

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 Monthly Change Pack. 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 December of the previous calendar year and will specify issue dates, response dates as well as target dates for Panel Committee decisions for CPs issued in a particular batch.

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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 CPs 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 10WDs after 3.1.2)	Review draft timetable and submit comments.	BCAs/ PACAs	BSCCo	Comments on draft timetable	Email/Fax
3.1.4	December prior to the year to which the timetable relates	Finalise changes to timetable and publish on the BSC website.	BSCCo		BCA/PACA comments	Internal

<u>3.1.5</u>	<u>Any time during the year</u>	<u>Amendments to the calendar can be proposed by raising a change under section 3.4</u>	<u>BCA or BSCCo</u>		<u>Changes to the timetable are proposed and agreed as part of BSCP40</u>	<u>Email/Fax</u>
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3.2. Raising a Draft Change Proposal for Impact Assessment

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	Any time <u>before the change deadline</u>	<u>Draft Change is submitted to BSCCo with description of change and proposed solution(s).</u>	Originating BCA	BSCCo	<u>BSCP40/01 clearly marked as a Draft Change.</u>	Email/Fax
3.2.2	<u>Before the Monthly Change Pack Circulation date.</u>	<u>BSCCo to validate the form ensuring all applicable fields are completed as expected and the Change is clearly marked as Draft.</u>	BSCCo		<u>Check the form against criteria as described in the guidelines in Appendix 4.1.</u>	<u>Internal Process</u>
3.2.3	<u>Within 1 WD following 3.2.2</u>	<u>If needed BSCCo send the change back to the originator to amend the Draft CP.</u>	<u>BSCCo</u>	<u>Originating BCA</u>	<u>Original BSCP40/01 with accompanying information as to the areas to be amended.</u>	Email/Fax
3.2.4	<u>As Appropriate</u>	<u>Originating BCA sends the amended Draft CP back to BSCCo.</u>	<u>Originating BCA</u>	<u>BSCCo</u>	<u>Amended BSCP40/01 form clearly marked as a Draft Change.</u>	Email/Fax
3.2.5	<u>Within 2WD of 3.2.4 or 3.2.2 and if the Draft Change passes validation</u>	<u>BSCCo validate the amended Draft CP, Log and confirm the Draft CP number to the originating BCA and carry out initial assessment and determine potentially impacted market areas to assess CP and agree the date of submission into the Monthly Change Pack</u>	BSCCo	<u>Originating BCA</u>	Completed BSCP40/01 in Appendix 4.1	<u>Email/Fax and Internal Process</u>
<u>3.2.6</u>	<u>On Change Pack Circulation Date</u>	<u>Draft Change Proposal circulated as part of normal monthly change pack for Impact Assessment</u>	<u>BSCCo</u>	<u>All BCA / PACA</u>	<u>BSCP40/01 form and any associated documentation</u>	<u>Email/Fax</u>

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3.2.7	On or before Agreed Response Date for that Change Pack	Responses are returned to the BSCCo	All BCA / PACA	BSCCo	Responses are sent on the BSCP40/03 Form	Email/Fax
3.2.8	Within 1WD of 3.2.7	BSCCo collate responses and circulate to all BCA / PACA including the originating BCA for information.	BSCCo	All BCA / PACA	Collated BSCP40/03 Forms	Email / Fax
3.2.9	As Appropriate	<p>Originating BCA decides on the route forward depending on the responses received. The BCA could:</p> <ol style="list-style-type: none"> 1) Raise a Formal CP with a clearly Defined Solution (see section 3.4) 2) Send the Draft CP to a Working Group (see process 3.3) 3) Send another Draft CP for Impact Assessment 4) Take no Action (Withdraw CP) 	Originating BCA	BSCCo	If a formal CP or another draft CP is to be raised BSCP40/01 to be submitted with supporting documentation by a future change pack deadline	Email / Fax

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3.3. Raising a Draft Change Proposal or Issue for Discussion at a Working Group

<u>REF</u>	<u>WHEN</u>	<u>ACTION</u>	<u>FROM</u>	<u>TO</u>	<u>INFORMATION REQUIRED</u>	<u>METHOD</u>
3.3.1	<u>Anytime before the paper day for the appropriate meeting</u>	<u>Draft Change Proposal or Issue is submitted to BSCCo outlining description of Change Proposal / Issue and any proposed solution(s).</u>	<u>Originating BCA</u>	<u>BSCCo</u>	<u>Either a completed Draft Change Proposal (BSCP40/01 form), or a Completed Issue Form (BSCP40/07 form in Appendix 4.13), submitted to BSCCo</u>	<u>Email/Fax</u>
3.3.2	<u>Within 1WD of 3.3.1 and before the Paper Day</u>	<u>BSCCo add the Issue / Draft Change onto the Agenda for the relevant meeting and issue with the Meeting Papers. BSCCo will then confirm to the originator which meeting the issue will be presented to.</u>	<u>BSCCo</u>	<u>Meeting circulation lists</u>	<u>Either a Completed Draft Change Proposal (BSCP40/01 form) or a Completed Issue Form (BSCP40/07 form), outlining the issue, along with the relevant Meeting Agenda</u>	<u>Internal Process, and Email / Fax</u>
3.3.3	<u>At the relevant meeting</u>	<p><u>The Issue or Draft Change is presented to the group by the originator (or their nominated representative) for discussion. If the group conclude that the issue warrants further investigation they should:</u></p> <ul style="list-style-type: none"> <u>a) Resolve to pass the issue to a relevant Working Group for further investigation. If necessary form a Working Group to discuss this issue, and</u> <u>b) Decide upon an expected date of resolution of the issue</u> <u>c) Decide that there is no issue and recommend to Panel committee that the issue is closed.</u> 	<u>Relevant Meeting</u>		<p><u>Issue / Draft Change is discussed and any decisions made regarding progression of the Issue/Draft Change are minuted for clarity and circulated to all Meeting Attendees.</u></p> <p><u>If the Issue/ Draft Change is to be passed to a Working Group the Agenda of the next meeting of that Working Group should be amended accordingly</u></p> <p><u>If a new Working Group is to be formed to examine the Issue/Draft Change the appropriate process should be followed</u></p> <p><u>If the Issue /Draft Change is passed to a Working Group the Originator or a representative should be invited to the Working Group.</u></p>	<u>Internal Process and Email/Fax</u>

