

4.3 CP Form

Change Proposal – BSCP40/02	CP No: [1941-B/55-C] <i>Version No:</i> <i>(mandatory by BSCCo)</i>
Title (mandatory by originator) Allow non-BSC Parties to raise Change Proposals, add a CP withdrawal process and remove BCA/PACA concept	
Description of Problem/Issue (mandatory by originator) BSC Issue 102 ‘BSC Change Process Review’ identified several improvements to align and simplify BSC Change processes on solution ownership and recommended Elexon make changes to several current processes described within BSC Procedure (BSCP) BSCP40 “Change Management” . These include: <ol style="list-style-type: none"> 1. The inability of non-BSC Parties to propose CPs might be perceived as inconsistent within the BSC framework considering that non-Parties are allowed to propose Modifications under the Panel's approval and supervision. This means that non-BSC Parties who nevertheless have knowledge of BSC processes (for example Party Agents) cannot raise CPs and are therefore limited in contributing to progressing and shaping industry change in areas that they are able to offer their expertise and value. 2. Additionally, at present, there is no mechanism to withdraw a Change Proposal, which is inconsistent with the fact that Modifications can be withdrawn. The Issue 102 group advocates for implementing this alteration in the BSCP. Allowing for CPs to be removed in the cases that they are no longer needed due to relevance, or the Proposer no longer wants to spearhead the change. Potentially the costs of the CP could outweigh the benefits, hence why a CP may need to be withdrawn. 3. BSCP40 currently also advises that each Party or Party Agent should nominate a BSC Change representative via a form to be sent to Elexon. This has not been used for at least a decade. 	
Proposed Solution (mandatory by originator) This CP proposes to make amendments to BSCP40 to give effect to the following Issue 102 recommendations:	

<ol style="list-style-type: none"> 1. Provide non-BSC Parties with a clear, easy and efficient process that allows them to raise a CP. Beginning with their submission of a Change Proposal form to Elexon and post validation, resulting in progression of the change. If Elexon is unsatisfied and decides not to progress the CP, they will notify the Proposer of this decision and its reasons, after which the Proposer may appeal in writing, with the appeal decision being considered by the Panel Committee and communicated back to Elexon. 2. Add a withdrawal process to BSCP40. This will require changes to the sections 3.4. The Proposer should notify Elexon if they wish to withdraw the CP. They may withdraw it at any time prior to the Panel Committee Decision of that CP, after which Elexon will notify the Panel and BSC Parties of the withdrawal. 3. Replace the processes related to the Party Agent Change Administrator (PACA) and BSC Change Administrator (BCA) with references to the BSC Change Distribution List and BSC Release Distribution List.
<p>Justification for Change (mandatory by originator)</p> <p>This change is a recommendation by the Issue 102 group. Elexon is raising this on behalf of Issue 102. It is expected to make the process for Change Proposals consistent with treatment for Modifications and thereby making the change process more accessible for market participants.</p>
<p>To which section of the Code does the CP relate, and does the CP facilitate the current provisions of the Code? (mandatory by originator)</p> <p>BSC Section F</p>
<p>Estimated Implementation Costs (mandatory by BSCCo)</p> <p>Less than £1K</p>
<p>BSC Configurable Items Affected by Proposed Solution(s) (mandatory by originator)</p> <p>BSCP 40</p>
<p>Impact on Core Industry Documents or System Operator-Transmission Owner Code (mandatory by originator)</p> <p>N/A</p>
<p>Related Changes and/or BSC Releases (mandatory by BSCCo)</p> <p>None</p>
<p>Requested Implementation Date (mandatory by originator)</p> <p>February 2024</p>
<p>Reason: A simple document only change.</p>

Version History (mandatory by BSCCo)
<i>Originator's Details:</i>
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<i>Telephone Number:</i> 0207 380 4176
<i>Date:</i> 31 May 2023
Attachments: N (If Yes, No. of Pages attached:) <i>(delete as appropriate)</i>

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 DTC or other MRASCo 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.