

Redlined BSCP514 for CP1409 ‘Change of Measurement Class process for advanced Meters.’

This CP proposes changes to BSCP514 section 7.0.

We have redlined these changes against Version 26.0.

7 Interface and Timetable Information - Change of Measurement Class

7.1 Change of Measurement Class from NHH to HH Metering System^{1 2}

The Supplier should make all agents aware of the planned Change of Measurement Class (CoMC) in advance of any formal appointment and de-appointment processes. This is to ensure that the appointment and de-appointment dates align with the date of the site visit, where such a visit is required.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.1	As required	Send appointment. <u>The Supplier will appoint the HHMOA with effect from the planned date of the CoMC. The Supplier will use a formal appointment flow (D0155) or notify the HHMOA by other means. The Supplier will send a further appointment flow after the CoMC with the actual appointment date, where different or where a formal D0155 was not previously sent.</u>	Supplier	HHMOA	D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
7.1.2	If appointment rejected and within 5 WD of 7.1.1	Send notification of rejection of appointment including the reason why the request has been rejected. <u>Where a formal appointment flow (D0155) has not been used in 7.1.1, the HHMOA will notify the Rejection of Agent Appointment by means other than a D0261.</u>	HHMOA	Supplier	D0261 Rejection of Agent Appointment. (Go to 7.1.1 if required)	Electronic or other method, as agreed.

¹ Should any participant experience any problems whilst carrying out the CoMC process, these should be reported to the Supplier and the Supplier should resolve as appropriate.

² Note that the Change of Meter shall not occur until on or after the SSD.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.3	If appointment accepted and within 5 WD of 7.1.1	Send notification of acceptance of appointment. <u>Where a formal appointment flow (D0155) has not been used in 7.1.1, the HHMOA will notify the Agreement of Contractual Terms by means other than a D0011.</u>	HHMOA	Supplier	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
7.1.4	Within 5 WD of 7.1.3	Send notification of termination of appointment. <u>To avoid having to send a second notification if the CoMC doesn't take place on the planned date, the Supplier may delay a formal notification until the CoMC date is firm or the CoMC has taken place.</u>	Supplier	NHHMOA	D0151 Termination of Appointment or Contract by Supplier. ³	Electronic or other method, as agreed.
7.1.5	If de-appointment accepted and within 5 WD of 7.1.4	Send notification of de-appointment.	NHHMOA	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed.
7.1.6	Within 5 WD of 7.1.4	Send notification of rejection of de-appointment.	Current NHHMOA	Supplier	Note that rejection of de-appointment shall only occur if the current NHHMOA has a contract with the customer.	Electronic or other method, as agreed.
7.1.7	Between 5 WD ⁸ and 10 WD of 7.1.4	Send notification of appointment, de-appointment and associated Agent details.	Supplier	HHDC / HHMOA	D0148 Notification of Change to Other Parties. D0289 Notification of MC/EAC/PC. D0302 Notification of Customer Details.	Electronic or other method, as agreed.

³ The Supplier shall indicate in the D0151 via the 'Termination Reason' field that this is a CoMC.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.8	Following 7.1.3 and at least 12 WD ¹² prior to date of CoMC	Request HH MS functionality. ⁴	Supplier	HHMOA ¹³	D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.	Electronic or other method, as agreed.
7.1.9	Within 2 WD of 7.1.8	Request Site Technical Details.	HHMOA	LDSO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
7.1.10	Within 5 WD of 7.1.9	Send Site Technical Details.	LDSO ¹⁴	HHMOA	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.
<u>7.1.11</u>	<u>Once the CoMC date is firm</u>	<u>Send notification of termination of appointment (if not formally de-appointed in 7.1.4 or date of planned CoMC has changed)</u>	<u>Supplier</u>	<u>NHHMOA</u>	<u>D0151 Termination of Appointment or Contract by Supplier</u>	<u>Electronic or other method, as agreed</u>
7.1.12	Within 2 WD of 7.1.8	Instruct NHHMOA to send MTD to HHMOA.	Supplier	NHHMOA	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
7.1.13	Within 10 WD of 7.1.12	Send MTD, <u>including the commissioning details.</u>	NHHMOA ³⁰	HHMOA	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3) <u>Commissioning details.</u>	Electronic or other method, as agreed.

