

Balancing and Settlement Code

SVAA Service Description

Version 1.0

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1. This document is the BSC Service Description for the Supplier Volume Allocation Agent (SVAA) as appointed by the Balancing and Settlement Code Company (BSCCo).
2. The services of the SVAA are defined in accordance with the Balancing and Settlement Code (the Code) and Balancing and Settlement Code Procedures (BSCPs).

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AMENDMENT RECORD

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1. INTRODUCTION

This document is the BSC Service Description for the Supplier Volume Allocation Agent (SVAA) as appointed by the Balancing and Settlement Code Company (BSCCo). The services of the SVAA are defined in accordance with the Balancing and Settlement Code (the Code) and Balancing and Settlement Code Procedures (BSCPs).

1.1 Purpose

1.1.1 This document is the BSC Service Description for the Supplier Volume Allocation Agent (SVAA) as appointed by the Balancing and Settlement Code Company (BSCCo). The services of the SVAA are defined in accordance with the Balancing and Settlement Code (the Code) and Balancing and Settlement Code Procedures (BSCPs).

1.1.2 This Service Description defines the key roles of the SVAA in providing Supplier Volume Allocation (SVA), Daily Profile Production (DPP) and Market Domain Data (MDD) Services.

2. SUPPLIER VOLUME ALLOCATION

In order to carry out the Data Marshalling Process and operate the SVA System to calculate Suppliers' Settlement charges, the SVAA shall operate and carry out the following.

2.1 Market Domain Data

2.1.1 Before each Volume Allocation Run (VAR) or DPP Run, the SVAA shall check whether the MDD has been updated and, if so, extract the updates into the SVA System in accordance with BSCP508.

2.1.2 Using the SVA System, the SVAA shall validate the MDD updates.

2.1.3 The SVAA shall inform the BSCCo or its nominated agent of any errors which occurred in validating the MDD, in accordance with BSCP508.

2.1.4 The SVAA shall maintain information related to each MDD update as specified in Appendix 1.

2.2 Non Half Hourly Data Aggregation (NHHDA) Data

2.2.1 Using the SVA System input, the SVAA shall validate every data file from an NHHDA received before the deadline in the SVAA Calendar, within the time period from receipt of the file specified in BSCP508.

2.2.2 Whenever possible, but provided that the SVAA meets its obligations under this Service Description and BSCP508, the SVAA shall validate and then use a data file received from a NHHDA after the deadline in the SVAA Calendar.

2.2.3 In relation to any data file received from a NHHDA, the SVAA shall inform that NHHDA, in accordance with BSCP508, of any validation errors and specify their nature.

2.2.4 Where the SVAA has received more than one data file which has passed validation from the same NHHDA designated for the same VAR, the SVAA shall use the file with the latest Run number in the file header.

2.2.5 The SVAA shall maintain information relating to files received from NHHDA as specified in Appendix 1.

2.3 Half Hourly Data Aggregation (HHDA) Data

- 2.3.1 Using the SVA System, the SVAA shall input and validate every data file from a HHDA received before the deadline in the SVAA Calendar, within the time period from receipt of the file specified in BSCP508.
- 2.3.2 Whenever possible, but provided that the SVAA meets its obligations under this Service Description and BSCP508, the SVAA shall validate and then use a data file received from a HHDA after the deadline in the SVAA Calendar.
- 2.3.3 In relation to any data file received from a HHDA, the SVAA shall inform that HHDA, in accordance with BSCP508, of any validation errors and specify their nature.
- 2.3.4 Where the SVAA has received more than one data file which has passed validation from the same HHDA designated for the same VAR, the SVAA shall use the file with the latest Run number in the file header.
- 2.3.5 The SVAA shall maintain information relating to files received from HHDA's as specified in Appendix 1.

2.4 GSP Group Take Data

- 2.4.1 Using the SVA System, the SVAA shall input and validate every data file received from the Central Data Collection Agent (CDCA), within the time period from receipt of the file specified in BSCP508.
- 2.4.2 Whenever possible, but provided that the SVAA meets its obligations under this Service Description and BSCP508, the SVAA shall validate and then use a data file received from the CDCA after the deadline in the SVAA Calendar.
- 2.4.3 In relation to any data file received from the CDCA, the SVAA shall inform the CDCA, in accordance with BSCP508, of any validation errors and specify their nature.
- 2.4.4 Where the SVAA has received more than one data file which has passed validation from the CDCA designated for the same VAR, the SVAA shall use the file with the latest Run number in the file header.
- 2.4.5 The SVAA shall notify the BSCCo or its nominated agent without delay in the event that the SVAA receives a data file from the CDCA after the deadline in the SVAA Calendar.
- 2.4.6 The SVAA shall maintain information relating to files received from the CDCA as specified in Appendix 1.

2.5 Line Loss Factor Data

- 2.5.1 Using the SVA System, the SVAA shall input and validate every data file received from the BSCCo or its nominated agent, within the timescale agreed between the BSCCo or its nominated agent and SVAA.
- 2.5.2 In relation to any data file received from the BSCCo or its nominated agent, the SVAA shall inform the BSCCo or its nominated agent, in accordance with BSCP508, of any validation errors and specify their nature.
- 2.5.3 Following the deadline for the provision of Line Loss Factors in accordance with BSCP508, the SVAA shall inform the BSCCo or its nominated agent of any Line Loss Factor Classes for which data are missing.

2.5.4 The SVAA shall maintain information relating to files received from Licensed Distribution System Operators (LDSOs) as specified in Appendix 1.

2.6 Standing Data and Other Parameters Input by the SVAA

2.6.1 The SVAA shall maintain the standing data and manage the process for Supplier approval of automated standing data updates in accordance with BSCP507.

2.6.2 The SVAA shall advise the Central Registration Agent of changes to its contact details, in accordance with BSCP507.

