

4.3 CP Form

Change Proposal – BSCP40/02	CP No: <i>Version No: 0.1</i> <i>(mandatory by BSCCo)</i>
Title (mandatory by originator) Enabling use of DTN agent appointments process for P434.	
Description of Problem/Issue (mandatory by originator) <p>BSC modification P434 ‘Half Hourly Settlement for UMS Metering Systems’ will require the retention of at NHH UMS MSID in order to carry out the Change of Measurement Class (CoMC) of NHH-HH UMS MSIDs 12 months prior to the UMS Mandate Go Live Date, under the current timetable this date is April 2024.</p> <p>BSCP 520 ‘Unmetered Supplies Registered in SMRS’ section 3.1, 3.4 & 3.5 set out that if HH, supplier must send appointment details to each of supplier agents by issuing a D0155 Notification of new Meter Operator or Data Collector Appointment and Terms & a D0148 Notification of Change to Other Parties, however it does not stipulate the requirement for a D0011 ‘Agreement of Contractual terms’ to be returned by response by each supplier agent.</p> <p>Furthermore, the Data Transfer Catalogue (DTC) does not reflect that these dataflows can be transmitted between the supplier (role code “X”) & the Meter Administrator (Role Code “4”) despite that in reality the Data Transfer Network (DTN) already facilitates the sending & receiving of these Market Messages. Consequently, this may be causing a constraint with suppliers Market Message Interactions system service providers who are likely to configure inbound & outbound DTN connection on the basis of the DTC, preventing suppliers from taking up the option of using the DTN.</p> <p>In addition there is also no requirement set out in BSCP 520 for the supplier to issue a D0289 ‘Notification of MC/EAC/PC’ to its appointed HHDC, despite Elexon’s published guidance that BSCP 502 ‘Half Hourly Data Collection for SVA Metering Systems Registered in SMRS’ makes no distinction between Metered & Unmetered so suppliers should have bi-lateral conversations about the D0289 content. For clarity, BSCP 502 does make a distinction as it outlines in section 1.1 that “(BSCP 502) in respect of Unmetered Supplies, covers the validation rules and data estimation for half hourly data, all other requirements, including data collection, are covered in BSCP 520”.</p> <p>In practical terms the reason why a D0289 is required is to enable data estimation if no calculated HH data is provided by Meter Administrator for any reason upon the NHH UMS MSID becoming HH, as it is used to form the basis of Data Estimation method ‘G’ (as described under section 4.2.1 of BSCP 502). Suppliers may be able to utilise information from it’s NHH trading arrangements to populate an accurate Profile Class (PC) & Estimated Annual Consumption (EAC) value, along with the HH UMS Measurement Class to achieve this. In the absence of a D0289 HHDC will be required to Default Period PCs Coefficient (DPCC) for PC 06 in line with Data Estimation method ‘H’. therefore, the D0289 provides a better HH estimate if it is required for any reason upon moving to HH settlement arrangements.</p>	

Proposed Solution (mandatory by originator)

To update BSCP 520 Sections 3.1 to reflect the Agent appointment Dataflows that should be used for DTN derived agent appointments, along with sections 3.4 & 3.5 for the same reasons.

Justification for Change (mandatory by originator)

The question of whether use of DTN for P434 CoMC was posed within as part of P434 consultation process, the majority of respondents stated that using the DTN would be the most appropriate method for bulk appointments, as it will reduce manual work and although it would create additional costs it would likely to be a worthwhile investment. This CP aims to deliver the option, but not the mandate to use the DTN for the agent appointments process in line with that consultation feedback.

This change will enable suppliers who may be considering the use of DTN derived dataflows to meet the requirements to migrate their UMS portfolios over the 12 months up to the UMS mandate go live date, e.g. suppliers with large portfolios of NHH UMS MSIDs who are seeking to automate the CoMC of the relevant NHH UMS MSID to HH settlement.

