

SEM Agreed Procedure

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DOCUMENT HISTORY

VERSION	DATE	AUTHOR	COMMENT
2.0	01/12/2006	Regulatory Authorities	Alignment with participant comments and the legal review of the Code
2.1	01/03/2007	Regulatory Authorities	Updated with comments from review of Terminology across all APs and TSC
2.2	30/03/2007	Regulatory Authorities	Updated for consistency and governance

RELATED DOCUMENTS

DOCUMENT TITLE	VERSION	DATE	BY
Trading and Settlement Code	V1.2A	31 Jan 2007	Regulatory Authorities
Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support”	V2.0		

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. The Modifications Committee, supported by a full-time Secretariat and the Regulatory Authorities, is responsible for the implementation of these procedures.

This Agreed Procedure provides detail of these high-level arrangements 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 detail of how to develop Modification Proposals, including:
 - who can submit a Modification Proposal;
 - consultation and impact analysis with interested parties;
 - evaluation of the a Modification Proposal against the applicable Code objectives;
 - preparation of a Modification Recommendation Report; and
 - submission of the Modification Recommendation Report to the Regulatory Authorities as soon after the Modification Proposal is made as is appropriate and as consistent with the proper completion of the above steps.

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.

This Agreed Procedure forms an annexe to, and is governed by, the Code. This document is a statement of process and procedure. Parties’ rights and obligations are set out in 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 as set out in paragraph 1.10 of the Code.

2. BACKGROUND OVERVIEW

2.1. OBJECTIVES AND CONSTITUTION OF MODIFICATIONS COMMITTEE

This section describes the objectives and the make-up of the Modifications Committee (MC), and is set-out in full detail in the Code. If there is any disagreement between this section 2.1 and the Code, the Code will take precedence.

The objectives of the MC are described in the Code. The MC is required to handle the procedural aspects of modifying the Code, including assessing each Modification Proposal under the Code Objectives. The Code Objectives include such things as efficient market operation, transparency, promotion of competition and the ensuring of no discrimination between Parties .

The rules and process for the constitution of the MC are set out in the Code. Briefly, these rules describe

- who initially make up the 11 to 17 Members;
- the election of the Modifications Committee Chairperson and the Modification Committee Vice-Chairperson (who must be voting Members) by the voting Members of MC who are elected for a period of one year;
- the provision of a Secretariat by the Market Operator (MO);
- the non-voting Members of the MC (directly appointed by the Commission, NIAER, System Operators (SOs), Meter Data Providers (MDPs) and the MO); and
- how these positions of these Members get re-filled after either the ending of their term, after resignation, or removal.

Only Participants (other than the SOs) to the Code may nominate voting Members of the MC, of which there must be at least two voting Members nominated by those who have registered Generator Units, and two voting Members nominated by those who have registered Supplier Units.

All Voting Members of the MC are individuals who act on behalf of Parties to the Code. The Party to the Code is the responsible entity for the compliance with the MC processes. The Voting Members must make reasonable endeavours to represent the constituency, Generator Unit or Supplier Unit, from which they are elected. Members representing Participants with Generator Units or Participants with Supplier Units who fail to make reasonable effort to consult with their constituency may be removed from the Modifications Committee and replaced through re-election from the relevant Participants. Members may also be removed or replaced under various other scenarios, as described in the Code.

In the event that the Modifications Committee Chairperson cannot attend a meeting or chair a meeting for its entirety for any reason, the vice-chairperson shall take his or her place as the chairperson of the meeting. In the event that the chairperson retires, resigns or is removed from the Modifications Committee, or otherwise becomes unavailable to act as chairperson, the vice-chairperson shall take their place for the remainder of the term for which they were appointed and a new vice-chairperson will be elected from the voting members of the Modifications Committee by the voting members of the Modifications Committee.

2.2. COMMUNICATIONS, ADMINISTRATION OF MEETINGS AND MODIFICATIONS COMMITTEE COSTS

The Secretariat is the point of contact for all communications to the MC and its Members for issues relating to the MC. The Secretariat will also publish all information required on the MO provided website relating to the information gathered or utilised by the MC, and relevant findings and decisions of the Regulatory Authorities. The Secretariat is responsible for the arranging of the time and location of Meetings, the circulation of Meeting materials such as the Meeting agenda and materials relating to the modification procedure, the taking of Meeting minutes, and the circulation and updating of those

minutes. Overall, the Secretariat should transparently manage the process of modifications, and track each Modification Proposal through the process described in this Agreed Procedure (AP). The responsibilities of the Secretariat outside of those procedures are set out explicitly in section 4.7.

Note that the meetings of the MC are open meetings – that is any individual may attend these meetings with prior arrangement and agreement with the Secretariat. Meetings are held at least once every two months on a fixed schedule, with the meeting date published at least 2 weeks in advance. However, meetings of the MC may be called more regularly by MC.

The costs of the Secretariat, any Meetings, Extraordinary Meetings and all other costs and expenses of the MC shall be included as costs and expenses of the MO and recovered through that mechanism. The recovery mechanism is outside the scope of this AP. A legitimate cost of the MC is the procurement of contracted experienced expert consultants at reasonable cost to provide expert advice or impact analysis (IA) on the Modification Proposal under discussion. An estimate of the cost will require explicit pre-approval by the Regulatory Authorities and the procurement will have to follow standard procurement guidelines. Furthermore, costs incurred when requiring non-Members of the MC to determine whether Modification Proposals are consistent with wider market documentation will be considered the costs of the Secretariat.

The Market Operator shall not pay any compensation to Members of the MC.

3. PROCEDURE DEFINITION

This section lists the high-level processes heading contained in the swimlane diagrams in section 4 and the procedural steps in section 5. Under each process, some descriptive detail is given which give context and further description to the process which might not be suitable for communication through a swimlane diagram or procedural steps.

The high-level processes are:

- Submission of a Standard Modification Proposal
- Submission of a Discussion Request and Subsequent Processing
- Submission of an Urgent Modification Proposal
- Reaching a decision on Standard Modification Proposals
- Reaching a decision on an Urgent Modification Proposal
- Reaching a decision on an Urgent Modification Proposal

Section 3.1 first describes the Quorum and the voting procedures of the Modifications Committee. The procedural steps for the operation of the Secretariat are embedded in the processes described in sections 3.2 to 3.6. Other functions of the secretariat are described together in section 3.7. Implementation aspects of Modifications Process are linked to Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support” on market systems maintenance.

3.1. QUORUM AND VOTING OF THE MODIFICATIONS COMMITTEE

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 (the two Supplier Unit registrant representatives, and the two Generator Unit registrants), where one of those four is the Modifications Committee Chairperson or the Modification Committee Vice-Chairperson. 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 is the same for all types of meeting.

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 or Extraordinary 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:

- 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 will cast the deciding vote.

3.2. SUBMISSION OF A STANDARD MODIFICATION PROPOSAL

Any member of the public may submit a Standard Modification Proposal to the Secretariat on the Modification Proposal form. This person who raises the Modification Proposal is called the Modification Proposal Originator (MPO). The Modification Proposal must be correctly submitted at least 13 Working Days before the next Meeting of the MC. The Secretariat will check that the Modification Proposal Form is complete. If complete, the secretariat will inform the MPO that the Modification Proposal has been accepted, add the Modification Proposal to the agenda of the next Meeting, and update the Modifications Website. Alternatively, the Secretariat will reject the Modification Proposal and inform the MPO of the reason why.

Any proposal to introduce a new Agreed Procedure should not be an Agreed Procedure Modification Proposal but submitted as a Modification Proposal and be dealt with accordingly.

3.3. SUBMISSION OF A DISCUSSION REQUEST AND SUBSEQUENT PROCESSING

Any member of the public may submit a Discussion Request (DR) to the Secretariat, following an identical process to submitting a Standard Modification Proposal, replacing the Modification Proposal Form with a DR Form. A DR is a formal method whereby an individual may wish to initiate a discussion on an issue of market design, without raising a Modification Proposal. It is a method of obtaining informal feedback from the industry and wider public alike on matters of concern. DRs are intended to facilitate the development of future Modification Proposals.

A DR can be discussed for up to four months, linked to two standard meetings of the MC. If the MC does not, after this time, agree a Member to raise a Modification Proposal, with agreement of that Member, then the DR is removed from the agenda of the meeting. The existing of a DR in relation to an issue does not preclude the raising and standard processing of a Modification Proposal in that area.

3.4. SUBMISSION OF AN URGENT MODIFICATION PROPOSAL

Any member of the public may submit an Urgent Modification Proposal to the Secretariat on the Modification Proposal form. This form must be simultaneously submitted to the RAs who will make an initial judgement as to whether the Modification Proposal is Urgent. This RA involvement is for two reasons:

- The Urgent Modification Proposal process requires the MC to meet under very tight timeframes. If the MC determines that the Modification Proposal is Spurious at the Meeting, the MPO is liable for the costs of the MC. As anyone can raise a Modification Proposal, there is no binding method to recover these costs from an individual who is not a Party to the Code.
- Urgent Modification Proposals are likely to be raised where there is an imminent Participant insolvency arising from a perverse operation of the Code algebra or market systems. This is intended to be used only in rare circumstance. Therefore, to avoid any implication of bias, the RAs will determine if the Modification Proposal is indeed Urgent and notify the Secretariat to convene an Emergency Meeting of the MC.

A Modification Proposal may also be determined to be Urgent by the Regulatory Authorities where, if not made, it can reasonably be anticipated that the event or circumstance with which the Modification Proposal is concerned would imminently:

1. threaten or prejudice safety, security or reliability of supply of electricity; or
2. unduly interfere with, disrupt or threaten the operation of the Single Electricity Market;
3. or if a Modification is required to correct an obviously material error or inconsistency in the Code.

If initially judged to be Urgent, the Secretariat will then confirm that the Urgent Modification Proposal is complete. If there is an error with the Urgent Modification Proposal, the Secretariat will immediately inform the MPO and the MC. Either the MPO will correct the error before the Meeting,

or the MC will correct the identified error at the Emergency Meeting of the MC. If the Modification Proposal is not judged to be Urgent, the Standard Modification Proposal process will apply. The Secretariat or the Modifications Committee may also determine that a normal Modification Proposal should be deemed Urgent. In this instance, the process above will apply.

Any Urgent Modification Proposal raised by the Market Operator will automatically be supported by the RAs as Urgent.

3.5. REACHING A DECISION ON STANDARD MODIFICATION PROPOSALS

The MC may reject Modification Proposals as Spurious, or determine the Modification Proposal to be Urgent. The MC may amend Standard Modification Proposals, or combine Modification Proposals with the approval of the relevant MPO. The RAs may deem that a Modification Proposal is not Spurious before the meeting of the MC. The MC may request public consultations or high-level IAs to inform their recommendation. The MC is to liaise with organisations responsible for wider industry documentation, e.g. Grid Code, Metering Code, Licences, etc. to reasonably determine any inconsistencies with the wider process. The MPO is required to attend the first meeting of the MC where the Modification Proposal is discussed, although non-attendance by the MPO does not delay the process.

If any Party does not agree with a Modification Proposal to the Code, it may propose an alternative Modification Proposal, which if received in sufficient time may be considered in conjunction with, or in substitution for, the initial Modification Proposal.

The MC has roughly six months, depending on the schedule of meetings, but no more than eight months (three scheduled two-monthly meetings of the MC) in order to reach a recommendation from the first meeting at which the Standard Modification Proposal is first brought to the MC. The recommendation on Standard Modification Proposal is made by majority vote of the voting members and can be one of the following:

- The Modification Proposal is recommended
- The Modification Proposal is not recommended
- No recommendation has been reached on the Modification Proposal.

All recommendations are made through a Modification Recommendation Report (MRR). The RAs then either accept, reject the MRR, or request more information, granting more time than the eight months if required. If more information is required, specific instructions to the MC will be given.

If the RAs decide accept the MRR, it will become effective at a date stated by the RAs, which may be contingent on certain criteria, such as implementation in technical market systems, or a completed legal review. The RAs will confirm their satisfaction with these go/no-go criteria, which will be set out in the RAs' decision, which will be published by the Market Operator.