⁴ The HHMOA shall decide whether to replace the MS or upgrade the NHH MS to a HH MS (where current MS has both HH and NHH capabilities ~~and HHMOA is also Qualified as a NHHMOA~~).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.1 43	On the date requested or agreed in 7.1.8, subject to the completion of steps 7.1.9-7.1.1 32	Note final NHH Meter register reading, if available from NHH MS. Install HH MS ⁵ or invoke HH capabilities in existing NHH MS (where current MS has both HH and NHH capabilities and HHMOA is also Qualified¹⁸ as a NHHMOA). Commission and energise HH MS, <u>if not already commissioned and energised</u> . Note initial HH Meter register reading.	HHMOA			Internal Process.
7.1.1 54	If HH MS cannot be installed or energised, as soon as possible and within 5 WD of 7.1.1 43	Inform Supplier.	HHMOA	Supplier	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed.
7.1.1 65	Within 5 WD of 7.1.1 43	Send MTD and initial HH Meter register reading. <u>The initial register reading should include the time as well as the date of the reading. This will allow the HHDC to estimate zero for Settlement Periods prior to the meter replacement/re-configuration.</u>	HHMOA	Supplier / HHDC / LDSO	D0268 Half Hourly Meter Technical Details. If site is Complex, send Complex Site Supplementary Information Form. Refer to Appendix 8.4 Guide to Complex Sites. D0010 Meter Readings.	Electronic or other method, as agreed.
7.1.1 76	In accordance with timescales in Appendix 8.3.5.	Prove MS.	HHMOA	HHDC	Refer to Appendix 8.3.5.	Electronic or other method, as agreed.

⁵ The Supplier shall provide the HHMOA with the relevant details of the NHH meter where the NHH meter is to be removed by the HHMOA. Where the NHH meter is being removed by the HHMOA, the HHMOA shall agree an appropriate method for the return of the meter with the NHHMOA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.1 87	Within 5 WD of 7.1.1 43	Send final NHH Meter register reading or notification that Meter reading not obtainable and that this is a CoMC.	HMMOA	NHHMOA	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
7.1.1 98	Following 7.1.1 87	Re-date Meter register reading to ETSD {MOA}, set time of reading to midnight and map onto Meter registers.	NHHMOA			Internal Process.
7.1. 2019	Within 10 WD of 7.1.1 87	Send final NHH Meter register reading ⁶ or notification that Meter register reading not obtainable and that this is a CoMC. <u>Notification of Meter removal (or that Meter is no longer NHH)</u> <u>Notification of Meter removal (or that Meter is no longer NHH)-</u>	NHHMOA NHHMOA	NHHDC Supplier/ NHHDC /LDSO NHHDC/ Supplier / NHHDC /LDSO MAP of old Meter	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. D0150 Non Half Hourly Meter Technical Details. <u>D0150 Non-Half Hourly Meter Technical Details.</u> <u>D0313 –Auxiliary Meter Technical Details (in accordance with Appendix 9.3)</u> D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed.
7.1.2 10	Within 10 WD of 7.1.1 87	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.

⁶ The outgoing MOA shall be entitled to use customer own reads or readings provided by the outgoing Non Half Hourly Data Collector for the final Meter readings.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.221	If CoMC only, and no Meter register reading received by 15 WD after the CoMC and if required.	Request final Meter register reading	Current NHHDC	NHHMOA, Supplier		Post / Fax / Email
7.1.232	Within 10 WD of 7.1.223.3.1.8	Send final Meter register reading	NHHMOA / Supplier	Current NHHDC	D0010 Meter Readings	Electronic or other method, as agreed

