

Redlined BSCP520 v11.0 for CP1218 v1.0 (redlining v0.8)

1.1 – no changes

1.2.1 – no changes

1.2.2 – no changes

1.2.3 – no changes

1.2.4 Meter Administrator Responsibilities

In summary, the MA is responsible for the following:-

- a) receiving a copy of the agreed summary inventory of the UMS Apparatus for an MSID, together with agreed updates, from the UMSO;
- b) inputting the summary inventory information into the EM and forwarding a copy of the inventory printout from the EM to the UMSO and Customer;
- c) receiving from the UMSO the latitude and longitude information for an MSID appropriate to the installed Apparatus and inputting the information into the EM;
- d) implementing updates to the Appendices of this BSCP when notified;
- e) operating and maintaining the EM hardware and software;
- f) ensuring metered data from the EM is available to the HHDC to meet the Volume Allocation Run timescales required by the Supplier;
- g) indicating to the HHDC when data is not available or missing; and
- h) retaining Settlement data in accordance with ~~Party Service Line 170 'Meter Administrator'~~this BSCP and Party Service Line 100 'Non Functional Requirements for Licensed Distribution System Operators and Party Agents'.

1.2.4.1 Recording of Data

The MA shall record sufficient details received from the Supplier of its appointment in respect of a SVA Metering System to enable the MA to perform its functions as MA and operate the Equivalent Meter permitted for use within the GSP group by the LDSO. These details shall include:

- the Settlement Days for which the MA is appointed by the Supplier;
- the relevant SVA Metering System Number;
- the Identifier for the HHDC;
- the LDSO providing the Unmetered Supply Certificate for that Metering System;
- the geographical position defined by the LDSO for that SVA Metering System Number or, where these are defined by the LDSO, the geographical positions for related subdivisions of the summary inventory for that SVA Metering Number;

- the indicator defined by the LDSO as to whether a PECU array is required for that SVA Metering System Number or for related subdivisions of the summary inventory where these subdivisions are defined by the LDSO; and
- the energisation status associated with the SVA Metering System Number in Supplier Meter Registration Service;
- the indicator defined by the LDSO as to whether a Central Management System is required for that SVA Metering System Number or for related subdivisions (also known as sub-meters) of the summary inventory where these subdivisions are defined by the LDSO.

The MA shall record and use such Market Domain Data as is considered appropriate by the Panel (having regard to the MA's functions) and shall, in particular, use only Market Domain Data for those items in relation to which there is a Market Domain Data entry.

1.2.4.2 Equivalent Meter Audit Requirements

MAs shall ensure that audit trails are maintained between:

- Equivalent Meter failure reports or energisation/de-energisation requests, and any subsequent readings taken; and
- data requested and data sent (or received) in relation to transfers of data between outgoing and incoming MAs.

1.2.4.3 Resolution of Queries and Disputes

The MA shall respond to queries raised by the Supplier, the Supplier Volume Allocation Agent, the HHDC, the BSC Auditor and the LDSO.

In the event of any dispute as to whether an item of Market Domain Data is appropriate or, as the case may be, affects the accuracy of Settlement, the decision of the Panel shall be final.

1.2.4.4 Recording Devices

The MA shall ensure that the import of electrical energy by every SVA Metering System to which it is appointed is accurately recorded by the correct use of an Equivalent Meter which meets the specifications set out in this BSCP.

If requested by the LDSO, the MA shall provide details of reactive power as an output from the Equivalent Meter.

The MA shall use only an Equivalent Meter permitted for use within the relevant GSP Group by the LDSO.

1.2.4.5 Systems and Processes

The MA shall use systems and processes so approved in accordance with BSCP537 in the operation of Equivalent Meters. These systems and processes must also comply with all other applicable requirements set out in the Code and other relevant CSDs.

1.2.4.6 Termination of Appointment of Meter Administrator

The MA shall prepare and maintain plans that will enable its Supplier's obligations under the Code to continue to be met notwithstanding the expiry or termination of the MA's appointment as the MA. The plans, which the MA undertakes to implement on any such expiry or termination, will include the immediate transfer of data and other information to an incoming MA appointed by the Supplier or to the Panel.

Details of the processes to be followed when there is a Change of MA are set out in Section 3.4.

1.2.4.7 Summary Inventories

The MA shall record a history of the Summary Inventories and their effective dates input to the Equivalent Meter.

Details of the processes to be followed for new and updated Summary Inventories are described in more detail in Sections 3.1 and 3.2 of this document.

Where the summary inventory is not provided by the UMSO or is not relevant to a half hourly unmetered Measurement Class the MA shall request the UMSO to provide the correct information and inform the its Associated Supplier if it is not provided in time to allow data to be submitted for the Initial Settlement Run for any SVA Metering System to which the MA has been appointed.

1.2.5 – no changes

1.3 – no changes

1.4 – no changes

1.5 Balancing and Settlement Code Provision

This BSCP has been produced in accordance with the provisions of the Balancing and Settlement Code (the Code), and in particular the provisions of Section S8 'Unmetered Supplies' which, amongst other things, state that:

- the UMSO shall determine whether a supply of electricity to a particular inventory of Apparatus should be treated as an Unmetered Supply;
- for Unmetered Supplies the UMSO shall issue an Unmetered Supplies Certificate;
- the UMSO will agree an Inventory of Apparatus with the Customer and will prepare a summary inventory from the detailed Inventory;
- if requested, the UMSO shall advise the Panel of the Equivalent Meter(s) to be used on its Distribution System, and will provide 1 year's written notice to the Panel if the Equivalent Meter is to be changed. The Panel will provide details of the Equivalent Meter used by an UMSO to a Supplier if requested;
- for each Profiled (NHH) Unmetered Supply the UMSO shall calculate an EAC and notify the Supplier or Supplier Agent of the value of the EAC;
- following a material change to the Inventory of Apparatus to which a UMS Certificate relates the UMSO shall provide:
 - a new summary Inventory of Apparatus (for an Equivalent (HH) Unmetered Supply); or

- a new EAC (in the case of a Profiled (NHH) Unmetered Supply); and
- changing the treatment of an Unmetered Supply from an Equivalent (HH) Unmetered Supply to a Profiled (NHH) Unmetered Supply (or vice versa) shall only be made if the relevant Unmetered Supply Certificate is cancelled and a new Unmetered Supply Certificate is issued in its place.