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3.3.4	<u>As Necessary</u>	<u>The Working Group will meet and discuss the issue and develop a solution.</u>	<u>Working Group</u>		<u>Draft Change Proposal (BSCP40/01 form) or Issue Form (BSCP40/07), outlining the Issue requiring further investigation, along with the Minutes of the Group meeting at which the Issue was referred to the Working group and the Expected Date of Resolution.</u>	<u>Email/Fax</u>
3.3.5	<u>In time for the Relevant Committee Meeting</u>	<u>Each month the Working Group must report on their progress to the relevant Panel Committee (as applicable) and must advise the meeting whether they expect the work to be completed by the expected date of resolution set by the group or whether they require an extension to this deadline.</u>	<u>Working Group Chair</u>	<u>Relevant Meeting</u>	<u>Paper and Work Plan to be presented to the Relevant Meeting outlining the progress made by the Working Group regarding the Draft Change / Issue, along with an update on whether this work will be completed by the expected date of resolution set by the Group and, if applicable, a request for an extension to this deadline.</u>	<u>Email/Fax</u>
3.3.6	<u>Upon Completion (Which should be on or before the Expected Date of resolution agreed by the Group or any Extension to this date agreed thereafter)</u>	<u>The Working Group should present their findings to the Panel or Panel Committee (as appropriate) which should include either:</u> <u>a) A Draft Change / Formal Change for progression or</u> <u>b) A recommendation that no Change is raised.</u>	<u>Working Group</u>	<u>BSCCo</u>	<u>Draft Change or Formal Change is entered into the monthly change pack with appropriate documentation. (BSCP40/01 form, see process 3.2 or 3.4).</u>	<u>Email / Fax</u>

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3.4. Raising a Formal Change Proposal for Impact Assessment

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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.

<u>REF</u>	<u>WHEN</u>	<u>ACTION</u>	<u>FROM</u>	<u>TO</u>	<u>INFORMATION REQUIRED</u>	<u>METHOD</u>
3.4.1	Any time before the latest <u>Change Deadline</u>	Completed Change Proposal Form is submitted to BSCCo with description of change and a fully defined single solution.	Originating BCA	BSCCo	BSCP40/01 clearly marked as a Formal Change.	Email / Fax
3.4.2	Before the Monthly Change Pack Circulation date	BSCCo to validate the form ensuring all fields are completed as expected and all supporting information including red lined versions of the affected documentation is provided.	BSCCo		Check the form against criteria as described in the guidelines	Internal Process
3.4.3	Within 1WD of 3.4.2	If needed BSCCo send the change back to the Originator to amend the Change	BSCCo	Originating BCA	Original BSCP40/01 with accompanying information as to the areas to be amended	Email / Fax
3.4.4	As Appropriate and in time for Change Pack	Originating BCA sends the amended Change back to BSCCo	Originating BCA	BSCCo	Amended BSCP40/01 form	Email / Fax

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¹ If the Originator believes that an Estimate of Central costs is required the change will need to be submitted at least 5WD before the Change Deadline

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3.4.5	<u>Within 2WD of 3.4.4 or 3.4.2 and if the Change passes Validation</u>	<p><u>BSCCo validate the Change, Log the Change and confirm the CP number to the originating BCA</u></p> <p><u>BSCCo carry out initial assessment and determine potentially impacted market areas to assess CP and agree the date of submission into the Monthly Change Pack. BSCCo submit completed CP supplemented with any additional information for CP Impact Assessment by BSC Agents.</u></p>	<u>BSCCo</u>	<u>Originating BCA</u>	<u>Completed BSCP40/01 in Appendix 4.1 and accompanying documentation</u>	<u>Email / Fax</u>
3.4.6	<u>Within timescales agreed</u>	<u>Carry out CP Impact Assessment and return response.</u>	<u>BSC Agent BCA(s)</u>	<u>BSCCo</u>	<u>Completed Impact Assessment Form, Initial Assessment results and additional information as required and agreed response date</u>	<u>Email/Fax/Post</u>
3.4.7	<u>Within 1WD of 3.4.6</u>	<u>BSCCo add the estimated Central Cost(s) to the Change Proposal Form</u>	<u>BSCCo</u>		<u>Add Estimated Central Costs to BSCP40/01</u>	<u>Internal Process</u>
3.4.8	<u>At Panel Committee Meeting</u>	<u>All Formal Changes are discussed by the Meeting and then an agreement is reached as to whether they should be sent for Impact Assessment</u>	<u>Panel Committee</u>	<u>BSCCo</u>	<u>BSCP40/01 form and any associated documentation</u>	<u>Internal Process</u>
3.4.9	<u>On Change Pack Circulation Date</u>	<p><u>Change Proposal (including estimated Central Costs and supporting documentation) is circulated as part of the normal monthly change pack for Impact Assessment</u></p> <p><u>Publish the Change on the BSC Website</u></p>	<u>BSCCo</u>	<u>All BCA / PACA</u>	<u>BSCP40/01 form and any associated documentation including the BSCP40/03 response forms</u>	<u>Email / Fax</u>

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 BSCCo submit completed CP supplemented with any additional information for CP Impact Assessment by BSC Agents. ... [4]

3.4.10	On or before Agreed Response Date	Responses are returned to the BSCCo	All BCA / PACA	BSCCo	Responses are sent on the BSCP40/03 Form	Email / Fax Internal Process
3.4.11	Within 1WD of the Agreed Response Date	BSCCo collate responses and circulate to all BCA / PACA including the originating BCA Update the BSC Website with responses	BSCCo	All BCA / PACA	Collated BSCP40/03 Forms	

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3.5. Panel Committee decision

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.1	At Panel Committee	Present CP and CP Impact Assessments to Panel Committee for decision on progression.	BSCCo	Panel Committee	Completed BSCP40/03 in Appendix 4.1, 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 the solution has been suggested during Impact Assessment, that there is a unanimous verdict to amend the CP and that there is no Material Impact on the solution	Panel Committee	BSCCo	Panel Committee amend the change and instruct BSCCo to make the amendments to the documentation as agreed	Meeting
3.5.3	At Panel Committee	If CP is approved, instruct BSCCo to progress in line with Section 3.6 of this BSCP as appropriate.	Panel Committee	BSCCo	Panel Committee paper	Meeting
3.5.4	Within 5WD of 3.5.3	Update Change Register and publish revised Register and Panel Committee decision on the BSC Website. The Final Agreed Version of the CP will be placed on the Website and will be easily identifiable as the Final Agreed Version for Implementation.	BSCCo		BSC Panel Key Decisions Paper Change Register	Internal Process
3.5.5	At the same time as 3.5.4	Notify all BCAs/PACAs of Panel Committee decisions and circulate any amended changes.	BSCCo	BCAs/PACAs	BSC Committee Minutes	Email/Fax

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Where the CP is approved, the process will continue from section 3.5. ¶
If the CP is rejected, the process ends at this point.

