|  |
| --- |
| **Balancing and Settlement Code**  **BSC PROCEDURE**  **CHANGE MANAGEMENT**  **BSCP40**  **Version 20.2**  **Date:** |

**BSC PROCEDURE 40**

**relating to**

**CHANGE MANAGEMENT**

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, relating to Change Management.
3. This BSC Procedure is effective from.
4. This BSC Procedure has been approved by the BSC Panel.

|  |
| --- |
| 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. |

**AMENDMENT RECORD**

| **Version** | **Date** | **Description of Changes** | **Changes Included** | **Mods Panel 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 |
| 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 | P369 | P285/12 |
|  |  | 29 March 2019 Standalone Release | CP1511 | 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 |

**CONTENTS**

[1. Introduction 6](#_Toc52203451)

[1.1. Purpose and Scope of the Procedure 6](#_Toc52203452)

[1.2 Main Users of the Procedure and their Responsibilities 8](#_Toc52203453)

[1.3 Key Milestones 9](#_Toc52203454)

[1.4 BSC Provisions 10](#_Toc52203455)

[1.5 Associated BSC Procedures 10](#_Toc52203456)

[2 Acronyms and Definitions 10](#_Toc52203457)

[[RCC]2.1 List of Acronyms 10](#_Toc52203458)

[[RCC]2.2 List of Definitions 11](#_Toc52203459)

[3. Interface and Timetable Information 15](#_Toc52203460)

[3.1 Agreement of BCA/PACA CP Impact Assessment Timetable 15](#_Toc52203461)

[3.2 Raising a Draft Change Proposal for Impact Assessment 16](#_Toc52203462)

[3.3 Raising a Draft Change Proposal for Discussion at a Working Group 18](#_Toc52203463)

[3.4 Raising a Change Proposal for Impact Assessment 20](#_Toc52203464)

[3.5 Panel Committee Decision of Change Proposals 22](#_Toc52203465)

[3.6 Implementation of Change Proposals 25](#_Toc52203466)

[3.7 Correcting Identified Errors - Emergency Fixes 27](#_Toc52203467)

[3.8 Submitting a Modification Proposal 28](#_Toc52203468)

[3.9 Development of amendments to BSC Configurable Items arising from a Modification Proposal 29](#_Toc52203469)

[3.10 Market Index Definition Statement Review 32](#_Toc52203470)

[3.11 Registration of BCAs/PACAs 35](#_Toc52203471)

[3.12 Loss of Load Probability Calculation Statement Review 36](#_Toc52203472)

[3.13 Value of Lost Load Review 38](#_Toc52203473)

[3.14 Designation Request for Raising a Modification Proposal 40](#_Toc52203474)

[3.15 Issues Process 43](#_Toc52203475)

[4. APPENDICES 44](#_Toc52203476)

[4.1 Draft CP Form 44](#_Toc52203477)

[4.2 Draft CP Form Guidelines 45](#_Toc52203478)

[4.3 CP Form 46](#_Toc52203479)

[[RCC]4.4. CP Form Guidelines 47](#_Toc52203480)

[4.5. Section not used. 48](#_Toc52203481)

[4.6. Section Not used 48](#_Toc52203482)

[4.7 Issue Form 49](#_Toc52203483)

[4.8. Issue Form Guidelines 50](#_Toc52203484)

[4.9. BCA Registration Form 51](#_Toc52203485)

[4.10 BCA Registration Form Guidelines 52](#_Toc52203486)

[4.11 PACA Registration Form 53](#_Toc52203487)

[4.12. PACA Registration Form Guidelines 54](#_Toc52203488)

[4.13 Designation Request Form 55](#_Toc52203489)

[4.14. Designation Request Form Guidelines 56](#_Toc52203490)

[4.15 Pro Forma Letter from Third Party Proposer 57](#_Toc52203491)

**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 the process for Third Party Applicants to request designation to raise a Modification Proposal; and
* defines 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:

1. implementing the change management procedures within the BSC;
2. assessing all proposed changes and assisting the BSC Panel and its Committees in making informed decisions;
3. consulting with interested parties how work will be progressed;
4. implementing new, or revisions to existing, BSC Configurable Items; and
5. producing the BSC Baseline Statements.

*1.1.2 Out of Scope*

This procedure does not cover changes to associated Core Industry products 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 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*

A Modification Proposal is required to amend the BSC Sections. This procedure sets out the procedure for the submission of Modification 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 does not require a separate Change Proposal to be raised.

All interested parties, as listed in Section F of the BSC, may register (or be registered by BSCCo) to receive by email communications which support the Modification Procedures and fulfil BSCCo’s obligations in accordance with Section F of the BSC, by providing relevant contact details to BSCCo. The provisions concerning general email communications from BSCCo to Parties are contained in Section H of the BSC.

To raise a Modification Proposal, Parties must submit a completed Modification Proposal form to BSCCo. BSCCo must publish the Modification Proposal form template on the BSC Website for use by Parties. Guidelines for completing this form are 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. To raise a Change Proposal, Parties must submit a completed BSCP40/02 ‘Change Proposal’ form to BSCCo in accordance with Section 3.4. Guidelines for completing this form are contained within the form. Section 3.5 sets out the process for obtaining the Panel Committee decision and Section 3.6 sets out the process for the implementation of Change Proposals.