In the event of an inconsistency between the provisions of this BSCP and the Code, the provisions of the Code shall prevail.

1.6 – no changes

1.7 Acronyms and Definitions

1.7.1 Acronyms

The terms used in this BSCP are defined as follows:

AFYC	Average Fraction of Yearly Consumption
BSC	Balancing and Settlement Code
BSCCo	Balancing and Settlement Code Company
BSCP	Balancing and Settlement Procedure
CMS	Central Management System
CPC	Change Proposal Circular
DUoS	Distribution Use of System
EAC	Estimated Annual Consumption
EM	Equivalent Meter
GSP	Grid Supply Point
HH	Half Hourly
HHDA	Half Hourly Data Aggregator
HHDC	Half Hourly Data Collector
Id	Identifier
KWh	Kilowatt Hour
LDSO	Licensed Distribution System Operator
LF	Load Factor
LLF	Line Loss Factor
MA	Meter Administrator
METD	Metering Equipment Technical Details
MOA	Meter Operator Agent
MSID	Metering System Identifier
NHH	Non-Half Hourly
NHHDA	Non-Half Hourly Data Aggregator
NHHDC	Non-Half Hourly Data Collector
PECU	Photo Electric Cell Unit
SMRA	Supplier Meter Registration Agent
SMRS	Supplier Meter Registration Service
SSC	Standard Settlement Configuration
SSD	Supply Start Date
SVA	Supplier Volume Allocation
TPR	Time Pattern Regime
TSR	Time Switch Regime
UMS	Unmetered Supplies

UMSO	Unmetered Supplies Operator of the LDSO
UMSUG	Unmetered Supplies User Group
UTC	Co-ordinated Universal Time
W	Watts
WD	Working Day

1.7.2 Definitions

Full definitions of the above acronyms and other defined terms used in this BSCP are, where appropriate, included in the Code. For clarification, definitions are provided below for terms specifically associated with UMS:-

“Apparatus” means all equipment in which electrical conductors are used, supported or of which they may form part;

“Applicant” means a person applying for Equivalent Meter approval.

“Astronomical Almanac” means the Astronomical Almanac published annually by Her Majesty’s Stationary Office;

“Central Management System” means a system that is able to dynamically control and manage the electrical load used by Apparatus registered as an Unmetered Supply.

“Dawn” means 30 minutes before sunrise;

“Dusk” means 30 minutes after sunset;

“Equivalent Meter” means the hardware and software described in Appendix 4.5;

“Equivalent Meter UMS” means HH Unmetered Supplies;

“FLARE Software” means the software originally owned and licensed by Eastern Group plc to create the Equivalent Meter data;

“LAMP Software” means the centrally developed software owned and licensed by St Clements Services Limited to create the Equivalent Meter data;

“MA System” means, in the context of a CMS-based Equivalent Meter, the software and hardware operated by the Meter Administrator and used to calculate half hourly consumption.

“PECU array” means the hardware described in Appendix 4.5;

“Percentage Dimming Level” means the percentage of its full load circuit loading (watts) at which the Apparatus is operating.

“Profiled UMS” means NHH Unmetered Supplies;

“Provisional Code” means a code that has been agreed by the UMSUG chairman and is awaiting formal approval.

“Sub-Meter” means that within an Equivalent Meter there is more than one PECU array or more than one summary inventory associated with an MSID;

“Sunrise” means the time when the suns apparent disc is below and tangential to the horizon at sea level and to the east of the observer;

“Sunset” means the time when the suns apparent disc is below and tangential to the horizon at sea level and to the west of the observer;

“Temporary Code” means a code that the UMSUG chairman believes it is not possible to obtain approval for because there is insufficient information to justify seeking approval.

2 – no changes

3.1 Establishment of a New UMS Inventory¹

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1		Agree that the application for UMS meets the requirements of Section 1.1 and receive and agree the inventory of Apparatus from the Customer.	UMSO.	Customer.	Signed UMS Connection Agreement. Customer's Approved Detailed Inventory.	Paper, fax or electronic media, as agreed.
3.1.2		Is UMS to be traded HH? If so, proceed to 3.1.3. If UMS not HH, proceed to 3.1.2246.	UMSO.		Notification received from Supplier or Customer.	Internal Process.
3.1.3	If HH.	UMSO request new MSID.	UMSO.	SMRA.	P0171 Request Creation of UMS Skeleton SMRS Record.	Paper, fax or electronic media, as agreed.
3.1.4		SMRA Allocate MSID per UMS Certificate.	SMRA.			Internal Process
3.1.5		Create skeleton, record details of MSID in accordance with BSCP501. ² Send MSID(s) to UMSO.	SMRA.	UMSO.	P0171 Request Creation of UMS Skeleton SMRS Record.	Internal Process. Paper, fax or electronic media, as agreed.
3.1.6		Complete UMS Certificate. Issue to Customer and Supplier, if appointed earlier on in the process	UMSO.	Customer, Supplier.	P0170 HH Unmetered Supply Certificate.	Internal Process. Paper, fax or electronic media, as agreed.

¹ This process shall be followed where a new additional inventory is provided by the Customer.

