



**Redlined changes to BSCP514 for CP1497 'Introduction of data flows for Half Hourly Meter Operator Agents to pass on Commissioning information when there is a Change of Agent'**

This CP proposes changes to BSCP514 sections 5.2. There are no impacts on any other sections of the BSCP.

We have redlined these changes against Version 34.0 of BSCP514.

## 5.2 Registration Activities

### 5.2.1 Change of HHMOA (No Change of Metering System or Change of Supplier)

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.1.1	As required.	Send appointment.	Supplier	New HHMOA <sup>1</sup>	D0155 Notification of Meter Operator or Data Collector Appointment and Terms <sup>2</sup> .	Electronic or other method, as agreed.
5.2.1.2	If appointment rejected and within 5 WD of 5.2.1.1 (or within 10 WD for Supplier-serviced Metering Systems).	Send notification of rejection of appointment including the reason why the request has been rejected.	New HHMOA	Supplier	D0261 Rejection of Agent Appointment. (Go to 5.2.1.1 if required)	Electronic or other method, as agreed.
5.2.1.3	If appointment accepted and within 5 WD of 5.2.1.1 (or within 10 WD for Supplier-serviced Metering Systems).	Send notification of acceptance of appointment.	New HHMOA	Supplier	D0011 -Agreement of Contractual Terms.	Electronic or other method, as agreed.
5.2.1.4	Within 5 WD of 5.2.1.3	Send de-appointment.	Supplier	Current HHMOA	D0151 Termination of Appointment or Contract by Supplier.	Electronic or other method, as agreed.
5.2.1.5	If de-appointment rejected and within 5 WD of 5.2.1.4	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.

<sup>1</sup> For Supplier-serviced Metering Systems, the Supplier will appoint an NHHMOA.

<sup>2</sup> A Retrieval Method of 'S' in the D0155 data flow indicates that the Supplier will retrieve the HH Metered Data.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.1.6	On appointment of new HHMOA and between 5 WD <sup>3</sup> and 10 WD of 5.2.1.4	Send notification of HHMOA appointment / de-appointment.  The D0302 to the HHDC is optional for Supplier-serviced Metering Systems.	Supplier	New HHMOA / HHDC	D0148 Notification of Change to Other Parties.  D0302 Notification of Customer Details.	Electronic or other method, as agreed.
5.2.1.7	Within 2 WD of 5.2.1.6	Instruct current HHMOA to send MTD to new HHMOA.	Supplier	Current HHMOA	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
For HHDC-serviced Metering Systems						
5.2.1.8	Within 5 WD of 5.2.1.7	Send MTD.	Current HHMOA <sup>4</sup>	New HHMOA <sup>5</sup>	D0268 -Half Hourly Meter Technical Details <sup>6</sup>  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.
<u>5.2.1.9</u>	<u>Following 5.2.1.8</u>	<u>Send Commissioning information.</u>	<u>Current HHMOA</u>	<u>New HHMOA</u>	<u>DAXX Notification of Commissioning information</u>  <u>DBXX Notification of Commissioning status<sup>7</sup></u>	<u>Electronic or other method, as agreed.</u>

<sup>3</sup> This step could be completed in less than 5 WD if the Supplier knows a de-appointment is not going to be rejected.

<sup>4</sup> Where the current MOA has been instructed to send MTD to a new MOA, and there is a change to MTD, the current MOA should send the revised MTD to the new MOA until such a time as the current MOA is no longer responsible for the MTD.

<sup>5</sup> If required, and at any time after the effective date of the MOA's appointment (and only for MSIDs first registered after 6 November 2008), the MOA may request Site Technical Details by sending a D0170 'Request for Metering System Related Details' to the LDSO. The LDSO shall respond within 5 WD of such requests by sending a D0215 'Provision of Site Technical Details' either by electronic means or by another method, as agreed with the MOA. The MOA shall determine any appropriate course of action within 2 WD of receiving this information.

<sup>6</sup> The MTD, in the form of the D0268 flow, is to be sent under all circumstances, even if no MS is present on site, unless the MOA does not have sufficient information to fully populate group 01A of the flow, in which case D0268 will not be sent. Additionally, the D0268 flow would not be sent in the context of CoS/CoA scenarios on 'New Connections' (if no D0215 'Provision of Site Technical Details' flows had been received by MOAs from LDSOs) or 'Change of Measurement Class from NHH to HH' scenarios (if there was insufficient information available to fully populate group 01A due to site changes).

