



BSC Change Process

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What is the Change process under the BSC?

The BSC Change process can be used to make changes to the BSC arrangements in response to any concerns, problems or defects that Parties may identify in the current processes. The BSC arrangements consist of:

- The **Balancing and Settlement Code** (BSC), which contains the obligations, requirements and principles that BSC Parties must follow;
- **Code Subsidiary Documents** (CSDs), which support the BSC in detailing the step-by-step processes which must be undertaken in order to meet these obligations; and
- **BSC Systems**, which are used to deliver many aspects of the arrangements.

The BSC Change processes are defined under [BSC Section F: Modification Procedures](#) and BSC Procedure [BSCP40: Change Management](#).

This section will help you to identify which type of Change would be required for any potential changes you may wish to raise. The remainder of this document will explain:

- The different types of Change;
- Who can raise a Change and how;
- The subsequent progression of a Change;
- The timescales involved; and
- How you can get involved with the various processes.

What are the different types of Change?

There are several processes for progressing Change, depending on the nature of your Change and whether you have a clear solution in mind. The various types of Change and the progression between them are summarised below.

		Will my solution amend the BSC?	
		Yes	No
Do I have a clear solution?	Yes	Modification	CP
	No	Issue	Issue or DCP

Modifications

A Modification is required for any change that would amend the BSC. A Modification will often amend CSDs and/or BSC Systems in addition to the BSC, and these changes are also done as part of the Modification. When raising a Modification, the Proposer will need to put forward a clear solution.

However, they will be able to amend their proposed solution at any time until the Modification reaches the Report Phase, as long as it continues to address the identified issue.

A Modification will typically take six to eight months to be progressed to a final decision, and will then take further time to be implemented, depending on the required lead times.

Change Proposals (CPs)

A Change Proposal (CP) is required to make a change that would only impact CSDs and/or BSC Systems. A CP will provide a single clear solution to the issue, which will be fixed once the CP has been raised and issued for consultation. Redlined changes to impacted documents will also need to be produced, which we will be able to assist the Proposer with.

A CP will typically take around three months to be progressed to a final decision, and will then take further time to be implemented, depending on the required lead times.

Draft Change Proposals (DCPs)

If a participant wants to make a change that would require a CP, but has multiple possible solutions and is not sure which to progress, they can raise a Draft Change Proposal (DCP). A DCP will be issued for consultation to seek the views of other market participants on the proposed solutions, though the potential redlined changes are not required at this stage. Following this consultation, the Proposer can then decide which solution (if any) would be best to progress as a CP.

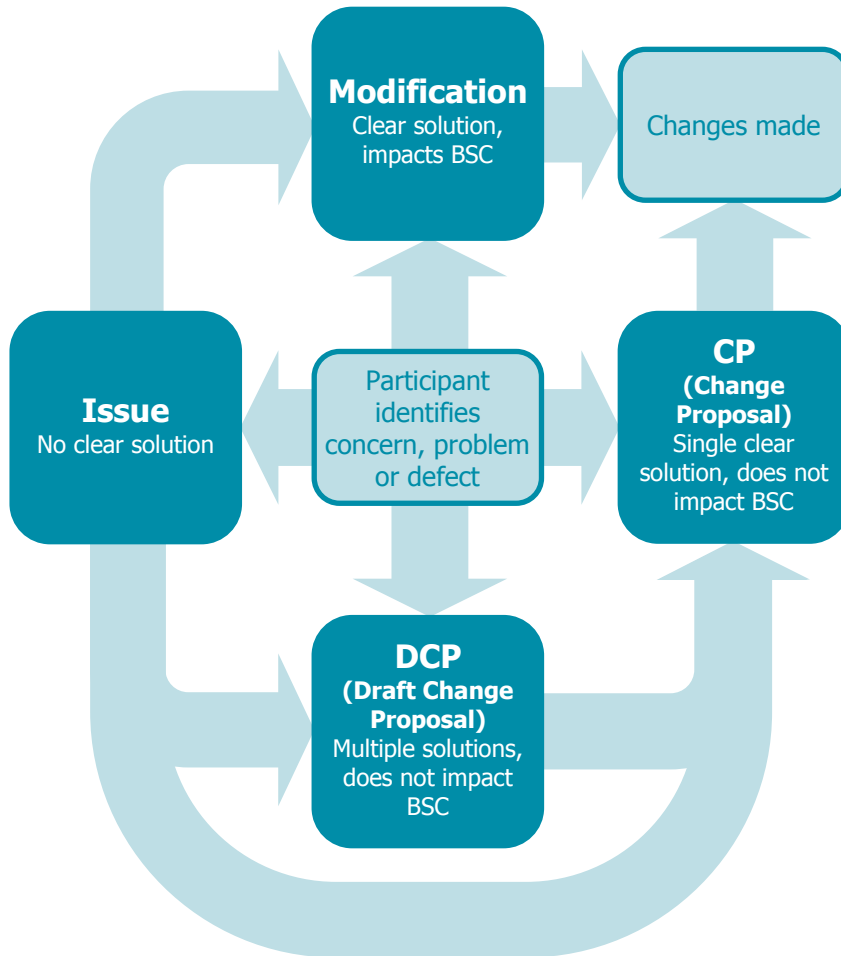
A DCP is usually completed within one to two months, after which a CP is required to take anything forward.

