



**Redlined text for CP1483 ‘Changes to BSCP550 – Shared Metering Arrangements’**

**This CP proposes changes to BSCP550 sections 1.2, 1.3, 3.1, 3.21, 3.22, 3.23, 3.24, 3.25, 3.26, 3.3, 3.4, 4.6 and 4.8.**

**We have redlined these changes against Version 13.0.**

**In addition, we have included housekeeping changes to section 1.3**

**There is no impact on any other part of this document for this CP.**

## **Introduction**

*Amend section 1.1 as follows:*

### **1.1 Scope and Purpose of the Procedure**

This BSC Procedure (BSCP) defines the additional processes and responsibilities involved where two or more Suppliers receive Active Energy through the same Shared SVA Metering System, referred to as Shared SVA Meter Arrangement.

This data shall be supplied to meet either the:-

- (a) Initial Volume Allocation Run timescales; or
- (b) Final Reconciliation Volume Allocation Run timescales.

The requirements for allocating the Reactive Energy between two or more Suppliers are outside the scope of this document (although nothing in this BSCP shall preclude Suppliers and HHDCs from applying a Shared SVA Metering Arrangement to Reactive Energy as well as Active Energy).

Since Suppliers involved with Shared SVA Meter Arrangement do not have to appoint the same Half Hour Data Aggregator (HHDA), the “Change of HHDA” procedure is not covered in this document but in BSCP503.

This BSCP should also be used in conjunction with BSCP68 for the Transfers of Registrations of Third Party Generator / Generating Plant from CMRS to SMRS. However, in the case of a Transfer from SMRS to CMRS do not use the disconnection process described in this BSCP, but refer directly to BSCP68.

If the site is considered (by the MOA and HHDC) to be a Complex Site, refer to BSCP514 for details regarding the D0268 ‘Half Hourly Meter Technical Details’ dataflow and the ‘Complex Site Supplementary Information Form’.

### **Main Users of Procedure and their Responsibilities**

This BSCP should be used by Suppliers, acting in the role of a Primary or Secondary Supplier, Supplier Agent(s), (including Meter Operator Agents, Half Hourly Data Collectors, and Half Hourly Data Aggregators), each Licensed Distribution System Operator (LDSO) and the Transfer Co-ordinator.

The Suppliers using the Shared SVA Meter Arrangements shall agree who is to act as the Primary Supplier and who is to act as Secondary Supplier or Secondary Suppliers in the case of the Multiple Fixed Block Method for Shared SVA Meter Arrangements. Each Supplier will allocate the appropriate half hourly Meter Timeswitch Code (MTC) for each Metering System Identifier (MSID) (either actual Primary MSID or pseudo Secondary MSID(s)) that they are responsible for as defined in Market Domain Data.

In addition for the Fixed Block and Multiple Fixed Blocks Methods, the Primary Supplier will be required to identify which Party is the Variable Supplier and which Parties are the Fixed Supplier(s).

The Primary Supplier is responsible for nominating the Meter Operator Agent (MOA) and the Half Hourly Data Collector (HHDC) Qualified in the procedures set out in this document for the Primary and Secondary Shared SVA MSIDs and for informing the Secondary Supplier or in the case of the Multiple Fixed Block Method informing the Secondary Suppliers of these nominations.

The number of Suppliers that can utilise the Multiple Fixed Block Method, for either the Active Import or the Active Export Energy will be set at eight, however this flexible limit can be increased if all organisations involved can do so without compromising the processes or timescales described in BSCP550. Where eight Suppliers choose to utilise the Multiple Fixed Block Method, this will result in one Primary Supplier (utilising a Primary MSID) and seven Secondary Suppliers utilising pseudo Secondary MSIDs (with a single Variable Supplier having two MSIDs) sharing the Active Energy through the same Shared SVA Metering System.

Where the same Metering Equipment (ME) is being utilised for the measurement of Import<sup>1</sup> and Export<sup>2</sup> Energy, the Export Supplier (or Primary Export Supplier, as the case may be) shall liaise with the Import Supplier (or Primary Import Supplier, as the case maybe) to obtain the identity of the MOA to be appointed to comply with the requirements of the Code. Similarly, where a common Outstation is being utilised for the Import and Export Energy the Export Supplier (or the Primary Export Supplier, as the case maybe) shall liaise with the Import Supplier (or Primary Import Supplier, as the case may be) and appoint the same HHDC. In the event that a Supplier's HHDC is not Qualified for Shared SVA Meter Arrangement, the Suppliers shall agree to appoint the same Qualified HHDC.

The Primary Supplier is responsible for the Primary MSID and for the associated new pseudo Secondary MSID(s) until the change of Supplier process is completed. Each Secondary Supplier will take subsequent responsibility for a pseudo Secondary MSID.

Each Supplier is responsible for appointing a MOA, HHDC and HHDA for their respective Shared SVA MSID and for maintaining its own registration details in SMRS. In respect of the MOA and HHDC appointments, all Suppliers shall appoint the same Party Agents.

The Suppliers shall ensure the Allocation Schedule for splitting the half hourly Active Energy data between them complies with the Code requirements, as set out in the relevant Appendices and is provided to the HHDC by Gate Closure. If the Allocation Schedule is received after Gate Closure for the start of the Settlement Day to which it is related, then that Allocation Schedule will not be used by the HHDC, and the existing one will be used instead.

The LDSO is responsible for maintaining a record of the Primary and pseudo Secondary MSIDs it has issued, together with the association between them (i.e. that

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<sup>1</sup> For the purposes of this BSCP, all references to the term 'Import' shall refer to that definition which is contained in the BSC SVA Data Catalogue. Where the term 'import' is used this shall refer to the virtual import which will apply if either the Fixed Block Method or the Multiple Fixed Block Method is being utilised in accordance with Appendix 4.2.

<sup>2</sup> For the purposes of this BSCP, all references to the term 'Export' shall refer to that definition which is contained in the BSC SVA Data Catalogue. Where the term 'export' is used this shall refer to the virtual export which will apply if either the Fixed Block Method or the Multiple Fixed Block Method is being utilised in accordance with Appendix 4.2.

there is only one physical Metering System (MS)), and for ensuring no duplicates are created.

The MOA and HHDC shall maintain similar records. . The MOA shall record against the Identifier for the relevant Associated Supplier the SVA Metering System Number relating to that Supplier (being, in the case of the Supplier which is not the Primary Supplier, the Secondary SVA Metering System Number for each Secondary SVA Metering System) and the Identifiers for the Associated Half Hourly Data Collector.

Where the paragraph above applies, the MOA shall record the same Meter Technical Details for the relevant Metering System against each of the relevant SVA Metering System Numbers, save that, in respect of the SVA Metering System Number relating to the Associated Supplier which is not the Primary Supplier, the value for the pulse multiplier and the Meter multiplier shall be shown as zero.

