**ERCOT Nodal Protocols**

**Section 21: Revision Request Process**

**April 1, 2023**

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# Revision Request Process

21.1 Introduction

(1) A request to make additions, edits, deletions, revisions, or clarifications to these Protocols, including any attachments and exhibits to these Protocols, is called a Nodal Protocol Revision Request (NPRR). Except as specifically provided otherwise in the following sentence or in other sections of these Protocols, Sections 21.2, Submission of a Nodal Protocol Revision Request or System Change Request, through 21.8, Review of Guide Changes, apply to all NPRRs. ERCOT Members, Market Participants, Public Utility Commission of Texas (PUCT) Staff, the Reliability Monitor, the Independent Market Monitor (IMM), the North American Electric Reliability Corporation (NERC) Regional Entity, ERCOT, and any other Entities are required to utilize the process described herein prior to requesting, through the PUCT or other Governmental Authority, that ERCOT make a change to these Protocols, except for good cause shown to the PUCT or other Governmental Authority.

(2) A request that ERCOT change its computer systems that does not require a revision to the Protocols is called a System Change Request (SCR). Except as specifically provided in other sections of these Protocols, Sections 21.2 through 21.7, Review of Project Prioritization and Annual Budget Process, apply to all SCRs.

(3) The “next regularly scheduled meeting” of the Protocol Revision Subcommittee (PRS), the Technical Advisory Committee (TAC), an Assigned TAC Subcommittee (as defined below), or the ERCOT Board shall mean the next regularly scheduled meeting for which required notice can be timely given regarding the item(s) to be addressed, as specified in the appropriate ERCOT Board or committee procedures.

(4) ERCOT may make non-substantive corrections at any time during the processing of a particular NPRR. Under certain circumstances, however, the Nodal Protocols can also be revised by ERCOT rather than using the NPRR process outlined in Section 21.4, Nodal Protocol Revision and System Change Procedure.

(a) This type of revision is referred to as an “Administrative NPRR” or “Administrative Changes” and shall consist of non-substantive corrections, such as typos (excluding grammatical changes), internal references (including table of contents), improper use of acronyms, and references to ERCOT Protocols, PUCT Substantive Rules, the Public Utility Regulatory Act (PURA), NERC regulations, Federal Energy Regulatory Commission (FERC) rules, etc. Additionally, updates to Section 23, Forms, may also be processed as Administrative NPRRs.

(b) ERCOT shall post such Administrative NPRRs to the ERCOT website and distribute the NPRR to PRS at least ten Business Days before implementation. If no Entity submits comments to the Administrative NPRR in accordance with paragraph (1) of Section 21.4.4, Protocol Revision Subcommittee Review and Action, ERCOT shall implement it according to paragraph (4) of Section 21.6, Nodal Protocol Revision Implementation. If any ERCOT Member, Market Participant, PUCT Staff, Reliability Monitor Staff, NERC Regional Entity Staff, the IMM, or ERCOT submits comments to the Administrative NPRR, then it shall be processed in accordance with the NPRR process outlined in Section 21.4.

21.2 Submission of a Nodal Protocol Revision Request or System Change Request

(1) The following Entities may submit a Nodal Protocol Revision Request (NPRR) or System Change Request (SCR) (“Revision Request”):

(a) Any Market Participant;

(b) Any ERCOT Member;

(c) Public Utility Commission of Texas (PUCT) Staff;

(d) The Reliability Monitor;

(e) The North American Electric Reliability Corporation (NERC) Regional Entity;

(f) The Independent Market Monitor (IMM);

(g) ERCOT; and

(h) Any other Entity that meets the following qualifications:

(i) Resides (or represents residents) in Texas or operates in the Texas electricity market; and

(ii) Demonstrates that Entity (or those it represents) is affected by the Customer Registration or Renewable Energy Credit (REC) Trading Program sections of these Protocols.

21.3 Protocol Revision Subcommittee

(1) The Protocol Revision Subcommittee (PRS) shall review and recommend action on formally submitted Nodal Protocol Revision Requests (NPRRs) and System Change Requests (SCRs) (“Revision Requests”) provided that:

(a) PRS meetings are open to ERCOT, ERCOT Members, Market Participants, the Reliability Monitor, the North American Electric Reliability Corporation (NERC) Regional Entity, the Independent Market Monitor (IMM), and the Public Utility Commission of Texas (PUCT) Staff;

(b) Each Market Segment is allowed to participate; and

(c) Each Market Segment has equal voting power.