3.5.6	<u>If required, to meet industry Change Processes</u>	<u>If the CP is approved and the approved change impacts Core Industry Documents or the DTC, raise appropriate change documentation.</u> <u>Where the CP is approved, the process will continue from Section 3.6.</u> <u>If the CP is rejected, the process ends at this point.</u>	<u>BSCCo</u>	<u>Appropriate Change Administrator</u>	<u>Completed Change Documentation as appropriate</u> <u>If accepted this change should now be included as part of the baseline and any new changes should be validated against the wording from this change as well as the BSCP. Any conflicts with new changes should be referred back to the originator of the new change</u>	<u>Post / Fax / Email</u>
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3.6.1	At Panel Committee	Request preparation of Project Brief.	Panel Committee	BSCCo	Panel Committee Paper	Meeting

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3.6.2	To meet timescales requested by Panel Committee	Establish relevant CPs and Approved Modification Proposals to be considered for inclusion, (including any outstanding emergency fixes to be incorporated into project testing), identifying any potential opportunities or conflicts.	BSCCo		Panel Committee Minutes	Internal Process
3.6.3	To meet timescales requested by Panel Committee	Prepare Project Brief, incorporating relevant CP numbers.	BSCCo		Completed BSCP40/01s, completed impact assessments	Internal Process
3.6.4	As required to meet necessary timescales	Review Project Brief and either approve, request re-submission or reject as appropriate.	Panel Committee	BSCCo	Panel Committee paper	Meeting
3.6.5	As required to meeting timescales requested by Panel Committee	Amend Project Brief and re-submit for approval.	BSCCo	Panel Committee	Amended Project Brief	Email/Fax
3.6.6	Following approval and to meet timescales for next BSC Panel ³	Submit approved Project Brief for endorsement.	BSCCo	BSC Panel	Approved Project Brief	Email/Fax
3.6.7	Next BSC Panel	Review Project Brief and endorse or reject as appropriate.	BSC Panel	BSCCo	Panel Paper Project Brief	Meeting
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- Deleted: Business Requirements Solution
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3.6.8	Immediately following 3.6.7	Confirm current baseline of BSC Configurable Items affected by the Project. Request appropriate electronic version of Configurable Item(s) on which to make the change(s) where appropriate.	Project Manager	BSCCo	Completed BSCP40/01 form(s)	Email/Fax
3.6.9	Within 5WD of 3.6.8 above	Prepare a summary report giving details of the Project. Request nomination of Project contact for duration of Project.	BSCCo	BCAs and PACAs, CA, TAA	Approved Project Brief	Email/Fax
3.6.9	<u>As required</u>	<u>Amend the Configurable Items ensuring all changes are highlighted</u>	<u>BSCCo</u>		<u>Changes made using the text approved in the Change Proposal</u>	<u>Internal Process</u>

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3.7. Correcting Identified Errors – Affecting only one Central Agent, but no Parties or Party Agents

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.7.1	On identification of Error	Analyse problem, identify possible solution, raise CP and inform BSCCo. State whether impact on other Agents/Parties, if known. Confirm urgency of resolution.	BSC Agent BCA/BSCCo	BSCCo	Statement of problem, analysis and urgency of resolution. CP Guidelines in Appendix 4.2 and BSCP40/01 in Appendix 4.1	Phone & Email
3.7.2	Within 2WD of receipt	Log CP and confirm correction restricted to one central agent.	BSCCo		Completed BSCP40/01 Form(s) and analysis	Internal Process
3.7.3	At the same time as 3.7.2	Agree proposed resolution timescales.	BSCCo/BSC Agent BCA		Statement of problem, analysis and originator's view of urgency of resolution	Phone & Email
3.7.4	To meet proposed resolution timescales	Obtain agreement that error should be corrected and resolution timescales/implementation date ⁴	BSCCo	Chief Executive	Completed BSCP40/01 Form, analysis and urgency of resolution. Confirmation that no other party/agent affected	Email/Fax
3.7.5	Following approval by Chief Executive	Confirm approval and timescales agreed.	BSCCo	BSC Agent BCA/BSCCo	Chief Executive approval	Email/Fax
3.7.6	Following decision to correct error	Appoint Nominated Person to interface with BSCCo on Change Management issues.	BSC Agent BCA/Chief Executive	BSCCo	Statement of problem, analysis and urgency of resolution	Email/Fax

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3.7.7	To meet proposed resolution timescales	Confirm version(s) of affected Configuration Item(s). Request appropriate electronic version of Item(s) on which to make the change(s) where appropriate.	Nominated Person	BSCCo	Completed BSCP40/01 Form(s)	Email/Fax
3.7.8	On completion of work to correct error, but at least 1WD before formal notice required	Notify BSCCo that testing has been satisfactorily completed.	Nominated Person	BSCCo	Completed approved BSCP40/01 Form, test results	Email/Fax
3.7.9	At least 2WD before implementation	Notify BCAs/PACAs of details of error correction.	BSCCo	BCAs/PACAs	Completed BSCP40/01 Form, analysis and implementation date. Confirmation that no other Party/Agent affected	Fax/Email
3.7.10	As required to ensure appropriate action is taken	Notify appropriate functions within their organisation.	BCAs/PACAs as appropriate		CPC	Internal Process
3.7.11	Within 1WD of the change being implemented	Notify BSCCo that the change has been implemented.	Nominated Person	BSCCo	Successful implementation of the change	Email/Fax
3.7.12	Within 2WD of 3.7.11	Hand over all of the amended Configuration Items.	Nominated Person	BSCCo	Amended Configuration Items	Electronic
3.7.13	Within 2WD of 3.7.12	Publish amended Configuration Item(s) on BSC Website, as appropriate.	BSCCo		Amended Configuration Items	Internal Process - Electronic

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3.7.14	Next Panel Committee Meeting	Notify Panel Committee of details of correction of error.	BSCCo	Panel Committee	Completed approved BSCP40/01 form, analysis and implementation date Panel Committee paper number	Panel Committee Paper
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3.8. Correcting Identified Errors – Affecting more than one Central Agent, but no Parties or Party Agents

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.8.1	On identification of an error	Analyse problem, identify possible solution, raise CP and inform BSCCo. State whether impact on other Agents/Parties, if known.	BSC Agent BCA/BSCCo	BSCCo	Statement of problem, analysis and urgency of resolution. CP Guidelines in Appendix 4.2 and BSCP40/01 in Appendix 4.1	Phone & Email
3.8.2	Within 2WD of receipt	Confirm impact outside of the originator organisation, but not Parties or Party Agents and agree what Configuration Item(s) are affected. Confirm urgency of resolution.	BSCCo		BSCP40/01 Form as available, analysis and originator's view of urgency of resolution	Internal Process
3.8.3	Within 2WD of 3.8.2	Submit CP and analysis by originator for impact assessment to other affected Agents and agree response date. Clarify problem and ensure consistent analyses by holding preliminary meeting, if necessary.	BSCCo	BSC Agent BCAs/ BSCCo	Completed BSCP40/01 Form, originator's analysis and urgency of resolution	Phone/ Email/Fax
3.8.4	By agreed response date	Perform required impact assessment and return.	BSC Agent BCAs/BSCCo	BSCCo	Completed BSCP40/01 Form and originator's analysis	Email/Fax
3.8.5	Within 1WD of receipt of analyses	Check completeness and consistency of assessments and consult with BSC Agents.	BSCCo	BSC Agent BCAs	Completed BSCP40/01 Form, originator's analysis and Impact Assessments	Email/Fax