At the time of being appointed or de-appointed to a shared metering arrangement by a Supplier (Primary or Secondary) the MOA, HHDC and HHDA, as appropriate, shall use reasonable endeavours to confirm that the appointment details are correct and consistent. Where there is an error in appointment details then these will be resolved with the relevant Supplier.

*Amend section 1.3 as follows:*

### **1.3 Use of the Procedure**

This BSCP shall be followed at the stage that it is identified that the Active Energy is to be split between Suppliers or that the Shared SVA Meter Arrangement is to cease. Up to that stage, the procedures set out in BSCP502 shall be followed.

Upon the appointment of two or more Suppliers to a new Shared SVA Metering System, or more than one Supplier for an existing SVA Metering System, the Suppliers shall ensure that an Allocation Schedule, as set out in the relevant Appendix, is agreed. This Allocation Schedule shall be based upon an approved Method for splitting the Active Energy data between the Suppliers.

The HHDC shall receive an initial Allocation Schedule from the Primary Supplier and the Primary Supplier will be the single Party that has the authority of all of the other Parties involved for providing updates to the Allocation Schedule.

The HHDC shall allocate the proportion of half hourly Active Energy data specified in the Allocation Schedule. There are four Methods:

- i. Percentage Method;
- ii. Capped Block Method;
- iii. Fixed Block Method; or
- iv. Multiple Fixed Block Method.

Details of each data splitting method are covered in the relevant Appendix. In addition, Appendix 4.2.5 describes permitted variations on the four standard Methods that Suppliers may use (provided that their HHDC has systems and processes to support them). If the Allocation Schedule is not provided or is invalid, the HHDC will apply the rules described in the relevant Appendix.

The Primary MSID is the enduring MSID for any changes between single and Shared SVA Meter Arrangements and shall have the MTD for the physical MS assigned to it. The pseudo Secondary MSID(s) shall only exist whilst there is Shared SVA Meter Arrangement. The MTD for pseudo Secondary MSID(s) shall be amended such that the Meter Multiplier and Pulse Multiplier are set to zero, to minimise the risk of duplicate metering data entering the Settlement process.

The determination of Measurement Class for the Import Site requires special processing by the Suppliers. Suppliers therefore have a choice of:

- Calculating the Measurement Class based on the total consumption at the Site; or
- Registering the Site as Measurement Class 'C', and thereby treating it as above 100kW for performance assurance purposes.

When the Primary Supplier completes the registration of the pseudo Secondary MSID(s) for a new connection (3.1) or change of Supplier (3.2), the Supply Start Date (SSD) specified shall be sufficiently in advance of the required contract SSD to enable the Secondary Supplier(s) to undertake the change of Supplier process by the contract SSD, taking into account the 10-day lockout period. The pseudo Secondary MSID(s) shall be registered as de-energised during this interim period to avoid erroneous metering data being passed into Settlements. Also, for this interim period the Primary Supplier shall appoint a MOA, HHDC and HHDA for this pseudo Secondary MSID(s).

Where a new or modified allocation schedule is required it may not normally be applied on a retrospective basis unless there has been an error in Settlement data. In which case, the processes set out in BPSC502 for data estimation shall be followed.

Throughout this procedure, timetables reflect the number of Working Days (WDs) by which an activity should be completed.

The remaining sections in this document are:

~~Section 2 – This section is no longer in use. Workflow Diagrams: this section reflects the business processes of this BSCP in diagrammatic format. Each box within the business process has a cross-reference to Section 3.~~

Section 3 - Interface and Timetable Information: this section defines in detail the requirements of each business process, ~~as displayed in Section 2.~~

Section 4 - Appendices: this section defines in greater detail the procedures and responsibilities of the HHDC.

### 3. Interface and Timetable Information

Amend section 3.1 as follows:

#### 3.1 New Connection or Transfers from CMRS to SMRS<sup>3 4 5</sup>

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1	As required. <sup>6</sup>	Agree:- 1. Primary Supplier and Secondary Supplier(s); 2. Fixed and Variable Supplier(s) if either the Fixed Block or Multiple Fixed Block Methods are to be used; and 3. the contract SSD and the initial Allocation Schedule.	Primary Supplier	Secondary Supplier(s)	Allocation Schedule to comply with Appendices 4.3 & 4.4.	By post, fax or electronic media.
3.1.2	At least 15 WD prior to contract SSD.	Notify LDSO that Shared SVA Meter Arrangement being initiated and that Primary and pseudo Secondary MSIDs will be required.	Primary Supplier	LDSO	Provide details of intended Suppliers and MSIDs required for Shared SVA Meter Arrangement.	By post, fax or electronic media.
3.1.3	Within 2 WD of 3.1.2.	Allocate Primary and pseudo Secondary MSIDs, record association and ensure no duplication.	LDSO	SMRA	As per BSCP501.	By post, fax or electronic media.
3.1.4	Within 2 WD of 3.1.2.	Send Primary and pseudo Secondary MSIDs to Primary Supplier.	LDSO	Primary Supplier	As per BSCP501.	By post, fax or electronic media.
3.1.5	Within 2 WD of 3.1.3.	Record details for Primary and pseudo Secondary MSIDs.	SMRA		As per BSCP501.	Internal process.
3.1.6	At least 11 WD prior to contract SSD.	Complete Primary Supplier and Party Agent registration details for all MSIDs in SMRS, with appropriate SSD. (see Section 1.3)	Primary Supplier	SMRA	As per BSCP501.	Electronic or other agreed method.

<sup>3</sup> If a Registration Transfer from CMRS, the Supply Start Date will be the “Effective From Date” defined in BSCP68, Section 3.2.

<sup>4</sup> Each Supplier will allocate the appropriate half hourly MTC for each MSID (either actual Primary MSID or pseudo Secondary MSID(s)) that they are responsible for as defined in Market Domain Data.

<sup>5</sup> Refer to BSCP514 for the method of installation of the MS.