*1.1.5 Draft Change Proposals and Issues*

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.

*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.

Parties and their Qualified Agents should nominate individuals within their organisations to register as BSC Change Administrators (BCAs) and Party Agent Change Administrators (PACAs) respectively, to interface with BSCCo on all matters relating to changes to BSC Configurable Items. Please see section 3.11 of this procedure for more information on the registration process.

*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 implemented since the previous master version;
* the “Responsible Committee(s)” for the 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.

*Submission of Issues*

Where a Party or interested third party feels that it has 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. This pre-change process shall assist in the framing of issue(s)/defect(s) and possible CPs or Modifications. Parties, interested third parties (including bodies representative of interested third parties and Party Agents) and BSCCo, may raise an Issue in accordance with section 3.15 below.

Panel Committees may be consulted by the proposer of the Issue in order to seek guidance. The Panel 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.

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 following the assessment and discussion of the Issue.

## 1.2 Main Users of the Procedure and their Responsibilities

The main users of this procedure are:

1. *BSCCo* – manages the change process.
2. *BSC Panel*.
3. *BSC Change Administrator (BCA)* – nominated by BSC Parties to interface with BSCCo on all change issues.
4. *Citizens Advice and Citizens Advice Scotland*
5. *Market Index Data Providers (MIDP)*.
6. *Panel Committees -* control all changes to Configurable Items, apart from modifications to the BSC.
7. *Party Agent Change Administrator (PACA)* - nominated by a Qualified Party Agent, or an applicant for Qualification, to interface with BSCCo on all change issues (note that PACAs **cannot** raise DCPs or CPs in their own right, but could ask a Party to raise them on their behalf).
8. *Interested third parties (including Party Agents) or any bodies representative of interested third parties – to raise Issues.*
9. *Third Party Applicants* – to request designation by the Panel or the Authority to raise Modification Proposals.

BCA/PACA participation in the Change Management of BSC Configurable Items

BCAs and PACAs are invited to comment on amendments to BSC Configurable Items during the change management process:

Draft Change Proposal Consultation

During the change management process, Draft CPs may be issued as part of the agreed timetabled Change Proposal Circular to BCAs/PACAs for consultation. For more information on this process, please see section 3.2 of this procedure.

CP Impact Assessment

During the change management process, CPs will be sent to BCAs/PACAs as part of the agreed timetabled Change Proposal Circular, detailing the issue and solution for Impact Assessment. BCAs/PACAs are invited to comment on CPs and their attachments and, where relevant, review associated draft redline changes. BCAs/PACAs 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 BCA/PACA 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]](#footnote-1) 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 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, the provisions of the BSC 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 |

**2 Acronyms and Definitions**

## [RCC]2.1 List of Acronyms

The following is a list of acronyms used in BSCP40:

|  |  |
| --- | --- |
| BCA | BSC Change Administrator |
| 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 as the holder of the Transmission Licence and any reference to “NETSO”, “NGESO”, “National Grid Company” or “NGC” in the Code or any Subsidiary Document shall have the same meaning. |
| PACA | Party Agent Change Administrator |
| REC | Retail Energy Code (REC) |
| STC | System Operator-Transmission Owner Code |

## [RCC]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 Administrator (BCA) – individual nominated by BSC Parties to be responsible for interfacing with BSCCo on all change issues.
* BSC Configurable Item – all Code Subsidiary Documents, plus other documents and systems, as agreed by the BSC Panel 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
* 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 believe redline drafting of the proposed changes to the BSC Configurable Item must be included with the 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 do not believe redline drafting of the proposed changes to the BSC Configurable Item must be included with the Change Proposal.
* Category 3 BSC Configurable Item – a BSC Configurable Item that is not amended by Modifications or Change Proposals.
* 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), that contains a single detailed solution and associated redline text where affecting Category 1 BSC Configurable Items. A CP can be raised by BSCCo, a BSC Agent[[2]](#footnote-2), a Party, Citizens Advice, Citizens Advice Scotland, the BSC Panel or one of its Committees or such other bodies representative of interested third parties as may be designated by the Authority from time to time.
* Change Proposal Circular (CPC) – communication sent by BSCCo to BCAs and PACAs when communicating BSCCo change information.
* Change Register – a document which contains up-to-date information for each Modification Proposal, Change Proposal and Issue, including the name and organisation of the proposer, the date the Modification Proposal, Change Proposal or Issue was raised, the title and brief description of the CP, and the current status of the CP.
* Core Industry Documents – a suite of documents set out in the Transmission Licence.
* CP Impact Assessment – BCA / PACA / BSC Agent assessment 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.
* De Minimis BMRS CP – a Change Proposal which, if approved, would result in a De Minimis BMRS Change[[3]](#footnote-3). 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 of implementing such change is no greater than the financial threshold set by the Panel 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 from time to time and published on the BSC Website;

