

Balancing and Settlement Code

BSC PROCEDURE

Authorisations

BSCP38

Version 20.0

Date: 11 November 2016

BSC PROCEDURE 38**relating to****AUTHORISATIONS**

1. Reference is made to the Balancing and Settlement Code and, in particular, to the definition of “BSC Procedure” in Section X, Annex X-1 thereof.
2. This is BSC Procedure 38, Version 20.0 relating to Authorisations.
3. This BSC Procedure is effective from 11 November 2016.
4. This BSC Procedure has been approved by the Panel.

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AMENDMENT RECORD

Version	Date	Description of Changes	Changes Included	Mods/ Panel/ Committee Refs
1.0	19.12.00	New BSC Procedure required for Go Live	243	10/006
2.0	13/08/02	Change Proposals for BSC Systems Release 2	CP546, 726	ISG18/193
3.0	24/06/03	Change Proposals for June 03 Release	CP695, 756, 821	
4.0	01/08/03	Approved Modification P62	P62	P62 48/003
5.0	04/11/03	Approved Modifications P110 and P82 For November 03 Release	P82 P110	54/006 59/011
6.0	27/11/03	Approved Change Proposal 923	CP923	
7.0	30/06/04	Change Proposals for the CVA Programme June 04 Release	CP971, CP986, CP998, P99, CP1030	ISG40/003
8.0	03/11/04	Changes for CVA Nov 04 Release	P98, CP1032	10/06/2004
9.0	23/02/05	SVA February 05 Releases	P159, CP1049, CP1056, CP1091	SVG/47/004
10.0	BETTA Effective Date	BETTA 6.3	BETTA 6.3	SVG/48/004
11.0	02/11/05	Changes for CVA Nov 05 Release	CP1109 CP1129 CP1061	ISG52/003 ISG53/002 ISG48/002
12.0	23/02/06	SVA February 06 Release	CP1093	
13.0	28/06/06	June 06 Release	P190	ISG64/001
14.0	23/08/07	P197 Release	P197	
15.0	01/11/07	November 07 Release	CP1193 CP1194 CP1195 CP1210 CP1215	ISG77/03 SVG77/04 ISG79/02 SVG79/02 ISG80/05 SVG80/13
16.0	28/02/08	February 08 Release	CP1201	ISG81/01 SVG81/01
17.0	06/11/08	November 08 Release	CP1244	ISG88/01 SVG88/02 PAB88/03
18.0	20/04/09	P216 Release	P216	ISG97/02 SVG97/08
19.0	04/11/10	November 10 Release	CP1328	ISG112/01 SVG112/03
20.0	11/11/16	11 November 2016 Standalone Modification	P324	Panel 257/04

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1. Introduction

1.1 Purpose and Scope of the Procedure

The purpose of this procedure is to ensure BSC Agents and the BSCCo only carry out specific Code activities on the request of an Authorised Person.

This procedure defines the processes under which Authorised Persons are registered and how these records are amended.

The BSCP covers:

- (a) Nomination of Authorised Persons;
- (b) Change to the scope of Authorised Persons authority;
- (c) Cancellation of Authorised Persons; and
- (d) Annual confirmation of Authorised Persons.

1.2 Main Users of the Procedure and their Responsibilities

The main users of this procedure are:

- (a) Parties;
- (b) Party Agents: Meter Operator Agents for CVA Metering Systems (CVA MOA), Energy Contract Volume Notification Agents (ECVNA) and Meter Volume Reallocation Notification Agents (MVRNA);
- (c) BSCCo;
- (d) CRA, SVAA and;
- (e) Panel Secretary

A single Authorisation Register will be maintained by the CRA on behalf of the Central Data Collection Agent (CDCA), Energy Contract Volume Aggregation Agent (ECVAA), Funds Administration Agent (FAA), Settlement Administration Agent (SAA), and BSCCo. The CRA is responsible for managing the Authorisation Register of Authorised Persons based on the forms submitted by Parties, ECVNAs, MVRNAs, CVA MOAs, Licensed Distribution System Operators (LDSO) and BSCCo.

