

1.1. CP Form

Change Proposal – F40/01 (Page 1 of 2)	CP No: 524 (mandatory by BSCCo)
Title (mandatory by originator)) To bring the Method of Communication required in line with the IDD within the Code Subsidiary Documents	
Description of Change (mandatory by originator) To bring the “METHOD” columns of the BSCPs identified in line with the IDD. This will further resolve issues 140 (PR 890 and PR 892) and 147 (PR 851), and will allow for daily (and other) reports to be used as acknowledgements. A document is attached that details these acknowledgements.	
Proposed Solution(s) (mandatory by originator) To ensure the “METHOD” column reflects that methodology referenced in the IDD. These changes are seen as non-urgent and will not impact the operation of these procedures. Update BSCP15: Step 3.1.6 remove reference to fax. Update BSCP15: Step 3.5.4 remove reference to fax. Update BSCP15: Step 3.6.4 remove reference to fax from step 3.6.3. Update BSCP15: Step 3.7.3 remove reference to fax/post.	

Justification for Change *(mandatory by originator)*

So that the NETA IDD and the Code Subsidiary documents are consistent.

Other Configurable Items Potentially Affected by Proposed Solution(s) *(optional by BSCCo)***Impact on Core Industry Documents** *(optional by originator)***Related Changes and/or Projects** *(mandatory by BSCCo)***Originator's Details:**

BCA Name.....*Colin Berry*.....

Organisation...*Elexon*.....

Email Address.....

Date.....

Organisation.....

Attachments: Y/N* (If Yes, No. of Pages attached:.....)
(delete as appropriate)

1.2. CP Form Guidelines

These guidelines are to be used to assist in the completion of the CP Form, given in Appendix 4.2. 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 BSCCo.

- **Title** – mandatory completion by originator – title of Change Proposal.
 - **CP No.** – mandatory completion by BSCCo – unique number allocated for each individual CP in the Change Register.
 - **Description of Change Proposal** - mandatory completion by originator - a statement of the issue/problem.
 - **Proposed Solution(s)** – mandatory completion by originator – brief description of all possible solutions to the issue/problem, indicating any preferences and the reasons for these.
 - **Justification for Change** – mandatory completion by originator – brief description of how the proposed change would better facilitate achievement of the Applicable BSC Objective(s).
 - **Impact on Other Configurable Items** – optional completion by originator - 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** – optional completion by originator – list of all documents potentially affected by proposed solution(s). Brief details of how each document will be affected should also be included, if known.
 - **Related Changes and/or Projects** – mandatory completion by BSCCo – identification of any other CPs that are related to the issue/problem and that would need to be taken into account when considering the progression of the proposal.
 - **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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