2.6.3 The SVAA shall date and timestamp all Non Half Hourly Balancing Mechanism Unit data files received from a Supplier, via its nominated Non Half Hourly Balancing Mechanism Unit representative, on every day of the year, in accordance with BSCP507.

2.6.4 Before each VAR, the SVAA shall check whether the standing data has been updated and, if so, translate the updates into the SVA System before the VAR.

2.6.5 The SVAA shall enter into the SVA System any parameters required to make it function correctly.

2.6.6 The SVAA shall record details about standing data and other input parameters from time to time entered into the SVA System, together with any relevant validation messages, as specified in Appendix 1.

2.6.7 Where the data file has originated from a source designated as a valid Data Aggregator in MDD, but has failed validation due to a conflict with the standing data:

2.6.7.1 Loading of this file will produce an exception report containing a warning message that describes the discrepancy. The standing data for that Settlement Day will automatically be amended to agree with the data provided by the Data Aggregator.

2.6.8 The SVAA shall amend the standing data for a Settlement Day where the SVAA has been informed that a Data Aggregator's file is not required for that GSP Group on that Settlement Day. This confirmation may be made by either that Data Aggregator, all the Suppliers that would be associated with the data file, the BSCCo or its nominated agent. In this instance the SVAA shall require written confirmation before altering the standing data at a Final Reconciliation VAR or a Post Final Run.

2.6.9 In respect of paragraph 2.6.8, the SVAA shall inform the BSCCo or its nominated agent within one Working Day of the VAR that the standing data has been altered.

2.7 Invoking Volume Allocation Runs (VARs)

2.7.1 The SVAA shall invoke the SVA System (using the version of the system agreed from time to time with the BSCCo or its nominated agent) in accordance with the SVAA Calendar for the specific GSP Groups, Settlement Days and run types, unless instructed otherwise by the BSCCo or its nominated agent.

2.7.2 Each year during January (and after publication of the Settlement Calendar) the BSCCo shall produce and publish¹ a 'Post Final Settlement Calendar' scheduling all the 'DF' runs capable of being scheduled for that calendar year. The SVAA shall receive this during mid

¹ The SVAA may be required to review a draft version of the Post Final Settlement Calendar before approval and publication by BSCCo.

February each year and shall invoke VAR Runs as determined by the 'SSR' dates included in this calendar.

- 2.7.3 Before invoking a VAR, the SVAA shall actively seek to obtain any missing data file from the relevant originator, using a medium with a normal anticipated delivery time of less than ten minutes, at least four Working Hours (where a "Working Hour" is an hour within a Working Day) before the deadline for receipt of the relevant data specified in the SVAA Calendar or in BSCP508, as the case may be. For this purpose a missing data file means any file required for a VAR (as indicated by the standing data) which the SVAA knows to be unavailable in validated form. Where the SVAA believes that a data file is missing from a Data Aggregator, the SVAA shall enquire from the Data Aggregator as to whether the Data Aggregator is obligated to provide a data file and act in accordance with paragraph 2.6.8.
- 2.7.4 Where the data file is a Balancing Mechanism Unit file and has failed validation due to an invalid Balancing Mechanism Unit, the SVAA shall assign the energy value for the failed Balancing Mechanism Unit to the Base Balancing Mechanism Unit in accordance with BSCP508.
- 2.7.5 The SVAA shall maintain information relating to VARs in a log containing the information specified in Appendix 1.
- 2.7.6 Where the Managed Data Network or the NETA NETWORK (NETANET) has been non-operative such that the Services provided will obviously be affected, the SVAA shall contact the BSCCo or its nominated agent for advice about rescheduling the VAR(s).
- 2.7.7 In respect of missing data not received and validated by the relevant deadline for an Initial VAR, the SVAA shall take the following action:
- 2.7.7.1 *missing Non Half Hourly Data Aggregator data - substitute data from the previous Settlement Day with sufficient number of Settlement Periods in respect of each Supplier / Non Half Hourly Data Aggregator combination;*
 - 2.7.7.2 *missing Half Hourly Data Aggregator data - for Weekday, Saturday and Sunday day types, substitute data from the previous Settlement Day of the same day type, and for all other day types substitute data from the previous Sunday Settlement Day, with sufficient number of Settlement Periods in respect of each Supplier / Half Hourly Data Aggregator combination;*
 - 2.7.7.3 *missing GSP Group Take data - seek and follow the instruction from the BSCCo or its nominated agent as to the appropriate data to substitute;*
 - 2.7.7.4 *missing Line Loss Factor data - use a default value of '1.0'; or*
 - 2.7.7.5 *seek and follow the instruction from the BSCCo or its nominated agent as to the appropriate data to substitute where the Data Aggregator data is missing and there is no previous Initial VAR with that Settlement Day day type, or where the SVAA is unsure of the appropriate data to substitute for any other reason.*
- 2.7.8 In respect of missing data not received and validated by the relevant deadline for a Reconciliation VAR, the SVAA shall take the following action:
- 2.7.8.1 *missing Non Half Hourly Data Aggregator / Half Hourly Data Aggregator data - substitute data from the previous Settlement Run for that Settlement Day in respect of each Supplier / Data Aggregator combination;*

2.7.8.2 *missing GSP Group Take data – substitute data from the previous VAR for the same Settlement Day; or*

2.7.8.3 *missing Line Loss Factor data - use a default value of '1.0'.*

- 2.7.9 The SVAA shall report details of any substituted data to the relevant Suppliers, LDSOs and the BSCCo or its nominated agent, in accordance with BSCP508.
- 2.7.10 The SVAA shall maintain a record of all contact with, and attempts to contact, originators of missing data as specified in Appendix 1.
- 2.7.11 The SVAA shall record the occurrence of, and investigate the reasons for, any VAR failure and report that information without delay to the BSCCo or its nominated agent.
- 2.7.12 The SVAA shall allow the Supplier Deemed Take by BM Unit to be either positive or negative (that is, negative consumption should not be treated as spill and should not be allocated to other Suppliers) as per BSCP508.
- 2.7.13 Where any VAR cannot be completed, the SVAA shall agree remedies with the BSCCo or its nominated agent, the Settlement Administration Agent and, if appropriate, the CDCA and the Funds Administration Agent to ensure that the output will be delivered to the Settlement Administration Agent in accordance with the Funds Administration Agent Calendar, or as soon as possible thereafter.
- 2.7.14 In the event that the SVAA is unable to complete an Initial VAR, the SVAA shall provide estimated data, by BM Unit, to the Settlement Administration Agent without fail for every occasion that an Initial VAR is required by the Funds Administration Agent Calendar. To estimate the data, the SVAA shall estimate in energy terms, by BM Unit, the total value of the Supplier Deemed Take in each half hour, between Suppliers in the same proportion as occurred in the last Initial VAR for a Settlement Day for which the same day type was input into the DPP run.

