

SEM Agreed Procedure

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RELATED DOCUMENTS

DOCUMENT TITLE	VERSION	DATE	BY
Trading and Settlement Code	V2.0	30/05/2007	Regulatory Authorities
Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support”			

1. INTRODUCTION

1.1. BACKGROUND AND PURPOSE

The Trading and Settlement Code (“the Code”) contains high-level arrangements describing how to amend its own terms through Modification Proposals. The Code sets out how Modification Proposals should be submitted, developed, and approved. This Agreed Procedure provides detail and supplements the Modifications Process set out in the Code.

1.2. SCOPE OF AGREED PROCEDURE

This Agreed Procedure defines the procedural steps to be followed by the Secretariat, Modifications Committee Chairperson, and members of the Modifications Committee around:

- The arrangement, location, and form of Meetings;
- The Quorum and voting procedures;
- The communication of the Modifications Process; and
- The procedural steps of how to develop Modification Proposals.

This Agreed Procedure does not cover the constitution of the Modifications Committee or the nomination of its members.

While the Regulatory Authorities are not contractually bound by this Agreed Procedure, it also describes the required actions from the Regulatory Authorities to facilitate this Agreed Procedure consistent with the requirements for approval under Condition 1(c) of the Market Operator Licence.

This Agreed Procedure forms an annex to, and is governed by, the Code. This document is a statement of process and procedure which supplements and sets out in procedural steps the Modifications Process described in Section 2 of the Code.

1.3. DEFINITIONS

Save as expressly defined in Appendix I, words and expressions defined in the Code shall have the same meanings when used in this Agreed Procedure.

References to particular sections relate internally to this Agreed Procedure unless specifically noted.

1.4. COMPLIANCE WITH AGREED PROCEDURE

Compliance with this Agreed Procedure is required under the terms of the Code.

2. PROCEDURE DEFINITION

This section sets out procedural detail relating to the Quorum and voting procedures of the Modifications Committee, the responsibilities of the Secretariat and arrangements for Meetings of the Modifications Committee as provided for pursuant Section 2 of the Code.

2.1. QUORUM AND VOTING

The Modifications Committee Quorum is nine Members and the Secretariat. To form a Quorum, a minimum of four of those nine Members must be voting Members (at least two Supplier Unit registrant representatives, and at least two Generator Unit registrants). The remaining Quorum Members must comprise at least one Regulatory Authorities appointee, at least one System Operator appointee, the Market Operator appointee, and at least two Meter Data Provider appointees, where one of the Meter Data Provider appointees is not a System Operator. The Quorum must include the Modifications Committee Chairperson or Vice-chairperson. Save as expressly provided otherwise, the Quorum is the same for all types of meeting. The Modifications Committee Chairperson or Vice-chairperson must be present to make up a Quorum.

For a Quorum to be present, the members shall be physically present at the Meetings or alternatively by video conferencing or equivalent, or phone conferencing or equivalent. All Meetings including Emergency Meetings shall be adjourned where a Quorum is not present. Any resolution of adjournment of a Meeting shall state when and where the next Meeting will be reconvened, and communicated by the Secretariat via the Website and the mailing list within two Working Days of the adjourned Meeting.

The Modifications Committee will vote as follows:

- With the exception of certain decisions in respect of Agreed Procedure Modification Proposals as outlined below, all decisions of the Modifications Committee are carried by simple majority vote providing that a Quorum is present.
- Each voting Member of the Modifications Committee has one vote.
- Voting procedures around Modification Proposals are detailed in those specific sections.
- Voting shall be conducted by open ballot, i.e. by each voting Member openly approving or disapproving the resolution to be made.
- In the event of a tied vote, the Modifications Committee Chairperson (or Vice-chairperson, as appropriate) will cast the deciding vote.

At a Meeting at which an Agreed Procedure Modification Proposal is considered, a decision may be made in accordance with the Code, to either accept or reject the Agreed Procedure Modification Proposal, without following the usual Modification Process if all Members except the representatives of the Regulatory Authorities vote unanimously. For the avoidance of doubt, a unanimous decision must include the Market Operator member, System Operator members and Meter Data Provider members. If there is no unanimous decision, voting on the Agreed Procedure Modification Proposal shall be in accordance with the usual voting procedures.

