

CP Progression Paper

CP1498 'Updates to BSCP537 Appendix 1 'Self-Assessment Document' to incorporate an additional question for Meter Operator Agents on Meter Operation Code of Practice Agreement Accreditation'

ELEXON



Committee

Imbalance Settlement Group
Supplier Volume Allocation Group
Performance Assurance Board



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About This Document

This document provides information on new Change Proposal (CP) 1498 and outlines our proposed progression timetable for this change, including when it will be issued for CP Consultation in the next suitable Change Proposal Circular (CPC) batch.

We are presenting this paper to capture any comments or questions from Imbalance Settlement Group (ISG), Supplier Volume Allocation Group (SVG) and Performance Assurance Board (PAB) Members on this CP before we issue it for consultation.

There are three parts to this document:

- This is the main document. It provides a summary of the solution, impacts, anticipated costs, and proposed implementation approach, as well as our proposed progression approach for this CP.
- Attachment A contains the CP1498 proposal form.
- Attachment B contains the proposed redlined changes to deliver the CP1498 solution.

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1 Why Change?

Background

[Balancing and Settlement Code \(BSC\) Section J 'Party Agents and Qualification under the Code'](#) defines the key functions of a Meter Operator Agent (MOA) as being to install, commission, test, maintain, rectify faults with, and provide a sealing service for Metering Equipment (including, if applicable, associated Communications Equipment). This is in accordance with the provisions of [BSC Section L 'Metering'](#) (except to the extent that BSC Section L and the [Codes of Practice \(CoP\)](#) require the Equipment Owner to perform such activities).

BSC Section J also states that a Party shall only appoint and use Party Agents who are Qualified in respect of the functions to be carried out. In order to achieve this, each Party shall ensure that its Party Agents comply in full with the relevant Qualification Requirements and Qualification Process.

BSC Qualification

The Qualification process is outlined in BSC Section J and set out in full in [BSCP537 'Qualification Process for SVA Parties, SVA Party Agents and CVA Meter Operators'](#). Prospective Suppliers and/or prospective Party Agents ("applicants") are required to complete the ['Self-Assessment Document' \(SAD\)](#) (which is Appendix 1 to BSCP537) and submit it to ELEXON. ELEXON's review of the submitted SAD forms the basis of the Qualification process in order to identify if the applicant would pose any risk to Settlement and the operation of the BSC.

The SAD is split into sections by the role being sought by the applicant. The MOA sections in the SAD are split into Business Processes and Mitigating Controls. The sections for Supplier Volume Allocation (SVA) Half Hourly (HH) MOA (Section 13), SVA Non Half Hourly (NHH) MOA (Section 14) and Central Volume Allocation (CVA) MOA (Section 15) contain questions about the processes of installation of Meters conforming to the CoP. However, the focus of the MOA Qualification is for a MOA to demonstrate that they can provide requested data to other Parties and to inform Parties impacted by any changes made to Metering Systems (as set out in [BSCP514 'SVA Meter Operations for Metering Systems Registered in SMRS'](#) and [BSCP550 'Shared SVA Meter Arrangement of Half Hourly Import and Export Active Energy'](#)).

MOCOPA® Accreditation

The [Meter Operation Code of Practice Agreement \(MOCOPA®\)](#) is an agreement between electricity distribution businesses and MOAs in Great Britain, which defines safety, technical and business interface requirements regarding the provision of Meter operation services. It is primarily a health and safety accreditation; however it does provide a level of assurance that a MOA can carry out the functions as described in BSC Section L (the physical installation of the Meter). Therefore a BSC Qualified MOA is expected to also obtain MOCOPA® Accreditation or have a relevant contractual agreement in place with a MOCOPA® accredited third party. MOCOPA® requires Parties to confirm who they contract with, to do the physical work and this is audited annually by MOCOPA®.

What is the issue?

Currently, the questions within the SAD do not provide assurance that the Qualified Person can perform its function as defined in BSC Section L, for example, the 'front office' activities such as installation of a Metering System. The responsibility in the BSC remains on the Supplier to ensure that the appointed MOA complies with the requirements of the BSC.