Issues

If a participant has identified a problem or potential improvement to the current arrangements but does not know how it should be resolved, they can raise an Issue. The Issue will be discussed by an Issue Group, who will consider possible solutions to the problem. The Proposer can then decide which solution (if any) should be raised and how best this should be taken forward.

There are no set timescales for Issues, so an Issue can take varying amounts of time to complete depending on the nature and complexity of the problem in question, after which a Modification, CP or DCP is required to take anything forward.

The different types of Change



How am I informed of Changes?

We issue email notifications in relation to all types of Change. This includes whenever Changes are raised, consultations issued and decisions made or for other key events that we believe it is important to inform you of.

If you wish to be on the mailing list for receiving these emails, please email us at bsc.change@elexon.co.uk. We advise that you have these emails sent to a central 'shared mailbox' with a generic email address that several people at your organisation can access, rather than to an individual's address. This is so we can ensure our customers continue to receive these notifications, even when the named recipient is on leave, changes role or leaves the organisation.

Modifications

What is a Modification?

A Modification is raised in order to progress changes that would alter any part of the BSC. Any CSDs or BSC Systems impacted by the proposed changes would also be updated as part of the Modification.

Changes that would not alter the BSC itself but instead only impact CSDs and/or BSC Systems do not require a Modification, and are progressed using the CP process instead.

Who governs the Modification procedures?

The Modification procedures are overseen by the BSC Panel, who will direct how a Modification is progressed. ELEXON will assist the Panel throughout a Modification's progression, providing the advice, support and resources required, and will oversee the implementation of any approved Modifications. The processes for Modifications are laid out in [BSC Section F](#).

In the majority of cases, the Panel will make a recommendation to Ofgem, as the Authority, on whether a Modification should be approved or not. Ofgem will then make the final decision on whether the BSC should be changed. However, in certain cases a Modification can be deemed a Self-Governance Modification (see below for more information on these), in which case the Panel, not Ofgem, will make the final decision.

Any changes made to the BSC through a Modification must, in isolation to all other changes, better facilitate the Applicable BSC Objectives (as laid out in the Transmission Licence, Condition C3.3) when compared to the current BSC baseline, although Ofgem can consider wider implications if relevant when it makes its final decision. These Objectives are:

- (a) The efficient discharge by the Transmission Company of the obligations imposed upon it by the Transmission Licence
- (b) The efficient, economic and co-ordinated operation of the National Electricity Transmission System
- (c) Promoting effective competition in the generation and supply of electricity and (so far as consistent therewith) promoting such competition in the sale and purchase of electricity
- (d) Promoting efficiency in the implementation of the balancing and settlement arrangements
- (e) Compliance with the Electricity Regulation and any relevant legally binding decision of the European Commission and/or the Agency [for the Co-operation of Energy Regulators]
- (f) Implementing and administering the arrangements for the operation of contracts for difference and arrangements that facilitate the operation of a capacity market pursuant to EMR legislation
- (g) Compliance with the Transmission Losses Principle

How can I raise a Modification?

Any BSC Party (except ELEXON and its subsidiaries), Citizens Advice, Citizens Advice Scotland, other bodies designated by Ofgem and, in limited cases, the BSC Panel, Ofgem, a Contracts for Difference (CfD) Counterparty or the Capacity Market (CM) Settlement Body can raise a Modification Proposal.

To submit a Modification, you will need to fill in a copy of the Modification Proposal form (available on the ELEXON website) and submit it to bsc.change@elexon.co.uk. Guidance on completing this is contained within the form, but please contact us at the above email address if you require further assistance. We also advise that you contact us before raising a Modification, as we can offer guidance and advice on your proposal and assist you with drafting it before it is formally raised.

