1. Reference is made to the Balancing and Settlement Code dated Code Effective Date and, in particular, to the definitions of "BSC Procedure" in Section X, Annex X-1 thereof.

2. This is BSC Procedure 40, Version 25.0 relating to Change Management.

3. This BSC Procedure is effective from 05 September 2025.

4. This BSC Procedure has been approved by -BSCCothe BSC Panel.

x

© Elexon Limited 2025

OFFICIAL

CONTENTS

1. Introduction 4

1.1. Purpose and Scope of the Procedure 4

1.2 Main Users of the Procedure and their Responsibilities 8

1.3 Key Milestones 9

1.4 BSC Provisions 9

1.5 Associated BSC Procedures 9

2 Acronyms and Definitions 10

2.1 List of Acronyms 10

2.2 List of Definitions 11

3. Interface and Timetable Information 16

3.1 Agreement of CP Impact Assessment Timetable 16

3.2 Raising a Draft Change Proposal for Impact Assessment 18

3.3 Raising a Draft Change Proposal for Discussion at a Working Group 20

3.4 Raising a Change Proposal for Impact Assessment 22

3.5 Code ManagerCommittee Decision of Change Proposals 26

3.6 Implementation of Change Proposals 29

3.7 Correcting Identified Errors - Emergency Fixes 32

3.8 Submitting a Modification Proposal 33

3.9 Development of amendments to BSC Configurable Items arising from a Modification Proposal 35

3.10 Market Index Definition Statement Review 38

3.11 Not Used 40

3.12 Loss of Load Probability Calculation Statement Review 41

3.13 Value of Lost Load Review 44

3.14 Designation Request for Raising a Modification Proposal 46

3.15 Issues Process 49

3.16 Classifying a change as a Standard Change 51

3.17 Standard Change Process 54

4. APPENDICES 56

4.1 Draft CP Form 56

4.2 Draft CP Form Guidelines 57

4.3 CP Form 58

4.4. CP Form Guidelines 59

4.5. Section not used. 60

4.6. Section Not used 60

4.7 Issue Form 61

4.8. Issue Form Guidelines 62

4.9. Not Used 62

4.10 Not Used 62

© Elexon Limited 2025

4.11 Not Used **62**

4.12. Not Used **62**

4.13 Designation Request Form **63**

4.14. Designation Request Form Guidelines **64**

4.15 Pro Forma Letter from Third Party Proposer **65**

4.16 Establishing a Standard Change **67**

4.17 Establishing a Standard Change Form Guidelines **68**

4.18 Standard Change Proposal Form **69**

4.19 Standard Change Proposal Form Guidelines **70**

4.20 Standard Change Appeal Form **71**

4.21 Standard Change Appeal Form Guidelines and Criteria **72**

AMENDMENT RECORD – BSCP40 **72**

© Elexon Limited 2025

1. Introduction

1.1. Purpose and Scope of the Procedure

1.1.1 Purpose

This BSC Procedure (BSCP):

- outlines the Change Management processes invoked to progress and implement changes to the BSC and BSC Configurable Items to ensure that all changes are introduced in a controlled and auditable manner.
- ~~defines~~ includes the process for Third Party Applicants to request designation to raise a Modification Proposal; and
- ~~defines~~ includes a pre-change process for Issues.

One of the objectives of this procedure is to maintain the integrity and robustness of the BSC Configurable Items and supporting products and to ensure that all changes are introduced in a controlled and auditable manner. This is achieved by:

- ~~implementing the change management p~~any required compliance with the Modification P~~r~~ocedures as set out within Section F of the BSC;
- assessing all proposed changes and assisting, where required, the relevant Code Committees or ~~-~~Stakeholder Advisory Forum in making ~~;~~recommendations to ~~the BSC and its Committees~~BSCCo in relation to its ~~-~~decision to approve such changes~~;~~
- consulting with interested parties ~~how work will be progressed~~where required;
- implementing new, or revisions to existing, BSC Configurable Items; and
- producing the BSC Baseline Statements.

1.1.2 Out of Scope

This procedure does not cover changes to associated Core Industry ~~products~~ Documents or the System Operator-Transmission Owner Code (STC). The System Operator within the STC is NETSO. However, where proposed changes to ~~the BSC or~~ BSC Configurable Items would result in a corresponding change to the Core Industry Documents or the STC BSCCo will liaise with the relevant bodies to ensure the appropriate change documentation is raised.

This procedure does not cover changes to BSC Parties' or their Agents' systems and procedures which may be necessary for participants to implement any changes that are made to the BSC Sections or BSC Configurable Items. Party Agents must consider whether any potential changes would trigger the need for Re-Qualification by assessing the risk that implementing the corresponding changes within their own organisations would pose to the Balancing and Settlement arrangements as described in BSCP537.

1.1.3 Modification Proposals

In accordance with Section F of the BSC, a~~A~~ Modification Proposal is required to amend the BSC Sections. ~~This procedure sets out the procedure for the submission of Modification~~

© Elexon Limited 2025

~~Proposals, which is derived from Section F of the BSC (the 'Modification Procedures').~~ Any consequential changes to BSC Configurable Items arising from a Modification Proposal may be made under that Modification Proposal and do~~es~~ not require a separate Change Proposal to be raised.

~~To raise a Modification Proposal,~~This BSCP includes the prescribed form a Proposer must submit ~~a completed Modification Proposal form~~ to BSCCo in order to raise a Modification Proposal. BSCCo must publish the Modification Proposal form template, information required to support the Modification Proposal and accompanying guidance on the submission of Modification Proposals on the BSC Website for use by Parties. ~~Guideance~~Guidance~~lines~~ for completing this form ~~are~~ is contained within the form itself.

1.1.4 Change Proposals

A Change Proposal is required to effect changes to BSC Configurable Items where no changes to BSC Sections are required and where the BSC Configurable Items are not subject to the Standard Change (SC) process. To raise a Change Proposal, Proposers must submit a completed BSCP40/02 'Change Proposal' form to BSCCo in accordance with Section 3.4. Any interested person may submit a Change Proposal. BSC Parties are considered interested persons by default. Guidelines for completing this form are contained within the form. Section 3.5 sets out the process for obtaining ~~the Panel Committee~~~~BSC~~ BSCCo's decision to approve or reject implementation of a Change Proposal and Section 3.6 sets out the process for the implementation of approved Change Proposals.

During a Significant Code Review Phase relating to MHHS Implementation ("MHHS SCRP"), the Authority shall have the power to suspend any Change Proposal at any time prior to approval of such Change Proposal if, in its reasonable opinion, it believes such Change Proposal may have an impact on MHHS Implementation (whether such Change Proposal has been notified to it by BSCCo pursuant to 3.4.5 or otherwise) and shall so notify BSCCo of the same. Upon such notification, the relevant Change Proposal shall become known as a "Suspended Change Proposal". Suspended Change Proposals shall be suspended until the earlier of either:

(a) the end of the MHHS SCRP; or

(b) the Authority notifies BSCCo that such suspension be released;

after which the Suspended Change Proposal shall continue in accordance with 3.4.

For the avoidance of doubt, a released Suspended Change Proposal notified to BSCCo under 1.1.4(b) may, at any time prior to its approval, be re-suspended until the end of the MHHS SCRP upon notification by the Authority to BSCCo.

1.1.4A Changes to the Energy Market Data Specification

If a Change Proposal requires the development of new or amended Market Message Scenario Variants and / or Data Items held within the Energy Market Data Specification (EMDS), then all such changes must be subject to the same review and approval route as the Change Proposal. Note that a single Market Message with more than one Scenario Variant may need to be taken through more than one Code.

Each Data Item and Market Message Scenario Variant held in the EMDS is owned by a code body. As a result, a change to a Market Message with more than one Scenario Variant may

© Elexon Limited 2025

OFFICIAL

need to be taken through more than one code body change process. If all relevant Market Message Scenario Variant(s) and Data Items are defined in the EMDS as 'BSC-owned', then the EMDS changes only need to be progressed through a Change Proposal which, once approved, should be submitted to the RTS not less than three calendar months before the approved implementation date, unless approved otherwise with RTS.

Changes to Market Message(s) and / or Data Item(s) which are not defined in the EMDS as 'BSC-owned' but are required for a BSC change, must be approved under the governance of the owning code body. The owning code body's change must be progressed concurrently with the Change Proposal so far as is possible.

Where an amendment is required to a BSC-owned EMDS Market Message and/or Data Item that would not require an amendment to any BSC Configurable Item, such change must be progressed through a BSC Change Proposal.

Where an amendment is required to a non-BSC-owned EMDS Market Message Scenario Variant and / or Data Item that would not require an amendment to any BSC Configurable Item, such change would not require a Change Proposal.

Note that any REC Change Proposal – or other code body change - could be rejected, or could be accepted with an amended implementation date, in accordance with that code body's change management procedures. Where necessary, the BSC CP implementation date should be revised to align with that of the Owning Code Body.

For Modifications, the process above should be applied during the implementation Release.

1.1.5 ~~Draft Change Proposals~~

~~This procedure also contains standard forms for raising Draft Change Proposals to allow participants to comment on or discuss a particular issue and solution prior to a Change Proposal being raised.~~ Not used

1.1.6 Change Proposal Circulars

Change Proposal Circulars (CPC) will be used to communicate all change management information relating to Change Proposals and related changes to Category 1 and 2 BSC Configurable Items to BSC Parties and Party Agents, in accordance with the process set out in Section 3.1. BSCCo publish all CPCs on the BSC Website.

1.1.7 BSC Baseline Statement

The BSC Baseline Statement is a list of each BSC Section and BSC Configurable Item, showing:

- the master version;
- the effective date of the master version;
- the Modification Proposals and / or Change Proposals and/or Standard Change Proposals implemented since the previous master version; and

© Elexon Limited 2025

OFFICIAL

- the ~~"Responsible Committee(s)"~~body responsible for advising BSCCo in relation to ~~the~~ BSCCo's approval of changes to it; and

- the categorisation of BSC Configurable Item.

A new version of the BSC Baseline Statement will be produced when new versions of one or more BSC Sections and / or BSC Configurable Items become effective.

1.1.8 Submission of Issues

Where an interested person feels that they have an issue, problem, defect or improvement with the BSC arrangements, but is unsure of how or whether to progress the concern, or wants to explore the solution options, an Issue should be raised. The Issue is not required to include any proposed solution, but where one is included, this will not preclude BSCCo from exploring and developing other solutions at its discretion, which, in BSCCo's view, may better fulfil the Proposer's intention or the Applicable BSC Objectives more generally. This pre-change process shall assist in the framing of ~~issue(s)/defect(s) and~~ possible Change Proposals or Modification Proposals. Any interested person (including BSCCo) ~~Interested persons and BSCCo,~~ may raise an Issue, regardless of ~~whether or not it is a Party,~~ in accordance with ~~section~~ section 3.15 below.

~~The Panel~~ BSCCo or Code Committees may be consulted by the P~~p~~roposer of the Issue in order to seek guidance. ~~The Panel~~ BSCCo or Code Committees would then advise on any possible solution to the concern and how best to resolve the problem, e.g. to raise a Change Proposal, or ~~form an Issue Group~~whether the Issue should be discussed at a Pre-Modification Forum.

Once raised, Issues shall be progressed in accordance with the relevant provisions of Section F (including BSCCo's acceptance of an Issue, transfer of ownership of an Issue and withdrawal of an Issue).

~~Issue Groups shall adhere to the Issue Group Terms of Reference, which shall be set and maintained by the Panel and published on the BSC Website.~~

~~Unless an Issue is withdrawn by the proposer, an Issue Report shall be presented to the Panel SAF following the assessment and discussion of the Issue.~~

1.1.9 BSC Change Communication

All interested persons should register on the BSC Website (or be registered by BSCCo – by raising a Service Desk ticket on the BSC Website) to receive by email communications which support the Modification Procedures, Change Proposal process, Standard Change process and Issue process, by providing relevant contact details to BSCCo. It is expected that new Parties, or individuals from those organisations applying for Qualification, register for BSC change notices. Interested persons can sign up for addition to the BSC Change Distribution List and/or the BSC Release Distribution List.

The provisions concerning general email communications from BSCCo to Parties are contained in Section H of the BSC. It is the responsibility of Parties and Party Agents to register for BSC change notices. All interested parties, as listed in Section F of the BSC as well as Party Agents should register for these two distribution lists.

© Elexon Limited 2025

OFFICIAL

The BSC Change Distribution List will be used to send change notices up to and including approval of the Standard Change, Change Proposal or Modification Proposal and in respect of ~~closure of~~any required notifications concerning the status of Issues.

The BSC Release Distribution List will be used to send change notices after the Standard Change, Change Proposal or Modification Proposal has been approved.