(2) Where additional expertise is needed, the PRS may refer a Revision Request to working groups or task forces that it creates or to existing Technical Advisory Committee (TAC) subcommittees, working groups or task forces for review and comment on the Revision Request. Suggested modifications—or alternative modifications if a consensus recommendation is not achieved by a non-voting working group or task force—to the Revision Request should be submitted by the chair or the chair’s designee on behalf of the subcommittee, working group or task force as comments on the Revision Request for consideration by PRS. However, the PRS shall retain ultimate responsibility for the processing of all Revision Requests.

(3) ERCOT shall consult with the PRS chair to coordinate and establish the meeting schedule for the PRS. The PRS shall ensure that reasonable advance notice of each meeting, including the meeting agenda, is posted on the ERCOT website.

21.4 Nodal Protocol Revision and System Change Procedure

21.4.1 Review and Posting of Nodal Protocol Revision Requests

(1) Nodal Protocol Revision Requests (NPRRs) shall be submitted electronically to ERCOT by completing the designated form provided on the ERCOT website. Excluding ERCOT-sponsored NPRRs, ERCOT shall provide an electronic return receipt response to the submitter upon receipt of the NPRR.

(2) The NPRR shall include the following information:

(a) Description of requested revision and reason for suggested change;

(b) Impacts and benefits of the suggested change on ERCOT market structure, ERCOT operations, and Market Participants, to the extent that the submitter may know this information;

(c) List of affected Nodal Protocol Sections and subsections;

(d) General administrative information (organization, contact name, etc.); and

(e) Suggested language for requested revision.

(3) ERCOT shall evaluate the NPRR for completeness and shall notify the submitter, within five Business Days of receipt, if the NPRR is incomplete, including the reasons for such status. ERCOT may provide information to the submitter that will correct the NPRR and render it complete. An incomplete NPRR shall not receive further consideration until it is completed. In order to pursue the NPRR, a submitter must submit a completed version of the NPRR.

(4) If a submitted NPRR is complete or upon completion of an NPRR, ERCOT shall post the NPRR on the ERCOT website and distribute to the Protocol Revision Subcommittee (PRS) within three Business Days.

(5) For any ERCOT-sponsored NPRR, ERCOT shall also post an initial Impact Analysis on the ERCOT website, and distribute it to PRS. The initial Impact Analysis will provide PRS with guidance as to potential ERCOT computer systems, operations, or business functions that could be affected by the submitted NPRR.

21.4.2 Review and Posting of System Change Requests

(1) System Change Requests (SCRs) shall be submitted electronically to ERCOT by completing the designated form provided on the ERCOT website. Excluding ERCOT-sponsored SCRs, ERCOT shall provide an electronic return receipt response to the submitter upon receipt of the SCR.

(2) The SCR shall include the following information:

(a) Description of desired additional system functionality or the additional information desired and reason for suggested change;

(b) Impacts and benefits of the suggested change to ERCOT market structure, ERCOT operations and Market Participants, to the extent that submitter may know this information;

(c) General administrative information (organization, contact name, etc.); and

(d) Summary of requested changes to ERCOT systems.

(3) ERCOT shall evaluate the SCR to determine whether the request should be submitted as an NPRR. If ERCOT determines that the SCR should be submitted as an NPRR, ERCOT will notify the submitter within five Business Days of receipt, and the submitter shall withdraw its SCR and may submit an NPRR in its place. If ERCOT deems it necessary for further review beyond the five Business Days, ERCOT shall notify the submitter.

(4) ERCOT shall evaluate the SCR for completeness and shall notify the submitter, within five Business Days, if the SCR is incomplete, including the reasons for such status. ERCOT may provide information to the submitter that will correct the SCR and render it complete. An incomplete SCR shall not receive further consideration until it is completed. In order to pursue the SCR requested, the submitting Entity must submit a completed version of the SCR.

(5) If a submitted SCR is complete or upon completion of an SCR, ERCOT shall post the SCR on the ERCOT website and distribute to the PRS within three Business Days.