² Although the SMRA requires a MOA to be appointed, this is a 'dummy MOA' and for record purposes only.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.7		Confirm with UMSO the type of EM and agree the location, if any, of the PECU array(s).	MA	UMSO.	P0176 Request for EM Details.	Paper, fax or electronic media, as agreed.
3.1.8		Confirm with Supplier the type of EM and agree the location, if any of the PECU array(s). Provide latitude and longitude information to Supplier and MA.	UMSO.	Supplier. Supplier, MA.	P0068 UMS EM Technical Details.	Paper, fax or electronic media, as agreed.
3.1.9		Send Supplier and registration details to SMRA.	Supplier.	SMRA.	D0055 Registration of Supplier to Specified Metering Point.	Electronic or other agreed method.
3.1.10		Record details for MSID in accordance with BSCP501.	SMRA.			Internal Process.
3.1.11		Send appointment details and additionally EM details to relevant recipients.	Supplier.	MA. HHDC. HHDA. UMSO.	P0068 UMS EM Technical Details. D0148 Notification of Change to Other Parties. D0155 Notification of new Meter Operator or Data Collector Appointment and Terms. D0148 Notification of Change to Other Parties. D0153 Notification of Data Aggregator Appointment and Terms. D0155 Notification of new Meter Operator or Data Collector Appointment and Terms. D0148 Notification of Change to Other Parties.	Electronic or other agreed method.
3.1.12	Following 3.1.11.	Complete MA tasks.	MA.			Internal Process.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.13	Following 3.1.11.	Send summary inventory details to MA.	UMSO.	MA.	P0064 Summary Inventory (for Half Hourly Trading).	Paper, fax or electronic media, as agreed.
<u>3.1.14</u>	<u>If items exist in the summary inventory for which no data on load and switching times have been defined.</u>	<u>Provide the MA with additional information to be input into the EM.</u>	<u>UMSO.</u>	<u>MA.</u>	<u>As agreed.</u>	<u>Electronic or other agreed method.</u>
3.1.14 <u>5</u>	Following 3.1.14 .	Input <u>the tables of loads and switching times for items referenced in the summary inventory information</u> into the EM. <u>Where items exist in the summary inventory for which no data on load and switching times have been defined the MA shall use information provided by the UMSO.</u> Send copy of meter inventory to UMSO and confirm correct with UMSO. Also send to Customer.	MA.	UMSO, Customer.	P0064 Summary Inventory (for Half Hourly Trading).	Internal Process. Paper, fax or electronic media, as agreed.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<u>3.1.16</u>	<u>If items exist in the summary inventory for which no data on load and switching times have been defined and step 3.1.14 is not complete.</u>	<u>Inform the Supplier of an EM fault (as set out in 3.13).</u>	<u>MA.</u>	<u>Supplier.</u>		<u>Electronic or other agreed method.</u>
<u>3.1.17</u>	<u>Following 3.1.16.</u>	<u>Use the values considered most appropriate until step 3.1.14 is complete and data is provided.</u>	<u>MA.</u>			<u>Internal Process.</u>
<u>3.1.451</u> <u>8</u>	<u>Following 3.1.17</u>	Send METD and liaise with HHDC to ensure data from EM can be collected.	MA.	HHDC.	P0068 UMS EM Technical Details. D0003 Half Hourly Advances OR Section 4.5.3 EM Output File ³ (trial data).	Electronic or other agreed method.
<u>3.1.461</u> <u>9</u>	After 3.1.2 for NHH.	Request new MSID per SSC.	UMSO.	SMRA.	P0171 Request Creation of UMS Skeleton SMRS Record.	Paper, fax or electronic media, as agreed.
<u>3.1.204</u> <u>7</u>		Allocate MSIDs per SSC per UMS Certificate. Create skeleton record details of MSIDs in accordance with BSCP501.	SMRA.			Internal Process.

³ The EM Output file can only be used if a secure method of data transfer has been agreed between the MA and the HHDC.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1. 182 <u>1</u>		Calculate EACs, complete UMS Certificate. Issue UMS Certificate to Customer and Supplier if appointed earlier on in the process.	UMSO.	Customer, Supplier	P0207 NHH Unmetered Supply Certificate.	Internal Process. Paper, fax or electronic media, as agreed.
3.1. 192 <u>2</u>		Send Supplier and registration details to SMRA for all listed MSIDs.	Supplier.	SMRA.	D0055 Registration of Supplier to Specified Metering Point.	
3.1. 202 <u>3</u>		Record details for all of the MSIDs in accordance with BSCP501.	SMRA.			Internal Process.
3.1. 212 <u>4</u>		Send appointment details.	Supplier.	NHHDC. UMSO. NHHDA.	D0148 Notification of Change to Other Parties. D0155 Notification of new Meter Operator or Data Collector Appointment and Terms. D0148 Notification of Change to Other Parties. D0155 Notification of new Meter Operator or Data Collector Appointment and Terms. D0153 Notification of Data Aggregator Appointment and Terms.	Electronic or other agreed method.
3.1. 222 <u>5</u>		Send split EAC, Profile Class and SSC details for each MSID.	UMSO.	Supplier, NHHDC.	D0052 Affirmation of Metering System Settlement Details.	Electronic or other agreed method.
3.1. 232 <u>6</u>	On receipt of D0052.	Validate D0052.	NHHDC		In accordance with BSCP504 Non-Half Hourly Data Collection.	Internal Process.
3.1. 242 <u>7</u>	If D0052 is invalid.	Send notification of invalid Metering System Settlement details.	NHHDC	UMSO, Supplier	D0310 Notification of Failure to Load or Receive Metering System Settlement Details.	Electronic or other agreed method.