<sup>7</sup> DBXX Notification of Commissioning status is to be sent when a defect or omission exists that has prevented completion of Commissioning prior to the change of HHMOA. The New HHMOA must resolve the defect or omission as soon as possible following receipt of DBXXX.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.1.1 <del>09</del>	Within 5 WD of 5.2.1.8	Send MTD.	New 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.	Electronic or other method, as agreed.
<u>5.2.1.11</u>	<u>Following 5.2.10</u>	<u>Send Commissioning information.</u>	<u>New HHMOA</u>	<u>Supplier</u>	<u>DBXX Notification of Commissioning status</u>	<u>Electronic or other method, as agreed.</u>
5.2.1.1 <del>20</del>	In accordance with timescales in Appendix 8.3.5	If MTD manually intervened or there has been a key field change, prove MS.	New HHMOA	HHDC	Refer to Appendix 8.3.5.	Electronic or other method, as agreed.
For Supplier-serviced Metering Systems						
5.2.1.1 <del>34</del>	Within 5 WD of 5.2.1.7.	Send MTD.	Current MOA <sup>23</sup> <sub>8</sub> .	New MOA <sup>5</sup> .	D0149 Notification of Mapping Details.  D0150 Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed.
5.2.1.1 <del>42</del>	Within 5 WD of 5.2.1.1 <del>43</del> .	Send MTD.	New MOA.	Supplier / LDSO.	D0149 Notification of Mapping Details.  D0150 Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed.
For all HH Metering Systems						

<sup>8</sup> The abbreviation MOA is used for Supplier-serviced Metering Systems, where the NHHMOA is fulfilling its functions in respect of a HH Metering System. The abbreviation HHMOA is used for those activities that apply to both HHDC-Serviced and Supplier-serviced Metering Systems.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.1.1 <del>53</del>	Optional, but if followed then within 10 WD of 5.2.1.8 or 5.2.1.1 <del>43</del> (as applicable).	Send the relevant Meter information changes.	New HHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method, as agreed.

## 5.2.2 New Connection - Installation <sup>9</sup>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.2.1	As required	Send appointment.	Supplier	HHMOA1	D0155 Notification of Meter Operator or Data Collector Appointment and Terms. <sup>2</sup>	Electronic or other method, as agreed.
5.2.2.2	If appointment rejected and within 5 WD of 5.2.2.1	Send notification of rejection of appointment including the reason why the request has been rejected.	HHMOA	Supplier	D0261 Rejection of Agent Appointment. (Go to 5.2.2.1 if required)	Electronic or other method, as agreed.
5.2.2.3	If appointment accepted and within 5 WD of 5.2.2.1	Send notification of acceptance of appointment.	HHMOA	Supplier	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
5.2.2.4	On appointment of HHMOA and within 5 WD of 5.2.2.3	Send notification of HHDC.  The D0302 to the HHDC is optional for Supplier-serviced Metering Systems.	Supplier	HHMOA / HHDC	D0148 Notification of Change to Other Parties.  D0302 Notification of Customer Details.	Electronic or other method, as agreed.
5.2.2.5	Following 5.2.2.3 and at least 10 WD before 5.2.2.8 <sup>10</sup>	Request installation, Commissioning and energisation of MS.	Supplier	HHMOA <sup>11</sup>	D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.	Electronic or other method, as agreed.
5.2.2.6	Within 2 WD of 5.2.2.5	Request Site Technical Details.  Optional for Supplier-serviced Metering Systems.	HHMOA	LDSO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
5.2.2.7	Within 5 WD of 5.2.2.6	Send Site Technical Details.	LDSO <sup>12</sup>	HHMOA	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.

<sup>9</sup> If the new connection is a Transfer of Registration from CMRS, proceed in accordance with section 5.2.5.

<sup>10</sup> This step could be completed in shorter timescales where the Supplier and MOA have reached mutual agreement.

