

Change Proposal – F40/01	CP No: 1170 Version No: 1.0
Title <i>(mandatory by originator)</i> Improving the BSC Change Process	
Description of Problem/Issue <i>(mandatory by originator)</i> <p>SVA Suppliers and their Agents have for some time been expressing concerns (at SVG, SAF and elsewhere) that the BSC Change Process did not adequately meet the needs of participants in managing the timely implementation of the necessary changes to their systems and processes. They were particularly concerned that changes were not being adequately defined at the earliest stage, resulting in differing interpretations, delays in implementation, excess costs, interoperability issues and, in some cases, inconsistencies in the industry (BSC) requirements.</p> <p>Within the current change process the red lined version of the documentation impacted by a Change Proposal is not produced and circulated until close to the Implementation Date. This late availability of core documents often requires market participants to specify and develop system and process changes on the basis of an individual company's interpretation of the solution (as contained within the Change Proposal), rather than on the basis of a well-defined solution (as contained in the red lined documentation that is received at a late date). This situation can lead to differences of interpretation occurring between market participants, which in turn can result in issues within the market process(es) that have been impacted by the Change Proposal.</p>	
Proposed Solution(s) <i>(mandatory by originator)</i> <ol style="list-style-type: none"> 1. The proposed change needs to be fully defined as a single clear proposal at the point where it is submitted formally as a Change Proposal (CP) for circulation to the Industry for review. 'Red lined' changes to the existing baseline documents should also be provided, along with formats for reports etc where relevant. 2. ELEXON will calculate estimated central costs and include these on the Change before the CP is circulated 3. Formal Change Proposals should be sent out for assessment in the form of a Monthly Change Pack. Draft Changes can either be sent out for Impact Assessment within a Monthly Change Pack or can be sent to a Working Group for consideration (See point 4). 4. An optional stage, similar in concept to the MRA 'pre-assessment' process, should be introduced to provide the Industry with the opportunity to review draft CPs and provide the originator with additional input on potential solutions. Alternatively, parties should be able to raise an 'Issue'/draft CP (needing further investigation by Industry Experts) to a working group for consideration and determination as to the most effective way forward. An existing working group could undertake this analysis or (where appropriate) a new one could be set up. All working groups should report into the SVG or ISG (as applicable) on a monthly basis to report on progress. Once a fully defined solution is agreed a formal CP could be submitted 5. Clear guidelines on minimum implementation lead-times (from formal agreement of the 	

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final fully-defined solution)(e.g. A minimum guideline of 4 months for documentation changes, 6 months for systems changes) should be provided.

6. Upon receipt of comments from the Industry (whether for a draft CP or a formal CP) ELEXON should collate the responses and circulate to all BCAs and PACAs within 2 Working Days of the receipt of all responses
7. The SVG/ISG (as applicable) should vote on whether to approve each CP and the results should be minuted and communicated to all BCAs and PACAs within 2 Working Days.
8. When making its decision the SVG/ISG (as applicable) should be able to agree to minor amendments to a CP that have been suggested in the industry consultation responses, provided that these have no significant impact on the Solution. The decision to make such an amendment would need to be unanimous and in such a case the final amended version of the CP should be circulated with the Minutes of the meeting.

There will be several routes to raising a Change Proposal.

- Draft Change circulated to the Industry – This is an optional step where a CP can be raised for industry consultation but there may not be a single clearly defined solution and the originator wants Industry input into which of the possible solutions is the most appropriate. The Change will be circulated within the normal monthly change pack and will be clearly marked as a Draft CP. The results of the assessment will be circulated to all BCAs and PACAs as well as the originating BCA. A Draft Change can then be progressed in several ways
 1. The Originating BCA can submit an Issue to be discussed at a Working Group
 2. The Originating BCA can submit another Draft Change with possible solutions for Industry Consultation
 3. The Originating BCA can submit a formal change into the process
 4. No action is taken
- An issue/ Draft Change can be raised to a Working Group – If an issue has been identified with either no clear solutions or the originating company want a draft change discussed at an Industry forum, the originating BCA can submit a paper to be included on the Agenda of an existing group or can apply to SVG / ISG to have a group set up to solely investigate the Issue. The Working Group will then discuss the issue and report on its progress to the appropriate Panel Committee on a monthly basis. Once the Committee has come to a decision the committee can either raise a draft change outlining the possible solutions or raise a formal CP with one clear well defined solution including the “red lined” documentation and any file formats etc as attachments.
- Formal CP – A formal change is a change where the originator has a clear understanding of the change and its solution. A formal change will need to meet certain criteria before it is accepted into the change process. The criteria being
 1. A fully defined single solution;
 2. A proposed Implementation Date;
 3. A proposed Implementation Method (Big Bang or phased)
 4. Estimated Central Costs (added by ELEXON)
 5. Redlined documentation or proposed report structure
 6. List of Impacts on Core Industry Documents
 7. Reference to any associated or interacting Change(s) (DTC or other ELEXON Changes)
 8. All fields will be mandatory (ELEXON to do sense check on fields)

A formal Change will be circulated as part of a timetabled monthly change pack. If a CP is not

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<p>received in time for a month then it will be included in the following month’s Change Pack (Urgent CPs, as determined by SVG / ISG, may be circulated outside the monthly timetable). The responses received by ELEXON will be circulated to all BCA / PACAs within 2 Working Days after the relevant response date. The SVG / ISG can make minor amendments to the CP on the condition that these amendments were suggested in the industry consultation responses, as long as there is no significant impact on the Solution. The decision to make the amendment would need to be unanimous and if the amendments are made the final approved version of the CP will be circulated with the minutes of the meeting.</p> <ul style="list-style-type: none"> • Change raised from a Modification – Where a Modification is approved and Change Proposals are raised to implement the change then at the point the change is raised it should fit the criteria of a formal CP as detailed above. • Housekeeping Change – The current process for housekeeping changes will not be changed within this Change Proposal. 	
<p>Justification for Change <i>(mandatory by originator)</i></p> <p>The fundamental objective of the Change Process is the timely, consistent and efficient implementation across the industry of improvements to the processes specified in the BSC Code Subsidiary Documents.</p> <p>The purpose of this change is to ensure that all formal changes raised into the process have a clear, fully defined single solution with supporting documentation available at the point of impact assessment. This will ensure that at assessment all participants have a clear understanding of the solution with no potential for individual interpretation ensuring a consistent approach across the industry for implementation.</p> <p>The purpose of including the ability to raise draft changes or raise an issue to a working group is to allow parties to consult on issues where the solution is not fully defined and where wider discussion across the industry would be beneficial..</p> <p>The Changes outlined above will make the process for developing, raising and implementing changes more robust, and transparent.</p>	
<p>Configurable Items Potentially Affected by Proposed Solution(s) <i>(optional by Originator)</i></p> <p>BSCP40</p>	
<p>Impact on Core Industry Documents <i>(optional by originator)</i></p> <p>N/A</p>	

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Related Changes and/or Projects <i>(mandatory by BSSCo)</i>	
Requested Implementation Date <i>(mandatory by originator)</i> February 2007 Reason: February 2007 is the next available release.	
Agreed Release/Implementation Date <i>(mandatory by BSSCo)</i>	
Originator's Details: BCA Name Organisation.....npower..... Email Address Date.....19th June 2006.....	
Attachments: Y (If Yes, No. of Pages attached:.....62....) <i>(delete as appropriate)</i>	