Where a Party has access to the Self-Service Gateway and an equivalent online form is provided, the Party may use the online form as an alternative to the paper forms defined in this BSCP.

Where a Party has provided data using the Self-Service Gateway, BSCCo may use the service to validate and confirm the input data or to request additional data. Where this is the case, these online transactions will represent a valid equivalent to the transactions defined in this BSCP.

Please note that there will not always be a one-to-one equivalence between the data collected via the Self-Service Gateway and the paper forms defined in this BSCP. For example, data collected in one paper form, may be collected by more than one online form. Conversely, a single online form may collect data from more than one paper form.

All references to the provision of information using BSCP forms in this Procedure, should be construed as provision either by a paper form or via the Self-Service Gateway. References to the CRA, including checks performed by the CRA, may include the Self-Service Gateway as applicable.

The CRA will provide BSCCo with updates of Authorised Persons via CRA-I013 and/or the Self-Service Gateway.

Parties, ECVNAs, MVRNAs, CVA MOAs and LDSOs are required to confirm lists of Authorised Persons at the request of the CRA on an annual basis.

All Parties are required to set up at least one Category A Authorised Signatory with the CRA.

Note that Authorisations for activities relating to Performance Assurance are contained within BSCP533 "PARMS Data Provision, Reporting and Publication of Peer Comparison Data".

1.3 Authentication Guidance

Whenever a BSCP form is submitted to BSCCo or a BSC Agent, including those contained in this BSCP38, the level of authentication that is required will depend on the medium by which the form is submitted:

- | | |
|------------|---|
| Post | Forms submitted by post will require passwords and authorised signatures for authentication purposes. |
| Fax | All forms submitted by fax will require passwords and authorised signatures, and in addition should be followed up by hard copies delivered by post, if requested. |
| Email | All forms submitted via email will require a password and must only originate from the email address registered to the relevant Authorised Person via this BSCP. Any email submissions that contain a correct password but an incorrect originating address will fail validation. |
| Electronic | Passwords are required when submitting information via Electronic Data File Transfer as required by the specified structure of each flow in the CVA Data Catalogue. A valid password, together with the access control to a participant's transfer system, will be used to validate electronic data flows. Therefore, each Authorised Person is responsible for ensuring that there is no unauthorised use of the participant's data transfer system. |

Self-Service Gateway The Role-Based Access Control (RBAC) provided by the Self-Service Gateway will be used to authenticate online requests.

For all the above, a password should be provided on an individual (not company) basis.

1.4 Key Milestones

The key milestones in this procedure are:

- (a) 5 Working Days (WD) after receipt of a Declaration of Authorised Persons Form the CRA must notify the raising Party, ECVNA, MVRNA, CVA MOA or LDSO that the Authorisation Register has been updated; and
- (b) Parties, ECVNAs, MVRNAs, CVA MOAs and LDSOs with Authorised Persons to validate the contents of the Authorisation Register to the CRA within the timescales agreed by the CRA.

1.5 Balancing and Settlement Code Provisions

This BSCP has been produced in accordance with the provisions of the Code. In the event of an inconsistency between the provisions of this BSCP and the Code, the provisions of the Code shall prevail.

1.6 Associated BSC Procedures

This procedure interfaces with the following BSCPs:

BSCP02	Proving Test Requirements for Central Volume Allocation Metering Systems
BSCP03	Data Estimation and Substitution for Central Volume Allocation
BSCP05	Meter Advance Reconciliation for Central Volume Allocation
BSCP06	CVA Meter Operations for Metering Systems Registered in CMRS
BSCP11	Trading Queries and Trading Disputes
BSCP15	BM Unit Registration
BSCP20	Registration of Metering System for Central Volume Allocation
BSCP25	Registration of Transmission System Boundary Points, Grid Supply Points, GSP Groups and Distribution Systems Connection Points
BSCP31	Registration of Trading Units
BSCP32	Metering Dispensations
BSCP41	Report Requests and Authorisations
BSCP65	Registration of Parties and Exit Procedures