7.2 Coincident Change of Measurement Class from NHH to HH Metering System and Change of Supplier²

The New Supplier should make its prospective HH agents aware of the planned Change of Measurement Class (CoMC) in advance of registering in SMRS and should ensure that the new HH agents will accept the appointment. The New Supplier should also confirm the intended CoMC date with the HHMOA (and customer). A coincident CoMC and Change of Supplier process may be infeasible, unless a HH capable Meter is already installed and a site visit is not required.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.2.1	As required	Send appointment.	New Supplier	HHMOA	D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
7.2.2	If appointment rejected and within 5 WD of 7.2.1	Send notification of rejection of appointment including the reason why the request has been rejected.	HHMOA	New Supplier	D0261 Rejection of Agent Appointment. (Go to 7.2.1 if required)	Electronic or other method, as agreed.
7.2.3	If appointment accepted and within 5 WD of 7.2.1	Send notification of acceptance of appointment.	HHMOA	New Supplier	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
7.2.4	Within 5WD of notification from SMRS or by last date of Supplier Appointment	Send notification of termination of appointment.	Current Supplier	NHHMOA	D0151 Termination of Appointment or Contract by Supplier. ⁷	Electronic or other method, as agreed.
7.2.5	If de-appointment accepted and within 5 WD of 7.2.4	Send notification of de-appointment.	NHHMOA	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed.

⁷ The Supplier shall indicate in the D0151 the reason for termination in the Additional Information field.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.2.6	If de-appointment rejected and within 5 WD of 7.2.4	Send notification of rejection of de-appointment.	NHHMOA	Supplier	Note that rejection of de-appointment shall only occur if the current NHHMOA has a contract with the customer.	Electronic or other method, as agreed.
7.2.7	Within 5 WD of 7.2.3	Send notification of appointment, de-appointment and associated Agent details.	New Supplier	HHDC / HHMOA	D0148 Notification of Change to Other Parties. D0289 Notification of MC/EAC/PC. D0302 Notification of Customer Details.	Electronic or other method, as agreed.
7.2.8	Following 7.2.3 and at least 12 WD prior to date of CoMC	Request HH MS functionality. ⁷⁰	New Supplier	HHMOA ¹³	D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.	Electronic or other method, as agreed.
7.2.9	Within 2 WD of 7.2.8	Request Site Technical Details.	HHMOA	LDSO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
7.2.10	Within 5 WD of 7.2.9	Send Site Technical Details.	LDSO ¹⁴	HHMOA	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.
7.2.11	Within 2 WD of 7.2.7	Request MTD.	HHMOA	NHHMOA	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.2.12	Within 10 WD of 7.2.11	Send MTD-, <u>including the commissioning details.</u>	NHHMOA ³⁰	HHMOA	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3) <u>Commissioning details.</u>	Electronic or other method, as agreed.
7.2.13	On the date requested or agreed in 7.2.8, subject to the completion of steps 7.2.9-7.2.12	Note final NHH Meter register reading, if available from NHH MS. Install HH MS ⁷¹ or invoke HH capabilities in existing NHH MS (where current MS has both HH and NHH capabilities and HHMOA is also Qualified¹⁸ as a NHHMOA). Commission and energise HH MS, <u>if not already commissioned and energised.</u> Note initial HH Meter register reading.	HHMOA			Internal Process.
7.2.14	If HH MS cannot be installed or energised, as soon as possible and within 5 WD of 7.2.13	Inform Supplier.	HHMOA	<u>New</u> Supplier	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.2.15	Within 5 WD of 7.2.13	Send MTD and initial HH Meter register reading. <u>The initial register reading should include the time as well as the date of the reading. This will allow the HHDC to estimate zero for Settlement Periods prior to the meter replacement/re-configuration.</u>	HHMOA.	New Supplier / HHDC / LDSO	D0268 Half Hourly Meter Technical Details. If site is Complex, send Complex Site Supplementary Information Form. Refer to Appendix 8.4 Guide to Complex Sites. D0010 Meter Readings.	Electronic or other method, as agreed.
7.2.16	In accordance with timescales in Appendix 8.3.5.	Prove MS.	HHMOA.	HHDC	Refer to Appendix 8.3.5.	Electronic or other method, as agreed.
7.2.17	Within 5 WD of 7.1.13	Send final NHH Meter register reading or notification that Meter reading not obtainable.	HHMOA	NHHMOA	D0291 Notification of Register Readings on Change of Measurement Class coincident with Change of Supplier or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
7.2.18	Following 7.2.17	Re-date NHH Meter register reading to ETSD {MOA}, set time of reading to midnight and map onto Meter registers.	NHHMOA			Internal Process.
7.2.19	Within 10 WD of 7.2.17	Send final NHH Meter register reading ⁷² or notification that Meter register reading not obtainable and that this is a CoMC.	NHHMOA NHHMOA	NHHDC Supplier / NHHDC / LDSO	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action D0150 Non Half Hourly Meter Technical Details	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		<p><u>Notification of Meter removal (or that Meter is no longer NHH)</u></p> <p>Notification of Meter removal <u>(or that Meter is no longer NHH)</u>.</p>		<p>NHHDC / Supplier / NHHDC / LDSO</p> <p>MAP</p>	<p><u>D0150 Non-Half Hourly Meter Technical Details</u></p> <p>D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3)</p> <p>D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.</p>	
7.2.20	Within 10 WD of 7.2.17	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.