If the MRR is with reference to an AP, then the MRR will become effective from the recommended date stated in the MRR, potentially also contingent on certain criteria, without an explicit RA decision. The RAs have the right to veto MRR on APs within a certain timeframe of the MRR becoming available. The Market Operator will publish any amended APs within two Working Days of approval.

In the event that the Modifications Committee is unable make a determination in respect of a Modification Proposal (including an Agreed Procedure Modification Proposal) within eight months, the Modification Proposal will be referred to the Regulatory Authorities. This referral shall detail the proposal and all relevant information in order for the Regulatory Authorities to either make a binding decision, or shall extend the applicable time-limit for the Modifications Committee.

If at a Meeting at which any Agreed Procedure Modification Proposal is considered, a unanimous determination is made by the Modifications Committee, (by the vote of all members except the Regulatory Authorities' representatives), the decision of the Modifications Committee shall be final

and binding, excepting that the Regulatory Authorities shall have a right to veto any such decision within 2 days of the decision being made.

The Secretariat will track the progress of all Modification Proposals, IAs, and public consultations on the MC website.

For the avoidance of doubt, a Modification shall have effect as and from the date specified by the Regulatory Authorities or, where applicable, the Modifications Committee and in no event shall that date be earlier than the date on which the Modification is approved by the Regulatory Authorities, or, where applicable, the Modifications Committee. Under no circumstances shall Modifications have retrospective effect.

3.6. REACHING A DECISION ON URGENT MODIFICATION PROPOSALS

The MC meets as soon as possible to discuss an Urgent Modification Proposal, and the MRR must be produced at that Emergency Meeting. Any errors spotted in the Urgent Modification Proposal by the Secretariat or the MC before or at the meeting are corrected at the Emergency Meeting if not already remedied. The MC first agrees that the Urgent Modification Proposal is indeed Urgent, that the Urgent Modification Proposal is not Spurious, and then reaches a recommendation through the MRR.

The RAs decide to accept or reject that MRR under accelerated timeframes. If the MRR is accepted, it will be implemented as soon as possible. The MC will direct, subject to a decision of the RAs to implement the Urgent Modification Proposal, the Secretariat to raise a DR in relation to the Urgent Modification Proposal in order to determine if a more permanent solution is required.

In any event, if the MC fails to meet, or meets but does not have a Quorum, the RAs will make a determination on the Urgent Modification Proposal utilising all available information to them within two working days.

3.7. RESPONSIBILITIES OF THE SECRETARIAT

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 Modifications Committee website.

The Secretariat shall maintain on the publicly accessible Modifications Website, updating the Modifications 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 DRs, uniquely numbered, version controlled, with their status as defined in the procedure below, with references to any Modification Proposals;
- All agendas, meeting minutes which are version controlled to allow for correction to minutes (noted as additions to the end of the minutes);

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- 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 summarizing the progress of the Modification Proposals

The Secretariat should.

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;
- Discussion Requests;
- Update on implementation;
- Any other business; and
- Any agenda item that can be generated by an individual 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 or DRs 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 these comments as an addition to the end of the minutes, detailing who made the comments, and publish the minutes on the Modifications Committee 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.

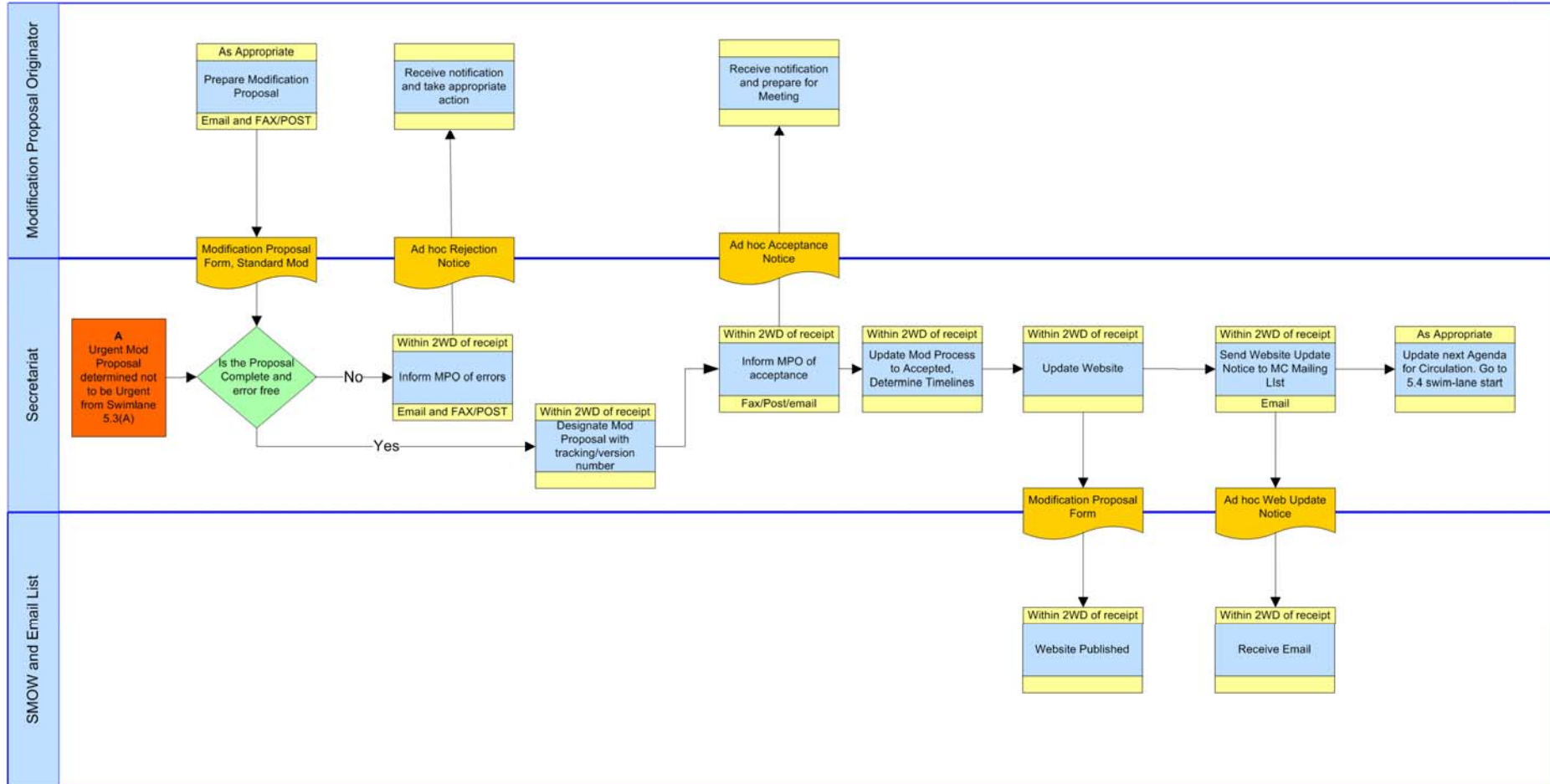
The Secretariat will produce a quarterly report summarising the progress of the Modification Proposals and submit this to the Regulatory Authorities.

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.

4. SWIMLANE DIAGRAM

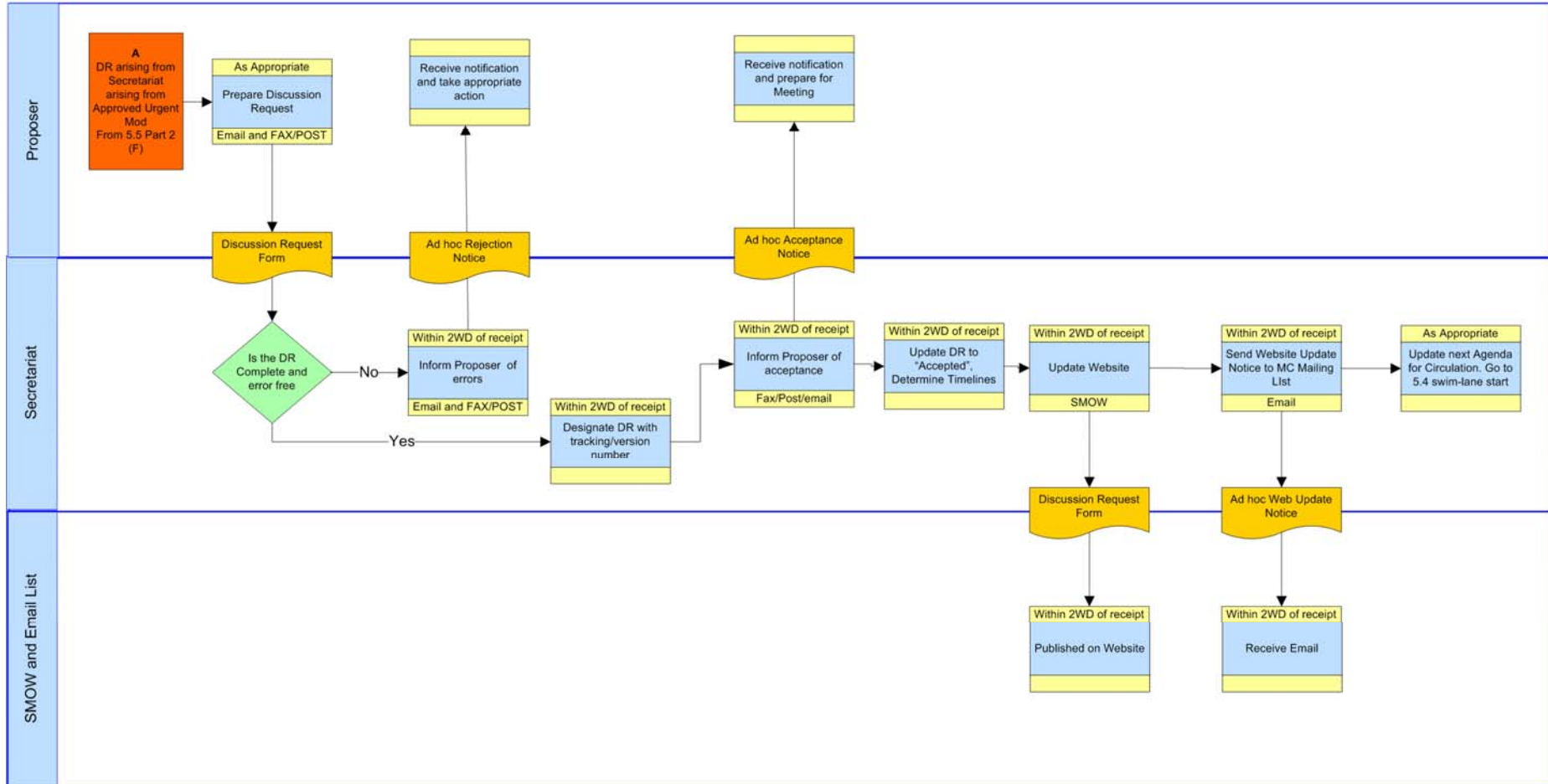
4.1. SUBMISSION OF A STANDARD MODIFICATION PROPOSAL

