

Redlined BSCP509 for CP1396 ‘Clarifications and Formalising scenarios for the BSCP509 Market Domain Data Change Request Process’

CP1396 proposes changes to BSCP509 sections 1.3, 3.1, 3.3, 3.6 and 4.4.

We have redlined these changes against conformed Version 19.1, which includes all changes already approved to BSCP509 but have not been implemented.

No impact on section 1.1 - 1.2

1.3 Use of the Procedure

This BSCP 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 Panel Committees, relevant BSC Agents, or Parties, depending upon the nature of the change. Appendix 4.1 outlines who can raise an MDD CR and provides a list of MDD Entities. In order to progress an MDD CR, the originator is required to complete the MDD CR (using F509/01) with the aid of the scenarios set out in BSCP509 Appendix 2: MDD Change Request Entity Validation¹ together with the valid section from the MDD Entity Form. Appendix 4.4 outlines the MDD Entity forms used by this BSCP.

There are two key milestones in this BSCP:

- The SVAA is to be notified by BSCCo of a change to MDD no later than 7 Working Days (or as otherwise agreed between BSCCo and the SVAA) before the Go Live Date.
- MPs have 2 Working Days from the receipt of the MDD to contact BSCCo if they believe that the change to MDD as notified is not as agreed or invalid. If BSCCo determines that the MDD publish is not as agreed it will assess the severity of the impact of any error. BSCCo will then determine whether any relevant error should be removed in the next publish of MDD or whether the emergency fix process should be used (see Section 3.5).

No impact on Section 1.4 to 2

¹ BSCP509 Appendix 2: MDD Change Request Entity Validation, details an array of scenarios in which an MDD CR may be required along with the information that should be included with such MDD CRs.

3. Interface and Timetable Information

3.1 Changes to Market Domain Data Provided by the Profile Administrator

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1	As required within the terms of the contract.	Send GADs.	PrA	BSCCo.	GADs.	Email.
3.1.2	Within 5 WD of 3.1.1	Send GADs.	BSCCo.	PEG.	GADs; latest population data for each GSP and Profile Class.	Email.
3.1.3	Within 15 WD 3.1.2	Consider the GADs, associated information and any additional relevant data in accordance with the PEG Terms of Reference; make recommendations for submission to the Panel.	PEG.	BSCCo.	Recommendations on the suitability of Profile Class data.	Email.
3.1.4	In accordance with the deadlines associated with the meeting in 3.1.5.	Submit PEG recommendations to the Panel for approval.	BSCCo.	Panel.	PEG recommendations.	Internal Process.
3.1.5	At next Panel meeting	Consider the PEG recommendations and notify BSCCo of decisions made.	Panel.	BSCCo.	Panel decisions on PEG recommendations.	By Committee.
3.1.6	Within 1 WD	Notify relevant parties of Panel decisions regarding the PEG recommendations.	BSCCo.	PEG, PrA.	Panel decisions, details of any associated actions and timescales.	Email.
3.1.7 ²	As required within the terms of the contract.	Send draft technical deliverables.	PrA.	BSCCo.	Draft technical deliverables and any supporting information (see Appendix 4.1 for valid MDD entities).	CD/Email.
3.1.8	Within 1 WD of 3.1.7.	Send draft technical deliverables for review.	BSCCo.	PEG.	Draft technical deliverables and any supporting information.	Email.

² Steps 3.1.7- 3.1.10 may be repeated on request of the PrA as long as this does not prejudice the timescale in 3.1.11.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.9	Within 15 WD of 3.1.8.	Provide comments on draft technical deliverables.	PEG.	BSCCo.	Comments.	Email.
3.1.10	Within 3 WD of 3.1.9.	Consolidate comments and return to PrA.	BSCCo.	PrA.	Consolidated comments.	Email.
3.1.11	By 10 WD before contract acceptance date.	Send updated draft technical deliverables.	PrA.	BSCCo.	Updated draft technical deliverables and any supporting information (see Appendix 4.1 for valid MDD entities).	CD/Email.
3.1.12	Within 1 WD of 3.1.11.	Raise and log MDD CR.	BSCCo.		F509/01 ³ Part A in Appendix 4.2 Updated draft technical deliverables and any supporting information.	Internal process.
3.1.13	On same WD as 3.1.12.	Send MDD CR and updated draft technical deliverables to MPs for IA.	BSCCo.	MPs.	F509/01 ³ Part A in Appendix 4.2 Updated draft technical deliverables and any supporting information.	Email/ Fax.
3.1.14	Within 5 WD of 3.1.13 and if MPs have comments.	Return IA and comments.	MPs.	BSCCo.	Comments and IA.	Email/ Fax.
3.1.15	Within 1 WD of 3.1.14.	Consolidate IA comments and submit MDD CR to Panel for approval.	BSCCo.	Panel.	Updated draft technical deliverables with supporting information, including consolidated comments and IA from MPs.	Internal process.
3.1.16	At next Panel meeting.	Consider MDD CR, IA and consolidated comments and approve or reject MDD CR.	Panel.		MDD CR IA, consolidated comments and proposed draft technical deliverables with supporting information.	By Committee.

