

## Changes to BSC Procedure 40 ‘Change Management’

### References to ‘energywatch’ have been replaced with ‘National Consumer Council’ in Sections 1.2, 2.2 and 4.10 of BSCP40 Change Management.

#### 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.
- ~~*energywatch*~~ *National Consumer Council*
- *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.

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## 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 Lines;
  - 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:
  - BSC Agent Service Lines;
  - Market Index Definition Statement;
  - Service Descriptions;
  - SVA software documentation; and
  - User Requirements Specifications.<sup>4</sup>
- 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 Agent<sup>6</sup>, a Party, National Consumer Councilenergywatch, 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.

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<sup>6</sup> Proposals raised by BSC Agents will only be validated and logged as a CP with BSCCo's consent.

- 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 Agent<sup>7</sup>, a Party, National Consumer Councilenergywatch, 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.
- 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 Statement<sup>8</sup>. 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.

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<sup>7</sup> Proposals raised by BSC Agents will only be validated and logged as a DCP with BSCCo’s consent.

<sup>8</sup> The relevant Panel Committee will decide whether a CP should be progressed as a Housekeeping CP.

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- 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.
- 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.*

4.10 BCA Registration Form

<h2 style="margin: 0;">BCA Registration Form - BSCP40/05</h2>	<p><i>[Mandatory by applicant]</i></p>												
<p><b>Part A – Categorisation (mandatory completion by Applicant)</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Generator</td> <td style="width: 33%;"><input type="checkbox"/> Core Industry Document Owner</td> <td style="width: 33%;"><input type="checkbox"/> Non-Physical Trading Party</td> </tr> <tr> <td><input type="checkbox"/> Supplier</td> <td><input type="checkbox"/> BSC Agent</td> <td><input type="checkbox"/> MRASCo</td> </tr> <tr> <td><input type="checkbox"/> BSC Auditor</td> <td><input type="checkbox"/> Interconnector User</td> <td><input type="checkbox"/> Transmission Company</td> </tr> <tr> <td><input type="checkbox"/> Distribution Business</td> <td><input type="checkbox"/> <del>Energywatch</del> <u>National Consumer Council</u></td> <td><input type="checkbox"/> Other</td> </tr> </table>		<input type="checkbox"/> Generator	<input type="checkbox"/> Core Industry Document Owner	<input type="checkbox"/> Non-Physical Trading Party	<input type="checkbox"/> Supplier	<input type="checkbox"/> BSC Agent	<input type="checkbox"/> MRASCo	<input type="checkbox"/> BSC Auditor	<input type="checkbox"/> Interconnector User	<input type="checkbox"/> Transmission Company	<input type="checkbox"/> Distribution Business	<input type="checkbox"/> <del>Energywatch</del> <u>National Consumer Council</u>	<input type="checkbox"/> Other
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<input type="checkbox"/> Distribution Business	<input type="checkbox"/> <del>Energywatch</del> <u>National Consumer Council</u>	<input type="checkbox"/> Other											
<p><b>Part B - Nominated BCA Details (completed by applicant)</b></p> <p>Name .....Organisation.....Position.....</p> <p>Telephone Number.....Fax Number.....</p> <p>Email Address.....</p>													
<p><b>Part C - Authorisation (completed by Senior Manager in applicant Organisation)</b></p> <p>Name.....Organisation.....</p> <p>Telephone Number.....Fax Number.....</p> <p>Signature.....Date.....</p>													

## **Housekeeping amendment of Section 1.1 ‘Purpose and Scope of the Procedure’: Removal of footnote 2.**

### 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 Code<sup>1</sup>.

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.~~[Housekeeping: redundant Footnote]<sup>2</sup>~~

#### *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:

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

<sup>2</sup> ~~[Housekeeping: redundant Footnote]From 23 August 2007 all Accredited and Certified Parties shall be deemed to be Qualified for the purposes of Re-Qualification in accordance with BSCP537.~~

- Balancing and Settlement Code Procedures (BSCPs);
- Party Service Lines (PSLs);
- Codes of Practice (CoPs)
- Business Definition Documents (encompassing Data Catalogues, the Reporting Catalogue, the Communication Requirements Document) (BDDs);
- Interface Design Documents<sup>3</sup> (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:

- BSC Agent Service Lines
- Service Descriptions
- SVA software documentation; and
- User Requirements Specifications.<sup>4</sup>

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.

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

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<sup>3</sup> 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.

<sup>4</sup> Note that this is not an exhaustive list of Category 2 Configurable Items and should be treated as being for illustrative purposes only.

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.

## **Housekeeping amendment of Section 1.5 'Associated BSC Procedures': Remove references to redundant BSCP 531**

### 1.5 Associated BSC Procedures

This procedure interfaces with the following:

- BSCP507 – Supplier Volume Allocation Standing Data Changes
- BSCP509 – Changes to Market Domain Data
- ~~[Housekeeping: redundant BSCP]BSCP531 – Accreditation<sup>5</sup>~~
- BSCP537 – Qualification Process for SVA Parties, SVA Party Agents and CVA MOAs

## **No further changes have been made to this document**

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<sup>5</sup> ~~[Housekeeping: redundant Footnote]Following the implementation of P197 on 23 August 2007, all new applicants will be subject to the new Qualification process set out in BSCP537. However, any applicants that have started, but have not yet completed, the Accreditation process under BSCP531 should continue according to the process, before being deemed as Qualified on completion. As a result, there will be a nine month transitional period where BSCP531 will exist alongside BSCP537. From 23 May 2008, BSCP531 will be withdrawn.~~