Submission of a Standard Modification Proposal

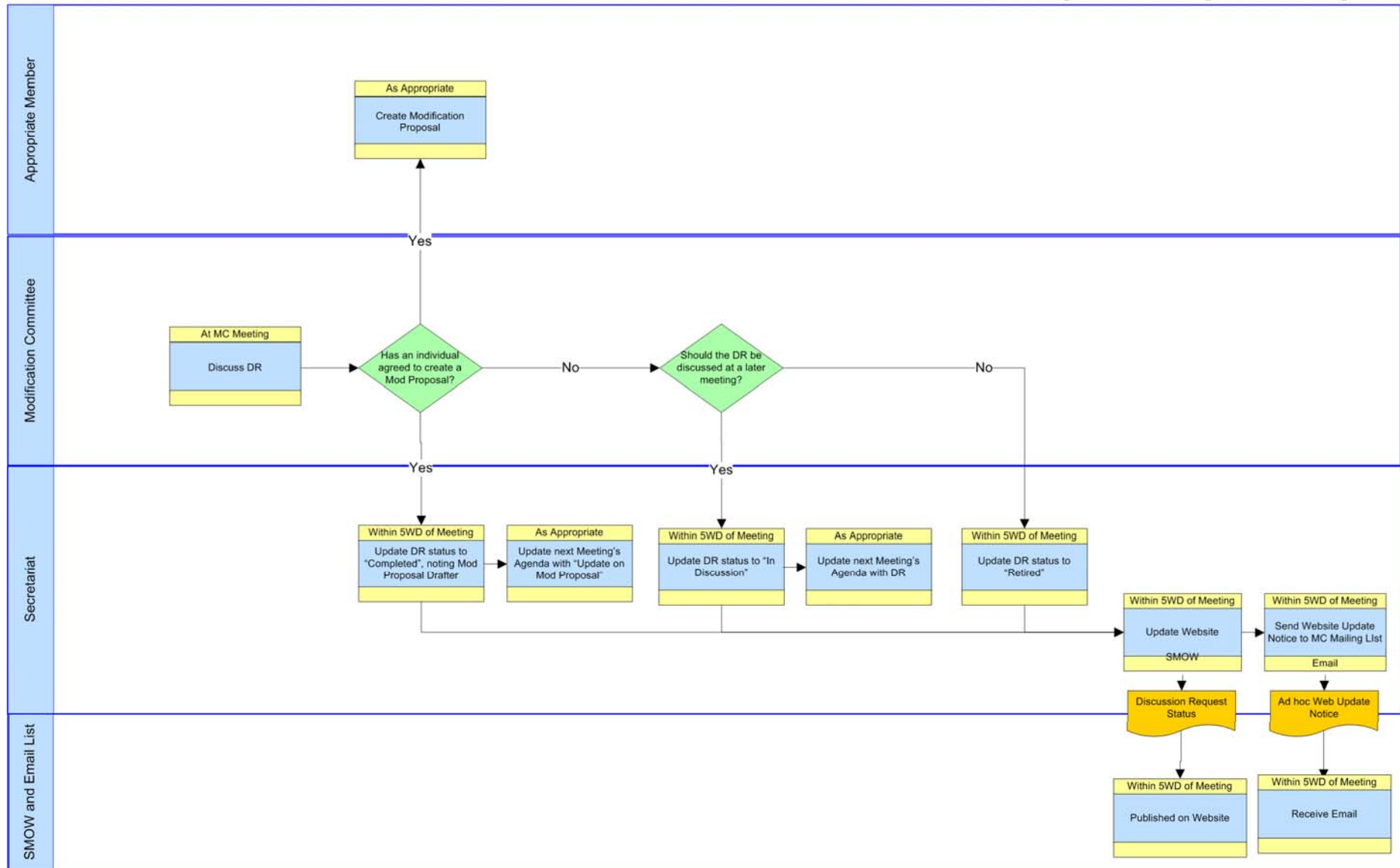


4.2. SUBMISSION OF A DISCUSSION REQUEST AND SUBSEQUENT PROCESSING

Submission of a Discussion Request and Subsequent Processing Part 1

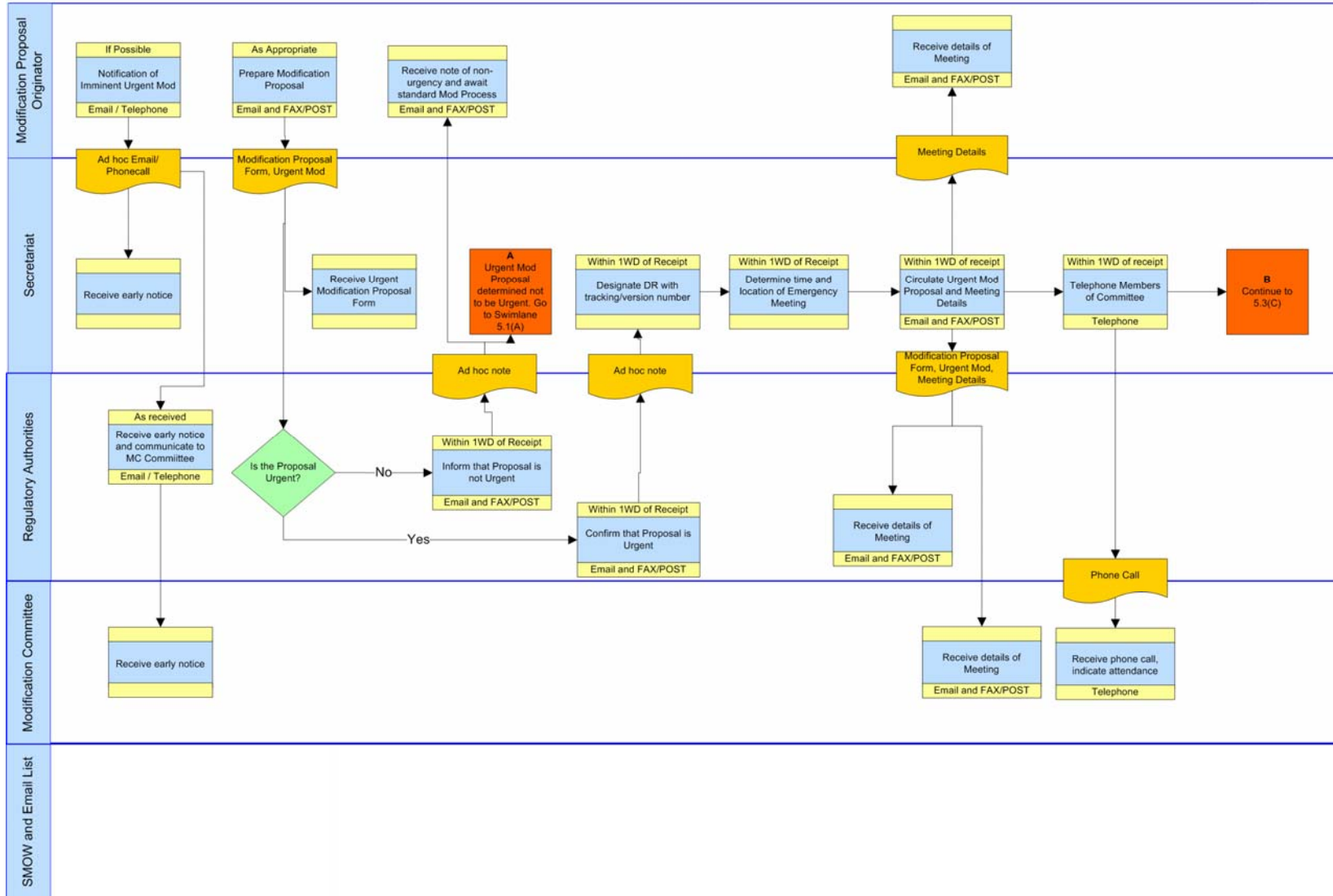


Submission of a Discussion Request and Subsequent Processing Part 2

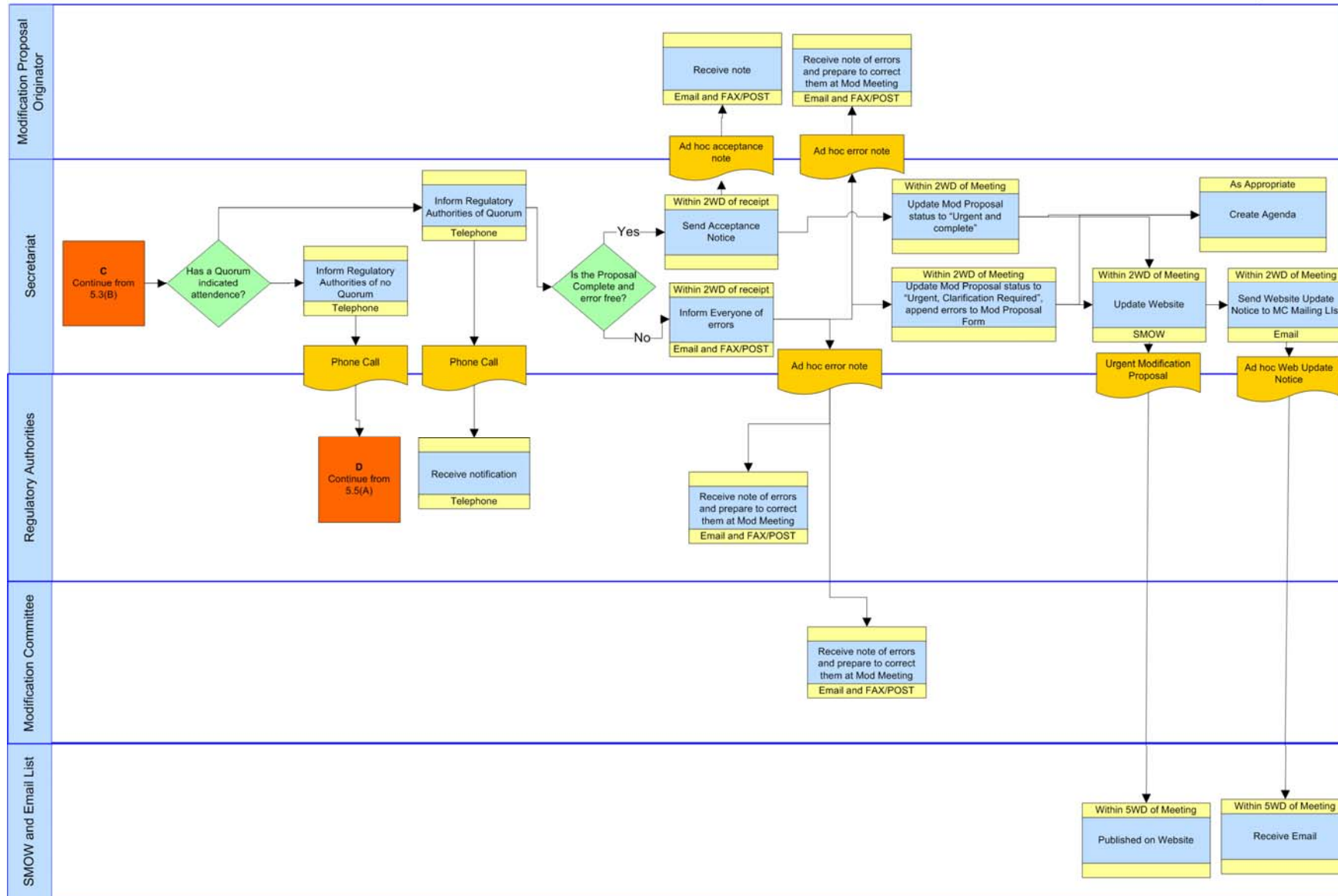