2.2. RESPONSIBILITIES OF THE SECRETARIAT AND MEETINGS

The Secretariat shall maintain the following lists:

- Name, address, organisation, telephone number (including a mobile number to facilitate Urgent Modification Proposals) and email address for all members of the Modifications Committee for communications; and
- Email address and name of all interested parties who wish to be informed of updates to the Website.

The Secretariat shall maintain on the publicly accessible Website, updating the Website within two Working Days of new material becoming available:

- All Modification Proposals, uniquely numbered, version controlled, with their status as defined in the procedure below;
- All information related to the Modification Proposals, including IAs, consultation notes, consultation responses, Modification Recommendation Reports, decisions from the Regulatory Authorities, etc. subject to the confidentiality provisions set out on the Code;
- A form for Modification Proposals including a licence of Intellectual Property Rights, and waiver of moral rights in respect of the content, format or other aspects of the proposal.
- All agendas, meeting minutes which are version controlled to allow for correction to minutes (noted as additions to the end of the minutes);
- The timing and location of all Scheduled Meetings (set down at the start of the year), and the time and location of new meetings as they arise;
- All the latest versions of approved Market Documentation
 - This includes the latest approved Code, APs, and approved active modifications which have not yet been incorporated into the main body of the Code or the Agreed Procedures. The Code and AP will be version controlled and each version will identify in the version history what Modification Proposals have been included since the previous version.
- The quarterly report summarising the progress of the Modification Proposals

The Secretariat should set out a set agenda for each Meeting, including:

- Approval and amendments of the minutes from the previous Meeting;
- Recommendations, opinions and voting on Modification Proposals;
- Update on implementation;
- Any other business; and
- Any agenda item that can be generated by a person other than the Secretariat shall be provided to the Secretariat three Working Days before the issue of the agenda for that Meeting.

Emergency Meetings will be limited to discussion of the relevant Urgent Modification Proposal.

Meetings will be held as per the fixed yearly schedule, one every two months. The Secretariat will also co-ordinate any Emergency Meetings or Extraordinary Meetings. If there are no Modification Proposals under discussion, a meeting can be cancelled.

- Emergency Meetings are called after an Urgent Modification Proposal will be raised;
- Extraordinary Meetings are called by the Modifications Committee Chairperson, or alternatively, by a notice signed by at least four members of the Modifications Committee or at least five Parties to the Code, provided to the Secretariat, or through agreement at a Meeting.

The Secretariat shall take all minutes at all Meetings. The Secretariat shall:

- Draft minutes shall be circulated to members for comment within two Working Days of a Scheduled Meeting or Extraordinary Meetings, and within two Working Days of an Emergency Meeting.

- Allow members of the Modifications Committee four Working Days to return comments on the minutes to the Secretariat.
- The Secretariat will include all these comments as an addition to the end of the minutes, detailing who made the comments, and publish the minutes on the Website within two Working Days for final approval at the next Meeting.
- Objections to these minutes raised at the next Meeting will be noted in the minutes of the next Meeting.
- Objection to minutes are not open for further comment in minutes.

The Secretariat will produce a quarterly report summarising the progress of the Modification Proposals and submit this to the Regulatory Authorities.

The Secretariat will update the Code and APs with approved Modification Proposals as soon as practical, but no later than quarterly (where approved Modification Proposals exist), or within five Working Days where more than 10 Modification Proposals have been approved and not included in the Code and the APs.

3. PROCEDURAL DEFINITION

3.1. SUBMISSION AND ACCEPTANCE OF A STANDARD MODIFICATION PROPOSAL

#	Procedural Step	Timing	Method	From/By	To	Linkage
1	Fill out Modification Proposal Form, indicating that it is a Standard Modification Proposal	As required	Utilise Appendix 2 to this AP	Any person	n/a	n/a
2	Send Modification Proposal Form to the addresses indicated on the Modification Proposal Form for Standard Modification Proposals	At least 13 WD prior to Meeting at which MPO wishes it to be considered	Email, supported by fax/registered post	Any person	Secretariat	n/a
3	Determine if form is filled out completely. If form is complete, go to step 5. If form is incomplete, go to step 4	Within 2WD of receipt of fax/post	Please see the check-list appended to the Modification Proposal Form	Secretariat	n/a	n/a
4	Send a rejection notice indicating where the Modification Proposal Form is not correct or omits detail. End process	Within 2WD of receipt of fax/post	Email, supported by fax/registered post	Secretariat	MPO and person who submitted Modification Proposal if different	n/a
5	Designate the accepted Modification Proposal with a unique tracking number and version number	Within 2WD of receipt of fax/post	n/a	Secretariat	n/a	n/a
6	Send an acceptance notice.	Within 2WD of receipt of fax/post	Email, supported by fax/registered post	Secretariat	MPO and person who submitted Modification Proposal if different	n/a
7	Post Modification Proposal Form to the Website, indicating the first MC meeting at which it is to be discussed, and the last MC meeting by which the MRR is to be produced, and the status of the Modification Proposal as “accepted”	Within 2WD of receipt of fax/post	n/a	Secretariat	Website	6.12

