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<b>Meeting name</b>	Supplier Volume Allocation Group (SVG)
<b>Date of meeting</b>	4 May 2010
<b>Paper title</b>	Change Proposal Progression
<b>Purpose of paper</b>	For Decision
<b>Synopsis</b>	This paper provides: <ul style="list-style-type: none"><li>• 2 Change Proposals (CP1325 and CP1326) for decision; and</li><li>• details of all Open Draft Change Proposals and Change Proposals.</li></ul>

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## 1 Introduction

1.1 This paper provides the details of 2 Change Proposals (CPs) for you to consider and agree on their progression. We issued CP1325 and CP1326 for Party/Party Agent Impact Assessment via Change Proposal Circular ([CPC00676](#)). In light of this assessment, we invite you to decide whether to approve or reject these CPs.

## 2 Summary of Change Proposals for Progression

### 2.1 CP1325 'Removal of Obsolete PARMS Serials'

2.1.1 ELEXON raised CP1325 on 26 February 2010 and subsequently issued it for impact assessment (via CPC00676) in March 2010.

2.1.2 CP1325 aims to remove 14 PARMS Serials. This will require updates to the PARMS software. The Performance Assurance Board (PAB), PARMS review group and industry consultation<sup>1</sup> respondents (15 respondents covering 108 Market Participant IDs (MPIDs)) agree that these serials are now obsolete.

2.1.3 We received 12 responses; of these 9 agreed, 1 disagreed and 2 were neutral. The respondent who disagreed with the change did so because they believed the serial, NM01<sup>2</sup>, which we proposed to remove, should be retained taking into consideration the introduction of smart metering. We explained to the respondent that NM01 does not report true issues and is not currently needed.

2.1.4 We believe that the implementation of CP1325 would remove the obsolete PARMS serials which are no longer required. We therefore recommend, in light of majority industry support, that you:

- **AGREE** our suggested amendments to the redline text; and
- **APPROVE** CP1325 for implementation on 1 November 2010<sup>3</sup>.

### 2.2 CP1326 'Update to BSCP128 from lessons learnt exercise carried out with LDSOs'

2.2.1 We raised CP1326 on 24 February 2010 and subsequently issued it for impact assessment ([via CPC00676](#)) in February 2010.

2.2.2 BSCP128<sup>4</sup> (introduced in 2009) brought in a new audit process for the Line Loss Factors (LLFs). ELEXON has just completed the audit process for the first time and, together with the LDSOs, we identified a number of process improvements.

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<sup>1</sup> Please refer to the following link to see the PARMS review group recommendations - [Industry Consultation](#)

<sup>2</sup> NM01 – NHH Meter Faults: Time Taken to Resolve

<sup>3</sup> PARMS Serials are submitted on a calendar month (known as a reporting period) basis. As such applying new rules to PARMS needs to occur at the start of a new reporting period.

- 2.2.3 CP1326 proposes to amend BSCP128 and four of its appendices to make the audit process more efficient for LDSOs and ELEXON.
- 2.2.4 We received 11 responses; of these 9 agreed and 2 were neutral. Parties did not highlight any adverse affects associated with this change.
- 2.2.5 We recommend, based on CP1326 improving on the current process by ensuring that overlapping processes and identified inefficiencies are removed and majority industry support, that you:
- **AGREE** our suggested amendments to the redline text; and
  - **APPROVE** CP1326 for implementation in the June 2010 Release.

### 3 Summary of Recommendations

- 3.1 We invite you to:
- a) **AGREE** our suggested amendments to the redline text for CP1325; and
  - b) **APPROVE** CP1325 for implementation on 01 November 2010.
  - c) **AGREE** our suggested amendments to the redline text for CP1326; and
  - d) **APPROVE** CP1326 for implementation in the June 2010 Release.

**Stuart Holmes**

**ELEXON Change Consultant**

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***List of Appendices:***

Appendix 1 – Detailed Analysis of CP1325  
 Appendix 1A – Clarification of Exclusions Rule  
 Appendix 2 – Detailed Analysis of CP1326  
 Appendix 3 – Summary of Open change Proposals  
 Appendix 4 – New Change Proposals  
 Appendix 5 – BSC Releases

***List of Attachments:***

Attachment A – CP1325 v1.0  
 Attachment B – CP1325 BSCP533 redlined  
 Attachment C – CP1325 BSCP533 Appendix A redlined  
 Attachment D – CP1325 BSCP533 Appendix B redlined  
 Attachment E – CP1325 BSCP533 Appendix C  
 Attachment F – CP1325 BSCP503 redlined  
 Attachment G – CP1325 BSCP504 redlined  
 Attachment H – CP1325 BSCP505 redlined  
 Attachment I – CP1325 BSCP514 redlined  
 Attachment J – CP1326 v1.0  
 Attachment K – CP1326 BSCP128 redlined  
 Attachment L – CP1326 BSCP128 Appendix 1 redlined  
 Attachment M – CP1326 BSCP128 Appendix 2 redlined  
 Attachment N – CP1326 BSCP128 Appendix 3 redlined  
 Attachment O – CP1326 BSCP128 Appendix 4 redlined

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<sup>4</sup> BSCP128 – 'Production, Submission, Audit and Approval of Line Loss Factors'

## **Appendix 1 – Detailed Analysis of CP1325 - Removal of Obsolete PARMS Serials**

### **1 Why Change?**

#### **1.1 Background**

1.1.1 We raised CP1325 on 26 February 2010 and subsequently issued it for impact assessment ([via CPC00676](#)) in February 2010.

1.1.2 The Performance Assurance Board (PAB), PARMS review group and industry consultation<sup>5</sup> respondents (15 respondents covering 108 Market Participant IDs (MPIDs)) agree there are 14 PARMS Serials that are now obsolete.

#### **1.1.3 What are PARMS Serials?**

1.1.3.1 The Performance Assurance Reporting and Monitoring System (PARMS) is a database that contains information on the performance of Suppliers and their Supplier hubs against PARMS Serials. A Serial is a process or requirement to be monitored. Each Serial contains one or more standards which are performance measures within that Serial.

1.1.3.2 Data is provided monthly in the form of Serials, representing a defined area for performance measurement, drawn from obligations within the Balancing and Settlement Code (BSC) or its subsidiary documents.

#### **1.1.4 Impact of P207**

1.1.4.1 Prior to Modification P207<sup>6</sup> being implemented, Serials were used primarily to provide metric data on key industry processes. Under the new risk based approach to assurance, participants are monitored against key risks via their Risk Management Plans (RMPs) and submissions made against PARMS Serials.

1.1.4.2 The Risk Evaluation Register (RER) details the risks in Settlement and gives them a net significance based on probability, impact and control strength. Of the top ten Settlement Risks for Performance Assurance Operating Period April 2009 to March 2010, only eight have an applicable PARMS Serial. And out of the 176 total Settlement Risks (for both Central Volume Allocation (CVA) and Supplier Volume Allocation (SVA)) only 39 are covered by a PARMS Serial. For those risks that are mapped to a PARMS Serial, not all the standards can be utilised to provide performance data against the Settlement Risk. Therefore the Serials are not necessarily monitoring the right areas.

#### **1.1.5 Findings from PARMS Serial Review**

1.1.5.1 A review of PARMS Serials was approved by the Performance Assurance Board (PAB) in September 2008 and was carried out by a group comprising ELEXON staff and industry experts. The review group determined that a number of Serials no longer provide meaningful metric data **for Settlement Risks. It was the group's opinion that these Serials should be discontinued.** Those Serials which are associated with Supplier Charges were outside the scope of the review. The ELEXON website has details of the [industry consultation](#) carried out on behalf of the group, and the Final Outcome Report to PAB ([PAB105/05](#)).

<sup>5</sup> Please refer to the following link to see the PARMS review group recommendations - [Industry Consultation](#)

<sup>6</sup> Modification P207 'Introduction of a new governance regime to allow a risk based Performance Assurance Framework (PAF) to be utilised and reinforce the effectiveness of the current PAF'

## 1.2 The Problem

### 1.2.1 Obsolete Serials

1.2.1.1 Overall, there are 14 PARMS Serials (detailed below) which the PAB, PARMS review group and industry consultation respondents (15 respondents covering 108 Market Participant IDs(MPIDs)) agree are now obsolete. The usefulness of the data captured by these Serials is limited. There is little if any relevance of this data to associated Settlement Risks.

1.2.1.2 In some instances a different Performance Assurance Technique (PAT) is better placed to monitor or report against the risk.

Serial Reference	Data Provider
<ul style="list-style-type: none"> <li>• <b>DA01</b> (NHH and HH Aggregated Data for All Runs)</li> </ul>	SVAA
<ul style="list-style-type: none"> <li>• <b>DA02</b> (Timely Application of Line Loss Factors (LLF))</li> <li>• <b>SH01</b> (HH Data Aggregation Exceptions)</li> <li>• <b>SH02</b> (HH Defaults)</li> </ul>	HHDA
<ul style="list-style-type: none"> <li>• <b>NC01</b> (D0023<sup>7</sup> Exceptions)</li> <li>• <b>SH03</b> (D0095<sup>8</sup> Exceptions)</li> </ul>	NHHDA
<ul style="list-style-type: none"> <li>• <b>HC01</b> (HH Estimates at RF)</li> <li>• <b>HC02</b> (HH Read History to New HHDC)</li> <li>• <b>HM02</b> (Provision of HH Initial and Final Reads by HHMO)</li> <li>• <b>HM03</b> (Proving of a Metering System)</li> </ul>	HHDC
<ul style="list-style-type: none"> <li>• <b>NC03</b> (NHHDC – NHHDA Meter Read History)</li> <li>• <b>NM01</b> (NHH Meter Faults: Time Taken to Resolve)</li> <li>• <b>NM02</b> (Provision of NHH Initial and Final Reads by NHHMO)</li> </ul>	NHHDC
<ul style="list-style-type: none"> <li>• <b>SP03</b> (Invalid Supplier Hubs)</li> </ul>	ELEXON

### 1.2.2 SP04<sup>9</sup> Calculation

1.2.2.1 The PARMS Serial review group also recommended further SP04 guidance and clarification to be included in BSCP533 Appendix B. The current calculation guidelines in BSCP533 Appendix B are ambiguous and create inconsistencies with the Balancing and Settlement Code (BSC). For example, the guidelines indicate that SP04 can only stop being reported (end event) when Half Hourly (HH) Metering has been installed. The BSC also states that SP04 can stop being reported in the event that a MSID no longer qualifies as a 100kW Metering System (i.e. when a HH Meter is no longer required). The current guidelines do not allow for this event.

<sup>7</sup> D0023: Failed Instructions

<sup>8</sup> D0095: Non Half Hourly Data Aggregation Report

<sup>9</sup> SP04: Installation of HH Metering

### 1.2.3 **NM03<sup>10</sup> and NM04<sup>11</sup> Issue**

1.2.3.1 As part of the November 2009 release (CP1248 v2.0) NM03 and NM04's standard was changed from +10 Working Days (WD) to +5 WD. In addition the exclusion deadline was also reduced from +10 WD to +5 WD. E.g. "If the Date of Action Required by in the data flow is greater than +5 WD after the end of the period t-1 then the data flow should not be counted as it may lead to incorrect pending counts".

1.2.3.2 This should have been increased to +15 WD for both NM03 and NM04. By reducing this exclusion deadline the Serial is excluding too many instances and therefore not giving the best possible view of performance.

### 1.2.4 **Further Guidance and Housekeeping**

1.2.4.1 The examples in BSCP533 Appendix B section 2.2 and 2.3 are not clear. There is also no explanation of when instances for a Serial should be excluded (e.g. Serial NM03). It is therefore also proposed that further guidance and examples are included where appropriate. In addition, BSCP533, BSCP533 Appendix A and Appendix B require some housekeeping changes.

## 2 **Solution**

### 2.1 **Obsolete Serials**

2.1.1 Removal of the 14 Serials will require modification of the PARMS software. Logica, as the PARMS service provider has made the following proposed solution:

- 1) Serials requiring removal should continue to be processed normally until their effective to date. If the effective to date has already passed, a Serial should only be processed if it has been submitted for a reporting period during which it was still effective. If this condition is not met, it should be rejected.
- 2) DPI<sup>12</sup> files referencing obsolete Serials beyond their effective to date will be rejected.

2.1.2 Logica's proposed solution relies on validating the reporting period for the submitted Serial and comparing against the end date for a Serial. The solution will allow SP01 to be calculated correctly and will not directly impact Supplier Charges.

2.1.3 Logica has quoted £4,250, with project duration of three weeks to implement the necessary changes to PARMS.

2.1.4 A new appendix will be created for BSCP533. This will be called BSCP533 Appendix C. It will contain the file formats and calculation guidelines for the obsolete Serials which form part of Serial SP01 (completeness checking). Suppliers will still be required to submit data that is required under SP01 for reporting periods prior to the implementation of this CP. As such they will require information on these Serials to allow late or re-submissions of this data.

### 2.2 **SP04 Calculation**

2.2.1 The calculation guidelines for SP04 will be amended to reflect the BSC. A worked example will be provided to aid understanding.

<sup>10</sup> NM03: Provision of NHH METD to NHHDC

<sup>11</sup> NM04: Provision of NHH METD to New NHHMO

<sup>12</sup> Data Provider Information file: Provides PARMS with the identities of Supplier Agents that should provide Output Data for that Supplier in each relevant GSP Group.

### 2.3 **NM03 & NM04 Issue**

2.3.1 The exclusion deadline for NM03 and NM04 will be extended to +15 Working Days (WD) from +5 WD.

### 2.4 **Further Guidance and Housekeeping**

2.4.1 Further examples and guidance will be added to BSCP533 Appendix B where needed. General housekeeping will be carried out in BSCP533, BSCP533 Appendix A and BSCP533 Appendix B where appropriate.

## 3 **Intended Benefits**

3.1 The proposed approach would remove the obsolete PARMS Serials which modify PARMS software; align the calculation guidelines for SP04 with the BSC; amend the exclusion deadline; and provide further clarifications for the remaining serials.

### 3.2 **Obsolete Serials**

3.2.1 The Serials detailed above should be removed for three broad reasons:

- Another PAT is better suited to monitoring the associated Settlement Risk;
- They are not providing useful metric data; and
- There is no longer a requirement to be monitored

3.2.2 The PAB, PARMS review group and the majority of industry consultation respondents supported the removal of these Serials.

### 3.3 **SP04 Calculation**

3.3.1 The current calculation guidelines for SP04 are not in line with the BSC.

### 3.4 **NM03 & NM04 Issue**

3.4.1 Changing the exclusion deadline will prevent the unnecessary exclusion of data flows, and therefore provide a more comprehensive view of performance.

### 3.5 **Further Guidance and Housekeeping**

3.5.1 Adding further guidance and clarification where necessary will aid understanding for the remaining Serials.

## 4 **Industry Views**

4.1 We issued CP1325 for impact assessment (via CPC00676) in February 2010. We received 12 responses; of these 9 agreed, 1 disagreed and 2 were neutral.

4.2 The only respondent who disagreed with the change did so because they believed the serial, NM01<sup>13</sup>, which we proposed to remove, should be retained taking into consideration the introduction of smart metering.

4.3 We explained to the respondent that, unlike the HH Serial (HM01), NM01 does not necessarily report true issues and would therefore not drive behaviour. The D0002 is used differently in the HH market compared with the NHH market. In the NHH market the D0002 can be used to update an issue, not just a resolution. This makes matching the D0001s to the D0002s problematic. Thus

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<sup>13</sup> NM01 – NHH Meter Faults: Time Taken to Resolve

NM01 can measure the time taken for the MOA to respond with the D0002 rather than resolution of the metering fault. Furthermore, if there are multiple requests which have been auctioned, but the request and the action are not matched (due to problems detailed above) there is potential for pending records to continue to be recorded.

- 4.4 The PARMS review group and PAB agreed that once AMR metering becomes widespread, then a Serial measuring performance relating to this may be important. However, they did not feel that it is currently possible to define a meaningful Serial given that AMR processes are not yet finalised. If a Serial were to be introduced along the same lines as in the HH market, it would require a change in the process, which is outside the scope of this CP.
- 4.5 The respondent confirmed the removal of the NM01 serial is the only reason why they were against the change. Despite our further explanation, in the absence of a new serial to include AMR metering, they stand by their original response that the NM01 serial should remain.
- 4.6 One respondent who supported the change raised a query on the exclusion deadline stated by CP1248. We explained to them that CP1248 reduced the time allowed for NHH MOA to release the MTD to the Supplier, NHHDC, LDSO, current NHHMOA to new NHHMOA, and NHHMOA to HHMOA from +10 WD to +5 WD.
- 4.7 Serial NM03 measures the provision of NHH Metering Equipment Technical Details (METD) from the NHHMOA to a newly appointed NHHDC or a concurrent Change of Supplier and NHHDC. NM04 measure the provision of NHH METD from the old NHH MOA to the new NHH MOA. As a result of CP1248, **NM03 and NM04's requirement** to submit the METDs was reduced from +10WD to +5 WD from EFD (not date D0148 or D0170 received).
- 4.8 Due to the nature of t-1 Serials, NM03 and NM04 require certain instances to be excluded to better maintain pending counts. The exclusion rule for these Serials was also reduced from +10 WD to +5 WD as well. Due to the nature of t-1 Serials, reducing the requirement to send METDs in NM03 and NM04 means the exclusion deadline should have been extended to **+15 WD**. CP1325 therefore proposes to extend the exclusion rule to +15 WD to capture more events. For more clarifications on this approach, please refer to Appendix 1A of this document.
- 4.9 The respondent also requested a copy of document which states the exclusion rules reduced from 10 WD to 5 WD. We have sent a copy of the [CP1248 Attachment C - redlined BSCP533 Appendix B](#) to the respondent as requested.
- 4.10 The respondent did not raise any further queries.
- 4.11 One respondent suggested 3 minor amendments to the redlined BSCP503, BSCP533 Appendix A and B. All the changes are non-material and would bring more consistency to the redlined text. We agreed with the changes and updated the redlined BSCPs accordingly.

## 5 Impacts and Costs

- 5.1 The approximate cost for ELEXON to implement these changes £5,280 (22 Working Days).
- 5.2 The estimated cost for our service provider to implement these changes is £4,250.
- 5.3 All impacted respondents have indicated that 01 November 2010 is a suitable implementation date. Further information is provided in the table below.

Market Participant	Cost/Impact
Supplier, HHDA, HHDC, NHHDC	System changes are needed.
NHHDA, NHHMO & HHMO	Change to current reporting and removal of the reports which are no longer required.
MOA	Associated costs: <£500
NHHMO and HHMO	System and Process changes would be required.

## 6 Implementation Approach

6.1 Because the PARMS Serials are submitted in relation to each calendar month (know as a reporting period), it is important that we start applying the new rules to PARMS at the start of a new reporting period. We therefore recommend that CP1325 be implemented on the 1 November 2010 and not the 4 November 2010 (which is the planned implementation date for the November release). This approach is supported by all the respondents.

## 7 Recommendations

7.1 We believe that the implementation of CP1325 would remove the obsolete PARMS serials which are no longer required. We therefore recommend, in light of majority industry support, that you:

- **AGREE** our suggested amendments to the redline text; and
- **APPROVE** CP1325 for implementation on 1 November 2010<sup>14</sup>.

**Bu-Ke Qian**

**ELEXON Change Assessment**

T: 020 7380 4146

<sup>14</sup> PARMS Serials are submitted on a calendar month (know as a reporting period) basis. As such applying new rules to PARMS needs to occur at the start of a new reporting period.

**Table 1: Industry Impact Assessment Summary for CP1325 - Removal of Obsolete PARMS Serials**

IA History CPC number	CPC00667	Impacts	BSCP533, BSCP533 Appendix A, BSCP533 Appendix B, BSCP533 Appendix C, BSCP503, BSCP504, BSCP505 and BSCP514		
Organisation	Capacity in which Organisation operates in	Agree?	Impacted?	Days to Implement	
Gemserv	MRASCo Ltd	Neutral	No	0	
Independent Power Networks Limited	LDSO, UMSO, SMRA	Neutral	No	0	
British Energy Direct Limited	Supplier	No	Yes	90	
G4S Utility Services (formally AccuRead)	NHHDA, NHHDC, NHHMO & HHMO	Yes	Yes	182	
Western Power Distribution	Distributor, MOA	Yes	Yes	180	
United Utilities	NHHMO and HHMO	Yes	Yes	180	
IMServ Europe Ltd	HHDC and DA, NHHDC and DA, MOP	Yes	Yes	30	
SAIC on behalf of: ScottishPower Energy Management Ltd. ScottishPower Generation Ltd. ScottishPower Energy Retail Ltd. SP Manweb plc. SP Transmission Ltd. SP Distribution Ltd	Supplier, LDSO, HHDA, NHHDA, HHDC, NHHDC, HHMOA, NHHMOA	Yes	Yes	180	
Scottish & Southern Energy	Supplier/ Generator/ Trader/ Party Agent/ Distributor	Yes	Yes	4 – 6 months	
NPower Limited	Supplier/Supplier Agents	Yes	No	0	
E.ON UK Energy Services Limited	NHHDC-DA MOA	Yes	Yes	0	
Stark Software Int Ltd	HHDC HHDA NHHDC NHHDA	Yes	Yes	60	

Table 2: Impact Assessment Responses<sup>15</sup>

Organisation	Agree?	Comments	Impacted?	ELEXON Response
British Energy Direct Limited	No	<p>Comments: <b>NM01 – this Serial should be retained taking into consideration the introduction of Smart metering. NM02 – we agree to the removal of this Serial providing new Serial 9 will be implemented.</b></p> <p>For which role is your organisation impacted? <b>Supplier</b></p> <p>Please state what the impact is? <b>There will be an impact on our systems.</b></p> <p>Would implementation in the proposed Release have an adverse impact on your organisation? <b>No</b></p>	Yes	<p>Unlike the HH Serial (HM01), NM01 does not necessarily report true issues and would therefore not drive behaviour. The D0002 is used differently in the HH market compared with the NHH market. In the NHH market the D0002 can be used to update an issue, not just a resolution. This makes matching the D0001s to the D0002s problematic. Thus NM01 can measure the time taken for the MOA to respond with the D0002 rather than resolution of the metering fault. Furthermore, if there are multiple requests which have been auctioned, but the request and the action are not matched (due to problems detailed above) there is potential for pending records to continue to be recorded.</p> <p>The PARMS review group and PAB agreed that once AMR metering becomes widespread, then a Serial measuring performance relating to this may be important. However, they did not feel that it is currently possible to define a meaningful Serial given that AMR processes are not yet finalised.</p> <p>If a Serial were to be introduced along the same lines as in the HH market, it would require a change in the process, which is outside the scope of this CP.</p> <p>We believe there are other reasons why this Serial is not currently needed but the above reasons are the main ones.</p> <p>The respondent confirmed the removal of the</p>

<sup>15</sup> Please note that we have only included responses in this table where the respondent provided additional information.

				NM01 serial is the only reason why they were against the change. Despite our further explanation, in the absence of a new serial to include AMR metering, they stand by their original response that the NM01 serial should remain.
G4S Utility Services	Yes	For which role is your organisation impacted? <b>NHHDC,NHHDA,NHHMO &amp; HHMO</b> Please state what the impact is? Would implementation in the proposed Release have an adverse impact on your organisation? <b>No. Provided the impact deadline allows enough time for implementation as indicated in question 3</b> Associated costs: : <b>Not known at this time</b>	Yes	--
Western Power Distribution	Yes	For which role is your organisation impacted? <b>MOA</b> Would implementation in the proposed Release have an adverse impact on your organisation? <b>No</b> Associated costs: <b>&lt;£500</b>	Yes	--
United Utilities	Yes	For which role is your organisation impacted? <b>NHHMO and HHMO</b> Please state what the impact is? <b>System and Process changes would be required</b> Would implementation in the proposed Release have an adverse impact on your organisation? <b>No</b> Associated costs: <b>No costs</b> Any other comments: We are now aware that the exclusion deadline is to be increased to +15 WDs but please could you advise where CP1248 states the exclusion deadline was reduced from +10 WDs to +5 WDs i.e. "If the Date of Action	Yes	We explained to the respondent that CP1248 reduced the time allowed for NHH MOA to release the MTD to the Supplier, NHHDC, LDSO, current NHHMOA to new NHHMOA, and NHHMOA to HHMOA. As a result NM03 and NM04's requirement to submit the METDs was reduced from +10WDs to +5WDs from EFD (not date D0148 or D0170 received). The exclusion rule for these Serials was also reduced from +10WDs to +5WDs as well. Due to the nature of t-1 Serials, reducing the requirement means the exclusion deadline should have been extended to +15WDs. CP1325 therefore proposes to extend the exclusion rule to +15WDs to capture more

		<p>Required by in the data flow is greater than +5WDs after the end of the period t-1 then the data flow should not be counted as it may lead to <b>incorrect pending counts</b>".</p> <p>Please could you also advise whether a decision has been made following the PARMS Serial Review 2009 and whether we can expect a reply to the questions we raised in our response.</p>		<p>events.</p> <p>The respondent also requested a copy of document which states the exclusion rules reduced from 10WDs to 5WDs. We have sent a copy of the <a href="#">CP1248 Attachment C -redlined BSCP533 Appendix B</a> to the respondent as requested.</p> <p>We have forwarded their query in relation to the PARMS Serial Review consultation responses to Performance Assurance team.</p>
IMServ Europe Ltd	Yes	<p>For which role is your organisation impacted? HHDC and DA, NHHDC and DA and MOP Please state what the impact is?</p> <ol style="list-style-type: none"> <li>Decommissioning of reports used for <b>"obsolete" serials</b></li> <li>Amendment to scripts used to extract NM03 and 4 data</li> </ol> <p>Implementation: We would have preferred a June 2010 implementation date.</p>	Yes	<p>We noted the respondents comments, however we still recommend that CP1325 be implemented in November 2010, since the majority of the respondents felt that 60- 180 days suitable.</p>
SAIC on behalf of: ScottishPower Energy Management Ltd. ScottishPower Generation Ltd. ScottishPower Energy Retail Ltd. SP Manweb plc. SP Transmission Ltd. SP Distribution Ltd	Yes	<p>For which role is your organisation impacted? <b>Supplier, HHDA, HHDC, NHHDA, NHHDC</b> Please state what the impact is? <b>Systems will have to be amended to accommodate changes.</b></p> <p>Would implementation in the proposed Release have an adverse impact on your organisation? <b>No adverse impact anticipated.</b></p>	Yes	--
Scottish and Southern Energy	Yes	<p>For which role is your organisation impacted? <b>Supplier, NHHDC, NHHDA, MOP</b> Please state what the impact is? <b>Amendments to the reporting tool to remove the obsolete serials and the required changes to NM03/4 and the associated cost</b></p>	Yes	--

		<p><b>implication.</b></p> <p>Would implementation in the proposed Release have an adverse impact on your organisation?</p> <p><b>No</b></p> <p>Associated costs: <b>Cost to make changes to internal reporting tool.</b></p>		
NPower Limited	Yes	<p>Please state what the impact is? Currently <b>we do not envisage any impacts on Systems or Processes</b></p> <p>Would implementation in the proposed Release have an adverse impact on your organisation?</p> <p><b>No impacts currently identified.</b></p> <p>Associated costs: <b>No costs currently identified.</b></p>	No	--
E.ON UK Energy Services Ltd	Yes	<p>Please state what the impact is: <b>The Expenditure of resources associated with the generation and maintenance of these serials will be eliminated.</b></p> <p>Would implementation in the proposed Release have an adverse impact on your organisation?</p> <p><b>No</b></p> <p>Do you have any other comments? <b>No.</b></p>	Yes	--
Stark Software Int Ltd	Yes	<p>If yes, then for which role is your organisation impacted? <b>HHDC/ HHDC/ HHDA</b></p> <p>Please state what the impact is: <b>Removal of Serials</b></p>	Yes	--

**Table 3: Comments on the redline text**

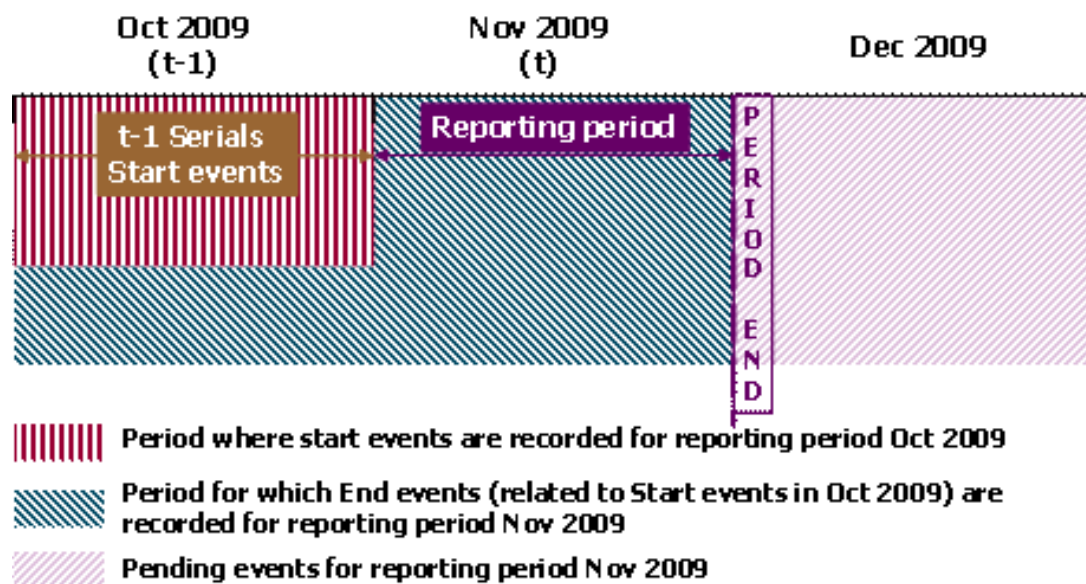
No.	Organisation	Document name	Location	Severity Code <sup>16</sup>	Comments	ELEXON Recommendation
1	SAIC on behalf of. . .	BSCP503 v12.0 Redlined Text v0.2	4.8	M	Presumably as the two entries in the table are being removed, the table itself will be removed and consequently the paragraph previous to the table, beginning 'It should be noted that the following table...' will be removed?	ELEXON recommends that the change should be made. On page 6 of the Attachment E – redlined BSCP503, the paragraph previous to the <b>table</b> 'It should be noted that the following table includes one serial for which the Agent itself is the Data Provider, and one serial which is reported on by another Agent. Where another Agent is responsible for <b>reporting on an Agent's performance, that Agent is named in the Reporting Method column.</b> ' which refers to the table that is no longer in use can be deleted.
2	SAIC on behalf of. . .	BSCP533 Appendix B v14.0 Redlined Text	3	L	Font is different to the font in the rest of the document.	ELEXON recommends that the change should be made to remain consistent with the rest of the document.
3	SAIC on behalf of. . .	BSCP533 Appendix B v14.0 Redlined Text	3.2.4	M	If the text in this clause is being removed, will 'Not Used' be inserted or will the content of 3.2.5 be renumbered accordingly to 3.2.4?	ELEXON recommends that the change should be made, 'Not Used' inserted after section number 3.2.5.

<sup>16</sup> High, Medium or Low  
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**Appendix 1A – Clarification of Exclusions Rule**

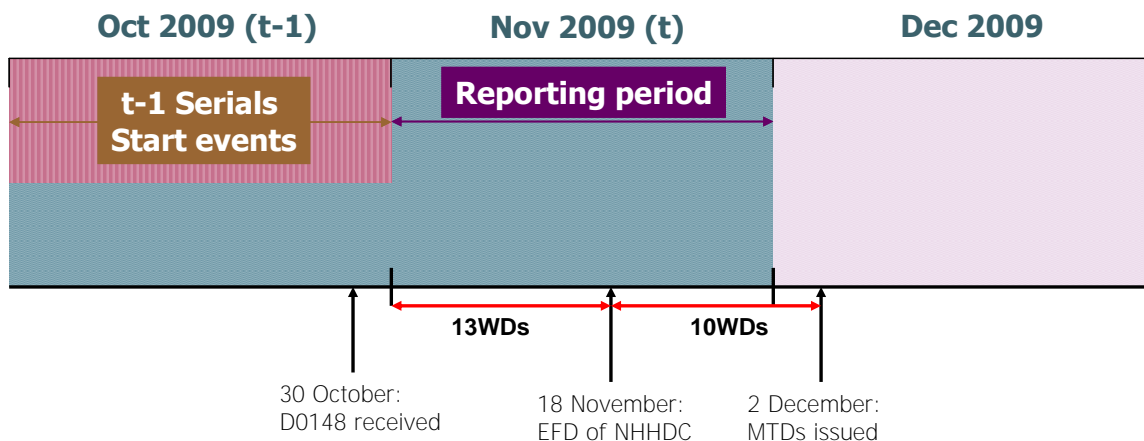
**1 T-1 Serials, Pending Counts & Exclusions**

- 1.1 t-1 Serials measure processes that have 'End-Events' that can occur a number of Working Days beyond the end of the calendar reporting month, as the standard may allow up to 15 WD to complete the action after the start event.
- 1.2 For example, Serial NC03 measures the requirement of NHHDCs to send Meter Read Histories to NHHDCs by +15 WD of the receipt of a D0148. Given the PARMS reporting deadlines, if the flow was received on the last day of a reporting month, there would not be enough time to know for definite if the action had been completed in time.
- 1.3 To account for this, many Serials are reported on a t-1 basis – they look at start events that occurred in the previous reporting month, and should have been completed by the end of the current reporting month.
- 1.4 Using t = November 2009 as an example:



- 1.5 For the November NC03 Serial, any D0148 received in October would be reported, so by the end of November it would be clear if the obligation to send by +15 WD had been met. Any instances where the action has not been completed by the end of November are then included in a count of 'pending events'.
- 1.6 However, to complicate issues, some t-1 Serials have start events that are the receipt of flows, but the obligations are to complete an action by +(x)WD from a date contained within the triggering flow.
- 1.7 The specific examples we are dealing with here are NM03 & NM04. If we take NM04, the Serial is measuring the ability of NHHMOAs to issue MTDs to NHHDCs by +10 WD of the DC being appointed. The 'Start Event' for this is the NHHMOA receiving a D0148, telling it that there is a new NHHDC. The obligation is to have issued the MTDs by +10 WD of the EFD of the new NHHDC that is contained within that flow. Given the requirement to submit D0148s prior to any

1.8 This is where the exclusions come in. NM03 currently says that where the EFD is greater than +10 WD from the end of the t-1 period, then the D0148 should not be counted. This is working on the assumption that there are usually 20(ish) WD in a month. If the date was later in the month, there would be the opportunity for the action to be completed within timescales, but not counted as a success, and included in the pending count as it would not be completed by the end of the t month:



1.9 In the above example, if the D0148 was counted, this would have been included in the pending count for November and not included in the percentage sent within the timeframe given the cut-off at the end of the month, so counted as a failure & in the pending count. This would **negatively impact the agent’s reported performance, despite** it in fact meeting its obligation.

1.10 Therefore, such instances where it would not be reasonable to state that, at the end of the t reporting period, the obligation had not been met are excluded.

1.11 As the current CP is reducing the obligation from 10 WD to 5 WD, this would also reduce the timeframe in which the above could happen – therefore for NM03 & NM04 the exclusion should be +15 WD, not +5, as it says in the redlined BSCP.

## **Appendix 2 – Detailed Analysis of CP1326 - Update to BSCP128 from lessons learnt exercise carried out with LDSOs**

### **1 Why Change?**

#### **1.1 Background**

- 1.1.1 We raised CP1326 on 24 February 2010 and subsequently issued it for impact assessment ([via CPC00676](#)) in February 2010.
- 1.1.2 BSCP128 was introduced on 20 April 2009 as a result of [Modification P216 'Audit of LLFs'](#). It replaced the existing processes for the submission and approval of Line Loss Factors (LLFs).
- 1.1.3 BSCP128 brought in a new audit process for the LLFs submitted by Licensed Distribution System Operators (LDSOs). This audit process is undertaken by ELEXON.

#### **1.2 The Problem**

- 1.2.1 We have completed the audit process for the first time and, together with the LDSOs, we have identified a number of potential improvements e.g. overlapping processes for the Host and Embedded LDSOs have resulted in unnecessary costs to the Embedded LDSOs and this can be resolved by changing the timing of the submission.
- 1.2.2 We held a workshop with LDSOs on the 27 January 2010 to review these improvements. Broad agreement was reached at this workshop and we subsequently received agreement from all LDSOs prior to raising CP1326.
- 1.2.3 The aim is to implement these changes in the June 2010 release so they can be implemented prior to the next audit process commencing in September 2010.

### **2 Solution**

- 2.1 In order to put into effect the above improvements, we recommended that the following BSCPs be amended:

#### **2.1.1 BSCP128 'Production, Submission, Audit and Approval of Line Loss Factors'**

- 1.7 Reference to ELEXON Helpdesk changed to BSC Service Desk;
- 1.8.2 Definitions updated to add further clarity;
- References to P216 and year 1 operation have been removed;
- 2.3 Host LDSO LLF Submission/Audit process times have been amended. There are no significant changes in the timing for Host LDSOs. The new process timings set the absolute backstop date to 10 December for re-submissions, it was previously 31 December;
- 2.4 Embedded LDSO LLF Submission/Audit process times have been amended. The major change is to delay the mirrored submission until a compliant set of LLFs are ready. With the current process Embedded LDSOs must submit 1 month after the Host submission when the LLF audits have not been completed. If one LDSO has a non-compliant LLF value all Embedded LDSOs have to re-create and re-submit the LLFs. By delaying the Embedded submission we remove the need for an unnecessary submission.

- 3.1 Methodology principles. The date range for Settlement Data used in the Generic LLF calculation has been fixed as the BSC Year and at R3 or greater. Using the latest BSC Year with R2 data would only allow a month for LDSOs to perform the LLF calculations.

#### 2.1.2 **BSCP128 Appendix 1 'Methodology Self Assessment Document (MSAD) for Host LDSOs and Embedded LDSOs that do not Mirror'**

- The double signature requirement has been removed from all appendices. The forms will require a Category X BSC Signatory only.
- 3 questions have been added to the document for principles 14, 15 and 16 to ensure that the principles are included in the LDSO methodology statement.

#### 2.1.3 **BSCP128 Appendix 2 'Methodology Self Assessment Document for Embedded LDSOs (MSAD) for Embedded LDSOs that Mirror'**

- The double signature requirement has been removed from all appendices. The forms will require a Category X BSC Signatory only.
- The MSAD for Embedded LDSOs now includes a data request. This is requested with the MSAD as the CSAD submission has been delayed so that it no longer overlaps the Host LDSO audit process. The data request will enable the sampling of Metering Systems to be performed prior to the CSAD submission.

#### 2.1.4 **BSCP128 Appendix 3 'Calculation Self Assessment Document (CSAD) for Host LDSOs and Embedded LDSOs that do not Mirror'**

- The double signature requirement has been removed from all appendices. The forms will require a Category X BSC Signatory only.
- The Host LDSO CSAD data request tables have been updated. The submission will now include the LLFs by Seasonal Time of Day (STOD) period to make comparison checks quicker. Some Embedded LDSOs also use this format in the production of their LLF submissions.

#### 2.1.5 **BSCP128 Appendix 4 'Line Loss Factor Calculation Self Assessment Document (CSAD) for Embedded LDSOs that Mirror'**

- The double signature requirement has been removed from all appendices. The forms will require a Category X BSC Signatory only.
- A question has been added to confirm if the LLFs have been re-calculated with the last 2 years.
- The Embedded LDSO CSAD data request tables have been updated. The submission will now include the LLFs by STOD period to make comparison checks quicker.

### **3 Intended Benefits**

- 3.1 We believe that the process improvements will make the audit process more efficient for LDSOs and ELEXON.
- 3.2 In particular, this change introduces a more efficient process for those Embedded LDSOs whose Line Loss Factors mirror those of the Host LDSO.

## 4 Industry Views

- 4.1 We received 11 responses; of these 9 agreed and 2 were neutral. Parties did not highlight any adverse impacts associated with this change.
- 4.2 Some Parties raised minor comments on the redline changes; these comments together with our responses are detailed within table 3 below.

## 5 Impacts and Costs

- 5.1 Respondents have not highlighted any major costs or impacts associated with CP1326. The Table below summarises the responses received:

Market Participant	Cost/Impact	Implementation time needed
ELEXON (Implementation)	11 days, equivalent to £2,640	June 2010 Release suitable
Suppliers	Suppliers have not highlighted any significant process or systems related changes.	June 2010 Release suitable
LDSO	The majority of LDSOs have indicated that this change will only require minimal process or system related changes.	June 2010 Release suitable
Party Agents	Party Agents have not highlighted any significant process or systems changes.	June 2010 Release suitable

## 6 Implementation Approach

- 6.1 The aim is to implement these changes in the June 2010 release so they can be implemented prior to the next audit process commencing in September 2010.
- 6.2 A respondent highlighted that they would require 180 days in order to implement the suggested changes. The respondent suggested that this change would necessitate various documentation and process related changes.
- 6.3 We contacted the respondent to discuss the impact of CP1326 being approved in June. The respondent stressed that they would require some time in order to implement these changes, however, they believed that they would not be adversely impacted by a June approval date. In addition the respondent reaffirmed their support for the change.

## 7 Conclusion

- 7.1 We raised CP1326 in order to introduce improvements which were identified during the previous audit. Parties have been extremely supportive of the change and have not highlighted any adverse impacts of the change.

## 8 Recommendations

8.1 We recommend, based on CP1326 improving on the current process by ensuring that overlapping activities and recognised inefficiencies are removed and together with majority industry support, that you:

- **AGREE** our suggested amendments to the redline text; and
- **APPROVE** CP1326 for implementation in the June 2010 Release.

**Stuart Holmes**

### **ELEXON Change Assessment**

Tel: 0207 380 4135

**Table 1: Industry Impact Assessment Summary for CP1326 - Update to BSCP128 from lessons learnt exercise carried out with LDSOs**

IA History CPC number	CPC00667	Impacts	BSCP128, BSCP128 Appendix 1, 2, 3 and 4.	
Organisation	Capacity in which Organisation operates in	Agree?	Days to Implement	
Gemserv	MRASCo Ltd	Yes	0	
Independent Power Networks Limited	LDSO, UMSO, SMRA	Yes	0	
British Energy Direct Limited	Supplier	Neutral	0	
Western Power Distribution	Distributor, MOA	Yes	30	
Central Networks		Yes	0	
SAIC on behalf of: ScottishPower Energy Management Ltd. ScottishPower Generation Ltd. ScottishPower Energy Retail Ltd. SP Manweb plc. SP Transmission Ltd. SP Distribution Ltd	Supplier, LDSO, HHDA, NHHDA, HHDC, NHHDC, HHMOA, NHHMOA	Yes	180	
Scottish & Southern Energy	Supplier/ Generator/ Trader/ Party Agent/ Distributor	Yes	3 months	
Electricity North West Ltd	LDSO	Yes	0	
NPower Limited	Supplier/Supplier Agents	Yes	0	
E.ON UK Energy Services Limited	NHHDC-DA MOA	Neutral	0	
Stark Software Int Ltd	HHDC HHDA NHHDC NHHDA	Yes	60	

Table 2: Impact Assessment Responses<sup>17</sup>

Organisation	Agree?	Comments	Impacted?	ELEXON Response
Gemserv	Yes	<b>Please provide any comments:</b> Makes the audit process less onerous and more efficient. <b>Would implementation in the proposed Release have an adverse impact on your organisation?</b> No <b>Please provide details of the associated costs on your organisation to implement the change.</b> None	No	-
IPNL	Yes	<b>For which role is your organisation impacted?</b> LDSO <b>Please state what the impact is:</b> Change in LLF Submission and audit process times and inclusion of data request in the MSAD for embedded LDSOs. <b>How much notice would you need to implement this change, if they were approved?</b> We believe this data to be readily available and therefore do not require any implementation/development time. <b>Would implementation in the proposed Release have an adverse impact on your organisation?</b> No	Yes	-
British Energy Direct Limited	Neutral	<b>Would implementation in the proposed Release have an adverse impact on your organisation?</b> No	No	-
Western Power Distribution	Yes	<b>Would implementation in the proposed Release have an adverse impact on your organisation?</b> No <b>Associated costs:</b> No real extra costs. The work will be absorbed within normal workload	Yes	-
Central Networks	Yes	<b>Do you agree with the change?</b> See Question 7, yes we agree but a few things still need to be addressed. <b>If yes, then for which role is your organisation impacted?</b> DNO	Yes	Please refer to the points 2 -6 within the table 3 below.

<sup>17</sup> Please note that we have only included responses in this table where the respondent provided additional information.

Organisation	Agree?	Comments	Impacted?	ELEXON Response
		<p><b>Please state what the impact is:</b> Nothing significant, just slight change to practices.</p> <p><b>How much notice would you need to implement this change?</b> We'll start work nearer the time, no prior notice required.</p> <p><b>Would implementation in the proposed Release have an adverse impact on your organisation?</b> No</p>		
SAIC on behalf of: ScottishPower Energy Management Ltd. ScottishPower Generation Ltd. ScottishPower Energy Retail Ltd. SP Manweb plc. SP Transmission Ltd. SP Distribution Ltd	Yes	<p><b>For which role is your organisation impacted?</b> LDSO</p> <p><b>Please state what the impact is?</b> Documentation / Manual Processes / LLF production</p>	Yes	-
Scottish and Southern Energy	Yes	<p><b>For which role is your organisation impacted?</b> Supplier/ Distributor</p> <p><b>Please state what the impact is?</b> Minimal changes to processes and training procedures.</p> <p><b>Would implementation in the proposed Release have an adverse impact on your organisation?</b> No</p> <p><b>Associated costs:</b> Minimal costs</p>	Yes	-
Electricity North West Ltd	Yes	<p><b>Would implementation in the proposed Release have an adverse impact on your organisation?</b> No</p>	No	-
NPower Limited	Yes	<p><b>Please state what the impact is?</b> Currently we do not envisage any impacts on Systems or Processes</p> <p><b>Would implementation in the proposed Release have an adverse impact on your organisation?</b> No impacts currently identified.</p> <p><b>Associated costs:</b> No costs currently identified.</p>	No	-

Organisation	Agree?	Comments	Impacted?	ELEXON Response
E.ON UK Energy Services Ltd	Neutral	-	No	-

**Table 3: Comments on the redline text**

No.	Organisation	Document name	Location	Severity Code <sup>18</sup>	Comments	ELEXON Recommendation
1	Gemserv	Not stated	Footer		The documents have "ELEXON Limited 2009" in the footer. Shouldn't this read "ELEXON Limited 2010"?	We contacted the respondent and highlighted that the references to " <b>ELEXON Limited 2009</b> " will be updated to " <b>ELEXON Limited 2010</b> " as part of the implementation of CP1326.
2	Central Networks	CSAD	Table 2.1	M	Do you mean circuit name or do you mean site name / site reference?	The second column within Table 2.1 currently states ' <b>circuit name</b> ' we agree with the respondent, it should say ' <b>site name</b> '  We do not believe that this is a material change and recommend that it is amended.
3	Central Networks	CSAD	Table 2.1	M	Do we have to provide the MVA if it is not used in our calculations?	We believe that the MVA will need to be changed to ' <b>Agreed Capacity</b> ' and that a foot note <b>should be added to state 'Agreed Capacity must be provided if used in the calculation of LLFs'</b>  The respondent was happy with this response.  We do not believe that this is a material change and recommend that it is amended.
4	Central Networks	CSAD	Table 2.1	M	Do you mean last annual submission? What if a mid-year update was done?	We believe that the reference to last ' <b>annual submission</b> ' should be changed in order to address this issue.  We recommend that this be changed to last ' <b>approved submission</b> '.  We do not believe that this is a material

<sup>18</sup> High, Medium or Low  
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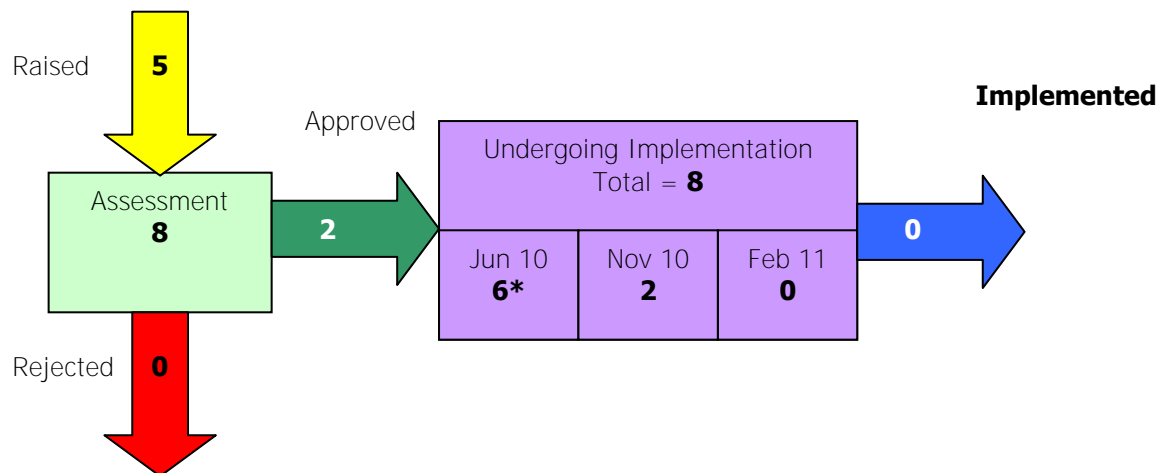
No.	Organisation	Document name	Location	Severity Code <sup>18</sup>	Comments	ELEXON Recommendation
						change and recommend that it is amended.
5	Central Networks	MSAD	1.3 / 11	M	We still do not have a definition of "robust error detection" – last year this term was used to justify a level of scrutiny that we did not think was warranted, so we would like this to be defined.	<p><b>A definition of 'robust error detection' will not be included in the BSCP. We will include a description in the guidance note and provide relevant examples of 'robust error detection' considering current industry practice.</b></p> <p>The auditor is responsible for using an appropriate level of scrutiny and if the customer feels that the approach is inappropriate this should be raised with the lead auditor. If the issue cannot be resolved it should be raised with the audit manager who will be available by phone.</p>
6	Central Networks	BSCP128	1.8.2	H	Definition of EHV – the license no longer defines EHV.	<p>We recommend that the definition of EHV be changed in order to future proof the solution.</p> <p>We suggest the definition be changed to:</p> <p><b>'Extra High Voltage (EHV) - As defined in the Standard Conditions of a distribution licence granted pursuant to section 6(1)(c) of the Electricity Act 1989'.</b></p>
7	SAIC on behalf of . . .	BSCP128	Page 25, REF. 2.4.64	L	2.4.4 Being amended to 2.4.6 but the 4 does not have line through it to indicate it will be deleted – highlighted to ensure it is not missed.	<p>We agree with the respondent and will ensure that this is addressed as part of CP1326.</p> <p>We do not believe that this is a material change and recommend that it is amended.</p>
8	SAIC on behalf of . . .	BSCP128 Appendix 1	Entire document	H	References and page numbers are inconsistent throughout entire document. A few sample examples are listed below: Page 4, 1.1 Introduction Page 6, 1. Introduction	<p>We agree with the respondent and will ensure that this is addressed as part of CP1326.</p> <p>We do not believe that this is a material change and recommend that it is amended.</p>

No.	Organisation	Document name	Location	Severity Code <sup>18</sup>	Comments	ELEXON Recommendation
					Page 4, 1.1 Introduction Page 4, 1.2 General Information Page 7, 1.1 General Information	
9	SAIC on behalf of . . .	BSCP128 Appendix 2	All page numbers following page 5	H	<b>There are 4 instances of 'Page 7 of 8' all of which are wrong.</b>  Page 7 of 8 is actually page 6 of 9 Page 7 of 8 is actually page 7 of 9 Page 7 of 8 is actually page 8 of 9 Page 7 of 8 is actually page 9 of 9	We agree with the respondent and will ensure that this is addressed as part of CP1326.  We do not believe that this is a material change and recommend that it is amended.
10	SAIC on behalf of . . .	BSCP128 Appendix 3	Page 11 Section 1.3 No.6	M	Consider removing (Y/N) option for consistency with No.5.	We agree with the respondent and suggest that the reference to (Y/N) be removed in order to be consistent with the other changes.  We do not believe that this is a material change and recommend that it is amended.
11	SAIC on behalf of . . .	BSCP128 Appendix 3	Page 11 Section 1.3 No.8	M	Consider removing (Y/N) option for consistency with No.5.	Please see comments within point 10 above.
12	SAIC on behalf of . . .	BSCP128 Appendix 3	Page 12 Section 1.3 No.9a	M	Consider removing (Y/N) option for consistency with No.5.	Please see comments within point 10 above.
13	SAIC on behalf of . . .	BSCP128 Appendix 3	Page 12 Section 1.3 No.9b	M	Consider removing (Y/N) option for consistency with No.5.	Please see comments within point 10 above.
14	SAIC on behalf of . . .	BSCP128 Appendix 4	Page 4 Contents 2.1	M	Title on Contents page inconsistent with title of section 2.1 on page 18. <b>Page 4: 'Site Specific supporting information for both CVA and SVA (if applicable)'</b> <b>Page 18: 'Site Specific and EHV generic supporting information for both CVA and</b>	We contacted the respondent and highlighted that the reason the contents page had not changed was because the redline changes would only appear once the changes had been accepted within the document.  We stressed that the title of section 2.1 on

No.	Organisation	Document name	Location	Severity Code <sup>18</sup>	Comments	ELEXON Recommendation
					SVA (if applicable)'.  	page 18 and the contents page on page 4 should say ' <b>Site Specific and EHV generic supporting information for both CVA and SVA (if applicable)</b> '  We do not believe that this is a material change and recommend that it is amended.
15	SAIC on behalf of . . .	BSCP128 Appendix 4	Page 13 Section 1.3 No.8		Consider removing (Y/N) option for consistency with No.5 and No.6.	We agree with the respondent and suggest that the reference to (Y/N) be removed in order to be consistent with the other changes.  We do not believe that this is a material change and recommend that it is amended.
16	SAIC on behalf of . . .	BSCP128 Appendix 4	Page 13 Section 1.3 No.9a		Consider removing (Y/N) option for consistency with No.5 and No.6.	Please see comments within point 15 above.
17	SAIC on behalf of . . .	BSCP128 Appendix 4	Page 13 Section 1.3 No.9b		Consider removing (Y/N) option for consistency with No.5 and No.6.	Please see comments within point 15 above.

**Appendix 3 – Summary of Open Change Proposals**

There are currently **15** open CPs, the SVG own **6** CPs and the ISG and SVG co-own **9** CPs. **5** new CPs have been raised since the last SVG meeting.



Please note:

- The numbers in the boxes indicate current number of CPs in a given phase.
- The numbers in arrows show the variance in the past month.

\* Changes to BSCP504 as a result of the CP1311 solution will be implemented in the June 10 Release. All other changes resulting from CP1311 were implemented in the February 10 Release.

There are currently no open DCPs.

**Appendix 4 – New Change Proposals**

CP	CVA / SVA	Title	Description	Raised
CP1327	SVA	Inclusion of a new MDD Entity 27 (Clock Interval) form in BSCP509	<p>MDD entity forms provide a view of what data items needs to be amended or included for a particular version of MDD. There are presently 62 entity forms listed in BSCP509.</p> <p>Presently the entity 27 form is not included in the list of forms in this BSCP. To allow participants make submissions related to this change, a historic spreadsheet form was created to allow participants fill in the relevant information for the change.</p> <p>In recent MDD publishes there have been a number of entity 27 changes and there is a possibility that the numbers will increase as Suppliers trial Smart Metering.</p> <p><b>As a result, this change proposes to include an 'entity 27' form within BSCP509 to allow for a more consistent approach for participants to submit their data items.</b></p>	11 April 2010
CP1328	SVA and CVA	Changes to the ECVAA Web Service (EWS) request process	<p>This change looks at removing the BSCP71/12 ECVAA Web Service Request Form from BSCP71. Details of the EWS would be provided to parties at the same time as sending out information for XSec version 3 and parties would choose whether to use the service if they wish.</p> <p>The BSC Agent Communications team would create individual account areas within the relevant central services servers and the EWS server at the same time following completion of CVA Qualification testing.</p> <p>The BSC Service Desk would continue to provide parties with technical support if it is required but parties would not be delayed in using the service by needing to submit the BSCP71/12 form and waiting for the Logica Second Line support team to create individual account areas within the EWS Server. The ECVAA Web Service information sheet would also be updated to reflect the new process.</p>	11 April 2010

CP	CVA / SVA	Title	Description	Raised
CP1329	SVA and CVA	Amendment to the administration of the CVA Qualification process	<p>This CP proposes <b>to streamline the CVA Qualification process by reducing ELEXON's involvement</b> in this process. As the CRA holds both the relevant data and expertise required to manage the CVA Qualification process, a more efficient solution would be to give the responsibility for executing and administering the process to the CRA.</p> <p>This change would therefore:</p> <ul style="list-style-type: none"> <li>• Enable Parties to communicate directly with the CRA throughout the CVA Qualification process. This would provide a more streamlined, efficient and expert service to our customers.</li> <li>• Support ELEXON in our drive to transfer responsibility for services to our BSC Agents where ELEXON are not adding value.</li> <li>• Reduce management overhead for the BSC Agent as a result of process improvement.</li> </ul>	11 April 2010
CP1330	SVA and CVA	<b>Streamlining ELEXON's role in the delivery</b> of the Registration Processes	<p>This CP aims to streamline the registration process. ELEXON believes that the registration processes can be delivered more efficiently by the CRA, by removing steps in the processes which:</p> <ul style="list-style-type: none"> <li>• Place obligations on ELEXON which are not established by the BSC;</li> <li>• Are internal steps that are of no benefit; or</li> <li>• Could be construed as micromanagement of a BSC Agent.</li> <li>• We aim to do this by excluding non added value actions carried out by ELEXON such as: <ul style="list-style-type: none"> <li>• Duplication of receipt of BSCP forms;</li> <li>• Duplication of forms acknowledgement from CRA and ELEXON to Parties;</li> <li>• Unnecessary email authorisation of forms to CRA from ELEXON; and</li> </ul> </li> </ul>	11 April 2010

CP	CVA / SVA	Title	Description	Raised
			Dual liaison with National Grid by both ELEXON and CRA.	
CP1331	SVA and CVA	Streamlining the Party & CVA Party Agent Registration Processes within BSCP65 and BSCP71	<p>This change proposes to amend BSCP65 &amp; BSCP71 to direct the BSCP65/01 &amp; BSCP71/05 forms to the CRA. The CRA would validate the forms in accordance with BSCP38 and check with ELEXON that a Party wishing to register its details in CRA via BSCP65/01 has completed the accession process and is a Party to the BSC.</p> <p>The CRA will be informed by an email from the BSC Service desk when a Party/CVA Party agent has completed CVA Qualification testing in accordance with BSCP70 and will process the BSCP65/01 &amp; BSCP71/05 forms to register in the roles it has applied for within CRA.</p> <p>The CRA would be required to send notification of any new registration to ELEXON who will inform the industry via Newscast.</p>	11 April 2010

## Appendix 5 – BSC Releases

Change Proposals and Modification Proposals in **BLACK** text represents SVA changes, **RED** text represents CVA changes and **BLUE** text represents changes which impact both the SVA and CVA arrangements.

### Key

**P** = Modification Proposal number

**Pro✓/Pro\*** - Indicates that the Panel's recommendation to the Authority was to Approve/Reject the proposed Modification

**Alt✓/Alt\*** - Indicates that the Panel's recommendation to the Authority was to Approve/Reject the Alternative Modification

	Pending CPs and Modifications	Approved CPs and Modifications	Updates
<b>February 2010 Scope (Imp. Date 25 Feb 10)</b>		1295, <b>1296, 1297</b> , 1298, 1299, <b>1301</b> , 1302, 1303, 1304, 1306, 1307, 1308, 1310, 1311*, 1312, <b>1313, 1314, 1321</b> P246 Pro✓, P248?	The software solution for P246 is complete. Code Subsidiary Documents amended for P246 and P248 have been approved by the relevant Panel committees and will become effective on 31 March 2010. We estimate that the Release will complete at approximately 1% under budget; demand led costs at 3% under due to no use of the contingency budget and the operational costs at 2% over budget due to extra release management effort.
<b>June 2010 Scope (Imp. Date 24 Jun 10)</b>	<b>1324, 1326</b> P249 Pro✓, P251 Pro*/Alt*, P252 Pro*/Alt*	1309, 1311*, 1316, 1317, <b>1318, 1323</b>	The scope of the June 2010 Release currently includes six approved CPs (1309, 1311, 1316, 1317, 1318 and 1323) which only impact Category 1 Code Subsidiary Documents. No changes to Central Systems are scheduled for this release. There are no Modifications currently approved for inclusion in this release.
<b>Nov 2010 Scope (Imp. Date 4 Nov 10)</b>	1325, 1327, <b>1328, 1329, 1330, 1331</b>	1267, <b>1315</b> P243 Alt✓, P244 Alt✓	<b>P243 'Publication of Generator Forward Availability by Fuel Type' and P244 'Provision of BritNed Data to BMRS' were both approved on 21 January 2010 for inclusion in the November 2010 Release. Two additional CPs have been added to the scope of the Release. The project is currently in the planning phase</b>
<b>Standalone Releases</b>	P247 Alt✓, P229 Pro*/Alt*, P250 Pro*/Alt*	<b>1322</b> , P245 Alt✓	CP1322 was approved by the Panel on 11/03/2010, with a 5WD implementation date (18 March 2010). The Authority approved P245 Alternative Modification with an Implementation date of 31 March 2010

### Draft CP Scope of the June 2010 Release

CP	Title	Impacts	BSC Agent (Demand Led)	ELEXON Operational		Total
				Man Days	Cost	
CP1309	Include reference to D0303 in BSCP514 and circumstances in which its use is mandatory.	BSCP514, SVA Data Catalogue Volume 1	£0	3	£660	£660
CP1316	Removal from BSCP536 of obligation to attach a copy of Form 536/01 to BSCCo Bill	BSCP536	£0	1	£220	£220
CP1317	Removal of Requirement for NHH MOAs to notify NHH DCs of metering work before the event	BSCP514	£0	1.25	£225	£225
CP1318	Minor changes to BSCP601	BSCP601	£0	1.75	£295	£295
CP1323	Review of the Qualification Self Assessment Document	BSCP537 Appendix 1	£0	5.25	£1,260	£1,260
<b>Total<sup>19</sup></b>			<b>£0</b>	<b>12.25</b>	<b>£2,660</b>	<b>£2,660</b>

### Draft CP Scope of the November 2010 Release

CP	Title	Impacts	BSC Agent (Demand Led)	ELEXON Operational		Total
				Man Days	Cost	
CP1267	Registration of UMISO's and MA's in SMRS	BSCP501, BSCP520	£0	3	660	£660
CP1315	Maintenance of Outstation Types as part of Compliance and protocol approval	BSCP601	£0	1	£220	£220
<b>Total<sup>20</sup></b>			<b>£0</b>	<b>4</b>	<b>£880</b>	<b>£880</b>

<sup>19</sup> A Tolerance of 20% applies for both Demand Led costs and ELEXON Operational Costs

<sup>20</sup> A Tolerance of 20% applies for both Demand Led costs and ELEXON Operational Costs

<b>Change Proposal – BSCP40/02</b>	<p>CP No: 1325</p> <p><i>Version No: v 1.0</i> <i>(mandatory by BSCCo)</i></p>
<p><b>Title</b> <i>(mandatory by originator)</i></p> <p>Removal of Obsolete PARMS Serials</p>	
<p><b>Description of Problem/Issue</b> <i>(mandatory by originator)</i></p> <p><b><u>Background</u></b></p> <p><u>PARMS Serials</u></p> <p>The Performance Assurance Reporting and Monitoring System (PARMS) is a database that contains information on the performance of Suppliers and their Supplier hubs against PARMS Serials. A Serial is a process or requirement to be monitored. Each Serial contains one or more standards which are performance measures within that Serial.</p> <p>Data is provided monthly in the form of Serials, representing a defined area for performance measurement, drawn from obligations within the Balancing and Settlement Code (BSC) or its subsidiary documents.</p> <p><u>Impact of P207</u></p> <p>Prior to Modification P207<sup>1</sup> being implemented, Serials were used primarily to provide metric data on key industry processes. Under the new risk based approach to assurance, participants are monitored against key risks via their Risk Management Plans (RMPs) and submissions made against PARMS Serials.</p> <p>The Risk Evaluation Register (RER) details the risks in Settlement and gives them a net significance based on probability, impact and control strength. Of the top ten Settlement Risks for Performance Assurance Operating Period April 2009 to March 2010, only eight have an applicable PARMS Serial. And out of the 176 total Settlement Risks (for both Central Volume Allocation (CVA) and Supplier Volume Allocation (SVA)) only 39 are covered by a PARMS Serial. For those risks that are mapped to a PARMS Serial, not all the standards can be utilised to provide performance data against the Settlement Risk. Therefore the Serials are not necessarily monitoring the right areas.</p> <p><u>Findings from PARMS Serial Review</u></p> <p>A review of PARMS Serials was approved by the Performance Assurance Board (PAB) in September 2008 and was carried out by a group comprising ELEXON staff and industry experts. The review group determined that a number of Serials no longer provide meaningful metric data for Settlement Risks. It was <b>the group’s opinion that these Serials should be discontinued. Those Serials which are associated with Supplier Charges were outside the scope of the review.</b> The ELEXON website has details of the <a href="#">industry consultation</a> carried out on behalf of the group, and the Final Outcome Report to PAB (<a href="#">PAB105/05</a>).</p> <p><b><u>Problem/Issue</u></b></p> <p><u>Obsolete Serials</u></p> <p>Overall, there are 14 PARMS Serials (detailed below) which the PAB, PARMS review group and industry consultation respondents (15 respondents covering 108 Market Participant IDs(MPIDs)) agree are now obsolete. The usefulness of the data captured by these Serials is limited. Furthermore, there is little if any relevance of this data to associated Settlement Risks. Finally, in some instances a different Performance</p>	

<sup>1</sup> Modification P207 'Introduction of a new governance regime to allow a risk based Performance Assurance Framework (PAF) to be utilised and reinforce the effectiveness of the current PAF'

Assurance Technique (PAT) is better placed to monitor or report against the risk.

Serial Reference	Data Provider
DA01 (NHH and HH Aggregated Data for All Runs)	SVAA
DA02 (Timely Application of Line Loss Factors (LLF)), SH01 (HH Data Aggregation Exceptions) & SH02 (HH Defaults)	HHDA
NC01 (D0023 <sup>2</sup> Exceptions) & SH03 (D0095 <sup>3</sup> Exceptions)	NHHDA
HC01 (HH Estimates at RF), HC02 (HH Read History to New HHDC), HM02 (Provision of HH Initial and Final Reads by HHMO) & HM03 (Proving of a Metering System)	HHDC
NC03 (NHHDC – NHHDA Meter Read History), NM01 (NHH Meter Faults: Time Taken to Resolve) & NM02 (Provision of NHH Initial and Final Reads by NHHMO),	NHHDC
SP03 (Invalid Supplier Hubs)	ELEXON

#### SP04<sup>4</sup> Calculation

The PARMS Serial review group also recommended further SP04 guidance and clarification to be included in BSCP533 Appendix B. The current calculation guidelines in BSCP533 Appendix B are not in line with the Balancing and Settlement Code (BSC) and are not clear. For example, the guidelines currently indicate that SP04 can only stop being reported (end event) when Half Hourly (HH) Metering has been installed. The BSC also states that SP04 can stop being reported in the event that a MSID no longer qualifies as a 100kW Metering System then a HH Meter is no longer required. The current guidelines do not allow for this event.

#### NM03<sup>5</sup> and NM04<sup>6</sup> Issue

As part of the November 2009 release (CP1248 v2.0) **NM03 and NM04's** standard was changed from +10 Working Days (WDs) to +5 WDs. In addition the exclusion deadline was also reduced from +10 WDs to +5WDs. E.g.

**"If the Date of Action Required by in the data flow is greater than +5WDs after the end of the period t-1 then the data flow should not be counted as it may lead to incorrect pending counts"**

This should have been increased to +15WDs for both NM03 and NM04. By reducing this exclusion deadline the Serial is excluding too many instances and therefore not giving the best possible view of performance.

<sup>2</sup> D0023: Failed Instructions

<sup>3</sup> D0095: Non Half Hourly Data Aggregation Report

<sup>4</sup> SP04: Installation of HH Metering

<sup>5</sup> NM03: Provision of NHH METD to NHHDC

<sup>6</sup> NM04: Provision of NHH METD to New NHHMO

### Further Guidance and Housekeeping

The examples in BSCP533 Appendix B section 2.2 and 2.3 are not clear. There is also no explanation of when instances for a Serial should be excluded (e.g. Serial NM03). It is therefore also proposed that further guidance and examples are included where appropriate. In addition, BSCP533, BSCP533 Appendix A and Appendix B require some housekeeping changes.

### **Proposed Solution** *(mandatory by originator)*

#### Obsolete Serials

Removal of the 14 Serials will require modification of the PARMS software. Logica, as the PARMS service provider has made the following proposed solution:

- 1) Serials requiring removal should continue to be processed normally until their effective to date. If the effective to date has already passed, a Serial should only be processed if it has been submitted for a reporting period during which it was still effective. If this condition is not met, it should be rejected.
- 2) DPI files referencing obsolete Serials beyond their effective to date will be rejected.

**Logica's proposed solution** relies on validating the reporting period for the submitted Serial and comparing against the end date for a Serial. The solution will allow SP01 to be calculated correctly and will not directly impact Supplier Charges.

Logica has quoted £4,250, with project duration of three weeks to implement the necessary changes to PARMS.

A new appendix will be created for BSCP533. This will be called BSCP533 Appendix C. It will contain the file formats and calculation guidelines for the obsolete Serials which form part of Serial SP01 (completeness checking). Suppliers will still be required to submit data that is required under SP01 for reporting periods prior to the implementation of this CP. As such they will require information on these Serials to allow late or re-submissions of this data.

#### SP04 Calculation

The calculation guidelines for SP04 will be amended to reflect the BSC. A worked example will be provided to aid understanding.

#### NM03 & NM04 Issue

The exclusion deadline for NM03 and NM04 will be extended to +15 Working Days (WDs) from +5 WDs.

### Further Guidance and Housekeeping

Further examples and guidance will be added to BSCP533 Appendix B where needed. General housekeeping will be carried out in BSCP533, BSCP533 Appendix A and BSCP533 Appendix B where appropriate.

**Justification for Change** *(mandatory by originator)*

Obsolete Serials

The Serials detailed above should be removed for three broad reasons:

- Another PAT is better suited to monitoring the associated Settlement Risk;
- They are not providing useful metric data; and
- There is no longer a requirement to be monitored

The PAB, PARMS review group and the majority of industry consultation respondents supported the removal of these Serials.

SP04 Calculation

The current calculation guidelines for SP04 are not in line with the BSC.

NM03 & NM04 Issue

Changing the exclusion deadline will prevent the unnecessary exclusion of data flows, and therefore provide a more comprehensive view of performance.

Further Guidance and Housekeeping

Adding further guidance and clarification where necessary will aid understanding for the remaining Serials.

To which section of the Code does the CP relate, and does the CP facilitate the current provisions of the Code? *(mandatory by originator)*

Clarifying how to calculate SP04 facilitates the provisions in Annex S-1 of the BSC. The current calculation guidelines for SP04 in BSCP533 Appendix B do not facilitate the provisions in Annex S-1 of the BSC.

**Estimated Implementation Costs** *(mandatory by BSCCo)*

The approximate cost for ELEXON to implement these changes is 22 Working Days, which is equivalent to £5,280. In addition, the estimate cost for BSC Service Provider to implement these changes is £4,250.

**Configurable Items Affected by Proposed Solution(s)** *(mandatory by originator)*

BSCP533 including appendices (A & B)  
BSCP503  
BSCP504  
BSCP505  
BSCP514

**Impact on Core Industry Documents or System Operator-Transmission Owner Code** *(mandatory by originator)*

None

**Related Changes and/or Projects** *(mandatory by BSCCo)*

None

**Requested Implementation Date** (*mandatory by originator*)

1 November 2010

**Reason:**

PARMS Serials are submitted on a calendar month (know as a reporting period) basis. As such applying new rules to PARMS needs to occur at the start of a new reporting period.

**Version History** (*mandatory by BSCCo*)

Version 1.0 for Impact Assessment.

**Originator's Details:**

**BCA Name**.....*Lawrence Jones*.....

**Organisation**.....*ELEXON*.....

**Email Address**.....*lawrence.jones@elexon.co.uk*.....

**Telephone Number**.....*02073804118*.....

**Date**.....*26 February 2010*.....

Attachments:

- Attachment A – BSCP533 v15.0 redlined text v0.4 (6 pages)**
- Attachment B – BSCP533 Appendix A v14.0 redlined text v0.4 (15 pages)**
- Attachment C – BSCP533 Appendix B v15.0 redlined text v0.4 (37 pages)**
- Attachment D – BSCP533 Appendix C v0.1 (32 pages)**
- Attachment E – BSCP503 v12.0 redlined text v0.2 (7 pages)**
- Attachment F – BSCP504 v24.1 redlined text v0.2 (140 pages)**
- Attachment G – BSCP505 v13.0 redlined text v0.2 (55 pages)**
- Attachment H – BSCP514 v18.0 redlined text v0.2 (3 pages)**



## CP1325 Attachment – BSCP533 v15.0 Redlined Text v0.4

### 1.1 Scope and Purpose of the Procedure

This BSC Procedure covers the provision of Output Data and Market Indicator Data to the Performance Assurance Administrator (PAA). The data will be utilised within the following PARMS techniques.