4.3. SUBMISSION OF AN URGENT MODIFICATION PROPOSAL

Submission of a Standard Modification Proposal Part 1

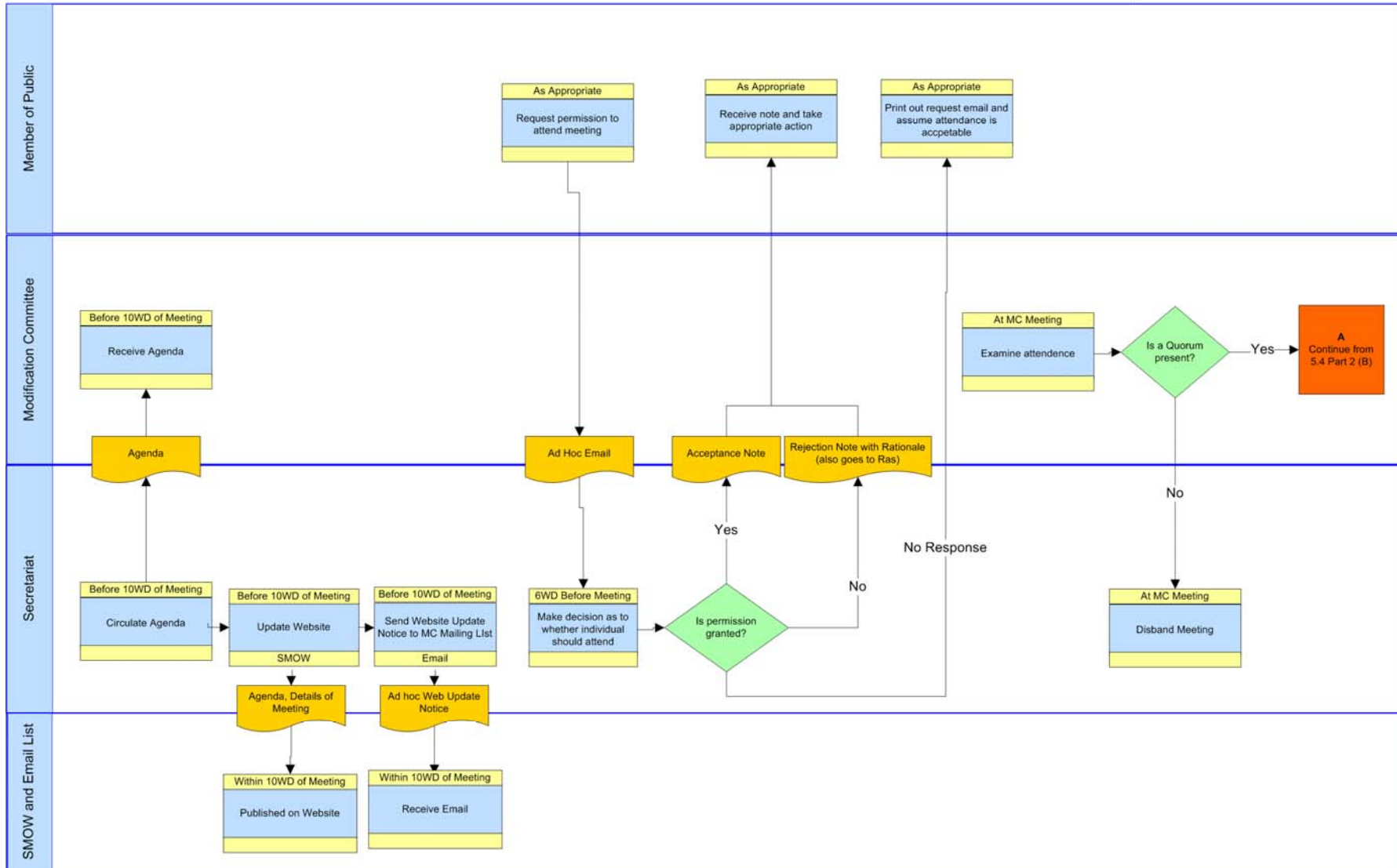


Submission of a Standard Modification Proposal Part 2

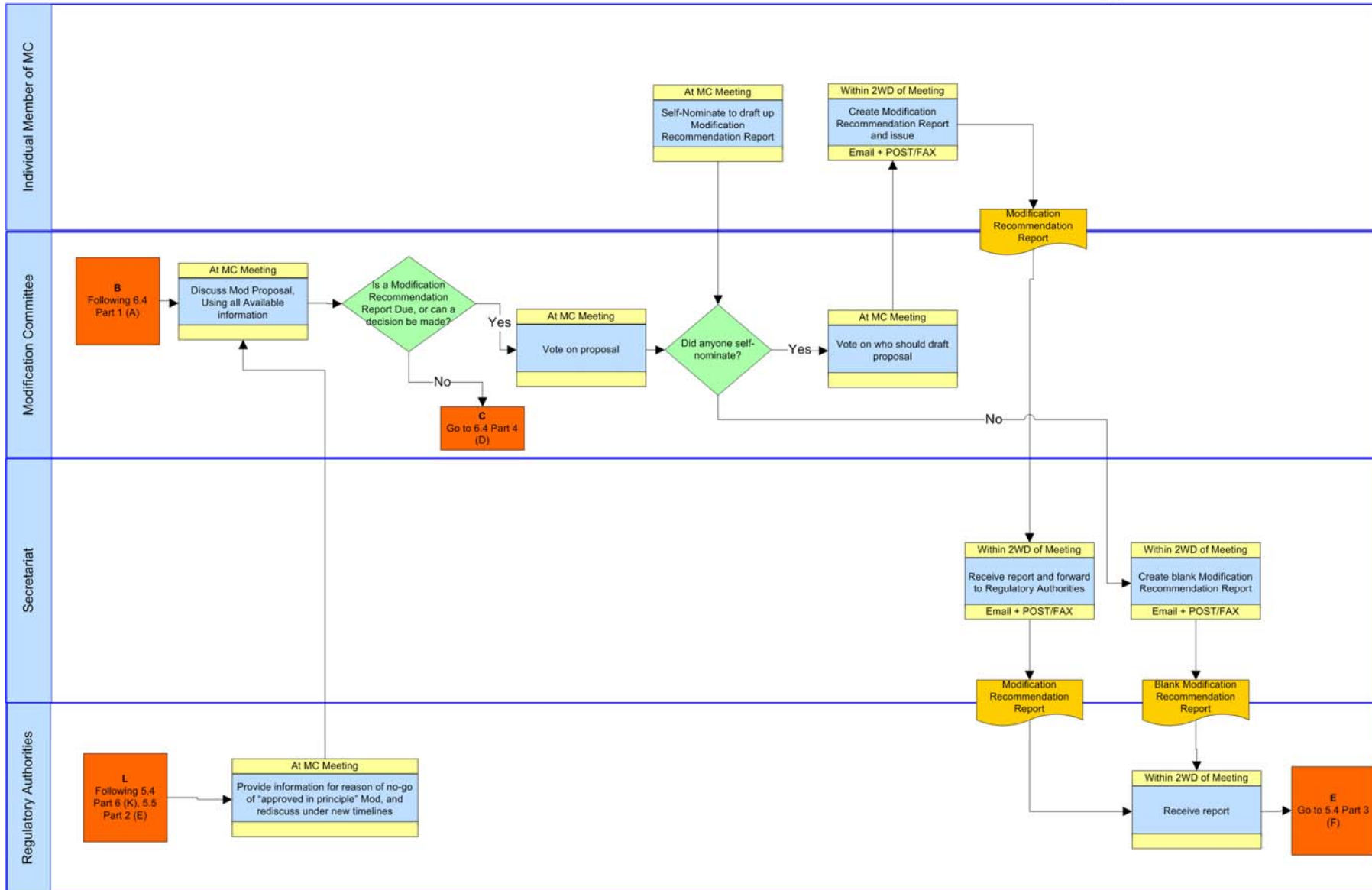


4.4. REACHING A DECISION ON STANDARD MODIFICATION PROPOSALS

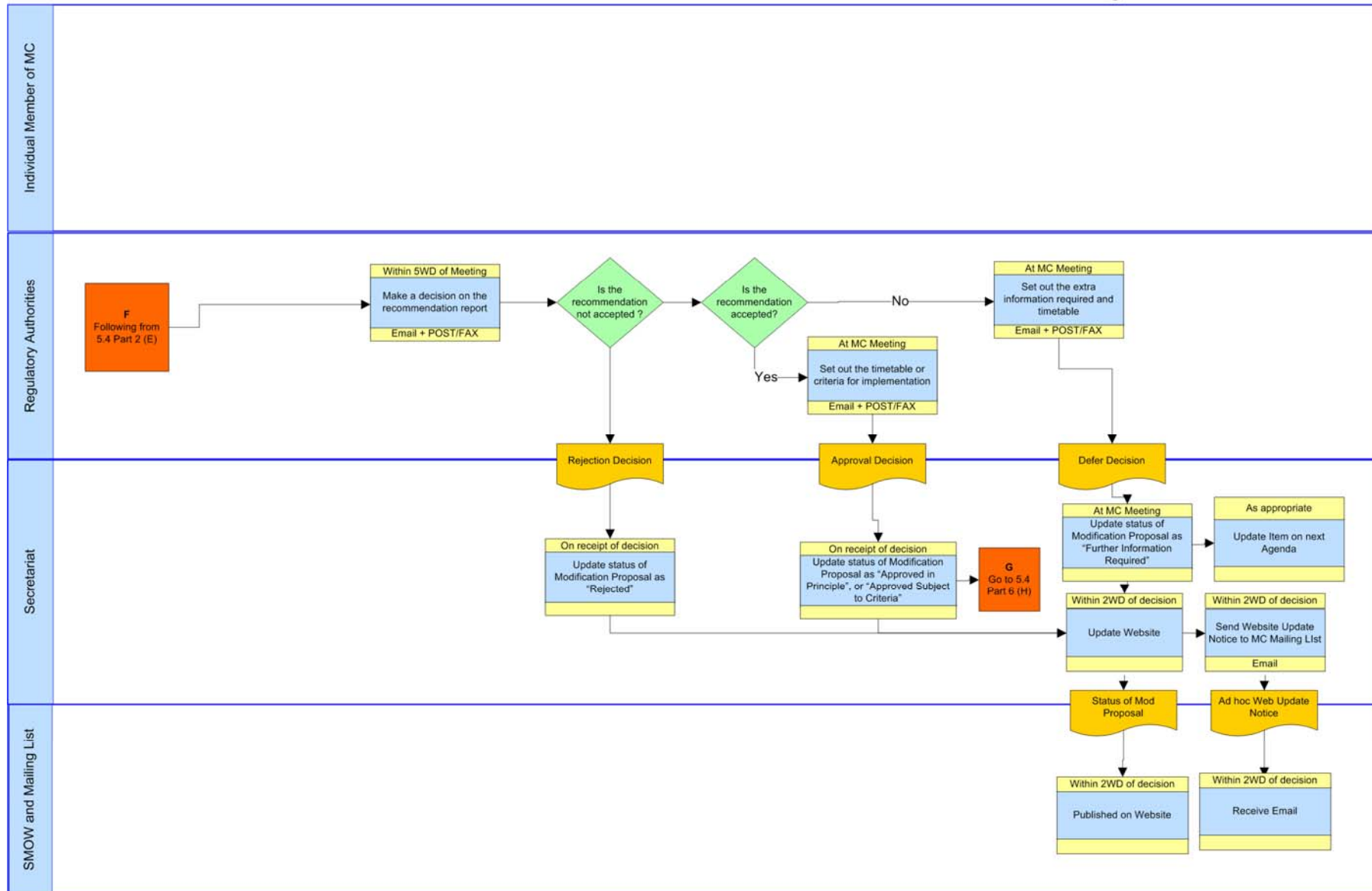
Processing Standard Modifications Part 1