#	Procedural Step	Timing	Method	From/By	To	Linkage
8	Send out email notifying update to Website	Within 2WD of receipt of fax/post	Email, supported by fax/registered post	Secretariat	MC mailing list	n/a
9	Include Modification Proposal on the next MC meeting agenda.	At least 10WD prior to the next Meeting	n/a	Secretariat	n/a	n/a

3.2. SUBMISSION OF AN URGENT MODIFICATION PROPOSAL

#	Procedural Step	Timing	Method	From/By	To	Linkage
1	If possible, contact RAs and Secretariat giving as much notice as possible of the intention to raise an Urgent Modification Proposal. If contact is received, go to step 2. If not, go to step 3.	As required, but ideally as soon as the intention to raise an Urgent Modification Proposal is formed.	Email / telephone	Any person	Secretariat, RAs	n/a
2	Notify members of MC of imminent Urgent Modification Proposal. Go to step 3.	As required	Email / telephone	Secretariat	Members of MC	n/a
3	Fill out Modification Proposal Form indicating that it is an Urgent Modification Proposal.	As required	Utilise Appendix 2 to this AP	Any person	n/a	n/a
4	Send Modification Proposal Form to the email addresses and addresses indicated on the Modification Proposal Form for Urgent Modification Proposal.	As required	Email, supported by fax	MPO or person submitting form on their behalf	Secretariat, RAs	n/a
5	Steps 6 and 7 should be completed in conjunction with and without prejudice to the timelines in table 3.4					

#	Procedural Step	Timing	Method	From/By	To	Linkage
6	Designate the Urgent Modification Proposal with a unique tracking number and version number	Within 1WD of receipt of fax with original Urgent Modification Proposal	n/a	Secretariat	n/a	n/a
7	Determine if form is filled out completely. If form is incomplete, notify MPO and seek clarification but continue with process.	Within 2WD of receipt of fax/post	Please see the check-list appended to the Modification Proposal Form	Secretariat	n/a	n/a

3.3. ORDINARY MEETINGS OF THE MODIFICATIONS COMMITTEE

#	Procedural Step	Timing	Method	From/By	To	Linkage
1	Circulate the agenda for the Meeting of the MC	At least 10WD before Meeting	Email	Secretariat	Members of MC	n/a
2	Post agenda to Website, indicating the details of the location of the meeting	At least 10WD before Meeting	n/a	Secretariat	Website	n/a
3	Send out email notifying update to Website	At least 10WD before Meeting	Email	Secretariat	MC mailing list	n/a
4	Request permission to attend meeting – requests after 8WD before meeting will not be entertained	At least 8WD before Meeting	Email	Non member of MC	Secretariat	n/a
5	If permission granted, go to step 6. If permission denied, go to step 7. If no response forthcoming, go to step 8	At least 6WD before Meeting	n/a	Secretariat	n/a	n/a
6	Inform attendee of acceptance to attend. Go to step 9	At least 6WD before Meeting	Email / telephone	Secretariat	Any person who has gone through step 4	n/a
7	Inform attendee of reason why attendance is not acceptable. Go to step 9.	At least 6WD before Meeting	n/a	Secretariat	Any person who has gone through step 4, RAs	n/a
8	Print out record of email and assume attendance is acceptable. Go to step 9.	At least 6WD before Meeting	n/a	Any person who has gone through step 4	n/a	n/a
9	If a Quorum is present at the meeting, proceed with business. If a Quorum is not present, go to step 10.	At Meeting	n/a	Members	n/a	n/a
10	Disband the meeting, recording the reason why and the agreed time for the next meeting in the meeting minutes.	At Meeting	n/a	Members	n/a	n/a

