Balancing and Settlement Code

BSC PROCEDURE

PARMS DATA PROVISION, REPORTING AND PUBLICATION OF PEER COMPARISON DATA

BSCP533

Version 15.1

Please note the changes proposed by CP1325 'Removal of Obsolete PARMS Serials'(approved by SVG for November 2010 implementation) have been accepted in this conformed version to prevent corruption.

All the approved CP1325 redline text can be found here.

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BSCP533

relating to

PARMS Data Provision, Reporting and Publication of Peer Comparison Data

1. Reference is made to the Balancing and Settlement Code and in particular, to the definition of "BSC Procedure" In Section X, Annex X-1 thereof.

2. This is BSCP533, Version 15.1 relating to PARMS Data Provision, Reporting and Publication of Peer Comparison Data.

3. This BSC Procedure is effective from .

4. This BSC Procedure has been approved by the Panel.

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AMENDMENT RECORD

Version	Date	Description of Changes	Changes Included	Mods/ Panel/ Committee Refs
0.1	Code Effective Date	Re-badged AP533 to form BSCP533		
1.1	Code Effective Date	Submitted to the Panel for approval	NCR313	
2.0	27/03/01	Approved by the Panel on 22/02/2001		P/13/008
3.0	01/11	Changes for Modification P68	P68	NPAB19/210
4.0	01/03/03	Updated to reflect the terminology used in the BSC	CP852	NPAB22/244
5.0	01/08/03	Updated for Modification P62	P62	
6.0	06/01/04	Updated for Modification P99	P99	
6.1	13/01/04	Updated with SVG and P99 comments	P99	
7.0	01/05/04	Approved by SVG	P99	
8.0	01/07/04	Consistency Amendments and Working Day timings updates	P99	SVG41/002
9.0	04/11/04	Updated for SVA November 04 Release	CP1016	SVG43/003
10.0	23/02/05	SVA February 2005 Release and BETTA 6.3	P159, CP1084, CP1091, CP1090, BETTA 6.3	SVG47/004
11.0	30/06/05	SVA June 05 Release	CP1057, CP1088	SVG52/005
12.0	03/11/05	SVA November 05 Release	CP1087	SVG56/004
13.0	23/08/07	P197 Release	P197 CP1176	115/04 SVG67/16 ISG68/02
14.0	26/06/08	June 08 Release	CP1223	ISG84/01 SVG84/02 PAB84/11 TDC109/01
15.0	26/11/08	P207 Release	P207	SVG91/06 PAB91/12
15.1	01/11/10	November 10 Release	CP1325	SVG111/01

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1. INTRODUCTION

1.1 Scope and Purpose of the Procedure

This BSC Procedure covers the provision of Output Data and Market Indicator Data to the Performance Assurance Administrator (PAA). The data will be utilised within the following PARMS techniques.

- Technical Assurance
- Removal of Qualification
- Monitoring and Reporting
- Peer Comparison (public and non public)
- Supplier Charges
- Error and Failure Resolution

The procedure will also cover the following techniques that are associated with the PARMS Service:

i) Monitoring and Reporting; and

ii) Peer Comparison (public and non-public)

The process will not cover internal activities carried out by the Performance Assurance Administrator at the BSCCo.

1.2 Risk Based Performance Assurance Framework

Performance Assurance Techniques (PAT) will be applied to a [CP1325]Performance Assurance Party (PAP) based on the net significance of the applicable Settlement Risk and an assessment of the PAP's contribution to the Settlement Risk. Those PATs that are mandated under the BSC will continue to be applied, regardless of the net significance of the applicable Settlement Risk.

Settlement Risks and their net significance are captured on the Risk Evaluation Register [CP1325](RER). All the Settlement Risks identified are rated in terms of severity of impact and probability (including a weighting for the strength of controls).

The Settlement Risks are assigned [CP1325]PATs to mitigate those risks and these [CP1325]PATs are recorded in the Risk Operating Plan [CP1325](ROP) against each Settlement Risk.

The [CP1325]RER and the [CP1325]ROP are produced for a Performance Assurance Operating Period in accordance with the Annual Performance Assurance Timetable and the agreed Risk Evaluation Methodology [CP1325]REM, which details the processes used to identify and evaluate the Settlement Risks and assess their materiality.

[CP1325]A Risk Management Plan (RMP) is created for each PAP based on the [CP1325]RER and the [CP1325]ROP and in accordance with the [CP1325]REM.

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The RMP will detail the [CP1325]PATs that will be deployed to a PAP during the course of a Performance Assurance Operating Period based on the Settlement Risks that are applicable to that PAP and the extent that the Settlement Risk applies to the PAP. If a PAP disagrees with their RMP, then there are provisions within the Code for them to query or appeal against it.

At the end of a Performance Assurance Operating Period, the PAB will prepare an Annual Performance Assurance Report for the Panel detailing the assurance that has been provided during the course of the period, the extent to which Settlement Risks have been mitigated, and BSCCo costs of providing that assurance.

1.3 Main Users of the Procedure and their Responsibilities

This procedure will be used by authorised staff from Suppliers, Supplier Agents, SMRAs and BSC Agents. BSCCo will use this procedure for the provision of Market Indicator and standing data to the PAA[CP1325]. The procedure also provides an interface to data providers and to the BSC Panel and [CP1325]PAB (which will receive reports via this procedure).

The procedure will be used by the PAA for the collation and validation of data.

Throughout this procedure timescales are referred to in relation to the number of working days (WD), unless specifically stated otherwise. Where this procedure requires a communication to be issued on a given working day, users are asked to note the provisions for deemed receipt of post, fax and email set out in Section H of the BSC. When using email, users are advised to send the communication by 1600 hours in order to ensure its delivery by 1700 hours.

1.4 Use of the Procedure

The procedure provides details of the manner in which data should be provided to the PAA, the process for querying the data and the manner in which Ad hoc and Drill Down data can be obtained.

1.5 Balancing and Settlement Code Provision

This BSC Procedure has been produced in accordance with the provisions of the Balancing and Settlement Code, in particular Section S-1, Section J and Section Z. In the event of an inconsistency between the provisions of this BSC Procedure and the Code, the provisions of the Code shall prevail.

1.6 Associated Documents

This BSC Procedure interfaces with:

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BSCP535 Technical Assurance of Suppliers and Supplier Agents

BSCP536 Supplier Charges

BSCP537 Qualification Process for SVA Parties, SVA Party Agents and CVA MOAs

BSCP538 Error and Failure Resolution

SVA Data Catalogue

CVA Data Catalogue

1.7 Assistance with using the Procedure

All queries about the use of this BSC Procedure should be made in the first instance to the Performance Assurance Administrator (PAA).