<sup>11</sup> Where it is necessary to involve the LDSO, the HHMOA shall arrange this, proceed in accordance with section 5.3.1.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.2.8	On the date requested or agreed in 5.2.2.5 <sup>13</sup>	Install HH MS in accordance with appropriate Codes of Practice.  If requested energise MS and note initial Meter register reading.	HHMOA			Internal Process.
5.2.2.9	Following 5.2.2.8	For HHMS that include Measurement Transformers, Commission in accordance with appropriate Codes of Practice and section 5.2.2.A.  For HHMS that do not include Measurement Transformers, Commission in accordance with appropriate Codes of Practice.	HHMOA  HHMOA			Internal Process.  Internal Process.
5.2.2.10	If MS cannot be installed or energised, as soon as possible and within 5 WD of 5.2.2.8	Inform Supplier.	HHMOA	Supplier	D0221 Notification of Failure to Install or Energise Metering System.  (Go to 5.2.2.5 if required)	Electronic or other method, as agreed.
For HHDC-serviced Metering Systems						
5.2.2.11	Within 5 WD of 5.2.2.8	Send energisation status, MTD and initial Meter register reading.	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.

<sup>12</sup> In the event of any subsequent changes to Site Technical Details, the LDSO shall send an updated D0215 'Provision of Site Technical Details' to the MOA within 1WD of updating their systems. The MOA shall determine any appropriate course of action within 2 WD of receiving this information.

<sup>13</sup> If MS is to be installed but not energised at this time, the energisation of the MS shall be carried out at an appropriate time in accordance with process 5.3.1

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.2.12	Within 10 WD of 5.2.2.8	Send the relevant Meter information.	HHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.
5.2.2.13	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.
For Supplier-serviced Metering Systems						
5.2.2.14	In time to allow the MOA to distribute MTD within 10 WD of 5.2.2.8.	<p>Send Smart Meter Configuration Details</p> <p>The Supplier will ensure that only the latest version of the configuration for the day is sent to the NHHMOA.</p> <p>If the Supplier is unable to configure the Meter (for example, due to a communications failure), the SSC and TPR will be defaulted to a single-rate default. The TPR should be mapped to the total import register.</p>	Supplier.	MOA.	<p>D0367 Smart Meter Configuration Details.</p> <p>(or alternative method, as agreed bilaterally between the Supplier and NHHMOA).</p>	Electronic or other method, as agreed.
5.2.2.15	Within 10 WD of 5.2.2.8.	Send MTD.	MOA.	Supplier / LDSO.	<p>D0149 Notification of Mapping Details.</p> <p>D0150 Non Half-hourly Meter Technical Details.</p>	Electronic or other method, as agreed.
5.2.2.16	Within 10 WD of 5.2.2.8.	Send the relevant Meter information.	MOA.	ECOES.	D0312 Notification of Meter Information to ECOES.	Electronic or other method, as agreed.



### 5.2.2.A New Connection – Commissioning of Meter Systems that include Measurement Transformers

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.2.A.1	At the earliest opportunity but no later than 16 WD after energisation	If LDSO owns the Measurement Transformers then Commission Measurement Transformers in accordance with Code of Practice 4.  If LDSO does not own Measurement Transformers, go to 5.2.2.A.3. <sup>14</sup>	LDSO			Internal Process.
5.2.2.A.2	At the earliest opportunity but no later than 5 WD of 5.2.2.A.1	Send complete Commissioning information for the Measurement Transformers to the HHMOA.	LDSO	HHMOA	This shall include all records in accordance with Code of Practice 4.	Electronic or other method, as agreed.
5.2.2.A.3	At the earliest opportunity but no later than 16 WD after energisation	If LDSO does not own Measurement Transformers, then Commission Measurement Transformers in accordance with Code of Practice 4.	HHMOA			Internal Process.
5.2.2.A.4	On the date requested or agreed in 5.2.2.5 but no later than 16 WD after energisation	Commission HH MS in accordance with appropriate Codes of Practice for the Metering Equipment and Code of Practice 4.	HHMOA			Internal Process.
5.2.2.A.5	Following 5.2.2.A.4	If there has been a defect/omission that has prevented Commissioning, go to 5.2.2.A.6.  If Commissioning has been completed, go to 5.2.2.A.9.	HHMOA			Internal Process.