3.2 Amendment to Inventory

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1	When change(s) to Unmetered apparatus.	Send proposed revised detailed inventory to UMS.	Customer.	UMSO.	Customer's proposed revised detailed inventory.	Paper, fax or electronic media, as agreed.
3.2.2		Ensure revision to the inventory of Apparatus meets the requirements of Section 1.1 and also agree the revised inventory of Apparatus with Customer.	UMSO.	Customer.	Customer's Approved Detailed Inventory.	Paper, fax or electronic media, as agreed.
3.2.3		Is UMS traded HH? If so, proceed to 3.2.4. If not HH, proceed to 3.2.6.	UMSO.		Notification received from Supplier or Customer.	Internal Process.
3.2.4	If HH.	Send revised summary inventory details to MA.	UMSO.	MA.	P0064 Summary Inventory (for Half Hourly Trading).	Paper, fax or electronic media, as agreed.
<u>3.2.5</u>	<u>If items exist in the updated summary inventory for which no data on load and switching times have been defined.</u>	<u>Provide the MA with additional information to be input into the EM.</u>	<u>UMSO.</u>	<u>MA.</u>	<u>As agreed.</u>	<u>Electronic or other agreed method.</u>

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.65	<u>Following 3.2.7.</u>	Input <u>the tables of loads and switching times for items referenced in the summary inventory information</u> into the EM. <u>Where items exist in the summary inventory for which no data on load and switching times have been defined the MA shall use information provided by the UMSO.</u> Send copy of meter inventory to UMSO and confirm correct with UMSO. Also send to Customer.	MA.	UMSO, Customer.	P0064 Summary Inventory (for Half Hourly Trading).	Internal Process. Paper, fax or electronic media, as agreed.
<u>3.2.7</u>	<u>If items exist in the summary inventory for which no data on load and switching times have been defined and step 3.2.8 is not completed.</u>	<u>Inform the Supplier of an EM fault (as set out in 3.13).</u>	<u>MA.</u>	<u>Supplier.</u>		<u>Electronic or other agreed method.</u>
<u>3.2.8</u>	<u>Following 3.2.10.</u>	<u>Use the values considered most appropriate until step 3.2.8 is complete and data is provided.</u>	<u>MA.</u>			<u>Internal Process.</u>
3.2.69	After 3.2.2 for NHH.	If required request additional MSID(s) per SSC.	UMSO.	SMRA.	P0171 Request Creation of UMS Skeleton SMRS Record.	Paper, fax or electronic media, as agreed.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2. 7 <u>10</u>		Where appropriate allocate additional MSID(s) per SSC. Create skeleton record details of MSID(s) in accordance with BSCP501. ²	SMRA.			Internal Process.
3.2. 8 <u>11</u>		Send MSID(s) to UMSO.	SMRA.	UMSO.	P0171 Request Creation of UMS Skeleton SMRS Record.	Paper, fax or electronic media, as agreed.
3.2. 9 <u>12</u>		Calculate revised EACs. Complete UMS Certificate. Issue to Customer and Supplier.	UMSO.	Customer, Supplier.	See Appendix 4.4. P0207 NHH Unmetered Supply Certificate. .	Paper, fax or electronic media, as agreed.
3.2. 10 <u>13</u>		As required, for any MSID(s) with zero EACs follow De-enerde-energisation and Disconnection process as set out in (3.7) and (3.8) respectively. Send to SMRA for any additional listed MSIDs.	Supplier.	SMRA.	D0055 Registration of Supplier to Specified Metering Point.	
3.2. 11 <u>14</u>		Record details in accordance with BSCP501.	SMRA.			Internal Process.
3.2. 12 <u>15</u>		Where appropriate, send appointment details.	Supplier.	NHHDC. UMSO. NHHDA.	D0148 Notification of Change to Other Parties. D0155 Notification of new Meter Operator or Data Collector Appointment and Terms. D0148 Notification of Change to Other Parties. D0155 Notification of new Meter Operator or Data Collector Appointment and Terms. D0153 Notification of Data Aggregator Appointment and Terms.	Electronic or other agreed method.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2. 131 <u>6</u>		Send revised split EAC, Profile Class and SSC details for each MSID.	UMSO.	Supplier, NHHDC.	D0052 Affirmation of Metering System Settlement Details.	Electronic or other agreed method.
3.2. 141 <u>7</u>	On receipt of D0052.	Validate D0052.	NHHDC		In accordance with BSCP504 Non-Half Hourly Data Collection.	Internal Process.
3.2. 181 <u>5</u>	If D0052 is invalid.	Send notification of invalid Metering System Settlement details.	NHHDC	UMSO, Supplier	D0310 Notification of Failure to Load or Receive Metering System Settlement Details.	Electronic or other agreed method.

3.3 – no changes

3.4 Change of MA

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1		Send details of appointed MA. Send EM details to MA.	Supplier.	UMSO. HHDC. New MA.	D0148 Notification of Change to Other Parties. D0148 Notification of Change to Other Parties. P0068 UMS EM Technical Details. D0148 Notification of Change to Other Parties. D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other agreed method.
3.4.2		Send appointment termination details to old MA.	Supplier.	Old MA.	D0151 Termination of Appointment or Contract by Supplier.	Electronic or other agreed method.
<u>3.4.3</u>	<u>On expiry/ termination of the MA's appointment as MA in respect of a SVA Metering System.</u>	<u>Transfer sufficient metering information to enable the incoming MA to assume responsibility for the SVA Metering System.</u> <u>This data may exclude that data provided by the Supplier pursuant to paragraph 1.2.4.1.</u>	<u>Old MA.</u>	<u>New MA.</u>	<u>As agreed.</u>	<u>Electronic or other agreed method.</u>
<u>3.4.4</u>	<u>On appointment.</u>	<u>Send metering information.</u>	<u>New MA.</u>	<u>HHDC.</u>	<u>P0068 UMS EM Technical Details.</u>	<u>Electronic or other agreed method.</u>
<u>3.4.5</u>	<u>On appointment.</u>	<u>For each SVA Metering System, use the EM to determine the HH kWh consumption (and kVArh if requested by the UMSO) by MSID.</u>	<u>New MA.</u>			<u>Internal Process.</u>

3.5 – no changes

3.6 Change of Measurement Class

3.6.1 Change from Non-Half Hourly to Half Hourly Trading

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.1.1		Supplier to apply to UMSO for a new UMS Certificate.	Supplier.	UMSO.		Paper, fax or electronic media, as agreed.
3.6.1.2		Follow Establishment of a New UMS Inventory as set out in (3.1).				
3.6.1.3		For previously existing MSID(s) follow d De-energisation and Disconnection processes as set out in (3.7) and (3.8) respectively.				