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

(d) the relevant Committee 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 BSCCo, a BSC Agent[[4]](#footnote-4), a BSC Party, Citizens Advice, Citizens Advice Scotland, the BSC Panel, or one of its Committees.
* DCP Consultation – BCA / PACA / BSC Agent assessment of a DCP. This involves providing comments and views on the DCP.
* 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.
* Housekeeping CP – a CP which, if approved, would result in a Housekeeping Change to one or more BSC Configurable Items on the BSC Baseline Statement[[5]](#footnote-5). Housekeeping CPs will be published on the BSC Website and require 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 – 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.
* 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.
* Modification Proposal – proposal of a Modification to the BSC.
* NETSO BCA – the individual, nominated to interface with BSCCo on all change issues.
* Originating BCA - Any registered BCA who raises an issue, DCP or CP.
* PACA Register – details of all registered PACAs, maintained by BSCCo. It is used for the purpose of distributing to, and receiving change information from, PACAs.
* Panel Committee – a committee established by the BSC Panel with delegated authority for changes to BSC Configurable Items, as specified on the BSC Baseline Statement.
* Party Agent Change Administrator (PACA) – individual nominated by a Qualified Party Agent, or an applicant for Qualification, in accordance with section 3.11. The nominated PACA will be responsible for interfacing with BSCCo on all change issues.
* Qualification Service Provider – the organisation contracted by BSCCo to perform the duties set out in BSCP537.
* Release Strategy – a strategy, agreed by the BSC Panel, for the delivery of changes to the BSC Systems as a result of approved modifications and changes.
* 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 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 as being permitted to make a proposal to modify the Code pursuant to Section F2.1.1(c) and in accordance with this BSCP40.

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

# 

**3. Interface and Timetable Information**

## 3.1 Agreement of BCA/PACA CP Impact Assessment Timetable

CPs will be issued to BCAs/PACAs for Impact Assessment in an agreed timetabled Change Proposal Circular (CPC). The BCA/PACA 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[[6]](#footnote-6), issue dates, response dates, collated response publication dates as well as target dates for Panel Committee decisions 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 BCA/PACA 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 | BCAs / PACAs | Draft CP Impact Assessment timetable. | Email / Fax |
| 3.1.3 | Within agreed response time (a minimum of 10 WD after 3.1.2) | Review draft timetable and submit comments. | BCAs / PACAs | BSCCo | Comments on draft timetable. | Email / Fax |
| 3.1.4 | To meet Panel Committee timetable dates | Finalise changes to timetable and publish on the BSC Website and notify BCAs / PACAs of the publication. | BSCCo | BCAs / PACAs | BCA/PACA comments. | Internal Process / Email / Fax |
| 3.1.5 | Any time during the year | Amendments to the Impact Assessment timetable can be proposed by consulting the BCAs / PACAs, subject to Panel Committee Approval. | BSCCo | BCAs / PACAs | Changes to the timetable are proposed and agreed as part of a consultation. | Email / Fax |

## 3.2 Raising a Draft Change Proposal for Impact Assessment

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.2.1 | Any time before the Change Submission Deadline[[7]](#footnote-7) | Draft Change Proposal (DCP) is submitted to BSCCo. | Originating BCA | BSCCo | DCP Guidelines in Appendix 4.2.  BSCP40/01 form (Appendix 4.1).  Any supporting documentation. | Email / Fax |
| 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 the criteria as described in the Guidelines in Appendix 4.2. | Internal Process |
| 3.2.3 | As necessary | BSCCo returns the change to the Originating BCA to amend the DCP. | BSCCo | Originating BCA | Original BSCP40/01 form with accompanying information as to the areas to be amended. | Email / Fax |
| 3.2.4 | As appropriate | Originating BCA sends the amended DCP back to BSCCo.  (Go to 3.2.2.) | Originating BCA | BSCCo | DCP Guidelines in Appendix 4.2.  Amended BSCP40/01 form (Appendix 4.1).  Any supporting documentation. | Email / Fax |
| 3.2.5 | Within 2 WD of 3.2.2 | BSCCo logs and confirms DCP number to the Originating BCA, carries out initial assessment and determines potentially impacted market areas and agrees in which CPC the DCP will be included. | BSCCo | Originating BCA | DCP Guidelines in Appendix 4.2.  Completed BSCP40/01 form (Appendix 4.1) and any supporting documentation. | Internal Process / Email / Fax |
| 3.2.6 | On CPC circulation date | DCP circulated as part of the timetabled CPC for consultation. | BSCCo | All BCAs / PACAs and where appropriate BSC Agents | BSCP40/01 forms and any associated documentation. | Email / Fax |
| 3.2.7 | By agreed response date for that CPC | Responses are returned to BSCCo. | All BCAs / PACAs and where appropriate BSC Agents[[8]](#footnote-8) | BSCCo | Responses are sent to BSCCo. | Email / Fax |
| 3.2.8 | By agreed publication date[[9]](#footnote-9) | BSCCo collates responses, issues to the originator and publishes on the BSC Website. | BSCCo | Originating BCA | Collated responses. | Email / Fax |
| 3.2.9 | As appropriate | Originating BCA decides on the route forward. The BCA 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. | Originating BCA | 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 / Fax |