In order to be discussed at the next regular Panel meeting (which are held on the second Thursday of the month), a Modification needs to be submitted by 12noon on the Friday two weeks before (this deadline may occasionally be amended to account for Bank Holidays). If you submit a Modification after this time, it will be presented at the following month's meeting instead.

When raising a Modification, please be aware that the Proposer (or their representative) is expected to introduce the Modification to the Panel at its next meeting, and is also expected to attend all Workgroup meetings should the Modification be submitted to an Assessment Procedure.

Please note that a submitted Modification Proposal can be refused if it would have substantially the same effect as an existing Modification Proposal that has yet to reach a final decision or has been rejected within the last two months.

Can I change or withdraw my Modification Proposal?

The proposed solution to a Modification is 'owned' by the Proposer, who may amend the proposed solution at any time before the Modification is submitted to the Report Phase (at which point the solution is fixed). Any amendments to the solution must continue to address the same issue or defect that was originally identified when the Modification was raised. An Alternative Modification developed by the Workgroup is owned by the Workgroup as a whole and so cannot be amended by the Proposer.

The Proposer can also elect to withdraw the Modification at any time before it is submitted to the Report Phase. ELEXON will inform the industry should the Proposer wish to withdraw their Modification. Another BSC Party can, if they want, choose to adopt the Modification within five Working Days of this notification. If this happens, that Party then becomes the Proposer of the Modification, which will continue to be progressed in line with the agreed timetable. If no-one elects to adopt the Modification within this time then it is closed.

How is a Modification progressed?

A Modification will progress through several stages of assessment before a final decision is made, which will typically take six to eight months. In addition, there will be a lead time needed between approval and implementation of a Modification, which will depend on the nature of the particular change. You will need to take these timescales into account when raising a Modification, as in many cases it can take well over a year between a Modification being raised and it being implemented.

Initial Written Assessment

Once a Modification has been raised, we will produce an Initial Written Assessment (IWA), which we will present to the Panel at its next meeting. This IWA will summarise the proposal and will contain a recommended plan and timetable for progressing the Modification and the proposed Terms of Reference for any Workgroup. At its meeting, the Panel will consider these proposals and will decide how the Modification should be progressed. In the majority of cases, a Modification will be submitted to an Assessment Procedure, but if the Panel deems a Modification to be self-evident then it can submit it straight to the Report Phase.

Assessment Procedure

Most Modifications will undergo an Assessment Procedure where it will be assessed in detail by a Workgroup. As part of its assessment, the Workgroup will:

- Help the Proposer in developing the proposed solution, including producing draft BSC legal text;
- Consider the costs and impacts the Modification would have and what lead time would be required for implementing the Modification;
- Provide a view on whether the Modification would better facilitate the Applicable BSC Objectives;
- Develop an Alternative Modification if it thinks there is an alternative solution to the issue that would better facilitate the Applicable BSC Objectives than the proposed solution; and
- Consult with the industry on its views and recommendations.

The Assessment Procedure will typically last for three to four months, after which the Workgroup will present its Assessment Report, containing its full discussions, considerations and recommendations on the Modification, to the Panel.

Report Phase

After considering the Workgroup's Assessment Report (or the IWA if the Modification was sent straight to the Report Phase), the Panel will provide an initial recommendation on the Modification. It will then consult with the industry on its initial recommendations, before making a decision (in the case of Self-Governance Modifications) or providing a final recommendation to Ofgem (in the case of Modifications which are not Self-Governance) on whether the Modification should be approved or rejected. See below for 'What is a Self-Governance Modification?'

The Report Phase will typically last for one to two months. At the end, the Panel will produce its Modification Report, which will contain all of the views, discussions and considerations on the Modification throughout its progression, along with the Panel's decision or final recommendations.

Final Decision

The decision on whether to approve or reject the Modification is made by the Panel in the case of Self-Governance Modifications. BSC Parties will then have 15 Working Days to appeal the decision to Ofgem should they wish. If no appeal is notified, the Panel's decision is final.

If it is not a Self-Governance Modification the Panel will make its final recommendation. This will be included in the Modification Report, which is sent to Ofgem for its consideration and determination. Ofgem will then make a final decision on whether to approve or reject the Modification.