3.6.2 Change from Half Hourly to Non-Half Hourly Trading

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.2.1		Supplier to apply to UMSO for a new UMS Certificate.	Supplier.	UMSO.		Electronic or other agreed method.
3.6.2.2		Follow Establishment of a New UMS Inventory as set out in (3.1).				
3.6.2.3		For previously existing MSID follow d e-energisation and Disconnection processes as set out in (3.7) and (3.8) respectively.				

3.7 Change of Energisation Status of an MSID

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.7.1		Request UMSO to e Energise or D de-energise an MSID.	Supplier.	UMSO.	D0134 Request to Change Energisation Status.	Electronic or other agreed method.
3.7.2		Complete work, as appropriate. Was UMS traded HH? If so, proceed to 3.7.3. If UMS not HH, proceed to 3.7. 89 .	UMSO.		Notification received from Supplier.	Internal Process.
3.7.3	If HH.	Confirm to Supplier and MA actual e Energisation or d De-energisation date.	UMSO.	MA. Supplier.	D0139 Confirmation or Rejection of Energisation Status Change. D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other agreed method. Electronic or other agreed method.
3.7.4		Notify SMRA of e Energisation or d De-energisation date for an MSID.	Supplier.	SMRA.	D0205 Update Registration Details	Electronic or other agreed method.
3.7.5		Notify HHDC of e Energisation or d De-energisation date for an MSID.	MA.	HHDC.	D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other agreed method.
3.7.6		Liaise with HHDC to stop collecting data.	MA.	HHDC.	P0173 Confirmation of End Readings Date.	Paper, fax or electronic media, as agreed.
<u>3.7.7</u>	<u>When a Metering System has been set to de-energised.</u>	<u>Set the output of the EM to zero for each SVA Metering System that has been de-energised.</u>	<u>MA.</u>			<u>Internal Process.</u>

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.7. 87		Update record for MSID as per BSCP501.	SMRA.			Internal Process.
3.7. 98	If NHH.	Confirm to Supplier and NHHDC actual Ene energisation or De-enerde-ener gisation date.	UMSO.	NHHDC. Supplier.	D0139 Confirmation or Rejection of Energisation Status Change. D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other agreed method. Electronic or other agreed method.
3.7. 109		Notify SMRA of Ene energisation or De-enerde-ener gisation date for an MSID(s).	Supplier.	SMRA.	D0205 Update Registration Details.	Electronic or other agreed method.
3.7.1 10		Update record for MSID as per BSCP501.	SMRA.			Internal Process.

3.8 – no change

3.9 Collection Activities

3.9.1 Half Hourly Trading

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.9.1.1	As agreed with Suppliers schedule.	Produce metering data from the EM for each Energised-energised MSID for each Settlement Day.	MA.		D0003 Half Hourly Advances OR Section 4.5.3 EM Output File ⁴ .	Internal Process.
3.9.1.2	As agreed with Suppliers schedule	Validate the metering data a in accordance with <u>PSL170a</u> .	MA.		D0003 Half Hourly Advances OR Section 4.5.3 EM Output File ⁴ .	Internal Process.
3.9.1.3	<u>At such time as to allow the HHDC to collect the data and carry out its obligations to ensure that the correct data is used for the purpose of the Initial Volume Allocation Run.</u>	MA to notify HHDC of metering data.	MA.	HHDC.	D0003 Half Hourly Advances OR Section 4.5.3 EM Output File ⁴ .	Electronic or other agreed method.
<u>3.9.1.4</u>	<u>If MTD change.</u>	<u>Send revised MTD.</u>	<u>MA.</u>	<u>HHDC.</u>	<u>P0068 UMS EM Technical Details.</u>	<u>Electronic or other agreed method.</u>
<u>3.9.1.5</u>	<u>When the summary inventory has been changed.</u>	<u>Send the output of the EM with the summary inventory used by the EM identified with the first Settlement Day to which it was applied.</u>	<u>MA.</u>	<u>UMSO.</u>	<u>EM Output, revised Summary Inventory (P0064) and the Settlement Day to which it was first applied.</u>	<u>Electronic or other agreed method.</u>

⁴ The EM Output file can only be used if a secure method of data transfer has been agreed between the MA and the HHDC.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.9.1. 64	If data is missing or invalid.	Resolve any missing or invalid data with MA.	HHDC.	MA.	D0003 Half Hourly Advances OR Section 4.5.3 EM Output File (re-send data) ⁴ . D0004 Notification of Failure to Obtain Reading.	Electronic or other agreed method.
3.9.1. 75	If data is missing.	Estimate any missing data and process all data (estimated and metering data) according to BSCP502.	HHDC.		See BSCP502.	Internal Process.
3.9.1. 86	As agreed with Suppliers schedule	Send valid data.	HHDC.	LDSO, HHDA, Supplier.	D0036 Validated Half Hourly Advances For Inclusion In Aggregated Supplier Matrix.	Electronic or other agreed method.
3.9.1. 97		Resolve any inconsistencies in accordance with BSCP502.	HHDA.	HHDC.		Electronic or other agreed method.
<u>3.9.1.10</u>	<u>When requested by UMSO.</u>	<u>Use one or more PECU Arrays (as advised by the UMSO) to input into the EM to determine the switching times of relevant items on the summary inventory.</u>	<u>New MA.</u>			<u>Internal Process.</u>
<u>3.9.1.11</u>	<u>As required</u>	<u>Request details of the EM.</u>	<u>HHDC.</u>	<u>MA.</u>		<u>Electronic or other agreed method.</u>
<u>3.9.1.12</u>	<u>Following <u>3.9.1.11</u></u>	<u>Provide details from the EM.</u>	<u>MA.</u>	<u>HHDC.</u>	<u>Full details of how to extract and interpret the Half Hourly data relevant to a SVA Metering System Number from the Equivalent Meter.</u>	<u>Electronic or other agreed method.</u>

