

Balancing and Settlement Code

BSC PROCEDURE

CHANGE MANAGEMENT

BSCP40

Version 21.1

Date: 1 September 2021

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, Version 21.1 relating to Change Management.
3. This BSC Procedure is effective from 1 September 2021.
4. This BSC Procedure has been approved by the BSC Panel.

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AMENDMENT RECORD

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Version	Date	Description of Changes	Changes Included	Mods Panel Ref
21.1	1 August 2023	Adding Proposed Redlining	CP1584	ISG268/02 SVG270/02

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1. Introduction

[CP1584]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:

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

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, Proposers must submit a completed BSCP40/02 'Change Proposal' form to BSCCo in accordance with Section 3.4. Any interested person may submit a CP. BSC Parties are considered interested persons by default. 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

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.

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.

1.1.8 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.

1.1.9 BSC Change Communication

All interested persons should register on the BSC Website (or be registered by BSCCo – by raising a Service Desk ticket on the BSC Website) to receive by email communications which support the Modification Procedures, Change Proposal process and Issue process, by providing relevant contact details to BSCCo. It is expected that new Parties, or individuals from those organisations applying for Qualification, register for BSC change notices. Interested persons can sign up for addition to the BSC Change Distribution List and/or the BSC Release Distribution List.

The provisions concerning general email communications from BSCCo to Parties are contained in Section H of the BSC. It is the responsibility of Parties and Party Agents to register for BSC change notices. All interested parties, as listed in Section F of the BSC as well as Party Agents should register for these two distribution lists.

The BSC Change Distribution List will be used to send change notices up to and including approval of the CP or Modification and closure of Issues.

The BSC Release Distribution List will be used to send change notices after the CP or Modification has been approved.

[CP1584]1.2 Main Users of the Procedure and their Responsibilities

The main users of this procedure are:

- *BSCCo* – manages the change process.
- *BSC Panel*.
- *Citizens Advice and Citizens Advice Scotland*

- *Market Index Data Providers (MIDP).*
- *Panel Committees* - control all changes to Configurable Items, apart from modifications to the BSC.
- *Parties and Party Agents*
- *Interested third parties (including Party Agents) or any bodies representative of interested third parties – to raise Issues.*
- *Third Party Applicants* – to request designation by the Panel or the Authority to raise Modification Proposals.

Draft Change Proposal Consultation

During the change management process, Draft CPs may be issued as part of the agreed timetabled Change Proposal Circular notified via the Change Distribution List 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 the Change Distribution List as part of the agreed timetabled Change Proposal Circular, detailing the issue and solution for Impact Assessment. Interested parties are invited to comment via the Change Distribution List, on CPs and their attachments and, where relevant, review associated draft redline changes. In particular Parties and their Qualified Agents 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 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 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

¹ The BSC Baseline Statement specifies which Panel Committee(s) are responsible for the approval of each BSC Configurable Item.

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

[CP1584]2.1 List of Acronyms

The following is a list of acronyms used in BSCP40:

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.
REC	Retail Energy Code (REC)
STC	System Operator-Transmission Owner Code

[CP1584]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 Distribution List** – a list of email addresses for BSC Parties, Party Agents and any other interested persons, to be used for sending notices related to Issues, DCPs, CPs and Modifications.
- **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
- **BSC Release Distribution List** - a list of email addresses for BSC Parties, Party Agents and any other interested persons, to be used for sending notices related to the implementation of CPs and Modifications.
- **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) (not required as part of a Modification), 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 Agent², 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.

² Proposals raised by BSC Agents will only be validated and logged as a CP with BSCCo's consent.

- Change Proposal Circular (CPC) – communication sent by BSCCo to the Change Distribution List 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 – An assessment of the impacts 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 Change³. 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 Agent⁴, a BSC Party, Citizens Advice, Citizens Advice Scotland, the BSC Panel, or one of its Committees.

³ The relevant Committee will determine whether a CP should be progressed as a De Minimis BMRS CP

⁴ Proposals raised by BSC Agents will only be validated and logged as a DCP with BSCCo's consent.

- DCP Consultation –An 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 Statement⁵. 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.
- 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.

⁵ The relevant Panel Committee will decide whether a CP should be progressed as a Housekeeping CP.