- Technical Assurance
- Removal of Qualification
- Monitoring and Reporting
- Peer Comparison (public and non public)
- Supplier Charges
- Error and Failure Resolution

The procedure will ~~also cover~~ also cover the following techniques that are associated with the PARMS Service:

- i) Monitoring and Reporting; and
- ii) Peer Comparison (public and non-public)

The process will not cover internal activities carried out by the Performance Assurance Administrator at BSCCo.

### 1.2 Risk Based Performance Assurance Framework

Performance Assurance Techniques (PAT) will be applied to a Performance Assurance Party (PAP) based on the net significance of the applicable Settlement Risk and an **assessment of the PAP's** contribution to the Settlement Risk. Those PATs that are mandated under the BSC will continue to be applied, regardless of the net significance of the applicable Settlement Risk.

Settlement Risks and their net significance are captured on the Risk Evaluation Register (RER). All the Settlement Risks identified are rated in terms of severity of impact and probability (including a weighting for the strength of controls).

The Settlement Risks are assigned ~~Performance Assurance Techniques PATs~~ to mitigate those risks and these ~~Performance Assurance Techniques PATs~~ are recorded in the Risk Operating Plan (ROP) against each Settlement Risk.

The Risk ~~Evaluation Register RER~~ and the ~~Risk Operating Plan ROP~~ are produced for a Performance Assurance Operating Period in accordance with the Annual Performance Assurance Timetable and the agreed Risk Evaluation Methodology (REM), which details the processes used to identify and evaluate the Settlement Risks and assess their materiality.

A ~~Risk Management Plan (RMP)~~ is created for each PAP based on the ~~Risk Evaluation Register (RER)~~ and the ~~Risk Operating Plan (ROP)~~ and in accordance with the ~~Risk Evaluation Methodology (REM)~~. The RMP will detail the ~~Performance Assurance Techniques (PATs)~~ that will be deployed to a PAP during the course of a Performance Assurance Operating Period based on the Settlement Risks that are applicable to that PAP and the extent that the Settlement Risk applies to the PAP. If a PAP disagrees with their RMP, then there are provisions within the Code for them to query or appeal against it.

At the end of a Performance Assurance Operating Period, the PAB will prepare an Annual Performance Assurance Report for the Panel detailing the assurance that has been provided during the course of the period, the extent to which Settlement Risks have been mitigated, and BSCCo costs of providing that assurance.

### 1.3 Main Users of the Procedure and their Responsibilities

This procedure will be used by authorised staff from Suppliers, Supplier Agents, SMRAs and BSC Agents. BSCCo will use this procedure for the provision of Market Indicator and standing data to the PAA. The procedure also provides an interface to data providers and to the BSC Panel and ~~Performance Assurance Board (PAB)~~ (which will receive reports via this procedure).

The procedure will be used by the PAA for the collation and validation of data.

Throughout this procedure timescales are referred to in relation to the number of working days (WD), unless specifically stated otherwise. Where this procedure requires a communication to be issued on a given working day, users are asked to note the provisions for deemed receipt of post, fax and email set out in Section H of the BSC. When using email, users are advised to send the communication by 1600 hours in order to ensure its delivery by 1700 hours.

## Section 1.4 – 4 no changes

### 5.1 Report Formats

A standard format for the submission of all data items will be used based upon the information contained within the appendices associated with this BSCP (~~Appendix~~ ~~Appendix~~ A: PARMS Text File Formats ~~and~~ ~~Appendix~~ ~~and~~ ~~Appendix~~ B: Calculation Guidelines).

Data Files will be provided in the agreed formats by Email message addressed to [PARMS@elexon.co.uk](mailto:PARMS@elexon.co.uk).

NOTE: Data Providers must ensure that their files have undergone appropriate virus checking. Infected Emails are automatically deleted at BSCCo and no notification sent to the Data Provider. Emails deleted for this reason will not be considered as having been delivered.

### 5.2 Supplier Output Data Provision

Suppliers must ensure output data is provided for all Serials for each GSP Group that they are trading in according to whether they operate within the NHH or HH markets (or both).

**A Metering System's GSP Group can no longer be assumed from knowing its distributor. Data Aggregators who are not informed of the Metering System's GSP Group should use best endeavours when producing their PARMS reports for the Suppliers to identify the GSP Group.**

For DCs, DAs and MOAs, Suppliers should ensure data is provided only for those agents they are using.

Suppliers are responsible for providing submissions up to the Final Reconciliation Volume Allocation Run for the last Settlement Day in which they are involved in a GSP Group. For most Serials this may well require Suppliers to provide reports containing zeros. This is necessary for completeness checking.

The table below defines the data that will be provided to the PAA by Suppliers (or Supplier Agents on behalf of Suppliers). The 'FILETYPE' column references the SVA Data Catalogue. The 8 digit references beginning with a 'P' have an equivalent BSCCo Technical Specification data flow. These data items make up the PARMs Routine Performance Monitoring Reports.

Serial		FILETYPE
SP04		P0142001
SP05	CP1325 Attachment A – BSCP533 v15.0 Redlined Text v0.4	P0143001
SP06		P0144001
<del>DA02</del>	<del>Timely Application of LLF</del>	<del>P0149001</del>
NC02	NHHDC to NHHDC Meter Reads & History	P0150001
<del>NC03</del>	<del>NHHDC-NHHDA Meter Read History</del>	<del>P0151001</del>
<del>HC01</del>	<del>HH Estimates at RF</del>	<del>P0152001</del>
<del>HC02</del>	<del>HH Read History to New HHDC</del>	<del>P0153001</del>
<del>NM01</del>	<del>NHH Meter Faults: Time taken to resolve</del>	<del>P0154001</del>
<del>NM02</del>	<del>Provision of NHH Initial and Final Reads by NHHMO</del>	<del>P0155001</del>
NM03	Provision of NHH METD to NHHDC	P0156001
NM04	Provision of NHH METD to New NHHMO	P0157001
HM01	HH Meter Faults: Time Taken to Resolve	P0158001
<del>HM02</del>	<del>Provision of HH Initial and Final Reads by HHMOA</del>	<del>P0159001</del>
<del>HM03</del>	<del>Proving of a Metering System</del>	<del>P0160001</del>
HM04	Provision of HH MTD to HHDC	P0161001
HM05	Provision of HH MTD to New HHMOA	P0162001
HM06	Quality of D0268	P0163001

### Section 5.3 no changes

### 5.4 SVAA Output Data Provision

The table below defines the data that will be provided to the PAA by the SVAA. The 'FILETYPE' column references the SVA Data Catalogue. The 8 digit references beginning with a 'P' have an equivalent BSCCo Technical Specification data flow.

Serial	Titled	FILETYPE
TA01	GSP Group Correction Factor	P0137001
TA02	Annual Demand Ratio	P0138001
SP07	SMRA & SVAA MSID Count – SVAA File	P0164001
SP08	Energy and MSIDs on Actuals	P0145002
SP09	NHH Defaults	P0146001
<del>DA01</del>	<del>NHH and HH Aggregated Data for All Runs</del>	<del>P0148001</del>

### Section 5.5 – 5.6 no changes

## 5.7 Not Used

### ~~Output Data (non Routine Performance Monitoring Report)~~

~~The following Standing Data will be submitted for use by the PAA but shall not be considered to be part of the Routine Performance Monitoring Report. The data shall be provided to a timetable agreed with the PAA and SP01 and SP02 shall not apply. In the case of the SH03 this shall be 20 WD after the last calendar day of each month. The 'FILETYPE' column references the SVA Data Catalogue. The 8 digit references beginning with a 'P' have an equivalent BSCCo Technical Specification data flow:~~

<del>Serial</del>	<del>Titled</del>	<del>FILETYPE</del>
<del>SP03</del>	<del>Invalid Supplier Hubs</del>	<del>P0141001</del>
<del>SH01</del>	<del>HH Data Aggregation Exceptions</del>	<del>D0235001</del>
<del>SH02</del>	<del>HH Defaults</del>	<del>D0235001</del>
<del>SH03</del>	<del>D0095 Exceptions</del>	<del>P0147001</del>
<del>NC01</del>	<del>D0023 Exceptions</del>	<del>D0023001</del>

## Section 5.8 – 5.9 no changes

### 5.10 Standing Data

The following standing data will be maintained by the PAA. An SVA Data ~~Catalogue~~ Flow Catalogue Reference number has been assigned where appropriate which relates to a BSCCo Technical Specification data flow within the SVA Data Catalogue:

#### Authorised Data Providers

Suppliers must make the PAA aware of any changes to their authorised data providers by using form F533/01.

#### Supplier Charges

- National Monthly Cap for each year
- Annual GSP Group Take Data (provided by SVAA) – SVA Data Catalogue **Flow Reference P0125001**
  - For each GSP Group, the total GSP Group Take in the previous 12 months
  - The total GSP Group Take for all GSP Groups in the previous 12 months
- Supplier Payment Disbursement Factor (provided by BSCCo)
- Trading Parties Payment Disbursement Factor (provided by BSCCo)
- Performance Level for each Supplier Serial/Standard and SC payable per unit of failure to meet the level (provided by BSCCo)
- Trading Party Main Funding Shares for each month (provided by BSCCo)
- Apportionment data (provided by SVAA or determined from data provided by SVAA) – SVA Data Catalogue **Flow Reference P0120002.**
  - For each Supplier in a GSP Group, the Total Supplier deemed take for each month
  - For each GSP Group the total GSP Group take for each month
  - For each Supplier in a GSP Group, the Supplier NHH Energy for each month

- For each GSP Group, the Total NHH Energy in GSP Group for each month

Market Domain Data

MDD is required so that the performance data received can be validated. The data will be provided by the SVAA.

The categories of MDD that will be maintained are:-

- GSP Groups
- Market participants
- Market participant roles (supplier, NHHMOA, HHMOA, NHHDC, HHDC, NHHDA, HHDA, SMRA)
- Reconciliation run types

Output Data Schedule

The following data flow is required from the SVAA 7 WD after the end of each calendar month to support the construction of the Output Data Schedule.

- Suppliers Start Trading/Cease Trading in GSP Group: To identify which Suppliers are trading in which GSP Group with a start effective date and if they have ceased trading in the GSP Group, an end effective date – **P0127001**.

**Section 5.11- 5.14 no changes**

**5.15 Peer Comparison Serials & Standards**

The Peer Comparison Technique will apply to the following serials and standards (as defined within the PARMs Calculation Guidelines). The PAB will determine those PARMs Serials to be included in the Public and Quarterly Peer Comparison Reports and as per sections 4.2 and 4.3.

Serial	Titled	Reporting Level for PC (National or GSP)
CM01	CVA MOA Proving Tests	National by MOA
CM02	CVA MOA Fault Resolution	National by MOA
<del>DA01</del>	<del>NHH and HH Aggregated Data for All Runs</del>	<del>GSP by DA</del>
<del>DA02</del>	<del>Timely Application of LLF</del>	<del>National by DA</del>
<del>HC01</del>	<del>HH Estimates at RF</del>	<del>National by DC</del>
<del>HC02</del>	<del>HH Read History to New HHDC</del>	<del>National by DC</del>
HM01	HH Meter Faults; Time Taken to Resolve	National by MOA
<del>HM02</del>	<del>Provision of HH Initial and Final Reads by HHMOA</del>	<del>National by MOA</del>
<del>HM03</del>	<del>Proving of a Metering System</del>	<del>National by MOA</del>
HM04	Provision of HH MTD to HHDC	National by MOA
HM05	Provision of HH MTD to New HHMOA	National by MOA
HM06	Quality of D0268	National by DC
<del>NC01</del>	<del>D0023-Exceptions</del>	<del>National by DA</del>
NC02	NHHDC – NHHDC Meter Reads and History	National by DC

<del>NC03</del>	<del>NHHDC-NHHDA Meter Read History</del>	<del>National by DC</del>
<del>NM01</del>	<del>NHH Meter Faults: Time Taken to resolve</del>	<del>National by MOA</del>
<del>NM02</del>	<del>Provision of NHH Initial and Final Reads by NHHMOA</del>	<del>National by MOA</del>
NM03	Provision of NHH MTD to NHHDC	National by MOA
NM04	Provision of NHH MTD to New NHHMOA	National by MOA
<del>SH01</del>	<del>HH Data Aggregation Exceptions</del>	<del>National by DA</del>
<del>SH03</del>	<del>D0095 Exceptions</del>	<del>National by DA</del>
SP01	Delivery of Routine Performance Reports	National by Supplier
SP02	Delivery of Routine Performance Logs	National by Supplier
SP04	Installation of HH Metering	GSP by Supplier
SP05	Retrospective Appointment of Agents	National by Supplier
SP06	D0148 Flow from Suppliers	GSP by Supplier
SP07	SMRA & SVAA MSID Count	GSP by Supplier
SP08	Energy and MSIDs on Actuals	GSP by Supplier
SP09	NHH Defaults	GSP by Supplier

**Section 5.16 no changes**

**5.17 Error and Failure Resolution and Escalation**

Once a performance issue is identified and initial investigation undertaken, the PAA may wish to refer this matter to the PAB. The procedure for this referral and any subsequent escalation to the PAB or the Panel is in accordance with BSCP538, Error and Failure Resolution

**Appendix A: PARMS File Formats Specification**

The PARMS File Formats Specification is attached as a separate file

**Appendix B: PARMS Calculation Guidelines**

The PARMS Calculation Guidelines document is attached as a separate file.

**Appendix C: PARMS Data Provider File Formats and Calculation Guidelines for Obsolete PARMS Serials**

The PARMS File Formats specification and Calculation Guidelines for Obsolete PARMS Serials is attached as a separate file.

**Section 6 – 7 no changes**



## CP1325 Attachment – BSCP533 Appendix A v14.0 Redlined Text

### Section 1.1 no changes

#### 1.2.1 PARMS Data: General Description

PARMS Data consists of data pertaining to the performance of specified market Participants and is provided via a pre-determined series of files by agreed Data Providers (SMRAs, the SVAA, the CDCA, Suppliers or Supplier Agents). This data is specified in BSCP533 PARMS Data Provision, Reporting and Publication of Peer Comparison Data. The data will be loaded automatically into the PARMS database using the corresponding PARMS validation process.

The data descriptions defined in the relevant Data sections of BSCP533 have been summarised in this paper into usable data identifiers.

The appropriate files are summarised below:

Output Data		
Serial	Titled	FILETYPE
TA01	GSP Group Correction Factor	P0137001
TA02	Annual Demand Ratio	P0138001
CM01	CVA MOA Proving Tests	P0133001
CM02	CVA MOA Fault Resolution	P0134001
SP01	Delivery of Routine Performance Reports	P0139001
SP02	Delivery of Routine Performance Logs	P0140001
<del>[Housekeeping: redundant item] P03</del>	<del>Invalid Supplier Hubs<sup>†</sup></del>	<del>P0141001</del>
SP04	Installation of HH Metering	P0142001
SP05	Retrospective Appointment of Agents	P0143001
SP06	D0148 Flow from Suppliers	P0144001
SP07	SMRA & SVAA MSID Count – SMRA File	P0045002 (SMRA)
SP07	SMRA & SVAA MSID Count – SVAA File	P0164001 (SVAA)
SP08	Energy and MSIDs on Actuals	P0145002
SP09	NHH Defaults	P0146001
<del>SH01</del>	<del>HH Data Aggregation Exceptions</del>	<del>D0235001</del>
<del>SH02</del>	<del>HH Defaults</del>	<del>D0235001</del>
<del>SH03</del>	<del>D0095 Exceptions</del>	<del>P0147001</del>
<del>DA01</del>	<del>NHH and HH Aggregated Data for All Runs</del>	<del>P0148001</del>
<del>DA02</del>	<del>Timely Application of LLF</del>	<del>P0149001</del>
<del>NC01</del>	<del>D0023 Exceptions</del>	<del>D0023001</del>
NC02	NHHDC to NHHDC Meter Reads & History	P0150001

~~[Housekeeping: redundant item]<sup>†</sup> The concept of the validity of Supplier Hubs will be withdrawn on 23 August 2007 with the implementation of Modification P197.~~

NC03	<del>NHHDC-NHHDA Meter Read History</del>	<del>P0151001</del>
HC01	<del>HH Estimates at RF</del>	<del>P0152001</del>
HC02	<del>HH Read History to New HHDC</del>	<del>P0153001</del>
NM01	<del>NHH Meter Faults: Time Taken to Resolve</del>	<del>P0154001</del>
NM02	<del>Provision of NHH Initial and Final Reads by NHHMO</del>	<del>P0155001</del>
NM03	Provision of NHH METD to NHHDC	P0156001
NM04	Provision of NHH METD to New NHHMO	P0157001
HM01	HH Meter Faults: Time Taken to Resolve	P0158001
HM02	<del>Provision of HH Initial and Final Reads by HHMO</del>	<del>P0159001</del>
HM03	<del>Proving of a Metering System</del>	<del>P0160001</del>
HM04	Provision of HH METD to HHDC	P0161001
HM05	Provision of HH METD to New HHMO	P0162001
HM06	Quality of D0268	P0163001
<b>Standing Data</b>		<b>FILETYPE</b>
DPI - Data Provider Information		P0135001
PARMS Market Domain Data		P0136001
Suppliers Trading / Ceased Trading in GSP Groups		P0127001

**Section 1.3 – 5.4 no changes**

**5.5 SH01 – HH Data Aggregation Exceptions Not Used**

~~HHDA's provide information for this serial by manually sending a copy of the D0235 Half Hourly Aggregation Exception Report. This flow is used by HHDA's to report aggregation exceptions to the associated HHDC and Supplier, and the file sent into PARMS is a copy rather than a specially-generated file. The D0235 may be provided in Pool file format (with a ZHD header and a ZPT footer, as defined in Section 3.1) or User file format (with a ZHV header and an adapted ZPT footer, as defined in Section 3.2). Both headers are shown below.~~

<b>ZHD – File Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	—ZHD
2	File Type	text(8)	D0235001
4	From Role Code	text(1)	A (HHDA)
5	From Participant Id	text(4)	ID of HHDA
6	To Role Code	text(1)	X (Supplier) or C (HHDC)
7	To Participant Id	text(4)	ID of Supplier or HHDC
8	Creation Time	date/time	Time file processing was started. Specified in GMT.
<b>ZHV – File Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	—ZHV
2	File Identifier	text(10)	File identifier unique within participant
3	Data flow and version number	text(8)	—D0235001
4	From Role Code	text(1)	A (HHDA)
5	From Participant Id	text(4)	ID of HHDA
6	To Role Code	text(1)	X (Supplier) or C (HHDC)
7	To Participant Id	text(4)	ID of Supplier or HHDC
8	Creation Time	date/time	Time file processing was started. Specified in GMT.
<b>605 – Flow Structure Header</b>			

Field	Field-Name	Type	Comments
1	Record-Type	text(3)	605
2	Settlement-Date	date	
3	Settlement-Code	text(2)	
4	Run-Number	int(7)	
<b>996—Consumption data received but not expected</b>			
1	Record-Type	text(3)	996
2	MPAN-Core	int(13)	
3	Data-Collector-ID	text(4)	
<b>997—Expected consumption data received but from incorrect source</b>			
1	Record-Type	text(3)	997
2	MPAN-Core	int(13)	
3	Data-Collector-ID	text(4)	
4	Supplier-ID	text(4)	
5	Data-Collector-ID (incorrect)	text(4)	
<b>998—Consumption data expected but not received</b>			
1	Record-Type	text(3)	998
2	MPAN-Core	int(13)	
3	Data-Collector-ID	text(4)	
4	Supplier-ID	text(4)	
<b>999—Consumption data received for de-energised meter</b>			
1	Record-Type	text(3)	999
2	MPAN-Core	int(13)	
3	Data-Collector-ID	text(4)	
4	Supplier-ID	text(4)	
<b>00A—Consumption data received for incorrect Supplier</b>			
1	Record-Type	text(3)	00A
2	MPAN-Core	int(13)	
3	Data-Collector-ID	text(4)	
4	Supplier-ID	text(4)	
5	Supplier-ID (incorrect)	text(4)	

## 5.6 **SH02—HH Defaults Not Used**

Although a separate Serial, SH02 makes use of the same data provided as SH01 (the D0235 exception report), and so no additional Output Data is required.

**Backus-Naur Form:**

D0235 ::= (ZHD|ZHV) (605 {996} {997} {998} {999} {00A}) ZPT

**5.7 SH03—D0095 Exceptions Not Used**

NHHDA's provide information for this serial by sending summary of all D0095 Non-Half Hourly Data Aggregation Exception Reports issued during the Reporting Month.

<b>ZHD—File Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	—ZHD
2	File	text(8)	—P00147001
3	From Role Code	text(1)	B-(NHHDA)
4	From Participant Id	text(4)	ID of NHHDA
5	To Role Code	text(1)	—Z (Non-Core—PA Administrator)
6	To Participant Id	text(4)	—POOL
7	Creation Time	date/time	Time file processing was started. Specified in GMT.
<b>EXH—Exception Header</b>			
1	Record Type	text(3)	EXH
2	Supplier ID	text(4)	
3	Data Collector ID	text(4)	
4	From Settlement Date	date	
5	To Settlement Date	date	
6	Count of Metering Systems with at least 1 exception of type 01	int(7)	
7	Count of Metering Systems with at least 1 exception of type 02	int(7)	
8	Count of Metering Systems with at least 1 exception of type 03	int(7)	
9	Count of Metering Systems with at least 1 exception of type 04	int(7)	
10	Count of Metering Systems with at least 1 exception of type 05	int(7)	
11	Count of Metering Systems with at least 1 exception of type 06	int(7)	
12	Count of Metering Systems with at least 1 exception of type 07	int(7)	
13	Count of Metering Systems with at least 1 exception of type 08	int(7)	

14	Count of Metering Systems with at least 1 exception of type 09	int(7)	
15	Count of Metering Systems with at least 1 exception of type 10	int(7)	
16	Count of Metering Systems with at least 1 exception of type 11	int(7)	
17	Count of Metering Systems with at least 1 exception of type 12	int(7)	
18	Count of Metering Systems with at least 1 exception of type 13	int(7)	
19	Count of Metering Systems with at least 1 exception of type 14	int(7)	
20	Count of Metering Systems with at least 1 exception	int(7)	

**Backus-Naur-Form:**

D0095-Summary ::= ZHD {EXH} ZPT

**5.8**

**SP03—Invalid Supplier Hubs<sup>1</sup>Not Used**

<b>ZHD—File Header</b>			
<b>Field</b>	<b>Field-Name</b>	<b>Type</b>	<b>Comments</b>
1	Record-Type	text(3)	—ZHD
2	File-Type	text(8)	—P0141001
3	From-Role-Code	text(1)	—Z (ELEXON)
4	From-Participant-Id	text(4)	—POOL
5	To-Role-Code	text(1)	—Z (Non-Core—PA Administrator)
6	To-Participant-Id	text(4)	—POOL
7	Creation-Time	date/time	Date & time of file-generation
<b>SUB—Subject-Participant-Header</b>			
<b>Field</b>	<b>Field-Name</b>	<b>Type</b>	<b>Comments</b>
1	Record-Type	text(3)	—SUB
2	Market-Sector	text(1)	—B (indicates HHH and NHH data)
3	Market-Participant-Role-Code	text(1)	—X (Supplier)

4	Market Participant Id	text(4)	ID of Supplier
5	Period End Date	date	Date of last day of calendar month
6	Periodicity	text(1)	'M'onthly
<b>SP3 Supplier Serial 3 Data</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	—SP3
2	GSP Group Id	text(2)	
3	Number of invalid supplier hubs identified in period	int(7)	

**Backus-Naur Form:**

Invalid Supplier Hubs::— ZHD {SUB {SP3}} ZPT

**Section 5.9 – 5.15 no changes**

**5.16 DA01—NHH and HH Aggregated Data for All Runs Not Used**

<b>ZHD—File Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	—ZHD
2	File Type	text(8)	—P0148001
3	From Role Code	text(1)	—G (SVAA)
4	From Participant Id	text(4)	—CAPG
5	To Role Code	text(1)	—Z (Non-Core—PA Administrator)
6	To Participant Id	text(4)	—POOL
7	Creation Time	date/time	Date & time of file generation
<b>SUB—Subject Participant Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	—SUB
2	Market Sector	text(1)	—B (indicates HH and NHH data)
3	Market Participant Role Code	text(1)	—A (HHDA) or B (NHHDA)
4	Market Participant Id	text(4)	ID of HHDA or NHHDA
5	Period End Date	date	Date of last day of calendar month
6	Periodicity	text(1)	'M'onthly
<b>DA1 Data Aggregator Serial 1 Data</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	—DA1
2	GSP Group Id	text(2)	

3	Percentage of expected files received from DA for Initial Settlement	dec(4,1)	
4	Percentage of expected files received from DA for First Reconciliation	dec(4,1)	
5	Percentage of expected files received from DA for Second Reconciliation	dec(4,1)	
6	Percentage of expected files received from DA for Third Reconciliation	dec(4,1)	
7	Percentage of expected files received from DA for Final Reconciliation	dec(4,1)	

**Backus-Naur-Form:**

NHH and HH Aggregated Data for All Runs ::= ZHD {SUB {DA1}} ZPT

**5.17 DA02—Timely Application of LLF Not Used**

<b>ZHD—File Header</b>			
<b>Field</b>	<b>Field-Name</b>	<b>Type</b>	<b>Comments</b>
1	Record-Type	text(3)	—ZHD
2	File-Type	text(8)	—P0149001
3	From-Role-Code	text(1)	—A (HHDA)
4	From-Participant-Id	text(4)	—ID of originating HHDA
5	To-Role-Code	text(1)	—Z (Non-Core—PA Administrator)
6	To-Participant-Id	text(4)	—POOL
7	Creation-Time	date/time	Date & time of file generation
<b>SUB—Subject Participant Header</b>			
<b>Field</b>	<b>Field-Name</b>	<b>Type</b>	<b>Comments</b>
1	Record-Type	text(3)	—SUB
2	Market-Sector	text(1)	—H (indicates HH data)
3	Market-Participant-Role-Code	text(1)	—A (HHDA)
4	Market-Participant-Id	text(4)	ID of HHDA
5	Period-End-Date	date	Date of last day of calendar month
6	Periodicity	text(1)	'M'onthly
<b>DA2-Data-Aggregator-Serial-2-Data</b>			
<b>Field</b>	<b>Field-Name</b>	<b>Type</b>	<b>Comments</b>

1	Record Type	text(3)	=DA2
2	Supplier ID	text(4)	The Market Participant ID of the associated Supplier
3	Settlement Date	date	
4	Settlement Type	text(2)	R1, R2, R3 and RF run types
5	Number of LLFCs for which defaults have been applied	int(7)	

**Backus-Naur-Form:**

Timely Application of LLFs::=ZHD {SUB {DA2}} ZPT

**5.18 NC01—D0023 Exceptions Not Used**

NHHDA provide information for this serial by manually sending a copy of the D0023 Failed Instructions file. This flow is used by NHHDA to report instruction failures to the associated NHHDC and SMRA, therefore as the file sent into PARS is a copy rather than a specially generated file, the NHHDA, NHHDC and SMRA are the participants referenced in the file header.

<b>ZHV—File Header</b>			
Field	Field Name	Type	Comments
1	Record Type	text(3)	=ZHV
2	File Identifier	text(10)	File identifier unique within market participant
3	Data flow and version number	text(8)	D0023001
4	From Role Code	text(1)	B-(NHHDA)
5	From Participant Id	text(4)	Participant ID of NHHDA
6	To Role Code	text(1)	P-(SMRA) or D-(NHHDC)
7	To Participant Id	text(4)	Participant ID of SMRA or NHHDC
8	Creation Time	date/time	Time file processing was started. Specified in GMT.
<b>MSH—Metering System Header</b>			
1	Record Type	text(3)	MSH
2	Metering System ID	int(13)	
3	Significant Date	date(8)	
<b>INH—Instruction Header</b>			
1	Record Type	text(3)	INH
2	Instruction Sequence Number	int(12)	
<b>INR—Instructions Reason for Failure</b>			
1	Record Type	text(3)	INR
2	Instruction Failure Reason Code	text(3)	
3	Failure Reason Additional Data	text(80)	

**Backus-Naur-Form:**

D0023-Exceptions ::= ZHV {Failure\_Set {Failure\_Set}} ZPT

Failure\_Set ::= MSH Instr\_Set {Instr\_Set}

Instr\_Set ::= INH {INR}

**Section 5.19 no changes**

**5.20 NC03—NHHDC-NHHDA Meter Read History Not Used**

<b>ZHD—File Header</b>			
<b>Field</b>	<b>Field-Name</b>	<b>Type</b>	<b>Comments</b>
1	Record-Type	text(3)	—ZHD
2	File-Type	text(8)	—P015100+
3	From-Role-Code	text(1)	—D (NHHDC)
4	From-Participant-Id	text(4)	—ID-of-originating-NHHDC
5	To-Role-Code	text(1)	—Z (Non-Core—PA-Administrator)
6	To-Participant-Id	text(4)	—POOL
7	Creation-Time	date/time	Date & time-of-file-generation
<b>SUB—Subject-Participant-Header</b>			
<b>Field</b>	<b>Field-Name</b>	<b>Type</b>	<b>Comments</b>
1	Record-Type	text(3)	—SUB
2	Market-Sector	text(1)	—N (indicates-NHH-data)
3	Market-Participant-Role-Code	text(1)	—D (NHHDC)
4	Market-Participant-Id	text(4)	ID-of-NHHDC
5	Period-End-Date	date	Date-of-last-day-of-calendar-month
6	Periodicity	text(1)	'M'onthly
<b>NC3—NHHDC-Serial-3-Data</b>			
<b>Field</b>	<b>Field-Name</b>	<b>Type</b>	<b>Comments</b>
1	Record-Type	text(3)	—NC3
2	Supplier-ID	text(4)	The-Market-Participant-ID-of-the-associated-Supplier
3	No.-of-D0148-received	int(7)	
4	No.-of-responses-pending	int(7)	
5	Percentage-of-D0019-issued-by-+15-WD	dec(4,1)	

**Backus-Naur-Form:**

NHHDC-NHHDA Meter Read History ::= ZHD {SUB {NC3}} ZPT

**5.21 HC01—HH Estimates at RF Not Used**

<b>ZHD—File Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	—ZHD
2	File Type	text(8)	—P0152001
3	From Role Code	text(1)	—C (HHDC)
4	From Participant Id	text(4)	—ID of originating DC
5	To Role Code	text(1)	—Z (Non-Core PA Administrator)
6	To Participant Id	text(4)	—POOL
7	Creation Time	date/time	Date & time of file generation
<b>SUB—Subject Participant Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	—SUB
2	Market Sector	text(1)	—H (indicates HH data)
3	Market Participant Role Code	text(1)	—C (HHDC)
4	Market Participant Id	text(4)	ID of HHDC
5	Period End Date	date	Date of last day of calendar month
6	Periodicity	text(1)	'M'onthly
<b>HC1—HHDC Serial 1 Data</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	—HC1
2	Supplier ID	text(4)	The Market Participant ID of the associated Supplier
3	Settlement Date	date	
4	Number of MSIDs with invalid estimates at RF	int(7)	The number of MSIDs that have undergone Final Reconciliation during the reporting period, where the data provided by the DC was estimated using an invalid estimation technique.

**Backus-Naur Form:**

HH Estimates at RF ::= ZHD {SUB {HC1}} ZPT

**5.22 HC02—HH Read History to New HHDC Not Used**

<b>ZHD—File Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	—ZHD
2	File Type	text(8)	—P0153001
3	From Role Code	text(1)	—C (old HHDC)
4	From Participant Id	text(4)	—ID of originating HHDC
5	To Role Code	text(1)	—Z (Non-Core—PA Administrator)
6	To Participant Id	text(4)	—POOL
7	Creation Time	date/time	Date & time of file generation
<b>SUB—Subject Participant Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	—SUB
2	Market Sector	text(1)	—H (indicates HH data)
3	Market Participant Role Code	text(1)	—C (old HHDC)
4	Market Participant Id	text(4)	ID of old HHDC
5	Period End Date	date	Date of last day of calendar month
6	Periodicity	text(1)	'M'onthly
<b>HC2—HHDC Serial 2 Data</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	—HC2
2	Supplier ID	text(4)	The Market Participant ID of the associated Supplier
3	Count of HH Read History Requests in Period	int(7)	
4	Count of HH Read History Responses Pending	int(7)	
5	Percentage of HH Read History issued by +5 WD of Request	dec(4,1)	

**Backus-Naur Form:**

HH Read History to New HHDC ::= ZHD {SUB {HC2}} ZPT

**5.23 ~~NM01—NHH Meter Faults: Time Taken to Resolve~~Not Used**

<b>ZHD—File Header</b>			
<b>Field</b>	<b>Field-Name</b>	<b>Type</b>	<b>Comments</b>
1	Record-Type	text(3)	—ZHD
2	File-Type	text(8)	—P015400+
3	From-Role-Code	text(1)	—D (NHHDC)
4	From-Participant-Id	text(4)	—ID of originating NHHDC
5	To-Role-Code	text(1)	—Z (Non-Core—PA Administrator)
6	To-Participant-Id	text(4)	—POOL
7	Creation-Time	date/time	Date & time of file generation
<b>SUB—Subject Participant Header</b>			
<b>Field</b>	<b>Field-Name</b>	<b>Type</b>	<b>Comments</b>
1	Record-Type	text(3)	—SUB
2	Market-Sector	text(1)	—N (indicates NHH data)
3	Market-Participant-Role-Code	text(1)	—M (MO)
4	Market-Participant-Id	text(4)	ID of MO
5	Period-End-Date	date	Date of last day of calendar month
6	Periodicity	text(1)	'M'onthly
<b>NM1—NHHMO Serial 1 Data</b>			
<b>Field</b>	<b>Field-Name</b>	<b>Type</b>	<b>Comments</b>
1	Record-Type	text(3)	—NM1
2	Supplier-ID	text(4)	The Market-Participant-ID of the associated Supplier
3	Number-of-faults-raised	int(7)	
4	Number-of-faults-resolved	int(7)	
5	Number-of-faults-pending-resolution	int(7)	
6	Average-number-of-working-days-to-rectify-faults	dec(4,1)	

**~~Backus-Naur-Form:~~**

~~NHH Meter Faults: Time Taken to Resolve ::—ZHD {SUB {NM1}} ZPT~~

**5.24 ~~NM2—Provision of NHH Initial and Final Reads by NHHMO~~Not Used**

<b>ZHD—File Header</b>			
<b>Field</b>	<b>Field-Name</b>	<b>Type</b>	<b>Comments</b>
1	Record-Type	text(3)	—ZHD
2	File-Type	text(8)	—P015500+
3	From-Role-Code	text(1)	—D (NHHDC)
4	From-Participant-Id	text(4)	—ID of originating NHHDC
5	To-Role-Code	text(1)	—Z (Non-Core—PA Administrator)
6	To-Participant-Id	text(4)	—POOL
7	Creation-Time	date/time	Date & time of file generation
<b>SUB—Subject Participant Header</b>			
<b>Field</b>	<b>Field-Name</b>	<b>Type</b>	<b>Comments</b>
1	Record-Type	text(3)	—SUB
2	Market-Sector	text(1)	—N (indicates NHH Data)
3	Market-Participant-Role-Code	text(1)	—M (MO)
4	Market-Participant-Id	text(4)	—MO-ID
5	Period-End-Date	date	Date of last day of calendar month
6	Periodicity	text(1)	'M'onthly
<b>NM2—NHHMO Serial 2 Data</b>			
<b>Field</b>	<b>Field-Name</b>	<b>Type</b>	<b>Comments</b>
1	Record-Type	text(3)	—NM2
2	Supplier-ID	text(4)	The Market-Participant-ID of the associated-Supplier
3	Count of D0010 received in-period with initial or final reads	int(7)	
4	Percentage of initial and final reads received by +10 WD of required date	dec(4,1)	

**Backus-Naur-Form:**

Provision of NHH Initial and Final Reads by NHHMO ::= ZHD {SUB {NM2}} ZPT

**Section 5.25 – 5.27 no changes**

**5.28 ~~HM02—Provision of HH Initial and Final Reads by HHMO~~ Not Used**

<del>ZHD—File Header</del>			
Field	Field-Name	Type	Comments
1	Record Type	text(3)	<del>—ZHD</del>
2	File Type	text(8)	<del>—P0159001</del>
3	From Role Code	text(1)	<del>—C (HHDC)</del>
4	From Participant Id	text(4)	<del>—ID of originating HHDC</del>
5	To Role Code	text(1)	<del>—Z (Non-Core PA Administrator)</del>
6	To Participant Id	text(4)	<del>—POOL</del>
7	Creation Time	date/time	Date & time of file generation
<del>SUB—Subject Participant Header</del>			
Field	Field-Name	Type	Comments
1	Record Type	text(3)	<del>—SUB</del>
2	Market Sector	text(1)	<del>—H (indicates HH Data)</del>
3	Market Participant Role Code	text(1)	<del>—M (MO)</del>
4	Market Participant Id	text(4)	<del>—MO ID</del>
5	Period End Date	date	Date of last day of calendar month
6	Periodicity	text(1)	<del>M</del> onthly
<del>HM2—HHMO Serial 2 Data</del>			
Field	Field-Name	Type	Comments
1	Record Type	text(3)	<del>—HM2</del>
2	Supplier ID	text(4)	The Market Participant ID of the associated Supplier
3	Count of D0010 received in period with initial or final reads	int(7)	
4	Percentage of initial and final reads received by +10 WD of required date	dec(4,1)	

Backus-Naur Form:

Provision of HH Initial and Final Reads by HHMO ::= ~~ZHD {SUB {HM2}} ZPT~~

**5.29 ~~HM03—Proving of a Metering System~~ Not Used**

<del>ZHD—File Header</del>			
Field	Field-Name	Type	Comments
1	Record-Type	text(3)	<del>—ZHD</del>
2	File-Type	text(8)	<del>—P0160001</del>
3	From-Role-Code	text(1)	<del>—C (HHDC)</del>
4	From-Participant-Id	text(4)	<del>—ID of originating HHDC</del>
5	To-Role-Code	text(1)	<del>—Z (Non-Core PA Administrator)</del>
6	To-Participant-Id	text(4)	<del>—POOL</del>
7	Creation-Time	date/time	Date & time of file generation
<del>SUB—Subject Participant Header</del>			
Field	Field-Name	Type	Comments
1	Record-Type	text(3)	<del>—SUB</del>
2	Market-Sector	text(1)	<del>—H (indicates HH Data)</del>
3	Market-Participant-Role-Code	text(1)	<del>—M (MO)</del>
4	Market-Participant-Id	text(4)	<del>—MO ID</del>
5	Period-End-Date	date	Date of last day of calendar month
6	Periodicity	text(1)	<del>M</del> onthly
<del>HM3—HHMO Serial 3 Data</del>			
Field	Field-Name	Type	Comments
1	Record-Type	text(3)	<del>—HM3</del>
2	Supplier-ID	text(4)	The Market Participant ID of the associated Supplier
3	Count of Proving Tests required in Reporting Period	int(7)	
4	Count of Proving Tests pending with HHMO	int(7)	
5	Percentage of Proving Test confirmations received within required timescales	dec(4,1)	

Backus-Naur Form:  
~~Proving of a Metering System :: —ZHD {SUB {HM3}} ZPT~~

**Section 5.30 – Appendix 1 no changes**



## CP1325 Attachment – BSCP533 Appendix B v14.0 Redlined Text

### Section 1 – no changes

## 2. Notes on Submissions

### 2.1 Classification of Serials

The PARMS Serials measure performance on ~~four~~three levels, these are:

- Trading Arrangements
- Supplier
- ~~Supplier Hub~~
- Agent

Each Serial level type is denoted by a two letter prefix followed by a two digit number as follows:

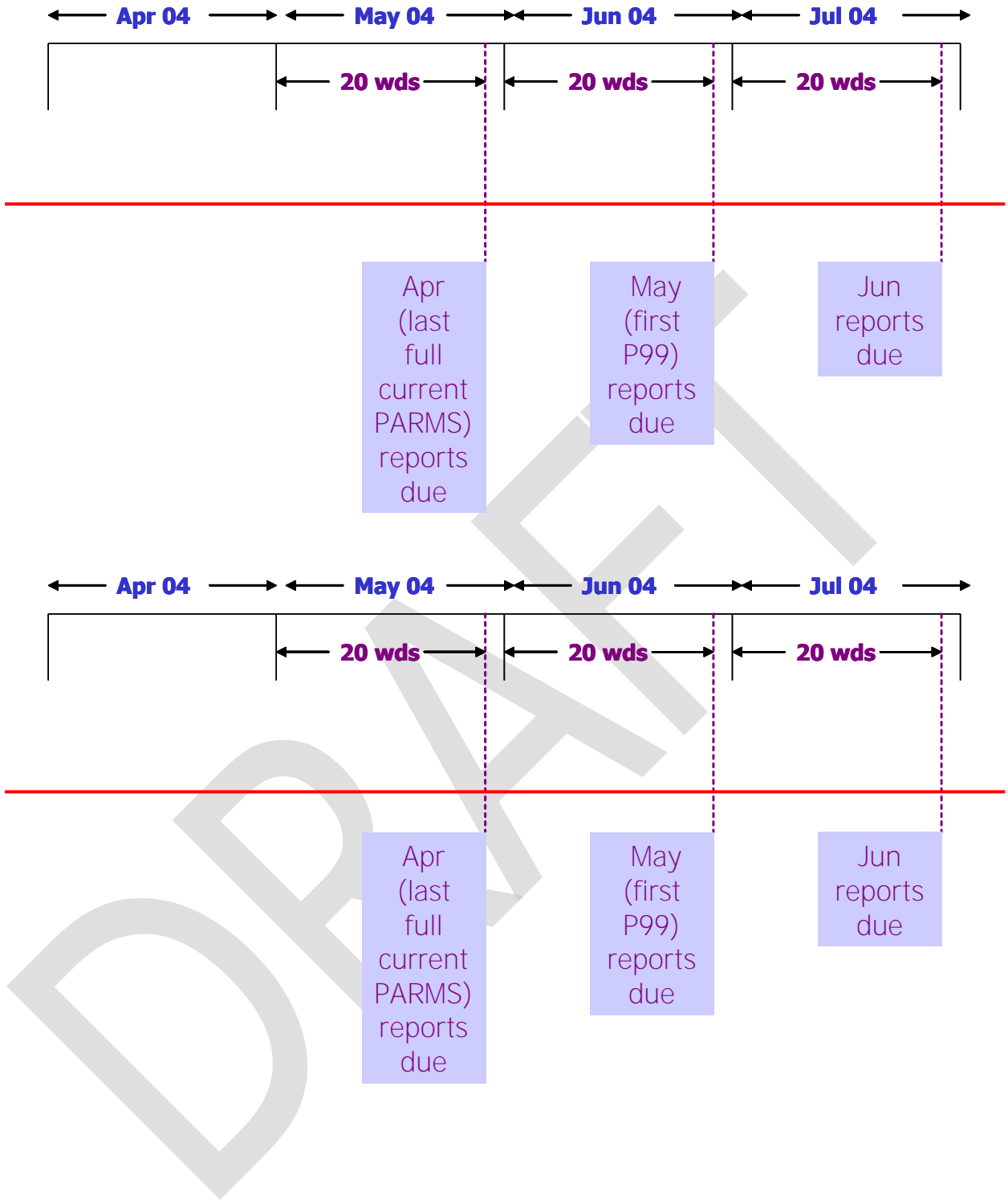
- Trading Arrangements (TA)
- Supplier (SP)
- ~~Supplier Hub (SH)~~
- Supplier Agent (~~HC for HHDC or~~ NC for NHHDC or HM for HHMO or NM for NHHMO ~~or DA for DAs~~)

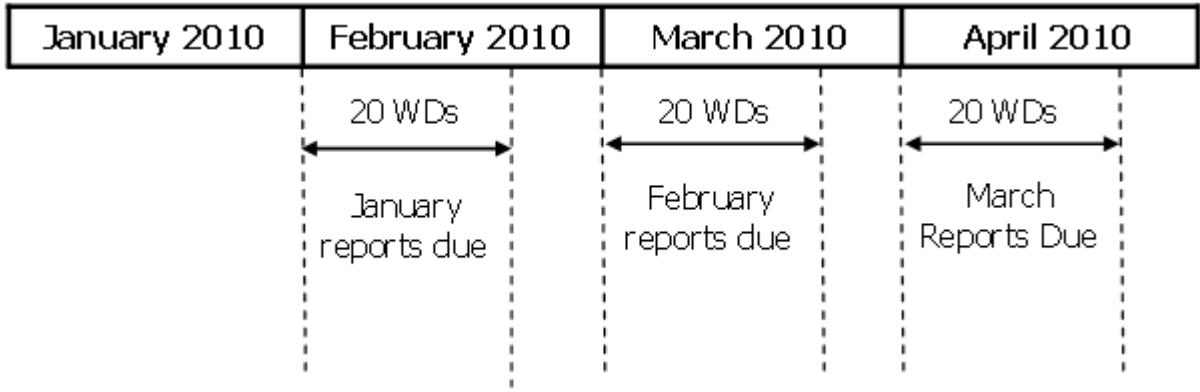
This document concerns itself primarily with those Serials reported by Suppliers, Supplier Agents and SMRAs and the data reported by them. A full list of Serials is included as ~~Appendix~~Annex A denoting who is responsible for reporting each Serial.

### 2.2 PARMS Reporting

The first period (calendar month) for PARMS reports relating to this BSCP will be the reporting period ~~May~~November 2004~~2010~~. This will measure performance where the 'Start Event' is within the calendar reporting month (i.e. start events from ~~1-31 May 2004~~1 November – 30 November 2010). PARMS reports are to be received by no later than 20 ~~W~~working ~~De~~Days (WDs) after the end of the reporting period (see diagram below for an example, and BSCP533 section 5.9 for more information).

**For details on PARMS reporting for reporting periods prior to November 2010, please also see BSCP533 Appendix C.**





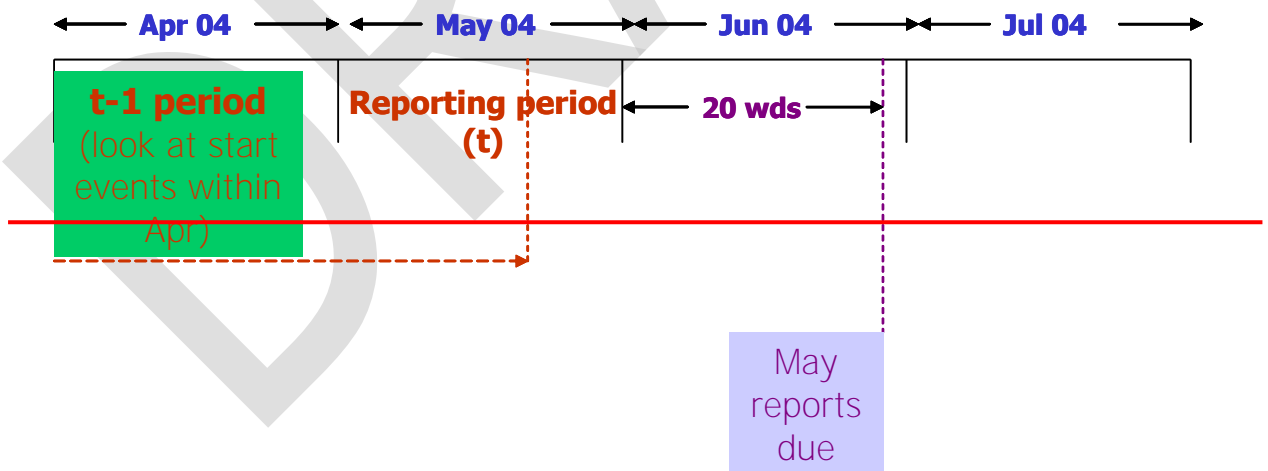
**2.3 t-1 Serials**

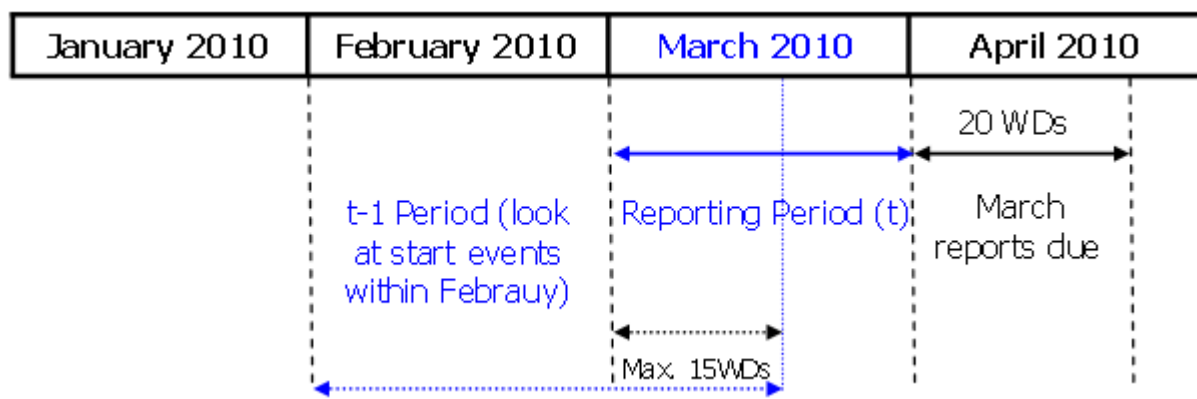
A number of Serials will have 'End Events' that may occur a number of ~~w~~Working ~~D~~ays beyond the end of the calendar reporting month. Therefore if a start event occurs on the last day of the reporting month there may be a number of days (up to 15 WDs in some cases) within which the standard allows the process to be completed. This may not leave the data provider time to see if the process has completed within the allowable time scales prior to generating or submitting their PARS returns.

A number of Serials have therefore been designated as t-1 Serials. This means that for a reporting period t, a t-1 Serial measures performance for Start Events that occurred in the calendar month immediately prior to the reporting period (see diagram below).

*For example if the reporting period (t) = February, then  
t-1 = January*

*a t-1 Serial will look at start events that occurred on 1-31 January.*





In this way we can measure whether a Serial has completed within timescales and if it remains pending we can be sure that the performance is well outside the standard.

The following Serials are t-1 Serials:

- ~~HC02, NC02, NC03, NM01, NM03, NM04, HM01, HM03, HM04, HM05.~~

## 2.4 Pending Events

~~The following t-1 Serials A number of Serials report 'pending events'.~~  
~~report 'pending events':~~

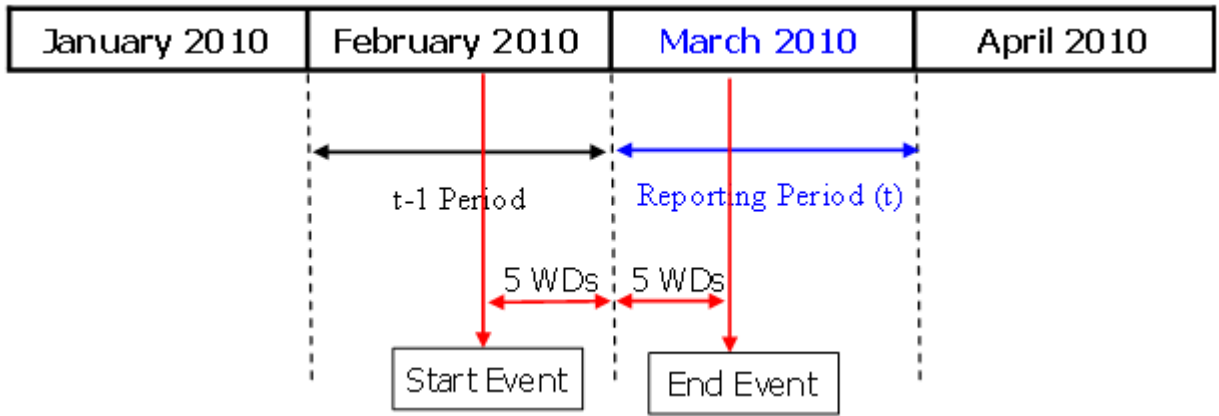
- ~~HM01, NM03, NM04, HM04, and HM05~~

A pending event is ~~one where the process has not been completed by the end of the reporting period (t) an event that has not completed at the end of the Reporting Period~~ (i.e. there has not yet been an end event for a corresponding start event). Pending events should be a rolling total to allow monitoring of clearance of activities.

The following ~~four slides diagrams~~ illustrate where events are recorded as pending ~~and where they are not~~. All examples use ~~+15WDs from the start event as the standard (15 WDs to complete the process)~~. Not all Serials have ~~+15WDs as a standard~~. Refer to the individual Serial description for ~~their specific requirements~~.

~~Please see BSCP533 section 1.8.2 for more information on counting Working Days.~~

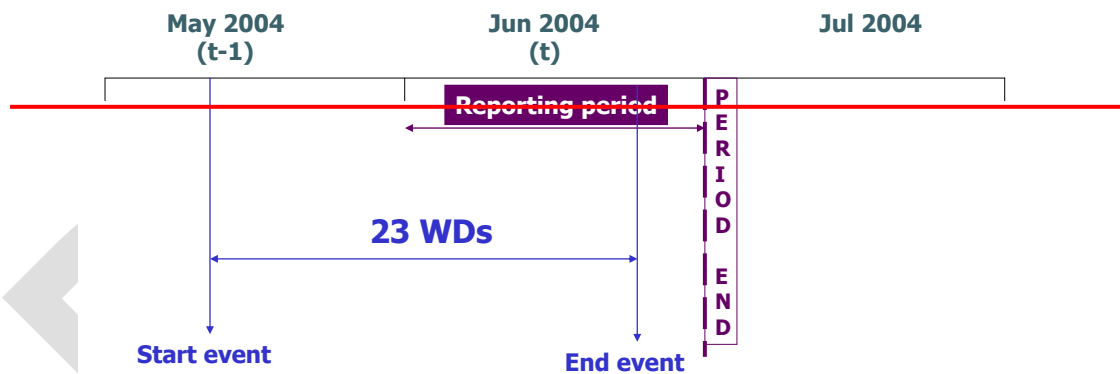
~~Pending Example 1~~



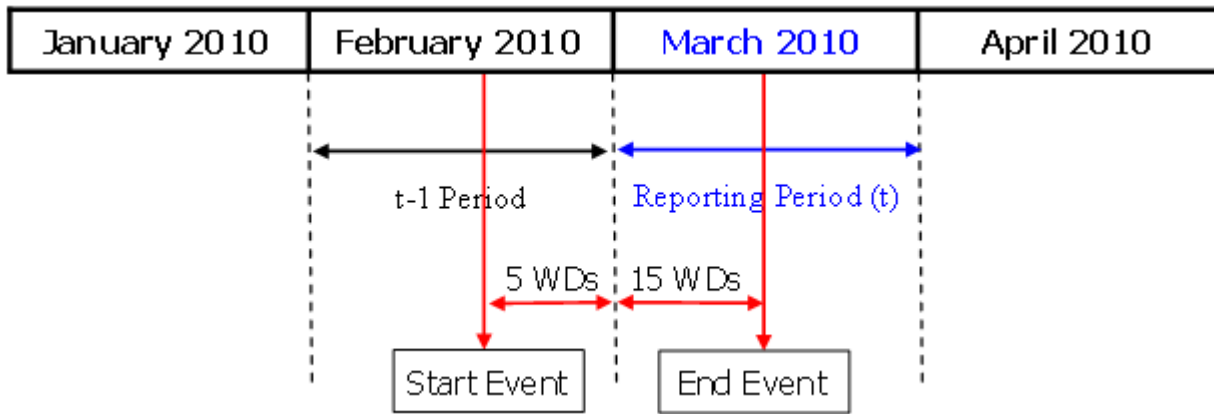
- Process completed within standard (+15 WDs)
- Process completed within reporting period (t)
- **Not included** in pending count

Pending Example 2

## Pending events – 2 Activity has to complete within 15WDs



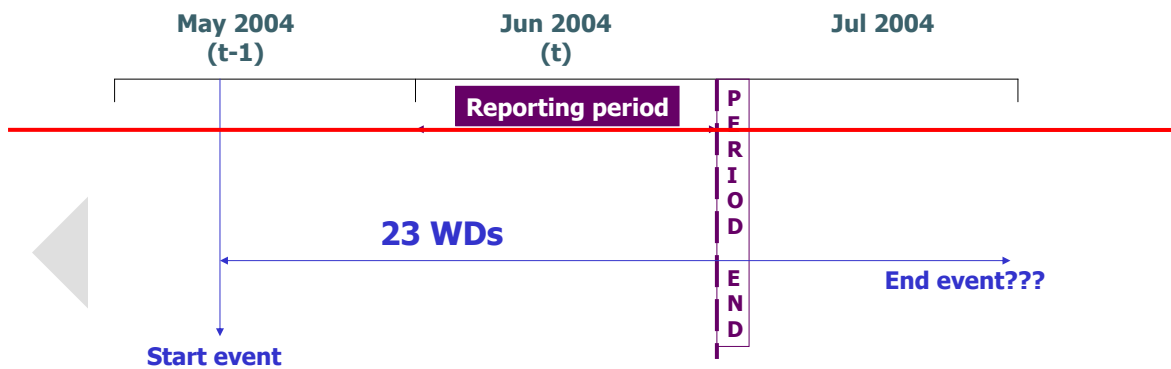
**Event not completed within allowed timescales but has completed within reporting period so not pending.**



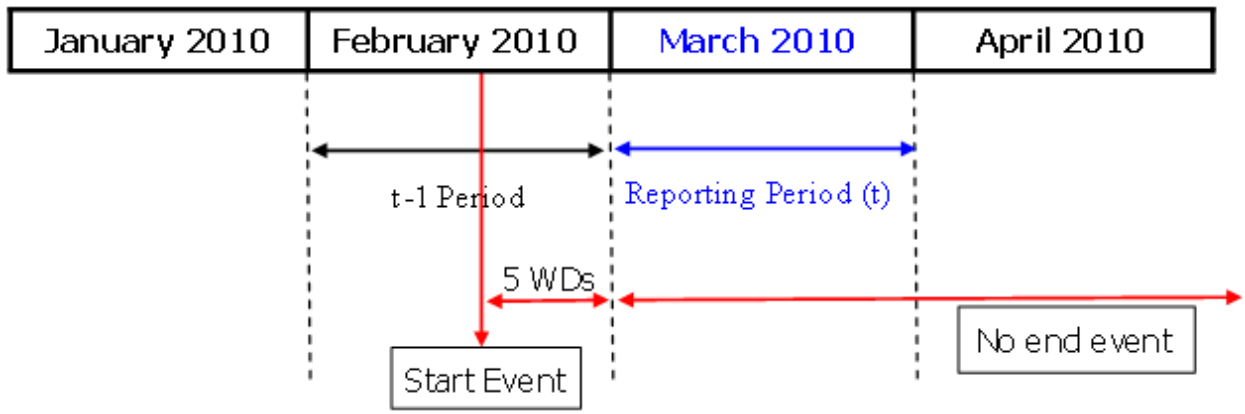
- Process completed outside standard (+15WDs)
- Process completed within reporting period (t)
- **Not included** in pending count

Pending Example 3

**Pending events – 3  
Activity has to complete  
within 15WDs**



**Event not completed within allowed timescales and remains incomplete – recorded as pending**



- Process has exceeded standard (+15 WDs)
- Process not complete (no end event)
- Record as pending

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**2.4A Exclusions from Reporting**

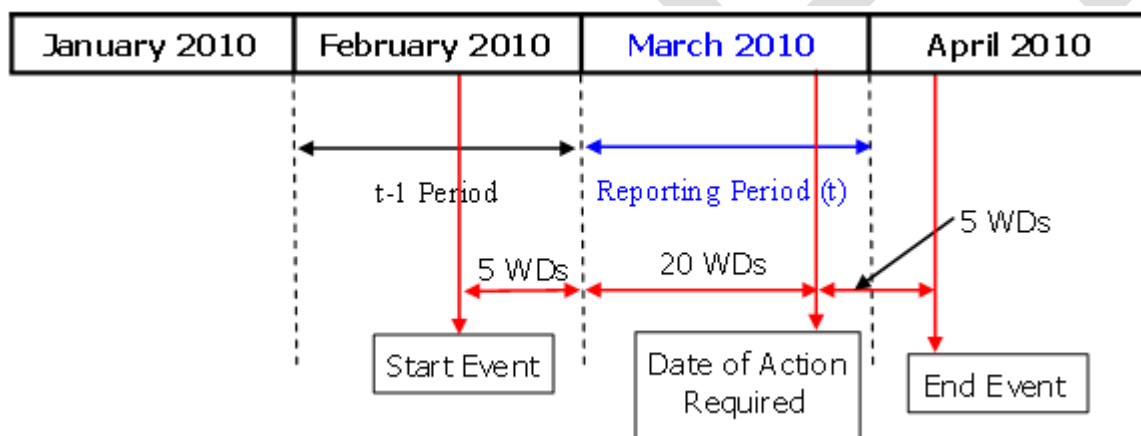
In order to avoid incorrect pending counts, some start events (receipt of Data Flow) for NC02, NM03, NM04, HM04, and HM05 need to be excluded from reporting.

Performance against these Serials is dependent upon information being provided by the relevant agent within a defined deadline. This deadline refers to a 'date of action' contained within the received flow (Start Event).

For example – NM03 measures the requirement of the NHH MOA to send NHH METD to the new NHHDC by +5WD from a 'the EFD of the new NHHDC. The start event for this process is the receipt of a D0148 by the NHH MOA from the Supplier, informing it of a new NHHDC appointment. One of the data items in the D0148 flow is J0219 – EFD of DCA. The NHHMOA has +5WDs from this date to submit the D0149/D0150 to the NHHDC (the end event), to meet its obligation.

This 'date of action', varies with each Serial, but will usually be a date later than the start event.

Given the nature of reporting t-1 Serials, if the date of action is close to the end of the reporting period (t), there is a risk that the process could be completed after the end of the reporting period (t), but still within the agreed deadlines (standard). As shown in the diagram below, this would be counted as pending for the reporting period (t) and as a failure by that agent, despite the obligation (standard) having been met.



- Process completed within standard (+5WDs)
- Process completed outside reporting period (t)
- Process would be recorded as pending
- Process would be recorded as a failure against the standard despite the standard having been met

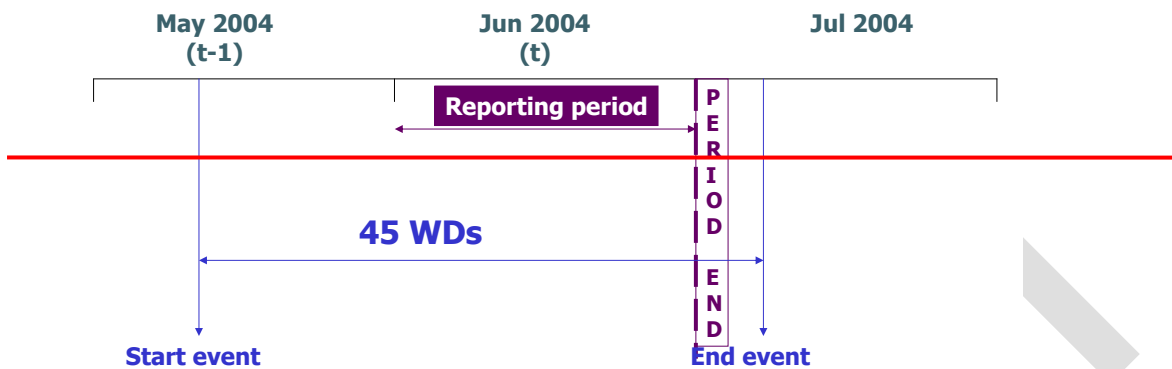
As a result, the start events for the Serials as detailed in the table below should be excluded if the 'date of action' is greater than +(x)WDs after the end of the period t-1.

<b>Serial</b>	<b>Date of Action Detailed on:</b>		<b>Pending Count</b>	<b>Exclude where Date of Action is &gt;+(x)WDs after t-1</b>
	<b>Data Flow</b>	<b>Data Item</b>		
<u>HM04</u>	<u>D0148</u>	<u>J0219</u>	<u>Yes</u>	<u>+5WDs</u>
<u>NM03</u>	<u>D0148</u>	<u>J0219</u>	<u>Yes</u>	<u>+15WDs</u>
<u>HM05</u>	<u>D0170</u>	<u>J0028</u>	<u>Yes</u>	<u>+5WDs</u>
<u>NM04</u>	<u>D0170</u>	<u>J0028</u>	<u>Yes</u>	<u>+15WDs</u>
<u>NC02</u>	<u>D0170</u>	<u>J0028</u>	<u>No</u>	<u>+10WDs</u>

*D0148 = Notification of Change to Other Parties: D0170 = Request for Metering System Related Details*

*J0219 = Effective from Date: J0028 = Date Action Required By*

## Pending events – 4 Activity has to complete within 15WDs



**Event not completed within allowed timescales and was incomplete at the end of the reporting period – recorded as pending.**

### Section 2.5 – 2.11 no changes

#### 2.12 Receipt and Sent dates

The document refers to a number of start and end events that are associated with the receipt and sending of data flows. In accordance with the approach taken in Party Service Line 100 'Generic Non Functional Requirements for Licensed Distribution System Operators and Party Agents' and the relevant BSCPs, wherever the Data Transfer Network is used for transfer then the receipt/send boundaries are measured using the date/timestamp that is inserted at the Gateway.

#### 2.13 ~~Serials not associated with SP01 Not Used~~

~~A number of Serials are required for monitoring but will not be subject to SP01 (completeness checking). These Serials will therefore not need to be sent in accordance with the SP01-20 WDs PARMS reporting timetable but as agreed between the Data Providers and the PAA.~~

~~The Serials affected are:~~

~~SH01 – HH Data Aggregation Exceptions (via a copy of the D0235)~~

~~SH02 – HH Defaults (via a copy of the D0235)~~

~~SH03 – D0095 Exceptions (via information from the D0095, see 3.2.3).~~

~~NC01 – D0023 Exceptions (via information from the D0023, see 3.2.5).~~

~~Timetables for reporting SH03 and NC01 will be agreed once the process for data capture has been agreed.~~

~~Copies of D0235 files will continue to be provided to BSCCo by HHDA's daily.~~

### 3 Serials

PARMS Serials are reported as t or t-1 Serials. For more information please see sections 2.2 and 2.3 of this appendix.

For more guidance on how to count Working Days (WDs) please see BSCP533 section 1.8.2.

#### 3.1 Supplier

##### 3.1.1 SP04 – Installation of HH Metering

All 100kW Metering Systems must be installed with the appropriate Half Hourly (HH) Metering Equipment.

Suppliers have 3 months after a Metering System first becomes a 100kW Metering System in which to install an HH Meter (the SP04 exclusion period).

If the SP04 exclusion period passes without HH Metering being installed, the Metering System must be reported via the SP04 Serial.

A Metering System is a 100kW Metering System (and therefore requires an HH Metering System) where:

(a) The average of the maximum monthly electrical demands in the three months of highest maximum demand exceeds 100kW:

- in the previous twelve months; or,
- in the period since the most recent Significant Change of Demand,

**whichever is the shorter.**

(b) A Supplier identifies a Metering System to have a maximum demand in excess of 100kW:

(c) Where the Profile of a Customer's electrical demand in relation to a Metering System implies an average of the maximum monthly electrical demands in the three months of highest maximum demand exceeding 100kW in:

- the previous twelve months; or
- the period since the most recent Significant Change of Demand,

**whichever is the shorter.**

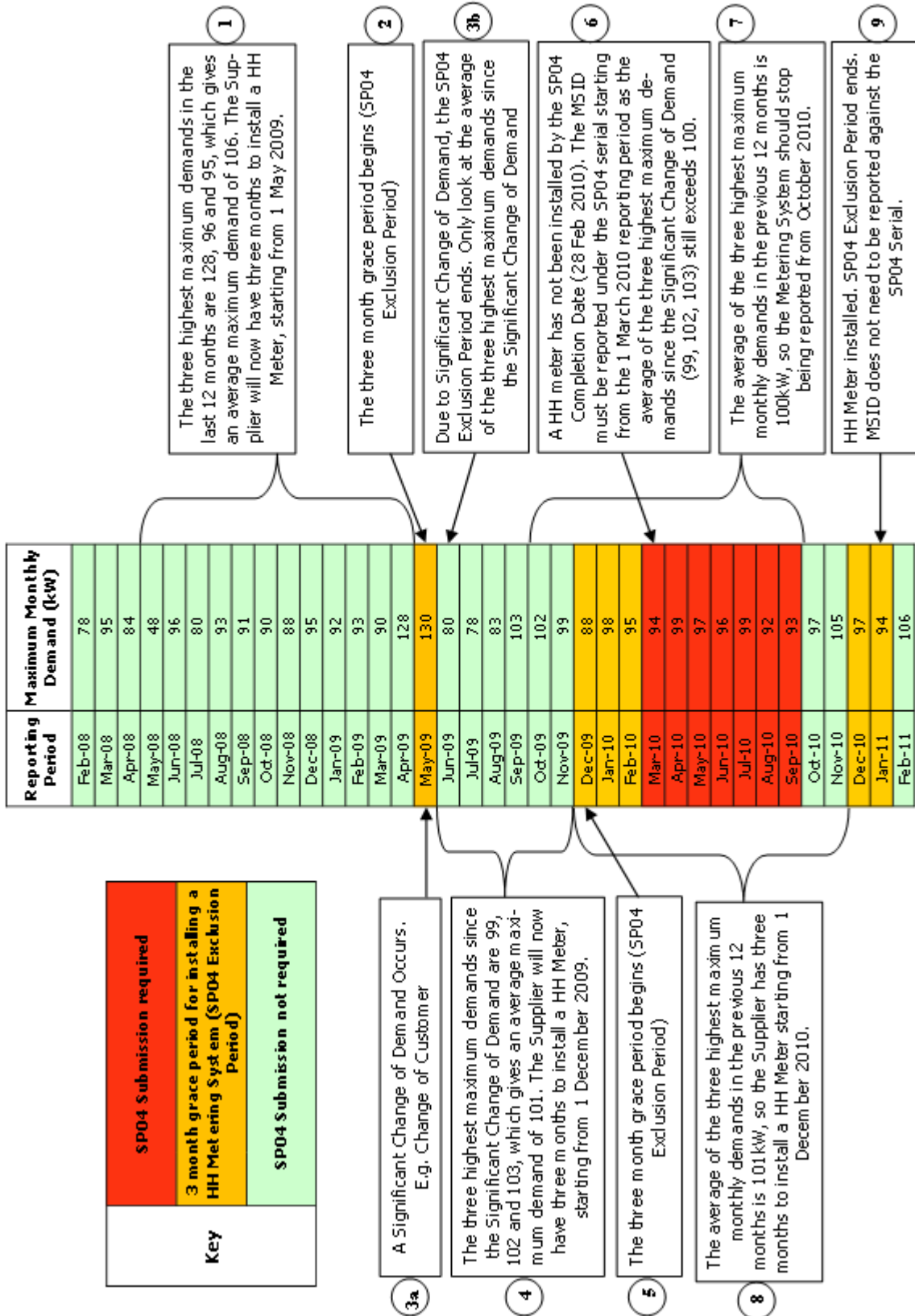
Suppliers should only report the SP04 Serial where 100kW Metering Systems have not had HH Metering installed after the end of the SP04 exclusion period.

If a HH Metering System no longer qualifies as a 100kW Metering System then it should not be reported via the SP04 Serial unless and until the criteria are subsequently met.

Where a Supplier has no qualifying sites to report this Serial should be completed using nulls. The diagram below shows an example where an MSID should be submitted within a SP04 file. All 100kW Metering Systems should have installed the appropriate HH metering.

Suppliers have 3 months after the detection of a site that has qualified as a 100kW Metering System in which to install an HH meter. **Therefore, the latest 'start' point of** this Serial is the receipt of the 3<sup>rd</sup> consecutive D0010 or P0028 report identifying a site as 100kW Metering System.

Suppliers should only provide data for those 100kW Metering Systems where a HH meter is not installed but should have been. Where a Supplier has no qualifying sites to report this Serial should be completed using nulls.



**SP04: Key Data**

**D0010 Meter Readings**

The data contained in this flow would indicate whether the site should be regarded as 100kW.

**OR**

**P0028 100kW Demand Report**

Sent by a NHHDC following a site visit.

**OR**

Independently identified by the Supplier.

**D0268 Half Hourly Meter Technical Details**

Half Hourly Meter Technical Details are issued to confirm HH metering has been installed.

	<b>Scenario</b>	<b>Key Measurement Data</b>
START EVENT	<u>SP04 exclusion period has ended and Receipt of third consecutive D0010 or P0028 indicating 100kW demand. MSID still qualifies as a 100kW Metering System (see section 3.1.1 above) and HH metering has not been installed.</u>	Receipt date of D0010 or P0028. Date MSID was identified as a 100kW Metering System.
END EVENT	Confirmation that HH meter has been installed via D0268. <u>Or where a Metering System no longer qualifies as a 100kW Metering System (see section 3.1.1 above).</u>	Date of Meter Installation Effective from Settlement Date on D0268 (J1254). <u>Or Supplier's internal monitoring.</u>

The table on the following page shows the application of this key data for determining the standards to report for this Serial.