In the absence of an industry defined procedure for the appointment of HH UMS supplier agents, it may prove very challenging for suppliers with thousands of MSIDs to utilise the existing manually derived processes to exchange information in their systems, which in turn may increase the risk of suppliers failing to achieve the completion of NHH UMS NHH-HH CoMC activity by the UMS Mandate Go Live Date, currently set for April 2025 due to the sheer volume of MSIDs they are to complete without system automation driving the process.

For the avoidance of doubt this Change Proposal does not mandate the use of DTN dataflow exchanges but only acts to enable choice for parties and party agents alike, in order to ensure parties who do not wish to use DTN derived agent appointment processes “Electronic or other agreed method” remains possible, so suppliers or party agents who choose who choose to communicate appointments outside of the DTN can continue to do so.

To which section of the Code does the CP relate, and does the CP facilitate the current provisions of the Code? (mandatory by originator)

BSC Section S : Supplier Volume Allocation

Estimated Implementation Costs (mandatory by BSCCo)**BSC Configurable Items Affected by Proposed Solution(s)** (mandatory by originator)

BSCP520 ‘Unmetered Supplies Registered in SMRS’

Impact on Core Industry Documents or System Operator-Transmission Owner Code (mandatory by originator)

Data Transfer Catalogue.

Related Changes and/or BSC Releases (mandatory by BSCCo)

CP1582 'Update BSCP520 on Change of Measurement Class to ensure UMSO send a D0388 with a zero charge code'
P434 'Half Hourly Settlement for UMS Metering Systems'
Requested Implementation Date (mandatory by originator) 29 February 2024
Reason: This CP is required to support processes that are required but not procedurally defined under the P434 decision for the commencement of moving UMS MSIDs into HH settlement in April 2024, 12 months prior to the UMS Mandate GoLive Date,
Version History (mandatory by BSCCo)
Originator's Details:
BCA Name: Lee Stone
Organisation: Npower Commercial Gas Limited.
Email Address: Lee.Stone@eonenergy.com
Telephone Number: 07971-474426
Date: 18/10/23
Attachments: 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 your BCA/PACA.

- **Title** – mandatory completion by originator – title of CP.
- **CP No.** – mandatory completion by BSCCo – unique number allocated for each individual CP.
- **Version No.** – mandatory completion by originator – when first submitted by the originator, the CP should have a version number of v0.1. Following discussions with BSCCo, any changes required following those discussions, the CP should be updated to

v1.0. Should any further amendments/additions/deletions be required to the CP during its lifecycle, the version number should be updated to v2.0, v3.0, etc.

- **Description of Problem/Issues** - mandatory completion by originator - a statement of the issue/problem.
- **Proposed Solution(s)** – mandatory completion by originator – this is a single fully defined description of the proposed solution. For Category 1 BSC Configurable Items redlined changes must be included.
- **Justification for Change** – mandatory completion by originator – details of the business case for implementing the proposed change. This section should also include a brief assessment of the risk associated with leaving the problem/issue unresolved, in terms of materiality and probability of occurrence.
- **To which section of the Code does the CP relate, and does the CP facilitate the current provisions of the Code?** – All CPs should be raised in line with BSC section F 3.1.2 ensuring that changes to BSC Configurable Items should continue to facilitate the provisions as detailed in the Code and should not impose new obligations or restrictions of a material nature on Parties and Party Agents (or classes thereof) which are not authorised or envisaged by, or subsidiary to, the rights and obligations of the Parties under the Code. As such the originator should highlight the section of the BSC that their proposed change is derived from and if the proposed CP facilitates the existing arrangements in the BSC.
- **Estimated Implementation Costs** – mandatory by BSCCo – These will be broken down into Central System Costs and BSCCo Operational Costs where appropriate.
- **Impact on BSC Configurable Item(s)** – mandatory completion by originator – a list of all BSC Configurable Items potentially affected by proposed solution. Details of how each BSC Configurable Item will be affected should be included, if known, and redlining of Category 1 BSC Configurable Items must be completed.
- **Impact on Core Industry Documents or System Operator – Transmission Owner Code** – mandatory completion by originator, however, BSCCo can advise if originator is unsure of all the impacts on documents – list of all documents potentially affected by proposed solution. These documents include any changes that will be needed to the 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.

