

Balancing and Settlement Code

BSC PROCEDURE

CHANGES TO MARKET DOMAIN DATA

BSCP509

Version 4.05.0

Date : ~~3 February 2003~~

BSC PROCEDURE BSCP509**relating to****CHANGES TO MARKET DOMAIN DATA**

1. Reference is made to the Balancing and Settlement Code for the Electricity Industry in England and Wales and, in particular, to the definition of "BSC Procedure".
2. This is BSC Procedure BSCP509 Version ~~4.0~~4.05.0 relating to Changes to Market Domain Data.
3. This BSC Procedure is effective from ~~3 February 2003~~.
4. This BSC Procedure has been approved by the Panel.

For and on behalf of
the Panel

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AMENDMENT RECORD

Version	Date	Description of Changes	CRs Included	Mods Panel Ref
D0.1	Code Effective Date	Full document before Re-Badging		
D.0.2	Code Effective Date	Re-Badging		
D0.3	Code Effective Date	Incorporated Version D.02 comments		
D0.4	Code Effective Date	Incorporated Version D.03 comments		
D.05	Code Effective Date	Comments embodied following CMC1273		
2.0	Code Effective Date	Approved for use by the Panel		
3.0	Code Effective Date	Version alignment changes from AP509 embodied.	NCR329	
4.0	03/02/03	SVA Documentation Batch Release.	CPs 608, 721, 727	SVG/22/275
<u>5.0</u>		<u>Operational Review</u>		

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1. Introduction

1.1 Purpose and Scope of the Procedure

The purpose of this document is to ensure that all changes to Market Domain Data (MDD) within the Supplier Volume Allocation System are made in an auditable and controlled manner and where appropriate with due consultation with the affected parties. MDD refers to those items of data that are required to be passed from one party to another by the Supplier Volume Allocation Agent (SVAA). A complete set of MDD entities is contained in Appendix 5.1.

This procedure covers the authorisation and notification of MDD items to all relevant Market Participants (MPs) including the SVAA. It includes the raising of a request to change MDD, where this is not part of a routine process. It also covers the raising of a request to change an item of MDD whose values are linked to BSCCo developed software and the subsequent notification of such changes. However, in order to accommodate the potential software changes, their authorisation must be carried out in accordance with BSCP40 “Modification and Change Management”.

The procedure does not cover the implementation of changes to MDD, or changes to Supplier Volume Allocation System Standing Data, which are covered by BSCPs 508 and 507 respectively. Neither should it be used to implement changes to the structure of the MDD file. This file is included in the Baseline Management System (BMS), and as such is also changed in accordance with BSCP40.

1.2 Main Users of the Procedure and their Responsibilities

The main users of this procedure are:

- *Panel* - approves changes to MDD (or a ~~nominated Sub-delegated Panel~~ Committee to whom delegated authority has been granted).
- *Market Participants* - registered in accordance with section 4.10 for the purpose of interfacing with the BSCCo when managing changes to MDD.
- *Balancing and Settlement Code Company* (BSCCo) - responsibility for managing MDD Change Requests through authorisation and notification to SVAA.
- *BSCCo* – responsible for provision of analytical services including impact assessments for change of MDD and provision of specified data items.
- *SVAA* - receives notification of authorised changes to MDD from the BSCCo.

1.3 Use of the Procedure

This procedure must be used to progress all changes to those data items designated as MDD. The need to make changes to MDD may be identified by the Panel, one of its ~~Sub-~~delegated Committees, Parties or the Central Registration Agent (CRA), depending upon the nature of the change. There are approval routes for all of the MDD data items.. The section in this procedure specifying the route for each type of MDD entity is shown in Appendix 5.1. All references to the Panel may refer to the Panel itself, or any of its delegated ~~Sub-~~Committees.

There is only one key milestone in this procedure, and that is the requirement for the SVAA to be notified by the BSCCo of a change to MDD no later than 7 Working Days (or fewer if agreed between BSCCo and the SVAA) before the Go Live Date.

The MDD entities, once approved, will be distributed using flows that are defined in the BSC SVA Data Catalogue.

It should be noted that Market Participants have 2 Working Days from the receipt of the MDD to contact the BSCCo if they believe that the change to MDD as notified is not as agreed or invalid. If this proves to be the case publication will be delayed⁵, and notice will be given of the revised details of the next publication in accordance with this procedure.

Where Market Participants find that the MDD as published is not as notified, this must be queried / disputed via BSCP11. In the event that such a dispute is upheld, the correction will be published as soon as possible as specified in BSCP11. At this stage the usual notification will be given as specified in this procedure.

1.4 Balancing and Settlement Code Provision

This procedure has been produced in accordance with the provisions of the Balancing and Settlement Code (the Code). In the event of an inconsistency between this BSCP and the Code, the Code shall prevail.

1.5 Associated BSC Procedures

The following BSC Procedures interface directly with this procedure:

- *BSCP01 Overview of Trading Arrangements* – for the purpose of co-ordinating changes to the Settlement timetable within section 4.5;
- *BSCP11 Volume Allocation and Settlement Run Queries* – for the resolution of Trading Queries and Disputes relating to Market Domain Data;

⁵ Delaying the publication of Balancing Mechanism Unit(s) must not jeopardise the Market Participants' ability to load the Unit(s) prior to it's Effective From Date.

- *BSCP15 BM Unit Registration*;
- *BSCP40 Change Management* – relating to changes to the BSC documentation and their impact on participants;
- *BSCP65 Registration of Parties and Exit Procedures* – relating to the initial cause of Market Domain Data changes;
- *BSCP508 Supplier Volume Allocation Agent* – for the purpose of outlining the SVA Agent's role as Market Domain Data Manager.

2. Acronyms and Definitions

2.1 Acronyms

The following is the list of acronyms used in BSCP509:

AFYC	Average Fraction of Yearly Consumption
BM	Balancing Mechanism
BMS	Baseline Management System
BSCCo	Balancing and Settlement Code Company
CPC	Change Proposal Circular
CD	Change Delivery
CRA	Central Registration Agent
EAC	Estimated Annual Consumption
IA	Impact Assessment
ID	Identifier
MDD CR	Market Domain Change Request
MDDC	Market Domain Data Co-ordinator
MDD	Market Domain Data
MP(s)	Market Participant(s)
MPID	Market Participant Identifier
MPR	Market Participant Register
PDSO	Public Distribution System Operator
PrA	Profile Administrator
SAA	Settlement Administration Agent
SD	Settlement Day
SESL	Scottish Electricity Settlements Ltd
SMRA	Supplier Meter Registration Agent
SVA	Supplier Volume Allocation
SVAA	Supplier Volume Allocation Agent
TPR	Time Pattern Regime

2.2 Definitions

~~Central Change Co-ordination Market Domain Data Co-ordinator~~ – functional responsibility vested in the BSCCo for the purposes of managing changes to ~~assets in the BMS and the~~ MDD.

~~Baseline Management System~~ – a complete list of all live assets that define the scope of the Settlement system for the purposes of change management controlled by the BSCCo.

~~Change Management Circular MDD Circular~~ - information circulated by the BSCCo relating to a proposed change to MDD, which is sent to all registered MPs.

BSCCo - functional responsibility vested in the BSCCo for the purpose of conducting impact analyses on General MDD items that are processed in accordance with section 4.6 and for the provision of data.

Go Live Date – the last date after the Publication Date by which the new version of MDD should be implemented on Market Participants’ systems.

Originator - authorised source for proposing changes to MDD to the BSCCo.

Market Participant – an organisation who interfaces directly with the BSCCo for the purpose of managing changes to MDD.

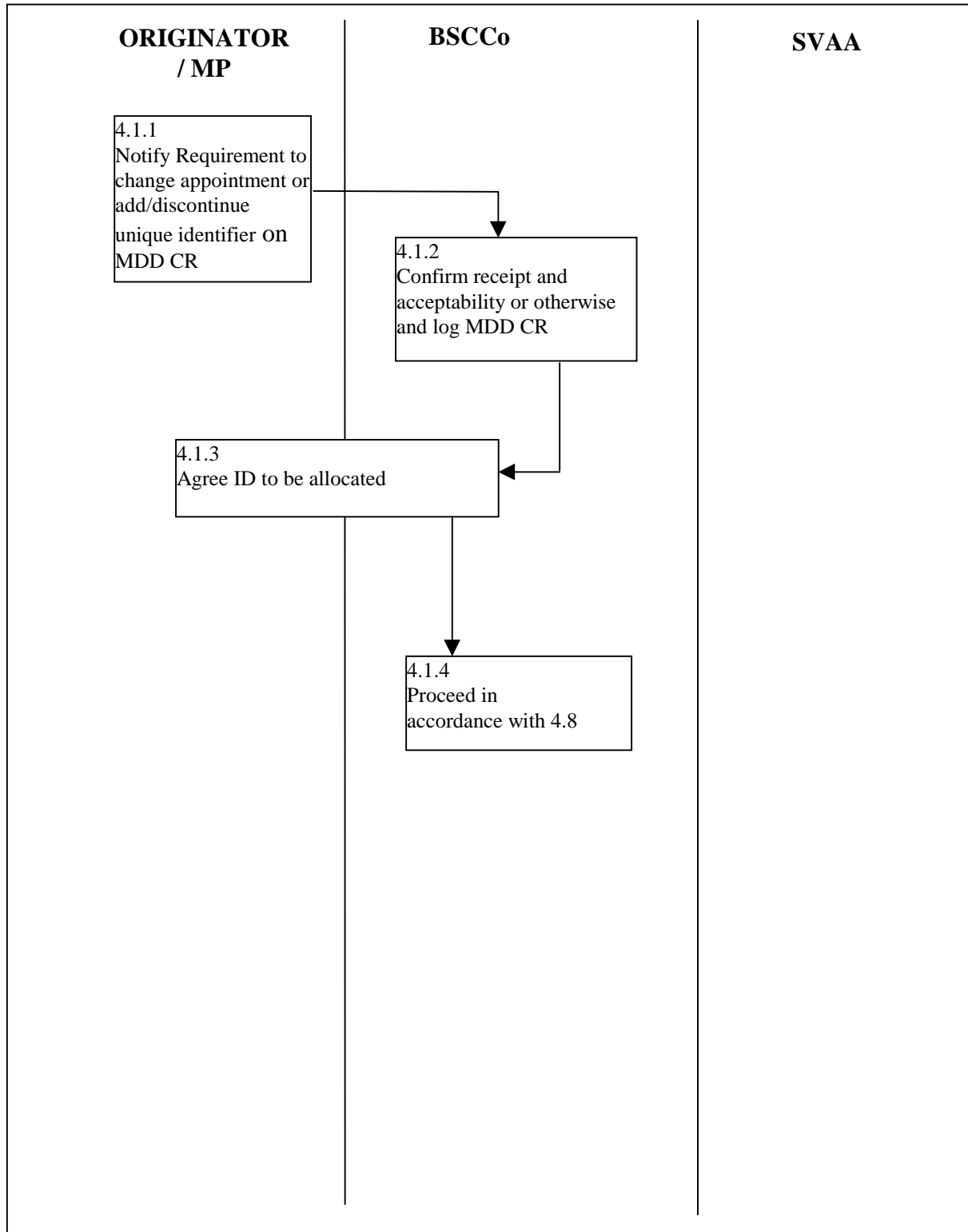
Market Participant Register - details of all Market Participants, registered in accordance with section 4.8.