~~NOTE: The Reporting Period is described as Month t. The month before the Reporting Period is described as (Month t-1). The Supplier must submit data to PARMS 20 working days after the end of the reporting period.~~

**Example calculation of PARMS Submission for SP04**

<b>Key Data Table</b>			<b>PARMS Submissions (Reporting Period t=June 2003)</b>			<b>NOTES</b>
<b>Identification of 100kW site</b>	<b>HH Meter Installation Deadline</b>	<b>Effective from Settlement Date on D0268 (J1254)</b>	<b>Standard 1</b> Aggregated Required Installed MSID-Days in Month HH 100kW Site (June = 30 days)	<b>Standard 2</b> Aggregated Not Installed MSID-Days in Month HH 100kW Site	<b>Standard 3</b> Percentage Not Installed MSID-Days in Month HH 100kW Site	
<u>28/02/03</u>	<u>28/05/03</u>	<u>10/06/03</u>	<u>30</u>	<u>10</u>	<u>33.3</u>	<u>The data shown below is assumed to be for a single combination of GSP Group and Supplier.</u>
<u>28/02/03</u>	<u>28/05/03</u>	<u>10/06/03</u>	<u>30</u>	<u>10</u>	<u>33.3</u>	<u>This failure has followed on from the previous month – all of June should have been 'installed days', and should be included as it is a failure for this month as well.</u>
<u>05/03/03</u>	<u>05/06/03</u>	<u>20/06/03</u>	<u>30 - 5 = 25</u>	<u>15</u>	<u>60.0</u>	<u>Supplier has had up to 05/06/03 to install an HH meter. After this, there are 25 days remaining in the month where an HH meter should have been installed.</u>
<u>12/03/03</u>	<u>12/06/03</u>	<u>23/05/03</u>	<u>0</u>	<u>0</u>	<u>0.0</u>	<u>End date is in May so has completed within 3 months.</u>
<u>24/03/03</u>	<u>24/06/03</u>	<u>30/06/03</u>	<u>30 - 24 = 6</u>	<u>6</u>	<u>100.0</u>	
<u>24/06/03</u>	<u>24/09/03</u>	<u>=</u>	<u>0</u>	<u>0</u>	<u>0.0</u>	<u>A 100kW site has been identified, but deadline for action has not yet been reached.</u>

<u>15/04/03</u>	<u>15/07/03</u>	=	=	=	=	<u>A 100kW site was identified, but no longer qualifies.</u>
<b>June 2003 SUBMISSION</b>			<u>30</u>	<u>10</u>	<u>10/30 = 33.3%</u>	
			<u>25</u>	<u>15</u>	<u>60.0%</u>	
			<u>6</u>	<u>6</u>	<u>100.0%</u>	

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~~3.2 — Data Aggregators Not Used~~

~~3.2.1 — SH01 — HH Data Aggregation Exceptions~~

~~Send copies of D0235 DA Exception reports to ELEXON (already being provided by HHDA's). SP01 shall not apply to this Serial.~~

~~3.2.2 — SH02 — HH Defaults~~

~~See section 3.2.1. SP01 shall not apply to this Serial.~~

~~3.2.3 — SH03 — D0095 Exceptions~~

~~NHHDA's are required to submit monthly D0095 reports to [PARMS@elexon.co.uk](mailto:PARMS@elexon.co.uk). Reports should be provided within 20 WDs of the end of each month using the reporting function provided in the NHHDA software. This information is not considered part of the main suite of Serials and SP01 shall not apply.~~

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**3.2.4 DA02 – Timely Application of LLF**

By the time of each Volume Allocation Run, the number of default LLFs being applied by HHDA's should be zero. DAs take LLFs from the ELEXON website (effective from 27 November 2003).

**DA02: Key Data**

**This Serial will record any occurrence of default LLFs being used for any Volume Allocation run during the Reporting period.**

The aim of this Serial is to identify where default LLFs have been used in any of the Reconciliation Runs carried out during the reporting month. The D0265 flow only contains details for the Line Loss Factor Class and the Line Loss Factor itself, so any information about the MSIDs affected will be gained by ELEXON through the use of additional data.

The events to be included are those where the Reconciliation Run is carried out during the reporting month, and HHDA's are required to report the number of LLF Class IDs for which default data has been used in the Run.

**Example calculation of PARMs Submission for DA02**

**Data Provider: HHDA responsible for settlement runs for Suppliers in this reporting month**

<b>Key Data Table</b>			<b>PARMs Submissions (Reporting Period t=June 2003)</b>
<b>Reconciliation Run Date</b>	<b>Settlement Day</b>	<b>Run Type</b>	<b>Standard 1</b> Number of LLFC IDs for which defaults have been applied by settlement date and settlement run
05/06/03	15/04/02	RF	3
17/06/03	11/11/02	R3	4
30/06/03	09/06/03	SF	2

**Section 3.2.5 – 3.3.2 no changes**

**3.3.3 NC02 - NHHDC to NHHDC Meter Reads & History (t-1)**

100% of D0010 and D0152 files sent to incoming NHHDC by +5 working days of DC Effective From date; OR by +8 working days of Supplier Start Date in the case of Change of Supplier. The Requested Action Code (J0007) within the D0170 will be populated with '07'. In the case of a CoS the NHHDC is reporting on behalf of the outgoing Supplier.

If the Date Action Required by in the D0170 is greater than +10 WDs after the end of the period t-1 then the D0170 should not be counted, ~~as it may lead to incorrect pending counts.~~

**NC02: Key Data**

**D0170 Request for Metering System Related Details**

New NHHDC or (if relevant) new Supplier requests Metering System Related Details from old NHHDC, following an isolated Change of Agent or as a consequence of a Change of Supplier.

**D0010 Meter Readings**

Readings provided by old NHHDC to new NHHDC.

**D0152 Metering System EAC/AA Historical Data**

Historical EAC/AA Data provided to new NHHDC by old NHHDC.

	Scenario	Key Measurement Data
START EVENT	Sending by new NHHDC of D0170 request to old Supplier (if change of DC only) or sending of D0170 by NHHDC (if CoS).	Date of receipt of D0170 by Old NHHDC
END EVENT	Sending of D0010 and D0152 by old NHHDC to new NHHDC by +5 WD of {DCA} OR by {REG1} +8 WDs in case of CoS.	Sent date of D0010 and D0152 (whichever is later)

**Example calculation of PARMS Submission for NC02**

**Although Receipt of D0170 is the start event, the key data item required in the D0170 is the J0028, Date Action required by Data Item.**

**Data Provider: Old NHHDC**

Key Data Table				PARMS Submissions (Reporting Period t=June 2003)		NOTES
Receipt Date of D0170 from DC or Supplier	Date action required by {REG1} or {DCA}	Sent Date of D0010 and D0152 (whichever is later)	+WD elapsed (Sent date of D0010 or D0152 (whichever is latest) – J0028)	Standard 1 Total no of requests in period	Standard 2 % Sent within Timescales	
5/5/2003	12/05/03	21/05/2003	7	+1	+1	Received due to CoS, therefore required timescale is SSD+8.
16/05/03	27/05/03	-	-	+1		The end event occurs sometime subsequent to the end of the reporting period so is recorded as pending only recorded as

						<i>received.</i>
<i>5/05/03</i>	<i>13/05/03</i>	<i>20/05/03</i>	<i>6</i>	<i>+1</i>		<i>CoA only, therefore timescale is {DCA}+5WD.</i>
<i>30/05/03</i>	<i>03/06/03</i>	<i>5/06/03</i>	<i>2</i>	<i>+1</i>	<i>+1</i>	
<b>June 2003 SUBMISSION</b>				<i>4</i>	<i>2/4=50%</i>	

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**3.3.4 NC03—NHHDC—NHHDA Meter Read History (t-1) Not Used**

~~100% of D0019 (Metering System EAC/AA Data) sent to incoming NHHDA by NHHDC by +15 WD of receipt of D0148 notifying change of DA.~~

~~The DA requires the D0019 for use in the aggregation run so the data can be provided to the SVAA for use in the Volume Allocation Run.~~

**NC03: Key Data**

**D0148 Notification of Change to Other Parties**

~~————— Data flow issued by Supplier to DCs and MOAs notifying of any changes to Agent appointments.~~

**D0019 Metering System EAC/AA Data**

~~————— Contains details of EAC and AA calculated by the DC for a Metering System.~~

	<b>Scenario</b>	<b>Key Measurement Data</b>
START EVENT	Receipt of D0148 by NHHDC from Supplier.	Receipt Date of D0148.
END EVENT	Issue of D0019 to NHHDA by NHHDC.	Sent date of D0019.

**Example calculation of PARMS Submission for NC03**

**Data Provider: NHHDC**

<b>Key Data Table</b>			<b>PARMS Submissions (Reporting Period t=June 2003, t-1 = May 2003)</b>			<b>NOTES</b>
<b>Receipt Date of D0148</b>	<b>Sent Date of D0019</b>	<b>Working Days Elapsed</b>	<b>Standard 1 Total No. of D0148 received</b>	<b>Standard 2 No. of responses Pending</b>	<b>Standard 3 Percentage Sent by +15WD</b>	
2/05/2003	-	>15	+1	+1		Counted as pending for this reporting month.
06/05/2003	02/06/2003	18	+1			D0019 sent +18 WD after receipt of D0148, therefore fails the standard.
08/05/2003	09/05/2003	1	+1		✓	D0019 sent +1 WD after receipt of D0148, i.e. well within standard.
19/05/2003	04/06/2003	11	+1		✓	Although the WDs have moved into June as this Serial is t-1 we have

						<i>visibility of whether the standard has been met.</i>
<del>30/05/2003</del>	<del>19/06/2003</del>	<del>74</del>	<del>+7</del>		<del>✓</del>	
<b><del>June 2003 SUBMISSION</del></b>			<del>5</del>	<del>7</del>	<del>60%</del>	

**~~3.3.5 HC01 - HH Estimates at RF - Import Metering only Not Used~~**

~~100% of estimated data used in Final Reconciliation to be based upon estimation techniques (a), (b), (c), (d) or (e) as described in BSCP502 section 4.2:~~

- ~~a) — Main Meter data available but check Meter data missing;~~
- ~~b) — Main Meter data missing and check Meter installed;~~
- ~~c) — One Settlement Period missing or incorrect where a prime Meter register reading can be taken;~~
- ~~d) — Two or three Settlement Periods missing or incorrect for prime Meter register or one Settlement Period missing or incorrect where a prime Meter register reading can be taken;~~
- ~~e) — Meter advance available.~~

~~Where data has been estimated using any of the methods lower than (c), the HHDC should endeavour to provide more accurate estimates to the HHDA for later Runs, ultimately in Final Reconciliation.~~

~~The date of the RF Run for a given Settlement Day is defined by the Settlement Calendar, which is maintained by BSCCo and distributed, amongst others, to HHDA's and Suppliers.~~

**~~HC01: Key Data~~**

**~~D0022 Estimated Half Hourly Data Report~~**

~~HHDC advises Supplier and LDSO that data has been estimated.~~

**~~Data Provider: HHDC~~**

~~Data Providers should report where Data estimation by HHDC uses a method below (e) for any RF run within the Reporting Period. DC will issue a D0022 to Supplier which contains the relevant information to allow Supplier to validate this information.~~

<b>Key Data Table</b>		<b>PARMS Submissions (Reporting Period t=June 2003)</b>	<b>NOTES</b>
<b>RF Run Date</b> (as stipulated in Settlement Calendar)	<b>Estimated Settlement Date in D0022 (J0018)</b>	<b>Standard 1</b> Number of MSIDs with invalid estimates at RF	
<del>1/06/03</del>	<del>1/02/02</del>	5	
<del>15/06/03</del>	<del>15/02/03</del>	7	
<del>28/06/03</del>	<del>28/02/03</del>	2	
<b>June 2003 SUBMISSION</b>		<del>5+7+2=8</del>	<del>8 MSIDs have undergone RF with improper estimates during the reporting period</del>

**~~3.3.6 HC02 HH Read History to New HHDC (t-1) Not Used~~**

~~100% of validated (by old HHDC in accordance with BSCP502) Half Hourly Advances sent to new HHDC by old HHDC by +5 WD of request, carried out as part of Change of HHDC. The Requested Action Code (J0007) within the D0170 will be populated with '07'. The J0028 Data Item 'Date Action Required by' should be used to measure when the details need to be sent.~~

**~~HC02: Key Data~~**

**~~D0170 Request for Metering System Related Details~~**

~~New HHDC requests Metering System Related Details from old HHDC, following an isolated Change of Agent or as a consequence of a Change of Supplier.~~

**~~D0036 Validated Half Hourly Advances for Inclusion in Aggregated Supplier Matrix~~**

~~Old HHDC provides HH consumption values used for Supplier and LDSO billing.~~

	<b>Scenario</b>	<b>Key Measurement Data</b>
START EVENT	Receipt of D0170 request by old HHDC from new HHDC.	Receipt date of D0170.
END EVENT	Sending of D0036 to new HHDC by +5 WD of request.	Sent date of D0036.

~~Note that in this case, the D0036 is required by +5 WD of the J0028 Data Item date. For all relevant D0170s received during t-1 the DC should report on all activities where the action can be measured to have been completed within the allowable +5 WDs. Any D0170s received during t-1 with a J0028 date that is greater than +15 WDs into month t should not be reported as these events will be falsely recorded as pending.~~

**Example calculation of PARMs Submission for HC02**

**Data Provider: Old HHDC**

<b>Key-Data-Table</b>			<b>PARMs-Submissions (Reporting-Period t=June-2003)</b>			<b>NOTES</b>
<b>Date-Action Required-by in-D0170 (J0028)</b>	<b>Sent-Date of-D0036</b>	<b>+WD elapsed</b>	<b>Standard-1 <i>Total no of requests in period</i></b>	<b>Standard-2 <i>No of events pending</i></b>	<b>Standard-3 <i>Percentage Sent by +5-WD</i></b>	
5/05/03	22/05/03	13	+1			D0036 sent 13 days after request and therefore fails the standard.
9/05/03	20/05/03	7	+1			
12/05/03	15/05/03	3	+1		+1	
27/05/03	-	-	+1	+1		
<b>June-2003-SUBMISSION</b>			4	7	25%	

**3.3.7 NM01 – NHH Meter Faults: Time Taken to Resolve (t-1) Not Used**

The average number of working days to rectify material faults should not exceed +15 WD.

**NM01: Key Data**

**D0001-Request Metering System Investigation**

————— Flow issued to MOAs requesting investigation into suspected metering faults.

**D0002-Fault Resolution Report or Request for Decision on Further Action**

————— Flow issued by MOAs following fault investigation that reports on actions taken or requests a decision on the next course of action.

Alternatively a DC should be able to track where a fault has been rectified using its own tracking within systems.

	<b>Scenario</b>	<b>Key Measurement Data</b>
START EVENT	<del>Issue of D0001 by NHHDC to MOA giving notification of suspected fault.</del>	<del>Sent Date of D0001</del>
END EVENT	<del>Receipt of D0002 by NHHDC from MOA reporting resolution of the issue or DC manual process for confirming fault is properly resolved.</del>	<del>J0014 Date of Action or other.</del>

~~In this case the NHHDC must confirm when the D0002 that corrects the fault is issued, not an interim or holding D0002 response.~~

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**Example calculation of PARMS Submission for NM01**

**Data Provider: NHHDC**

<b>Key-Data-Table</b>			<b>PARMS Submissions (Reporting-Period t=May 2003, t-1 = April 2003)</b>				<b>NOTES</b>
<b>Sent-Date of D0001</b>	<b>Date-of Action-in D0002 (J0014) or confirmation that fault corrected</b>	<b>+WD elapsed (J0014-D0001)</b>	<b>Standard 1</b> <i>Total no. faults raised in month</i>	<b>Standard 2</b> <i>No. faults resolved</i>	<b>Standard 3</b> <i>No. of faults pending resolution</i>	<b>Standard 4</b> <i>Average number of WD for resolution</i>	
01/04/03	-	-	+1	0	+1	0	<i>No end event as yet and so is counted for this month as pending</i>
<b>May 2003 SUBMISSION</b>			1		1		

<b>Key-Data-Table</b>			<b>PARMS Submissions (Reporting-Period t=June 2003, t-1 = May 2003)</b>				<b>NOTES</b>
<b>Sent-Date of D0001</b>	<b>Date-of Action-in D0002 (J0014) or other confirmation.</b>	<b>WD elapsed (J0014-D0001)</b>	<b>Standard 1</b> <i>Total no. faults raised in month</i>	<b>Standard 2</b> <i>No. faults resolved</i>	<b>Standard 3</b> <i>No. of faults pending resolution</i>	<b>Standard 4</b> <i>Average number of WD for resolution</i>	
01/04/03	2/06/03	42	0	+1	-1	42	<i>Resolution of fault raised in previous month and so reduces the pending total by 1</i>
13/05/03	23/05/03	8	+1	+1	0	8	<i>Resolution within +15 WDs.</i>

<i>19/05/03</i>	<i>02/07/03</i>	<i>-</i>	<i>+1</i>		<i>+1</i>		<i>The end event was still outstanding at the end of June so is recorded as pending for this month.</i>
<b><i>June 2003 SUBMISSION</i></b>			<i>2</i>	<i>2</i>	<i>1-1+1=1</i>	<i>(42+8)/2=25</i>	<i>Pending total is still 1</i>

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**3.3.8 NM02 Provision of NHH Initial and Final Reads by NHHM Not Used**

~~100% of D0010 Meter Reading files to be issued to NHHDC by an NHH MOA by +10 WD of the Initial/Final read.~~

**NM02: Key Data**

**D0010 Meter Readings**

~~MOA passes all meter readings, including Initial/Final reads, to NHHDC via D0010.~~

~~Data Collectors receive a D0010 for a number of start events (CoMC, new connection, meter replacement, meter removal, disconnection, reconfiguration or replacement). For each Reporting Period DCs should report on all D0010s received within reporting period.~~

~~This Serial is a check in initial and final readings taken by MOAs, identified in the D0010 flow in the J0171 'Reading Type' data item as 'I' (initial) or 'F' (final).~~

**Example calculation of PARMs Submission for NM02**

**Data Provider: NHHDC**

<b>Key Data Table</b>				
<b>Receipt Date of D0010</b>	<b>Reading Date on D0010 (J0016)</b>	<b>+WD elapsed (receipt date - J0016)</b>	<b>Standard 1 b Count of Initial/Final Read Requests in Period</b>	<b>e Standard 2 d Percentage Initial/Final Reads received by +10WD</b>
<del>06/06/03</del>	<del>02/06/03</del>	<del>g 3</del>	<del>h 1</del>	<del>i 1</del>
<del>27/06/03</del>	<del>13/06/03</del>	<del>l 8</del>	<del>m 1</del>	<del>n 1</del>
<del>30/06/03</del>	<del>12/05/03</del>	<del>q 12</del>	<del>r 1</del>	
<b>June 2003 SUBMISSION</b>			<b>3</b>	<b>2/3=66%</b>

**Section 3.3.9 – no changes**

**3.3.10 HM02 Provision of HH Initial and Final Reads by HHMO Not Used**

~~100% of D0010 Meter Reading files to be issued to HHDC by an HH MOA by +10 WD of the Initial/Final read.~~

**HM02: Key Data**

**D0010 Meter Readings**

~~MOA passes all meter readings, including Initial/Final reads, to HHDC via D0010.~~

~~Data Collectors receive a D0010 for a number of start events (CoMC, new connection, meter replacement, meter removal, disconnection, reconfiguration or replacement). For each Reporting Period DCs should report on all D0010s received within reporting period.~~

This Serial is a check in initial and final readings taken by MOAs, identified in the D0010 flow in the J0171 'Reading Type' data item as 'I' (initial) or 'F' (final).

**Example calculation of PARMs Submission for HM02**

**Data Provider: HHDC**

<b>Key Data Table</b>				
<b>Receipt Date of D0010</b>	<b>Reading Date on D0010 (J0016)</b>	<b>+WD elapsed (receipt date—J0016)</b>	<b>Standard 1 Count of Initial/Final Read Requests in Period</b>	<b>Standard 2 Percentage Initial/Final Reads received by +10WD</b>
06/06/03	02/06/03	4	+1	+1
27/06/03	13/06/03	10	+1	+1
30/06/03	12/05/03	12	+1	
<b>June 2003 SUBMISSION</b>			3	2/3=66%

**3.3.11 HM03 — Proving of a Metering System (t-1) Not Used**

100% of Proving Test results to be received by HHDC by appropriate +WDs of receipt of HH data by HH MOA. MOA will conduct Proving test in accordance with the timescales for the relevant Code of Practice that the Metering system is assigned to and issue a D0214 if successful or a D0002 if unsuccessful.

DC will know the Code of Practice (CoP), and therefore the timescales required for the Proving test, from the J0418 Data Item in the D0268 for that Metering System.

**HM03: Key Data**

**D0003 Half Hourly Advances**

A set of HH data from HH meters provided to the HH MOA by the HHDC.

**D0214 Confirmation of Proving Tests**

File received by HHDC from HH MOA confirming Proving Test results.

**D0002 Fault Resolution Report or Request for Decision on Further Action**

Notification that proving test has failed and request for further action

A Proving test should be carried out in the following circumstances (as defined in BSCP514 para 8.3.1):

- ~~As a result of a new connection or Registration Transfers from CMRS to SMRS~~
- ~~Following a change of HHDC appointment but only in the event that the MTD was manually intervened~~
- ~~Following a change of HHMOA appointment but only in the event that the MTD was manually intervened~~
- ~~Following a concurrent CoS and HHDC but only in the event that the MTD was manually intervened~~
- ~~When a Metering System is reconfigured/replaced~~
- ~~Following a CoMC from NHH to HH~~
- ~~Where there is a Key field change~~
- ~~Where there has been a Key field change whilst a site has been de-energised and the Metering System becomes energised~~
- ~~Whenever a shared SVA Metering System arrangement is carried out~~
- ~~Where a feeder is energised for the first time~~

The timescales for attempting a Proving test are:

- ~~CoP 1 +5 WDs~~
- ~~CoP 2 +5 WDs~~
- ~~CoP 3 +10 WDs~~
- ~~CoP 5 +15 WDs~~

	<b>Scenario</b>	<b>Key Measurement Data</b>
<b>START EVENT</b>	D0003 sent containing information required for Proving Test	Sent Date of D0003
<b>END EVENT</b>	<del>HH MOA carries out proving test and HHDC receives Confirmation of Proving Test (D0214) or HH MOA issues D0002 to notify proving test failed and request for further action</del>	Receipt date of D0214 Receipt date of D0002

**Example calculation of PARMs Submission for HM03**

**Data Provider: HHDC**

**Key Data Table**

**PARMs Submissions (Reporting Period t=June 2003, t-1=May 2003)**

<i><b>Sent Date of D0003</b></i>	<i><b>Receipt Date of D0214 or D0002</b></i>	<i><b>CoP</b></i>	<i><b>WD elapsed</b></i>	<i><b>Standard-1 Number of Proving Tests required</b></i>	<i><b>Standard-2 Number of Proving Tests pending</b></i>	<i><b>Standard-3 Percentage of confirmations received by appropriate +WDs</b></i>
<i>5/05/03</i>	<i>8/05/03</i>	<i>1</i>	<i>3</i>	<i>+1</i>		<i>+1</i>
<i>12/05/03</i>	<i>19/05/03</i>	<i>3</i>	<i>4</i>	<i>+1</i>		<i>+1</i>
<i>20/05/03</i>	<i>-</i>	<i>5</i>	<i>-</i>	<i>+1</i>	<i>+1</i>	
<i><b>June 2003 SUBMISSION</b></i>				<i>3</i>	<i>1</i>	<i>66.6%</i>

**Section 3.3.12 – 3.4.2 no changes**

**3.4.3 NM03 – Provision of NHH METD to NHHDC (t-1)**

100% to be dispatched to NHHDC by NHH MOA by +5 WD of required date for all start events of change of DC, concurrent change CoS/DC. This Serial relates to both energised and de-energised Metering Systems. Data item J0219 has the DC Effective from Date to trigger activities.

If the Effective From Date in the D0148 is greater than +15 WDs after the end of the period t-1 then the D0148 should not be counted as it may lead to incorrect pending counts.

**NM03: Key Data**

**D0148 Notification of Change to other Parties**

*NHH MOA receives D0148 from Supplier prompting sending of Metering System details.*

**D0150 Non Half Hourly Technical Details**

*Meter Technical Details for NHH Metering Systems*

**D0149 Notification of Mapping Details**

*Data flow issued by MOAs giving notice of mapping of physical meters to time pattern regimes.*

	Scenario	Key Measurement Data
START EVENT	NHH MOA receives D0148 from Supplier prompting sending of Metering System related details to NHHDC	Receipt of D0148
END EVENT	NHH MOA sends D0149/D0150 to NHHDC by +5 WD of Effective From Date.	Sent date of D0149/D0150.

Example calculation of PARMs Submission for NM03

Data Provider: NHH MOA

Key Data Table				PARMS Submissions (Reporting Period t=June 2003, t-1 = May 2003)			NOTES
D0148 Receipt Date	EFD for DC (J0219)	Sent date of D0149/150	+/-WD elapsed (Sent date – J0219)	Standard 1 No. of D0148 received	Standard 2 No. of responses pending	Standard 3 Percentage sent by +5 WD	
20/05/03	23/05/03	22/05/03	-1	+1		✓	
<u>20/05/03</u>	<u>10/06/03</u>	=	=	<u>+1</u>	<u>+1</u>		<u>Counted as pending for this month</u>
<u>22/05/03</u>	<u>27/06/03</u>	<u>27/06/03</u>	=				<u>Excluded as J0219 &gt; +15WDs after t-1</u>
<b>June 2003 SUBMISSION</b>				<u>2</u>	<u>0</u>	<u>100% 1/2 = 50%</u>	

**3.4.4 NM04 – Provision of NHH METD to New NHHMO (t-1)**

100% to be dispatched to incoming NHH MOA by +5 WD of required date for all start events. This Serial relates to both energised and de-energised Metering Systems. The Requested Action Code (J0007) within the D0170 will be populated with '06'. MOA uses the J0028 field to see where Action Required by.

If the Date Action Required by in the D0170 is greater than +15 WDs after the end of the period t-1 then the D0170 should not be counted as it may lead to incorrect pending counts.

**NM04: Key Data**

**D0170 Request for Metering System Related Details**

*New NHH MOA requests metering equipment details from NHH MOA or Supplier*

**D0150 Non Half Hourly Technical Details**

*Meter Technical Details for NHH Metering Systems*

**D0149 Notification of Mapping Details**

*Notification of mapping of physical registers to time pattern regimes*

	Scenario	Key Measurement Data
START EVENT	Old NHH MOA receives D0170 from new NHH MOA or Supplier	Receipt of D0170
END EVENT	Old NHH MOA sends D0149/D0150 to new NHH MOA by +5 WD of Date Action Req'd by	Sent date of D0149/D0150.

***Example calculation of PARMS Submission for NM04***

**Data Provider: Old NHH MOA**

<b>Key Data Table</b>				<b>PARMS Submissions</b> <i>(Reporting Period t=June 2003, t-1 = May 2003)</i>			<b>NOTES</b>
<b>D0170 Receipt Date</b>	<b>Date Action Req'd by (J0028)</b>	<b>Sent date of D0149/D0150</b>	<b>+/-WD elapsed (Sent date – J0028)</b>	<b>Standard 1</b> <i>No. of D0170 received</i>	<b>Standard 2</b> <i>No. of responses pending</i>	<b>Standard 3</b> <i>Percentage sent by +5 WD</i>	
14/05/03	16/05/03	14/05/03	-2	+1		✓	
21/05/03	23/05/03	27/05/03	1	+1		✓	
29/05/03	30/05/03	-	=	+1	+1		Counted as pending for this month
<u>29/05/03</u>	<u>24/06/03</u>	<u>24/06/03</u>	=				<i>Excluded as J0028 is &gt; +15WDs after t-1</i>
<b>June 2003 SUBMISSION</b>				3	1	2/3=66%	

**3.4.5 HM04 – Provision of HH METD to HHDC (t-1)**

95% of METDs to be received by DC by +5 WDs of required date and 100% to be received by DC by +15 WDs of all start events of change of DC, concurrent change CoS/DC. This Serial relates to both energised and de-energised Metering Systems. Data item J0219 in the D0148 gives details of EFD for DCA.

If the Effective From Date by in the D0148 is greater than +5 WDs after the end of the period t-1 then the D0148 should not be counted as it may lead to incorrect pending counts.

**HM04: Key Data**

**D0148 Notification of Change to Other Parties**

*Notification of New appointments or terminations of appointments of other parties to the relevant Supplier Agent*

**D0268 Half Hourly Meter Technical Details**

*Half Hourly Meter Technical Details are transferred when there is a change in equipment, configuration or upon change in Agent.*

	<b>Scenario</b>	<b>Key Measurement Data</b>
START EVENT	HH MOA Receives ID of new HHDC from Supplier for new/re-configured metering system or on change of Measurement Class with concurrent change in HHDC or solely change of HHDC.	Receipt of D0148
END EVENT	Dispatch of corresponding D0268 by HH MOA to HHDC for corresponding MSID.	This may be interpreted as the "Sent Date" of the D0268 from the HH MOA to the HHDC.

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**Example calculation of PARMs Submission for HM04**

**Data Provider: HH MOA**

<b>Key Data Table</b>				<b>PARMs Submissions (Reporting Period t=June 2003, t-1 = May 2003)</b>				<b>NOTES</b>
<b>Receipt Date of D0148</b>	<b>HHDC Effective From Date (J0219)</b>	<b>Sent Date of D0268</b>	<b>Working Days Elapsed (D0268 Sent) – (J0219)</b>	<b>Standard 1 Total No. of Requests in Period</b>	<b>Standard 2 No. of responses Pending</b>	<b>Standard 3 Percentage Received in +5 WDs</b>	<b>Standard 4 Percentage Received in +15 WDs</b>	
05/05/03	08/05/03	06/06/03	> +20 WDs	+1				Received in month t-1. The Agent has failed the standard.
05/05/03	05/05/03	06/05/03	+1 WD	+1		✓	✓	Received in month t-1 on the day of the HHDC effective from date. From the drill-down data it can be seen that the HH MOA has sent on the D0268 within +5 WDs (and therefore also +15 WDs).
05/05/03	07/05/03	05/05/03	-2 WDs	+1		✓	✓	Received in month t-1 two days before the HHDC effective from date. The HH MOA has sent on the D0268 immediately – i.e. Days elapsed = -2WDs, so include in the +5 WDs (and therefore also +15 WDs) percentages.
05/05/03	07/05/03	-	> +15 WDs	+1	+1			If the end event has still not occurred then the event should be recorded as Pending.
05/05/03	12/05/03	26/05/03	+10 WDs	+1			✓	
<b>June 2003 SUBMISSION</b>				5	1	2/5 = 40%	3/5 = 60%	

**Section 3.4.6 – 3.7.3 no changes**

**~~3.7.4 DA01 – NHH and HH Aggregated Data for All Runs Not Used~~**

~~Data Aggregators must ensure data is provided to the SVAA in time for the relevant settlement runs. The SVAA will provide a report detailing the performance of each HHDA and NHHDA, for each for each Settlement Run type, for each GSP Group, for each Reporting Period. The Serial will contain details of:~~

- ~~• The percentage of expected files received from DA in time for Volume Allocation Run.~~

**Section 3.7.5 – 3.7.6 no changes**

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**ANNEX A - LIST OF P99 PARMS SERIALS**

Type	Serial	Titled	Measurement on	Data Provider	Reporting Level	Supplier Validation <del>required</del> Required?
Trading Arrangements	TA01	GSP Group Correction Factor	Trading Arrangements	SVAA	GSP	No
	TA02	Annual Demand Ratio (ADR)		SVAA	GSP	No
Agent	CM01	CVA MOA Proving Tests	CVA MOA	CDCA	National by CVA MOA	No
Agent	CM02	CVA MOA Fault Resolution		CDCA	National by CVA MOA	No
Supplier	SP05	Retrospective Appointment of Agents	Supplier	DCs and MOs (HH & NHH)	Supplier, Agent	Yes
	SP01	Delivery of routine performance reports		ELEXON (PARMS)	Supplier by GSP	No
	SP02	Delivery of routine performance logs		ELEXON (PARMS)	Supplier by GSP	No
	<del>SP03</del>	<del>Invalid Supplier Hubs</del>		<del>ELEXON</del>	<del>Supplier, DA, GSP, Run Type</del>	<del>No</del>
	SP04	Installation of HH metering		Supplier	Supplier by GSP	No
	SP06	D0148 flow from Suppliers		DCs and MOs (HH & NHH)	Supplier, Agent, GSP Group	Yes
	SP07	SMRA & SVAA MSID Count		SVAA & SMRA	Supplier, DA, GSP, Run Type	No
	SP08	Energy and MSID on Actuals		SVAA	Supplier, GSP, Run Type, HH/NHH	Yes
	SP09	NHH Defaults		SVAA	Supplier, GSP, Run Type	Yes
Supplier Hub	<del>SH01</del>	<del>HH Data Aggregation Exceptions</del>	<del>Supplier Hub</del>	<del>HHDA</del>	<del>Supplier, GSP, HHDA</del>	<del>No</del>
	<del>SH02</del>	<del>HH Defaults</del>	<del>Supplier Hub</del>	<del>HHDA</del>	<del>Supplier, GSP, HHDA</del>	<del>No</del>
	<del>SH03</del>	<del>D0095 Exceptions</del>	<del>Supplier Hub</del>	<del>NHHDA</del>	<del>Supplier, GSP, DA</del>	<del>No</del>
Agent	DA01	NHH and HH Aggregated Data for all runs	NHH/HH-DA	SVAA	DA, GSP	No
Agent	DA02	Timely Application of LLE	HHDA	HHDA	DA	Yes
Agent	<del>NC01</del>	<del>D0023 Exceptions</del>	<del>NHHDC</del>	<del>NHHDA</del>	<del>NHHDC</del>	<del>No</del>
Agent	NC02	Inter hub data transfer DC to DC Meter reads & history	NHHDC	NHHDC (old)	NHHDC, Supplier - national	Yes
Agent	<del>NC03</del>	<del>NHHDC-NHHDA Meter Read History</del>	<del>NHHDC</del>	<del>NHHDC</del>	<del>NHHDC, Supplier - national</del>	<del>Yes</del>
Agent	<del>HC01</del>	<del>HH Estimates at RF</del>	<del>HHDC</del>	<del>HHDC</del>	<del>HHDC, Supplier - national</del>	<del>Yes</del>
Agent	<del>HC02</del>	<del>HH read history to new HHDC</del>	<del>HHDC</del>	<del>HHDC (old)</del>	<del>HHDC, Supplier - national</del>	<del>Yes</del>
Agent	<del>NM01</del>	<del>NHH Meter Faults: Time taken to resolve</del>	<del>NHHMO</del>	<del>NHHDC</del>	<del>NHHMO, Supplier - national</del>	<del>Yes</del>
Agent	<del>NM02</del>	<del>Provision of Initial/Final reads by NHHMO</del>	<del>NHHMO</del>	<del>NHHDC</del>	<del>NHHMO, Supplier - national</del>	<del>Yes</del>
Agent	NM03	Provision of NHH METD to NHHDC	NHHMO	NHHMO	NHHMO, Supplier - national	Yes
Agent	NM04	Provision of NHH METD to new NHHMO	NHHMO	NHHMO (old)	NHHMO, Supplier - national	Yes
Agent	HM01	HH Meter Faults: Time taken to resolve	HHMO	HHDC	HHMO, Supplier - national	Yes
Agent	<del>HM02</del>	<del>Provision of Initial/Final reads by HHMO</del>	<del>HHMO</del>	<del>HHDC</del>	<del>HHMO, Supplier - national</del>	<del>Yes</del>
Agent	<del>HM03</del>	<del>Proving of a Metering System - compare collected data with expected data</del>	<del>HHMO</del>	<del>HHDC</del>	<del>HHMO, Supplier - national</del>	<del>Yes</del>
Agent	HM04	Provision of HH METD to HHDC	HHMO	HHMO	HHMO, Supplier - national	Yes
Agent	HM05	Provision of HH METD to new HHMO	HHMO	HHMO (old)	HHMO, Supplier - national	Yes
Agent	HM06	Quality of D0268	HHMO	HHDC	HHMO, Supplier - national	Yes

**ANNEX B – MASTER REGISTRATION AGREEMENT (MRA) DATA TRANSFER CATALOGUE ITEMS REFERENCED**

The following flows can be found within the MRA Data Transfer Catalogue:

Flow Reference	Flow Name
D0001	Request Metering System Investigation
D0002	Fault Resolution Report or Request for Decision on Further Action
<del>D0003</del>	<del>Half Hourly Advances</del>
D0010	Meter Readings
D0011	Agreement of Contractual Terms
<del>D0019</del>	<del>Metering System EAC/AA Data</del>
<del>D0022</del>	<del>Estimated Half Hourly Data Report</del>
<del>D0023</del>	<del>Failed Instructions</del>
<del>D0036</del>	<del>Validated Half Hourly Advances for Inclusion in Aggregated Supplier Matrix</del>
<del>D0095</del>	<del>Non Half Hourly Data aggregation Exception Report</del>
D0148	Notification of Change to Other Parties
D0149	Notification of Mapping Details
D0150	Non Half Hourly Meter Technical Details
D0152	Metering System EAC/AA Historical Data
D0155	Notification of Meter Operator or Data Collector Appointment and Terms
D0170	Request for Metering System <del>Realted</del> Related Details
<del>D0214</del>	<del>Confirmation of Proving Tests</del>
<del>D0235</del>	<del>Half Hourly Aggregation Exception Report</del>
<del>D0265</del>	<del>Line Loss Factor Data File</del>
D0268	Half Hourly Meter Technical Details

**Balancing and Settlement Code**

**BSC PROCEDURE**

**PARMS DATA PROVISION**

**BSCP533 – Appendix C:  
PARMS Data Provider File Formats and Calculation Guidelines for  
Obsolete PARMS Serials**

**Version 0.1**

**Date: 1 November 2010**

**BSCP533 Appendix C****Relating to****PARMS Data Provision**

1. Reference is made to the Balancing and Settlement Code and in particular, to the definition of “BSC Procedure” In Section X, Annex X-1 thereof.
2. This is BSCP533 Appendix C, Version 0.1 relating to PARMS Data Provision.
3. This BSC Procedure is effective from 1 November 2010.
4. This BSC Procedure has been approved by the Panel.

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**Related Documents**

- |             |  |
|-------------|--|
| Reference 1 | PARMS User Requirements Specification  |
| Reference 2 | BSC Procedure: PARMS Data Provision, Reporting and Publication of Peer Comparison Data (BSCP533) |
| Reference 3 | BSC Procedure: PARMS Data Provision (BSCP533 – Appendix A: PARMS Data Provider File Formats)     |
| Reference 4 | BSC Procedure: PARMS Data Provision (BSCP533 – Appendix B: PARMS Calculation Guidelines)         |

DRAFT

## 1. INTRODUCTION

### 1.1 Purpose

The purpose of this document is to specify the file format specification and calculation guidelines associated with the information to be submitted to the Performance Assurance Reporting and Monitoring System (PARMS) which monitors Market Participants' performance for reporting periods prior to November 2010. This is intended to provide guidance for Data Providers to assist them in the development of their systems.

### 1.2 PARMS Data: General Description

PARMS Data consists of data pertaining to the performance of specified market Participants and is provided via a pre-determined series of files by agreed Data Providers. The data will be loaded automatically (unless specified otherwise) into the PARMS database using the corresponding PARMS validation process.

### 1.3 What are Obsolete PARMS Serials?

From (and inclusive of) the November 2010 reporting period (1 to 30 November 2010), 14 PARMS Serials were no longer required to be submitted, as they were deemed to be obsolete. Eight of these Serials were subject to SP01 (completeness checking). The other six were not subject to SP01. The eight obsolete Serials subject to SP01 should therefore still be submitted for any reporting period (t) prior to November 2010 reporting period.

If any data, which is subject to SP01 is outstanding for reporting periods before November 2010 then the missing data will be recorded by SP01 until such a time as the outstanding data is received by PAA. As such this appendix provides the file formats and calculation guidelines for these Serials.

The Serials are: DA02, NC03, HC01, HC02, NM01, NM02, HM02, and HM03.

The Six obsolete PARMS Serials not subject to SP01 were DA01, NC01, SH01, SH02, SH03 and SP03.

For a summary of all obsolete PARMS Serials, please see annex A of this document.

Please note that all other PARMS Serials remain unchanged. File Formats for these Serials can be found in BSCP533 Appendix A. Calculation guidelines can be found in BSCP533 Appendix B.

All the general guidelines and information in BSCP535, BSCP533 Appendix A and BSCP533 Appendix B still apply to the Serials contained in this Appendix.

## 2. NOTES ON SUBMISSIONS

### 2.1 PARMs Reporting

The last period (t) that should be reported for Serials contained within this document is October 2010 (1-31 October 2010). PARMs reports are to be received by no later than 20 working days (WDs) after the end of the reporting period (t).

For reporting period t, a t-1 Serial measures performance for Start Events that occurred in the calendar month immediately prior to the reporting period. Therefore the latest t-1 period for t-1 Serials contained within this document should be September 2010.

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### 3. OUTPUT DATA FILE FORMATS

#### 3.1 DA02 – Timely Application of LLF

<b>ZHD - File Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= ZHD
2	File Type	text(8)	= P0149001
3	From Role Code	text(1)	= A (HHDA)
4	From Participant Id	text(4)	= ID of originating HHDA
5	To Role Code	text(1)	= Z (Non-Core - PA Administrator)
6	To Participant Id	text(4)	= POOL
7	Creation Time	date/time	Date & time of file generation
<b>SUB - Subject Participant Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= SUB
2	Market Sector	text(1)	= H (indicates HH data)
3	Market Participant Role Code	text(1)	= A (HHDA)
4	Market Participant Id	text(4)	ID of HHDA
5	Period End Date	date	Date of last day of calendar month
6	Periodicity	text(1)	'M'onthly
<b>DA2 Data Aggregator Serial 2 Data</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= DA2
2	Supplier ID	text(4)	The Market Participant ID of the associated Supplier
3	Settlement Date	date	
4	Settlement Type	text(2)	R1, R2, R3 and RF run types
5	Number of LLFCs for which defaults have been applied	int(7)	

#### Backus-Naur Form:

Timely Application of LLFs ::= ZHD {SUB {DA2}} ZPT

### 3.2 NC03 – NHHDC-NHHDA Meter Read History

<b>ZHD - File Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= ZHD
2	File Type	text(8)	= P0151001
3	From Role Code	text(1)	= D (NHHDC)
4	From Participant Id	text(4)	= ID of originating NHHDC
5	To Role Code	text(1)	= Z (Non-Core - PA Administrator)
6	To Participant Id	text(4)	= POOL
7	Creation Time	date/time	Date & time of file generation
<b>SUB - Subject Participant Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= SUB
2	Market Sector	text(1)	= N (indicates NHH data)
3	Market Participant Role Code	text(1)	= D (NHHDC)
4	Market Participant Id	text(4)	ID of NHHDC
5	Period End Date	date	Date of last day of calendar month
6	Periodicity	text(1)	'M'onthly
<b>NC3 – NHHDC Serial 3 Data</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= NC3
2	Supplier ID	text(4)	The Market Participant ID of the associated Supplier
3	No. of D0148 received	int(7)	
4	No. of responses pending	int(7)	
5	Percentage of D0019 issued by +15 WD	dec(4,1)	

#### Backus-Naur Form:

NHHDC-NHHDA Meter Read History ::= ZHD {SUB {NC3}} ZPT

### 3.3 HC01 – HH Estimates at RF

<b>ZHD - File Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= ZHD
2	File Type	text(8)	= P0152001
3	From Role Code	text(1)	= C (HHDC)
4	From Participant Id	text(4)	= ID of originating DC
5	To Role Code	text(1)	= Z (Non-Core - PA Administrator)
6	To Participant Id	text(4)	= POOL
7	Creation Time	date/time	Date & time of file generation
<b>SUB - Subject Participant Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= SUB
2	Market Sector	text(1)	= H (indicates HH data)
3	Market Participant Role Code	text(1)	= C (HHDC)
4	Market Participant Id	text(4)	ID of HHDC
5	Period End Date	date	Date of last day of calendar month
6	Periodicity	text(1)	'M'onthly
<b>HC1 – HHDC Serial 1 Data</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= HC1
2	Supplier ID	text(4)	The Market Participant ID of the associated Supplier
3	Settlement Date	date	
4	Number of MSIDs with invalid estimates at RF	int(7)	The number of MSIDs that have undergone Final Reconciliation during the reporting period, where the data provided by the DC was estimated using an invalid estimation technique.

#### Backus-Naur Form:

HH Estimates at RF ::= ZHD {SUB {HC1}} ZPT

### 3.4 HC02 – HH Read History to New HHDC

<b>ZHD - File Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= ZHD
2	File Type	text(8)	= P0153001
3	From Role Code	text(1)	= C (old HHDC)
4	From Participant Id	text(4)	= ID of originating HHDC
5	To Role Code	text(1)	= Z (Non-Core - PA Administrator)
6	To Participant Id	text(4)	= POOL
7	Creation Time	date/time	Date & time of file generation
<b>SUB - Subject Participant Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= SUB
2	Market Sector	text(1)	= H (indicates HH data)
3	Market Participant Role Code	text(1)	= C (old HHDC)
4	Market Participant Id	text(4)	ID of old HHDC
5	Period End Date	date	Date of last day of calendar month
6	Periodicity	text(1)	'M'onthly
<b>HC2 – HHDC Serial 2 Data</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= HC2
2	Supplier ID	text(4)	The Market Participant ID of the associated Supplier
3	Count of HH Read History Requests in Period	int(7)	
4	Count of HH Read History Responses Pending	int(7)	
5	Percentage of HH Read History issued by +5 WD of Request	dec(4,1)	

#### Backus-Naur Form:

HH Read History to New HHDC ::= ZHD {SUB {HC2}} ZPT

### 3.5 NM01 – NHH Meter Faults: Time Taken to Resolve

<b>ZHD - File Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= ZHD
2	File Type	text(8)	= P0154001
3	From Role Code	text(1)	= D (NHHDC)
4	From Participant Id	text(4)	= ID of originating NHHDC
5	To Role Code	text(1)	= Z (Non-Core - PA Administrator)
6	To Participant Id	text(4)	= POOL
7	Creation Time	date/time	Date & time of file generation
<b>SUB - Subject Participant Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= SUB
2	Market Sector	text(1)	= N (indicates NHH data)
3	Market Participant Role Code	text(1)	= M (MO)
4	Market Participant Id	text(4)	ID of MO
5	Period End Date	date	Date of last day of calendar month
6	Periodicity	text(1)	'M'onthly
<b>NM1 – NHHMO Serial 1 Data</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= NM1
2	Supplier ID	text(4)	The Market Participant ID of the associated Supplier
3	Number of faults raised	int(7)	
4	Number of faults resolved	int(7)	
5	Number of faults pending resolution	int(7)	
6	Average number of working days to rectify faults	dec(4,1)	

#### Backus-Naur Form:

NHH Meter Faults: Time Taken to Resolve ::= ZHD {SUB {NM1}} ZPT

### 3.6 NM02 – Provision of NHH Initial and Final Reads by NHHMO

<b>ZHD - File Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= ZHD
2	File Type	text(8)	= P0155001
3	From Role Code	text(1)	= D (NHHDC)
4	From Participant Id	text(4)	= ID of originating NHHDC
5	To Role Code	text(1)	= Z (Non-Core - PA Administrator)
6	To Participant Id	text(4)	= POOL
7	Creation Time	date/time	Date & time of file generation
<b>SUB - Subject Participant Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= SUB
2	Market Sector	text(1)	= N (indicates NHH Data)
3	Market Participant Role Code	text(1)	= M (MO)
4	Market Participant Id	text(4)	= MO ID
5	Period End Date	date	Date of last day of calendar month
6	Periodicity	text(1)	'M'onthly
<b>NM2 – NHHMO Serial 2 Data</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= NM2
2	Supplier ID	text(4)	The Market Participant ID of the associated Supplier
3	Count of D0010 received in period with initial or final reads	int(7)	
4	Percentage of initial and final reads received by +10 WD of required date	dec(4,1)	

#### Backus-Naur Form:

Provision of NHH Initial and Final Reads by NHHMO ::= ZHD {SUB {NM2}}  
ZPT

### 3.7 HM02 – Provision of HH Initial and Final Reads by HHMO

<b>ZHD - File Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= ZHD
2	File Type	text(8)	= P0159001
3	From Role Code	text(1)	= C (HHDC)
4	From Participant Id	text(4)	= ID of originating HHDC
5	To Role Code	text(1)	= Z (Non-Core - PA Administrator)
6	To Participant Id	text(4)	= POOL
7	Creation Time	date/time	Date & time of file generation
<b>SUB - Subject Participant Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= SUB
2	Market Sector	text(1)	= H (indicates HH Data)
3	Market Participant Role Code	text(1)	= M (MO)
4	Market Participant Id	text(4)	= MO ID
5	Period End Date	date	Date of last day of calendar month
6	Periodicity	text(1)	'M'onthly
<b>HM2 – HHMO Serial 2 Data</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= HM2
2	Supplier ID	text(4)	The Market Participant ID of the associated Supplier
3	Count of D0010 received in period with initial or final reads	int(7)	
4	Percentage of initial and final reads received by +10 WD of required date	dec(4,1)	

#### Backus-Naur Form:

Provision of HH Initial and Final Reads by HHMO ::= ZHD {SUB {HM2}} ZPT

### 3.8 HM03 – Proving of a Metering System

<b>ZHD - File Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= ZHD
2	File Type	text(8)	= P0160001
3	From Role Code	text(1)	= C (HHDC)
4	From Participant Id	text(4)	= ID of originating HHDC
5	To Role Code	text(1)	= Z (Non-Core - PA Administrator)
6	To Participant Id	text(4)	= POOL
7	Creation Time	date/time	Date & time of file generation
<b>SUB - Subject Participant Header</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= SUB
2	Market Sector	text(1)	= H (indicates HH Data)
3	Market Participant Role Code	text(1)	= M (MO)
4	Market Participant Id	text(4)	= MO ID
5	Period End Date	date	Date of last day of calendar month
6	Periodicity	text(1)	'M'onthly
<b>HM3 – HHMO Serial 3 Data</b>			
<b>Field</b>	<b>Field Name</b>	<b>Type</b>	<b>Comments</b>
1	Record Type	text(3)	= HM3
2	Supplier ID	text(4)	The Market Participant ID of the associated Supplier
3	Count of Proving Tests required in Reporting Period	int(7)	
4	Count of Proving Tests pending with HHMO	int(7)	
5	Percentage of Proving Test confirmations received within required timescales	dec(4,1)	

#### Backus-Naur Form:

Proving of a Metering System ::= ZHD {SUB {HM3}} ZPT

## 4. SERIALS

### 4.1 DA02 – Timely Application of LLF

By the time of each Volume Allocation Run, the number of default LLFs being applied by HHDA's should be zero. DAs take LLFs from the ELEXON website (effective from 27 November 2003).

#### DA02: Key Data

**This Serial will record any occurrence of default LLFs being used for any Volume Allocation run during the Reporting period.**

The aim of this Serial is to identify where default LLFs have been used in any of the Reconciliation Runs carried out during the reporting month. The D0265 flow only contains details for the Line Loss Factor Class and the Line Loss Factor itself, so any information about the MSIDs affected will be gained by ELEXON through the use of additional data.

The events to be included are those where the Reconciliation Run is carried out during the reporting month, and HHDA's are required to report the number of LLF Class IDs for which default data has been used in the Run.

#### Example calculation of PARMS Submission for DA02

*Data Provider: HHDA responsible for settlement runs for Suppliers in this reporting month*

<i>Key Data Table</i>			<i>PARMS Submissions (Reporting Period t=June 2003)</i>
<i>Reconciliation Run Date</i>	<i>Settlement Day</i>	<i>Run Type</i>	<i>Standard 1</i> <i>Number of LLFC IDs for which defaults have been applied by settlement date and settlement run</i>
<i>05/06/03</i>	<i>15/04/02</i>	<i>RF</i>	<i>3</i>
<i>17/06/03</i>	<i>11/11/02</i>	<i>R3</i>	<i>1</i>
<i>30/06/03</i>	<i>09/06/03</i>	<i>SF</i>	<i>2</i>

#### 4.2 NC03 - NHHDC-NHHDA Meter Read History (t-1)

100% of D0019 (Metering System EAC/AA Data) sent to incoming NHHDA by NHHDC by +15 WD of receipt of D0148 notifying change of DA.

*The DA requires the D0019 for use in the aggregation run so the data can be provided to the SVAA for use in the Volume Allocation Run.*

##### NC03: Key Data

##### **D0148 Notification of Change to Other Parties**

*Data flow issued by Supplier to DCs and MOAs notifying of any changes to Agent appointments.*

##### **D0019 Metering System EAC/AA Data**

*Contains details of EAC and AA calculated by the DC for a Metering System.*

	Scenario	Key Measurement Data
START EVENT	Receipt of D0148 by NHHDC from Supplier.	Receipt Date of D0148.
END EVENT	Issue of D0019 to NHHDA by NHHDC.	Sent date of D0019.

##### Example calculation of PARMS Submission for NC03

**Data Provider: NHHDC**

Key Data Table			PARMS Submissions (Reporting Period $t=$ June 2003, $t-1 =$ May 2003)			NOTES
Receipt Date of D0148	Sent Date of D0019	Working Days Elapsed	Standard 1 Total No. of D0148 received	Standard 2 No. of responses Pending	Standard 3 Percentage Sent by +15WD	
2/05/2003	-	>15	+1	+1		Counted as pending for this reporting month.
06/05/2003	02/06/2003	18	+1			D0019 sent +18 WD after receipt of D0148, therefore

						<i>fails the standard.</i>
08/05/2003	09/05/2003	1	+1		✓	<i>D0019 sent +1 WD after receipt of D0148, i.e. well within standard.</i>
19/05/2003	04/06/2003	11	+1		✓	<i>Although the WDs have moved into June as this Serial is t-1 we have visibility of whether the standard has been met.</i>
30/05/2003	19/06/2003	14	+1		✓	
<b>June 2003 SUBMISSION</b>			5	1	60%	

### 4.3 HC01 - HH Estimates at RF – Import Metering only

100% of estimated data used in Final Reconciliation to be based upon estimation techniques (a), (b), (c), (d) or (e) as described in BSCP502 section 4.2:

- (a) Main Meter data available but check Meter data missing;
- (b) Main Meter data missing and check Meter installed;
- (c) One Settlement Period missing or incorrect where a prime Meter register reading can be taken;
- (d) Two or three Settlement Periods missing or incorrect for prime Meter register or one Settlement Period missing or incorrect where a prime Meter register reading can be taken;
- (e) Meter advance available.

Where data has been estimated using any of the methods lower than (e), the HHDC should endeavour to provide more accurate estimates to the HHDA for later Runs, ultimately in Final Reconciliation.

The date of the RF Run for a given Settlement Day is defined by the Settlement Calendar, which is maintained by BSCCo and distributed, amongst others, to HHDA's and Suppliers.

#### HC01: Key Data

#### **D0022 Estimated Half Hourly Data Report**

*HHDC advises Supplier and LDSO that data has been estimated.*

#### **Data Provider: HHDC**

Data Providers should report where Data estimation by HHDC uses a method below (e) for any RF run within the Reporting Period. DC will issue a D0022 to Supplier which contains the relevant information to allow Supplier to validate this information.

<b>Key Data Table</b>		<b>PARMS Submissions</b> (Reporting Period t=June 2003)	<b>NOTES</b>
<b>RF Run Date</b> (as stipulated in Settlement Calendar)	<b>Estimated Settlement Date in D0022 (J0018)</b>	<b>Standard 1</b> Number of MSIDs with invalid estimates at RF	
1/06/03	1/02/02	5	

15/06/03	15/02/03	1	
28/06/03	28/02/03	2	
<b>June 2003 SUBMISSION</b>		5+1+2=8	<i>8 MSIDs have undergone RF with improper estimates during the reporting period</i>

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#### 4.4 HC02 - HH Read History to New HHDC (t-1)

100% of validated (by old HHDC in accordance with BSCP502) Half Hourly Advances sent to new HHDC by old HHDC by +5 WD of request, carried out as part of Change of HHDC. The Requested Action Code (J0007) within the D0170 will be populated with '07'. The J0028 Data Item 'Date Action Required by' should be used to measure when the details need to be sent.

##### HC02: Key Data

##### **D0170 Request for Metering System Related Details**

*New HHDC requests Metering System Related Details from old HHDC, following an isolated Change of Agent or as a consequence of a Change of Supplier.*

##### **D0036 Validated Half Hourly Advances for Inclusion in Aggregated Supplier Matrix**

*Old HHDC provides HH consumption values used for Supplier and LDSO billing.*

	<b>Scenario</b>	<b>Key Measurement Data</b>
START EVENT	Receipt of D0170 request by old HHDC from new HHDC.	Receipt date of D0170.
END EVENT	Sending of D0036 to new HHDC by +5 WD of request.	Sent date of D0036.

Note that in this case, the D0036 is required by +5 WD of the J0028 Data Item date. For all relevant D0170s received during t-1 the DC should report on all activities where the action can be measured to have been completed within the allowable +5 WDs. Any D0170s received during t-1 with a J0028 date that is greater than +15 WDs into month t should not be reported as these events will be falsely recorded as pending.

Example calculation of PARMS Submission for HC02

Data Provider: Old HHDC

Key Data Table			PARMS Submissions (Reporting Period t=June 2003)			NOTES
Date Action Required by in D0170 (J0028)	Sent Date of D0036	+WD elapsed	Standard 1 Total no of requests in period	Standard 2 No of events pending	Standard 3 Percentage Sent by +5 WD	
5/05/03	22/05/03	13	+1			D0036 sent 13 days after request and therefore fails the standard.
9/05/03	20/05/03	7	+1			
12/05/03	15/05/03	3	+1		+1	
27/05/03	-	-	+1	+1		
<b>June 2003 SUBMISSION</b>			<b>4</b>	<b>1</b>	<b>25%</b>	

#### 4.5 NM01 - NHH Meter Faults: Time Taken to Resolve (t-1)

The average number of working days to rectify material faults should not exceed +15 WD.

##### **NM01: Key Data**

##### ***D0001 Request Metering System Investigation***

*Flow issued to MOAs requesting investigation into suspected metering faults.*

##### ***D0002 Fault Resolution Report or Request for Decision on Further Action***

*Flow issued by MOAs following fault investigation that reports on actions taken or requests a decision on the next course of action.*

*Alternatively a DC should be able to track where a fault has been rectified using its own tracking within systems.*

	<b>Scenario</b>	<b>Key Measurement Data</b>
START EVENT	Issue of D0001 by NHHDC to MOA giving notification of suspected fault.	Sent Date of D0001
END EVENT	Receipt of D0002 by NHHDC from MOA reporting resolution of the issue or DC manual process for confirming fault is properly resolved.	J0014 Date of Action or other.

In this case the NHHDC must confirm when the D0002 that corrects the fault is issued, not an interim or holding D0002 response.

##### **Example calculation of PARMS Submission for NM01**

**Data Provider: NHHDC**

<b>Key Data Table</b>			<b>PARMS Submissions (Reporting Period t=May 2003, t-1 = April 2003)</b>				<b>NOTES</b>
<b>Sent Date of D0001</b>	<b>Date of Action D0002 (J0014) or confirmation that fault corrected</b>	<b>+WD in elapsed (J0014-D0001)</b>	<b>Standard 1</b> Total no. faults raised in month	<b>Standard 2</b> No. faults resolved	<b>Standard 3</b> No of faults pending resolution	<b>Standard 4</b> Average number of WD for resolution	

01/04/03	-	-	+1	0	+1	0	No end event as yet and so is counted for this month as pending
<b>May 2003 SUBMISSION</b>			1		1		

<b>Key Data Table</b>			<b>PARMS Submissions (Reporting Period t=June 2003, t-1 = May 2003)</b>				<b>NOTES</b>
<b>Sent Date of D0001</b>	<b>Date of Action in D0002 (J0014) or other confirmation.</b>	<b>WD elapsed in (J0014 - D0001)</b>	<b>Standard 1 Total no. faults raised in month</b>	<b>Standard 2 No. faults resolved</b>	<b>Standard 3 No. of faults pending resolution</b>	<b>Standard 4 Average number of WD for resolution</b>	
01/04/03	2/06/03	42	0	+1	-1	42	Resolution of fault raised in previous month and so reduces the pending total by 1
13/05/03	23/05/03	8	+1	+1	0	8	Resolution within +15 WDs.
19/05/03	02/07/03	-	+1		+1		The end event was still outstanding at the end of June so is recorded as pending for this month.
<b>June 2003 SUBMISSION</b>			2	2	1-1+1=1	(42+8)/2=2	Pending total is

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				5	<i>still 1</i>
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#### 4.6 NM02 – Provision of NHH Initial and Final Reads by NHHMO

*100% of D0010 Meter Reading files to be issued to NHHDC by an NHH MOA by +10 WD of the Initial/Final read.*

##### NM02: Key Data

##### *D0010 Meter Readings*

*MOA passes all meter readings, including Initial/Final reads, to NHHDC via D0010.*

Data Collectors receive a D0010 for a number of start events (CoMC), new connection, meter replacement, meter removal, disconnection, reconfiguration or replacement). For each Reporting Period DCs should report on all D0010s received within reporting period.

This Serial is a check in initial and final readings taken by MOAs, identified in the D0010 flow in the J0171 'Reading Type' data item as 'I' (initial) or 'F' (final).

##### Example calculation of PARMs Submission for NM02

*Data Provider: NHHDC*

<b>Key Data Table</b>					
<b>Receipt Date of D0010</b>	<b>Reading Date of D0010 (J0016)</b>	<b>+WD on (receipt date - J0016)</b>	<b>elapsed date</b>	<b>Standard 1 Count of Initial/Final Read Requests in Period</b>	<b>Standard 2 Percentage of Initial/Final Reads received by +10WD</b>
06/06/03	02/06/03	3		+1	+1
27/06/03	13/06/03	8		+1	+1
30/06/03	12/05/03	12		+1	
<b>June 2003 SUBMISSION</b>				3	2/3=66%

#### 4.7 HM02 - Provision of HH Initial and Final Reads by HHMO

100% of D0010 Meter Reading files to be issued to HHDC by an HH MOA by +10 WD of the Initial/Final read.

##### HM02: Key Data

##### *D0010 Meter Readings*

MOA passes all meter readings, including Initial/Final reads, to HHDC via D0010.

Data Collectors receive a D0010 for a number of start events (CoMC, new connection, meter replacement, meter removal, disconnection, reconfiguration or replacement). For each Reporting Period DCs should report on all D0010s received within reporting period.

This Serial is a check in initial and final readings taken by MOAs, identified in the D0010 flow in the J0171 'Reading Type' data item as 'I' (initial) or 'F' (final).

##### Example calculation of PARMS Submission for HM02

*Data Provider: HHDC*

<i>Key Data Table</i>					
<i>Receipt Date of D0010</i>	<i>Reading Date on D0010 (J0016)</i>	<i>+WD (receipt date - J0016)</i>	<i>elapsed</i>	<i>Standard 1</i>	<i>Standard 2</i>
				<i>Count of Initial/Final Read Requests in Period</i>	<i>Percentage of Initial/Final Reads received by +10WD</i>
06/06/03	02/06/03	4		+1	+1
27/06/03	13/06/03	10		+1	+1
30/06/03	12/05/03	12		+1	
<b>June 2003 SUBMISSION</b>				3	2/3=66%

#### 4.8 HM03 – Proving of a Metering System (t-1)

*100% of Proving Test results to be received by HHDC by appropriate +WDs of receipt of HH data by HH MOA. MOA will conduct Proving test in accordance with the timescales for the relevant Code of Practice that the Metering system is assigned to and issue a D0214 if successful or a D0002 if unsuccessful.*

*DC will know the Code of Practice (CoP), and therefore the timescales required for the Proving test, from the J0418 Data Item in the D0268 for that Metering System.*

##### **HM03: Key Data**

##### ***D0003 Half Hourly Advances***

*A set of HH data from HH meters provided to the HH MOA by the HHDC.*

##### ***D0214 Confirmation of Proving Tests***

*File received by HHDC from HH MOA confirming Proving Test results.*

##### ***D0002 Fault Resolution Report or Request for Decision on Further Action***

*Notification that proving test has failed and request for further action*

A Proving test should be carried out in the following circumstances (as defined in BSCP514 para 8.3.1):

- As a result of a new connection or Registration Transfers from CMRS to SMRS
- Following a change of HHDC appointment but only in the event that the MTD was manually intervened
- Following a change of HHMOA appointment but only in the event that the MTD was manually intervened
- Following a concurrent CoS and HHDC but only in the event that the MTD was manually intervened
- When a Metering System is reconfigured/replaced
- Following a CoMC from NHH to HH
- Where there is a Key field change
- Where there has been a Key field change whilst a site has been de-energised and the Metering System becomes energised
- Whenever a shared SVA Metering System arrangement is carried out
- Where a feeder is energised for the first time

The timescales for attempting a Proving test are:

- CoP 1 +5 WDs
- CoP 2 +5 WDs
- CoP 3 +10 WDs
- CoP 5 +15 WDs

	Scenario	Key Measurement Data
START EVENT	D0003 sent containing information required for Proving Test	Sent Date of D0003
END EVENT	HH MOA carries out proving test and HHDC receives Confirmation of Proving Test (D0214) or HH MOA issues D0002 to notify proving test failed and request for further action	Receipt date of D0214 Receipt date of D0002

**Example calculation of PARMS Submission for HM03**

**Data Provider: HHDC**

**Key Data Table**

**PARMS Submissions (Reporting Period  $t=$ June 2003,  $t-1$  = May 2003)**

<i>Sent Date of D0003</i>	<i>Receipt Date of D0214 or D0002</i>	<i>CoP</i>	<i>WD elapsed</i>	<i>Standard 1 Number of Proving Tests required</i>	<i>Standard 2 Number of Proving Tests pending</i>	<i>Standard 3 Percentage of confirmations received by appropriate +WDs</i>
5/05/03	8/05/03	1	3	+1		+1
12/05/03	19/05/03	3	4	+1		+1
20/05/03	-	5	-	+1	+1	
<b>June 2003 SUBMISSION</b>				3	1	66.6%

## ANNEX A: LIST OF P99 PARMS SERIALS CONTAINED WITHIN THIS DOCUMENT

Type	Serial	Titled	Measurement On	Data Provider
<b>Supplier</b>	SP03	Invalid Supplier Hubs	Supplier	ELEXON
<b>Supplier Hub</b>	SH01	HH Data Aggregation Exceptions	Supplier Hub	HHDA
	SH02	HH Defaults		NHHDA
	SH03	D0095 Exceptions		SVAA
<b>Agent</b>	DA01	NHH and HH Aggregated Data for all Runs	NHH/HHDA	SVAA
	DA02	Timely Application of LLF	HHDA	HHDA
	NC01	D0023 Exceptions	NHHDC	NHHDA
	NC03	NHHDC-NHHDA Meter Read History		NHHDC
	HC01	HH Estimates at RF	HHDC	HHDC
	HC02	HH Read History to New HHDC		HHDC (old)
	NM01	NHH Meter Faults: Time Taken to Resolve	NHHMO	NHHDC
	NM02	Provision of Initial/Final Reads by NHHMO		HHDC
	HMO2	Provision of Initial/Final Reads by HHMO	HHMO	HHDC
	HMO3	Proving of a Metering System - Compare Collected Data with Expected Data		

**ANNEX B: MASTER REGISTRATION AGREEMENT (MRA) DATA TRANSFER CATALOGUE ITEMS REFERENCED**

<b>Flow Reference</b>	<b>Flow Name</b>
<b>D0001</b>	<b>Request Metering System Investigation</b>
<b>D0002</b>	<b>Fault Resolution Report or Request for Decision on Further Action</b>
<b>D0003</b>	<b>Half Hourly Advances</b>
<b>D0010</b>	<b>Meter Readings</b>
<b>D0011</b>	<b>Agreement of Contractual Terms</b>
<b>D0019</b>	<b>Metering System EAC/AA Data</b>
<b>D0022</b>	<b>Estimated Half Hourly Data Report</b>
<b>D0023</b>	<b>Failed Instructions</b>
<b>D0036</b>	<b>Validated Half Hourly Advances for Inclusion in Aggregated Supplier Matrix</b>
<b>D0095</b>	<b>Non Half Hourly Data aggregation Exception Report</b>
<b>D0148</b>	<b>Notification of Change to Other Parties</b>
<b>D0149</b>	<b>Notification of Mapping Details</b>
<b>D0150</b>	<b>Non Half Hourly Meter Technical Details</b>
<b>D0152</b>	<b>Metering System EAC/AA Historical Data</b>
<b>D0155</b>	<b>Notification of Meter Operator or Data Collector Appointment and Terms</b>
<b>D0170</b>	<b>Request for Metering System Related Details</b>
<b>D0214</b>	<b>Confirmation of Proving Tests</b>
<b>D0235</b>	<b>Half Hourly Aggregation Exception Report</b>
<b>D0265</b>	<b>Line Loss Factor Data File</b>
<b>D0268</b>	<b>Half Hourly Meter Technical Details</b>

**ANNEX C: SUMMARY OF PARMS OUTPUT DATA FILES FOR SERIALS CONTAINED WITHIN THIS DOCUMENT**

<b>Output Data</b>		
<b>Serial</b>	<b>Titled</b>	<b>FILETYPE</b>
<b>DA02</b>	Timely Application of LLF P0149001	P0149001
<b>NC03</b>	NHHDC-NHHDA Meter Read History P0151001	P0151001
<b>HC01</b>	HH Estimates at RF P0152001	P0152001
<b>HC02</b>	HH Read History to New HHDC P0153001	P0153001
<b>NM01</b>	NHH Meter Faults: Time Taken to Resolve P0154001	P0154001
<b>NM02</b>	Provision of NHH Initial and Final Reads by NHHMO P0155001	P0155001
<b>HM02</b>	Provision of HH Initial and Final Reads by HHMO P0159001	P0159001
<b>HM03</b>	Proving of a Metering System P0160001	P0160001



## CP1325 Attachment – BSCP503 v12.0 Redlined Text v0.2

### Section 1.1 – no changes

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

This BSC Procedure should be used by Suppliers and their agent(s), SVAA, and by each SMRA and each Licensed Distribution System Operator (LDSO).

The HHDA shall be responsible to the Supplier for processing data for all Settlement Days (i.e. until **final reconciliation of each day's data takes place in SVAA**) within the period of the HHDA's registration in the SMRS in accordance with BSCP501 (Supplier Meter Registration Service).

The HHDA shall record sufficient details received from the Supplier to enable the HHDA to perform its functions as HHDA. The details **shall include the HHDA's registration in the applicable SMRS to a SVA Metering System**, the relevant SVA Metering System Number, the Identifiers for the HHDC and the relevant LDSO. These details shall also include the Settlement Days for which the HHDA is appointed.

The HHDA shall ensure that, for each SVA Metering System for which it is responsible, energy consumption data is aggregated and passed to the SVAA using systems and processes approved in accordance with BSCP537 and in accordance with the SVAA Calendar.

The systems and processes used by the HHDA must comply with all other applicable requirements set out in the Code, PSL100 and BSCP537

The HHDA will receive active energy data from the HHDC in kWh and in clocktime, will convert it to MWh, and send it to SVAA. The HHDA will aggregate the half hourly energy to GSP Group, Supplier, Consumption Component Class, BM Unit<sup>1</sup> and Settlement Period. The line losses must be determined separately from the consumption or generation, and must also be given in MWh. The number of SVA Metering Systems contributing to each Consumption Component Class must be recorded with the aggregated data.

Line Loss Factors are obtained by the HHDA from BSCCo via the BSC Website, in accordance with BSCP128 (Production, Submission, Audit and Approval of Line Loss Factors).

SVAA is responsible for providing Market Domain Data (MDD) in accordance with BSCP508 (Supplier Volume Allocation Agent).

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

Where the HHDA has not received data in sufficient time to enable it to fulfil its obligations as HHDA the HHDA shall request from the Supplier or its agent that the data that has not been received be supplied forthwith.

Once the HHDA is the registered agent for a Settlement Day the HHDA will remain responsible for the Initial Volume Allocation Run and subsequent Reconciliation Volume Allocation Runs until the Final Reconciliation Volume Allocation Run of that Settlement Day has been completed. Furthermore the HHDA shall support any Post Final Reconciliation Volume Allocation Runs and

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<sup>1</sup> Allocation of aggregated data to Additional BM Units is optional and is dependent on both the Supplier and HHDA agreeing to implement Additional BM Units.

Extra-Settlement Determinations. On termination of the HHDA's appointment by the Supplier, the HHDA shall ensure that its obligations will be discharged until the Final Reconciliation Volume Allocation Run and will retain data in accordance with PSL100.

The HHDA shall ensure that in the event that it ceases to operate, plans are in place for data and other information to be transferred to the Supplier so that the obligations of the Supplier under the Code can continue to be discharged.

The HHDA shall ensure that it is able to transfer data and other information to the Panel immediately in the event that the HHDA ceases to operate at the same time as the Supplier.

The HHDA shall, in accordance with this BSCP, request and load a Full Refresh from a SMRS comprising the complete registration and standing data for all SVA Metering Systems for which the HHDA is responsible in that SMRS whenever it is required to ensure the integrity of the HHDA's database.

The HHDA shall acknowledge receipt of all files received from a SMRS by an automatic acknowledgement by the HHDA's gateway in the Managed Data Network.

In any case where a data transfer defined in this BSCP503 is carried out by the HHDA by a method other than the Managed Data Network, the HHDA shall ensure that receipt thereof is acknowledged by the recipient by an appropriate means.

[Housekeeping arising from CP1249]The SVAA will be managing the Market Domain Data in addition to performing the Supplier Volume Allocation role, and therefore SVAA is the Market Domain Data Manager (MDDM).

## Section 1.3 – 1.5 no changes

### 1.6 Acronyms and Definitions

#### 1.6.1 Acronyms

The terms used in this BSC Procedure are defined as follows.