<sup>6</sup> If Registration is a Transfer of Registration from CMRS, proceed in accordance with BSCP68.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.7	Within 2 WD of 3.1.6.	Record registration details for Primary and pseudo Secondary MSIDs in accordance with BSCP501.	SMRA		As per BSCP501.	Internal process.
3.1.8	At least 5 WD before Appointment Date.	Send Party Agent appointment details for the Primary and pseudo Secondary MSIDs.	Primary Supplier	MOA, HHDC, HHDA	As per BSCP502/BSCP503/BSCP 514 and Appendices 4.1, 4.6 & 4.7.	Electronic or other agreed method.
<del>3.1.9</del>	<del>Within 2 WD of 3.1.8.</del>	<del>Confirm details are complete and consistent. Resolve errors with Primary Supplier.</del>	<del>MOA, HHDC, HHDA</del>	<del>Primary Supplier</del>	<del>As per BSCP502/BSCP503 and BSCP514</del>	<del>Electronic or other agreed method.</del>
<u>3.1.9</u>	<u>At the same time as 3.1.8</u>	<u>Notify HHDC and Secondary Supplier(s) of the initial Allocation Schedule. (HHDC and Secondary Supplier(s) should receive the initial Allocation Schedule by Gate Closure)</u>	<u>Primary Supplier</u>	<u>HHDC, Secondary Supplier(s)</u>	<u>Allocation Schedule to comply with Appendices 4.2 &amp; 4.3</u>	<u>By fax or electronic media.</u>
<u>3.1.10</u>	<u>Within 2 WD of 3.1.9</u>	<u>Confirm that Allocation Schedule was received.</u>	<u>HHDC</u>	<u>Primary Supplier, Secondary Supplier(s)</u>		<u>Email</u>
<del>3.1.10</del> <u>11</u>	Within 2 WD of 3.1.8.	Advise Secondary Supplier(s) of pseudo Secondary MSID(s), MOA, HHDC and HHDA details.	Primary Supplier	Secondary Supplier(s)		By post, fax or electronic media.
<del>3.1.11</del> <u>12</u>	By contract SSD-1WD.	Follow change of Supplier procedure for pseudo Secondary MSID(s).	Secondary Supplier(s)	SMRA	As per BSCP501.	Electronic or other agreed method.
<del>3.1.12</del> <u>13</u>	Within 2WD of 3.1.12.	Update record for pseudo Secondary MSID(s).	SMRA		As per BSCP501.	Internal process.
<del>3.1.13</del> <u>14</u>	At least 5 WD before Appointment Date.	Send Party Agent appointment details for the pseudo Secondary MSID(s).	Secondary Supplier(s)	MOA, HHDC, HHDA(s)	As per BSCP502/BSCP503/BSCP514 and Appendices 4.1, 4.5 & 4.6.	Electronic or other agreed method.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1. <del>44</del> 15	Within 2 WD of 3.1.14.	Confirm appointment details are complete and consistent for pseudo Secondary MSID(s). Resolve errors with Secondary Supplier(s).	MOA, HHDC, HHDA(s)	Secondary Supplier(s)	As per BSCP502 /BSCP503 and BSCP514	Electronic or other agreed method.
3.1. <del>45</del> 16	At least 5 WD before Primary Supplier Appointment Termination Date.	Send appointment termination date for pseudo Secondary MSID(s) to MOA, HHDC and HHDA.	Primary Supplier	MOA, HHDC, HHDA	As per BSCP502/BSCP503/BSCP514 and Appendix4.7.	Electronic or other agreed method.
3.1. <del>46</del> 17	Within 2 WD of 3.1.16.	Confirm appointment termination details are complete and consistent. Resolve errors with Primary Supplier.	MOA, HHDC	Primary Supplier	As per BSCP502/BSCP514 and Appendices 4.1 &4.6.	Electronic or other agreed method..
3.1. <del>47</del> 18	At least 5 WD before Primary Supplier Appointment Termination Date.	Confirm appointment termination details are complete and consistent for pseudo Secondary MSID(s). Resolve errors with Primary Supplier.	HHDA	Primary Supplier	As per BSCP503.	Electronic, or other agreed method
3.1.18	<del>By Gate Closure.</del>	<del>Notify HHDC and Secondary Supplier(s) of the initial Allocation Schedule. (HHDC and Secondary Supplier(s) should receive the initial Allocation Schedule by Gate Closure)</del>	<del>Primary Supplier</del>	<del>HHDC, Secondary Supplier(s)</del>	<del>Allocation Schedule to comply with Appendices 4.2 &amp; 4.3</del>	<del>By fax or electronic media.</del>
3.1.19	As soon as practicable after receipt.	Confirm that Allocation Schedule was received by Gate Closure.	HHDC	Primary Supplier, Secondary Supplier(s)		Email

## 3.2 Change of Supplier for an Existing Shared SVA Metering System

Amend section 3.2.1 as follows:

### 3.2.1 Single to Shared SVA Metering System <sup>7</sup> ~~4~~<sup>4</sup>

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.1	As required.	Agree:- 1 Primary Supplier and Secondary Supplier(s); 2. Fixed and Variable Supplier(s) if either the Fixed Block or Multiple Fixed Block Methods are to be used; and 3. the contract SSD and the initial Allocation Schedule.	Primary Supplier	Secondary Supplier(s)	Allocation Schedule to comply with Appendices 4.2 & 4.3.	By post, fax or electronic media.
3.2.1.2	Prior to 3.2.1.3	Notify LDSO that Shared SVA Meter Arrangement being initiated, provide Primary MSID and notify that pseudo Secondary MSID(s) will be required.	Primary Supplier	LDSO	Provide details of intended Suppliers and MSIDs required for Shared SVA Meter Arrangement.	
3.2.1.3	At least 15 WD prior to contract SSD.	Follow change of Supplier procedure for Primary MSID with agreed SSD.	Primary Supplier	SMRA	As per BSCP501.	Electronic or other agreed method.
3.2.1.4	Within 2 WD of 3.2.1.3.	Record details for Primary MSID.	SMRA		As per BSCP501.	Internal process
3.2.1.5	At least 13 WD prior to contract SSD.	Notify change to Primary MSID and apply for the pseudo Secondary MSID(s) and identify as a request for pseudo MSID(s).	Primary Supplier	LDSO	As per BSCP501.	By post, fax or electronic media.
3.2.1.6	Within 2 WD of 3.2.1.5.	Designate original MSID as Primary MSID, allocate pseudo Secondary MSID(s), record association and ensure no duplication.	LDSO	SMRA	As per BSCP501.	Manual interface.