1.8 Acronyms and Definitions

1.8.1. Acronyms

BSC	Balancing and Settlement Code (the Code)
BSCCo	Balancing and Settlement Code Company
BSCP	Balancing and Settlement Code Procedure
CDCA	Central Data Collection Agent
DA(s)	Data Aggregator(s)
DC(s)	Data Collector(s)
EFD	Effective From Date
GSP	Grid Supply Point
HH	Half Hourly
HHDA	Half Hourly Data Aggregator
HHDC	Half Hourly Data Collector
HHMOA	Half Hourly Meter Operator Agent
Id	Identifier
LDSO	Licensed Distribution System Operator
MDD	Market Domain Data
MTD	Meters Technical Details
MOA	Meter Operator Agent

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MS	Metering System
MSID(s)	Metering System Identifier(s)
NHH	Non Half Hourly
NHHDA	Non Half Hourly Data Aggregator
NHHDC	Non Half Hourly Data Collector
NHHMOA	Non Half Hourly Meter Operator Agent
PAA	Performance Assurance Administrator
PAB	Performance Assurance Board
PARMS	Performance Assurance Reporting and Monitoring System
R1	First Reconciliation
R2	Second Reconciliation
R3	Third Reconciliation
RF	Final Reconciliation
RMP	Risk Management Plan
ROP	Risk Operating Plan
SF	~~Initial Reconciliation~~First Settlement
SMRA	Supplier Meter Registration Agent
SVAA	Supplier Volume Allocation Agent
SSD	Supplier Start Date
SSR	Supplier Settlement and Reconciliation
SVAA	Supplier Volume Allocation Agent
TA	Technical Assurance
TFF	text file format
WD	Working Day

1.8.2 Definitions

Routine Performance Monitoring Report: is a monthly report, in respect of performance against the serials specified within the calculation guidelines, as being part of the suite of serials that contribute to the Routine Performance Monitoring Report, submitted by each Supplier, or by the Supplier's appointed agents on behalf of each Supplier, for each GSP Group (or across all GSP Groups, as specified in the calculation guidelines) in which it is operating, or by a SMRA for SMRA serials.

Routine Performance Monitoring Log: will contain the Drill Down or Ad-hoc Data requested of Suppliers by the PAA, in agreed format and timescales.

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Drill Down Data: is the data that is required such that:

a) a calculation, the output of which is included within the Supplier's Routine Performance Monitoring Report, can be re-performed; and

b) the context and variability of a measure that is included within the Supplier's Monthly Performance Report can be established.

Drill down data requests can be made within 3 months of receipt of validated reports.

Ad-hoc Data: Any additional Performance data which can be requested only by a specific PAB mandate. It is assumed that such data will not be required on a regular basis.

Late Data: If data is not received by its due date, as stated within the calendar published by the PAA (see Appendix 5.9), it will be defined as late.

Output Data: is the performance data supplied, as referred to in paragraphs 5.2 to 5.5 by the Data Providers for input into the PARMS I.T. system.

Market Indicator Data: is data supplied as referred to in paragraph 5.8.

Data Provider: is a party responsible for providing data directly into PARMS. Data Providers are the CDCA, Suppliers (or Supplier Agents on behalf of their Suppliers), SMRAs, SVAA and the PAA.

Timing of activities: For the purposes of this BSCP and its Appendices +(x) WD means a number of WD exclusive of and following the day on which the start event occurs. -(x) WD means a number of WD exclusive of and prior to the day on which the start event occurs.

PARMS: Throughout this procedure PARMS refers to PARMS activities as opposed to the PARMS IT system, unless stated otherwise.

Service Level: The level of performance should be achieved against each Serial and Standard as stated in the Calculation Guidelines (refer to Appendix B PARMS Calculation Guidelines)

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3. PARMS DATA PROVISION - INTERFACE AND TIMETABLE INFORMATION

3.1 Data Provision Authorisation Procedure

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1	Upon nomination and prior to first data submission.	Provide details of the individual personnel authorised to provide/receive data and any password including one dedicated Email address.	Data Provider, except for SVAA and CDCA	PAA via PAA@elexon.co.uk	Authorised personnel details and password on Form F533/01	Fax/Email
3.1.2	By +1 WD of ref 3.1.1	Log details in Standing Data and acknowledge receipt.	PAA	Data Provider	Form F533/01	Internal Fax/Email

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3.2 Provision of Data Provider Information (DPI)

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	By +15 WD of the end of the Reporting Period.	Suppliers send DPI file (as defined in BSCP533 Appendix A: 'PARMS Data Provider File Formats') by Email.	Supplier	PAA via PARMS@elexon.co.uk	Complete file containing all Supplier Agents appointments for the Reporting Period. In accordance with BSCP533 Appendix A: PARMS ~~Text~~ Data Provider File Formats and BSCP533 Appendix B:~~–~~ PARMS Calculation Guidelines.	Email
3.2.2a	By +1 WD of 3.2.1	Log receipt of data, validate and acknowledge successful processing of data.	PAA	Supplier	Acknowledgement text on Email	Email
3.2.2b	By +1 WD of 3.2.1	Log receipt of data, validate and acknowledge unsuccessful processing of data.	PAA	Supplier	Acknowledgement text on Email	Email
3.2.3a	By +1 WD of 3.2.2a	Receive positive acknowledgment. No further action required.	PAA	Supplier		Email
3.2.3b	By +1 WD of 3.2.2b	Receive negative acknowledgment. Supplier must resubmit DPI in correct format in accordance with 3.11. Process returns to 3.2.1.	PAA	Supplier		Email
3.2.4	At 18 WD and 22 WD after end of Reporting period	Send data completeness notification.	PAA	Supplier	List of those Serials received and missing by Serial and Data Provider.	Email
3.2.5	By +1 WD of 3.2.4	Receive data completeness notification.	PAA	Supplier		Email

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3.3 Provision of Output Data – Suppliers and Supplier Agents (on behalf of Suppliers)

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1	To timing stated in Appendix 5.9	Suppliers and/or Supplier Agents send Output Data to PAA.	Supplier or Supplier Agent	PAA via PARMS@elexon.co.uk	PARMS Report in accordance with BSCP533Appendix A: PARMS ~~Text~~ Data Provider File Formats and BSCP533 Appendix B:~~–~~ PARMS Calculation Guidelines.	Email
3.3.2a	By +1 WD of 3.3.1	Log receipt of data, validate and acknowledge successful processing of data.	PAA	Supplier	Acknowledgement text on Email	Email
3.3.2b	By +1 WD of 3.3.1	Log receipt of data, validate and acknowledge unsuccessful processing of data.	PAA	Supplier	Acknowledgement text on Email	Email
3.3.3a	By +1 WD of 3.3.2a	Receive positive acknowledgment. No further action required.	PAA	Supplier		Email
3.3.3b	By +1 WD of 3.3.2b	Receive negative acknowledgment Supplier must ensure prompt submission of rejected data, in correct format in accordance with 3.11. Process returns to 3.3.1.	PAA	Supplier		Email

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3.4 Provision of Output Data – SMRAs

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1	To timing stated in Appendix 5.9	SMRAs send Output Data to PAA.	SMRA	PAA via PARMS@elexon.co.uk	PARMS Report in accordance with BSCP533 Appendix A: PARMS ~~Text~~Data Provider File Formats and BSCP533 Appendix B~~—~~: PARMS Calculation Guidelines.	Electronic / email or Paper Report F533/02 via fax/post /e-mail
3.4.2a	By +1 WD of 3.4.1	Log receipt of data, validate and acknowledge successful processing of data.	PAA	SMRA	Acknowledgement text on Email	Email
3.4.2b	By +1 WD of 3.4.1	Log receipt of data, validate and acknowledge unsuccessful processing of data.	PAA	SMRA	Acknowledgement text on Email	Email
3.4.3a	By +1 WD of 3.4.2a	Receive positive acknowledgment. No further action required.	PAA	SMRA		Email
3.4.3b	By +1 WD of 3.4.2b	Receive negative acknowledgment SMRA must ensure prompt submission of rejected data, in correct format in accordance with 3.11. Process returns to 3.4.1.	PAA	SMRA		Email

