SCHEDULE 24

Switching Data Management Schedule

Version: 1.0 **Effective Date: 18 July 2022**

Domestic Suppliers	Mandatory
Non-Domestic Suppliers	Mandatory
Gas Transporters	Mandatory
Distribution Network Operators	Mandatory
DCC	Mandatory
Metering Equipment Managers	Mandatory for CSS Users
Non-Party REC Service Users	Mandatory for CSS Users

Change History

Version Number	Implementation Date	Reason for Change
0.1	N/A	Version agreed for industry consultation 5 June 2018
0.2	N/A	Version agreed for industry consultation 15 October 2018
0.3	N/A	Version agreed for consultation. Incorporates CR-E37, CR-E38 and updated to take account of comments to the October 2018 consultation and wider programme review.
0.4	N/A	Updated draft for Summer 2020 publication

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0.5	N/A	Updated draft for November 2020 re-baselining
0.6	N/A	Updated draft for Spring 2021 Switching Consultation
1.0	18 July 2022	Switching SCR Modification R0041

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Contents Table

Paragraph	***Heading***	***Page***
1	Introduction	4
2	CSS related Market Messages	4
3	Governance of Data Items	5
4	Switching Operation Data	6

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1 Introduction

1.1 This REC Schedule describes the classification of Market Messages sent to and from the CSS and defines the different types of governance applicable to a Data Item, including the roles of Data Master, Meta Data Owner and Data Responsible User.

1.2 This REC Schedule also defines Switching Operation Data, including;

(a) which parties are responsible, under this Code, for the accuracy and provision of Switching Operation Data; and

(b) the processes operated between Market Participants to maintain Switching Operation Data.

2 CSS related Market Messages

2.1 The CSS Provider and each CSS User shall ensure that Market Messages, sent to and from the CSS, comply with the relevant requirements of the Data Specification, including in respect of its Market Message Means.

2.2 Each Market Message sent to or from the CSS Provider shall be subject to synchronous validation, with a synchronous response sent to the originator. The associated timescales for sending synchronous responses applicable to each Switching Data Service Provider are set out in the relevant Service Definitions. For Energy Suppliers responding to an Enquiry from the CSS Provider, the synchronous response shall be sent within the following timescales:

(a) at average hourly volume, mean response time of three seconds or less;

(b) at average hourly volume, 90th percentile response time of six seconds or less;

(c) at peak hourly volume, mean response time of five seconds or less; and

(d) at peak hourly volume, 90th percentile response time of eight seconds or less.

2.3 Where required, the CSS Provider or other Switching Data Service Providers may also be required to carry out asynchronous validation in relation to each Market Message received.

2.4 Where the synchronous validation set out in Paragraph 2.2 fails, or the associated response is not received, the Market Message shall be re-sent in accordance with the retry strategy. The retry strategy requires the sending System to retry sending the Market Message at intervals of 10 seconds, 20 seconds and 30 seconds from each attempt to send the Market Message. If these retry Market Messages also fail, then the Market Message shall be retried at intervals of one hour up to a maximum on 12 hours; after which delivery of the Market Message shall be abandoned and a Switching Incident raised in

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accordance with the Switching Service Management Schedule. Should a 'retry-after' header be received by the CSS, then it will respect the first three periods specified in the header, but then will revert to the back-off strategy until the remaining number of attempts (to a maximum of 15) have been completed.

2.5 Each Market Message, sent to and from the CSS, is categorised as either:

(a) **Notification** – a message sent from the CSS Provider to Market Participants, which requires a response that the message has been received; or

(b) **Enquiry** – a message sent from the CSS Provider to Market Participants, that informs the recipient of a change in Registration Status or a Registration Event, and provides the recipient with either an obligation or opportunity to respond in a structured form (within a fixed timescale);

(c) **Synchronisation Message** – a message, sent between the Switching Data Services, designed to keep information in one Switching Data Service in line with that information recorded in another Switching Data Service; or

(d) **Update** - a message sent to the CSS Provider which requires a response that the message has been received and a subsequent message confirming or rejecting the requested update.