<sup>7</sup> Where the existing Supplier continues on as either the Primary or Secondary Supplier, the appropriate parts of this procedure shall be followed.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.7	Within 2 WD of 3.2.1.5.	Send MSIDs to Primary Supplier.	LDSO	Primary Supplier	As per BSCP501.	Electronic or other agreed method.
3.2.1.8	At least 11 WD prior to contract SSD.	Complete Supplier and Party Agents registration details in for pseudo MSIDs in SMRS, with an appropriate SSD. (see Section 1.3)	Primary Supplier	SMRA	As per BSCP501.	Electronic or other agreed method.
3.2.1.9	Within 2 WD of 3.2.1.8.	Record details for pseudo Secondary MSID(s).	SMRA		As per BSCP501.	Internal process.
3.2.1.10	At least 5 WD before Secondary Supplier Appointment Date	Send Party Agent appointment details for the Primary and pseudo Secondary MSID(s).	Primary Supplier	MOA, HHDC, HHDA	As per BSCP502/BSCP503/BSCP514 and Appendices 4.1, 4.5 & 4.6.	Electronic or other agreed method.
<u>3.2.1.11</u>	<u>At the same time as 3.2.1.10</u>	<u>Notify HHDC and Secondary Supplier(s) of the initial Allocation Schedule. (HHDC and Secondary Supplier(s) should receive the initial Allocation Schedule by Gate Closure)</u>	<u>Primary Supplier</u>	<u>HHDC, Secondary Supplier(s)</u>	<u>Allocation Schedule to comply with Appendices 4.2 &amp; 4.3</u>	<u>By fax or electronic media.</u>
<u>3.2.1.12</u>	<u>Within 2 WD of 3.2.1.11</u>	<u>Confirm that Allocation Schedule was received.</u>	<u>HHDC</u>	<u>Primary Supplier, Secondary Supplier(s)</u>		<u>Email</u>
<del>3.2.1.11</del>	<del>Within 2 WD of 3.2.1.10</del>	<del>Confirm details for all MSIDs are complete and consistent. Resolve errors with Primary Supplier.</del>	<del>MOA, HHDC, HHDA(s)</del>	<del>Primary Supplier</del>	<del>As per BSCP502/BSCP503 and BSCP514.</del>	<del>Electronic or other agreed method.</del>
<del>3.2.1.12</del> <u>13</u>	Within 2 WD of 3.2.1.11.	Advise Secondary Supplier(s) of pseudo Secondary MSID(s), MOA, HHDC and HHDA details.	Primary Supplier	Secondary Supplier(s)		By post, fax or electronic media.
<del>3.2.1.13</del> <u>14</u>	By contract SSD-1WD.	Follow change of Supplier procedure for pseudo Secondary MSID(s).	Secondary Supplier(s)	SMRA	As per BSCP501.	Electronic or other agreed method.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1. <del>14</del> 15	Within 2 WD of 3.2.1.14.	Update record for pseudo Secondary MSID(s).	SMRA		As per BSCP501.	Internal process.
3.2.1. <del>15</del> 16	At least 5 WD before Secondary Supplier Appointment Date.	Send Party Agent appointment details for the pseudo Secondary MSID(s).	Secondary Supplier(s)	MOA, HHDC, HHDA(s)	As per BSCP502/BSCP503/BSCP514 and Appendices 4.1, 4.5 & 4.6.	Electronic or other agreed method.
<del>3.2.1.16</del>	<del>Within 2 WD of 3.2.1.15.</del>	<del>Confirm appointment details are complete and consistent for pseudo Secondary MSID(s). Resolve errors with Secondary Supplier(s).</del>	<del>MOA, HHDC, HHDA(s)</del>	<del>Secondary Supplier(s)</del>	<del>As per BSCP502/BSCP503 and BSCP514.</del>	<del>Electronic or other agreed method.</del>
3.2.1.17	At least 5 WD before Primary Supplier Appointment Termination Date.	Send appointment termination date for pseudo Secondary MSID(s) to MOA, HHDC and HHDA.	Primary Supplier	MOA, HHDC, HHDA	As per BSCP502/BSCP503/BSCP514 and Appendix 4.6.	Electronic or other agreed method.
3.2.1.18	Within 2 WD of 3.2.1.17.	Confirm appointment termination details are complete and consistent. Resolve errors with Primary Supplier.	MOA, HHDC, HHDA	Primary Supplier	As per BSCP502/BSCP503 and BSCP514.	Electronic or other agreed method.
<del>3.2.1.19</del>	<del>By Gate Closure.</del>	<del>Notify HHDC and Secondary Supplier(s) of the initial Allocation Schedule. (HHDC and Secondary Supplier(s) shall receive the initial Allocation Schedule by Gate Closure)</del>	<del>Primary Supplier</del>	<del>HHDC, Secondary Supplier(s)</del>	<del>Allocation Schedule to comply with Appendices 4.2 &amp; 4.3.</del>	<del>By fax or electronic media.</del>
<del>3.2.1.20</del>	<del>As soon as practicable after receipt.</del>	<del>Confirm that Allocation Schedule was received by Gate Closure.</del>	<del>HHDC</del>	<del>Primary Supplier, Secondary Supplier(s)</del>		<del>Email</del>

Amend section 3.2.2 as follows:

### 3.2.2 Change of All Suppliers for a Shared SVA Metering System<sup>4</sup>

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.1	As required.	Agree:- 1. Primary Supplier and Secondary Supplier(s); 2. Fixed and Variable Supplier(s) if either the Fixed Block or Multiple Fixed Block Methods are to be used; and 3. Contract SSD and initial Allocation Schedule.	Primary Supplier	Secondary Supplier(s)	Allocation Schedule to comply with Appendices 4.2 & 4.3.	By post, fax or electronic media.
3.2.2.2	Prior to 3.2.2.3	Notify LDSO of intention to amend Shared SVA Meter Arrangement.	Primary Supplier	LDSO	Provide details of intended Suppliers and MSIDs required for Shared SVA Meter Arrangement.	
3.2.2.3	At least 1 WD prior to contract SSD.	Follow change of Supplier procedure for Primary MSID with agreed contract SSD.	Primary Supplier	SMRA	As per BSCP501.	Electronic or other agreed method.
3.2.2.4	Within 2 WD of 3.2.2.3	Record details for Primary MSID.	SMRA		As per BSCP501.	Internal process
3.2.2.5	At least 1 WD prior to contract SSD.	Advise Secondary Supplier(s) of MOA, HHDC and HHDA appointment details.	Primary Supplier	Secondary Supplier(s)		By post, fax or electronic media.
3.2.2.6	By contract SSD-1WD.	Follow change of Supplier procedure for pseudo Secondary MSID(s), with agreed contract SSD.	Secondary Supplier(s)	SMRA	As per BSCP501.	Electronic or other agreed method.
3.2.2.7	Within 2 WD of 3.2.2.6.	Update record for pseudo Secondary MSID(s).	SMRA		As per BSCP501.	Internal process.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.8	At least 5 WD before Appointment Date.	Send Party Agent appointment (or de-appointment) details for the Primary MSID.	New Primary Supplier	MOA, HHDC, HHDA	As per BSCP502/BSCP503/BSCP514 and Appendices 4.1, 4.5 & 4.6.	Electronic or other agreed method.
<del>3.2.2.9</del>	<del>Within 2 WD of 3.2.2.8.</del>	<del>Confirm details are complete and consistent for Primary MSID. Resolve errors with Primary Supplier.</del>	<del>MOA, HHDC, HHDA</del>	<del>Primary Supplier</del>	<del>As per BSCP502/BSCP503 and BSCP514.</del>	<del>Electronic or other agreed method.</del>
3.2.2.9	At least 5 WD before Appointment Date.	Send Party Agent appointment (or de-appointment) details for the pseudo Secondary MSID(s).	New Secondary Supplier(s)	MOA, HHDC, HHDA	As per BSCP502/BSCP503/BSCP514 and Appendices 4.1, 4.5 & 4.6.	Electronic or other agreed method.
<del>3.2.2.11</del>	<del>Within 2 WD of 3.2.2.10.</del>	<del>Confirm details are complete and consistent for pseudo Secondary MSID(s). Resolve errors with Secondary Supplier(s).</del>	<del>MOA, HHDC, HHDA</del>	<del>Secondary Supplier(s)</del>	<del>As per BSCP502/BSCP503 and BSCP514.</del>	<del>Electronic or other agreed method.</del>
3.2.2.10	By Gate Closure.	Notify HHDC and Secondary Supplier(s) of the revised Allocation Schedule. (HHDC and Secondary Supplier(s) shall receive the revised Allocation Schedule by Gate Closure)	Primary Supplier	HHDC, Secondary Suppliers(s)	Allocation Schedule to comply with Appendices 4.2 & 4.3.	By fax or electronic media.
3.2.2.11	As soon as practicable after receipt.	Confirm that revised Allocation Schedule was received by Gate Closure.	HHDC	Primary Supplier, Secondary Supplier(s)		Email.