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3.5 Provision of Output Data – SVAA

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.1	To timing stated in Appendix 5.9	Send Output Data to PAA.	SVAA	PAA	PARMS Report in accordance with BSCP533 Appendix A: PARMS ~~Text~~ Data Provider File Formats and BSCP533 Appendix B:~~–~~ PARMS Calculation Guidelines.	Email
3.5.2a	By +1 WD of 3.5.1	Log receipt of data, validate and acknowledge successful processing of data.	PAA	SVAA	Acknowledgement text on Email	Email
3.5.2b	By +1 WD of 3.5.1	Log receipt of data, validate and acknowledge unsuccessful processing of data.	PAA	SVAA	Acknowledgement text on Email	Email
3.5.3a	By +1 WD of 3.5.2a	Receive positive acknowledgment. No further action required.	SVAA	PAA		Email
3.5.3b	By +1 WD of 3.5.2b	Receive negative acknowledgment SVAA must ensure prompt submission of rejected data, in correct format in accordance with 3.11. Process returns to 3.5.1.	SVAA	PAA		Email

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3.6 Provision of Standing Data (SVAA)

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.1	To timing stated in App. 5.9 or By +1 WD of updates to standing data.	Send data to PAA.	SVAA	PAA.	PARMS Report in accordance with BSCP533 Appendix A: PARMS ~~Text~~ Data Provider File Formats and BSCP533 Appendix B: PARMS— Calculation Guidelines.	Email.
3.6.2a	By +1 WD of 3.6.1	Log receipt of data, validate and acknowledge successful processing of data.	PAA	SVAA	Acknowledgement text on Email	Email
3.6.2b	By +1 WD of 3.6.1	Log receipt of data, validate and acknowledge unsuccessful processing of data.	PAA	SVAA	Acknowledgement text on Email	Email
3.6.3a	By +1 WD of 3.6.2a	Receive positive acknowledgment. No further action required.	SVAA	PAA		Email
3.6.3b	By +1 WD of 3.6.2b	Receive negative acknowledgment. SVAA must ensure prompt submission of rejected data, in correct format in accordance with 3.11. Process returns to 3.6.1.	SVAA	PAA		Email

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3.7 Supplier Validation of Supplier Agent provided Data

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.7.1	By +1 WD of successful loading of Supplier Agent submitted Output Data	Send data to Supplier (for those Meter Operator Serials that are reported by Data Collectors a copy is also sent to that Meter Operator).	PAA	Supplier	Copy of all Routine Performance Monitoring Report Data, relating to that Supplier but not submitted by that Supplier.	Email.
3.7.2a	By +5 WD of 3.7.1	Receive and confirm data is valid for use in PARMS Techniques.	Supplier	PAA	Supplier sends form F533/05 to PAA@elexon.co.uk . If no response is received by +5 WD then PAA shall deem that data is fit for use in PARMS techniques.	Email
3.7.2b	By +5 WD of 3.7.1	Receive and reject data (a Supplier should query and confirm with their appointed Agent that the data submission is incorrect prior to rejecting the data). A Meter Operator Agent cannot directly reject data about its performance with the PAA If an MOA wishes to query data this should be processed through their associated Supplier.	Supplier	PAA	Supplier sends form F533/05 to PAA@elexon.co.uk. If no response is received by +5 WD then PAA shall deem that data is fit for use in PARMS techniques.	Email
3.7.2c	By +2 WD of 3.7.2b	Supplier ensures resubmission of data from relevant Supplier Agent in accordance with rules for resubmission as set out in BSCP533 Appendix A: ~~Text~~ PARMS Data Provider File Formats. Process returns to 3.3.1.	Supplier Agent on behalf of Supplier.	PAA	Resubmission of correct data to replaced invalid data.	Email
3.7.3a	By +1 WD of 3.7.2a	PAA receives confirmation that data is valid for PARMS techniques. PAA applies PARMS techniques to data.	Supplier	PAA	Form F533/05	Email
3.7.3b	By +1 WD of 3.7.2b	Receive form notifying rejection of data. PAA excludes data from PARMS techniques.	Supplier	PAA	Form F533/05	Email

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3.8 Supplier Validation (SVAA Data)

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.8.1	By +5 WD of receipt of data	Query SVAA data provided by PAA to Supplier explaining what data is incorrect and why.	Supplier	PAA via PAA@elexon.co.uk	Query ~~request~~ Form F533/03	Email/Fax
3.8.2	By +1 WD of 3.8.2	Log query and acknowledge receipt	PAA	Supplier	Query ~~request f~~Form F533/03 plus query number	Email Fax
3.8.3	By +2 WD of 3.8.3	Analyse query in conjunction with SVAA, where appropriate. SVAA to provide revised data where necessary, in format agreed with PAA, who will acknowledge receipt.	PAA SVAA	SVAA PAA	Query ~~request f~~Form F533/03, data F533/03, F533/04	Telephone/fax Email
3.8.4	By +1 WD of 3.8.3	Provide response to Supplier, attach revised data as appropriate	PAA	Supplier	Query R~~r~~esponse ~~f~~Form F533/04 and revised data	Email/Fax
3.8.5	Either: By +2 WD of receipt of data in 3.8.4	Either: a) Agree query resolution and proceed from Ref. 3.8.6. b) Disagree query resolution and inform PAA of reasons. Proceed from Ref. 3.8.7.	Supplier	PAA	Query R~~r~~esponse ~~f~~Form F533/04 and revised data Letter stating reason for appeal	Signed letter sent by Post/Fax/ Email
3.8.6	As required	Utilise data, corrected where appropriate. Go back to relevant section	PAA		Revised data, or existing data	Internal
3.8.7	PAB Meeting	Notify the PAB that the Supplier wishes to appeal the decision of PAA/SVAA and provide reasons.	PAA	PAB	Query R~~r~~esponse ~~f~~Form F533/04 and reasons for appeal from Supplier	Paper

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.8.8	PAB Meeting	PAB rules in the appeal: 1. Appeal upheld – go to section 3.8.6, then 3.8.9 2. Appeal dismissed – go to 3.8.6, then 3.8.9 3. Defer for more information	PAB	PAA	PAB ~~D~~decision	Internal
3.8.9	2 WD after PAB meeting	Communicate PAB decision to Supplier	PAA	Supplier	PAB decision	E-mail