<sup>14</sup> Where Measurement Transformers are not owned by a BSC Party the Registrant, via its appointed MOA, shall be responsible for the Commissioning of all Metering Equipment in accordance with Code of Practice 4.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.2.A.6	At the earliest opportunity but no later than 5 WD of 5.2.2.A.4	Inform the Supplier where there is a defect/omission that has prevented Commissioning.	HHMOA	Supplier	Notification of defect/omission that has prevented Commissioning;  This shall include details of any defects or omissions identified and an assessment of the potential implications for the Registrant, customer and network operator.	Electronic or other method, as agreed.
5.2.2.A.7	Following 5.2.2.A.6	Take appropriate action to resolve the defect/omission that has prevented Commissioning. <sup>15</sup>	Supplier			Internal Process.
5.2.2.A.8	As soon as possible following 5.2.2.A.7	When defect/omission has been resolved, go to 5.2.2.A.4.	HHMOA			Internal Process.
5.2.2.A.9	When received, but no later than 22 WD after energisation	If complete Commissioning information has been received from the LDSO, perform overall accuracy assessment of the Metering System in accordance with appropriate Codes of Practice for the Metering Equipment and Code of Practice 4.  (Go to 5.2.2.A.13).	HHMOA		This shall include all records in accordance with Code of Practice 4.	Internal Process.
5.2.2.A.10	22 WD after energisation	If complete Commissioning information has not been received from the LDSO, escalate to the Supplier non-receipt of complete Commissioning information.	HHMOA	Supplier		Electronic or other method, as agreed.
5.2.2.A.11	Within 5 WD of 5.2.2.A.10	Take appropriate action to resolve the MOA escalation of non-receipt of complete Commissioning information. <sup>16</sup>	Supplier			Internal Process.

<sup>15</sup> It shall be the responsibility of the Registrant to ensure that all Metering Equipment is appropriately Commissioned. If the Registrant believes that there is a risk to Settlement it shall, in accordance with Section L3.6 of the BSC, consult with the relevant network operator and agree the appropriate steps to be taken to minimise the risks to Settlement.

<sup>16</sup> If the responsible Registrant believes it appropriate, it can choose to take steps to escalate to BSCCo any potential gaps in the Commissioning process which have the potential to affect Settlement.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.2.A.12	Following 5.2.2.A.11	When complete Commissioning information has been received from the LDSO, perform overall accuracy assessment of the Metering System in accordance with the relevant Code of Practice.	HHMOA		This shall include all records in accordance with Code of Practice 4.	Internal Process.
5.2.2.A.13	Within 5 WD of 5.2.2.A.9	Inform the Supplier that Commissioning has been completed.	HHMOA	Supplier	Notification of complete Commissioning. <sup>17</sup>	Electronic or other method, as agreed.

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<sup>17</sup> Notification of complete Commissioning shall not be done if complete Commissioning information has not been received from the LDSO. See section 5.2.2.A.10.

### 5.2.3 Change of HHDC for an existing Metering System<sup>18</sup>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.3.1	As required and for HHDC-serviced Metering Systems only.	Send notification of new HHDC.	Supplier	HHMOA	D0148 -Notification of Change to Other Parties.	Electronic or other method, as agreed.
5.2.3.2	Within 5 WD of 5.2.3.1	Send MTD and details of any current faults.	HHMOA	New HHDC	D0002 -Fault Resolution Report or Request for Decision on Further Action.  D0268 -Half Hourly Meter Technical Details.6  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.
5.2.3.3	In accordance with timescales in Appendix 8.3.5	If MTD manually intervened or there has been a key field change, prove MS.	HHMOA	New HHDC	Refer to Appendix 8.3.5.	Electronic or other method, as agreed.

<sup>18</sup> This process shall also apply to a concurrent Change of Supplier and Change of HHDC. In this circumstance, the Supplier referred to above is the new Supplier.