3 Governance of Data Items

3.1 Data Items are described in the Data Specification.

3.2 Each Data Item is assigned at least one Data Master[1] and a single Meta Data Owner, as described in the Data Specification. Certain Data Items are also assigned one or more Data Responsible Users, as described in the Data Specification. These roles are further described as follows:

(a) **Data Master** - a Market Participant responsible for the stewardship of the data quality for the Data Item, leading on the cleansing of that Data Item and the Market Participant responsible for the creation and update of the Data Item value. The Data Master for a Data Item may be a Switching Data Service Provider, the Code Manager or the body responsible for the Data Item under this Code or another Energy Code. The quality of data will be assured by the REC Performance Assurance Board for all Data Items contained within Market Messages for which the Code Manager is defined as the Meta Data Owner.

(b) **Data Item Meta Data Owner** – the code body for an Energy Code (e.g. the BSC, this Code or the UNC) responsible for the control of the meta data associated with the Data Item. Changes to the meta data are administered in a controlled manner via the change management or modification process under the relevant Energy Code, in conjunction with the Code Manager's administration of the Data Specification as described in the Change Management Schedule.

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(c) **Data Responsible User** - a Market Participant responsible for notifying the Data Master, on an ongoing basis, if the Market Participant believes that the data quality for the Data Item can be improved, or that the fitness for purpose of a Data Item has been compromised in a way which is likely to result in a reduction of Switching reliability. Data Responsible Users are also required to support the Data Master in data cleansing activities. An example would be an Energy Supplier being the Data Responsible User for an MPL Address for which a Distribution Network Operator is the Data Master. A Data Responsible User's performance in this role will be assured by the REC Performance Assurance Board.

(d) **Authorised Provider** – a Market Participant, who is not the Data Master, who is responsible for the provision of data to another Market Participant. The Authorised Provider for a Data Item may be a Switching Data Service Provider, the Code Manager or the body responsible for the Data Item under this Code or another Energy Code.

3.3 Each Data Master shall ensure that the value of each Data Item for which it is the Data Master is (and remains) correct and up-to-date.

3.4 Each Data Responsible User for a Data Item shall ensure that the Data Master is informed of any errors or other issues with the value of that Data Item as soon as is reasonably practicable.

4 Switching Operation Data

4.1 Switching Operation Data comprises of data required to support the validation of CSS Market Messages as defined in Paragraph 4.5. This Paragraph 4 describes the requirements for the CSS Provider and other Market Participants to undertake business processes relating to Switching Operation Data and to correctly populate Market Messages sent to and from the CSS Provider.

4.2 The BSCCo and the CDSP are responsible under the BSC and UNC respectively for the collation and provision of electricity and gas Market Participant Data, including the associations between Market Participant Role and an Energy Company. This data is provided to the Code Manager,who is responsible for onward submission to the CSS.

4.3 Each Data Master or Authorised Provider shall provide the Switching Operation Data for which it is responsible, to the:

(a) CSS Provider and other Market Participants; and

(b) Code Manager, where the data is needed by the Code Manager to perform its functions under this Code,

in each case as further described in this Paragraph 4 and the Data Specification.

4.4 Switching Operation Data which relates to Market Participants is either (as identified in the Data Specification):

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(a) commercially confidential in nature and will only be shared with specific Market Participants; or

(b) capable of being shared with all Market Participants without any restrictions.

4.5 The Switching Operation Data is categorised as follows:

(a) **Electricity Market Role** – in the context of Switching, an Electricity Market Role shall be limited to those roles defined in the Data Specification, comprising of an Electricity Supplier; a Metering Equipment Manager; a Data Aggregator; a Data Collector; a Meter Asset Provider; or a Distribution Network Operator. The Code Manager shall be the Authorised Provider of this data to the CSS.

(b) **Gas Market Role** –In the context of Switching, a Gas Market Role shall be limited to those roles defined in the Data Specification, comprising of a Gas Supplier; a Shipper; a Metering Equipment Manager; a Meter Asset Provider, or a Gas Transporter. The Code Manager shall be Authorised Provider of this data to the CSS.

(c) **Electricity Market Participant Identifier -** means the identifier by which each electricity Market Participant is identified. For each electricity Market Participant Identifier, the BSCCo shall be the Data Master and the Code Manager the Authorised Provider of the data to the CSS.