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3.8.6	At the same time as 3.8.5	Agree proposed resolution timescales.	BSCCo/BSC Agent BCA		Statement of problem, assessments and urgency of resolution	Phone/ Email/Fax
3.8.7	To meet proposed resolution timescales	Obtain agreement that error should be corrected and resolution timescales/implementation date ⁵ .	BSCCo	Chief Executive	BSCP40/01 Form, assessments and proposed resolution timescales	Email/Fax
3.8.8	Following approval by Chief Executive	Confirm approval and timescales agreed.	BSCCo	BSC Agent BCA/BSCCo	Chief Executive approval	Email/Fax
3.8.9	Following decision to correct error	Appoint Nominated Person to interface with BSCCo on Change Management issues.	BSC Agent BCA/Chief Executive	BSCCo	Statement of problem, assessments and urgency of resolution	Email/Fax
3.8.10	To meet proposed resolution timescales	Confirm affected version(s) of Configuration Items. Request appropriate electronic version of Item(s) on which to make the change(s) where appropriate.	Nominated Person	BSCCo	Completed BSCP40/01 Form	Email/Fax
3.8.11	On completion of work to correct error, but at least 1WD before formal notice required	Notify BSCCo that testing has been satisfactorily completed.	Nominated Person	BSCCo	Completed approved BSCP40/01 Form, test results	Email/Fax
3.8.12	At least 2WD before implementation	Notify BCAs/PACAs of details of error correction.	BSCCo	BCAs/PACAs	Completed BSCP40/01 Form, assessments and implementation date. Confirmation that no Parties or Party Agents are affected	Email/Fax

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3.8.13	Within 1WD of the change being implemented	Notify BSCCo that the change has been implemented.	Nominated Person	BSCCo	Successful implementation of the change	Email/Fax
3.8.14	Within 2WD of 3.8.13	Hand over all of the amended Configuration Items.	Nominated Person	BSCCo	Amended Configuration Items	Electronic
3.8.15	Within 2WD of 3.8.14	Publish amended Configuration Items on BSC Website, as appropriate.	BSCCo		Amended Configuration Items	Internal Process - Electronic
3.8.16	Next Panel Committee Meeting	Notify Panel Committee of details of correction of error.	BSCCo	Panel Committee	Completed approved BSCP40/01 form, assessments and implementation date Panel Committee paper number	Panel Committee Paper

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3.9. Correcting Identified Errors - Emergency Fixes⁶

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.9.1	On identification of problem potentially requiring an Emergency Fix	Inform BSCCo.	BSC Agent BCA	BSCCo	Details of problem identified	Phone/ Email/Fax
3.9.2	After 3.9.1	Assess severity of problem and inform BCAs/PACAs where appropriate.	BSCCo	BCA/PACAs	Relevant details of problem identified	Internal Process/ Email
3.9.3	As soon as possible after 3.9.1	Analyse problem, identify possible solution(s) and inform BSCCo.	BSC Agent BCA	BSCCo	Analysis, possible solutions and associated timescales	
3.9.4	Immediately on notification of problem	Liaise with BSC Agent BCA to agree approach, solution and resolution timescale (or in accordance with contract where appropriate).	BSCCo	BSC Agent BCA	Details of problem, analysis, possible solutions and associated timescales.	Phone/ Email/Fax
3.9.5	To meet agreed timescales	Resolve problem in the manner agreed above. Notify all parties as appropriate.	BSC Agent BCA	BSCCo/All parties	Approval from the Chief Executive or authorised person.	Email/Fax
3.9.6	Within 5WDs of Implementation Date	Raise corresponding CP as necessary, to be incorporated into next appropriate project.	BSCCo		Emergency Fix Report	Internal process
3.9.7	Within 3WD of 3.9.6	Publish updated Change Register on the BSC Website where appropriate.	BSCCo		Change Register	Electronic

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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 or Email
3.10.2	As soon as possible after 3.10.1	Undertake consultation with Parties and other interested parties for at least 10WD.	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	Electronic

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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
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	Letter
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	Letter
3.10.9	Within 5WD of 3.10.8, and in any case 5 WDs 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 and 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	Electronic

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3.10.11	On the Effective Date stated in 3.10.9	<p>Publish revised Market Index Definition Statement on the BSC Website.</p> <p>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.</p>	BSCCo		Revised Market Index Definition Statement	Electronic
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3.11. Registration of BCAs/PACAs⁷

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.11.1	On approval of new Party or on notification of new application for Accreditation	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 5WD 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 10WD of 3.11.2	Complete Parts A, B and C of appropriate Registration Form and return.	Qualifying Organisation	BSCCo	BSCP40/04 in Appendix 4.7, Guidelines in Appendix 4.8 or BSCP40/05 in Appendix 4.9, Guidelines in Appendix 4.10 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	BSCP40/04 in Appendix 4.7, Guidelines in Appendix 4.8 or BSCP40/05 in Appendix 4.9, Guidelines in Appendix 4.10 as appropriate	Email/Fax
3.11.5	Within 5WD of receipt of Registration Form	Check appropriate Registration Form has been completed and update the BCA/PACA Register accordingly.	BSCCo		BSCP40/04 in Appendix 4.7, Guidelines in Appendix 4.8 or BSCP40/05 in Appendix 4.9, Guidelines in Appendix 4.10 as appropriate	Internal Process

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3.12. Submitting a Modification Proposal

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.12.1	Any time	Complete Form BSCP40/06 and submit to BSCCo.	Proposer	BSCCo	BSCP40/06 in Appendix 4.11 MP Form Guidelines in Appendix 4.11	Post/E-mail/Fax
3.12.2	As soon as possible after 3.12.1	Log and validate MP and confirm receipt of Form BSCP40/06.	BSCCo	Proposer	BSCP40/06 in Appendix 4.11	Post/E-mail/Fax
3.12.3	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	BSCP40/06 in Appendix 4.11	Post/E-mail/Fax

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4. [APPENDICES](#)

4.1. [CP Form](#)

<u>Change Proposal – BSCP40/01</u>		<u>CP No:</u>
		<u>Version No:</u>
<u>Title</u> <i>(mandatory by originator)</i>		
<u>Description of Problem/Issue</u> <i>(mandatory by originator)</i>		
<u>Proposed Solution(s)</u> <i>(mandatory by originator)</i>		
<u>Justification for Change</u> <i>(mandatory by originator)</i>		

<u>Change Proposal – BSCP40/01</u>	<u>CP No:</u> <u>Version No:</u>
<u>Is the Change being proposed a Housekeeping Change?</u> <i>(Mandatory by originator)</i>	
<u>Y/N</u> ¹⁰	
<u>Configurable Items Potentially Affected by Proposed Solution(s)</u> <i>(Mandatory by originator)</i>	
<u>Impact on Core Industry Documents or System Operator-Transmission Owner Code</u> <i>(Mandatory by originator)</i>	
<u>Related Changes and/or Projects</u> <i>(mandatory by BSSCo)</i>	
<u>Requested Implementation Date</u> <i>(mandatory by originator)</i>	
<u>Reason:</u>	

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¹⁰ The relevant Panel Committee will decide whether a Change Proposal can be progressed as a Housekeeping Change Proposal.