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3.9 Request for Ad-hoc Data

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.9.1	At any time	Request Ad-hoc data.	PAB	PAA	Any data as requested by the PAB.	Verbal by PAB agreement.
3.9.2	By +1 WD of 3.9.1	Request Ad-hoc data. Agree format of data and date upon which it will be provided (provision time-scale can be anything up to a maximum of 20 WD).	PAA	Data Provider (if the data to be provided is from a Supplier Agent then the request is made via the associated Supplier).	Request F~~f~~or ~~information~~Information Form F533/02, stating date upon which information required	Email/Fax
3.9.3	Within timeframe agreed under 3.9.2	Provide data in format and to timescales agreed in 3.9.2.	Data Provider	PAA	Data in format agreed under 3.9.2	Email/Fax
3.9.4a	By +2 WD 3.9.3	Assess data, log and acknowledge receipt seeking clarification if necessary.	PAA	Data Provider	Ad-hoc data in agreed format. Form F533/02.	Email/Fax or other agreed format
3.9.4b	By +5 WD of 3.9.4a	Receive acknowledgement and send clarification as necessary.	Data Provider	PAA	Acknowledgement form, F533/03	Post/Fax/Email
3.9.5	By +10 WD of 3.9.4a or b (whichever is later).	Process data as required	PAA		Ad-hoc data	Internal

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3.10 Request for Drill Down Data

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.10.1	As required	Request Drill Down data and agree format in which data will be provided.	PAA	Data Provider	Request F~~f~~or I~~i~~nformation form F533/02 stating method for data provision.	Email/Fax
3.10.2	Within 20 WD of request	Provide data in format agreed with PAA	Data Provider	PAA	Provision of data form F533/02	Email/Fax
3.10.3a	By +4 WD of 3.10.2	Validate data and check for completeness. Log receipt of data and acknowledge receipt requesting clarification as required	PAA	Data Provider	Data acknowledgement form F533/03 Data and validation/ completeness rules (Appendix 5.12.)	Email/Fax Verbal
3.10.3b	By +4 WD of 3.10.3a	Receive acknowledgement and provide clarification if necessary.	Data Provider	PAA	Clarification Data as agreed	Email/Fax
3.10.4	As required	Process data as required	PAA		Validated data	Internal action

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3.11 Request for Late Report

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.11.1	1 WD after date that data/reports required.	Identify those reports that are not received on due date. Request report from Data Provider (Supplier if the Data Provider is a Supplier Agent).	PAA	Data Provider	Frequency of report provision and calendar (App 5.9) and Output Data Schedule Request For Information Form F533/02	Internal Email/Fax
3.11.2a	1 WD after 3.9.1	Acknowledge request and confirm date upon which report will be provided	Data Provider	PAA	Letter stating date upon which report will be provided and reason for delay	Email/Fax
3.11.2b	By time agreed with PAA	Receive reports	Data Provider	PAA	Reports requested in 3.11.1	Email/Fax
3.11.3	On date agreed with PAA	Proceed from ref. 3.2.1 or 3.3.1 or 3.4.1 or 3.5.1 as appropriate.				

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4 MONITORING AND PUBLICATION OF PEER COMPARISON DATA - INTERFACE AND TIMETABLE INFORMATION

4.1 Monitoring and Reporting

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.1.1	On the 26th WD after the last day of the calendar month	Run reports/review data	PAA	PAA	Validated PARMS data as determined by the PAB from the selection of serials and Market Indicators noted within this BSCP	Internal
4.1.2	At any time after 4.1.1	If appropriate seek clarification of information/drill down data	PAA	Data Provider	Routine monthly reports	Telephone, Email.
4.1.3	In time for PAB	As determined by the PAB from the selection of serials and Market Indicators noted within this BSCP produce monthly validated PARMS data	PAA	PAB	PARMS Data	Paper
4.1.4	At PAB meeting	Request additional information if required	PAB	PAA	Validated PARMS Data as in 4.1.3	At meeting, via minutes or via Technical Secretary
4.1.5	1 WD after PAB meeting. Request information from Data Providers.	Agree format and timing of data provision (In accordance with ref. 3.9/3.10)	PAA	Data Providers	Instructions from PAB Request for Information Form F533/02	Telephone, Email,
4.1.6	To timescale agreed with PAA	Provide additional information (In accordance with ref. 3.9/3.10)	Data Provider	PAA	Request for additional information Form F533/02	As agreed with PAA
4.1.7	Within 1 WD of 4.1.6 and then as requested	Log receipt of data and acknowledge Analyse data as appropriate and forward to PAB as requested (In accordance with ref. 3.9/3.10)	PAA PAA	Data Provider PAB	Form F533/02 Additional information (and supporting analysis from PAA where appropriate)	Email/ Paper

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4.2 Non Public Peer Comparison

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.2.1	26 WD after the last calendar day of the month	Produce Peer Comparison Reports and provide to PAB for authorisation Note: reports are produced quarterly, containing information for performance across the quarter period	PAA	PAB	Performance Data for utilisation in PARMS and reports to PAB (ref. Appendix 5.15)	Email/ Post
4.2.2	At next PAB	Review reports and determine if reports can be circulated. Notify PAA	PAB	PAA	Reports From PAA. Authorisation by majority vote from PAB.	Paper
4.2.3	Within 5 WD of receipt of decision	Circulate reports to authorised recipients (ref. Appendix 5.16)	PAA	Report Recipients	Peer Comparison Reports	Via Email to authorised contacts (as per F533/06) of each Report recipient/Post.

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4.3 Public Peer Comparison

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.3.1	26 WD after the last calendar day of the relevant month	Produce public Peer Comparison Report(s) and provide to authorised Supplier contacts	PAA	Suppliers	Public Peer Comparison Report(s)	Email/ Post
4.3.2	Within 5 WD of receipt of 4.3.1	Notify PAA of any queries. If no response is received by 5 WD then PAA shall deem the public Peer Comparison Report(s) as fit for use and proceed to 4.3.3	Supplier	PAA	Query details on Form F533/07.	Email/Post
4.3.3	Within 2 WD of 4.3.2, if no Query is received from any Supplier	Publish public Peer Comparison Report(s) on BSC Website	PAA		Copy of authorised public Peer Comparison Report(s	Internal Process
4.3.4	Within 5 WD of 4.3.2, if a Query is received from one or more Suppliers	Acknowledge query and discuss query with Supplier and either: a) take corrective action and regenerate relevant public Peer Comparison Report(s); b) determine that query can be resolved with no further action; or c) if query cannot be resolved, refer to PAB for decision	PAA PAA PAA PAA	Supplier Suppliers PAB	Query details, relevant public Peer Comparison Report(s)	Email/Post /Phone Email/Post Email/Post
4.3.5	If action (c): At next PAB following 4.3.4	Review reports and determine if public Peer Comparison Report(s) can be published. Notify PAA	PAB	PAA	Public Peer Comparison Report(s) From PAA. Authorisation by majority vote from PAB	Paper
4.3.6	Within 2 WD of receipt of PAB decision; or following 4.3.4(a) or (b)	Publish public Peer Comparison Report(s) on BSC Website	PAA	Website	Copy of authorised public Peer Comparison Report(s)	BSC Website

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4.4 Selecting a New Public Peer Comparison Subject

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.4.1	As required	Decide which new Serials/Standards appropriate for publication in public Peer Comparison Report(s)	PAB		Identification of a significant Settlement Risk, non-compliance or performance issue in accordance with the provisions of Section Z of the BSC	Internal process
4.4.2	At least 2 months before publication	Circulate details of new Serials/Standards to be published in public Peer Comparison Reports Circulate details of publication frequency	PAB	Supplier	Details of new Serials/Standards Details of frequency of publication Appendix 5.15	Email/ Post

4.5 Selecting a New Non-Public Peer Comparison Subject

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
4.5.1	As required	Decide which new Serials/Standards appropriate for publication in non-public Peer Comparison Report(s)	PAB		Identification of a significant Settlement Risk, non-compliance or performance issue in accordance with the provisions of Section Z of the BSC.	Internal process
4.5.2	At least 2 months before publication	Circulate details of new Serials/Standards to be published in non-public Peer Comparison Reports Circulate details of publication frequency	PAB	Report Recipients	Details of new Serials/Standards Details of frequency of publication Appendix 5.15	Email/ Post

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5. APPENDICES

5.1 Report Formats

A standard format for the submission of all data items will be used based upon the information contained within the appendices associated with this BSCP (Appendix A: PARMS ~~Text~~ Data Provider File Formats and Appendix B: PARMS Calculation Guidelines).