(6) For any ERCOT-sponsored SCR, ERCOT shall also post an initial Impact Analysis on the ERCOT website, and distribute it to PRS. The initial Impact Analysis will provide PRS with guidance as to potential ERCOT computer systems, operations, or business functions that could be affected by the submitted SCR.

21.4.3 Withdrawal of a Nodal Protocol Revision Request or System Change Request

(1) A submitter may withdraw or request to withdraw an NPRR or SCR (“Revision Request”) by submitting a completed Request for Withdrawal form provided on the ERCOT website. ERCOT shall post the submitter’s Request for Withdrawal on the ERCOT website within three Business Days of submittal.

(2) The submitter of a Revision Request may withdraw the Revision Request at any time before PRS recommends approval of the Revision Request. If PRS has recommended approval of the Revision Request, the request for withdrawal must be approved by the Technical Advisory Committee (TAC) if the Revision Request has not yet been recommended for approval by TAC. If TAC has recommended approval of the Revision Request, the request for withdrawal must be approved by the ERCOT Board if the Revision Request has not yet been approved by the ERCOT Board. Once approved by the ERCOT Board, a Revision Request cannot be withdrawn.

21.4.4 Protocol Revision Subcommittee Review and Action

(1) Any ERCOT Member, Market Participant, the Public Utility Commission of Texas (PUCT) Staff, the Reliability Monitor, the North American Electric Reliability Corporation (NERC) Regional Entity, the Independent Market Monitor (IMM), or ERCOT may comment on a Revision Request.

(2) To receive consideration, comments must be delivered electronically to ERCOT in the designated format provided on the ERCOT website within 14 days from the posting date of the Revision Request. Comments submitted after the 14 day comment period may be considered at the discretion of PRS after these comments have been posted. Comments submitted in accordance with the instructions on the ERCOT website—regardless of date of submission—shall be posted to the ERCOT website and distributed to the PRS within three Business Days of submittal.

(3) The PRS shall consider the Revision Request at its next regularly scheduled meeting after the end of the 14 day comment period. At such meeting, the PRS may take action on the Revision Request. The quorum and voting requirements for PRS action are set forth in the Technical Advisory Committee Procedures. In considering action on a Revision Request, PRS may:

(a) Recommend approval of the Revision Request as submitted or as modified;

(b) Reject the Revision Request;

(c) Defer decision on the Revision Request; or

(d) Refer the Revision Request to another TAC subcommittee, working group, or task force as provided in Section 21.3, Protocol Revision Subcommittee.

(4) If a motion is made to recommend approval of a Revision Request and that motion fails, the Revision Request shall be deemed rejected by PRS unless at the same meeting PRS later votes to recommend approval of, defer, or refer the Revision Request. The rejected Revision Request shall be subject to appeal pursuant to Section 21.4.11.1, Appeal of Protocol Revision Subcommittee Action.

(5) Within three Business Days after PRS takes action, ERCOT shall post a PRS Report reflecting the PRS action on the ERCOT website. The PRS Report shall contain the following items:

(a) Identification of submitter of the Revision Request;

(b) Protocol language or summary of requested changes to ERCOT systems, recommended by the PRS, if applicable;

(c) Identification of authorship of comments;

(d) Proposed effective date(s) of the Revision Request;

(e) Priority and rank for any Revision Requests requiring an ERCOT project for implementation; and

(f) PRS action.

(6) The PRS chair shall notify TAC of Revision Requests rejected by PRS.

21.4.5 Comments to the Protocol Revision Subcommittee Report

(1) Any ERCOT Member, Market Participant, PUCT Staff, the Reliability Monitor, the NERC Regional Entity, the IMM, or ERCOT may comment on the PRS Report. Comments submitted in accordance with the instructions on the ERCOT website—regardless of date of submission—shall be posted on the ERCOT website and distributed to the committee(s) (i.e., PRS and/or TAC) considering the Revision Request within three Business Days of submittal.

(2) The comments on the PRS Report will be considered at the next regularly scheduled PRS or TAC meeting where the Revision Request is being considered.

21.4.6 Revision Request Impact Analysis

(1) If PRS recommends approval of a Revision Request, ERCOT shall prepare an Impact Analysis based on the proposed language or proposed system changes in the PRS Report. If ERCOT has already prepared an Impact Analysis, ERCOT shall update the existing Impact Analysis, if necessary, to accommodate the language or system changes recommended for approval in the PRS Report.