2.8 Provision of Output

- 2.8.1 The SVAA shall produce and distribute the reports (and optional reports) output from the SVA System in accordance with BSCP508, BSC Section D Part 5 and BSC Section V Table 7 .
- 2.8.2 The SVAA shall maintain information relating to all output reports despatched with their date-stamps. This log shall include the information specified in Appendix 1, and cover the output from the SVA System Performance Monitoring Reports and all communications received or made with regard to errors in the Settlement Process or disputes arising from such errors.
- 2.8.3 The SVAA shall provide information on any file despatched on request to any authorised recipient of that file and to the BSCCo or its nominated agent.
- 2.8.4 The SVAA shall inform all authorised recipients and the BSCCo or its nominated agent of any missing or delayed reports as soon as it becomes aware that such a delay will be inevitable.
- 2.8.5 The SVAA shall re-send output reports, to a recipient requesting a re-send.

2.9 Additional VARs

- 2.9.1 On request by the BSCCo or its nominated agent, the SVAA shall invoke the SVA System for additional VARs, or run a module of the SVA System, using the specified input data.

2.9.2 Following any additional VAR of the SVA System, or module thereof, carried out in accordance with paragraph 2.9.1, the SVAA shall distribute the output reports as requested by the BSCCo or its nominated agent.

2.9.3 Where requested by the BSCCo or its nominated agent, the SVAA will produce and provide the VAR Equitability Report to the BSCCo or its nominated agent.

2.10 Performance Monitoring Reports

2.10.1 The SVAA shall provide complete and accurate monthly routine Performance Monitoring Reports to the BSCCo or its nominated agent within 5 Working Days before the end of the month.

2.10.2 The SVAA shall provide complete and accurate ad-hoc Performance Monitoring Reports to the BSCCo or its nominated agent within 5 Working Days from receipt of the request. This timeframe can be extended upon authorisation from the BSCCo or its nominated agent.

2.10.3 The SVAA shall provide the information specified in Appendix 1 to the BSCCo or its nominated agent on request.

3. DAILY PROFILE PRODUCTION (DPP)

For each Settlement Day, the SVA System produces the Settlement Period Profile Data and Time Regime Data required to run the Supplier Volume Allocation (SVA) part of the SVA System, the Daily Profile Totals to pass to the Non Half Hourly Data Collectors and the Profiling Reports to pass to the Suppliers and Non Half Hourly Data Collectors. In providing this service the SVAA shall carry out the following duties and actions.

3.1 Temperature and Sunset Data

3.1.1 The SVAA shall contract with an authorised Temperature Provider for the provision of the Noon Temperature Data at a location specified in the MDD for each GSP Group for which it provides the Services.

3.1.2 The SVAA shall contract with an authorised Time of Sunset Provider for the provision of Time of Sunset Data for the areas specified by the BSCCo or its nominated agent. The file format expected by the SVAA System requires that the Time of Sunset Data must be provided by GSP Group. However, the same time shall apply for all GSP Groups and the sunset time used in all cases is that of Birmingham.

3.1.3 The SVAA shall ensure that Noon Temperature Data and Time of Sunset Data is delivered to it in time to meet the requirements of, and the timescales set out in, BSCP508 for the delivery of profile data.

3.2 Regression Coefficients

3.2.1 The SVAA shall load data from the Regression Equations file (P0014) provided annually by the BSCCo or its nominated agent from the MDD system into the SVA System. This file contains regression coefficients.

3.2.2 The SVAA shall validate the regression coefficients and report to the BSCCo or its nominated agent any validation failures.

3.2.3 The SVAA shall inform the BSCCo or its nominated agent immediately when regression coefficients have not been received one month prior to the end date of any current profile data and actively seek to obtain this data from the BSCCo or its nominated agent.

3.2.4 In the event of the SVAA being without valid regression coefficients for one or more profiles, the SVAA shall seek substitute data from the BSCCo or its nominated agent and use this data.

3.3 Data Input by the SVAA

3.3.1 The SVAA shall load Noon Temperature Data obtained from authorised providers.

3.3.2 The SVAA shall load Time of Sunset Data obtained from authorised providers for the areas specified by the BSCCo or its nominated agent. When loading the Time of Sunset Data, the same sunset time should be entered for all GSP Groups. The sunset time to be used is that of Birmingham.

3.3.3 The SVAA shall enter those items of data normally required to make the SVA System function correctly, including those changes submitted for manual entry by authorised agents as defined in BSCP508, and provide a daily report of all items of data manually entered to any relevant valid Supplier and the BSCCo or its nominated agent, together with any relevant validation messages.

3.3.4 The SVAA shall provide previously loaded data to Suppliers at their request.

3.3.5 The SVAA shall enter and disseminate Calendar/Clock Parameter Data and manually entered data details in accordance with BSCP508.