1.1.10 Standard Changes

A change to BSC Configurable Items may also be made via a Standard Change, but only where the process detailed in section 3.16 of this BSCP has been completed to this effect. A Standard Change is a type of change that is pre-authorised so that it can be implemented without going through the Change Proposal or Modification Procedure each time. It is designed for routine changes that meet the Standard Change Criteria. All requests to classify a change as a Standard Change (as per section 3.16) will be recorded in the Standard Change Log, which BSCCo will maintain and publish on the BSC Website. The Change Register will document all Standard Changes (as outlined in section 3.17). Any interested individual may request that a change be classified as a Standard Change, request the initiation and implementation of a Standard Change, or submit an appeal regarding Standard Change decisions under sections 3.16 or 3.17. Following consultation with the SAF, BSCCo reserves the right to reject appeals that are deemed vexatious or frivolous. ~~and must inform the Panel when such a rejection occurs~~. ~~The Panel has the authority to overturn BSCCo's decision within one calendar month of being notified.~~

1.2 Main Users of the Procedure and their Responsibilities

The main users of this procedure are:

- *BSCCo* —manages the change process and, after consultation with the Relevant Code Committee or the SAF (as appropriate or required), approves Change Proposals.
- ~~*BSC Panel.*~~*Stakeholder Advisory Forum (SAF)*
- *Citizens Advice and Citizens Advice Scotland*
- *Market Index Data Providers (MIDP)*.
- ~~*Panel* – *Committees* – control all changes to Configurable Items, apart from modifications to the BSC.~~ *Code Committees* – to advise and provide recommendation to BSCCo in relation to its decision to approve Change Proposals
- *Parties* ~~*and Party Agents*~~
- *Interested* ~~*third parties*~~*persons, whether or not a Party* –*(including Party Agents)* ~~*or any bodies representative of interested third parties*~~ – to raise Issues or Change Proposals.
- *Third Party Applicants* – to request designation by ~~the Panel or the Authority~~BSCCo to raise Modification Proposals.

~~Draft Change Proposal Consultation~~

© Elexon Limited 2025

OFFICIAL

~~During the change management process, Draft CPs may be issued as part of the agreed timetabled Change Proposal Circular notified via the Change Distribution List for consultation. For more information on this process, please see section 3.2 of this procedure.~~

Change Proposal ~~-~~Impact Assessment

During the change management process, CPs will be sent to the Change Distribution List as part of the agreed timetabled Change Proposal Circular, detailing the issue and solution for Impact Assessment. Interested persons are invited to comment via the Change Distribution List on CPs and their attachments and, where relevant, review associated draft redline changes. In particular Parties and their Qualified Agents will be expected to comment on support for the CP, detail impacts of the CP, provide implementation notification timescales and agree the proposed Implementation Date (if they do not, they will be asked to provide an alternative Implementation Date). The timetable for CP Impact Assessment is available as part of the Change Register published on the BSC Website. For more information on this process, please see section 3.4 of this procedure.

Please note that De Minimis BMRS CPs will not be subject to the full Impact Assessment process (as described in 3.4 below), unless queried during the objection window.

~~Panel Committee~~ Approval of Change Proposals

Once ~~the appropriate Panel Committee(s)~~[1]BSCCo has approved a CP, and associated redlined text, the CP becomes final and no further versions of the CP, or amendments to the redline text, can be produced without ~~the~~ raising ~~of~~ a separate Change Proposal.

1.3 Key Milestones

There are no key milestones in this procedure.

1.4 BSC Provisions

This BSCP should be read in conjunction with the BSC Sections and in particular Section F. This BSCP has been produced in accordance with the provisions of the BSC. In the event of an inconsistency between the provisions of this BSCP and the BSC Sections, the provisions of the BSC Sections shall prevail.

1.5 Associated BSC Procedures

This procedure interfaces with the following:

BSCP507	Supplier Volume Allocation Standing Data Changes
BSCP509	Changes to Market Domain Data
BSCP537	Qualification Process for SVA Parties, SVA Party Agents and CVA MOAs

[1] ~~The BSC Baseline Statement specifies which Panel Committee(s) are responsible for the approval of each BSC Configurable Item.~~

© Elexon Limited 2025

OFFICIAL

2 Acronyms and Definitions

2.1 List of Acronyms

The following is a list of acronyms used in BSCP40:

BSCCo	Balancing and Settlement Code Company
CP	Change Proposal
CPC	Change Proposal Circular
~~DCP~~	~~Draft Change Proposal~~
EMDS	Energy Market Data Specification
IA	Impact Assessment
MIDP	Market Index Data Provider
MIDS	Market Index Definition Statement
NETSO	National Electricity Transmission System Operator
REC	Retail Energy Code (REC)
RPS	REC Professional Services
RTS	REC Technical Services
SAF	Stakeholder Advisory Forum
SC	Standard Change
SCL	Standard Change Log
STC	System Operator-Transmission Owner Code

© Elexon Limited 2025

2.2 List of Definitions

The following is a list of definitions used in this BSCP:

- Baseline – the master version of each BSC Section and BSC Configurable Item.
- BSC Baseline Statement – as defined in Section 1.1 and shall be revised on the implementation of one or more changes to any BSC Section(s) and/or BSC Configurable Item(s) on a single day.
- BSC Change Distribution List – a list of email addresses for BSC Parties, Party Agents and any other interested persons, to be used for sending notices related to Issues, ~~DCPs,~~ Change Proposals, Standard Changes and Modification Proposals.
- BSC Configurable Item – all Code Subsidiary Documents, plus other documents and systems, as agreed by ~~the BSC Panel~~BSC BSCCo to be changed in accordance with this procedure, and included in the BSC Baseline Statement.
- BSC Release – discrete set of activities which will implement changes and/or correct errors by amending one or more of the BSC Configurable Items.
- BSC Release Distribution List - a list of email addresses for BSC Parties, Party Agents and any other interested persons, to be used for sending notices related to the implementation of CPs, SCs and Modifications.
- BSCCo – functional responsibility for the purpose of managing the change process in accordance with the BSC and this BSC Procedure.
- Category 1 BSC Configurable Item – a BSC Configurable Item that imposes obligations on BSC Parties and/or Party Agents, as such ~~BSC Panel~~BSCCo believes redline drafting of the proposed changes to the BSC Configurable Item must be included with the Change Proposal or Standard Change Proposal.
- Category 2 BSC Configurable Item – a BSC Configurable Item that does not impose obligations on BSC Parties and/or Party Agents, as such ~~the BSC Panel~~BSCCo does not believe redline drafting of the proposed changes to the BSC Configurable Item must be included with the Change Proposal or Standard Change Proposal.
- Category 3 BSC Configurable Item – a BSC Configurable Item that is not amended by Modifications or Change Proposals or Standard Change Proposal.
- Change Submission Deadline – the date by which the Change must be submitted.
- Change Proposal (CP) – a proposal to amend a Category 1 or 2 BSC Configurable Item(s) (not required as part of a Modification Proposal), that contains a single detailed solution and associated redline text where affecting Category 1 BSC Configurable Items
- Change Proposal Circular (CPC) – communication sent by BSCCo to the Change Distribution List when communicating BSCCo change information.

© Elexon Limited 2025

OFFICIAL

- Change Register – a document which contains up-to-date information for each Modification Proposal, Change Proposal, Standard Change and Issue, including the name and organisation of the proposer, the date the Modification Proposal, Change Proposal, Standard Change Proposal or Issue was raised, the title and brief description of the change, and the current status of the change.

- Core Industry Documents – a suite of documents set out in the ESO Licence.

- CP Impact Assessment – An assessment of the impacts of a CP. This involves assessing the suitability of the solution, the lead time required for implementation and commenting on whether or not the change should be made.

- Data Items – EMAR is comprised of 'Data Items' and 'Market Messages'. This replaces data flows described in the Data Transfer Catalogue, which EMAR replaced in 2021 as part of the transition to the Retail Energy Code. The Data Items are the building blocks of the Market Message. This is the information that needs to be communicated by energy companies to carry out the activity.

- De Minimis BMRS CP – a Change Proposal which, if approved, would result in a De Minimis BMRS Change[2]. De Minimis BMRS CPs will be published on the BSC Website ~~and require Committee approval.~~

- De Minimis BMRS Change – a change to the data reported on the BMRS where the following conditions are satisfied:

  (a) the expected cost to ~~Elexon~~ BSCCo of implementing such change is no greater than the financial threshold set by ~~the Panel~~ BSCCo from time to time and published on the BSC Website;

  (b) the expected cost of implementing such change does not result in the aggregate cost of all De Minimis BMRS Changes implemented (or to be implemented) during that BSC Year to exceed the aggregate financial threshold set by ~~the Panel~~ BSCCo from time to time and published on the BSC Website;

  (c) it is not anticipated by the ~~BSC~~ BSCCo ~~or the relevant Committee~~ that such change would require BMRS users and participants to amend their systems and processes; and

  (d) ~~the relevant~~ ~~BSC t or relevant Committee~~BSCCo is satisfied that the change is independent and exclusive from other changes such that there are no other related changes with which such change could reasonably be amalgamated.

- ~~Draft Change Proposal (DCP) – a proposal to amend a Category 1 or 2 BSC Configurable Item or an associated product that contains one or more proposed solution(s). DCPs can be issued to participants for consultation to obtain views, comments and narrow down solutions before a CP is raised. A DCP can be raised by~~

[2] The relevant Committee will determine whether a CP should be progressed as a De Minimis BMRS CP

© Elexon Limited 2025

OFFICIAL

~~BSCCo, a BSC Agent[3], a BSC Party, Citizens Advice, Citizens Advice Scotland, the BSC PanelStakeholder Advisory Forum, the BSC or one of its Committees.~~

- ~~DCP Consultation – An assessment of a DCP. This involves providing comments and views on the DCP.~~

- Energy Market Architecture Repository (EMAR) – EMAR replaced the Data Transfer Catalogue in 2021 when the Retail Energy Code went live.

- Effective Date – the Calendar Day on which revised BSC Section(s) and/or BSC Configurable Item(s) becomes effective.

- Emergency Fix – an urgent correction to one or more BSC Configurable Items to correct an existing serious operational problem with the Balancing and Settlement Arrangements, for which there is no known workaround, that is causing loss of availability, loss of data integrity, an irretrievable data quality issue or significant degradation of performance. It can only be performed with the authorisation of the Chief Executive, or other persons to whom the Chief Executive has given express delegated authority (i.e. an 'authorised person'), and is carried out in accordance with section 3.7.

- Housekeeping Change – involves the correction of manifest errors, minor errors and inconsistencies, including typographical errors (e.g. punctuation errors, spelling mistakes, incorrect font, incorrect capitalisation) incorrect cross-referencing, and the removal of redundant text to one or more BSC Configurable Items on the BSC Baseline Statement. Housekeeping Changes are progressed via the Standard Change Process (3.17).

- Housekeeping CP – a Change Proposal which, if approved, would result in a Housekeeping Change to one or more BSC Configurable Items on the BSC Baseline Statement[4]. ~~Housekeeping CPs will be published on the BSC Website and require~~ BSC ~~or Committee approval.~~

- Implementation Date – the calendar date on which a new release of a BSC Configurable Item is used for the purposes of implementation of the Code.

- Issue –means an issue arising in relation to the BSC Sections and/or BSC Configurable Items that may (but is not required to) result in either a Modification Proposal or Change Proposal respectively. ~~a pre-change process used to define and assess an issue(s) and/or solution(s).~~

- ~~Issue Group – a group established from the Standing List of Experts to consider an Issue.~~

- ~~Issue Report – a report summarising one or more Issues, any Issue Group conclusions and recommendations.~~

[3] ~~Proposals raised by BSC Agents will only be validated and logged as a DCP with BSCCo's consent.~~
[4] ~~The relevant Panel Committee~~BSCCo will decide whether a CP should be progressed as a Housekeeping CP.

© Elexon Limited 2025

OFFICIAL

- Market Index Data Provider (MIDP) – particular entity which is responsible for making available Market Index Data in respect of each Settlement Period as defined in the BSC.

- Market Index Definition Statement (MIDS) – a statement which is approved by the Authority detailing each MIDP's methodology statement and Individual Liquidity Threshold, as defined in the BSC.

- Market Messages – EMAR is comprised of 'Data Items' and 'Market Messages'. This replaces data flows described in the Data Transfer Catalogue, which EMAR replaced in 2021 as part of the transition to the Retail Energy Code. The term Market Messages describes the information energy companies send to one another to complete their activities. These are locally referred to as data flows, messages, files, etc...

