

Change Proposal – F40/01 (Page 1 of 3)

CP No: 756
(mandatory by BSCCo)

Title (mandatory by originator)

Use of email as an alternative to Authorised Signatures in requests to CRA and CDCA

Description of Change (mandatory by originator)

Many of the BSCPs involve procedures where BSC Agents are required to check Parties' authorised signatures before any further action requested by the Party is taken by the BSC Agent. In practice however, Parties have been sending requests via email and so their requests do not contain all the proper authorisation information.

The Central Service Agents have coped with these by accepting requests if the sender's email address is the same as that of the authorised person.

It is proposed to change the BSCPs to recognise the use of email.

Proposed Solution(s) (mandatory by originator)

The steps in the following BSCPs that involve initial flows from parties to BSC Agents should be amended so as to allow requests to be sent by email in addition to fax and/or post:

BSCP15 v2.0, steps 3.1.1 & 3.4.1

BSCP20 v3.0, steps 3.1.1 & 3.4.1

BSCP75 v2.0, step 3.1.1

The 'Method' column in the above steps will require changes to include the medium of 'email'. Any notes that explain the need for authorised signatures should be changed so they only apply when the medium used is fax or letter/post.

BSCP38 (Authorisations) would also be changed to allow authorisation requests to be submitted by email as well as letter or fax, and that where email is used, no additional authorisation is sought.

Changes will be required in the CRA and CDCA Service Descriptions to explain that email requests may be processed without additional authorisation.

Justification for Change (mandatory by originator)

The Code does not mention authorised signatures so the process adopted by the Central Service Agents and Parties is not inconsistent. However, where possible the Code Subsidiary Documents should reflect the options open to Parties, and therefore include the possibility of sending various requests by email.

In assessing this Change Proposal, Parties should be aware that the Proposal is a reduction

in the level of authorisation required by the Central Service Agents.	
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Other Configurable Items Potentially Affected by Proposed Solution(s) <i>(optional by BSCCo)</i>	
Impact on Core Industry Documents <i>(optional by originator)</i>	
Related Changes and/or Projects <i>(mandatory by BSCCo)</i> This CP was raised from PMR 27196	
Originator's Details: Name: Organisation: Email Address: Date: <i>04/02/2002</i>	
Attachments: Y/N* (If Yes, No. of Pages attached:.....) <i>(delete as appropriate)</i>	