3.3.6 If the Temperature Provider does not provide Noon Temperature Data, the SVAA shall, if available, input alternative data provided by the Temperature Provider (listed below in order of preference) and inform the BSCCo or its nominated agent and Suppliers in accordance with BSCP508:

3.3.6.1 Data for 13:00 hours for the weather station at the GSP Group location on the same Settlement Day; or

3.3.6.2 Data for 11:00 hours for the weather station at the GSP Group location on the same Settlement Day; or

3.3.6.3 Data for 12:00 from an alternative weather station defined by the BSCCo or its nominated agent on the same Settlement Day.

3.3.7 If the Temperature Provider does not provide Noon Temperature Data or alternative data, the SVAA shall input the previous Settlement Day's data and inform the BSCCo or its nominated agent and Suppliers in accordance with BSCP508.

3.4 Other Data Entry

3.4.1 In addition to the parameters normally input by the SVAA indicated above, the SVAA shall report without unreasonable delay to the BSCCo or its nominated agent every other occasion where the facility to enter data manually was used, such report to set out complete details of the entries made, the source of authorisation for the data and the time of receipt. This paragraph refers to the SVAA's ability to enter time pattern regimes, Settlement configurations, clock intervals, the assignment of configurations to profile classes and the Average Fraction of Yearly Consumption.

3.5 Teleswitch Data

3.5.1 The SVAA shall record the receipt of the Teleswitch Contact Interval Data files from the Teleswitch Agent, noting those that arrive after the due time defined in the BSCP508, and requesting any overdue Teleswitch Contact Interval Data files.

- 3.5.2 The SVAA shall record valid Teleswitch Contact Interval Data combinations for which no switching data has been received by the due time each day.
- 3.5.3 If no data is received as recorded pursuant to paragraph 3.5.2, the SVAA shall:
- 3.5.3.1 *where possible substitute the data from the most recent Settlement Day of the same day type; or*
 - 3.5.3.2 *where the SVA System is unable to load the substitute data, use the previous Settlement Day's data as the default.*
- 3.5.4 The SVAA shall report to Suppliers, Non Half Hourly Data Collectors and the BSCCo or its nominated agent, on each occasion when the default settings are used.
- 3.5.5 The SVAA shall provide to all Suppliers the report detailing the Teleswitch Contact Intervals that were used during the DPP run, in accordance with BSCP508.
- 3.5.6 The SVAA shall load the initial Teleswitch data received from valid Suppliers or their nominated agents into the SVAA software ensuring that there is a complete set of data.
- 3.5.7 Using the manual entry facilities, the SVAA shall update the SVA System with any additional data provided by Suppliers or their nominated agents in time for each DPP run.
- 3.5.8 The SVAA shall maintain an audit trail of Teleswitch data and the input data used to define it.
- 3.5.9 The SVAA shall provide to all Suppliers the relevant Teleswitch data that was loaded for each run of DPP, in accordance with BSCP508.

3.6 Invoking the DPP Run

- 3.6.1 The SVAA shall use the version of the SVA System software specified to it by the BSCCo or its nominated agent.
- 3.6.2 The SVAA shall run DPP in accordance with the SVAA Calendar for the specific GSP Groups and Settlement Days for which the SVAA is contracted and record both the occasions and the input parameters, which it shall provide monthly and on demand to the BSCCo or its nominated agent.
- 3.6.3 The SVAA shall run the DPP in accordance with instructions received from the BSCCo or its nominated agent in addition to the requirements of the SVAA Calendar.
- 3.6.4 The SVAA shall, before running the DPP, actively seek to obtain any files SVAA knows to be missing by making contact with the originator.
- 3.6.5 The SVAA shall maintain a record of input files that arrive after the due date and time specified in the SVAA Calendar and the action taken by the SVAA to obtain them. This information shall be available to the BSCCo or its nominated agent on request.
- 3.6.6 The SVAA shall investigate, record and report immediately to the BSCCo or its nominated agent the occasions and reasons for any run failures.
- 3.6.7 The SVAA shall perform any validations or checks provided within the SVAA application software.
- 3.6.8 If data fails validation the SVAA shall use reasonable endeavours to resolve any problems with the data with the provider of the data and inform the BSCCo or its nominated agent.

- 3.6.9 If resolution pursuant to paragraph 3.6.8 is not possible, and to delay further is reasonably likely to prevent the SVAA from fulfilling its obligations under this Service Description in accordance with the SVAA Calendar, the SVAA shall substitute data for input into the SVA System in accordance with the BSCP508.
- 3.6.10 The SVAA shall report those instances where data is manifestly in error or suspected by the SVAA to be unreasonable to the BSCCo or its nominated agent immediately, unless instructed otherwise by the BSCCo or its nominated agent.
- 3.6.11 The SVAA shall support the resolution of any queries associated with DPP data as described in BSCP01 and will liaise as necessary with the Disputes Administrator.

3.7 Provision of Output

- 3.7.1 The SVAA shall produce and distribute the reports output from the SVA System in accordance with BSCP508.
- 3.7.2 The SVAA shall provide these output reports in accordance with the timescales specified in BSCP508 and maintain a record of all files despatched with the date stamps and the due time/date of despatch.
- 3.7.3 The SVAA shall provide this information to the BSCCo or its nominated agent on request.
- 3.7.4 The SVAA shall only re-send output reports to a recipient requesting a re-send.
- 3.7.5 The SVAA shall despatch reports by one of the available media defined in the BSCP508 and chosen by the recipient. The SVAA shall not despatch individual reports to recipients who have elected not to receive them.
- 3.7.6 The SVAA shall provide on request to any authorised recipient and the BSCCo or its nominated agent information on the files despatched.