(d) **Gas Market Participant Identifier -** means the identifier by which each gas Market Participant is identified. For each gas Market Participant Identifier, the CDSP shall be the Data Master and the Code Manager the Authorised Provider of the data to the CSS.

(e) **Market Participant Role** – means the unique combination of a Market Participant Identifier and a Market Role.

(f) **Energy Company –** is the legal entity registered with Companies House (or another authority if incorporated outside of the UK) which holds the licence, accreditation, or qualification required in order to perform a Market Role. The Code Manager shall be the Data Master for each Energy Company Data Item. Where an Energy Company is not a Party, the Code Manager shall create the relevant Energy Company based on Market Participant Role data provided by the BSCCo and CDSP. It is possible for a Market Participant Role to change association from one Energy Company to another, where permissible under the BSC or UNC, as applicable. For each Energy Company and electricity Market Participant Role association, the BSCCo shall be the Data Master; for each Energy Company and gas Market Participant Role association, the CDSP shall be the Data Master. The Code Manager shall be the Authorised Provider of Energy Company data to the CSS.

(g) **Energy Company One Fail All Fail (OFAF) Group** – Energy Companies may form an Energy Company OFAF Group as determined by the rules set out in Paragraph 4.6.The Code Manager is the Data Master for each Energy Company OFAF Group Data Item and the association of one or more Energy Companies to an Energy Company OFAF Group.

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(h) **Registration Service Request Permission –** identifies whether a Registration Service Request shall be accepted by the CSS Provider for a Market Participant Role. The Code Manager is the Data Master for this Data Item. The Code Manager shall apply the Registration Service Request Permission to accept if;

(i) the Energy Supplier associated with the Market Participant Role is Qualified as required by this Code; and

(ii) a Market Sanction has not been applied. A Market Sanction can be applied in accordance with an instruction from the Authority, this Code, the BSC or in accordance with the DCUSA.

(i) **Green Deal Qualified** – identifies an Energy Supplier Market Participant Role which is permitted to submit a Registration Service Request for an RMP which has an associated Green Deal Plan. The Code Manager is the Data Master for Green Deal Qualified Data Items.

(j) **Commercial Alliance –** identifies a commercial association which exists between two Market Participants. A Commercial Alliance is confidential in nature and only those Market Participants subject to the specific association and the CSS Provider shall be notified when an association is created or terminated. The only current such Commercial Alliance is the Shipper and Gas Supplier Commercial Alliance. Shippers declare under the UNC which Gas Supplier is permitted to register the Shipper in respect of an RMP. The CDSP shall be the Data Master for these Commercial Alliance Data Items.

(k) **Regulatory Alliance –** identifies whether the necessary regulatory arrangements exist between two Market Participants. A Regulatory Alliance is confidential in nature and only the CSS Provider, those Market Participants subject to the specific association, and (for Gas Transporter and Shipper Regulatory Alliances) any Gas Supplier who has a Commercial Alliance with the Shipper, shall be notified when associations are created or terminated. Such Regulatory Alliances comprise:

(i) Gas Transporter and Shipper Regulatory Alliance: which Shipper is permitted to be included within a Pending Registration for an RMP on the network of the Gas Transporter. The CDSP shall be the Data Master for Gas Transporter and Shipper Regulatory Alliance Data Items.

(ii) Distribution Network Operator and Electricity Supplier Regulatory Alliance: which Electricity Supplier is permitted to make a Registration for an RMP on the network of the Distribution Network Operator. Each Distribution Network Operator, within its Electricity Retail Data Service, shall be the Data Master for Distribution Network Operator and Electricity Supplier Regulatory Alliance Data Items.

(l) **Switching Reference Data –** identifies the Data Item Enumerations, as set out in the Data Specification, which are applicable to Data Items within Market Messages. The Code Manager shall be the Data Master for all Switching Reference Data.

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(m) **Switching Parameter Data –** identifies key parameters which are utilised within business rule validation; including, but not limited to, objection window durations, standstill period durations and minimum switch period. The Switching Parameter Data is set out in the Data Specification. The Code Manager shall be the Data Master for Switching Parameter Data.

