
- **Justification for Change** – mandatory completion by originator – details of the business case for implementing the proposed change. This section should also include a brief assessment of the risk associated with leaving the problem/issue unresolved, in terms of materiality and probability of occurrence.
- **To which section of the Code does the CP relate, and does the CP facilitate the current provisions of the Code?** – All CPs should be raised in line with BSC section F 3.1.2 ensuring that changes to CSDs and Configurable Items should continue to facilitate the provisions as detailed in the Code and should not impose new obligations or restrictions of a material nature on Parties and Party Agents (or classes thereof) which are not authorised or envisaged by, or subsidiary to, the rights and obligations of the Parties under the Code. As such the originator should highlight the section of the BSC that their proposed change is derived from and if the proposed Change facilitates the existing arrangements in the BSC.
- **Estimated Implementation Costs** – mandatory by BSCCo – These will be broken down into Central System Costs and BSCCo Operational Costs where appropriate.
- **Impact on Configurable Item(s)** – mandatory completion by originator – a list of all Configurable Items potentially affected by proposed solution. Details of how each Configurable Item will be affected should be included, if known, and redlining of Category 1 Configurable Items must be completed.
- **Impact on Core Industry Documents or System Operator – Transmission Owner Code** – mandatory completion by originator, however, BSCCo can advise if originator is unsure of all the impacts on documents – list of all documents potentially affected by proposed solution. These documents include any changes that will be needed to the DTC or other MRASCo Products. Details of how each document will be affected will also need to be included.
- **Requested Implementation Date and Associated Reasons** – mandatory by originator – identification of any critical milestone date(s) which need to be considered when generating possible solutions, with reasons for these. If change can be implemented at any time i.e. with no time constraints, this should be stated. This will be updated to the agreed Implementation Date once the Panel Committee has voted.
- **Version History** – mandatory completion by BSCCo – details of any previous versions of a Draft CP or details of what has changed between CP versions. If this is the first version then this will be indicated in this section.
- **Originator's Details** – mandatory by originator – the name, organisation, email address and telephone number of the originator and the date on which the originator raised the CP.

4.5. MP Form

Modification Proposal – BSCP40/03	MP No: <i>(mandatory by BSCCo)</i>
Title of Modification Proposal <i>(mandatory by originator):</i>	
Submission Date <i>(mandatory by originator):</i>	
Description of Proposed Modification <i>(mandatory by originator)</i>	
Description of Issue or Defect that Modification Proposal Seeks to Address <i>(mandatory by originator)</i>	
Impact on Code <i>(optional by originator)</i>	
Impact on Core Industry Documents or System Operator-Transmission Owner Code <i>(optional by originator)</i>	
Impact on BSC Systems and Other Relevant Systems and Processes Used by Parties <i>(optional by originator)</i>	
Impact on other Configurable Items <i>(optional by originator)</i>	
Justification for Proposed Modification with Reference to Applicable BSC Objectives <i>(mandatory by originator)</i>	
Is there a likely material environmental impact? <i>(optional by originator)</i>	

Modification Proposal – BSCP40/03	MP No: <i>(mandatory by BSCCo)</i>
Urgency Recommended: Yes / No <i>(delete as appropriate) (optional by originator)</i>	
Justification for Urgency Recommendation <i>(mandatory by originator if recommending progression as an Urgent Modification Proposal)</i>	
Self-Governance Recommended: Yes / No <i>(delete as appropriate) (optional by originator)</i>	
Justification for Self-Governance Recommendation <i>(mandatory by originator if recommending progression as Self-Governance Modification Proposal)</i>	
Fast Track Self-Governance Recommended: Yes / No <i>(delete as appropriate) (optional by originator)</i>	
Justification for Fast Track Self-Governance Recommendation <i>(mandatory by originator if recommending progression as Fast Track Self-Governance Modification Proposal)</i>	
Should this Modification Proposal be considered exempt from any ongoing Significant Code Reviews? <i>(optional by originator in order to assist the Panel decide whether a Modification Proposal should undergo a SCR Suitability Assessment)</i>	

Details of Proposer:
<i>Name</i>
<i>Organisation</i>
<i>Telephone Number</i>
<i>Email Address</i>

Details of Proposer's Representative:*Name**Organisation**Telephone Number**Email address***Details of Representative's Alternate:***Name**Organisation**Telephone Number**Email address***Attachments: Yes / No** (*delete as appropriate*) (*mandatory by originator*)**If Yes, Title and No. of Pages of Each Attachment:**

4.6. MP Form Guidelines

These guidelines are to be used to assist in the completion of the MP Form, contained in Appendix 4.5. The guidelines state who should complete each item on the form and whether it is mandatory or optional. They also give a brief description of the information that should be given for each item. For further guidance please contact BSCCo.