<u>Change Proposal – BSCP40/01</u>	<u>CP No:</u> <u>Version No:</u>
▼	
<u>Originator's Details: (Mandatory by Originator)</u>	
<u>BCA Name.....</u>	
<u>Organisation.....</u>	
<u>Email Address.....</u>	
<u>Date.....</u>	
<u>Attachments: Y/N* (If Yes, No. of Pages attached:.....)</u> <u>(delete as appropriate)</u>	

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4.2. CP Form Guidelines

These guidelines are to be used to assist in the completion of the 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 – for both a Draft Change and Formal Change - 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. A Draft Change will need a Draft CP number.
- **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) for a Draft Change** – Mandatory completion by originator – brief description of all possible solutions to the issue/problem, indicating any preferences and the reasons for these.
- **Proposed Solution for Formal Change** – Mandatory completion by originator – This is a **single fully defined** description of the proposed solution.
- **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.
- **Impact on Configurable Items** – ~~Mandatory completion by BSCCo~~ - a 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.
- **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(s). ~~These documents include any changes that will be needed to the DTC or other MRASCo products.~~ Brief details of how each document will be affected should also be included, if known.

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- **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 ie with no time constraints, this should be stated.

- **Originator's Details** – mandatory by Originator – the name, organisation, and email address of the originator and the date on which the originator raised the CP.

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<#>**Agreed Release/Implementation Date** – mandatory by BSCCo – Release and associated date on which CP will be implemented, in accordance with the agreed Release Strategy. This timescale should reflect the information provided by the originator in the Requested Implementation Date field above.¶

4.3. No Longer Used

4.4. No Longer Used

4.5. CP/BRS IA Form

CP/BRS* Impact Assessment Form (BSCP40/03)	
* Please delete as appropriate.	
Proposal No.	
Synopsis of Change	
Proposed Release and/or Implementation Date	

Proposed Change: Please tick where appropriate¹¹			
Agree Change	<input type="checkbox"/>	Comments	
Disagree Change	<input type="checkbox"/>	Reason	
Neutral	<input type="checkbox"/>	Comments	
Not Applicable	<input type="checkbox"/>	Reason	

¹¹ This section is only relevant to the Impact Assessment of CPs.

Impact on Organisation's Systems and/or Processes: Please tick where appropriate

Yes		Comments	
No		Comments	

Accept / Reject Proposed Implementation Date:

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Alternative Implementation Date and Justification:

No. of Days		Comments	
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Other Comments:

Name:

Organisation:

BCA/PACA:
(delete as appropriate)

Email Address:

Phone No:

Please return completed form to Email Address: ccc@elexon.co.uk.

4.6. CP/BRS IA Form Guidelines

These guidelines are to be used to aid in the completion of the CP/BRS Impact Assessment form in Appendix 4.5.

- **Proposal No:** - (to be completed by BSCCo prior to distribution of IA request) – the unique Change Proposal number allocated to each proposal.
- **Synopsis of Change:** (to be completed by BSCCo prior to distribution of IA request) - brief summary of problem and proposed changes required to implement it.
- **Proposed Release and/or Implementation Date:** (to be completed by BSCCo prior to distribution of IA request) – target implementation timescale for Proposal, should it be approved.
- **Proposed Change¹¹:** (to be completed by BCA/PACA organisation) – tick boxes to state whether an organisation agrees, disagrees, is neutral or has no interest with the proposed change. If the organisation disagrees, a reason for the disagreement must be given.
- **Impact on Organisation’s Systems and/or Processes** (to be completed by BCA/PACA organisation) – tick boxes to indicate whether the proposed change will impact a BCA/PACA organisation. If implementation of the proposed change will trigger the need for Re-certification within a Party Agent organisation, this should be stated. If disagree or not applicable is ticked please state the reason for this.
- **Accept / Reject Proposed Implementation Date:** (to be completed by BCA/PACA organisation) ~~Whether the BCA/PACA organisation will accept or reject the proposed Implementation Date.~~
- **Alternative Implementation Date and Justification: (to be completed by BCA/PACA organisation) – This allows the BCA/PACA organisation to propose an alternative Implementation Date along with Justification as to why the date should be different to originally proposed.**
- **Other Comments:** an optional field in which any comments, relevant to the proposed change, may be added.

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4.7. BCA Registration Form

<h2 style="margin: 0;">BCA Registration Form - BSCP40/04</h2>													
<p>Part A - Categorisation</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"/> energywatch</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"/> energywatch	<input type="checkbox"/> Other
<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"/> energywatch	<input type="checkbox"/> Other											
<p>Part B - Nominated BCA Details (completed by applicant)</p> <p>Name Organisation Position</p> <p>Telephone Number Fax Number</p> <p>Email Address</p>													
<p>Part C - Authorisation (completed by Senior Manager in applicant Organisation)</p> <p>Name Organisation</p> <p>Telephone Number Fax Number</p> <p>Signature Date</p>													

4.8. BCA Registration Form Guidelines

These guidelines are to be used to assist in the completion of the BCA Registration Form, given 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 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.