3.9.2 Non-Half Hourly Trading

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.9.2.1	On new connection / change of detail /sending of annual spreadsheet.	Send split EAC per MSID	UMSO.	Supplier, NHHDC.	D0052 Affirmation Of Metering System Settlement Details.	Electronic or other agreed method.
3.9.2.2	On receipt of D0052.	Validate D0052.If valid proceed to 3.9.2.6, otherwise 3.9.2.3.	NHHDC		In accordance with BSCP504 Non-Half Hourly Data Collection.	
3.9.2.3	If D0052 is invalid.	Send notification of invalid Metering System Settlement details.	NHHDC	UMSO, Supplier	D0310 Notification of Failure to Load or Receive Metering System Settlement Details.	Electronic or other agreed method.
3.9.2.4	On receipt of D0310.	Resolve missing or invalid data with NHHDC.	Supplier, UMSO	NHHDC.		Electronic or other agreed method.
3.9.2.5		On resolution, UMSO to resend data to Supplier and NHHDC.	UMSO.	Supplier, NHHDC.	D0052 Affirmation Of Metering System Settlement Details (Resend data).	Electronic or other agreed method.
3.9.2.6	If data valid and as agreed with Suppliers schedule	For each E nergised MSID, send the new or updated split EAC data. Resolve inconsistencies in accordance with BSCP504.	NHHDC.	NHHDA.	D0019 Metering System EAC/AA Data.	Electronic or other agreed method.

3.10 SVAA sends Market Domain Data

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.10.1	If required.	Request MDD.	UMSO.	SVAA.		Electronic or other method, as agreed.
3.10.2	When published by SVAA.	Send MDD.	SVAA.	UMSO.	D0269 Market Domain Data Complete Set. D0270 Market Domain Data Incremental Set.	Electronic or other method, as agreed.
3.10.3	Within 4 working hours of receipt of MDD.	Send acknowledgement that data has been received.	UMSO.	SVAA.	P0024 Acknowledgement.	Electronic or other method, as agreed.
<u>3.10.4</u>	<u>When MDD files are received.</u>	<u>Acknowledge Market Domain Data files on receipt.</u>	<u>MA.</u>			<u>Automatic acknowledgement generated by the gateway of the MA in respect of MDD transferred over the Managed Data Network or as agreed.</u>
3.10.45	If file not readable and / or incomplete.	Send notification and await receipt of MDD.	UMSO.	SVAA.	P0035 Invalid Data.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<u>3.10.6</u>	<u>On receipt of new Market Domain Data.</u>	<u>Ensure that all Market Domain Data affecting the accuracy of Settlement which is manually entered by the MA is validated against the source data supplied by the Supplier Volume Allocation Agent before the data is recorded by the MA and used in performing its functions.</u>	<u>MA.</u>			<u>Internal Process.</u>
3.10. 57	After receiving notification.	Send corrected MDD. Return to 3.10.2.	SVAA.	UMSO.	Refer to 3.10.2 for data flows.	Electronic or other method, as agreed.
3.10. 68	As soon as possible after data in correct format.	Update database.	UMSO.			Internal Process.

3.11 - no change

3.12 - no change

3.13 – no change (section introduced by CP1196)

3.14 Equivalent Meter Fault Reporting

<u>REF</u>	<u>WHEN</u>	<u>ACTION</u>	<u>FROM</u>	<u>TO</u>	<u>INFORMATION REQUIRED</u>	<u>METHOD</u>
<u>3.14.1</u>	<u>When a potential fault with an EM is identified for which the MA is responsible, which means that data may be or is missing and/or incorrect.</u>	<u>Advise of the potential for a fault.</u>	<u>MA.</u>	<u>Supplier, HHDC.</u>	<u>Details of the potential fault.</u>	<u>Electronic or other agreed method.</u>
<u>3.14.2</u>	<u>Within 5 WD of the identification of the potential fault.</u>	<u>Investigate the potential fault and rectify it as required.</u>	<u>MA.</u>			<u>Internal Process.</u>
<u>3.14.3</u>	<u>As soon as reasonably practical following 3.14.1.</u>	<u>Report the fault and the dates covered by the fault and the date and time of rectification.</u>	<u>MA.</u>	<u>Supplier, UMSO, HHDC.</u>	<u>Details of the fault, including the dates covered by the fault and the date and time of rectification.</u>	<u>Electronic or other agreed method.</u>
<u>3.14.4</u>	<u>Following 3.14.2, where it is possible to re-run the EM system to rectify the error.</u>	<u>Advise the HHDC that the correct data is available and provide assistance as reasonably required to the HHDC in recovering the data.</u>	<u>MA.</u>	<u>HHDC.</u>		<u>Electronic or other agreed method.</u>

3.15 Proving HH Unmetered SVA Metering Systems

<u>REF</u>	<u>WHEN</u>	<u>ACTION</u>	<u>FROM</u>	<u>TO</u>	<u>INFORMATION REQUIRED</u>	<u>METHOD</u>
<u>3.15.1</u>	<u>As required.</u>	<u>Install and test communication equipment.</u>	<u>MA.</u>		<u>In accordance with the Supplier's requirements.</u>	<u>As agreed.</u>
<u>3.15.2</u>	<u>On each occasion that an HHDC is appointed, who is not currently appointed to another SVA Metering System to which the MA is also appointed.</u>	<u>Compare HH data output from the EM against test data obtained by the new HHDC. Confirm that the data matches.</u>	<u>MA.</u>		<u>Test data from the HHDC. Matching EM test data.</u>	<u>Internal Process.</u>
<u>3.15.3</u>	<u>After 3.15.2</u>	<u>Confirm that the data matches.</u>	<u>MA.</u>	<u>HHDC.</u>	<u>Confirmation that the data matches.</u>	<u>Electronic or other agreed method.</u>
<u>3.15.4</u>	<u>After 3.15.2.</u>	<u>Record the Proving Test and report any errors found to the HHDC.</u>	<u>MA.</u>	<u>HHDC.</u>	<u>Proving Test Results.</u>	<u>Electronic or other agreed method.</u>
<u>3.15.5</u>	<u>After 3.15.2.</u>	<u>Record the Proving Test and report any errors found to the MA.</u>	<u>HHDC.</u>	<u>MA.</u>	<u>Proving Test Results.</u>	<u>Electronic or other agreed method.</u>
<u>3.15.6</u>	<u>After 3.15.5.</u>	<u>Rectify any errors reported by the HHDC as a result of a Proving Test.</u>	<u>MA.</u>			<u>Internal Process.</u>