- **MP No.** – mandatory completion by BSCCo – unique number allocated for each individual MP in the Modification Register.
- **Title of Modification Proposal** – mandatory completion by originator – title of Modification Proposal – should be unique where possible.
- **Submission Date** – mandatory completion by originator – the date on which the originator raised the MP.
- **Description of Proposed Modification** – mandatory completion by originator – a description in reasonable but not excessive detail of the proposed modification and of its nature and purpose.
- **Description of Issue or Defect that Modification Proposal Seeks to Address** – mandatory completion by originator – a description in reasonable but not excessive detail of the issue or defect which the proposed modification seeks to address.
- **Impact on Code** – optional completion by originator – where possible, an initial indication of those parts of the Code which would require amendment in order to give effect to (and/or would otherwise be affected by) the proposed modification and an indication of the nature of those amendments or effects. This will be superseded by the detailed formal Impact Assessments undertaken by the Modification Group that progresses the Modification Proposal.
- **Impact on Core Industry Documents or System Operator-Transmission Owner Code (STC)** – optional completion by originator – initial list of all Core Industry Documents or STC potentially affected by proposed solution(s). Brief details of how each document will be affected should also be included, if known. The list of Core Industry Documents is defined in Electricity Act Licences. This will be superseded by the detailed formal Impact Assessments undertaken by the Modification Group that progresses the Modification Proposal.
- **Impact on BSC Systems and Other Relevant Systems and Processes Used by Parties** – optional completion by originator – where possible, an initial indication of the impact of the proposed modification on BSC Systems and processes and other relevant systems and processes used by Parties. This will be superseded by the detailed formal Impact Assessments undertaken by the Modification Group that progresses the Modification Proposal.
- **Impact on Other Configurable Items** – optional completion by originator – an initial list of all Configurable Items potentially affected by proposed solution(s). Brief details of how each Configurable Item will be affected should be included, if known. This will be superseded by the detailed formal Impact Assessments undertaken by the Modification

Group that progresses the Modification Proposal. A definition of 'Configurable Item' can be found in section 2.2 of this Procedure.

- **Justification for Proposed Modification** – mandatory completion by originator – brief description of how the proposed modification would better facilitate achievement of the Applicable BSC Objective(s) as compared with the then current version of the Code.
- **Is there a likely material environmental impact?** – optional completion by originator – Where a Modification Proposal is likely to have a material impact on greenhouse gas emissions, in respect of the Applicable BSC Objective(s), the originator should indicate what they believe this impact would be in order to assist the BSC Panel in determining how to best progress the Modification Proposal. In the event that environmental assessment is required then such assessment would be conducted in accordance with the most recent Authority guidance on the treatment of carbon costs and evaluation of greenhouse gas emissions.
- **Urgency Recommended** – optional completion by originator – confirmation of whether the originator is recommending that the progression of the Modification Proposal should be expedited as an Urgent Modification Proposal.
- **Justification for Urgency Recommendation** – mandatory completion by originator if recommending progression as an Urgent Modification Proposal – a description of why the progression of the Modification Proposal should be expedited as an Urgent Modification Proposal. This description will be considered by the BSC Panel in formulating its recommendation to the Authority regarding urgency, and by the Authority in determining whether urgency should be granted. When completing this item, the originator may therefore choose to consider the following guidance:
 - The Authority has previously expressed the view that a Modification Proposal should only be treated as an Urgent Modification Proposal if it could not appropriately be treated as non-urgent. The Authority has also expressed the view that Urgent Modification Proposals are likely to exhibit at least one of the following characteristics:
 - a) There is a very real likelihood of significant commercial impact upon the Transmission Company, industry parties, or customers if a Modification Proposal is not urgent;
 - b) Safety and security of the network is likely to be impacted if a Modification Proposal is not urgent; and/or
 - c) The Modification Proposal is linked to an imminent date-related event.

Please note that the above areas represent guidance only, and are not definitive criteria. There may therefore be occasions where a Modification Proposal is deemed to be urgent by the Authority even where it does not exhibit these characteristics (or, conversely, be deemed non-urgent where one or more of the characteristics is exhibited). If urgency is not being recommended, this item on the MP form should be left blank.

- **Self-Governance Recommended: Yes / No** – optional completion by originator – confirmation of whether the originator is recommending that the Modification Proposal should progressed as a Self-governance Modification Proposal.
- **Justification for Self-Governance Recommendation** – mandatory completion by originator if recommending progression as an Urgent Modification Proposal – a Modification Proposal may be considered Self-Governance where it is unlikely to have a material effect on:
 - Existing or future electricity customers;
 - Competition in generation or supply;
 - The operation of the transmission system;
 - Security of supply;
 - Governance of the BSC,

and it is unlikely to discriminate against different classes of BSC Parties.

