

Balancing and Settlement Code

BSC PROCEDURE

REPORT REQUESTS & AUTHORISATION

BSCP41

Version 6.0

Date : 05/11/2003

BSC PROCEDURE 41 Version 6.0**relating to****REPORT REQUESTS & AUTHORISATION**

1. Reference is made to the Balancing and Settlement Code and, in particular, to the definitions of "BSC Procedure" in Section X, Annex X-1 thereof.
2. This is BSC Procedure 41, Version 6.0 relating to Report Requests & Authorisation.
3. This BSC Procedure is to be effective from 05/11/2003.
4. This BSC Procedure has been approved by the Panel.

For and on behalf of the
Panel

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AMENDMENT RECORD

VERSION	DATE	DESCRIPTION OF CHANGES	CRs INCLUDED	MODS PANEL REF
1.0	Code Effective Date	Designated version	n/a	n/a
2.0	11/01/01	Work outstanding at Go Active resolution of inconsistencies inclusion of consultation comments	169	10/005
3.0	08/03/01	Obligation to qualify prior to using electronic flows	343	08/03/01
4.0	13/08/2002	Modifications and Change Proposals for BSC Systems Release 2	P8, P18A, CP755, 546, 726	ISG 16/166, ISG 18/193
5.0	24/06/2003	Change Proposals for June 03 Release	CP756, CP846	
6.0	05/11/2003	Modifications P82 & P110 for November 03 Release	P110, P82	P110 59/011 P82 54/006

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1. Introduction

1.1 Purpose and Scope of the Procedure

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

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

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

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

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

1.2 Main Users of the Procedure and their Responsibilities

The main users of this procedure are:

- Parties & Party Agents, to request changes to their reporting requirements and request additional reports;
- BSCCo, to endorse the circulation of confidential reports to other Parties and / or Party Agents and to instruct the Central Registration Agent of the revised reporting requirements;
- Central Registration Agent (CRA) and Energy Contract Volume Allocation Agent (ECVAA), to receive and respond to report requests;
- Other BSC Agents, to deliver the reporting requirements of Parties and Party Agents as instructed by the Party, Party Agent or BSCCo, as appropriate; and
- BSCCo to receive and respond to Nodal Transmission Loss Factor (TLF) report requests.

Parties and Party Agents requesting reports should be authorised in accordance with BSCP 38 Authorisations.

1.3 Key Milestones

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

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

- **Changes to Individual Reporting Requirements:** To amend individual report requirements the Relevant Parties must notify the CRA, who will update the database within 3WD of the report request being received. If a Party requests the Nodal TLF report from BSCCo, this will be made available within five Business Days after receipt of the request;
- **Confidential Report Requests:** Where a Party or Party Agent agrees for a confidential report to be circulated to a Requesting Party / Party Agent, BSCCo will notify the CRA 5 WD prior to the report being made available; and
- **Extended Forward Contract Reports:** To request an Extended Forward Contract Report, the Relevant Party must notify the ECVAA, who will issue the report within two hours where the request is received by 3:00pm, on a Business Day.

1.4 Balancing and Settlement Code Provision

This BSCP should be read in conjunction with the Code and in particular Section V. This BSCP has been produced in accordance with the provisions of the Code. In the event of an inconsistency between the provisions of this BSCP and the Code, the provisions of the Code shall prevail.

1.5 Associated BSC Procedures

This procedure interfaces with BSCP38 Authorisations, in relation to the authorisation of signatures and email addresses for report requesting.

1.6 Obligations

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

2. Acronyms and Definitions

2.1 List of Acronyms

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

BSCCo	Balancing and Settlement Code Company
CRA	Central Registration Agent
ECVAA	Energy Contract Volume Allocation Agent
TLF	Transmission Loss Factor
WD	Working Day

2.2 List of Definitions

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

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

3. Interface and Timetable Information

3.1 Changes to Individual Reporting Requirements¹

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

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

3.2 Confidential Report Requests

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	As determined by the Requesting Party	Request permission to receive confidential report(s)	Requesting Party	BSCCo	Confidential Report Request Form BSCP41/2, Part A, authorised in accordance with BSCP38.	Fax
3.2.2	Within 2WD of 3.2.1	Request permission from Relevant Party	BSCCo	Relevant Parties	Confidential Report Request Form BSCP41/2,	Fax
3.2.3	Within 3WD of receipt of form in 3.2.2	Completed Part B of form either granting or refusing permission for a confidential Report to be made available for issue to requesting party. If (a) Permission not granted go to step 3.2.4; or (b) Permission granted go to step 3.2.5	Relevant Party	BSCCo	Confidential Report Request Form BSCP41/2 Part B, authorised in accordance with BSCP38	Fax
3.2.4	Within 1WD of 3.2.3	Check authorisation and inform Requesting Party of Relevant Party's decision	BSCCo	Requesting Party		Fax
3.2.5	Within 1WD of 3.2.3	Check authorisation of Relevant Party and confirm receipt of request response	BSCCo	Relevant Party	Confidential Report Requests Form BSCP41/2	Internal Process
3.2.6	At the same time as 3.2.5	Inform CRA that a confidential Report has been authorised for issue to requesting party.	BSCCo	CRA	Confidential Report Requests Form BSCP41/2	Fax
3.2.7	Within 5WD of receipt of form in 3.2.6	Input reporting requirements in relevant BSC Systems	CRA		Confidential Report Requests Form BSCP41/2	Internal Process
3.2.8	Within 1WD of 3.2.7	Confirm reporting requirements have been updated	CRA	BSCCo	Confidential Report Requests Form BSCP41/2	Fax
3.2.9	Within 1WD of 3.2.8	Confirm reporting requirements have been updated to Requesting Party.	BSCCo	Requesting Party	Confidential Report Requests Form BSCP41/2	Fax / Email