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

| **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. | Originating BCA | BSCCo | Completed DCP (BSCP40/01 form) Guidelines for completing this form are contained in Appendix 4.2. | Email / Fax |
| 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 / Fax |
| 3.3.3 | Within 1 WD of 3.3.2 | BSCCo will then confirm to the originator which meeting it will be presented to.[[10]](#footnote-10) | BSCCo | Originating BCA | Relevant Panel Committee meeting agenda.[[11]](#footnote-11) | Email / Fax |
| 3.3.4 | At the relevant Panel Committee meeting | The DCP is presented to the Panel Committee by the Originating BCA (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 Originating BCA | 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 relevant Panel Committee and then the appropriate process should be followed.  If the DCP is passed to a Working Group the Originating BCA or a representative should be invited to the Working Group. | Internal Process / Email / Fax |
| 3.3.5 | At the relevant Panel Committee meeting | If the Panel Committee conclude no further investigation is warranted then BSCCo and Originating BCA are notified of Panel Committee decision | Panel Committee | BSCCo and Originating BCA | DCP is discussed and any decisions made regarding progression are minuted for clarity and circulated. | Internal Process / Email / Fax |
| 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 / Fax |
| 3.3.7 | In time for the relevant Panel Committee Meeting | As directed by the Panel 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 / Fax |

## 3.4 Raising a Change Proposal for Impact Assessment

Housekeeping CPs do not require Impact Assessment and once raised in accordance with the following process, will be submitted to the relevant Panel Committee(s) for decision in accordance with section 3.5 of this BSCP. 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) will decide whether a CP should be progressed as a Housekeeping or De Minimis BMRS CP.

Any BCA or PACA can object to the Panel Committee’s decision to treat a CP as Housekeeping or 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-Housekeeping and a non-De Minimis BMRS CP). Because of the objection window, the Implementation Date for a Housekeeping or De Minimis BMRS CP shall not be earlier than 16 WDs after the date that BSCCo gives notification of the relevant Panel Committee’s decision under section 3.5.

Under certain circumstances, and with the approval of the appropriate Panel Committee(s), a regular CP can be progressed through the Impact Assessment process with a reduced timescale.

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.4.1 | Any time before the published Change Submission Deadline7 | Completed Change Proposal form is submitted to BSCCo. | Originating BCA | BSCCo | CP Guidelines in Appendix 4.4.  BSCP40/02 (Appendix 4.3).  Redlined Category 1 BSC Configurable Items. | Email / Fax |
| 3.4.2 | Before the timetabled CPC circulation date | BSCCo validates the CP form and 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).  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). | Internal process |
| 3.4.3 | As Required | If needed BSCCo sends the CP back to the Originating BCA to amend. | BSCCo | Originating BCA | Completed BSCP40/02 form with any supplementary information. | Email / Fax |
| 3.4.4 | As required and in time for timetabled CPC | Originating BCA sends the amended CP back to BSCCo.  (Go to 3.4.2.) | Originating BCA | BSCCo | Amended BSCP40/02 form and supporting documentation. | Email / Fax |
| 3.4.5 | Within 5 WD of 3.4.2 | BSCCo logs the CP and confirms the CP number to the Originating BCA.  Carry out initial assessment and identify potentially impacted market areas to assess CP and agree the date of submission to Panel Committee. | BSCCo | Originating BCA | Completed BSCP40/02 form and supporting documentation. | Email / Fax |
| 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. | Email / Fax |
| 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 / Fax |
| 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 | All BCA / PACA | CPC completed BSCP40/02 form, supporting documentation and response form.  Change Register. | Internal Process / Email / Fax |
| 3.4.10 | On or before agreed response date | Responses are returned to BSCCo. | All BCA / PACA | BSCCo | Responses are sent to BSCCo. | Email / Fax |
| 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 originator that a material comment has been returned as part of the Impact Assessment. | BSCCo | Originating BCA | Impact Assessment response. | Email / Fax |

## 3.5 Panel Committee[[12]](#footnote-12) Decision of Change Proposals

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.5.1 | At Panel Committee[[13]](#footnote-13) | Present CP and CP Impact Assessments to Panel Committee for decision on progression. | BSCCo | Panel Committee | Completed BSCP40/02 form and supporting documentation, CP Impact Assessments and BSCCo paper summarising the change. | Meeting |
| 3.5.2 | At Panel Committee | The Change can be amended by the Panel Committee providing that;   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 Committee | BSCCo | BSCP40/02 form and the supporting documentation. | Meeting |
| 3.5.3 | At Panel Committee | If a material impact is identified during Impact Assessment the Panel 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 Committee | BSCCo | BSCP40/02 form and the supporting documentation. | Meeting |
| 3.5.4 | At Panel Committee | If CP is approved, instruct BSCCo to progress in line with section 3.6 of this BSCP. | Panel Committee | BSCCo | Panel Committee paper. | Meeting |
| 3.5.5 | Within 5 WD of 3.5.3 | Update Change Register and publish revised Register and Panel Committee 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 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 all BCAs/PACAs and BSC Agents (where applicable) of Panel Committee decisions and circulate information on amended CPs. | BSCCo | All BCAs/ PACAs and BSC Agents (where applicable) | Notification circular and amended CPs with supporting documentation.  Details of how BCAs/PACAs can object to the progression of a CP as a Housekeeping or De Minimis BMRS CP (where applicable). | Email / Fax |
| 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, raise appropriate change documentation.  Where the CP is approved, the process will continue from section 3.6 except where an objection is received to a Housekeeping or 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 | Completed Change Documentation as appropriate. | Email / Fax |
| 3.5.8 | Within 15 WD of 3.5.6, for Housekeeping and De Minimis BMRS CPs (where appropriate) | Submit objection to the CP being progressed as a Housekeeping or De Minimis BMRS CP. | BCA/PACA | BSCCo | Reasons why the BCA/PACA believes that the CP does not meet the definition of a Housekeeping or De Minimis BMRS Change. | Email / Fax |
| 3.5.9 | Within 1 WD of receiving an objection under 3.5.8 | Notify all BCAs/PACAs, the affected Panel Committee(s) and BSC Agents (where applicable) of the objection. | BSCCo | All BCAs / PACAs, affected Panel Committee(s) and BSC Agents (where applicable) | Details of objection received. | Email / Fax |
| 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 |