7.3 Change of Measurement Class from HH to NHH Metering System ^{67,68}

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.3.1	As required	Send appointment.	Supplier	NHHMOA	D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
7.3.2	If appointment rejected and within 10 WD of 7.3.1	Send notification of rejection of appointment including the reason why the request has been rejected.	NHHMOA	Supplier	D0261 Rejection of Agent Appointment. (Go to 7.3.1 if required)	Electronic or other method, as agreed.
7.3.3	If appointment accepted and within 10 WD of 7.3.1	Send notification of acceptance of appointment.	NHHMOA	Supplier	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
7.3.4	Within 5 WD of 7.3.3	Send notification of termination of appointment.	Supplier	HHMOA	D0151 Termination of Appointment or Contract by Supplier. ⁶⁹	Electronic or other method, as agreed.
7.3.5	Within 5 WD of 7.3.4	Send notification of rejection of de-appointment.	Current HHMOA	Supplier	Note that rejection of de-appointment shall only occur if the current HHMOA has a contract with the customer.	Electronic or other method, as agreed.
7.3.6	Between 5 WD ⁸ and 10WD of 7.3.4	Send notification of appointment, de-appointment and associated Agent details.	Supplier	NHHMOA / NHHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details.	Electronic or other method, as agreed.
7.3.7	Following 7.3.3 and at least 7 WD ¹² prior to date of CoMC	Request NHH MS functionality.	Supplier	NHHMOA ⁸	D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.	Electronic or other method, as agreed.

⁸ The NHHMOA shall decide whether to replace the MS or to ~~reconfigure the existing MS, as required permanently disable the HH functionality~~ (where current MS has both HH and NHH capabilities ~~and NHHMOA is~~

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.3.8	Within 2 WD of 7.3.7	Request Site Technical Details.	NHHMOA	LDSO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
7.3.9	Within 5 WD of 7.3.8	Send Site Technical Details.	LDSO ¹⁴	NHHMOA	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.
7.3.10	Within 2 WD of 7.3.7	Instruct HHMOA to send MTD to NHHMOA	Supplier	HHMOA	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
7.3.11	Within 5 WD of 7.3.10	Send MTD.	HHMOA ³⁰	NHHMOA	D0268 Half Hourly Meter Technical Details. If site is Complex, send Complex Site Supplementary Information Form. Refer to Appendix 8.4 Guide to Complex Sites.	Electronic or other method, as agreed.
7.3.12	Within 2 WD of 7.3.7	Request that final HH Metered Data is collected.	Supplier	HHDC	D0005 Instruction on Action.	Electronic or other method, as agreed.
7.3.13	Within 3 WD of 7.3.12 and before planned date of CoMC	Arrange date by when final HH Metered Data should be collected.	HHDC	NHHMOA	D0005 Instruction on Action. Note that a date for the CoMC has been requested in step 7.3.7	Electronic or other method, as agreed.
7.3.14	On date and time agreed in 7.3.13, subject to the completion of steps 7.3.8 - 7.3.11	Collect final HH Metered Data.	HHDC			Internal Process.