- Minimum Notice Period – a minimum of 16 working days (WDs) must be given to the BSC Release Distribution List before implementing a Standard Change. To amend this notice period, a written request must be submitted to BSCCo, who will consult the BSC Change Distribution List. ~~BSCCo will then recommend to the Panel whether the notice period should be amended. The Panel's~~Following consultation with the SAF, ~~the BSC~~ BSCCo~~'s decision~~ will ~~be communicated~~ communicate its decision to the BSC Change Distribution List ~~by BSCCo~~.

- Modification Proposal has the meaning given to it in section 1 'Definitions' of the Code Manager Licence; I

- ~~Modification Proposal – proposal of a Modification to the BSC.~~

- Owning Code Body - Energy Code which the Cross Code Steering Group has designated as being the Lead Code for the purpose of progressing a Change Proposal that is likely to have an impact on any other Energy Codes.

- ~~Panel~~ Code Committee – ~~a~~ that committee established or adopted by ~~the BSC Panel~~BSC BSCCo ~~with delegated authority for changes~~to assess changes to BSC Configurable Items and provide a recommendation to BSCCo in relation to BSCCo's decision to approve or reject such changes, as specified on the BSC Baseline Statement.

Pre Modification Forum – the forum whose purpose includes, but is not limited to:

- ~~reviewing~~ reviewing and assessing Issues accepted by BSCCo;
- identifying any Issues that do not require any further action;
- proposing and developing solutions;
- identifying the impact of any solutions;
- providing BSCCo with views on the impact of any proposed solution(s);
- (where applicable) assessing any proposed solution(s) against the Applicable BSC Objectives; and
- requesting BSCCo consults on an Issue and/or a proposed solution with those stakeholders who are likely to be impacted by the Issue and/or proposed solution.

© Elexon Limited 2025

OFFICIAL

- Proposer – A person who raises a ~~DCP,~~ Change Proposal, Modification Proposal or Issue.

- Respondent – any interested person who returns comments on an item published for feedback via the BSC Change Distribution List, BSC Change Release Distribution List or on the BSC Website.

- Retail Energy Code - has the meaning given to the term "Retail Energy Code" in each Supply Licence.

- Scenario Variant - Within a Market Message are one or more possible Scenario Variants which describe the scenario in which the market message is sent. This means who is sending the message to whom.

- Standard Change Criteria (SCC) – a set of conditions that must be met in order for a change to be pre-authorised and classified as a Standard Change. The SCC are defined in BSC Section ~~F~~X-1.

- Standard Change Log (SCL) - is a systematically organised record, maintained electronically and published on the BSC Website that details all changes ~~types~~ submitted for consideration as Standard Changes. It shall include, but is not limited to, the name and organisation of the P~~p~~roposer, the date of submission, current status and the ultimate decision regarding its status as a Standard Change, giving reference to the Standard Change Criteria, the Minimum Notice Period and the ~~owning~~ relevant ~~Panel~~ Code Committee (as determined by ~~the Panel~~BSCCo).

- ~~Standing List of Experts – a list of persons with relevant experience and/or expertise who may be willing to be members of a Workgroup or Issue Group, established and maintained by the Panel in accordance with Section F1.5 of the BSC.~~

- Third Party Applicant – an interested third party or any body representative of interested third parties that has applied to BSCCo be designated as a Third Party Proposer.

- Third Party Proposer - means any interested third party or any body representative of interested third parties in each case designated by ~~the Panel~~ BSCCo as being permitted to make a Modification ~~p~~Proposal to modify the Code pursuant to Section Fxxx~~2.1.1(c)~~ and in accordance with this BSCP40.

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

© Elexon Limited 2025

OFFICIAL

3. Interface and Timetable Information

3.1 Agreement of CP Impact Assessment Timetable

CPs will be issued to the BSC Change Distribution List for Impact Assessment in an agreed timetabled Change Proposal Circular (CPC). The CP Impact Assessment timetable can be found in the Change Register on the BSC Website. The timetable ~~will be published in line with the Panel timetable and~~ will specify Change Submission Deadlines[5], issue dates, response dates, collated response publication dates as well as target dates for ~~Panel Committee~~ BSCCo's decisions made ~~in~~after consultation with the relevant Code Committee(s) or the SAF for CPs issued in a particular batch.

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 CP Impact Assessment for the forthcoming year.	BSCCo		Timetable for issuing CPCs 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	BSC Change Distribution List	Draft CP Impact Assessment timetable.	Email or as agreed by BSCCo
3.1.3	Within agreed response time (a minimum of 10 WD after 3.1.2)	Review draft timetable and submit comments.	Respondent(s)	BSCCo	Comments on draft timetable.	Email or as agreed by BSCCo
3.1.4	~~To meet Panel Committee timetable dates~~Following 3.1.3	Finalise changes to timetable and publish on the BSC Website and notify of the publication.	BSCCo	BSC Change Distribution List	Comments from 3.1.3.	Internal Process / Email or as agreed by BSCCo

[5] Originators should be aware that if Central Costs are needed this can take between 5 and 15 Working Days.

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.5	Any time during the year	Amendments to the Impact Assessment timetable can be made by BSCCo ~~proposed by consulting~~, ~~subject to~~after ~~Panel Committee Approval.~~consultation with the SAF and/or relevant Code Committee	BSCCo	BSC Change Distribution List	Changes to the timetable are proposed and agreed as part of a consultation.	Email or as agreed by BSCCo

©Elexon Limited 2024

OFFICIAL

3.2 ~~Raising a Draft Change Proposal for Impact Assessment~~ Not used

~~REF~~	~~WHEN~~	~~ACTION~~	~~FROM~~	~~TO~~	~~INFORMATION REQUIRED~~	~~METHOD~~
~~3.2.1~~	~~Any time before the Change Submission Deadline[6]~~	~~Draft Change Proposal (DCP) is submitted to BSCCo.~~	~~Proposer~~	~~BSCCo~~	~~DCP Guidelines in Appendix 4.2.~~ ~~BSCP40/01 form (Appendix 4.1).~~ ~~Any supporting documentation.~~	~~Email or as agreed by BSCCo~~
~~3.2.2~~	~~Before CPC circulation date~~	~~BSCCo validates the form ensuring all mandatory fields are completed.~~ ~~If valid, go to 3.2.5.~~	~~BSCCo~~		~~Check the form against Standard Change Criteria as described in BSC Section F.~~	~~Internal Process~~
~~3.2.3~~	~~As necessary~~	~~BSCCo returns the change to the Proposer to amend the DCP.~~	~~BSCCo~~	~~Proposer~~	~~Original BSCP40/01 form with accompanying information as to the areas to be amended.~~	~~Email or as agreed by BSCCo~~
~~3.2.4~~	~~As appropriate~~	~~Proposer sends the amended DCP back to BSCCo.~~ ~~(Go to 3.2.2.)~~	~~Proposer~~	~~BSCCo~~	~~DCP Guidelines in Appendix 4.2.~~ ~~Amended BSCP40/01 form (Appendix 4.1).~~ ~~Any supporting documentation.~~	~~Email or as agreed by BSCCo~~
~~3.2.5~~	~~Within 2 WD of 3.2.2~~	~~BSCCo logs and confirms DCP number to the Proposer, carries out initial assessment and determines potentially impacted market areas and agrees in which CPC the DCP will be included.~~	~~BSCCo~~	~~Proposer~~	~~DCP Guidelines in Appendix 4.2.~~ ~~Completed BSCP40/01 form (Appendix 4.1) and any supporting documentation.~~	~~Internal Process / Email or as agreed by BSCCo~~
~~3.2.6~~	~~On CPC circulation date~~	~~DCP circulated as part of the timetabled CPC for consultation.~~	~~BSCCo~~	~~BSC Change Distribution List~~	~~BSCP40/01 forms and any associated documentation.~~	~~Email or as agreed by BSCCo~~
~~3.2.7~~	~~By agreed response date for that CPC~~	~~Responses are returned to BSCCo.~~	~~Respondent(s)[7]~~	~~BSCCo~~	~~Responses are sent to BSCCo.~~	~~Email or as agreed by BSCCo~~

[6] ~~The Change Submission Deadline is produced as part of the CPC batching timetable in Section 3.1.~~
[7] ~~Please note lack of any response to a CPC does not indicate a negative response.~~

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.8	By agreed publication date[8]	BSCCo collates responses, issues to the Proposer and publishes on the BSC Website.	BSCCo	Proposer	Collated responses.	Email or as agreed by BSCCo
3.2.9	As appropriate	Proposer decides on the route forward. The Proposer could: 1) Raise a CP with a clearly Defined Solution (see section 3.4); 2) Send the DCP to a Working Group (see section 3.3); 3) Send an updated DCP for consultation; 4) Withdraw DCP and notify BSCCo.	Proposer	BSCCo	If a CP is raised then use BSCP40/02 form with supporting documentation in time for the appropriate CPC Deadline, in accordance with the guidelines contained in Appendix 4.4 If an updated DCP is raised then complete BSCP40/01 form in time for the CPC Deadline, in accordance with the Guidelines contained in Appendix 4.2.	Email or as agreed by BSCCo

[8] Timescales for publication are determined in Section 3.1.

©Elexon Limited 2024

3.3 ~~Raising a Draft Change Proposal for Discussion at a Working Group~~Not Used

~~REF~~	~~WHEN~~	~~ACTION~~	~~FROM~~	~~TO~~	~~INFORMATION REQUIRED~~	~~METHOD~~
~~3.3.1~~	~~At least 4 WD before the paper day for the appropriate meeting~~	~~DCP is submitted to BSCCo for discussion at a Working Group in accordance with Section 3.2.1 – 3.2.5.~~	~~Proposer~~	~~BSCCo~~	~~Completed DCP (BSCP40/01 form) Guidelines for completing this form are contained in Appendix 4.2.~~	~~Email or as agreed by BSCCo~~
~~3.3.2~~	~~Within 1 WD of 3.3.1~~	~~BSCCo adds the DCP onto the Agenda for the relevant Panel Committee meeting.~~	~~BSCCo~~	~~Panel Committee~~	~~Completed DCP form (BSCP40/01) outlining the issue, along with the proposed solution.~~	~~Internal Process / Email or as agreed by BSCCo~~
~~3.3.3~~	~~Within 1 WD of 3.3.2~~	~~BSCCo will then confirm to the Proposer which meeting it will be presented to.[9]~~	~~BSCCo~~	~~Proposer~~	~~Relevant Panel P Committee meeting agenda.[10]~~	~~Email or as agreed by BSCCo~~
~~3.3.4~~	~~At the relevant Panel Committee meeting~~	~~The DCP is presented to the Panel Committee by the Proposer (or their nominated representative) for discussion. If the Panel Committee concludes that the subject warrants further investigation they should:~~ ~~1) Pass it to a relevant Working Group for further investigation, or if necessary form a Working Group to discuss the DCP, and~~ ~~2) Decide upon an expected date of resolution.~~	~~Panel Committee~~	~~BSCCo and Proposer~~	~~DCP is discussed and any decisions made regarding progression are minuted for clarity and circulated to all meeting attendees.~~ ~~If the DCP is to be passed to a Working Group the Agenda of the next meeting of the Working Group shall be amended accordingly.~~ ~~If a new Working Group is to be formed to examine the DCP the Terms of Reference should be agreed by the in consultation with the relevant Panel Committee and then the appropriate process should be followed.~~ ~~If the DCP is passed to a Working Group the Proposer or a representative should be invited to the Working Group.~~	~~Internal Process / Email or as agreed by BSCCo~~

~~[9] Where the Working Group consists of only BSCCo and the originator, with the aim of producing redline text in a CP, no approval will be sought from the Panel Committees.~~
~~[10] Only one of the Panel Code Manager Committees need agree that a Working Group is required in order for a Working Group to be established.~~

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.5	At the relevant Panel Committee meeting	If the Panel in sconsultation with a Committee conclude no further investigation is warranted then BSCCo andand the Proposer isare notified of Panel Committee decision	Panel Committee	BSCCo and Proposer	DCP is discussed and any decisions made regarding progression are minuted for clarity and circulated.	Internal Process / Email or as agreed by BSCCo
3.3.6	As necessary	The Working Group will meet and discuss the DCP and develop a solution.	Working Group		DCP form (BSCP40/01) updated to outline the problem requiring further investigation, along with the minutes of the pertinent Panel Committee meeting and expected date of resolution, and the Working Group Terms of Reference.	Email or as agreed by BSCCo
3.3.7	In time for the relevant Panel Committee Meeting	As directed by the Panel in conxsultation with the Committee the Working Group must report on their progress.	Working Group Chair	Panel Committee	Paper and Work Plan outlining progress made by the Working Group.	Meeting
3.3.8	Upon completion	The Working Group presents its findings to the Panel Committee which include either: 1) An amended DCP; 2) A CP for progression; or 3) A recommendation that no CP is raised.	Working Group Chair	Panel Committee	DCP form (BSCP40/01) or a CP form (BSCP40/02) is submitted for inclusion into the next appropriate timetabled CPC, along with any required supporting documentation (e.g. redlined documents).	Email or as agreed by BSCCo

©Elexon Limited 2024

3.4 Raising a Change Proposal for Impact Assessment

De Minimis BMRS CPs do not require a consultation period and are therefore not subject to 3.4.9 through to 3.4.12. ~~The relevant Panel Committee(s)~~ BSCCo will decide whether a CP should be progressed as a De Minimis BMRS CP.