Because of their non-material nature, Self-Governance Modification Proposals do not require an Authority decision. Instead the BSC Panel will make a decision on whether to approve or reject the Modification Proposal. In order to make a decision on a Self-Governance Modification Proposal, the BSC Panel must first submit a Self-Governance Statement to the Authority, along with industry consultation responses at least 7 days before a Panel decision. The Authority may veto Self-Governance at any point up until the Panel decision. The Authority may also declare a Modification Proposal as Self-Governance without the need for a Self-Governance Statement.

If the originator believes the Modification Proposal is Self-Governance they should outline their justification having regard to the Self-Governance Criteria as defined above. The Panel will take account of the originator's justification when deciding whether to submit a Self-Governance Statement.

- **Fast Track Self-Governance Recommended: Yes / No** – optional completion by originator – confirmation of whether the originator is recommending that the Modification Proposal should progressed as a Fast Track Self-governance Modification Proposal.
- **Justification for Fast Track Self-Governance Recommendation** - mandatory by originator if recommending progression as Fast Track Self-Governance Modification Proposal - a Modification Proposal may be considered as a Fast Track Self-Governance where it will correct an error in the Code or as a result of a factual change, but not limited to:
 - Updating names or addresses listed in the Code;
 - Correcting minor typographical errors;
 - Correcting formatting and consistency errors, such as paragraph numbering; or
 - Updating out of date references to other documents or paragraphs.

Fast Track Self-Governance Modification Proposals must meet the Fast Track Self Governance Criteria as set out in BSC Section X- Annex X-1.

- **Should this Modification Proposal be considered exempt from any ongoing Significant Code Reviews?** – optional completion by originator – the Significant Code Review (SCR_ process has been introduced to facilitate the progression of significant industry changes in the most efficient manner. Ofgem has the sole right to raise SCRs, but will consult on the scope of the review before commencing the SCR.

The period between the SCR commencing and SCR closing is known as the ‘SCR Phase’. During SCR Phase the provisions in BSC Section F5 apply. Ofgem has the ability to ‘Subsume’ a Modification Proposal if it is raised during the SCR Phase. If a Modification Proposal is subsumed it will ‘freeze’ in the Modification Procedures until the conclusion of the SCR Phase. The intention is to subsume those Modifications that are linked to the SCR topic to prevent the same work being done under the BSC and the SCR. If Ofgem believe a Modification is not linked to a SCR then they may declare it exempt and it will progress through the Modifications Procedures as normal.

During an ongoing SCR Phase the originator can use this section to justify why their Modification Proposal should be considered exempt from the ongoing SCR(s). Details of ongoing SCRs can be found on the Ofgem website.

- **Proposer’s Details** – mandatory completion by originator – the name, organisation, email address and telephone number of the proposer. Also, the name and organisation of the person who will represent the Proposer at the BSC Panel on matters relating to the proposed modification proposal and his/her alternate. For the avoidance of doubt, the Proposer’s Representative does not need to be an employee of the originator’s company.
- **Attachments** - mandatory completion by originator – confirmation of whether any attachments have been submitted together with the MP Form. Where attachments have been included, a list of the titles and number of pages of each of these should be provided. Attachments may be used to provide extra material and information in relation to the Modification Proposal and to expand on the items required in the MP Form.

4.7 Issue Form

Issue Form - BSCP40/04	Issue Number <i>(mandatory by BSCCo)</i>
Issue Title <i>(Mandatory by originator)</i>	
Issue Description <i>(Mandatory by originator)</i>	
Justification for Examining Issue <i>(Mandatory by originator)</i>	
Potential Solution(s) <i>(Optional by originator)</i>	
Proposer's Details	
<i>Name</i>	
<i>Organisation</i>	
<i>Email Address</i>	
<i>Telephone Number</i>	
<i>Date</i>	

4.8. Issue Form Guidelines

These guidelines are to be used to assist in the completion of the Issue Form, contained in Appendix 4.7. The guidelines state who should complete each item on the form and whether it is mandatory or optional. They also give a brief description of the information that should be given for each item. For further guidance please contact your BCA / PACA. Once completed this form should be submitted to BSCCo for inclusion on the relevant Panel Committee agenda.