| also Qualified as a HHMOA).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.3.15	Immediately following 7.3.14	Confirm final HH Metered Data collection.	HHDC	NHHMOA	The MOA will telephone the HHDC when the MOA is on site <u>(or when the MOA is ready to reconfigure the Meter)</u> . Following the HHDC collecting the data, the HHDC will provide confirmation to the MOA.	Telephone.
7.3.16	Immediately following 7.3.15	<p><u>If the HH Meter is being replaced, note final HH Meter register reading, if available from HH MS. Install NHH MS⁹, commission and energise and note initial Meter register reading.</u></p> <p><u>If the HH Meter is not being replaced, retrieve an initial NHH Meter register reading(s), either locally or remotely, having configured any time of use registers as required. The initial NHH Meter register readings should be taken on the date and time agreed with the HHDC in 7.3.13.or permanently disable the HH function within the current MS (where current MS has both HH and NHH capabilities and NHHMOA is also Qualified¹⁸ as a HHMOA). Commission and energise NHH MS.Note initial NHH Meter register reading.</u></p>	NHHMOA			Internal Process.

⁹ The Supplier shall provide the NHHMOA with the relevant details of the HH meter where the HH meter is to be removed by the NHHMOA. Where the HH meter is being removed by the NHHMOA, the NHHMOA shall agree an appropriate method for the return of the meter with the HHMOA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.3.17	If NHH MS cannot be installed or energised, as soon as possible and within 5 WD of 7.3.16	Inform Supplier.	NHHMOA	Supplier	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed.
7.3.18	Within 10 WD of 7.3.1.16	Send MTD. Send initial NHH Meter register reading. Send notification of Meter installation, Supplier and NHHMOA's appointment.	NHHMOA	Supplier / NHHDC / LDSO NHHDC / Supplier / NHHDC MAP	D0150 Non-Half Hourly Meter Technical Details. D0149 Notification of Mapping Details. D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3) D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3) D0150 Non-Half Hourly Meter Technical Details. D0010 Meter Readings. D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed.
7.3.19	Within 10 WD of 7.3.16	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.3.20	If no Meter register reading received within 10 WD of CoMC and initial reading required ¹⁰ and same Metering Equipment is in use.	Request initial Meter register reading If no request for initial Meter register reading required, proceed to 7.3.21.	NHHDC	NHHMOA, Supplier		Post / Fax / Email
7.3.21	Within 10 WD of 7.3.20	Send initial Meter register reading	NHHMOA / Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
7.3.22	Within 10 WD of 7.3.16	Send final HH Meter register reading or notification that Meter register reading not obtainable and that this is a CoMC.	NHHMOA	HHMOA	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
7.3.23	Within 5 WD of 7.3.22	Send final HH Meter register reading or notification that Meter register reading not obtainable and that this is a CoMC.	HHMOA	HHDC	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.

¹⁰ An initial Meter reading is required for a co-incident CoS and CoMC. It is optional for a CoMC only.