At its meeting on 23 February 2017, the Performance Assurance Board (PAB) ([PAB193B](#)) raised concerns regarding whether the current MOA Qualification process provides assurance that MOAs can perform the key functions of the role as described in BSC Section J. Additionally, the PAB was concerned that Suppliers may be appointing MOAs listed on the BSC [Qualified Persons Workbook](#) without checking if they are meeting the obligations under BSC Section L.

On 16 June 2017, ELEXON subsequently held a discussion with representatives from the Meter Operation Code of Practice Agreement (MOCOPA®), Distribution Connection and Use of System Agreement (DCUSA) and the Association of Meter Operators (AMO) to understand the MOA Qualification processes within each organisation, and to help find possible gaps in the assurance process for MOAs. During the discussion it became clear that there needs to be more checks between the codes to provide extra assurance within MOA Qualification. At present, it appears that various codes do not recognise each other and there is no central list of BSC Qualified and MOCOPA® Accredited MOAs. Therefore Suppliers could be appointing MOAs listed on the [Qualified Person's Workbook](#) without cross checking the [MOCOPA®'s list of Signatories](#). Additionally, there is further complexity by third party arrangements within MOCOPA®.

The discussion group therefore recommended adding a question to MOA sections of the SAD to refer to MOCOPA® Accreditation to ensure that MOAs are completing both BSC Qualification and MOCOPA® Accreditation.

Proposed solution

[CP1498 'Updates to BSCP537 Appendix 1 'Self-Assessment Document' to incorporate an additional question for Meter Operator Agents on Meter Operation Code of Practice Agreement Accreditation'](#) was raised by ELEXON on 23 November 2017.

This CP proposes to add the following question to sections 13.1.4, 14.1.4 and, for those CVA MOAs that intend to work on CVA Metering Equipment associated with a Boundary Point to a Distribution System or System Connection Point, section 15.1.3 of the SAD. This will ensure that MOAs complete both the BSC Qualification (and re-Qualification) and MOCOPA® Accreditation processes before entering the market:

- *Are you signed up to the Meter Operation Code of Practice Agreement?*

The following guidance will also be provided:

The response should detail the processes and controls in place to address the following:

- *Do you intend to use a third party agent(s) to carry out any of the functions of a MOA on your behalf, e.g. install, commission, test, maintain, rectify faults or provide a sealing service in respect of Metering Equipment? If so, and the function(s) require it, is the third party agent MOCOPA® accredited? If they are not yet MOCOPA® accredited and they should be to carry out the function they perform on your behalf, what actions and timescales do you have in place to ensure the third party agent obtains MOCOPA® accreditation? How will you ensure, where applicable to that function, that the third party agent(s) MOCOPA® accreditation status is maintained on an ongoing basis?*
- *List the third party agent(s) that you intend to use to carry out any function(s) of a MOA on your behalf. Please provide a brief description of the function each third party agent performs on your behalf and, where applicable to that function, their MOCOPA® accreditation status (e.g. N/A to the function or MOCOPA® accredited/ MOCOPA® accreditation in progress).*

The additional question is not checking or monitoring compliance within MOCOPA®; however it is in place to ensure MOCOPA® accreditation is achieved by MOAs to demonstrate they are capable of fulfilling MOA requirements under the BSC.

Please note that [CP1499 'Updates to BSCP537 Appendix 1 'Self-Assessment Document' to incorporate an additional question for Suppliers on Meter Operation Code of Practice Agreement Accreditation for Meter Operator Agents'](#) has also been raised in parallel to this CP. Similarly, this CP will ensure that Suppliers have a process in place when appointing MOAs to ensure that MOAs have completed both the BSC Qualification and MOCOPA® Accreditation processes.

Proposer's rationale

At its meeting on 30 June 2017 the PAB ([PAB197B](#)) recommended that this CP be raised, based on the discussion group's recommendation. There is a risk to Settlement if Suppliers are appointing MOAs who are not capable of carrying out the physical aspect of the MOA role such as Meter installation and fault repairs.

The additional question will also encourage more collaboration between BSC and MOCOPA® to ensure adequate monitoring of MOAs' activities within the industry.

Proposed redlining

Attachment B contains the proposed changes to BSCP537 – Appendix 1 'SAD' to deliver CP1498.

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3 Impacts and Costs

Central impacts and costs

Central impacts

CP1498 will require changes to BSCP537 – Appendix 1 'SAD'. No system changes are required for this CP and there will be no impacts on BSC Agents.