BM	Balancing Mechanism
BSC	Balancing and Settlement Code
BSCP	Balancing and Settlement Code Procedure
DTC	Data Transfer Catalogue
DTN	Data Transfer Network
FAA	Funds Administration Agent
GSP	Grid Supply Point
HH	Half Hourly
HHDA	Half Hourly Data Aggregator
HHDC	Half Hourly Data Collector
Id	Identifier
kWh	kilowatt hour
LDSO	Licensed Distribution System Operator

LLF	Line Loss Factor
MDD	Market Domain Data
<a href="#">[Housekeeping arising from CP1249]MDDM</a>	<a href="#">Market Domain Data Manager</a>
MSID	Metering System Identifier
MWh	Megawatt hour
<a href="#">[Housekeeping arising from CP1249]NHD</a>	<del>National Help Desk</del>
Ref	Reference
SMRA	Supplier Meter Registration Agent
SMRS	Supplier Meter Registration Service
SVA	Supplier Volume Allocation
SVAA	Supplier Volume Allocation Agent
TUoS	Transmission Use of System
UTC	Co-ordinated Universal Time
WD	Working Day

**Section 1.6.2 – 2 no changes**

**3. Interface and Timetable Information**

**3.1 Market Data Activities.**

**3.1.1 SVAA sends Market Domain Data<sup>2</sup>.**

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.1	If required.	Request MDD from SVAA.	HHDA.	<a href="#">[Housekeeping arising from CP1249]SVAA</a> <del>MDDM</del> .	HHDA Id.	Electronic or other method, as agreed.
3.1.1.2	When published by SVAA or within 1 WD of request from HHDA.	Send MDD.	SVAA.	HHDA.	D0269 Market Domain Data Complete Set. D0270 Market Domain Data Incremental Set. D0299 Stage 2 BM Unit Registration Data File <sup>3</sup> . P0186 Half Hourly Default EAC.	Electronic or other method, as agreed.

<sup>2</sup> The HHDA shall record and use such MDD as is considered appropriate by the Panel (having regard to the HHDA’s functions) and shall, in particular, use only MDD for those items in relation to which there is a MDD entry.

<sup>3</sup> This dataflow is optional and is only sent by the SVAA if the HHDA requests the dataflow via the SVAA’s [\[Housekeeping arising from CP1249\]NHD](#)~~BSC Service Desk~~.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.3	Within 4 working hours of receipt of MDD.	Send acknowledgement that data has been received.	HHDA.	[Housekeeping arising from CP1249]SVAA/MDDM.	P0024 Acknowledgement.	Electronic or other method, as agreed.
3.1.1.4	If file not readable & / or not complete.	Send notification and await receipt of MDD.	HHDA.	[Housekeeping arising from CP1249]SVAA/MDDM.	P0035 Invalid Data.	Electronic or other method, as agreed.
3.1.1.5	After receiving notification.	Send corrected MDD.	SVAA.	HHDA.	Refer to 3.1.1.2 for dataflows.	Electronic or other method, as agreed.
3.1.1.6	As soon as possible after data in correct format.	Update records <sup>2 4</sup> .	HHDA.			Internal Process.

**Section 3.2 – 3.4.1 no changes**

<sup>4</sup> On receipt of any new MDD, the HHDA shall ensure that all MDD affecting the accuracy of Settlement which is manually entered by the HHDA shall be validated against the source data supplied by the SVAA to the HHDA by means of double entry keying before the data is recorded by the HHDA and used in performing its functions.

**3.4.2 Perform Data Aggregation Run.**

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.2.1	As late as possible (to ensure most recent data from SMRS) to meet SVAA's Calendar.	Perform checks in accordance with Appendix 4.3 and send Exception Reports, if any.	HHDA.	HHDC, Supplier.	D0235 Half Hourly Aggregation Exception Report.	Electronic or other method, as agreed.
3.4.2.2	After 3.4.2.1.	Aggregate data in line with Appendix 4.4.  If invalid BM Unit data exclude the consumption of the MS(s) associated with the BM Unit from the aggregation process.	HHDA.			Internal Process.
3.4.2.3	Aggregated data to reach SVAA by the date specified in SVAA's Calendar.	Send aggregated data in MWh & in clocktime.  (Failure of the HHDC to provide consumption data must not result in failure of aggregated data being sent to the SVAA)	HHDA.	SVAA and Supplier.	D0040 Aggregated Half Hour Data File (BM Unit(s) not supported)  or  D0298 BM Unit Aggregated Half Hour Data File (BM Unit(s) supported).	Electronic or other method, as agreed.
3.4.2.4	Within 1 WD of aggregation run.	If invalid BM Unit data send notification.	HHDA.	<a href="#">[Housekeeping arising from CP1249] SVAA's NHBSC Service Desk</a> and Supplier.	P0035 Invalid Data.	Electronic or other method, as agreed.

**Section 3.5 – 4.7.5 no changes**

**4.8 Service Level Performance Standards.**

The HHDA shall perform the services to be performed by it as HHDA pursuant to this BSCP to standards which shall be at least as good as those specified in this Appendix 4.8.

This Appendix has effect for the purposes of this BSCP to determine:

1. The function to be performed by the HHDA, as described in columns 2 to 5 of the table set out in this Appendix, in respect of which minimum standards of performance are required;

2. The minimum standards of performance Service Levels relating to the functions referred to in paragraph 1 above, as described in columns 6 and 7 of the table set out in this Appendix;
3. A reference number (serial) in respect of each Service Level , as described in column 1 of the table set out in this Appendix; and
4. **The method by which the HHDA's adherence to the Service Levels is to be measured**, as defined in column 8 of the table set out in this Appendix.

For the purpose of this Appendix:

- (a) The references in column 3 of the table to a numbered paragraph are to the relevant section in this BSCP;
- (b) The references in column 4 of the table to a sub-process/data flow are to the relevant sub-processes or data flow as described in the relevant BSCP;
- (c) **References to "Timescales" are to those specified by the relevant BSCP and if applicable the SVAA Calendar;**
- (d) References to a certain percentage of tasks being completed within a certain specified period are to be read as a reference to that percentage of tasks being completed during the applicable reporting period as specified by the relevant BSCP;
- (e) **References to an item being "valid" are to an item which conforms to an applicable BSC SVA Data Catalogue item;**
- (f) **Reference to an item being "in correct format" are to an item which complies with the applicable BSC SVA Data Catalogue format or the format specified by the relevant BSCP;**
- (g) **References to an item being "accurate" are to an item being correctly recorded: and**
- (h) In calculating percentages, the performance figures shall be rounded up or down to the nearest one decimal place (with 0.05 being rounded upwards)

It should be noted that the following table includes one serial for which the Agent itself is the Data Provider, and one serial which is reported on by another Agent. Where another Agent is responsible for reporting on **an Agent's performance, that Agent is named in the Reporting Method** column.

Serial	Sender	Process	Sub-Process	Recipient	Performance Measure	Service Levels	Reporting Method
DA01	HHDA	3-4 Aggregation Activities	HH Aggregated Data for All Runs	SVAA	Compliance with SVAA Calendar  Data Accuracy	No more than one failure to deliver a file of aggregated data to the SVAA's gateway within timescales, measured by GSP Group  100% in accordance with BSCP01. All most recent data used, no batch steps missed	{SVAA}  {SVAA}
DA02	HHDA	3-4 Aggregation Activities	Timely Application of LLF	N/A	Use of default LLF Classes in Data Aggregation for Reconciliation Volume Allocation Runs	No default LLF Classes to be used in any Reconciliation Runs	Provision of data under PSL100

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**Balancing and Settlement Code**

**BSC PROCEDURE**

**NON-HALF HOURLY DATA COLLECTION FOR SVA METERING  
SYSTEMS REGISTERED IN SMRS**

**BSCP504**

~~Version 24.1~~~~Version 24.1~~~~Version 24.0~~

**Date : ~~25 February 2010~~**

**BSC Procedure 504**

**relating to**

**Non-Half Hourly Data Collection for SVA Metering Systems Registered in SMRS**

1. Reference is made to the Balancing and Settlement Code for the Electricity Industry in Great Britain and in particular, to the definition of “BSC Procedure”.
2. This is BSC Procedure 504, ~~Version 24.1~~~~Version 24.1~~~~Version 24.0~~ relating to Non-Half Hourly Data Collection for SVA Metering Systems registered in SMRS.
3. This BSC Procedure is effective from ~~25 February 2010~~.
4. This BSC Procedure has been approved by the Panel.

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**AMENDMENT RECORD**

Version	Date	Description of Changes	CRs Included	Mods Panel Ref
D0.1	Code Effective Date	Re-Badged		
D0.2	Code Effective Date	Incorporate version D.01 review comments		
D0.3	Code Effective Date	Incorporate version D.02 review comments		
D.04	Code Effective Date	Comments embodied following CMC1273		
2.0	Code Effective Date	Approved for use by the Panel		
3.0	Code Effective Date	Version alignment changes from AP504 embodied.	NCR329	
4.0	27/03/01	Further changes embodied for NCR329.	NCR329	
5.0	03/02/03	SVA Documentation Batch Release.	CPs 698, 752, 768, 778, 787, 789, 799	SVG/22/275
6.0	17/02/03	Incorporates changes for P63.	P63	SVG/20/251 SVG/21/256
7.0	01/08/03	Updated for Modification P62.	P62	SVG/29/390
8.0	28/08/03	August SVA Documentation Batch Release.	CP854	SVG/30/397
9.0	28/09/03	Incorporates changes for P81	P81	SVG/31/414
10.0	04/11/03	SVA November 2003 Release.	P107, CP868, CP913, CP922, CP939	SVG/33/442
11.0	04/11/04	SVA November 2004 Release.	P124, CP955, CP1025, CP1032	TDC/58/03, SVG/43/003
12.0	23/02/05	SVA February 2005 Release and BETTA 6.3	CP834, CP844, CP1010, CP1019, CP1020, CP1055, CP1064 and CP1091 BETTA 6.3	SVG/47/004
13.0	30/06/05	SVA June 05 Release	CP1079	SVG/51/004
14.0	03/11/05	SVA November 2005 Release	CP1036, CP1037, CP1039, CP1107, CP1132, CP1139, P176, P183.	SVG/56/004 SVG/57/002

Version	Date	Description of Changes	CRs Included	Mods Panel Ref
15.0	23/02/06	SVA February Release	CP1102, CP1122, CP1123, CP1124, CP1125, CP1132 <sup>1</sup> CP1133, CP1134, CP1151.	SVG/51/003 SVG/52/002 SVG/53/002 SVG/58/003
16.0	02/11/06	November 06 Release	CP1138 CP1039	SVG/56/003 SVG/44/004
17.0	22/02/07	February 07 Release Updated Following Industry review	P196, CP1165, CP1168, CP1176	SVG/66/04 SVG67/17 ISG68/02
18.0	28/06/07	June 07 Release Updated terminology in preparation for P197 Release	CP1179 P197	SVG/70/03
19.0	26/06/08	June 08 Release	CP1223  CP1226  CP1230	SVG84/02, ISG84/01, TDC109/01, PAB84/11  SVG85/01  SVG85/01
20.0	06/11/08	November 08 Release	CP1229  CP1234	SVG85/01  SVG87/02 ISG87/02 PAB87/09
21.0	26/02/09	February 09 Release	CP1252  CP1253	SVG93/02  PAB93/10 SVG93/02 ISG93/02
22.0	25/06/09	June 09 Release	CP1256  CP1266  CP1274	SVG93/02  SVG97/02  SVG97/02
23.0	05/11/09	November 09 Release	CP1281	SVG99/02
<u>24.0</u>	<u>25/02/10</u>	<u>February 2010 Release</u>	<u>CP1304</u> <u>CP1306</u> <u>CP1308</u>	<u>SVG104/01</u> <u>SVG104/01</u> <u>SVG104/01</u>
	<u>25/02/10</u>	<u>February 2010 Release</u>	<u>CP1307</u> <u>CP1310</u> <u>CP1312</u>	<u>SVG105/02</u> <u>SVG105/02</u> <u>SVG105/02</u>
<u>24.1</u>	<u>31/03/2010</u>	<u>Modification P245</u>	<u>P245 Alt</u>	<u>Panel 165/04</u>

<sup>1</sup> Part of the solution for CP1132 was delivered as part of the SVA November 05 Release.

Version	Date	Description of Changes	CRs Included	Mods Panel Ref
<u>23.3</u>	<u>24/06/10</u>	<u>June 2010 Release</u>	<u>CP1311</u>	<u>SVG105/02</u>

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## **1. Introduction**

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

This BSC Procedure defines the processes that the Non-Half Hourly Data Collector (NHHDC) shall use to carry out the collection and processing of Metered Data for Non-Half Hourly (NHH) SVA Metering Systems.

Trading shall be on the basis of SVA Metering Systems with each SVA Metering System being assigned a unique Metering System Identifier (MSID). Settlement of all NHH SVA Metering Systems shall be performed on the basis of profiled Annualised Advances (AAs) (excluding unmetered supplies) and Estimated Annual Consumptions (EACs).

Where there is to be a change in any NHH Supplier Agent (bulk change of agent) such that the number of SVA Metering Systems affected exceeds a threshold set by the BSC Panel, a bulk change of agent application will be submitted for approval in accordance with BSCP513. Following such approval and where the NHHDC is impacted, this BSC Procedure will be used to process the bulk change of agent.

There are two main areas of functionality:

(i) **Data retrieval and data processing.**

The data retrieval process involves retrieving Meter register readings<sup>3</sup> for NHH SVA Metering Systems and passing them on for use in data processing. The data processing involves validating Meter register readings which are used to derive Meter advances.

The NHHDC shall be responsible for collecting the Meter readings, either remotely or locally, of the Import and Export MSID(s) for which it is assigned. The NHHDC shall inform the Licensed Distribution System Operator (LDSO) of the collection rota that it maintains. The NHHDC shall inform the Supplier, Meter Operator Agent (MOA) and LDSO of suspected faults found during the collection.

The NHHDC shall treat Import and Export MSIDs the same except for the re-calculation of Load Factors and the identification of 100kW+ demand processes which apply to Import MSIDs only.

The Effective From Date for a Meter Advance Period shall be set to the date of the first meter reading and the Effective To Date for a meter advance period shall be set to the day before the date of the next meter reading.

Meter advances are used to calculate AAs and EACs and are also stored for audit purposes. For each Meter advance, values are calculated for each Settlement register from the associated Meter registers. In most cases, the Settlement register shall take the advance of the corresponding Meter register. The exception to this is where single phase Meters are being used

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<sup>3</sup> Meter readings is a more generic requirement that includes Maximum Demand Indicators and other reading information that is not covered by the term Meter register reading. Only Meter register readings are required for Settlement purposes. Other readings may be required by Suppliers, LDSOs, NHHDCs and MOAs.

to measure a polyphase supply and registers on those Meters have the same register periods; this can be treated as a single SVA Metering System (MS). All registers for concurrent periods shall be summed and treated as a single register for the polyphase supply. Another exception is a Meter which has one or more switched registers which collectively are not active all the time. A Settlement register is required for the periods of time in which the individual switched registers are not active. The value for this register is derived by differencing.

The NHHDC shall be responsible for taking action to correct incorrectly mapped registers on SVA multi-rate Meters.

Each year in ~~[CP1310]February~~May for all non-domestic MSIDs where a Maximum Demand is recorded, the NHHDC shall in accordance with BSCP516, identify and calculate the annual Load Factor, and the Profile Class applicable to that Load Factor. The NHHDC shall then inform the Supplier of the required Profile Class change where the calculation shows that the Profile Class has changed.

(ii) Calculation of AAs and EACs.<sup>4</sup>

The NHHDC passes:

- a) the MAPs for each SVA MS
- b) the active registration details during the MAP and
- c) a Meter advance and previous EAC for each Settlement register

to the AA/EAC calculation process. The registration details include MSID, GSP Group, Profile Class, Standard Settlement Configuration (SSC), the effective from and to Settlement dates and also the Time Pattern Regime (TPR) details for each Settlement register.

The Supplier Volume Allocation System (SVAS) provides a Daily Profile Coefficient for each valid combination of GSP Group, Profile Class, SSC and TPR. Two values are then calculated from this data, the AA and EAC.

This BSC Procedure focuses on the interfaces between the NHHDC and other Agencies seen from the perspective of the NHHDC.

This BSC Procedure, in respect of Unmetered Supplies, only covers the obligations of the NHHDC and the Non-Half Hourly Data Aggregator (NHHDA) regarding Unmetered Supplies Operator (UMSO) provided EACs; all other Unmetered Supplies requirements are covered in BSCP520.

In this BSCP, any reference to Meter Technical Details means all technical details (including Outstation channel mapping) of a Metering System required to enable

<sup>4</sup> The NHHDC system will manage both positive and negative AA/EAC values.

metered data to be collected and correctly interpreted from that Metering System. For the avoidance of doubt this includes, but is not limited to, the items listed in the Data Interface flows D0150: Non Half Hourly Meter Technical Details and D0149: Notification of Mapping Details. For NHH Metering Systems that can be read remotely, this also includes all appropriate information required by the NHHDC to retrieve data from the Metering System remotely. This may include, but is not limited to, the communications and security details of the Metering System and the Code of Practice of the Metering System installed.

### 1.1.1. NHHDC BSC Requirement Specifications

This BSCP has been produced in accordance with the provisions of the Balancing and Settlement Code (the Code), in particular the provisions of Annex S-2 'Supplier Volume Allocation Rules' section 4.3 'NHHDC'. Some of the requirements for NHHDC are considered below. This list is not comprehensive and all NHHDC are responsible for ensuring that all provisions of the Code and/or any CSD that impact or apply to them are adhered to.

For each Metering System that the NHHDC is responsible for, the NHHDC will:

- 1.● Collect the Metered Data (in accordance with this BSCP);
- 2.● Check the Metered Data and provide reports (in accordance with this BSCP);
- 3.● Enter the Metered Data in kWh into the relevant data collection system and calculate Meter Advance values for each Settlement Register;
- 4.● receive Daily Profile Coefficients from the SVAA;
- 5.● Investigate inconsistencies in EAC/AA data as provided by the NHHDA, MOA or Supplier;
- 6.● Update standing entries and Meter Technical Details to take account of new information;
- 7.● Determine EAC and AA data;
- 8.● Provide AA data including their Effective From and To Settlement dates, EAC data including their Effective From Settlement date and Metering system details to the NHHDA;
- 9.● Provide validated Metered Data and Metering System Reports to the Supplier and LDSO;
- 10.● Calculate a Meter Advance or Deemed Meter Advance values for each Settlement Register, in accordance with Annex S-2 of the BSC and this BSCP);
- 11.● For a change of Supplier, the old Supplier and old NHHDC shall provide historical data as required by the BSC Annex S-2 and this BSCP to the new Supplier and new NHHDC;

~~12.~~ For Unmetered Supplies which are not subject to Equivalent Metering, the NHHDC shall set values of EAC to be defined in the relevant UMS (Unmetered Supply) certificate, pass such values unadjusted to the NHHDA responsible for such Unmetered Supply, together with the Effective from Settlement Dates of the EAC; and

~~13.~~ When advised by a Supplier that a site is Long Term Vacant site, calculate a Metered Advance or Deemed Meter Advance and an EAC for each Settlement Register and thereafter replace the EAC with an EAC of zero value. When a site can no longer be treated as Long Term Vacant, calculate Metered Advance, a Deemed Meter Advance and an EAC for each Settlement Register and use these to replace the zero value EAC for future calculations.

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

## 1.2 Main Users of Procedure and their Responsibilities

This BSC Procedure should be used by Suppliers and their agent(s) (including MOAs, NHHDA's and NHHDCs), the Supplier Volume Allocation Agent (SVAA), and each LDSO).

### 1.2.1 Non-Half Hourly Data Collector Responsibilities

The appointment of a NHHDC in SMRS by the Associated Supplier to a SVA MS is effective from a specified calendar day. From that calendar day onwards the NHHDC is responsible for all Settlement Days (SDs) within the period of its Associated Supplier's registration, until superseded by a new NHHDC, providing there is no Change of Measurement Class (CoMC) from Non-Half Hourly (NHH) to Half Hourly (HH) metering or vice versa. If there is a CoMC, there will be no transfer in responsibility or historic data from the old NHHDC to the new HHDC or vice versa.

The NHHDC shall use systems and processes approved in accordance with BSCP537 which are capable of processing the following:

~~14.~~ Positive and negative Meter advances;

~~15.~~ Positive and negative EACs and AAs;

~~16.~~ Positive and negative Daily profile coefficients.

These systems and processes must comply with all other applicable requirements set out in the Code, the Supplier Volume Allocation Rules, the Party Service Line (PSL100) and the relevant BSCP.

The equipment/system communicating with any AMR Meter shall be set in accordance with the Co-ordinated Universal Time (UTC) at least once every day.

The NHHDC shall provide data for any adjustments to Volume Allocation Runs required in accordance with BSCP11.

The NHHDC shall record all meter readings collected or received for each SVA Metering System (relating to Import consumption and/or Export generation) for which it is responsible. Such meter readings may be:-

- a. Collected as a regular schedule read;
- b. Collected when a meter reading is obtained outside the collection schedule agreed by its Associated Supplier;
- c. Collected by an outgoing Non-Half Hourly Data Collector and passed to the incoming Non-Half Hourly Data Collector as the change of Supplier meter reading;
- d. Received when Customer own meter readings are provided by its Associated Supplier or Customer;
- e. Received when prepayment meter readings are provided by its Associated Supplier;
- f. Deemed readings established on appropriate occasions;
- g. Received when initial or final readings are provided by the Associated Meter Operator Agent or related LDSO;
- h. Received when final readings are provided by the incoming NHHDC on a change of Supplier; and
- i. Received when estimates of a change of Supplier read generated by the old Supplier are provided by its Associated Supplier.

The NHHDC shall ensure that, for each SVA Metering System for which it is responsible, the metering data for Settlement and for use by the LDSO is retrieved from the SVA Metering System, and is validated, processed and transmitted to its Associated NHHDA and the relevant LDSO, in each case using systems and processes so approved in accordance with BSCP537 and in time for the related Final Reconciliation Volume Allocation Run.

The NHHDC shall ensure:-

- a. That the Metering System and register being read are the ones intended to be read.
- b. The Settlement register reading shown on the display of the Metering System is consistent with the value that is entered into Settlement i.e. data integrity exists between the readings obtained remotely and readings obtained locally<sup>5</sup>.
- c. That readings used for Settlement purposes are passed from the Metering System to the NHHDC, logically unchanged, and that suitable controls are in place such that the final format of the data and the manner in which it is interpreted are consistent and accurate<sup>55</sup>. The NHHDC shall validate in

<sup>5</sup> This requirement is to be met through software and data transfer controls and not by performing individual checks on a per-Metering System basis

accordance with section 4.2 (Validate Meter Data) and process all readings collected (or received) in accordance with paragraph 1.2.1 above. The process shall be followed except in the case of readings from pre-payment and/or remotely read Metering Systems where the provisions of sections 4.11 and 4.20 shall apply.

### **1.2.2 Service Availability**

The NHHDC shall ensure that all the services described in this BSC Procedure are performed in accordance with Good Industry Practice including but not necessarily limited to performing its services in such a manner and within such time period as will allow its Associated Supplier to fulfil its obligations as a Supplier under the Code in accordance with the SVAA Calendar.

### **1.2.3 Service Levels**

The NHHDC shall perform the services to be performed by it pursuant to this BSCP to standards at least as good as those specified in Appendix 4.

### **1.2.4 Technical Architecture**

The software, proposed hardware and interfaces of the NHHDC's system must be compatible with the 1998 Technical Architecture policy.

### **1.2.5 On expiry or termination of NHHDC's appointment.**

On expiry or termination of the NHHDC's appointment, and upon request, the old NHHDC shall transfer sufficient data and other information to the new NHHDC to carry out its functions. The requirements for this are set out in Appendix 4.8 - Historical Data Requirements.

Following de-appointment by the Associated Supplier, the old NHHDC shall retain the responsibility for instruction files sent to the Associated NHHDA until all outstanding instructions have been processed correctly. Additionally the old NHHDCs obligations under PSL100 Section 10.2 -10.3 shall survive.

On expiry of or termination of the NHHDC's appointment as a result of a Half Hourly Data Collector (HHDC) being appointed, the NHHDC shall not transfer historical data to the new HHDC.

### **1.2.6 Access Control and Data Security**

Controls shall exist to ensure that the data held by the NHHDC remains confidential. This means that access to the data should only be permitted for people whose job responsibilities include the operation or support of NHH data collection. The NHHDC will record all the information it collects or receives.

The NHHDC may only adjust Meter register readings considered to be in error, in the circumstances set out in Appendix 4.6 - Manual Adjustment of Meter Reading(s).

Where the same Metering Equipment (ME) is being utilised for the measurement of the Import Active Energy for more than one MSID at a site, the Supplier(s) shall

ensure that the same MOA is appointed for all of the MSIDs involved to comply with the requirements of the Code. Similarly, where a common Outstation is being utilised for the Import Active Energy for more than MSID, the Supplier(s) shall ensure that the same NHHDC is appointed for all of MSIDs involved. These obligations shall be fulfilled by mutual agreement between the Suppliers involved.

### 1.2.7 Estimated Annual Consumption/Annualised Advance controls

The following controls shall exist in relation to Estimated Annual Consumption/Annualised Advance:

- 1) The process of loading Daily Profile Coefficients must ensure that initial sets of Daily Profile Coefficients are loaded in date sequence and without gaps. Revised sets of Daily Profile Coefficients will not be subject to this control as they are only produced in the event of an error in the initial set.
- 2) The system operated by the Non-Half Hourly Data Collector must be capable of checking the record count and sum values provided on the input files from the Supplier Volume Allocation Agent to ensure that data has been received correctly and accurately.
- 3) The system operated by the Non-Half Hourly Data Collector must not allow Daily Profile Coefficients to be modified, other than by the Receive Daily Profiles process.
- 4) An enquiry screen will be provided to allow the Non-Half Hourly Data Collector to check the latest Settlement Date for which Daily Profile Coefficients have been loaded.
- 5) The Estimated Annual Consumption/Annualised Advance calculation processes must ensure that the number of Estimated Annual Consumptions/Annualised Advances or Deemed meter advances calculated in a given run is equal to the number of requests received less the number of requests rejected owing to errors.
- 6) A count of the Annualised Advances calculated using each set of Daily Profile Coefficients must be maintained. Whenever a set of Daily Profile Coefficients is loaded, the system must report the number of Annualised Advances calculated using the previous set of Daily Profile Coefficients for the same Settlement Date. This will allow the Non-Half Hourly Data Collector to check that the correct number of meter advances re-submitted.
- 7) The system must provide record count and check sum values on output files to the Non-Half Hourly Data Aggregator, to allow the Non-Half Hourly Data Aggregator to check that data has been received correctly and accurately.

## 1.3 Use of the Procedure

Throughout this procedure, timetables reflect the number of Working Days (WD) within which an activity should be completed within the Supplier Hub. However, if there is an interaction between the NHHDC and SVAA, then the number of days are specified in SDs.

In addition, the NHHDC collects, processes and sends consumption data to the NHHDA in kWh.

The NHHDC will be informed via BSCP513 of any Supplier's intention to initiate a bulk change of agent where the number of Metering Systems affected exceeds the threshold set by the Panel. The NHHDC will be required to confirm whether it can implement the proposed changes without adversely impacting other NHHDC activities. Any bulk change of agent must therefore be initiated via BSCP513 before triggering the processes in this BSC Procedure.

The remaining sections in this document are:

Section 2 - This section is no longer in use.

Section 3 - Interface and Timetable Information: This section defines the requirements of each business process. In addition, there may be references to 'D' (Data Transfer Catalogue) and 'P' (BSC SVA Data Catalogue) data flows in the 'Information Required' column.

Section 4 - Appendix: this section contains supporting information.

The SVAA will be managing the Market Domain Data (MDD) in addition to performing the Supplier Volume Allocation (SVA) role, and therefore the SVAA is the Market Domain Data Manager (MDDM).

#### **1.4 Balancing and Settlement Code Provision**

This BSC Procedure has been produced in accordance with the provisions of the Balancing and Settlement Code (the Code). In the event of an inconsistency between the provisions of this BSC Procedure and the Code, the provisions of the Code shall prevail.

## 1.5 Associated BSC Procedures

BSCP01	Overview of Trading Arrangements
BSCP11	Trading Queries and Trading Disputes
BSCP502	Half Hourly Data Collection for SVA Metering Systems Registered in SMRS
BSCP505	Non-Half Hourly Data Aggregation for SVA Metering Systems Registered in SMRS
BSCP508	Supplier Volume Allocation Agent
BSCP513	Bulk Change of Non-Half Hourly Supplier Agent
BSCP514	SVA Meter Operations for Metering Systems Registered in SMRS
BSCP516	Allocation of Profiles and SSCs for Non-Half Hourly SVA Metering Systems Registered in SMRS
BSCP520	Unmetered Supplies Registered in SMRS

## 1.6 Acronyms and Definitions

### 1.6.1 Acronyms

The terms used in this BSC Procedure are defined as follows.

AA(s)	Annualised Advance(s)
BSC	Balancing and Settlement Code
BSCCo	Balancing and Settlement Code Company
CoMC	Change of Measurement Class
CoP	Code of Practice
CoS	Change of Supplier
CT	Current Transformer
CTCU	Central Teleswitching Control Unit
DTS	Data Transfer Service
EAC(s)	Estimated Annual Consumption(s)
GSP	Grid Supply Point
HH	Half Hourly
HHDC	Half Hourly Data Collector
HV	High Voltage
Id	Identifier
kVA	Kilo-Volt-Amperes
kW	Kilowatt
kWh	Kilowatt Hour
LDSO	Licensed Distribution System Operator
LF	Load Factor
LTV	Long Term Vacant
MAP	Meter Advance Period
MC(s)	Measurement Class(es)
MD	Maximum Demand
MDD	Market Domain Data
MDDM	Market Domain Data Manager
MDR	Maximum Demand Register
ME	Metering Equipment
MOA(s)	Meter Operator Agent(s)
MS	Metering System

MSID	Metering System Identifier
MTD	Meter Technical Details
NHHDA(s)	Non-Half Hourly Data Aggregator(s)
NHHDC(s)	Non-Half Hourly Data Collector(s)
NOSI	Notification of Old Supplier Information
PA	Profile Administrator
PC	Profile Class
[CP1310]PFSR	Post Final Settlement Run
PoS	Point of Sale (or early reading)
Ref	Reference
RF	Reconciliation Final (Final Reconciliation Run)
RPS	Revenue Protection Service
SAR	Supplier Agreed Read
SD	Settlement Day
SFIC	Systems Fault Information Centre
SSC(s)	Standard Settlement Configuration(s)
SSD	Supply Start Date
SVAA	Supplier Volume Allocation Agent
SVAS	Supplier Volume Allocation System
TPR(s)	Time Pattern Regime(s)
UMS	Unmetered Supplies
UMSO	Unmetered Supplies Operator
WD	Working Day

## 1.6.2 Definitions

Full definitions of the above acronyms are, where appropriate, included in the Balancing and Settlement Code.

Deemed Meter Reading	A Meter reading calculated by adding or subtracting a Deemed Meter Advance from a Meter register reading.
Supplier Agreed Reading	A Meter reading which is agreed between the new Supplier and the old Supplier in accordance with Annex S-2 4.2.1(c)(i) of the Code, and in the specific circumstances when a CoS (Change of Supplier) Reading has not been obtained at least 30WD after the CoS but no more than 12 months after the CoS (i.e. not a disputed read or an old Supplier Estimated read).
Point of Sale Reading	A Meter reading obtained by the new Supplier during the period between the customer entering into the contract and the start of the CoS meter reading window.
Last Valid EAC	defined in section 4.5
Crystallised Period	defined in section 4.14
Error Freezing Reading	defined in section 4.14
Fluid Period	defined in section 4.14
Realistic Reading	defined in section 4.14
RF Window	defined in section 4.14

2. This Section is no longer in use.

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### 3. Interface and Timetable Information

#### 3.1 Market Data Activities.

##### 3.1.1 SVAA Data.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.1	If required.	Request MDD.	NHHDC.	MDDM.	NHHDC Id.	Electronic or other method, as agreed.
3.1.1.2	When published by SVAA or within 1 WD of request from NHHDC.	Send MDD.	SVAA.	NHHDC.	D0227 BSCCo Market Domain Data File. D0269 Market Domain Data Complete Set. D0270 Market Domain Data Incremental Set. P0190 GSP Group Profile Class Tolerances.	Electronic or other method, as agreed.  Manual Process.
3.1.1.3	Within 4 working hours of receipt of MDD.	Send acknowledgement that data has been received.	NHHDC.	MDDM.	P0024 Acknowledgement.	Electronic or other method, as agreed.
3.1.1.4	As and when needed	Record and use MDD as is considered appropriate by the Panel (having regard to the NHHDC's functions) and in particular, use only MDD for those items in relation to which there is a Market Domain Data entry.	NHHDC.			Internal Process.
3.1.1.5	If file not readable and / or incomplete.	Send notification and await receipt of MDD.	NHHDC.	MDDM.	P0035 Invalid Data.	Electronic or other method, as agreed.
3.1.1.6	After receiving notification.	Send corrected MDD. Return to 3.1.1.2.	SVAA.	NHHDC.	Refer to 3.1.1.2 for data flows.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.7	As soon as possible after data in correct format.	Update database.	NHHDC.			Internal Process.
3.1.1.8	On receipt of new Market Domain Data.	Ensure that all MDD affecting the accuracy of Settlement which is manually entered by the NHHDC is validated against the source data supplied by the SVAA, before the data is recorded and used.	NHHDC			Internal Process
3.1.1.9	In the event of a dispute.	In the event of any dispute as to whether an item of Market Domain Data is appropriate or, as the case may be, affects the accuracy of Settlement, the decision of the Panel shall be conclusive.				

### 3.1.2 Process Daily Profile Coefficients received from SVAA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.1	On demand when appointed to SVA MS.	Request and record relevant Daily Profile Coefficients in accordance with BSCP508.	NHHDC.	SVAA.	P0040 Request Daily Profile Coefficient Data.	Manual Process.
3.1.2.2	<p>a) After Profile Production Run - by 5:00pm on SD+1 or</p> <p>b) Re-submit or withdraw profiles already sent or</p> <p>c) Upon request from NHHDC via 3.1.2.1.</p>	<p>Send accepted Daily Profile Coefficients, for the Settlement Day(s)<sup>6</sup> for one or more GSP Group(s).</p> <p>The data flows produced and sent will contain data which is a number of days in arrears of the Settlement Day to which they relate.</p>	SVAA.	NHHDC.  Supplier.	<p>D0029 Standard Settlement Configuration Report.</p> <p>D0039 Daily Profile Coefficient File</p> <p>D0018 Daily Profile Data Report.</p> <p>D0029 Standard Settlement Configuration Report.</p> <p>P0043 Teleswitch Report.</p>	Electronic Interface.
3.1.2.3	If required.	Request Standing Profile Data Report	NHHDC, Supplier	SVAA		Manual Process.
3.1.2.4	Following 3.1.2.3	Send Standing Profile Data Report by manual method.	SVAA	NHHDC, Supplier	D0028 Standing Profile Data Report	Manual Process

<sup>6</sup> Normally a single file (type 1 file) will be loaded for each Settlement Day, which will invalidate any previous data for that Settlement Date. However, the AA/EAC system will also support the loading of files for up to 2 years (type 2 file), in order to allow for the NHHDC being appointed to a SVA MS in another GSP Group, which will not invalidate any previous data.

### 3.2 Registration Activities.

#### 3.2.1 Supplier requests New Connection - Metered Supply.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.1	On appointment of a new NHHDC	Send notification of appointment and associated Agent details to the NHHDC.	Supplier <sup>7</sup> .	NHHDC.	D0148 Notification of Change to Other Parties. D0155 Notification of New Meter Operator or Data Collector Appointment and Terms. D0302 Notification of Customer Details	Electronic or other method, as agreed.
3.2.1.2	Within 10 WD of completion of Meter installation.	Send NHH Metered Data, including MTD, energisation status and initial Meter register reading, where obtained.	MOA. <sup>8</sup>	NHHDC. NHHDC, Supplier, LDSO.	D0010 Meter Readings. D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
3.2.1.3	Within 5 WD of receipt of D0150 from the MOA	Send SVA Metering System details, including initial (class average) EAC to the NHHDC.	Supplier	NHHDC SMRA	D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow.	Electronic or other method, as agreed.

<sup>7</sup> The Supplier will state the class and type of SVA MS required and the data collection period for each SVA MS. The NHHDC shall immediately notify the Supplier if these details are not sufficient to collect metering data

<sup>8</sup> Whenever installing new, replacement and re-configured NHH meters or carrying out work requiring the re-registration of the metering system, the MOA shall ensure that the meter registers are clearly identified and that the Meter Register ID (J0010) used in all relevant DTN data flows (e.g. D0149 and D0150) clearly identifies the registers on the metering asset read. See BSCP514 for details.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.4	On receipt of D0052 and D0150	Validate D0052. Check for discrepancies between the Metering System Settlement Details provided by the Supplier and the Meter Technical Details provided by the MOA.	NHHDC		See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Internal
3.2.1.5	On appointment of a new NHHDC	Validate details of each SVA Metering System against MDD supplied by the SVAA.	NHHDC			Internal Process.
3.2.1.6	If D0052 invalid	Send notification of invalid Metering System Settlement details to Supplier	NHHDC	Supplier	D0310 Notification of Failure to Load or Receive Metering System Settlement Details <sup>9</sup>	Electronic or other method, as agreed.
3.2.1.7	On receipt of D0310	Supplier should resolve the problem by re-sending or revising the D0052 as required or by instructing the MOA to re-send the D0150.	Supplier	NHHDC SMRA	D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details As required	Electronic or other method, as agreed.
3.2.1.8	On receipt of valid D0052	Send the initial (class average) EAC for each Settlement register of the SVA MS to the NHHDA. Process EAC/AA data in accordance with section 3.5.	NHHDC.	NHHDA.	D0019 Metering System EAC/AA Data.	Electronic or other method, as agreed.
3.2.1.9		Process and validate Meter register reading.	NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.2.1.10	If invalid Meter register reading.	Produce and send Invalid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.

<sup>9</sup> Manual rejection solutions agreed by both the Supplier and NHHDC may be used in place of the D0310 flow.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.11	If valid Meter register reading.	Produce and send Valid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.2.1.12	If required and no valid Meter register reading received within 10 WD of the installation of the Meter	Request initial Meter register reading	NHHDC	MOA, Supplier		Post / Fax / Email
3.2.1.13	Within 10WD of 3.2.1.12	Send initial Meter register reading	MOA, Supplier	NHHDC <sup>10</sup>	D0010 Meter Readings	Electronic or other method, as agreed
3.2.1.14	If required and at least 10 WD after 3.2.1.12 and by 10WD before the Final Reconciliation Run for the relevant Settlement Date, if no valid initial Meter register reading has been received	Deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.2.1.15	Following 3.2.1.14	Send Deemed Meter Reading	NHHDC	Supplier, LDSO	D0010 Meter Readings	Electronic or other method as agreed

<sup>10</sup> If more than one Meter register reading is provided, the NHHDC shall process and use the first reading provided.

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### 3.2.3 Change of NHHDC for an existing SVA Metering System not concurrent with a Change of Supplier<sup>11</sup>.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.1	By 12 WD prior to effective date of DC appointment.	Send notification of appointment.	Supplier.	New NHHDC.	D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
3.2.3.2	By 7 WD prior to effective date of DC appointment.	Send confirmation of appointment acceptance.	New NHHDC.	Supplier.	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
3.2.3.3	By 5 WD prior to effective date of DC appointment.	Send associated Agent details.	Supplier <sup>12</sup> .	New NHHDC, MOA	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details	Electronic or other method, as agreed.
3.2.3.4	By 3 WD prior to effective date of DC appointment.	Send notification of de-appointment.	Supplier.	Old NHHDC <sup>13</sup> .	D0151 Termination of Appointment or Contract by Supplier.	Electronic or other method, as agreed.
3.2.3.5	Between –7 WD and the de-appointment date.	Send request to provide Meter register reading and associated AA/EAC history to new NHHDC.	Supplier.	Old NHHDC.	D0170 Request Metering System Related Details.	Electronic or other method, as agreed.

<sup>11</sup> Where a bulk change of agent is being initiated, BSCP513 must have been completed prior to triggering this process.

<sup>12</sup> The Supplier will inform the MOA that the NHHDC has been appointed, via D0148 Notification of Change to Other Parties, and this notification will take place prior to step 3.2.3.4.

<sup>13</sup> The old NHHDC will retain responsibility for the MSID until all instructions generated have been accepted and applied by the NHHDA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.6	Within 5 WD of de-appointment <sup>14</sup> .	<p>Send Meter register reading and associated AA/EAC history<sup>15</sup>.</p> <p>In addition, if an actual or customer Meter register reading(s) is obtained by 8WDs (i.e. profile coefficients have been received) before the appointment date change, then this reading(s) will be validated and processed prior to it being sent to the new NHHDC.</p> <p>If an actual or customer Meter register reading(s) is obtained but less than 8WDs before the appointment date change, then this reading(s) will, wherever possible, be validated and sent to the new NHHDC.</p>	Old NHHDC.	New NHHDC.	<p>Appendix 4.8 – Historical Data Requirements.</p> <p>D0010 Meter Readings.</p> <p>D0152 Metering System EAC/AA Historical Data.</p>	Electronic or other method, as agreed.
3.2.3.7	Within 1 WD of 3.2.3.6.	If Meter register reading and associated AA/EAC history not received as expected, request this data.	New NHHDC.	Supplier <sup>16</sup> or old NHHDC	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
3.2.3.8	Within 1 WD of 3.2.3.7.	Send Meter register reading and associated AA/EAC history.	Old NHHDC or Supplier <sup>16</sup> <del>16</del>	New NHHDC.	<p>Appendix 4.8 – Historical Data Requirements.</p> <p>D0010 Meter Readings.</p> <p>D0152 Metering System EAC/AA Historical Data.</p>	Electronic or other method, as agreed.

<sup>14</sup> The old NHHDC will send the meter register reading and associated EAC/AA history on request via a D0170, irrespective of whether a 'Termination of Appointment or Contract by Supplier' (D0151) flow has been received from the Supplier. Where no D0151 flow has been received, the de-appointment date can be derived from the 'Date Action Required By' (J0028) data item on the D0170 flow.

<sup>15</sup> If the old NHHDC receives Meter register reading(s) from the MOA after history has been passed to the new NHHDC, then the old NHHDC will manually inform the MOA that the Meter register reading(s) will need to be sent by the MOA to the new NHHDC.

<sup>16</sup> The Supplier will provide this data either directly or via the old NHHDC.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.9	If further meter readings are received by the old NHHDC after historical information has been transferred to the new NHHDC	Old NHHDC to send additional information to the New NHHDC	Old NHHDC	New NHHDC		Electronic or other method, as agreed.
3.2.3.10	If required	Request SVA MS data	NHHDC	Supplier	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
3.2.3.11	Only following 3.2.3.10 or if concurrent change of MS Settlement Details	The Supplier will provide this data to the new NHHDC via the D0052 Affirmation of SVA MS Settlement Details.	Supplier	New NHHDC SMRA	D0052 Affirmation of Metering Settlement Details D0205 Update Registration Details See also Appendix 4.12 - Usage and Validation of Affirmation of Metering System Settlement Details (D0052) flow.	Electronic or other method, as agreed
3.2.3.12	Following request from Supplier and within 10 WD of effective date of DC appointment.	Send current MTD. Send details of any current faults.	MOA.	New NHHDC.	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details. D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed.
3.2.3.13	Within 1 WD of 3.2.3.10.	If MTD not received as expected, request this data.	New NHHDC.	MOA.	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
3.2.3.14	Within 1 WD of 3.2.3.11 request from new NHHDC.	Send current MTD.	MOA.	New NHHDC.	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.15	As soon as practical.	Confirm inclusion of SVA MS in Meter register reading schedule.	New NHHDC.	Supplier, LDSO.	D0012 Confirmation of the Inclusion of the Metering Point in the Reading Schedules.	Electronic or other method, as agreed.

### 3.2.4 Change of MOA for an existing SVA Metering System<sup>11+</sup>.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.4.1	On appointment of new MOA.	Send notification <sup>17</sup> of new MOA to NHHDC.	Supplier.	NHHDC.	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details.	Electronic or other method, as agreed.
3.2.4.2		Send MTD.	New MOA.	NHHDC.	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details.	Electronic or other method, as agreed.

<sup>17</sup> The Supplier will notify all other parties that need to know of change of MOA.

### 3.2.5 Change of NHHDA for an existing SVA Metering System not concurrent with a Change of Supplier<sup>114</sup>.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.5.1	Once NHHDA appointment effective in SMRS.	Send notification of new NHHDA to NHHDC.	Supplier.	NHHDC <sup>18</sup> .	D0148 Notification of Change to Other Parties.	Electronic or other method, as agreed.
3.2.5.2	If there is a valid reading for the NHHDA appointment date (i.e. there is a MAP ending on the day prior to the NHHDA appointment date).	Calculate the AA and EAC for the MAP.	NHHDC.			Internal Process.
3.2.5.3	Following 3.2.5.2.	Send the AA to the old NHHDA and Supplier.  Send the EAC to the new NHHDA and Supplier.	NHHDC.  NHHDC.	Old NHHDA, Supplier.  New NHHDA, Supplier.	D0019 Metering System EAC/AA Data.  Process EAC/AA data in accordance with section 3.5.	Electronic or other method, as agreed.
3.2.5.4	Otherwise, if a valid reading is processed after 3.2.5.1 and with a MAP ending before the day prior to the change of NHHDA appointment date.	Calculate the AA and EAC for the MAP.	NHHDC.			Internal Process.

<sup>18</sup> The relevant NHHDA's will include all the NHHDA's that were appointed during the NHHDC's period of responsibility.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.5.5	Following 3.2.5.4.	Send the AA to the old NHHDA and Supplier.  Send the EAC to the new and old NHHDA and Supplier.	NHHDC.  NHHDC.	Old NHHDA, Supplier.  New and old NHHDA, Supplier.	D0019 Metering System EAC/AA Data.  Process EAC/AA data in accordance with section 3.5.	Electronic or other method, as agreed.
3.2.5.6	If no reading processed prior to the change of NHHDA, then by no later than 8 WD after the effective date of the new NHHDA appointment.	Send latest EAC to new NHHDA.	NHHDC <sup>19</sup> .	New NHHDA.	D0019 Metering System EAC/AA Data.  Process EAC/AA data in accordance with section 3.5.	Electronic or other method, as agreed.
3.2.5.7	On processing of the first valid reading subsequent to the change of NHHDA (i.e. where the MAP spans the change of NHHDA appointment date).	Calculate the AA and EAC for the MAP.	NHHDC.			Internal Process.
3.2.5.8	Following 3.2.5.7.	Send the AA to the new and old NHHDA and Supplier.  Send the EAC to the new NHHDA and Supplier.	NHHDC  NHHDC	New and old NHHDA, Supplier.  New NHHDA, Supplier	D0019 Metering System EAC/AA Data.  Process EAC/AA data in accordance with section 3.5.	Electronic or other method, as agreed.

<sup>19</sup> In this instance, no D0019 is sent to the Supplier (as this will already have been provided).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.5.9	For all subsequent readings (i.e. for MAPs beginning on or after the change of NHHDA appointment date).	Calculate the AA and EAC for the MAP.	NHHDC			Internal Process.
3.2.5.10	Following 3.2.5.9.	Send the AA and EAC to new NHHDA and Supplier.	NHHDC.	New NHHDA, Supplier.	D0019 Metering System EAC/AA Data. Process EAC/AA data in accordance with section 3.5.	Electronic or other method, as agreed.

### 3.2.6 Change of Supplier for an existing SVA Metering System.<sup>20</sup>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.1	By SSD.	Send appointment details to the new NHHDC, including the details of the old Supplier's Agents.	New Supplier.	New NHHDC.	D0148 Notification of Change to Other Parties. D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
3.2.6.2	By SSD	The new NHHDC will confirm appointment with the new Supplier. If the new NHHDC is the same as the old NHHDC, then proceed to 3.2.6.8.	New NHHDC.	New Supplier.	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
3.2.6.3	If concurrent change of MS Settlement Details	The Supplier will provide this data to the NHHDC.	New Supplier	New NHHDC SMRA	D0052 Affirmation of Metering Settlement Details D0205 Update Registration Details See also Appendix 4.12 - Usage and Validation of Affirmation of Metering System Settlement Details (D0052) flow.	Electronic or other method, as agreed
3.2.6.4	If applicable, once registration notification received.	Send request to old NHHDC to send Meter register reading and associated EAC.	New NHHDC.	Old NHHDC.	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.

<sup>20</sup> Refer to Appendix 4.4 -- Change of Supplier Activities.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.5	If applicable, prior to SSD+8 <sup>21</sup> .	Send Meter register reading and associated EAC. In addition, if the old NHHDC obtains an actual or a customer Meter register reading before the SSD, then ensure this reading(s) will be validated and processed prior to it being sent to the new NHHDC. Send the revised Meter register reading history to the new NHHDC. <sup>22</sup>	Old NHHDC.	New NHHDC.	Appendix 4.8 – Historical Data Requirements. D0010 Meter Readings. D0152 Metering System EAC/AA Historical Data.	Electronic or other method, as agreed.
3.2.6.6	Once appointed to SVA MS by new Supplier.	Send the MTD to the new NHHDC.	MOA.	New NHHDC.	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
3.2.6.7	In time to achieve a read within SSD-5 and SSD+5.	Where desired by both Suppliers, for the purposes of correcting an erroneous registration, both Suppliers shall agree a Meter register reading equivalent to a 1kWh advance, since the erroneous registration, and provide the Meter register reading via 3.2.6.8 below.	New Supplier / Old Supplier.	Old Supplier / New Supplier.		Manual Process.

<sup>21</sup> The old NHHDC will send the meter register reading and associated EAC/AA history on request via a D0170, irrespective of whether a ‘Termination of Appointment or Contract by Supplier’ (D0151) flow has been received from the Supplier. Where no D0151 flow has been received, the Supply Start Date can be derived from the ‘Date Action Required By’ (J0028) data item on the D0170 flow.

<sup>22</sup> The old NHHDC should always send the latest valid set of Meter readings, together with the EAC value(s) calculated from those Meter reading(s).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.8	In time to achieve a read within SSD-5 and SSD+5.	Where actual Meter register reading required: Send request to obtain an actual Meter register reading. The new NHHDC will obtain a Meter register reading where instructed by the new Supplier <sup>23</sup> . Otherwise: Provide the customer Meter register reading (which may include a PoS reading or an old Supplier Estimated reading) <sup>24</sup> .  The MOA may send a Meter register reading to the new NHHDC.	New Supplier. New NHHDC.  New Supplier. MOA.	New NHHDC.  New NHHDC. New NHHDC.	D0072 Instruction to Obtain Change of Supplier Reading.  D0071 Customer Own Reading or Supplier Estimate Reading on Change of Supplier. D0010 Meter Readings.	Electronic or other method, as agreed.  Internal Process.  Electronic or other method, as agreed.
3.2.6.9	By SSD+8 and once profile coefficients received.	Select the CoS reading. Process and validate the Meter register reading, using the historic data provided by old NHHDC, where applicable (from 3.2.6.5) and the MTD provided by the MOA (from 3.2.6.6).	New NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.4 -Change of Supplier Activities,, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.2.6.10	If invalid Meter register reading obtained within SSD-5 and SSD+5 window.	Produce and send an Invalid Data Report <sup>25</sup> .	New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	D0086 Notification of Change of Supplier Readings <sup>26</sup> .	Electronic or other method, as agreed.

<sup>23</sup> The CoS reading is assumed to be correct by the Old Supplier, until the Old Supplier disputes the CoS reading.

<sup>24</sup> An old Supplier Estimated reading may not be provided by the new Supplier to the new NHHDC earlier than SSD+5.

<sup>25</sup> If there are other non-CoS readings dated after the new NHHDC appointment, which have been validated and are invalid, the new NHHDC will send the invalid Meter register reading(s) via the D0010 Meter Readings data flow. The "Reading Type" will not be flagged as "A – Actual Change of Supplier Read".

<sup>26</sup> This data flow is used for both valid and invalid readings produced from the Change of Supplier process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.11	Where the Supplier ceases to be responsible at the same time as the NHHDC is also ceasing to trade	Prepare and maintain plans that will enable the Panel to fulfil the obligations of the Supplier under the Code.	Old NHHDC	Panel	Plans should detail how the NHHDC will upon termination or expiry; make arrangements for the immediate transfer of data and other information to the Panel.	Electronic or other method, as agreed.
3.2.6.12	On receipt of Invalid Data Report.	Send a request to the new NHHDC to provide a Meter register reading to replace the invalid one already received.  The new NHHDC will collect a Meter register reading, based on the request from the new Supplier.  Return to 3.2.6.9.	New Supplier.  New NHHDC.	New NHHDC.	D0072 Instruction to Obtain Change of Supplier Reading.	Electronic or other method, as agreed.  Internal Process.
3.2.6.13	If valid Meter register reading obtained within SSD-5 and SSD+5 window.  For prepayment Metering Systems refer to Appendix 4.11 - Prepayment Meters	Produce and send Valid Data Report.	New NHHDC.	New Supplier, LDSO.  Old NHHDC, if applicable.	D0010 Meter Readings <sup>27</sup> . D0086 Notification of Change of Supplier Readings <sup>28</sup> . D0086 Notification of Change of Supplier Readings. Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.

<sup>27</sup> This includes all Meter register readings successfully validated during the CoS process, including the CoS reading (with the CoS "Reading Date & Time" set to the actual date of the CoS reading as opposed to SSD).

<sup>28</sup> This data flow only includes the CoS reading. The "Reading Date & Time" will be set to Effective from Settlement Date {REGI}.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.14	<p>a) If valid Meter register reading obtained outside SSD-5 and SSD+5 window but before SSD+8 and no valid Old Supplier Estimated reading was received between SSD+5 and SSD+8; or</p> <p>b) If no valid Meter register reading obtained by SSD+8 and no valid Old Supplier Estimated reading was received between SSD+5 and SSD+8.</p>	<p>Calculate a Deemed Meter Reading for the SSD using:</p> <ul style="list-style-type: none"> <li>the MTD provided by the MOA (via 3.2.6.5),</li> <li>the PoS reading if appropriate (refer to Appendix 4.4.3) and</li> <li>if a coincident Change of Supplier and Change of Data Collector, the historical data provided by the old NHHDC (via 3.2.6.4)<sup>29</sup>.</li> </ul> <p>Send this Deemed Meter change of Supplier reading.</p>	<p>New NHHDC.</p> <p>New NHHDC.</p>	<p>New Supplier, LDSO, Old NHHDC, if applicable.</p>	<p>Appendix 4.5 – Deemed Meter Advance.</p> <p>D0086 Notification of Change of Supplier Readings.</p> <p>Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</p>	<p>Internal Process.</p> <p>Electronic or other method, as agreed.</p>

<sup>29</sup> Where a deemed reading is to be generated for a coincident Change of Supplier and Change of Data Collector, this deemed reading must be calculated using the historical data provided from the old NHHDC provided this is available and / or the PoS reading.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.15	Following 3.2.6.14 and in sufficient time to enable the reading to be included in the Initial Settlement Run relating to the last Settlement Day for which the old Supplier is responsible.	Send this Deemed change of Supplier reading	Old NHHDC	Old Supplier	D0086 Notification of Change of Supplier Readings	Electronic or other method, as agreed
3.2.6.16	If no Meter reading history provided by the old NHHDC by SSD+8 or Meter reading history received but NHHDC not able to load it after making reasonable endeavours to do so.	Request Meter reading history	New NHHDC	Old NHHDC		Post / Fax / Email or other method as agreed.
3.2.6.17	Within 10 WD of 3.2.6.16	Send Meter reading history	Old NHHDC	New NHHDC	D0010 Meter Readings D0152 Metering System EAC/AA Historical Data	Electronic or other method, as agreed
3.2.6.18	If 3.2.6.17 has not taken place and at least 10 WD after 3.2.6.16	New NHHDC may request Metering System Related Details	New NHHDC	New Supplier	D0170 Request for Metering System Related Details <sup>30</sup>	Electronic or other method, as agreed.

<sup>30</sup> The NHHDC should clearly indicate in the D0170 that a D0311 is expected in return.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.19	Within 5 WD of 3.2.6.18.	Send the EAC Details and Last Actual or Customer Register Reading (if available) <sup>31</sup>	New Supplier <sup>32</sup>	New NHHDC	D0311 Notification of Old Supplier Information (NOSI) Flow	Electronic or other method, as agreed.
3.2.6.20	When Meter reading history is provided, if a CoS reading is available	Select the CoS reading. Process and validate the Meter register reading, using the historic data provided by old NHHDC or the new Supplier and the MTD provided by the MOA (from 3.2.6.6). Calculate associated EAC / AA(s)	New NHHDC		Appendix 4.2 - Validate Meter Data, Appendix 4.4 -Change of Supplier Activities, Appendix 4.6 – Manual Adjustment of Meter Reading(s). Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.2.6.21	If invalid Meter register reading obtained within SSD-5 and SSD+5 window.	Produce and send an Invalid Data Report <sup>25252525</sup> .	New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	D0086 Notification of Change of Supplier Readings <sup>262626</sup> .	Electronic or other method, as agreed.
3.2.6.22	If valid Meter register reading obtained within SSD-5 and SSD+5 window. For prepayment Metering Systems refer to Appendix 4.11 - Prepayment Meters	Produce and send Valid Data Report.	New NHHDC.	New Supplier, LDSO. Old NHHDC, if applicable.	D0010 Meter Readings <sup>272727</sup> . D0086 Notification of Change of Supplier Readings <sup>33</sup> . D0086 Notification of Change of Supplier Readings. Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.

<sup>31</sup> The NOSI flow may contain the Old Supplier's Last EAC Details and / or the Last Actual or Customer Register reading. If the NOSI flow contains an Old Supplier's Estimated CoS Reading this must not be used by the new NHHDC.

<sup>32</sup> For domestic premises only, the new Supplier will forward the NOSI flow received from the old Supplier, which may or may not contain the EAC Details and Last Actual or Customer Register Reading. If the old Supplier failed to provide a NOSI flow, the new Supplier should indicate this by sending an 'empty' NOSI flow.

<sup>33</sup> This data flow only includes the CoS reading. The "Reading Date & Time" will be set to SSD.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.23	When Meter reading history is provided, if a CoS reading is not available	Deem Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	New NHHDC		Appendix 4.5 – Deemed Meter Advance, Appendix 4.6 - Manual Adjustment of Meter Reading(s) Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.2.6.24	Following 3.2.6.23	Send resulting change of Supplier Meter Reading	New NHHDC	New Supplier, LDSO	D0086 Notification of Change of Supplier Readings.	Electronic or other method as agreed
3.2.6.25	If appropriate and at least 30 WD after the CoS but no more than 12 months after CoS.	Send SAR. <sup>3535</sup>	New Supplier	New NHHDC	D0300 Disputed Readings or Missing Readings on Change of Supplier	Electronic or other method, as agreed.
3.2.6.26	Following 3.2.6.25 and when Meter reading history and MTDs are available.	Validate SAR.	New NHHDC		Appendix 4.2 - Validate Meter Data, Appendix 4.4 -Change of Supplier Activities.	Internal Process
3.2.6.27	Following 3.2.6.26 and if SAR is valid.	Send validated SAR.	New NHHDC	New Supplier, LDSO, old NHHDC if applicable.	D0086 Notification of Change of Supplier Readings.	Electronic or other method, as agreed.
3.2.6.28	Following 3.2.6.27	Send validated SAR.	Old NHHDC	Old Supplier	D0086 Notification of Change of Supplier Readings.	Electronic or other method, as agreed.
3.2.6.29	Following 3.2.6.26 and if SAR is invalid.	Inform of invalid SAR. Go back to step 3.2.6.13, if appropriate.	New NHHDC	New Supplier	D0300 Disputed Readings or Missing Readings on Change of Supplier	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.30	At least 20 WD after 3.2.6.16 and no more than 12 months after 3.2.6.16, if no Meter reading history or reading have been received and if no valid reading obtained in 3.2.6.25-.3.2.6.29	Obtain Meter register reading, deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	New NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.2.6.31	Once Deemed Meter Reading has been calculated	Send this change of Supplier Deemed Meter Reading.	New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	D0086 Notification of Change of Supplier Readings. Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method as agreed
3.2.6.32	Following 3.2.6.31	Send change of Supplier Deemed Meter Reading	Old NHHDC	Old Supplier	D0086 Notification of Change of Supplier Readings	Electronic or other method as agreed.
3.2.6.33	No later than 12 months after SSD, if the new Supplier wants to dispute the CoS reading prior to the Final Volume Allocation Run <sup>34</sup> .	Disagree reading and: a) Provide an actual or customer Meter register reading. b) Agree this Meter register reading with the old Supplier <sup>35</sup> . c) Send the agreed Meter register reading to the new NHHDC. Refer to 3.2.6.36.	New Supplier. New Supplier. New Supplier.	Old Supplier. Old Supplier. New NHHDC.	D0300 Disputed Readings or Missing Readings on Change of Supplier. D0300 Disputed Readings or Missing Readings on Change of Supplier. D0300 Disputed Readings or Missing Readings on Change of Supplier.	Manual Process.

<sup>34</sup> The Supplier may choose to raise a dispute where, in the Supplier's view, there is difference of more than 250kWh from the original CoS reading.

<sup>35</sup> Refer to MRA Agreed Procedure 08 'The Procedure for Agreement of Change of Supplier Readings and Resolution of Disputed Change of Supplier Readings'.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.34	No later than 12 months after SSD if the old Supplier wants to dispute the CoS reading prior to the Final Volume Allocation Run <sup>34343434</sup> .	Disagree reading and: a) Send a request to the new Supplier to provide an actual Meter register reading or; (If option (a) selected, refer to 3.2.6.36.) b) Provide an actual or customer Meter register reading or c) Agree an alternative Meter register reading, to be used as the CoS reading, with the new Supplier <sup>35353535</sup> . d) Send the agreed Meter register reading to the new NHHDC. (If option b) or c) and d) selected, refer to 3.2.6.33.)	Old Supplier.  Old Supplier.  Old Supplier.  New Supplier.	New Supplier.  New Supplier <sup>35353535</sup> .  New Supplier.  New NHHDC.	D0300 Disputed Readings or Missing Readings on Change of Supplier.  D0300Disputed Readings or Missing Readings on Change of Supplier <sup>35353535</sup> .  D0300 Disputed Readings or Missing Readings on Change of Supplier  D0300 Disputed Readings or Missing Readings on Change of Supplier	Manual Process.
3.2.6.35	On receipt of request from old Supplier.	Send request to new NHHDC to obtain a Meter register reading.	New Supplier.	New NHHDC.	D0072 Instruction to Obtain Change of Supplier Reading.	Electronic or other method, as agreed.
3.2.6.36	When Meter register reading has been agreed between Suppliers and is outside previous timescales but in time for the Final Volume Allocation Run.	Process and validate Meter register reading.	New NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.4 - Change of Supplier Activities; Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		a) If valid, produce and send a Valid Data Report. Calculate a deemed Meter register reading <sup>36 37</sup> for the CoS date and send.	New NHHDC.		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier <sup>38</sup> .	Internal Process.
			New NHHDC.	New Supplier, LDSO, Old NHHDC <sup>39</sup> , if applicable.	D0086 Notification of Change of Supplier Readings. Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier	Electronic or other method, as agreed.
		b) If invalid, produce and send an Invalid Data Report. Return to 3.2.6.27 or 3.2.6.28.	New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	D0086 Notification of Change of Supplier Readings <sup>26262626</sup> .	
3.2.6.37	Following 3.2.6.36	Send change of Supplier Deemed Meter Reading	Old NHHDC	Old Supplier	D0086 Notification of Change of Supplier Readings	Electronic or other method as agreed.

<sup>36</sup> As a result of agreeing a revised CoS reading, the new NHHDC will withdraw the original CoS reading.

<sup>37</sup> If there is a difference between the original CoS Meter reading, deemed to SSD, and the proposed replacement CoS reading of less than 250 kWh, the NHHDC will accept the originally proposed CoS reading for use in Settlements.

<sup>38</sup> Revised AA/EAC values will be calculated as a result of amending the CoS reading.

<sup>39</sup> Upon receipt of the revised CoS reading, the old NHHDC will replace the previous CoS reading with the deemed CoS reading.

## 3.2.7 Change of LDSO

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.7.1		Send appointment details to the new NHHDC, including the details of the current Agents.	Supplier	New NHHDC  SMRA	D0155 Notification of Meter Operator or Data Collector Appointment and Terms D0148 Notification of Change to Other Parties D0052 Affirmation of Metering System Settlement Details D0302 Notification of Customer Details D0205 Update Registration Details	Electronic or other method, as agreed.
3.2.7.2	Once appointed to SVA MSID by Supplier.	Send the MTD to the new NHHDC.	MOA.	New NHHDC.	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
3.2.7.3	On date of change of LDSO	Where actual Meter register reading required:  Send request to obtain an actual Meter register reading.	Supplier.	Old NHHDC.	D0170 Request for Metering System Related Details	Electronic or other method, as agreed.
		The old NHHDC will obtain a Meter register reading where instructed by the Supplier.  Otherwise:  If an appropriate Customer own reading has been received, provide this.	Old NHHDC.  Supplier.	  Old NHHDC.		Internal Process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		The MOA may send a Meter register reading to the old NHHDC.	MOA.	Old NHHDC.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.2.7.4	Following date of change of LDSO	Select the final reading for old MSID <sup>40</sup> . Process and validate the Meter register reading.	Old NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.2.7.5	If invalid Meter register reading	Produce and send an Invalid Data Report.	Old NHHDC.	Supplier, old LDSO.		Electronic or other method, as agreed.
3.2.7.6	On receipt of Invalid Data Report.	Send a request to the old NHHDC to provide a Meter register reading to replace the invalid one already received.	Supplier.	Old NHHDC.		Electronic or other method, as agreed.
3.2.7.7	Following 3.2.7.6	The old NHHDC will collect a Meter register reading, based on the request from the Supplier. Return to 3.2.7.4	Old NHHDC.			Internal Process.
3.2.7.8	If valid Meter register reading obtained for date of change of LDSO	Produce and send Valid Data Report.	Old NHHDC.	Supplier, old LDSO.	D0010 Meter Readings. Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.2.7.9	If valid Meter register reading not obtained for date of Change of LDSO	Calculate a final Deemed Meter Reading for the old MSID Send this Deemed Meter Reading.	Old NHHDC. Old NHHDC.	Supplier, old LDSO,	Appendix 4.5 – Deemed Meter Advance  D0010 Meter Readings Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process.  Electronic or other method, as agreed.

<sup>40</sup> The order of precedence is as follows: Remote reading, MOA final, NHHDC, Customer own reading.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.7.10	Within 10 WD of 3.2.7.9	Send final Meter register reading (whether actual or deemed) for old MSID. This shall be used as the initial Meter reading for the new MSID.	Old NHHDC	New NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
3.2.7.11	Once final Meter reading for Old MSID received	Send this Meter reading	New NHHDC	New LDSO	D0010 Meter Readings	Electronic or other method, as agreed
3.2.7.12	If no Meter reading provided by 10 WD after change of LDSO	Request final Meter reading for old MSID.	New NHHDC	Old NHHDC, Supplier		Post / Fax / Email
3.2.7.13	Following 3.2.7.12	Send final Meter reading for old MSID. This shall be used as the initial Meter reading for the new MSID.	Old NHHDC, Supplier	New NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
3.2.7.14	Once final Meter reading for Old MSID received	Send this Meter reading	New NHHDC	New LDSO	D0010 Meter Readings	Electronic or other method, as agreed
3.2.7.15	At least 10 WD after 3.2.7.12 and no more than 12 months after 3.2.7.12, if no final Meter reading has been received for old MSID	Obtain Meter register reading, deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	New NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.7.16	Once Deemed Meter Reading has been calculated	Send this Deemed Meter Reading.	New NHHDC.	Supplier, new LDSO, Old NHHDC	D0010 Meter Readings Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed
3.2.7.17	Following 3.2.7.16	Send Deemed Meter Reading	Old NHHDC	Old LDSO	D0010 Meter Readings	Electronic or other method as agreed.

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### 3.3 Metering Activities.

#### 3.3.1. Coincident Change of Supplier and Measurement Class from a Non-Half Hourly to a Half Hourly SVA Metering System <sup>41</sup>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1.1	Prior to CoMC date change.	Send notification of termination of appointment.	Old Supplier <sup>42</sup> .	NHHDC.	D0151 Termination of Appointment or Contract by Supplier. The old NHHDC becomes de-appointed on SSD-1.	Electronic or other method, as agreed.
3.3.1.2	By SSD+5.	Send final Meter register reading(s) or notification that Meter register reading not obtainable and notification that this is a coincident CoS.	NHHMOA.	NHHDC.	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action (use the "Additional Information" field to indicate that this is a coincident change). D0150 Non-Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
3.3.1.3	By SSD+8.	If Meter register reading(s) obtained, validate Meter register reading(s).	Current NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.3.1.4	By SSD+8.	If valid Meter register reading(s), produce and send Valid Data Report.	Current NHHDC.	Old Supplier <sup>43</sup> , LDSO.	D0086 Notification of Change of Supplier Readings (or D0010 Meter readings if there is no concurrent CoS).  Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.

<sup>41</sup> This process can also be used where there is only a CoMC, not a coincident CoS and CoMC.

<sup>42</sup> In addition the old Supplier will inform its other Agents of their de-appointments (via D0151 Termination of Appointment or Contract by Supplier) and they also become de-appointed on SSD-1.

<sup>43</sup> Where the old Supplier wishes to query the final Meter register reading(s) he shall contact the old NHHDC and the old NHHDC shall endeavour to resolve the query.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1.5	By SSD+8.	If invalid Meter register reading(s), produce and send Invalid Data Report.	Current NHHDC.	Old Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.3.1.6	If concurrent CoS and CoMC and Meter register reading invalid or not received by SSD+8.	Calculate deemed reading(s) and associated EAC/AA(s).	Current NHHDC.		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process.
3.3.1.7	By SSD+8.	Send Deemed Meter Reading(s).	Current NHHDC.	Old Supplier, LDSO.	D0086 Notification of Change of Supplier Readings. Refer to section 3.3.11 Calculate AA/EAC and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.3.1.8	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	MOA, Supplier		Post / Fax / Email
3.3.1.9	Within 10 WD of 3.3.1.8	Send final Meter register reading	MOA / Supplier	Current NHHDC <sup>10+0</sup> <sub>10+0</sub>	D0010 Meter Readings	Electronic or other method, as agreed
3.3.1.10	If required and no valid Meter register reading received within 10 WD of 3.3.1.9	Deem final Meter register reading and calculate associated EAC / AA(s)	Current NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1.11	Following 3.3.1.10	Send Deemed final Meter Reading	Current NHHDC	Supplier, LDSO	D0010 Meter Readings	Electronic or other method as agreed

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### 3.3.2. Coincident Change of Supplier and Measurement Class from a Half Hourly to a Non-Half Hourly SVA Metering System~~414141~~<sup>41</sup>.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.2.1		Send notification to NHHDC of appointment to NHH SVA MS. Also send details of the NHHDA and NHH MOA for the SVA MS to the NHHDC.	New Supplier.	NHHDC.	D0148 Notification of Change to Other Parties. D0155 Notification of new Meter Operator or Data Collector Appointment and Terms. D0302 Notification of Customer Details	Electronic or other method, as agreed.
3.3.2.2	Within 10 WD of installation of Metering system.	Send MTD.  Send initial Meter register reading	NHHMOA	Supplier, NHHDC, LDSO. NHHDC	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details. D0010 Meter Readings.	Electronic or other method, as agreed.
3.3.2.3	Within 5 WD of receipt of D0150 from the MOA	Send notification of SVA Metering System details, including initial (class average) EAC to the NHHDC.	Supplier.	NHHDC. SMRA	D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Electronic or other method, as agreed.
3.3.2.4	On receipt of D0052 and D0150	Validate D0052. Check for discrepancies between the Metering System Settlement Details provided by the Supplier and the Meter Technical Details provided by the MOA.	NHHDC		See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Internal
3.3.2.5	If D0052 invalid	Send notification of invalid Metering System Settlement details to Supplier	NHHDC	Supplier	D0310 Notification of Failure to Load or Receive Metering System Settlement Details <sup>9999</sup>	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.2.6	On receipt of D0310	Supplier should resolve the problem by re-sending or revising the D0052 as required or by instructing the MOA to re-send the D0150.	Supplier	NHHDC SMRA	D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details As required	Electronic or other method, as agreed.
3.3.2.7	On receipt of valid D0052	Send the initial (class average) EAC for each Settlement register of the SVA MS to the NHHDA. Process EAC/AA data in accordance with section 3.5.	NHHDC.	NHHDA.	D0019 Metering System EAC/AA Data.	Electronic or other method, as agreed.
3.3.2.8		Process and validate Meter register reading.	NHHDC.		Appendix 4.2 – Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.3.2.9	If invalid Meter register reading.	Produce and send Invalid Data Report.	NHHDC.	LDSO, Supplier.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.3.2.10	If valid Meter register reading.	Produce and send Valid Data Report.	NHHDC.	LDSO, Supplier.	D0010 Meter Readings. Refer to section 3.3.11 Calculate AA/EAC and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.3.2.11	If no Meter register reading received within 10 WD of CoMC and initial reading required <sup>44</sup>	Request initial Meter register reading	NHHDC	MOA, Supplier, Old HHDC (where possible and if same Metering Equipment is in use)		Post / Fax / Email

<sup>44</sup> An initial Meter reading is required for a co-incident CoS and CoMC. It is optional for a CoMC only.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.2.12	Within 10 WD of receipt of request for initial Meter Register reading	Send initial Meter register reading	MOA , Supplier, Old HHDC	NHHDC <sup>10+9</sup> <del>10+9</del>	D0010 Meter Readings	Electronic or other method, as agreed
3.3.2.13	If required and at least 10 WD after 3.3.2.11 and no more than 12 <sup>45</sup> months after 3.3.2.11, if no initial valid Meter register reading has been received	Deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.3.2.14	Following 3.3.2.13	Send Deemed Meter Reading	NHHDC	Supplier, LDSO	D0010 Meter Readings	Electronic or other method as agreed

<sup>45</sup> By 10 Working Days before the Final Reconciliation Run for the relevant Settlement Date if no concurrent Change of Supplier.