Ofgem will normally aim to make its decision within 25 Working Days of receiving the Modification Report, unless it feels it needs to undertake its own Regulatory Impact Assessment first. Once it has made its decision, Ofgem will produce a letter detailing its decision and the reasons behind it. Should Ofgem feel that it does not have enough information to make a decision, it can send the Modification back to the Panel.

Implementation

If a Modification is approved, it will be implemented in accordance with the timescales identified during assessment. In most cases, a Modification will be implemented as part of one of the three planned BSC Systems Releases scheduled for each year ([February](#), [June](#) and [November](#)), though some Modifications may need to be implemented on other, standalone dates. Further information on Releases can be found on the [Releases](#) page of the [BSC Website](#).

The lead time for a Modification will vary greatly depending on the nature and complexity of the solution, and can vary from a single Working Day after approval for document-only changes to a year or more if complex system changes are required.

What is an Urgent Modification?

If the issue highlighted by the Modification needs to be resolved urgently, the Proposer, ELEXON or National Grid can request that the Modification be an Urgent Modification. An Urgent Modification can be progressed by a different process and timetable to normal, to cater for the urgent nature of the Modification; this is determined and approved on a case-by-case basis.

If urgency is requested then the Panel Chairman will consult with the Panel before recommending to Ofgem whether urgency should be granted. Ofgem will then make the final decision on whether the Modification should be granted urgency and, if so, what the timetable and process should be.

Ex-post reviews of implemented Urgent Modifications are carried out to decide whether the Modification could have been made in an alternative way that would have better facilitated the Applicable BSC Objectives.

What is a Self-Governance Modification?

All Modifications should, in the first instance, be considered as a Self-Governance Modification. You will need to indicate on the Modification Proposal Form whether you believe it should be Self-Governance or not, and why. If you are unsure, please contact us at bsc.change@elexon.co.uk.

For a Modification to proceed as Self-Governance it must meet the Self Governance Criteria, i.e. it must be a proposal that, if implemented:

- (a) Is unlikely to have a material effect on:
 - i) Existing or future electricity consumers; and
 - ii) Competition in the generation, distribution or supply of electricity or any commercial activities connected with the generation, distribution or supply of electricity; and
 - iii) The operation of the national electricity transmission system; and
 - iv) Matters relating to sustainable development, safety or security of supply, or the management of market network emergencies; and
 - v) The Code's governance procedures or modification procedures; and
- (b) Is unlikely to discriminate between different classes of Parties.

What is a Fast Track Self-Governance Modification?

A Fast Track Self-Governance Modification is used to make self-evident housekeeping changes to the BSC, such as updating names, addresses and references within the Code or correcting typographical, formatting and consistency errors. If a change meets this criteria and the Self-Governance Criteria above then the Proposer can request that the Modification is progressed as a Fast Track Self-Governance Modification.

In order for a Modification to progress via the Fast Track route, the Panel must unanimously agree that the above conditions are met when considering the IWA. If it does then the Modification will proceed directly to a decision by the Panel. BSC Parties will then have 15 Working Days following the Panel's decision to object to the decision to ELEXON should they wish. If no objection is notified, the Panel's decision is final.

If the Panel does not unanimously agree to progress via the Fast Track route or if any objections are raised by BSC Parties then the Modification will no longer be Fast Track and will instead progress down either the normal or the Self-Governance route.

How can I participate in the Modification process?

There are two ways that industry members can participate in a Modification's progression.

Joining the Workgroup

If a Modification is progressed to an Assessment Procedure, a Workgroup is formed in order to carry out a detailed assessment. A Workgroup's membership will consist of:

- The Proposer (or a representative appointed by them);
- At least five industry experts who have qualified to act as independent Workgroup members; and
- A representative from the Transmission Company (at the discretion of National Grid).

A representative from Ofgem may also attend and participate in discussions, as can any other interested Parties. However, these attendees are unable to vote when the Workgroup comes to provide its recommendations.

In addition, ELEXON will provide employees as appropriate (a Chairman, the Lead Analyst, the Lead Lawyer and a Design Authority representative or other technical specialist).

Industry experts on a Workgroup are expected to act independently of their respective organisations, and are expected to remain a part of the Workgroup for the duration of its Assessment Procedure. If you wish to volunteer to be a Workgroup member, please email bsc.change@elexon.co.uk.