Reviewers - Appointed by the Panel (or delegated ~~sub~~-committee) for the purpose of reviewing the draft technical deliverables submitted by the Profile Administrator and SVAA in accordance with sections 4.2 and 4.3 respectively.

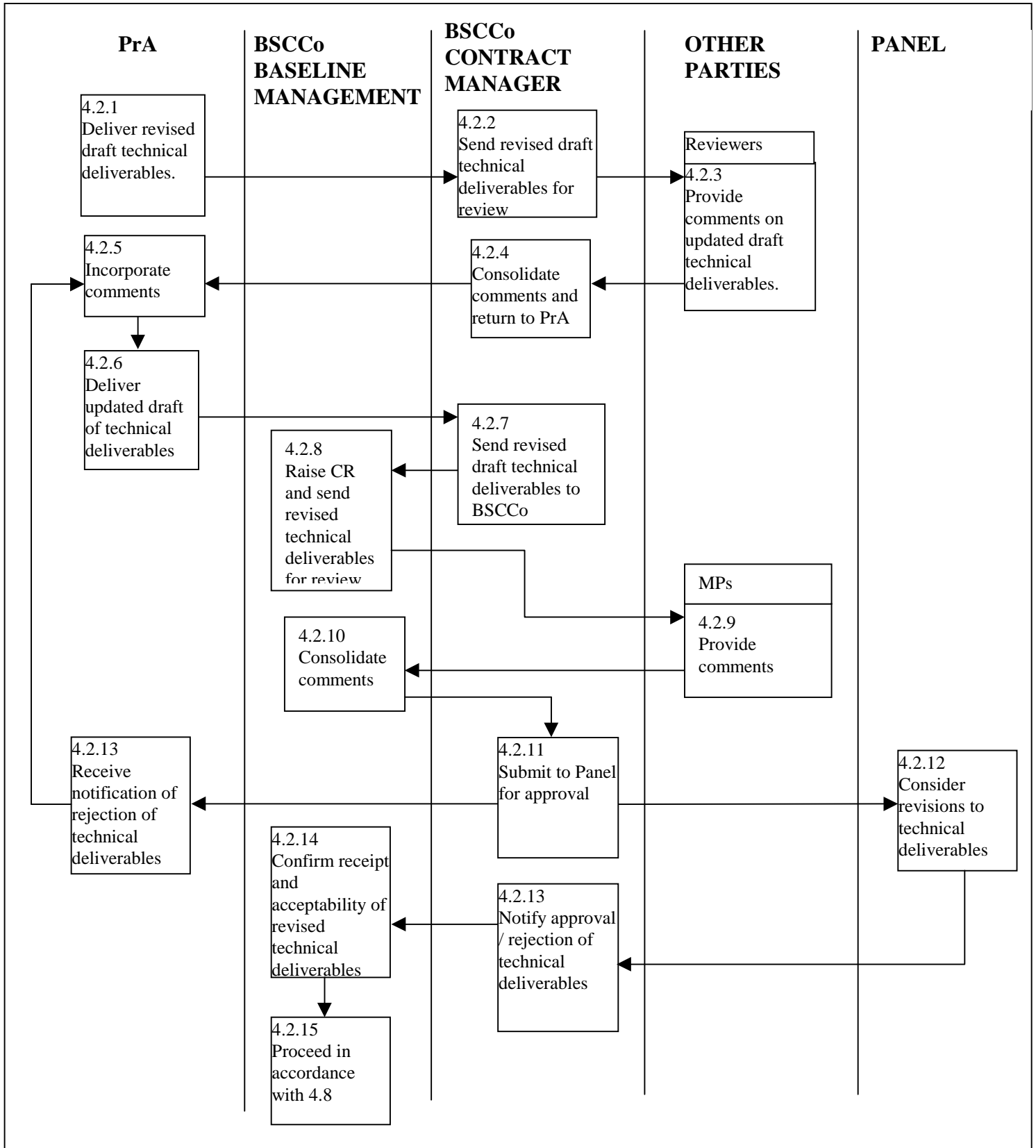
All other terms are as defined in the Balancing and Settlement Code.

3. Workflow Diagrams

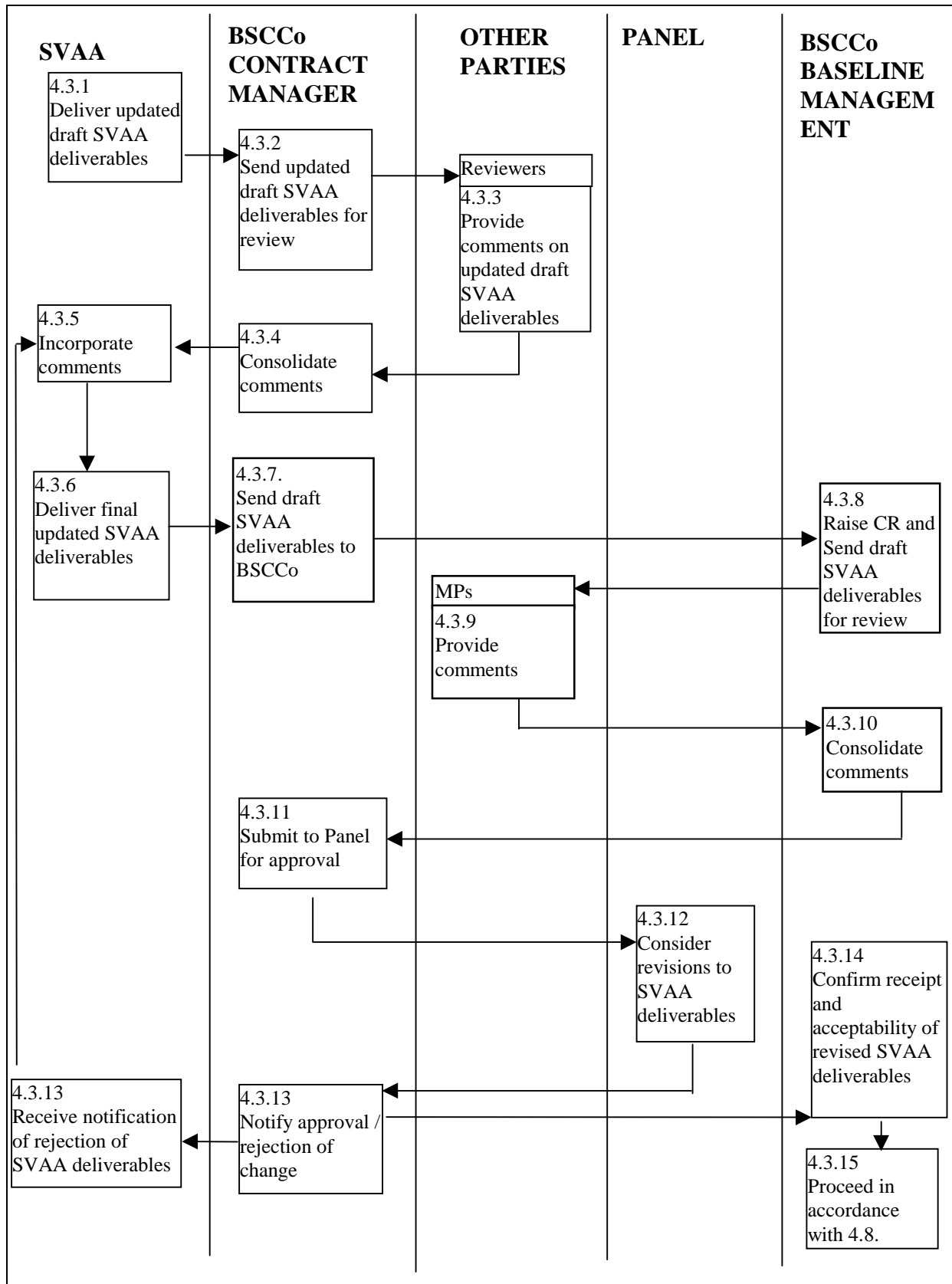
3.1 ~~Changes to Appointments/Unique Identifiers~~ Remove section 3.1 completely