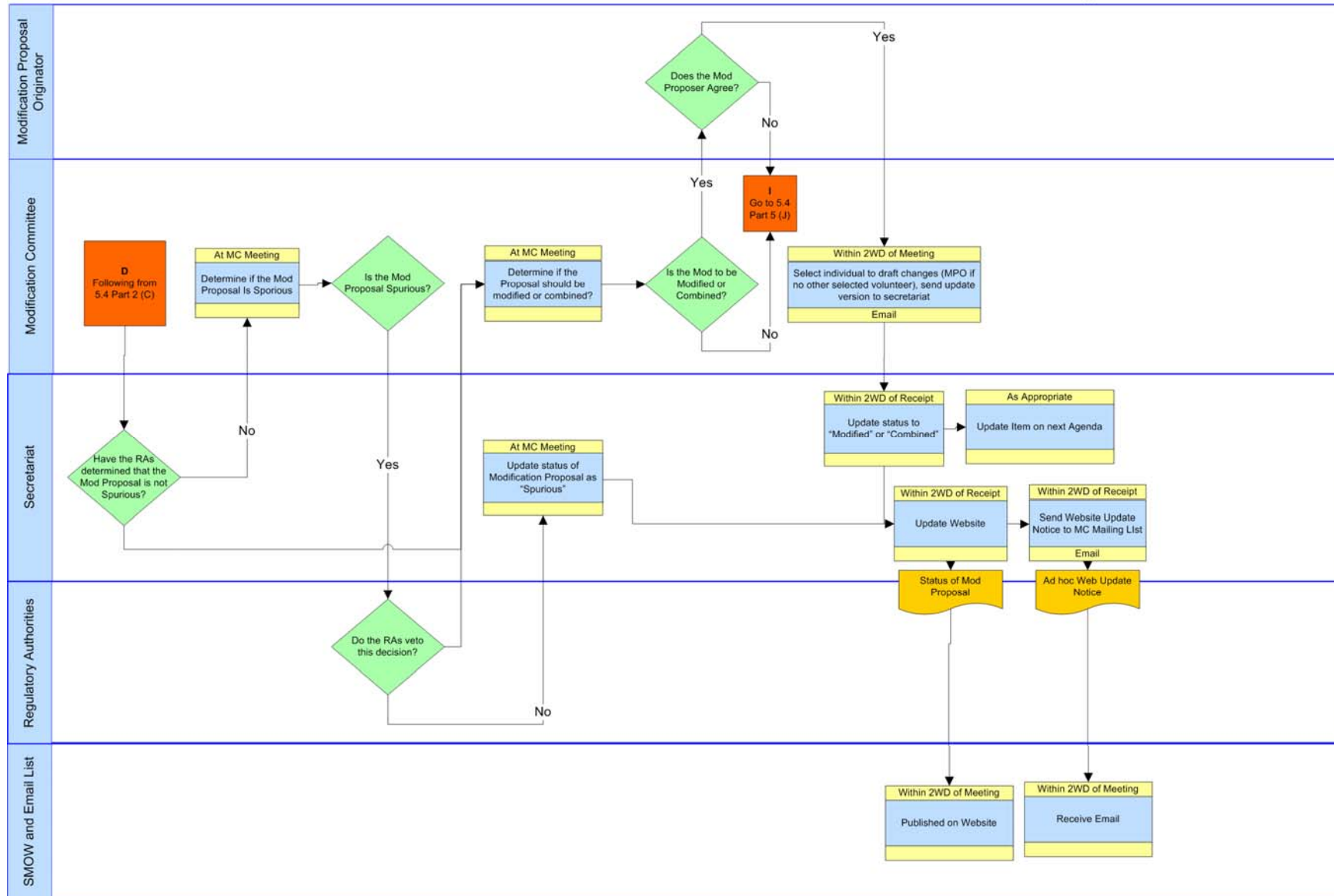
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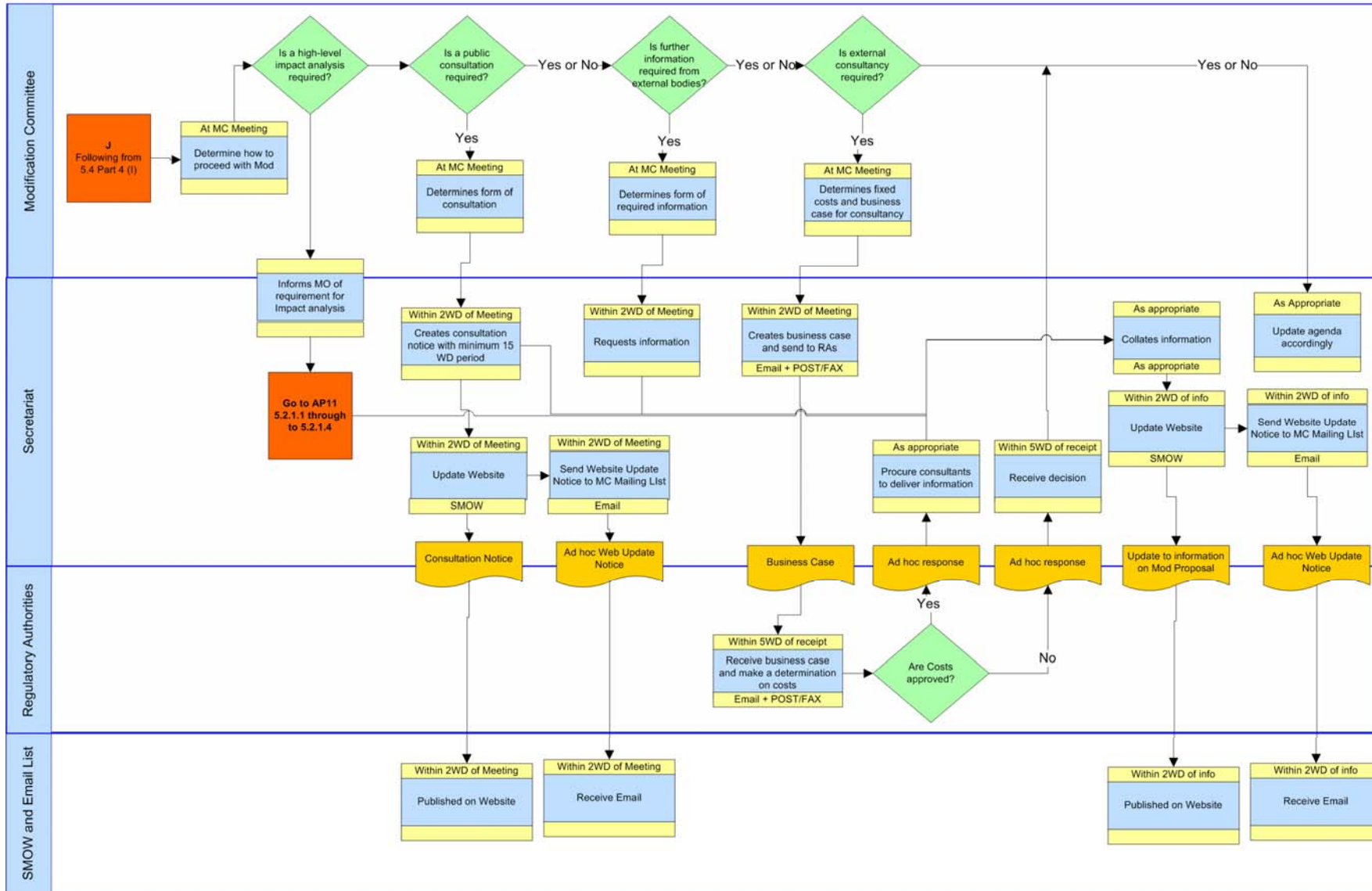
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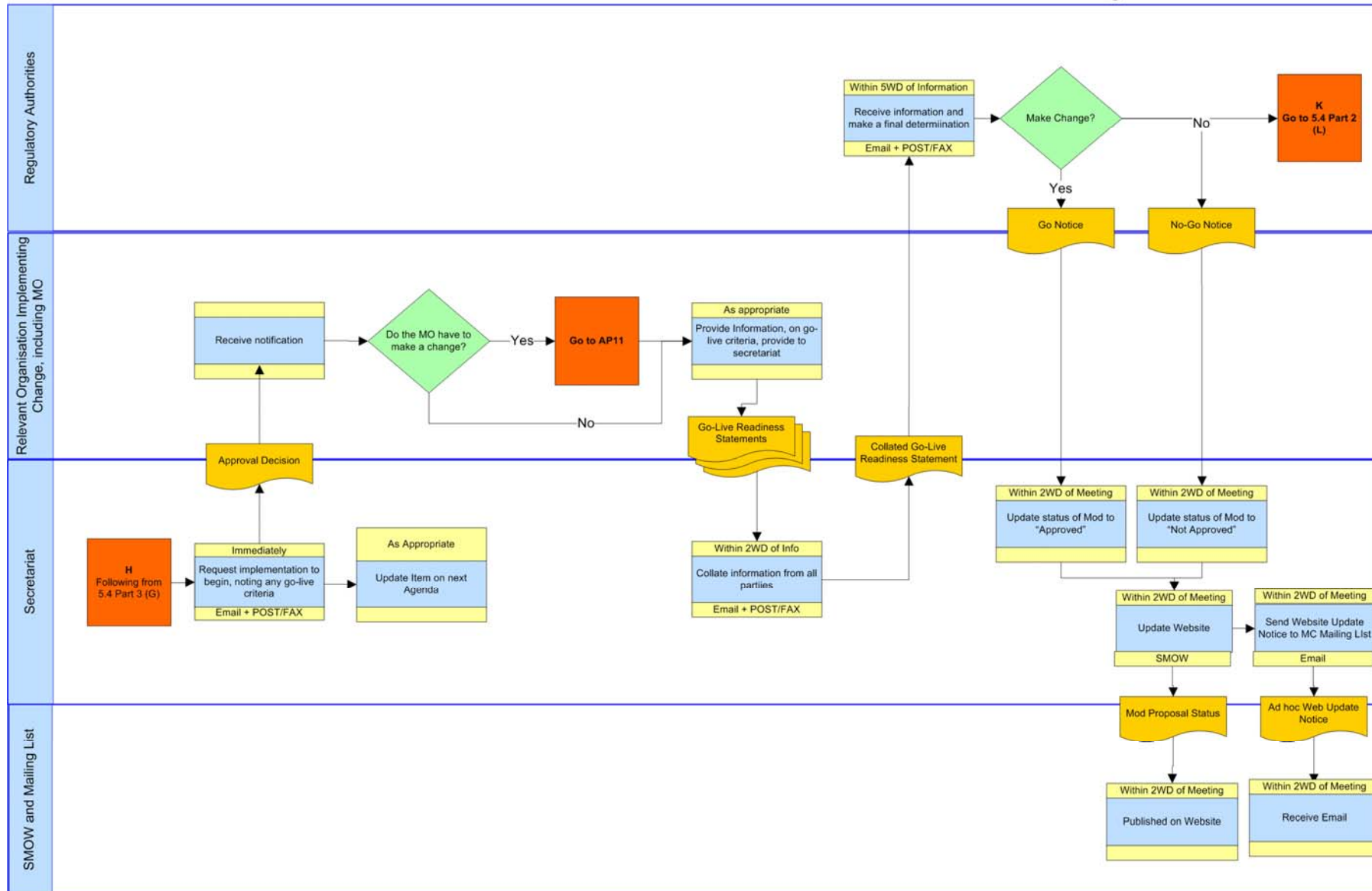
Processing Standard Modifications Part 4