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.10	Within 2WD of receipt of notification in 3.2.9	Notify BSCCo if changes have been implemented incorrectly.	Requesting Party	BSCCo	Details of errors	Fax / Email
3.2.11	Within 1WD of receipt of 3.2.10	Notify CRA if changes have been implemented incorrectly.	BSCCo	CRA	Details of errors	Fax
3.2.12	Within 2WD of 3.2.11	CRA correct errors.	CRA		Correct data	Internal Process

3.3 Request to BSCCo for Nodal TLF report

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1	As determined by requesting Party	Submit request to receive Nodal TLF report	Party	BSCCo	Request for Nodal TLF Report Form BSCP41/3.	Letter/Fax/Email
3.3.2	On receipt of request from 3.3.1	Validate that request has come from valid Party and signed by category V authorised signature.	BSCCo		List of Parties and relevant category V signatures.	Fax/Email
3.3.3	Within 5 Business Days of 3.3.2	Send out Nodal TLF report on CD-Rom	BSCCo	Party	Nodal TLF report	Letter

3.4 Extended Forward Contract Report Requests

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

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

4. Appendices

4.1 Changes to Individual Reporting Requirements

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

The non-shaded areas of BSCP41/1 may be completed by a Party or Party Agent. Forms should be completed by an authorised signatory in accordance with BSCP38 and sent to the CRA with a copy of the form forwarded to BSCCo for information .

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

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

BSCP41/1: Changes to Individual Reporting Requirements**PAGE 1 OF 2**

To be used for all changes to reporting with the exception of new Confidential Reports issued to other Parties.
Use continuation sheets where required

To: CRA		Date Sent: _____
From: Participant Details		
Party / Party Agent ID: _____	Name of Sender: _____	
Participation Capacity / Party Agent Role: _____		
Contact email address: _____		
Our Ref: _____	Contact Tel. No. _____	
Name of Authorised Signatory: _____		
Authorised Signature: _____	Password: _____	

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

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

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

* Dates are calendar dates

[†] Default is current version

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

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

Report ID	Report Name	Start/Stop	Effective Date*

* Dates are calendar dates

4.2 Confidential Report Requests

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

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

BSCP41/2: Confidential Report Requests

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

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

To: BSCCo	Date Sent: _____
From: Requesting Participant Details	
Party / Party Agent ID: _____	Name of Sender: _____
Participation Capacity / Party Agent Role: _____	
Contact email address: _____	
Our Ref: _____	Contact Tel. No. _____
Name of Authorised Signatory: _____	
Authorised Signature: _____	Password: _____

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

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

<p><u>Relevant Party Details</u></p> <p>Contact Name:</p> <p>Party / Party Agent Name:</p> <p>Fax:</p>	<p>I give / do not give* permission for the above reports to be provided</p> <p>Authorised Signatory:</p> <p>_____</p> <p>Date: / /</p>
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For BSCCo / BSC Agent Use Only

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

4.3 Request to BSCCo for Nodal TLF report

Form BSCP41/3 is used by Parties to request Nodal TLF report from BSCCo. Parties are required to have the form signed by a category V signature and to request a specific BSC Year in order to receive the relevant Nodal TLF data.

Upon receipt the form is checked and the report is sent out within 5 Business Days.

BSCP41/3: Request for Nodal TLFs

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To be used to request the Nodal TLF report from BSCCo.

To: BSCCo		Date Sent: _____
From: Participant Details		
Party ID: _____	Name of Sender: _____	
Participation Capacity: _____		
Contact email address: _____		
Our Ref: _____	Contact Tel. No. _____	
	BSC Year ²	_____ / _____
Name of Authorised Signatory: _____		
Authorised Signature: _____	Password: _____	

It should be noted that the Nodal TLF report will not be sent out automatically every time Nodal TLFs are recalculated. Parties will have to resubmit this form to receive any updates to the Nodal TLF report.

² Please state the BSC Year for which the Nodal TLFs are applicable, for example, 2004/2005.