### 3.3.3. Energise a SVA Metering System.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.3.1	Within 10 WD of attempting to change energisation status.	Send change of energisation status and initial Meter register reading.	MOA MOA	NHHDC, Supplier, LDSO NHHDC	D0139 Confirmation or Rejection of Energisation Status Change. D0010 Meter Readings	Electronic or other method, as agreed.
3.3.3.2	On receipt of notification of change of energisation status.	Process and validate Meter register readings <sup>46</sup> . During processing, if communications equipment disconnected, record this as well as the source of the notification of the energisation.	NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.3.3.3	If invalid Meter register reading.	Produce and send Invalid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.3.3.4	If valid Meter register reading.	Produce and send Valid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings. Refer to section 3.3.11 - Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.3.3.5	If required and no valid Meter register reading received within 10 WD of notification of change to energisation status	Request initial Meter register reading	NHHDC	MOA, Supplier		Post / Fax / Email
3.3.3.6	Within 10 WD of 3.3.3.5	Send initial Meter register reading	MOA / Supplier	NHHDC <sup>10+9</sup> <del>10+9</del>	D0010 Meter Readings	Electronic or other method, as agreed

<sup>46</sup> It is necessary for settlement purposes to identify a SVA MS as energised or de-energised. Where a SVA MS consists of more than one Meter, it will be considered energised if at least one of its meters is energised.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.3.7	10 WD after 3.3.3.5, if no valid Meter register reading received	If available substitute final Meter reading taken when the Metering System was de-energised for the initial Meter reading and calculate associated EAC / AA(s).	NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.3.3.8	If required and at least 10 WD after 3.3.3.5 and by 10 WD before the Final Reconciliation Run for the relevant Settlement Date, if no valid initial Meter register reading has been received	Deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.3.3.9	Following 3.3.3.8	Send Deemed Meter Reading	NHHDC	Supplier, LDSO	D0010 Meter Readings	Electronic or other method as agreed

### 3.3.4. De-energise a SVA Metering System.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.4.1	Within 10 WD of attempting to change energisation status.	Send change of energisation status and final Meter register reading.	MOA. MOA	NHHDC, Supplier. LDSO. NHHDC	D0139 Confirmation or Rejection of Energisation Status Change. D0010 Meter Readings	Electronic or other method, as agreed.
3.3.4.2	If Meter register reading received.	Process and validate Meter register reading. During processing, if communications equipment disconnected, record this as well as the source of the notification of the de-energisation.	NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.3.4.3	If invalid Meter register reading received.	Produce and send Invalid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.3.4.4	If valid Meter register reading received.	Produce and send Valid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings. Refer to section 3.3.11 - Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.3.4.5	If required and no valid Meter register reading received within 10 WD of notification of change to energisation status	Request final Meter register reading	NHHDC	MOA, Supplier		Post / Fax / Email
3.3.4.6	Within 10 WD of 3.3.4.5	Send final Meter register reading	MOA / Supplier	NHHDC <sup>10+0</sup> <del>10+0</del>	D0010 Meter Readings	Electronic or other method, as agreed

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.4.7	If required and no valid Meter register reading received within 10 WD of 3.3.4.5	Deem final Meter register reading and calculate associated EAC / AA(s) <sup>47</sup>	NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.3.4.8	Following 3.3.4.7	Send Deemed Meter Reading	NHHDC	Supplier, LDSO	D0010 Meter Readings	Electronic or other method as agreed

<sup>47</sup> If the final Meter reading is deemed, and subsequently the Metering System is energised and an initial Meter register reading is obtained, the initial Meter register reading shall be substituted as the final Deemed Meter Reading provided that the Deemed Meter Reading for the date of the de-energisation has not been included in an RF run, in accordance with Appendix 4.5.

### 3.3.5. Disconnection of a SVA Metering System.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.5.1		Send appointment end details to NHHDC, including planned disconnection date.	Supplier.	NHHDC.	D0151 Termination of Appointment or Contract by Supplier. P0027 Notification of Pending Work.	Electronic or other method, as agreed.
3.3.5.2	As appropriate	Send change of energisation status and final Meter register reading.	MOA.	NHHDC.	D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.
3.3.5.3	If Meter register reading obtained.	Process and validate Meter register reading. During processing, if communications equipment disconnected record this as well as the notification of termination of the appointment to the SVA MS from the Supplier.	NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.3.5.4	If invalid Meter register reading.	Produce and send Invalid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.3.5.5	If valid Meter register reading.	Produce and send Valid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings. Refer to section 3.3.11 - Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.3.5.6	If required and no valid Meter register reading received within 10 WD of the disconnection	Request final Meter register reading	NHHDC	MOA, Supplier		Post / Fax / Email
3.3.5.7	Within 10 WD of 3.3.5.6	Send final Meter register reading	MOA / Supplier	NHHDC <sup>101</sup> <del>01010</del>	D0010 Meter Readings	Electronic or other method, as agreed

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.5.8	If required and no valid Meter register reading received within 10 WD of 3.3.5.6 or notification received that the reading is unavailable	If available, substitute the de-energisation reading as the disconnection reading. If not available, deem the final Meter register reading Calculate associated EAC / AA(s)	NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.3.5.9	Following 3.3.5.8	Send Deemed Meter Reading	NHHDC	Supplier, LDSO	D0010 Meter Readings	Electronic or other method as agreed

### 3.3.6. Change of Standard Settlement Configuration.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.6.1		Send notification that MOA is to re-program Meter registers. If necessary, agree revised contractual terms with NHHDC.  Pass final Meter register reading for old register configuration and initial Meter register reading for new register configuration, including MTD and the mapping of these onto each Settlement Register <sup>48</sup> .	Supplier <sup>49</sup> .  MOA.	NHHDC.  NHHDC. NHHDC, Supplier, LDSO.	P0027 Notification of Pending Work.  D0010 Meter Readings.  D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
3.3.6.2	Within 5 WD of receipt of D0150 from the MOA	Send initial (class average) EAC for each Settlement Register associated with the new SSC and the new Profile Class <sup>50</sup> (where appropriate). Send the date for which any change of SSC has been registered.	Supplier	NHHDC SMRA	D0052 Affirmation of Metering Settlement Details. D0205 Update Registration Details See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Electronic or other method, as agreed.
3.3.6.3	On receipt of D0052 and D0150	Validate D0052. Check for discrepancies between the Metering System Settlement Details provided by the Supplier and the Meter Technical Details provided by the MOA.	NHHDC		See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow.	Internal
3.3.6.4	If D0052 invalid	Send notification of invalid Metering System Settlement details to Supplier	NHHDC	Supplier	D0310 Notification of Failure to Load or Receive Metering System Settlement Details <sup>9999</sup>	Electronic or other method, as agreed.

<sup>48</sup> Settlement Registers must not 'double count' electricity. If two physical registers record the same consumption, then the NHHDC must perform a process of differencing.

<sup>49</sup> If necessary the Supplier and NHHDC agree revised terms for retrieval and processing of data.

<sup>50</sup> On change of Profile Class for a SVA MS, a class average EAC will be submitted in preference to an EAC calculated from the AA for the Meter Advance Period spanning the change of Profile Class. An EAC will not be calculated if the Profile Class has changed during the Meter Advance Period.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.6.5	On receipt of D0310	Supplier should resolve the problem by re-sending or revising the D0052 as required or by instructing the MOA to re-send the D0150.	Supplier	NHHDC SMRA	D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details As required	Electronic or other method, as agreed.
3.3.6.6	On receipt of valid D0052	Send the initial (class average) EAC for each Settlement register of the SVA MS to the NHHDA. Process EAC/AA data in accordance with section 3.5.	NHHDC.	NHHDA.	D0019 Metering System EAC/AA Data.	Electronic or other method, as agreed.
3.3.6.7		Process and validate Meter register readings.	NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.3.6.8	If invalid Meter register reading.	Produce and send Invalid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings. Refer to section 3.3.11 - Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.3.6.9	If valid Meter register reading.	Produce and send Valid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings. Refer to section 3.3.11 Calculate AA/EAC and send to NHHDA and Supplier.	Electronic or other method, as agreed.

### 3.3.7. Reconfigure or Replace SVA Metering System - No Change of Measurement Class.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.7.1	Within 10 WD of replacing / reconfiguring MS	Send final Meter register reading for replaced / reconfigured MS or notify that Meter register reading not obtainable. Send Meter register reading for replacement MS / new configuration. Send MTD for replacement MS / new configuration.	MOA. <sup>51 52</sup>	NHHDC.  NHHDC, Supplier, LDSO.	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action  D0149 Notification of Mapping Details D0150 Non-Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
3.3.7.2	If Meter register reading obtained from replaced / reconfigured MS.	Process and validate Meter register reading(s).	NHHDC.		Appendix 4.2 – Validate Meter Data, Appendix 4.6 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.3.7.3	If invalid Meter register reading.	Produce and send Invalid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.3.7.4	If valid Meter register reading.	Produce and send Valid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings. Refer to section 3.3.11 – Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.

<sup>51</sup> A change of Meter due to safety reasons may lead to a different type of Meter being put in. This would require the MOA to determine a permanent solution, in conjunction with the NHHDC as necessary.

<sup>52</sup> With reference to 3.3.7.1, whenever installing new, replacement and re-configured NHH meters or carrying out work requiring re-registration of the metering system, the MOA shall ensure that the Meter registers are clearly identified and that Meter Register Id (J0010) to be used in all relevant DTN Data Flows (e.g. D0149 & D0150) clearly identifies the registers on the metering asset read. See BSCP514 for details.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.7.5	If no valid Meter register reading(s) received 10 WD of the replacement / reconfiguration and initial and / or final reading required	Request initial and / or final Meter register reading	NHHDC	MOA, Supplier		Post / Fax / Email
3.3.7.6	Within 10 WD of 3.3.7.5	Send initial and / or final Meter register reading	MOA / Supplier	NHHDC <sup>10101010</sup>	D0010 Meter Readings	Electronic or other method, as agreed
3.3.7.7	If required and no valid final Meter register reading received within 10 WD of 3.3.7.6	Deem final Meter register reading and calculate associated EAC / AA(s)	NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.3.7.8	If required and at least 10 WD after 3.3.7.4 and by 10 WD before the Final Reconciliation Run for the relevant Settlement Date, if no valid initial Meter register reading has been received	Deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.3.7.9	Following 3.3.7.8	Send Deemed Meter Reading	NHHDC	Supplier, LDSO	D0010 Meter Readings	Electronic or other method as agreed

### 3.3.8. Withdrawing Meter Readings.<sup>53</sup>

#### 3.3.8.1 Withdrawal of Meter Reading following Fault Rectification – No Change of SVA Metering System.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.8.1.1	As soon as possible after SVA MS fault rectified.	Send: <ul style="list-style-type: none"> <li>notification of fault and the period affected<sup>54</sup>;</li> <li>confirmation of rectification of fault; and</li> </ul> Meter register reading following rectification of fault (to be used for subsequent MAP).	MOA.	NHHDC <sup>55</sup> <sup>56</sup> .	D0002 Fault Resolution Report or Request for Decision on Further Action. D0010 Meter Readings (if applicable). P0192 Invalid Meter Reading / AA / EAC.	Electronic or other method, as agreed.
3.3.8.1.2	By 5 WD after 3.3.8.1.1.	Determine which Meter register reading(s) / AA/EAC(s) affected by the period of the fault. Withdraw the Meter register reading(s) (back to the last valid Meter register reading which was obtained prior to the period of the fault) and the AA/EAC(s) (relating to the period of the fault). Complete a Site Visit Report.	NHHDC.		Appendix 4.1 - Site Checks of SVA Metering System - Site Visit Report. Appendix 4.3 - Withdrawing Meter Reading(s) / AA/EAC(s).	Internal Process.
3.3.8.1.3	By 1 WD after 3.3.8.1.2.	Send notification: <ul style="list-style-type: none"> <li>that Meter register reading(s) has been withdrawn together with the Site Visit Report.</li> <li>of the last valid AA/EAC (obtained prior to the period of the fault).</li> </ul>	NHHDC.  NHHDC.	Supplier, LDSO <sup>57</sup> . Supplier, NHHDA.	D0010 Meter Readings.  D0019 Metering System EAC/AA Data.	Electronic or other method, as agreed.

<sup>53</sup> When a fault is reported by the MOA, the collection timetable will be updated in time to ensure that faulty data is not collected and passed into the Settlement process. Following resolution of the fault, the data collection timetable will be updated to ensure that actual data is collected within the collection period for the SVA MS.

<sup>54</sup> If the period of the fault is not known then the MOA will notify the NHHDC that this period cannot be determined by the MOA.

<sup>55</sup> The NHHDC must ensure that there is no change to the original reading collected from the SVA MS as a result of SVA MS faults notified by the MOA. Invalidated readings must be retained for reference.

<sup>56</sup> Where the NHHDC receives notification of a fault from someone other than the MOA, the NHHDC will report the fault to the MOA.

<sup>57</sup> The Supplier and LDSO will withdraw all subsequent Meter register reading(s) received after the period of the fault until notified of the next valid Meter register reading by the NHHDC.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.8.1.4	If required and no valid final Meter register reading received 5 WD after SVA MS fault rectified	Deem final Meter register reading and calculate associated EAC / AA(s)	NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.3.8.1.5	Following 3.3.8.1.4	Send Deemed Meter Reading	NHHDC	Supplier, LDSO	D0010 Meter Readings	Electronic or other method as agreed
3.3.8.1.6	If required and no valid initial Meter register reading received 5 WD after SVA MS fault rectified	Request initial Meter register reading	NHHDC	MOA, Supplier		Post / Fax / Email
3.3.8.1.7	Within 10 WD of 3.3.8.1.6	Send initial Meter register reading	MOA / Supplier	NHHDC <del>10</del> <sup>10</sup>	D0010 Meter Readings	Electronic or other method, as agreed
3.3.8.1.8	If required and at least 10 WD after 3.3.8.1.6 and by 10 WD before the Final Reconciliation Run for the relevant Settlement Date, if no valid initial Meter register reading has been received	Deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)	NHHDC		Appendix 4.5 – Deemed Meter Advance Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.	Internal Process
3.3.8.1.9	Following 3.3.8.1.8	Send Deemed Meter Reading	NHHDC	Supplier, LDSO	D0010 Meter Readings	Electronic or other method as agreed

### 3.3.8.2 Withdrawal of Meter Reading following Fault Rectification – Change of SVA Metering System.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.8.2.1	As soon as possible after installation of new SVA MS.	<p>Send:</p> <ul style="list-style-type: none"> <li>notification of fault and period affected<sup>54</sup>;</li> <li>confirmation of rectification of fault following installation of new SVA MS;</li> <li>final Meter register reading for removed SVA MS where obtained<sup>58</sup>; and</li> <li>MTD, including Meter register reading for replacement SVA MS.</li> </ul> <p>If there is a change of SSC as a result of installing new SVA MS, send the revised SVA MS details and the initial (class average) EAC.</p>	MOA.  Supplier.	NHHDC <sup>59</sup> <del>56565656</del>  NHHDC SMRA	<p>D0002 Fault Resolution Report or Request for Decision on Further Action.</p> <p>D0010 Meter Readings.</p> <p>D0149 Notification of Mapping Details.</p> <p>D0150 Non-Half Hourly Meter Technical Details.</p> <p>D0052 Affirmation of Metering System Settlement Details.</p> <p>D0205 Update Registration Details</p>	Electronic or other method, as agreed.
3.3.8.2.2	If there is a change of SSC.	<p>Validate D0052. Check for discrepancies between the Metering System Settlement Details provided by the Supplier and the Meter Technical Details provided by the MOA.</p> <p>Notify Supplier of any exceptions in accordance with 3.3.6.6 to 3.3.6.8.</p>	NHHDC	Supplier	<p>See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow.</p> <p>D0310 Notification of Failure to Load or Receive Metering System Settlement Details<sup>9999</sup>.</p>	Electronic or other method, as agreed.
3.3.8.2.3	By 1 WD after 3.3.8.2.1.	Process and validate Meter register reading(s) for replacement SVA MS.	NHHDC.		<p>Appendix 4.2 - Validate Meter Data,</p> <p>Appendix 4.6 - Manual Adjustment of Meter Reading(s).</p>	Internal Process.

<sup>58</sup> If the NHHDC receives a final Meter register reading for the removed SVA MS the NHHDC will record but will not use this Meter register reading in Settlement as the NHHDC will deem an advance for the period of the fault.

<sup>59</sup> The NHHDC must ensure that there is no change to the original reading collected from the SVA MS as a result of SVA MS faults notified by the MOA. Invalidated readings must be retained for reference.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.8.2.4	By 1 WD after 3.3.8.2.2.	If invalid Meter register reading, produce and send Invalid Data Report for replacement SVA MS. If invalid Meter register reading then obtain alternative Meter register reading and return to 3.3.8.2.2.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.3.8.2.5	By 1 WD after 3.3.8.2.2.	If valid Meter register reading, produce and send Valid Data Report for replacement SVA MS.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.3.8.2.6	By 1 WD after 3.3.8.2.4.	For the removed SVA MS: <ul style="list-style-type: none"> <li>Determine which Meter register reading(s) / AA/EAC(s) affected by the period of the fault.</li> <li>Withdraw the Meter register reading(s) (back to last valid Meter register reading which was obtained prior to the period of the fault) and the AA/EAC(s) (relating to the period of the fault).</li> </ul> Complete a Site Visit Report. For the replacement SVA MS: <ul style="list-style-type: none"> <li>If change of SVA MS requires change of SSC retrieve the initial class average EAC (because the TPR(s) will be different).</li> </ul> If change of SVA MS with no change of SSC retrieve the EAC calculated for the removed SVA MS together with the AA.	NHHDC.		Appendix 4.1 - Site Checks of SVA Metering System - Site Visit Report. Appendix 4.3 - Withdrawing Meter Reading(s) / AA/EAC(s).	Internal Process.

### 3.3.8.3 Withdrawal of Meter Reading / Large AA following Review.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.8.3.1	As soon as possible following identification of invalid Meter register reading(s) / AA(s).	Send notification that Meter register reading(s) / AA(s) invalid.	Supplier.	NHHDC.	P0192 Invalid Meter Reading / AA / EAC. D0010 Meter Readings (if applicable).	Manual Process.
3.3.8.3.2	By 5 WD after 3.3.8.3.1.	Determine whether Meter register reading(s) previously identified as valid is now invalid and / or determine whether AA previously identified as valid is now invalid in accordance with Appendix 4.9. Where appropriate in accordance with Appendix 4.9, withdraw the Meter register reading(s) and / or the AA/EAC(s).	NHHDC.		Appendix 4.1 - Site Checks of SVA Metering System - Site Visit Report. Appendix 4.9 - EAC/AA Calculation.	Internal Process.
3.3.8.3.3	By 1 WD after 3.3.8.3.2	Send notification that Meter register reading(s) /AA/EAC(s) has been withdrawn.	NHHDC.	Supplier, LDSO <sup>60</sup> .	D0010 Meter Readings.	Electronic or other method, as agreed.
3.3.8.3.4	By 1 WD after 3.3.8.3.3.	Send the AA/EAC (in accordance with Appendix 4.9). Process EAC/AA data in accordance with section 3.5.	NHHDC. NHHDA.	Supplier, NHHDA.	D0019 Metering System EAC/AA Data. If Gross Volume Correction is required, refer to section 3.4.4	Electronic or other method, as agreed.

<sup>60</sup> The Supplier and LDSO will withdraw all subsequent Meter register readings received from the NHHDC.

**[CP1307]3.3.8.4 Withdrawal of initial Long Term Vacant Period Meter Reading<sup>61</sup>.**

<b>REF</b>	<b>WHEN</b>	<b>ACTION</b>	<b>FROM</b>	<b>TO</b>	<b>INFORMATION REQUIRED</b>	<b>METHOD</b>
<a href="#">3.3.8.4.1</a>	<a href="#">If actual Meter register reading(s) taken at the end of a Long Term Vacant period indicates that the deemed initial Meter<sup>62</sup> reading(s) for the Long Term Vacant Period was incorrect.</a>	<a href="#">Send notification that the deemed initial Meter register reading(s) at the start of the Long Term Vacant period is incorrect.  Instruct whether or not to replace the withdrawn reading with the reading taken at the end of the Long Term Vacant Period, in accordance with Appendix 4.5.</a>	<a href="#">Supplier.</a>	<a href="#">NHHDC.</a>	<a href="#">Details of the Meter register reading(s) to be withdrawn.  <a href="#">Appendix 4.5 – Deemed Meter Advance.</a>  <a href="#">Reason for withdrawing the Meter register reading(s)</a></a>	<a href="#">Manual Process.</a>
<a href="#">3.3.8.4.2</a>	<a href="#">By 5 WD after <a href="#">3.3.8.4.1</a>.</a>	<a href="#">Withdraw the Meter register reading(s) and the associated EAC/AA(s).  If last Meter reading was prior to RF, deem a Meter reading at RF in accordance with Appendix 4.5.  If required enter the Meter reading taken at the end of the Long Term Vacant Period as the reading for the start of the Long Term Vacant Period in accordance with Appendix 4.5.</a>	<a href="#">NHHDC.</a>		<a href="#">Appendix 4.5 – Deemed Meter Advance.</a>	<a href="#">Internal Process.</a>
<a href="#">3.3.8.4.3</a>	<a href="#">By 1 WD after <a href="#">3.3.8.4.2</a></a>	<a href="#">Send notification that Meter register reading(s) /EAC/AA(s) has been withdrawn.</a>	<a href="#">NHHDC.</a>	<a href="#">Supplier, LDSO.</a>	<a href="#">D0010 Meter Readings.</a>	<a href="#">Electronic or other method, as agreed.</a>
<a href="#">3.3.8.4.4</a>	<a href="#">If appropriate, and by 1 WD after <a href="#">3.3.8.4.2</a></a>	<a href="#">Send notification that the Meter register reading taken at the end of the Long Term Vacant Period is being used as the Meter reading at the start of the Long Term Vacant Period.</a>	<a href="#">NHHDC</a>	<a href="#">Supplier, LDSO</a>	<a href="#">D0010 Meter Readings.</a>	<a href="#">Electronic or other method as agreed.</a>

[CP1307]<sup>61</sup> Suppliers shall have the choice on whether or not they wish their NHHDC to follow this process and withdraw the Meter reading.

[CP1307]<sup>62</sup> The initial Meter reading at the start of the Long Term Vacant period to be withdrawn must not have passed the Final Reconciliation Run.

<u>REF</u>	<u>WHEN</u>	<u>ACTION</u>	<u>FROM</u>	<u>TO</u>	<u>INFORMATION REQUIRED</u>	<u>METHOD</u>
<u>3.3.8.4.5</u>	<u>By 1 WD after 3.3.8.4.3 and 3.3.8.4.4.</u>	<u>Send the EAC/AA (in accordance with Appendix 4.9).</u>  <u>Process EAC/AA data in accordance with section 3.5.</u>	<u>NHHDC.</u>  <u>NHHDA.</u>	<u>Supplier, NHHDA.</u>	<u>Appendix 4.9 - EAC/AA Calculation, D0019 Metering System EAC/AA Data.</u> <u>If Gross Volume Correction is required, refer to section 3.4.4.</u>	<u>Electronic or other method, as agreed.</u>

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### 3.3.10. Changes to SVA Metering System Standing Data.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.10.1	On change of Profile Class.	Send notification of intended change of Profile Class, including the initial value EAC, and if required, request that the NHHDC collects a Meter register reading.  Await confirmation of the effective date of the Profile Class change from the NHHDC.	Supplier.	NHHDC.  SMRA	D0005 Instruction on Action. D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details	Electronic or other method, as agreed.
3.3.10.2	Within 10 WD of notification from Supplier.	Either: a) Obtain a Meter register reading <sup>63</sup> , or receive Meter register reading from MOA, if there is a change of SSC. b) Send the Meter register reading to the Supplier together with the Meter register reading date. This date will become the effective date of the Profile Class change. If unable to obtain Meter register reading, the NHHDC will inform the Supplier and await further instructions.  Supplier will inform NHHDC of next course of action. or If no Meter register reading required, confirm the effective date of the Profile Class change.	NHHDC, MOA.  NHHDC.  Supplier.  NHHDC.	NHHDC.  Supplier <sup>64</sup> .  NHHDC.  Supplier <sup>7878</sup> <u>7874</u> .	D0010 Meter Readings.  D0004 Notification of Failure to Obtain Reading. D0010 Meter Readings.  D0005 Instruction on Action.  D0010 Meter Readings.	Internal Process. Electronic or other method, as agreed.

<sup>63</sup> Valid reasons for requiring a Meter register reading are:

- the NHHDCs system constraints;
- the change of Profile Class requires a change of SSC or change of Meter or reprogramming of the Meter; or
- as a result of a Supplier request.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.10.3		Send initial (class) average EAC. See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Supplier.	NHHDC. SMRA	D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details	Electronic or other method, as agreed.
3.3.10.4		Validate D0052.	NHHDC		See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Internal
3.3.10.5	If D0052 invalid	Send notification of invalid Metering System Settlement details to Supplier	NHHDC	Supplier	D0310 Notification of Failure to Load or Receive Metering System Settlement Details <sup>999</sup>	Electronic or other method, as agreed.
3.3.10.6	On receipt of D0310	Supplier should resolve the problem and re-send or revise D0052 as required	Supplier	NHHDC SMRA	D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details As required	Electronic or other method, as agreed.
3.3.10.7	If Meter register reading not obtained for Profile Class change.	Send the initial value EAC which is effective from the Profile Class change. Process EAC/AA data in accordance with section 3.5.	NHHDC. NHHDA.	NHHDA, Supplier.	D0019 Metering System EAC/AA Data.	Electronic or other method, as agreed.

<sup>64</sup> The NHHDC will indicate there has been a change of Profile Class by sending a D0010 Meter Reading to the Supplier. In particular the following fields will be completed by the NHHDC : ‘Additional Information’ field - the NHHDC will confirm that the flow is a Profile Class change flow; if Meter register reading obtained, additionally the ‘Reading Type’ field will be completed - the NHHDC will select the ‘s’ - for ‘Special’ value. This combination of data will enable the Supplier to identify that this is a change of Profile Class flow.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.10.8	Once Meter register reading obtained.	Calculate an AA based on the MAP and substitute a Class Average EAC with an Effective From Settlement Date set to the day after the Effective To Date of the AA Send the AA and the initial value EAC. Process EAC/AA data in accordance with section 3.5.	NHHDC. NHHDC. NHHDA.	NHHDA, Supplier.	D0019 Metering System EAC/AA Data.	Internal Process. Electronic or other method, as agreed.
3.3.10.9	On change of GSP Group.	Send notification of a change to the GSP Group. Validate D0052 and notify Supplier of any exceptions as per 3.3.10.4 to 3.3.10.6 above. Process in accordance with 2.3.5 - Disconnection of a SVA Metering System and 2.2.1 - Supplier requests New Connection.	Supplier.  NHHDC  NHHDC.	NHHDC. SMRA Supplier	D0052 Affirmation of Metering System Settlement Details. D0205 Update Registration Details D0310 Notification of Failure to Load or Receive Metering System Settlement Details <sup>999</sup> . See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Electronic or other method, as agreed.  Internal Process.

### 3.3.11. Calculate AA/EAC Values and send to NHHDA and Supplier.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.11.1	In accordance with SVAA Calendar.	Send Daily Profile Coefficients (via section 3.1.2 - Process Daily Profile Coefficients received from SVAA).	SVAA.	NHHDC <sup>65</sup> .	D0039 Daily Profile Coefficient File.	Electronic Interface.
3.3.11.2	If profile data not received.	Inform SVAA and await receipt of profile data.	NHHDC.	SVAA.	P0040 Request Daily Profile Coefficient	Manual Process.
3.3.11.3	Following receipt of profile data.	Calculate the AA and or EAC for the MAP, based on the valid Meter data <sup>66</sup> . <u>[CP1311]Where the new EAC is negative, replace by a class average EAC.</u>	NHHDC <sup>67</sup> .		Check that the date and version stamps on sets of Daily Profile Coefficients received are consistent with those on data sets already received. Appendix 4.9 - EAC/AA Calculation.	Internal Process.
3.3.11.4	If AA and or EAC calculation fails.	Correct and re-run AA and or EAC calculation.	NHHDC.			Internal Process.

<sup>65</sup> The NHHDC must ensure that initial sets of Daily Profile Coefficients are loaded into the AA/EAC system in ascending Settlement Date order (i.e. a file must already have been loaded for the previous Settlement Day) and in correct version sequence (although version numbers may not be sequential) for any file type/GSP Group combination.

<sup>66</sup> If the CoS business event is triggering this process, then the old NHHDC will provide an AA up to and including SSD-1 and the new NHHDC will provide an EAC from SSD.

<sup>67</sup> The NHHDC will be required to store and retrieve the smoothing parameter for use in calculating the EACs. The NHHDCs system must validate that the value provided for the smoothing parameter is a positive number.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.11.5	If AA and or EAC calculation successful. By the next Volume Allocation Run, if the D0023 data flow was received from the NHHDA at least 14 WD before that Run, Or by the Volume Allocation Run after next if the D0023 data flow from the NHHDA was received less than 14 WD before the next Reconciliation Run.	Send AA and or EAC <a href="#">[CP1311]<sup>68</sup></a>  If problem with file not caused by NHHDA notify NHHDC  Generate a revised file and send or resend an exact copy of file.	NHHDC <sup>69</sup> <del>96966</del>  NHHDA.  NHHDC <sup>69</sup> .	NHHDA, Supplier <sup>70</sup> . NHHDC.  NHHDA, Supplier.	D0019 Metering System EAC/AA Data.  P0035 Invalid Data (for physical integrity problems) or D0023 Failed Instructions (for instruction level problems). D0019 Metering System EAC/AA Data.	Electronic Interface.
3.3.11.6	After 3.3.11.5 and by 20 WD after AA/EAC calculation.	Determine whether the AAs, which are outside the tolerances and have been included in the exception log, are invalid. Proceed in accordance with section 3.3.8.3 Withdrawal of Meter Reading following Review if any AA is invalid.	NHHDC.		Determine whether AA value is genuine. Appendix 4.9 - EAC/AA Calculation.	Internal Process.

[\[CP1311\]<sup>68</sup>](#) The EAC value sent to the NHHDA and Supplier will normally be that calculated in step 3.3.11.3, but may be substituted in accordance with paragraph 4.5.2(e) or step 4.14.4.7.

<sup>69</sup> This may be an old NHHDC in the case where there has been a change of NHHDC.

<sup>70</sup> The NHHDC will send the data (AA and or EAC) only to their respective Supplier / NHHDA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.11.7	By the 20 <sup>th</sup> day of the month <sup>71</sup> .	Send notification of those AAs which were included in the excessively large AAs exception log in 3.3.11.6, and the status of each exception following investigation <sup>72</sup> .	NHHDC	Supplier <sup>73</sup>	P0191 Excessively Large AA.	Manual Process

<sup>71</sup> Or if the 20th is not a working day, the next working day.

<sup>72</sup> If specified by the Supplier, the report may contain only the valid AAs from the exception log.

<sup>73</sup> The NHHDC will send the exceptions to their respective supplier.

**3.3.12. Correct Incorrect Register Mapping.**

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.12.1	On notification	Inform Supplier of Incorrect Register Mapping.	NHHDC <sup>74</sup>	Supplier	P0216 - Notification of Incorrect Register Mapping	Electronic or other method as required
3.3.12.2	Within 5 WD of notification or discovery of incorrect register mapping	Instruct NHHDC to correct incorrect register mapping.	Supplier	NHHDC	P0216 - Notification of Incorrect Register Mapping	Electronic or other method as required
3.3.12.3	Following 3.3.12.2	Obtain Meter reading and correct register mapping.	NHHDC		Appendix 4.10 - Correction of Incorrect Meter Register Mapping	Internal Process
3.3.12.4	Within 5 WD of 3.3.12.3	Correct Meter Register Mapping.	NHHDC		Appendix 4.10 - Correction of Incorrect Meter Register Mapping Proceed to section 3.4.1 – NHHDC collects and sends consumption / generation data to validate the meter register readings(s).	Internal Process
3.3.12.5	Within 5 WD of 3.3.12.3	Notify the Supplier that suitable Meter reading is unavailable.	NHHDC	Supplier <sup>75</sup>	P0216 - Notification of Incorrect Register Mapping	Electronic or other method as required

<sup>74</sup> Supplier may be notified of Incorrect Register Mapping by other participants.

<sup>75</sup> The Supplier will liaise with the NHHMOA and NHHDC to determine what action is required next.

### 3.3.13. Identification of Long Term Vacant Sites.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.13.1	Following receipt of second D0004 <sup>76</sup> .	Identification of site as Long Term Vacant in accordance with appendix 4.15.1 Establish start date for the Long Term Vacant period in accordance with appendix 4.15.2.	Supplier		Appendix 4.15 - Identification of a site as Long Term Vacant.	Internal Process
3.3.13.2	Following 3.3.13.1	Send notification of zero EAC for the site, where the Effective From Date shall be the start date for the period of Long Term Vacant treatment.  <u>[CP1308]Send reading obtained through entry via a warrant if appropriate<sup>77</sup> with a read date of the Effective From Date of the zero EAC.</u>	Supplier	NHHDC	D0052 Affirmation of Metering System Settlement Details.  <u>[CP1308]D0010 Meter Readings</u>	Electronic or other method, as agreed
3.3.13.3	Within 10 WD of receipt of D0052	Obtain Meter reading for the Effective From Date of zero EAC. If Meter Register Reading is not available, deem a Meter reading in accordance with Appendix 4.5.2 (q)	NHHDC		Appendix 4.5 – Deemed Meter Advance.	Internal Process
3.3.13.4	If Meter reading is deemed	Send notification of deemed Meter reading for Effective From Date of zero EAC.	NHHDC	Supplier, LDSO	D0010 Meter Readings.	Electronic or other method, as agreed
3.3.13.5	Following 3.3.13.3	Calculate AA up to the Effective From date of zero EAC.	NHHDC		Appendix 4.9 - EAC/AA Calculation.	Internal Process
3.3.13.6	Following 3.3.13.5	Send AA and the zero EAC.	NHHDC	NHHDA Supplier	D0019 Metering System EAC/AA Data.	Electronic or other method, as agreed

<sup>76</sup>D0004 'Notification of Failure to Obtain a Reading' with the J0024 data item populated with Site Visit Check Code 02 'Site not occupied'.

<sup>77</sup> [CP1308]This is an optional process step which can be followed if the Supplier identifies a site re-entering the LTV process having previously fallen out of the process due to a warrant read being obtained

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.13.7	On receipt of D0019	Process Data in accordance with BSCP504 Section 3.5.	NHHDA		D0019 Metering System EAC/AA Data.	Internal Process
3.3.13.8	On Request by LDSO <sup>78</sup>	Send Details of Long Term Vacant Sites.	Supplier	LDSO	P0221 'Notification of Long Term Vacant Site'.	As agreed between Supplier and LDSO
3.3.13.9	<del>[P245]</del> <u>At least every 7 months</u> <del>No later than 215 calendar days</del> from identification or last confirmation of site as LTV	Confirm that site remains Long Term Vacant in accordance with Appendix 4.15.3.	Supplier		Appendix 4.15.3 - Confirmation that the Site remains Long Term Vacant.	Internal Process

<sup>78</sup> The timescales, the method of communicating the report, the format of the report and any extra details to be included should be agreed between the Supplier and LDSO.

**3.3.14. Identification of Sites that no longer qualify for Long Term Vacant Treatment.**

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.14.1	As appropriate	Supplier identifies that site no longer qualifies for Long Term Vacant treatment in accordance with appendix 4.15.4. Establish end date for the Long Term Vacant period in accordance with appendix 4.15.5.	Supplier		Appendix 4.15 - Identification of a site as Long Term Vacant.	Internal Process
3.3.14.2	If Supplier has a Meter Reading for end of LTV Period <sup>79</sup>	Send Meter Reading if not previously provided by the NHHDC.	Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
3.3.14.3	If Supplier has no Meter reading or as required, alongside 3.3.14.2	If Supplier has no Meter reading to send or Supplier wishes to specify a different EAC to the one expected to be calculated by NHHDC; send non-zero EAC <sup>80</sup> .	Supplier	NHHDC	D0052 Affirmation of Metering System Settlement Details	Electronic or other method, as agreed
3.3.14.4	Within 10 WD of receipt of D0052	If the Supplier did not provide Meter Register reading, obtain Meter Register reading for date of change of EAC value or deem Meter reading in accordance with appendix 4.5.2 (q)	NHHDC		Appendix 4.5 – Deemed Meter Advance	Internal Process
3.3.14.5	If Meter reading deemed	Notification of Deemed Meter Reading.	NHHDC	Supplier, LDSO	D0010 Meter Readings	Electronic or other method, as agreed

<sup>79</sup> If the Supplier does not have a Meter reading for the date that the site ceased to be Long Term Vacant, the Supplier will only send the D0052 to the NHHDC containing a non-zero EAC for the site and the Effective From Date of that EAC.

<sup>80</sup> The Code specifies that the Supplier may choose to use the initial (class average) EAC for a site that has previously been treated as Long Term Vacant, or an EAC that the Supplier reasonably believes is most likely to represent the rate of generation or demand for that Metering System. If the Supplier does not send a D0052 alongside the D0010, the NHHDC should pass the EAC calculated in accordance with Appendix 4.9 into Settlement.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.14.6	Following 3.3.14.4	Calculate AA up to the Effective From Date of the new EAC or date of Meter reading. If no EAC provided by Supplier, calculate EAC.	NHHDC		Appendix 4.9 - EAC/AA Calculation.	Internal Process
3.3.14.7	Following 3.3.14.6	Send EAC/AA Data.	NHHDC	NHHDA Supplier	D0019 Metering System EAC/AA Data	Electronic or other method, as agreed
3.3.14.8	On receipt of file.	Process EAC/AA data in accordance with 3.5.	NHHDA.		D0019 Metering System EAC/AA Data.	Internal Process.

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### 3.4 Collection Activities.

#### 3.4.1 NHHDC collects and sends consumption / generation data.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1.1		<u>Metered Supply:</u> Collect Meter register reading(s) <sup>81</sup> for designated SVA MS(s) either directly or via Supplier. Send customer Meter register reading or prepayment Meter register reading(s) to NHHDC.	NHHDC.  Supplier.	NHHDC.	Complete Site Visit of SVA Metering System – Site Visit Report - Appendix 4.1. D0010 Meter Readings.Prepayment Meters – Appendix 4.11 Remotely Read Meters – Appendix 4.20	Internal Process.  Electronic or other method, as agreed.
		Send customer reading(s) directly to NHHDC. Inform of possible safety problem(s). Inform of possible irregularities. <u>Unmetered Supply:</u> Send UMS EAC	Customer. NHHDC. NHHDC. UMISO/ Supplier	NHHDC. SFIC. Supplier SMRA	D0135 Report Possible Safety Problem. D0136 Report to Supplier of Possible Irregularity. D0052 Affirmation of Metering System Settlement Details <sup>82</sup> D0205 Update Registration Details	Electronic or other method, as agreed.
3.4.1.2	If Meter register reading(s) unobtainable.	Add SVA MS(s) to next collection rota.	NHHDC.			Internal Process.
3.4.1.3	On receipt of D0052 from UMISO.	Validate D0052.	NHHDC		See Appendix 4.12 – Usage and Validation of Affirmation of Metering System Settlement Details (D0052) Flow	Internal Process.

<sup>81</sup> The NHHDC will inform the Supplier if the SVA MS equipment is inadequate or that insufficient data about a SVA MS is available. The Supplier will investigate the situation and ensure that the SVA MS and the information provided are adequate. Where a SVA MS is de-energised the NHHDC shall make visits to the site concerned every 12 months. The NHHDC shall provide the latest meter readings to the LDSO for all SVA Metering Systems for which it is responsible, as soon as possible and on a regular basis.

<sup>82</sup> Where a D0052 Affirmation of Metering System Settlement Details, electronic or otherwise, is received from UMISO or Supplier for an Unmetered Supply, this value must be sent to the NHHDA on a D0019 Metering System EAC/AA Data for use in Settlement. The D0052 Affirmation of Metering System Settlement Details received from UMISO should be used in preference where available.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1.4	If D0052 is invalid.	Send notification of invalid Metering System Settlement details.	NHHDC	UMSO, Supplier	D0310 Notification of Failure to Load or Receive Metering System Settlement Details <sup>999</sup>	Electronic or other method, as agreed.
3.4.1.5	If Meter register reading(s) obtained.	Process <sup>83</sup> and validate Meter register reading(s). If SVA MS recorded as de-energised but consumption identified either remotely or by visiting the site record and process this data.	NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.6 - Manual Adjustment of Meter Reading(s).	Internal Process
3.4.1.6	If invalid Meter register reading(s).	Produce and send Invalid Data Report.	NHHDC.	Supplier, LDSO	D0010 Meter Readings.	Electronic or other method, as agreed.
3.4.1.7	If valid Meter register reading(s).	Produce and send Valid Data Report. <sup>84</sup>	NHHDC.	Supplier, LDSO	D0010 Meter Readings. Refer to section 3.3.11 - Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.4.1.8	By 7 <sup>th</sup> calendar day of each month.	Produce and send report relating to previous calendar month detailing whether 100kW demand was identified in Metering Systems for which the NHHDC is the appointed NHHDC within the period of the report.	NHHDC.	Panel, Supplier.	P0028 100kW Demand Report - if no 100kW demand is identified, a 'nil' P0028 report.	Electronic or other method, as agreed.

<sup>83</sup> The NHHDC will always apply the 'Meter Register Multiplier' and the 'Pulse Multiplier', as provided by the MOA in the D0150 Non-Half Hourly Meter Technical Details data flow.

<sup>84</sup> Prepare valid data reports including active, reactive and maximum demand readings.

### 3.4.2 NHHDC investigates inconsistencies.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.2.1	As deemed necessary.	Send notification of inconsistencies e.g. any gaps, overlaps, missing or invalid AAs etc.	Supplier MOA NHHDA.	NHHDC.	As appropriate: Details of inconsistencies to be investigated, including any relevant supporting information (e.g. copies of data flows highlighting the inconsistencies).	Electronic or other method, as agreed.
3.4.2.2		Investigate inconsistencies <sup>85</sup> , take corrective action and inform respective parties of action taken. Re-send AAs (and EACs if previously sent) to the NHHDA and Supplier. Process EAC/AA data in accordance with section 3.5.	NHHDC.  NHHDA.	Supplier, NHHDA.	Complete Site Visit of SVA Metering System – Site Visit Report - Appendix 4.1. D0019 Metering System EAC/AA Data.	Electronic or other method, as agreed.

<sup>85</sup> If fault identified covers a CoS, the CoS reading and EAC shall be used and sent to the NHHDA. However, if the fault covers the final Stage 2 Run, a class average EAC will be used and sent to the NHHDA.

### 3.4.3 Compensating Crystallised Errors

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.3.1	In the circumstances defined in Appendix 4.14	Request that Gross Volume Correction is carried out	Supplier	NHHDC	Details of Meter register readings to which Gross Volume Correction <a href="#">[CP1310]</a> should be applied.	Fax / Email / Post
<a href="#">[CP1310]</a> <a href="#">3.4.3.2</a>	As soon as possible after <a href="#">3.4.3.1</a>	Where NHHDC believes that request for Gross Volume Correction does not meet the criteria in Appendix 4.14, refer request back to Supplier along with supporting rationale <a href="#">Return to 3.4.3.1</a>	NHHDC	Supplier	Appendix 4.14 – Gross Volume Correction Details of application of Gross Volume Correction in 4.14.3 – ‘Use of Gross Volume Correction’	Fax / Email / Post
<a href="#">[CP1310]</a> <a href="#">3.4.3.3</a>	As soon as possible after <a href="#">3.4.3.1</a> <a href="#">[CP1310]</a> or as otherwise agreed with the Supplier	<a href="#">[CP1310]</a> Where appropriate, carry out Gross Volume Correction <a href="#">[CP1310]</a> <sup>86</sup>	NHHDC		Appendix 4.14 – Gross Volume Correction	Internal Process
<a href="#">[CP1310]</a> <a href="#">3.4.3.4</a>	Following completion of Gross Volume Correction	Send notification of Deemed Meter Readings used for <a href="#">[CP1310]</a> Gross Volume Correction  Send notification of revised EAC / AAs <a href="#">[CP1311]</a> The revised AA/EAC will be calculated in accordance with section 3.3.11. The EAC value sent to the NHHDA and Supplier will normally be that calculated in accordance with step 3.3.11.3, but may be substituted in accordance with step 4.14.4.7	NHHDC  NHHDC	Supplier  Supplier, NHHDA <a href="#">[CP1311]</a> ; <del>LDSO</del>	D0010 Meter readings  D0019 Metering System EAC/AA Data Process EAC / AA in accordance with section 3.5	Electronic or other method as agreed

<sup>86</sup> [\[CP1310\]](#) Please note that, whilst Gross Volume Correction is usually requested by the Supplier, the NHHDC can initiate Gross Volume Correction, although only with the approval of the relevant Supplier or Suppliers. Such approval can be obtained on per-instance or a delegated authority basis, as agreed with the Supplier.

### 3.5 Instruction Processing.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.1	On receipt of file.	Perform validation checks.	NHHDA.		D0019 Metering System EAC/AA Data.	Internal Process.
3.5.2	If validation successful.	Update database with instruction data.	NHHDA.		D0019 Metering System EAC/AA Data.	Internal Process.
3.5.3.	If validation unsuccessful.	Notify NHHDC of problem.	NHHDA.	NHHDC.	P0035 Invalid Data (for transmission problems). D0023 Failed Instructions (for instruction level validation problems).	Electronic or other method, as agreed.
3.5.4	Upon receipt of failure notification.	If transmission problem, resend exact copy of instruction file with the same file sequence number.  Upon request by the NHHDA  If file validation problem, generate and send revised file.  If problem believed to be caused by NHHDA, notify NHHDA.	NHHDC.  NHHDC	NHHDA, Supplier. NHHDA  NHHDA, Supplier. NHHDA.	D0019 Metering System EAC/AA Data.  Resend an exact copy of an instruction file with the same file sequence number  D0019 Metering System EAC/AA Data.  As appropriate.	Electronic or other method, as agreed.
3.5.5	When notified of any other file instruction file error by the NHHDA	Resolve the problem and generate a revised instruction file containing all instructions required to rectify the situation.	NHHDC	NHHDA	The revised file shall contain all instructions from the erroneous file and any instructions contained in subsequent files sent to the NHHDA	Electronically or other method, as agreed.
3.5.6	Following 3.5.5 and 3.5.6	Inform of the file sequence number of the revised file and send the revised instruction file	NHHDC	NHHDA		Electronically or other method, as agreed.
3.5.7	Notification from NHHDA of error within an instruction	Rectify the erroneous instruction and re-send the instruction in the next instruction file with a new instruction number contiguous in that file	NHHDC	NHHDA		Electronically or other method, as agreed.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.5.8	Following the correction of an error.	When sending a revised file or re-sending a copy of an instruction file to its NHHDA, provide the same files to the Supplier.	NHHDC	Supplier		Electronically or other method, as agreed.

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### 3.6 Revenue Protection

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.6.1	When informed by the Revenue Protection Service that there is evidence of tampering with a SVA Metering System	Record an adjustment to the meter advance based on the unrecorded units estimated by the Revenue Protection Service.	NHHDC			Internal Process.
3.6.2	After 3.6.1 occurs	Calculate a new EAC and AA based on the adjusted meter advance and send the new EAC/AA	NHHDC	NHHDA Supplier	D0019 'Metering System EAC/AA Data'	Electronically or other method, as agreed.

## 4. Appendices

### 4.1 Site Checks of SVA Metering System - Site Visit Report.

The following checks shall be carried out by the NHHDC when visiting a site with a NHH SVA MS installed:

1. Any changes to site which could affect the Profile registered in SMRS
2. Energisation Status (i.e. on/off)
3. Number of Maximum Demand Register (MDR) Resets where appropriate
4. Zero reading on an MDR, if fitted
5. Whether the MDR is on full scale, if fitted
6. Any evidence of suspected faults to the SVA MS
7. Any evidence of damage to LDSO equipment
8. Whether any timeswitch is set to the incorrect time
9. Evidence of tampering with the SVA MS or LDSO equipment, particularly seals
10. Evidence of stopped meters (particularly zero advance on an occupied premises - refer to Appendix 4.2 - Validate Meter Data.)
11. Evidence of supply being taken when the meters are de-energised
12. That the time and date shown on the Meter are correct

The following checks shall be carried out by the NHHDC when remotely contacting a site with a NHH SVA MS installed:

1. Energisation Status (i.e. on/off)
2. Number of Maximum Demand Register (MDR) Resets where appropriate
3. Zero reading on an MDR, if fitted
4. Any evidence of suspected faults to the SVA MS
5. Whether any timeswitch is set to the incorrect time
6. That the time and date shown on the Meter are correct

For the avoidance of doubt, checks undertaken remotely are referred to as site visit checks and relate (where appropriate) to DTC data item J0024 'Site Vist Check Code'.

If the Meter time and data collection system time differ by more than 20 seconds and less than 15 minutes then the Outstation time shall be corrected by the data collection

system. If the time differs by more than 15 minutes then the NHHDC shall send a D0001 'Request Metering System Investigation' to the NHHMOA.

The NHHDC shall receive and record cumulative meter readings and maximum demand readings from its Associated MOA following any change of meter detail, any fault rectification and any de-energisation or energisation of Metering Equipment. The NHHDC will report this information to the Supplier, LDSO, MOA, as appropriate via the Site Visit Report.

## 4.2 Validate Meter Data.

The minimum validation rules contained within BSCP504 apply equally for whether the reading to be validated lies after other valid Meter readings, before other Meter readings or between other Meter readings.

The validation requirements described below are the minimum requirements that the NHHDC shall carry out for each Settlement Register:

1. Check that where data is collected at site the Meter serial number for the MSID is the same as the serial number provided by the MOA for that MSID.
2. Check that the date of Meter reading is after the date of the last valid Meter reading.

In the Change of Supplier scenario, where no Meter reading history has been received:

- ~~1.~~ In the case of validating a Meter reading, using subsequent Meter readings, the date of the reading to be validated against will be before the date of the reading used to validate;
  - ~~2.~~ In the case of validating a Meter reading, using Meter readings either side, the date of the reading to be validated against will be between the date of the readings used to validate; and
  - ~~3.~~ The reading(s) used in validation will not have passed BSC Validation as there would have been nothing to validate these readings against.
3. Check for zero consumption, where the zero consumption/generation on the Meter register is not necessitated by the Time Pattern Regime, and if so:
    - 3.1 check for previous zero consumptions/generations,
    - 3.2 check for zero MD,
    - 3.3 check Site Visit Report.
    - 3.4 check whether Metering System is being settled on a zero EAC, for example, the Supplier is treating the site as Long Term Vacant.

If zero explained by historical consumption, Site Visit Reports, Time Pattern Regime, or Metering System being settled on a zero EAC, then valid, otherwise invalid.

4. Check for negative consumption/generation and if so:
  - 4.1 check for Meter rollover
  - 4.2 check if the previous Meter register reading is a deemed reading and that the reading prior to the deemed reading is an actual Meter register reading, and that the current Meter register reading advance creates a positive consumption/generation with respect to the last actual Meter register reading (i.e. obtained prior to the deemed reading), making allowance for any Meter register rollover (Appendix 4.1),

if so then reading valid, otherwise invalid

5. Check consumption/generation does not exceed twice the expected advance.  
(using the EAC times the Profile Coefficient, or some other equivalent method.) Where the reading to be validated does not come after other validated readings the expected advance may be calculated using either:
  4. the class average Estimated Annualised Consumption (EAC) times the profile coefficient or some other equivalent method, and the first Meter reading available; or
  5. the Annualised Advance (AA), determined from two readings either side of the reading to be validated, times the Profile Coefficient.

Note that where Profile Coefficients are not yet available they may be submitted by using the Profile Coefficients from the same period last year. If consumption/generation does exceed twice the expected advance, this Meter register reading will fail validation, except where it is caused by a seasonal register Time Pattern Regime. However, a facility to review all Meter register readings which fail validation will be available. Based on this review, the NHHDC may choose to set it to valid and the status may be altered, where good reason exists. If not exceeded then the Meter register reading is valid.

6. Compare actual and expected Meter register readings and identify missing and overdue Meter register readings, in particular meters that have not been read by the Final Reconciliation Volume Allocation Run.
7. Check that the number of MD resets is not greater than one since the last time that the MD was reset by a person authorised by the NHHDC. Where the number of resets is unexplained, the Meter register reading(s) recording energy remain valid unless invalid for a separate reason.
8. For multi-register meters check that all registers have the same date of reading.

9. The NHHDC must inform the MOA of any error flags received from the Meter and record the reasons for accepting any error flagged data into Settlements.
10. The validation must retain the original value, the initial validation flag, the reason for failure where the flag is invalid and the reason for changing the status to valid.

### **4.3 Withdrawing Meter Reading(s) / AA/EAC(s).**

Where a SVA Metering System has a fault identified with it, it will be necessary to 'roll back' to the last valid Meter register reading. Where the NHHDC is notified of a fault by the MOA the NHHDC will:

1. set the status of all subsequent readings to 'Withdrawn'.
2. set the status of all Meter advances / AAs starting on or after the date of the last valid reading to 'Withdrawn'.
3. set the status of all EACs effective after the date of the last valid reading to 'Withdrawn'.
4. replace the withdrawn EAC/AA with EAC/AA from last valid meter reading for each Settlement Register.
5. roll all Settlement Registers for the relevant SVA Metering System back to the same date.

Where the Supplier Start Date for a change of Supplier occurs in relation to a SVA Metering System for which the NHHDC is responsible which has a fault which could affect the accuracy of data for the purposes of Settlement and which has not been remedied at that time, the CoS (Change of Supplier) meter reading and revised EAC shall be used as the last valid meter reading and EAC. When the period of a fault covers SVA Final Reconciliation Volume Allocation Run a class average EAC shall be used for the period from Final Reconciliation Volume Allocation Run to the rectification of the fault.

Where the NHHDC has not received confirmation from the relevant Associated MOA within a month of the status of the SVA Metering System following a fault report from the Associated MOA, it shall continue to request confirmation of rectification of the fault from such Associated MOA not less than once each month.

## 4.4 Change of Supplier Activities

### 4.4.1 Precedence of Meter Readings - Change of Supplier.

All valid actual (remote, MOA, NHHDC, and Customer Own) readings are potential candidates for the CoS reading, provided they are read within the SSD  $\pm 5$  days.

If the first reading after SSD is a Final read then this must be used, irrespective of any other reads available.

The reading closest to (ignoring sign) or on SSD is used to generate the SSD reading. If there are multiple reads on the same day then the precedence (if systems can cope) is Remote (1<sup>st</sup> choice), MOA Final, NHHDC, Customer Own reading (last choice).

If two reads fall equally either side of SSD, then the +SSD read is used.

If no valid Remote, MOA Final, NHHDC or Customer own reading is available within SSD +5 days, then a valid Old Supplier Estimated reading (if received) must be used.

It should be noted that the precedence rules for selecting a CoS Meter reading are different when the process is carried out 30 Working Days or more after the SSD, in that a valid SAR reading should be used in precedence to any other reading.

### 4.4.2 Supplier Agreed Readings

If the SAR is received but the NHHDC does not have the Meter reading history to validate it, then this should not be entered into Settlements. The NHHDC should hold onto the SAR reading until it is possible to validate it, either through subsequent receipt of the Meter reading history or when following readings are taken to allow validation backwards.

This reading should take precedence over any other reading, providing it is valid.

### 4.4.3 Use of PoS Readings in the Change of Supplier Process

If the new Supplier takes a PoS reading, he may choose to send this to the new Non-Half Hourly data Collector (NHHDC), via the D0071 'Customer Own Readings or Supplier Estimate Reading on Change of Supplier'. If provided, the reading shall be flagged as a customer own reading.

If the new NHHDC receives a Customer own reading from the new Supplier with a reading date of greater than 5 days before the Supplier Start Date (i.e. reading date before SSD-5), then it is up to the new NHHDC to choose whether to process it as follows, or not.

When Meter reading history is available, the new NHHDC must validate the PoS reading against the history. If the reading is valid, it can be entered into the reading history as an actual reading. The PoS reading can then be used in the following scenarios:

6.●\_\_\_\_\_ To deem a CoS reading, in accordance with section 4.5.2.a); and

7. In the same way as any other Meter reading for validation purposes, once the PoS reading has been entered into the Meter reading history.

Whilst the new NHHDC can use the PoS reading to calculate an Annualised Advance (AA) for the period prior to the new Supplier's registration to the Metering System, or to calculate an Estimated Annual Consumption (EAC) from the period after the PoS reading, this AA and / or EAC must not be sent to the Non-Half Hourly Data Aggregator (NHHDA) as it must not enter Settlements.

Where, for the purposes of minimising the costs of rectifying erroneous registrations, Suppliers agree to a meter reading for SSD that results in a 1kWh advance this shall be processed by the NHHDC as a "customer own read" type in the manner set out in 3.2.6.15 above so long as:

- a. the earlier of the meter reading dates resulting in 1kWh advance is within 3 calendar months of the new Supply Start Date; and
- b. the Associated Supplier confirms to the incoming NHHDC that the old Supplier with whom he has reached an agreement for a 1kWh advance is not seeking a similar agreement in respect of more than one hundred SVA Metering systems erroneously registered on one Settlement Day (For the avoidance of doubt, a concurrent change of Supplier and change of Agent does not preclude Suppliers from using a 1kWh advance to make a correction if no further change to the Profile class, NHHDC, Associated NHHDA, Measurement class or Standard Settlement Configuration has taken place)
- c. No change in the MSID attributes of Profile class, NHHDC, Associated NHHDA, Measurement class or Standard Settlement Configuration has taken place;
- d. There is no intervening meter reading or meter change between the previous registration and the current registration.

#### 4.5 Deemed Meter Advance

A Deemed Meter Advance may be calculated in the circumstances set out in section 4.5.2 for the purpose of calculating a Deemed Meter Reading, provided that the NHHDC has satisfied the criteria set out against each circumstance prior to the Deemed Meter Advance being calculated.

#### 4.5.1 Definitions

For the purposes of this BSCP, the following definitions apply:

Deemed Meter Advance	As defined in Annex X-2 of the Code
Deemed Meter Advance Period	As defined in Annex S-2 of the Code
Deemed Meter Reading	As defined in Section 1.6.2
Last Valid EAC	An EAC which has been created from the last valid AA for a Particular Metering System. Where the Last Valid EAC cannot be calculated as there is no last valid AA, the Last Valid EAC will be defined as the initial (class average) EAC

#### 4.5.2 Deeming circumstances

A Deemed Meter Reading shall be calculated as set out below if a valid actual Meter register reading cannot be obtained in the following circumstances:

- ~~8.~~ Change of Supplier;
- ~~9.~~ Disputed change of Supplier Meter reading;
- ~~10.~~ Concurrent change of Supplier and change of Measurement Class;
- ~~11.~~ Change of LDSO; and
- ~~12.~~ At the RF to ensure that crystallised data is not changed post the RF.

In all other circumstances set out below, a Deemed Meter Reading may be calculated if required by the Supplier. In all cases, the NHHDC shall retain an audit trail to prove that all steps set out below have been completed before a reading is deemed.

Where a Deemed Meter Advance is calculated, it shall be calculated using a system or process so approved in accordance with BSCP537 using the formulae set out in Annex S-2 of the Code. The Deemed Meter Advance can then be used to calculate a Deemed Meter Reading.

Wherever the NHHDC has deemed a Meter reading, the NHHDC shall provide the Deemed Meter Reading and the date of the Deemed Meter Reading to its Supplier.

Where a Deemed Meter Advance has been calculated, this indicates that the process has broken down. The Supplier shall investigate the root cause of the problem and attempt to resolve the underlying issue in all cases where a reading has been deemed.

If a Deemed Meter Reading has been calculated but subsequently the actual Meter register reading for the same Settlement Day (or for a day between SSD-5 and SSD+5 for a change of Supplier), is provided and the actual Meter register reading passes validation, the Deemed Meter Reading should be replaced with the actual Meter register reading.

The NHHDC shall provide an exception and control report for each run of the EAC/AA and Deemed meter advance calculation processes. Such report shall include details of any SVA Metering System for which EAC/AA or Deemed meter advances have not been calculated including the reason therefor.

a) Change of Supplier

Note that for the purposes of this section, it is assumed that the change of Supplier is concurrent with a change of NHHDC, meaning that information must be passed between the old and new NHHDCs. Where there is no concurrent change of NHHDC, the NHHDC is required to obtain or deem a change of Supplier reading in the timescales below, pass the reading to the old and new Suppliers and pass subsequently calculated EACs / AAs to the appropriate NHHDA(s) in the same way as detailed for the old and new NHHDC below.

On a change of Supplier, if no valid actual Meter register reading is obtained by the new NHHDC in the SSD-5 and SSD+5 window, the new NHHDC is required to calculate a deemed change of Supplier reading for the change of Supplier date.

The new NHHDC shall request the current EAC and Meter reading history from the old NHHDC and the old NHHDC shall provide this to the new NHHDC.

If a valid actual Meter register reading is received between SSD+5 and SSD+8, this reading is used by the NHHDC for the calculation of a Deemed Meter Reading for the date of the change of Supplier. The NHHDC shall calculate an AA from the Meter register reading obtained between SSD+5 and SSD+8 and the last valid Meter register reading.

The NHHDC shall then calculate a Deemed Meter Reading for the date of the change of Supplier using a Deemed Meter Advance calculated using this AA over the Deemed Meter Advance Period starting from the date of the last valid Meter register reading and ending on the day before the date of the change of Supplier.

If a valid actual Meter register reading is not obtained between SSD+5 and SSD+8, the new NHHDC should use the EAC and Meter reading history provided by the old NHHDC to deem a reading for the date of the change of Supplier using the last actual valid read taken<sup>87</sup> (providing one is available) and a Deemed Meter Advance calculated using the Last Valid EAC, over the Deemed Meter Advance Period starting from the date of the last valid read and ending on the day before the date of the change of Supplier.

If the New NHHDC has not received the EAC and Meter reading history from the old NHHDC by SSD+8, the new NHHDC will request this information again from the old NHHDC. Where Meter reading history is subsequently provided, the NHHDC should use this to validate any change of Supplier reading that they have, or if no actual change of Supplier reading is available, use the Meter reading history to deem a change of Supplier reading.

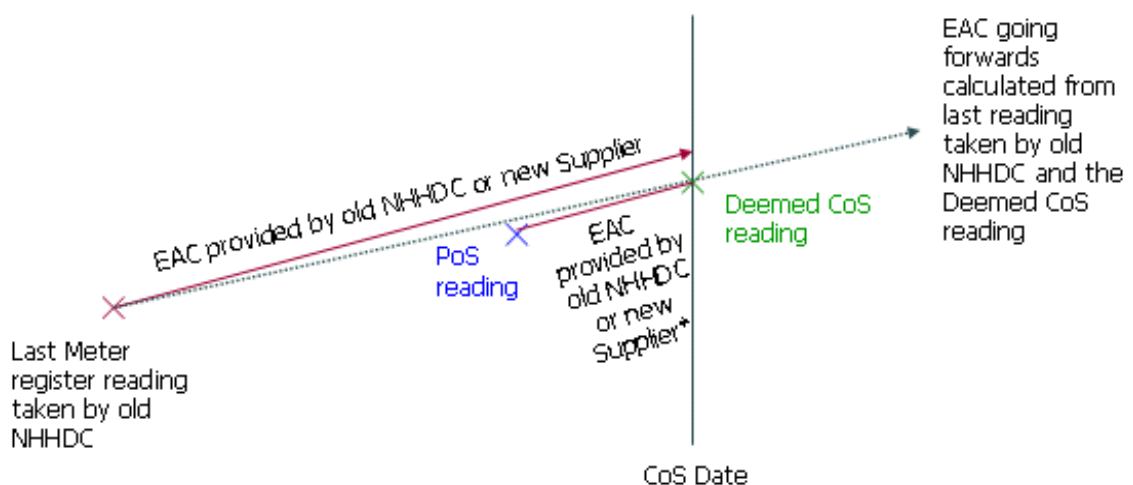
If that process fails, the new NHHDC may request the Meter register reading history from the new Supplier (if the old NHHDC fails to provide this within 10 WD of a

<sup>87</sup> If no valid actual readings are available but a valid Deemed reading is available, this reading can be used instead.

second request) and may use the Meter reading history received from the new Supplier to deem a change of Supplier reading in accordance with section 3.2.6.

If the new NHHDC does not receive, obtain or collect a valid CoS reading, then the new NHHDC should deem a CoS reading. The PoS reading can be used in this process providing that it is the most recent valid Meter reading prior to the CoS. Where this is the case, the new NHHDC should use the EAC provided as part of the reading history in the deeming calculation over the Deemed Meter Advance Period starting on the date of the PoS reading and ending on the date prior to the day of the CoS reading and the actual PoS reading to calculate the deemed CoS.

The EAC going forwards should be calculated using the Meter reading history obtained from the old NHHDC or sent by the new Supplier, i.e. using the deemed CoS reading, the last Meter register reading obtained from the old NHHDC or New Supplier and the previous EAC from the old NHHDC or New Supplier.



\* The EAC provided by the old NHHDC or new Supplier is applied over the Deemed Meter Advance Period (starting on the date of the PoS reading and ending on the date prior to the day of the CoS reading).

If a Meter register reading has been taken in the SSD+6 to SSD+8 window, meaning that a CoS reading should be deemed using an AA as opposed to an EAC, the PoS reading can also be used in this calculation.

If there is a CoS reading which at the time of the CoS was unable to be validated, once more readings become available, the actual CoS reading should be validated in accordance with section 4.2, in preference to deeming a CoS reading using the subsequent Meter readings.

If the Meter reading history is not provided and any existing CoS reading has failed validation, the new NHHDC shall deem a change of Supplier reading (unless Suppliers are using the SAR process, in which case the SAR will need to be validated by the next reading. See Appendix 4.4.2 Supplier Agreed Readings), when either one or two new actual Meter register readings are obtained either in line with the reading cycle for that Metering System or obtained as special readings, provided that the first Meter reading is at least 10 Working Days after the new NHHDC

requested the EAC and Meter reading history from the old NHHDC and both Meter register readings must be within 12 months of the change of Supplier. The initial Deemed Meter Reading shall be calculated either using the first actual Meter register reading obtained and Deemed Meter Advance calculated using an initial (class average) EAC or using the first two actual Meter register readings obtained and the Deemed Meter Advance calculated using the AA calculated using these Meter register readings over the Meter Advance Period starting on the date of the change of Supplier and ending on the day before the date that the first (in the case of only one Meter register reading being taken) or second (in the case of two Meter register readings being taken) actual Meter register reading was obtained.

Once the change of Supplier reading has been deemed, the new NHHDC shall provide this reading to the new Supplier and the old NHHDC shall pass this reading onto the old Supplier.

The new NHHDC shall determine the EAC from the date of the change of Supplier reading in accordance with 3.3.11 (or AA if this reading was calculated by deeming backwards from the first actual reading taken by the new NHHDC) and shall provide this with corresponding Effective From Settlement Date to the new NHHDA.

The old NHHDC shall determine the AA from the last valid Meter register reading to the date of the change of Supplier reading in accordance with 3.3.11 and send this with corresponding Effective From Settlement Date and Effective To Settlement date to the new NHHDA.

b) Disputed Change of Supplier Reading

The new Supplier can dispute the change of Supplier reading at any point up to twelve months after the change of Supplier, where in the Supplier's view there is difference of more than 250kWh from the original change of Supplier reading. At this point, the old and new Suppliers will attempt to agree a change of Supplier reading for the Metering System, which will be processed in accordance with section 3.2.6.

Where the Suppliers cannot agree on a change of Supplier reading, the new Supplier will request that its NHHDC obtains a current Meter register reading for the Metering System. The NHHDC will then calculate an AA from the current Meter register reading and the last valid Meter register reading obtained prior to the change of Supplier.

The NHHDC will then calculate a Deemed Meter Reading for the day of the change of Supplier using a Deemed Meter Advance calculated from this AA and the last valid Meter register reading taken prior to the change of Supplier over the Deemed Meter Advance Period starting from the date of the last actual valid read and ending on the day before the date of the change of Supplier.

If the difference between the revised change of Supplier reading and the original change of Supplier reading is less than 250kWh, the NHHDC will not amend the original change of Supplier reading for use in Settlements.

If a revised change of Supplier reading is entered into Settlement, the NHHDC will calculate a new Meter Advance from the new change of Supplier reading and the

current Meter register reading, and from this calculate an EAC from the date of the revised change of Supplier reading in accordance with 3.3.11. The NHHDC will provide the EAC with corresponding Effective From Settlement Date to the NHHDA.

If a revised change of Supplier reading is entered into Settlements, the NHHDC will also provide the deemed change of Supplier Reading to the current Supplier and the Old Supplier's NHHDC, who shall determine an associated AA from the date of the last valid Meter register reading taken prior to the change of Supplier to the date of the revised change of Supplier reading in accordance with 3.3.11. The old NHHDC shall send this with corresponding Effective From Settlement Date and Effective to Settlement Date to the NHHDA who shall enter this into Settlements. The old NHHDC shall also provide the revised change of Supplier reading to the old Supplier.

After a meter reading value has been processed for Initial Settlement, Suppliers may agree with each other, following the resolution of a dispute, to process a new or different customer own reading or actual reading. The incoming NHHDC shall receive the reading to be used from its Associated Supplier and pass it to the outgoing NHHDC. The agreed reading shall be processed as occurring on the Supplier Start Date if it occurred or was agreed to have occurred not more than five WDs before or not more than five WDs after the Supplier Start Date.

If the agreed reading occurred or was agreed by the relevant Suppliers to have occurred more than five WDs before or more than five WDs after the Supplier Start Date, the agreed reading shall not be treated as occurring on the Supplier Start Date and a Deemed reading calculated from the agreed reading shall apply in respect of the Supplier Start Date.

c) Concurrent Change of Supplier and Measurement Class

Non-Half hourly to Half Hourly

Where a Concurrent change of Supplier and change of Measurement Class from NHH to HH occurs, the NHHMOA should provide the NHHDC with the final Meter register reading prior to the NHH Metering System being replaced with a HH Metering System or having its HH functionality enabled. If no valid actual Meter register reading is received by the NHHDC in the SSD-5 and SSD+5 window, the NHHDC shall calculate a deemed concurrent change of Supplier and change of Measurement Class reading.

Where it has been identified by the NHHDC that there has been a change of Measurement Class and the NHHDC has not received a valid actual Meter register reading by SSD+5, the NHHDC shall deem a reading for the date of the concurrent change of Supplier and change of Measurement Class using the last valid read taken<sup>8287</sup> for the NHH Metering System and a Deemed Meter Advance calculated using the Last Valid EAC over the Deemed Meter Advance Period starting on the date of the last valid read and ending on the day before the date of the concurrent change of Supplier and change of Measurement Class.

The NHHDC shall provide the deemed concurrent change of Supplier and change of Measurement Class reading to its Supplier.

The NHHDC shall determine the AA from the last valid reading to the date of the concurrent change of Supplier and change of Measurement Class reading in accordance with 3.3.11 and shall provide this with corresponding Effective From Settlement Date and Effective To Settlement Date to the NHHDA.

#### Half Hourly to Non-Half Hourly

Where a change of Measurement Class from HH to NHH occurs, the MOA should provide the NHHDC with the initial Meter register reading taken following the NHH Metering System being installed or the HH Metering System having its HH functionality permanently disabled.

Where it has been identified by the NHHDC that there has been a change of Measurement Class, if the NHHDC does not receive an actual Meter register reading 10 Working Days after the concurrent change of Supplier and change of Measurement Class, the NHHDC shall request this reading from the NHHMOA, the Supplier and from the old HHDC if the same Metering System was used in the Half Hourly market and this is possible.

If an actual reading is not received, an initial Deemed Meter Reading shall be calculated provided that the first Meter reading is at least 10 Working Days after the NHHDC requested the Meter register reading and both Meter register readings must be within 12 months of the change of Supplier, when either one or two new actual Meter register readings are obtained either in line with the reading cycle for that Metering System or obtained as special readings. The initial Deemed Meter Reading shall be calculated either using the first actual Meter register reading obtained and Deemed Meter Advance calculated using an initial EAC or using the first two actual Meter register readings obtained and the Deemed Meter Advance calculated using the AA calculated using these Meter register readings over the Meter Advance Period starting on the date of the change of Supplier and ending on the day before the date that the first (in the case of only one Meter register reading being taken) or second (in the case of two Meter register readings being taken) actual Meter register reading was obtained.

#### d) Change of LDSO

Note that for the purposes of this section, it is assumed that the change of LDSO is concurrent with a change of NHHDC, meaning that information must be passed between the old and new NHHDCs. Where there is no concurrent change of NHHDC, the NHHDC is required to obtain or deem a change of LDSO reading in the timescales below, pass the reading to the Supplier and pass subsequently calculated EACs / AAs to the appropriate NHHDA(s) in the same way as detailed for the old and new NHHDC below.

On a change of LDSO, if no final valid actual Meter register reading for the old MSID is obtained by the old NHHDC for the date of the change of LDSO then the old NHHDC is required to calculate a Deemed Meter Reading for the date of the

change of LDSO. The old NHHDC should calculate a final Deemed Meter Reading for the old MSID using the last valid read taken<sup>8287</sup> (providing one is available) and a Deemed Meter Advance calculated using the Last Valid EAC over the Deemed Meter Advance Period starting from the date of the last valid read and ending on the day before the date of the change of LDSO.

The old NHHDC shall provide the final Meter reading to the old LDSO and new NHHDC and the new NHHDC shall use this reading as the initial Meter reading for the new MSID. The new NHHDC shall also provide the reading to the new LDSO. This Deemed Meter Reading will be used as the final / initial Meter reading for old / new MSID.

If the New NHHDC has not received the Meter reading from the old NHHDC by 5 WD after the change of LDSO the new NHHDC will request this information from the old NHHDC and from the Supplier.