Processing Standard Modifications Part 5

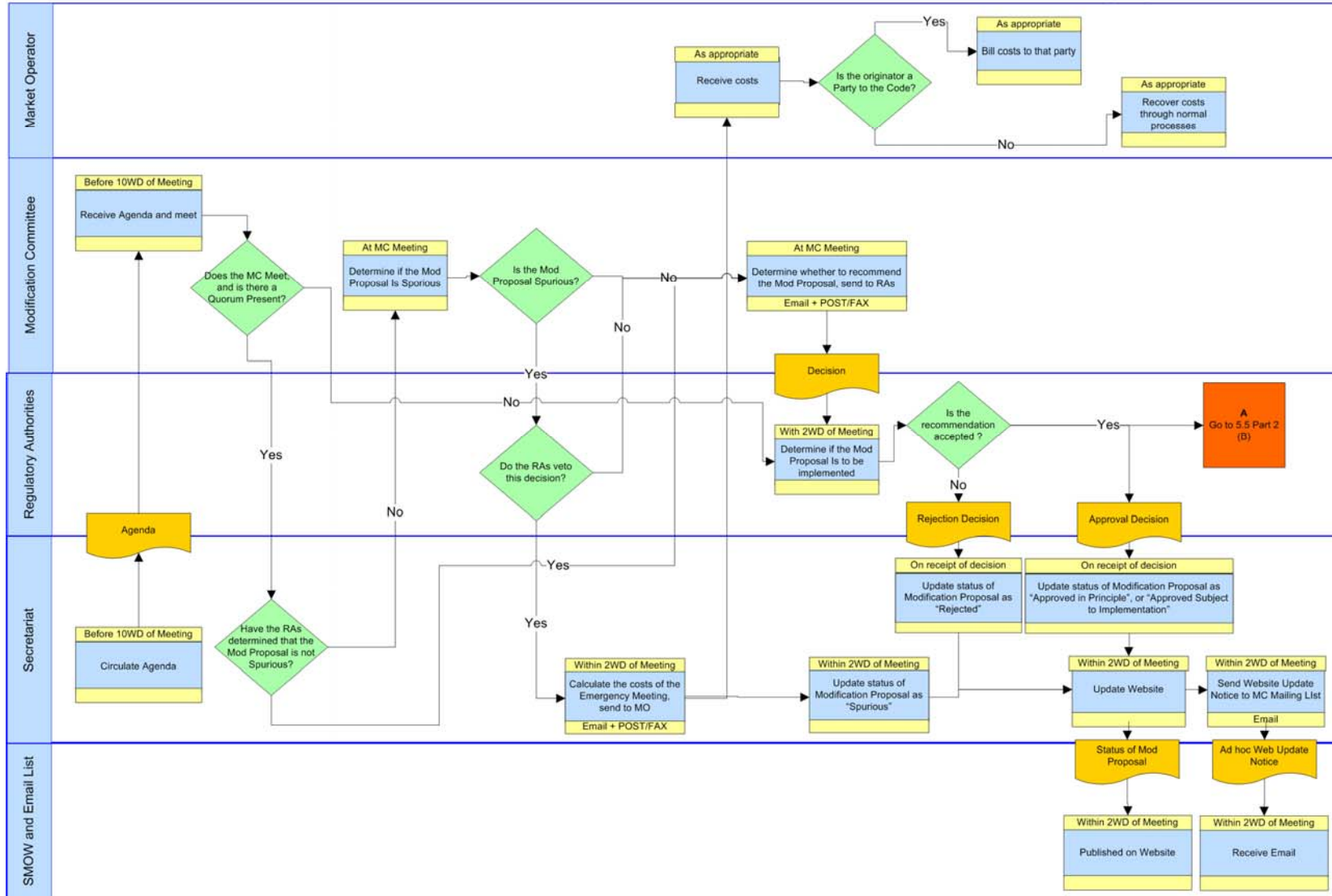


Processing Standard Modifications Part 6

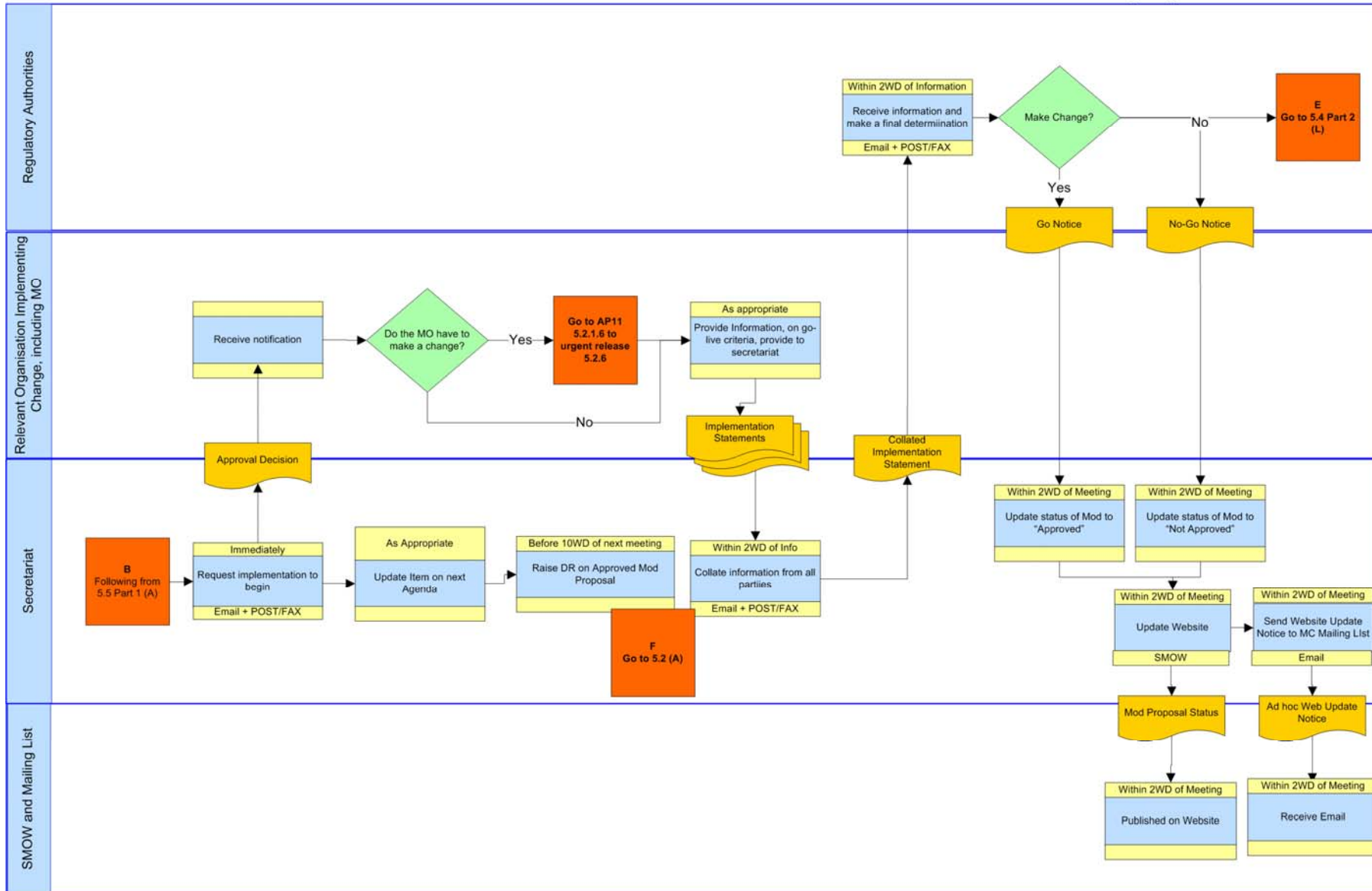


4.5. REACHING A DECISION ON URGENT MODIFICATION PROPOSALS

Processing Urgent Modifications Part 1



Processing Urgent Modifications Part 2



5. PROCEDURAL DEFINITION

5.1. SUBMISSION 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 individual	n/a	n/a
2	Send Modification Proposal Form the addresses indicated on the Modification Proposal Form for Standard Modification Proposals	Within 13 WD of next Meeting	Email, supported by fax/registered post	Any individual	Secretariat	n/a
3	Determine if form is filled out completely and correctly. If form is correct and complete, go to step 5. If errors or omissions on the form, 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, individual who submitted form, 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, individual who submitted Form, if different	n/a
7	Post Modification Proposal Form to the Modifications Website, indicating the first MC meeting at 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	Modifications Website	6.12
8	Send out email notifying update to Modifications Website	Within 2WD of receipt of fax/post	Email, supported by fax/registered post	Secretariat	MC mailing list	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
9	Include Modification Proposal on the next MC meeting agenda. End process	Before 10WD of the next Meeting	n/a	Secretariat	n/a	n/a

5.2. SUBMISSION OF A DISCUSSION REQUEST AND SUBSEQUENT PROCESSING

#	Procedural Step	Timing	Method	From/By	To	Linkage
1	Fill out Discussion Request Form	As required	Utilise Appendix 3 to this AP	Any individual	n/a	n/a
2	Send Discussion Request Form to Secretariat at email address and address indicated on the Modification Proposal Form	Within 13 WD of next Meeting	Email, supported by fax/registered post	Any individual	Secretariat	n/a
3	Determine if form is filled out completely and correctly. If form is correct and complete, go to step 5. If errors or omissions on the form, go to step 4	Within 2WD of receipt of fax/post	Please see the check list appended to the Discussion Request Form	Secretariat	n/a	n/a
4	Send a rejection notice indicating where the Discussion Request Form is not correct or omits detail. End process	Within 2WD of receipt of fax/post	Email, supported by fax/registered post	Secretariat	DRO, individual who submitted form, if different	n/a
5	Designate the accepted Discussion Request 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	DRO, individual who submitted Form, if different	n/a
7	Post Discussion Request Form to the Modifications Website, indicating the first MC meeting at it is to be discussed, and the MC meeting by which the DR process is to be completed and the status of the Discussion Request as “accepted”	Within 2WD of receipt of fax/post	n/a	Secretariat	Modifications Website	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
8	Send out email notifying update to Modifications Website	Within 2WD of receipt of fax/post	Email, supported by fax/registered post	Secretariat	MC mailing list	n/a
9	Include Discussion Request on the next MC meeting agenda	Before 10WD of the next Meeting	n/a	Secretariat	n/a	n/a
10	Discuss issue	At Meeting	n/a	MC	n/a	6.4.69
11	If a Member can be selected by the MC with agreement of that Member to draft a Modification Proposal, commence the drafting Modification Proposal. If yes, go to step 12. If not, go to step 15	At Meeting	n/a	MC	n/a	6.1.1
12	Update status of Discussion Request on the website with “Completed”, indicating the Member drafting the subsequent Modification Proposal.	Within 2WD of Meeting	n/a	MC	n/a	n/a
13	Send out email notifying update to Modifications Website	Within 2WD of Meeting	Email	Secretariat	MC mailing list	n/a
14	Place “Update on progress of Modification Proposal” as an action on the agenda against the Member. End process	As appropriate	n/a	Secretariat	n/a	n/a
15	Can the discussion request be processed at a further meeting of the MC? If yes, go to step 16. If not, go to step 19.	At Meeting	n/a	MC	n/a	n/a
16	Update status of Discussion Request on the website with “In Discussion”	Within 2WD of Meeting	n/a	MC	n/a	n/a
17	Send out email notifying update to Modifications Website	Within 2WD of Meeting	Email	Secretariat	MC mailing list	n/a
18	Discussion Request maintained on the next MC meeting agenda.	As appropriate	n/a	Secretariat	n/a	n/a
19	Update status of Discussion Request on the website with “Retired”	Within 2WD of Meeting	n/a	MC	n/a	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
20	Send out email notifying update to Modifications Website	Within 2WD of Meeting	Email	Secretariat	MC mailing list	n/a
21	Discussion Request removed from next MC meeting agenda.	As appropriate	n/a	Secretariat	n/a	n/a