Any Party or Party Agent can object to ~~the Panel 's Committee's~~BSCCo's decision to treat a CP as ~~-~~De Minimis BMRS, by using the objection process in section 3.5. Where an objection is received, BSCCo will progress the CP through the normal ~~Impact Assessment and Panel Committee decision~~ processes as a regular CP (i.e a non-De Minimis BMRS CP). Because of the objection window, the Implementation Date for a De Minimis BMRS CP shall not be earlier than 16 WDs after the date that BSCCo gives notification of ~~the relevant Panel Committee's~~ its decision under section 3.5.

Under certain circumstances, and with the approval of the ~~appropriate Panel Committee(s), in~~ BSCCo after consultation with the SAF and/or relevant Code Committee, a regular CP can be progressed through the Impact Assessment process with a reduced timescale.

A Proposer of a CP may withdraw their CP at any time prior to ~~the Panel Committee~~BSCCo's decision ~~of~~ to approve or reject the implementation of that CP, by notifying BSCCo in writing. The withdrawn CP will remain open for a 5 WD window for adoption. During which, any interested person (including Parties and Party Agents) may adopt the CP by notifying BSCCo in writing. The adopted CP shall continue from the point at which it was withdrawn. If the CP is not adopted it shall close. BSCCo shall keep interested persons updated about withdrawn CPs via the BSC Change Distribution List.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1	Any time before the published Change Submission Deadline[6]	Completed Change Proposal form is submitted to BSCCo.	Proposer	BSCCo	CP Guidelines in Appendix 4.4. BSCP40/02 (Appendix 4.3). Redlined Category 1 BSC Configurable Items. Redlined BSC Owned Market Message Scenario Variants and / or Data Items	Email / or as agreed by BSCCo

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.2	Before the timetabled CPC circulation date	BSCCo validates the CP form, ensures all supporting information is provided including redlined versions of all Category 1 BSC Configurable Items (see Appendix 4.4 for details of Category 1 BSC Configurable Items) and CP is not vexatious or frivolous. BSCCo should liaise with the Proposer to specify a REC Change Proposal where required by paragraph 1.1.4A. If there are changes to non-BSC-owned Market Message Scenario Variants and / or Data Items, BSCCo will work with the Proposer to raise a change via the owning Code Body's change processes. If valid go to 3.4.5.	BSCCo		CP Guidelines in Appendix 4.4. Completed BSCP40/02 form (Appendix 4.3) and supporting documentation (i.e. Redlined Category 1 BSC Configurable Items). Completed EMDS change specification.	Internal process
3.4.3	As Required	If needed BSCCo sends the CP back to the Proposer to amend. If Proposer disagrees with BSCCo that CP is invalid then they may raise an appeal in writing, including rationale for the appeal, with ~~the relevant Panel Committee~~BSCCo, who will consider the appeal. ~~at their next meeting.~~ The decision of ~~the~~ BSCCo ~~relevant Committee in~~after consultation with the SAF shall be final and binding. If ~~the relevant Committee~~ BSCCo upholds the appeal, then proceed from 3.4.5. If appeal is rejected, then the process ends. The appeal and the outcome of the appeal should be notified.	BSCCo	Proposer BSC Change Distribution List	Completed BSCP40/02 form with any supplementary information. Rationale and supporting documentation as required	Email or as agreed by BSCCo

©Elexon Limited 2024

OFFICIAL

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.4	As required and in time for timetabled CPC	Proposer sends the amended CP back to BSCCo. (Go to 3.4.2.)	Proposer	BSCCo	Amended BSCP40/02 form and supporting documentation.	Email or as agreed by BSCCo
3.4.5	Within 5 WD of 3.4.2	BSCCo logs the CP and confirms the CP number to the Proposer. Carry out initial assessment and identify potentially impacted market areas to assess CP and agree the date of submission to ~~Panel~~ Code Committee. During a Significant Code Review Phase relating to MHHS, BSCCo shall notify the Authority of any CP which it, in its reasonable opinion, believes may impact on MHHS Implementation.	BSCCo BSCCo	Proposer The Authority	Completed BSCP40/02 form and supporting documentation, including completed EMDS change specification where appropriate. Notification of potential impact of CP upon MHHS Implementation.	Email or as agreed by BSCCo
3.4.5A	Any time prior to approval of CP, where Authority determines CP impact on MHHS Implementation in accordance with 1.1.4 above	(If applicable), notice of Suspended CP. This notice may be given by the Authority whether notified by BSCCo of potential impact of CP on MHHS Implementation under 3.4.5 above or not. (If applicable), notice to release a Suspended CP from suspension (If applicable), notice to re-suspend a released Suspended CP	The Authority	BSCCo	Notification and details of the Suspended CP or the release of the Suspended CP	Email or as mutually agreed
3.4.5B	Following 3.4.5A	(If applicable), notify BSC Parties and Party Agents of Authority determination	BSCCo	BSC Change Distribution List	Details provided by Ofgem in 3.4.5A	Email or as mutually agreed

©Elexon Limited 2024

OFFICIAL

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.6	As necessary	BSCCo submits completed CP and additional information for CP Impact Assessment by BSC Agents.	BSCCo	BSC Agents	Completed BSCP40/02 form and supporting documentation, including completed EMDS change specification where appropriate.	Email or as agreed by BSCCo
3.4.7	Within agreed timescales	Carry out CP Impact Assessment and return response.	BSC Agent	BSCCo	Completed Impact Assessment and supporting documentation where necessary.	Email or as agreed by BSCCo
3.4.8	Within 1 WD of 3.4.7	BSCCo adds the estimated Central Cost(s) to the CP Form. Where a De Minimis BMRS CP proceed to 3.5.	BSCCo		Central Costs from BSC Agents and Operational costs.	Internal Process
3.4.9	On timetabled CPC circulation date	CP and documentation are circulated as part of the timetabled CPC for Impact Assessment. Publish the CP on the Website.	BSCCo	BSC Change Distribution List	CPC completed BSCP40/02 form, supporting documentation including completed EMDS change specification where appropriate, and response form. Change Register.	Internal Process / Email or as agreed by BSCCo
3.4.10	On or before agreed response date	Responses are returned to BSCCo.	Respondent(s)	BSCCo	Responses are sent to BSCCo.	Email or as agreed by BSCCo
3.4.11	By agreed publication date	BSCCo collates responses and publishes on the BSC Website.	BSCCo		Collated responses.	Internal Process
3.4.12	Within 1 WD of 3.4.7	BSCCo notifies the Proposer that a material comment has been returned as part of the Impact Assessment.	BSCCo	Proposer	Impact Assessment response.	Email or as agreed by BSCCo

©Elexon Limited 2024

OFFICIAL

3.5 ~~Panel Committee~~[11] ~~-~~Decision of Change Proposals

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.1	At ~~Panel~~ Code Committee meeting[12]	Present CP and CP Impact Assessments to ~~Panel~~ Code Committee to inform ~~for~~BSCCo's decision on progression.	BSCCo	~~Panel~~ Code Committee	Completed BSCP40/02 form and supporting documentation, including completed EMDS change specification where appropriate, CP Impact Assessments and BSCCo paper summarising the change.	Meeting
3.5.2	At ~~Panel~~ Code Committee meeting	The Change can be amended by ~~the Panel Committee~~BSCCo after ~~in~~ consultation with the Code Committee ~~-~~providing that~~;~~ ~~1) There is a unanimous verdict to amend the CP by the Panel Committee; and~~ ~~2)~~ ~~That~~ there is no material impact on the solution.	~~Panel~~ Code Committee	BSCCo	BSCP40/02 form and the supporting documentation, including completed EMDS change specification where appropriate.	Meeting
3.5.3	At ~~Panel~~ Code Committee meeting	If a material impact is identified during Impact Assessment ~~the Panel in~~BSCCo after consultation with the Code Committee can recommend an amended Change to be re-circulated to the Industry for Impact Assessment if it agrees the solution would be more robust.	~~Panel~~ Code Committee	BSCCo	BSCP40/02 form and the supporting documentation, including completed EMDS change specification where appropriate.	Meeting
3.5.4	~~At Panel Committee~~Following 3.5.3	If CP is approved, ~~instruc~~t BSCCo to progress in line with section 3.6 of this BSCP.	~~Panel Committee~~BSCCo	~~BSCCo~~	~~Panel Committee paper.~~BSCCo progresses CP	Internal Process~~Meeting~~

[11] ~~Some BSC Configurable Items are jointly owned by more than one Panel Code Manager Committee, as specified in the BSC Baseline Statement, and so will require approval by each relevant Panel Code Manager Committee~~

[12] The Proposer may attend the ~~Panel Code Manager~~ Committee meeting.

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.5	Within 5 WD of 3.5.3	Update Change Register and publish revised Register and ~~Panel Committee~~ BSCCo decision on the BSC Website. BSCCo makes any amendments to CPs ~~as approved by the Panel Committee~~ and publishes the final versions of all the agreed CPs onto the BSC Website.	BSCCo		~~Panel~~ Code Committee materials. Change Proposals and supporting documentation (including modified CPs where appropriate).	Internal Process
3.5.6	At the same time as 3.5.5	Notify BSC Change Distribution List (where applicable) of ~~Panel Committee~~ BSCCo decisions and circulate information on amended CPs.	BSCCo	BSC Change Distribution List	Notification circular and amended CPs with supporting documentation. Details of how participants can object to the progression of a De Minimis BMRS CP (where applicable).	Email or as agreed by BSCCo
3.5.7	If required, to meet industry Change Processes	If the CP is approved and the approved change impacts Core Industry Documents or the STC, other than the EMDS, raise appropriate change documentation. If the CP has an approved associated EMDS change, notify the RTS. Where the CP is approved, the process will continue from section 3.6 except where an objection is received to a De Minimis BMRS CP in accordance with the remainder of this section 3.5. If the CP is rejected, the process ends at this point.	BSCCo	Change Administrator for the applicable Core Industry Document or STC RTS	Completed Change Documentation as appropriate.	Email or as agreed by BSCCo
3.5.8	Within 15 WD of 3.5.6, for De Minimis BMRS CPs (where appropriate)	Submit objection to the CP being progressed as a De Minimis BMRS CP.	Party or Party Agent	BSCCo	Reasons why the Party or Party Agent believes that the CP does not meet the definition of a De Minimis BMRS Change.	Email or as agreed by BSCCo

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.9	Within 1 WD of receiving an objection under 3.5.8	Notify BSC Change Distribution List, the affected ~~Panel~~Code Committee(s) and BSC Agents (where applicable) of the objection.	BSCCo	BSC Change Distribution List, affected ~~Panel~~ Code Committee(s) and BSC Agents (where applicable)	Details of objection received.	Email or as agreed by BSCCo
3.5.10	As soon as possible following 3.5.9	Update Change Register, publish revised Change Register and update the CP information on the BSC Website.	BSCCo		Revised CP form and supporting documentation. Revised proposed Implementation Date for the CP (if required).	Internal process
3.5.11	Following 3.5.10 and in time for next available CPC	Issue CP for Impact Assessment as a regular CP in accordance with section 3.4 and then repeat the ~~Panel Committee~~ decision process in accordance with this section 3.5.	BSCCo		Revised CP form and supporting documentation. Revised proposed Implementation Date for the CP (if required).	Internal process

©Elexon Limited 2024

3.6 Implementation of Change Proposals

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.1	As soon as Implementation cut off date is reached[13]	Amend and publish the Category 1 BSC Configurable Items ensuring all changes are highlighted.	BSCCo		Changes made using the redlined text, including any BSC Owned Market Message Scenario Variants and / or Data Items approved in the Change Proposal.	Internal Process
3.6.2	As required to meet targeted ~~Panel Committee meeting~~ timescales	Amend Category 2 BSC Configurable Items ensuring changes are highlighted	BSCCo		Agreed Change Proposal.	Internal Process
3.6.3	As required to meet targeted ~~Panel Committee meeting~~ timescales	Submit redlined changes to Category 2 BSC Configurable Items for review as appropriate.	BSCCo	BSC Release Distribution List	Redlined BSC Configurable Items.	Email or as agreed by BSCCo
3.6.4	As required to meet ~~targeted Panel Committee meeting~~ timescales	Carry out review and return comments.	Respondents(s)	BSCCo	Review comments.	Email or as agreed by BSCCo
3.6.5	~~To meet Paper Day of next Panel Committee Meeting~~Following 3.6.4	Incorporate comments as appropriate and finalise changes.	BSCCo		Review comments.	Internal Process

[13] Implementation cut off is 6 months for system changes and 4 months for document only changes or as agreed by ~~the Panel Committee~~ BSCCo.