Responding to Consultations

During a Modification's Assessment Procedure, the Workgroup will consult with the industry on:

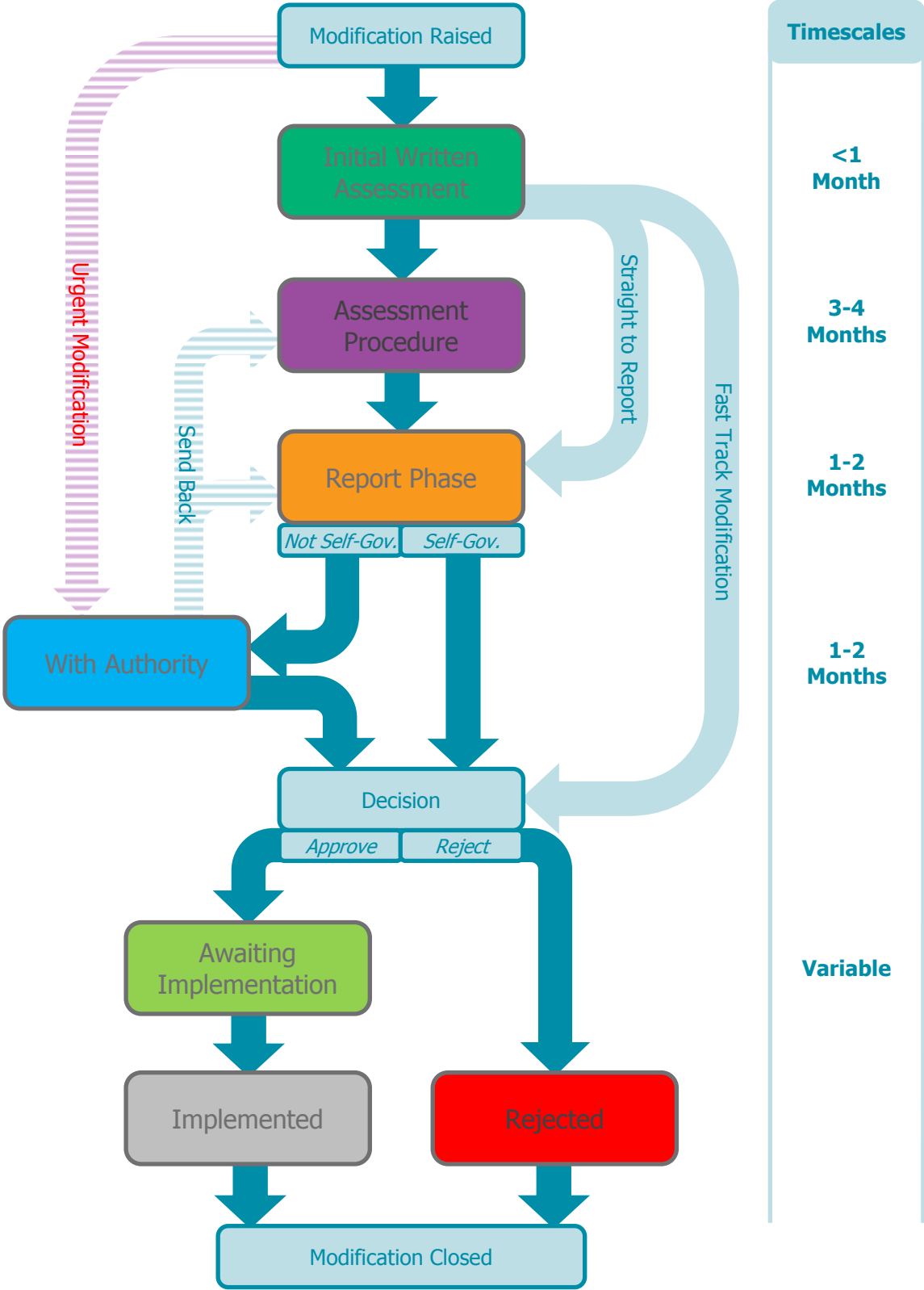
- Its initial recommendations;
- The proposed legal text;
- The proposed implementation approach;
- Any alternative solutions the Workgroup may have considered; and
- Any other questions the Workgroup feels appropriate.

The Workgroup may also issue an Impact Assessment if it feels there may be a significant impact on market participants, in order to assess the impacts, costs and lead times required for any changes Parties may need to make to implement the Modification.

The Panel will also consult with the industry during the Report Phase, to seek views from market participants on its initial recommendations.

We encourage you to respond to these consultations, as all responses are taken into consideration by the Workgroup, the Panel and Ofgem. Please be aware that any confidential responses will not be shared with the Workgroup, the Panel or the wider industry, but will be submitted to Ofgem alongside the Modification Report.