- Proposer – A person who raises a DCP, CP, Modification or Issue.
- Respondent – any interested person who returns comments on an item published for feedback via the BSC Change Distribution List, BSC Change Release Distribution List or on the BSC Website.
- Retail Energy Code - has the meaning given to the term “Retail Energy Code” in each Supply Licence.
- 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

[CP1584]3.1 Agreement of CP Impact Assessment Timetable

CPs will be issued to the BSC Change Distribution List for Impact Assessment in an agreed timetabled Change Proposal Circular (CPC). The 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 Deadlines⁶, 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 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	BSC Change Distribution List	Draft CP Impact Assessment timetable.	Email or as agreed by BSCCo
3.1.3	Within agreed response time (a minimum of 10 WD after 3.1.2)	Review draft timetable and submit comments.	Respondent(s)	BSCCo	Comments on draft timetable.	Email or as agreed by BSCCo
3.1.4	To meet Panel Committee timetable dates	Finalise changes to timetable and publish on the BSC Website and notify of the publication.	BSCCo	BSC Change Distribution List	Comments from 3.1.3.	Internal Process / Email or as agreed by BSCCo
3.1.5	Any time during the year	Amendments to the Impact Assessment timetable can be proposed by consulting, subject to Panel Committee Approval.	BSCCo	BSC Change Distribution List	Changes to the timetable are proposed and agreed as part of a consultation.	Email or as agreed by BSCCo

⁶ Originators should be aware that if Central Costs are needed this can take between 5 and 15 Working Days.

[CP1584]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	Draft Change Proposal (DCP) is submitted to BSCCo.	Proposer	BSCCo	DCP Guidelines in Appendix 4.2 . BSCP40/01 form (Appendix 4.1). Any supporting documentation.	Email or as agreed by BSCCo
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 Proposer to amend the DCP.	BSCCo	Proposer	Original BSCP40/01 form with accompanying information as to the areas to be amended.	Email or as agreed by BSCCo
3.2.4	As appropriate	Proposer sends the amended DCP back to BSCCo. (Go to 3.2.2.)	Proposer	BSCCo	DCP Guidelines in Appendix 4.2. Amended BSCP40/01 form (Appendix 4.1). Any supporting documentation.	Email or as agreed by BSCCo
3.2.5	Within 2 WD of 3.2.2	BSCCo logs and confirms DCP number to the Proposer, carries out initial assessment and determines potentially impacted market areas and agrees in which CPC the DCP will be included.	BSCCo	Proposer	DCP Guidelines in Appendix 4.2. Completed BSCP40/01 form (Appendix 4.1) and any supporting documentation.	Internal Process / Email or as agreed by BSCCo
3.2.6	On CPC circulation date	DCP circulated as part of the timetabled CPC for consultation.	BSCCo	BSC Change Distribution List	BSCP40/01 forms and any associated documentation.	Email or as agreed by BSCCo
3.2.7	By agreed response date for that CPC	Responses are returned to BSCCo.	Respondent(s) ⁸	BSCCo	Responses are sent to BSCCo.	Email or as agreed by BSCCo

⁷ The Change Submission Deadline is produced as part of the CPC batching timetable in Section 3.1.

⁸ Please note lack of any response to a CPC does not indicate a negative response.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.8	By agreed publication date ⁹	BSCCo collates responses, issues to the Proposer and publishes on the BSC Website.	BSCCo	Proposer	Collated responses.	Email or as agreed by BSCCo
3.2.9	As appropriate	<p>Proposer decides on the route forward. The Proposer could:</p> <ol style="list-style-type: none"> 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. 	Proposer	BSCCo	<p>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</p> <p>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.</p>	Email or as agreed by BSCCo

⁹ Timescales for publication are determined in Section 3.1.

[CP1584]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.	Proposer	BSCCo	Completed DCP (BSCP40/01 form) Guidelines for completing this form are contained in Appendix 4.2.	Email or as agreed by BSCCo
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 or as agreed by BSCCo
3.3.3	Within 1 WD of 3.3.2	BSCCo will then confirm to the Proposer which meeting it will be presented to. ¹⁰	BSCCo	Proposer	Relevant Panel Committee meeting agenda. ¹¹	Email or as agreed by BSCCo
3.3.4	At the relevant Panel Committee meeting	<p>The DCP is presented to the Panel Committee by the Proposer (or their nominated representative) for discussion. If the Panel Committee concludes that the subject warrants further investigation they should:</p> <ol style="list-style-type: none"> 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 Proposer	<p>DCP is discussed and any decisions made regarding progression are minuted for clarity and circulated to all meeting attendees.</p> <p>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.</p> <p>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.</p> <p>If the DCP is passed to a Working Group the Proposer or a representative should be invited to the Working Group.</p>	Internal Process / Email or as agreed by BSCCo

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.

