



Approved Redlined changes to BSCP40 for CP1494 'Introduction of an objection window for Housekeeping Change Proposals'

This CP proposes changes to BSCP40 sections 3.4 and 3.5. There are no impacts on any other sections of the BSCP.

We have redlined these changes against Version 15.0 of BSCP40.

Amend section 3.4 and 3.5 as follows:

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 for decision in accordance with section 3.5 of this BSCP. The relevant Panel Committee will decide whether a CP should be progressed as a Housekeeping CP. Any BCA or PACA can object to the Panel Committee's decision to treat a CP as Housekeeping, 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 non-Housekeeping CP. Because of the objection window, the Implementation Date for a Housekeeping 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 non-Housekeeping CP can be progressed through the Impact Assessment process with a reduced timescale.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1	Any time before the published Change Submission Deadline ¹	Completed Change Proposal form is submitted to BSCCo.	Originating BCA	BSCCo	CP Guidelines in Appendix 4.4. BSCP40/02 (Appendix 4.3). Redlined Category 1 Configurable Items.	Email / Fax
3.4.2	Before the timetabled CPC circulation date	BSCCo validates the CP form and ensures all supporting information is provided including redlined versions of all Category 1 Configurable Items (see Appendix 4.4 for details of Category 1 Configurable Items). 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 Configurable Items).	Internal process
3.4.3	As Required	If needed BSCCo sends the CP back to the Originating BCA to amend.	BSCCo	Originating BCA	Completed BSCP40/02 form with any supplementary information.	Email / Fax

¹ The Change Submission Deadline is produced as part of the CPC batching timetable in Section 3.1.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.4	As required and in time for timetabled CPC	Originating BCA sends the amended CP back to BSCCo. (Go to 3.4.2.)	Originating BCA	BSCCo	Amended BSCP40/02 form and supporting documentation.	Email / Fax
3.4.5	Within 5 WD of 3.4.2	BSCCo logs the CP and confirms the CP number to the Originating BCA. Carry out initial assessment and identify potentially impacted market areas to assess CP and agree the date of submission to Panel Committee.	BSCCo	Originating BCA	Completed BSCP40/02 form and supporting documentation.	Email / Fax
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 / Fax
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 / Fax
3.4.8	Within 1 WD of 3.4.7	BSCCo adds the estimated Central Cost(s) to the CP Form.	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	All BCA / PACA	CPC completed BSCP40/02 form, supporting documentation and response form. Change Register.	Internal Process / Email / Fax
3.4.10	On or before agreed response date	Responses are returned to BSCCo.	All BCA / PACA	BSCCo	Responses are sent to BSCCo.	Email / Fax
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 originator that a material comment has been returned as part of the Impact Assessment.	BSCCo	Originating BCA	Impact Assessment response.	Email / Fax

3.5 Panel Committee Decision of Change Proposals Amend section 3.4 as follows Panel Committee Decision of Change Proposals

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.1	At Panel Committee ²	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 an 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

² The Originating BCA 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 all BCAs/PACAs and BSC Agents (where applicable) of Panel Committee decisions and circulate information on amended CPs.	BSCCo	All BCAs/ PACAs and BSC Agents (where applicable)	Notification circular and amended CPs with supporting documentation. <u>Details of how BCAs/PACAs can object to the progression of a CP as a Housekeeping CP (where applicable).</u>	Email / Fax
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 <u>except where an objection is received to a Housekeeping CP in accordance with the remainder of this section 3.5.</u> 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. If approved the change would form part of the Baseline against which any new changes must be validated alongside the current live documentation.	Email / Fax
<u>3.5.8</u>	<u>Within 15 WD of 3.5.6, for Housekeeping CPs (where appropriate)</u>	<u>Submit objection to the CP being progressed as a Housekeeping CP.</u>	<u>BCA/PACA</u>	<u>BSCCo</u>	<u>Reasons why the BCA/PACA believes that the CP does not meet the definition of a Housekeeping Change.</u>	<u>Email / Fax</u>
<u>3.5.9</u>	<u>Within 1 WD of receiving an objection under 3.5.8</u>	<u>Notify all BCAs/PACAs, the affected Panel Committee(s) and BSC Agents (where applicable) of the objection.</u>	<u>BSCCo</u>	<u>All BCAs / PACAs, affected Panel Committee(s) and BSC Agents (where applicable)</u>	<u>Details of objection received.</u>	<u>Email / Fax</u>
<u>3.5.10</u>	<u>As soon as possible following 3.5.9</u>	<u>Update Change Register, publish revised Register and update the CP information on the BSC Website.</u>	<u>BSCCo</u>		<u>Revised CP form and supporting documentation.</u> <u>Revised proposed Implementation Date for the CP (if required).</u>	<u>Internal process</u>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<u>3.5.11</u>	<u>Following 3.5.10 and in time for next available CPC</u>	<u>Issue CP for Impact Assessment as a non-Housekeeping CP in accordance with section 3.4 and then repeat the Panel Committee decision process in accordance with this section 3.5.</u>	<u>BSCCo</u>		<u>Revised CP form and supporting documentation.</u> <u>Revised proposed Implementation Date for the CP (if required).</u>	<u>Internal process</u>