4. MARKET DOMAIN DATA (MDD)

4.1 Receiving Updates to the MDD

- 4.1.1 The SVAA, in the role of MDD Manager (MDDM), shall receive updates to the MDD from the BSCCo or its nominated agent, via an MDD Change Request and in accordance with BSCP509, 'Changes to Market Domain Data'.
- 4.1.2 In addition, the SVAA as MDDM shall, on an infrequent and ad hoc basis, receive updates from Suppliers informing the SVAA of the identity of Equipment Owners in relation to any Non Half Hourly Metering Systems for which the Supplier is registered in SMRS, as required by BSC Section S 2.7.11.
- 4.1.3 Where a Balancing Mechanism Unit file is received from the Central Registration Agent, the SVAA shall not publish this file until a request is received to publish this file from the BSCCo or its nominated agent, in accordance with paragraph 4.1.1 above.
- 4.1.4 The SVAA shall receive annually from the SAA a draft Settlement Calendar and shall review it in accordance with BSC Section U 2.4.2.
- 4.1.5 In support of paragraph 4.1.2 above, upon receipt of the Balancing Mechanism Unit file the SVAA shall notify the BSCCo or its nominated agent that the Balancing Mechanism Unit file has been received and, if requested, provide the file to the BSCCo or its nominated agent.

- 4.1.6 The SVAA shall check that the version numbers of the updates received from the BSCCo or its nominated agent are consecutive. In the event that the update versions are not consecutive, it shall contact the BSCCo or its nominated agent to inquire as to the existence of missing updates and, if in existence, to request their transmission.
- 4.1.7 Should the SVAA be unable to incorporate data because it is in the wrong format (for example, alphanumeric instead of numeric) it shall report the matter to the BSCCo or its nominated agent, and not incorporate any part of the update to the MDD.
- 4.1.8 The SVAA shall incorporate all authorised updates into the MDD, in sequence order of the version numbers, in accordance with BSCP509.
- 4.1.9 Should any recipient question the correctness of part of the MDD, then the SVAA shall report the matter to the BSCCo or its nominated agent and agree a remedy with the BSCCo or its nominated agent.

4.2 New Agencies

- 4.2.1 The SVAA shall assign an agreed unique reference code to new Supplier Meter Registration Agents, Suppliers, Meter Operator Agents, Data Collectors, Data Aggregators, Initial Allocation and Reconciliation Agent and the SVAA upon being informed of their existence by the BSCCo or its nominated agent. Such unique reference codes shall form part of the MDD and shall be agreed with the BSCCo or its nominated agent prior to their inclusion on an MDD Publish.
- 4.2.2 Where the CDCA has also assigned a unique reference code to any of the market participants referred to in paragraph 4.2.1, this shall also form part of the MDD.

4.3 Market Domain Data Matrix

- 4.3.1 The SVAA shall receive, and update changes to, the MDD matrix in accordance with BSCP509.
- 4.3.2 The SVAA shall use the MDD matrix to identify the recipients of all MDD files.

4.4 Provision of Output

- 4.4.1 The SVAA shall send the MDD files to each of the parties specified in BSCP509 and BSCP520 in accordance with the timescales specified in those documents.
- 4.4.2 The SVAA shall also send the MDD files to the BSCCo or its nominated agent.
- 4.4.3 The SVAA shall also provide, in accordance with BSCP509, a cut down version of MDD (the 'Incremental Set') unless the recipient of the file(s) has requested a full version of the file(s) or unless all of the data items with the MDD have changed, in which case a full version of the MDD file(s) will be provided (the 'Complete Set').
- 4.4.3.1 At the direction of the BSCCo or its nominated agent, the SVAA shall provide the latest Complete and Incremental MDD Sets to non-BSC parties.*
- 4.4.4 The SVAA shall distribute the Technical Product Deliverables component of the MDD only to those parties that have signed the appropriate confidentiality undertaking, as notified to the SVAA by the BSCCo or its nominated agent.
- 4.4.5 The SVAA shall ensure every issued MDD file shall contain a unique consecutive version number.

4.4.6 The SVAA shall provide on request information about the despatch of files, as collected in Appendix 2, to any authorised recipient of the MDD updates and to the BSCCo or its nominated agent.

4.5 Checking Confirmation Messages

4.5.1 The SVAA shall re-send the MDD update files to any party which has not confirmed receipt of the original update files, by the same time on the next Working Day after the despatch. This shall NOT apply to those files sent to parties manually.

4.5.2 The SVAA shall report to the Help Desk the any parties which have not confirmed receipt of either the original update or the re-send of the update within four Working Hours of the receipt message for the resend. The due time of the receipt shall be as specified in BSCP508.

4.6 Maintaining the Market Domain Data Information

4.6.1 The SVAA shall record information about MDD as specified in Appendix 1.

4.6.2 The SVAA shall, on request of the BSCCo or its nominated agent, provide the information specified in Appendix 1.

4.7 Production of the SVAA Calendar

4.7.1 The SVAA shall produce the SVAA Calendar in accordance with BSCP509 and confirm that the dates in the calendar are acceptable. The SVAA Calendar does not (under current arrangements) include the Post Final Settlement Runs (Run Type DF) which are scheduled in the Post Final Settlement Calendar.

4.7.2 The SVAA shall send the SVAA Calendar to those recipients defined in BSCP509.

4.8 Production of the Data Aggregation and Settlements Timetable File

4.8.1 The SVAA shall produce the Data Aggregation and Settlements Timetable File within the constraints of BSCP01, with the contents as specified in Appendix 2.

4.8.2 The SVAA shall send the Data Aggregation and Settlements Timetable File to the Non Half Hourly Data Aggregators with every publication of the MDD, even though the data contained within the file may not have changed.

5. OTHER SERVICES

5.1 Audit, Security & Control Requirements

5.1.1 The SVAA shall retain an audit trail for each DPP run, each VAR and each issue of MDD for twenty eight (28) months following a Settlement Day, such that it is easily accessible to the BSC Auditor and in a form acceptable to the BSCCo or its nominated agent and the BSC Auditor.

5.1.2 The SVAA shall retain audit reports on standing data and changes to standing data and any supporting physical documentation for twenty eight (28) months following a Settlement Day, such that they are easily accessible for use by, and in a form acceptable to, the BSC Auditor and, thereafter, until 40 months after the relevant Settlement Day in a form that may be retrieved, if requested, within 10 Working Days.