BSCP68	Transfer of Registration of Metering Systems between CMRS and SMRS
BSCP71	Submission of ECVNs and MVRNs
BSCP75	Registration of Metering Aggregation Rules for Volume Allocation Units
BSCP128	Production, Submission, Audit and Approval of Line Loss Factors
BSCP301	Clearing, Invoicing and Payment
BSCP507	SVA Standing Data Changes
BSCP509	Changes to Market Domain Data

1.7 Publication of Authorised Persons on BSC Website

Party and Party Agents wishing to publish its Authorised Persons List on the BSC Website, can do so, by providing formal authorisation to BSCCo confirming their consent that BSCCo can disclose such personal data regarding it and its employees to third parties. Formal authorisation must be submitted by a Category A Person to BSCCo (in writing) and must clearly state the relevant Party/Party Agent ID(s) to which the Authorised Persons relate to. Validation of the Category A person will be undertaken in accordance with section 1.3. Please note that upon receipt of such authorisation, each Authorised Person's name, Company and level of authorisation against the relevant Party ID will be published (telephone numbers and email addresses will not be published on the website).

2. Acronyms and Definitions

2.1 List of Acronyms

The acronyms used in this BSCP are defined below.

BSCCo	Balancing and Settlement Code Company
CDCA	Central Data Collection Agent
CMRS	Central Meter Registration Service
CRA	Central Registration Agent
CVA	Central Volume Allocation
DSO	Distribution System Operator
ECVAA	Energy Contract Volume Aggregation Agent
ECVNA	Energy Contract Volume Notification Agent
FAA	Funds Administration Agent
LDSO	Licensed Distribution System Operator
MDD	Market Domain Data
CVA MOA	Meter Operator Agent for CVA metering systems
MVRNA	Metered Volume Reallocation Notification Agent
<u>RBAC</u>	<u>Role-Based Access Control</u>
SAA	Settlement Administration Agent
SAD	Self Assessment Document
SVA	Supplier Volume Allocation
SMRS	Supplier Meter Registration Service
WD	Working Day

2.2 List of Definitions

Authorisation Register	A list of Authorised Persons maintained by the CRA based on the submission by Parties, ECVNAs, MVRNAs, CVA MOAs and LDSOs of a correctly authorised “Declaration of Authorised Persons Form” to the CRA.
Authorised Person	An individual identified by a Party, ECVNA, MVRNA, CVA MOA or LDSO to sanction specific Code activities to be carried out by BSC Agents and BSCCo on behalf of that Party, ECVNA, MVRNA, CVA MOA or LDSO, as appropriate.
Central Service Provider	A BSC Agent or the BSCCo undertaking an activity requiring authorisation.
<u>Self-Service Gateway</u>	<u>An online portal, accessible through the BSC Website, that allows authorised users to provide and maintain registration data, including (but not limited to) the data defined in this BSCP.</u>

All other terms are as defined in the Code.

3. Interface and Timetable Information

3.1 Registration in and Amendment to an Authorisation Register¹

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	METHOD
3.1.1	As requested	Request change to Authorisation Register in the form of: (a) Nominating Authorised Persons; ² (b) Change(s) to the scope of Authorised Persons authority; or (c) Cancellation of Authorised Person(s)	Party, ECVNA, MVRNA, CVA MOA or LDSO, as applicable	CRA	Completed relevant Declaration of Authorised Persons Form (BSCP38/5.1) or its online equivalent .	Letter / Fax (Email ³) / Self-Service Gateway
3.1.2	Within 5 WD of receipt of 3.1.1	Confirm change to Authorisation Register	CRA	Party, ECVNA, MVRNA, CVA MOA or LDSO, as applicable	Annotated Declaration of Authorised Persons Form ⁴ or its online equivalent	Letter / Fax / Email / Self-Service Gateway

¹ At no time may declarations of authorisations apply retrospectively.