- **Issue Number** –mandatory to be completed by BSCCo once the proposed issue has been received. This is a unique number.
- **Issue Title** – mandatory and is completed by the originator at the time the issue is raised. This should be unique where possible.
- **Issue Description** – mandatory and is completed by the originator. The description should include as much detail as possible of the issue being encountered.
- **Potential Solution(s)** - optional by originator – This is to be completed where the originator has potential solutions that they want to be discussed as part of a potential solution to the issue.
- **Justification for Examining Issue** – mandatory by originator – details of the business case for examining the issue. This section should also include a brief assessment of the risk associated with leaving the problem/issue unresolved, in terms of materiality and probability of occurrence.
- **Proposer's Details** – mandatory completion by originator – the name, organisation, email address and telephone number of the proposer.

4.9. BCA Registration Form

BCA Registration Form - BSCP40/05	<i>[Mandatory by applicant]</i>
<i>Part A – Categorisation (mandatory completion by Applicant)</i>	

	Generator
	Supplier
	BSC Auditor
	Distribution Business
	Other

	Core Industry Document Owner
	BSC Agent
	Interconnector User
	Citizens Advice

	Non-Physical Trading Party
	MRASCo
	Transmission Company
	Citizens Advice Scotland

<i>Part B - Nominated BCA Details (completed by applicant)</i>	
Name	
Organisation	
Position	
Telephone Number	
Fax Number	
Email Address	

<i>Part C - Authorisation (completed by Senior Manager in applicant Organisation)</i>	
Name	
Organisation	
Telephone Number	
Fax Number	
Signature	
Date	

4.10 BCA Registration Form Guidelines

These guidelines are to be used to assist in the completion of the BCA Registration Form, given in Appendix 4.9. The guidelines state who should complete each item on the form and whether it is mandatory or optional. They also give a brief description of the information that should be given for each item. For further guidance please contact BSCCo.

- **Categorisation** – mandatory completion by applicant – tick all of the categories of Qualifying Organisations that the BCA will be representing. Note that this may be more than one, e.g., an individual acting as the BCA for an organisation that is both a Supplier and Generator Party.
- **Specify qualifying date from which category applies** – completion by applicant where applicable - the date on which the BCA appointment is to take place. Where this is not completed, it is assumed that the BCA details will apply from the date the form is received by BSCCo.
- **Nominated BCA Details** – mandatory completion by applicant - name, qualifying organisation, email address, telephone and fax number to allow circulation of change issues from the qualifying date.
- **Authorisation** – mandatory completion by a senior manager in qualifying organisation - name, qualifying organisation, position, telephone and fax number.

NB: To submit a BCA Registration form via email, BSCCo require it to be sent from the named user account of the Senior Manager providing authorisation.

4.11 PACA Registration Form

PACA Registration Form BSCP40/06	<i>[Mandatory by applicant]</i>
Part A – Categorisation (completed by Applicant)	
Please tick one of the categorisations of Supplier Agents below:	

<input type="checkbox"/>	HHDC
<input type="checkbox"/>	NHHDC
<input type="checkbox"/>	HHDA

<input type="checkbox"/>	NHHDA
<input type="checkbox"/>	HHMOA
<input type="checkbox"/>	NHHMOA

<input type="checkbox"/>	PRS Provider
<input type="checkbox"/>	Meter Administration
<input type="checkbox"/>	Data Transfer Service Provider

Specify the qualifying date from when category starts (if appropriate).....

Part B - Details of Nominated PACA (completed by Applicant)	
Name	
Organisation	
Telephone Number	
Fax Number	
Email Address	

Part C - Authoriser Details (completed by Senior Manager of Applicant Organisation)	
Name	
Organisation	
Position	
Telephone Number	
Fax Number	
Signature	
Date	

4.12. PACA Registration Form Guidelines

These guidelines are to be used to assist in the completion of the PACA Registration Form, given in Appendix 4.11. The guidelines state who should complete each item on the form and whether it is mandatory or optional. They also give a brief description of the information that should be given for each item. For further guidance please contact BSCCo.

- **Categorisation** – mandatory completion by applicant. Tick all of the categories of Party Agents that the PACA will be representing. Note that an organisation may choose to have only one PACA to cover all of the agency services that it provides or is planning to provide. Conversely it may choose to have a separate PACA for any combination of these.
- **Specify qualifying date from which category applies** – completion by applicant where applicable - the date on which the PACA appointment is to take place. Where this is not completed, it is assumed that the PACA details will apply from the date on which the form is received by BSCCo.
- **Nominated PACA Details** – mandatory completion by applicant - name, organisation, telephone and fax number and email address to allow circulation of change issues.
- **Authorisation** – mandatory completion by a Senior Manager in Party Agent organisation – name, qualifying organisation, position, telephone and fax number.

NB: To submit a PACA Registration Form via email, BSCCo require it to be sent from the named user account of the Senior Manager providing authorisation.