Data Files will be provided in the agreed formats by Email message addressed to PARMS@elexon.co.uk.

NOTE: Data Providers must ensure that their files have undergone appropriate virus checking. Infected Emails are automatically deleted at BSCCo and no notification sent to the Data Provider. Emails deleted for this reason will not be considered as having been delivered.

5.2 Supplier Output Data Provision

Suppliers must ensure output data is provided for all Serials for each GSP Group that they are trading in according to whether they operate within the NHH or HH markets (or both).

~~A Metering System's GSP Group can no longer be assumed from knowing its distributor. Data Aggregators who are not informed of the Metering System's GSP Group should use best endeavours when producing their PARMS reports for the Suppliers to identify the GSP Group.~~

For DCs~~, D As~~ and MOAs, Suppliers should ensure data is provided only for those agents they are using.

Suppliers are responsible for providing submissions up to the Final Reconciliation Volume Allocation Run for the last Settlement Day in which they are involved in a GSP Group. For most Serials this may well require Suppliers to provide reports containing zeros. This is necessary for completeness checking.

The table below defines the data that will be provided to the PAA by Suppliers (or Supplier Agents on behalf of Suppliers). The 'FILETYPE' column references the SVA Data Catalogue. The 8 digit references beginning with a 'P' have an equivalent BSCCo Technical Specification data flow. **These data items make up the PARMS Routine Performance Monitoring Reports**.

Serial	Titled	FILETYPE
SP04	Installation of HH metering	P0142001
~~SP05~~	~~Retrospective Appointment of Agents~~	~~P0143001~~
~~SP06~~	~~D0148 Flow from Suppliers~~	~~P0144001~~
~~NC02~~	~~NHHDC to NHHDC Meter Reads & History~~	~~P0150001~~
~~NM03~~	~~Provision of NHH METD to NHHDC~~	~~P0156001~~

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~~NM04~~	~~Provision of NHH METD to New NHHMO~~	~~P0157001~~
~~HM01~~	~~HH Meter Faults: Time Taken to Resolve~~	~~P0158001~~
~~HM04~~	~~Provision of HH MTD to HHDC~~	~~P0161001~~
~~HM05~~	~~Provision of HH MTD to New HHMOA~~	~~P0162001~~
~~HM06~~	~~Quality of D0268~~	~~P0163001~~
SP11	Timely Appointment of Agents	P0224001
SP12	Timely Notification of Changes of the Data Aggregator via D0148	P0225001
SP13	Timely Notification of Changes of the Meter Operator Agent via D0148	P0226001
SP14	Timely Notification of Changes of the Data Collector via D0148	P0227001
SP15	Missing Appointments of Agents	P0228001
HM11	Timely Sending of HH MTDs to HHDCs	P0229001
HM12	Missing HH MTDs	P0230001
HM13	Quality of HH MTDs	P0231001
HM14	Timely HH Meter Investigation Requests	P0232001
NM11	Timely Sending of NHH MTDs to NHHDCs	P0233001
NM12	Missing NHH MTDs	P0234001
NC11	Missing NHH Meter Reads & History from Old NHHDC to New NHHDC	P0235001

5.3 SMRA Output Data Provision

The table below defines the data that will be provided to the PAA by the SMRAs. The 'FILETYPE' column references the SVA Data Catalogue. The 8 digit references beginning with a 'P' have an equivalent BSCCo Technical Specification data flow.

Serial	Titled	FILETYPE
SP07	SMRA & SVAA MSID Count – SMRA File	P0045002

5.4 SVAA Output Data Provision

The table below defines the data that will be provided to the PAA by the SVAA. The 'FILETYPE' column references the SVA Data Catalogue. The 8 digit references beginning with a 'P' have an equivalent BSCCo Technical Specification data flow.

Serial	Titled	FILETYPE
TA01	GSP Group Correction Factor	P0137001

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TA02	Annual Demand Ratio	P0138001
SP07	SMRA & SVAA MSID Count – SVAA File	P0164001
SP08	Energy and MSIDs on Actuals	P0145002
SP09	NHH Defaults	P0146001

5.5 CDCA Output Data

The table below defines the data that will be provided to the PAA by the CDCA. The 'FILETYPE' column references the SVA Data Catalogue. The 8 digit references beginning with a 'P' have an equivalent BSCCo Technical Specification data flow.

Serial	Titled	FILETYPE
CM01	CVA MOA Proving Tests	P0133001
CM02	CVA MOA Fault Resolution	P0134001

5.6 Standing Data

The following Standing Data will be submitted for use by the PAA in validating data submissions. The 'FILETYPE' column references the SVA Data Catalogue. The 8 digit references beginning with a 'P' have an equivalent BSCCo Technical Specification data flow.

Standing Data	Data Provider	FILETYPE
DPI - Data Provider Information	Supplier	P0135001
PARMS Market Domain Data	SVAA	P0136001
Suppliers Trading / Ceased Trading in GSP Groups	SVAA	P0127001

5.7 [CP1325]Not Used

[CP1325]5.8 Market Indicator Information

The table below defines the data that will be provided to the PAA for the analysis of market indicators/processes. This data may be stored outside of PARMS.

Data Flow Description	Data Provider	Data Catalogue Flow Ref
GSP Group Correction Factor	SVAA	P0048001
Energy Settlement Mix	SVAA	P0049002
Energy Breakdown (Settlement Period and BM Unit)	SVAA	P0213001
Energy Breakdown (BM Unit)	SVAA	P0214001

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5.9 Frequency of Report and Data Submission

Output Data Reports should be provided to the PAA in accordance with the following timetable:[1]

Note: Data Providers are asked to note the provisions for deemed receipt of email communications as set out in Section H of the BSC, and are advised to send Output Data Reports by 1600 hours in order to ensure their delivery to the PAA by 1700 hours. Reports sent after 1600 hours and delivered by 1700 hours will still be counted as submitted on that working day. However, any Data Provider sending an Output Data Report after 1600 hours will bear the risk of its non-delivery by 1700 hours – and therefore the risk of the report being counted by the PAA as a late submission.

