

BSC Systems Programme Board Terms of Reference

Control of BSC Systems Releases will be exercised through the BSC Systems Programme Board.

The Programme Board is responsible to the BSC Panel and the ELEXON Board for the overall direction and management of releases within the constraints laid down by the BSC Panel (and its committees) and the ELEXON Board; in summary the Board will:

- Direct, monitor and control the Programme of releases and each Release's progress in order to meet the requirements of the ELEXON Business Requirements Solutions;
- Manage any proposals to change the scope of the requirements;
- Ensure that the implementation of the changes included within the scope of the release does not present a risk to the ongoing operation of the Trading Arrangements.

In accordance with PRINCE2, the Programme Board comprises:

- Chair or Executive;
- Senior Supplier(s); and
- a number of Senior Users.

The current Programme Board members are:

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|-----------------------------------|-------------------------------|
| Mark Couldrick | Chair / Executive |
| Phil Eyre (Npower) | Senior SVA User |
| Tim Johnson (E.ON Energy Trading) | Senior CVA User |
| John Sykes (Scottish & Southern) | Senior User |
| Ijeoma Obi (ELEXON) | Senior User ELEXON Operations |
| Adam Richardson (ELEXON) | Senior Supplier |

In addition a representative of NGET is appointed to the Programme Board to act as an interface (Senior Supplier) for developments which involve significant changes to NGET systems.

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| TBC (NGET) | Senior Supplier (NGET) |
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The Programme Board is responsible to the BSC Panel and the ELEXON Board for the overall direction and management of the programme of releases. It:

- provides overall guidance and direction to the programme of releases managed by ELEXON's Change Implementation Team, ensuring it remains within any specified constraints;
- reviews and authorises Release and Exception Plans, including detailed budget and resourcing;
- ensures key risks and issues have an appropriate owner and appropriate mitigation is in place;

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- ensures any changes to the scope of a release in terms of approved Modifications and Change Proposals will not impact delivery of that release¹;
- escalates impact of changes to the scope of a release to BSC Panel (or its committees) or ELEXON Board, where appropriate;
- complies with ELEXON policy and procedures;
- confirms products delivered;
- ensures acceptance criteria met;
- authorises release to go live;
- reviews and authorises end release reports; and
- reviews and agrees lessons learnt.

The Executive is ultimately responsible for the delivery of the programme of releases; the Executive's role is to ensure that the release(s) remain focussed on achieving their objectives and delivering projected benefits. The Executive has to ensure that releases are delivered in a cost effective manner and balance the demands of ELEXON, users and service providers. He:

- Ensures that the programme achieves its objectives in delivering releases that deliver business benefit (in terms of the agreed Business case²);
- Ensures the release implements agreed solutions which meet the Business Requirements;
- Monitors and controls progress of the release at a strategic level;
- Ensures risks are being tracked and mitigated as effectively as possible;
- Monitors business risks to ensure they are kept under control;
- Briefs ELEXON Executive about progress and issues;
- Chairs Programme Board meetings;
- Monitors project finance;
- Recommends actions to the ELEXON Executive and/or ELEXON Board if release is forecasting outside tolerance;
- Authorises plans, end release report and lessons learnt on behalf of the programme board.

The Senior Users are responsible for ensuring that the solution being delivered meets the needs of stakeholders, in particular those who will use or are affected by the final product(s) within the constraints of the approved change proposals and Modifications, in terms of quality and functionality, at approved cost. The Senior Users:

- Represent all stakeholders;
- Ensure that the desired outcome of the release is clearly specified;
- Promote and maintain focus on the desired outcome;
- Ensure any user resources required for the release are made available;
- Ensure products are signed off once completed;

¹ The implementation date for Modifications is set by the Authority; the BSC Panel Committees approve Change Proposals for inclusion in a specific release.

² In Prince2 the Executive 'owns' the Business Case. For BSC Systems Releases the Business Case is presented to the programme in the form of an approved Modification which is measured in terms of the applicable BSC Objectives, or approved Change Proposals which have been agreed by Panel Committee(s) following industry consultation.

- Prioritise and contribute user opinions on Programme Board decisions on whether to implement recommendations on proposed changes; and
- Resolve user requirements and priority conflicts.