5.3. 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	Email / telephone	Any individual	Secretariat, RAs	n/a
2	Contact affected parties 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 Form	As required	Utilise Appendix 2 to this AP	Any individual	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	Any individual	Secretariat, RAs	n/a
5	Determine if the Modification Proposal is Urgent. If yes, go to step 7. If no, go to step 6.	Within 1WD of receipt of fax with original Urgent Modification Proposal	Under the principles of paragraph 2.173 of the Code	RAs	n/a	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
6	Inform all relevant individuals of the determination that the Modification Proposal is not Urgent, giving the rationale why, and that it will be considered through the submission of Standard Modification Proposals	Within 2WD of receipt of fax with original Urgent Modification Proposal	Email, supported by fax	RAs	Secretariat, MPO	6.1.3
7	Communicate determination that the Modification Proposal is Urgent	Within 1WD of receipt of fax with original Urgent Modification Proposal	Email, supported by fax	RAs	Secretariat	n/a
8	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
9	Determine a time, date and form of an Emergency Meeting, to occur as soon as possible, and not later than 4WD from receipt of fax with original Urgent Modification Proposal	Within 1WD of receipt of fax with original Urgent Modification Proposal	n/a	Secretariat	n/a	n/a
10	Circulate the Urgent Modification Proposal and details of the Emergency Meeting	Within 1WD of receipt of fax with original Urgent Modification Proposal	Email, supported by fax	Secretariat	Members of MC, RAs	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
11	Contact the Members of the MC directly to confirm meeting details. If a Quorum has been contacted and is available for the meeting, go to step 12. If not, go to step 6.5.22	Within 1WD of receipt of fax with original Urgent Modification Proposal	Telephone	Secretariat	Members of MC	6.5
12	Inform the RAs that a Quorum is available to attend the meeting	Within 1WD of receipt of fax with original Urgent Modification Proposal	Telephone, supported by fax within 1 hour	Secretariat	RAs	n/a
13	Determine if Modification Proposal Form is filled out completely and correctly. If form is correct and complete, go to step 18. If errors or omissions on the form, go to step 14.	Within 1WD of receipt of fax with original Urgent Modification Proposal	Please see the check list appended to the Modification Proposal Form in Appendix I	Secretariat	n/a	n/a
14	Send a notice indicating where the Modification Proposal Form is not correct or omits detail.	Within 1WD of receipt of fax/post	Email, supported by fax/registered post	Secretariat	MPO, RAs, Members of MC	n/a
15	Post Modification Proposal Form to the Modifications Website, indicating the Emergency Meeting of the MC at which it is to be discussed, and the status of the Modification Proposal as “Urgent and Clarification Required”	Within 2WD of receipt of fax with original Urgent Modification Proposal	n/a	Secretariat	Modifications Website	n/a
16	Send out email notifying update to Modifications Website	Within 2WD of receipt of fax/post	Email, supported by fax/registered post	Secretariat	MC mailing list	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
17	Create the agenda for the Emergency Meeting, including the clarifications required at the meeting.	Within 1WD of receipt of fax with original Urgent Modification Proposal	Email, supported by fax/registered post	Secretariat	n/a	6.5.1
18	Send an acceptance notice	Within 1WD of receipt of fax with original Urgent Modification Proposal	Email, supported by fax/registered post	Secretariat	MPO	n/a
19	Post Modification Proposal Form to the Modifications Website, indicating the Emergency Meeting of the MC at which it is to be discussed, and the status of the Modification Proposal as “Urgent and Complete”	Within 2WD of receipt of fax with original Urgent Modification Proposal	n/a	Secretariat	Modifications Website	6.5
20	Send out email notifying update to Modifications Website	Within 2WD of receipt of fax/post	Email	Secretariat	MC mailing list	n/a
21	Create the agenda for the Emergency Meeting.	Within 1WD of receipt of fax with original Urgent Modification Proposal	n/a	Secretariat	6.5.1	n/a

5.4. REACHING A DECISION ON STANDARD MODIFICATION PROPOSALS

#	Procedural Step	Timing	Method	From/By	To	Linkage
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#	Procedural Step	Timing	Method	From/By	To	Linkage
1	Circulate the agenda for the Meeting of the MC	Before 10WD before Meeting	Email	Secretariat	Members of MC	n/a
2	Post agenda to Modifications Website, indicating the details of the location of the meeting	Before 10WD before Meeting	n/a	Secretariat	Modifications Website	n/a
3	Send out email notifying update to Modifications Website	Before 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	Before 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	Before 6WD before Meeting	n/a	Secretariat	n/a	n/a
6	Inform attendee of acceptance to attend. Go to step 9	Before 6WD before Meeting	Email / telephone	Secretariat	Any individual who has gone through step 4	n/a
7	Inform attendee of reason why attendance is not acceptable. Go to step 9.	Before 6WD before Meeting	n/a	Secretariat	Any individual who has gone through step 4, RAs	n/a
8	Print out record of email and assume attendance is acceptable. Go to step 9.	Before 6WD before Meeting	n/a	Any individual who has gone through step 4	n/a	n/a
9	If a Quorum is present at the meeting, go to step 11. 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. Go to step 68.	At Meeting	n/a	Members	n/a	n/a
11	Discuss all available information on the Modification Proposals, including impact analyses, consultation responses, MPO feedback, legal feedback, etc. If no more Modification Proposal are to be discussed, go to step 67. Otherwise, go to step 12.	At Meeting	n/a	Members	n/a	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
12	Is a Modification Recommendation Report due at this Meeting, or can a decision be made ahead of final deadline? If yes, go to step 13. If no, go to step 28.	At Meeting	n/a	Members	n/a	n/a
13	Vote on whether to recommend or not to recommend, or reach no recommendation on the Modification Proposal	At Meeting	n/a	Members	n/a	n/a
14	Members self-nominate to draft up the Modification Recommendation Report	At Meeting	n/a	Members	n/a	n/a
15	Did (a) Member(s) self-nominate to draft the Modification Recommendation Report? If yes, go to step 16. If no, go to step 18.	At Meeting	n/a	Members	n/a	n/a
16	Vote on Member to draft the Modification Recommendation Report	At Meeting	n/a	Members	n/a	n/a
17	Draft up the Modification Recommendation Report, containing all required information, and send to Secretariat. Go to step 19	Within 2WD of Meeting	Email, supported by fax/registered post	Nominated Member	Secretariat	n/a
18	Secretariat notes determination of Modifications Committee in Modification Recommendation Report, notes that no Member of the Modifications Committee will draft the full detail of the report, and leaves all other elements of the Modification Recommendation Report blank	Within 2WD of Meeting	n/a	Secretariat	n/a	n/a
19	Send the Modification Recommendation Report to the Regulatory Authorities.	Within 2WD of Meeting	Email, supported by fax/registered post	Secretariat	Regulatory Authorities	n/a
20	Do the Regulatory Authorities determine that the Modification Proposal is implemented? If yes, go to step 53. If no, go to step 21.	Within 5WD of receipt of Modification Recommendation Report	n/a	Regulatory Authorities	n/a	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
21	Do the Regulatory Authorities determine that the Modification Proposal is not to be implemented? If yes, go to step 64. If no, go to step 22.	Within 5WD of receipt of Modification Recommendation Report	n/a	Regulatory Authorities	n/a	n/a
22	Set out the timetable and the extra information/process steps required from the Modifications Committee for a decision to be made and inform the Secretariat.	Within 5WD of receipt of Modification Recommendation Report	Email, supported by fax/registered post	Regulatory Authorities	Secretariat	n/a
23	Repost Modification Proposal Form to the Modifications Website, indicating the next MC meeting at it is to be discussed, and the last MC meeting by which the MRR is to be produced, the notice of the extra required information sent by the Regulatory Authorities, and the status of the Modification Proposal as “Further Information Request by RAs”	Within 2WD of receipt of Regulatory Authorities requirement for extra time/information	n/a	Secretariat	Modifications Website	6.5
24	Send out email notifying update to Modifications Website	Within 2WD of receipt of fax/post	Email	Secretariat	MC mailing list	n/a
25	Include Modification Proposal on the next MC meeting agenda. Go to step 1.	As appropriate	n/a	Secretariat	n/a	n/a
26	If the Modification Proposal has been deemed previously by the RAs to not be Spurious, go to step 31. Otherwise go to step 27.	At Meeting	n/a	Secretariat	n/a	n/a
27	Determine if the Modification Proposal is Spurious. If yes, go to step 28. If not go to step 31	At Meeting	n/a	Members	n/a	n/a
28	If the Regulatory Authorities veto the determination that the Modification Proposal is Spurious, go to step 29. Otherwise, go to step 31.	At Meeting	n/a	Regulatory Authorities	n/a	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
29	Update the Modification Proposal Form status as “Spurious”.	Within 2WD of Meeting	n/a	Secretariat	Modifications Website	n/a
30	Send out email notifying update to Modifications Website. End process for this AP. Go to step 11.	Within 2WD of Meeting	Email	Secretariat	MC mailing list	n/a
31	Determine if Modification Proposal is to be modified, or combined. If yes, go to step 32. If no, go to step 40.	At Meeting	n/a	Members, MPO	n/a	n/a
32	Do(es) the Modification Proposal Originator(s) agree with the combination/modification of proposals? If yes, go to step 33. If no, go to step 40.	At Meeting	n/a	Members, MPO	n/a	n/a
33	Members or MPO self-nominate themselves to draft up the "Combined" or "Modified" Modification Proposal, and the Modifications Committee selects a Member	At Meeting	n/a	Members, MPO	n/a	n/a
34	Is a Member selected? If yes, go to step 36. If no, go to step 35.	At Meeting	n/a	Members	n/a	n/a
35	Modification Proposal Originator selected to draft up change. Go to step 37	At Meeting	n/a	Members	n/a	n/a
36	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 individual drafting the subsequent Modification Proposal.	Within 2WD of Meeting	n/a	Secretariat	Modifications Website	n/a
37	Send out email notifying update to Modifications Website	Within 2WD of Meeting	Email	Secretariat	MC mailing list	n/a
38	Place “Update on progress of Modification Proposal” as an action on the agenda against the individual..	As appropriate	n/a	Secretariat	n/a	n/a
39	Include "Combined" or "Modified" Modification Proposal on the next MC meeting agenda. Go to step 11	As appropriate	n/a	Secretariat	n/a	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
40	Is a high-level impact analysis required? If yes, go to AP11, returning to step 41. If no, go to step 42.	At Meeting	n/a	Members	n/a	AP11 5.2.1.1 to 5.2.1.4
41	Secretariat collates information from high-level impact analysis. Go to step 42.	As appropriate from AP11	n/a	Secretariat	n/a	n/a
42	Is a public consultation required? If yes, go to step 43. If no, go to step 45.	At Meeting	n/a	Members	n/a	n/a
43	Secretariat publishes consultation notice of determined duration, with at a period of at least 15 Working Days.	Within 2WD of Meeting	n/a	Secretariat	n/a	n/a
44	Secretariat collates information from consultation. Go to step 45.	As appropriate depending on agreed timelines for consultation	As appropriate	Secretariat	n/a	n/a
45	Is further information required from Participants, Meter Data Providers, System Operators, Regulatory Authorities, etc.? If yes, go to step 46. If not, go to step 47.	At Meeting	n/a	Members, MPO	n/a	n/a
46	Secretariat requests information from relevant body, adding it on to next agenda item, and collates information. Go to step 47.	As appropriate depending on agreed timelines	As appropriate	Secretariat	n/a	n/a
47	Is procured consultancy required to inform decision? If yes, determine business case and fixed costs and go to step 48. If no, go to step 51.	At Meeting	n/a	Members	n/a	n/a
48	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
49	Do the Regulatory Authorities approve the fixed costs? If yes, go to step 50. If not, go to step 51	Within 5WD of receipt of business case and costs	Email, supported by fax	Regulatory Authorities	Secretariat	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
50	Run procurement competitions, procure consultants, collate information	As appropriate under agreed timeframes	As appropriate	Secretariat	n/a	n/a
51	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	Modifications Website	n/a
52	Send out email notifying update to Modifications Website. Go to step 1.	As appropriate	Email	Secretariat	MC mailing list	n/a
53	Send decision to Secretariat, either approving the change at a fixed date, or setting it contingent on certain criteria	Within 5WD of receipt of Modification Recommendation Report	Email, supported by fax/registered post	Regulatory Authorities	Secretariat	n/a
54	Update Market Documentation on the website, changing status of Modification Proposal to "Approved in Principle" or "Approved Subject to Criteria", noting the criteria for change to take effect	Within 2WD of Regulatory Authorities decision, or veto timelines elapsed (step 21)	n/a	Secretariat	Modifications Website	n/a
55	Send out email notifying update to Modifications Website.	Within 2WD of Regulatory Authorities decision	Email	Secretariat	MC mailing list	n/a
56	Inform relevant organisation of any required criteria for implementation	Within 2WD of Regulatory Authorities decision	Email, supported by fax/registered post	Secretariat	MO, SO, MPO, RAs, Members of MC, etc.	n/a
57	Update agenda with "Update on Market Modification Implementation"	As appropriate	n/a	Secretariat	n/a	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
58	Commence appropriate changes to central market systems. Go to AP11, returning to step 59.	Immediately	n/a	MO	n/a	AP11 5.2.1.6 to appropriate release
59	Commence proceedings to fulfil any criteria from step 54, providing result to Secretariat	Immediately	Email, supported by fax/registered post	MO, SO, MPO, RAs, Members of MC, etc.	Secretariat	n/a
60	Provide any required information to the Regulatory Authorities	As completed	Email, supported by fax/registered post	Secretariat	Regulatory Authorities	n/a
61	Make a final go/no-go decision on the Modification Proposal. If yes, go to step 62. If no, go to step 20.	Within 5WD of receipt of information	Email, supported by fax/registered post	Regulatory Authorities	Secretariat	n/a
62	Update Market Documentation on the website, changing status of Modification Proposal to “Approved”.	Within 2WD of receipt of Regulatory Authorities go/no-go	n/a	Secretariat	Modifications Website	n/a
63	Send out email notifying update to Modifications Website. Go to step 11.	Within 2WD of receipt of Regulatory Authorities go/no-go	Email	Secretariat	MC mailing list	6.5
64	Send decision to Secretariat of non-approval of the Modification Proposal	Within 5WD of receipt of information	Email, supported by fax/registered post	Regulatory Authorities	Secretariat	n/a
65	Update Market Documentation on the website, changing status of Modification Proposal to “Not Approved”.	Within 2WD of receipt of Regulatory Authorities go/no-go	n/a	Secretariat	Modifications Website	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
66	Send out email notifying update to Modifications Website. Go to step 11.	Within 2WD of receipt of Regulatory Authorities go/no-go	Email	Secretariat	MC mailing list	n/a
67	DR, Update on market implementation, AOB of meeting	At MC meeting	n/a	Members of MC	n/a	6.2.10
68	Record minutes of meeting	At MC meeting	n/a	Secretariat	n/a	n/a
69	Circulate draft minutes to Members	Within 2WD of Meeting	Email	Secretariat	MC	n/a
70	Comment on minutes	Within 4WD of issue of minutes	Email	MC	Secretariat	n/a
71	Publish minutes	Within 5WD of receipt of comments	n/a	Secretariat	Modifications Website	n/a
72	Send out email notifying update to Modifications Website. End of process	Within 5WD of receipt of comments	Email	Secretariat	MC mailing list	n/a