Data Provider	Timescale
Supplier (Routine Performance Monitoring Reports)	20 WD after last calendar day of each month
Supplier (Routine Performance Monitoring Logs)	As agreed with the PAA.
SMRA	10 WD after last calendar day of each month
SVAA	7 WD after last calendar day of each month or quarter as appropriate with the exception of: 1. Market Indicator data – 1 WD after the end of the previous week 2. MDD – as specified in BSCP509 3. Information on GSP Group Take and Supplier Group Take (needed for calculation of SCs) – 20 WD after last calendar day of each month. 4. Annual GSP Group Take Data – 20 WD after last calendar day of each financial year.
Standing Data (SVAA) Standing Data (Supplier DPI file)	1 WD after update 15 WD after last calendar day of each month

Note: Data from SVAA relates to Volume Allocation Runs carried out by SVAA in the previous calendar month.

A calendar stating specific dates for receipt of data will be published by the PAA on a yearly basis.

The table below defines the timing requirements for the relevant parties to provide data to the PAA for analysis of Market Indicators.

[1] ~~Data Providers are asked to note the provisions for deemed receipt of email communications as set out in Section H of the BSC, and are advised to send Output Data Reports by 1600 hours in order to ensure their delivery to the PAA by 1700 hours. Reports sent after 1600 hours and delivered by 1700 hours will still be counted as submitted on that working day. However, any Data Provider sending an Output Data Report after 1600 hours will bear the risk of its non-delivery by 1700 hours – and therefore the risk of the report being counted by the PAA as a late submission.~~

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Market Indicator	Frequency
Energy Settlement mix	Weekly
Energy Breakdown (Settlement Period and BM Unit)	Weekly
Energy Breakdown (BM Unit)	Weekly

5.10 Standing Data

The following standing data will be maintained by the PAA. An SVA Data Catalogue Flow Reference number has been assigned where appropriate which relates to a BSCCo Technical Specification data flow within the SVA Data Catalogue:

Authorised Data Providers

Suppliers must make the PAA aware of any changes to their authorised Dd~~d~~ata ~~p~~Providers by using form F533/01.

Supplier Charges

- National Monthly Cap for each year
- Annual GSP Group Take Data (provided by SVAA) – SVA Data Catalogue **Flow Reference P0125001**
  - For each GSP Group, the total GSP Group Take in the previous 12 months
  - The total GSP Group Take for all GSP Groups in the previous 12 months
- Supplier Payment Disbursement Factor (provided by BSCCo)
- Trading Parties Payment Disbursement Factor (provided by BSCCo)
- Performance Level for each Supplier Serial/Standard and SC payable per unit of failure to meet the level (provided by BSCCo)
- Trading Party Main Funding Shares for each month (provided by BSCCo)
- Apportionment data (provided by SVAA or determined from data provided by SVAA) – SVA Data Catalogue **Flow Reference P0120002**.
  - For each Supplier in a GSP Group, the Total Supplier deemed take for each month
  - For each GSP Group the total GSP Group take for each month
  - For each Supplier in a GSP Group, the Supplier NHH Energy for each month
  - For each GSP Group, the Total NHH Energy in GSP Group for each month

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Market Domain Data

MDD is required so that the performance data received can be validated. The data will be provided by the SVAA.

The categories of MDD that will be maintained are:-

- GSP Groups
- Market participants
- Market participant roles (supplier, NHHMOA, HHMOA, NHHDC, HHDC, NHHDA, HHDA, SMRA)
- Reconciliation R~~r~~un types

Output Data Schedule

The following data flow is required from the SVAA 7 WD after the end of each calendar month to support the construction of the Output Data Schedule.

- Suppliers Start Trading/Cease Trading in GSP Group: To identify which Suppliers are trading in which GSP Group with a start effective date and if they have ceased trading in the GSP Group, an end effective date – P0127001.

5.11 PAA Data Provision

The PAA will provide data to the PARMS system, to support SP01 and SP02, as follows:

Serial SP01 – Delivery of Routine Performance Reports:

This will be calculated automatically by the PARMS IT System[2].

Serial SP02 – Delivery of Routine Performance Logs:

Total number of days late per Supplier (for all requested logs and all relevant GSP Groups) for the previous reporting period. Timescales for receipt of Routine Performance Monitoring Logs are agreed with the PAA.

5.12 Validation and Completeness Rules

This section of the BSC Procedure contains the rules associated with the checking of data validity and completeness.

The data provided to the PAA will be **validated** to determine if:

a) data provided by authorised person (valid Email address)

b) all report details complete

[2] Data Providers are asked to note the provisions for deemed receipt of email communications as set out in Section H of the BSC, and are advised to send Routine Performance Reports by 1600 hours in order to ensure their delivery to the PARMS IT System by 1700 hours. Reports sent after 1600 hours and delivered by 1700 hours will still be processed as having been submitted on that working day. However, any Data Provider sending a Routine Performance Report after 1600 hours will bear the risk of its non-delivery by 1700 hours – and therefore the risk of the report being automatically processed by the PARMS IT System as a late submission.

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c) all data type and value sets are consistent with format agreed in standard template.

If anomalies are discovered, or if additional data is required, the PAA will request additional or replacement data.

The PAA will maintain an output data schedule that will specify the report type and content for each category of data provider. A **complete** set of data reports is defined as:

- all the output data provided by a particular data provider for a Supplier and its Agents operating in a single GSP Group, where appropriate, for a reporting month in accordance with the output data schedule.

If the completeness check fails then Output Data will only be passed for further processing where it is complete for a Serial. Thus, if any element of the data which applies to a single Serial for one Agent working for one Supplier in a single GSP Group is incomplete, then all data for that Serial for that Agent working for that Supplier in that GSP Group is not passed for further processing.

PARMS will run with all Complete Data even if it is currently being queried.

The Output Data is validated against the data format requirement as defined in the standard template (or as agreed with PAA for Ad-hoc and Drill Down data) and any codification is validated against the MDD and Supplier Data Provider Information.

If re-submission is required, the total set of data for the Data Provider for the relevant Serial is required.

If the PAA amends data, an audit log of the amendment will be generated by PARMS. A copy of this audit log will be sent to the PAB and any affected Data Provider (if the Data Provider is Supplier Agent then both Supplier Agent and associated Supplier will be informed).

SVAA Data used for Peer Comparison

SVAA sourced data which is to be used for Peer Comparison and Supplier Charges (SC) purposes will be copied to the relevant Supplier for checking.

The Supplier is invited to approve the data or raise a query within the given timescales. If no response is received, it will be assumed that the data has been cleared for use.

In the event that a Supplier queries peer comparison/SC data and the PAA/Supplier/SVAA cannot agree ahead of the timetabled production of the P~~p~~eer C~~c~~omparison/SC reports, the PAA will take instruction from the PAB to either:

a) Exclude the Supplier from all P~~p~~eer ~~c~~Comparison/SC reports for that quarter;

b) Exclude the Supplier from the P~~p~~eer C~~c~~omparison/SC report to which the queried data relates;

c) Include the Supplier in all ~~p~~Peer C~~c~~omparison/SC reports anyway.

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5.13 Consolidated PARMS Report

The PAA will produce one Consolidated PARMS Report for each Supplier, and Meter Operator (where relevant), detailing all validated and processed data pertaining to that Supplier or Meter Operator for each Reporting Period. This report shall be generated 25 WD after the end of each Reporting Period. A copy of the Consolidated PARMS Report is detailed in section 7.5.

5.14 Monitoring & Reporting

The PAA will run routine monthly reports that will support the analysis of:

- the performance of Suppliers (Serials SP01 and SP02);
- trends in those PARMS reports that are stated in this BSCP.