Amend section 3.2.3 as follows:

### 3.2.3 Change of Supplier for a Shared SVA Metering System<sup>4</sup>

This process is applicable for either a change of Primary or Secondary Supplier. In the case where a Primary Supplier is changing, the reference to Primary Supplier in the table below is to the original Primary Supplier except in 3.2.3.~~108~~ and 3.2.3.~~119~~ where it will be the new Primary Supplier.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.1	As required.	Agree contract SSD and revised Allocation Schedule.	Current Supplier(s)	New Supplier	Allocation Schedule to comply with Appendices 4.2 & 4.3.	By post, fax or electronic media.
3.2.3.2	Prior to 3.2.3.3	Notify LDSO of intention to amend Shared SVA Meter Arrangement.	Primary Supplier	LDSO	Provide details of intended Suppliers and MSIDs required for Shared SVA Meter Arrangement.	
3.2.3.3	At least 1 WD prior to contract SSD.	Follow change of Supplier procedure for MSID with agreed contract SSD.	New Supplier	SMRA	As per BSCP501.	Electronic or other agreed method.
3.2.3.4	Within 2 WD of 3.2.3.3.	Record details for changing Supplier.	SMRA		As per BSCP501.	Internal process
3.2.3.5	At least 1 WD prior to contract SSD.	Notify new Supplier of MOA, HHDC and HHDA appointment details.	Primary Supplier	New Supplier		By post, fax or electronic media.
3.2.3.6	At least 5 WD before New Supplier Appointment Date.	Send Party Agent appointment details for the changing MSID.	New Supplier	MOA, HHDC, HHDA	As per BSCP502/BSCP503/BSCP514 and Appendices 4.1, 4.5 & 4.6.	Electronic or other agreed method.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<del>3.2.3.7</del>	<del>Within 2 WD of 3.2.3.6.</del>	<del>Confirm details are complete and consistent for changing Supplier. Resolve errors with new Supplier.</del>	<del>MOA, HHDC, HHDA for changing MSID</del>	<del>New Supplier</del>	<del>As per BSCP502/BSCP503 and BSCP514.</del>	<del>Electronic or other agreed method.</del>
3.2.3.8	At least 5WD before Old Supplier Appointment Termination Date.	Send appointment termination date for changing Supplier to MOA, HHDC and HHDA.	Old Supplier	MOA, HHDC, HHDA	As per BSCP502/BSCP503 and BSCP514.	Electronic or other agreed method.
<del>3.2.3.9</del>	<del>Within 2WD of 3.2.3.8.</del>	<del>Confirm appointment termination details are complete and consistent. Resolve errors with old Supplier.</del>	<del>MOA, HHDC, HHDA</del>	<del>Old Supplier</del>	<del>As per BSCP502/BSCP503 and BSCP514.</del>	<del>Electronic, or other agreed method.</del>
3.2.3.10	By Gate Closure.	Notify HHDC and Secondary Supplier(s) of the revised Allocation Schedule. (HHDC and Secondary Supplier(s) shall receive the revised Allocation Schedule by Gate Closure)	Primary Supplier	HHDC, Secondary Suppliers(s)	Allocation Schedule to comply with Appendices 4. 2 & 4.3.	By fax or electronic media.
3.2.3.11	As soon as practicable after receipt.	Confirm that revised Allocation Schedule was received by Gate Closure.	HHDC	Primary Supplier, Secondary Supplier(s)		Email.

Amend section 3.2.4 as follows:

**3.2.4 Additional Pseudo Secondary MSID(s) to a Shared SVA Metering System with a Multiple Fixed Block Allocation Schedule<sup>4</sup>**