If no Meter reading is received, an initial Deemed Meter Reading shall be calculated when either one or two new actual Meter register readings are obtained either in line with the reading cycle for that Metering System or obtained as special readings, provided that the first Meter register reading is at least 10 Working Days after the NHHDC requested the Meter reading and both readings are within 12 months of the change of LDSO. The initial Deemed Meter Reading shall be calculated either using the first actual Meter register reading obtained and Deemed Meter Advance calculated using an initial (class average) EAC or using the first two actual Meter register readings obtained and the Deemed Meter Advance calculated using the AA calculated using these Meter register readings over the Deemed Meter Advance Period starting on the date of the change of LDSO and ending on the day before the date that the first (in the case of only one Meter register reading being taken) or second (in the case of two Meter register readings being taken) actual Meter register reading was obtained.

Once the change of LDSO reading has been deemed, the new NHHDC shall provide this reading to the new LDSO and the old NHHDC. The old NHHDC shall provide the reading to the old LDSO.

The new NHHDC shall determine the EAC from the date of the change of LDSO reading in accordance with 3.3.11 and shall provide this with corresponding Effective From Settlement Date to the new NHHDA.

The old NHHDC shall determine the AA from the date of the last Valid Meter register reading to the date of the change of LDSO reading in accordance with 3.3.11 and shall provide this with corresponding Effective From Settlement Date and Effective To Settlement date to the old NHHDA.

e) At RF to ensure that crystallised data is not changed post the RF.

When a Meter has been read and the RF for the date of the previous Meter register reading has taken place, a Meter reading shall be deemed for the earliest practical Settlement Day for which the RF has not yet taken place over the Deemed Meter Advance Period starting from the date of the last crystallised valid actual Meter reading and ending on the earliest practical Settlement Day for which the RF has not yet taken place. The Deemed Meter Reading should be calculated using the last

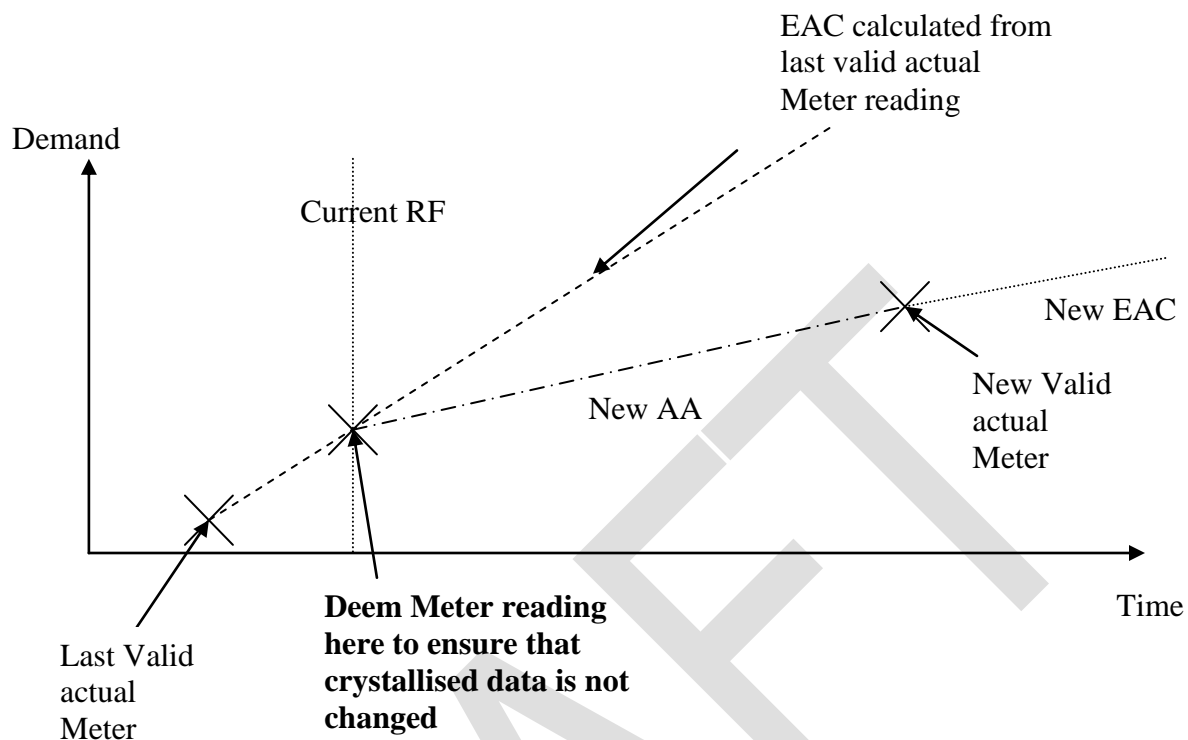
crystallised valid actual read taken and a Deemed Meter Advance calculated using the last EAC (i.e. the EAC used in the RF).

The NHHDC will then calculate a Meter Advance Period for the period after the Deemed Meter Reading. From this the NHHDC will calculate an associated AA and EAC for the period after the Deemed Meter Reading in accordance with 3.3.11 which will replace any previous EAC / AA values held by the NHHDC.

[CP1311]If the new EAC value is negative (which should only occur if the previous EAC was negative), it will be replaced by a class average EAC.

Where it is possible to calculate an EAC that is more representative of the likely rate of generation or demand for the Metering System than the class average EAC, the more representative EAC may be used as an alternative to the class average EAC. In such circumstances, the NHHDC must document how the alternative EAC was calculated as these values will be subject to audit.

This process is shown in the diagram below:



f) Reconfiguration or Replacement of a Metering System

When a Metering System is reconfigured or replaced, a final Meter register reading for the old Metering System and an initial Meter register reading for the new Metering System (or corresponding readings prior to and post the Metering System being reconfigured) should be taken by the MOA when on site and these should be provided to the NHHDC.

Where the NHHDC has been informed that the Metering System has been reconfigured or replaced, but no valid actual readings have been provided to the NHHDC within 10 Working Days of the Metering System being reconfigured or replaced and the NHHDC has not been informed that the readings are unavailable (i.e. the Meter is no longer in place or able to display a Meter register reading or the Meter is faulty and any reading displayed is known to be incorrect), and the NHHDC requires an initial / final Meter reading, the NHHDC shall request the reading from the MOA and also from the Supplier.

Where a valid actual reading is not received 10 Working Days after being requested, or the NHHDC has been informed by the MOA that the reading is unavailable, the NHHDC may deem the final Meter reading for the date of the reconfiguration or replacement of the old Metering System using the last valid read taken<sup>8287</sup> for the old Metering System and a Deemed Meter Advance calculated using the Last Valid EAC over the Deemed Meter Advance Period starting on the date of the last valid read and ending on the day before the date of the reconfiguration or replacement of the Metering System.

Where applicable, this reading should be used as the corresponding initial reading for the date of the reconfiguration. If the final Deemed Meter Reading cannot be used as the initial reading (i.e. where the Metering System has been replaced or the Metering System has been reconfigured and the reading after the reconfiguration is unlikely to be the same as the reading before the reconfiguration), an initial Deemed Meter Reading may be calculated when either one or two new actual Meter register readings are obtained either in line with the reading cycle for that Metering System or obtained as special readings, provided that the first Meter reading is at least 10 Working Days after the NHHDC requested the actual Meter register reading from the Supplier and MOA and by 10 Working Days before the RF for the relevant Settlement Date. The initial Deemed Meter Reading shall be calculated either using the first actual Meter register reading obtained and Deemed Meter Advance calculated using an initial EAC or using the first two actual Meter register readings obtained and the Deemed Meter Advance calculated using the AA calculated using these Meter register readings over the Deemed Meter Advance Period starting on the date of the replacement or reconfiguration of the Metering System and ending on the day before the date of that the first (in the case of only one Meter register reading being taken) or second (in the case of two Meter register readings being taken) actual read was obtained.

The NHHDC shall determine the AA for the old Metering System (or Metering System prior to the reconfiguration) from the date of the last valid reading to the date of the Deemed Meter Reading in accordance with 3.3.11 and the EAC for the new Metering System (or Metering System after the reconfiguration) in accordance with 3.3.11 and shall provide these with corresponding Effective From Settlement Date and Effective To Settlement Date and to the NHHDA.

g) On rectification of a Metering System fault

Where a Metering System has become faulty, this may mean that the Metered Data recorded by that Metering System is erroneous, particularly meaning that a valid actual final Meter register reading will not be available for that Metering System. In many cases, a Metering System fault will require the Metering System to be replaced, in which case section 4.4.2(f) should be followed before and if Meter readings are deemed. If the Metering System can be repaired, the MOA should provide the NHHDC with an initial Meter register reading once the Metering System is repaired.

When the NHHDC is informed that the fault has been rectified, the NHHDC may deem the final Meter reading for the Metering System for the day that the fault was rectified using the last valid read taken<sup>8287</sup> for the old Metering System and a Deemed Meter Advance calculated using the Last Valid EAC over the Deemed Meter Advance Period starting on the date of the last valid read and ending on the day before the date of the rectification of the fault.

Where the NHHDC has been informed that the fault has been rectified but no actual reading has been provided to the NHHDC within 5 WD of the fault being rectified, the NHHDC should request the reading from the MOA and Supplier.

Where an actual reading is not received, an initial Deemed Meter Reading may be calculated when either one or two Meter register reading are obtained, provided that

the first Meter reading is at least 10 Working Days after the NHHDC requested the Meter register reading and both Meter register readings are taken by 10 Working Days before the RF for the relevant Settlement Date. The initial Deemed Meter Reading shall be calculated either using the first actual Meter register reading obtained and Deemed Meter Advance calculated using an initial EAC or using the first two actual Meter register readings obtained and the Deemed Meter Advance calculated using the AA calculated using these Meter register readings over the Deemed Meter Advance Period starting on the date of the rectification of the fault and ending on the day before the date that the first (in the case of only one Meter register reading being taken) or second (in the case of two Meter register readings being taken) actual Meter register reading was obtained.

It should be noted that the initial and final Meter readings may not be the same.

The NHHDC shall determine the AA for the Metering System prior to the rectification of the fault from the date of the last valid reading to the date of the Deemed Meter Reading in accordance with 3.3.11 and the EAC for the Metering System after the rectification of the fault in accordance with 3.3.11 and shall provide the these with corresponding Effective From Settlement Date and Effective To Settlement Date and to the NHHDA.

- h) Change of Measurement Class (not concurrent with Change of Supplier)

Non-Half hourly to Half Hourly

Where a change of Measurement Class from NHH to HH occurs, the MOA should provide the NHHDC with the final Meter register reading prior to a NHH Metering System being replaced with a HH Metering System or having its HH functionality enabled.

When the NHHDC has been informed that change of Measurement Class has occurred, but no valid actual reading has been provided to the NHHDC within 15 Working Days of the change of Measurement Class or the NHHDC has not been informed that the reading is unavailable and the NHHDC requires a final Meter reading, the NHHDC should request the reading from the MOA and Supplier.

Where a valid actual reading is not received 10 Working Days after being requested, or the NHHDC has been informed by the MOA that the reading is unavailable the NHHDC may deem the final Meter reading for the Metering System for the date of the change of Measurement Class using the last valid read taken<sup>8287</sup> for the NHH Meter and a Deemed Meter Advance calculated using the Last Valid EAC over the Deemed Meter Advance Period starting on the date of the last valid read and ending on the day before the date of the change of Measurement Class.

The NHHDC shall determine the AA from the date of the last valid Meter register reading to the date of the Deemed Meter Reading in accordance with 3.3.11 and shall provide this with corresponding Effective From Settlement Date and Effective To Settlement Date to the NHHDA.

### Half Hourly to Non-Half Hourly

Where a change of Measurement Class from HH to NHH occurs, the MOA should provide the NHHDC with the initial Meter register reading taken following the NHH Metering System being installed or the HH Metering System having its HH functionality permanently disabled. If the NHHDC does not receive a valid actual reading within 10 Working Days of the change of Measurement Class and an initial Meter reading is required, the NHHDC should request the readings from the MOA, the Supplier and from the old HHDC if the same Metering System was used in the Half Hourly market and this is possible.

When the NHHDC has been informed that change of Measurement Class has occurred, but no actual reading has been provided to the NHHDC, an initial Deemed Meter Reading may be calculated when a new either one or two actual Meter register readings are obtained, either in line with the reading cycle for that Metering System or obtained as special readings provided that the first Meter register reading is at least 10 Working Days after the NHHDC requested the Meter register reading and both Meter register readings are taken by 10 Working Days before the RF for the relevant Settlement Date. The initial Deemed Meter Reading shall be calculated either using the first actual Meter register reading obtained and Deemed Meter Advance calculated using an initial (class average) EAC or using the first two actual Meter register readings obtained and the Deemed Meter Advance calculated using the AA calculated using these Meter register readings over the Deemed Meter Advance Period starting on the date of the change of Measurement Class and ending on the day before the date that the first (in the case of only one Meter register reading being taken) or second (in the case of two Meter register readings being taken) actual Meter register reading was obtained.

i) Energisation on a new connection

Where a Metering System is energised on a new connection, the MOA should provide the NHHDC with the initial Meter register reading taken following the NHH Metering System being installed. Where the NHHDC has been informed that a Metering System has been energised but has not received an actual initial Meter register reading within 10 Working Days of the notification of energisation of the Metering System and an initial Meter reading is required, the NHHDC should request the initial Meter register reading from the MOA and Supplier.

If no actual reading is received, an initial Deemed Meter Reading may be calculated when either one or two new actual Meter register reading are obtained either in line with the reading cycle for that Metering system or obtained as special readings, provided that the first Meter register reading is at least 10 Working Days after the NHHDC requested the Meter register reading and both Meter register readings are taken by 10 Working Days before the RF for the relevant Settlement Date. The initial Deemed Meter Reading shall be calculated either using the first actual Meter register reading obtained and Deemed Meter Advance calculated using an initial EAC or using the first two actual Meter register readings obtained and the Deemed Meter Advance calculated using the AA calculated using these Meter register

readings over the Deemed Meter Advance Period [Housekeeping] starting on the date of the energisation and ending on the day before the date that the first (in the case of only one Meter register reading being taken) or second (in the case of two Meter register readings being taken) actual Meter register reading was obtained.

Where the NHHDC discovers that a Metering System has been energised and has not been informed of the energisation by the MOA or Supplier, the MOA shall investigate the energisation status of the Metering System with the Supplier.

j) De-energisation

When a Metering System is de-energised, the MOA should provide the NHHDC with a final Meter register reading taken when the Metering System was de-energised. Where the NHHDC has been informed that a Metering System has been de-energised but the NHHDC has not received a valid actual de-energisation reading within 10 Working Days of being informed of the de-energisation and a final reading is required, the NHHDC should request this reading from the MOA and Supplier.

Where a valid actual reading is not received 10 Working Days after being requested, or the NHHDC has been informed by the MOA that the reading is unavailable (i.e. the Meter is unable to display a Meter register reading or the Meter register reading displayed is known to be incorrect), the NHHDC may deem the final Meter reading for the Metering System for the date that the Metering System was de-energised using the last valid read taken<sup>8287</sup> and a Deemed Meter Advance calculated using the Last Valid EAC over the Deemed Meter Advance Period starting on the date of the last valid read and ending on the day before the date of the de-energisation.

The NHHDC shall determine the AA from the date of the last valid Meter register reading to the date of the Deemed Meter reading in accordance with 3.3.11 and shall provide this with corresponding Effective From Settlement Date and Effective To Settlement Date to the NHHDA.

Where the NHHDC discovers that a Metering System has been de-energised and has not been informed of the de-energisation by the MOA or Supplier, the NHHDC shall investigate the energisation status of the Metering System with the Supplier.

If the NHHDC has been notified by the Supplier or the MOA that a Metering System has been de-energised, is unaware of the date that the Metering System was de-energised but has other information that indicates a likely date of the de-energisation then this date should be recorded as the date of the de-energisation. Where the NHHDC has no information other than that the notification by the Supplier that the Metering System has been de-energised, the NHHDC should calculate the Deemed Meter Reading to the date that the NHHDC was notified that the Metering System had been de-energised.

If a Deemed Meter Reading was calculated for the de-energisation reading, and then an actual Meter register reading is taken when the Metering System is subsequently energised, if there is a discrepancy between the two readings, the de-energisation reading should be amended and the energisation reading substituted for the de-energisation reading.

k) Energisation (not on a new connection)

If a Metering System is energised following a period of de-energisation, the MOA should provide the NHHDC with an initial Meter register reading taken when the Metering System was energised. Where the NHHDC has been informed that a Metering System has been energised but has not received an actual initial Meter register reading within 10 Working Days of the notification of the energisation of the Metering System and an initial Meter reading is required, the NHHDC should request the initial Meter register reading from the MOA and Supplier.

Where an actual reading is not received 10 Working Days after being requested, the NHHDC should substitute the de-energisation reading (whether this is an actual Meter register reading or a Deemed Meter Reading) as the energisation reading on the date of the energisation. If there is no de-energisation reading recorded, an initial Deemed Meter Reading may be calculated when either one or two new actual Meter register readings are obtained either in line with the reading cycle for that Metering system or obtained as special readings, provided that the first Meter register reading is at least 10 Working Days after the NHHDC requested the Meter register reading and both Meter register readings are taken by 10 Working Days before the RF for the relevant Settlement Date. The initial Deemed Meter Reading shall be calculated either using the first actual Meter register reading obtained and Deemed Meter Advance calculated using an initial EAC or using the first two actual Meter register readings obtained and the Deemed Meter Advance calculated using the AA calculated using these Meter register readings over the Deemed Meter Advance Period starting on the date of the energisation and ending on the day before the date that the first (in the case of only one Meter register reading being taken) or second (in the case of two Meter register readings being taken) actual Meter register reading was obtained.

If the RF has not been carried out for the date that the Metering System was de-energised, this reading should also be recorded as the de-energisation reading.

Where the NHHDC discovers that a Metering System has been energised and has not been informed of the energisation by the MOA or Supplier, the MOA shall investigate the energisation status of Metering System with the Supplier.

l) Removal / Disconnection of a Meter

When a Metering System is removed or disconnected, the MOA should take a final Meter register reading and provide this to the NHHDC. If the NHHDC has been informed that a Metering System has been removed / disconnected but has not received a valid actual Meter register reading within 10 Working Days of the removal / disconnection of the Metering System or has not been informed that the reading is unavailable (i.e. the Meter is unable to display a Meter register reading or the Meter register reading displayed is known to be incorrect), and a final Meter reading is required, the NHHDC should request the final reading from the MOA, LDSO and Supplier.

Where a valid actual reading is not received 10 Working Days after being requested, or the NHHDC has been informed by the MOA that the reading is unavailable, if the Metering System was de-energised prior to it being removed or disconnected and the NHHDC has a de-energisation reading (whether actual or deemed), the NHHDC

should use this reading as the disconnection / removal reading. If a de-energisation reading is not available, the NHHDC may deem the final Meter reading for the Metering System for the day that the Metering System was removed or disconnected using the last valid read taken<sup>82<sup>87</sup></sup> and a Deemed Meter Advance calculated using the Last Valid EAC over the Deemed Meter Advance Period starting on the date of the last valid read and ending on the day before the date of the removal / disconnection of the Meter.

The NHHDC shall determine the AA from the date of the last valid Meter register reading to the date of the Deemed Meter Reading in accordance with 3.3.11 and shall provide this with corresponding Effective From Settlement Date and Effective To Settlement Date to the NHHDA.

If the NHHDC had been notified by the Supplier, LDSO or MOA that a Metering System has been removed / disconnected, is unaware of the date that the Metering System was removed / disconnected but has other information that indicates a likely date of the removal / disconnection then this date should be recorded as the date of the removal / disconnection. Where the NHHDC has no information suggesting an actual or likely date of the removal / disconnection, the NHHDC should calculate the Deemed Meter Reading to the date that the NHHDC discovered that that the Metering System was removed / disconnected.

m) Identification of Site as demolished

Where the NHHDC identifies that a site has been demolished and the NHHDC has not been notified that the Metering System has been de-energised, disconnected or removed, and a final Meter reading is required, the NHHDC should request final a Meter register reading from the MOA, LDSO and Supplier. The final read supplied may be a de-energisation, disconnection or removal of Metering System reading.

If a valid actual reading is not received 10 Working Days after being requested and the NHHDC has a de-energisation or disconnection reading (whether actual or deemed), the NHHDC should use this reading as the final reading. If a de-energisation or disconnection reading is not available the NHHDC may deem the final Meter reading for the day that the Site was demolished using the last valid read taken<sup>82<sup>87</sup></sup> and a Deemed Meter Advance calculated using the Last Valid EAC over the Deemed Meter Advance Period starting on the date of the last valid read and ending on the day before the date that the Site was demolished.

The NHHDC shall determine AA from the date of the last valid Meter register reading to the date of the Deemed Meter Reading in accordance with 3.3.11 and shall provide this with corresponding Effective From Settlement Date and Effective To Settlement Date to the NHHDA.

If the NHHDC is unaware of the date that the site was demolished and has no other data which indicates a likely date that the site was demolished, the NHHDC should calculate the Deemed Meter Reading to the date that the NHHDC discovered that the site had been demolished.

If the NHHDC is unaware of the date that the site was demolished but has other information that indicates a likely date that the site was demolished then this date should be recorded as the date of the demolition of the site. Where the NHHDC has

no information suggesting an actual or likely date of the demolition of the site, the NHHDC should calculate the Deemed Meter Reading to the date that the NHHDC discovered that that the Metering System had been demolished.

n) Change of Profile Class

It may be that system constraints in the NHHDC system require a Meter reading for a change of Profile Class. In this case, the NHHDC should attempt to obtain a Meter register reading. Where a Meter register reading cannot be obtained, the NHHDC may deem a change of Profile Class reading for the day of the change of Profile Class using the last valid actual read taken and a Deemed Meter Advance calculated using the Last Valid EAC.

o) Archiving of Profile Co-efficients

Where the last actual Meter register reading is more than 15 months old and where the Daily Profile Coefficients subsequent to the Meter register reading are about to be archived, a deemed reading may be calculated for a Deemed Meter Advance Period determined by the NHHDC with a start and end date between the date that the Profile Co-efficients are to be archived and the date of the latest RF.

p) Compensating Crystallised Errors

Where an erroneous Meter register reading, EAC or AA has passed through the RF, the Metered Data which has crystallised cannot be altered without the support of an upheld Trading Query or Trading Dispute. It may be desirable to compensate for the error that has crystallised in the fluid period which has not passed though the RF. The process of Gross Volume Correction should be used to compensate for this error. This process is described fully in Appendix 4.14.

q) Long Term Vacant Sites

Commencement of treatment of site as Long Term Vacant:

Where a Supplier has sent the NHHDC a D0052 "Affirmation of Metering System Settlement Details" containing a zero EAC, the NHHDC must deem a reading for the date of the change of EAC if they do not have a valid Meter reading available for this date. This should be calculated using the following variables:

1. Meter reading: the last valid Meter reading taken (or if not available, deemed).
2. Applicable EAC/AA for calculation of Deemed Meter Advance: the last valid EAC.
3. Deemed Meter Advance Period: starting on the date of the last valid Meter reading and ending on the day before the date of the change in value of the EAC.

The NHHDC shall determine the AA for the Metering System prior to the change in EAC value in accordance with section 3.3.11 and should provide this

AA and the zero EAC with corresponding Effective From Settlement Dates and Effective To Settlement Date (of the AA) to the NHHDA and Supplier.

[CP1307]If a Meter reading taken at the end of the Long Term Vacant Period indicates that the initial deemed reading was incorrect and is withdrawn<sup>62626262</sup> in accordance with section 3.3.8.4, a new initial reading can be entered using the Meter reading taken at the end of the Long Term Vacant Period as the reading for the start of the Long Term Vacant Period.

The NHHDC shall determine the AA for the Metering System prior to the start of the Long Term Vacant Period in accordance with section 3.3.11 and should provide this AA and the AA for the Long Term Vacant period with corresponding Effective From Settlement Dates and Effective To Settlement Dates to the NHHDA and Supplier.

End of treatment of site as Long Term Vacant:

Where a Supplier has sent the NHHDC a D0052 containing a non-zero EAC for a Metering System that previously had a zero EAC associated with it, the NHHDC must deem a reading for the date of the change of EAC if they do not have a Meter reading available for this date. This should be calculated using the following variables:

- 4.● Meter reading: the Meter reading taken or deemed when the zero EAC was entered into Settlement
- 5.● Applicable EAC/AA for calculation of Deemed Meter Advance: the last Valid EAC (i.e. zero EAC)
- 6.● Deemed Meter Advance Period: starting on the day when the zero EAC was entered into Settlement and ending on the day before the date of the change in value of the EAC from zero to non-zero.

The NHHDC shall determine the AA for the Metering System prior to the change in EAC value from zero to non-zero in accordance with section 3.3.11 and should provide this AA and the new EAC provided by the Supplier with corresponding Effective From Settlement Dates and Effective To Settlement Date (of the AA) to the NHHDA. The D0019 containing this information should also be sent to the Supplier.

### 4.5.3 Process for calculating a Deemed Meter Advance

In general, the meter advance for a Settlement Register will correspond to the meter advance for the equivalent physical meter register defined in the Metering Equipment Technical Details. Where there is no direct correspondence between a Settlement Register and a physical meter register, the NHHDC shall calculate the relevant meter advance by aggregation or differencing of the physical registers of the SVA Metering System defined by the Metering Equipment Technical Details.

The processing for calculating a Deemed Meter Advance using the formulae set out in Annex S-2 of the Code for each Settlement Register is as follows:

- a) Identify the Deemed Meter Advance Period and the associated EAC / AA values from which the Deemed Meter Advance shall be calculated in accordance with section 4.5.2.
- b) Retrieve the SSC, Profile Class and GSP Group effective for the SVA Metering System at the start of the Deemed Meter Advance Period, together with any changes to Profile Class or GSP Group that took effect during the Deemed Meter Advance Period.
- c) For each Settlement Day in the Deemed Meter Advance Period, retrieve the corresponding Profile Coefficients. The Profile Coefficients retrieved depend on:
  - (i) The Measurement Requirement for the Settlement Register during the Meter Advance Period, where Measurement Requirement is a valid combination of SSC Id and TPR Id.
  - (ii) The GSP Group Id effective for the SVA Metering System on the Settlement Day in question.
  - (iii) The Profile Class Id effective for the SVA Metering System on the Settlement Day in question.

The main exception conditions, which may occur when calculating Deemed Meter Advances, are as follows<sup>88</sup>:

- a) If Daily Profile Coefficients are not found for the combination of GSP Group, Profile Class, SSC and TPR effective on any Settlement Day within the Meter Advance Period, the Deemed Meter Advance is not processed and an exception is reported by the NHHDC system; or
- b) If the input data is incomplete or invalid.

If either of these exceptions occurs, the NHHDC should investigate the cause of the exception and attempt to rectify it with the Supplier.

#### 4.6 Manual Adjustment of Meter Reading(s).

The NHHDC may correct Meter register readings considered to be in error, where the NHHDC is able to establish beyond reasonable doubt:

1. from the Meter register reading history that the Meter register readings were incorrectly allocated to the Meter register identifiers by the customer or Meter reader. Where this circumstance exists, the NHHDC shall change the allocation of the Meter register readings to the registers but shall not otherwise change the Meter register reading.
2. Where the NHHDC decides that the meter reading may be altered, the NHHDC shall manually adjust the meter reading and the adjusted meter reading will be reported to the Supplier and in the case of a CoS meter reading to the outgoing NHHDC.

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<sup>88</sup> Refer to section 4.9.

3. from the number of digits provided and / or the Meter reading history that the “one tenth kWh” register digit has been incorrectly added to the end of the Meter register reading by the customer or Meter reader. Where this circumstance exists, the NHHDC shall remove this “one tenth kWh” digit from the Meter register reading but shall not otherwise change the Meter register reading.
4. from the Meter reading history that two adjacent register digits have been erroneously transposed by the customer or the Meter reader. Where this circumstance exists, the NHHDC shall re-order these two register digits but shall not otherwise change the Meter register reading.
5. from the Meter reading history that one or more of the dials on an analogue Meter register has been rounded up rather than down, or vice versa. Where this circumstance exists, the NHHDC shall reverse the data from the dial either up or down but shall not otherwise change the Meter register reading.

The Code has no requirement to identify in the data flows where Meter register readings have been adjusted and the NHHDC and Supplier shall mutually agree the content of this communication where it is a Supplier Hub activity. However where the Meter register reading is a CoS reading, the new NHHDC will send this adjusted Meter register reading to the old Supplier Hub (via the old NHHDC) but there is no requirement for the NHHDCs to mutually agree the content of this communication.

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## 4.8 Historical Data Requirements.

References to the “incoming/new NHHDC” are to the NHHDC who is or becomes responsible for the relevant SVA Metering System on a CoS, whether or not that NHHDC was also responsible for it before the CoS; and references to the “outgoing/old NHHDC” are to the NHHDC who is or was responsible for the relevant SVA Metering System before the change of Supplier, whether or not that NHHDC remains responsible for it on and following the CoS.

The historical data requirements described below are the requirements for the old NHHDC during the following business events:

- a) Change of NHHDC within a Supplier’s Period of Registration (including bulk change of NHHDC).

The old NHHDC will send the meter reading and associated AA/EAC history to the new NHHDC and this will include the data<sup>89</sup> back to the meter reading at or, in the case where no meter reading was obtained at the event, immediately prior to any of these events:

1. Supplier registration
2. change of SSC (change of Profile Class)
3. 28 months
4. CoMC from HH to NHH
5. change of meter

If the new NHHDC identifies a discrepancy between the meter reading(s) and the associated AA/EAC history, the meter reading history will take precedence<sup>90</sup>.

- b) Change of NHHDC Coincident with Change of Supplier

The old NHHDC will send the last valid meter reading, which was dated prior to the SSD and the associated EAC to the new NHHDC.

In the event that the incoming NHHDC cannot obtain the data from the old NHHDC, having exhausted all reasonable efforts and kept an auditable record of such efforts, the incoming NHHDC may seek the information from the relevant Supplier instead. This does not relieve the old NHHDC of their obligations under PSL100 and BSCP504 regarding service levels.

<sup>89</sup> If the old NHHDC is unable to validate meter reading(s) during the Change of Non-Half Hourly Data Collector business event, the old NHHDC will identify that the meter reading(s) has not been validated in the appropriate data flow.

<sup>90</sup> The meter reading history will take precedence because this relates to reading data that has undergone validation and is less likely to be inaccurate than the AA/EAC data because this is calculated data.

## 4.9 EAC/AA Calculation.

### Use of EAC/AA System

The NHHDC will use the EAC/AA System or any other equivalent system or process so approved in accordance with BSCP537 to calculate the EAC/AA values.

The NHHDC shall ensure that the facility to resend EAC/AA for previous meter readings is used only where it is necessary to withdraw the intervening meter readings or EAC/AA.

Profile Class Tolerances will be provided to the NHHDC via<sup>91</sup> Market Domain Data. The NHHDC will use these tolerances, which are GSP Group specific, during the EAC/AA calculation.

The EAC/AA and Deemed meter advance calculation processes must be able to process meter advances of up to fifteen months. An advance period longer than fifteen months will cause an error report and processing will continue with the next SVA Metering System.

The NHHDC shall provide an exception and control report for each run of the EAC/AA and Deemed meter advance calculation processes. Such report shall include details of any SVA Metering System for which EAC/AA or Deemed meter advances have not been calculated including the reason therefor.

### Excessively Large (Positive or Negative) AAs

When an AA is calculated<sup>92</sup>, it will be checked by the EAC/AA System against the current tolerances for the Profile Class. If the tolerances are exceeded i.e. the AA is excessively large (positive or negative), a warning message will be produced but the AA (and the revised EAC) will be included in the EAC/AA output file. In addition the warning message will be added to the large AA exception log.

The NHHDC will:

1. investigate the reason(s) for the large AA. If the AA is invalid, the NHHDC will withdraw the AA
2. Report all occurrences of the warning messages to the Supplier together with the status of each exception following investigation
3. Withdraw an AA notified by the Supplier as invalid
4. Retain an audit trail of any AA withdrawn

Three situations in which a large AA will be determined to be invalid are as follows:

1. A reading previously determined to be valid (e.g. B) is now determined to be invalid as a result of reviewing a subsequent reading (e.g. C). In this case:

<sup>91</sup> There are no dates associated with the tolerance values therefore there is no requirement for the NHHDC to retain a history.

<sup>92</sup> Revised EACs will only fall outside tolerances as the result of erroneously large AAs, so validation of EACs is superfluous.

- a) withdraw the intermediate reading<sup>93</sup> (i.e. B)
  - b) calculate a new AA (and EAC) using the last valid reading which was obtained prior to the invalid reading (e.g. A)
  - c) the revised AA will replace the previously invalid AA
2. a reading previously determined to be valid (e.g. B) is now determined to be invalid by means other than reviewing a subsequent reading e.g. the new AA/EAC tolerance check, or alternatively notification from the Supplier. In this case:
- a) withdraw the invalid reading (e.g. B)
  - b) withdraw the associated AA and EAC
  - c) the reading will not be replaced, unless it was a CoS Meter register reading
3. The Meter advance was calculated incorrectly even though there is nothing wrong with the reading (e.g. failing to recognise a Meter register rollover or incorrectly assuming a rollover from a negative advance). In this case:
- a) the Meter register reading remains valid
  - b) re-calculate the Meter Advance
  - c) re-calculate the AA/EAC

For each run of EAC/AA and Deemed Meter advance calculation.

The NHHDC shall prepare an exception report specifying all negative values of meter advances. The exception and control report shall include totals of the following:

- ~~1.~~ the number of SVA Metering Systems;
- ~~2.~~ the number of SVA Metering Systems for which no Estimated Annual Consumption/Annualised Advance or Deemed meter advance has been calculated;
- ~~3.~~ the number of SVA Metering Systems for which an Estimated Annual; and
- ~~4.~~ Consumption/Annualised Advance or a Deemed meter advance has been calculated.

#### 4.10 Correction of Incorrect Meter Register Mapping

When it has been identified that the NHHDC has incorrect information on its systems that incorrectly apply Meter readings to registers, the NHHDC is required to correct this error subject to the approval of the Supplier and providing that RF has not

<sup>93</sup> The NHHDC will retain an audit trail of any Meter register reading which is withdrawn.

passed. The NHHDC is required to obtain a suitable Meter reading for the purposes of correcting incorrect Meter register mapping in the following order of preference:

1. If the last Meter reading was within 1 month of the intended correction, use this reading; or
2. If the next Meter reading is scheduled with the next 2 months, use this reading; or
3. Schedule a special Meter reading within the next 2 months.

Where it is not possible to obtain a suitable Meter reading as described above, the NHHDC is required to inform the Supplier and await instructions.

When the NHHDC has obtained a suitable Meter reading, the NHHDC is required to:

- a) Use those readings as final readings for the incorrect mapping subject to the validation rules;
- b) Correct the register mapping on the NHHDC system; and
- c) Use the Meter readings as initial readings for the newly corrected register mapping.

#### 4.11 Prepayment Meters

Pre-payment Meters and associated infrastructure that can provide Meter register readings without a site visit shall be treated as remotely read Meters.

##### 1. Processing Remotely Collected Meter Register Readings for Settlement

It is recognised that the Supplier (or infrastructure providers) may receive readings from remotely read Meters on a frequent basis.

The NHHDC will receive the Meter register reading(s) from the organisation operating the prepayment system or via the Supplier. The Meter register reading(s) will be sent to the NHHDC in accordance with a Meter register reading cycle but this cycle should not exceed a three month period. For the avoidance of doubt if the Supplier or infrastructure provider has not collected a remote reading then no reading needs to be provided to the NHHDC.

##### 2. Processing a Remotely Collected Meter Register Reading for a Change of Supplier

In the event of a change of Supplier, the Supplier (or infrastructure provider) should ensure that any remote reading(s) received within SSD  $\pm 5$  days should be provided to the NHHDC, and should be processed by the NHHDC subject to the validation rules.

## 4.12 Usage and Validation of 'Affirmation of Metering System Settlement Details' (D0052)

### 4.12.1 Metered Supplies

In populating the D0052 flow, the Supplier will:-

5. Ensure that a 'Non-Half-Hourly Meter Technical Details' (D0150) flow has been received from the Meter Operator, before sending a D0052<sup>94</sup>;
6. Check that the Standard Settlement Configuration (SSC) on the D0150 matches the SSC requested on the 'Request for Installation or Change to a Metering System Functionality or the Removal of All Meters' (D0142) flow. If there is a mismatch between the SSC on D0150 and the D0142, the Supplier should resolve with the MOA, but pending resolution of the mismatch, should send a D0052 to match the D0150;
7. Ensure that where there has been a change to SSC Id, Profile Class (PC) Id or Measurement Class (MC) Id the effective date on the D0052 matches that on the D0150;
8. Send an 'Update Registration Details' (D0205) flow to SMRS at the same time as the D0052 is sent to the NHHDC, in order to avoid SMRS-NHHDC mismatches on the NHH Data Aggregation Exception Report (D0095).

In processing D0052 flows from Suppliers, the NHHDC will:-

9. Check that the SSC on the D0052 (where there has been a change of SSC or the NHH Metering System is new) matches the SSC value on the D0150 from the MOA and notify the Supplier of any mismatch.
10. Notify the Supplier if the D0052 indicates that a D0150 is expected, but no D0150 has been received or if the D0150 indicates that a D0052 is expected, but no D0052 has been received.
11. Notify the Supplier if a D0052 has not been processed, either because its contents are identical to the data values already held by the NHHDC or because the NHHDC has been unable to derive the context in which the flow is being sent from the contents of the flow.

Note That:

12. Where the NHHDC already holds a calculated EAC (i.e. associated with an AA) this should be used in preference to any EAC provided on the D0052, except where there has been a change of PC and/or SSC concurrent with the CoS/CoNHHDC, or where the site has been determined to be Long Term Vacant.
13. Where the NHHDC only holds an initial EAC, then the value provided by the Supplier on the D0052 should replace it.

<sup>94</sup> Where a D0052 is sent to notify the NHHDC of a change of Profile Class a D0150 will not be sent by the Meter Operator. In the case of Unmetered Supplies a D0150 will not be sent by the Meter Operator.

- 14.●** A D0052 may not be considered invalid on the basis of an inconsistency in the Effective From Settlement Date of the SSC Id, PC Id, GSP Group Id or MC Id except where there has been a change to the associated data item. Where a D0052 is received and the SSC Id, PC Id, GSP Group Id or MC Id are identical to those already held by the NHHDC, but the Effective From Settlement Dates of one or more of these items are different to those already held by the NHHDC, the NHHDC will load the D0052, but may retain the original Effective From Settlement Dates in preference to those notified on the D0052. This is subject to the D0052 being otherwise valid. This ensures that where the Supplier has aligned Effective From Settlement Dates to the SSD, the NHHDC can do likewise or can retain its original dates.

#### **4.12.2 Unmetered Supplies**

In processing D0052 flows from UMISO for Unmetered Supplies, the NHHDC will:

- 15.●** Check that the Metering System ID on the flow is registered as an Unmetered Supply in the NHHDC system;
- 16.●** Check that the short code of the UMISO's associated LDSO matches the first two digits of the Metering System ID;
- 17.●** Check that the Measurement Class ID on the flow is 'B' – Non-Half Hourly Unmetered;
- 18.●** Check that the Standard Settlement Configuration (SSC) on the flow is an Unmetered Supply SSC;
- 19.●** Check that the PC on the flow corresponds correctly to the SSC;
- 20.●** Check that the UMS SSC is appropriate to the relevant GSP Group; and
- 21.●** Notify the UMISO and the Supplier via the D0310, if the D0052 is invalid.

Note that:

- 22.●** A D0052 may not be considered invalid on the basis of an inconsistency in the Effective From Settlement Date of the SSC Id, PC Id, GSP Group Id or MC Id except where there has been a change to the associated data item. Where a D0052 is received and the SSC Id, PC Id, GSP Group Id or MC Id are identical to those already held by the NHHDC, but the Effective From Settlement Dates of one or more of these items are different to those already held by the NHHDC, the NHHDC will load the D0052, but may retain the original Effective From Settlement Dates in preference to those notified on the D0052. This is subject to the D0052 being otherwise valid. This ensures that where the UMISO has aligned Effective From Settlement Dates to the SSD, the NHHDC can do likewise or can retain its original Effective From Settlement Dates.
- 23.●** A D0052 may not be considered invalid on the basis of the Effective From Settlement Date of the Initial EAC except where there is a change of SSC.

- ~~24.~~• When receiving a D0052 with a backdated Effective From Settlement Date, all previously-supplied D0052 data effective after that date should be overwritten.

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## 4.14 Gross Volume Correction

### 4.14.1 Introduction

Once a Settlement Date has been subject to the Final Reconciliation [\[CP1310\]Volume Allocation](#) Run (RF), data for that day shall not be amended unless supported by an upheld Trading Query or Trading Dispute. If an error in demand exists on a Settlement Date for which RF has taken place, this error can be compensated in Settlements Days for which RF is still to take place. The process of compensating this error is Gross Volume Correction (GVC). This process results in the correct total volume of energy being allocated to the Supplier; however this energy will be allocated to different Settlement Periods.

Diagrams have been included below which show how the demand recorded by a Meter changes over time (the time axis showing time going forwards and the demand axis showing increasing demand), taking into account Meter readings (whether valid, erroneous or compensatory). It would be expected that, if all readings were valid, that the Meter readings would steadily increase over time.

### 4.14.2 Definitions

For the purposes of this appendix, the following definitions apply:

Crystallised Period	Periods of Settlement Dates for which RF has taken place and data cannot be amended without the support of an upheld Trading Query or Trading Dispute.
Error freezing reading	This is a reading deemed <a href="#">[CP1310]at</a> —in the current RF <a href="#">[CP1310]w</a> Window to prevent error that has crystallised being amended. It is calculated using the last valid, erroneous or compensatory Meter reading(s) obtained before and / or after RF and the associated erroneous EAC / AA that was in place at RF. <a href="#">[CP1312]Error freezing readings can only be deemed in the current RF Window. They should not be created at (or close to) the latest Post Final Settlement Run (PFSR), even in the case where the erroneous EAC or AA is subject to an authorised Trading Dispute.</a>
Fluid Period	Periods of Settlement Dates for which RF has not taken place
Realistic reading	Where a Meter reading is required for a particular Settlement Day to carry out Gross Volume Correction and an actual Meter reading is not available, a realistic reading can be deemed for that Settlement Day using a valid Meter register reading (occurring prior to or after the realistic reading date) and a realistic EAC (i.e. a previous valid EAC or if one is not available an initial (class average) EAC).
RF Window	This is the window of time between 5WD and 20WDs prior to the RF being carried out for a particular Settlement Day (i.e. a window in the period before that Settlement Day has passed through RF). A reading for RF should be deemed in this window since corrective action takes a finite time to be reflected in Settlements as it needs to be completed by the NHHDC, sent to the Non-Half Hourly Data Aggregator (NHHDA), processed by the NHHDA, sent to the Supplier Volume Allocation Agent (SVAA) and processed by the SVAA.

### 4.14.3 Use of Gross Volume Correction

[CP1310]Where an erroneous Meter Advance is identified, the associated AA, EAC and (where applicable) the associated reading may be withdrawn if none of the Settlement Dates in the Meter Advance Period have been subject to a last Volume Allocation Run (i.e. the RF run or, where the AA/EAC is subject to a Trading Dispute, the Post Final Settlement Run (PFSR)).

Where all Settlement Dates within a Meter Advance Period have been subject to a RF run (or, as applicable, PFSR), the associated AA, EAC and reading may not be withdrawn.

If the erroneous Meter Advance has partially crystallised (i.e. a RF run has taken place for some, but not all Settlement Dates within the Meter Advance Period), GVC can be applied to correct the error without amending the energy values which have already been subject to a RF run.

Other than being used to compensate for a partially crystallised error in a single Meter Advance Period, as described above, GVC should only be used where an energy error for a given Metering System is affecting the NHHDC's ability to process subsequent Meter Readings. For example, GVC can be used where the forward EAC is out of line with the expected consumption for the Metering System to the extent that subsequent valid readings for the Metering System are failing validation (or should be likely to fail validation).

GVC cannot be used to compensate for errors across two Meters or two Standard Settlement Configurations (SSCs). In order to correct errors across different Meters or SSCs, the Final/Initial readings need to be withdrawn and replaced (and potentially the change of Meter/SSC needs to be backed out). GVC cannot be applied for any disconnected Metering System or any Metering System that has undergone a change of Measurement Class (NHH to HH), because the principle of applying GVC where there is an ongoing Settlement impact does not apply.

The application of GVC in relation to Change of Supplier readings is described in Section 4.14.5.

Where there is insufficient reading history to apply GVC, or where compensation will introduce further error, the NHHDC may, but only as an action of last resort, take such steps as are necessary to address the ongoing validation problem, without ensuring that the gross volume of energy settled is correct. This will have the effect of "writing off" historic error, but ensuring that future error is minimised (e.g. the application of "dummy meter exchanges"<sup>95</sup>). Where such action is taken by the NHHDC it should be subject to a robust and auditable process.

The use of GVC does not remove the requirement to identify and resolve Settlement errors prior to the RF run, but is intended as a reasonable provision for errors that could not have reasonably been detected when they were originally created.

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[CP1310]<sup>95</sup> A "dummy meter exchange" involves the use of Initial and Final Meter readings to effectively re-start consumption histories even though no actual, physical change of Meter has taken place.

GVC is an optional requirement for the Supplier[CP1310]; however the NHHDC must be able to carry out GVC if required to by the Supplier. GVC shall be carried out by the NHHDC when this has been agreed with the Supplier[CP1310], and when the use of GVC meets the criteria described above. Where the NHHDC receives a request from the Supplier to apply GVC, which does not meet the criteria described above, it should be referred back to the Supplier with supporting rationale for why the NHHDC does not consider that GVC is appropriate. The NHHDC may also initiate the use of GVC, although only with the agreement of the relevant Supplier or Suppliers. Such approval can be obtained on a per-instance or delegated authority basis, as agreed with the Supplier.

The NHHDC may identify that [CP1310]~~Gross Volume Correction~~ should be carried out if the EAC is above BSCCo monitoring levels or where reads are consistently failing validation but in line with each other.

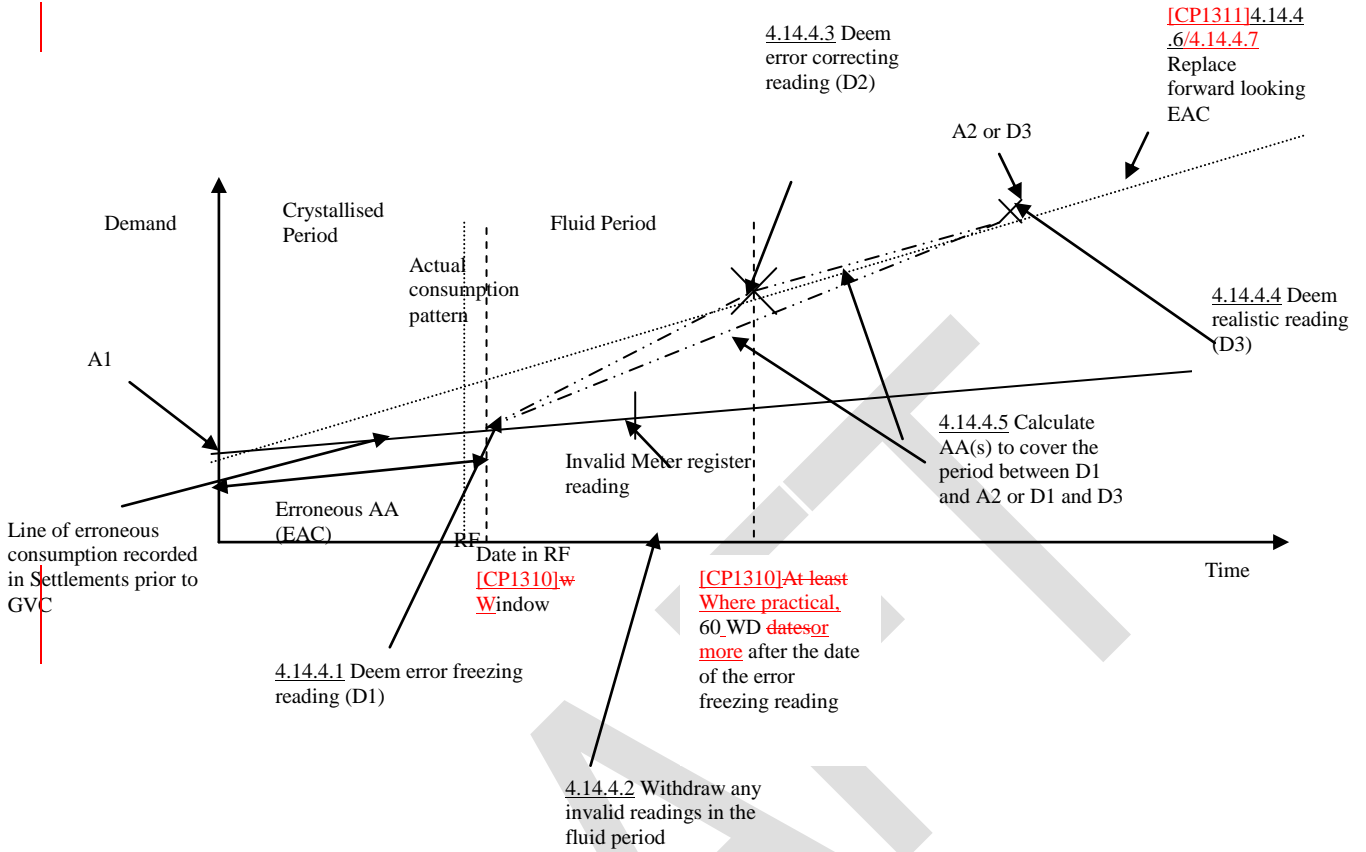
[CP1312]Where an AA or EAC is subject to an authorised Trading Dispute and the Effective From Settlement Date is after the latest Settlement Date which has been subject to a PFSR, the AA or EAC may be withdrawn without the need to apply GVC. GVC can be applied to any AA or EAC, irrespective of whether these are subject to a Trading Dispute, but error freezing readings can only be applied in the RF Window. Error freezing readings should not be applied at the latest PFSR.

#### 4.14.4 Gross Volume Correction Process

In order to undertake GVC it is first necessary to have an actual, valid Meter register reading and a known realistic annual demand (i.e. have a previous valid AA which indicates the likely demand of the Metering System). This section refers to the processing to be carried out by the NHHDC. Section 3.4.4 should be followed for the interaction between the NHHDC and other participants in this process.

The process is set out below with an explanatory diagram.

Note that there may not be any invalid Meter register reading in the fluid period meaning that there will be an erroneous EAC as opposed to an erroneous AA. Also there may not be a second valid actual reading A2, however the actual or likely consumption pattern will be known.



Ref	Action
4.14.4.1 Mandatory Step	A Deemed Meter Reading, D1, should be calculated in the RF <del>[CP1310]</del> Window to freeze the error that has already crystallised. This shall be calculated using the actual, valid Meter register reading, A1 and the EAC / AA that crystallised in the RF <sup>96</sup> for the Deemed Meter Advance Period starting on the date that the realistic reading A1 was obtained and ending on the date for which D1 was deemed. D1 and A1 may then be used to calculate an AA between D1 and A1. This AA will be the same value as the AA that has already crystallised in the period between A1 and D1.
4.14.4.2 Mandatory step	If there are any invalid Meter readings in the fluid period, these should be withdrawn.
4.14.4.3 <sup>97</sup> Optional step	If there is a second actual reading in the fluid period (A2) an AA can be calculated between A1 and A2. Use this to deem a correcting read (D2) <del>[CP1310]</del> at least 60 WDs for a date as long after the date of the error freezing read <del>[CP1310]</del> as is practical (and ideally ideally 60 WD or longer, if possible). The Deemed Meter Advance Period starts on the date of A1 and ends on the day before the Date of D2.
4.14. <del>[CP1310]</del> 4.4 Mandatory step if 4.14. <del>[CP1310]</del> 4.3 not completed or there is no valid actual reading A2, otherwise optional	If there is no valid Actual reading (A2) in the fluid period, a realistic reading, D3, should be generated in the fluid period, for a Settlement Date <del>[CP1310]</del> at least 60 WDs after as long after the date of the error freezing reading <del>[CP1310]</del> as is practical (and ideally ideally 60 WD or longer, where possible). This should be a Deemed Meter Reading (created from the previous actual, valid Meter register reading, A1 and an EAC that is representative of demand for that Metering System (i.e. a previous valid EAC) or, if not available, an initial (class average) EAC).
4.14.4.5 Mandatory step	An AA should be calculated between either D1 and D2 or D1 and A2 or D1 and D3. If the AA has been calculated between D1 and D2, a second AA should be calculated between D2 and A2.
<del>[CP1311]</del> 4.14.4.6 Mandatory step	<del>If the deeming process has created a negative forward EAC, this will be replaced by a class average EAC in accordance with step 3.3.11.3.</del>

<sup>96</sup> This may involve reference to D0095 Non-Half Hourly Data Aggregation Exception Report and / or D0023 Failed Instructions data flows to determine if EACs / AAs have been rejected or default EACs applied.

<sup>97</sup> Note that if there has been a discontinuity in the effective Meter reading (e.g. due to a Meter fault or incorrect standing data or processing) within the crystallised period that was not previously taken into account, the corrective Meter Advance (and AA) will need to be adjusted to allow for this.

<p>[CP1311]4. 14.4.67 Optional step</p>	<p><del>[CP1311]If necessary (i.e. if the deeming process has created a</del>If the forward EAC <del>that is demonstrably</del> inconsistent with normal generation or demand for that Metering System <del>[CP1311]and is likely to lead to failure to validate subsequent readings</del>), the EAC going forwards from A2, D2 or D3 <del>should</del>may be replaced with a realistic EAC (i.e. an EAC that has been based on a previous valid AA or, if none are available, an initial (class average) EAC). <del>[CP1311]Please note that an EAC should only be replaced where no later readings exist that would allow for the calculation of a further AA that would bring the EAC back into line with previous valid demand or generation trends. Any replacement of EACs should be subject to a robust audit process to identify how the replacement EAC was derived.</del></p>
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#### 4.14.5 Gross Volume Correction and Change of Supplier

~~[CP1310]Where there has been a change of Supplier in the fluid period to which Gross Volume Correction has been applied, a realistic reading for the change of Supplier Date must be calculated using a valid Meter reading and a valid AA or EAC that is reflective of demand for that Metering System / initial (class average) EAC, provided that the change of Supplier Date is a Settlement Date at least two months after that which is currently going through RF. GVC can only be used to correct partially crystallised error within the relevant Supplier's Registration period. GVC cannot be used to compensate in a new Supplier's Registration period for errors in the old Supplier's Registration period. This is a natural consequence of the rule in 3.2.6.33 and 3.2.6.34 whereby a Change of Supplier reading can only be replaced by mutual agreement of the two Suppliers via the disputed Change of Supplier readings process, or, if the change of Supplier reading has crystallised, via an authorised Trading Dispute. This means that any error that exists prior to the [CP1310]eChange of Supplier is compensated for under the old Supplier's registration and any error that exists after the [CP1310]eChange of Supplier is compensated for under the new Supplier's registration. In this way, both Suppliers pay for the correct volume of energy.~~

~~[CP1310]The process for disputing a change of Supplier reading should be followed if appropriate<sup>98</sup>. If the change of Supplier Date is a Settlement Day less than 2 months after that which is currently going through RF, it is outside the 12 month timescale for disputing a change of Supplier reading and so no action should be taken which alters the change of Supplier reading. If the change of Supplier reading has crystallised, then the change of Supplier reading shall not be altered without the support of an upheld Trading Query or Trading Dispute. Please note that GVC can be applied to correct errors which do not impact the Change of Supplier reading. For example, if the first or last AA of a Supplier Registration has been calculated incorrectly because a Meter rollover has not been identified (or has been incorrectly assumed), the AA can be corrected using GVC (subject to it not having fully crystallised at RF), because the Change of Supplier reading would not need to be replaced or withdrawn.~~

#### 4.15 Identification of a site as Long Term Vacant.

##### 4.15.1. Criteria for identifying site as Long Term Vacant.

A Supplier may identify a site as Long Term Vacant if it meets all of the following ~~[CP1306]five~~four criteria:

1. The site is energised according to the Supplier Meter Registration Service (SMRS).

~~[CP1306]2. The NHHDC is unable to gain access to read the Meter.~~

~~[CP1306]3.~~ The Supplier:

<sup>98</sup> [CP1310] It may be appropriate to dispute the change of Supplier reading where the change of Supplier is within 12 months of the current Settlement date and the error in the change of Supplier reading identified by carrying out GVC is greater than 250 kWh.

1.        has received from the NHHDC at least two D0004 'Notification of Failure to Obtain a Reading' data flows [P245], which are at least [P245]375 calendar [P245]monthsdays apart and not more than [P245]7215 calendar [P245]monthsdays apart, with the J0024 'Site Visit Check Code' data item populated with code 02 'Site not Occupied'; and
2.        has not received any D0004s with the J0024 data item populated with anything other than 02 in the interim; and
3.        has not received any [CP1307]other data flows containing the J0040 'Register Reading' data item in the interimMeter register readings for that Metering System in the interim.

If a D0004 data flow is received with the J0024 data item unpopulated, it can be excluded for the purposes of this criterion.

[CP1306]43. The Supplier has made proactive attempts to identify the owner of the property to obtain a Meter reading; proactive attempts could include contacting bodies such as estate agents, letting agents, councils or the land registry to find out who the owner is. If the Supplier supplies both gas and electricity, check to see if the same issues are occurring for the gas supply.

When an owner is identified, attempts must then be made to contact them and obtain a reading.

The Supplier may have its own way of meeting this criterion.

[CP1306]54. If the owner is already known, the Supplier must make attempts to contact them to arrange a Meter Reading.

The Supplier must keep auditable records showing that all of these criteria have been met in order to [P245]indentify a site as Long Term Vacant.

If all the above criteria have been met, but the Supplier has evidence of consumption on the Metering System, the site must not be identified as Long Term Vacant.

#### 4.15.2. Start Date for the Long Term Vacant Period.

The Supplier should identify the start date for the Long Term Vacant period [P245] (and its associated zero EAC) as the earlier of the following:

1. The date in the J0016 'Reading Date and Time' data item in the first D0004 received with the J0024 data item populated with code 02; or
2. [P245]Where a Customer has closed an account, The last consumption date that a Customer closed the accountfor that Customer provided that:
  - a) [P245]This is no more than seven215 calendar monthsdays before the date of the first D0004 with the J0024 data item populated with the 02 code;and

- b) ~~[P245]That n~~No D0004s with the J0024 data item populated with anything other than the 02 code have been received between the Customer's last consumption date ~~that the Customer closed the account~~ and the date of the first D0004 with J0024 data item populated with code 02; ~~and~~
- c) ~~[CP1307]No data flows containing the J0040 'Register Reading' data item~~No Meter register readings for that Metering System have been received between the [P245]Customer's last consumption date ~~that the Customer closed the account~~ and the date of the first D0004 with J0024 data item populated with code 02~~[P245]; and~~
- [P245]d) a Meter register reading is received for the Customer's last consumption date.

#### 4.15.3. Confirmation that the Site remains Long Term Vacant.

Where a Supplier has identified a site as Long Term Vacant and has instructed their NHHDC to enter a zero EAC into Settlement for that site, the Supplier must confirm that all of the following criteria have been met to continue treating the site as Long Term Vacant:

1. The Supplier must receive [P245]a D0004s from the NHHDC with the J0024 data item populated with the 02 code at least once every seven215 calendar ~~months~~days for the Metering System; and
2. The Supplier must not have received a D0004 from the NHHDC with the J0024 data item populated with anything other than the [CP1304]following codes: 02-code;, 18 'Unsafe Premises', 19 'Call not made on routine visit', 20 'No access' or 28 'Unable to gain access due to insufficient address details' and
3. The Supplier must not have received any [CP1307]data flows containing the J0040 'Register Readings' data item from the NHHDCMeter register readings for that Metering System in the interim; and
4. [P245]At least once every seven215 calendar ~~months~~days, the Supplier must make further proactive attempts to identify the owner of the property in order to obtain a Meter Reading (examples of which are detailed in 4.15.1, criterion 43) or, if the owner is known, then the Supplier must continue to attempt to contact them to arrange a Meter Reading. Auditable records must be kept for all attempts to obtain a Meter Reading.

#### 4.15.4. Identification that a site no Longer Qualifies for Long Term Vacant Treatment.

A site will no longer qualify for Long Term Vacant Treatment if any of the following occur:

1. It has been longer than [P245]seven215 calendar [P245]monthsdays since the [CP1307]sSupplier has received a D0004 from the NHHDC with the code 02 in the J0024 data item~~[P245]; or~~

2. The Supplier has not made any proactive attempts to try to find out who the owner of the property is and to obtain a Meter reading (examples of which [P245] are provided above) in the ~~seven month~~215 calendar day period from the receipt of a D0004; or
3. The Supplier has received a D0004 with the J0024 data item populated with a code other than 02; or
4. The Supplier is aware that there is consumption on site, including where the Supplier has found or been informed of the owner of the site and has been able to obtain a Meter reading. This would include where a change of tenancy event had occurred.

If any of the above occur, the Supplier must no longer treat the site as Long Term Vacant and must notify the NHHDC to enter a non-zero EAC into Settlement for the site in accordance with section 3.3.14.

In addition, the site would no longer qualify for Long Term Vacant treatment if the Supplier has ~~[CP1307]received a data flow containing the J0040 'Register Readings' data item from the NHHDC, i.e. the NHHDC has obtained~~ an actual Meter reading. In this scenario, the Supplier would not have to inform the NHHDC that the site no longer qualifies for Long Term Vacant treatment as this would have [CP1307]either been identified by the NHHDC and the NHHDC would have already processed this [CP1307]Meter reading accordingly [CP1307]or the Supplier would have passed the Meter register reading to the NHHDC in accordance with 3.4.1.1.

#### 4.15.5. End Date for the Long Term Vacant Period.

If the Supplier identifies that the site no longer qualifies for Long Term Vacant treatment it should determine the end date of the Long Term Vacant period as follows:

1. Where there has been a change of tenancy, then the date of the change of tenancy should be used as the end date for the Long Term Vacant period;
2. Where a Meter reading has been obtained, the [CP1307]day before the date that the Meter reading was obtained should be used as the end date for the Long Term Vacant period.
3. Where no Meter reading has been obtained (i.e. the Supplier has received a D0004 with the J0024 data item populated with something other than 02) then the date of the last D0004 with the J0024 data item populated with 02 would be used as the end date for the Long Term Vacant period.
4. Where the Supplier has not attempted to read the Meter or make proactive attempts to find out the owner of the premises and obtain entry to take a Meter reading, then the date of the D0004 with the J0024 data item populated with 02 received the last time that the Supplier had made attempts to read the Meter and make proactive attempts to find out the owner of the premises would be used as the end date for the Long Term Vacant period.

If the Supplier does not have a Meter reading for the end of the Long Term Vacant period then the Effective From date for the non-zero EAC would be the day after the end date of the Long Term Vacant period.

## 4.16 Audit Requirements

### 4.16.1 Retention of Records

The NHHDC shall ensure that all processes are capable of maintaining data records, together with the user ids of the persons creating or making changes to these records. The minimum period for the retention of records applies to source data as well as the results of processing, where source data is the raw source data (meter reading and associated data in the format originally obtained by the NHHDC) or output material, produced following input into the system, but prior to any processing or amendments. A history of superseded data must be retained, in particular where the status of a reading is changed or where revised data is sent to an Associated NHHDA.

These records must contain such cross references as are necessary to allow verification by tracing data through processing, forwards and backwards, conveniently and old software programs and hardware must, where necessary, be retained to enable these records to be accessed. If the EAC/AA System is not used, the NHHDC shall ensure that its data processing system:-

1. retains all Daily Profile Coefficient files used to calculate EAC/AA and Deemed meter advances, including those subsequently replaced by revised data;
2. Provides a means of archiving Daily Profile Coefficients and Smoothing Parameters once the Final Reconciliation Volume Allocation Run has taken place for that Settlement Day.

### 4.16.2 Monitoring

The NHHDC shall ensure that all processes are capable of providing statistical information as may be required from time to time by the Panel to enable monitoring of performance against established criteria.

### 4.16.3 Missing Profile Coefficients

The NHHDC shall ensure that the EAC/AA calculation process must be capable of reporting any request for a Deemed meter advance or EAC/AA which cannot be processed because it relates to GSP Groups, Profile Classes or Measurement Requirements for which no Profile Coefficients have been received by the NHHDC. The report must distinguish between cases where no Profile Coefficients have been received for the relevant Settlement Day and cases where Profile Coefficients have been received for the relevant Settlement Day, but not for the relevant GSP Group, Profile Class or Measurement Requirement.

### 4.16.4 Version Control on Daily Profile Coefficients

3. The system operated by the NHHDC must apply version controls to all sets of Daily Profile Coefficients received from the Supplier Volume Allocation Agent and ensure that all data received has date and version stamps attached to it, identifying the Profile Production Run and the date and time it was received by the NHHDC;
4. Add a further date and time stamp to the set of Daily Profile Coefficients received, identifying the date and time that the data was loaded;
5. Check that the date and version stamps on sets of Daily Profile Coefficients received from the Supplier Volume Allocation Agent are consistent with those on data sets already received from the SVAA.

#### 4.16.5 Version Control on Output Data

The system operated by the NHHDC must be capable of applying version controls to all data produced by it. It must also be capable of ensuring that data output has date and time stamps attached to it, identifying when the processing was performed.

#### 4.17 Traceability of Estimated Annual Consumption and Annualised Advance values.

The EAC/AA calculation process must be capable of using the date and time stamp of an EAC/AA output data record, together with the date and time stamp of a profile data load, to determine which Daily Profile Coefficients were used to calculate the EAC/AA.

#### 4.18 Input, Processing and Output

The system operated by the NHHDC must have controls to ensure input, processing and output are valid. Such controls may include the use of software validation checks and exception reporting to identify problems:-

6. inaccuracy of data entry;
7. Meter readings not in line with historical/expected trends;
8. Meters which have not had a physical reading within the minimum period established by the BSC;
9. Identification of Metering System Number's which are "dormant" i.e. not currently in use.

In particular, controls should be developed to ensure that illegal and dangerous situations concerning SVA Metering Systems are identified, recorded and reported to the relevant parties for further action. An example would be the identification, during a physical inspection to obtain a meter reading, of a meter which has been tampered with.

#### 4.19 Non-Half Hourly Data Collector Service Levels

This appendix has effect for the purposes of Section 1.2.3 to determine;

- (i) The functions to be performed by the NHHDC, as described in columns 2 to 5 of the table set out in this Appendix, in respect of which minimum standards of performance are required;
- (ii) The minimum standards of performance (Service Levels) relating to the functions referred to in paragraph (i) above, as described in columns 6 and 7 of the table set out in this Appendix; and
- (iii) A reference number (Serial) in respect of each Service Level, as described in column 1 of the table set out in this appendix.

For the purposes of this Appendix:

- (a) The references in column 3 of the table to a numbered paragraph are to the relevant paragraph in Section 3.2;
- (b) The references in column 4 of the table to a sub-process/data flow are to the relevant sub-process or data flow as described in the relevant BSC Procedure;
- (c) References to “Timescales” are to those specified by the relevant BSC Procedure and, if applicable, the SVAA Calendar;
- (d) references to a certain percentage of tasks being completed within a certain specified period are to be read as a reference to that percentage of tasks being completed during an applicable reporting period as specified by the relevant BSC Procedure;
- (e) References to an item being “valid” are to an item which conforms to an applicable SVA Data Catalogue item;
- (f) Reference to an item being in “correct format” are to an item which complies with the applicable SVA Data Catalogue format or the format specified by the relevant BSC Procedure;
- (g) References to an item being “accurate” are to an item being correctly recorded; and
- (h) In calculating percentages, the performance figures shall be rounded up or down to the nearest one decimal place (with 0.05 being rounded upwards)

It should be noted that the following tables include some serials for which the Agent itself is the Data Provider, and some serials which are reported on by another Agent. Where another Agent is responsible for reporting on an Agent’s performance, that Agent is named in the Reporting Method column.

Serial	Sender	Process	Sub-Process	Recipient	Performance Measure	Service Levels	Reporting Method
NC01	NHHDA	<del>1.5 Collection Obligations</del>	<del>D0023 Exceptions</del>	<del>NHHDC, SMRA</del>	<del>Level and type of failed instructions identified by NHHDA</del>	<del>None</del>	<del>[NHHDA]</del>
NC02	Old NHHDC	1.3 Registration Obligations	NHHDC to NHHDC Meter Reads & History	New NHHDC	D0010 and D0152 issued within timescales	100% issued to New NHHDC within 5 WD of NHHDC Effective From Date (if Change of DC) or within 8 WD of Supplier Start Date (if Change of Supplier)	Provision of data under 1.1.4.1
NC03	NHHDC	<del>1.3 Registration Obligations</del>	<del>NHHDC NHHDA Meter Read History</del>	<del>New NHHDA</del>	<del>D0019 issued within timescales</del>	<del>100% issued to New NHHDA within 15 WD of receipt of D0148 notifying change of NHHDA</del>	<del>Provision of data under 1.1.4.1</del>

#### 4.20 Remotely Read Metering Systems

It is recognised that the NHHDC may receive readings from remotely read Metering Systems on a frequent basis. All readings shall be processed for Settlement purposes, subject to the following exception:

- ~~10.~~ Routine readings (i.e., readings that are not Change of Supplier, Initial, Final, Special, etc) that, if omitted from Settlement, do not result in there being more than three months between valid readings for a Profile Class 1-4 MS or more than one month between valid readings for a Profile Class 5-8 MS.

For the avoidance of doubt, if Meter readings have not been collected within the periods specified above, then no Meter readings are required to be processed.

The requirements set out in this paragraph do not constitute a requirement to read Meters with the frequencies stated.

**Balancing and Settlement Code**

**BSC PROCEDURE**

**NON-HALF HOURLY DATA AGGREGATION FOR SVA METERING  
SYSTEMS REGISTERED IN SMRS**

**BSCP505**

**Version 13.0**

**Date : 25 February 2010**

**BSC Procedure 505****relating to****'Non-Half Hourly Data Aggregation for SVA Metering Systems Registered in SMRS'**

1. Reference is made to the Balancing and Settlement Code (the Code) for the Electricity Industry in Great Britain, and in particular, to the definition of “BSC Procedure”.
2. This is BSCP505, Version 13.0 relating to Non-Half Hourly Data Aggregation.
3. This BSC Procedure is effective from 25 February 2010.
4. This BSC Procedure has been approved by the Panel.

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**AMENDMENT RECORD**

<b>Version</b>	<b>Date</b>	<b>Description of Changes</b>	<b>CRs Included</b>	<b>Mods Panel Ref</b>
D0.1	Code Effective Date	Re-Badged		
D.02	Code Effective Date	Incorporated version D.01 review comments		
D.03	Code Effective Date	Comments embodied following CMC1273		
2.0	Code Effective Date	Approved for use by the Panel		
3.0	Code Effective Date	Version alignment changes from AP505 embodied.	NCR329	
4.0	27/03/01	Further changes embodied for NCR329.	NCR329	
5.0	03/02/03	SVA Documentation Batch Release.	CPs 698, 790, 791, 800	SVG/22/275
6.0	17/02/03	Incorporates changes for P63.	P63	SVG/20/251 SVG/21/256
7.0	01/08/03	Updated for Modification P62	P62	SVG/29/390
8.0	03/11/2004	Change Proposal for the CVA Programme Nov 04 Release	CP1032	TDC/58/03
9.0	BETTA Effective Date	BETTA 6.3 and SVA February 2005 Release CPs agreed by SVG	BETTA 6.3, CP1091	SVG/48/004
10.0	29 June 2006	June 06 Release	CP1146 CP1149	SVG/64/02
11.0	06/11/08	November 08 Release	CP1176 part  CP1233	ISG68/02 SVG67/02  ISG87/01 SVG87/02 PAB87/09
12.0	25/06/09	June 09 Release	P222	
13.0	25/02/10	February 10 Release	CP1295	SVG102/01

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## 1. Introduction

### 1.1 Scope and Purpose of the Procedure

This BSC Procedure defines the processes that the Non-Half Hourly Data Aggregator (NHHDA) shall use to carry out the processing of meter data for Non-Half Hourly SVA Metering Systems.

This BSC Procedure focuses on the interfaces between the NHHDA and other Agencies seen from the perspective of the NHHDA.

Where there is to be a change in any Non-Half Hourly Supplier Agent (bulk change of agent) such that the number of SVA Metering Systems affected exceeds a threshold set by the BSC Panel, a bulk change of agent application will be submitted for approval in accordance with BSCP513. Following such approval and where the NHHDA is impacted, this BSC Procedure will be used to process the bulk change of agent.

### 1.2 Main Users of Procedure and their Responsibilities

The main user of this Procedure is the NHHDA. The NHHDA is required, on a trickle feed basis, from appropriate Non-Half Hourly Data Collectors (NHHDCs), to receive, validate and update his database with Non-Half Hourly data (viz. settlement register Estimated Annual Consumption and/ or Annual Advance (EAC/AA)), for all Non-Half Hourly SVA Metering Systems assigned to him by the Supplier via SMRS. In accordance with timescales set by the Settlement Timetable, he is required to aggregate this data in the form of Supplier Purchase Matrices which are sent to SVAA for Volume Allocation Runs (VAR). These details shall also include the Settlement Days for which the NHHDA is appointed. The level of aggregation is to Settlement Class, i.e. to combination of Supplier, GSP Group, Profile Class and Timeslot (also referred to as 'Measurement Requirement') and Line Loss Factor Class.

The NHHDA is also responsible for maintenance of his database of the SVA Metering Systems relevant to his aggregation responsibilities (viz nominated Supplier, NHHDC, NHHDA, Standard Settlement Configuration, Energisation Status, Profile Class, Measurement Class, Line Loss Factor Class and GSP Group) and relevant Market Domain data.