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.6	~~Panel Committee paper deadline~~ Prior to Code Committee meeting	~~Request that the Panel Committee approve redlined changes to BSC Category 2 Items in consultation with the relevant Committee~~Submit redlined Category 2 Items for review.	BSCCo	~~Panel~~ Code Committee	Revised Category 2 BSC Configurable Items. ~~Panel~~ Code Committee paper number.	Email or as agreed by BSCCo
3.6.7	~~At Panel Committee~~ Code Committee meeting	~~Panel~~ Code Committee reviews amended Category 2 BSC Configurable Items and ~~make decision~~advises BSCCo on progression.	~~Panel~~ Code Committee	BSCCo	Revised Category 2 BSC Configurable Items.	
3.6.7A	Following 3.6.7	Decides whether to approve amended Category 2 BSC Configurable Items or to re-consult, in which case return to 3.6.3 or 3.6.5 as appropriate	BSCCo		Review comments from 3.6.4 and 3.6.7	
3.6.8	Following ~~Panel~~ Code Committee meeting in 3.6.7~~approval~~	Publish changes to Category 2 BSC Configurable Items on the BSC Website, ensuring all changes are highlighted.	BSCCo		Revised Category 2 BSC Configurable Items.	Internal Process

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.9	At least 2 WD before Implementation Date	Publish clean versions of all BSC Configurable Items on the BSC Website, as appropriate[14].	BSCCo		Amended BSC Configurable Items.	Internal Process
3.6.10	1 WD before REC Implementation Date	Publish updated EMDS on the REC Portal	RTS			Internal Process (Non-binding)

[14] Where applicable, RPS will publish the new version of the EMDS on the REC Portal

©Elexon Limited 2024

OFFICIAL

3.7 Correcting Identified Errors - Emergency Fixes

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.7.1	On identification of problem potentially requiring an Emergency Fix	Inform BSCCo.	BSC Agent	BSCCo	Details of problem identified.	Phone / Email or as agreed by BSCCo
3.7.2	After 3.7.1	Assess severity of problem and inform where appropriate.	BSCCo	BSC Change Distribution List	Relevant details of problem identified.	Internal Process / Email
3.7.3	As soon as possible after 3.7.1	Analyse problem, identify possible solution(s) and inform BSCCo.	BSC Agent	BSCCo	Analysis, possible solutions and associated timescales.	
3.7.4	Immediately on notification of problem	Liaise with BSC Agent to agree approach, solution and resolution timescale (or in accordance with contract where appropriate).	BSCCo	BSC Agent	Details of problem, analysis, possible solutions and associated timescales.	Phone / Email or as agreed by BSCCo
3.7.5	To meet agreed timescales	Resolve problem in the manner agreed above. Notify all parties as appropriate.	BSC Agent	BSCCo/All parties	Approval from the Chief Executive or authorised person.	Email or as agreed by BSCCo
3.7.6	Within 5 WD of Implementation Date	Raise corresponding CP as necessary, to be incorporated into next appropriate BSC Release.	BSCCo		Emergency Fix Report.	Internal Process
3.7.7	Within 3 WD of 3.7.6	Publish updated Change Register on the BSC Website where appropriate.	BSCCo		Change Register.	Internal Process

©Elexon Limited 2024

3.8 Submitting a Modification Proposal

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.8.1	Any time	Complete Modification Proposal form and submit to BSCCo.	Proposer	BSCCo	Modification Proposal form (available from the BSC Website)	Post / Email or as agreed by BSCCo
3.8.2	As soon as possible after 3.8.1	Log ~~and validate~~ Modification Proposal and confirm receipt of Form.	BSCCo	Proposer	Completed Modification Proposal form.	Post / Email or as agreed by BSCCo
3.8.3		Assess Modification Proposal against assessment criteria in Section F.	BSCCo			
3.8.4	Promptly after assessment	Where the Proposer has not submitted all the information required for the Modification Proposal. If the Proposer does not submit the correct information within the requested timeframe(s) after two further attempts following the original submission, BSCCo may proceed to a decision to reject the Modification Proposal.	BSCCo	Proposer	Set out missing information requesting Proposer to resubmit within a reasonable timeframe.	Post / Email or as agreed by BSCCo
3.8.5		Where BSSCo is minded to reject a Modification Proposal, consult with the SAF following the procedure set out in Section F and consider its view before reaching a final decision.	BSCCo	SAF		

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.8.6~~3~~	Promptly~~As soon as possible~~ after decision that Modification Proposal fails to comply with the assessment requirements (see BSC Section F, ~~2.1.2~~xxx)	Following a SAF Consultation under 3.8.5, notify Proposer of BSCCo's final decision to r~~Refuse~~ to accept Modification Proposal ~~and notify proposer, with reasons for refusal.~~ Publish decision, with reasons for rejecting the Modification Proposal, together with any view from the SAF	BSCCo BSCCo	Proposer	BSCCo's decision, the views of the SAF, and the rationale for the decision and other relevant details including guidance on how to appeal such decision to the Authority~~Reasons for refusal.~~ BSC Website	Post / Email or as agreed by BSCCo
3.8.7	Promptly after decision to accept Modification Proposal		BSCCo	Proposer SAF	Inform acceptance	

©Elexon Limited 2024

3.9 Development of amendments to BSC Configurable Items arising from a Modification Proposal

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.9.1	Where necessary	~~Request~~ Consult on ~~a decision on~~ whether the redlined changes to the Category 1 BSC Configurable Items to support a Proposed or Alternative Modification should be developed and circulated to the industry prior to a decision on the Modification being received.[15]	BSCCo	~~BSC Panel~~SAF	Relevant Modification documents.	~~Panel~~ SAF Paper
~~3.9.2~~ Not used	~~After 3.9.1~~ Not used	~~BSC Panel approves the request, subject to the Authority decision[16] being to Approve the Proposed or Alternative Modification, or rejects the request.~~ Not used	~~BSC Panel~~ Not used	~~BSCCo~~ Not used	Not used	~~Panel Paper~~ Not used
3.9.3	As determined by the ~~Panel~~ BSCCo ~~in~~after consultation with the SAF	Develop the redlined changes to the Category 1 BSC Configurable Items. . If the Modification requires changes to BSC-owned EMDS Market Message Scenario Variants and / or Data Items, specify the necessary changes for inclusion with the Category 1 BSC Configurable Items[17].	BSCCo		Details of the changes to be made as part of the Proposed or Alternative Modification.	~~Internal Process~~
3.9.4	As appropriate	Submit redlined changes to the Category 1 BSC Configurable Items and, where applicable, EMDS changes for review.	BSCCo	BSC Release Distribution List	Redlined BSC Category 1 Configurable Items. EMDS changes	Post / Email or as agreed by BSCCo

[15] This ~~request~~ decision should only be made where Elexon has identified that there would be insufficient time to develop the necessary changes to Configurable Items with the appropriate amount of notice to participants following notification of the Authority's decision. The development of such changes would not commence until after submission of the relevant Final Modification Report to the Authority. If the Modification were subsequently rejected by the Authority, such changes would not be implemented.

[16] ~~Except where a Modification Proposal is considered to be a Self-Governance Modification Proposal~~

[17] BSCCo should raise the relevant Code body Change Proposal where required by paragraph 1.1.4A.

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.9.5	As required to meet targeted ~~Panel Committee~~SAF meeting timescales	Carry out review and return comments.	Respondent(s)	BSCCo	Review comments.	Post / Email / or as agreed by BSCCo
3.9.6	As appropriate	Incorporate comments as appropriate and finalise changes.	BSCCo		Review comments.	Internal Process
3.9.7	~~Panel Committee~~SAF ~~paper deadline~~meeting	Submit redlined changes to Category 1 BSC Configurable Items as appropriate and, where applicable, EMDS changes, for consultation to inform BSCCo ~~approval.~~decision. At the same time confirm Implementation Date.	BSCCo	~~Panel Committee~~SAF	Revised BSC Configurable Items as appropriate. ~~Panel Committee~~SAF paper number.	Post / Email or as agreed by BSCCo
3.9.8	~~At the Panel Committee~~Following SAF meeting	Review submission and, if approved, confirm Implementation Date.	~~Panel Committee~~BSCCo	~~BSCCo~~	Revised BSC Configurable Items and Implementation Date.	Meeting / Email or as agreed by BSCCo
3.9.9	As appropriate	Publish approved redlined changes to Category 1 BSC Configurable Item(s) and, where applicable, notify the RTS of approved EMDS changes.	BSCCo	BSC Release Distribution List RTS	Approved Configurable Items.	Post / Email or as agreed by BSCCo
3.9.10	As appropriate	Amend Category 2 BSC Configurable Items ensuring changes are Redlined.	BSCCo		Details of the changes to be made as part of the Proposed or Alternative Modification.	Internal Process
3.9.11	As appropriate	Submit redlined Changes to Category 2 BSC Configurable Items for review as appropriate.	BSCCo	BSC Release Distribution List	Redlined BSC Configurable Items.	Email or as agreed by BSCCo
3.9.12	Within agreed timescales	Carry out review and return comments.	Respondent(s)	BSCCo	Review comments.	Email or as agreed by BSCCo

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.9.13	To meet ~~Paper Day of~~ next appropriate ~~Panel Committee~~SAF Meeting	Incorporate comments as appropriate and finalise changes in Category 2 BSC Configurable Items.	BSCCo		Review comments.	Internal Process
3.9.14	~~Panel Committee~~For SAF ~~paper deadline~~meeting	Submit revised Category 2 BSC Configurable Items as appropriate for ~~approval.~~consultation to inform BSCCo decision.	BSCCo	~~Panel Committee~~SAF	Revised BSC Configurable Items as appropriate. ~~Panel Committee paper number.~~	Email or as agreed by BSCCo
3.9.15	~~Panel Committee~~Following SAF meeting	Review submission and, if approved, confirm Implementation Date.	~~Panel Committee~~BSCCo	~~BSCCo~~	Revised BSC Configurable Items and Implementation Date.	Meeting / Email or as agreed by BSCCo
3.9.16	In time for Implementation Date of the Modification	Amend the BSC Configurable Items	BSCCo		Changes made using the text approved ~~by the Panel Committee.~~	Internal Process
3.9.17	Following ~~Panel Committee~~BSCCo Approval	Publish changes to integer versions of Category 2 BSC Configurable Items on the BSC Website, ensuring all changes are highlighted.	BSCCo		Amended Configurable Items.	Internal Process
3.9.18	At least 2 WD before Implementation Date	Publish clean versions of all Configurable Items on the BSC Website, as appropriate.	BSCCo		Amended Configurable Items.	Internal Process
3.9.19	At least 2 WD before Implementation Date	Create a new version of the BSC Baseline Statement to include new versions of amended BSC Configurable Items and publish on the BSC Website.	BSCCo		Amended BSC Baseline Statement.	Internal Process

©Elexon Limited 2024

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~~ SAF request review of the Market Index Definition Statement.	~~Panel~~SAF	BSCCo	Data or report to back up request to review Market Index Definition Statement (e.g. ~~Panel~~ SAF~~|~~ minutes).	Meeting / Email
3.10.2	As soon as possible after 3.10.1	Undertake consultation with Parties and other interested parties for at least 10 WD.	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.	Internal Process
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~~ SAF meeting	Present consultation report (i.e. summary of consultation responses, recommendations and Effective Date).	BSCCo	~~Panel~~SAF	Consultation report and the revised Market Index Definition Statement.	~~Panel~~ SAF~~|~~ Paper

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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~~SAF. (b) Request Authority to agree recommendations of the ~~Panel~~SAF and/or BSCCo ~~.~~	BSCCo	Authority	Revised Market Index Definition Statement and consultation report.	Post / email
3.10.7	At same time as 3.10.6	Publish draft Market Index Definition Statement on BSC 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.	Post / email
3.10.9	Within 5 WD of 3.10.8, and in any case 5 WD before Effective Date	Give notice of Effective Date of the revised Market Index Definition Statement.	~~Panel Secretary~~BSCCo	MIDP, BSC Parties, SAA, and BMRA.	Revised Market Index Definition Statement and Effective Date.	Email / 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.	Email
3.10.11	On the Effective Date stated in 3.10.9	Publish revised Market Index Definition Statement on the BSC Website. 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.	BSCCo		Revised Market Index Definition Statement.	Internal Process