(2) The Impact Analysis shall assess the impact of the proposed Revision Request on ERCOT staffing, computer systems, operations, or business functions and shall contain the following information:

(a) An estimate of any cost and budgetary impacts to ERCOT for both implementation and on-going operations;

(b) The estimated amount of time required to implement the Revision Request;

(c) The identification of alternatives to the Revision Request that may result in more efficient implementation; and

(d) The identification of any manual workarounds that may be used as an interim solution and estimated costs of the workaround.

(3) Unless a longer review period is warranted due to the complexity of the proposed PRS Report, ERCOT shall post an Impact Analysis on the ERCOT website, for a Revision Request for which PRS has recommended approval of, prior to the next regularly scheduled PRS meeting, and distribute to PRS. If a longer review period is required by ERCOT to complete an Impact Analysis, ERCOT shall submit comments with a schedule for completion of the Impact Analysis.

21.4.7 Protocol Revision Subcommittee Review of Impact Analysis

(1) After ERCOT posts the results of the Impact Analysis, PRS shall review the Impact Analysis at its next regularly scheduled meeting. PRS may revise its PRS Report after considering the information included in the Impact Analysis or additional comments received on the PRS Report.

(2) Within three Business Days of PRS consideration of the Impact Analysis and PRS Report, ERCOT shall post the PRS Report on the ERCOT website. If PRS revises the PRS Report, ERCOT shall update the Impact Analysis, if necessary, post the updated Impact Analysis on the ERCOT website, and distribute it to the committee(s) (i.e., PRS and/or TAC) considering the Impact Analysis. If a longer review period is required for ERCOT to update the Impact Analysis, ERCOT shall submit comments with a schedule for completion of the Impact Analysis.

(3) If the Revision Request requires an ERCOT project for implementation, at the same meeting, PRS shall assign a recommended priority and rank for the associated project.

21.4.8 Technical Advisory Committee Vote

(1) TAC shall consider any Revision Requests that PRS has submitted to TAC for consideration for which both a PRS Report and an Impact Analysis (as updated if modified by PRS under Section 21.4.7, Protocol Revision Subcommittee Review of Impact Analysis) have been posted on the ERCOT website. The following information must be included for each Revision Request considered by TAC:

(a) The PRS Report and Impact Analysis;

(b) The recommended PRS priority and rank, if an ERCOT project is required; and

(c) Any comments timely received in response to the PRS Report.

(2) The quorum and voting requirements for TAC action are set forth in the Technical Advisory Committee Procedures. In considering action on a PRS Report, TAC shall:

(a) Recommend approval of the Revision Request as recommended in the PRS Report or as modified by TAC, including modification of the recommended priority and rank if the Revision Request requires a project;

(b) Reject the Revision Request;

(c) Defer decision on the Revision Request;

(d) Remand the Revision Request to PRS with instructions; or

(e) Refer the Revision Request to another TAC subcommittee or a TAC working group or task force with instructions.

(3) If a motion is made to recommend approval of a Revision Request and that motion fails, the Revision Request shall be deemed rejected by TAC unless at the same meeting TAC later votes to recommend approval of, defer, remand, or refer the Revision Request. If a motion to recommend approval of a Revision Request fails via email vote according to the Technical Advisory Committee Procedures, the Revision Request shall be deemed rejected by TAC unless at the next regularly scheduled TAC meeting or in a subsequent email vote prior to such meeting, TAC votes to recommend approval of, defer, remand, or refer the Revision Request. The rejected Revision Request shall be subject to appeal pursuant to Section 21.4.11.2, Appeal of Technical Advisory Committee Action.

(4) Within three Business Days after TAC takes action on the Revision Request, ERCOT shall post a TAC Report reflecting the TAC action on the ERCOT website. The TAC Report shall contain the following items:

(a) Identification of the submitter of the Revision Request;

(b) Modified Revision Request language proposed by TAC, if applicable;

(c) Identification of the authorship of comments;

(d) Proposed effective date(s) of the Revision Request;

(e) Priority and rank for any Revision Requests requiring an ERCOT project for implementation;

(f) PRS action;

(g) TAC action; and

(h) ERCOT’s position on the Revision Request.

