Balancing and Settlement Code

BSC PROCEDURE

REPORT REQUESTS & AUTHORISATION

BSCP41

Version 7.0

Date : 23 February 2005

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BSC PROCEDURE 41

relating to

REPORT REQUESTS & AUTHORISATION

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 41, Version 7.0 relating to Report Requests & Authorisation.

3. This BSC Procedure is effective from 23 February 2005.

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	Code Effective Date	Designated version	n/a	n/a
2.0	11/01/01	Work outstanding at Go Active resolution of inconsistencies inclusion of consultation comments	169	10/005
3.0	08/03/01	Obligation to qualify prior to using electronic flows	343	08/03/01
4.0	13/08/02	Modifications and Change Proposals for BSC Systems Release 2	P8, P18A, CP755, 546, 726	ISG16/166 ISG 18/193
5.0	24/06/03	Change Proposals for June 03 Release	CP756 CP846	
6.0	05/11/03	Modifications P82 & P110 for November 03 Release	P110 P82	59/011 54/006
7.0	23/02/05	CVA Programme Feb 05 Release	BETTA 6.3, P159, P82 Removal	78/007

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1. Introduction

1.1 Purpose and Scope of the Procedure

The purpose of this procedure is to enable Parties and Party Agents to select those reports that they require, to request additional reports and to allow Parties and Party Agents to authorise other Parties and / or Party Agents to receive their confidential reports.

By default a Party or Party Agent receives the latest versions of all reports relevant to them, listed in Section V of the Code. If a Party or Party Agent only requires a sub-set or older versions of these reports this procedure is used to instruct the relevant BSC Agent. This is described in Section 3.1.

This procedure also defines how a Party may request to receive another Party's reports, where Section V defines the report as available to "Any Party on request". This is described in Section 3.1.

In addition a Party may request to receive another Party's confidential reports by seeking permission from the Relevant Party. This is described in Section 3.2.

Transmissions and retransmissions of reports that have already been produced are outside the scope of this procedure and should be handled by a request to the ~~relevant BSC Agent help desk~~BSC Service Desk.

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.

1.2 Main Users of the Procedure and their Responsibilities

The main users of this procedure are:

- Parties & Party Agents, to request changes to their reporting requirements and request additional reports;

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- BSCCo, to endorse the circulation of confidential reports to other Parties and / or Party Agents and to instruct the Central Registration Agent of the revised reporting requirements;

- Central Registration Agent (CRA) and Energy Contract Volume Allocation Agent (ECVAA), to receive and respond to report requests;

- Other BSC Agents, to deliver the reporting requirements of Parties and Party Agents as instructed by the Party, Party Agent or BSCCo, as appropriate; and

- Parties and Party Agents requesting reports should be authorised in accordance with BSCP38 Authorisations.

1.3 Key Milestones

Throughout this procedure the key milestones are referred to in relation to numbers of Working Days (WD), unless specified otherwise.

Changes to Party and Party Agent requirements are amended on an on-going basis. The key milestones for Parties and Party Agents are:

- Changes to Individual Reporting Requirements: To amend individual report requirements the Relevant Parties must use the Self-Service Gateway or notify the CRA, who will update the database within 3WD of the report request being received;

- Confidential Report Requests: Where a Party or Party Agent agrees for a confidential report to be circulated to a Requesting Party / Party Agent, BSCCo will notify the CRA 5 WD prior to the report being made available; and

- Extended Forward Contract Reports: To request an Extended Forward Contract Report, the Relevant Party must notify the ECVAA, who will issue the report within two hours where the request is received by 3:00pm, on a Business Day.

1.4 Balancing and Settlement Code Provision

This BSCP should be read in conjunction with the Code and in particular Section V. 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.

1.5 Associated BSC Procedures

This procedure interfaces with BSCP38 Authorisations~~ (or where appropriate BDTP38)~~, in relation to the authorisation of signatures and email addresses for report requesting.~~ Please note references throughout this document to BSCP38 also relate to the associated BDTP38 where appropriate~~

1.6 Obligations

Before requesting any electronic data flows using this procedure the Party must have successfully completed the communications testing, the requirements of which are specified in Section O of the Code.

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2. Acronyms and Definitions

2.1 List of Acronyms

A master list of acronyms can be found in Section X of the Code. The following acronyms are used in BSCP41:

~~BDTP~~	~~BETTA Data Take On Procedure~~
BSCCo	Balancing and Settlement Code Company
CRA	Central Registration Agent
ECVAA	Energy Contract Volume Allocation Agent
WD	Working Day

2.2 List of Definitions

A master list of definitions can be found in Section X of the Code. The terms used in this procedure are defined as follows:

Relevant Party	Party or Party Agent who is the usual recipient of a particular report.
Requesting Party	Any Party or Party Agent requesting a report containing data which is confidential to another Party or Party Agent.
Confidential Report	A report listed in Annex V-1 of the Code as being issued only to a Relevant Party, but which may be issued to another Party provided the required consent is given in accordance with this BSC Procedure.
Self-Service Gateway	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.