#### 5.2.4 Concurrent Change of Supplier and HHMOA (No change to Metering System)

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.4.1	As required	Send appointment.	New Supplier	New HHMOA <sup>1</sup>	D0155 -Notification of Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
5.2.4.2	If appointment rejected and within 5 WD of 5.2.4.1	Send notification of rejection of appointment including the reason why the request has been rejected.	New HHMOA	New Supplier	D0261 -Rejection of Agent Appointment. (Go to 5.2.4.1 if required)	Electronic or other method, as agreed.
5.2.4.3	If appointment accepted and within 5 WD of 5.2.4.1	Send notification of acceptance of appointment.	New HHMOA	New Supplier	D0011 -Agreement of Contractual Terms.	Electronic or other method, as agreed.
5.2.4.4	Within 5 WD of notification from SMRS or by last date of Supplier Appointment	Send notification of termination of appointment.	Current Supplier	Current HHMOA	D0151 -Termination of Appointment or Contract by Supplier.	Electronic or other method, as agreed.
5.2.4.5	If de-appointment rejected and within 5 WD of 5.2.4.4	Send notification of rejection of de-appointment.	Current HHMOA	Current 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.
5.2.4.6	Within 5 WD of 5.2.4.3 <sup>19</sup>	Send notification of HHDC and current HHMOA.  The D0302 to the HHDC is optional for Supplier-serviced Metering Systems.	New Supplier	New HHMOA / HHDC	D0148- Notification of Change to Other Parties.  D0302- Notification of Customer Details.	Electronic or other method, as agreed
5.2.4.7	Within 2 WD of 5.2.4.6	Request MTD.	New HHMOA	Current HHMOA	D0170- Request for Metering System Related Details.	Electronic or other method, as agreed.

<sup>19</sup> Note that if there is also a concurrent Change of HHDC, the New Supplier shall send the D0148 once the D0011 from both the MOA and the HHDC has been received and within 5WD of the receipt of the latter D0011.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
For HHDC-serviced Metering Systems						
5.2.4.8	Within 5 WD of 5.2.4.7	Send MTD.	Current HHMOA 4	New HHMOA5	D0268 -Half Hourly Meter Technical Details.6 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.
<u>5.2.4.9</u>	<u>Following 5.2.1.8</u>	<u>Send Commissioning information.</u>	<u>Current HHMOA</u>	<u>New HHMOA</u>	<u>DAXX Notification of Commissioning information</u> <u>DBXX Notification of Commissioning status</u> <sup>20</sup>	<u>Electronic or other method, as agreed.</u>
5.2.4. <del>10</del> <sup>9</sup>	Within 5 WD of 5.2.4.8	Send MTD.	New HHMOA	New Supplier / HHDC / LDSO	D0268 Half Hourly Meter Technical Details.6 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.
<u>5.2.4.11</u>	<u>Following 5.2.4.10</u>	<u>Send Commissioning information.</u>	<u>New HHMOA</u>	<u>Supplier</u>	<u>DBXX Notification of Commissioning status</u>	<u>Electronic or other method, as agreed.</u>
5.2.4.1 <del>2</del> <sup>0</sup>	In accordance with timescales in Appendix 8.3.5	If MTD manually intervened or there has been a key field change, prove MS.	New HHMOA	HHDC	Refer to Appendix 8.3.5.	Electronic or other method, as agreed.
For Supplier-serviced Metering Systems						

<sup>20</sup> DBXX Notification of Commissioning status is to be sent when a defect or omission exists that has prevented completion of Commissioning prior to the change of HHMOA. The New HHMOA must resolve the defect or omission as soon as possible following receipt of DBXXX.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.4.1 <del>34</del>	Within 1 WD of configuration or within 1 WD of SSD as applicable	Send Smart Meter Configuration Details.  If unable to re-configure the Time of Use registers, or no re-configuration required, the Supplier will notify the existing configuration details, where known.  If the Time of Use registers are not configured to a valid Standard Settlement Configuration (as defined in MDD), or the Supplier is unable to determine the current configuration, the Supplier will notify a single rate SSC.	New Supplier	New MOA	D0367 Smart Meter Configuration Details  (or alternative method, as agreed bilaterally between the Supplier and MOA).	Electronic or other method, as agreed.
5.2.4.1 <del>42</del>	Within 5 WD of 5.2.4.7.	Send MTD.	Current MOA <del>23</del>	New MOA <del>5</del>	D0149 Notification of Mapping Details.  D0150 Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed.
5.2.4.1 <del>53</del>	Within 5 WD of 5.2.4.1 <del>24</del> .	Send MTD.	New MOA	New Supplier / LDSO	D0149 Notification of Mapping Details.  D0150 Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed.
For all HH Metering Systems						
5.2.4.1 <del>64</del>	Optional, but if followed then within 10 WD of 5.2.4.8 or 5.2.4.1 <del>24</del> (as applicable).	Send the relevant Meter information changes.	New HHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method, as agreed.