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.10.12	At least 2 WD before Implementation Date	Create a new version of the BSC Baseline Statement to include new version of the Market Index Definition Statement and publish on the BSC Website	BSCCo		Amended BSC Baseline Statement	Internal Process

3.11 Not Used

©Elexon Limited 2024

3.12 Loss of Load Probability Calculation Statement Review

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.12.1	From time to time, as determined by the SAF~~Panel~~, 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~~ SAF request review of the Loss of Load Probability Calculation Statement.	~~Panel~~SAF	BSCCo	Data or report to back up request to review Loss of Load Probability Calculation Statement (e.g. ~~Panel~~ SAF minutes).	Meeting / Email
3.12.2	Within 1 WD of 3.12.1	BSCCo notifies the NETSO that a review has been initiated	BSCCo	NETSO		
3.12.3	Within an agreed timescale following 3.12.2	The NETSO undertakes a review of the Loss of Load Probability calculations and provides BSCCo with any necessary updates to the calculations or associated parameters.	NETSO	BSCCo	Updates to the Loss of Load Probability Calculation Statement	Email
3.12.4	As soon as possible after 3.12.3	Undertake consultation with Parties and other interested parties for at least 10 WD. Publish consultation documentation on the BSC Website.	BSCCo BSCCo	Parties and interested parties	Scope of consultation and consultation documentation Consultation documentation	Email Internal process
3.12.5	As soon as possible after the end of the consultation period in 3.12.4	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 Loss of Load Probability Calculation Statement	Meeting

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.12.6	At next convenient ~~Panel~~ SAF meeting	Present consultation report (to include summary of consultation responses, recommendations and Effective Date).	BSCCo	~~Panel~~SAF	Consultation report and the revised Loss of Load Probability Calculation Statement	~~Panel~~ SAF Paper
3.12.7	As soon as possible after 3.12.6	Provide to the Authority copies of any written representations so made and not withdrawn, the consultation report, the Effective Date and the recommendations of the ~~Panel~~SAF. Request Authority to agree recommendations of the ~~Panel~~ SAF and/or BSCCo. Publish draft Loss of Load Probability Calculation Statement on the BSC Website.	BSCCo BSCCo	Authority	Revised Loss of Load Probability Calculation Statement and consultation report Draft Loss of Load Probability Calculation Statement	Email
3.12.8	As soon as possible after 3.12.7	Send decision to BSCCo.	Authority	BSCCo	Decision letter stating reasons for either approving or rejecting the revised Loss of Load Probability Calculation Statement.	Email
3.12.9	Within 5 WD of 3.12.8 and in any case 5 WD before Effective Date	Issue revised and final version of Loss of Load Probability Calculation Statement and give notice of the Effective Date.	BSCCo	BSC Parties, SAA and BMRA	Revised Loss of Load Probability Calculation Statement and Effective Date	Email
3.12.10	On Effective Date stated in 3.12.9	Publish revised Loss of Load Probability Calculation Statement on the BSC Website.	BSCCo		Revised Loss of Load Probability Calculation Statement	Internal process
3.12.11	At least 2 WD before Implementation Date	Create a new version of the BSC Baseline Statement to include new version of the Loss of Load Probability Calculation Statement and publish on the BSC Website.	BSCCo		Amended BSC Baseline Statement	Internal Process

©Elexon Limited 2024

©Elexon Limited 2024

3.13 Value of Lost Load Review

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.13.1	From time to time, as determined by the ~~Panel~~SAF, Or, upon the request of the Authority	~~Panel~~ SAF request review of the Value of Lost Load.	~~Panel~~SAF	BSCCo	Data or report to back up request to review the Value of Lost Load (e.g. ~~Panel~~ SAF minutes).	Meeting / Email
3.13.2	As soon as possible after 3.13.1	Undertake consultation with Parties and other interested parties for at least 10 WD. Where provided, the views and evidence of the Authority for a change to the Value of Lost Load should be included in the consultation. Publish consultation documentation on the BSC Website.	BSCCo BSCCo	Parties and interested parties	Scope of consultation and consultation documentation Consultation documentation	Email Internal process
3.13.3	As soon as possible after the end of the consultation period in 3.13.2	Collate consultation responses and, where appropriate, hold expert group meeting to determine whether a change to the Value of Lost Load is required and if so what this should be and what Effective Date it should take effect from.	BSCCo	Expert group	Consultation responses and, where applicable, revised proposed Value of Lost Load	Meeting
3.13.4	At next convenient ~~Panel~~ SAF meeting	Present consultation report (to include summary of consultation responses, recommendations and Effective Date).	BSCCo	~~Panel~~SAF	Consultation report and, where applicable, the revised Value of Lost Load	~~Panel~~ SAF Paper
3.13.5	If ~~Panel~~ SAF and/or BSCCo agrees with the revised proposed Value of Lost Load, at the same time as 3.13.4	~~Panel~~ BSCCo raises a Modification Proposal to put forward the revised Value of Lost Load for implementation on the agreed Effective Date.	~~Panel~~ BSCCo		Modification Proposal	

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.13.6	If ~~Panel~~ inBSCCo after consultation with the SAF disagrees with the revised proposed Value of Lost Load or if no change is recommended to the Value of Lost Load, as soon as possible after 3.13.4	Provide to the Authority copies of any written representations so made and not withdrawn and ~~the Panel's~~ BSCCo's~~'s~~ report to include itsthe decision ~~of the Panel~~ and its rationale for its decision.	BSCCo	Authority	~~Panel~~ SAF report and consultation responses	Email

©Elexon Limited 2024

3.14 Designation Request for Raising a Modification Proposal

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.14.1	Any time	Submit Designation Request Form and a draft Modification Proposal Form.	Third Party Applicant	BSCCo	Completed BSCP40/07 form (Appendix 4.13 and Appendix 4.14 for guidelines) Completed Modification Proposal Form (available from the BSC Website) Completed Appendix 4.15 Pro Forma Letter from Third Party Applicant	Email or other agreed means
3.14.2	Within 1 WD of 3.14.1	Acknowledge receipt.	BSCCo	Third Party Applicant	As submitted in 3.14.1	Email or other agreed means
Not used ~~3.14.3~~	Not used~~Within 5WDs of 3.14.1~~	Not used~~Validate request.~~ ~~Where invalid, provide reasons for refusal and report to Panel and end process.~~	Not used ~~BSCCo~~	Not used ~~Third Party Applicant~~ ~~Panel~~SAF	Not used ~~As submitted in 3.14.1~~ ~~Designation Request guidelines in 4.14~~	Not used ~~Internal process~~ ~~Email or other agreed means~~
Not used ~~3.14.4~~	Not used ~~Following 3.14.3 where valid submission~~	Not used ~~Notify industry and update Change Register.~~	Not used ~~BSCCo~~	Not used ~~Panel~~SAF ~~Third Party Applicant~~ ~~BSC Change Distribution List~~	Not used ~~As submitted in 3.14.1~~	Not used ~~Email or other agreed means~~
3.14.5	Following 3.14.14 and at next ~~available~~ appropriate ~~Panel~~ PSAF meeting	Consult with SAF re ~~Present~~ Designation request and draft Modification Proposal.	Third Party Applicant BSCCo	~~Panel~~SAF	Information supporting Designation request and BSCCo's view as to whether, if Designation is accepted, the Modification Proposal nethertheless fails to meet the acceptance criteria in Section F~~As submitted in 3.14.4~~	Electronic and verbal

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.14.6	At same time as 3.14.5	Make Designation request/Modification Proposal rejection decisions and provide reasons for decisions ~~(note the Panel may consult with Parties, and interested third parties as it considers necessary before making its decision).~~	~~Panel~~BSCCo		~~As submitted in 3.14.4~~	Electronic and verbal
3.14.7	Within 1 WD of 3.14.6	Notify designation decision, and any decision to reject the Modification Proposal against Section F acceptance criteria, including reasons, the views of the SAF and guidance on how to appeal the decisions.~~Notify designation decision, including reasons.~~	BSCCo	~~Panel~~SAF Third Party Applicant BSC Change Distribution List	As provided from 3.14.6	Email or other agreed means
3.14.8	Within applicable appeal deadlines as published by the Authority or, if none, w~~W~~ithin 15 WDs of 3.14.7	Where disagree with decision(s) of ~~Panel~~ BSCCo ~~to designate~~ and have valid grounds to raise appeal in writing.	Third Party Applicant ~~BSC Party~~[18]	Authority BSCCo	As requested by the Authority	Email or other agreed means
3.14.9	Within 1 WD of 3.14.8	Acknowledge receipt of appeal and notify.	BSCCo	~~Panel~~SAF BSC Party Third Party Proposer BSC Change Distribution List	As provided from 3.14.8	Email or other agreed means

~~[18] Please note that Third Party Applicants can also appeal to the Authority where they disagree with the Panel's Code Manager's decision not to designate them as a Third Party Proposer.~~

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.14.10	Following 3.14.8 and 3.14.9	Notify appeal decision.	Authority	BSCCo	As provided in 3.14.9	Email or other agreed means
3.14.11	Within 1 WD of 3.14.10	Notify appeal decision.	BSCCo	~~Panel~~SAF BSC Party Third Party Proposer BSC Change Distribution List	As submitted in 3.14.10	Email or other agreed means

©Elexon Limited 2024

OFFICIAL

3.15 Issues Process

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.15.1	Any time	Submit Issue Form.	Proposer of Issue	BSCCo	Completed BSCP40/04 form (Appendix 4.7)	Email or other agreed means
3.15.2	Within 1 WD of 3.15.1	Acknowledge receipt.	BSCCo	Proposer of Issue	As submitted in 3.15.1	Email or other agreed means
3.15.3	~~Within 5WDs of 3.15.1~~ Within 20 WDs	~~Validate Issue form.~~ ~~Where invalid, provide reasons for refusal and end process.~~Assess Issue against criteria in Section F Inform Proposer of acceptance or, where Issue rejected, write to the Proposer and offer assistance (where reasonably practicable) to address the reasons for the refusal. Inform SAF of rejected Issues	BSCCo	Proposer of Issue SAF	As submitted in 3.15.1 Issue guidelines in 4.8	Internal process Email or other agreed means
3.15.4	Following 3.15.3 where ~~valid submission~~Issue accepted	Agree best route for progression 1. ~~Issue Group~~Pre-Modification Forum 2. Seek advice and guidance from ~~Panel~~ Code Committee(s) and/or SAF Where disagree on best route, then route 2 shall be followed.	BSCCo Proposer of Issue	Proposer of Issue BSCCo	As submitted in 3.15.1 ~~Issue Group~~Pre-Modification Forum Terms of Reference (available on BSC Website) ~~Panel~~ Code Committee Terms of Reference (available on BSC Website)	Electronic and verbal

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.15.5	Following 3.15.4	Raise and Progress Issue. Update Change Register.	BSCCo Proposer of Issue	~~Issue Group~~Pre-Modification Form or ~~Panel~~ Code Committee(s)	As agreed in 3.15.4 and as submitted in 3.15.1	Electronic and verbal
~~3.15.6~~	~~Following 3.15.5~~	~~Submit Issue Report.~~Inform SAF	~~BSCCo~~	~~Panel~~	~~As provided in 3.15.5~~	Electronic and verbal

©Elexon Limited 2024

OFFICIAL

3.16 Classifying a change as a Standard Change

Note: To remove an item from the Standard Change Log, the procedure outlined in Section 3.16 must be adhered to, with the exception that appeals are not permitted.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.16.1	Any time	Identify a type of change for becoming a Standard Change	Proposer (Any interested person)	BSCCo	Completed BSCP40/16 form (Appendix 4.16)	Email or other agreed means
3.16.2	Within 1WD of 3.16.1	Acknowledge receipt	BSCCo	Proposer		Email or other agreed means
3.16.3	Following 3.16.2	Validate request against Standard Change Criteria. Where further information or clarification is needed, work with Proposer to obtain information. Conduct risk and impact assessment as needed. Update SCL and re-publish.	BSCCo	Proposer BSC Website	As submitted in 3.16.1 the candidate change type published alongside an assessment against the Standard Change Criteria as detailed in BSC Section F	Internal process Email or other agreed means
3.16.4	Following 3.16.3	Consult BSC Parties and other interested third parties on proposed classification of a change to follow the Standard Change Process in 3.17, including Minimum Notice Period.	BSCCo	BSC Change Distribution List	BSCP40/16 form and any associated documentation	Email or other agreed means
3.16.5	By agreed response date	Responses are returned	Respondent(s)	BSCCo	Completed response form or other agreed format with BSCCo	Email or as other agreed means
3.16.6	Within 5WDs of 3.16.5	BSCCo collates responses, issues to the Proposer and publishes on the BSC Website.	BSSCo	Proposer, BSC Website	Collated Responses	Email or other agreed means