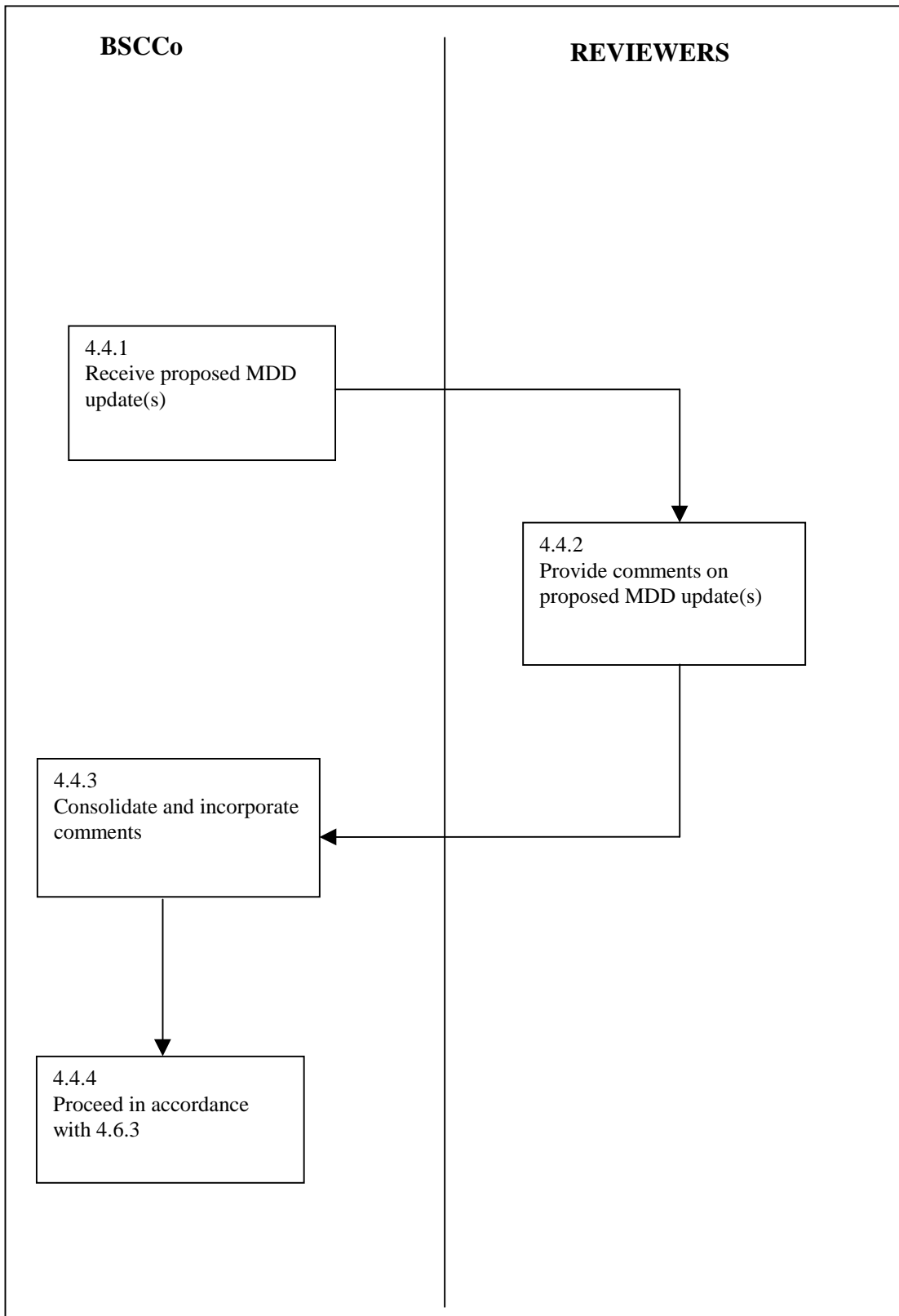
3.2 Changes to Market Domain Data provided by Profile Administrator



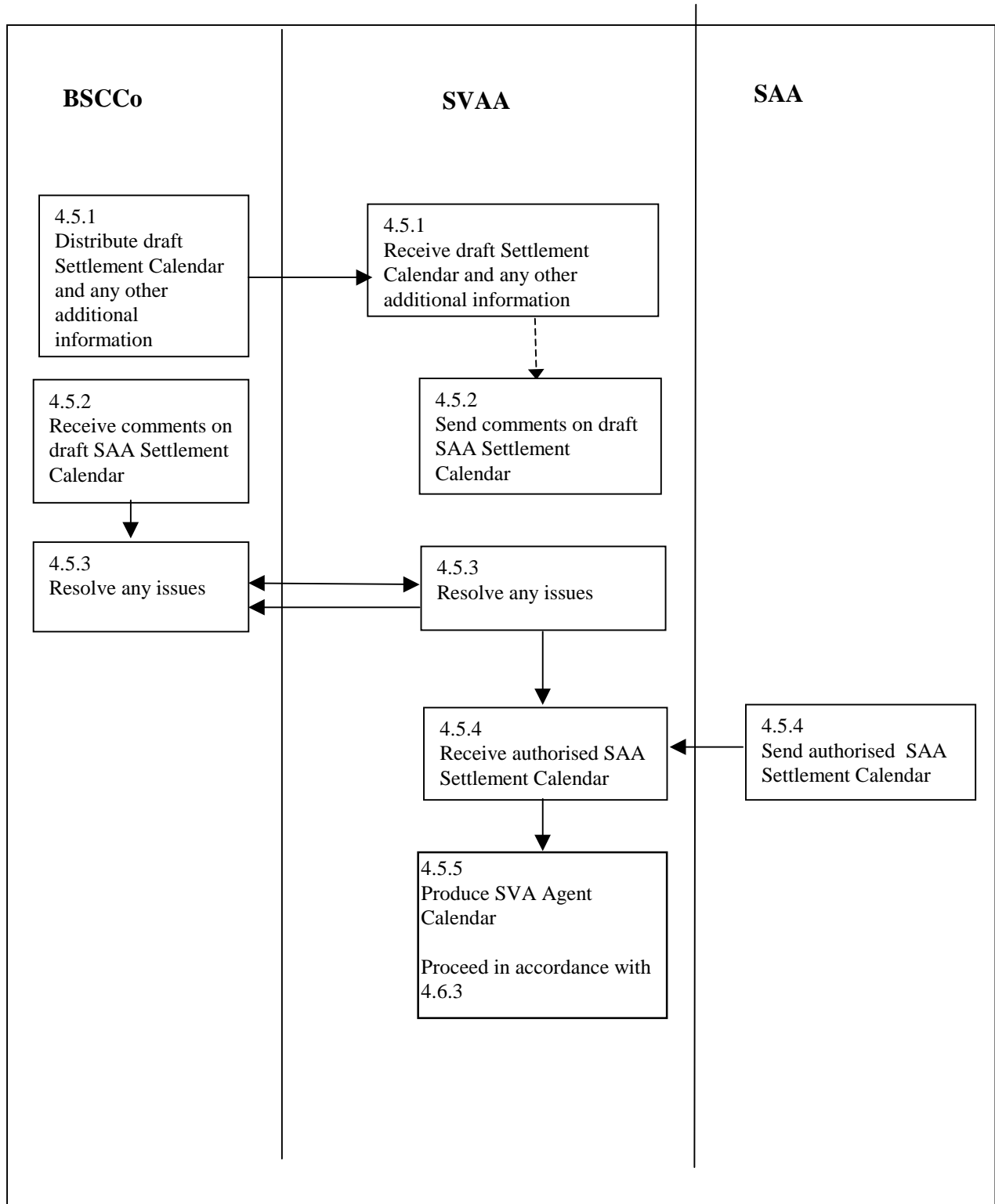
3.3 Changes to MDD provided by the SVAA



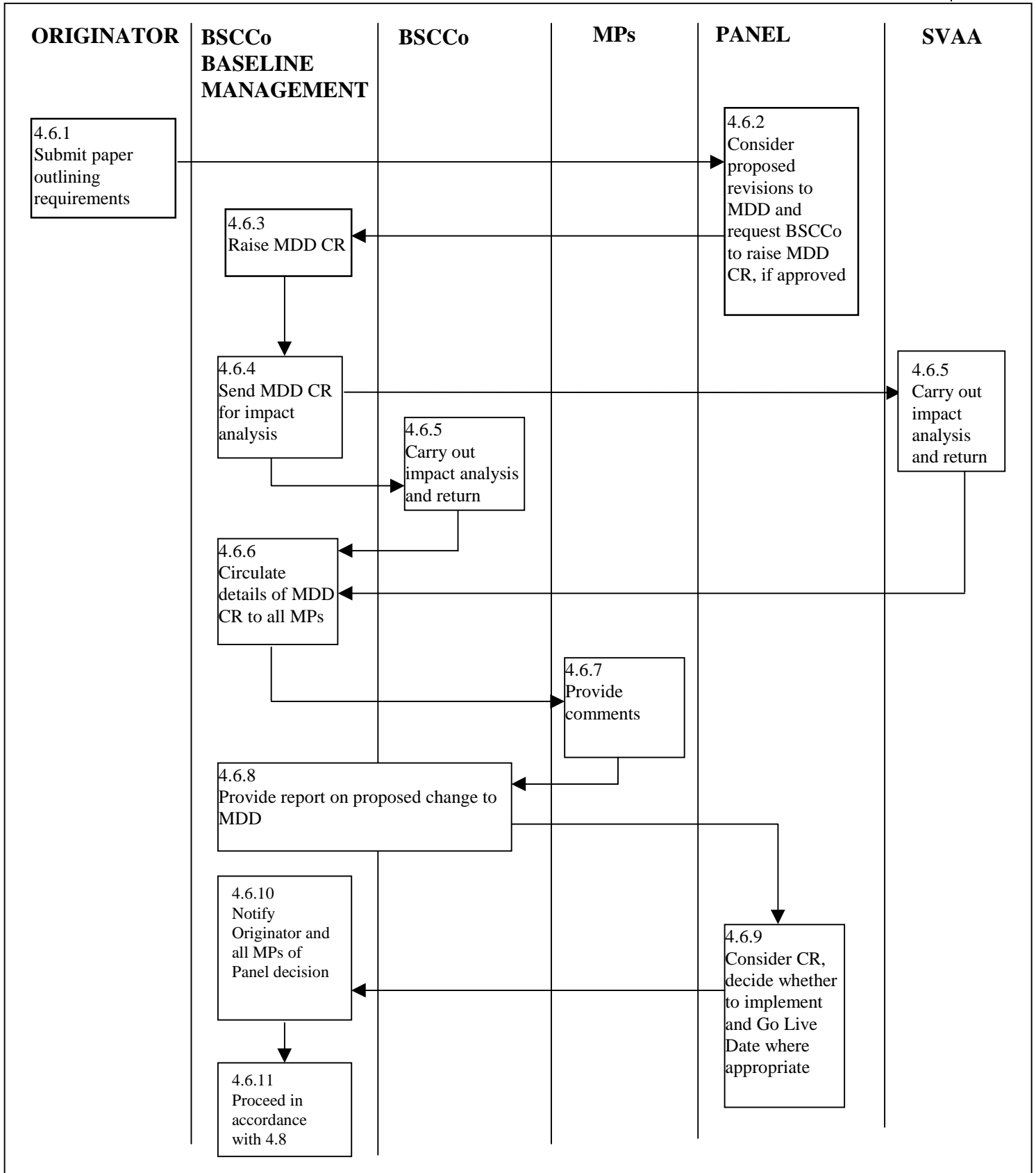
3.4 Changes to Clock Time Change, Year, Settlement Day, Settlement Period and Yearly Seasonal Details Remove section 3.1 completely and replace with Annex 2.