4.6 The following rules will be applied when the Code Manager creates an Energy Company OFAF Group following a request from an Energy Company;

(a) the request to create an Energy Company OFAF Group must be made to the Code Manager from an Energy Company Corporate Group; and

(b) each Energy Company within a proposed Energy Company OFAF Group must be part of the same Energy Company Corporate Group for which the request is made.

4.7 The detailed process and timings for the management of the Switching Operation Data covered by this Paragraph 4 are further described in the following interface tables:

4.8 Market Participant Role and Energy Company Data

Ref	When	Action	From	To	Interface	Means
Notification of a new Market Participant Role for a CSS User						
4.8.1	Within 1WD following the assignment of a Market Participant Role for an Energy Supplier, Network Operator, MEM Shipper, MAP, Data Collector or Data Aggregator under the BSC and/or UNC .	Notify new Market Participant Role created.	• CDSP; or • BSCCo	• Code Manager	Gas Market Participant File Electricity Market Participant File	Email or other agreed means
Creation of a new Energy Company						
4.8.2	Following 4.8.1 or, in the case of an Energy Supplier, Network Operator or MEM, following accession to this Code.	Create new Energy Company record from REC accession documentation, Gas Market Participant File or Electricity Market Participant File, as appropriate.	• Code Manager		Internal Process	N/A
4.8.3	Following 4.8.2 and within 1WD.	Notify new Energy Company created.	• Code Manager	• CSS Provider	Energy Company	CSS API
4.8.4	Following 4.8.3 where the message passes synchronous validation.	Create new Energy Company record.	• CSS Provider		Internal Process	N/A
4.8.5	Following 4.8.4.	Notify new Energy Company created.	• Code Manager	• CDSP • BSCCo	Not defined	Not defined

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Association of a new Market Participant Role to an Energy Company						
4.8.6	On receipt of data described in 4.8.1.	Associate new Market Participant Role to an existing Energy Company.	• Code Manager		Internal Process	N/A
4.8.7	Following 4.8.1 and within 1WD.	Associate new Market Participant Role to an existing Energy Company and notify new Market Participant Role created. A new Market Participant Role must be associated to an Energy Company and can only be notified to the CSS Provider if that Energy Company has already been notified to the CSS Provider.	• Code Manager	• CSS Provider	Market Participant Role	CSS API
4.8.8	Following 4.8.7 where the message passes synchronous validation.	Associate new Market Participant Role to an existing Energy Company.	• CSS Provider		Internal Process	N/A
4.8.9	Following 4.8.8.	Notify new Market Participant Role created.	• Code Manager	• CDSP BSCCo	Not defined	Not defined
Where an existing Market Participant Role changes Energy Company excluding Supplier of Last Resort						
4.8.10	Within 1WD of an update to the association between an existing Market Participant Role and Energy Company being agreed in accordance with the BSC / UNC.	Notify changed Market Participant Role and Energy Company association.	• CDSP; or • BSCCo	• Code Manager	Gas Market Participant File Electricity Market Participant File	Email or other agreed means
4.8.11	On receipt of data described in 4.8.10.	Amend Market Participant Role association to a different Energy Company.	• Code Manager		Internal Process	
4.8.12	At the time the change is required to take effect.	Notify changed Market Participant Role and Energy Company association.	• Code Manager	• CSS Provider	Market Participant Role	CSS API
4.8.13	Following 4.8.12 where the message passes synchronous validation.	Amend Market Participant Role association to a different Energy Company.	• CSS Provider		Internal Process	
4.8.14	Following 4.8.13.	Notify change to Market Participant Role and Energy Company association has been made.	• Code Manager	• CDSP BSCCo	Not defined	Not defined