## 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[[14]](#footnote-14) | Amend and publish the Category 1 BSC Configurable Items ensuring all changes are highlighted. | BSCCo |  | Changes made using the redlined text 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 | BCAs / PACAs / BSC Agents (if applicable) | Redlined BSC Configurable Items. | Email / Fax |
| 3.6.4 | As required to meet targeted Panel Committee meeting timescales | Carry out review and return comments. | BCAs / PACAs / BSC Agents (if applicable) | BSCCo | Review comments. | Email / Fax |
| 3.6.5 | To meet Paper Day of next Panel Committee Meeting | Incorporate comments as appropriate and finalise changes. | BSCCo |  | Review comments. | Internal Process |
| 3.6.6 | Panel Committee paper deadline | Request that the Panel Committee approve redlined changes to BSC Category 2 Items. | BSCCo | Panel Committee | Revised Category 2 BSC Configurable Items.  Panel Committee paper number. | Email / Fax |
| 3.6.7 | At Panel Committee | Panel Committee review amended Category 2 BSC Configurable Items and make decision on progression. | Panel Committee |  | Revised Category 2 BSC Configurable Items. |  |
| 3.6.8 | Following Panel Committee 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 |
| 3.6.9 | At least 2 WD before Implementation Date | Publish clean versions of all BSC Configurable Items on the BSC Website, as appropriate. | BSCCo |  | Amended BSC Configurable Items. | Internal Process |

## 

## 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 / Fax |
| 3.7.2 | After 3.7.1 | Assess severity of problem and inform BCAs/PACAs where appropriate. | BSCCo | BCAs/PACAs | 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 / Fax |
| 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 / Fax |
| 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 |

## 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 / Fax |
| 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 / Fax |
| 3.8.3 | As soon as possible after decision that Modification Proposal fails to comply with requirements (see BSC Section F, 2.1.2) | Refuse to accept Modification Proposal and notify proposer, with reasons for refusal. | BSCCo | Proposer | Reasons for refusal. | Post / Email / Fax |

## 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 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]](#footnote-15) | BSCCo | BSC Panel | Relevant Modification documents. | Panel Paper |
| 3.9.2 | After 3.9.1 | BSC Panel approves the request, subject to the Authority decision[[16]](#footnote-16) being to Approve the Proposed or Alternative Modification, or rejects the request. | BSC Panel | BSCCo |  | Panel Paper |
| 3.9.3 | As determined by the Panel | Develop the redlined changes to the Category 1 BSC Configurable Items. | 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 for review. | BSCCo | BCAs / PACAs / BSC Agents (If applicable) | Redlined BSC Category 1 Configurable Items. | Post / Email / Fax |
| 3.9.5 | As required to meet targeted Panel Committee meeting timescales | Carry out review and return comments. | BCAs / PACAs / BSC Agents | BSCCo | Review comments. | Post / Email / Fax |
| 3.9.6 | As appropriate | Incorporate comments as appropriate and finalise changes. | BSCCo |  | Review comments. | Internal Process |
| 3.9.7 | Panel Committee paper deadline | Submit redlined changes to Category 1 BSC Configurable Items as appropriate for approval. At the same time confirm Implementation Date. | BSCCo | Panel Committee | Revised BSC Configurable Items as appropriate.  Panel Committee paper number. | Post / Email / Fax |
| 3.9.8 | At the Panel Committee | Review submission and, if approved, confirm Implementation Date. | Panel Committee | BSCCo | Revised BSC Configurable Items and Implementation Date. | Meeting / Email / Fax |
| 3.9.9 | As appropriate | Publish approved redlined changes to Category 1 BSC Configurable Item(s). | BSCCo | BCAs / PACAs | Approved Configurable Items. | Post / Email / Fax |
| 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 | BCAs / PACAs / BSC Agents (if applicable) | Redlined BSC Configurable Items. | Email / Fax |
| 3.9.12 | Within agreed timescales | Carry out review and return comments. | BCAs / PACAs / BSC Agents (if applicable) | BSCCo | Review comments. | Email / Fax |
| 3.9.13 | To meet Paper Day of next appropriate Panel Committee Meeting | Incorporate comments as appropriate and finalise changes in Category 2 BSC Configurable Items. | BSCCo |  | Review comments. | Internal Process |
| 3.9.14 | Panel Committee paper deadline | Submit revised Category 2 BSC Configurable Items as appropriate for approval. | BSCCo | Panel Committee | Revised BSC Configurable Items as appropriate.  Panel Committee paper number. | Email / Fax |
| 3.9.15 | Panel Committee | Review submission and, if approved, confirm Implementation Date. | Panel Committee | BSCCo | Revised BSC Configurable Items and Implementation Date. | Meeting / Email / Fax |
| 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 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 |