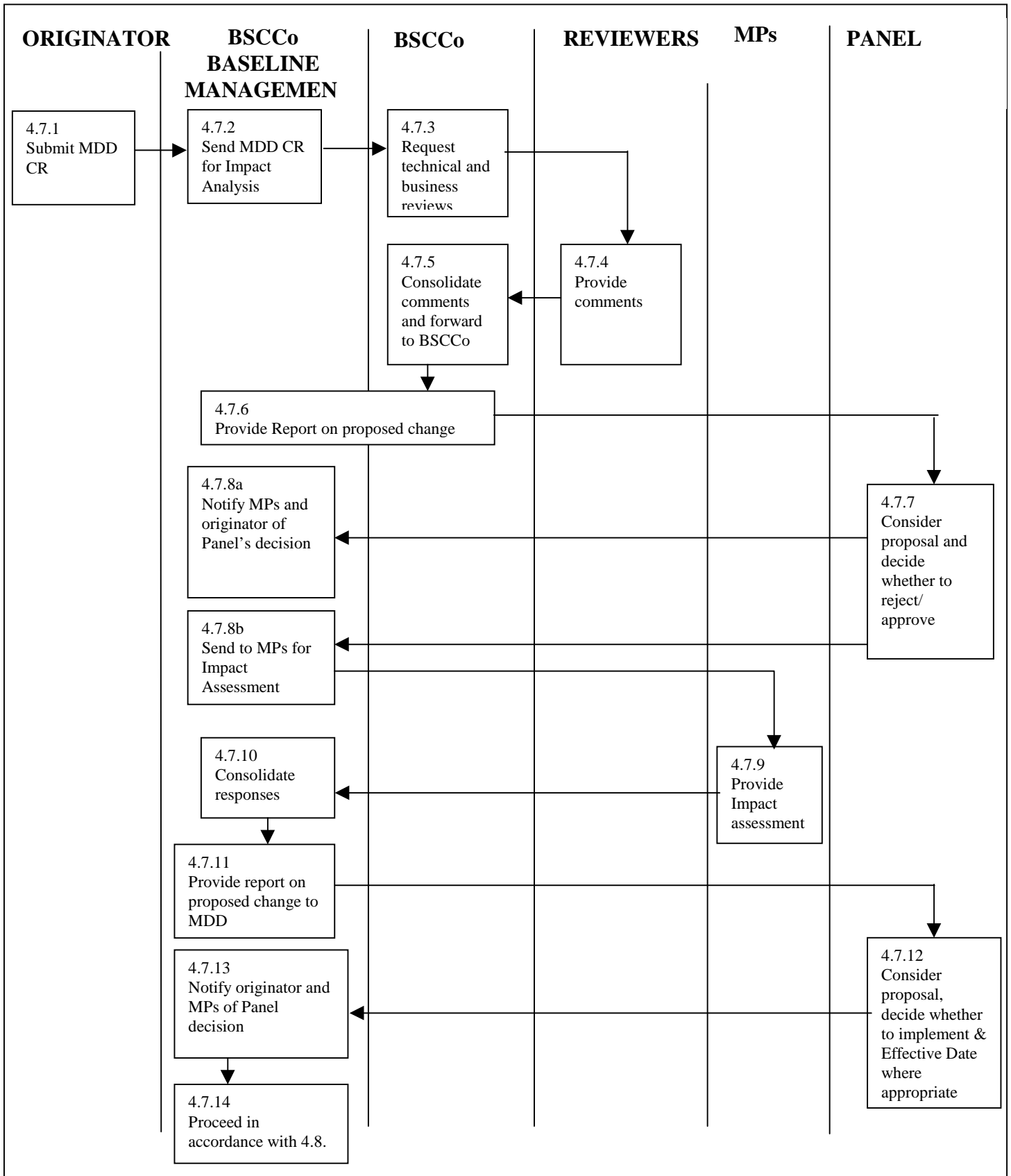
3.53.4 Changes to SVA Agent Calendar



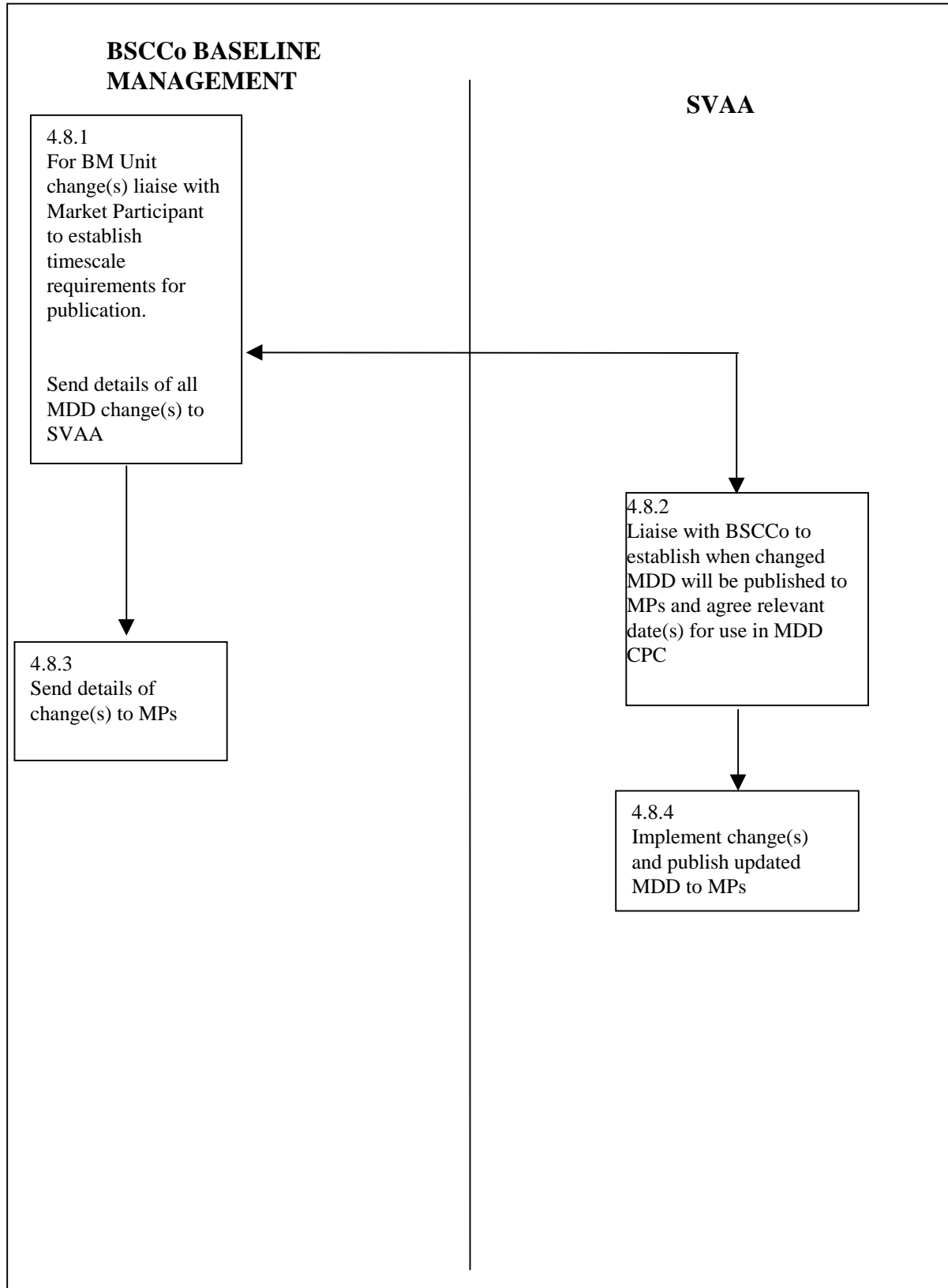
3.63.5 General Changes to MDD Remove section 3.6 completely and replace with Annex 3