These routine monthly reports will form the basis of a monthly PARMS data report that will be produced by the PAA for review by the PAB (as detailed in section 4.1). The PARMS data report will include a summary and analysis of that information provided in the routine monthly report, including consideration of the trends in performance and market indicators over any reporting period that is specified by the PAB. Any unusual occurrences/anomalies/areas of concern will be highlighted to the PAB.

The PAA will maintain a log of reports despatched to other parties, and must record the despatch and receipt dates for confidential and/or commercially sensitive reports.

5.15 Peer Comparison Serials & Standards

The Peer Comparison Technique will apply to the following serials and standards (as defined within the PARMS Calculation Guidelines). The PAB will determine those PARMS Serials to be included in the Public and Quarterly Peer Comparison Reports and as per sections 4.2 and 4.3.

Serial	Titled	Reporting Level for PC (National or GSP)
CM01	CVA MOA Proving Tests	National by MOA
CM02	CVA MOA Fault Resolution	National by MOA
~~HM01~~	~~HH Meter Faults; Time Taken to Resolve~~	~~National by MOA~~
~~HM04~~	~~Provision of HH MTD to HHDC~~	~~National by MOA~~
~~HM05~~	~~Provision of HH MTD to New HHMOA~~	~~National by MOA~~
~~HM06~~	~~Quality of D0268~~	~~National by DC~~
~~NC02~~	~~NHHDC – NHHDC Meter Reads and History~~	~~National by DC~~
~~NM03~~	~~Provision of NHH MTD to NHHDC~~	~~National by MOA~~
~~NM04~~	~~Provision of NHH MTD to New NHHMOA~~	~~National by MOA~~
SP11	Timely Appointment of Agents	GSP Group by Supplier

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Serial	Titled	Reporting Level for PC (National or GSP)
SP12	Timely Notification of Changes of the Data Aggregator via D0148	GSP Group by Supplier
SP13	Timely Notification of Changes of the Meter Operator Agent via D0148	GSP Group by Supplier
SP14	Timely Notification of Changes of the Data Collector via D0148	
SP15	Missing Appointments of Agents	GSP Group by Supplier
HM11	Timely Sending of HH MTDs to HHDCs	GSP Group by HHMOA
HM12	Missing HH MTDs	GSP Group by HHMOA
HM13	Quality of HH MTDs	GSP Group by HHMOA
HM14	Timely HH Meter Investigation Requests	GSP Group by HHOMA
NM11	Timely Sending of NHH MTDs to NHHDCs	GSP Group by NHHMOA
NM12	Missing NHH MTDs	GSP Group by NHHMOA
NC11	Missing NHH Meter Reads & History from Old NHHDC to New NHHDC	GSP Group by NHHDC
SP01	Delivery of Routine Performance Reports	National by Supplier
SP02	Delivery of Routine Performance Logs	National by Supplier
SP04	Installation of HH Metering	GSP by Supplier
~~SP05~~	~~Retrospective Appointment of Agents~~	~~National by Supplier~~
~~SP06~~	~~D0148 Flow from Suppliers~~	~~GSP by Supplier~~
SP07	SMRA & SVAA MSID Count	GSP by Supplier
SP08	Energy and MSIDs on Actuals	GSP by Supplier
SP09	NHH Defaults	GSP by Supplier

5.16 Peer Comparison Report Distribution and Publication

5.16.1 PAA Distribution of Peer Comparison Reports

The PAA will distribute Peer Comparison Reports as follows:

Recipient	Content
Panel	All reports (upon request)
PAB	All reports
Suppliers	All reports (except CM01 and CM02)

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Suppliers' Agents	Respective Agent report (where Agent appears on the graph)
BSC Website	All reports notified to Suppliers as being subject to publication in accordance with paragraphs 4.4 and 5.16.2

5.16.2 Publication Criteria

- PAB may choose to publish all, none or some of the Serials and Standards set out within this BSCP
- PAB is not obligated to choose to publish the same s~~S~~ubset of Serials and Standards publicly to those that are made available to the nominated recipient at each Supplier or Supplier Agent
- PAB may elect to change (in accordance with this BSCP) the s~~S~~ubset of Serials and Standards published to highlight a specific performance issue that has been identified as requiring attention by either the BSC Auditor, the Authority, the Panel or BSCCo in accordance with Section 4.4
- PAB shall not change the subset of public Peer Comparison Reports published in order to highlight the performance of a Supplier in a month for which PAB has already seen performance data for that or any other Supplier
- Public Peer Comparison Reports shall be routinely updated - at least every two months or at another frequency determined by the PAB
- Each public Peer ~~Group~~ Comparison R~~r~~eport published must include the performance data of all Suppliers for which a full set of data is available across the reporting period
- The PAB shall ensure that the format of each Serial or Standard to be published is meaningful for purposes of comparing Supplier performance against that Serial or Standard. This means that the PAB shall, amongst other relevant factors, consider in relation to each Serial or Standard to be published, whether to present the data as actual results or as percentages.

5.17 Error and Failure Resolution and Escalation

Once a performance issue is identified and initial investigation undertaken, the PAA may wish to refer this matter to the PAB. The procedure for this referral and any subsequent escalation to the PAB or the Panel is in accordance with BSCP538, Error and Failure Resolution.

Appendix A: PARMS Data Provider File Formats ~~Specification~~

The PARMS Data Provider File Formats ~~Specification~~ is attached as a separate file

Appendix B: PARMS Calculation Guidelines

The PARMS Calculation Guidelines document is attached as a separate file.

[CP1325]Appendix C: PARMS Data Provider File Formats and Calculation Guidelines for Obsolete PARMS Serials

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The PARMS Data Provider File Formats ~~specification~~ and Calculation Guidelines for Obsolete PARMS Serials ~~is~~are attached as a separate file.

6. FORMS

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F533/01

Data Provision Authorisation Form

To: Performance Assurance Administrator

From: _____ Date: _____

Company Name: _____

Address: _____ Participant Id: _____

_____

_____

Category of Data Provider: SMRA/ Supplier/ Supplier Agent *

** Delete as appropriate*

Authorised Personnel:

Names: _____ Signatures (if submitted via fax) _____

Telephone No: _____ Fax No: _____

Data submission email address: _____

Please send to PAA at ELEXON Limited, 4th Floor, 350 Euston Road, London NW1 3AW. Email PAA@elexon.co.uk.

THIS SECTION TO BE USED BY PAA

I hereby acknowledge receipt of your nomination.

Name: _____ Signature (if transmitted by fax): _____

Date: _____

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F533/02

Request for Information

To: _____

Company Name: _____ Fax No: _____

From: Performance Assurance Administrator Date: _____

Contact No: _____

Reporting Period:

From: _____ To: _____

Log Query* No: _____

** Delete as appropriate*

Description/Request:

_____

_____

_____

_____

_____

_____

_____

_____

PAA Signature

_____

Please send information/data in agreed format to PAA at ELEXON Limited, 4th Floor, 350 Euston Road, London NW1 3AW. Email: PAA@elexon.co.uk.