¹¹ Only one of the Panel Committees need agree that a Working Group is required in order for a Working Group to be established.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.5	At the relevant Panel Committee meeting	If the Panel Committee conclude no further investigation is warranted then BSCCo and Proposer are notified of Panel Committee decision	Panel Committee	BSCCo and Proposer	DCP is discussed and any decisions made regarding progression are minuted for clarity and circulated.	Internal Process / Email or as agreed by BSCCo
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 or as agreed by BSCCo
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: <ul style="list-style-type: none"> 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 or as agreed by BSCCo

[CP1584]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 Party or Party Agent 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.

A Proposer of a CP may withdraw their CP at any time prior to the Panel Committee decision of that CP, by notifying BSCCo in writing. The withdrawn CP will remain open for a 5 WD window for adoption. During which, any interested person (including Parties and Party Agents) may adopt the CP by notifying BSCCo in writing. The adopted CP shall continue from the point at which it was withdrawn. If the CP is not adopted it shall close. BSCCo shall keep interested persons updated about withdrawn CPs via the BSC Change Distribution List.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1	Any time before the published Change Submission Deadline ⁷	Completed Change Proposal form is submitted to BSCCo.	Proposer	BSCCo	CP Guidelines in Appendix 4.4. BSCP40/02 (Appendix 4.3). Redlined Category 1 BSC Configurable Items.	Email or as agreed by BSCCo

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.2	Before the timetabled CPC circulation date	BSCCo validates the CP form, 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) and CP is not vexatious or frivolous. 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 Proposer to amend. If Proposer disagrees with BSCCo that CP is invalid then they may raise an appeal in writing, including rationale for the appeal, with the relevant Panel Committee, who will consider the appeal at their next meeting. The decision of the relevant Committee shall be final and binding. If the relevant Committee upholds the appeal, then proceed from 3.4.5. If appeal is rejected, then the process ends. The appeal and the outcome of the appeal should be notified.	BSCCo	Proposer BSC Change Distribution List	Completed BSCP40/02 form with any supplementary information. Rationale and supporting documentation as required	Email or as agreed by BSCCo
3.4.4	As required and in time for timetabled CPC	Proposer sends the amended CP back to BSCCo. (Go to 3.4.2.)	Proposer	BSCCo	Amended BSCP40/02 form and supporting documentation.	Email or as agreed by BSCCo
3.4.5	Within 5 WD of 3.4.2	BSCCo logs the CP and confirms the CP number to the Proposer. Carry out initial assessment and identify potentially impacted market areas to assess CP and agree the date of submission to Panel Committee.	BSCCo	Proposer	Completed BSCP40/02 form and supporting documentation.	Email or as agreed by BSCCo

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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 or as agreed by BSCCo
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 or as agreed by BSCCo
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	BSC Change Distribution List	CPC completed BSCP40/02 form, supporting documentation and response form. Change Register.	Internal Process / Email or as agreed by BSCCo
3.4.10	On or before agreed response date	Responses are returned to BSCCo.	Respondent(s)	BSCCo	Responses are sent to BSCCo.	Email or as agreed by BSCCo
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 Proposer that a material comment has been returned as part of the Impact Assessment.	BSCCo	Proposer	Impact Assessment response.	Email or as agreed by BSCCo

[CP1584]3.5 Panel Committee¹² Decision of Change Proposals

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.1	At Panel Committee 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

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

¹³ The Proposer may attend the Panel Committee meeting.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.6	At the same time as 3.5.5	Notify BSC Change Distribution List(where applicable) of Panel Committee decisions and circulate information on amended CPs.	BSCCo	BSC Change Distribution List	Notification circular and amended CPs with supporting documentation. Details of how participants can object to the progression of a CP as a Housekeeping or De Minimis BMRS CP (where applicable).	Email or as agreed by BSCCo
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 or as agreed by BSCCo
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.	Party or Party Agent	BSCCo	Reasons why the Party or Party Agent believes that the CP does not meet the definition of a Housekeeping or De Minimis BMRS Change.	Email or as agreed by BSCCo
3.5.9	Within 1 WD of receiving an objection under 3.5.8	Notify BSC Change Distribution List, the affected Panel Committee(s) and BSC Agents (where applicable) of the objection.	BSCCo	BSC Change Distribution List, affected Panel Committee(s) and BSC Agents (where applicable)	Details of objection received.	Email or as agreed by BSCCo

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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

[CP1584]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	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	BSC Release Distribution List	Redlined BSC Configurable Items.	Email or as agreed by BSCCo
3.6.4	As required to meet targeted Panel Committee meeting timescales	Carry out review and return comments.	Respondent(s)	BSCCo	Review comments.	Email or as agreed by BSCCo
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 or as agreed by BSCCo