3.4. REACHING A DECISION ON STANDARD MODIFICATION PROPOSALS AND AP MODIFICATION PROPOSALS

#	Procedural Step	Timing	Method	From/By	To	Linkage
1	Present Modification Proposal at the next Meeting which is at least 13 WD after the date of submission of the Modification Proposal.	At First Meeting	n/a	MPO or Member of the Modifications Committee	n/a	n/a
2	Determine if the Modification Proposal is spurious. If yes, go to step 3. If not go to step 6.	At First Meeting	n/a	Members	n/a	n/a
3	If the Regulatory Authorities veto the determination that the Modification Proposal is spurious, go to step 6 (and references to “First Meeting” should be construed as references to the next Meeting following receipt by the Secretariat of the Regulatory Authorities’ veto) otherwise, go to step 4.	At next Meeting following notification of veto of Regulatory Authorities.	n/a	Regulatory Authorities	n/a	n/a
4	Update the Modification Proposal Form status as “spurious”.	Within 2WD of First Meeting	n/a	Secretariat	Website	n/a
5	Send out email notifying update to Website. End process for this AP.	Within 2WD of First Meeting	Email	Secretariat	MC mailing list	n/a
6	If it is an AP Modification Proposal go to step 7, if not, go to step 9	n/a	n/a	n/a	n/a	n/a
7	Vote on whether AP Modification Proposal should be adopted. If unanimous agreement to accept or reject, notify Regulatory Authorities of determination and go to step 8. If no unanimous agreement go to step 9.	At First Meeting	Unanimous vote of all Members (except RAs)	MC	n/a	n/a
8	If Regulatory Authorities veto decision of MC under step 7, proceed to step 10 (and references to “First Meeting” should be construed as references to the next Meeting following receipt by the Secretariat of the Regulatory Authorities’ veto). If not go to step 9.	2WD after decision under step 7 is notified to Regulatory Authorities	n/a	n/a	n/a	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
9	Update Website showing Modification Proposal as approved and circulate email notifying update to Website. End process here.	3WD after decision under step 7 is notified to Regulatory Authorities	Website and Email	Secretariat	Website	n/a
10	Draw up timetable for consideration of Modification Proposal and dealing with steps 11 to 36.	At First Meeting	n/a	MC	n/a	n/a
11	Determine if Modification Proposal is to be modified or combined. If yes, go to step 12. If no, go to step 16.	At First Meeting	n/a	Members, MPO	n/a	n/a
12	Select Member or MPO to draft up the "combined" or "modified" Modification Proposal.	At First Meeting	n/a	Members, MPO	n/a	n/a
13	Update status of Modification Proposal on the Website with "modified" or "combined" appropriately, referencing the original identifier and version of the original Modification Proposal, indicating the person drafting the subsequent Modification Proposal.	Within 2WD of First Meeting	n/a	Secretariat	Website	n/a
14	Send out email notifying update to Website	Within 2WD of Meeting	Email	Secretariat	MC mailing list	n/a
15	Include "combined" or "modified" Modification Proposal on the next Meeting agenda. Continue from step 16 at next Meeting	As appropriate with regard to timetable	n/a	Secretariat	n/a	n/a
16	Procure high-level impact assessment by Member or third party. If analysis of systems impact is required, go to Agreed Procedure 11 "Market System Operation, Testing, Upgrading and Support", returning to step 17.	As appropriate with regard to timetable	n/a	Members	n/a	AP11 5.2.1.1 to 5.2.1.4