The following Senior User responsibilities are usually discharged by User Assurance on their behalf:

- Ensure that the specification of user requirements is accurate, complete and unambiguous;
- Monitor that solution meets needs of users and is progressing towards target;
- Evaluate impact of change from user perspective;
- Monitor risks to the users;
- Check quality of products from user perspective;
- Ensure quality control procedures used correctly so products meet user requirements; and
- Ensure user liaison is functioning effectively.

The Senior Suppliers are responsible for the delivery of all the products required to deliver the release(s) and represents the views of those producing those products. The Senior Supplier:

- Represents and provides the interface to internal and external service provider(s)³;
- Ensures that the solution defined is achievable and understood by service provider(s);
- Is accountable for the quality of products delivered by service provider(s);
- Agrees the scope and objectives for the activities of service provider(s);
- Ensures that resources required for the project are made available by service provider(s);
- Briefs non technical management on technical aspects of the project;
- Monitors potential changes and their impact on quality of products supplied by service provider(s);
- Monitor risks in the development aspect of the release;.

The NGET Senior Supplier has the same accountabilities as they relate to NGET systems and developments.

The following Senior Supplier responsibilities are usually discharged by Assurance on their behalf:

- Ensures standards in use by service provider(s) are appropriate, met and used to good effect;
- Ensures quality control procedures are used correctly, so products adhere to requirements.

Reporting and Meetings

Highlight Reports will be prepared and issued to the Programme Board on a monthly basis, as soon as the project financial reports are made available from ELEXON's finance department, normally within 10 working days of the end of the calendar month.

³ Service provider means any group or organisation which is designing, developing, implementing or maintaining systems or documentation as part of the release, both within ELEXON and externally through contractual relationships with ELEXON.

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Programme Board meetings will be held as required.

Meetings will be held to authorise release and exception plans and to make go-live decisions prior to the deployment of a release.

Meetings will normally only be held at other times if there are significant matters for decision by the Programme Board.

The following will be invited to attend the Programme Board meetings:

- The Release Manager(s) for the release(s) in progress;
- User Assurance⁴ representatives if required by the Senior Users;
- ELEXON Corporate Assurance representative as project assurance and release auditor⁵; and
- Board secretary (supplied by the ELEXON Project Support Office).

The following may be invited to attend the Programme Board meetings:

- External auditor if one is appointed for the release;
- NGET representative where there is an SO or Transmission Company impact in the release;
- Other ELEXON User representatives, if required. For example, a representative from Stakeholder Assurance, where a release impacts the disputes process or performance assurance;
- ELEXON Design Authority, if required.

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a Authorities

| Version | Date | Author | Signature | Change Reference |
|---------|----------|-----------------|-----------|--|
| 3.0 | 24/02/09 | Change Delivery | | Change of membership |
| 4.0 | 09/07/10 | Alex Grieve | | Change of ELEXON membership as a result of the restructure |

| Version | Date | Reviewer | Role | Responsibility |
|---------|----------|---|------|--|
| 3.1 | 06/07/10 | Richard Smith Yvonne Walsh | | Consistent with ELEXON policy and practice |
| 3.1 | 06/07/10 | Peter Davies Ijeoma Obi Adam Richardson Mark Couldrick | | Consistent with changed roles and responsibilities |

| Version | Date | Approver | Signature | Role |
|---------|------|----------|-----------|------|
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⁴ The User Assurance role is normally provided by a member of the ELEXON service management team. In some circumstances, Parties or Party Agents may be asked to act as User Assurance. The scope of the User Assurance role is defined in ELEXON's Project Organisation and Responsibilities procedure.

⁵ The scope of the project assurance and audit role is defined in the *BSC Arrangements Service Description*.

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| 4.0 | 09/07/10 | Adam Richardson | | Senior Supplier, on behalf of Programme Board |
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| Version | Date | Authorisation | Signature | Role |
|---------|----------|----------------|-----------|--------------------------|
| 1.0 | | Peter Davies | | Programme Board Chairman |
| 2.0 | | Peter Davies | | Programme Board Chairman |
| 3.0 | 24/02/09 | Peter Davies | | Programme Board Chairman |
| 4.0 | 09/07/10 | Mark Couldrick | | Programme Board Chairman |

b Distribution

| Name | Organisation |
|------------------------------------|--------------|
| BSC Systems Programme Board | |
| ELEXON Change Management | |
| ELEXON Programme Management Office | |
| ELEXON Corporate Assurance | |