5.1.3 The SVAA shall support the Extra-Settlement Determination process as agreed with the BSCCo or its nominated agent for a period of 40 months after the relevant Settlement Day.

- 5.1.4 The SVAA shall provide the BSCCo or its nominated agent and the BSC Auditor with access to all systems, data, information, records, procedures and plans related to, and staff involved in the provision of, the services carried out by the SVAA on behalf of the BSCCo or its nominated agent.
- 5.1.5 The SVAA shall provide a fully itemised list of all the hardware and software (system and application) used in the operation of the SVAA Operations Services within 2 weeks of a request to do so by the BSCCo or its nominated agent.
- 5.1.6 The SVAA shall provide facilities to, and manage access to, and operation rights of, users and operations and support staff, individually or in groups, to view and modify any data received by the SVAA in relation to the SVAA Operations Services.
- 5.1.7 The SVAA shall monitor attempts to breach the security of the SVAA Operations Services and report all such attempts within one Working Day of their occurrence to the BSCCo or its nominated agent and the BSC Auditor.
- 5.1.8 Subject to the prior agreement of the BSCCo or its nominated agent and the BSC Auditor, the SVAA shall arrange for all printed reports which are no longer required for the provision of services, or for audit or the purposes of the BSCCo or its nominated agent, to be securely destroyed (for example, by shredding) and for all the BSCCo's or its nominated agent's data which is no longer required to be obliterated from machine readable media prior to disposal.
- 5.1.9 The SVAA shall ensure the confidentiality and integrity of the information that it receives, processes and maintains.

5.2 Provision of Output Files

- 5.2.1 Extract files from the SVAA System shall be formulated into a predictable output as described in the BSC SVA Data Catalogue. These files shall then be output to the Data Marshalling Process.
- 5.2.2 The SVAA shall use the pre-determined volume parameters and the number of Settlement Day(s) provided by the BSCCo or its nominated agent for the purposes of determining the level of output which is acceptable in determining whether or not a re-send of output files will be undertaken.
- 5.2.3 When a request is received to re-send output files, the SVAA shall ensure that the re-send is submitted to the BSCCo or its nominated agent for consideration, where the request:
- 5.2.3.1 exceeds the pre-determined parameters provided to the SVAA; and*
 - 5.2.3.2 relates to more than three (3) Settlement Days, or an alternative number of Settlement Days as specified by the BSCCo or its nominated agent, in accordance with paragraph 5.2.2 above, of output files.*
- 5.2.4 Where instructed by the BSCCo or its nominated agent to re-send the output files, the SVAA shall re-send the output files.
- 5.2.5 The SVAA shall maintain records of re-sends of output files and, when requested to do so by the BSCCo or its nominated agent, report this information to the BSCCo or its nominated agent.
- 5.2.6 Where instructed by the BSCCo or its nominated agent to provide a quotation for the cost of re-sending output files in accordance with paragraph 5.2.5 above, the SVAA shall

provide such a quotation to the BSCCo or its nominated agent in accordance with the timescales and method defined in BSCP508.

5.3 Data Marshalling

- 5.3.1 The SVAA shall route all electronic output files, via the Data Marshalling Process.
- 5.3.2 The SVAA shall use the flow control parameters notified to the SVAA in writing by the BSCCo or its nominated agent. The BSCCo or its nominated agent retains the right to change the flow control parameters at any time and the SVAA will use these flow control parameters as soon as practicable but no later than one Working Day after receipt.
- 5.3.3 The performance of the flow controller element of the Data Marshalling Process shall be reported to the BSCCo or its nominated agent on a periodic basis by the SVAA.
- 5.3.4 The SVAA shall propose revisions to the flow control parameters and submit these to the BSCCo or its nominated agent for agreement, in a format agreed with the BSCCo or its nominated agent.
- 5.3.5 The SVAA shall ensure that the Data Marshalling Process outputs files in the following order of priority:
 - 5.3.5.1 *Daily Profile Coefficient File;*
 - 5.3.5.2 *the remaining reports specified in BSCP508.*
- 5.3.6 The BSCCo or its nominated agent retains the right to change the order of priority at any time. Any such changes will be notified to the SVAA, in writing by the BSCCo or its nominated agent. The SVAA will amend the order of priority as soon as practicable but no later than one Working Day after receipt.

5.4 Managed Data Network

- 5.4.1 The SVAA shall manage the Data Marshalling Process so that the files are passed, as soon as possible, to the gateway using the flow control parameters provided by the BSCCo or its nominated agent from time to time.
- 5.4.2 “Successful despatch” means the receipt of such files at the gateway where the flow controller element of the Data Marshalling Process:
 - 5.4.2.1 *holds files; and*
 - 5.4.2.2 *is constrained only by the flow control parameters specified above; and*
 - 5.4.2.3 *is operating in accordance with its agreed functional specification.*
- 5.4.3 The receipt of a complete and correct set of files in the Data Marshalling Process shall be deemed to have achieved “successful despatch”.

5.5 Dispute Handling

- 5.5.1 The SVAA shall provide the Dispute Support Service in order that Market Participants may pursue and verify disputes.
- 5.5.2 When instructed by the BSCCo or its nominated agent, the SVAA shall re-run the DPP and prioritise the despatch of the files as specified in paragraph 5.3.5 above.