² A Party that does not have a valid or available Category A Authorised Person who is registered with the CRA, or is in administration, should submit a completed relevant Declaration of Authorised Persons form accompanied by a letter on company stationery signed by a registered company director or an administrator for the company.

³ First registration of authorised signatories must be via post ~~or~~ fax [or e-mail](#) from the company director. All subsequent changes may be via e-mail [or the Self-Service Gateway](#) -from Category A Authorised Person.

⁴ Changes to an Authorised Person's email address must be authorised by a Category A person. This notification must be submitted by email via the Category A person's authorised email [or via the Self-Service Gateway](#) account, stating the email address change, Authorised Person's name and password.

3.2 Authorisation Register Annual Confirmation

REF	WHEN	ACTION	FROM	TO	INPUT INFORMATION REQUIRED	METHOD
3.2.1	As requested	Send register of Authorised Persons for confirmation <u>or request confirmation via the Self-Service Gateway that register is complete and accurate.</u>	CRA	Party, ECVNA, MVRNA, CVA MOA or LDSO, as applicable	Authorisation Register specific to each Party, ECVNA, MVRNA, CVA MOA and LDSO.	Post / Fax / Email / <u>Self-Service Gateway</u>
3.2.2	As agreed in 3.2.1	Check authorisation levels of Authorised Persons and: i) confirm acceptance in a letter on Company stationery and signed by a Category A Authorised Person <u>(or as otherwise requested by the CRA)</u> ; and / or ii) detail changes to the Authorisation Register in the Declaration of Authorised Persons Form <u>or using the Self-Service Gateway.</u>	Party, ECVNA, MVRNA, CVA MOA or LDSO, as applicable	CRA	Letter confirming contents of Authorisation Register to the CRA <u>(or such other confirmation requested by the CRA)</u> ; or Declaration of Authorised Persons Form <u>or its online equivalent</u> , as appropriate.	Post / Fax / Email / <u>Self-Service Gateway</u>
3.2.3	Within 5 WD of receipt of 3.2.2	Confirm any changes submitted on the Declaration of Authorised Persons Form <u>or the Self-Service Gateway.</u>	CRA	Party, ECVNA, MVRNA, CVA MOA or LDSO, as applicable	Annotated Declaration of Authorised Persons Form <u>or its online equivalent.</u>	Post / Fax / Email / <u>Self-Service Gateway</u>

4. Authorisation Categories

The table below identifies for each authorisation category, the Central Service Provider (the BSC Agent or BSCCo undertaking that activity) and the BSC Section or BSCP to which that authorisation level applies. The final column details which Party or Party Agent is able to authorise individuals to initiate authorised activities.

Category	Activity	Description	Central Service Provider	BSC Section or BSCP	Authorising Capacity
A	Changing Authorisations	Party, ECVNA, MVRNA, CVA MOA or LDSO to nominate a person to authorise other individual(s) to undertake BSC activities requiring an authorised signature. ⁵	BSCCo, CDCA, CRA, ECVAA, FAA.	N/A	Party, ECVNA, MVRNA, CVA MOA, LDSO
B	Accept/Reject Data Estimation	Party to accept or reject estimated or substitute data as provided by the CDCA.	CDCA	BSCP03	Party
C	Site Witnessing of Meter Readings	Party or their Party Agent (CVA MOA) to witness and confirm meter readings taken by the CDCA for MAR purposes.	CDCA	BSCP05, BSCP06	Party; CVA MOA
D	On-site Meter Readings	CVA MOA to take readings.	CDCA	BSCP06	CVA MOA
E	This Category will no longer be used				
F	BM Units	Party to register and deregister BM Units, register the seasonal estimates of Demand and Generation Capacities, register and de-register Exempt Export status, elect Production/Consumption Flag (for Exempt Export BM Units) and Transfer of Supplier ID.	CRA	BSCP15	Party
G	Metering Systems Registration / Deregistration & CVA MOA Appointment	Registrant or its CVA MOA, as appropriate, to register, deregister, appoint a MOA or consent/object to a Metering System registration.	CRA	BSCP20	Registrant; CVA MOA

⁵ Any Party applying for inclusion on the BSC Website list of Suppliers (which have satisfied the criteria to complete a change of BM Unit ownership within 5 WD for a BM Unit with CVA metering and associated with a Customer's premises) must be authorised by a Category A Authorised Signatory. See BSCP15 for procedure and application form.