## 3.10 Market Index Definition Statement Review

| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| --- | --- | --- | --- | --- | --- | --- |
| 3.10.1 | At least once every 12 months,  Or, if any change in circumstances which affects the provision of Market Index Data by a Market Index Data Provider;  Or, where necessary in order to give full and timely effect to any relevant Approved Modification by the Implementation Date for that Approved Modification | Panel request review of the Market Index Definition Statement. | Panel | BSCCo | Data or report to back up request to review Market Index Definition Statement (e.g. Panel minutes). | Meeting / 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 meeting | Present consultation report (i.e. summary of consultation responses, recommendations and Effective Date). | BSCCo | Panel | Consultation report and the revised Market Index Definition Statement. | Panel Paper |
| 3.10.6 | As soon as possible after 3.10.5 | (a) Provide to the Authority copies of any written representations so made and not withdrawn, and the consultation report, Effective Date and the recommendations of the Panel.  (b) Request Authority to agree recommendations of the Panel. | BSCCo | Authority | Revised Market Index Definition Statement and consultation report. | 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 | 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 |
| 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 Registration of BCAs/PACAs[[17]](#footnote-17)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **REF** | **WHEN** | **ACTION** | **FROM** | **TO** | **INFORMATION REQUIRED** | **METHOD** |
| 3.11.1 | On approval of new Party or Party Agent or on notification of new application for Qualification | Notify BSCCo that new BCA/PACA is required and provide all available details. | BSCCo |  | New organisation and category with contact name, address, telephone number and email address where available and, relevant start date. | Internal Process |
| 3.11.2 | Within 5 WD of 3.11.1 | Request nomination for fulfilling the responsibilities of the BCA/PACA role. | BSCCo | Qualifying Organisation | Notification that new BCA/PACA is required. | Email / Fax |
| 3.11.3 | Within 10 WD of 3.11.2 | Complete Parts A, B and C of appropriate Registration Form and return. | Qualifying Organisation | BSCCo | BSCP40/05 in Appendix 4.9, Guidelines in Appendix 4.10 or BSCP40/06 in Appendix 4.11, Guidelines in Appendix 4.12 as appropriate. | Email / Fax |
| 3.11.4 | When change of BCA/PACA details required | Complete Parts A, B and C of appropriate Registration form and return. | Existing BCA/PACA | BSCCo | BSCP40/05 in Appendix 4.9, Guidelines in Appendix 4.10 or BSCP40/06 in Appendix 4.11, Guidelines in Appendix 4.12 as appropriate. | Email / Fax |
| 3.11.5 | Within 5 WD of receipt of Registration Form | Check appropriate Registration Form has been completed and update the BCA/PACA Register accordingly. | BSCCo |  | BSCP40/05 in Appendix 4.9, Guidelines in Appendix 4.10 or BSCP40/06 in Appendix 4.11, Guidelines in Appendix 4.12 as appropriate. | Internal Process |

## 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 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 request review of the Loss of Load Probability Calculation Statement. | Panel | BSCCo | Data or report to back up request to review Loss of Load Probability Calculation Statement (e.g. Panel 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. | BSCCo | Parties and interested parties | Scope of consultation and consultation documentation | Email |
|  |  | Publish consultation documentation on the BSC Website. | BSCCo |  | Consultation documentation | 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 |
| 3.12.6 | At next convenient Panel meeting | Present consultation report (to include summary of consultation responses, recommendations and Effective Date). | BSCCo | Panel | Consultation report and the revised Loss of Load Probability Calculation Statement | Panel 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.  Request Authority to agree recommendations of the Panel. | BSCCo | Authority | Revised Loss of Load Probability Calculation Statement and consultation report | Email |
|  |  | Publish draft Loss of Load Probability Calculation Statement on the BSC Website. | BSCCo |  | Draft Loss of Load Probability Calculation Statement |  |
| 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 |

## 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,  Or, upon the request of the Authority | Panel request review of the Value of Lost Load. | Panel | BSCCo | Data or report to back up request to review the Value of Lost Load (e.g. Panel 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. | BSCCo | Parties and interested parties | Scope of consultation and consultation documentation | Email |
|  |  | Publish consultation documentation on the BSC Website. | BSCCo |  | Consultation documentation | 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 meeting | Present consultation report (to include summary of consultation responses, recommendations and Effective Date). | BSCCo | Panel | Consultation report and, where applicable, the revised Value of Lost Load | Panel Paper |
| 3.13.5 | If Panel agrees with the revised proposed Value of Lost Load, at the same time as 3.13.4 | Panel raises a Modification Proposal to put forward the revised Value of Lost Load for implementation on the agreed Effective Date. | Panel |  | Modification Proposal |  |
| 3.13.6 | If Panel 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 report to include the decision of the Panel and its rationale for its decision. | BSCCo | Authority | Panel report and consultation responses | Email |