- 5.5.3 For up to twenty eight (28) months after any Settlement Day the SVAA shall, on request of the BSCCo or its nominated agent, perform a VAR for such Settlement Day.
- 5.5.4 The SVAA shall (on request) provide the information required by the Market Participant requesting support. This may consist of the data used and the outputs produced on one or more Settlement Days.
- 5.5.5 The SVAA shall ensure that, unless otherwise agreed, Suppliers only receive data relating to their own purchases.
- 5.5.6 The SVAA shall comply with BSCP11.
- 5.5.7 The SVAA shall be able to supply input and output data and software from archive within two Working Days for any Settlement Day up to 28 months after the Settlement Day, in printed and electronic form, to support the reasonable requirements of the BSCCo or its nominated agent.
- 5.5.8 The SVAA shall support the Extra-Settlement Determination process as agreed with the BSCCo or its nominated agent.
- 5.5.9 The SVAA shall provide a copy of MDD for any Settlement Day on request by any authorised party, for audit and dispute purposes for a period of 14 months prior to when the request was made.
- 5.5.10 Where the SVAA is aware of errors within the Settlement system that may give rise to a dispute it shall notify the BSCCo or its nominated agent promptly.
- 5.5.11 The SVAA shall initiate a dispute where there has been a material error in the Settlement process. The BSCCo or its nominated agent shall inform the SVAA, from time to time, of the definition of “material” for the purposes of this paragraph.

5.6 Provision of Performance Monitoring Data

- 5.6.1 The SVAA shall provide the appropriate data to the BSCCo or its nominated agent as specified in BSCP533.
- 5.6.2 The SVAA shall provide the appropriate data to the BSCCo or its nominated agent in the timescales specified in BSCP533.

5.7 Re-calculation of Average Fraction of Yearly Consumption, GSP Group Profile Class Average EAC and GSP Group Profile Class Default EAC Values

- 5.7.1 Annually in February, or at an alternative time specified by the BSCCo or its nominated agent, the SVAA shall use the SVA System to re-calculate for all GSP Groups, on a Settlement Day basis for a twelve (12) month period, the:

5.7.1.1 Average Fraction of Yearly Consumption;

5.7.1.2 GSP Group Profile Class Average EAC; and

5.7.1.3 GSP Group Profile Class Default EAC,

values spanning the twelve (12) month period, in accordance with BCP508.

- 5.7.2 The BSCCo or its nominated agent will specify the start and end periods relating to the twelve (12) month period to be re-calculated.

- 5.7.3 The SVAA shall log any exceptions generated during the re-calculation and shall report these exceptions to the BSCCo or its nominated agent.
- 5.7.4 The SVAA shall provide the revised Average Fraction of Yearly Consumption, GSP Group Profile Class Average EAC and GSP Group Profile Class Default EAC values to the BSCCo or its nominated agent for approval, in accordance with BSCP509.
- 5.7.5 Upon notification of the approval of the revised Average Fraction of Yearly Consumption, GSP Group Profile Class Average EAC and GSP Group Profile Class Default EAC values, the SVAA shall distribute these revised values in accordance with BSCP508.

5.8 Miscellaneous

- 5.8.1 The SVAA shall immediately report to the BSCCo or its nominated agent any known or suspected failures of the hardware or software, any such report to be confirmed in writing.
- 5.8.2 The SVAA shall report to the BSCCo or its nominated agent any significant known or suspected errors in the Settlement process, any such report to be confirmed in writing.
- 5.8.3 The SVAA shall seek and follow the advice of the BSCCo or its nominated agent where the SVAA is uncertain about the correct course of action in exceptional circumstances or in cases of ambiguity in the documentation, provided that seeking advice shall not delay passing reports to the Settlement Administration Agent beyond the timescales in the Funds Administration Agent Calendar.
- 5.8.4 The SVAA shall synchronise the SVA System's time to ensure agreement within one second of Co-ordinated Universal Time.
- 5.8.5 Where requested by the BSCCo or its nominated agent, the SVAA will produce and provide the Measurement Requirement and Profile Class in a GSP Group Report to the BSCCo or its nominated agent.
- 5.8.6 The SVAA shall attach file creation timestamps to incoming files to ensure that the files are loaded in the correct order.
- 5.8.7 The SVAA shall attach file processed timestamps (the time at which the file was processed) to incoming files for audit purposes.

6. SERVICE AVAILABILITY

- 6.1.1 The SVAA shall ensure the Services described in this Service Description shall be carried out for each Settlement Day according to the SVAA Calendar, and be available throughout the Working Day.
- 6.1.2 In addition to paragraph 6.1.1, the SVAA shall provide a logging service for date and timestamping all Non Half Hourly Balancing Mechanism Unit files received on every day of the year.
- 6.1.3 The SVAA shall ensure the SVA System is capable of being operational for 24 hours per day, less the time reasonably required for planned daily back-up.
- 6.1.4 The SVAA shall, as required by the BSCCo or its nominated agent, provide the Service for additional VARs other than those required to meet the SVAA Calendar, on a timescale to be agreed with the BSCCo or its nominated agent.

6.1.5 Where required by the BSCCo or its nominated agent, and given five Working Days' notice, the SVAA shall provide the Service 24 hours per day, less the time reasonably required for planned daily back-up.

In relation to MDD, the SVAA shall ensure that:

6.1.6 the MDDM Normal Working Hours are defined as 08:30 to 17:00 on Working Days; and

6.1.7 it meets its obligations under this Service Description, regardless of any potential constraints which might be imposed by the definition of MDDM Normal Working Hours.

7. APPENDICES

7.1 Appendix 1 - Details of Information Maintained

The following minimum information shall be retained by the SVAA. This information may be held in various forms, such as database records, problem management logs, exceptions reports or manual records, and will be extracted and made available to the BSCCo or its nominated agent on request. The SVAA shall ensure that it also maintains records of any additional information required to fulfil its obligations under this Service Description or any other contractual obligation.