(5) If TAC recommends approval of a Revision Request, ERCOT shall forward the TAC Report to the ERCOT Board for consideration pursuant to Section 21.4.10, ERCOT Board Vote.

21.4.9 ERCOT Impact Analysis Based on Technical Advisory Committee Report

(1) ERCOT shall review the TAC Report and, if necessary, update the Impact Analysis as soon as practicable. ERCOT shall distribute the updated Impact Analysis, if applicable, to TAC and post it on the ERCOT website. If a longer review period is required for ERCOT to update the Impact Analysis, ERCOT shall submit comments with a schedule for completion of the Impact Analysis.

21.4.10 ERCOT Board Vote

(1) Upon issuance of a TAC Report and Impact Analysis to the ERCOT Board, the ERCOT Board shall review the TAC Report and the Impact Analysis at the next regularly scheduled meeting. For Urgent Revision Requests, the ERCOT Board shall review the TAC Report and Impact Analysis at the next regularly scheduled meeting, unless a special meeting is required due to the urgency of the Revision Request.

(2) The quorum and voting requirements for ERCOT Board action are set forth in the ERCOT Bylaws. In considering action on a TAC Report, the ERCOT Board shall:

(a) Approve the Revision Request as recommended in the TAC Report or as modified by the ERCOT Board;

(b) Reject the Revision Request;

(c) Defer decision on the Revision Request; or

(d) Remand the Revision Request to TAC with instructions.

(3) If a motion is made to approve a Revision Request and that motion fails, the Revision Request shall be deemed rejected by the ERCOT Board unless at the same meeting the ERCOT Board later votes to approve, defer, or remand the Revision Request. The rejected Revision Request shall be subject to appeal pursuant to Section 21.4.11.3, Appeal of ERCOT Board Action.

(4) Within three Business Days after the ERCOT Board takes action on a Revision Request, ERCOT shall post a Board Report reflecting the ERCOT Board action on the ERCOT website.

21.4.11 Appeal of Action

(1) The following processes are to be used to appeal an action related to a Revision Request.

21.4.11.1 Appeal of Protocol Revision Subcommittee Action

(1) Any ERCOT Member, Market Participant, PUCT Staff, the Reliability Monitor, the IMM, the NERC Regional Entity, or ERCOT may appeal a PRS action to reject, defer or refer a Revision Request, directly to the TAC. Such appeal to the TAC must be submitted electronically to ERCOT by completing the designated form provided on the ERCOT website within seven days after the date of the relevant PRS appealable event. ERCOT shall reject appeals made after that time. ERCOT shall post appeals on the ERCOT website within three Business Days of receiving the appeal. Appeals shall be heard at the next regularly scheduled TAC meeting that is at least seven days after the date of the requested appeal. An appeal of a Revision Request to TAC suspends consideration of the Revision Request until the appeal has been decided by TAC.

21.4.11.2 Appeal of Technical Advisory Committee Action

(1) Any ERCOT Member, Market Participant, PUCT Staff, the Reliability Monitor, the IMM, the NERC Regional Entity, or ERCOT may appeal a TAC action to reject, defer, remand or refer a Revision Request directly to the ERCOT Board. Appeals to the ERCOT Board shall be processed in accordance with the ERCOT Board Policies and Procedures. An appeal of a Revision Request to the ERCOT Board suspends consideration of the Revision Request until the appeal has been decided by the ERCOT Board.

21.4.11.3 Appeal of ERCOT Board Action

(1) Any ERCOT Member, Market Participant, PUCT Staff, the Reliability Monitor, the IMM, or the NERC Regional Entity may appeal any decision of the ERCOT Board regarding a Revision Request to the PUCT or other Governmental Authority. Such appeal to the PUCT or other Governmental Authority must be made within any deadline prescribed by the PUCT or other Governmental Authority, but in any event no later than 35 days of the date of the relevant ERCOT Board appealable event. Notice of any appeal to the PUCT or other Governmental Authority must be provided, at the time of the appeal, to ERCOT’s General Counsel. If the PUCT or other Governmental Authority rules on the Revision Request, ERCOT shall post the ruling on the ERCOT website.

