

## Overview of the Change Proposal (CP) Process

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This document covers:

- What can be changed using the CP process
- The different types of change
- How industry members can participate in the change process.



If you have any questions on the change process, please email [ccc@elexon.co.uk](mailto:ccc@elexon.co.uk) or call our switchboard on 020 7380 4100.

### What can be Changed using the CP Process?

The CP process can be used to change any Configurable Item (which includes the BSC systems and documentation) except sections of the BSC (which are Configurable Items but can only be changed by a Modification Proposal). BSC Configurable Items are either Category 1 or Category 2, and include the items in the table below. A CP must include redlined changes for any Category 1 Configurable Items affected by the proposed change.

Category 1 Configurable Items	Category 2 Configurable Items
BSC Procedures	BSC System documentation
Business Definition Documents	BSC Agent Service Descriptions
Interface Design Documents	User Requirement Specifications
Metering Codes of Practice	
Party Agent Service Lines	
Settlement Software	

The Baseline Statement lists all Configurable Items that require a Modification or CP before they can be amended. For each item, it details the live version number, effective date and the CP/Modification that last changed it. The Baseline Statement is updated following each BSC Systems Release, and is published on the [ELEXON website](#).



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## Who Governs the CP Procedures?

The BSC Panel has delegated responsibility for overseeing changes to Category 1 and 2 Configurable Items to its Panel Committees. These Committees are responsible for approving changes to the various Configurable Items and for discussing any related issues.

The Baseline Statement shows which Panel Committees are responsible for each Configurable Item. In some cases more than one committee will need to approve a CP as the affected document is under shared responsibility. The majority of changes are progressed by the Supplier Volume Allocation Group (SVG) and the Imbalance Settlement Group (ISG). However, a small number of Configurable Items are managed by the Trading Disputes Committee (TDC) and the Performance Assurance Board (PAB) when the change falls within their subject area.

ELEXON acts as the Change Management Co-ordinator for the CP Process. Changes are submitted to ELEXON and we issue them for impact assessments in monthly batches via a Change Proposal Circular (CPC).

Following industry impact assessment ELEXON collates the responses and presents the results, together with a recommendation on the proposed way forward, to the relevant Panel Committee.

Once the appropriate Panel Committee has approved a Change Proposal and associated redlined text the CP becomes final and no further versions of the CP, or amendments to the redlined text, can be produced without a separate Change Proposal.

If a CP is approved, ELEXON oversees the implementation of that change. Changes are normally implemented as part of a BSC Systems Release. A BSC Systems Release is a project to develop, test and implement a group of approved changes to BSC Systems, processes and documentation. It will usually include a combination of Approved Modifications and CPs.

## How Can Industry Members Participate in the CP Process?

### Industry Change Administrators

BSC Parties and Party Agents may nominate a BSC Change Administrator (BCA) and a Party Agent Change Administrator (PACA) from their organisation to receive all change related communications. These contacts are nominated using the BCA and PACA Registration Forms in BSCP40. When changing/registering a BCA or PACA, a generic email address accessible to several people in your organisation is advised. This ensures information on changes and consultations can be seen by others in your organisation in situations when the BCA or PACA is unavailable.

### Change Proposal Circulars

All changes are issued in batches for industry impact assessment via a CPC. The batching timetable, available on the [Change](#) section of the ELEXON Website, provides the dates that CPCs will be issued. It also contains information on the cut-off dates for submission of changes to enable them to be included in a particular BSC Release.

BCAs/PACAs are invited to comment on changes and, where relevant, review associated draft redlined changes.

BCAs/PACAs will be expected to:

- State whether they support the change
- Detail impacts of the change on their organisation
- Comment on the various options within a Draft Change Proposal (DCP) if applicable
- Provide implementation notification timescales
- Agree the proposed Implementation Date or provide an alternative Implementation Date with supporting rationale.

### Participant Impact Matrix

The Participant Impact Matrix allows interested parties to track impacts of changes and monitor their progress. This can also be used to cross reference to the Release Plan to identify any relevant changes due to be implemented in future Releases.

### How do I Submit Changes?

If you wish to make a change to a Code Subsidiary Document (CSD), BSC System or other Configurable Item, you can raise a Change Proposal (CP). However if you believe there is a problem or defect but do not have a clear solution you may initially raise a Draft CP (DCP) or BSCP40 Issue. This allows you to develop ideas and solutions through consultation and analysis, so that a potential change can be refined before it enters the CP process.

ELEXON's Change team can help you decide the best route to follow and can assist with drafting documentation and redlined document changes.

### Change Proposals (CPs)

ELEXON, BSC Agents, BSC Parties, the BSC Panel, and Panel Committees can raise CPs. Party Agents cannot raise CPs, however BSC Parties can raise potential changes identified by Party Agents.

A CP is a proposal to amend a CSD, BSC System or other Configurable Item. A CP must have a single, fully defined solution and must include redlined text setting out proposed changes to any Category 1 Configurable Items impacted by the CP. Following submission, CPs are issued for simultaneous industry consultation and impact assessment. The responses are then collated by ELEXON and a recommendation on whether to approve or reject the CP, based on the responses and ELEXON's analysis, is presented to the relevant Panel Committee.

CPs can be raised using form BSCP40/02. All CPs are published on the [Change](#) section of the ELEXON website.

### Draft Change Proposals (DCPs)

ELEXON, BSC Agents, BSC Parties, the BSC Panel, and Panel Committees can raise DCPs. Party Agents cannot raise DCPs, however BSC Parties can raise potential changes identified by Party Agents.

A DCP is a proposal to amend a CSD, BSC System or other Configurable Item, but contains one or more proposed solution and does not need to include redlined text changes for the impacted Configurable Items. DCPs provide an opportunity for you to consult on concerns and potential solutions by submitting them for industry review. This enables you to gain an understanding of industry opinion and indicative support before raising a CP. Although the process is managed by ELEXON, as Proposer you will remain involved throughout the progression of the DCP.

DCPs can be raised using form BSCP40/01. All DCPs are published on the [Change](#) section of the ELEXON website.

### BSCP40 Issues

If you encounter a problem in the arrangements or identify a potential improvement but are not sure whether to progress a change or how to do so, you can present an issue to the Panel Committees to seek guidance. The relevant Committee can then advise on any possible solutions and how best to resolve the problem e.g. raise a Draft CP or open it up for discussion by the industry at an issue group.

BSCP40 Issues can be raised by BSC Parties and ELEXON using form BSCP40/04. All BSCP40 Issues are published on the [Change](#) section of the ELEXON website.

### Further Information

Further information is contained in [BSCP40 'Change Management'](#).



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