Category	Activity	Description	Central Service Provider	BSC Section or BSCP	Authorising Capacity
H	Metering System Technical Details & Proving Tests	Registrant or its CVA MOA to register technical details, confirm the installation of Metering Equipment, record and submit proving test data and provide changes to Meter Technical Details and its validation requirements.	CDCA	BSCP02, BSCP20	CVA MOA. Registrant
I	This Category will no longer be used				
J	Party Registration and Changes to Details	Applicant Party to register as a Party and to change their own Party details.	CRA	BSCP65	Party
K	Submission & Termination of ECVNA or MVRNA Authorisations or Volume Notification Nullification Requests	Party, ECVNA or MVRNA to sign ECVNA and / or MVRNA Authorisation Requests (including key changes, notification feedback reporting requirements) and terminate any such requests. Party to sign Volume Notification Nullification Requests.	ECVAA	BSCP71	Party, ECVNA, MVRNA
L	Submitting Aggregation Rules	Lead Parties to submit Meter Aggregation Rules.	CDCA	BSCP75	Party
M	Amendments to Non Confidential Report Requirements	Party to amend report transmissions for non confidential reports.	CDCA, CRA, ECVAA, FAA, SAA	BSCP41	Party, ECVNA, MVRNA, CVA MOA.
N	Banking Details Registration and Changes to Details Provision of Credit Cover	Applicant Parties to register banking details with the FAA and to amend banking details. Applicant Parties to provide Credit Cover to the FAA and to amend level of Credit Cover	FAA	BSCP301	Party
O	Query Dispute Process	Party to raise a query or dispute.	BSCCo	BSCP11	Party

Category	Activity	Description	Central Service Provider	BSC Section or BSCP	Authorising Capacity
P	This category will no longer be used.				
Q	Registration & Deregistration of Trading Units	BM Unit Lead Party to register or deregister a Trading Unit.	BSCCo	BSCP31	Party
R	Metering Dispensations Applications	Party to apply for specific, generic and confidential Metering Dispensations as well as withdrawals and transfers of dispensation.	BSCCo	BSCP32	Party
S	Party Withdrawal	Party to withdraw from the BSC trading arrangements. Withdrawal Notice must be submitted by fax or post.	BSCCo	BSCP65	Party
T	Transfer of Metering System between SMRS and CMRS	Party authorised to initiate the transfer of Metering Systems between SMRS and CMRS.	BSCCo	BSCP68	Party
U	Party Agent Registration and Changes to Details	Applicant ECVNA / MVRNA / CVA MOA to register as Party Agents and to change their own Party Agent details.	BSCCo	BSCP71	ECVNA, MVRNA, CVA MOA
V	Transmission of Reports to all Parties	Party to have named reports circulated to all Parties.	BSCCo	BSCP41	Party, ECVNA, MVRNA, CVA MOA
W	Submitting SVA Standing Data Changes Accept or reject automatic Standing Data Changes	Suppliers to submit NHH BM Unit Data. Suppliers to accept or reject automatic Standing Data Changes.	BSCCo	BSCP507	Supplier
X	Submitting CVA and SVA Line Loss Factors	LDSO to submit CVA and SVA Line Loss Factors for approval.	BSCCo	BSCP128	LDSO