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Where a new Energy Supplier becomes Qualified or exits the market						
4.8.15	When an Energy Supplier becomes Qualified under this Code[2] .	For associated Market Participant Role(s), set Registration Permission From Date.	• Code Manager		Internal Process	
4.8.16	When an Energy Supplier exits the market under this Code.	For associated Market Participant Role(s), set Registration Permission To Date.	• Code Manager		Internal Process	
4.8.17	Following 4.8.15 or 4.8.16 and within 1WD.	Notify changed Market Participant Role data.	• Code Manager	• CSS Provider	Market Participant Role	CSS API
4.8.18	Following 4.8.17 where the message passes synchronous validation.	Update Market Participant Role data.	• CSS Provider		Internal Process	
Where an Electricity Supplier becomes a GDCC User or is no longer a GDCC User[3]						
4.8.19	When a Market Participant Role becomes a Green Deal User.	Set Green Deal From Date	• Code Manager		Internal Process	
4.8.20	When a Market Participant Role is no longer a Green Deal User.	Set Green Deal To Date	• Code Manager		Internal Process	
4.8.21	Following 4.8.19 or 4.8.20 and within 1WD.	Notify changed Market Participant Role data.	• Code Manager	• CSS Provider	Market Participant Role	CSS API
4.8.22	Following 4.8.21 where the message passes synchronous validation.	Update Market Participant Role data.	• CSS Provider		Internal Process	
Where a Market Participant Role is ended						
4.8.23	Within 1WD of an update to the Market Participant Role end date being agreed in accordance with the BSC or UNC.	Notify that Market Participant Role is ending.	• CDSP; or • BSCCo	• Code Manager	Gas Market Participant File Electricity Market Participant File	Email or other agreed means

[2] The Energy Supplier must have undertaken all requirements as set out in the Qualification and Maintenance Schedule.

[3] As set out in the Green Deal Arrangements Schedule

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4.8.24	On receipt of data described in 4.8.23.	Update Market Participant Role data.	• Code Manager		Internal Process	
4.8.25	Following the effective to date specified in the Gas Market Participant File or Electricity Market Participant File. .	Notify that Market Participant Role has ended.	• Code Manager	• CSS	Terminate Market Participant Role	CSS API
4.8.26	Following 4.8.22 where the message passes synchronous validation.	Update Market Participant Role data.	• CSS Provider		Internal Process	
4.8.27	Following 4.8.26.	Notify Market Participant Role ended.	• Code Manager	• CDSP BSCCo	Not defined	Not defined
Where an Energy Company is ended						
4.8.28	Only following the ending of all associated Market Participant Roles	Notify that the Energy Company is ended.	• Code Manager	• CSS Provider	Terminate Energy Company	CSS API
4.8.29	Following 4.8.28.	Update Energy Company data.	• CSS Provider		Internal Process	
Where the Code Manager is notified by an Energy Company Corporate Group that they wish to create a new, or amend an existing Energy Company OFAF Group						
4.8.30	An Energy Company Corporate Group wishes to create a new or amend an existing Energy Company OFAF Group.	Issue request to update data.	• Energy Company	• Code Manager	Code Manager Service Request	REC Portal
4.8.31	Following 4.8.30 and within 3WDs.	Issue updated Energy Company OFAF Group data.	• Code Manager	• CSS Provider	OFAF Group Service Request	CSS API
4.8.32	Following 4.8.31 where the message passes synchronous validation.	Configure service to support new Energy Company OFAF Group Structure.	• CSS Provider		Internal Process	
4.8.33	Following 4.8.32.	Notify OFAF Group data updated	• Code Manager	• Energy Company	Code Manager Service Request	REC Portal

4.9 Creation or End of a Shipper and Gas Supplier Commercial Alliance

Ref	When	Action	From	To	Information Required[1]	Market Message Means
Where a Commercial Alliance between a Shipper and Gas Supplier is created						
4.9.1	Following notification from a Shipper of a requirement to create a Commercial Alliance in accordance with the UNC.	Notify a new Commercial Alliance.	• Gas Retail Data Agent	• CSS Provider	Market Participant Role Alliance	CSS API

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4.9.2	Following 4.9.1. where the message has passed synchronous validation.	Update Commercial Alliance data.	• CSS Provider		Internal Process	
Where a Commercial Alliance between a Shipper and Gas Supplier is ended						
4.9.3	Following notification from a Shipper of a requirement to end a Commercial Alliance in accordance with the UNC.	Notify ended Commercial Alliance.	• Gas Retail Data Agent	• CSS Provider	Market Participant Role Alliance	CSS API
4.9.4	Following 4.9.3 where the message has passed synchronous validation.	Update Commercial Alliance data.	• CSS Provider		Internal Process	