7.4 Coincident Change of Measurement Class from HH to NHH Metering System and Change of Supplier ^{67 68}

The New Supplier should make its prospective NHH agents aware of the planned Change of Measurement Class (CoMC) in advance of registering in SMRS and ensure that the new NHH agents will accept the appointment. The New Supplier should also confirm the intended CoMC date with the NHHMOA (and customer).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.4.1	As required	Send appointment.	New Supplier	NHHMOA	D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
7.4.2	If appointment rejected and within 10 WD of 7.4.1	Send notification of rejection of appointment including the reason why the request has been rejected.	NHHMOA	New Supplier	D0261 Rejection of Agent Appointment. (Go to 7.4.1 if required)	Electronic or other method, as agreed.
7.4.3	If appointment accepted and within 10 WD of 7.3.1	Send notification of acceptance of appointment.	NHHMOA	New Supplier	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
7.4.4	Within 5 WD of notification from SMRS or by last date of Supplier Appointment	Send notification of termination of appointment.	Current Supplier	HHMOA	D0151 Termination of Appointment or Contract by Supplier. ⁷	Electronic or other method, as agreed.
7.4.5	If de-appointment rejected and within 5 WD of 7.4.4	Send notification of rejection of de-appointment.	Current HHMOA	Supplier	Note that rejection of de-appointment shall only occur if the current HHMOA has a contract with the customer.	Electronic or other method, as agreed.
7.4.6	Within 5 WD of 7.4.3	Send notification of appointment, de-appointment and associated Agent details.	New Supplier	NHHMOA / NHHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.4.7	Following 7.4.3 and at least 7 WD ¹² prior to date of CoMC	Request NHH MS functionality.	New Supplier	NHHMOA ⁷⁴	D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.	Electronic or other method, as agreed.
7.4.8	Within 2 WD of 7.4.7	Request Site Technical Details.	NHHMOA	LDSO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
7.4.9	Within 5 WD of 7.4.8	Send Site Technical Details.	LDSO ¹⁴	NHHMOA	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.
7.4.10	Within 2 WD of 7.4.7	Request MTD.	NHHMOA	HHMOA	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
7.4.11	Within 5 WD of 7.4.10	Send MTD.	HHMOA ³⁰	NHHMOA	D0268 Half Hourly Meter Technical Details. If site is Complex, send Complex Site Supplementary Information Form. Refer to Appendix 8.4 Guide to Complex Sites.	Electronic or other method, as agreed.
7.4.12	Within 2 WD of 7.4.7	Request that final HH Metered Data is collected.	Current Supplier	HHDC	D0005 Instruction on Action.	Electronic or other method, as agreed.
7.4.13	Within 3 WD of 7.3.12 and before planned date of CoMC	Arrange date by when final HH Metered Data should be collected.	HHDC	NHHMOA	D0005 Instruction on Action. Note that a date for the CoMC has been requested in step 7.4.7	Electronic or other method, as agreed.
7.4.14	On date and time agreed in 7.4.13, subject to the completion of steps 7.4.7 – 7.4.11	Collect final HH Metered Data.	HHDC			Internal Process.
7.4.15	Immediately following 7.4.14	Confirm final HH Metered Data collection.	HHDC	NHHMOA	The MOA will telephone the HHDC when the MOA is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MOA.	Telephone.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.4.16	Immediately following 7.4.15	<p>If the HH Meter is being replaced, note final HH Meter register reading, if available from HH MS.</p> <p>Install NHH MS⁷⁵, commission and energise, and note initial NHH Meter register reading.</p> <p>If the HH Meter is not being replaced, retrieve an initial NHH Meter register reading(s), either locally or remotely, having configured any time of use registers as required, or permanently disable the HH function within the current MS (where current MS has both HH and NHH capabilities and NHHMOA is also Qualified¹⁸ as a HHMOA). Commission and energise NHH MS.</p> <p>Note initial NHH Meter register reading.</p>	NHHMOA			Internal Process.
7.4.17	If NHH MS cannot be installed or energised, as soon as possible and within 5 WD of 7.4.16	Inform Supplier.	NHHMOA	New Supplier	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed.
7.4.18	Within 10 WD of 7.4.16	Send MTD.	NHHMOA	New Supplier / NHHDC / LDSO New Supplier / NHHDC	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3)	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		Send initial NHH Meter register reading. Send notification of Meter installation and Supplier.		NHHDC MAP	D0010 Meter Readings. D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	
7.4.19	Within 10 WD of 7.4.16	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.
7.4.20	If no Meter register reading received within 10 WD of CoMC and initial reading required and if same Metering Equipment is in use.	Request initial Meter register reading If no request for initial Meter register reading required, proceed to 7.4.21.	NHHDC	NHHMOA, Supplier		Post / Fax / Email
7.4.21	Within 10 WD of 7.4.20	Send initial Meter register reading	NHHMOA / Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
7.4.22	Within 5 WD of 7.4.16	Send final HH Meter register reading or notification that Meter register reading not obtainable and that this is a CoMC coincident with CoS.	NHHMOA	HHMOA	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
7.4.23	Within 5 WD of 7.4.22	Send final HH Meter register reading or notification that Meter register reading not obtainable and that this is a CoMC.	HHMOA	HHDC	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.