#	Procedural Step	Timing	Method	From/By	To	Linkage
17	Secretariat collates information from high-level impact analysis.	As appropriate following impact assessment and with regard to timetable	n/a	Secretariat	n/a	n/a
18	Update detail of Modification Proposal appropriately, create new action items for next Modifications Committee agenda as appropriate	Within 2WD of completion of impact assessment report	n/a	Secretariat	Website	n/a
19	Is a public consultation required? If yes, go to step 20. If no, go to step 23.	At Meeting	n/a	Members	n/a	n/a
20	Secretariat publishes consultation notice of determined duration, with a minimum consultation period of 10 Working Days.	Within 2WD of Meeting	n/a	Secretariat	n/a	n/a
21	Secretariat collates information from consultation.	As appropriate depending on agreed timelines for consultation	As appropriate	Secretariat	n/a	n/a
22	Update detail of Modification Proposal appropriately, create new action items for next Modifications Committee agenda as appropriate	Within 2WD of completion of consultation	n/a	Secretariat	Website	n/a
23	Is further information required from Participants, Meter Data Providers, System Operators, Regulatory Authorities, etc.? If yes, go to step 24. If not, go to step 26.	At Meeting	n/a	Members	n/a	n/a
24	Secretariat requests information from relevant body, adding it on to next Meeting agenda item, and collates information.	As appropriate depending on timetable	As appropriate	Secretariat	n/a	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
25	Update detail of Modification Proposal appropriately, create new action items for next Modifications Committee agenda as appropriate	Within 2WD of completion of consultant's report	n/a	Secretariat	Website	n/a
26	Is third party consultant's report required to inform decision? If yes, determine business case and fixed costs and go to step 27. If no, go to step 31.	At Meeting	n/a	Members	n/a	n/a
27	Send fixed costs and business case to Regulatory Authorities for approval	Within 2WD of Meeting	Business Case Form in email, supported by fax	Secretariat	Regulatory Authorities	n/a
28	Do the Regulatory Authorities approve the procurement? If yes, go to step 29. If not, go to step 31.	Within 5WD of receipt of business case and costs	Email, supported by fax	Regulatory Authorities	Secretariat	n/a
29	Run procurement competitions, procure consultants, collate information	As appropriate under agreed timeframes	As appropriate	Members, assisted by the Secretariat (Secretariat to approve costs)	n/a	n/a
30	Update detail of Modification Proposal appropriately, create new action items for next Modifications Committee agenda as appropriate	Within 2WD of completion of consultant's report	n/a	Secretariat	Website	n/a
31	Has any alternative proposal been received in sufficient time to consider it during the process? If yes, go to step 32, if no go to step 35.		n/a	n/a	na	
32	Determine whether to develop both proposals, reject the alternative proposal or replace the original proposal with the alternative proposal. Repeat such of steps to 10 to 31 as necessary/appropriate for the alternative proposal, if applicable.	At Meeting	n/a	n/a	n/a	

#	Procedural Step	Timing	Method	From/By	To	Linkage
33	Update detail of Modification Proposal and Website appropriately, create new action items for next Modifications Committee agenda as appropriate	Within 2WD of completion of consultant's report	n/a	Secretariat	Website	n/a
34	Send out email notifying update to Website.	As appropriate	Email	Secretariat	MC mailing list	n/a
35	Vote on whether or not Modification Proposal should be adopted, if yes go to step 36, if no, go to step 38. Make note of the reasons for the decision and dissenting opinions. If the Modification Committee cannot reach a decision go to step 40.	At Meeting	n/a	MC	n/a	
36	If so required, finalise working up of detail of Modifications Proposal.	At Meeting	n/a	MC	n/a	n/a
37	Ensure that all exhibits to the Final Recommendation Report are prepared and have been submitted to the Secretariat. If any exhibits are missing, allocate a Member to provide to the Secretariat within a specified time.	At Meeting	n/a	n/a	n/a	n/a
38	Prepare Final Modification Report and exhibits and submit to the Secretariat. If any exhibits are missing, allocate a Member of the MC to prepare and submit to the Secretariat.	At the meeting when MC votes on Modifications Proposal.	Fax/Post	Members	Secretariat	n/a
39	Submit the Final Recommendation Report and exhibits to the Regulatory Authorities	As soon as possible after the vote of the MC	Fax/Post	Secretariat	Regulatory Authorities	n/a
40	Regulatory Authorities make determination and send decision to Secretariat, either approving the change at a fixed date (go to step 41), rejecting the change (go to step 42) or directing the Modifications Committee to further develop the Modification Proposal in accordance with a specified timeframe (go to step 43).	Within 5WD of receipt of Modification Recommendation Report	Email, supported by fax/registered post	Regulatory Authorities	Secretariat	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
41	Update the Website, changing status of Modification Proposal to “approved”. Send out email notifying update to Website. Modification becomes effective within 2 Working Days of Regulatory Authorities’ decision, or such other date as specified by the Regulatory Authorities.	Within 2WD of Regulatory Authorities decision, or veto timelines elapsed	n/a	Secretariat	Website	n/a
42	Update the Website, changing status of Modification Proposal to “rejected” and send out email notifying update to Website. Process ends here.	Within 2WD of Regulatory Authorities decision, or veto timelines elapsed	n/a	Secretariat	Website	n/a
43	Return to steps 11 to 36 as appropriate. Update the Website, changing status of Modification Proposal to “subject to further review” and send out email notifying update to Website	In accordance with Regulatory Authorities timetable	n/a	MC	n/a	n/a