¹⁴ Implementation cut off is 6 months for system changes and 4 months for document only changes or as agreed by the Panel Committee.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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

[CP1584]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 or as agreed by BSCCo
3.7.2	After 3.7.1	Assess severity of problem and inform where appropriate.	BSCCo	BSC Change Distribution List	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 or as agreed by BSCCo
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 or as agreed by BSCCo
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

[CP1584]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 or as agreed by BSCCo
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 or as agreed by BSCCo
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 or as agreed by BSCCo

[CP1584]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	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 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	BSC Release Distribution List	Redlined BSC Category 1 Configurable Items.	Post / Email or as agreed by BSCCo
3.9.5	As required to meet targeted Panel Committee meeting timescales	Carry out review and return comments.	Respondent(s)	BSCCo	Review comments.	Post / Email or as agreed by BSCCo
3.9.6	As appropriate	Incorporate comments as appropriate and finalise changes.	BSCCo		Review comments.	Internal Process

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.

¹⁶ Except where a Modification Proposal is considered to be a Self-Governance Modification Proposal

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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 or as agreed by BSCCo
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 or as agreed by BSCCo
3.9.9	As appropriate	Publish approved redlined changes to Category 1 BSC Configurable Item(s).	BSCCo	BSC Release Distribution List	Approved Configurable Items.	Post / Email or as agreed by BSCCo
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	BSC Release Distribution List	Redlined BSC Configurable Items.	Email or as agreed by BSCCo
3.9.12	Within agreed timescales	Carry out review and return comments.	Respondent(s)	BSCCo	Review comments.	Email or as agreed by BSCCo
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 or as agreed by BSCCo

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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 or as agreed by BSCCo
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

[CP1584]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

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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

[CP1584]3.11 Not Used

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

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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. Publish draft Loss of Load Probability Calculation Statement on the BSC Website.	BSCCo BSCCo	Authority	Revised Loss of Load Probability Calculation Statement and consultation report Draft Loss of Load Probability Calculation Statement	Email
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	

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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

[CP1584]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 BSC Change Distribution List	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

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.14.7	Within 1 WD of 3.14.6	Notify designation decision, including reasons.	BSCCo	Panel Third Party Applicant BSC Change Distribution List	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	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 BSC Change Distribution List	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

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.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.14.11	Within 1 WD of 3.14.10	Notify appeal decision.	BSCCo	Panel BSC Party Third Party Proposer BSC Change Distribution List	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: <i>Version No:</i> <i>(mandatory by BSCCo)</i>
Title <i>(mandatory by originator)</i>	
Description of Problem/Issue <i>(mandatory by originator)</i>	
Justification for Change <i>(mandatory by originator)</i>	
Proposed Solution(s) <i>(mandatory by originator)</i>	
Version History <i>(mandatory by BSCCo)</i>	
Has this DCP been raised for discussion by a Working Group? <i>(optional by originator):</i> Y/N* <i>(delete as appropriate)</i>	
Proposer's Details:	
Name:	
Organisation:	
Email Address:	
Telephone Number:	
Date:	
Attachments: Y/N* (If Yes, No. of Pages attached:) <i>(delete as appropriate)</i>	

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 BSCCo.

- **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.
- **Proposer'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.

[CP1584]4.3 CP Form

Change Proposal – BSCP40/02	CP No: <i>Version No:</i> (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)	

<i>Proposer Details:</i>
<i>Name:</i>
<i>Organisation:</i>
<i>Email Address:</i>
<i>Telephone Number:</i>
<i>Date:</i>
Attachments: Y/N* (If Yes, No. of Pages attached:) (delete as appropriate)

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 BSCCo.

- **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.
- **Proposer's Details** – mandatory by originator – the name, organisation, email address and telephone number of the originator and the date on which the Proposer raised the CP.

4.5. Section not used.

4.6. Section Not used

4.7 Issue Form

Issue Form - BSCP40/04	Issue Number <i>(mandatory by BSCCo)</i>
Issue Title <i>(Mandatory by originator)</i>	
Issue Description <i>(Mandatory by originator)</i>	
Justification for Examining Issue <i>(Mandatory by originator)</i>	
Potential Solution(s) <i>(Optional by originator)</i>	
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.

[CP1584]4.9. Not Used

[CP1584]4.10 Not Used

[CP1584]4.11 Not Used

[CP1584]4.12. Not Used

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:

Elxon 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 Elxon Limited or any Panel Member and we hereby waive (to the fullest extent permitted by law) any such claim against Elxon 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]**