³ F509/01 form must be completed with the aid of the scenarios set out in BSCP509 Appendix 2: MDD Change Request Entity Validation

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.17	Within 1 WD of 3.1.16.	Notify Panel decision.	Panel.	BSCCo.	Approval or rejection of MDD CR. Proceed in accordance with BSCP508.	Email/ Fax.
3.1.18	Within 1 WD of 3.1.17	Notify Panel decision.	BSCCo.	MPs, SVAA.	MDD Circular.	Email/ Fax.

No Impact on Section 3.2

3.3 General Changes to MDD⁴

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1	As required.	Submit MDD CR and associated paperwork. ⁵	Originator.	BSCCo.	F509/01 form ³ and relevant parts of MDD Entity forms document. Appendix 4 details the changes that can be raised and the originators that can raise them.	Email / Fax.
3.3.2	No later than the MDD CR submission ⁶ deadline set out in the process for the following MDD version.	<u>Review.</u> R aise and log MDD CR.	BSCCo.		MDD CR and any supporting information.	Internal process.
<u>3.3.3</u>	<u>If required following 3.3.2</u>	<u>Provide review comments</u>	<u>BSCCo</u>	<u>Originator</u>	<u>Comments on content of MDD CR (F509/01) form submitted</u>	<u>Email/Fax</u>
<u>3.3.4</u>	<u>If required following 3.3.3</u>	<u>Submit new/revised MDD CR if required (return to 3.3.1)</u>	<u>Originator</u>	<u>BSCCo</u>		<u>Email/Fax</u>
3.3.3	Following 3.3.2 and if BM Unit change required.	If MDD CR relates to BM Unit(s), liaise with CRA and confirm they have received notification of forthcoming BM Unit(s) registration.	BSCCo.	CRA.	MDD CR.	Email / Fax.

⁴ Approved MDD changes for new Suppliers, new LDSOs, existing LDSOs and new Party Agents should be made in accordance with the criteria in Appendix 4.3.

⁵ Participants raising CRs relating to Additional BM Unit registration, BM Unit deregistration or Cessation of Supplier should ensure the procedures within BSCP15 are followed. Participants raising CRs in relation to the registration or deregistration of a Supplier ID should ensure the procedures within BSCP65 are followed. BSCCo will raise CRs relating to Unmetered Supplies Operational Information in accordance with BSCP520. GPS Group Registration is progressed through BSCP25.

⁶ Refer to the MDD release schedule published on the BSC Website for general changes.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3. 64	Following 3.3.2	Send MDD CR for SVAA IA.	BSCCo.	SVAA.	MDD CR and any supporting information.	Email / Fax.
3.3. 75	Within 3 WD of 3.3. 64	Return SVAA IA.	SVAA.	BSCCo ⁷ .	Results of SVAA IA.	Email.
3.3. 86	Following analysis of SVAA IA.	Report outcome of SVAA IA.	BSCCo.	Originator.	Results of SVAA IA.	Email / Fax.
3.3. 97	If revision needed to MDD CR.	Submit new / revised MDD CR if required (return to 3.3.1).	Originator.	BSCCo		Email / Fax.
3.3. 108	Within 2 WD of 3.3. 97 .	Send details of MDD CR, any supporting information and summary of SVAA IA for IA.	BSCCo.	MPs, SVAA.	MDD Circular, including details of change and summary of SVAA IA.	Email / Fax.
3.3. 119	Within 5 WD of 3.3. 108 .	Return IA and comments.	MPs, SVAA.	BSCCo.	IA and comments on proposed MDD CR.	Email / Fax.
3.3.1 20	Within 2 WDs of 3.3. 119	Consolidate comments of MPs, decide whether to recommend for approval.	BSCCo.	Originator, if necessary.	IA and comments on proposed MDD CR.	Email / Fax.
3.3.1 34	As required.	Submit MDD CR for approval.	BSCCo.	Panel.	Details of MDD CR and all relevant IAs and consolidated comments.	Internal process.
3.3.1 42	At next Panel meeting.	Consider MDD CR, IA and consolidated comments and approve or reject MDD CR.	Panel.			Internal process.
3.3.1 53	Within 1 WD of 3.3.1 42	Notify Panel decision.	Panel.	BSCCo.	Proceed in accordance with BSCP508 for publication of MDD.	Email / Fax.