3.5. REACHING A DECISION ON AN URGENT MODIFICATION PROPOSAL

#	Procedural Step	Timing	Method	From/By	To	Linkage
1	Receive Modification Proposal marked “Urgent” or Secretariat or MC determines that Standard Modification Proposal appears to be Urgent	n/a		n/a	n/a	n/a
2	Send a copy of Modification Proposal to the Regulatory Authorities	As soon as possible following receipt or decision by Secretariat or Modifications Committee that Modification Proposal appears urgent.	Fax	Secretariat	Regulatory Authorities	n/a
3	Regulatory Authorities determine whether or not Modification Proposal is Urgent in accordance with the Code and notify Secretariat of decision.	As soon as possible following receipt	Fax	Regulatory Authorities	Secretariat	n/a
4	If Regulatory Authorities determine that Modification is Urgent, go to step 5, if not, Modification Proposal should be processed as a Standard Modification Proposal	n/a	n/a	n/a	n/a	n/a
5	Circulate the agenda for the Emergency Meeting of the MC, along with the time and location of the Emergency Meeting	Before Meeting	Email	Secretariat	Members of MC	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
6	If an Emergency Meeting cannot be convened, or if a quorum is not present, refer to Regulatory Authorities and go to step 40 of Standard Modification Proposal procedure applying shorter timelines as applicable, otherwise go to step 7.	Within 2 WDs of Regulatory Authorities deeming that Modification Proposal is Urgent.	Fax	Secretariat	Regulatory Authorities	n/a
7	Determine timetable for processing Urgent Modification Proposal	Emergency Meeting	n/a	n/a	n/a	n/a
8	Send copy of timetable to Regulatory Authorities	Immediately following Emergency Meeting (same day)	Fax	Secretariat	Regulatory Authorities	n/a
9	If Regulatory Authorities amend or veto timetable, if necessary, arrange for telephone conference with Regulatory Authorities to agree timetable and proceed from step 10 in accordance with revised timetable suggested or approved by Regulatory Authorities. Otherwise, proceed from step 10 in accordance with the timetable agreed at the Emergency Meeting.	Within 2 WDs of submission of proposed timetable to Regulatory Authorities	Fax/Telephone	Regulatory Authorities	MC	n/a
10	Vote on whether to recommend or not to recommend the Modification Proposal and notify Regulatory Authorities of decision.	Following Emergency Meeting in accordance with agreed timetable.	n/a	Members	n/a	n/a
11	Go to step 40 of Standard Modification Proposal procedure.					

4. APPENDIX 1 – DEFINITIONS AND ABBREVIATIONS

4.1. DEFINITIONS

Business Case Form	means the form used by the Market Operator from time to time to be sent to the Regulatory Authorities setting out the business case for a procured consultancy where the Modifications Committee is required as part of a Modification Proposal
First Meeting	means the first meeting at which a Modification Proposal is considered, or where the Regulatory Authorities have exercised a right of veto regarding a determination by the Modifications Committee at such meeting that (i) a Modification Proposal is spurious or (ii) accepting or rejecting an AP Modification Proposal, the next meeting following receipt by the Secretariat of the Regulatory Authorities' decision.
Market Documentation	means documents which together comprise the full contractual information of the Code and Agreed Procedures, including any approved Modification Proposals which have not been fully incorporated into those documents.
Member	means a member of the Modifications Committee
Modifications Committee Chairperson	means the chairperson of the Modifications Committee appointed in accordance with the Code.
Modifications Committee Vice-Chairperson	means the Vice-Chairperson of the Modifications Committee appointed in accordance with the Code
Modification Proposal Form	means the Form for submitting a Modification Proposal as shown in Appendix 2
Modification Proposal Originator	means the person making a Modification Proposal as identified on the Modification Proposal Form (either themselves or through an agent)
Public Consultation	means a consultation run via the Website and the Secretariat, seeking the public's views on a particular Modification Proposal
Standard Modification Proposal	Means a Modification Proposal that is non-Urgent. A Modification Proposal is a Standard Modification Proposal under this Agreed Procedure unless expressly identified as Urgent.