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.4.1	As required.	Agree contract SSD and revised Allocation Schedule.	Primary Supplier	Additional & Current Secondary Suppliers	Allocation Schedule to comply with Appendices 4.2 & 4.3.	By post, fax or electronic media.
3.2.4.2	Prior to 3.2.4.3	Notify LDSO of intention to amend Shared SVA Meter Arrangement.	Primary Supplier	LDSO	Provide details of intended Suppliers and MSIDs required for Shared SVA Meter Arrangement.	
3.2.4.3	At least 13 WD prior to contract SSD.	Apply for additional pseudo Secondary MSID(s) and identify as a request for pseudo Secondary MSID(s).	Primary Supplier	LDSO	As per BSCP501.	By post, fax or electronic media.
3.2.4.4	Within 2 WD of 3.2.4.3.	Allocate additional pseudo Secondary MSID(s), record association and ensure no duplication.	LDSO	SMRA	As per BSCP501.	Manual interface.
3.2.4.5	Within 2 WD of 3.2.4.3.	Send MSID details to Primary Supplier for pseudo Secondary MSID(s).	LDSO	Primary Supplier	As per BSCP501.	Electronic or other agreed method.
3.2.4.6	At least 11 WD prior to contract SSD.	Complete Supplier and Party Agents registration details for additional pseudo Secondary MSID(s) in SMRS, with an appropriate SSD. (see Section 1.3)	Primary Supplier	SMRA	As per BSCP501.	Electronic or other agreed method.
3.2.4.7	Within 2 WD of 3.2.4.6.	Record details for additional pseudo Secondary MSID(s).	SMRA		As per BSCP501.	Internal process.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.4.8	At least 5 WD before Primary Supplier Appointment Date.	Send Party Agent appointment details for the additional pseudo Secondary MSID(s).	Primary Supplier	MOA, HHDC, HHDA	As per BSCP502/BSCP503/BSCP 514 and Appendices 4.1, 4.5 & 4.6.	Electronic or other agreed method.
3.2.4.9	Within 2 WD of 3.2.4.8.	Confirm details for additional MSID are complete and consistent. Resolve errors with Primary Supplier.	MOA, HHDC, HHDA(s)	Primary Supplier	As per BSCP502/BSCP503 and BSCP514.	Electronic or other agreed method.
3.2.4.10	Within 2 WD of 3.2.4.9.	Advise additional Secondary Supplier(s) of MSID(s), MOA, HHDC and HHDA details.	Primary Supplier	Additional Secondary Supplier(s)		By post, fax or electronic media.
3.2.4.11	By contract SSD-1WD.	Follow change of Supplier procedure for new pseudo Secondary MSID(s).	Additional Secondary Supplier(s)	SMRA	As per BSCP501.	Electronic or other agreed method.
3.2.4.12	Within 2 WD of 3.2.4.11.	Update record for new pseudo Secondary MSID(s).	SMRA		As per BSCP501.	Internal process.
3.2.4.13	At least 5 WD before Appointment Date.	Send Party Agent appointment details for the new pseudo Secondary MSID(s).	Additional Secondary Supplier	MOA, HHDC, HHDA	As per BSCP502/BSCP503/BSCP514 and Appendices 4.1, 4.5 & 4.6.	Electronic or other agreed method.
<del>3.2.4.14</del>	<del>Within 2 WD of 3.2.4.13.</del>	<del>Confirm appointment details are complete and consistent. Resolve errors with additional Secondary Supplier(s).</del>	<del>MOA, HHDC, HHDA</del>	<del>Additional Secondary Supplier</del>	<del>As per BSCP502/BSCP503 and BSCP514.</del>	<del>Electronic or other agreed method.</del>
3.2.4.15	At least 5 WD before Primary Supplier Appointment Termination Date.	Send appointment termination date for additional pseudo Secondary MSID(s) to MOA, HHDC and HHDA.	Primary Supplier	MOA, HHDC, HHDA	As per BSCP502/BSCP503 and BSCP514.	Electronic or other agreed method.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<del>3.2.4.16</del>	<del>Within 2 WD of 3.2.4.15.</del>	<del>Confirm appointment termination details are complete and consistent for additional pseudo Secondary MSID(s). Resolve errors with Primary Supplier.</del>	<del>MOA, HHDC, HHDA</del>	<del>Primary Supplier</del>	<del>As per BSCP502/503 and BSCP514.</del>	<del>Electronic or other agreed method.</del>
3.2.4. <del>17</del> <u>5</u>	By Gate Closure.	Notify HHDC and all Secondary Suppliers of the revised Allocation Schedule. (HHDC and Secondary Suppliers shall receive the revised Allocation Schedule by Gate Closure)	Primary Supplier	HHDC, Secondary Suppliers	Allocation Schedule to comply with Appendices 4.2 & 4.3.	By fax or electronic media.
3.2.4. <del>18</del> <u>6</u>	As soon as practicable after receipt.	Confirm that revised Allocation Schedule was received by Gate Closure.	HHDC	Primary Supplier, Secondary Suppliers		Email.

Amend section 3.2.5 as follows:

### 3.2.5 Removal of a Secondary Supplier(s) to a Shared SVA Metering System with a Multiple Fixed Block Allocation Schedule

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.5.1	As required.	Inform Primary Supplier of SSD for removal of pseudo Secondary MSID(s).	De-registering Secondary Supplier(s)	Primary Supplier	MSID to be removed and SSD	By post, fax or electronic media.
3.2.5.2	Prior to 3.2.5.3	Notify LDSO of intention to amend Shared SVA Meter Arrangement.	Primary Supplier	LDSO	Provide details of intended Suppliers and MSIDs required for Shared SVA Meter Arrangement.	
3.2.5.3	As required.	Agree revised Allocation Schedule with remaining Secondary Supplier(s) and inform them of the applicable SSD.	Primary Supplier	Remaining Secondary Suppliers	Allocation Schedule to comply with Appendices 4.2 & 4.3.	By post, fax or electronic media
3.2.5.4	At least 1 WD prior to contract SSD.	Follow change of Supplier procedure for MSID(s) with agreed contract SSD.	Primary Supplier	SMRA	As per BSCP501.	Electronic or other agreed method.
3.2.5.5	Within 2 WD of 3.2.5.4.	Update record for de-registering pseudo Secondary MSID(s).	SMRA		As per BSCP501.	Internal process
3.2.5.6	Within 3 WD of 3.2.5.5.	Request logical disconnection with date for de-registering pseudo Secondary MSID(s).	Primary Supplier	LDSO	As per BSCP501.	Electronic or other agreed method.
3.2.5.7	Within 1 WD of 3.2.5.6.	Record de-registering pseudo Secondary MSID(s) as disconnected.	LDSO	SMRA	As per BSCP501.	Electronic or other agreed method.
3.2.5.8	At least 1 WD prior to contract SSD.	Confirm disconnection of de-registering pseudo Secondary MSID(s) to Primary Supplier.	LDSO	Primary Supplier	As per BSCP501.	Electronic or other agreed method.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.5.9	At least 5 WD before Secondary Supplier Appointment Termination Date.	Send appointment termination date for de-registering pseudo Secondary MSID(s) to MOA, HHDC and HHDA.	Primary Supplier	MOA, HHDC, HHDA	As per BSCP502/BSCP503/BSCP514 and Appendix 4.6.	Electronic or other agreed method.
<del>3.2.5.10</del>	<del>Within 2 WD of 3.2.5.9.</del>	<del>Confirm appointment termination details are complete and consistent. Resolve errors with Primary Supplier.</del>	<del>MOA, HHDC, HHDA</del>	<del>Primary Supplier</del>	<del>As per BSCP502/BSCP503 and BSCP514.</del>	<del>Electronic or other agreed method.</del>
<del>3.2.5.11</del> <u>0</u>	Before Secondary Supplier Appointment Termination Date.	Confirm appointment termination date for de-registering MSID with de-registering Supplier.	Primary Supplier	De-registering Supplier	MSID appointment termination date	Electronic or other agreed method
<del>3.2.5.12</del> <u>1</u>	By Gate Closure.	Notify HHDC and all existing Secondary Suppliers of the revised Allocation Schedule. (HHDC and Secondary Suppliers shall receive the revised Allocation Schedule by Gate Closure)	Primary Supplier	HHDC, Secondary Suppliers	Allocation Schedule to comply with Appendices 4.2 & 4.3.	By post, fax or electronic media.
<del>3.2.5.13</del> <u>2</u>	Within 1 WD of <del>3.2.5.12</del> <u>1</u> .	Confirm that revised Allocation Schedule was received by Gate Closure.	HHDC	Primary Supplier, Secondary Suppliers		Email.