The NHHDA shall ensure that for each SVA Metering System for which it is responsible, energy consumption data is aggregated and passed to the Supplier Volume Allocation Agent (SVAA) using systems, software and processes so approved in accordance with BSCP537.

These systems, software and processes must also comply with all other applicable requirements set out in the Code and the BSC Procedures.

### 1.3 Market Domain Data Obligations

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

On receipt of any new MDD, the NHHDA shall find and resolve as soon as reasonably possible any conflicts with existing data in its system caused by the new MDD.

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

Where the NHHDA has loaded the Data Aggregation and Settlements Timetable File, the NHHDA shall validate this file in accordance with Section 4.3.

## **1.4 Interface to Supplier Meter Registration Services**

### **1.4.1 SMRS Data**

The NHHDA shall accept instructions from any SMRS and shall promptly input into its processes so approved in accordance with BSCP537 the data and other information so received.

In performing its functions as NHHDA, the NHHDA shall treat data or other information received from a SMRS as definitive where it conflicts with data or other information provided to the NHHDA by its Supplier or its NHHDC.

### **1.4.2 Refresh Supplier Meter Registration Service MSID Data**

The NHHDA shall periodically request and load a Full Refresh from a SMRS comprising the complete registration and standing data for all SVA Metering Systems for which the NHHDA is responsible in that SMRS whenever required to ensure the integrity of the NHHDA's database.

Where required to resolve a failed instruction, query or exception reported during an aggregation run the NHHDA shall request a Selective Refresh for the relevant SVA Metering Systems from the relevant SMRS.

## **1.5 Communications**

The NHHDA shall send and receive data and other information relating to its activities as NHHDA in accordance with the BSC SVA Data Catalogue. Except to the extent otherwise specified by the Panel, the NHHDA shall use the Managed Data Network for data transfers defined in this BSCP to and from any third party unless an alternative method for data transfer is agreed with that third party for data transfer to that third party.

In any case where a data transfer defined in this BSCP is carried out by the NHHDA by a method other than the Managed Data Network, the NHHDA shall ensure that receipt thereof is acknowledged by the recipient by an appropriate means.

## **1.6 Problem Log**

The NHHDA shall establish and use a problem log for the management of failed and discarded instructions and shall maintain the log for audit and control purposes. The log shall hold information about failed or discarded instructions.

The NHHDA shall promptly record in the problem log the reasons for failure of failed instructions and the date and time of the latest processing attempt and shall record the instructions to be resolved by the NHHDA and those that have been resolved by it. The NHHDA shall, record in the problem log the corrective action taken in respect of each resolved instruction failure.

## 1.7 Use of the Procedure

The Sections in this document should be used as follows:

Section 2 – No longer used.

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

Section 4 - Appendices: this section contains supporting information.

The Supplier Volume Allocation Agent (SVAA) manages the Market Domain Data in addition to performing the Supplier Volume Allocation role, and therefore SVAA is the Market Domain Data Manager (MDDM).

The NHHDA will be informed via BSCP513 of any Supplier's intention to initiate a bulk change of agent where the number of Metering Systems affected exceeds the threshold set by the Panel. The NHHDA will be required to confirm whether it can implement the proposed changes without adversely impacting other NHHDA activities. Any bulk change of agent must therefore be initiated via BSCP513 before triggering the processes in this BSC Procedure.

## 1.8 Balancing and Settlement Code Provision

This BSC Procedure has been produced in accordance with the provisions of the Code. In the event of an inconsistency between the provisions of this BSC Procedure and the Code, the provisions of the Code shall prevail.

The requirements of NHHDA's under the Code can be found in BSC Sections J 'Party Agents' and S 'Supplier Volume Allocation' Section 2.4. An overview of these requirements is as follows:

The principle functions of a NHHDA are:

- (a) to receive EAC/AAs from NHHDCs;
- (b) to check EAC/AAs and provide reports;
- (c) to enter data into the relevant data aggregation system;
- (d) to maintain relevant standing data;
- (e) to aggregate the annualised consumption data in MWh; and
- (f) to provide aggregate annualised consumption data to the SVAA.

## 1.9 Service Levels

The NHHDA shall perform the services to be performed by it as NHHDA pursuant to this BSCP to standards which shall be at least as good as those specified in Section 4.8.

## 1.10 NHHDA Principles

The requirements of NHHDA as set out under the Code are supported by the following functional, non-functional and operational principles. Further detail regarding these principles can be found in Section 4.4 to 4.6.

### 1.10.1 Functional Requirements Principles:

1. The NHHDA system must aggregate EACs and AAs to produce aggregated results for each Supplier by Settlement Class;
2. The NHHDA's system must treat data provided by SMRAs as definitive where it conflicts with data or other information provided to the NHHDA by its Supplier or its NHHDC;
3. The NHHDA's system must validate the data it receives from NHHDCs and SMRAs against MDD;
4. The NHHDA's system must check inconsistencies between data received from NHHDCs and data received from SMRAs and must report such inconsistencies to Suppliers so that they may be operationally resolved;
5. The NHHDA's system must support interfaces with all relevant parties and systems, to facilitate the timely and accurate provision and receipt of data.

### 1.10.2 Non-Functional Requirements:

1. The NHHDA's system must be an auditable system and it must be possible to inspect both the aggregated results and the audited data used in their aggregation up to 28 months following the Settlement Day to which the results relate;
2. The NHHDA's system must comply with the 1998 Programme's Security and Control Framework.

### 1.10.3 Operational Requirements

1. The design and implementation of the NHHDA's system must, given an appropriate hardware and software environment, enable operation to meet the prescribed SVAA Calendar.

## 1.11 Associated BSC Procedures

BSCP01	Overview of trading arrangements.
BSCP11	Trading Queries and Trading Disputes.
BSCP501	Supplier Meter Registration Service.
BSCP504	Non-Half Hourly Data Collection for SVA Metering Systems Registered in SMRS.
BSCP508	Supplier Volume Allocation Agent.
BSCP513	Bulk Change of Non Half Hourly Supplier Agent.
BSCP515	Licensed Distribution
BSCP537	Qualification Process for SVA Parties, SVA Party Agents and CVA MOAs.

## 1.12 [Housekeeping – to check]Associated Party Service Lines

PSL100	Generic Non Functional Requirements For Licensed Distribution System Operators And Party Agents
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## 1.13 Acronyms and Definitions

### 1.13.1 Acronyms

The terms used in this BSC Procedure are defined as follows:

AA	Annualised Advance
BSCCo	Balancing and Settlement Code Company
EAC	Estimated Annual Consumption
GSP	Grid Supply Point
Id	Identifier
LDSO	Licensed Distribution System Operator
LLF	Line Loss Factor
MDD	Market Domain Data
MDDM	Market Domain Data Manager
MSID	Metering System Identifier
NHHDA	Non-Half Hourly Data Aggregator
NHHDC	Non-Half Hourly Data Collector
PAB	Performance Assurance Board
Ref	Reference
SD	Settlement Day
SMRA	Supplier Meter Registration Agent
SMRS	Supplier Meter Registration Service
SPM	Supplier Purchase Matrix
SVA	Supplier Volume Allocation
SVAA	Supplier Volume Allocation Agent
SVAA	Supplier Volume Allocation Agent
VAR	Volume Allocation Run
WD	Working Day

### 1.13.2 Definitions

Full definitions of the above acronyms are included in the Code.

2. **This section is no longer in use**

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### 3. Interface and Timetable Information

#### 3.1 Market Data Activities

##### 3.1.1 SVAA sends Market Domain Data

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.1	If required.	Request MDD from SVAA.	NHHDA.	MDDM.	NHHDA Id.	Electronic or other method, as agreed.
3.1.1.2	When published by SVAA or within 1 WD of request from NHHDA.	Send MDD.	SVAA.	NHHDA.	D0227 BSCCo Market Domain Data File. D0269 Market Domain Data Complete Set. D0270 Market Domain Data Incremental Set. D0286 Data Aggregation and Settlements Timetable File. P0223 GSP Group Profile Class Default EAC	Electronic or other method, as agreed.     Email
3.1.1.3	Within 4 working hours of receipt of MDD.	Send acknowledgement that data has been received.	NHHDA.	MDDM.	P0024 Acknowledgement.	Electronic or other method, as agreed.
3.1.1.4	If file not readable & / or not complete.	Send notification and await receipt of MDD.	NHHDA.	MDDM.	Appendix 4.3 - Validation of Data Aggregation and Settlements Timetable File.  P0035 Invalid Data.	Internal Process.  Electronic or other method, as agreed.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.1.5	After receiving notification.	Send corrected MDD.	SVAA.	NHHDA.	Refer to 3.1.1.2 for dataflows.	Electronic or other method, as agreed.
3.1.1.6	If data in correct format.	Update database.	NHHDA.			Internal Process

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### 3.1.2 NHHDA Run and Send EAC Data to Distributors Report

The EAC Data to Distributor Report is a snapshot containing Estimated Annual Consumption (EAC) data and Metering System details in respect of Metering Systems located at Boundary Points on the relevant LDSO's Distribution System(s) and Associated Distribution System(s), in accordance with Section S 2.4.2 (g).

This process is to be followed on a quarterly basis, with the report generated on (or the first Working Day after) the following Annual Dates: 1 February, 1 May, 1 August and 1 November.

Steps 3.1.2.1 and 3.1.2.2 are only to be followed when the LDSO first 'opts in' to receive the report, not for every time the report is to be run.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.1	At least 20 WD before quarterly report date	LDSO's 'opt in' by informing Suppliers they wish to receive EAC data, providing their Distributor ID, address and contact details <sup>1</sup>	LDSO	Supplier	Notification of the LDSO	Fax/ Post/ E-mail
3.1.2.2	Within 5 WD following 3.1.2.1	Suppliers provide NHHDA with relevant LDSO details	Supplier	NHHDA.	Details of the 'opted-in' LDSOs	Fax/ Post/ E-mail, Electronic or other method, as agreed.
3.1.2.3	On Annual Date (or the first Working Day following this date)	NHHDA's generate EAC Data to Distributor Report	NHHDA.		P0222 EAC Data to Distributor Report	Internal Process
3.1.2.4	If data available, within 1 WD of 3.1.2.3	NHHDA send the report	NHHDA.	LDSO	P0222 EAC Data to Distributor Report	CD, or another medium if agreed by both parties <sup>2</sup>

<sup>1</sup> Once a Supplier is informed the LDSO should receive all relevant EAC reports quarterly on dates set out in the timetable above unless otherwise notified to the Supplier. If the request is received after the cut-off date it shall be processed at the discretion of the Supplier/NHHDA.

<sup>2</sup> Both Parties must agree on the medium of communication if it is not to be a CD.

3.1.2.5	If no data available, within 1 WD of 3.1.2.3	NHHDA notifies the relevant LDSOs they have no EAC data	NHHDA.	LDSO	Notification no data is available	Fax/ Post/ E-mail
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## 3.2 INTERFACE TO SMRS

### 3.2.1 Appointment Changes<sup>3</sup>

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.1	SMRA informed : that Supplier has obtained a new connection.  of change of Supplier &/or NHHDA for an existing SVA Metering System (including measurement class change resulting in NHHDA to HHDA change or vice versa).  of NHHDC change.	Send NHHDA / Supplier appointment start information.  Send NHHDA / Supplier appointment finish information  Send NHHDA / Supplier appointment start information.  Send NHHDC / Supplier appointment change information.	SMRA.  SMRA.  SMRA.  SMRA.	New NHHDA.  Old NHHDA.  New NHHDA.  NHHDA.	D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.  D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.  D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.  D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.	Electronic or other method, as agreed.

<sup>3</sup> Where a bulk change of agent is being initiated, BSCP513 must have been completed prior to triggering this process.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.2	After receiving information.	Validate information in accordance with Section 3.4 and Appendices:  4.2.1 Instruction Files; and 4.2.2 NHHDA appointment changes; or 4.2.3 NHHDC appointment changes.	NHHDA.			Internal Process.

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### 3.2.2 Changes to SVA Metering System standing Data

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.2.1		Send information with change of SVA Metering System's standing data.	SMRA.	NHHDA.	D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.	Electronic or other method, as agreed.
3.2.2.2	After receiving information.	Validate information received in accordance with Section 3.4 and Appendices:  4.2.1 Instruction Files; and 4.2.4 SVA Metering System standing data changes.	NHHDA.			Internal Process.

### 3.2.3 Requests for SMRS Information

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.1	At any time for Selective Refresh.  At least once every rolling 13 month period for Full Refresh.	Request Full or Selective Refresh of database.	NHHDA.	SMRA.	MSID, if for Selective Refresh.  All relevant NHHDA data for previous 2 years.	Manual, Fax.
3.2.3.2	If request refused <sup>4</sup> then:  within 1 WD of receipt of request.	Advise refusal.	SMRA.	NHHDA.	Identification of request and reason for refusal.	Manual.
3.2.3.3	If request accepted, then within 1 WD of receipt of request for Full Refresh.	Notify NHHDA of scheduled date for delivery of Full Refresh.	SMRA.	NHHDA.	Scheduled date for delivery of Full Refresh.	Manual, Fax.
3.2.3.4	Within 15 WD of receipt of Full/Selective refresh request.	Send information to refresh NHHDA's database.	SMRA.	NHHDA.	D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.	Electronic or CD ROM, or other method, as agreed.
3.2.3.5	After receipt of information.	Validate information received in accordance with Appendix 4.2 and if Selective Refresh proceed in accordance with Section 3.4.	NHHDA.			Internal Process.

<sup>4</sup> If request for refresh is for data more than 2 years old.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.6	If Full Refresh and if refresh failed for any SVA MS  If Full Refresh and if refresh passed.	Either : Request re-send of Full Refresh Or Refresh database for SVA MS's that passed validation And For SVA MS's that failed validation and if problem with file not caused by NHHDA, continue in accordance with Section 3.4.  Refresh database.	NHHDA.  NHHDA.  NHHDA.	SMRA.	All relevant NHHDA data.	Manual, Fax.  Internal Process.  Internal Process.
3.2.3.7	If a re-send required, then anytime within 28 days of original message.	Request a re-send of original message.	NHHDA.	SMRA.	Message number and / or date.	Manual.
3.2.3.8	If request refused then: within 1 WD of receipt of request.	Advise refusal and reason.	SMRA.	NHHDA.	Identification of original request and reason for refusal.	Manual.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.9	If request accepted then : if NHHDA error within reasonable endeavours; if not, within 36 hrs of receipt of request.	Re-send message.	SMRA.	NHHDA.	Duplicate of original message.	Electronic or other method, as agreed.

### 3.3 AGGREGATION ACTIVITIES

#### 3.3.1 Receive AA/EAC Data from NHHDC

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1.1		Send SVA Metering System's AA/EACs & relationships.	NHHDC.	NHHDA.	D0019 Metering System EAC/AA Data.	Electronic or other method, as agreed.
3.3.1.1	After receipt of information.	Validate information received in accordance with Section 3.4 <sup>5</sup> and Appendices: 4.2.1 Instruction Files; and 4.2.6 NHHDC consumption data.	NHHDA.			Internal Process

<sup>5</sup> Validation failures shall be rejected by the NHHDA and reported by it to its NHHDC. All files and instructions that fail validation shall be recorded by the NHHDA in accordance with the requirements of Section 4.4.

### 3.3.2 Data Aggregation Run <sup>6</sup>

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.2.1	In accordance with SVA Agent's calendar deadline for 3.3.2.3 below for the relevant Settlement Day.	<p>For each MSID, validate relevant data from NHHDC:</p> <p>If invalid:</p> <ul style="list-style-type: none"> <li>• If consumption data missing, inconsistent or in error, use defaults (in accordance with the Code).</li> <li>• If other (non-consumption) data different from SMRS data then use SMRS data.</li> <li>• Create an exception record containing invalid data details.</li> </ul>	NHHDA.		<p>EAC/AA used for MSID and when applicable, the EAC/AA default method used.</p> <p>Any of the following Exception Conditions:</p> <ul style="list-style-type: none"> <li>• SMRA / NHHDC mismatch of: Profile Class, GSP Group, Standard Settlement Configuration, Supplier Registration, Measurement Class, Energisation Status</li> <li>• Missing EAC/AA for the SVA Metering System resulting in a default EAC being used.<sup>7</sup></li> <li>• Unmetered SVA Metering System with an AA.</li> <li>• De-energised SVA Metering System with non-zero AA.</li> <li>• Missing standing data : Data Collector Appointments, Profile Class, GSP Group, Standard Settlement Configuration, Supplier Registration, Measurement Class, Energisation Status.</li> </ul>	Internal Process.
3.3.2.2	After 3.3.2.1.	Carry out aggregation run <sup>8</sup> for specified Settlement Day to produce Supplier Purchase Matrix (SPM), in accordance with the SVA Rules.	NHHDA.			Internal Process.

<sup>6</sup> The NHHDA shall ensure that each aggregation run is based on the most up to date data available to it at the time of aggregation run

<sup>7</sup> In each aggregation run, where there is no valid EAC/AA, the NHHDA shall use a default EAC

<sup>8</sup> Where the NHHDA experiences a problem with an MSID during the data aggregation run, as a result of missing Metering System specific data, this MSID need not be included in the SPM and the SPM must continue to be produced but a Selective Refresh of data must be requested from SMRS for that MSID (process 3.2.3) within 5 working days.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.2.3	In accordance with SVAA Calendar.	Send SPM Data File. <sup>9</sup>	NHHDA	SVAA <sup>10</sup> , Supplier <sup>11</sup> .	D0041 Supplier Purchase Matrix Data File.	Electronic or other method, as agreed.
3.3.2.4	If file missing or invalid in accordance with BSCP508.	Send notification of missing or invalid SPM Data File and request to provide SPM Data File.  Return to 3.3.2.3.	SVAA.	NHHDA.	P0034 Missing Data. P0035 Invalid Data.	Electronic or other method, as agreed.
3.3.2.5	Within 5 WD of aggregation for Final Reconciliation Volume Allocation Run.	Send notification of those MSIDs which were excluded from SPM because there was missing SVA Metering System specific details (derived from the NHHDA Aggregation Exception Log).	NHHDA.	Supplier / Panel	MSID and Supplier for those MSIDs which were excluded from the SPM because of missing SVA Metering System specific details.	Manual Process.

<sup>9</sup> The NHHDA shall, where requested by the SVAA in accordance with BSCP508, provide aggregated data (Supplier Purchase Matrix) in such a manner that those files are received by the SVAA in accordance with the timescales specified in BSCP508.

<sup>10</sup> This dataflow will contain data for all the Suppliers that the NHHDA is appointed to in the GSP Group.

<sup>11</sup> This dataflow will only contain data for the relevant Supplier in the GSP Group. Where the NHHDA is appointed to more than one Supplier in the GSP Group, then each Supplier will receive a dataflow which is unique to itself. Where the NHHDA is appointed to the Supplier in many GSP Groups, the Supplier will receive one dataflow for each GSP Group. If there is no aggregated consumption for the Supplier, then no dataflow will be sent to the Supplier.

### 3.3.3 NHHDA investigates inconsistencies

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.3.1	In accordance with Supplier's timetable and prior to next VAR.	Check NHHDA Database for data exceptions.	NHHDA.			Internal Process.
3.3.3.2	Following 3.3.3.1 and in accordance with Supplier's timetable and prior to next VAR.	Send Exception Report.	NHHDA.	Supplier / Panel / PAB.	D0095 Non Half Hourly Data Aggregation Exception Report.	Electronic or other method, as agreed.

### 3.4 INSTRUCTION PROCESSING

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1	On receipt of file.	Perform validation checks.	NHHDA.		D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.	Internal Process.
3.4.2	If validation successful.	Update database with instruction data.	NHHDA.		D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.	Internal Process.
3.4.3	If validation unsuccessful.	Notify SMRA of problem.	NHHDA.	SMRA.	P0035 Invalid Data (for transmission problems). D0023 Failed Instructions (for instruction level validation problems).	Electronic or other method, as agreed.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.4	Upon receipt of failure notification. <sup>12</sup>	<p>If transmission problem, resend exact copy of instruction file.<sup>13</sup></p> <p>If file validation problem, generate and send refresh file.</p> <p>If problem believed to be caused by NHHDA, notify NHHDA.<sup>14</sup></p>	SMRA.	<p>NHHDA, Supplier.</p> <p>NHHDA, Supplier.</p> <p>NHHDA.</p>	<p>D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.</p> <p>D0209 Instruction(s) to Non Half Hourly or Half Hourly Data Aggregator.</p> <p>As appropriate.</p>	Electronic or other method, as agreed.

<sup>12</sup> The NHHDA shall investigate the cause of file failures and shall rectify any failures caused by it as soon as reasonably practicable.

<sup>13</sup> The NHHDA shall notify the provider of the reason for the failure and shall request that the file be resent with the same file sequence number.

<sup>14</sup> If an instruction file validation error is caused by the provider of the file, the NHHDA shall notify the provider of the reason for the failure and shall request the provider to send a revised instruction file containing the all instructions required to rectify the situation.

## **4. Appendices**

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## 4.2 Data Validation

### 4.2.1 Instruction Files

The file will be validated to ensure:

- physical integrity;
- that it is for the NHHDA;
- that it is from a valid SMRA or a valid NHHDC;
- that the file only contains instructions which are valid for the source (e.g. a NHHDC can only send a “EAC/AA and MS Details” Instruction; a SMRA can only send instructions relating to SVA Metering System Registration);
- that the file sequence number is contiguous with and higher than the last instruction file sequence number from the source. If this is not the case, the file is not processed and is left in the ‘Receipt’ area;
- that the instructions in the file are in instruction sequence number order and the first instruction sequence number in the file is contiguous with the sequence number of the last instruction received from the source of the file;
- that, if the file contains a SMRS Full Refresh instruction, it is the only instruction in the file.

### 4.2.2 NHHDA Appointment changes

The data are validated to ensure:

- i) that the SMRA which sent the instruction is currently appointed to the LDSO associated with the SVA Metering System;
- ii) that there is not an existing NHHDA Appointment in the system with a start date before the significant date and either no end date or an end date on or after the significant date (unless it is also in the instruction);
- iii) that, if the instruction contains only a NHHDA Appointment record with a start and end date (with no related details), a NHHDA Appointment exists on the system with the same start date and no end date;
- iv) for the ‘SVA Metering System’s Registrations’ in the instruction:
  - a. that they all contain valid Supplier Ids;
  - b. that they all overlap or start on or after the significant date;
  - c. that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - d. that all the start dates are unique;

- e. that each registration has at least one NHHDA Appointment;
- v) for the 'SVA Metering System's NHHDA Appointments' in the instruction:
  - a. that they are all for this NHHDA;
  - b. that the start date is less than or equal to the end date;
  - c. that they are all for registrations that will exist if the instruction is applied;
  - d. that they all overlap or start on or after the significant date;
  - e. that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - f. that none have a start or end date earlier than the start date for the registration;
  - g. that none have a start date on or later than the start date of the subsequent registration (if one exists) for the SVA Metering System if the instruction is applied;
  - h. that none of the appointments overlap each other or any other appointment for the SVA Metering System;
  - i. that all the start dates are unique;
- vi) for the 'SVA Metering System's NHHDC Appointments' in the instruction:
  - a. that they are all for valid NHHDCs;
  - b. that they are all for registrations that will exist if the instruction is applied;
  - c. that they all overlap or start on or after the significant date;
  - d. that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - e. that none have a start date earlier than the start date for the registration;
  - f. that no Registrations will be left without a NHHDC Appointment if the instruction is applied;
  - g. that all the start dates are unique;
- vii) for the 'SVA Metering System's relationships with Profile Classes and Standard Settlement Configurations' in the instruction:
  - a. that they are all for valid Profile Classes;
  - b. that they are all for valid Standard Settlement Configurations;

- c. that they are all for a valid combination of Profile Class and Standard Settlement Configuration;
  - d. that the Profile Class, Standard Settlement Configuration and GSP Group have an associated Annual Fraction of Yearly Consumption for all Settlement Days within all Non Half Hourly Data Aggregator Appointments;
  - e. that they are all for registrations that will exist if the instruction is applied;
  - f. that they all overlap or start on or after the significant date;
  - g. that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - h. that none have a start date earlier than the start date for the registration;
  - i. that none have a start date on or later than the start date of the subsequent registration (if one exists) for the SVA Metering System if the instruction is applied;
  - j. that they all overlap with one or more NHHDA Appointments which will exist for this Registration if the instruction is applied;
  - k. that no Registrations will be left without a Profile Class or Standard Settlement Configuration for any Settlement Day within a NHHDA Appointment if the instruction is applied;
  - l. that all the start dates are unique;
- viii) for the 'SVA Metering System's relationships with Measurement Classes' in the instruction:
- a. that they are all for valid Measurement Classes;
  - b. that they are all for registrations that will exist if the instruction is applied;
  - c. that they all overlap or start on or after the significant date;
  - d. that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - e. that none have a start date earlier than the start date for the registration;
  - f. that none have a start date on or later than the start date of the subsequent registration (if one exists) for the SVA Metering System if the instruction is applied;
  - g. that they all overlap with one or more NHHDA Appointments which will exist for this Registration if the instruction is applied;



- g. that all the start dates are unique;
- xi) all the 'SVA Metering System's relationships with GSP Groups' in the instruction:
  - a. that they are all for valid GSP Groups;
  - b. that they are all for SVA Metering Systems that will exist if the instruction is applied;
  - c. that they all overlap or start on or after the significant date;
  - d. that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - e. that they all overlap with one or more NHHDA Appointments which will exist if the instruction is applied;
  - f. that the SVA Metering System will not be left without a GSP Group for any Settlement Day within a NHHDA Appointment if the instruction is applied.
  - g. that all the start dates are unique;
  - h. that the Profile Class, Standard Settlement Configuration and GSP Group have an associated Annual Fraction of Yearly Consumption for all Settlement Days within all Non Half Hourly Data Aggregator Appointments.

### 4.2.3 NHHDC Appointment changes

The instruction is validated to ensure:

- i) that the SMRA which sent the instruction is currently appointed to the LDSO associated with the SVA Metering System;
- ii) For the NHHDC Appointment relationships in the instruction:
  - a. that they are all for valid NHHDCs;
  - b. that they are all for registrations that already exist in the system;
  - c. that they all overlap or start on or after the significant date;
  - d. that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - e. that none have a start date earlier than the start date for the registration;
  - f. that no Registrations will be left without a NHHDC Appointment if the instruction is applied;
  - g. that all the start dates are unique.

### 4.2.4 SVA Metering System standing data changes

#### 4.2.4.1 Profile Class/ SSC changes

The instruction is validated to ensure:

- i) that the SMRA which sent the instruction is currently appointed to the LDSO associated with the SVA Metering System;
- ii) for the Profile Class / Standard Settlement Configuration relationships in the instruction:
  - a. that they are all for valid Profile Classes;
  - b. that they are all for valid Standard Settlement Configurations;
  - c. that they are all for valid combinations of Valid Settlement Configuration Profile Class;
  - d. that the Profile Class, Standard Settlement Configuration and GSP Group have an associated Annual Fraction of Yearly Consumption for all Settlement Days within all Non Half Hourly Data Aggregator Appointments;
  - e. that they are all for registrations that already exist in the system;
  - f. that they all overlap or start on or after the significant date;

- g. that if one has a start date before the significant date, the rest must have start dates after the significant date;
- h. that none have a start date earlier than the start date for the registration;
- i. that none have a start date on or later than the start date of the subsequent registration (if one exists) for the SVA Metering System if the instruction is applied;
- j. that they all overlap with one or more NHHDA Appointments which already exist for this Registration;
- k. that no Registrations will be left without a Profile Class or Standard Settlement Configuration for any Settlement Day within a NHHDA Appointment if the instruction is applied;
- l. that all the start dates are unique.

#### 4.2.4.2 Measurement Class changes

The instruction is validated to ensure:

- i) that the SMRA which sent the instruction is currently appointed to the LDSO associated with the SVA Metering System;
- ii) for the Measurement Class relationships in the instruction:
  - a. that they are all for valid Measurement Classes;
  - b. that they are all for registrations that already exist in the system;
  - c. that they all overlap or start on or after the significant date;
  - d. that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - e. that none have a start date earlier than the start date for the registration;
  - f. that none have a start date on or later than the start date of the subsequent registration (if one exists) for the SVA Metering System if the instruction is applied;
  - g. that they all overlap with one or more NHHDA Appointments which already exist for this Registration;
  - h. that no Registrations will be left without a Measurement Class for any Settlement Day within a NHHDA Appointment if the instruction is applied.
  - i. that all the start dates are unique.

#### 4.2.4.3 Energisation Status changes

The instruction is validated to ensure:

- i) that the SMRA which sent the instruction is currently appointed to the LDSO associated with the SVA Metering System;
- ii) for the Energisation Status relationships in the instruction:
  - a. that they are all either 'D' or 'E';
  - b. that they are all for registrations that already exist in the system;
  - c. that they all overlap or start on or after the significant date;
  - d. that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - e. that none have a start date earlier than the start date for the registration;
  - f. that none have a start date on or later than the start date of the subsequent registration (if one exists) for the SVA Metering System if the instruction is applied;
  - g. that they all overlap with one or more NHHDA Appointments which already exist for this Registration;
  - h. that no Registrations will be left without an Energisation Status for any Settlement Day within a NHHDA Appointment if the instruction is applied;
  - i. that all the start dates are unique.

#### 4.2.4.4 GSP Group changes

The instruction is validated to ensure:

- i) that the SMRA which sent the instruction is currently appointed to the LDSO associated with the SVA Metering System;
- ii) for the GSP Group relationships in the instruction:
  - a. that they are all for valid 'GSP Groups';
  - b. that they are all for SVA Metering Systems that already exist in the system;
  - c. that they all overlap or start on or after the significant date;
  - d. that if one has a start date before the significant date, the rest must have start dates after the significant date;

- e. that they all overlap with one or more NHHDA Appointments which already exist for this SVA Metering System;
- f. that no NHHDA Appointments will be left without a GSP Group for any Settlement Day if the instruction is applied;
- g. that all the start dates are unique;
- h. that the Profile Class, Standard Settlement Configuration and GSP Group have an associated Annual Fraction of Yearly Consumption for all Settlement Days within all Non Half Hourly Data Aggregator Appointments.

#### 4.2.4.5 LLFC changes

The instruction is validated to ensure:

- i) that the SMRA which sent the instruction is currently appointed to the LDSO associated with the SVA Metering System;
- ii) for the Line Loss Factor Class relationships in the instruction:
  - a. that they are all for valid LDSOs and Line Loss Factor Classes;
  - b. that they are all for SVA Metering Systems that will exist if the instruction is applied;
  - c. that they all overlap or start on or after the significant date;
  - d. that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - e. that they all overlap with one or more NHHDA Appointments which will exist if the instruction is applied;
  - f. that the SVA Metering System will not be left without a Line Loss Factor Class for any Settlement Day within a NHHDA Appointment if the instruction is applied;
  - g. that all the start dates are unique.

#### 4.2.5 SMRS Full Refresh Data

The instruction is validated to ensure:

- i) that the SMRA which sent the instruction is currently appointed to the LDSO that is the subject of the instruction;
- ii) that no SVA Metering System(s) exist on the database with a NHHDA Appointment which begins prior to the significant date and either does not end or ends on or after the significant date and this NHHDA Appointment is not included in the instruction;

- iii) for each SVA Metering System in the instruction:
- a. for the 'SVA Metering System's Registrations' in the instruction:
- that they all contain valid Supplier Ids;
  - that they all overlap or start on or after the significant date;
  - that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - that all the start dates are unique;
  - that each registration has at least one NHHDA Appointment;
- b. for the 'SVA Metering System's NHHDA Appointments' in the instruction:
- that they are all for this NHHDA;
  - that the start date is less than or equal to the end date;
  - that they are all for registrations that will exist if the instruction is applied;
  - that they all overlap or start on or after the significant date;
  - that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - that none have a start or end date earlier than the start date for the registration;
  - that none have a start date on or later than the start date of the subsequent registration (if one exists) for the SVA Metering System if the instruction is applied;
  - that none of the Appointments overlap each other;
  - that all the start dates are unique;
- c. for the 'SVA Metering System's NHHDC Appointments' in the instruction:
- that they are all for valid NHHDCs;
  - that they are all for registrations that will exist if the instruction is applied;
  - that they all overlap or start on or after the significant date;

- that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - that none have a start date earlier than the start date for the registration;
  - that no Registrations will be left without a NHHDC Appointment if the instruction is applied;
  - that all the start dates are unique;
- d. for the ‘SVA Metering System’s relationships with Profile Classes and Standard Settlement Configurations’ in the instruction:
- that they are all for valid Profile Classes;
  - that they are all for valid Standard Settlement Configurations;
  - that they are all for a valid combination of Profile Class and Standard Settlement Configuration;
  - that the Profile Class, Standard Settlement Configuration and GSP Group have an associated Annual Fraction of Yearly Consumption for all Settlement Days within all Non Half Hourly Data Aggregator Appointments;
  - that they are all for registrations that will exist if the instruction is applied;
  - that they all overlap or start on or after the significant date;
  - that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - that none have a start date earlier than the start date for the registration;
  - that none have a start date on or later than the start date of the subsequent registration (if one exists) for the SVA Metering System if the instruction is applied;
  - that they all overlap with one or more NHHDA Appointments which will exist for this Registration if the instruction is applied;
  - that no Registrations will be left without a Profile Class or Standard Settlement Configuration for any Settlement Day within a NHHDA Appointment if the instruction is applied;
  - that all the start dates are unique;

- e. for the 'SVA Metering System's relationships with Measurement Classes' in the instruction:
- that they are all for valid Measurement Classes;
  - that they are all for registrations that will exist if the instruction is applied;
  - that they all overlap or start on or after the significant date;
  - that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - that none have a start date earlier than the start date for the registration;
  - that none have a start date on or later than the start date of the subsequent registration (if one exists) for the SVA Metering System if the instruction is applied;
  - that they all overlap with one or more NHHDA Appointments which will exist for this Registration if the instruction is applied;
  - that no Registrations will be left without a Measurement Class for any Settlement Day within a NHHDA Appointment if the instruction is applied;
  - that all the start dates are unique;
- f. for the 'SVA Metering System's Energisation Statuses' in the instruction:
- that the Energisation Status are 'D' or 'E';
  - that they are all for registrations that will exist if the instruction is applied;
  - that they all overlap or start on or after the significant date;
  - that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - that none have a start date earlier than the start date for the registration;
  - that none have a start date on or later than the start date of the subsequent registration (if one exists) for the SVA Metering System if the instruction is applied;

- that they all overlap with one or more NHHDA Appointments which will exist for this Registration if the instruction is applied;
  - that no Registrations will be left without a Measurement Class for any Settlement Day within a NHHDA Appointment if the instruction is applied;
  - that all the start dates are unique;
- g. for the ‘SVA Metering System’s relationships with Line Loss Factor Classes’ in the instruction:
- that they are all for valid LDSOs and Line Loss Factor Classes;
  - that they are all for SVA Metering Systems that will exist if the instruction is applied;
  - that they all overlap or start on or after the significant date;
  - that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - that they all overlap with one or more NHHDA Appointments which will exist if the instruction is applied;
  - that the SVA Metering System will not be left without a Line Loss Factor Class for any Settlement Day within a NHHDA Appointment if the instruction is applied;
  - that all the start dates are unique;
- h. for all the ‘SVA Metering System’s relationships with GSP Groups’ which overlap or start on or after the significant date and overlap with a NHHDA Appointment for the NHHDA.
- that they are all for valid GSP Groups;
  - that they are all for SVA Metering Systems that will exist if the instruction is applied;
  - that they all overlap or start on or after the significant date;
  - that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - that they all overlap with one or more NHHDA Appointments which will exist if the instruction is applied;

- that the SVA Metering System will not be left without a GSP Group for any Settlement Day within a NHHDA Appointment if the instruction is applied;
- that all the start dates are unique;
- that the Profile Class, Standard Settlement Configuration and GSP Group have an associated Average Fraction of Yearly Consumption for all Settlement Days within all Non Half Hourly Data Aggregator Appointments.

#### 4.2.6 NHHDC consumption data

The instruction is validated to ensure that:

- i) applying the instruction will not result in the SVA Metering System being without (in the NHHDC's view) a Registration, Profile Class, Standard Settlement Configuration, Measurement Class, Energisation Status or GSP Group at any time during any of the NHHDC's view of its Meter Advance Consumptions or Estimated Annual Advances;
- ii) there is not an existing Meter Advance Consumption which begins prior to the significant date and ends on or after the significant date which is not also contained in the instruction;
- iii) that none of the following change during a Meter Advance Period:
  - a. Standard Settlement Configuration;
  - b. Energisation Status;
  - c. Registration;
  - d. Measurement Class.
- iv) for the sets of AA details for the SVA Metering System:
  - a. that the Effective From Settlement Date is less than or equal to the Effective To Settlement Date;
  - b. that the set of AAs are for the set of Time Pattern Regimes associated with this NHHDC's view of the SVA Metering System's Standard Settlement Configuration;
  - c. that the meter advance periods for the sets of AA details do not overlap;
  - d. that they all overlap or start on or after the significant date;
  - e. that if one has a start date before the significant date, the rest must have start dates after the significant date;

- v) for the sets of EAC details for the SVA Metering System:
  - a. that the set of EACs are for the set of Time Pattern Regimes associated with this NHHDC's view of the SVA Metering System's Standard Settlement Configuration;
  - b. that the start dates for the sets of EAC details are unique;
  - c. that they all overlap or start on or after the significant date;
  - d. that if one has a start date before the significant date, the rest must have start dates after the significant date;
- vi) for the NHHDC's view of 'SVA Metering System's Registrations' in the instruction:
  - a. that they all contain valid Supplier Ids;
  - b. that they all overlap or start on or after the significant date;
  - c. that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - d. that all the start dates are unique;
  - e. that the SVA Metering System will not be left without a Registration for any Settlement Day within the NHHDC's view of the SVA Metering System's Meter Advance Consumptions and Estimated Annual Consumptions if the instruction is applied;
- vii) for the NHHDC's view of 'SVA Metering System's relationships with Profile Classes and Standard Settlement Configurations' in the instruction:
  - a. that they are all for valid Profile Classes;
  - b. that they are all for valid Standard Settlement Configurations;
  - c. that they are all for a valid combination of Profile Class, Standard Settlement Configuration and GSP Group;
  - d. that the Profile Class, Standard Settlement Configuration and GSP Group have an associated Annual Fraction of Yearly Consumption for all Settlement Days within all Meter Advance Periods;
  - e. that they all overlap or start on or after the significant date;
  - f. that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - g. that all the start dates are unique;
  - h. that the SVA Metering System will not be left without a Profile Class or Standard Settlement Configuration for any Settlement Day within the

NHHDC's view of the SVA Metering System's Meter Advance Consumptions and Estimated Annual Consumptions if the instruction is applied;

- viii) for the NHHDC's view of 'SVA Metering System's relationships with Measurement Classes' in the instruction:
  - a. that they are all for valid Measurement Classes;
  - b. that they all overlap or start on or after the significant date;
  - c. that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - d. that all the start dates are unique;
  - e. that the SVA Metering System will not be left without a Measurement Class for any Settlement Day within the NHHDC's view of the SVA Metering System's Meter Advance Consumptions and Estimated Annual Consumptions if the instruction is applied;
- ix) for the NHHDC's view of 'SVA Metering System's Energisation Statuses' in the instruction:
  - a. that the Energisation Status are 'D' or 'E';
  - b. that they all overlap or start on or after the significant date;
  - c. that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - d. that all the start dates are unique;
  - e. that the SVA Metering System will not be left without an Energisation Status for any Settlement Day within the NHHDC's view of the SVA Metering System's Meter Advance Consumptions and Estimated Annual Consumptions if the instruction is applied;
- x) for the NHHDC's view of 'SVA Metering System's relationships with GSP Groups' which overlap or start on or after the significant date and overlap with a NHHDA Appointment for the NHHDA.
  - a. that they are all for valid GSP Groups;
  - b. that they all overlap or start on or after the significant date;
  - c. that if one has a start date before the significant date, the rest must have start dates after the significant date;
  - d. that all the start dates are unique;
  - e. that the SVA Metering System will not be left without a GSP Group for any Settlement Day within the NHHDC's view of the SVA Metering

System's Meter Advance Consumptions and Estimated Annual Consumptions if the instruction is applied;

- f. that the Profile Class, Standard Settlement Configuration and GSP Group have an associated Annual Fraction of Yearly Consumption for all Settlement Days within all Meter Advance Periods.

### 4.3 Validation of Data Aggregation and Settlements Timetable File

The NHHDA shall validate this file and will reject the file if any of the following conditions are not satisfied:

- 4.3.1 that the First Payment Date is less than or equal to the Last Payment Date;
- 4.3.2 that all Payment Dates are on or between the First and Last Payment Dates;
- 4.3.3 that every Settlement Date is less than its Planned Data Aggregation Run Date;
- 4.3.4 that every Planned Data Aggregation Run Date is less than its SVA Notification Date;
- 4.3.5 that every SVA Notification Date is less than its Payment Date; and
- 4.3.6 that every Settlement Code is valid.

The NHHDA shall report any of the above exceptions to the SVA Agent.

## 4.4 Functional Requirements

### 4.4.1 Market Domain Data

4.4.1.1 The NHHDA must be able to enter manually into the NHHDA's system the following information from the BSCCo's MDD:

- Suppliers;
- NHHDC;
- SVA Agent;
- SMRAs;
- LDSO (and their timed relationships with SMRAs);
- GSP Groups (and their timed relationships with SVA Agents, SMRAs and LDSO);
- Profile Classes;
- Standard Settlement Configurations, their Measurement Requirements, valid combinations with Profile Classes and Average Fraction of Yearly Consumptions;

- Threshold Parameter.

The NHHDA's system will store this data, including all the data defined in the following entities in the Enduring Design Authority (EDA) : Supplier, Non Half Hourly Data Collector, SVA Agent, SMRA, GSP Group, SVA Agent Appointment, SMRA Appointment, Licensed Distribution System Operator, Profile Class, Measurement Class, Standard Settlement Configuration, Measurement Requirement, Valid Settlement Configuration Profile Class, Valid Measurement Requirement Profile Class, Average Fraction of Yearly Consumption and Threshold Parameter. (Mandatory).

4.4.1.2 The NHHDA must be able to enter manually into the NHHDA's system the following information from the BSCCo's MDD:

- Line Loss Factor Classes.

originating from the LDSO, maintained and distributed by the MDD Agent.

The NHHDA's system will store this data, including all the data defined in the following entity in the EDA: Line Loss Factor Class. (Mandatory).

4.4.1.3 The NHHDA must be able to enter manually into the NHHDA's system the following information from the BSCCo's MDD:

- GSP Group Profile Class Default EACs for the relevant GSP Group and the date from which they are effective.

originating from the LDSO, maintained and distributed by the MDD Agent.

The NHHDA's system will store this data, including all the data defined in the following entity in the EDA: GSP Group Profile Class Default EAC. (Mandatory).

4.4.1.4 The NHHDA must be able to load electronically into the NHHDA's system the following information from the BSCCo's MDD:

- Threshold Parameters, Line Loss Factor Classes, Measurement Requirements, Valid Settlement Configuration Profile Class details, Standard Settlement Configuration details, Profile Class details, Average Fraction of Yearly Consumption details, Time Pattern Regimes, Supplier, Non Half Hourly Data Collector, SVA Agent, SMRA, Licensed Distribution System Operator, SMRA Appointment, SVA Agent Appointment and GSP Group Licensed Distribution System Operator. (Mandatory).

When loading the MDD the NHHDA's system must report any conflicts with existing data.

#### **4.4.2 Instruction Processing**

4.4.2.1 The NHHDA's system must have an interface to receive files containing numbered data maintenance Instructions from SMRAs and NHHDCs. The NHHDA's system must support the processing of these files and instructions. (Mandatory).

- 4.4.2.2 NHHDA must be able to browse and report Instructions, and their reason for being in the state they are in. (Mandatory).
- 4.4.2.3 The NHHDA must be able to manage and rectify Instruction and File processing problems. The NHHDA's system must support the processing of these files and instructions. (Mandatory).
- 4.4.2.4 The NHHDA must be able to advise the source of Instructions that have failed and the reasons for failure. The NHHDA's system must support the processing of these files and instruction. (Mandatory).
- 4.4.2.5 The NHHDA must be notified by the NHHDA system if an unrecognised SMRS instruction type is received from a SMRA. (Mandatory).
- 4.4.2.6 Each Instruction received from a SMRA must be validated against the BSCCo's and the LDSO's MDD (Mandatory). Each Instruction received from a SMRA must undergo the business validation as detailed in Section 4.2.1. (Mandatory).
- 4.4.2.7 Inconsistencies found between existing data and data contained in each "SMRS Full Refresh" Instruction must be reported by the NHHDA system to the NHHDA. (Mandatory).
- 4.4.2.8 The NHHDA must be notified by the NHHDA system if an unrecognised Data Collector instruction type is received from a Data Collector. (Mandatory).
- 4.4.2.9 Each Instruction received from a Data Collector must be validated against the BSCCo's MDD. (Mandatory).
- Each Instruction received from a Data Collector must undergo the business validation as detailed in Section 4.2.1. (Mandatory).
- 4.4.2.10 The subject of a Full Refresh of data from a SMRA must be a LDSO. (Mandatory).
- 4.4.2.11 Instruction file sequence numbers and Instruction sequence numbers within the Instruction file must be unique and sequential between source and target.
- 4.4.2.12 The NHHDA's system must be able to store all of the data defined in the following entities in the EDA: SVA Metering System, Settlement Configuration in Registration, SVA Metering System Profile Class in Registration, SVA Metering System Line Loss Factor Class, SVA Metering System GSP Group, SVA Metering System Energisation Status, SVA Metering System Measurement Class in Registration, Registration, Data Collector Appointment, Data Aggregator Appointment, SVA Metering System Measurement Class (DC), Registration (DC), SVA Metering System GSP Group (DC), SVA Metering System Energisation Status (DC), SVA Metering System Profile Class (DC), Settlement Configuration (DC), Settlement Register (DC), Estimated Annual Consumption (DC), Meter Advance Period (DC) and Meter Advance Consumption (DC). (Mandatory).
- 4.4.2.13 The NHHDA's system must be capable of reporting upon the consistency of data received from a Data Collector with data received from SMRAs and other Data Collectors.

The exception report will be produced on request by the NHHDA's system, and must be sent to the NHHDA and the Supplier.

The report must also contain details of the total number of SVA Metering Systems, the total number of SVA Metering Systems in each of the above categories and the total number of metering systems in one or more of the above categories.

It must be possible to restrict the report to a selected range of dates, and / or selected SMRA(s). (Mandatory).

4.4.2.14 In the event of an inconsistency in the data provided by the SMRA and that provided by the NHHDC, the data provided by the SMRA must be treated as definitive. (Mandatory).

### 4.4.3 Aggregation Runs

4.4.3.1 The NHHDA must be able to request aggregation runs. For each aggregation run, the NHHDA must be able to specify:

- the Initial Volume Allocation Run or the Reconciliation Volume Allocation Run that the appropriate run is for (Mandatory);
- the date and time the run should take place (Mandatory);
- the applicable GSP Group to be included in the run (Mandatory).

4.4.3.2 The NHHDA's system will store details of the aggregation runs requested, including all the data defined in the following entities in the EDA: Data Aggregation Run and GSP Group in Aggregation Run. (Mandatory).

4.4.3.3 The NHHDA may electronically load the Data Aggregation and Settlements Timetable File. Each Data Aggregation and Settlements Timetable File will contain the following data items:

- First / Last Payment Date, i.e. those dates for which Settlement activities are included within the Settlement timetable (Mandatory);
- Settlement Date and Settlement Code for which an aggregation run is required (Mandatory);
- Payment Date i.e. the date on which Moneys are to be transferred (Mandatory);
- the SVA Notification Deadline Date, i.e. the latest Calendar Day on which the SVAA is to receive Supplier Purchase Matrix data from the NHHDA for that aggregation run (Mandatory);
- the Planned Data Aggregation Run Date, i.e. the advisory date upon which an aggregation run is scheduled to start (Mandatory);
- the Planned SVA Run Date, i.e. the date upon which an SVA Run is scheduled to start (Desirable).

- 4.4.3.4 Loading the Data Aggregation and Settlements Timetable File will schedule the aggregation runs required to support it. (Mandatory).
- 4.4.3.5 Each aggregation run will be scheduled either on the Planned Aggregation Run Date in the Data Aggregation and Settlements Timetable File or a configurable number of working days before the aggregated results are required to be sent to the SVAA. (Mandatory).
- 4.4.3.6 The NHHDA will be able to browse and update the scheduled aggregation runs. (Mandatory).
- 4.4.3.7 Aggregated results should be automatically sent to the SVAA. (Desirable).
- 4.4.3.8 An aggregation run must sum to Settlement Class level all totals and counts described and in accordance with the aggregation rules specified in Section 3.3.2.

If a NHHDC has been appointed but not supplied any data, then previously supplied data must be used, if available.

EACs and AAs, which are received in kWh, must be summed and output in MWh by dividing by 1000.

Only Metering Systems to which the NHHDA is appointed for the Settlement Day must be included in the aggregation run.

AAs will not be used for SVA Metering Systems which SMRS deems to be unmetered, even if an AA is submitted by the appointed Data Collector. (Mandatory).

- 4.4.3.9 If, during an aggregation run, there is no valid EAC/AA for a SVA Metering System's Settlement Register that is required to be included in the aggregation, a default EAC must be used. The default EAC must be the average for SVA Metering System Settlement Registers of the same Measurement Class (metered or unmetered), supplied by the same Supplier and assuming the same Settlement Class.

If the number of SVA Metering System Settlement Registers to base an average on is less than the Threshold Parameter, then the average EAC for the SVA Metering System's GSP Group and Profile class (determined through load research by the Profile Administrator) multiplied by the average yearly consumption for the Settlement Register's Measurement Requirement must be used.

- 4.4.3.10 The NHHDA's system must transmit aggregated results for each GSP Group prepared during the aggregation run of an Initial Volume Allocation Run or Reconciliation Volume Allocation Run to the SVAA. Aggregated consumption must be provided to SVAA in MWh. (Mandatory).
- 4.4.3.11 The NHHDA shall provide data for any adjustments to Volume Allocation Runs arising as a result of Trading Queries and Trading Disputes in accordance with BSCP11.

#### 4.4.4 General Requirements

4.4.4.1 SVA Metering System numbers must be associated with a LDSO such that it appears to the NHHDA's system that SVA Metering Systems can never change LDSO. (Mandatory).

4.4.4.2 The appointment of SMRAs must be to a LDSO and not to a GSP Group.

All SVA Metering Systems for the GSP Groups within a LDSO must be appointed to one and only one SMRA at any one time. (There must be one and only one SMRA administering any given SVA Metering System at any given time.) (Mandatory).

4.4.4.3 Extract files from the NHHDA's system shall be formulated into a predictable output as described in the BSC SVA Data Catalogue. (Mandatory).

#### 4.5 Non Functional Requirements

4.5.1 The following data must be recorded about all files received by the NHHDA's system:

- the Id of the organisation from which the file was received;
- the date and time at which the file was delivered to the system;
- the date and time at which the file underwent receipt processing.

4.5.2 The following data must be recorded about all files sent by the Non NHHDA's system:

- the Id of the organisation to which the file was sent;
- the date and time at which the file was created;
- the date and time at which the file was sent.

4.5.3 Controls (including checksum values) must be included in files such that the recipient of the file can verify that the file has been successfully delivered with its contents unaltered.

This extends to files sent and files received and is described in the BSC SVA Data Catalogue.

4.5.4 Controls must be in place to prevent unauthorised sources providing data and to prevent authorised sources masquerading as a different authorised source.

4.5.5 Compliance with BS7799 (Code of Practice for Information Security Management) should be achieved. (This is highly desirable not mandatory).

4.5.6 NHHDA infrastructure must enable secure, complete, uncorrupted and timely transfer of external data.

- 4.5.7 Where changes are made by Instructions, the NHHDA's system must maintain an audit trail so that the change can be tracked.
- 4.5.8 Instructions received from SMRAs and Data Collectors must be kept for audit purposes 28 months following the Settlement Day.
- 4.5.9 Controls must be included in the files containing aggregated results which are passed to SVAA so that the SVAA is able to determine the number of SVA Metering System Settlement Registers contributing to each aggregated element.
- 4.5.10 Controls must be included in the files containing aggregated results which are passed to SVAA so that the SVAA is able to determine the number of SVA Metering System Settlement Registers contributing to each aggregated element for which a default EAC had to be used (a default EAC being one automatically derived in accordance with aggregation rules in the event of a missing or invalid EAC).
- 4.5.11 Aggregation runs must be based on the most up to date data at the time of aggregation.
- 4.5.12 When performing an aggregation run, the NHHDA's system must detect (and subsequently be able to report upon for audit purposes) the following exceptions in Data Collector data:
- no EAC or AA data has been received from the appointed Data Collector for the Settlement Day;
  - EAC or AA data received from more than one Data Collector for the Settlement Day;
  - GSP Group, Profile Class, Standard Settlement Configuration, Supplier Registration, Measurement Class or Energisation Status data received from the appointed Data Collector is inconsistent with that recorded on a SMRS.
- 4.5.13 It must be possible to electronically browse, query and report data calculated in or used in, or data exceptions encountered in an aggregation run. (The implementation of this may include restoration of archived data).
- 4.5.14 It must be possible to electronically browse exceptions or report and log files generated in other processing.
- 4.5.15 The MDD will be finalised prior to the final Initial Volume Allocation Run (prior to any Reconciliation Volume Allocation Runs). Under normal circumstances this data must not be updated after the Initial Volume Allocation.
- 4.5.16 Changes to MDD after the final Initial Volume Allocation Run (prior to any Reconciliation Volume Allocation Runs) must only be made by Data Aggregator users with suitable authorisation and must be reported to the Data Aggregator for audit purposes.
- 4.5.17 Ad hoc reporting facilities should be available for all data for audit purposes. (This is highly desirable not mandatory).

- 4.5.18 All reports produced must clearly identify what information is being reported, the date and time it was produced and who requested it.
- 4.5.19 All reports should be available in both human readable and machine readable format. (This is highly desirable not mandatory).
- 4.5.20 All reports in machine readable format must be available electronically.
- 4.5.21 All reports in human readable format should be available both electronically and paper based. (This is highly desirable not mandatory).
- 4.5.22 Operation access rights of Data Aggregator users and groups of Data Aggregator users must be controlled.
- 4.5.23 Controls must exist to ensure the risk of intentional corruption/errors/fraud is minimised.

This extends to both data and software.

Where changes are made by users, the NHHDA's system must maintain audit trails so that the change can be tracked and must provide reporting for all on-line input.

Tracking details must include:

- the identity of the user who made and committed the change;
- the nature of the change;
- the date and time of the change.

Logging of the authorisation process will be a manual process outside of the NHHDA's system.

- 4.5.24 Attempts to breach access rights must be monitored and reported.
- 4.5.25 Aggregation runs for Initial Volume Allocation Run and Reconciliation Volume Allocation Run of a Settlement Day must be supported for at least 28 months after the Settlement Day.
- 4.5.26 Settlement Data retained after the period specified in 4.5.25 will be provided to support an Extra-Settlement Determination as specified in 10.2.1 and 10.2.1 of PSL100.
- 4.5.27 It must be possible to archive onto a removable magnetic or optical medium all data that is no longer required for Settlement Days after a user-configurable number of days in the past.
- 4.5.28 It must not be possible to archive data relating to a Settlement Day until a user defined (configurable) period after the Settlement Day.
- 4.5.29 The NHHDA's system must not prevent the implementation of a disaster recovery plan.

- 4.5.30 The software which forms the NHHDA's system must be robust.
- 4.5.31 Following a processing interruption, the NHHDA's system must be capable of correctly resuming processing.
- 4.5.32 Following a processing interruption, the NHHDA's system must be capable of performing the processing back log.
- 4.5.33 There must be controls to ensure that the risk of unintentional errors arising and not being corrected in a timely fashion is minimised.
- 4.5.34 This includes those controls specifically described in this document and controls needed to address risks specific to the design proposed.
- 4.5.35 For any aggregation run, the system must be able to provide an audit report of:
- the data in place when the run took place;
  - the exceptions in place when the run took place;
  - what consumption was used for each metering system;
  - whether the consumption was:
    - i. provided by a Data Collector, and if so which one;
    - ii. determined via a static default EAC;
    - iii. determined via a dynamic default EAC.

NB. An acceptable way of achieving this is as follows.

Perform the set of aggregation runs scheduled for the day but do not log the audit data. Perform a full backup of the system and record which aggregation runs have taken place since the last backup.

If the BSC Auditor should then require the audit data for an aggregation run, determine which backup was taken immediately after the aggregation run. Restore this backup and re run to provide the necessary audit data.

- 4.5.36 Controls must exist to link the EACs and AAs received to the aggregation runs in which they are used.

## **4.6 Operational Requirements**

- 4.6.1 The NHHDA's system must be able to process aggregations for up to 18 Initial Volume Allocation Runs or Reconciliation Volume Allocation Runs per day. (Mandatory).
- 4.6.2 The NHHDA's system should be able to process aggregations for up to 24 Initial Volume Allocation Runs or Reconciliation Volume Allocation Runs per day. (Highly desirable).

- 4.6.3 The NHHDA's system should be able to process aggregations for up to 30 Initial Volume Allocation Runs or Reconciliation Volume Allocation Runs per day. (Desirable).
- 4.6.4 The NHHDA's system must be able to interface with up to 100 Data Collectors. (Mandatory).
- 4.6.5 The NHHDA's system should be able to interface with up to 2000 Data Collectors. (Highly desirable).
- 4.6.6 The NHHDA's system must be able to interface with up to 58 Suppliers. (Mandatory).
- 4.6.7 The NHHDA's system should be able to interface with up to 200 Suppliers. (Highly desirable).
- 4.6.8 The NHHDA's system must be able to interface with all SMRAs. (Mandatory).
- 4.6.9 The NHHDA's system must be able to interface with all SVA Agents. (Mandatory).
- 4.6.10 The NHHDA's system must be able to process 10,000 SVA Metering Systems per aggregation run with an average of 1.5 Settlement Registers per SVA Metering System. This scenario caters for small Data Aggregators. (Mandatory).
- 4.6.11 The NHHDA's system should be able to process 5,000,000 SVA Metering Systems per aggregation run with an average of 1.5 Settlement Registers per SVA Metering System, for a large Supplier with significant room for Market growth. (Highly desirable).
- 4.6.12 The NHHDA's system should be able to process 10,000,000 SVA Metering Systems per aggregation run with an average of 1.5 Settlement Registers per SVA Metering System, for a large Supplier merging with another large Supplier with significant room for Market growth. (Desirable).
- 4.6.13 The NHHDA's system must be able to send Supplier Purchase Matrix data to up to 15 SVA Agents. (Mandatory).
- 4.6.14 The NHHDA's system must be capable of supporting at least:
- 16 Profile Classes;
  - 48 Line Loss Factor Classes;
  - 964 Standard Settlement Configurations;
  - 2104 Measurement Requirements;
  - 1640 Valid Settlement Configuration Profile Classes;
  - 4284 Valid Measurement Requirement Profile Classes;
  - 4 Measurement Classes;
  - 15 GSP Groups;
  - 15 SMRAs;

1 SVA Agents;  
100 Data Collectors;  
58 Suppliers;  
15 LDSO.  
(Mandatory).

4.6.15 The NHHDA's system should be capable of supporting at least:

20 Profile Classes;  
50 Line Loss Factor Classes;  
2500 Standard Settlement Configurations;  
4000 Measurement Requirements;  
4000 Valid Settlement Configuration Profile Classes;  
16000 Valid Measurement Requirement Profile Classes;  
4 Measurement Classes;  
15 GSP Groups;  
15 SMRAs;  
1 SVA Agents;  
2000 Data Collectors;  
200 Suppliers;  
15 LDSOs.  
(Highly desirable).

4.6.16 The NHHDA's system must be capable of supporting an average of 1 exception per SVA Metering System on any Settlement Day. It must be designed in such a way that, should this limit be exceeded, all Suppliers receive an equitable level of exception reporting.

An exception must be considered as one of:

- no EAC or AA data has been received from the NHHDC for the Settlement Day;
- EAC or AA data received from more than one NHHDC for the Settlement Day;
- GSP Group, Profile Class, Standard Settlement Configuration, Supplier Registration, Measurement Class or Energisation Status data received from the appointed Data Collector is inconsistent with that recorded on SMRS.  
(Mandatory).

4.6.17 The NHHDA's system and its hardware and software environment must not have any constraints on the variability of the volumes of data and events that it must handle for different aggregation runs given that the number of SVA Metering

Systems could vary greatly between NHHDA aggregation runs performed on the same day for different Supplier Volume Allocation Runs. (Mandatory).

- 4.6.18 The Non NHHDA's system must prevent the failure of one aggregation run impacting on the success of any subsequent aggregation runs.
- 4.6.19 The NHHDA's system must always be able to accept, process, and deliver the required data to the SVA Agent within timescales specified by the SVAA Calendar. (Mandatory).
- 4.6.20 The NHHDA's system must comply with the operational SVAA Calendar. (Mandatory).
- 4.6.21 The language to be used for all user interfaces in the NHHDA's system must be English. (Mandatory).

#### **4.7 Instruction Processing – Problem Management Log Information Requirement**

Unsuccessful processing of instructions may be because of a problem on the part of the NHHDA or a problem on the part of the provider.

The NHHDA shall use an instruction problem management log in order to manage failed and discarded instructions and individual MSID failures from a Full Refresh. The log must hold the latest information about all instructions that are either:

- i) currently in a failed or discarded state;
- ii) SMRS Full Refresh instructions that are awaiting NHHDA intervention to move them to an applied or discarded state because they contained one or more Metering Systems that were not successfully processed;
- iii) the Metering System level details that could not be successfully processed from a SMRS Full Refresh instruction.

This information shall include:

- i) the SVA Metering System identifier;
- ii) the instruction number;
- iii) the instruction type except for a Full Refresh;
- iv) the instruction source;
- v) the latest processing attempt date / time (except for a Full Refresh From SMRS);
- vi) the reasons for failure / discard encountered in the latest processing attempt;
- vii) for SMRS Full Refresh instruction types the:
  - number of Metering Systems that were in the instruction;

- number of Metering Systems that were in the instruction and were not successfully processed;
  - number of Metering Systems that were not in the instruction but are associated with the same LDSO as the instruction and were already on the database;
- viii) whether the NHHDA is able to resolve each reason for failure / discard (except for a Full Refresh);
- ix) whether each reason for failure / discard that the NHHDA is able to resolve has been resolved (except for a Full Refresh);
- x) whether the NHHDA wants the instruction to be reprocessed (only required when valid);
- xi) whether the NHHDA wants data in the instruction to be re-sent by the appropriate SMRA / NHHDC (only required for Full Refresh failures and failed instructions);
- xii) whether the SMRA / NHHDC has been asked to resend data in the instruction since the latest processing attempt and if so when the request was issued to them.

#### 4.8 Non Half Hourly Data Aggregator Service Levels

This Appendix details the required service levels:

- i) the function to be performed by the NHHDA, as described in columns 2 to 5 of the table set out in this Appendix, in respect of which minimum standards of performance are required;
- ii) the minimum standards of performance (Service Levels) relating to the functions referred to in paragraph (i) above, as described in columns 6 and 7 of the table set out in this Appendix;
- iii) a reference number (serial) in respect of each Service Level , as described in column 1 of the table set out in this Appendix; and
- iv) the method by which the NHHDA's adherence to the Service Levels is to be measured, as defined in column 8 of the table set out in this Appendix.

For the purpose of this Appendix:

- (a) the references in column 3 of the table are to the relevant paragraph in Section 3.3 of BSCP505;
- (b) the references in column 4 of the table to a sub-process / data flow are to the relevant sub-processes or data flow as described in the relevant BSC Procedure;

- (c) references to “Timescales” are to those specified by the relevant BSC Procedure and if applicable the SVAA Calendar;
- (d) references to a certain percentage of tasks being completed within a certain specified period are to be read as a reference to that percentage of tasks being completed during the applicable reporting period as specified by the relevant BSC Procedure;
- (e) references to an item being “valid” are to an item which conforms to an applicable BSC SVA Data Catalogue item;
- (f) reference to an item being “in correct format” are to an item which complies with the applicable BSC SVA Data Catalogue format or the format specified by the relevant BSC Procedure;
- (g) references to an item being “accurate” are to an item being correctly recorded:  
and
- (h) in calculating percentages, the performance figures shall be rounded up or down to the nearest one decimal place (with 0.05 being rounded upwards).

It should be noted that the following table includes one serial which is reported on by another Agent. Where another Agent is responsible for reporting on an Agent’s performance, that Agent is named in the Reporting Method column.

Serial	Sender	Process	Sub-Process	Recipient	Performance Measure	Service Levels	Reporting Method
DA01	NHHDA	3.3 Aggregation Activities	NHH Aggregated Data for All Runs	SVAA	(i) Compliance with SVAA Calendar  (ii) Data Accuracy	(i) No more than one failure to deliver a file of aggregated data to the SVAA's gateway within timescales, measured by GSP Group  (ii) 100% in accordance with BSCP01. All most recent data used; no batch steps missed	{SVAA}  {SVAA}

DRAFT



**CP1325 Attachment – BSCP514 v18.0 Redlined Text v0.2**

**Section 1 - 10 no changes**

DRAFT

## 10.1 Half Hourly Meter Operator Agent Service Levels

Serial	Sender	Process	Sub-Process	Recipient	Performance Measure	Service Levels	Reporting Method
HM01	MOA	2.4 Interface to Other Party Agents	HH Meter Faults: Time Taken to Resolve	HHDC	D0002 reporting resolution of fault issued to HHDC	Average number of Working Days taken to resolve fault should not exceed 15 WD	[HHDC]
HM02	MOA	2.4 Interface to Other Party Agents	Provision of HH Initial and Final Reads by HHMO	HHDC	D0010 containing Initial/Final reads issued to HHDC	100% issued to HHDC within 10 WD of Initial/Final read date	[HHDC]
HM03	MOA	2.3 Metering Obligations	Proving of a Metering System	HHDC	D0214 issued to HHDC following Proving Test	100% issued to HHDC within appropriate WD of receipt of HH data from HHDC	[HHDC]
HM04	MOA	2.4 Interface to Other Party Agents	Provision of HH METD to New HHDC	New HHDC	D0268 (including both energised and de-energised Metering Systems) transferred within timescales	(i) 95% issued to New HHDC within 5 WD of required date; (ii) 100% issued to New HHDC within 15 WD of required date	Provision of data under 10.1.1 of PSL100
HM05	Old MOA	2.4 Interface to Other Party Agents	Provision of HH METD to New HHMO	New MOA	D0268 (including both energised and de-energised Metering Systems) transferred within timescales	(i) 95% issued to New MOA within 5 WD of required date; (ii) 100% issued to New MOA within 15WD of required date	Provision of data under 10.1.1 of PSL100
HM06	MOA	2.3 Metering Obligations	Quality of D0268	HHDC	Number of D0268 required for successful Proving Test	None	[HHDC]

## 10.2 Non Half Hourly Meter Operator Agent Service Levels

Serial	Sender	Process	Sub-process / Data Flow	Recipient	Performance Measure	Service Levels	Reporting Method
<del>NM01</del>	<del>MOA</del>	<del>2.4 Interface to Other Party Agents</del>	<del>NHH Meter Faults: Time Taken to Resolve</del>	<del>NHHDC</del>	<del>D0002-reporting resolution of fault issued to NHHDC</del>	<del>Average number of Working Days taken to resolve fault should not exceed 15 WD</del>	<del>{NHHDC}</del>
<del>NM02</del>	<del>MOA</del>	<del>2.4 Interface to Other Party Agents</del>	<del>Provision of NHH Initial and Final Reads by NHHMO</del>	<del>NHHDC</del>	<del>D0010-containing Initial/Final reads issued to NHHDC</del>	<del>100% issued to NHHDC within 10 WD of Initial/Final read date</del>	<del>{NHHDC}</del>
NM03	MOA	2.4 Interface to Other Party Agents	Provision of NHH MTD to NHHDC	NHHDC	D0149/D0150 (including both energised and de-energised Metering Systems) transferred within timescales	100% issued to NHHDC within 5 WD of required date	Provision of data under 10.1.1 of PSL100
NM04	Old MOA	2.4 Interface to Other Party Agents	Provision of NHH MTD to New NHHMO	New MOA	D0149/D0150 (including both energised and de-energised Metering Systems) transferred within timescales	100% issued to New MOA within 5 WD of required date	Provision of data under 10.1.1 of PSL100

<b>Change Proposal – BSCP40/02</b>	CP No: 1326 Version No: v1.0 (mandatory by BSCCo)
<p><b>Title</b> <i>(mandatory by originator)</i></p> <p>Update to BSCP128 from lessons learnt exercise carried out with LDSOs</p>	
<p><b>Description of Problem/Issue</b> <i>(mandatory by originator)</i></p> <p><b>Background:</b></p> <p>BSCP128 was introduced on 20 April 2009 as a result of <a href="#">Modification P216 ‘Audit of LLFs’</a>. It replaced the existing processes for the submission and approval of Line Loss Factors (LLFs).</p> <p>BSCP128 brought in a new audit process for the LLFs submitted by Licensed Distribution System Operators (LDSOs). This audit process is undertaken by ELEXON.</p> <p><b>Defining the problem:</b></p> <p>We have completed the audit process for the first time and, together with the LDSOs, we have identified a number of potential improvements e.g. overlapping processes for the Host and Embedded LDSOs have resulted in unnecessary costs to the Embedded LDSOs and this can be resolved by changing the timing of the submission.</p> <p>We held a workshop with LDSOs on the 27 January 2010 to review these improvements. Broad agreement was reached at this workshop and we subsequently received agreement from all LDSOs prior to raising CP1326.</p> <p>The aim is to implement these changes in the <b>June 2010</b> release so they can be implemented prior to the next audit process commencing in September 2010.</p>	
<p><b>Proposed Solution</b> <i>(mandatory by originator)</i></p> <p>The following BSCP’s will be amended in order to implement this change:</p> <p><b>BSCP128 ‘Production, Submission, Audit and Approval of Line Loss Factors’</b></p> <ul style="list-style-type: none"> <li>• 1.7 Reference to ELEXON Helpdesk changed to BSC Service Desk;</li> <li>• 1.8.2 Definitions updated to add further clarity;</li> <li>• References to P216 and year 1 operation have been removed;</li> <li>• 2.3 Host LDSO LLF Submission/Audit process times have been amended. There are no significant changes in the timing for Host LDSOs. The new process timings set the absolute backstop date to 10 December for re-submissions, it was previously 31 December;</li> <li>• 2.4 Embedded LDSO LLF Submission/Audit process times have been amended. The major change is to delay the mirrored submission until a compliant set of LLFs are ready. With the current process Embedded LDSOs must submit 1 month after the Host submission when the LLF audits have not been completed. If one LDSO has a non-compliant LLF value all Embedded LDSOs have to re-create and re-submit the LLFs. By delaying the Embedded submission we remove the need for an unnecessary submission.</li> </ul>	

- 3.1 Methodology principles. The date range for Settlement Data used in the Generic LLF calculation has been fixed as the BSC Year and at R3 or greater. Using the latest BSC Year with R2 data would only allow a month for LDSOs to perform the LLF calculations.

**BSCP128 Appendix 1 ‘Methodology Self Assessment Document (MSAD) for Host LDSOs and Embedded LDSOs that do not Mirror’**

- The double signature requirement has been removed from all appendices. The forms will require a Category X BSC Signatory only.
- 3 questions have been added to the document for principles 14, 15 and 16 to ensure that the principles are included in the LDSO methodology statement.

**BSCP128 Appendix 2 ‘Methodology Self Assessment Document for Embedded LDSOs (MSAD) for Embedded LDSOs that Mirror’**

- The double signature requirement has been removed from all appendices. The forms will require a Category X BSC Signatory only.
- The MSAD for Embedded LDSOs now includes a data request. This is requested with the MSAD as the CSAD submission has been delayed so that it no longer overlaps the Host LDSO audit process. The data request will enable the sampling of Metering Systems to be performed prior to the CSAD submission.

**BSCP128 Appendix 3 ‘Calculation Self Assessment Document (CSAD) for Host LDSOs and Embedded LDSOs that do not Mirror’**

- The double signature requirement has been removed from all appendices. The forms will require a Category X BSC Signatory only.
- The Host LDSO CSAD data request tables have been updated. The submission will now include the LLFs by Seasonal Time of Day (STOD) period to make comparison checks quicker. Some Embedded LDSOs also use this format in the production of their LLF submissions.

**BSCP128 Appendix 4 ‘Line Loss Factor Calculation Self Assessment Document (CSAD) for Embedded LDSOs that Mirror’**

- The double signature requirement has been removed from all appendices. The forms will require a Category X BSC Signatory only.
- A question has been added to confirm if the LLFs have been re-calculated with the last 2 years.
- The Embedded LDSO CSAD data request tables have been updated. The submission will now include the LLFs by STOD period to make comparison checks quicker.

**Justification for Change** *(mandatory by originator)*

The process improvements will make the audit process more efficient for LDSOs and ELEXON.

In particular, this change introduces a more efficient process for those Embedded LDSOs whose Line Loss Factors mirror those of the Host LDSO.

**To which section of the Code does the CP relate, and does the CP facilitate the current provisions of the Code?** *(mandatory by originator)*

**Section K** ‘Classification and Registration of Metering Systems and BM Units’

The changes proposed as part of CP1326 will improve on the current process by ensuring that overlapping processes and identified inefficiencies are removed.

**Estimated Implementation Costs** *(mandatory by BSCCo)*

ELEXON man days/costs: 11days, equivalent to £2,640.