Urgent Modification Proposal Form	means a form for submitting a Urgent Modification Proposal
Website	means the Market Operator website or part of a website designated for information about the Modifications Process

4.2. ABBREVIATIONS

AOB	Any Other Business
AP	Agreed Procedure
IA	Impact Analysis
MC	Modifications Committee
MDPs	Meter Data Providers
MO	Market Operator
MPO	Modification Proposal Originator
MRR	Modification Recommendation Report
RA	Regulatory Authorities
SEM	Single Electricity Market
SO	System Operators
WD	Working Day

5. APPENDIX 2 –MODIFICATION PROPOSAL FORM

MODIFICATION PROPOSAL FORM			
MODIFICATION PROPOSAL - SUBMISSION FORM			
Modification Proposal submitted by	Date of Submitting Proposal:	Type of Proposal (delete as appropriate)	Modification Proposal Number: <i>(to be assigned by Secretariat)</i>
		Urgent / Standard	
Contact Details for Modification Proposal Originator (if not a member)			
Name:		Telephone number:	
Address:			
e-mail address:			
Modification Proposal Title;			
Trading and Settlement Code section(s) affected by Modification Proposal			
Modification Proposal Description <i>Clearly state the desired amendment and all text formula changes to the code and/or Attach further information if necessary</i>			
Modification Proposal Justification <i>Clearly state the reason for the Modification. Attach further information if necessary</i>			
Implication of not implementing the Modification			
Please return this form to Secretariat - e-mail (modifications@allislandmarket.com), fax (tbc), postal address (tbc)			

Notes on completing Modification Proposal Form:

1. If a person submits a Modification Proposal on behalf of another person, that person who proposes the material of the change should be identified on the Modification Proposal Form as the Modification Proposal Originator.

2. Any person raising a Modification Proposal shall ensure that their proposal is clear and substantiated with the appropriate detail including the way in which it furthers the Code Objectives to enable it to be fully considered by the Modifications Committee.
3. Each Modification Proposal will include a draft text of the proposed Modification to the Code.
4. For the purposes of this Modification Proposal Form, the following terms shall have the following meanings:

Code:	means the Trading and Settlement Code for the Single Electricity Market
Modification Proposal:	means the proposal to modify the Code as set out in the attached form
Derivative Work:	means any text or work which incorporates or contains all or part of the Modification Proposal or any adaptation, abridgement, expansion or other modification of the Modification Proposal

The terms “Market Operator”, “Modifications Committee” and “Regulatory Authorities” shall have the meanings assigned to those terms in the Code.

In consideration for the right to submit, and have the Modification Proposal assessed in accordance with the terms of Sections xx of the Code, which I have read and understand, I agree as follows:

1. I hereby grant a worldwide, perpetual, royalty-free, non-exclusive licence:
 - 1.1 to the Market Operator and the Regulatory Authorities to publish and/or distribute the Modification Proposal for free and unrestricted access;
 - 1.2 to the Regulatory Authorities, the Modifications Committee and each member of the Modifications Committee to amend, adapt, combine, abridge, expand or otherwise modify the Modification Proposal at their sole discretion for the purpose of developing the Modification Proposal in accordance with the Code;
 - 1.3 to the Market Operator and the Regulatory Authorities to incorporate the Modification Proposal into the Code;
 - 1.4 to all Parties to the Code and the Regulatory Authorities to use, reproduce and distribute the Modification Proposal, whether as part of the Code or otherwise, for any purpose arising out of or in connection with the Code.
 2. The licences set out in clause 1 shall equally apply to any Derivative Works.
 3. I hereby waive in favour of the Parties to the Code and the Regulatory Authorities any and all moral rights I may have arising out of or in connection with the Modification Proposal or any Derivative Works.
 4. I hereby warrant that, except where expressly indicated otherwise, I am the owner of the copyright and any other intellectual property and proprietary rights in the Modification Proposal and, where not the owner, I have the requisite permissions to grant the rights set out in this form.
 5. I hereby acknowledge that the Modification Proposal may be rejected by the Modifications Committee and/or the Regulatory Authorities and that there is no guarantee that my Modification Proposal will be incorporated into the Code.
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