4.9. PACA Registration Form

<h2 style="margin: 0;">PACA Registration Form - BSCP40/05</h2>										
<p>Part A - Categorisation (completed by Applicant)</p> <p>Please tick one of the categorisations of Supplier Agents below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><input type="checkbox"/> HHDC</td> <td style="width: 33%;"><input type="checkbox"/> NHHDA</td> <td style="width: 33%;"><input type="checkbox"/> PRS Provider</td> </tr> <tr> <td><input type="checkbox"/> NHHDC</td> <td><input type="checkbox"/> HHMOA</td> <td><input type="checkbox"/> Meter Administration</td> </tr> <tr> <td><input type="checkbox"/> HHDA</td> <td><input type="checkbox"/> NHHMOA</td> <td><input type="checkbox"/> Data Transfer Service Provider</td> </tr> </table> <p>Specify the qualifying date from when category starts (if appropriate).....</p>		<input type="checkbox"/> HHDC	<input type="checkbox"/> NHHDA	<input type="checkbox"/> PRS Provider	<input type="checkbox"/> NHHDC	<input type="checkbox"/> HHMOA	<input type="checkbox"/> Meter Administration	<input type="checkbox"/> HHDA	<input type="checkbox"/> NHHMOA	<input type="checkbox"/> Data Transfer Service Provider
<input type="checkbox"/> HHDC	<input type="checkbox"/> NHHDA	<input type="checkbox"/> PRS Provider								
<input type="checkbox"/> NHHDC	<input type="checkbox"/> HHMOA	<input type="checkbox"/> Meter Administration								
<input type="checkbox"/> HHDA	<input type="checkbox"/> NHHMOA	<input type="checkbox"/> Data Transfer Service Provider								
<p>Part B - Details of Nominated PACA (completed by Applicant)</p> <p>Name Organisation.....</p> <p>Telephone Number.....Fax Number.....</p> <p>Email address.....</p>										
<p>Part C - Authoriser Details (completed by Senior Manager of Applicant Organisation)</p> <p>Name.....Organisation.....Position.....</p> <p>Telephone Number.....Fax Number.....</p> <p>Signature.....Date.....</p>										

4.10. PACA Registration Form Guidelines

These guidelines are to be used to assist in the completion of the PACA 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 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.

4.11. MP Form

Modification Proposal – BSCP40/06	MP No: (mandatory by BSCCo)
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>	

Modification Proposal – BSCP40/06	MP No: (mandatory by BSCCo)
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>	
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>	
Details of Proposer: <i>Name</i> <i>Organisation</i> <i>Telephone Number</i> <i>Email Address</i>	

Modification Proposal – BSCP40/06	MP No: (mandatory by BSCCo)
Details of Proposer’s Representative:	
<i>Name</i> <i>Organisation</i> <i>Telephone Number</i> <i>Email address</i>	
Details of Representative’s Alternate:	
<i>Name</i> <i>Organisation</i> <i>Telephone Number</i> <i>Email address</i>	
Attachments: Yes / No <i>(delete as appropriate) (mandatory by originator)</i> If Yes, Title and No. of Pages of Each Attachment:	

4.12. MP Form Guidelines

These guidelines are to be used to assist in the completion of the MP Form, contained 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.

- **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 **Error! Reference source not found.** 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.
- **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

- **Proposer's Details** – mandatory completion by originator – the name, organisation, and email address 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.

4.13 Issue Form

Issue Form - BSCP40/07	Issue Number
<u>Issue Title</u>	
<u>Issue Description</u>	
<u>Proposed Solution(s)</u>	
<u>Proposer's Details</u> <u>Name.....</u> <u>Presenter's Name.....</u> <u>Organisation.....</u> <u>Email Address.....</u>	

[4.14 Issue Form Guidelines](#)

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These guidelines are to be used to assist in the completion of the Issue Form, contained in Appendix 4.13. 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.

- **Issue Number** – This is Mandatory to be completed by BSCCo once the proposed Issue has been discussed at the appropriate meeting and action has been decided on. This is an unique number.

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- **Issue Title** – This is Mandatory and is completed by the originator at the time the Issue is raised. This should be unique where possible.

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- **Issue Description** – This is Mandatory and is completed by the originator. The description should include as much detail as possible of the Issue being encountered.

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- **Proposer's Details** – Mandatory completion by originator – the name, organisation, and email address of the proposer. Also the name of the representative who will present the Issue to the Panel Committee.

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3.2.6

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As soon as CP is logged

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Carry out initial assessment and agree potentially impacted market areas to assess CP.

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Internal process

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3.2.7

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Within 1WD of 3.2.6

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Update Change Register and publish revised Register on the BSC Website.

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Internal Process

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3.3.6	Upon Completion (Which should be on or before the Expected Date of resolution agreed by the Group or any Extension to this date agreed thereafter)	The Working Group should present their findings to the Panel or Panel Committee (as appropriate) which should include either: A Draft Change / Formal Change for progression or A recommendation that no Change is raised.	Working Group	BSCCo	Draft Change monthly change pack (documenta or 3.4)m)
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3.4.5	Within 2WD of 3.4.4 or 3.4.2 as appropriate and if the Change passes Validation	BSCCo validate the Change, Log the Change and confirm the CP number to the originating BCA BSCCo carry out initial assessment and agreed determine potentially impacted market areas to assess CP and agree the date of submission into the Monthly Change Pack . BSCCo submit completed CP supplemented with any additional information for CP Impact Assessment by BSC Agents.	BSCCo	Originating BCA BSC Agent BCA(s)	Completed Change Pack accompanying documents
3.4.6	Within timescales agreed	Carry out CP Impact Assessment and return response.	BSC Agent BCA(s)	BSCCo	Completed Change Pack Assessment required and approved
3.4.7	Within 1WD of 3.4.6	BSCCo add the estimated Central Cost(s) to the Change Proposal Form	BSCCo		Add Estimated Central Costs
3.4.8	At Panel Committee Meeting	All Formal Changes are discussed by the Meeting and then an agreement is reached as to whether they should be sent for Impact Assessment	Panel Committee	BSCCo	BSCP40/0 documents
3.4.9	On Change Pack Circulation Date	Change Proposal (including estimated Central Costs and supporting documentation) is circulated as part of the normal monthly change pack for Impact Assessment Publish the Change on the BSC Website	BSCCo	All BCA / PACA	BSCP40/0 documents forms
3.4.10	On or before Agreed Response Date	Responses are returned to the BSCCo	All BCA / PACA	BSCCo	Responses
3.4.11	Within 1WD of the Agreed Response Date	BSCCo collate responses and circulate to all BCA / PACA including the originating BCA Update the BSC Website with responses	BSCCo	All BCA / PACA	Collated BSCP40/0 documents

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If initial assessment identifies potential impact on BSC Agents

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Submit completed CP supplemented with any additional information for CP Impact Assessment by BSC Agents.

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BSC Agent BCA(s)

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Completed BSCP40/01 in Appendix 4.1 and additional information as required

Agreed response date

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3.3.2

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Within timescales agreed

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Carry out CP Impact Assessment and return response.

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BSC Agent BCA(s)

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Completed Impact Assessment Form, Initial Assessment results and additional information as required and agreed response date

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3.3.3

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If proposed change has potential impact on Parties/Party Agents, where possible, in accordance with the CP Impact Assessment timetable

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Submit completed CP supplemented with any additional information, including a summary of CP Impact Assessments by BSC Agents, for CP Impact Assessment by BSC Parties and Party Agents.