21.5 Urgent and Board Priority Nodal Protocol Revision Requests and System Change Requests

(1) The party submitting a Nodal Protocol Revision Request (NPRR) or System Change Request (SCR) (“Revision Request”) may request that the Revision Request be considered on an urgent timeline (“Urgent”) only when the submitter can reasonably show that an existing Protocol or condition is impairing or could imminently impair ERCOT System reliability or wholesale or retail market operations, or is causing or could imminently cause a discrepancy between a settlement formula and a provision of these Protocols.

(2) The Protocol Revision Subcommittee (PRS) may designate the Revision Request for Urgent consideration upon a valid motion in a regularly scheduled meeting of the PRS or at a special meeting called by the PRS leadership. Criteria for designating a Revision Request as Urgent are that the Revision Request requires immediate attention due to:

(a) Serious concerns about ERCOT System reliability or market operations under the unmodified language or existing conditions; or

(b) The crucial nature of settlement activity conducted pursuant to any settlement formula.

(3) The ERCOT Board may designate any existing Revision Request a Board Priority Revision Request. If the ERCOT Board directs ERCOT Staff to file a Revision Request, it may further direct that a Revision Request be designated a Board Priority Revision Request. All Board Priority Revision Requests will be considered on an Urgent timeline.

(4) ERCOT shall prepare an Impact Analysis for Urgent and Board Priority Revision Requests as soon as practicable.

(5) The PRS shall consider the Urgent or Board Priority Revision Request and Impact Analysis, if available, at its next regularly scheduled meeting, or at a special meeting called by the PRS leadership to consider the Urgent or Board Priority Revision Request.

(6) If recommended for approval by PRS, ERCOT shall post a PRS Report on the ERCOT website within three Business Days after PRS takes action. The TAC chair may request action from TAC to accelerate or alter the procedures described herein, as needed, to address the urgency of the situation.

(7) Any Urgent or Board Priority Revision Requests shall be subject to an Impact Analysis pursuant to Section 21.4.9, ERCOT Impact Analysis Based on Technical Advisory Committee Report, and ERCOT Board consideration pursuant to Section 21.4.10, ERCOT Board Vote.

21.6 Nodal Protocol Revision Implementation

(1) Upon ERCOT Board approval, ERCOT shall implement Nodal Protocol Revision Requests (NPRRs) on the first day of the month following ERCOT Board approval, unless otherwise provided in the Board Report for the approved NPRR.

(2) For such other NPRRs, the Impact Analysis shall provide an estimated amount of time required to implement the NPRR and ERCOT shall provide notice as soon as practicable, but no later than ten days prior to actual implementation, unless a different notice period is required in the Board Report for the approved NPRR.

(3) If the ERCOT Board approves changes to the Protocols, such changes shall be:

(a) Filed with the Public Utility Commission of Texas (PUCT) for informational purposes as soon as practicable, but no later than one day before the effective date of the changes; and

(b) Incorporated into the Protocols and posted on the ERCOT website as soon as practicable, but no later than one day before the effective date of the changes.

(4) ERCOT shall implement an Administrative NPRR on the first day of the month following the end of the ten Business Day posting requirement outlined in Section 21.1, Introduction.

21.7 Review of Project Prioritization and Annual Budget Process

(1) The Protocol Revision Subcommittee (PRS) shall recommend to the Technical Advisory Committee (TAC) an assignment of a project priority for each approved Nodal Protocol Revision Request (NPRR) and System Change Request (SCR) (“Revision Request”) that requires an associated project.

(2) Annually during the ERCOT budget process, the PRS shall review the priority of all market-requested projects and recommend new or revised project priorities for market-requested projects.

(3) TAC shall consider the project priority of each Revision Request and make recommendations to the ERCOT Board.

(4) The ERCOT Board shall take one of the following actions regarding the project prioritization recommended by TAC:

(a) Approve the TAC recommendation as originally submitted or as modified by the ERCOT Board;

(b) Reject the TAC recommendation;

(c) Remand the TAC recommendation to TAC with instructions; or

(d) Defer consideration of the TAC recommendation.

## 21.8 Review of Guide Changes

(1) The revision process for the ERCOT market guides shall be governed by the individual guides and assigned subcommittees. The Protocol Revision Subcommittee (PRS) shall review changes to market guides proposed by other subcommittees that may conflict with existing Protocols and report the results of its review to the submitting subcommittee.