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.16.7	Following 3.16.6 and at next available ~~Panel~~ SAF meeting	Present Standard Change request. This may include any draft CPs or Modifications required to enable the type of change to follow the Standard Change Process.	BSCCo	~~Panel~~ SAF	BSCCo paper summarising the change and the supporting information to justify the recommendation, including collated responses from 3.16.6	Meeting
3.16.8	~~At the Panel meeting~~Following SAF meeting	~~Seek~~ BSCCo, in consultation with the SAF, gives approval or rejection for the type of change to become a Standard Change. Where ~~Panel~~ BSCCo approves, it~~the Panel~~ shall also determine the owning ~~Panel~~ Code Committee and the Minimum Notice Period.	BSCCo	SAF~~Panel~~	As per 3.16.7	Meeting
3.16.9	Within 1WD of 3.16.8	Notify decision and publish updated Standard Change Log on BSC Website.	BSCCo	BSC Change Distribution List BSC Website	Decision and rationale from 3.16.8	Email or other agreed means
3.16.10	Within 15WDs of 3.16.9	If disagree with ~~Panel~~ BSCCo decision, submit appeal and proceed to 3.16.11, otherwise proceed to 3.16.14	Appellant	BSCCo	Completed BSCP40/20 form (Appendix 4.20)	Email or other agreed means
3.16.11	Following 3.16.10	Where appeal submitted, acknowledge receipt within 1WD. Validate the submission and clarify as necessary with appellant. Once validated, update website with relevant details and notify industry at least 5WDs before ~~Panel~~ SAF meeting where SAF advise on the appeal will be ~~heard~~sought.	BSCCo	Appellant BSC Website	As submitted in 3.16.10	Email or other agreed means
3.16.12	Following 3.16.11	Submit appeal for ~~decision~~ advicse at next available ~~Panel~~ SAF meeting	BSCCo	~~Panel~~SAF	As finalised in 3.16.11	~~Meeting~~Internal Process

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.16.12A	Following 3.16.12	Make appeal decision	BSCCo		Appeal information submitted in 3.16.10 and advise from SAF provided in 3.16.12	Internal Process
3.16.13	Within 1WD of 3.16.12	Notify decision and update Standard Change Log to reflect the outcome of the appeal. Where appeal decision is to reject request, process ends.	BSCCo	BSC Change Distribution List BSC Website	Relevant details from 3.16.12	Email or other agreed means
3.16.14	As soon as possible after 3.16.8 and 3.16.13, where applicable	Publish or update any relevant documentation via the website and email distribution lists. Progress and implement any enabling CPs or Modifications. Where ~~Panel~~ BSCCo rejected request in 3.16.8, process ends.	BSCCo		Relevant documentation includes documents that detail the procedure and work instructions for the change.	Internal procedure CP procedure / Modification procedure
3.16.15	Following implementation of all enabling work required in 3.16.14	Notify that the change is now a Standard Change and publish updated Standard Change Log on BSC Website	BSCCo	BSC Change Distribution List BSC Website	Relevant details from 3.16.8 and 3.16.14	Email or other agreed means

©Elexon Limited 2024

3.17 Standard Change Process

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.17.1	At anytime	Completed Standard Change Proposal form	Proposer (Any interested person)	BSCCo	BSCP40/18 (Appendix 4.18). Redlined BSC Configurable Items. Any other supporting information.	Email or other agreed means
3.17.2	Within 5WDs of 3.17.1	Notify details of the Standard Change that is being progressed and when it will be implemented, including any redlined changes to BSC Configurable Items. Update Change Register	BSCCo	BSC Release Distribution List BSC Website	Standard Change circular Redlined BSC Configurable Items Relevant details from 3.17.1	Email or other agreed means
3.17.3	Within 15WDs of 3.17.2	If disagree with Standard Change, submit appeal and proceed to 3.17.4, otherwise proceed to 3.17.7	Appellant	BSCCo	Completed BSCP40/20 form (Appendix 4.20)	Email or other agreed means
3.17.4	Following 3.17.3	Where appeal submitted, acknowledge receipt within 1WD. Validate the submission and clarify as necessary with appellant.	BSCCo	Appellant	As submitted in 3.17.3	Email or other agreed means
3.17.5	Following 3.17.4	Submit appeal for ~~decision~~ consultation to relevant ~~Panel~~ Code Committee. Where required to meet target Implementation Date, an ad-hoc meeting may be called.	BSCCo	Relevant ~~Panel~~ Code Committee	As finalised in 3.17.4	Meeting
3.17.6	Within 1WD of 3.17.5	Notify appeal decision and update Change Register accordingly. Where appeal is rejected the change submitted in 3.17.1 shall not proceed and the process ends.	BSCCo	BSC Release Distribution List BSC Website	Relevant details from 3.17.5	Email or other agreed means

©Elexon Limited 2024

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.17.7	Following 3.17.6 and the expiry date of the Minimum Notice Period	Notify any further relevant implementation details Publish clean versions of all BSC Configurable Items on the BSC Website, as appropriate.	BSCCo	BSC Release Distribution List	Amended BSC Configurable Items	Email or other agreed means Internal process

©Elexon Limited 2024

OFFICIAL

4. APPENDICES

~~4.1 Draft CP Form~~ Not used

Draft Change Proposal – BSCP40/01 **DCP No:** *Version No:* *(mandatory by BSCCo)*
Title *(mandatory by originator)*
Description of Problem/Issue *(mandatory by originator)*
Justification for Change *(mandatory by originator)*
Proposed Solution(s) *(mandatory by originator)*
Version History ***(mandatory by BSCCo)***
Has this DCP been raised for discussion by a Working Group? *(optional by originator)*: **Y/N*** *(delete as appropriate)*
Proposer's Details:
Name:
Organisation:
Email Address:
Telephone Number:
Date:
Attachments: **Y/N*** (If Yes, No. of Pages attached: **…….**) *(delete as appropriate)*

© Elexon Limited 2025

4.2 Draft CP Form Guidelines

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

- **Title** – mandatory completion by originator – title of CP.

- **DCP No.** – mandatory completion by BSCCo – unique number allocated for each individual Draft CP.

- **Version No.** – mandatory completion by originator – when first submitted by the originator, the Draft CP should have a version number of v0.1. Following discussions with BSCCo, any changes required following those discussions, the Draft CP should be updated to v1.0. Should any further amendments/additions/deletions be required to the Draft 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.

- **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.

- **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. The originator should also highlight any potentially impacted Configurable Items where known.

- **Version History** – mandatory completion by BSCCo – details of any previous Versions of the Draft CP. Details of what has changed between versions. If this is the first version then this will be indicated in this section.

- **Has this DCP been raised for discussion by a Working Group:** if yes, indicate that the DCP has been raised for discussion by a Working Group.

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

© Elexon Limited 2025

OFFICIAL

4.3 CP Form

Change Proposal – BSCP40/02 **CP No:** *Version No:* *(mandatory by BSCCo)*
Title (mandatory by originator)
Description of Problem/Issue (mandatory by originator)
Proposed Solution (mandatory by originator)
Justification for Change (mandatory by originator)
To which section of the Code does the CP relate, and does the CP facilitate the current provisions of the Code? (mandatory by originator)
Estimated Implementation Costs (mandatory by BSCCo)
BSC Configurable Items Affected by Proposed Solution(s) (mandatory by originator)
Impact on EMDS (mandatory by originator)
Impact on other Core Industry Documents or System Operator-Transmission Owner Code (mandatory by originator)
Related Changes and/or BSC Releases (mandatory by BSCCo)
Requested Implementation Date (mandatory by originator)
Reason:

© Elexon Limited 2025

Version History (mandatory by BSCCo)
Proposer Details:
Name:
Organisation:
Email Address:
Telephone Number:
Date:
Attachments: **Y/N*** (If Yes, No. of Pages attached: **…….**) *(delete as appropriate)*

4.4. CP Form Guidelines

These guidelines are to be used to assist in the completion of the CP Form, given in Appendix 4.3. 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.

- **Title** – mandatory completion by originator – title of CP.
- **CP No.** – mandatory completion by BSCCo – unique number allocated for each individual CP.
- **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)** – mandatory completion by originator – this is a single fully defined description of the proposed solution. For Category 1 BSC Configurable Items redlined changes must be included.
- **Justification for Change** – mandatory completion by originator – details of the business case for implementing the proposed change. This section should also include a brief

© Elexon Limited 2025

assessment of the risk associated with leaving the problem/issue unresolved, in terms of materiality and probability of occurrence.

- **To which section of the Code does the CP relate, and does the CP facilitate the current provisions of the Code? –** All CPs should be raised in line with BSC section F 3.1.2 ensuring that changes to BSC Configurable Items should continue to facilitate the provisions as detailed in the Code and should not impose new obligations or restrictions of a material nature on Parties and Party Agents (or classes thereof) which are not authorised or envisaged by, or subsidiary to, the rights and obligations of the Parties under the Code. As such the originator should highlight the section of the BSC that their proposed change is derived from and if the proposed CP facilitates the existing arrangements in the BSC.

- **Estimated Implementation Costs** – mandatory by BSCCo – These will be broken down into Central System Costs and BSCCo Operational Costs where appropriate.

- **Impact on BSC Configurable Item(s)** – mandatory completion by originator – a list of all BSC Configurable Items potentially affected by proposed solution. Details of how each BSC Configurable Item will be affected should be included, if known, and redlining of Category 1 BSC Configurable Items must be completed.

- **Impact on EMDS** - mandatory completion by originator – a list of all Market Messages and / or Data Items potentially affected by proposed solution.

- **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. These documents include any changes that will be needed to the EMDS or REC Products. Details of how each document will be affected will also need to be included.

- **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 i.e. with no time constraints, this should be stated. This will be updated to the agreed Implementation Date once the ~~Panel Committee~~Code Manager- has ~~voted~~made its decision.

- **Version History** – mandatory completion by BSCCo – details of any previous versions of a Draft CP or details of what has changed between CP versions. If this is the first version then this will be indicated in this section.

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

4.5. Section not used.

4.6. Section Not used

© Elexon Limited 2025

OFFICIAL

4.7 Issue Form

Issue Form - BSCP40/04
Issue Number *(mandatory by BSCCo)*
Issue Title *(Mandatory by originator)*
Issue Description *(Mandatory by originator)*
Justification for Examining Issue *(Mandatory by originator)*
Potential Solution(s) *(Optional by originator)*
Proposer's Details
Name
Organisation
Email Address
Telephone Number
Date

© Elexon Limited 2025

OFFICIAL

4.8. Issue Form Guidelines

These guidelines are to be used to assist in the completion of the Issue Form, contained 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 support on completing this Issue Form, please contact BSCCo. Once completed this form should be submitted to BSCCo.

- **Issue Number –**mandatory to be completed by BSCCo once the proposed issue has been received. This is a unique number.

- **Issue Title –** mandatory and is completed by the proposer of the Issue at the time the issue is raised. This should be unique where possible.

- **Issue Description** – mandatory and is completed by the proposer of the Issue. The description should include as much detail as possible of the issue being encountered.

- **Potential Solution(s) - optional** by originator – This is to be completed where the proposer of the Issue has potential solutions that they want to be discussed as part of a potential solution to the issue.

- **Justification for Examining Issue** – mandatory by proposer of the Issue – details of the business case for examining the issue. This section should also include a brief assessment of the risk associated with leaving the problem/issue unresolved, in terms of materiality and probability of occurrence.

- **Proposer's Details** – mandatory completion by proposer of the Issue – the name, organisation, email address and telephone number of the proposer. This should include details of any originators of the Issue, for example if BSCCo is raising an Issue on behalf of another participant.

4.9. Not Used

4.10 Not Used

4.11 Not Used

4.12. Not Used

© Elexon Limited 2025

OFFICIAL

4.13 Designation Request Form

Designation Request Form - BSCP40/07 **Request Number** *(mandatory by BSCCo)*
Title of proposed Modification *(Mandatory by originator – please also attach draft Modification Proposal Form, which can be found on the BSC Website and must meet the requirements in Section F~~2.1.2~~ of the BSC, and the signed letter from section 4.15)*
Rationale for Requesting Designation *(Mandatory by originator – this must include any information on what other steps, if any, have been taken to have the Code issue or defect addressed. Please indicate if the proposed Modification is based on an Issue that has been previously raised)*
Reasons why Applicant has an interest in the Code/issue *(Mandatory by originator – this may include evidence of being materially affected by the issue)*
Additional Details which may support the application *(Optional by originator)*
Proposer Name
Organisation
Email Address
Telephone Number
Date

© Elexon Limited 2025

4.14. Designation Request Form Guidelines

These guidelines are to be used to assist in the completion of the Designation Request Form, given 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.