Modification Progression



Change Proposals

What is a Change Proposal?

A CP is a detailed proposal which is raised in order to amend CSDs and/or BSC Systems, but would not alter the BSC. A CP must have a clear aim, a single defined solution and contain the relevant redlined documentation changes.

Since CPs must have a single clear solution, if there are multiple solutions being raised or there is concern over industry support then you should consider raising an Issue or a DCP instead. These allow for multiple solutions to be assessed and allow the Proposer to use the industry to further develop their change.

It should be noted that a CP cannot alter the BSC. If your proposal would alter the BSC itself, you will need to raise a Modification instead.

Who governs the CP procedures?

The CP procedures are overseen by the BSC Panel, but it has delegated this responsibility to its Panel Committees. ELEXON will assist the Panel Committees throughout a CP's progression, providing the advice, support and resources required, and will oversee the implementation of any approved CP. The processes for CPs are laid out in [BSCP40](#).

The final decision on whether a CP is approved or rejected is taken by the relevant Panel Committee(s) responsible for the impacted Configurable Items. In most cases, only the Imbalance Settlement Group (ISG) or Supplier Volume Allocation Group (SVG) will progress CPs, but in some cases endorsement will also be required from the Performance Assurance Board (PAB) or Trading Disputes Committee (TDC). The decision needs to be unanimous both within a Committee and across all the relevant Committees, and that decision is final. If there is disagreement, the CP is escalated to the Panel for a final decision.

How can I raise a CP?

CPs can be raised by ELEXON, BSC Agents, BSC Parties, the BSC Panel, Panel Committees, Citizens Advice and Citizens Advice Scotland. Please note that Party Agents cannot raise CPs, and will need to ask a BSC Party to raise one on their behalf.

To submit a CP, you will need to fill in a copy of form [BSCP40/02](#) and submit it to bsc.change@elexon.co.uk. Guidance on completing this can be found at the end of this form, but please contact us at the above email address if you require further assistance. We also advise that you contact us before raising a CP, as we can offer guidance and advice on your proposal and assist you with drafting it before it is formally raised.

Draft redlining is required for any CSDs classed as Category 1 Configurable Items under the BSC Baseline Statement that will be impacted by the CP, and this needs to be produced before the CP is issued for consultation. We will usually produce this on behalf of the Proposer before the CP is issued for consultation. Please see the [BSC Baseline Statement](#) for a list of which CSDs are Category 1.

Can I change or withdraw my CP?

Once a CP has been raised and issued for consultation, the solution is fixed and cannot be changed or withdrawn. The only changes permitted to the proposed redlining included in the CP would be to correct any errors or provide any further clarity that may be required. If you wish to amend a CP's solution, the original CP will generally need to be rejected and a new CP raised in its place, though in certain circumstances it may be appropriate to approve the original CP and then raise a further CP to provide further clarity.

How is a CP progressed?

A CP will be assessed and issued for a consultation before a final decision is made, which will typically take around three months in total. In addition, there will be a lead time needed between approval and implementation of a CP, which will depend on the nature of the particular change. You will need to take these timescales into account when raising a CP, as it usually takes at least six months between a CP being raised and being implemented, and can take a year or more in some cases.

Assessment

Once a CP has been raised, we will assess the central costs and impacts of the CP and ensure the required redlined changes to the relevant Configurable Items are produced. Once this is complete, we will present the CP to the relevant Panel Committee(s) for their initial view on the proposed change. This phase will normally take no longer than a month to complete.

CPC Consultation

Once a CP has been presented to the relevant Committee(s) for initial comment, it will be issued as part of the next available Change Proposal Circular (CPC) Batch. These CPCs are issued once a month, and invite market participants to carry out an Impact Assessment, in order to help us to understand the costs and impacts the CP will have on organisations, the required lead times to make the changes, and their views and opinions on the proposed changes. Please see the CP IA Timetable within the [Change Register](#) for the relevant dates for each CPC. Please note that 'Housekeeping' CPs will not be issued for consultation as they are considered to be self-evident.

Committee Decision

A CP will be presented to the relevant Panel Committee(s) for decision at their next meeting(s) following the end of the CPC consultation. The Committee(s) will consider each CP and the views of respondents to the consultation before making a decision on whether the CP should be approved or rejected. This decision needs to be unanimous; if such a decision cannot be reached across the relevant Panel Committee(s) then the CP is escalated to the Panel.