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F533/03

Query Form

To: Performance Assurance Administrator Date: _____

From: _____ Authorised Signature _____

Telephone No: _____

Category of Data Provider SMRA/Supplier/SVAA/CDCA:

Log No: _____

Description of Query:

_____

_____

_____

_____

_____

_____

_____

_____

Please send to PAA fax no: 020 7380 0407 or Email: PAA@elexon.co.uk.

THIS SECTION TO BE USED BY PAA

I hereby acknowledge receipt of your query.

Name: _____ Signature: _____

Query Number assigned: _____ Date: _____

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F533/04

Query Response

To: _____ Company Name: _____

From: Performance Assurance Administrator Signature: _____

Date: _____ Telephone No: _____

Query No: _____

Response to Query:

_____

_____

_____

_____

_____

_____

_____

_____

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Supplier Validation Response (Supplier Agent submitted data)

To: Performance Assurance Administrator

From (Supplier Name): _____

Signature: _____

Date: _____ Telephone No: _____

I hereby wish to confirm the following data and agree for its use in PARMS techniques.

File ID (Taken from the relevant received report)	Reporting Period	Serial	Data Provider

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I hereby wish to reject the following data and do not agree for its use in PARMS techniques.

File ID (Taken from the relevant received report)	Reporting Period	Serial	Data Provider	Reason for rejection of Data

Please send to PAA fax no: 020 7380 0407 or Email: PAA@elexon.co.uk.

THIS SECTION TO BE USED BY PAA

I hereby acknowledge receipt of your validation form:

Name: ..... Signature: .....

Date: .....

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Peer Comparison Contact Authorisation Form

PAA

ELEXON

4th Floor

350 Euston Road

London

NW1 3AW

Tel: 020 7380 4100

Email: PAA@elexon.co.uk

Authorised Contact to Receive Peer Comparison Reports

Authorised Contact Name: ……..

Organisation Name: …….

Participant Role (please specify whether Supplier, HHMOA, NHHMOA, HHDA, NHHDA, HHDC, NHHDC):

……

Participant Id: ……..

Address: ……..

……..

Tel: ……

Authorised contact Email Address: ……

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F533/07

Peer Comparison Query Form

To: Performance Assurance Administrator

From: _____ Authorised Signature: _____

Tel: _____ Fax: _____

Log No: _____

Description of Query:

_____

_____

_____

_____

_____

_____

_____

_____

_____

Please send to PAA fax no: 020 7380 0407 or Email: PAA@elexon.co.uk.

THIS SECTION TO BE USED BY PAA

I hereby acknowledge receipt of your query.

Name: _____ Signature: _____

Query Number assigned: _____ Date: _____

DRAFT

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7. DATA PROCESSING REPORTS

The following reports are those generated by PARMS and issued to participants to support data processing, validation and authorisation activities. The file naming convention for each report is included beneath each report type.

7.1 Email Receipt Report

ER_<Email Received Number>.txt

P_A_R_M_S

Email received from:

Received on:

Subject:

The following attachments were processed from this email:

The following problems were encountered when processing this email:

Report created:

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7.2 Data Receipt Report

DR_<Date File Received>_<File Load Number>.log

P_A_R_M_S

Data file:

File type:

Attached to email received on: [DATETIME] from:

Creation date time:

Period End date:

Validation Results:

Report created:

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7.3 Completeness Report

CR_<Reporting Period>_<Supplier ID>_<Creation Time>.txt

A. Data Complete

P_A_R_M_S

Data complete for reporting period [reporting period]

Report Created:

All expected data for this period has been received the date and time this report was created. Your subsequent actions (i.e. altered agent appointment advice to ELEXON) may result in this report becoming inaccurate. It remains your responsibility to ensure all reporting is complete, accurate and Code compliant[3].

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[3] Please note that the additional text in this report is not present in the current version of the reports and is due to be implemented as part of the next Release.

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B. Data Missing

P_A_R_M_S

[data example]

Data Missing for reporting period SEP-2004, GSP Group : _K, Participant : ABCD, Role : M, Serial : NM03

Data Missing for reporting period SEP-2004, GSP Group : _K, Participant : ABCD, Role : M, Serial : NM04

Data Missing for reporting period SEP-2004, GSP Group : _K, Participant : ABCD, Role : M, Serial : SP05

Data Missing for reporting period SEP-2004, GSP Group : _K, Participant : ABCD, Role : M, Serial : SP06

Data Missing for reporting period SEP-2004, GSP Group : _L, Participant : EFGH, Role : M, Serial : NM03

Data Missing for reporting period SEP-2004, GSP Group : _L, Participant : EFGH, Role : M, Serial : NM04

Data Missing for reporting period SEP-2004, GSP Group : _L, Participant : EFGH, Role : M, Serial : SP05

Data Missing for reporting period SEP-2004, GSP Group : _L, Participant : EFGH, Role : M, Serial : SP06

Data Missing for reporting period SEP-2004, GSP Group : _M, Participant : IJKL, Role : M, Serial : NM03

Data Missing for reporting period SEP-2004, GSP Group : _M, Participant : IJKL, Role : M, Serial : NM04

Data Missing for reporting period SEP-2004, GSP Group : _M, Participant : IJKL, Role : M, Serial : SP05

Data Missing for reporting period SEP-2004, GSP Group : _M, Participant : IJKL, Role : M, Serial : SP06

Report Created: 28-OCT-2004 09:13:37

These are the reports known to be missing at the date and time this report was created. Your subsequent actions (i.e. altered agent appointment advice to ELEXON) may result in this list becoming incomplete. It remains your responsibility to ensure all reporting is complete, accurate and Code compliant[3].

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C. No Data Submitted

P_A_R_M_S

No data submitted for reporting period [reporting period]

Report Created:

All expected data for this period has been received the date and time this report was created. Your subsequent actions (i.e. altered agent appointment advice to ELEXON) may result in this report becoming inaccurate. It remains your responsibility to ensure all reporting is complete, accurate and Code compliant[3].

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7.4 Third Party Output Data Report

TR_<Reporting Period>_<Supplier ID>_X_<Serial ID>_<Corresponding DR Log Number>.txt

Or

TR_<Reporting Period>_<Agent ID>_<Agent Role Code>_<Supplier ID>_X_<Serial ID>_<Corresponding DR Log Number>.txt

Or

TR_<Reporting Period>_<Agent ID>_<Agent Role Code>_<Serial ID>_<Corresponding DR Log Number>.txt

P_A_R_M_S

The following data has been submitted to PARMS on your behalf by the Participant detailed below. No queries raised on this data by close of business [DD-MMM-YYYY] will be taken as acceptance. It remains your responsibility to ensure all reporting is complete, accurate and BSC compliant[3].

PARMS Reference:

Serial:

From Participant Id:

From Role Code:

File Name:

Received:

Period End Date:

Contents:

[(spooled details)]

Report created: [Sys date/time]

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7.5 Consolidated PARMS Report

CONS_<Reporting Period>_<Supplier ID>_X_<Creation Time>.txt

Or

CONS_<Reporting Period>_<Agent ID>_<Agent Role Code>_<Creation Time>.txt

P_A_R_M_S Consolidated Report

The following data has been submitted to PARMS on your behalf for the Serials below.

Period End Date:

Serial:

PARMS Reference:

Contents:

[(spooled details)]

Report created: [Sys date/time]

DRAFT

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