- **Request Number** –mandatory to be completed by BSCCo once the request has been received. This is a unique number.

- **Title of Proposed Modification** – mandatory and is completed by the originator at the time the request is raised. This must match the title on the draft Modification Proposal Form that accompanies your Designation Request.

- **Rationale for Requesting Designation** – mandatory and is completed by the originator. You should include as much detail as possible on your reasons for requesting Designation. This should include any information on your attempts to find a Party to raise the Modification, the reason they will not raise or 'sponsor' this Modification and any information on other industry discussions or forum discussion you have had on the Modification.

- **Reasons why Applicant has an interest in the Code/issue** – mandatory by originator. You need to explain how the issue impacts you and what it is about the proposed Modification that makes you an interested party in it. If you are acting for another party/parties (for example, a trade association acting for its members) this should be explained.

- **Additional Details which may support the application** – optional by originator – if there are any other details that you believe will support your request, please include them.

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

© Elexon Limited 2025

OFFICIAL

4.15 Pro Forma Letter from Third Party Proposer

To:

Elexon Limited as the Balancing and Settlement Code (the "BSC") Company ("BSCCo")

[insert registered office address]

[insert date]

Dear Sirs,

Application to be designated by the ~~Panel~~ Code Manager as a Third Party Proposer pursuant to Section F2.1A.1 of the Balancing and Settlement Code

By writing this letter, and submitting a Designation Request Form and a draft Modification Proposal Form we are applying to be designated as a Third Party Proposer under the Section F (Modification Procedures) of the BSC.

Unless otherwise stated, or the context otherwise requires, any capitalised term in this letter shall have the meaning given to it in the BSC.

We acknowledge that we have obtained a copy of the latest versions of Section B (The ~~Panel~~SAF), Section C (BSCCo and its Subsidiaries), Section F and Section H (General) and Section X-1 (General Glossary) of the BSC as well as BSC Procedure 40 from the BSC Website.

In consideration of BSCCo ~~and/or the Panel~~ considering our application to be designated as a Third Party Proposer, we hereby agree with each of you that we shall be bound by:

a) the terms of Section B1, B3 and B4.6 (the ~~Panel~~SAF); Section C1 and C3 (BSCCo and its Subsidiaries), Section F (Modification Procedures) and Section H7.1, H8 and H9 (General) of the BSC; and

b) the terms of BSC Procedure 40,

for the purposes of our application to be designated as a Third Party Proposer and the consideration of our modification proposal under the Modification Procedures as if we were a party to the BSC for the purposes of those Sections and BSC Procedures.

We acknowledge and agree that:

a) during our application to be appointed as a Third Party Proposer the provisions of paragraph 2.1A of Section F (Modification Procedures) of the BSC provide a right of appeal to the Authority should the ~~Panel~~ Code Manager reject our application and that should our application be rejected our sole and exclusive remedy will be to refer the matter for determination to the Authority in accordance with that paragraph and we accept that its determination will be final, conclusive and binding; and

b) we will not make any claim in damages or any other claim of a financial nature against Elexon Limited ~~or any Panel Member~~ and we hereby waive (to the fullest extent permitted by law) any such claim against Elexon Limited or

© Elexon Limited 2025

~~any Panel Member~~ and release each from any such liability in respect of any breach by Elexon Limited ~~or the Panel~~ of any provision of the Code or in tort (including negligence) or otherwise.

Nothing in this letter shall exclude or limit liability for death or personal injury resulting from negligence by Elexon Limited ~~or any Panel Member or~~ resulting from fraudulent misrepresentation.

This letter shall expire following the later of:

a) the final determination (whether by the ~~er~~~~Panel~~ Code Manager or the Authority) that we have not been designated as a Third Party Proposer;

b) the withdrawal of the Modification Proposal proposed by us; or

c) the final determination (whether by the ~~Panel~~ Code Manager or the Authority) as to whether the Modification Proposal proposed by us should be approved or rejected.

This letter shall be governed by, and construed in all respects in accordance with, the laws of England and Wales.

Yours faithfully,

……..

signed by [**insert name**] being a Director and signing this letter for and on behalf of [**insert full name of company**]

© Elexon Limited 2025

OFFICIAL

4.16 Establishing a Standard Change

"Request a type of change is treated as a Standard Change" Form - BSCP40/16	**Standard Change Request Number** *(mandatory by BSCCo)*
Title *(Mandatory by originator)*	
Description and scope *(Mandatory by originator)*	
Assessment against Standard Change Criteria *(Mandatory by originator)*	
Criteria	**How are the Standard Change Criteria met?**
Low risk (see guidelines)	
Repeatable (see guidelines)	
Predictable (see guidelines)	

What are the benefits? *(Mandatory by originator)*
Potential enabling changes required *(Mandatory by originator)*
Proposer's Details
Name
Organisation
Email Address
Telephone Number
Date

© Elexon Limited 2025

4.17 Establishing a Standard Change Form Guidelines

These guidelines are to be used to assist in the completion of the 'Request a change is treated as a Standard Change Form', given in Appendix 4.16. 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.

- **Standard Change Request Number** – mandatory completion by BSCCo – unique number allocated for each individual request to move a change type to the Standard Change process.

- **Title** – mandatory completion by originator – title of Standard Change.

- **Description and scope** - mandatory completion by originator – this is a single, fully defined description of the change and its scope.

- **Assessment against Standard Change Criteria –** mandatory completion by originator. This must include a rationale for each Standard Change Criteria, as described in BSC Section F:

- **What are the benefits?** – mandatory completion by originator – details of the business case for establishing the proposed Standard Change, for example how much time and effort could be saved by progressing this type of change via the Standard Change process. This section should also include a brief assessment of any risks with the current approach or by using the Standard Change process.

- **Potential enabling changes required -** mandatory completion by originator, however, BSCCo can advise if originator is unsure of all the potential enabling changes necessary – list of all enabling changes needed to facilitate the Standard Change. Redlining is not required, but may be provided for clarity.

- **Proposer's Details** – mandatory by originator – the name, organisation, email address and telephone number of the originator and the date on which the Proposer raised the SC.

© Elexon Limited 2025

OFFICIAL

4.18 Standard Change Proposal Form

Standard Change Proposal Form - BSCP40/18 **Standard Change Number** *(mandatory by BSCCo)*
Title *(Mandatory by originator – selected from Standard Change log)*
Description *(Mandatory by originator)*
Justification for needing the change *(Mandatory by originator)*
Any other supporting information
Proposer's Details
Name
Organisation
Email Address
Telephone Number
Date

© Elexon Limited 2025

4.19 Standard Change Proposal Form Guidelines

These guidelines are to be used to assist in the completion of the Standard Change Proposal Form, given in Appendix 4.18.

- **Standard Change Number** – mandatory completion by BSCCo – unique number allocated for each individual Standard Change Proposal.

- **Title** – mandatory completion by originator – title of Standard Change Proposal.

- **Description** - mandatory completion by originator - a statement of the issue/problem and the Standard Change that needs to be progressed.

- **Justification for Change** – mandatory completion by originator – details of the business case for implementing the proposed change. This section should also include a brief assessment of the risk associated with leaving the problem/issue unresolved, in terms of materiality, where possible.

- **Any other supporting information –** redlined Configurable Items and/or details of other artefacts that need to be changed.

- **Proposer's Details** – mandatory by originator – the name, organisation, email address and telephone number of the originator and the date on which the Proposer raised the Standard Change Proposal.

© Elexon Limited 2025

OFFICIAL

4.20 Standard Change Appeal Form

Standard Change Appeal Form - BSCP40/20 **Standard Change Appeal Number** *(mandatory by BSCCo)*
Are you appealing the ~~Panel~~ decision in 3.16 or the Standard Change proposal in 3.17? *(Mandatory by originator – reference relevant details from SCL or Change Register, as applicable)*
Justification for making the appeal? *(Mandatory by appellant)*
Any other supporting information
Appellant's Name:
Appellant's Organisation:
Appellant's Email Address:
Appellant's Telephone Number:
Date of submission:

© Elexon Limited 2025

4.21 Standard Change Appeal Form Guidelines and Criteria

These guidelines are to be used to assist in the completion of the Standard Change Appeal Form, given in Appendix 4.20.

Any appeal must provide a clear rationale and justification for seeking a different decision than the one originally made. Consideration should be given to previous appeals (which are available in the Standard Change Log (for appeals under 3.16) or the Change Register (for appeals under 3.17).

- **Standard Change Number** – mandatory completion by BSCCo – unique number allocated for each individual Standard Change Proposal.

- **Are you appealing the ~~Panel~~ decision in 3.16 or the Standard Change Proposal in 3.17? (**Mandatory by appellant – reference relevant details from SCL or Change Register, as applicable) – details of the appeal type – 3.16 is Classification of a Standard Change. 3.17 is the Standard Change Process. This section should clarify which type of appeal is being raised.

- **Justification for Change** – mandatory completion by originator – details of the business case for appealing the proposed change. This section should include a brief assessment of the material risk associated with allowing the Standard Change to proceed. Ensure that your reasons for appeal differ from any previous appeals made for that type of Standard Change.

- **Any other supporting information –** optional completion by appellant

- **Proposer's Details** – mandatory by appellant – the name, organisation, email address and telephone number of the appellant and the date on which the appellant raised the Standard Change Proposal.

AMENDMENT RECORD – BSCP40

Version	Date	Description of Changes	Changes Included	Mods Panel/Code Committee/SAF Ref
1.0	Code Effective Date	Designated version		N/A
2.0	27 March 2001	Addition of an Error Correction Process		P/15/012
3.0	25 February 2003	Operational Review	CP871	ISG/24/268 SVG/24/313
4.0	1 May 2003	Approved for use		ISG/27/307 SVG/27/365
5.0	30 June 2004	CVA Programme June 04 Release	CP971, CP998, CP1002, CP1008	ISG/40/003 SVG/40/004

© Elexon Limited 2025

Version	Date	Description of Changes	Changes Included	Mods Panel/Code Committee/SAF Ref
6.0	BETTA Effective Date	CVA Feb 05 Release	BETTA 6.3, CP1091, CP1069, CP1073, CP1074, CP1075, CP1076, CP1077	SVG/49/003 ISG/50/001
7.0	02 November 2005	CVA Programme Nov 05 Release	P187	P/94/004
8.0	22 February 2007	February 07 Release	CP1170	SVG/69/004 ISG/70/002
9.0	23 August 2007	Standalone Release	P197	Panel
10.0	5 November 2009	November 09 Release	CP1284	ISG100/01 SVG100/01
11.0	31 December 2010	Standalone Release	P262, P263	Panel
12.0	6 November 2013	Standalone Release	P296	P216/04
13.0	3 June 2014	Standalone Release	P301	P224/07
14.0	5 November 2015	November 2015 Release	P305	ISG172/04 SVG176/03
15.0	3 November 2016	November 2016 Release	CP1468	ISG185/01 SVG188/02
16.0	22 February 2018	February 2018 Release	CP1494	ISG200/09 SVG202/03
17.0	29 March 2019	29 March 2019 Standalone Release 29 March 2019 Standalone Release	P369 CP1511	P285/12 P285/10
18.0	3 April 2019	Standalone Modification	P370	P287/06
19.0	27 June 2019	27 June 2019 Release	P372	P290/07
20.0	16 June 2020	16 June 2020 Release	P405 Self-Governance	P302/08
21.0	1 September 2021	1 September 2021 Non-Standard Release	P420	P316/05
22.0	24 February 2024	29 February 2024 Standard Release	CP1584	IG268/02 SVG270/02
23.0	01/10/24	01 October 2024 Non-Standard Release	ORD009	Directed by Secretary of State
24.0	07 November 2024	07 November 2024 Standard Release	P463, CP1596	P353/18 SVG281/01 ISG279/02
25.0	05 September 2025	05 September 2025 Special Release	P492	P365/06

© Elexon Limited 2025

OFFICIAL

Intellectual Property Rights, Copyright and Disclaimer

The copyright and other intellectual property rights in this document are vested in Elexon or appear with the consent of the copyright owner. These materials are made available for you for the purposes of your participation in the electricity industry. If you have an interest in the electricity industry, you may view, download, copy, distribute, modify, transmit, publish, sell or create derivative works (in whatever format) from this document or in other cases use for personal academic or other non-commercial purposes. All copyright and other proprietary notices contained in the document must be retained on any copy you make.

All other rights of the copyright owner not expressly dealt with above are reserved.

No representation, warranty or guarantee is made that the information in this document is accurate or complete. While care is taken in the collection and provision of this information, Elexon Limited shall not be liable for any errors, omissions, misstatements or mistakes in any information or damages resulting from the use of this information or action taken in reliance on it.

© Elexon Limited 2025