## 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 |
| 3.14.3 | Within 5WDs of 3.14.1 | Validate request.  Where invalid, provide reasons for refusal and report to Panel and end process. | BSCCo | Third Party Applicant  Panel | As submitted in 3.14.1  Designation Request guidelines in 4.14 | Internal process  Email or other agreed means |
| 3.14.4 | Following 3.14.3 where valid submission | Notify industry and update Change Register. | BSCCo | Panel  Third Party Applicant  BCAs / PACAs  Interested parties | As submitted in 3.14.1 | Email or other agreed means |
| 3.14.5 | Following 3.14.4 and at next available Panel meeting | Present Designation request and draft Modification Proposal. | Third Party Applicant  BSCCo | Panel | As submitted in 3.14.4 | Electronic and verbal |
| 3.14.6 | At same time as 3.14.5 | Make Designation request decision and provide reasons for decision (note the Panel may consult with Parties and interested third parties as it considers necessary before making its decision). | Panel |  | As submitted in 3.14.4 | Electronic and verbal |
| 3.14.7 | Within 1 WD of 3.14.6 | Notify designation decision, including reasons. | BSCCo | Panel  Third Party Applicant  BCAs / PACAs  Interested parties | As provided from 3.14.6 | Email or other agreed means |
| 3.14.8 | Within 15 WDs of 3.14.7 | Where disagree with decision of Panel to designate and have valid grounds raise appeal in writing. | BSC Party[[18]](#footnote-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  BSC Party  Third Party Proposer  BCAs / PACAs  Interested parties | As provided from 3.14.8 | Email or other agreed means |
| 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  BSC Party  Third Party Proposer  BCAs / PACAs  Interested parties | As submitted in 3.14.10 | Email or other agreed means |

## 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 | Validate Issue form.  Where invalid, provide reasons for refusal and end process. | BSCCo | Proposer of Issue | 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 | Agree best route for progression   1. Issue Group 2. Seek advice and guidance from Panel Committee(s)   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 Terms of Reference (available on BSC Website)  Panel Committee Terms of Reference (available on BSC Website) | Electronic and verbal |
| 3.15.5 | Following 3.15.4 | Raise and Progress Issue. Update Change Register. | BSCCo  Proposer of Issue | Issue Group or Panel 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. | BSCCo | Panel | As provided in 3.15.5 | Electronic and verbal |

**4. APPENDICES**

## 4.1 Draft CP Form

| **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)* | |
| ***Originator’s Details:*** | |
| ***BCA Name:*** | |
| ***Organisation:*** | |
| ***Email Address:*** | |
| ***Telephone Number:*** | |
| ***Date:*** | |
| Attachments: **Y/N**\*(If Yes, No. of Pages attached: **……….**)  *(delete as appropriate)* | |

## 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 your BCA/PACA.

* **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.
* **Originator’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.

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

## [RCC]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 your BCA/PACA.

* **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 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 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 has voted.
* **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.
* **Originator’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.

## 4.5. Section not used.

## 4.6. Section Not used

## 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*** | |

## 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. BCA Registration Form

|  |  |
| --- | --- |
| **BCA Registration Form - BSCP40/05** | ***[Mandatory by applicant]*** |
| ***Part A – Categorisation (mandatory completion by Applicant)*** | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Generator |  |  | Core Industry Document Owner |  |  | Non-Physical Trading Party |
|  | Supplier |  |  | BSC Agent |  |  |  |
|  | BSC Auditor |  |  | Interconnector User |  |  | NETSO |
|  | Distribution Business |  |  | Citizens Advice |  |  | Citizens Advice Scotland |
|  | Other |  |  |  |  |  |  |

|  |  |
| --- | --- |
| ***Part B - Nominated BCA Details (completed by applicant)*** | |
| **Name** |  |
| **Organisation** |  |
| **Position** |  |
| **Telephone Number** |  |
| **Fax Number** |  |
| **Email Address** |  |

|  |  |
| --- | --- |
| ***Part C - Authorisation (completed by Senior Manager in applicant Organisation)*** | |
| **Name** |  |
| **Organisation** |  |
| **Telephone Number** |  |
| **Fax Number** |  |
| **Signature** |  |
| **Date** |  |

## 4.10 BCA Registration Form Guidelines

These guidelines are to be used to assist in the completion of the BCA Registration Form, given in Appendix 4.9 The guidelines state who should complete each item on the form and whether it is mandatory or optional. They also give a brief description of the information that should be given for each item. For further guidance please contact BSCCo.

* **Categorisation** – mandatory completion by applicant – tick all of the categories of Qualifying Organisations that the BCA will be representing. Note that this may be more than one, e.g., an individual acting as the BCA for an organisation that is both a Supplier and Generator Party.
* **Specify qualifying date from which category applies** – completion by applicant where applicable - the date on which the BCA appointment is to take place. Where this is not completed, it is assumed that the BCA details will apply from the date the form is received by BSCCo.
* **Nominated BCA Details** – mandatory completion by applicant - name, qualifying organisation, email address, telephone and fax number to allow circulation of change issues from the qualifying date.
* **Authorisation –** mandatory completion by a senior manager in qualifying organisation - name, qualifying organisation, position, telephone and fax number.