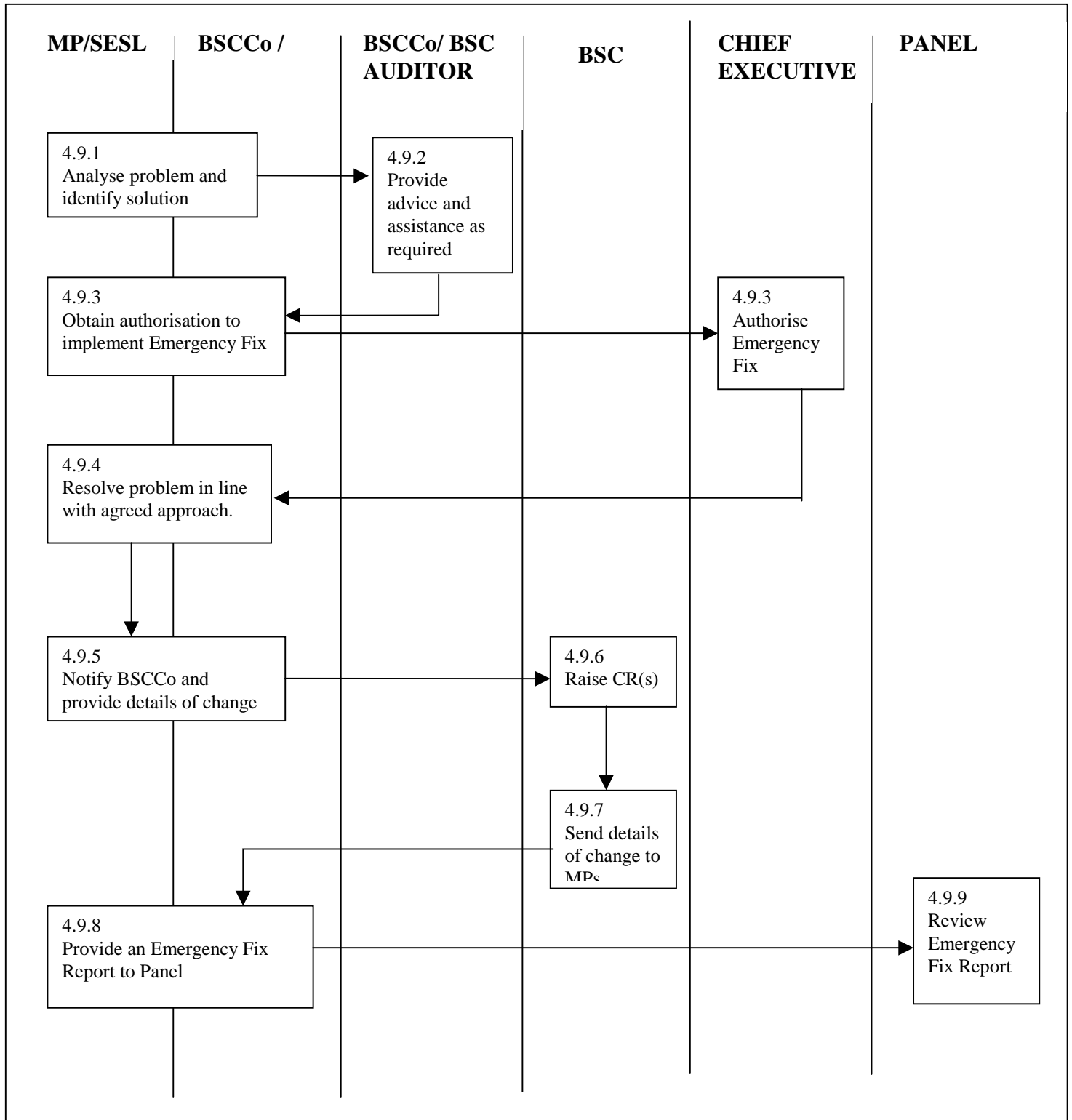
3.73.6 Changes to Standard Settlement Configurations (SSC) Related Entities
Remove this section completely



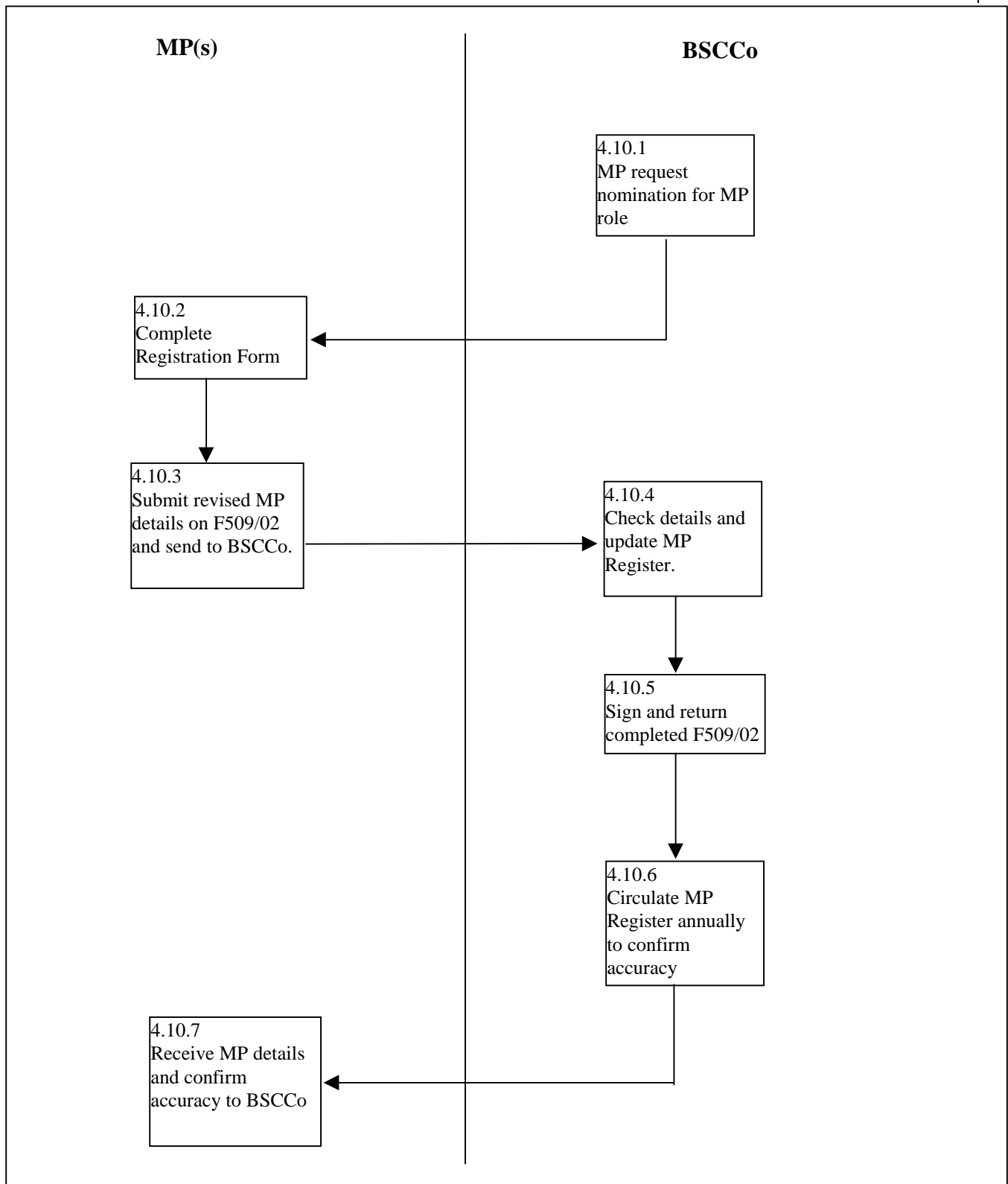
3.8.3.7 Implementation of Market Domain Data Remove section 3.8 completely and replace with Annex 4



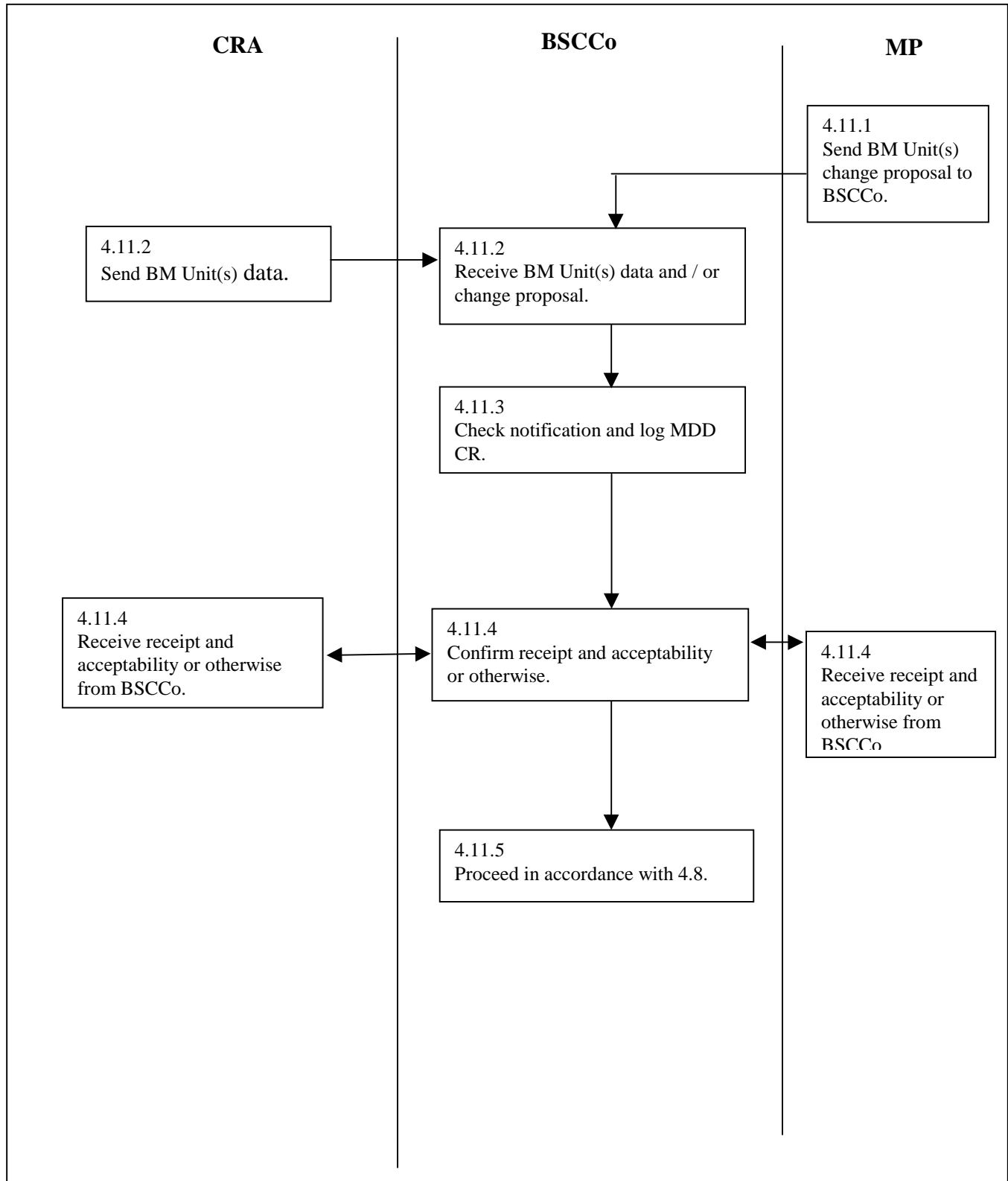
3.93.8 Treating Emergency Fixes



3.103.9 Registration of Market Participants



3.11 Registration /De-Registration of Balancing Mechanism Unit(s) Remove this section completely



4. Interface and Timetable Information

4.1 ~~Changes to Appointments/Unique Identifiers~~ Remove this section completely