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BCAs and PACAs

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Completed BSCP40/01 in Appendix 4.1 and additional information as required

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Within agreed response time (a minimum of 10WDs after 3.3.31)

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Perform CP Impact Assessment and return.

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BCAs/PACAs

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BSCP40/03 Form in Appendix 4.5 and IA Guidelines in Appendix 4.6

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After 3.3.4

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Distribute collated table of BCA/PACA responses, for information.

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1 BSCCo may reduce or extend this period where the CPs involved are urgent or complex.

BSCCo

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BCAs and PACAs

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Completed BSCP40/03 Forms

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At the same time as 3.3.5 and at least 5WD before the Panel Committee Meeting

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Publish responses on BSC Website.

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Collated table of CP Impact Assessments

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Electronic

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3.5.10

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Within 2WD of 3.3.9

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Collate responses and distribute copy of response table, for information.

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BCAs/PACAs

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Completed BRS Impact Assessments

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3.5.11

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At the same time as 3.3.10 and at least 5WD before Panel Committee Meeting

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Publish responses on BSC Website.

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Collated table of BRS Impact Assessments

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To meet Paper Day of next Panel Committee Meeting

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If changes to scope required, prepare amended Project Brief and submit to Panel Committee.

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Completed BRS Impact Assessments

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3.5.13

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Panel Committee

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Review amended Project Brief and either endorse, request re-submission or reject as appropriate.

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Panel Committee

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As required to ensure appropriate action is taken

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Notify affected functions within their organisation.

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BCAs/ PACAs

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To meet each Panel Committee paper deadline

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Report on status of all ongoing Projects, highlighting any potential conflicts/areas of concern.

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BSCCo

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Panel Committee

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Relevant information in Change Register, latest Project Plans

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Panel Committee Paper

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At Panel Committee

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Consider report from BSCCo and advise appropriate Project Board/BSCCo where the risks of potential conflicts are judged too high.

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Panel Committee

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Project Board/ BSCCo

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Panel Committee Paper

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Meeting

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As advised by Panel Committee

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Take appropriate corrective action and report back to Panel Committee.

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Project Board/ BSCCo

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Panel Committee

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Panel Committee Meeting Minutes

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If change scope of project changes

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Notify BSC Agents, and BCAs/PACAs, as appropriate, of proposed changes and highlight any resultant actions.

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BSCCo

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BSC Agents, BCAs/PACAs

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Panel Committee Meeting Minutes

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As required to ensure appropriate action is taken

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Notify affected functions within their organisation.

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BCAs/ PACAs

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As required to meet targeted Panel Committee meeting timescales

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Amend Configurable Items ensuring changes are redlined.

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As required to meet targeted Panel Committee meeting timescales

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Submit redlined changes to Configurable Items for review as appropriate.

Page 14: [26] Deleted	Larner	3/24/2006 11:29 AM
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BSCCo

Page 14: [26] Deleted	Larner	3/24/2006 11:29 AM
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BCAs, PACAs, BSC Agents (if applicable)

Page 14: [26] Deleted	Larner	3/24/2006 11:29 AM
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Redlined Configurable Items

Page 14: [26] Deleted	Larner	3/24/2006 11:29 AM
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Email/Fax

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3.6.8

Page 14: [27] Deleted	Larner	3/24/2006 11:29 AM
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As required to meet targeted Panel Committee meeting timescales

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Carry out review and return comments.

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BCAs, PACAs, BSC Agents

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BSCCo

Page 14: [27] Deleted	Larner	3/24/2006 11:29 AM
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Review comments

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Email/Fax

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3.6.9

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To meet Paper Day of next Panel Committee Meeting

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Incorporate comments as appropriate and finalise changes.

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BSCCo

Page 14: [28] Deleted	Larner	3/24/2006 11:29 AM
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Review comments

Page 14: [28] Deleted	Larner	3/24/2006 11:29 AM
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Internal Process

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3.6.10

Page 14: [29] Deleted	Larner	3/24/2006 11:29 AM
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Panel Committee paper deadline

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Submit revised Configurable Items as appropriate for approval. At the same time confirm Implementation/Effective Date.

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Project Manager

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Panel Committee

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Revised Configurable Items as appropriate

Panel Committee paper number

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Email/Fax

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3.6.11

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Panel Committee

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Review submission and, if approved, confirm Implementation/Effective Date.

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Panel Committee

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BSCCo

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Revised Configurable Items and proposed Effective date

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Meeting/
Email/Fax

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3.6.12

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To meet Release Strategy timescales

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Provide clean version of Configurable Item(s) agreed by the Panel Committee.

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Project Manager

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BSCCo

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Approved Configurable Items

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Electronic

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3.6.13

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At least 5WD before Implementation/ Effective Date

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Provide formal notification of Implementation/Effective Date and details, together with any other action that BCAs/PACAs may need to take.

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BSCCo

Page 14: [32] Deleted	Larner	3/24/2006 11:29 AM
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BCAs/ PACAs

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Completed BSCP40/01 forms and any additional information from Project BCA.

Panel Committee decision

Amended Configurable Items

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Email//Fax

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3.6.14

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As required to ensure appropriate action is taken.

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Notify affected functions within their organisation.

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BCAs/ PACAs

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CPC

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Internal Process

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3.6.15

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At least 2WD before Implementation/ Effective Date

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Publish revised Configurable Items, on the BSC Website, as appropriate.

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BSCCo

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Amended Configurable Items

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Internal Process - Electronic

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3.9.1

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On identification of an error

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Analyse problem, identify possible solution, raise CP and inform BSCCo. State whether impact on other Agents/Parties, if known.

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BSC Agent BCA/BSCCo

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BSCCo

Page 22: [35] Deleted	Larner	3/24/2006 11:30 AM
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Statement of problem, analysis and urgency of resolution. CP Guidelines in Appendix 4.2 and BSCP40/01 in Appendix 4.1

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Phone & Fax/Email

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3.9.2

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Within 2WD of receipt

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Confirm impact outside of the originator organisation and agree what other Configuration Item(s) are affected. Confirm urgency of resolution.

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BSCCo

Page 22: [36] Deleted	Larner	3/24/2006 11:30 AM
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BSCP40/01 Form as available, analysis and originator's view of urgency of resolution

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Internal Process

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3.9.3

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Within 2WD of 3.9.2

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Submit CP and analysis by originator for impact assessment to other affected Agents and agree response date. Clarify problem and ensure consistent analyses by holding preliminary meeting, if necessary.

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BSCCo

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BSC Agent BCAs/BSCCo

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Completed BSCP40/01 Form, originator's analysis and urgency of resolution

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Phone/Email/Fax

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3.9.4

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By agreed response date

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Perform required impact assessment and return.