5.5. REACHING A DECISION ON URGENT MODIFICATION PROPOSALS

#	Procedural Step	Timing	Method	From/By	To	Linkage
1	Circulate the agenda for the Emergency Meeting of the MC, along with the location of the Emergency Meeting	Before Meeting	Email	Secretariat	Members of MC	n/a
2	If Members of the MC do not meet, go to step 22. If the Members of the MC do meet, go to step 3.	At Meeting	n/a	n/a	n/a	n/a
3	If a Quorum is present at the meeting, go to step 4. If a Quorum is not present, go to step 22.	At Meeting	n/a	n/a	n/a	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
4	If the Modification Proposal has been deemed previously by the RAs to not be Spurious, go to step 15. Otherwise go to step 5.	At Meeting	n/a	n/a	n/a	n/a
5	Determine if the Modification Proposal is Spurious. If yes, go to step 5. If not go to step 15	At Meeting	n/a	Members	n/a	n/a
6	If the Regulatory Authorities veto the determination that the Modification Proposal is Spurious, go to step 15. Otherwise, go to step 7.	At Meeting	n/a	Regulatory Authorities	n/a	n/a
7	Disband the meeting and update the Modification Proposal Form status as “Spurious”	Within 2WD of Meeting	n/a	Secretariat	Modifications Website	n/a
8	Calculate the costs of the Emergency Meeting of the MC	Within 2WD of Meeting	n/a	Secretariat	n/a	n/a
11	If the raiser of the Spurious Modification Proposal is a Party to the Code, forward costs to Market Operator and go to step 12. Otherwise go to step 13	Within 2WD of Meeting	n/a	Secretariat	MO	n/a
12	Bill the raiser of the Spurious Modification Proposal.	As appropriate	n/a	MO	Raiser of the Modification Proposal	n/a
13	Update the Modification Proposal Form status as “Spurious”.	Within 2WD of Meeting	n/a	Secretariat	Modifications Website	n/a
14	Send out email notifying update to Modifications Website. End process.	Within 2WD of Meeting	Email	Secretariat	MC mailing list	n/a
15	Vote on whether to recommend or not to recommend the Modification Proposal	At Meeting	n/a	Members	n/a	n/a
16	Do the Regulatory Authorities determine that the Modification Proposal is implemented? If yes, go to step 22. If no, go to step 17.	Within 2WD of Meeting, or within 2WD of non-Meeting of the MC (step 2), or no Quorum (step 3)	n/a	Regulatory Authorities	n/a	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
17	Determine that the Modification Proposal is not to be implemented	Within 2WD of Meeting, or within 2WD of non-Meeting of the MC (step 2), or no Quorum (step 3)	n/a	Regulatory Authorities	n/a	n/a
18	Send decision to Secretariat of non-approval of the Modification Proposal	Within 2WD of receipt of information	Email, supported by fax/registered post	Regulatory Authorities	Secretariat	n/a
19	Update Market Documentation on the website, changing status of Modification Proposal to “Rejected”.	Within 2WD of receipt of Regulatory Authorities decision	n/a	Secretariat	Modifications Website	n/a
20	Send out email notifying update to Modifications Website	Within 2WD of receipt of Regulatory Authorities decision	Email	Secretariat	MC mailing list	n/a
21	Send approval decision to Secretariat, with effective date, potentially subject to implementation	Within 2WD of receipt of Modification Recommendation Report	Email, supported by fax/registered post	Regulatory Authorities	Secretariat	n/a
22	Update Market Documentation on the website, changing status of Modification Proposal to “Approved”, or “Approved subject to implementation”	Within 2WD of Regulatory Authorities decision	n/a	Secretariat	Modifications Website	n/a
23	Send out email notifying update to Modifications Website.	Within 2WD of Regulatory Authorities decision	Email	Secretariat	MC mailing list	n/a

#	Procedural Step	Timing	Method	From/By	To	Linkage
24	Is any market systems change required? If yes, go to step 27. If no, go to step Inform relevant organisations of any required criteria for implementation	Within 2WD of Regulatory Authorities decision	Email, supported by fax/registered post	Secretariat	MO, SO, MPO, RAs, Members of MC, etc.	n/a
25	Commence appropriate changes to central market systems. Go to AP11, returning to step 27.	Immediately	n/a	MO	n/a	AP11 5.2.1.6 to urgent release 5.2.6
26	Provide result of implementation to Secretariat	As appropriate	Email, supported by fax/registered post	MO, SO, MPO, RAs, Members of MC, etc.	Secretariat	n/a
27	Update agenda with “Update on Market Modification Implementation”	As appropriate	n/a	Secretariat	n/a	n/a
28	Approved Urgent Modification becomes effective	As appropriate	Email, supported by fax/registered post	Regulatory Authorities	Secretariat	n/a
29	Update Market Documentation on the website, changing status of Modification Proposal to “Approved”.	Within 2WD of receipt of Regulatory Authorities go/no-go	n/a	Secretariat	Modifications Website	n/a
30	Send out email notifying update to Modifications Website.	Within 2WD of receipt of Regulatory Authorities go/no-go	Email	Secretariat	MC mailing list	n/a
31	Raise a Discussion Request on the Urgent Modification Proposal	Before 10WD of next meeting	n/a	Secretariat	n/a	5.2

6. APPENDIX 1 – DEFINITIONS AND ABBREVIATIONS

6.1. DEFINITIONS

Agreed Procedure	As defined in the Code
Approved	Status of a Modification Proposal when it is accepted and implemented
Approved in Principle	Status of a Modification Proposal prior to final Approval from Regulatory Authorities
Approved Subject to Criteria	Status of a Modification Proposal prior to further information from relevant organisations
Approved Subject to Implementation	Status of a Modification Proposal when it is accepted but not yet implemented
Business Case Form	Form sent to Regulatory Authorities when procured consultancy is required as part of a Modification Proposal
Code	As defined in the Code
Code Objectives	As defined in the Code
Commission	As defined in the Code
Discussion Request	A Discussion Request is a formal method whereby a member of the public may initiate a discussion at a Meeting on an issue of market design, without raising a Modification Proposal
Discussion Request Form	Form sent to the Secretariat to get a Discussion Request added to the next Modifications Committee meeting
Discussion Request Originator	Person who submits the Discussion Request
Emergency	As defined in the Code
Emergency Meeting	Non-standard Meeting of the Modifications Committee called to discuss Urgents Modification Proposals
Final Modification Recommendation	As defined in the Code
Generator Unit	As defined in the Code
Grid Code	As defined in the Code
Impact Assessment	A piece of work carried out by any nominated person (although most likely to be the Market Operator) on any consequence of an Modification Proposal
Licence	As defined in the Code

Market Documentation	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.
Market Operator	As defined in the Code
Meeting	As defined in the Code
Member	Refers to a Member, voting or non-voting, of the Modifications Committee
Meter Data Provider	As defined in the Code
Metering Code	As defined in the Code
Modification	As defined in the Code
Modifications Committee	As defined in the Code
Modifications Committee Chairperson	Chairperson of the Modifications Committee who must be a voting Member and is elected by the voting Members for a term of 1 year. They chair meetings of the Modifications Committee and seek to ensure the efficient organisation and conduct of the functions of the Modifications Committee
Modifications Committee Vice-Chairperson	Vice-Chairperson of the Modifications Committee who must be a voting Member and is elected by the voting Members for a term of 1 year. Fulfils the role of the Chairperson if the Chairperson is unable to attend and in the event that the chairperson retires, resigns or is removed from the Modifications Committee, or otherwise becomes unavailable to act as chairperson, the vice-chairperson takes their place for the remainder of the term for which that person was appointed
Modifications Process	As defined in the Code
Modification Proposal	As defined in the Code
Modification Proposal Form	Form for submitting a Modification Proposal as shown in Appendix 2
Modification Proposal Originator	The individual who initially submits a Modification Proposal
Modification Recommendation Report	As defined in the Code
Modifications Committee	As defined in the Code
Modifications Website	As defined in the Code
NIAER	As defined in the Code

Not Approved	Status of a Modification Proposal when it is rejected
Participant	As defined in the Code
Party	As defined in the Code
Public Consultation	A consultation run via the Modifications Committee website and the Secretariat, seeking the public's views on a particular Modification Proposal
Quorum	The minimum number and type of Members that can make recommendations and decisions on behalf of the entire Modifications Committee.
Quorum Members	Any Member of the Modifications Committee when it forms a Quorum
Regulatory Authorities	As defined in the Code
Retired	Status for a Discussion Request when it has been discussed by the Modifications Committee
Scheduled Meeting	A meeting organised every two months, year in advance, by the Secretariat
Secretariat	As defined in the Code
Spurious	A Modification Proposal that does not further the Code Objectives
Standard Modification Proposal	A Standard Modification Proposal is a Modification Proposal that is non-Urgent. A Modification Proposal is a Standard Modification Proposal under this Agreed Procedure unless expressly identified as Urgent.
Supplier Unit	As defined in the Code
System Operators	As defined in the Code
Urgent	As defined in the Code
Urgent and Clarification Required	Status of an Urgent Modification Proposal prior to discussion at an Emergency Meeting of the Modifications Committee
Urgent Modification Proposal	Urgent implies that the Modification Proposal (and related processes) need to be completed in a short timeframe, e.g. less than 20 Working Days
Urgent Modification Proposal Form	Form for submitting a Urgent Modification Proposal
Voting Members	Elected members of the Modifications Committee who act on behalf of Parties to the Code whom they represent

Working Day	As defined in the Code
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6.2. ABBREVIATIONS

AOB	Any Other Business
AP	Agreed Procedure
DR	Discussion Request
DR Form	Discussion Request Form
DRO	Discussion Request Originator
IA	Impact Analysis
MC	Modifications Committee
MDPs	Meter Data Providers
MO	Market Operator
MPO	Modification Proposal Originator
MRR	Modification Recommendation Report
NIAER	Northern Ireland Authority for Energy Regulation
RA	Regulatory Authorities
SEM	Single Electricity Market
SO	System Operators
WD	Working Day

7. APPENDIX 2 –MODIFICATION PROPOSAL FORM

MODIFICATION PROPOSAL FORM		
MODIFICATION PROPOSAL - SUBMISSION FORM		
Modification Proposal submitted by	Date of Submitting Proposal:	Modification Proposal Number: <i>(to be assigned by Secretariat)</i>
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 by e-mail		

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.