Implementation

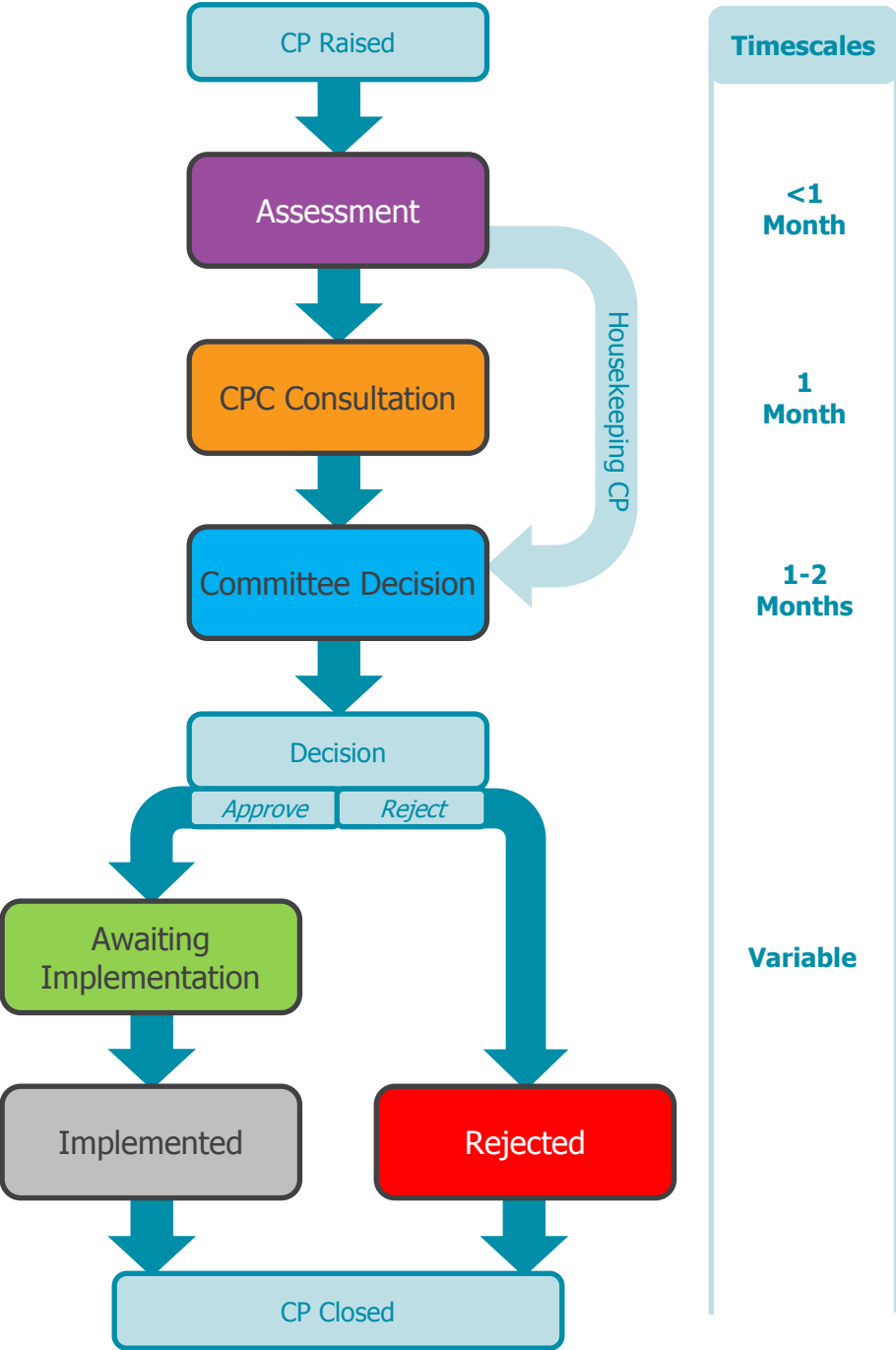
If a CP is approved, it will be implemented in accordance with the timescales identified during assessment. A CP will be implemented as part of one of the three planned BSC Systems Releases scheduled for each year ([February](#), [June](#) and [November](#)), unless there is a clear need to implement on another date. Further information on Releases can be found on the [Releases](#) page of the [BSC Website](#).

The lead time for a CP will depend on the nature and complexity of the solution. Document-only changes with little material impact will usually be implemented in the next available Release. If the CP will require system changes or the impacts are more complex a longer lead time may be needed.