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3. Interface and Timetable Information

3.1 Changes to Individual Reporting Requirements[1]

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1	At least 3 WD prior to the Effective Date	Submit request to change existing reporting requirements	Party or Party Agent, as appropriate	CRA, BSCC~~O~~o	Changes to Individual Reporting Requirements Form BSCP41/1 or its online equivalent, authorised in accordance with BSCP38	Letter/Fax/ Email / Self-Service Gateway
3.1.2	Within 1 WD of receipt of information ~~form~~ in 3.1.1	Check password. If request is submitted by letter or fax, check authorised signature. If request is submitted by email, check originating email address.	CRA		Signed Changes to Individual Reporting Requirements Form BSCP41/1 or its online equivalent	Internal Process
3.1.3	Within 1 WD of 3.1.2	Confirm receipt of update request	CRA	Party or Party Agent, as appropriate	Changes to Individual Reporting Requirements Form BSCP41/1 (CRA Receipt Confirmation section) or its online equivalent	Fax/Email / Self-Service Gateway
3.1.4	Within 3 WD of receipt of information~~form~~ in 3.1.1	Input reporting requirements into the relevant systems	CRA		Changes to Individual Reporting Requirements Form BSCP41/1 or its online equivalent	Internal Process
3.1.5	Within 1 WD of 3.1.4	Confirm reporting requirements are updated with details of changes	CRA	Party or Party Agent, as appropriate	Changes to Individual Reporting Requirements Form BSCP41/1 (BSC Agent Reporting Updated section) or its online equivalent	Fax/Email / Self-Service Gateway
3.1.6	Within 2 WD of 3.1.5	Notify CRA if changes have been implemented incorrectly	Party or Party Agent, as appropriate	CRA	Details of error(s)	Fax/Email / Self-Service Gateway

[1] This section describes the process by which Parties and Party Agents request to stop or start receipt of versions of their own reports, and to request reports that are available to any Party on request. The process for requesting other Parties' Confidential Reports is described in section 3.2.

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.7	Within 2 WD of 3.1.6	CRA correct errors	CRA		Correct data	Internal Process

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3.2 Confidential Report Requests

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	As determined by the Requesting Party	Request permission to receive confidential report(s)	Requesting Party	BSCCo	Confidential Report Request Form BSCP41/2, Part A or its online equivalent, authorised in accordance with BSCP38.	Fax / Email / Self-Service Gateway
3.2.2	Within 2 WD of 3.2.1	Request permission from Relevant Party	BSCCo	Relevant Parties	Confidential Report Request Form BSCP41/2 or its online equivalent~~,~~	Fax / Email / Self-Service Gateway
3.2.3	Within 3 WD of receipt of information~~form~~ in 3.2.2	Completed Part B of form or its online equivalent either granting or refusing permission for a confidential Report to be made available for issue to requesting party. If Permission not granted go to step 3.2.4; or Permission granted go to step 3.2.5	Relevant Party	BSCCo	Confidential Report Request Form BSCP41/2 Part B or its online equivalent, authorised in accordance with BSCP38	Fax / Email / Self-Service Gateway
3.2.4	Within 1 WD of 3.2.3	Check authorisation and inform Requesting Party of Relevant Party's decision	BSCCo	Requesting Party		Fax / Email / Self-Service Gateway
3.2.5	Within 1 WD of 3.2.3	Check authorisation of Relevant Party and confirm receipt of request response	BSCCo	Relevant Party	Confidential Report Requests Form BSCP41/2 or its online equivalent	Internal Process
3.2.6	At the same time as 3.2.5	Inform CRA that a confidential Report has been authorised for issue to requesting party.	BSCCo	CRA	Confidential Report Requests Form BSCP41/2 or its online equivalent	Fax / Email / Self-Service Gateway
3.2.7	Within 5 WD of receipt of information~~form~~ in 3.2.6	Input reporting requirements in relevant BSC Systems	CRA		Confidential Report Requests Form BSCP41/2 or its online equivalent	Internal Process

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.8	Within 1 WD of 3.2.7	Confirm reporting requirements have been updated	CRA	BSCCo	Confidential Report Requests Form BSCP41/2 or its online equivalent	Fax / Email / Self-Service Gateway
3.2.9	Within 1 WD of 3.2.8	Confirm reporting requirements have been updated to Requesting Party.	BSCCo	Requesting Party	Confidential Report Requests Form BSCP41/2 or its online equivalent	Fax / Email / Self-Service Gateway
3.2.10	Within 2 WD of receipt of notification in 3.2.9	Notify BSCCo if changes have been implemented incorrectly.	Requesting Party	BSCCo	Details of errors	Fax / Email / Self-Service Gateway
3.2.11	Within 1 WD of receipt of 3.2.10	Notify CRA if changes have been implemented incorrectly.	BSCCo	CRA	Details of errors	Fax / Email / Self-Service Gateway
3.2.12	Within 2 WD of 3.2.11	CRA correct errors.	CRA		Correct data	Internal Process

3.3 This section is no longer used

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3.4 Extended Forward Contract Report Requests

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1	As determined by the Requesting BSC Contract Trading Party	Request an Extended Forward Contract Report	Relevant BSC Contract Trading Party	~~ECVAA Helpdesk~~BSC Service Desk	Party ID	Telephone
3.4.2	Within two business hours of the receipt of the request, where the request is received by 3:00 on a Business Day	Send ECVAA-I022 Extended Forward Contract Report	ECVAA	Relevant BSC Contract Trading Party		Electronic

Note: The Extended Forward Contract Report can only be issued during Business Hours.