Central Impacts	
Document Impacts	System Impacts
<ul style="list-style-type: none">BSCP537 – Appendix 1 'SAD'	<i>None</i>

Central costs

The central implementation costs for CP1498 will be approximately £240 (one ELEXON man day) to implement the relevant document changes.

BSC Party & Party Agent impacts and costs

CP1498 is expected to impact new entrant MOAs who will need to demonstrate they have obtained MOCOPA® Accreditation. We seek confirmation of this in the CP Consultation.

No other BSC Parties or Party Agents are expected to be impacted, however we will seek confirmation of this through this CP Consultation.

BSC Party & Party Agent Impacts	
BSC Party/Party Agent	Impact
MOAs	Changes will be required to implement the solution.

4 Implementation Approach

Recommended Implementation Date

CP1498 is proposed for implementation on **28 June 2018** as part of the June 2018 Release.

The June 2018 Release is the next available Release that can include this CP.

5 Proposed Progression

Progression timetable

The table below outlines the proposed progression plan for CP1498:

Progression Timetable	
Event	Date
CP Progression Paper presented to PAB for information	30 Nov 17
CP Progression Paper presented to SVG for information	5 Dec 17
CP Progression Paper presented to ISG for information	11 Dec 17
CP Consultation	8 Jan 18 – 2 Feb 18
CP Assessment Report presented to ISG for decision	20 Feb 18
CP Assessment Report presented to PAB for decision	22 Feb 18
CP Assessment Report presented to SVG for decision	27 Feb 18
Proposed Implementation Date	28 Jun 18 (Jun 18 Release)

CP Consultation questions

We intend to ask the standard CP Consultation questions for CP1498. We do not believe any additional questions need to be asked for this CP.

Standard CP Consultation Questions
Do you agree with the CP1498 proposed solution?
Do you agree that the draft redlining delivers the CP1498 proposed solution?
Will CP1498 impact your organisation?
Will your organisation incur any costs in implementing CP1498?
Do you agree with the proposed implementation approach for CP1498?

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6 Recommendations

We invite you to:

- **NOTE** that CP1498 has been raised;
- **NOTE** the proposed progression timetable for CP1498;
- **NOTE** that CP1498 was also presented to the PAB for information at its meeting on 30 November 2017 and will also be presented to the ISG for information at its meeting on 11 December 2017; and
- **PROVIDE** any comments or additional questions for inclusion in the CP Consultation.

Appendix 1: Glossary & References

Acronyms

Acronyms used in this document are listed in the table below.

Acronyms	
Acronym	Definition
AMO	Association of Meter Operators
BSC	Balancing and Settlement Code
BSCP	Balancing and Settlement Code Procedure
CoP	Code of Practice
CP	Change Proposal
DCUSA	Distribution Connection and Use of System Agreement
ISG	Imbalance Settlement Group (<i>Panel Committee</i>)
MOA	Meter Operator Agent
MOCOPA®	Meter Operation Code of Practice Agreement
PAB	Performance Assurance Board (<i>Panel Committee</i>)
SAD	Self-Assessment Document
SVG	Supplier Volume Allocation Group (<i>Panel Committee</i>)

External links

A summary of all hyperlinks used in this document are listed in the table below. All external documents and URL links listed are correct as of the date of this document.

External Links		
Page(s)	Description	URL
2	BSC Sections page on the ELEXON website	https://www.elexon.co.uk/bsc-and-codes/balancing-settlement-code/bsc-sections/
2	BSCPs page on the ELEXON website	https://www.elexon.co.uk/bsc-and-codes/bsc-related-documents/bscps/
2	MOCOPA® website	https://www.mocopa.org.uk/
2	PAB193B page on the ELEXON website	https://www.elexon.co.uk/meeting/pab-193b/?from_url=https://www.elexon.co.uk/events-calendar-item/pab-193b/
3	Qualified Persons Workbook on the BSC website	https://www.elexon.co.uk/bsc-and-codes/bsc-signatories-qualified-persons/?signatory_id=e
4	CP1498 page on the ELEXON website	https://www.elexon.co.uk/change-proposal/cp1498/
4	CP1499 page on the ELEXON website	https://www.elexon.co.uk/change-proposal/cp1499/
4	PAB197B page on the ELEXON website	https://www.elexon.co.uk/meeting/pab-197b/

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