

# CP Progression Paper

## CP1499 'Updates to BSCP537 Appendix 1 'Self-Assessment Document' to incorporate an additional question for Suppliers on Meter Operation Code of Practice Agreement Accreditation for Meter Operator Agents'

**ELEXON**



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### Committee

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Imbalance Settlement Group  
Supplier Volume Allocation Group  
Performance Assurance Board



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### Contact

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### About This Document

This document provides information on new Change Proposal (CP) 1499 and outlines our proposed progression timetable for this change, including when it will be issued for CP Consultation in the next suitable Change Proposal Circular (CPC) batch.

We are presenting this paper to capture any comments or questions from Imbalance Settlement Group (ISG), Supplier Volume Allocation Group (SVG) and Performance Assurance Board (PAB) Members on this CP before we issue it for consultation.

There are three parts to this document:

- This is the main document. It provides a summary of the solution, impacts, anticipated costs, and proposed implementation approach, as well as our proposed progression approach for this CP.
- Attachment A contains the CP1499 proposal form.
- Attachment B contains the proposed redlined changes to deliver the CP1499 solution.

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# 1 Why Change?

## Background

[Balancing and Settlement Code \(BSC\) Section J 'Party Agents and Qualification under the Code'](#) defines the key functions of a Meter Operator Agent (MOA) as being to install, commission, test, maintain, rectify faults with, and provide a sealing service for Metering Equipment (including, if applicable, associated Communications Equipment). This is in accordance with the provisions of [BSC Section L 'Metering'](#) (except to the extent that BSC Section L and the [Codes of Practice \(CoP\)](#) require the Equipment Owner to perform such activities).

BSC Section J also states that a Party shall only appoint and use Party Agents who are Qualified in respect of the functions to be carried out. In order to achieve this, each Party shall ensure that its Party Agents comply in full with the relevant Qualification Requirements and Qualification Process.

## BSC Qualification

The Qualification process is outlined in BSC Section J and set out in full in [BSCP537 'Qualification Process for SVA Parties, SVA Party Agents and CVA Meter Operators'](#). Prospective Suppliers and/or prospective Party Agents ('applicants') are required to complete the '[Self-Assessment Document \(SAD\)](#)' (which is Appendix 1 to BSCP537) and submit it to ELEXON. ELEXON's review of the submitted SAD forms the basis of the Qualification process, in order to identify if the applicant would pose any risk to Settlement and the operation of the BSC.

The SAD is split into sections by role being sought by the applicant. The Supplier section in the SAD is split into Business Processes and Mitigating Controls. The Supplier is responsible for appointing its agents and managing the performance of its appointed agents. Section 18 (Supplier) of the SAD contains questions about how the Supplier ensures that its agents are meeting their obligation under the BSC.

## MOCOPA® Accreditation

The [Meter Operation Code of Practice Agreement \(MOCOPA®\)](#) is an agreement between electricity distribution businesses and MOAs in Great Britain which defines safety, technical and business interface requirements regarding the provision of Meter operation services. It is primarily a health and safety accreditation; however it does provide a level of assurance that a MOA can carry out the functions as described in BSC Section L (the physical installation of the Meter). Therefore a BSC Qualified MOA is expected to also obtain MOCOPA® Accreditation or have a relevant contractual agreement in place with a MOCOPA® accredited third party. MOCOPA® requires Parties to confirm who they contract with to do the physical work and this is audited annually by MOCOPA®.

## What is the issue?

Currently, the questions within the SAD do not provide assurance that the Qualified Person can perform its function as defined in BSC Section L, for example, the 'front office' activities such as installation of a Metering System. The responsibility in the BSC remains

on the Supplier to ensure that the appointed MOA complies with the requirements of the BSC.

At its meeting on 23 February 2017, the Performance Assurance Board (PAB) ([PAB193B](#)) raised concerns regarding whether the current MOA Qualification process provides assurance that MOAs can perform the key functions of the role as described in BSC Section J. Additionally, the PAB was concerned that Suppliers may be appointing MOAs listed on the BSC [Qualified Persons Workbook](#) without checking if they are meeting the obligations under BSC Section L.