4.10 Creation or end of a Regulatory Alliance

Ref	When	Action	From	To	[Information Required[1]]	Market Message Means
Where a Regulatory Alliance between a Shipper and Gas Transporter is created						
4.10.1	Following notification that a new Gas Transporter Regulatory Alliance with a Shipper has been created in accordance with the UNC.	Notify new Regulatory Alliance.	• Gas Retail Data Agent	• CSS Provider	Market Participant Role Alliance	CSS API
4.10.2	Following 4.10.1. where the message has passed synchronous validation.	Update Regulatory Alliance data.	• CSS Provider		Internal Process	
Where a Regulatory Alliance between a Shipper and Gas Transporter is ended						
4.10.3	Following notification that a Gas Transporter Regulatory Alliance with a Shipper has been ended in accordance with the UNC.	Notify Regulatory Alliance has ended.	• Gas Retail Data Agent	• CSS Provider	Market Participant Role Alliance	CSS API
4.10.4	Following 4.10.3 where the message has passed synchronous validation.	Update Regulatory Alliance data.	• CSS Provider		Internal Process	
Where a Regulatory Alliance between an Electricity Supplier and Distribution Network Operator is created						
4.10.5	Following notification from Distribution Network Operator of a new Regulatory Alliance with an Energy Supplier.	Notify new Regulatory Alliance.	• Electricity Retail Data Agent	• CSS Provider	Market Participant Role Alliance	CSS API
4.10.6	Following 4.10.5. where the message has passed synchronous validation.	Update Regulatory Alliance data.	• CSS Provider		Internal Process	
Where a Regulatory Alliance between an Electricity Supplier and Distribution Network Operator is ended						

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4.10.7	Following notification from Distribution Network Operator of an end to a Regulatory Alliance with an Energy Supplier.	Notify changed Regulatory Alliance.	• Distribution Network Operator	• CSS Provider	Market Participant Role Alliance	CSS API
4.10.8	Following 4.10.14 where the message has passed synchronous validation.	Update Regulatory Alliance data.	• CSS Provider		Internal Process	

4.11 Update to Market Sanction Status

Ref	When	Action	From	To	[Information Required[1]]	Market Message Means
Where a Market Sanction is applied or removed from an Energy Supplier under this Code						
4.11.1	As soon as reasonably practicable following instruction from the REC Performance Assurance Board.	Update Registration Permission From Date or Registration Permission To Date.	• Code Manager		Internal Process	
4.11.2	Following 4.11.1.	Notify new or removed Market Sanction.	• Code Manager	• CSS Provider	Market Participant Role	CSS API
4.11.3	In conjunction with 4.11.2.	Notify new or removed Market Sanction.	• Code Manager	• Energy Supplier	Sanction Notice	Not defined
4.11.4	Following 4.11.1 where the message passes synchronous validation.	Update Market Sanction data.	• CSS Provider		Internal Process	
Where a Market Sanction is applied or removed from an Electricity Supplier under the BSC or DCUSA						
4.11.5	As soon as reasonably practicable following a change to an Electricity Supplier's Market Sanction status[4].	Notify new or removed Market Sanction.	• BSCCo or DCUSA Secretariat	• Code Manager	Not defined	Secure means agreed bilaterally
4.11.6	Following 4.11.5.	Update Registration Permission From Date or Registration Permission To Date.	• Code Manager		Internal Process	

[4] The activities conducted prior to this step are defined within the BSC or DCUSA. The Code Manager will receive instruction and apply the required changes without the involvement of the REC PAB.

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4.11.7	Following 4.11.6 and within 1WD.	Send updated Registration Permission To Date or Registration Permission From Date.	• Code Manager	• CSS Provider	Market Participant Role	CSS API
4.11.8	Following 4.11.7 where the message passes synchronous validation.	Update Registration Permission data.	• CSS Provider		Internal Process	
4.11.9	By the next Working Day following 4.11.8.	Send confirmation that CSS updated with updated Registration Permission.	• Code Manager	• BSCCo or DCUSA Secretariat	Not defined	Secure means agreed bilaterally

4.12 Update of Switching Parameter Data and Switching Reference Data

4.13 Switching Parameter Data and / or Switching Reference Data may only be amended via a Change Proposal agreed in accordance with the Change Management Schedule.

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