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.1.1	By 15 WD before Go Live Date	Notify requirement to change appointment or add/discontinue unique identifier on MDD CR.	Originator/MP	BSCCo	F509/01 Part A in Appendix 5.2. Details of appointment/ID to be added/discontinued, Go Live Date. Appendix 5.1 contains valid MDD.	Email/fax
4.1.2	Within 1 WD of 4.1.1	Check notification and confirm receipt and acceptability or otherwise and log MDD CR.	BSCCo	Originator/MP	F509/01 Part B in Appendix 5.2. Details of appointment/ID to be added/discontinued, with Go Live Date.	Email/fax
4.1.3	Within 2 WD of 4.1.2	Agree ID to be allocated.	BSCCo	Originator/MP	List of existing valid IDs	Telephone/fax/ Email
4.1.4	Proceed in accordance with 4.8					

4.2 Changes to MDD Provided by the Profile Administrator

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.2.1 ⁶	As required within the terms of the contract	Deliver revised draft technical deliverables.	PrA	BSCCo Contract Manager	Draft revised technical deliverables and any supporting information. (see Appendix 5.1 for valid MDD entities).	Electronic format agreed by both parties
4.2.2 ⁵	Within 1 WD of 4.2.1	Send revised draft technical deliverables for review.	BSCCo Contract Manager	Reviewers	Draft revised technical deliverables and any supporting information.	Electronic format
4.2.3 ⁵	Within 15 WD of 4.2.2	Provide comments on updated draft technical deliverables.	Reviewers	BSCCo Contract Manager	Comments.	Fax/letter
4.2.4 ⁵	Within 3 WD of 4.2.3	Consolidate comments and return to Profile Administrator.	BSCCo Contract Manager	PrA	Consolidated comments.	Fax/letter
4.2.5 ⁵	To meet the deadline in 4.2.6 below	Incorporate comments.	PrA		Consolidated comments.	Internal process
4.2.6	By 10 WD before Contract Acceptance Date	Deliver updated draft of technical deliverables.	PrA	BSCCo Contract Manager	Revised technical deliverables and any supporting information.	Electronic format agreed by both parties

⁶ Steps 4.2.1 - 4.2.5 may be repeated on request of the PrA as long as this does not prejudice the timescale in 4.2.6.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.2.7	Within 1 WD of 4.2.6	Send revised draft technical deliverables to BSCCo.	BSCCo Contract Manager	BSCCo Baseline Management	Revised technical deliverables and any supporting information.	Email/fax
4.2.8	Within 1 WD of 4.2.7	Raise and log MDD CR. Send the revised draft technical deliverables for review to authorised MPs.	BSCCo Baseline Management	Authorised MPs	F509/01 Part A in Appendix 5.2 Revised technical deliverables and any supporting information.	Email/fax
4.2.9	Within 5 WD of 4.2.8 and if MPs have comments	MPs provide comments on MDD to BSCCo.	MPs	BSCCo Baseline Management	Comments.	Email/fax
4.2.10	Within 1 WD of 4.2.9	BSCCo consolidates the comments and sends them to BSCCo Contract Manager.	BSCCo Baseline Management	BSCCo Contract Manager	Consolidated comments.	Email/fax
4.2.11	Within 2 WD of 4.2.10	Submit to Panel for approval.	BSCCo Contract Manager	Panel	Revised technical deliverables with supporting information, including consolidated comments from MPs.	Committee paper
4.2.12	Within 7 WD of 4.2.11	Consider revisions to technical deliverables and inform BSCCo Contract Manager.	Panel	BSCCo Contract Manager	Revised technical deliverables with supporting information.	By Committee
4.2.13	Within 2 WD of Panel decision	If approved, notify change of MDD to BSCCo. Else notify the Profile Administrator of the outcome.	BSCCo Contract Manager	BSCCo Baseline Management /PrA	Revised technical deliverables.	Email & electronic format

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.2.14	Within 2 WD of being notified in 4.2.13	Confirm the receipt and acceptability of the revised technical deliverables with the BSCCo Contract Manager.	BSCCo Baseline Management	BSCCo Contract Manager	F509/01 Part B in Appendix 5.2.	Email/fax
4.2.15	Proceed in accordance with 4.8					

4.3 Changes to MDD Provided by the SVAA

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.3.1	As required within the terms of the contract	Deliver updated draft SVAA deliverables.	SVAA	BSCCo Contract Manager	Draft revised SVAA deliverables and any supporting information. (see Appendix 5.1 for valid MDD entities).	Electronic format agreed by both parties
4.3.2	Within 1 WD of 4.3.1	Send updated draft SVAA deliverables for review.	BSCCo Contract Manager	Reviewers	Draft revised SVAA deliverables and any supporting information.	Electronic format
4.3.3	Within 6 WD of 4.3.2	Provide comments on updated draft SVAA deliverables.	Reviewers	BSCCo Contract Manager	Comments.	Fax/letter
4.3.4	Within 3 WD of 4.3.3	Consolidate comments and return.	BSCCo Contract Manager	SVAA	Consolidated comments.	Fax/letter
4.3.5	Within 5 WD of 4.3.4	Incorporate comments.	SVAA		Consolidated comments.	Internal Process
4.3.6	By 10 WD before the relevant Panel deadline	Deliver final updated SVAA deliverables.	SVAA	BSCCo Contract Manager	Revised SVAA deliverables and any supporting information.	Electronic format agreed by both parties
4.3.7	Within 1 WD of 4.3.6	Send revised draft SVAA deliverables to BSCCo.	BSCCo Contract Manager	BSCCo Baseline Management	Revised SVAA deliverables and any supporting information.	Email / fax.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.3.8	Within 1 WD of 4.3.7	Raise and log MDD CR. Send the revised draft SVAA deliverables for review to MPs.	BSCCo Baseline Management	MPs	F509/01 Part A in Appendix 5.2 Revised SVAA deliverables and any supporting information.	Email / fax.
4.3.9	Within 5 WD of 4.3.8 and if MPs have comments	MPs provide comments on SVAA deliverables to BSCCo.	MPs	BSCCo Baseline Management	Comments.	Email / fax.
4.3.10	Within 1 WD of 4.3.9	BSCCo consolidates the comments and sends them to BSCCo Contract Manager.	BSCCo Baseline Management	BSCCo Contract Manager	Consolidated comments.	Email / fax.
4.3.11	Within 3 WD of 4.3.10	Submit to Panel for approval.	BSCCo Contract Manager	Panel	Revised SVAA deliverables with supporting information, including consolidated comments from MPs.	Committee paper.
4.3.12	Within 7 WD of 4.3.11	Consider revisions to SVAA deliverables and inform BSCCo Contract Manager.	Panel	BSCCo Contract Manager	Revised SVAA deliverables with supporting information.	By Committee.
4.3.13	Within 2 WD of Panel decision	If approved, notify change of MDD to BSCCo. Else notify SVAA of the outcome.	BSCCo Contract Manager	BSCCo Baseline Management /SVAA	Revised SVAA deliverables (See Appendix 5.2 for MDD CR).	Email & Electronic format.
4.3.14	Within 2 WD of being notified in 4.3.13	Confirm the receipt and acceptability of the revised SVAA deliverables with the BSCCo Contract Manager.	BSCCo Baseline Management	BSCCo Contract Manager	F509/01 Part B in Appendix 5.2.	Email / fax.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.3.15	Proceed in accordance with 4.8					

4.4 Changes to Clock Time Change, Year, Settlement Day, Settlement Period and Yearly Seasonal Details

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<u>4.4.1</u>	<u>As required</u>	<u>Receive proposed update(s).</u>	<u>PrA</u>	<u>BSCCo</u>	<u>Information on proposed update.</u>	
4.4. 12	As required	Receive proposed MDD update(s).	BSCCo	Reviewers	Information on proposed update.	Email / fax
4.4. 23	Within agreed timescales	Provide comments on proposed MDD update(s).	Reviewers	BSCCo	Comments.	Email / fax
4.4. 34	Within 3WDs	Consolidate and incorporate comments.	BSCCo		Consolidated comments.	Internal Process
4.4. 45	Proceed in accordance with 4.6.3					

4.5 Changes to SVA Agent Calendar

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.5.1	Following authorisation of Payment Calendar	Distribute draft SAA Settlement Calendar and any other additional information which may be required to generate the SVAA Calendar	Panel	SVAA	P0189 SAA Settlement Calendar P0197 Additional Calendar Details	Manual
4.5.2	Within 5 WD of receipt of draft SAA Settlement Calendar	Send comments on draft Settlement Calendar	SVAA	Panel		Manual
4.5.3	Within 10 WD of receipt of comments.	Resolve any issues.	Panel	SVAA.		Manual
4.5.4	Within 2 WD of approval of Settlement Calendar	Send authorised SAA Settlement Calendar	SAA	SVAA	P0189 SAA Settlement Calendar	Manual
4.5.5	Within 5 WD of receipt of SAA Settlement Calendar	Produce SVA Agent Calendar Proceed in accordance with 4.6.3	SVAA			Internal Process