How can I participate in the CP process?

All CPs (except Housekeeping CPs) are issued for consultation to seek the views from industry members on the CP and its impacts. We encourage you to respond to these, as all responses are taken into consideration by the relevant Panel Committees. Please be aware that any confidential responses will not be shared with the wider industry, but will be submitted to the relevant Panel Committee(s) when they make their decision.

CP Progression



Draft Change Proposals

What is a Draft Change Proposal?

If you have identified an issue that would require a CP but you have more than one potential solution, you can raise a DCP to seek views from industry members on which solution (if any) would be the best to take forward as a CP.

A DCP is solely used to seek views on potential solutions for a CP, and will not itself make any changes to CSDs or BSC Systems. You will need to raise a CP following the conclusion of the DCP if you wish to progress any potential changes.

How can I raise a DCP?

DCPs can be raised by ELEXON, BSC Agents, BSC Parties, the BSC Panel, Panel Committees, Citizens Advice and Citizens Advice Scotland. Please note that Party Agents cannot raise DCPs, and will need to ask a BSC Party to raise one on their behalf.

To submit a DCP, you will need to fill in a copy of form [BSCP40/01](#) and submit it to bsc.change@elexon.co.uk. Guidance on completing this can be found at the end of this form, but please contact us at the above email address if you require further assistance. We also advise that you contact us before raising a DCP, as we can offer guidance and advice on your proposal and assist you with drafting it before it is formally raised.

Unlike CPs, you do not need to produce any redlining for a DCP. You simply need to detail the issue and potential solutions that could be taken forward as a CP for the industry to comment on.

How is a DCP progressed?

A DCP will be issued in the next CPC Batch for industry consultation. Once responses have been received, we will pass these to the Proposer, who will then decide whether or not to take forward any of the proposed solutions as a CP.

A DCP will usually be completed within one to two months. Any further progression will be done as a CP.

How can I participate in the DCP process?

All DCPs are issued for consultation to seek the views from industry members on the proposed solutions. Respondents can also suggest alternative solutions that they feel may be better than those put forward. We encourage you to respond to these, as all responses are taken into consideration by the Proposer in deciding which solution (if any) to progress.

Issues

What is an Issue?

If you have identified a potential problem, but you do not have any clear solutions that could be progressed, you can raise an Issue to seek views from industry members on whether they agree with your problem and what potential solutions could be raised.

An Issue is solely used to seek views on potential solutions for an identified problem, and will not itself make any changes to the BSC, CSDs or BSC Systems. You will need to raise a Modification, CP or DCP following the conclusion of the Issue if you wish to progress any potential changes.

How can I raise an Issue?

Issues can be raised by ELEXON, BSC Agents, BSC Parties, the BSC Panel, Panel Committees, Citizens Advice and Citizens Advice Scotland. Please note that Party Agents cannot raise Issues, and will need to ask a BSC Party to raise one on their behalf.

To submit an Issue, you will need to fill in a copy of form [BSCP40/04](#) and submit it to bsc.change@elexon.co.uk. Guidance on completing this can be found at the end of this form, but please contact us at the above email address if you require further assistance. We also advise that you contact us before raising an Issue, as we can offer guidance and advice on your proposal and assist you with drafting it before it is formally raised.

How is an Issue progressed?

Once an Issue has been raised, an Issue Group will be formed to discuss the identified problem and consider what solutions could be raised to resolve it. There is no fixed process for an Issue Group, and an Issue's progression will be determined in an ad-hoc manner depending on how the discussions progress. Once the Group has finished its discussions, it will produce a report on its views and recommendations, which will be presented to the Panel for information.

It should be noted that an Issue Group will propose and consider potential solutions to the problem highlighted, but it is not required to impact assess or develop these. Any further assessment or development would be left until a solution has been taken forward as a Modification, CP or DCP.

There are no set timescales for Issues, so an Issue can take varying amounts of time to complete depending on the nature and complexity of the problem in question. Once a solution has been identified, any further progression would be done as a Modification, CP or DCP.

How can I participate in the Issue process?

Issue Groups are open to anyone who wishes to attend. If you are interested in the problem that has been highlighted by an Issue, or you have expertise in the relevant areas, we would encourage you to join the Issue Group.

Need more information?

- [BSC Section F: Modification Procedures](#)
- [BSCP40: Change Management](#)

For further information please contact the **BSC Service Desk** at bscservicedesk@cgi.com or call **0870 010 6950**.

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