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BSC Agent BCAs/BSCCo

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BSCCo

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Completed BSCP40/01 Form and originator's analysis

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Email/Fax

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3.9.5

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Within 1WD of receipt of assessments

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Check completeness and consistency of assessments and consult with BSC Agents/BSCCo as appropriate.

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BSCCo

Page 22: [39] Deleted	Larner	3/24/2006 11:30 AM
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BSC Agent BCAs/BSCCo

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Completed BSCP40/01 Form, originator's analysis and Impact Assessments

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Email/Fax

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3.9.6

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Within 2WD of 3.9.5 above

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Determine impact by consulting other BCAs/PACAs. Response timescales should take account of urgency of resolution.

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BSCCo

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BCAs/PACAs

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Completed BSCP40/01 Form, assessments and urgency of resolution

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Email/Fax

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3.9.7

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Within agreed timescales

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Perform impact assessment and return.

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BCAs/PACAs

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BSCCo

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Completed BSCP40/01 Form, assessments and urgency of resolution

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Email/Fax

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3.9.8

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To meet required timescale for resolution

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Collate all relevant assessments and distribute to BCAs/PACAs, for information.

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BSCCo

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BCAs/PACAs

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Assessments from BCAs/PACAs

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Email/Fax

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3.9.9

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At the same time as 3.9.8

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Publish responses on BSC Website.

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BSCCo

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Collated table of impact assessments

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Electronic

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3.9.10

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Within 2WD of 3.9.9

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Agree proposed resolution timescales.

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BSCCo/BSC Agent BCA

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Statement of problem, assessments and urgency of resolution

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Phone/ Email/Fax

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3.9.11

Page 22: [45] Deleted **Larner** **3/24/2006 11:30 AM**

On agreement of proposed resolution timescales

Page 22: [45] Deleted **Larner** **3/24/2006 11:30 AM**

Report to Panel Committee to request approval to implement. Timescales may dictate that this is by correspondence.

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BSCCo

Page 22: [45] Deleted **Larner** **3/24/2006 11:30 AM**

Panel Committee

Page 22: [45] Deleted **Larner** **3/24/2006 11:30 AM**

BSCP40/01 Form, assessments and proposed resolution timescales

Panel Committee paper number

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Email/Fax

Panel Committee Paper

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3.9.12

Page 22: [46] Deleted **Larner** **3/24/2006 11:30 AM**

At Panel Committee, or to meet required timescales

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Consider report and agree whether error should be corrected, resolution timescales/implementation date² and firm notice of implementation. Inform BSCCo of decision.

Page 22: [46] Deleted **Larner** **3/24/2006 11:30 AM**

Panel Committee

² Where it is agreed that the error correction is not urgent, it is considered for scheduling in subsequent Projects as described in 3.5 and progressed accordingly.

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BSCCo

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Panel Committee paper

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Email/Fax

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3.9.13

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Following decision to correct error

Page 22: [47] Deleted	Larner	3/24/2006 11:30 AM
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Appoint Nominated Person to interface with BSCCo on Change Management issues.

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BSC Agent BCA/ Panel Committee

Page 22: [47] Deleted	Larner	3/24/2006 11:30 AM
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BSCCo

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Statement of problem, assessments and urgency of resolution

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Email/Fax

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3.9.14

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Within 2WD of Panel Committee decision

Page 22: [48] Deleted	Larner	3/24/2006 11:30 AM
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Inform BCAs/PACAs of Panel Committee decision.

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BSCCo

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BCAs/PACAs

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Panel Committee decision

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Email/Fax

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3.9.15

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To meet proposed resolution timescales

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Confirm affected version(s) of Configuration Items. Request appropriate electronic version of Item(s) on which to make the change(s) where appropriate.

Page 23: [49] Deleted	Larner	3/24/2006 11:30 AM
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Nominated Person

Page 23: [49] Deleted	Larner	3/24/2006 11:30 AM
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BSCCo

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Completed BSCP40/01 Form

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Email/Fax

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3.9.16

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On completion of work to correct error, but at least 1WD before formal notice required

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Notify BSCCo that testing has been satisfactorily completed.

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Nominated Person

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BSCCo

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Completed approved BSCP40/01 Form(s), test results

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Email/Fax

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3.9.17

Page 23: [51] Deleted	Larner	3/24/2006 11:30 AM
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As agreed by the Panel Committee

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Provide formal notification of implementation date, together with any other action that may be required as part of the Project implementation.

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BSCCo

Page 23: [51] Deleted	Larner	3/24/2006 11:30 AM
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BCAs/PACAs

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Completed BSCP40/01 Form, revised versions numbers of affected Configuration Items and any additional information provided by the Nominated Person.

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Email/Fax

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3.9.18

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As required to ensure appropriate action is taken

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Notify appropriate functions within their organisation.

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BCAs/PACAs

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CPC

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Internal process

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3.9.19

Page 23: [53] Deleted	Larner	3/24/2006 11:30 AM
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Within 1WD of the change being implemented

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Notify BSCCo that the change has been implemented.

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Nominated Person

Page 23: [53] Deleted	Larner	3/24/2006 11:30 AM
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BSCCo

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Successful implementation of the change

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Email/Fax

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3.9.20

Page 23: [54] Deleted	Larner	3/24/2006 11:30 AM
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Within 2WD 3.9.19

Page 23: [54] Deleted	Larner	3/24/2006 11:30 AM
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Hand over all of the amended Configuration Items.

Page 23: [54] Deleted	Larner	3/24/2006 11:30 AM
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Nominated Person

Page 23: [54] Deleted	Larner	3/24/2006 11:30 AM
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BSCCo

Page 23: [54] Deleted	Larner	3/24/2006 11:30 AM
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Amended Configuration Items

Page 23: [54] Deleted	Larner	3/24/2006 11:30 AM
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Electronic

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3.9.21

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Within 2WD of 3.9.20

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Publish amended Configuration Items on BSC Website, as appropriate.

Page 23: [55] Deleted	Larner	3/24/2006 11:30 AM
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BSCCo

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Amended Configuration Items

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Internal Process - Electronic

Page 33: [56] Inserted	HERRI03	4/11/2006 2:44 PM
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Configurable Items Potentially Affected by Proposed Solution(s) *(optional Mandatory l by originator)*

Impact on Core Industry Documents or System Operator-Transmission Owner Code
(optional Mandatory l by originator)

Impact on Core Industry Documents or System Operator-Transmission Owner Code
(optional Mandatory l by originator)

Related Changes and/or Projects *(mandatory by BSSCo)*

Requested Implementation Date *(mandatory by originator)*

Reason:

Agreed Release/Implementation Date *(mandatory by BSSCo)*

Originator's Details: (Mandatory by Originator)

BCA Name.....

Organisation.....

Email Address.....

Date.....