4.6 General Changes to MDD

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.6.1	As required	Submit paper outlining proposed change, reason for change and business case. Originator to submit F509/01 form and all relevant entity forms	Originator	Panel via BSCCo Baseline Management MDDC	F 509/01 form and Appendix 5.1 for valid MDD entities.	Committee Paper E-mail / Fax
4.6.2	At next Panel meeting 1 WD of 4.6.1	Consider proposed revisions to MDD and inform BSCCo to raise MDD CR if approved. MDDC to log CR and allocate CR number	Panel MDDC	BSCCo Baseline Management	MDD CR and any supporting information	Committee Decision
4.6.3	Within 1 WD of 4.6.2. As required	Raise MDD CR. BSCCo to check if proposed CR relates to BM Units	BSCCo	BSCCo	Appendix 5.2 for MDD CR. MDD CR and any supporting information	Internal Process
4.6.4	If answer to 4.6.3 is no proceed to 4.6.6. If answer to 4.6.3 is yes...	Confirm with CRA they have received notification of forthcoming BM Unit registration	BSCCo	CRA		E-mail / fax
4.6.5	As required	CRA to register BM units in central systems with Effective From Date on or after Go-Live date of next MDD publish	CRA	SVAA / BSCCo	P0181	E-mail

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.6.46	Within 13 WD of 4.6.32	BSCCo to perform IA and S send MDD CR for impact analysis.	BSCCo	BSCCo / SVAA	MDD CR and any supporting information.	Email / fax
4.6.57	Within the deadline agreed by BSCCo	Carry out impact analysis and return.	BSCCo/SVAA	BSCCo Baseline Management ⁷ MDDC	Results of impact analysis.	Report <u>E-mail / fax</u>
4.6.8	<u>As required</u>	<u>Consolidate SVAA comments, submit paper to Panel if necessary and report back to originator.</u>	<u>BSCCo</u>	<u>Panel</u>	<u>Results of impact analysis</u>	
4.6.9	<u>As required</u>	<u>Panel to return assessment comments to BSCCo</u>	<u>Panel</u>	<u>BSCCo</u>	<u>Results of impact analysis</u>	
4.6.610	Within 13 WD of 4.6.57	Send details of MDD CR, any supporting information and summary of Impact Analyses to all MPs.	BSCCo Baseline Management MDDC	MPs	CPC MDD Circular Details of change and summary of impact analyses.	Email / fax
4.6.711	Within 5WD of 4.6.6	Provide comments on proposed change to MDDC .	MPs	BSCCo Baseline Management MDDC	Comments on proposed changes.	Email / fax
4.6.8	By deadline of next Panel meeting	Provide report on proposed change to MDD.	BSCCo/	Panel	Proposed change and all supporting information including results of impact analysis and comments from MPs.	Report

⁷ If any proposed change(s) will result in a change to the MDD software, proceed in accordance with BSCP40.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.6. 9 12	Next meeting of Panel	<u>Consolidate comments.</u> C consider proposal for change and decide whether to implement, and effective date where appropriate.	Panel	BSCCo Baseline Management <u>MDDC</u>	Report from BSCCo plus any further input requested by Panel.	By Committee
<u>4.6.13</u>	<u>As required</u>	<u>Return CR to Originator for further information. Return to inout point 4.6.1</u>	<u>BSCCo</u>	<u>MP</u>	<u>Rejection decision</u>	
4.6.10	Within 2 WD of 4.6.9	Notify originator and all MPs of decision of Panel.	BSCCo Baseline Management	Originator/MPs	Decision of Panel and supporting information.	Email / fax
4.6. 11 <u>4</u>	Proceed in accordance with 4.8					

4.7 ~~Changes to Standard Settlement Configuration (SSC) Related Entities~~ Remove section 4.7 completely

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.7.1	As required	Submit MDD-CR.	Originator	BSCCo-Baseline Management	F509/01 in Appendix 5.2 and any supporting information.	Email / fax
4.7.2	Within 1 WD on 4.7.1	Send MDD-CR for impact analysis.	BSCCo-Baseline Management	BSCCo	F509/01 in Appendix 5.2 and any supporting information.	Email / fax
4.7.3	Within 1 WD of 4.7.2	Request technical and business reviews.	BSCCo	Reviewers	F509/01 in Appendix 5.2 and any supporting information.	Email / fax
4.7.4	Within agreed timescales	Provide comments.	Reviewers	BSCCo	Comments.	Email / fax
4.7.5	Within 1 WD of receiving comments	Consolidate comments and forward to BSCCo.	BSCCo	BSCCo-Baseline Management	Consolidated comments.	Email
4.7.6	By deadline of next Panel	Provide report on proposed change to MDD.	BSCCo-Baseline Management/	Panel	F509/01 in Appendix 5.2 and any supporting information, including comments from Reviewers.	Report
4.7.7	Next meeting of Panel	Consider proposal for change and decide whether to approve/reject.	Panel	BSCCo	Report from BSCCo/ plus any further input requested by Panel.	By Committee
4.7.8a	If decision to reject MDD-CR and within 2 WD of 4.7.7	Notify all MPs and sponsoring supplier of decision.	BSCCo-Baseline Management	MPs/Originator	CPC.	Email / fax

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.7.8b	If decision to progress MDD CR and within 2 WD of 4.7.7	Send to all MPs for impact assessment.	BSCCo-Baseline Management	MPs	CPC. F509/01 in Appendix 5.2 and any supporting information, including comments from Reviewers.	Email / fax
4.7.9	Within 5 WD of 4.7.8b	Provide impact assessments.	MPs	BSCCo-Baseline Management	Impact assessments.	Email / fax
4.7.10	Within 1 WD of 4.7.9	Consolidate responses.	BSCCo-Baseline Management		Impact assessments.	Internal Process
4.7.11	By deadline of next Panel meeting	Provide report on proposed change to MDD.	BSCCo/	Panel	Proposed change and all supporting information including results of impact analysis and comments from MPs.	Report
4.7.12	Next meeting of Panel	Consider proposal for change and decide whether to implement, and effective date where appropriate.	Panel	BSCCo-Baseline Management	Report from BSCCo plus any further input requested by Panel.	By Committee
4.7.13	Within 2 WD of 4.7.11	Notify originator and all MPs of decision of Panel.	BSCCo-Baseline Management	Originator/MPs	Decision of Panel and supporting information.	Email/fax
4.7.14	Proceed in accordance with 4.8					

4.8 Implementation of Market Domain Data

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.8.1	Prior to anticipated Publish of MDD	Liaise with SVAA and agree timetable for Publish of forthcoming MDD release	BSCCo MDDC	SVAA	Proposed timetable of Publish and GoLive dates	E-mail
4.8.2	Within 1 WD of 4.8.1	SVAA to provide comments on timetable of forthcoming publish(es)	SVAA	BSCCo MDDC	Comments on proposed timetable	E-mail
4.8.3	Within 1 WD of 4.8.2	Address comments from SVAA on proposed timetable	BSCCo MDDC			
4.8.14	Following approval of MDD change(s)	For a Unit(s) change liaise with Market Participant(s) to establish timescale requirements for publication ⁸ . Send details of change(s) to SVAA, explaining which BM Unit data files should be loaded into MDD.	BSCCo Baseline Management MDDC BSCCo Baseline Management MDDC	MP(s) SVAA	F509/01 Part C in Appendix 5.2. and all associated entity forms Details of appointment/ID to be added/discontinued, with effective date and MDD CR. (See Appendix 5.2). For Registration of Unit(s) no form will be provided only confirmation that the change can be implemented in MDDM.	Email / fax
4.8.2	Following 4.8.1.	Liaise with BSCCo Baseline Management to establish when changed MDD will be published to MPs and agree relevant date(s) for use in MDD CPC.	SVAA	BSCCo Baseline Management,		Telephone, email / fax

⁸ This will ensure that the MDD is published sufficiently in advance of the effective date of the Unit(s).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.8.3	Following 4.8.2.	Send details of change(s) to all MPs.	BSCCo Baseline Management	MPs	F509/01 Part C in Appendix 5.2. Details of appointment/ID to be added/discontinued, with effective date and MDD CR. (See Appendix 5.2).	Telephone, Email / fax
4.8.45	In accordance with timescale published in MDD EPE Circular.	Implement change(s) to MDD and publish updated MDD in accordance with BSCP508 ⁹ .	SVAA	MPs	As specified in BSCP508.	As specified in BSCP508

⁹ The SVA Agent will use the MDD matrix to establish the recipients of MDD dataflows in accordance with BSCP508.

4.9 Treating Emergency Fixes

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.9.1	Problem requiring an Emergency Fix	Analyse problem, identify possible solution(s) and inform BSCCo, BSC Auditor and all affected parties.	MP/SESL/ BSC Agent/ BSCCo	BSCCo/BSC Auditor	Analysis and generation of solutions and associated timescales.	Phone / email / fax
4.9.2	As soon as possible	Provide any advice and assistance to help resolve problem and agree approach.	BSCCo/BSC Auditor	MP/SESL/ BSC Agent/ BSCCo		Phone / email / fax
4.9.3	Following confirmation in 4.9.2	Obtain authorisation to implement Emergency Fix.	MP/SESL/ BSC Agent/ BSCCo	Chief Executive	Analysis and generation of solutions and associated timescales.	Phone / email / fax
4.9.4	Following authorisation by Chief Executive	Resolve problem in accordance with approach agreed above. Notify affected parties as appropriate.	MP/SESL/ BSC Agent/ BSCCo	BSCCo Baseline Management /BSC Auditor/All affected parties		Phone / email / fax
4.9.5	As soon as possible	Notify BSCCo and provide all relevant details of the change(s) undertaken.	MP/SESL/ BSC Agent/ BSCCo	BSCCo Baseline Management		Email / fax
4.9.6	As soon as possible	Raise CR(s).	BSCCo Baseline Management			Internal Process
4.9.7	As soon as possible	Send details of change to all MPs.	BSCCo Baseline	MPs	CPC.	Email / fax

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
			Management			
4.9.8	Next Meeting of Panel	Provide an Emergency Fix Report for submission to the Panel.	MP/SESL/ BSC Agent/ BSCCo	Panel	Emergency Fix Report, Committee Paper Number.	Report
4.9.9	Panel Meeting	Review the Emergency Fix Report and consider any appropriate action.	Panel	BSCCo Baseline Management	Panel minutes.	Email / fax

