

Change Proposal – F40/01	CP No: 1073 Version No: 1.0
Title INTRODUCTION OF A HOUSEKEEPING PROCESS INTO BSCP 40 “Change Management”	
Description of Problem / Issue At present, there is only a single level of change management in BSCP 40 “Change Management” (BSCP 40). All proposed changes have to go through all the procedures of BSCP 40, regardless of the nature of the change. As a consequence, even ‘housekeeping’ type changes (e.g. typographical errors and erroneous cross-referencing) have to undergo the full change management procedure.	
Proposed Solution(s) The following process should be introduced for housekeeping changes: 1. The concept of a ‘Housekeeping Change Proposal (CP)’ should be introduced into and defined in BSCP 40; and 2. Specify in BSCP 40 that ‘Housekeeping CPs’ would not need to undergo impact assessment. It should be noted that the existing BSCCo practice of publishing new CPs on the BSC Website and obtaining approval of the change from the relevant Panel Committee will still apply to ‘Housekeeping CPs’. Therefore, proposed housekeeping changes will remain visible to stakeholders. In addition, the associated red lined changes for approved house keeping changes will still be issued for review along with the other changes in the relevant release. The following definitions of ‘Housekeeping CP’ and ‘Housekeeping Change’ should be added to BSCP 40: <u>Housekeeping CP:</u> - a Change Proposal relating to a Code Subsidiary Document or an associated product which, if approved, would result in a House Keeping Change to one or more Configurable Items in the Baseline Statement. <u>Housekeeping Change:</u> - correction of manifest errors, minor errors and inconsistencies, including typographical errors (e.g. punctuation errors, spelling mistakes, incorrect font, incorrect capitalisation) and incorrect cross-referencing, and the removal of redundant text.	
Justification for Change <i>(mandatory by originator)</i> The proposed process would enhance the efficiency by streamlining the change management procedures for housekeeping changes. In addition, sufficient control (i.e. Panel Committee scrutiny) over housekeeping changes would be retained and such changes would remain transparent to the Industry via the BSC Website and through the Panel Committees.	

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Configurable Items Potentially Affected by Proposed Solution(s) BSCP 40 “Change Management” would need to be amended along the following lines: (a) Add definitions of 'Housekeeping Change Proposal' and 'Housekeeping Change' to Section 2.2 'List of Definitions'; and (b) Under Section 3.2 'Impact Assessment', specify in paragraphs 3.2.1 (BSC Agent Impact Assessment) and 3.2.6 (Party/Party Agent Impact Assessment) that Housekeeping CPs do not need to undergo Impact Assessment.	
Impact on Core Industry Documents None	
Related Changes and/or Projects None	
Requested Implementation Date In the next available scheduled release – preferably February 2005. Reason: document change only	
Agreed Release / Implementation Date <i>(mandatory by BSCCo)</i> February 2005	
Originator's Details: BCA Name: Organisation: ELEXON Ltd. Email Address: Date: 10 August 2004	
Attachments: N	