Amend section 3.2.6 as follows:

### 3.2.6 Shared to Single SVA Metering System<sup>8</sup>

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.1	Following agreement with other Secondary Suppliers to terminate Shared SVA Meter Arrangement.	Notify LDSO of intention to terminate Shared SVA Meter Arrangement.	Primary Supplier	LDSO		Electronic or other agreed method.
3.2.6.2	At least 5 WD prior to contract SSD.	Follow change of Supplier procedure for Primary and pseudo Secondary MSIDs.	Primary Supplier	SMRA	As per BSCP501.	Electronic or other agreed method.
3.2.6.3	Within 2 WD of 3.2.6.1.	Update record for Primary and pseudo Secondary MSIDs.	SMRA		As per BSCP501.	Internal process
3.2.6.4	At least 3 WD prior to contract SSD.	Request disconnection with date for pseudo Secondary MSID(s).	Primary Supplier	LDSO	As per BSCP501.	Electronic or other agreed method.
3.2.6.5	At least 1 WD prior to contract SSD.	Record pseudo Secondary MSID(s) as disconnected and change Primary MSID to normal MSID in records.	LDSO	SMRA	As per BSCP501.	Electronic or other agreed method.
3.2.6.6	Within 2 WD of 3.2.6.5.	Update record for Primary and pseudo Secondary MSID(s).	SMRA		As per BSCP501.	Internal process.
3.2.6.7	At least 1 WD prior to contract SSD.	Confirm disconnection of pseudo Secondary MSID(s) to Supplier.	LDSO	Primary Supplier	As per BSCP501.	Electronic or other agreed method.

<sup>8</sup> Where either of the existing Suppliers continue on as the sole Supplier, only the appropriate parts of this section of this BSCP shall be followed.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.8	At least 5 WD before Appointment Date.	Send appointment details for the remaining MSID to MOA, HHDC and HHDA.	Primary Supplier	MOA, HHDC HHDA	As per BSCP502/BSCP503/BSCP514 and Appendices 4.1, 4.5 &467.	Electronic or other agreed method.
<del>3.2.6.9</del>	<del>Within 2 WD of 3.2.6.8.</del>	<del>Confirm details are complete and consistent. Resolve errors with Suppliers.</del>	<del>MOA, HHDC, HHDA</del>	<del>Primary Supplier</del>	<del>As per BSCP502/BSCP503/BSCP514 and Appendix 4.6.</del>	<del>Internal process.</del>
3.2.6. <del>10</del> <u>9</u>	At least 5 WD before Appointment Termination Date.	Send appointment termination date to MOA, HHDC & HHDA(s).	Primary & Secondary Suppliers	MOA HHDC, HHDA(s)	As per BSCP502/BSCP503/BSCP514 and Appendix4.6.	Electronic or other agreed method.
<del>3.2.6.11</del>	<del>Within 2 WD of 3.2.6.10.</del>	<del>Confirm details are complete and consistent. Resolve errors with Suppliers.</del>	<del>MOA, HHDC, HHDA(s)</del>	<del>Primary &amp; Secondary Suppliers</del>	<del>As per BSCP502/BSCP503/BSCP514 and Appendix 4.6.</del>	<del>Internal process.</del>

Amend section 3.3 as follows:

### 3.3 Change of HHDC for an Existing Shared SVA Metering System<sup>9</sup> 4<sup>4</sup>

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1	As required.	Notify SMRA of new HHDC appointment for Primary MSID.	Primary Supplier <sup>10</sup>	SMRA	As per BSCP501.	Electronic or other agreed method.
3.3.2	Within 2 WD of 3.3.1.	Update record for Primary MSID.	SMRA		As per BSCP501.	Internal process
3.3.3	Within 2 WD of 3.3.1.	Notify Secondary Supplier(s) of the new HHDC appointment.	Primary Supplier	Secondary Supplier(s)	As per Appendix 4.8	By post, fax or electronic media.
3.3.4	Within 2 WD of 3.3.3.	Update SMRS with new HHDC for pseudo Secondary MSID(s).	Secondary Supplier(s)	SMRA	As per BSCP501.	Electronic or other agreed method.
3.3.5	Within 2 WD of 3.3.4.	Update record for pseudo Secondary MSID(s).	SMRA		As per BSCP501.	Internal process
3.3.6	At least 5 WD before Appointment Date.	Send appointment details of the new HHDC and the termination date for the old HHDC for the Primary MSID.	Primary Supplier	MOA, New HHDC, HHDA, Old HHDC	As per BSCP502/BSCP503/BSCP514 and Appendices 4.1, 4.5 & 4.6.	Electronic or other agreed method.
<u>3.3.7</u>	<u>At the same time as 3.3.6</u>	<u>Notify HHDC and Secondary Supplier(s) of the revised Allocation Schedule. (HHDC and Secondary Supplier(s) shall receive the revised Allocation Schedule by Gate Closure)</u>	<u>Primary Supplier</u>	<u>New HHDC, Secondary Supplier(s)</u>	<u>Allocation Schedule to comply with Appendices 4.2 &amp; 4.3</u>	<u>By fax or electronic media.</u>

<sup>9</sup> If a HHDC does not receive notification of a start of appointment by the Primary Supplier, although he may have received a start of appointment from the Secondary Supplier(s) refer to Appendix 4.1.

<sup>10</sup> Where a common Outstation is being utilised for the Import and Export Energy, the Primary Supplier shall ensure that there are no technical issues where different HHDCs collect from the same Outstation.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<del>3.3.8</del>	<del>Within 2 WD of 3.3.7</del>	<del>Confirm that revised Allocation Schedule was received.</del>	<del>HHDC</del>	<del>Primary Supplier, Secondary Supplier(s)</del>		<del>Email.</del>
<del>3.3.7</del>	<del>Within 2 WD of 3.3.6.</del>	<del>Confirm details are complete and consistent. Resolve errors with Suppliers.</del>	<del>MOA, New HHDC, HHDA, Old HHDC</del>	<del>Primary Supplier</del>	<del>As per BSCP502/BSCP503/BSCP514 and Appendix 4.6.</del>	<del>Electronic or other agreed method.</del>
3.3.8 <del>9</del>	At least 5 WD before Appointment Date.	Send appointment details of the new HHDC and the termination date for the old HHDC for the pseudo Secondary MSID(s).	Secondary Supplier(s)	MOA, New HHDC, HHDA(s), Old HHDC	As per BSCP502/BSCP503/BSCP514 and Appendices 4.1, 4.5 & 4.6.	Electronic or other agreed method.
<del>3.3.9</del>	<del>Within 2 WD of 3.3.8.</del>	<del>Confirm details are complete and consistent. Resolve errors with Suppliers.</del>	<del>MOA, New HHDC, HHDA(s), Old HHDC</del>	<del>Secondary Supplier(s)</del>	<del>As per BSCP502/BSCP503/BSCP514 and Appendix 4.6.</del>	<del>Electronic or other agreed method.</del>
3.3.10	As required.	Send Meter history details.	Old HHDC	New HHDC	As per BSCP502	
<del>3.3.11</del>	<del>By Gate Closure.</del>	<del>Notify HHDC and Secondary Supplier(s) of the revised Allocation Schedule. (HHDC and Secondary Supplier(s) shall receive the revised Allocation Schedule by Gate Closure)</del>	<del>Primary Supplier</del>	<del>New HHDC, Secondary Supplier(s)</del>	<del>Allocation Schedule to comply with Appendices 4.2 &amp; 4.3</del>	<del>By fax or electronic media.</del>
<del>3.3.9.12</del>	<del>As soon as practicable after receipt.</del>	<del>Confirm that revised Allocation Schedule was received by Gate Closure.</del>	<del>HHDC</del>	<del>Primary Supplier, Secondary Supplier(s)</del>		<del>Email.</del>