4.10 Registration of Market Participants

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.10.1	Within 5 WD of notification via section 4.1	Request nomination for fulfilling the responsibilities of the MP role.	BSCCo Baseline Management	MP	F509/02 in Appendix 5.3.	Fax / post
4.10.2	Within 10 WD of 4.10.1	Complete Parts A, B and C as necessary in F509/02.	MP	BSCCo Baseline Management	F509/02 in Appendix 5.3 (Part C to be signed by a Director of the MP organisation).	Fax / post
4.10.3	Change of existing MP details.	Complete Parts A, B and C as necessary in F509/02.	MP	BSCCo Baseline Management	F509/02 in Appendix 5.3 (Part C to be signed by the existing MP or SCA/SACA as appropriate, registered in accordance with 40/540).	Fax / post
4.10.4	Within 5 WD of receipt of F509/02	Check F509/02 has been completed and update the MPR accordingly.	BSCCo Baseline Management	MP	F509/02 in Appendix 5.3.	Fax / post
4.10.5	Within 5 WD of receipt of F509/02	Sign F509/02 Part D and return to MP confirming when change will take effect.	BSCCo Baseline Management	MP	F509/02 in Appendix 5.3.	Fax / post
4.10.6	April each year	Distribute the MP Register to MPs, requesting confirmation of MP details.	BSCCo Baseline Management	MPs	MP Register.	Fax / post
4.10.7	Within 10 WD of 4.10.6	Check the accuracy of the details provided by the BSCCo above and submit any alterations as necessary, via 4.10.3.	MP	BSCCo Baseline Management	MP Details.	Fax / post

4.11 ~~Registration / De-Registration of Balancing Mechanism Unit(s)~~ Remove section 4.11 completely

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.11.1	At least 30 ¹⁰ WD before Effective Date of BM Unit(s) change.	Send BM Unit(s) data (Base and/or Additional) change proposal to either register and/or de-register BM Unit(s).	MP	BSCCo Baseline Management	F509/01 Part A in Appendix 5.2	Manual Process.
4.11.2	At least 30 ¹¹ WD before Effective Date of BM Unit(s) change.	Send BM Unit(s) data ¹²	CRA	SVAA	P0181 BM Unit Registration Data File [BSCP15 BM Unit Registration].	Electronic.
4.11.3	Following 4.11.2 and in request from BSCCo	Provide latest BM Unit Registration Data File supplied by the CRA	SVAA	BSCCo Baseline Management	P0181 BM Unit Registration Data File	Email
4.11.4	Within 1 WD of 4.11.1 and/or 4.11.2.	Check notification and log MDD CR Compare MDD CR and P0181 flow and check for consistency	BSCCo Baseline Management		Details of BM Unit ID to be added/discontinued, with effective date P0181 BM Unit Registration Data File	Internal Process

¹⁰ This timescale may be less than that specified providing the MP and the CRA agrees this.

¹¹ This timescale may be less than that specified providing the MP and the CRA agrees this.

¹² Base and Additional BM Units are registered by the CRA according to the procedures in BSCP15.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.11.5	Within 1 WD of 4.11.1 and /or 4.11.2.	Confirm receipt and acceptability or otherwise	BSCCo Baseline Management	CRA, MP	F509/01, Part B in Appendix 5.2.	Email / fax
4.11.6	Proceed in accordance with 4.8.					

5. Appendices

5.1 MDD Entities

	Description	Authorisation Route	Originator
1	Market Participant	4.1	Panel Sec/Accreditation Admin/SESL
2	GSP Group Distributor	4.1	Panel Secretary/SESL
3	SVA Agent Appointment	4.1	Panel Secretary
4	SMRA Appointment	4.1	Panel Secretary/SESL
5	Default Period Profile Class Coefficient	4.2	Contract Manager
6	GSP Group Average EAC	4.2	Contract Manager
7	Period Regression Equation	4.2	Contract Manager
8	Profile Regression Equation Set	4.2	Contract Manager
9	Profile Set	4.2	Contract Manager
10	Regression Coefficient	4.2	Contract Manager
11	AFYC Set ¹³	4.3	SVAA/SESL
12	Average Fraction of Yearly Consumption (AFYC)	4.3	SVAA/SESL
13	GSP Group Profile Class Average EAC	4.3	SVAA/SESL
14	Clock Time Change ¹⁴	4.4	BSCCo
15	Settlement	4.5	SVAA
16	Year ¹⁴	4.6	BSCCo
17	Line Loss Factor Class (LLFC)	4.6	PDSO/SESL
18	GSP Group	4.6	Party /SESL
19	GSP Group Correction Scaling Factor	4.6	Party /SESL
20	GSP Group Profile Class Default EAC	4.3	SVAA/SESL
21	Market Role	4.6	Party /SESL
22	Settlement Day (SD) ¹⁴	4.4	BSCCo
23	Settlement Period ¹⁴	4.4	BSCCo
24	Smoothing Parameter	4.6	Party /SESL
25	Threshold Parameter	4.6	Party /SESL
26	Yearly Season Details ¹⁴	4.4/4.6	BSCCo
27	Clock Interval ¹⁵	4.7	Supplier/SESL
28	Clock Time Pattern Regime	4.7	Supplier/SESL
29	Measurement Requirement	4.7	Supplier/SESL
30	Profile	4.6	Party /SESL
31	Profile Class	4.6	Party /SESL
32	Standard Settlement Configuration (SSC)	4.7	Supplier/SESL
33	Teleswitch TPR	4.7	Supplier/SESL
34	Teleswitch Register Rule	4.7	Supplier/SESL
35	Teleswitch Contact Rule	4.7	Supplier/SESL
36	Teleswitch Contact	4.7	Supplier/SESL
37	Teleswitch Group	4.7	Supplier/SESL
38	Time Pattern Regimes (TPR)	4.7	Supplier/SESL

¹³ A change to end the use of an AFYC Set will not be permitted if it results in SVA Metering Systems having invalid combinations of Profile Class, SSC and GSP Group.

¹⁴ The annual update of these entities will be done simultaneously with Regression Coefficients.

¹⁵ A valid clock interval may not cover the end of a Settlement year. Where a Supplier desires a clock interval to cover a year end then it must be provided to the BSCCo in two parts e.g., 00:30–07:30 1 October to 30 April clock interval would be split in two parts e.g., part 1 00:30-07:30 1 October to 31 December and part 2 00:30-07:30 1 January to 30 April

	Description	Authorisation Route	Originator
39	Valid Measurement Requirement Profile Class	4.7	Supplier/SESL
40	Valid Settlement Configuration Profile Class	4.7	Supplier/SESL
41	Consumption Component Class	4.6	Party /SESL
42	Day of the Week	4.6	Party /SESL
43	Day Type	4.6	Party /SESL
44	Energisation Status	4.6	Party /SESL
45	Market Participant Role	4.1	Party /SESL
46	Measurement Class	4.6	Party /SESL
47	Measurement Quantity	4.6	Party /SESL
48	Off Tolerance ¹⁶	N/A	N/A
49	Regression Coefficient Type	4.6	Party /SESL
50	Season	4.6	Party /SESL
51	Settlement Type	4.6	Party /SESL
52	Meter Timeswitch Code (MTC)	4.7	Supplier ¹⁷ / Party ¹⁸
53	MTC in PES Area	4.7	Supplier ¹⁷ / Party ¹⁸
54	Valid MTC SSC Combination	4.7	Supplier ¹⁷ / Party ¹⁸
55	Valid MTC LLFC Combination	4.7	Supplier ¹⁷ / Party ¹⁸
56	Valid MTC LLFC SSC Combination	4.7	Supplier ¹⁷ / Party ¹⁸
57	MTC Meter Type	4.7	Supplier ¹⁷ / Party ¹⁸
58	MTC Payment Type	4.7	Supplier ¹⁷ / Party ¹⁸
59	HH Default EAC	4.6	Party
60	GSP Group Profile Class Tolerances	4.6	Party
61	BM Unit for Supplier in GSP Group	4.11	CRA

¹⁶ This entity is redundant and is therefore no longer used in the MDD database.

¹⁷ Changes arising from the introduction of a new SSC will be originated from the Supplier.

¹⁸ Parties can originate changes to these MTC related entities.

5.2 MDD Change Request Form

<p>MDD Change Request Form - F509/01</p> <p>Page 1 of 1</p>	<p>MDD CR Number</p>
<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p><i>Part A - Completed by Originator and submitted to BSCCo</i></p> <p>MDD Entity</p> <p>Details of proposed change (reference any attachments / including medium if appropriate)</p> <p>.....</p> <p>Reason for Change.....</p> <p>Originator's Name Company</p> </div> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p><i>Part B - Completed by BSCCo and returned to Originator</i></p> <p>I acknowledge receipt and acceptability of the proposed MDD change above.</p> <p>BSCCo Name BSCCo Signature</p> <p>Date</p> </div> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p><i>Part C - Completed by BSCCo and submitted to SVAA</i></p> <p>I confirm that appropriate authorisation has now approved the above MDD Change Request.</p> <p>Please implement the change, ensuring publication no later than : (calendar date)</p> <p>with a Go Live Date of</p> <p>BSCCo Name BSCCo Signature</p> </div> <div style="border: 1px solid black; padding: 10px;"> <p><i>Part D - Completed by SVA Agent and returned to the BSCCo</i></p> <p>I confirm that above MDD Change Request has been implemented.</p> <p>SVAA Name SVAA Signature</p> </div>	

5.3 Market Participant Registration Form

MP Registration Form - F509/02

Part A - Categorisation (Originator and/or Market Participant)

Please tick one or more of the following categories of Originator applicable to your organisations (see Appendix 5.1):

Party

Public Distribution System Operator

Supplier

Other (please specify).....

Role Code(s):

Specify the qualifying date from when category starts (if appropriate).....

Specify the qualifying date from when category ends (if appropriate).....

Part B - Nominated MP Details

Name.....Organisation.....Position.....

Telephone Number.....Fax Number.....

E-mail address.....

Part C - Authoriser Details

Name.....Organisation.....Position.....

Telephone Number.....Fax Number.....

Signature.....Date.....

Part D - BSCCo Acceptance

The above details have been entered into the MP Register and take effect from

BSCCo Name.....Signature.....Date.....