Type of Information	Minimum Requirements
Market Domain Data Details (for each Market Domain Data load into ISRA)	MDD Version number Date and Time loaded into ISRA Details of any validation errors including: Nature of Error When BSCCo or its nominated agent informed Whether BSCCo informed within BSCP timescale Details of Action Taken
NHHDA Details (for each file received from a NHHDA)	Run Number of File MPID of NHHDA Settlement Date Run Type Date and Time of Receipt Deadline Number of files received from that Originator for that Volume Allocation Run Date and time validated Whether validated within BSCP timescale Details of any Validation errors including: Nature of Error When notification of validation error sent Whether sent within BSCP timescale Medium by which sent Address where sent (network, fax no, physical, etc) Volume Allocation Runs file used in
HHDA Details (for each file received from a HHDA)	Same as for NHHDA

Type of Information	Minimum Requirements
GSP Group Take Details (for each file received from the CDCA)	Run Number of File Settlement Date Run Type Date and Time of Receipt Deadline If received after deadline: When the BSCCo or its nominated agent informed Whether within BSCP timescale Details of action taken Details of any validation errors, including: Nature of error When notification of validation error sent Whether sent within BSCP timescale Medium by which sent Address where sent (network, fax no, physical, etc)

Name of Information	Minimum Requirements
LLF Details (for each file received from BSCCo or its nominated agent)	Date and time file created Date and time of receipt Details of any validation errors, including: Nature of Error When the BSCCo or its nominated agent informed Whether informed within BSCP timescale Details of Action Taken

Type of Information	Minimum Requirements
Manual Standing Data Change Details (for every time the standing data is updated by manual input)	Input parameter description Input parameter value Effective-from Settlement Date Effective-to Settlement Date Identity of operator authorising change If change was made to accept a file from Data Aggregator: Details of file from Data Aggregator Details informing BSCCo or its nominated agent of changes to

Type of Information	Minimum Requirements
	<p>standing data.</p> <p>If conflict with Non Half Hourly Balancing and Settlement Code Data Aggregator standing data – details of notifications to the BSCCo or its nominated agent</p> <p>If conflict with Non Half Hourly Balancing Mechanism Unit standing data:</p> <ul style="list-style-type: none"> Details of condition Details of action taken
Volume Allocation Run Details (for every VAR)	<p>Settlement Date</p> <p>Settlement Code</p> <p>Time and date</p> <p>Input files used</p> <p>Input parameters used</p> <p>Details of any warning or error condition, including:</p> <ul style="list-style-type: none"> Details of condition Details of action taken
Missing Input Data Details (for every VAR)	<p>Settlement Date</p> <p>Settlement Code</p> <p>Type of data missing</p> <p>Originator of missing data:</p> <ul style="list-style-type: none"> When Contacted By which medium <p>Whether within BSCP timescale</p> <ul style="list-style-type: none"> Details of Correspondence Details of substituted data

Type of Information	Minimum Requirements
Output Report Details (for every VAR)	<p>Type of report</p> <p>To whom sent</p> <p>Settlement Date</p> <p>Settlement Code</p> <p>Time and date sent</p> <p>Sent within BSCP timescales</p> <p>Medium by which sent</p> <p>Address</p> <p>If late or missing:</p> <ul style="list-style-type: none"> Time and date the SVAA first realised the report would not meet the deadline Time and date recipient contacted

	<p>Contact's name / area</p> <p>Medium by which contacted</p>
<p>Output Report Details (for every VAR)</p>	<p>Details of report requested, including:</p> <p>File type</p> <p>Settlement Date</p> <p>Run type</p> <p>MPID of original recipient</p> <p>MPID of requestor</p> <p>When requested</p> <p>Whether authorisation correct</p> <p>If authorisation not correct:</p> <p>Date and time of contacting authorised Party</p> <p>Medium by which contacted</p> <p>Whether within BSCP timescale</p> <p>Details of response</p> <p>Whether update accepted as authorised</p> <p>Date and time file re-sent</p> <p>Whether re-sent within four Working Hours</p>

Type of Information	Minimum Requirements
<p>Receiving Updates (for every Market Domain Data update received)</p>	<p>Version Number of Update</p> <p>Date and Time received</p> <p>Medium by which received</p> <p>Intended MDD Publication Date</p> <p>Date and Time of Validation</p> <p>Whether validated within timescales agreed with the BSCCo or its nominated agent</p> <p>Details of any validation errors including:</p> <p>Nature of Error</p> <p>Date and Time of Contacting BSCCo</p> <p>Whether contacted within BSCP timescales</p> <p>If not contacted within BSCP timescales, the number of days late</p>
<p>Problems with MDD (for every problem reported from the help desk)</p>	<p>Date and Time of receipt of query from help desk</p> <p>Nature of query</p> <p>Date & Time of Contacting BSCCo or its nominated agent</p> <p>Whether BSCCo contacted within BSCP timescale</p>

Type of Information	Minimum Requirements
	Date and time of contacting BSCCo Within BSCP timescale (Y/N)
Sending Files (for every Market Domain Data Publish)	Type of Report MDD Version Number Sent to whom Time and date sent If not sent within timescales specified in the MDD Change Management Circular, number of days late. Medium by which sent Address If acknowledgement not received within four Working Hours of despatch: Date and time of re-send Whether within timescale If not, number of days late If acknowledgement of re-send not received within four Working Hours: Whether acknowledgment of original send has been received If not, then date and time of informing help desk Whether within timescale If not, number of days late
Daily Profile Production Data	Temperature Data (P0033) Sunset Data (P0011) Teleswitch Contact Interval Data (D0277)

7.2 Appendix 2 - SVAA Calendar and Data Aggregation and Settlements Timetable File

7.2.1 Distributed in the MDD Complete / MDD Incremental Set files, the SVAA Calendar will contain for each VAR, inter alia:

- Settlement Code;
- Settlement Date;
- Payment Date; and
- SVA Notification Deadline Date (for receipt of files from CDCA, NHHDA, HHDA and LDSO).

The files will contain those data items listed below, for each Settlement Day, inter alia:

- Clock Changes;
- Day of the Week Id; and
- Season Id.

7.2.2 Distributed in the Data Aggregation and Settlements Timetable File, the file will contain for each VAR, inter alia:

- First Payment Date;
- Last Payment Date;
- Settlement Code;
- Settlement Date;
- Payment Date;
- SVA Notification Deadline Date; and
- Planned Data Aggregation Run Date.