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

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.

4.9. BCA Registration Form

BCA Registration Form - BSCP40/05	<i>[Mandatory by applicant]</i>
<i>Part A – Categorisation (mandatory completion by Applicant)</i>	

	Generator
	Supplier
	BSC Auditor
	Distribution Business
	Other

	Core Industry Document Owner
	BSC Agent
	Interconnector User
	Citizens Advice

	Non-Physical Trading Party
	NETSO
	Citizens Advice Scotland

<i>Part B - Nominated BCA Details (completed by applicant)</i>	
Name	
Organisation	
Position	
Telephone Number	
Fax Number	
Email Address	

<i>Part C - Authorisation (completed by Senior Manager in applicant Organisation)</i>	
Name	
Organisation	
Telephone Number	
Fax Number	
Signature	
Date	

4.10 BCA Registration Form Guidelines

These guidelines are to be used to assist in the completion of the BCA Registration Form, given in Appendix 4.9 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.

- **Categorisation** – mandatory completion by applicant – tick all of the categories of Qualifying Organisations that the BCA will be representing. Note that this may be more than one, e.g., an individual acting as the BCA for an organisation that is both a Supplier and Generator Party.
- **Specify qualifying date from which category applies** – completion by applicant where applicable - the date on which the BCA appointment is to take place. Where this is not completed, it is assumed that the BCA details will apply from the date the form is received by BSCCo.
- **Nominated BCA Details** – mandatory completion by applicant - name, qualifying organisation, email address, telephone and fax number to allow circulation of change issues from the qualifying date.
- **Authorisation** – mandatory completion by a senior manager in qualifying organisation - name, qualifying organisation, position, telephone and fax number.

NB: To submit a BCA Registration form via email, BSCCo require it to be sent from the named user account of the Senior Manager providing authorisation.

4.11 PACA Registration Form

PACA Registration Form BSCP40/06	<i>[Mandatory by applicant]</i>
<i>Part A – Categorisation (completed by Applicant)</i>	
Please tick one of the categorisations of Supplier Agents below:	

<input type="checkbox"/>	HHDC
<input type="checkbox"/>	NHHDC
<input type="checkbox"/>	HHDA

<input type="checkbox"/>	NHHDA
<input type="checkbox"/>	HHMOA
<input type="checkbox"/>	NHHMOA

<input type="checkbox"/>	PRS Provider
<input type="checkbox"/>	Meter Administration
<input type="checkbox"/>	Data Transfer Service Provider

Specify the qualifying date from when category starts (if appropriate).....

<i>Part B - Details of Nominated PACA (completed by Applicant)</i>	
Name	
Organisation	
Telephone Number	
Fax Number	
Email Address	

<i>Part C - Authoriser Details (completed by Senior Manager of Applicant Organisation)</i>	
Name	
Organisation	
Position	
Telephone Number	
Fax Number	
Signature	
Date	

4.12. PACA Registration Form Guidelines

These guidelines are to be used to assist in the completion of the PACA Registration Form, given in Appendix 4.11. 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 BSCTCo.

- **Categorisation** – mandatory completion by applicant. Tick all of the categories of Party Agents that the PACA will be representing. Note that an organisation may choose to have only one PACA to cover all of the agency services that it provides or is planning to provide. Conversely it may choose to have a separate PACA for any combination of these.
- **Specify qualifying date from which category applies** – completion by applicant where applicable - the date on which the PACA appointment is to take place. Where this is not completed, it is assumed that the PACA details will apply from the date on which the form is received by BSCTCo.
- **Nominated PACA Details** – mandatory completion by applicant - name, organisation, telephone and fax number and email address to allow circulation of change issues.
- **Authorisation** – mandatory completion by a Senior Manager in Party Agent organisation – name, qualifying organisation, position, telephone and fax number.

NB: To submit a PACA Registration Form via email, BSCTCo require it to be sent from the named user account of the Senior Manager providing authorisation.

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,

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signed by **[insert name]** being a Director and signing this letter for and on behalf of **[insert full name of company]**