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
3.3.1 53 ⁶⁴	Within 1 WD of 3.3.1 53	Notify Panel decision via MDD Circular.	BSCCo.	SVAA, MPs, Originator.	MDD Circular.	Email / Fax.

No impact on sections 3.4 and 3.5

3.6 MDD Housekeeping Changes and Registration of New Market Participants

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.1	As required	Submit MDD CR ⁸ which has been selected as a housekeeping change and associated paperwork or a new Market Participant submits a CR to register in MDD ⁹	Originator.	BSCCo.	F509/01 ³ form and relevant MDD Entity forms (including justification for being a Housekeeping CR).	Email / Fax.
3.6.2	No later than the Change Request submission deadline ¹⁰ set out in the process for the following MDD version.	Determine that CR is Housekeeping or Originator is a new Market Participant. Review ^{Raise} and log MDD CR.	BSCCo.		MDD CR and any supporting information.	Internal process.
<u>3.6.3</u>	<u>If required following 3.6.2</u>	<u>Provide review comments</u>	<u>BSCCo</u>	<u>Originator</u>	<u>Comments on content of MDD CR (F509/01) form submitted</u>	<u>Email/Fax</u>
<u>3.6.4</u>	<u>If required following 3.6.3</u>	<u>Submit new/revised MDD CR if required (return to 3.3.1)</u>	<u>Originator</u>	<u>BSCCo</u>		<u>Email/Fax</u>
3.6. 53	Following 3.6.2 and if BM Unit change required.	If MDD CR relates to BM Unit(s), liaise with CRA to confirm they have received notification of forthcoming BM Unit(s) registration.	BSCCo.	CRA.	MDD CR.	Email / Fax.
3.6. 64	Following 3.6. 53	Send MDD CR for SVAA IA.	BSCCo.	SVAA.	MDD CR and any supporting information.	Email / Fax.

⁸ A Housekeeping CR is one which is of a minor nature and it is self-evident that the change would improve the data within MDD.

⁹ This may include Market Participant, Market Participant Role, SMRA Appointment and / or BM Unit for Supplier in GSP Group data.

¹⁰ Refer to the MDD release schedule published on the BSC Website for new Market Participants and Party Agents.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6. 75	Within 3 WD of 3.6. 64	Return SVAA IA.	SVAA.	BSCCo.	Results of SVAA IA.	Email.
3.6. 86	Following analysis of SVAA IA.	Report outcome of SVAA IA.	BSCCo.	Originator.	Results of SVAA IA.	Email / Fax.
3.6. 97	If revision needed to MDD CR.	Submit new / revised MDD CR if required (return to 3.6.1).	Originator.	BSCCo.		Email / Fax.
3.6. 108	Within 2 WDs of 3.6. 97	Consider MDD CR and comments from SVAA. Decide whether the change should be made. Notify Originator.	BSCCo.	Originator, if necessary.	IA and comments on proposed MDD CR.	Email / Fax.
3.6. 119	As required.	Notify Panel of Housekeeping and / or new Market Participant change made.	BSCCo.	Panel.	Details of MDD CR and all relevant IAs and consolidated comments.	Internal process.
3.6. 1240	Within 1 WD of 3.6. 119	Notify Housekeeping change and / or new Market Participant registration made via MDD Circular. Publish MDD Circular on MDD page of the BSC website.	BSCCo.	SVAA, MPs, Originator.	MDD Circular.	Email / Fax / Website

No Impact on Section 4 to 4.3

4.4 MDD Entity Change Request Forms

The MDD Entity Forms are attached to this BSCP as a separate document (BSCP509 Appendix [1](#): MDD Entity Change Request Forms).