4.1 – no change

4.2 – no change

4.3 – no change

4.4.1 – no change

4.4.2 – no change

4.4.3 Calculation of EACs for Temporary Supplies

Where an MSID is allocated for a temporary UMS which is being used for up to 3 or 4 periods of the year only (e.g. Christmas lighting), the EAC shall be calculated as if it was connected throughout the year. The appointed Supplier shall follow the ~~Energisation~~energisation and ~~Dede~~de-energisation procedures at the time(s) of connection and disconnection respectively to reflect the actual usage. This is distinct from temporary supplies connected and disconnected frequently throughout the year on a random basis (e.g. temporary traffic lights), where the EAC shall be calculated using the agreed number of annual operating hours, in consultation with the Customer.

N.B. When calculating the EACs for temporary supplies, as above, it shall be assumed that there are 365 days in the year, i.e. leap years shall be disregarded for the purposes of this calculation.

4.5 – no change

4.5.1 Hardware - PECU Arrays

The MA shall procure that the PECU array or, as the case may be, arrays used for a particular SVA Metering System shall be sited by agreement with the Supplier and in accordance with the criteria set out in this BSCP.

Where the Supplier has indicated that a PECU array is not required and the summary inventory defines a switching regime related to times of sunset or sunrise, the MA shall, for the geographical position of the SVA Metering System, determine the times of sunrise and sunset within +/- two minutes of the values derived from the Astronomical Almanac and use these values in the Equivalent Meter.

4.5.1.1 – no change

4.5.1.2 PECU Array Operating Procedure

Overview

Before a Supplier can provide the Customer with a Half Hourly Unmetered Supply the PECU array installations must be operational and a MA appointed. The PECU arrays must conform to the specification as set out in the paragraph Specification for PECU arrays.

Types of PECUs

There are different types of PECUs, with different operating characteristics. Therefore, so that the operation of the PECU arrays reflect reality:-

- a) PECUs used in the PECU array are to be ex-circuit as per the age of the population they are representing, i.e. not new cells.

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- b) The PECUs in the PECU array are to be proportional to the various types in the area covered by the PECU array.
 - c) The number and types of PECUs will be determined by the MA in accordance with this section.

PECU Representation in Equivalent Meter

The operation of each PECU is deemed to be proportional to the population on the PECU array of that type of cell, e.g. if there are 8 cells of one type, then the operation of each one will represent the operation of one eighth i.e. 12.5% of the load controlled by that type of cell.

Multiple PECU Arrays

If more than one PECU array is used per Inventory, then the operation of a PECU cell is deemed to be proportional to the population of that type of PECU controlled load within the area covered by that PECU array. Therefore, where more than one PECU array is used per inventory, the inventory must identify which PECU array is controlling each item.

PECU Array Maintenance and Upkeep

Each PECU array shall be installed, maintained and operated in accordance with Good Industry Practice and the accuracy of its clock be maintained within +/- 20 seconds.

The MA shall monitor the performance of the PECU Arrays to ensure that that the single cells are representative of the total population of the cells within the summary inventory.

Where the monitoring of the PECU Arrays indicates that the switching light level of a single cell is out of line with other cells of identical type in the same PECU Array, the single cell should be replaced.

Annually, the MA shall ensure that the PECU Arrays continue to reflect the requirements of the Unmetered Supplies Certificate. The MA shall notify the Supplier of the results of the annual review.

Where the LDSO has indicated, pursuant to paragraph 1.2.4.1, that a SVA Metering System to which the Meter Administrator has been appointed requires data from a Central Management System, the Meter Administrator shall provide ad-hoc extracts of the operational event data received from such system to the LDSO on request.

The hardware and software associated with any Central Management System shall be installed, maintained and operated in accordance with Good Industry Practice, with clocks synchronised to UTC and accurate to within ± 20 seconds.

PECU Array Failure

If a single PECU on the PECU array stops operating, then the remaining operating cells of that type will represent a correspondingly higher proportion of the load.

If communications with a PECU array are lost, then data from the adjacent PECU array will be used. In the event of total PECU array data failure, the relevant time switch profile, adjusted to the burning hours assumption used by the UMSO for that PECU regime will be used; these assumptions will be refined as actual data becomes available. In the event of data recovery within the Settlement period the MA will rerun EM and submit the corrected meter readings to the HHDC.

The EM will log all switching actions to the nearest minute.

Note: There can be more than one cycle of operation within 24 hours.

The EM will monitor failed PECUs. The MA must replace failed PECUs within 5 WD. The MA shall ensure that the Customers provide replacement cells of the age and type requested by the MA.

4.5.1.3 – no change

4.5.2 – no change (hence no interaction with CP1196 changes to this section)

4.5.3 – no change

4.6 – no change

4.7 – no change

4.8 Meter Administrator Performance Standards

4.8.1 This Appendix describes those critical processes for which performance standards have been set and on which Suppliers are required to report standards of performance actually achieved. The Appendix is tabular in form and should be read as follows.