NB: To submit a BCA Registration form via email, BSCCo require it to be sent from the named user account of the Senior Manager providing authorisation.

## 4.11 PACA Registration Form

|  |  |
| --- | --- |
| **PACA Registration Form BSCP40/06** | ***[Mandatory by applicant]*** |
| ***Part A – Categorisation (completed by Applicant)***  Please tick one of the categorisations of Supplier Agents below: | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | HHDC |  |  | NHHDA |  |  | PRS Provider |
|  | NHHDC |  |  | HHMOA |  |  | Meter Administration |
|  | HHDA |  |  | NHHMOA |  |  | Data Transfer Service Provider |

|  |
| --- |
| **Specify the qualifying date from when category starts (if appropriate)** |

|  |  |
| --- | --- |
| ***Part B - Details of Nominated PACA (completed by Applicant)*** | |
| **Name** |  |
| **Organisation** |  |
| **Telephone Number** |  |
| **Fax Number** |  |
| **Email Address** |  |

|  |  |
| --- | --- |
| ***Part C - Authoriser Details (completed by Senior Manager of Applicant Organisation)*** | |
| **Name** |  |
| **Organisation** |  |
| **Position** |  |
| **Telephone Number** |  |
| **Fax Number** |  |
| **Signature** |  |
| **Date** |  |

## 4.12. PACA Registration Form Guidelines

These guidelines are to be used to assist in the completion of the PACA Registration Form, given in Appendix 4.11. The guidelines state who should complete each item on the form and whether it is mandatory or optional. They also give a brief description of the information that should be given for each item. For further guidance please contact BSCCo.

* **Categorisation** – mandatory completion by applicant. Tick all of the categories of Party Agents that the PACA will be representing. Note that an organisation may choose to have only one PACA to cover all of the agency services that it provides or is planning to provide. Conversely it may choose to have a separate PACA for any combination of these.
* **Specify qualifying date from which category applies** – completion by applicant where applicable - the date on which the PACA appointment is to take place. Where this is not completed, it is assumed that the PACA details will apply from the date on which the form is received by BSCCo.
* **Nominated PACA Details** – mandatory completion by applicant - name, organisation, telephone and fax number and email address to allow circulation of change issues.
* **Authorisation** – mandatory completion by a Senior Manager in Party Agent organisation – name, qualifying organisation, position, telephone and fax number.

NB: To submit a PACA Registration Form via email, BSCCo require it to be sent from the named user account of the Senior Manager providing authorisation.

## 4.13 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 requirement in Section F2.1.2 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)* | |
| **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*** | |

## 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.

## 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 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), 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); 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 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 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 Panel 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 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**]

1. The BSC Baseline Statement specifies which Panel Committee(s) are responsible for the approval of each BSC Configurable Item. [↑](#footnote-ref-1)
2. Proposals raised by BSC Agents will only be validated and logged as a CP with BSCCo’s consent. [↑](#footnote-ref-2)
3. The relevant Committee will determine whether a CP should be progressed as a De Minimis BMRS CP [↑](#footnote-ref-3)
4. Proposals raised by BSC Agents will only be validated and logged as a DCP with BSCCo’s consent. [↑](#footnote-ref-4)
5. The relevant Panel Committee will decide whether a CP should be progressed as a Housekeeping CP. [↑](#footnote-ref-5)
6. Originators should be aware that if Central Costs are needed this can take between 5 and 15 Working Days. [↑](#footnote-ref-6)
7. The Change Submission Deadline is produced as part of the CPC batching timetable in Section 3.1. [↑](#footnote-ref-7)
8. Please note lack of any response to a CPC does not indicate a negative response. [↑](#footnote-ref-8)
9. Timescales for publication are determined in Section 3.1. [↑](#footnote-ref-9)
10. 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. [↑](#footnote-ref-10)
11. Only one of the Panel Committees need agree that a Working Group is required in order for a Working Group to be established. [↑](#footnote-ref-11)
12. Some BSC Configurable Items are jointly owned by more than one Panel Committee, as specified in the BSC Baseline Statement, and so will require approval by each relevant Panel Committee [↑](#footnote-ref-12)
13. The Originating BCA may attend the Panel Committee meeting. [↑](#footnote-ref-13)
14. Implementation cut off is 6 months for system changes and 4 months for document only changes or as agreed by the Panel Committee. [↑](#footnote-ref-14)
15. This request 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. [↑](#footnote-ref-15)
16. Except where a Modification Proposal is considered to be a Self-Governance Modification Proposal [↑](#footnote-ref-16)
17. If Registration Forms are submitted by email, they must be sent from the named user account of the Senior Manager within the Qualifying Organisation. [↑](#footnote-ref-17)
18. Please note that Third Party Applicants can also appeal to the Authority where they disagree with the Panel’s decision not to designate them as a Third Party Proposer. [↑](#footnote-ref-18)