## 5.2.5 Registration Transfers from CMRS to SMRS

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.5.1	At least 26 WD before the proposed EFSD {REGI}	Liaise and agree that the HHMOA to be appointed. <sup>21</sup>	Supplier	SVA HHMOA		Electronic or other method, as agreed.
5.2.5.2	At least 21 WD before proposed EFSD {REGI}	Send notification if the transfer is rejected.	BSCCo (Transfer Co-ordinator)	SVA HHMOA / Supplier	Form BSCP68/4.2 Registration Transfer form CMRS to SMRS and reasons for rejection.	Electronic or other method, as agreed.
5.2.5.3	At least 21 WD before proposed EFSD {REGI}	Send notification that the transfer has been approved.	BSCCo (Transfer Co-ordinator)	SVA HHMOA / Supplier	Form BSCP68/4.2 Registration Transfer form CMRS to SMRS.	Electronic or other method, as agreed.
5.2.5.4	At least 5 WD before confirmed EFSD {REGI}	Send appointment.	Supplier	SVA HHMOA	D0155 -Notification of Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
5.2.5.5	As soon as possible after 5.2.5.4	Send notification of acceptance of appointment.	SVA HHMOA	Supplier	D0011 -Agreement of Contractual Terms.	Electronic or other method, as agreed.
5.2.5.6	As soon as possible after 5.2.5.5	Send notification of HHDC appointment. Send details of the CVA MOA and the CDCA. The D0302 to the HHDC is optional for Supplier-serviced Metering Systems.	Supplier	SVA HHMOA / HHDC	D0148 -Notification of Change to Other Parties. D0302 Notification of Customer Details	Electronic or other method, as agreed.
5.2.5.7	By the confirmed EFSD {REGI}	Request MTD.	SVA HHMOA	CVA MOA	D0170 -Request for Metering System Related Details. <sup>22</sup>	Electronic or other method, as agreed.

[Houskeeping]<sup>21</sup> The HHMOA for the MS must be Qualified in both CVA and SVA. ~~The HHMOA for the MS must be Qualified in both CVA and SVA.~~ In this case, the appointment shall be rejected at this time if the HHMOA is not Qualified in both SVA and CVA and the Supplier must appoint an appropriately Qualified HHMOA.



REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.5.8	By the confirmed EFSD {REGI}	Send MTD.	CVA MOA <sup>23</sup>	SVA HHMOA5	D0268 -Half Hourly Meter Technical Details.6 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.
5.2.5.9	Within 5 WD of 5.2.5.8	Send MTD.	SVA HHMOA	Supplier / HHDC / LDSO	D0268 -Half Hourly Meter Technical Details.6 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.
5.2.5.10	Within 10 WD of 5.2.5.8	Send the relevant Meter information changes.	HHMOA	ECOES	D0312 -Notification of Meter Information to ECOES.	Electronic or other method as agreed.
5.2.5.11	Within 5 WD of the confirmed EFSD {REGI}	Take an initial Meter register reading.	SVA HHMOA			Internal Process.
5.2.5.12	Within 5 WD of the confirmed EFSD {REGI}	Send initial Meter register reading.	SVA HHMOA	Supplier / HHDC / LDSO	D0010 -Meter Readings.	Electronic or other method, as agreed.
5.2.5.13	In accordance with timescales in Appendix 8.3.5.	Prove MS.	SVA HHMOA.	HHDC	Refer to Appendix 8.3.5.	Electronic or other method, as agreed.

<sup>22</sup> The HHMOA shall request MTD using the SVA MSID. The CVA MOA should match this with the CVA MSID using the details submitted on form BSCP68/4.2.

<sup>23</sup> Where the current MOA is required to send MTD to a new MOA, the current MOA should send the revised MTD to the new MOA until such a time as the current MOA is no longer responsible for the MTD.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.5.14	If required and within 5 WD of confirmed EFSD {REGI}	Request initial Meter register reading. <sup>24</sup>	CDCA	SVA HHMOA	D0170 -Request for Metering System Related Details.	Electronic or other method, as agreed.
5.2.5.15	Within 5 WD of confirmed EFSD {REGI}	Send initial Meter register reading.	SVA HHMOA	CDCA	D0010 -Meter readings.	Electronic or other method, as agreed.

<sup>24</sup> This is the initial Meter register reading in SMRS and is equal to the final Meter register reading in CMRS. The CDCA may request the initial Meter register reading in SMRS to use or compare with as the final Meter register reading in CMRS.