Amend section 3.4 as follows:

### 3.4 Change of Meter Operator Agent for an Existing Shared SVA Metering System<sup>4</sup>

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1	As required.	Notify SMRA of new MOA appointment for Primary MSID.	Primary Supplier <sup>11</sup>	SMRA	As per BSCP501.	Electronic or other agreed method.
3.4.2	Within 2 WD of 3.4.1.	Update record for Primary MSID.	SMRA		As per BSCP501.	Internal Process
3.4.3	Within 2 WD of 3.4.1.	Notify Secondary Supplier(s) of new MOA appointment.	Primary Supplier	Secondary Supplier(s)	As per Appendix 4.8	By post, fax or electronic media.
3.4.4	Within 2 WD of 3.4.3.	Update SMRS with new MOA details for pseudo Secondary MSID(s).	Secondary Supplier(s)	SMRA	As per BSCP501.	Electronic or other agreed method.
3.4.5	Within 2 WD of 3.4.4.	Update record for pseudo Secondary MSID(s).	SMRA		As per BSCP501.	Internal Process
3.4.6	At least 5 WD before Appointment Date.	Send appointment details of the new MOA and termination of old MOA for the Primary MSID.	Primary Supplier	New MOA, Old MOA, HHDC	As per BSCP502/BSCP514 and Appendices 4.1, 4.5 & 4.6	Electronic or other agreed method.
<del>3.4.7</del>	<del>Within 2 WD of 3.4.6.</del>	<del>Confirm details are complete and consistent. Resolve errors with Supplier.</del>	<del>New MOA, Old MOA, HHDC</del>	<del>Primary Supplier</del>	<del>As per BSCP502/BSCP503/BSCP514 and Appendix 4.6.</del>	<del>Electronic or other agreed method.</del>
3.4. <del>8</del> <u>7</u>	At least 5 WD before Appointment Date.	Send appointment details of the new MOA and termination date for the Old MOA for the pseudo Secondary MSID(s).	Secondary Supplier(s)	New MOA, Old MOA, HHDC	As per BSCP502/BSCP514 and Appendices 4.1, 4.5 & 4.6	Electronic or other agreed method.

<sup>11</sup> Where a single Metering Equipment is measuring the Import and Export Energy, the Primary Supplier shall appoint the same MOA.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<del>3.4.9</del>	<del>Within 2 WD of 3.4.8.</del>	<del>Confirm details are complete and consistent. Resolve errors with Supplier(s).</del>	<del>New MOA, Old MOA, HHDC</del>	<del>Secondary Supplier(s)</del>	<del>As per BSCP502/BSCP503/BSCP514 and Appendix 4.6.</del>	<del>Electronic or other agreed method.</del>
<del>3.4.10</del>	At least 5 WD before Appointment Termination Date.	Send appointment termination date for Primary MSID to old MOA.	Primary Supplier	Old MOA	As per BSCP514.	Electronic or other agreed method.
<del>3.4.11</del>	<del>Within 2 WD of 3.4.10.</del>	<del>Confirm details are complete and consistent. Resolve errors with Supplier.</del>	<del>Old MOA</del>	<del>Primary Supplier</del>	<del>As per BSCP514 and Appendix 4.6.</del>	<del>Electronic or other agreed method.</del>
<del>3.4.12</del>	At least 5 WD before Appointment Termination Date.	Send appointment termination date for pseudo Secondary MSID(s) to old MOA.	Secondary Supplier(s)	Old MOA	As per BSCP514.	Electronic or other agreed method.
<del>3.4.13</del>	<del>Within 2 WD of 3.4.12.</del>	<del>Confirm details are complete and consistent. Resolve errors with Suppliers.</del>	<del>Old MOA</del>	<del>Secondary Supplier(s)</del>	<del>As per BSCP514 and Appendix 4.6.</del>	<del>Electronic or other agreed method.</del>
<del>3.4.14</del> <u>10</u>	Before Appointment Termination Date.	Send MTD.	Old MOA	New MOA	As per BSCP514.	

*Amend section 4.6 as follows:*

#### **4.6 Validation Rules to be Followed by HHDC**

The validation to be undertaken by an HHDC shall be as follows:

1. an appointment shall be received from Suppliers relating to their respective MSIDs which refers to the same Physical Metering System as defined by the Meter Serial Number (or numbers where the Physical Metering System comprises more than one Meter);
2. one appointment shall state that the Supplier is the Primary Supplier and the other shall state that the other Supplier(s) are/is the Secondary Supplier(s);
3. all appointments shall name the same Meter Operator Agent;
4. all appointments shall be for the same date at least 5 WDs ahead. Where the date is not 5 WDs ahead the HHDC shall request the Supplier to set the appointment dates it shall be set to 5 WDs ahead of the latest appointment;
5. the initial Allocation Schedule and associated maintenance rules shall be received from the Primary Supplier;
6. the Primary Supplier is the Party which is deemed to have the authority of all involved Parties to routinely provide Allocation Schedule details;
7. the MTD received from the Meter Operator Agent for each MSID refers to the same physical Metering System as defined by the meter serial number(s); and
8. the Meter and Pulse Multipliers for the pseudo Secondary MSID(s) are set to zero.

*Amend section 4.8 as follows:*

#### **4.8 Termination of Shared SVA Meter Arrangements**

The HHDC shall cease to undertake its duties and functions in accordance with this BSCP:

1. where it is notified by the Associated Primary Supplier that the Shared SVA Meter Arrangement is terminated and once there is only a single Supplier appointed to the relevant SVA Metering Equipment. ~~;~~
- ~~2. where it is notified by an Associated HHDA that the HHDC is no longer appointed in a SMRS in relation to either of the SVA MS Numbers which are used for the purposes of the valid Shared SVA Meter Arrangement.~~

Where this appendix has effect, the HHDC shall, as soon as is reasonably practicable, notify its Associated Suppliers and the relevant LDSO.