On 16 June 2017, ELEXON subsequently held a discussion with representatives from the MOCOPA®, Distribution Connection and Use of System Agreement (DCUSA) and the Association of Meter Operators (AMO) to understand the MOA Qualification processes within each organisation, and to help find possible gaps in the assurance process for MOAs. During the discussion it became clear that there needs to be more checks between the codes to provide extra assurance within MOA Qualification. At present, it appears that various codes do not recognise each other and there is no central list of BSC Qualified and MOCOPA® Accredited MOAs. Therefore Suppliers could be appointing MOAs listed on the [Qualified Person's Workbook](#) without cross checking the [MOCOPA®'s list of Signatories](#). Additionally, there is further complexity by third party arrangements within MOCOPA®.

The discussion group therefore recommended adding a question to the Supplier section of the SAD to ensure Suppliers have a process in place for checking that MOAs are completing both BSC Qualification and MOCOPA® Accreditation.

### Proposed solution

[CP1499 'Updates to BSCP537 Appendix 1 'Self-Assessment Document' to incorporate an additional question for Suppliers on Meter Operation Code of Practice Agreement Accreditation for Meter Operator Agents'](#) was raised by ELEXON on 23 November 2017.

This CP proposes to add the following question to section 18.1.17 of the SAD to check that, when appointing MOAs, Suppliers have a process in place to ensure that MOAs have completed both the BSC Qualification and MOCOPA® Accreditation processes:

- *How will you ensure that the MOA you appoint to a Metering System is Meter Operation Code of Practice Agreement accredited?*

The following guidance will also be provided:

*The response should demonstrate details of the controls/procedures in place for the ongoing management of your agents, such as:*

- *Controls to ensure that the MOA you appoint to a Metering System (or any third party agent used by that MOA to perform certain functions that require that third party agent to be MOCOPA® accredited) is MOCOPA® accredited.*
- *How will you monitor that the MOCOPA® accreditation status of the MOA you appoint to a Metering System (or any third party agent used by that MOA to perform certain functions that require that third party agent to be MOCOPA® accredited) is maintained on an ongoing basis?*

The additional question is not checking or monitoring compliance within MOCOPA®; however it is in place to ensure Suppliers appoint MOAs who have, or will have obtained their BSC Qualification and MOCOPA® Accreditation.

Please note that [CP1498 'Updates to BSCP537 Appendix 1 'Self-Assessment Document' to incorporate an additional question for Meter Operator Agents on Meter Operation Code of Practice Agreement Accreditation'](#) has also been raised in parallel to this CP, to introduce an equivalent question for MOAs. Similarly, this CP will ensure that MOAs complete both the BSC Qualification (and re-Qualification) and MOCOPA® Accreditation processes before entering the market.

### Proposer's rationale

At its meeting on 30 June 2017 the PAB ([PAB197B](#)) recommended that this CP be raised, based on the discussion group's recommendation. Including the additional question in the SAD will provide extra assurance to the industry that Suppliers are aware that they need to check that MOAs obtain both BSC Qualification and MOCOPA® Accreditation, or have a third party arrangement in place in accordance with MOCOPA®. There is a risk to Settlement if Suppliers are appointing MOAs who are not capable of carrying out the physical aspect of the MOA role such as Meter installation and fault repairs.

The additional question will also encourage more collaboration between BSC and MOCOPA® to ensure adequate monitoring and give Suppliers more visibility of MOAs who have obtained both the BSC Qualification and MOCOPA® full Accreditation.

## Proposed redlining

Attachment B contains the proposed changes to BSCP537 – Appendix 1 'SAD' to deliver CP1499.

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## 3 Impacts and Costs

### Central impacts and costs

#### Central impacts

CP1499 will require changes to BSCP537 Appendix 1 'SAD'. No system changes are required for this CP and there will be no impacts on BSC Agents.

Central Impacts	
Document Impacts	System Impacts
<ul style="list-style-type: none"><li>BSCP537 Appendix 1 'SAD'</li></ul>	<i>None</i>

#### Central costs

The central implementation costs for CP1499 will be approximately £240 (one ELEXON man day) to implement the relevant document changes.

### BSC Party & Party Agent impacts and costs

CP1499 is expected to impact Suppliers, who will need to demonstrate they have a process in place to check that their appointed MOA is MOCOPA® accredited. We also expect this CP to impact MOAs as MOAs will need to complete both BSC Qualification (and re-Qualification) and MOCOPA® Accreditation processes before entering the market. However, we seek confirmation of this in the CP Consultation.

No other BSC Parties or Party Agents are expected to be impacted, however we will confirm this through this CP Consultation.