- a. Reading across the table, the:
 - i. third and fourth columns define, respectively, the process and any sub-process for which standards have been agreed and against which performance shall be measured;
 - ii. first column assigns a serial number to the process and sub-process for ease of subsequent reference;
 - iii. second and fifth columns define, respectively, whether any flow of data is originated by a Supplier, Supplier Agent, BSC Agent or LDSO and whether it is received by a Supplier, Supplier Agent, BSC Agent or LDSO;
 - iv. sixth column records the performance standard against which the performance of a MA will be measured;
 - v. seventh column defines how the performance of an MA will be measured; and
 - vi. eighth column defines whether the measurement of performance will be by means of:
 - a report sent by a Supplier, Supplier Agent (under the sanction of the Supplier), BSC Agent or LDSO to the Performance Assurance Board;
 - an inspection by the BSC Auditor, Technical Assurance Agent or other authorised party.
- b. Reading down the table, serials are assigned to one of three groups, that define whether the measurement of the performance takes place:
 - i. at an inbound interface of a Supplier, Supplier Agent, BSC Agent or LDSO;
 - ii. at an outbound interface of a Supplier, Supplier Agent, BSC Agent or LDSO;
 - or
 - iii. in a process that is internal to a Supplier, Supplier Agent, BSC Agent or LDSO.

Where the performance standard in the sixth column is described as 'Complete, valid, in correct format and accurate within Timescales' and the measure in the seventh column is described as, say, '99% within 15 days', the 99%' refers to the percentage of occasions on which the process is completed within the required timescale and is 'valid, in correct format and accurate'.

4.8.2 Table of Meter Administrator Performance Standards

<u>Serial</u>	<u>Sender</u>	<u>Process</u>	<u>Sub-process/Data Flow</u>	<u>Recipient</u>	<u>Performance Measure</u>	<u>Service levels</u>	<u>Reporting Method</u>
<u>1</u>	<u>Meter Administrator.</u>	<u>3.13 Equivalent meter Fault Reporting.</u>	<u>Fault repairs.</u>	<u>Data Collector.</u>	<u>Time to rectify material faults (i.e. those which affect data quality.</u>	<u>(i) 95% rectified within 2 working days of notification or discovery of fault. (ii) 99% rectified within 15 working days of notification or discovery of fault.</u>	<u>Report, sent by the Supplier. Provision of data under PSL100 section 10.1.2.</u>
<u>2</u>	<u>Meter Administrator.</u>	<u>3.10.4 Market Domain Data.</u>	<u>Acknowledgement.</u>	<u>Supplier Volume Allocation Agent.</u>	<u>Acknowledge receipt.</u>	<u>100% of acknowledgements within 4 working hours in accordance with BSC Procedure BSCP508.</u>	<u>Report, sent by the Supplier. Provision of data under PSL100 section 10.1.2.</u>
<u>3</u>	<u>Meter Administrator.</u>	<u>3.4.3 Termination of Appointment of Meter Administrator.</u>	<u>Provision of Sufficient Data.</u>	<u>Incoming Meter Administrator.</u>	<u>Complete, valid, correct format and accurate within Timescales.</u>	<u>(i) 95% within 5 working days in accordance with BSC Procedure BSCP520 (ii) 99% within 15 working days in accordance with BSC Procedure BSCP520.</u>	<u>Report, sent by the Supplier. Provision of data under PSL100 section 10.1.2.</u>
<u>4</u>	<u>Meter Administrator.</u>	<u>3.1.14 Metering Obligation.</u>	<u>Operation of Equivalent Meter.</u>	<u>Unmetered Supplies Operator.</u>	<u>Request summary inventory.</u>	<u>100% of requests within 1 working day of failure to receive summary inventory by 5 working days after appointment.</u>	<u>Report, sent by the Supplier. Provision of data under PSL100 section 10.1.2.</u>

<u>Serial</u>	<u>Sender</u>	<u>Process</u>	<u>Sub-process/Data Flow</u>	<u>Recipient</u>	<u>Performance Measure</u>	<u>Service levels</u>	<u>Reporting Method</u>
<u>5</u>		<u>3.1.15 Metering Obligation.</u>	<u>Operation of Equivalent Meters.</u>	<u>Supplier.</u>	<u>Notify failure to provide information for Initial Settlement.</u>	<u>100% within 1 working day of Initial Settlement Run.</u>	<u>Report, sent by the Supplier. Provision of data under PSL100 section 10.1.2.</u>
<u>6</u>		<u>3.4.6 Metering Obligation.</u>	<u>Provision of PECU array.</u>		<u>Compliance with BSCP520.</u>	<u>100% to BSCP520.</u>	<u>Provision of data under PSL100 section 10.2.1.</u>
<u>7</u>	<u>Meter Administrator.</u>	<u>3.7.5 Metering Obligation.</u>	<u>Confirmation of energisation status change.</u>	<u>Data Collector, Supplier.</u>	<u>Complete, valid, correct format and accurate within Timescales.</u>	<u>(i) 95% within 5 working days 3 in accordance with BSCP520; (ii) 99% within 15 working days in accordance with BSCP520.</u>	<u>Report, sent by the Supplier. Provision of data under PSL100 section 10.1.2.</u>
<u>8</u>	<u>Meter Administrator.</u>	<u>3.9.1.4 Interface to Other Agents.</u>	<u>Metering Equipment Technical Details.</u>	<u>Data Collector.</u>	<u>Complete, valid, correct format and accurate within Timescales.</u>	<u>(i) 95% within 5 working days 3 in accordance with BSCP520; (ii) 99% within 15 working days in accordance with BSCP520.</u>	<u>Report, sent by the Supplier. Provision of data under PSL100 section 10.1.2.</u>
<u>9</u>		<u>3.13.4 Interface to Other Agents.</u>	<u>Error Rectification.</u>	<u>Data Collector.</u>	<u>Notification of data availability following re-run.</u>	<u>95% within 1 working day of re-run; 99% within 5 working days of re-run.</u>	<u>Report, sent by the Supplier. Provision of data under PSL100 section 10.1.2.</u>