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4 Appendices

4.1 Changes to Individual Reporting Requirements

Form BSCP41/1 or its online equivalent is used by existing Parties or Party Agents to notify the CRA of changes to their reporting requirements, this includes requesting reports that are available to any Party on request as listed in Annex V-1 of the Code. The form or its online equivalent cannot be used to request confidential reports issued to other Parties. In this instance BSCP41/2 or its online equivalent should be used.

The non-shaded areas of BSCP41/1 may be completed by a Party or Party Agent. Forms or their online equivalents should by completed by an authorised signatory in accordance with BSCP38 and sent to the CRA with a copy of the form forwarded to BSCCo for information (where the Self-Service Gateway is not being used).

The report should be specified by report ID and / or name as defined in the interface specification documents, and if applicable, the version of the report required. Note that a Requesting Party can only specify the versions of its own reports. When receiving other Parties' reports, the versions will be those requested by the other Parties.

Upon receipt the form or its online equivalent is checked and the requirements implemented within 3WD for BSCP41/1.

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BSCP41/1: Changes to Individual Reporting Requirements

To be used for all changes to reporting with the exception of new Confidential Reports issued to other Parties.

Use continuation sheets where required

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: _____

Part A – To start or stop a version of a report

Use this part of the form to change which versions of your own reports should be generated by the relevant BSC Agent. Only one version may be requested for any given report.

Report ID	Report Name	Version†	Start/Stop	Effective Date*

* Dates are calendar dates
† Default is current version

Part B – to start or stop a report type, irrespective of version

Use this part of the form to change which of your own reports you wish to receive.

Report ID	Report Name	Start/Stop	Effective Date*

* Dates are calendar dates

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Part C – to request a non-confidential report of another Party, or stop receiving another Party's confidential/non-confidential report

Use this part of the form to request other Party's reports you wish to receive (i.e. those reports listed in Annex V-1 of the Code as being available to any Party on request), except those requiring permission from the Relevant Party, and to stop receiving any other Parties' confidential and non-confidential reports.

Form BSCP41/2 should be used to request reports requiring relevant party permission.

Report ID	Report Name	Relevant Party ID	Relevant Party Role	Start/Stop	Effective Date*

* Dates are calendar dates

Part D - to select the type of Forward Contract Report

Use this part of the form to select the type of ECVAA-I022 Forward Contract Report you wish to receive. Tick the appropriate box to make your selection.

Default ☐

Override ☐

Note: the Default report type starts from the first Settlement Period that has not Gate Closed. The Override option starts the report from Settlement Period 1 on each Settlement Day. Unless otherwise requested, participants will be supplied with the Default type.

Part E Authorisation

Authorisation
Signature: _____ Date: / /

For CRA Use Only:

BSC Agent Receipt Confirmation	(Tick)	Date: / /
Reporting Updated	(Tick)	Date: / /

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4.2 Confidential Report Requests

Form BSCP41/2 or its online equivalent is used by a Party or Party Agent to notify the BSCCo of new Reporting requirements relating to confidential reports issued to other Parties or Party Agents. Requests for reports that are listed in Annex V-1 of the Code as being available to any Party on request should be made using BSCP41/1 or its online equivalent. The form or its online equivalent is completed by the Party or Party Agents as appropriate, and must be signed by an authorised signatory in accordance with BSCP38.

After the Party or Party Agent has completed the non-shaded areas of BSCP41/2, specifying the required report(s), the form or its online equivalent is forwarded to the BSCCo for checking. BSCCo then requests permission from the Relevant Parties to release the reports requested, and notifies the CRA as appropriate. The specified reporting requirements are then implemented within 5WD of receipt by the CRA.

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BSCP41/2: Confidential Report Requests

Form BSCP41/2 is used by existing Parties or Party Agents to notify BSCCo of new reporting requirements that involve confidential reports of other Parties and therefore require permission of the Relevant Party. These are the reports that are NOT available to any Party on request in Annex V-1 of the Code. To stop receiving a confidential report of another Party Form BSCP41/1 should be used.

PART A: *To be completed by Requesting Party / Party Agent*

To: BSCCo	**Date Sent:** _____
From: Requesting 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: _____

Report ID	Report Name	Relevant Party ID	Relevant Party Role	Requesting Party ID	Requesting Party Role	Effective Date

PART B: *to be completed by Relevant Party / Party Agent*

Relevant Party Details Contact Name: Party / Party Agent Name: Fax:	I give / do not give* permission for the above reports to be provided Authorised Signatory: _____ Date: / /

For BSCCo / BSC Agent Use Only

BSCCo Receipt Confirmation		Authorised Signatory _____ Date: / /
BSC Agent Reporting Updated	(Tick)	Date: / /

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