Category	Activity	Description	Central Service Provider	BSC Section or BSCP	Authorising Capacity
Y	Submitting MDD Change Requests	Originator (Party, BSCCo, SVAA, Panel Secretary) to submit MDD Change Requests.	BSCCo	BSCP509	Originator (Party, BSCCo, SVAA, Panel Secretary)
Z	ECVAA Web Service Administration	Banning/unbanning user access to the ECVAA Web Service.	ECVAA	BSCP71	Party, ECVNA, MVRNA
ZA	Registration of Transmission System Boundary Points, Grid Supply Points, GSP Groups and Distribution Systems Connection Points	TC to register Transmission System Boundary Points and GSPs; BSCCo to register GSP Groups and LDSOs to register Distribution Systems Connection Points.	CRA and BSCCo	BSCP25	LDSO, TC, and BSCCo
ZB	Notification of Voting Parties	Trading Parties and Distribution Businesses to notify BSCCo of any other Trading Parties and/or Distribution Businesses to which they are an Affiliate for the purpose of determining Voting Parties.	BSCCo	Section C	Trading Party, DSO
ZC	Submitting and voting on Resolutions	Voting Parties to submit a Binding Resolution or a Non-Binding Resolution or vote on a Resolution.	BSCCo	Section C	TC, Trading Party, DSO

5. Appendices

The Declaration of Authorisation Forms is contained in this Section. Parties, ECVNAs, MVRNAs, CVA MOAs and LDSOs are required to complete the form or its online equivalent and return it to the CRA.

5.1 BSCP38/5.1: CRA – Declaration of Authorised Persons

PAGE 1 OF ___

Part A Authorisation

This section is to be completed by a Category “A” Authorised Person and should be attached as a front sheet to completed Part(s) C and/or D as applicable.

To: CRA	Date Sent:
From: Participant Details	
Party /Party Agent ID:	Name of Sender:
Participation Capacity /Party Agent Role:	
Contact email address:	
Our Ref:	Contact Tel. No
Name of Authorised Signatory:	
Authorised Signature:	Password:

This submission contains:

_____ *Authorisation applications (Part C); and

_____ *Authorisation cancellations (Part D).

**Please enter the number of individual authorisation applications/cancellations.*

[Housekeeping] **Part B: Not Used**

Part C New/Changes to Authorisations

This section is to be repeated as necessary for each required authorisation application unless the application is submitted via the Self-Service Gateway, with each application on a separate page. All authorisation level boxes must be completed with either 'Yes' or 'No'.

I hereby confirm that effective from: ___ / ___ / ___ (date)

Name:			
Position:			
Tel No.:		Fax No:	
Signature		8 Character Password	
Email address			

is authorised in respect of the following processes:

		Yes/No
A	Changing Authorisation	
B	Accept/ Reject Data Estimation	
C	Site Witnessing of Meter Readings	
D	On-Site Meter Readings	
F	BM Units	
G	Metering System Registration / Deregistration & CVA MOA Appointment	
H	Metering System Technical Details & Proving Tests	
J	Party Registration and Changes to Details	
K	Submission and Termination of EVCNA or MVRNA Authorisations	
L	Submitting Aggregation Rules	
M	Amendments to Non Confidential Report Requirements	
N	Banking Details Registration, Changes to Details and Provision of Credit Cover	

		Yes/No
O	Query /Dispute Process	
Q	Registration & Deregistration of Trading Units	
R	Metering Dispensations Applications	
S	Party Withdrawal	
T	Transfer of Metering Systems between SMRS and CMRS	
U	Party Agent Registration & Changes to Details	
V	Transmission of Reports to all Parties	
W	Submitting SVA Standing Data Changes	
X	Submitting CVA and SVA Line Loss Factors	
Y	Submitting MDD Change Requests	
Z	Banning/unbanning user access to the ECVAA Web Service	
ZA	Registration of Transmission System Boundary Points, Grid Supply Points, GSP Groups and Distribution Systems Connection Points	
ZB	Notification of Voting Parties	
ZC	Submitting and voting on Resolutions	

Part D Cancellation of Authorisation

This section is to be repeated as necessary for each required authorisation cancellation unless the cancellation is submitted via the Self-Service Gateway.

I hereby confirm that effective from ____ (date) authorisation for

Name :	
Position:	

to sign documentation for the purposes of BSC activities has been cancelled.