BSC Party & Party Agent Impacts	
BSC Party/Party Agent	Impact
MOAs	Changes will be required to implement the solution.
Suppliers	

## 4 Implementation Approach

### Recommended Implementation Date

CP1499 is proposed for implementation on **28 June 2018** as part of the June 2018 Release.

The June 2018 Release is the next available Release that can include this CP.

## 5 Proposed Progression

### Progression timetable

The table below outlines the proposed progression plan for CP1499:

Progression Timetable	
Event	Date
CP Progression Paper presented to PAB for information	30 Nov 17
CP Progression Paper presented to SVG for information	5 Dec 17
CP Progression Paper presented to ISG for information	11 Dec 17
CP Consultation	8 Jan 18 – 2 Feb 18
CP Assessment Report presented to ISG for decision	20 Feb 18
CP Assessment Report presented to PAB for decision	22 Feb 18
CP Assessment Report presented to SVG for decision	27 Feb 18
Proposed Implementation Date	28 Jun 18 (Jun 18 Release)

### CP Consultation questions

We intend to ask the standard CP Consultation questions for CP1499. We do not believe any additional questions need to be asked for this CP.

Standard CP Consultation Questions
Do you agree with the CP1499 proposed solution?
Do you agree that the draft redlining delivers the CP1499 proposed solution?
Will CP1499 impact your organisation?
Will your organisation incur any costs in implementing CP1499?
Do you agree with the proposed implementation approach for CP1499?

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## 6 Recommendations

We invite you to:

- **NOTE** that CP1499 has been raised;
- **NOTE** the proposed progression timetable for CP1499;
- **NOTE** that CP1499 was also presented to the PAB for information at its meeting on 30 November 2017 and will also be presented to the ISG for information at its meeting on 11 December 2017; and
- **PROVIDE** any comments or additional questions for inclusion in the CP Consultation.



## Appendix 1: Glossary & References

### Acronyms

Acronyms used in this document are listed in the table below.

Acronyms	
Acronym	Definition
AMO	Association of Meter Operators
BSC	Balancing and Settlement Code
BSCP	Balancing and Settlement Code Procedure
CoP	Code of Practice
CP	Change Proposal
DCUSA	Distribution Connection and Use of System Agreement
ISG	Imbalance Settlement Group
MOA	Meter Operator Agent
MOCOPA®	Meter Operation Code of Practice Agreement
PAB	Performance Assurance Board
SAD	Self-Assessment Document
SVG	Supplier Volume Allocation Group

### External links

A summary of all hyperlinks used in this document are listed in the table below. All external documents and URL links listed are correct as of the date of this document.

External Links		
Page(s)	Description	URL
2	BSC Sections page on the ELEXON website	<a href="https://www.elexon.co.uk/bsc-and-codes/balancing-settlement-code/bsc-sections/">https://www.elexon.co.uk/bsc-and-codes/balancing-settlement-code/bsc-sections/</a>
2	BSCPs page on the ELEXON website	<a href="https://www.elexon.co.uk/bsc-and-codes/bsc-related-documents/bscps/">https://www.elexon.co.uk/bsc-and-codes/bsc-related-documents/bscps/</a>
2	MOCOPA® website	<a href="https://www.mocopa.org.uk/">https://www.mocopa.org.uk/</a>
2	PAB193B page on the ELEXON website	<a href="https://www.elexon.co.uk/meeting/pab-193b/?from_url=https://www.elexon.co.uk/events-calendar-item/pab-193b/">https://www.elexon.co.uk/meeting/pab-193b/?from_url=https://www.elexon.co.uk/events-calendar-item/pab-193b/</a>
3	Qualified Persons Workbook on the BSC website	<a href="https://www.elexon.co.uk/bsc-and-codes/bsc-signatories-qualified-persons/?signatory_id=e">https://www.elexon.co.uk/bsc-and-codes/bsc-signatories-qualified-persons/?signatory_id=e</a>
4	CP1499 page on the ELEXON website	<a href="https://www.elexon.co.uk/change-proposal/cp1499/">https://www.elexon.co.uk/change-proposal/cp1499/</a>
4	CP1498 page on the ELEXON website	<a href="https://www.elexon.co.uk/change-proposal/cp1498/">https://www.elexon.co.uk/change-proposal/cp1498/</a>
4	PAB197B page on the ELEXON website	<a href="https://www.elexon.co.uk/meeting/pab-197b/">https://www.elexon.co.uk/meeting/pab-197b/</a>

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