**Configurable Items Affected by Proposed Solution(s)** *(mandatory by originator)*

BSCP128 ‘Production, Submission, Audit and Approval of Line Loss Factors’ v1.0  
 BSCP128 ‘Appendix 1 Methodology Self Assessment Document (MSAD) for Host LDSOs and Embedded LDSOs that do not Mirror’ v1.0  
 BSCP128 ‘Appendix 2 Methodology Self Assessment Document for Embedded LDSOs (MSAD) for Embedded LDSOs that Mirror’ v1.0  
 BSCP128 ‘Appendix 3 Calculation Self Assessment Document (CSAD) for Host LDSOs and Embedded LDSOs that do not Mirror’ v1.0  
 BSCP128 ‘Appendix 4 Line Loss Factor Calculation Self Assessment Document (CSAD) for Embedded LDSOs that Mirror’ v1.0

**Impact on Core Industry Documents or System Operator-Transmission Owner Code** *(mandatory by originator)*

None

**Related Changes and/or Projects** *(mandatory by BSCCo)*

None

**Requested Implementation Date** *(mandatory by originator)*

June 2010

**Reason:**

The aim is to implement these changes in the **June 2010** release so they can be implemented prior to the next audit process commencing in September 2010.

**Version History** *(mandatory by BSCCo)*

This is version 1.0 of the CP for impact assessment. This CP has not been issued previously as a DCP.

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**Date.....24 February 2009**

**Attachments: Y**

**Attachment A:** Proposed redline changes to BSCP 128 – Production, Submission, Audit and Approval of Line Loss Factors (37 Pages)

**Attachment B:** Proposed redline changes to BSCP128 Appendix 1 – Methodology Self Assessment Document (MSAD) for Host LDSOs and Embedded LDSOs that do not Mirror (6 Pages).

**Attachment C:** Proposed redline changes to BSCP128 Appendix 2 – Methodology Self Assessment Document for Embedded LDSOs (MSAD) for Embedded LDSOs that Mirror (9 Pages).

**Attachment D:** Proposed redline changes to BSCP128 Appendix 3 – Calculation Self Assessment Document (CSAD) for Host LDSOs and Embedded LDSOs that do not Mirror (19 Pages).

**Attachment E:** Proposed redline changes to BSCP128 Appendix 4 – Line Loss Factor Calculation Self Assessment Document (CSAD) for Embedded LDSOs that Mirror (20 Pages).

## **Balancing and Settlement Code**

### **BSC Procedure**

### **Production, Submission, Audit and Approval of Line Loss Factors**

**BSCP128**

**Version 1.0**

**Effective Date: 20 April 2009**

## BSC Procedure 128

### Production, Submission, Audit and Approval of Line Loss Factors

1. Reference is made to the Balancing and Settlement Code (the Code) for the Electricity Industry in Great Britain and, in particular, to the definition of "BSC Procedure".
2. This is BSCP128 Version 1.0, relating to Production, Submission, Audit and Approval of Line Loss Factors.
3. This BSC Procedure is effective from 20 April 2009.
4. This BSC Procedure has been approved by the Panel.

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### AMENDMENT RECORD

Version	Date	Description of Changes	CRs Included	Mods Panel Ref
1.0	20/04/2009	First Published	P216	153/04

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## CP1326 will have no impact on sections 1.1 to section 1.6.

### 1.7 Assistance with using the Procedure

Where assistance is required in the use of this BSCP the user should, in the first instance, contact their BSC Change Administrator (BCA). Where queries cannot be answered by the BCA, contact should be made with the ~~BSCCo Helpdesk~~[BSC Service Desk](#).

### 1.8 Acronyms and Definitions

#### 1.8.1 Acronyms

BCA	Balancing and Settlement Code Change Administrator
BSCCo	BSC Company
BSCP	Balancing and Settlement Code Procedure
CMRS	Central Meter Registration Service
Code	Balancing and Settlement Code
CDCA	Central Data Collection Agency
CVA	Central Volume Allocation
CVA LLF(s)	CVA Line Loss Factor(s)
EFD	Effective From Date
GSP	Grid Supply Point
GSPG	Grid Supply Point Group
HHDA(s)	Half Hourly Data Aggregator(s)
Id	Identifier
LDSO	Licensed Distribution System Operator <sup>1</sup>
LLF	Line Loss Factor
LLFC Id(s)	Line Loss Factor Class Identifier(s)
LLFC(s)	Line Loss Factor Class (es)
MDD	Market Domain Data
MSID	Metering System Identifier
SMRS	Supplier Meter Registration Service

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<sup>1</sup> This includes both Host LDSOs and Embedded LDSOs.

SVA	Supplier Volume Allocation
SVA LLF(s)	SVA Line Loss Factor(s)
SVAA	Supplier Volume Allocation Agent
WD	Working Day

## 1.8.2 Definitions

Full definitions of the above acronyms are, where appropriate, included in the Balancing and Settlement Code.

<b>Extra High Voltage (EHV)</b>	As defined in the Special Conditions of a distribution licence granted pursuant to section 6(1)(c) of the Electricity Act 1989.
<b>Embedded LDSO</b>	A LDSO operating an independent distribution network connected to a Host LDSO's distribution network <sup>2</sup> .  e.g. This includes both independent LDSOs; and Host LDSOs that are operating outside their geographical area.
<del>Generic: Day</del> <b><u>(Generic)</u></b>	As defined in each Distribution System Operator's Methodology Statement.
<del>Generic: LLF</del>	<del>The adjustment factor applied to the readings from a (group of) metering system(s) to adjust for losses on the distribution network and calculate the associated amount of energy at the GSP. Where the Line Loss Factor is calculated for a group of Metering Systems and the Line Loss Factor represents the average value of distribution losses for those Metering Systems.</del>
<del>Generic: LLFC Group</del> <b><u>(Generic)</u></b>	A group of Line Loss Factor Classes that share the same generic set of Line Loss Factors.
<del>Generic: Night</del> <b><u>(Generic)</u></b>	<del>As defined in each Distribution System Operator's Methodology Statement. Hours of the Settlement Day not covered by Generic Day.</del>
<b>Host LDSO</b>	A LDSO operating a distribution network that is directly connected to the Transmission System <u>in their own distribution licence area</u> .
<b>High Voltage (HV)</b>	As defined in the Special Conditions of a distribution licence granted pursuant to section 6(1)(c) of the Electricity Act 1989.
<b>Low Voltage (LV)</b>	As defined in the Special Conditions of a distribution licence granted pursuant to section 6(1)(c) of the Electricity Act 1989.
<b>Manifest error: Retrospective changes</b>	<del>An unambiguous error in the application of the approved methodology, in the calculation input data or corruption of the LLF values in the submission process in such a way that there is a material impact on Settlement or a material impact to the advantage or detriment of the customer. An error in the calculation or submission of Line Loss Factors that has a material impact on Settlement as determined by the Panel.</del>
<b><u>Material impact: Retrospective changes</u></b>	<u>An impact or estimated impact that has a value or estimated value of over £500.</u>
<b>Mirror/Mirroring</b>	Where the Embedded LDSO replicates the <u>Generic</u> Line Loss Factors of the relevant Host LDSO for their own specified LLFCs <u>for the GSP Group</u> .

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<sup>2</sup> An Embedded LDSO may also operate an independent distribution network that is connected to Host LDSO's distribution network via another Embedded LDSO's network (known as a nested network). Furthermore, an Embedded LDSO may also operate an independent distribution network that is connected to Transmission System within a Host LDSO's geographic distribution area.

<b>Non-Technical Losses</b>	Losses other than Technical Losses.
<b>Registrant</b>	See BSC Annex X-1
<b>Site Specific LLF</b>	Where the Line Loss Factor is calculated for an individual Metering System and represents distribution losses specific to Metered Volumes measured by that Metering System.
<b>Site Specific: Material Change</b>	A Material Change (that occurs mid year) to the physical plant, apparatus, or distribution network that causes a significant change to the Technical Losses specific to the Metered Volumes measured by the Metering System as determined by the Panel.
<b>Site Specific: Relevant Change</b>	A significant change to the physical plant, apparatus, distribution network, or capacity that causes a change to the Line Loss Factors. This is used to determine whether Site Specific LLFs shall be recalculated for the annual LLF submission.
<b>Technical Losses</b>	Technical Losses are losses caused by the intrinsic electrical characteristics internal to the power system and consist mainly of power dissipation in electrical system components such as transmission lines, power transformers and measurement systems.

## 2. INTERFACE AND TIMETABLE INFORMATION

### 2.1 Methodology Review for Host LDSOs and Embedded LDSOs that do not Mirror

~~To effectively review the high number of methodologies submitted in the first year this BSCP (i.e. 2009) will take effect, the timescales for submitting and reviewing the LLF methodology will differ from subsequent years. These differences are highlighted in the timetable below using footnotes 1 to 5. Submission dates and timescales for the first and subsequent years are summarised in Section 3.6.~~

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.1.1	By 1 August <sup>3</sup> prior to the relevant BSC year	Submit proposed methodology and MSAD, or MSAD only where there has been no change since the methodology was last approved.	LDSO	BSCCo	MSAD and methodology or MSAD confirming continued use of approved methodology in accordance with Appendix 1.	Email or other electronic means
2.1.2	Within 2 WD of 2.1.1	Acknowledge receipt of methodology and MSAD, or confirmation that there has been no change since the methodology was last approved.  If the methodology has not changed, proceed to Ref (2.1.6) below.  Or if incomplete information has been received from LDSO contact LDSO to advise of any further information required; <del>or advise LDSO that no</del>	BSCCo	LDSO	Confirmation of receipt and notification of any initial concerns; <del>or notification of failure to submit methodology.</del>	Email, telephone or other electronic means

<sup>3</sup> ~~For the first methodology review following the implementation of Modification P216 on 20 April 2009, LLF methodologies will be submitted by 1 May 2009.~~

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		<u>methodology has been submitted.</u>				
2.1.3	Within 5WD of 2.1.1 <sup>4</sup>	Review methodology for compliance with the LLF Methodology Principles in accordance with Section 3.1 and provide draft report highlighting any non-compliance(s); <del>or advise LDSO that no methodology</del> or confirmation of continued use of approved methodology has been submitted.	BSCCo	LDSO	Methodology, MSAD, draft LDSO report, any non-compliances <del>or failure to submit methodology</del> or confirmation of continued use of approved methodology.	Email or other electronic means
2.1.4	Within 5WD of 2.1.3 <sup>5</sup>	Resolve any identified non-compliance(s) and submit updated methodology and MSAD; or submit methodology and MSAD if not submitted by deadline; or submit MSAD confirming continued use of existing approved methodology.	LDSO	BSCCo	MSAD, updated methodology, evidence of resolved non-compliance(s), methodology or MSAD confirming continued use of approved methodology.	Email, telephone or other electronic means
2.1.5	Within 15WD of 2.1.1 <sup>6</sup>	If non-compliance(s) have been identified, review submission in Ref (2.1.4).	BSCCo	LDSO	LDSO report.	Email, telephone or other electronic means

<sup>4</sup> For the first methodology review following the implementation of Modification P216 on 20 April 2009, BSCCo will have 20WD to provide a draft report.

<sup>5</sup> For the first methodology review following the implementation of Modification P216 on 20 April 2009, each LDSO will have 20WD to resolve non-compliances.

<sup>6</sup> For the first methodology review following the implementation of Modification P216 on 20 April 2009, BSCCo will have 55WD to provide the final report.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		Provide report with confirmation of compliance or non-compliance.				
2.1.6	To meet Panel requirements	Submit a final report to Panel stating: a) Recommendations for the approval of each methodology with no non-compliance(s) or corrected non-compliance(s); or b) Any continued non-compliance(s); or c) Any failures to submit methodology or confirmation of continued use of approved methodology.	BSCCo	Panel	Final report.	Email or other electronic means
2.1.7	Within 1 WD of 2.1.6	Review report submitted in Ref (2.1.6) and: Approve methodologies with no outstanding non-compliance(s); and Note any non-compliance(s); and Note any failures to submit a methodology or confirmation of continued use of existing approved methodology.	Panel	BSCCo	Final report and Panel decision.	-

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.1.8	Within 5 WD of 2.1.7	<p><del>Provide a report for</del><u>Notify</u> each LDSO stating whether the Panel:</p> <p>Approved the methodology; or</p> <p>Noted any non-compliance(s); or</p> <p>Noted the failure to submit a methodology; or</p> <p>Noted the failure to submit confirmation of continued use of existing approved methodology.</p>	BSCCo	LDSO	<del>Report</del> <u>Notification</u> detailing the Panel's decision.	Email or other electronic means
2.1.9	To meet PAB requirements	Provide report detailing non-compliance(s) or failures to submit a methodology or failure to confirm continued use of existing approved methodology.	BSCCo	PAB	Report detailing non-compliance(s) and failures.	Email or other electronic means

## 2.2 Methodology Review – Embedded LDSOs that Mirror

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.2.1	By 1 August <sup>7</sup> prior to relevant BSC year	If Embedded LDSO Mirrors Host or Embedded LDSO LLFs, submit details of methodology (or methodologies) to Mirror.	Embedded LDSO	BSCCo	Confirmation of Mirroring Host or Embedded LDSO methodology and MSAD ( <del>tailored for Embedded LDSOs that Mirror</del> ), in accordance with Appendix 2.	Email or other electronic means
2.2.2	Within 2 WD of 2.2.1	Acknowledge receipt of notification to Mirror.  Or where incomplete information received from Embedded LDSO contact Embedded LDSO to advise of any further information required.	BSCCo	Embedded LDSO	Confirmation of receipt and notification of any initial concerns.	Email, telephone or other electronic means
2.2.3	To meet Panel requirements	Submit a Panel paper stating:  a) The Embedded LDSO shall Mirror Host or Embedded LDSO methodology (or methodologies).  b) Any failures to submit notification to Mirror Host or Embedded LDSO methodology.	BSCCo	Panel	Report.	Email or other electronic means

<sup>7</sup> For the first methodology review following the implementation of Modification P216 on 20 April 2009, notification to Mirror Host LDSO LLFs (or LLFs submitted by Embedded LDSOs that do not Mirror) will be submitted by 1 May 2009.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.2.4	Within 1 WD of 2.2.3	<p>Review report submitted in Ref (2.2.3) and:</p> <p>Note any interaction with Host or Embedded LDSO Methodologies reviewed in 2.1.7 and any non-compliance(s); and</p> <p>Note any failures to notify BSCCo that the Embedded LDSO will Mirror Host or Embedded LDSO methodology (or methodologies).</p>	Panel	BSCCo	Report detailing Panel decision.	

### 2.3 Annual Submission and Audit of Line Loss Factors (CVA and SVA) – Host LDSOs and Embedded LDSOs that do not Mirror

REF.	WHEN <sup>8</sup>	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.3.1	By 1 September	If LLF methodology has been approved, propose dates to conduct a site visit <sup>9</sup> .  If LLF methodology has not been approved, agree site visit dates as soon as any outstanding non-compliance(s) have been resolved.	BSCCo	LDSO	Dates for site visit.	Email, telephone or other electronic means
2.3.2	By 10 September	Agree date for site visit as required. Where a date has not been agreed by this time BSCCo shall determine a suitable date for the site visit.	LDSO	BSCCo	Dates for site visit.	Email, telephone or other electronic means
2.3.3	By 30 September	Submit calculated LLFs <sup>10</sup> in accordance with the approved methodology and completed CSAD <sup>11</sup> signed by an authorised signatory.  Additionally, if there has been a change to a Line Loss Factor Class (LLFC) for an SVA submission then submit appropriate changes in accordance with BSCP509.	LDSO	BSCCo	CSAD (Appendix 3) signed by an authorised person in accordance with BSCP38 and:  a) If CVA Submission: CVA Long or Short Format data files, in accordance with Appendix 5; and/or  b) If SVA Submission: SVA Format data file (D0265) in accordance with Appendix 6 and information in accordance with BSCP509 if MDD changes are required.	Email or other electronic means

<sup>8</sup> Changes to the timescales set out below can be made at the discretion of BSCCo when CVA LLF approval is necessary in less than 40 WD before the Effective Date to carry out BM Unit Registrations and Registration transfers from SMRS to CMRS.

<sup>9</sup> A site visit may not be required if no LLFs have been re-calculated. Where a site visit is required the calculation audit will be conducted between 1 October and 30 November.

<sup>10</sup> Separate Site Specific LLFs for Import and Export Metering Systems may be applied in accordance with BSCP75.

<sup>11</sup> Please note that the CSAD covers both CVA and SVA LLFs.

REF.	WHEN <sup>8</sup>	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.3.4	Within 2 WD of 2.3.3	Acknowledge receipt of CSAD and LLFs and confirm authorised signature.	BSCCo	LDSO	Confirmation of receipt and authorised signature.	Email, telephone or other electronic means
2.3.5	Within <del>5</del> <sup>10</sup> WD of 2.3.3 <sup>12</sup>	Provide SVA LLF summary report to Host LDSOs and/or Embedded LDSOs that do not Mirror.	BSCCo	LDSO	Summary Report for SVA LLFs in accordance with Appendix 7.	Email or other electronic means
2.3.6	Within <del>7</del> <sup>10</sup> WD of 2.3.3	Publish submitted LLFs on the BSC website with a status of 'pending'.	BSCCo		SVA LLF Summary Report and: a) If CVA Submission: CDCA-I022 data files; and/or b) If SVA Submission: D0265 data files.	BSC Website
2.3.7	Between 1 October and <del>20</del> <sup>30</sup> November on date agreed in Ref (2.3.2) above	Conduct calculation audit in accordance with Section 3.5. <sup>13,14</sup>  If LLFs have been re-calculated conduct audit on LDSO site including spot checks on MSIDs. <sup>15</sup>	BSCCo		CSAD and: a) If CVA Submission: CDCA-I022 data file; and/or b) If SVA Submission: D0265 data file.	CSAD review, LLF validation system, site visits
2.3.8	Within 5 WD of calculation audit <sup>16</sup>	Provide draft audit report highlighting any identified non-compliance(s).	BSCCo	LDSO	Draft LDSO report.	Email or other electronic means
2.3.9	Within <del>10</del> <sup>15</sup> WD of <u>calculation audit 2.3.8</u>	Resolve any non-compliance(s) identified in Ref (2.3.8) and notify BSCCo.	LDSO	BSCCo	Any further information required and evidence of resolved non-compliance(s).	Email, telephone or other electronic means

<sup>12</sup> If Host LDSO LLFs (or LLFs submitted by Embedded LDSOs that do not Mirror) have not been submitted by 30 September, provide summary report of LLFs after 5WD from the date of Host LDSO LLF submission (or LLF submission by Embedded LDSOs that do not Mirror).

<sup>13</sup> The calculation audit may involve further exchange of information between BSCCo and the LDSO to clarify, correct and re-audit any non-compliance(s). The LDSO shall use reasonable endeavours to provide any information requested by BSCCo. BSCCo will feed back to the LDSO the results of the review of the CSAD and the validation of the LLFs prior to site visit to enable the LDSO to address and identified non-compliances at an early stage. As part of the site visit BSCCo may also wish to target certain areas of the LDSO systems and processes to seek evidence on whether the LDSO has addressed these non-compliance(s).

<sup>14</sup> Where revised LLF values for existing sites have been submitted mid-year prior to commencement of the current submission cycle and are awaiting approval by the Panel, BSCCo shall include the LLF values in the calculation audit.

<sup>15</sup> Where LLFs have not been re-calculated, BSCCo may conduct a site visit when required.

<sup>16</sup> Where no site visit is required the calculation audit will be limited in scope.

REF.	WHEN <sup>8</sup>	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.3.10 <del>+</del> +	By <del>31</del> 10 December	Submit any revised LLFs to address any outstanding non-compliance(s).	LDSO	BSCCo	Any revised LLFs as required and final CSAD with evidence of resolved non-compliance(s).  Final CSAD signed by an authorised person in accordance with BSCP38 and:  a) If CVA re-submission: CVA Long or Short Format data files in accordance with Appendix 5; and/or  b) If SVA re-submission: SVA Format data file (D0265) in accordance with Appendix 6 and information in accordance with BSCP509 if MDD changes are required.	Email or other electronic means
<u>2.3.11</u>	<u>By 31 December</u>	<u>Conduct calculation audit on revised submission.</u>	<u>BSCCo</u>	-	<u>CSAD and:</u>  <u>a) If CVA Submission: CDCA-I022 data file; and/or</u>  <u>b) If SVA Submission: D0265 data file.</u>	<u>CSAD review, LLF validation system</u>
<u>2.3.12</u> <u>2.3.10</u>	<u>By 31 December</u> <del>Within 20 WD of 2.3.7</del>	Provide final audit report and confirmation of compliance or non-compliance.	BSCCo	LDSO	Final LDSO report.	Email, telephone or other electronic means.
<u>2.3.13</u> <u>2.3.12</u>	<u>By 31 December</u> <del>Within 5 WD of 2.3.11</del>	Publish revised LLFs on the BSC website with a status of 'pending'.	BSCCo		SVA LLF Summary Report and:  a) If CVA Submission: CDCA-I022 data files; and/or  b) If SVA Submission: D0265 data files.	BSC Website
<u>2.3.13</u>	<del>Within 5</del> <u>15</u> WD of <del>2.3.10</del> <u>11</u>	<del>Conduct calculation audit on revised submission.</del>	<u>BSCCo</u>	-	-	-

REF.	WHEN <sup>8</sup>	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<del>2.3.14</del>	<del>Within 5WD of 2.3.12</del>	<del>Provide audit report with confirmation of compliance/non-compliance.</del>	<del>BSCCo</del>	<del>LDSO</del>	<del>LDSO report.</del>	<del>Email or other electronic means</del>
<u>2.3.14</u> <u>2.3.15</u>	To meet Panel Requirements	Submit <u>a</u> final report specifying the LLFs for which the audit did not identify non-compliance(s) (including resolved non-compliance(s)) and the LLFs for which the audit identified non-compliance(s) including any default values requiring approval <sup>17</sup> .  Where MDD changes have been identified submit notice in accordance with BSCP509 that there has been (or is due to be) a change to MDD for Panel approval.	BSCCo	Panel	Final report, any default values and any MDD changes.	Email or other electronic means
<u>2.3.15</u> <u>2.3.16</u>	To meet Panel Requirements	Approve LLFs with no identified non-compliance(s) and note any non-compliant LLFs in Ref (2.3.15) above.  Approve default values for any non-compliant LLFs.	Panel	BSCCo	LLFs, Final report and any default values.	-
<u>2.3.16</u> <u>2.3.17</u>	Within 1 WD of <u>2.3.15</u> <del>2.3.16</del>	Notify Panel decision.	Panel	BSCCo	Panel decision.	-
<u>2.3.17</u> <u>2.3.18</u>	To meet PAB requirements	Provide a copy of the final report in Ref (2.3.15) giving details of any non-compliance(s).	BSCCo	PAB	Final report in Ref (2.3.15) with details of any non-compliance(s).	

<sup>17</sup> Where no methodology has been approved, default LLFs shall be presented to the Panel for approval.

REF.	WHEN <sup>8</sup>	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<a href="#">2.3.18</a> <a href="#">2.3.19</a>	Within 2 WD of <a href="#">2.3.16</a> <a href="#">2.3.17</a>	Provide a final report for the LDSO stating whether the Panel:  Approved LLFs with no outstanding non-compliance(s); or  Noted any continued non-compliance(s) and approved default values.	BSCCo	LDSO	Final report detailing Panel approval of LLFs, <del>and</del> any default values <u>and any continued non-compliance(s)</u> .	Email or other electronic means
<a href="#">2.3.19</a> <a href="#">2.3.20</a>	As agreed between BSCCo and the LDSO	If the Panel has noted any non-compliance(s), liaise with BSCCo to correct and re-submit LLFs. <sup>18</sup>	LDSO	BSCCo	Any revised LLFs as required and final CSAD with evidence of resolved non-compliance(s).	Email or other electronic means
<a href="#">2.3.20</a> <a href="#">2.3.21</a>	Within 2 WD of <a href="#">2.3.16</a> - <a href="#">2.3.17</a>	Notify Parties of LLFs approved by the Panel.	BSCCo	Parties	LLFs approved by the Panel (including any default LLFs).	Email or other electronic means
<a href="#">2.3.21</a> <a href="#">2.3.22</a>	Within 2 WD of <a href="#">2.3.16</a> - <a href="#">2.3.17</a>	Update LLFs on BSC Website to be utilised in Settlement, when either:  a) The Panel has approved the submission, update LLFs and EFD; or  b) If the Panel has approved default values, update LLFs to default values to be used in Settlement and EFD.  If SVA submission only proceed to Ref (2.3.27).  If both CVA and SVA submission then proceed from Ref (2.3.23) onwards.	BSCCo	-	Confirmation of Panel decision, LLFs and default values for non-approved LLFs.	Electronic means
<a href="#">2.3.22</a>	<a href="#">Within 5 WD of 2.3.21</a>	<a href="#">Obtain LLFs for the LLFCs from BSC Website.</a>	=	<a href="#">HHDAs/Suppliers</a>	<a href="#">D0265 data files.</a>	<a href="#">BSC Website</a>
<a href="#">2.3.23</a>	<a href="#">Within 10 WD of 2.3.22</a>	<a href="#">HHDAs and Suppliers implement into systems.</a>	<a href="#">HHDAs/Suppliers</a>	=	<a href="#">D0265 data files.</a>	=

<sup>18</sup> As appropriate, BSCCo shall present the corrected LLFs to Panel for approval and inform PAB of the Panel outcome.

REF.	WHEN <sup>8</sup>	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<u>2.3.24</u> <u>2.3.23</u>	<del>Within 2 WD of</del> <u>2.3.17</u> By 10 March	Provide CDCA with CVA LLFs for use in Settlement:  a) If the Panel has approved the CVA LLF submission, provide CVA LLFs and EFD; or  b) If the Panel has approved default values, provide default CVA LLF values and EFD.	BSCCo	CDCA	Confirmation of approval of CVA LLFs and EFD contained in CDCA-I022 data files; or  CVA Metering System ID, CDCA-I022 data files and EFD.	Email or other electronic means
<u>2.3.25</u> <u>2.3.24</u>	Within <u>12</u> WD of <u>2.3.24</u> <del>2.3.23</del>	Acknowledge receipt of CVA LLFs and notify BSCCo of any exceptions via the CDCA-I023 data file.	CDCA	BSCCo	CDCA-I023 data file.	Email or other electronic means
<u>2.3.26</u> <u>2.3.25</u>	Within a timescale agreed between CDCA and BSCCo	Implement approved CVA LLFs in accordance with CDCA-I022 data files supplied in Ref (2.3.24 <del>3</del> ) above into CDCA systems.	CDCA	-	CDCA-I022 data files.	-
<u>2.3.27</u> <u>2.3.26</u>	Within 1 WD of <u>2.3.26</u> <del>2.3.25</del>	Notify BSCCo of successful CDCA-I022 load.	CDCA	BSCCo	-	Email or other electronic means
<u>2.3.28</u> <u>2.3.27</u>	<del>Within 2 WD of</del> <u>2.3.17</u> By 10 March	Provide SVAA with SVA LLFs for use in Settlement:  a) If the Panel has approved the SVA LLF submission, provide SVA LLFs and EFD; or  b) If the Panel has approved default values, provide default SVA LLF values and EFD.	BSCCo	SVAA	Confirmation of approval of SVA LLFs and EFD contained in D0265 data files; or  D0265 data files, default values and EFD.	Email or other electronic means
<u>2.3.29</u> <u>2.3.28</u>	Within <u>12</u> WD of <u>2.3.28</u> <del>2.4.27</del>	Acknowledge receipt of SVA LLFs.	SVAA	BSCCo	-	Email or other electronic means

REF.	WHEN <sup>8</sup>	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<del>2.3.29</del> <u>2.3.30</u>	Within a timescale agreed between SVAA and BSCCo	Implement approved SVA LLFs in accordance with D0265 data files supplied in Ref (2.3.287) above into SVAA systems.	SVAA		D0265 data files.	Email or other electronic means
<del>2.3.30</del> <u>2.3.31</u>	Within 1 WD of <del>2.3.30</del> <u>2.3.31</u>	Notify BSCCo of successful D0265 data file load.	SVAA	BSCCo	-	Email or other electronic means
<del>2.3.31</del> <u>2.3.32</u>	<del>Within 6 WD of 2.3.30</del>	<del>Obtain LLFs for the LLFCs from BSC Website.</del>	-	<del>HHDAs/Suppliers</del>	<del>D0265 data files.</del>	<del>BSC Website</del>
<del>2.3.32</del> <u>2.3.33</u>	<del>Within 5 WD of 2.3.31</del>	<del>HHDAs and Suppliers implement into systems.</del>	<del>HHDAs/Suppliers</del>	-	<del>D0265 data files.</del>	-

## 2.4 Annual Submission and Audit of LLFs – Embedded LDSOs that Mirror ~~Host or Embedded LDSOs that do not Mirror~~

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.4.1	By 1 September	If LLF methodology has been approved, propose suitable dates to conduct site visit <sup>19,20</sup> .  If LLF methodology has not been approved, agree site visit dates as soon as any outstanding non-compliance(s) have been resolved.	BSCCo	Embedded LDSO	Dates for site visit.	Email, telephone or other electronic means
2.4.2	By 10 September	Agree date for site visit as required. Where a date has not been agreed by this time BSCCo shall determine a suitable date for the site visit.	Embedded LDSO	BSCCo	Dates for site visit.	Email, telephone or other electronic means
<u>2.4.3</u>	<u>Between 1 November and 30 November on date agreed in Ref (2.4.2) above.</u>	<u>Check a representative sample of Metering Systems are assigned to the correct LLFC.</u>	<u>BSCCo</u>	<u>=</u>	<u>MSAD</u>	<u>Site visit</u>

<sup>19</sup> A representative sample of Metering Systems will be checked for the correct LLFC on the Embedded LDSO site visit.

<sup>20</sup> A site visit may not be required if no LLFs have been re-calculated. Where a site visit is required the calculation audit will be conducted between 1 October and 30 November.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<u>2.4.4</u>	<u>Within 5WD of 2.4.3</u>	<u>Provide Metering System sample report highlighting any non-compliance(s).</u>	<u>BSCCo</u>	<u>Embedded LDSO</u>	<u>Metering System sample report.</u>	<u>Email or other electronic means</u>
<u>2.4.5</u>	<u>By 31 December</u>	<u>Resolve any identified non-compliance(s) in Ref (2.4.4) and notify BSCCo.</u>	<u>Embedded LDSO</u>	<u>BSCCo</u>	<u>Any further information required and evidence of resolved non-compliance(s).</u>	<u>Email, telephone or other electronic means</u>
<u>2.4.3</u>	<u>By 30 September + 7 WD</u>	<u>Obtain LLFs submitted by the relevant Host LDSO(s) or Embedded LDSOs that do not Mirror.</u>	<u>Embedded LDSO</u>		<u>LDSO's submitted LLFs.</u>	<u>BSC Website or Host LDSO or Embedded LDSO that does not Mirror</u>
<u>2.4.64</u>	<u>By 31 December + 10WD 31 October</u>	<u>Obtain LLFs submitted by the relevant Host LDSO(s) or Embedded LDSOs that do not Mirror; and</u> <u>Submit LLFs<sup>21</sup> and CSAD in accordance with approved Host LDSO or Embedded LDSO methodology.</u>	Embedded LDSO	BSCCo	<u>LDSO's submitted LLFs; and</u> CSAD for Embedded LDSOs that Mirror in accordance with Appendix 4, signed by an authorised person in accordance with BSCP38; and a) If CVA Submission: CVA Long or Short Format data files in accordance with Appendix 5; and/or b) If SVA Submission: SVA Format data file (D0265) in accordance with Appendix 6 and information in accordance with BSCP509 if MDD changes are required.	<u>BSC Website or Host LDSO or Embedded LDSO that does not Mirror</u>  Email or other electronic means

<sup>21</sup> Separate Site Specific LLFs for Import and Export Metering Systems may be applied in accordance with BSCP75.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.4.7 <del>5</del>	Within 2 WD of <del>2.4.6</del> 2.4.4	Acknowledge receipt of CSAD and LLFs and confirm authorised signature.	BSCCo	Embedded LDSO	Confirmation of receipt and authorised signature.	-
2.4.6	<del>Between 1 November and 30 November on date agreed in Ref (2.4.2) above.</del>	<del>Conduct calculation audit<sup>22</sup>. If LLFs have been re-calculated conduct audit on LDSO site including spot checks on MSIDs.</del>	BSCCo	-	<del>CSAD and: (a) If CVA submission: CVA Long or Short Format data files; and/or (b) If SVA submission: D0265 data files.</del>	<del>LLF validation system; site visits</del>
2.4.8	<u>Within 4WD of 2.4.6</u>	<u>Conduct LLF Calculation Audit<sup>23</sup></u>	<u>BSCCo</u>	=	<u>CSAD and: (a) If CVA submission: CVA Long or Short Format data files or other format agreed with BSCCo; and/or (b) If SVA submission: D0265 data files or other format agreed with BSCCo.</u>	<u>LLF Validation System, Host LDSO LLF submissions</u>
<del>2.4.9</del> 2.4.7	Within <u>6</u> WD of <del>2.4.6</del> <u>calculation audit<sup>24</sup></u>	Provide draft audit report highlighting any non-compliance(s).	BSCCo	Embedded LDSO	Draft LDSO report.	Email or other electronic means

<sup>22</sup> This calculation audit will be dependent on the results of the Host LDSO's calculation audit (or calculation audit for Embedded LDSOs that do not Mirror). BSCCo will feed back to the LDSO the results of the review of the CSAD and the validation of the LLFs prior to site visit to enable the LDSO to address and identified non-compliances at an early stage. As part of the site visit BSCCo may also wish to target certain areas of the LDSO systems and processes to seek evidence on whether the LDSO has addressed these non-compliances.

<sup>23</sup> Where no site visit is required the calculation audit will be limited in scope.

<sup>24</sup> Where no site visit is required the calculation audit will be limited in scope.

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<del>2.4.10</del> 2.4.8	Within <del>10</del> 5WD of <del>2.4.9</del> 2.4.7	Resolve any identified non-compliance(s) in Ref (2.4.9 <del>7</del> ) and notify BSCCo.	Embedded LDSO	BSCCo	Any further information required and evidence of resolved non-compliance(s).	Email, telephone or other electronic means
<del>2.4.8</del>	<del>Within 5WD of 2.4.8</del>	<del>Produce final audit report and confirmation of compliance or non-compliance.</del>	<del>BSCCo</del>	<del>Embedded LDSO</del>	<del>Final LDSO report.</del>	<del>Email or other electronic means</del>
<del>2.4.9</del>	<del>By 31 December + 5WD</del>	<del>Notify Embedded LDSO that revised LLFs have been submitted by the relevant Host or Embedded LDSOs that do not Mirror.</del>	<del>BSCCo</del>	<del>Embedded LDSO</del>	<del>Notification of revised values received</del>	<del>Email or other electronic means</del>
<del>2.4.10</del>	<del>Within 5WD of 2.4.10</del>	<del>Obtain LLFs submitted by the relevant Host LDSO(s) or Embedded LDSO(s) that do not Mirror.</del>	<del>Embedded LDSO</del>		<del>LDSO's revised LLFs.</del>	<del>BSC Website or Host LDSO or Embedded LDSO that does not Mirror</del>

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.4.11	<del>Within 5WD of 2.4.11</del> <u>At same time as 2.4.10</u>	Submit any revised LLFs to address any outstanding non-compliance(s).	Embedded LDSO	BSCCo	Any revised LLFs as required and final CSAD with evidence of resolved non-compliance(s).  Final CSAD signed by an authorised person in accordance with BSCP38 and:  a) If CVA re-submission: CVA Long or Short Format data files in accordance with Appendix 5; and/or  b) If SVA re-submission: SVA Format data file (D0265) and information in accordance with BSCP509 if MDD changes are required.	Email or other electronic means
2.4.12	Within <del>45</del> WD of <del>2.4.12</del> <u>2.4.10</u>	Conduct calculation audit on revised submission.  <del>Proceed to Section 2.3 of this BSCP and continue onwards from Ref (2.3.12) to complete the submission and audit process.</del>	BSCCo	-	-	CSAD review, LLF validation system, <del>;</del> <u>site visits</u>

REF.	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<u>2.4.13</u>	<u>Within 6WD of 2.4.10</u>	<u>Produce final audit report and confirmation of compliance or non-compliance.</u> <u>Proceed to Section 2.3 of this BSCP and continue onwards from Ref (2.3.14<del>2.3.12</del>) to complete the submission and audit process.</u>	<u>BSCCo</u>	<u>Embedded LDSO</u>	<u>Final LDSO report.</u>	<u>Email or other electronic means</u>

## 2.5 Mid-year submission of new and revised LLFs<sup>25</sup>

REF.	WHEN <sup>26</sup>	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
2.5.1	>= EFD-50 WD if mid-year submission for new site; or >=EFD-40 WD if mid-year submission of revised LLFs for an existing site	Submit calculated LLFs in accordance with the approved methodology and completed CSAD <sup>27</sup> signed by an authorised signatory.	LDSO	BSCCo	CSAD signed by an authorised person in accordance with BSCP38; and  a) If CVA Submission: CVA Long or Short Format data files in accordance with Appendix 5; and/or  b) If SVA Submission: SVA Format data file (D0265) and information in accordance with BSCP509 if MDD changes are required	Email or other electronic means
2.5.2	Within 2 WD of 2.5.1	Acknowledge receipt of CSAD and LLFs and confirm authorised signature.	BSCCo	LDSO	Confirmation of receipt and authorised signature.	Email or telephone
2.5.3	Within 5 WD of 2.5.1	Conduct calculation audit. <sup>28,29</sup>	BSCCo		CSAD and  a) If CVA submission: CVA Long or Short Format data files; and/or  b) If SVA submission: D0265 data files.	LLF validation system, site visits

<sup>25</sup> Mid year submission of revised LLFs are subject to the criteria defined in the LLF Methodology Principles 14, 15 and 16, see Appendix 3.1.

<sup>26</sup> Changes to the timescales set out below can be made at the discretion of BSCCo when CVA LLF approval is necessary in less than 40 WD before the Effective Date to carry out BM Unit Registrations and Registration transfers from SMRS to CMRS.

<sup>27</sup> Please note that the CSAD covers both CVA and SVA LLFs.

<sup>28</sup> The calculation audit may involve further exchange of information between BSCCo and the LDSO to clarify, correct and re-audit any non-compliances. The LDSO shall use reasonable endeavours to provide any information requested by BSCCo. BSCCo will feedback to the LDSO the results of the review of the CSAD and the validation of the LLFs prior to site visit to enable the LDSO to address and identified non-compliances at an early stage. As part of the site visit BSCCo may also wish to target certain areas of the LDSO systems and processes to seek evidence on whether the LDSO has addressed these non-compliances.

<sup>29</sup> Where no site visit is required the calculation audit will be limited in scope.

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<b>REF.</b>	<b>WHEN<sup>26</sup></b>	<b>ACTION</b>	<b>FROM</b>	<b>TO</b>	<b>INFORMATION REQUIRED</b>	<b>METHOD</b>
2.5.4	Within 5 WD of 2.5.3	Produce final report and confirmation of compliance or non-compliance.  Proceed to Ref (2.3.15).	BSCCo	LDSO	Final Report.	Email or other electronic means

### 3. SUPPORTING INFORMATION

#### 3.1 LLF Methodology Principles

All LLF methodologies are required to comply with the Principles described below:

1. LLFs shall be calculated using a generic (non Site Specific) method except for:
  - (a) Sites that are connected at Extra High Voltage (EHV); or
  - (b) Where the customer has requested a Site Specific LLF, and the LDSO is in agreement.
2. All LLFs shall be calculated to at least 3 decimal places and submitted to 3 decimal places.
3. All Site Specific LLFs shall account for Technical Losses only.
4. All Generic LLFs shall account for all losses (Technical and Non Technical).
5. Site Specific ~~LLF values~~ losses and the total Grid Supply Point Group (GSPG) losses shall be considered in the calculation of Generic LLFs.<sup>30</sup>
6. Non-EHV Generic LLFs ~~values~~ for Import and Export at the same site where the voltage level is the same shall have the same values.
7. There shall be no more than 2 Low Voltage (LV) and 2 High Voltage (HV) Generic LLFC Groups, in each GSPG, and at least 1 Generic EHV LLFC Group.
8. As a minimum, Generic LLFs shall be calculated separately for Day and ~~n~~ight.
9. LDSOs shall utilise Settlement data from a Settlement Run at R~~32~~ or greater and from a complete 12-month period, for calculating Generic LLFs. The 12-month period to be used shall be ~~determined by the Panel after the first year~~ the BSC Year<sup>31</sup> 3 years prior to the BSC Year for which the LLFs are being calculated.
10. Adjustments to calculation or application of LLFs, to take into account historic market wide issues noted in the BSC Auditor's latest Report, can only be made if agreed to be appropriate by the Panel.
11. Robust error detection and correction processes shall be in place throughout the calculation and submission of LLFs.
12. All Generic LLFs shall be re-calculated at least every 2 years.
13. All Site Specific LLFs shall be re-calculated when there has been a relevant change to the site or network, and at least every 5 years.<sup>32</sup>

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<sup>30</sup> ~~For the avoidance of doubt,~~ This principle allows Site Specific Losses to be calculated individually or in aggregate and then used in the calculation of Generic LLFs.

<sup>31</sup> ~~For the avoidance of doubt,~~ This principle only applies to the calculation of Generic LLFs. The BSC Year is 1 April to 31 March. LLFs for use in the BSC Year commencing 1 April 2011 should be calculated using the Settlement Data from the 2008 BSC Year, 1 April 2008 to 31 March 2009.

<sup>32</sup> Appendix 3.4 provides clarification on how this should be implemented.

14. No changes shall be made to approved Generic ~~LLFCs-LLFss-values~~ mid year. Annual updates will have an effective from date of 1 April. Where default LLFs have been applied due to an audit failure, these may be updated to the approved LLFs on a prospective basis as determined when the LLFs resubmitted by the LDSO have been approved by the Panel.

15. No retrospective changes shall be made to approved Site Specific or Generic LLFs other than to correct material manifest errors.

16. Changes shall only be made to approved Site Specific LLFs mid year if ~~there has been a material change affecting the site; and the revised LLFs have been approved by the Panel. Annual updates will have an effective from date of 1 April. Where default LLFs have been applied due to an audit failure, these may be updated to the approved LLFs on a prospective basis as determined from time to time by the Panel.~~

~~(a)There has been a material change affecting the site; and~~

~~(b)The revised LLFs have been approved by the Panel.~~

~~Annual updates will have an effective from date of 1 April. Where default LLFs have been applied due to an audit failure, these may be updated to the approved LLFs on a prospective basis as determined from time to time by the Panel.~~

### 3.2 Guidelines for the approval of LLF Values

The BSCCo will employ the following guidelines in its submission of LLFs to the Panel for approval:

- (a) The methodology employed by the LDSO has been approved;
- (b) The LLF values have been calculated in accordance with the approved methodology;
- (c) The LLF values have been audited and any outstanding non-compliance(s) have been resolved; and
- (d) Where appropriate, default LLF values are provided in accordance with Section 3.3 below.

LLF values that fail any part of the audit shall not be approved.

### 3.3 Use of Default Values

For all non-approved Site Specific LLFs and Generic LLFs~~C-Groups~~ default values shall be applied in the order of precedence below~~as follows~~:

- (a) ~~For all non-approved LLFs, t~~The default values shall be the last approved LLFs~~values~~;

- (b) Where there are no previously approved Site Specific LLFs, the default values shall be ~~from~~ the approved Generic LLFC Group LLFs for the equivalent voltage level;
- (c) Where there are no previously approved Generic LLFs, the default values shall be set to 1.000 (unity);

~~(d)~~ Default values shall continue to apply until such time as the LDSO submits a set of LLFs which are approved by the Panel, whereupon the new approved LLFs shall be applied on a prospective basis only;

~~(e)~~ For existing Site Specific LLFs or a Generic LLFC Group the previously approved LLFs shall continue to apply until such time as the LDSO submits a new set of LLFs which are approved by the Panel, whereupon the new approved LLFs shall be applied on a prospective basis only.

The default LLFs are applied on an equivalent day for day basis, for example, the previously approved LLFs for 1<sup>st</sup> January will be the default LLFs for the next 1<sup>st</sup> January. Where default LLFs have to be applied to 29<sup>th</sup> February, the previously approved LLFs for 28<sup>th</sup> February will be used;

~~(f)~~ On occasions when winter/summer or summer/winter clock changes become involved:

- (i) If the day on which default LLFs are to be applied is a clock change day, the set of LLFs approved for the corresponding clock change day in previous year shall be used; or
- (ii) If, when attempting to apply a default value, the corresponding day in the previous year is found to be a clock change day, the LLFs approved for the day immediately after that clock change day shall be used;

~~(g)~~ If, after attempting to apply the rules in (b) to (c), there is no data available from the corresponding Settlement Period in the previous year, a default LLF of 1.000 shall be applied.

In each instance, the default LLFs shall only be replaced by approved LLFs notified in accordance with Section 2.3.21.

### 3.4 Recalculation of LLFs

The LDSO shall employ the following guidelines when recalculating LLFs:

- (a) Site Specific LLFs which have been recalculated in the last 5 years, will only need to be recalculated when this 5 years is complete, even if the last recalculation was completed before ~~the implementation of Modification P216 on~~ 20 April 2009;
- (b) Site Specific LLFs which have not been recalculated in the last 5 years prior to ~~the implementation of Modification P216 on~~ 20 April 2009, will need to be recalculated for the second LLF submission following this date;

(c) New Site Specific LLFs (for new sites, or sites that have moved to Site Specific LLFs as a result of Principle 1) must be calculated for the first LLF submission following ~~the implementation of Modification P216 on~~ 20 April 2009; and

~~(d) Generic LLFs must be recalculated for the first LLF submission, following the implementation of Modification P216 on 20 April 2009.~~

### 3.5 LLF Calculation Audit Scope

The LLF Calculation audit<sup>33</sup> covers the checks outlined below:

1. Confirm all LLFs submitted have effective from dates of 1 April;
2. Confirm that CVA and SVA LLFs were submitted by a Category X Signatory;
3. Confirm all LLFs submitted are calculated to at least 3 decimal places and submitted to 3 decimal places (as per Principle 2);
4. Confirm data files are in the correct formats:
  - (a) For CVA LLFs, confirm that the long and/or short format files are in accordance with the format defined in Appendix 5~~;~~
  - (b) For SVA LLFs, confirm that the D0265 file is in accordance with the format defined in the Data Transfer Catalogue (DTC) in Appendix 6~~;~~
5. Confirm that the number of Settlement Periods for each Settlement Date matches the number of LLFs submitted for that date;
6. Confirm that all SVA LLFC IDs submitted are entered in MDD or an application has been made to do so and that LLFs have been submitted for all LLFCs contained in MDD;
7. Conduct a validation check, which will pick out<sup>34</sup>:
  - (a) All SVA LLFs which are  $<0.\underline{750000}$  or  $>1.250\dot{;}$
  - (b) All CVA LLFs which are  $<0.\underline{750000}$  or  $>1.\underline{250999}\dot{;}$
  - (c) All revised SVA LLFs which are outside a range specified as:  
 $\{\text{last year's LLF minus } 20\% \text{ of last year's loss}^{35}\}$  to  $\{\text{last year's LLF plus } 20\% \text{ of last year's loss}\}$ ;

Examples:

- i) if last year's LLF was 1.050, the valid range for this year would be 1.040 – 1.060; and
- ii) if last year's LLF was 0.950, the valid range for this year would be 0.940 – 0.960~~;~~
- (d) All revised CVA LLFs which are outside a range specified as:  
 $\{\text{last year's LLF minus } 50\% \text{ of last year's loss}^{36}\}$  to  $\{\text{last year's LLF plus } 100\% \text{ of last year's loss}\}$ ;

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<sup>33</sup> BSCCo will use a LLF validation system to conduct a number of the validation checks as outlined in this section.

<sup>34</sup> For checks 7(a) to 7(e) BSCCo shall compare the value submitted by the LDSO with a previous factor for a similar time period.

<sup>35</sup> The loss refers to the proportion of energy lost as a result of electricity flowing through the Distribution System.

Examples:

i) if last year's LLF was 1.050, the valid range for this year would be 1.025 – 1.100; and

ii) if last year's LLF was 0.950, the valid range for this year would be 0.900 – 0.975.

(e) All sites with new CVA or SVA Site Specific LLFs (that were not included in last year's submission).

8. Check a representative sample of LLFs to confirm that they have been calculated in accordance with the audited methodology. This check will be performed at the LDSO's offices<sup>37</sup>, and will include discussions with the LDSO and consideration of the audit trail.

9. Check a representative sample of Metering Systems to confirm that the correct LLFC has been applied. This check will be performed at the LDSO's offices. For clarity, this check will look at the application of an LLFC to Metering Systems during the last year.

### ~~3.6 Submission and Methodology Review timetable for the first year following Modification P216 implementation~~

~~Differences in submission dates and timescales for the first year are summarised in the table below:~~

<del>Date (First Year)</del>	<del>Date (Subsequent Years)</del>	<del>Action</del>
<del>By 1 May 2009</del>	<del>By 1 August</del>	<del>Submit methodologies and MSADs to BSCCo.</del>
<del>By 1 August 2009</del>	<del>By 1 September</del>	<del>Complete methodology review.</del>
<del>20 WD</del>	<del>5 WD</del>	<del>Provide draft LDSO reports.</del>
<del>20 WD</del>	<del>5 WD</del>	<del>Resolve any identified non-compliance(s).</del>
<del>15 WD</del>	<del>5 WD</del>	<del>Provide final LDSO reports.</del>

<sup>36</sup> The loss refers to the proportion of energy lost as a result of electricity flowing through the Distribution System.

<sup>37</sup> An Embedded LDSO that mirrors LLFs calculated by the relevant Host LDSO will not require a site visit as no calculation has been performed. The calculation audit for Embedded LDSOs that Mirror LLFs will check a representative sample of LLFs to confirm that the LLFs have been Mirrored correctly.

### **3.73.6** Appendices

#### **Methodology Self Assessment Documents**

Appendix 1: Methodology Self-Assessment Document (MSAD) for Host LDSOs and Embedded LDSOs that do not Mirror.

Appendix 2: Methodology Self-Assessment Document (MSAD) for Embedded LDSOs that Mirror.

#### **Calculation Self Assessment Documents**

Appendix 3: Calculation Self-Assessment Document (CSAD) for Host LDSOs and Embedded LDSOs that do not Mirror.

Appendix 4: Calculation Self-Assessment Document (CSAD) for Embedded LDSOs that Mirror.

#### **LLF Submission forms**

Appendix 5: CVA Long and Short Format data files.

Appendix 6: SVA Format data file (D0265).

#### **SVA LLF Summary Report**

Appendix 7: SVA Summary Report.

**Balancing and Settlement Code**

**BSC Procedure**

**BSCP128 - Appendix 1**

**Methodology Self Assessment Document (MSAD) for Host LDSOs and  
Embedded LDSOs that do not Mirror**

**Version 0.1**

**Effective Date: 20 April 2009**

## **BSCP128 - Appendix 1**

### **Relating to**

### **Methodology Self Assessment Document (MSAD) for Host LDSOs and Embedded LDSOs that do not Mirror**

1. Reference is made to the Balancing and Settlement Code (the Code) for the Electricity Industry in Great Britain and, in particular, to the definition of "BSC Procedure".
2. This is BSCP128 Appendix 1, Version 0.11.0 relating to the Methodology Self Assessment Document (MSAD) for Host LDSOs and Embedded LDSOs that do not Mirror.
3. This BSC Procedure Appendix is effective from 20 April 2009.
4. This BSC Procedure has been approved by the Panel.

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### AMENDMENT RECORD

Version	Date	Description of Changes	CRs Included	Mods Panel Ref
1.0	20/04/09	First Published	P216	153/04

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~~1. Line loss factor Methodology Self assessment document (MSAD) for Host LDSOS and Embedded LDSOS that do not mirror~~

~~NAME OF APPLICANT:~~

~~Authorised Person:~~

~~Having made appropriate enquiries of other directors and officials of the organisation, we confirm that~~

- ~~• the Line Loss Factor Methodology Self-Assessment Document (MSAD) is true, complete and accurate of any omission or ambiguity or for any other reason; and~~
- ~~• in our opinion, the arrangements as documented are adequate and appropriate for that service.~~

~~Approved by~~ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~Print Name~~

~~Signature~~

~~Position~~

~~Note: The MSAD should be signed off by a Person of relevant Authority for and on behalf of their company in respect of the submission of the Line Loss Factor Methodology.~~

## ~~1.1.~~ INTRODUCTION

### Objectives of the MSAD

The Audit of Line Loss Factors seeks to provide additional transparency and consistency regarding the calculation and application of Line Loss Factors (LLFs) used in Settlement by creating a set of high level principles, which all LLF methodologies (created by Licensed Distribution System Operators (LDSOs)) must adhere to. The principles are detailed in BSCP128 'Production, Submission, Audit and Approval of Line Loss Factors'.

Licensed Distribution System Operators require a review of the methodologies used to calculate LLFs to ensure that they are consistent with the principles. This Methodology Self Assessment Document (MSAD) is designed to gather factual information about the LLF Methodology and the Principles (as detailed in section 3.1 of BSCP128) that it complies with.

For any defined terms see BSCP128. All defined terms are initially capitalised. Any other terms please refer to the Balancing Settlement Code.

### Guidance for completing the MSAD

The MSAD has been split into three sections as follows:

#### 1.1 ~~Introduction~~

#### ~~1.2~~ General Information

This section should be completed in full in respect of all questions.

#### 1.32 Methodology Applicability Section.

LDSOs should provide information to which GSP Groups the Methodology applies to.

#### 1.43 Principles Assessment Section.

This section contains a series of questions, for each of which guidance is provided in order to either provide clarification or to set out the areas the response should address. It is only required to be completed where a new methodology is submitted or there has been a change to an existing methodology.

The LDSO should also indicate what evidence is available to support the responses given. This evidence will need to be available to BSCCo for the review take place.

References to 'systems' within the MSAD do not relate solely to the functionality of computer hardware and software, but extend to the supporting business and operational processes (including manual processes). The term 'development' in relation to a system refers to either the development of a new system or to any significant changes or upgrades in respect of an existing system.

The final question in this section is not mandatory and is provided so that Applicants can provide any additional information that they consider to be relevant to their methodology and MSAD submission.

<b>1.21.1 General Information</b>	
<b>Distribution Company Name</b>	
<p><u>We confirm that:</u></p> <ul style="list-style-type: none"> <li>the Line Loss Factor Methodology Self-Assessment Document (MSAD) is true, complete and accurate and not misleading because of any omission or ambiguity or for any other reason; and</li> <li>in our opinion, the arrangements as documented are adequate and appropriate for the provisions under the Balancing and Settlement Code Section K and BSCP128 'Production, Submission, Audit and Approval of Line Loss Factors.'</li> </ul>	
<b>Authorised Signature</b>	
<b>Name of Authorised Signatory</b> <b>(Category X as per BSCP38 'Authorisations')</b>	
<b>Password</b>	
<b>Date</b>	
<p><b>VERIFICATION OF DETAILS</b>      <i>To be completed by BSCCo</i></p> <p>DATE RECEIVED _____</p> <p>NAME AND PASSWORD/SIGNATURE VALID (Y/N) _____</p>	

<b>1.31.2 Methodology Applicability</b>	
<p><b>Please attach a copy of the methodology statement and provide the following details:</b></p> <p>Methodology Statement Name</p> <p>Publication Date</p> <p>Version No.</p>	
<p><b>Distribution Area(s) (GSP Group(s)) to which methodology is applicable to:</b></p>	
<p><b>Has the methodology changed from the previous submission? <u>If yes please provide a description of the change.</u></b></p>	
<p>In the remainder of this document the methodology detailed above will be referred to as ‘the methodology’.</p>	

<b>1.41.3 Principles Review</b>			
Question	Guidance	LDSO Response: Y/N	Reference to supporting evidence in methodology
1a. Sites that are connected at EHV shall have Site Specific LLFs. How does the methodology comply with this principle?	EHV – Extra High Voltage and Site Specific are defined in BSCP128 please refer to the defined terms.  Evidence should include how the LDSO determines sites to be connected at EHV.		
1b. where the customer has requested Site Specific LLFs and the LDSO is in agreement with this request the LDSO shall calculate and assign a Site Specific LLF. How does the methodology comply with this principle?	Evidence will be required to detail correspondence between the customer and the LDSO. The relevant MSIDs shall also be provided.		
2. All LLFs must be calculated <b>and submitted</b> to 3.d.p. How does the methodology comply with this principle?	Evidence shall be provided to clearly state that the LLFs will be calculated to 3 decimal places.		
3. All Site Specific LLFs shall account for Technical Losses only. How does the methodology comply with this principle?	‘Technical Losses’ is defined in BSCP128 please refer to the defined terms.  The LDSO should include a high level description of the calculation method and model used to calculate Site Specific LLFs.		

<b>1.41.3 Principles Review</b>			
Question	Guidance	LDSO Response: Y/N	Reference to supporting evidence in methodology
4. Generic LLFs shall account for all Losses (Technical and Non Technical) in the distribution area. How does the methodology comply with this principle?	<p>‘Technical’ and ‘Non Technical losses’ are defined in BSCP128 please refer to the defined terms.</p> <p>The LDSO should include a high level description of the calculation method and model used to calculate Generic LLFs.</p>		
5. Site Specific <del>LLF values</del> losses and the total GSP Group losses shall be considered in the calculation of Generic LLFs. How does the methodology comply with this principle?	Evidence shall be provided on how the calculation uses both losses associated with MSIDs with Site Specific LLFs and Settlement Data of the relevant GSP Group losses.		
6. <del>Non-EHV</del> Generic LLFCs for Import and Export at the same site where the voltage level is the same shall have the same values. How does the methodology comply with this principle?	Examples of evidence can include MSIDs for sites with Import and Export at the same voltage.		
7a. There shall be no more than 2 Low Voltage (LV) LLFC Groups, in each GSP Group. How does the methodology comply with this principle?	<p>Low Voltage is defined in BSCP128, please refer to the defined terms.</p> <p>Evidence should include the LLFC Groups used.</p>		

<b>1.41.3 Principles Review</b>			
Question	Guidance	LDSO Response: Y/N	Reference to supporting evidence in methodology
7b. There shall be no more than 2 High Voltage (HV) LLFC Groups, in each GSP Group. How does the methodology comply with this principle?	High Voltage is defined in BSCP128, please refer to the defined terms.  Evidence should include the LLFC Groups used.		
7c. There shall be at least 1 Generic EHV LLFC Group in each GSP Group. How does the methodology comply with this principle?	EHV – Extra High Voltage is defined in BSCP128, please refer to the defined terms.  Evidence should include the LLFC Group(s) used.		
8. As a minimum, Generic LLFs shall be calculated separately for Day and Night. How does the methodology comply with this principle?	‘Day and Night’ is defined in BSCP128 please refer to the defined terms.  The methodology statement will be required to define ‘Day and Night’, LDSOs may also have greater granularity above ‘Day and Night’.  Evidence will require a specific statement from the methodology and its location.		

<b>1.41.3 Principles Review</b>			
Question	Guidance	LDSO Response: Y/N	Reference to supporting evidence in methodology
<p><u>9. LDSOs shall utilise Settlement data from a Settlement Run at R3 or greater and from a complete 12-month period, for calculating Generic LLFs. The 12-month period to be used shall be the BSC Year1 3 years prior to the BSC Year for which the LLFs are being calculated.</u></p> <p><del>LDSOs shall utilise Settlement data from a Settlement Run at R2 or greater and from a complete 12-month period, for calculating LLFs.</del> How does the methodology comply with this principle?</p>	Evidence shall be provided on what data the methodology specifies the calculation to use		
<p>10. Adjustments to LLFs, to take into account historic market wide issues noted in the BSC Auditor’s latest Report, can only be made if agreed to be appropriate by the Panel. How does the methodology comply with this principle?</p>	Evidence shall be provided on how the methodology takes into account any Panel decisions with regards to market issues and the calculation of LLFs.		
<p>11. Robust error detection and correction processes shall be in place throughout the calculation <u>and submission</u> of LLFs. How does the methodology comply with this principle?</p>	Evidence shall be provided on what quality management systems and control techniques the methodology describes in the calculation of LLFs		

<sup>1</sup> This principle only applies to the calculation of Generic LLFs. The BSC Year is 1 April to 31 March, for LLFs applying in April 2011 the Settlement Data will cover the 2008 BSC Year, 1 April 2008 to 31 March 2009.

<b>1.41.3 Principles Review</b>			
Question	Guidance	LDSO Response: Y/N	Reference to supporting evidence in methodology
12. All Generic LLFs shall be re-calculated at least every 2 years? How does the methodology comply with this principle?	Evidence shall be provided on the frequency of re-calculation or criteria used to determine how often the Generic LLFs are calculated.		
13. All Site Specific LLFs shall be re-calculated when there has been a relevant change to the site or network, and at least every 5 years? How does the methodology comply with this principle?	Evidence shall be provided on the frequency of re-calculation or criteria used to determine how often Site Specific LLFs are calculated.		
<u>14. No changes shall be made to approved Generic LLFs mid year. Annual updates will have an effective from date of 1 April. Where default LLFs have been applied due to an audit failure, these may be updated to the approved LLFs on a prospective basis as determined when the LLFs resubmitted by the LDSO have been approved by the Panel.</u>  <u>How does the methodology comply with this principle?</u>	<u>The principle must be included in the methodology statement.</u>		
<u>15. No retrospective changes shall be made to approved Site Specific LLFs or Generic LLFs.</u>  <u>How does the methodology comply with this principle?</u>	<u>The principle must be included in the methodology statement.</u>		

<b>1.41.3 Principles Review</b>			
Question	Guidance	LDSO Response: Y/N	Reference to supporting evidence in methodology
<p><u>16. Changes shall only be made to approved Site Specific LLFs mid year if there has been a material change affecting the site; and the revised LLFs have been approved by the Panel.</u></p> <p><u>How does the methodology comply with this principle?</u></p>	<p><u>The principle must be included in the methodology statement.</u></p>		
<p>Is there any additional detail you would like to add to your response?</p>	<p>Additional information that supports the review of the Methodology Statement can be added here or appended to the document.</p>		

**Balancing and Settlement Code**

**BSC Procedure**

**BSCP128 - Appendix 2**

**Methodology Self Assessment Document (MSAD) for Embedded LDSOs  
that Mirror**

**Version 1.0**

**Effective Date: 20 April 2009**

## **BSCP128 - Appendix 2**

### **Relating to**

### **Methodology Self Assessment Document (MSAD) for Embedded LDSOs that Mirror**

1. Reference is made to the Balancing and Settlement Code (the Code) for the Electricity Industry in Great Britain and, in particular, to the definition of "BSC Procedure".
2. This is BSCP128 Appendix 2, Version 1.0 relating to the Methodology Self Assessment Document (MSAD) for Embedded LDSOs that Mirror.
3. This BSC Procedure Appendix is effective from 20 April 2009.
4. This BSC Procedure has been approved by the Panel.

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### AMENDMENT RECORD

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~~1.~~

~~NAME OF APPLICANT:~~

~~Authorised Person:~~

~~Having made appropriate enquiries of other directors and officials of the organisation, we confirm that~~

- ~~• the Line Loss Factor Methodology Self-Assessment Document (MSAD) is true, complete and accurate in all respects, and contains no omission or ambiguity or for any other reason; and~~
- ~~• in our opinion, the arrangements as documented are adequate and appropriate for that service.~~

~~\_\_\_\_\_~~  
~~Approved by~~

~~\_\_\_\_\_~~  
~~Print Name~~

~~\_\_\_\_\_~~  
~~Signature~~

~~\_\_\_\_\_~~  
~~Position~~

~~Note: The MSAD should be signed off by a Person of relevant Authority for and on behalf of their company in respect of the submission of the Line Loss Factor Methodology.~~

## 1.1. INTRODUCTION

### Objectives of the MSAD

The Audit of Line Loss Factors seeks to provide additional transparency and consistency regarding the calculation and application of Line Loss Factors (LLFs) used in Settlement by creating a set of high level principles, which all LLF methodologies (created by Licensed Distribution System Operators (LDSOs)) must adhere to. The principles are detailed in BSCP128 ‘Production, Submission, Audit and Approval of Line Loss Factors’.

Licensed Distribution System Operators require a review of the methodologies used to calculate LLFs to ensure that they are consistent with the principles. This Methodology Self Assessment Document (MSAD) is for Embedded LDSOs that **Mirror the HOST LDSO’s methodology (or another Embedded LDSO that has its own methodology)**. It is designed to gather factual information about the GSP Groups and therefore which LLF Methodology(ies) the Embedded LDSO is Mirroring.

### Guidance for completing the MSAD

The MSAD has been split into two sections as follows:

#### 1.1 General Information

This section should be completed in full in respect of all questions.

#### 1.2 Methodology Applicability Section.

LDSOs should provide information for each GSP Group in which it operates and the methodology it is Mirroring for the relevant GSP Group. Where the Embedded LDSO does not operate in a GSP Group, the Host LDSO field should be marked as N/A and other fields for that GSP Group left blank.

#### 1.3 Generic Supporting Information

LDSOs should provide the information requested in the table for each GSP Group in which it operates.

<b>1.21.1 General Information</b>	
<b>Distribution Company Name</b>	
<p><u>We confirm that:</u></p> <ul style="list-style-type: none"> <li>the Line Loss Factor Methodology Self-Assessment Document (MSAD) is true, complete and accurate and not misleading because of any omission or ambiguity or for any other reason; and</li> <li>in our opinion, the arrangements as documented are adequate and appropriate for the provisions under the Balancing and Settlement Code Section K and BSCP128 'Production, Submission, Audit and Approval of Line Loss Factors.'</li> </ul>	
<b>Authorised Signature</b>	
<b>Name of Authorised Signatory</b> <u>(Category X as per BSCP38 'Authorisations')</u>	
<b>Password</b>	
<b>Date</b>	
<b>VERIFICATION OF DETAILS</b> <i>To be completed by BSCCo</i> DATE RECEIVED _____ NAME AND PASSWORD/SIGNATURE VALID (Y/N) _____	

<b><u>1.2 Methodology Applicability by GSP Group</u></b>			
<b>GSP Group</b>	<b><u>Do you have any sites Metering Systems within this GSP Group? Host LDSO</u></b>	<b><u>Will you Mirror the Host LDSO LLFs? Methodology Statement Version No.</u></b>	<b><u>If you are not Mirroring the Host LDSO LLFs please provide an explanation of your LLF calculation</u></b>
<b>_A Eastern</b>	<u>Yes/No</u>	<u>Yes/No</u>	
<b>_B East Midlands</b>	<u>Yes/No</u>	<u>Yes/No</u>	
<b>_C London</b>	<u>Yes/No</u>	<u>Yes/No</u>	
<b>_D Merseyside and North Wales</b>	<u>Yes/No</u>	<u>Yes/No</u>	
<b>_E Midlands</b>	<u>Yes/No</u>	<u>Yes/No</u>	
<b>_F Northern</b>	<u>Yes/No</u>	<u>Yes/No</u>	
<b>_G North Western</b>	<u>Yes/No</u>	<u>Yes/No</u>	
<b>_H Southern</b>	<u>Yes/No</u>	<u>Yes/No</u>	
<b>_J South Eastern</b>	<u>Yes/No</u>	<u>Yes/No</u>	
<b>_K South Wales</b>	<u>Yes/No</u>	<u>Yes/No</u>	
<b>_L South Western</b>	<u>Yes/No</u>	<u>Yes/No</u>	
<b>_M Yorkshire</b>	<u>Yes/No</u>	<u>Yes/No</u>	

<b>_N South Scotland</b>	<u>Yes/No</u>	<u>Yes/No</u>	
<b>_P North Scotland</b>	<u>Yes/No</u>	<u>Yes/No</u>	

Note: Where an Embedded LDSO proposes to use their own methodology to calculate any LLFs the MSAD document ‘MSAD for Host LDSOs and Embedded LDSOs that do not Mirror’ (BSCP128 Appendix 1 to BSCP128) should be completed.

**1.3 Generic supporting information**

<u>GSP Group</u>	<u>LLFC Group Description</u>	<u>Voltage (EHV/HV/LV)</u>	<u>Applicable LLFCs</u>	<u>No. of Metering Point Identification Numbers (MPANs)<sup>1</sup></u>

---

<sup>1</sup> Approximate numbers are acceptable at date of submission.

**Balancing and Settlement Code**

**BSC Procedure**

**BSCP128 - Appendix 3**

**Calculation Self Assessment Document (CSAD) for Host LDSOs and  
Embedded LDSOs that do not Mirror**

**Version 1.0**

**Effective Date: 20 April 2009**

## **BSCP128 - Appendix 3**

### **Relating to**

### **Calculation Assessment Document (CSAD) for Host LDSOs and Embedded LDSOs that do not Mirror**

1. Reference is made to the Balancing and Settlement Code (the Code) for the Electricity Industry in Great Britain and, in particular, to the definition of "BSC Procedure".
2. This is BSCP128 Appendix 3, Version 1.0 relating to the Calculation Self Assessment Document (CSAD) for Host LDSOs and Embedded LDSOs that do not Mirror.
3. This BSC Procedure Appendix is effective from 20 April 2009.
4. This BSC Procedure has been approved by the Panel.

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## **1.1. INTRODUCTION**

### **Objectives of the CSAD**

The Audit of Line Loss Factors seeks to provide additional transparency and consistency regarding the calculation and application of Line Loss Factors (LLFs) used in Settlement by creating a set of high level principles, which all LLF methodologies (created by Licensed Distribution System Operators (LDSOs)) must adhere to. The principles are detailed in BSCP128 ‘Production, Submission, Audit and Approval of Line Loss Factors’. The LDSO must then calculate the LLFs according to their approved methodology statement. An audit of the LLF calculations is required to ensure that they are consistent with the approved methodology.

This Calculation Self Assessment Document (CSAD) is designed to gather factual information about the compliance of the LLF Calculations and the methodology it applies to.

For any defined terms see BSCP128. All defined terms are initially capitalised. Any other terms please refer to the Balancing Settlement Code.

### **Guidance for completing the CSAD**

The CSAD has been split into three sections as follows:

#### **1.1 Introduction**

##### **1.21 General Information**

This section should be completed in full in respect of all questions.

##### **1.23 Calculation Applicability Section.**

LDSOs should provide information to which GSP Groups and Methodology the calculation applies to.

##### **1.34 Calculations Assessment Section.**

This section contains a series of questions, for each of which guidance is provided in order to either provide clarification or to set out the areas the response should address.

The LDSO should also indicate what evidence is available to support the responses given. This evidence will need to be available to BSCCo for the audit to review take place.

References to ‘systems’ within the CSAD do not relate solely to the functionality of computer hardware and software, but extend to the supporting business and operational processes (including manual processes). The term ‘development’ in relation to a system refers to either the development of a new system or to any significant changes or upgrades in respect of an existing system.

The final question in this section is not mandatory and is provided so that Applicants can provide any additional information that they consider to be relevant to their application.

<b>1.21.1 General Information</b>	
<b>Distribution Company Name:</b>	
<u>We confirm that:</u>	
<ul style="list-style-type: none"> <li>• <u>the Line Loss Factor Calculation Self-Assessment Document (CSAD) is true, complete and accurate and not misleading because of any omission or ambiguity or for any other reason; and</u></li> <li>• <u>in our opinion, the arrangements as documented are adequate and appropriate for the provisions under the Balancing and Settlement Code Section K and BSCP128 'Production, Submission, Audit and Approval of Line Loss Factors.'</u></li> </ul>	
<b>Authorised Signature:</b>	
<b>Name of Authorised Signatory:</b>  (Category X as per BSCP38 'Authorisations')	
<b>Password:</b>	
<b>Date:</b>	
<b>VERIFICATION OF DETAILS</b> <i>To be completed by BSCCo</i>	
DATE RECEIVED: _____	
NAME AND PASSWORD/SIGNATURE VALID (Y/N): _____	

<p><b>1.31.2 Calculation Applicability</b></p>	<p><b>Details:</b></p>
<p>Please <b>provide</b> details of the relevant methodology statement that the calculations comply to:</p>	
<p>Methodology Statement Name: Publication Date: Version No.:</p>	
<p><b>Distribution Area(s) (GSP Group(s)) to which methodology is applicable to:</b></p>	
<p><b>Are the LLFs <del>are</del> calculated in accordance with the methodology statement detailed above? (Yes/No)</b></p>	
<p><b>Have you re-calculated <del>any</del> LLFs <del>since the last</del>for this annual submission? If so please provide details. <del>Has the methodology changed since last year's submission? If so please provide details.</del></b></p>	

<b>1.41.3 Calculations Assessment</b>				
<b>No.</b>	<b>Question</b>	<b>Guidance</b>	<b>Response</b>	<b>Evidence</b>
<b>1a</b>	<b>Please provide details of the calculation method for <u>Site Specific</u> LLFs.</b>	<p>Please give a description of the calculation method used. This should include a reference to the location in the methodology statement.</p> <p>The LDSO may wish to include an illustrative example as evidence.</p>		
<b>1b</b>	<b>Please provide details of the process steps for your calculation of <u>Site Specific</u> LLFs.</b>	<p>Please give a description of the end to end process for calculating Site Specific LLFs.</p> <p>The LDSO may wish to include high level flow diagram of the process or internal working instructions that detail the process.</p>		
<b>2a</b>	<b>Please provide details of the calculation method for <u>Generic</u> LLFs.</b>	<p>Please give a description of the calculation method used. This should include a reference to the location in the methodology statement.</p>		
<b>2b</b>	<b>Please provide details of the process steps for your calculation of <u>Generic</u> LLFs.</b>	<p>Please give a description of the end to end process for calculating Generic LLFs.</p> <p>LDSO may wish to include high level flow diagram of the process or internal working instructions that detail the process.</p>		

<b>1.41.3 Calculations Assessment</b>				
<b>No.</b>	<b>Question</b>	<b>Guidance</b>	<b>Response</b>	<b>Evidence</b>
3	<b>Please complete the table of information for all Site Specific and Generic LLFs as detailed in section 2.</b>	<p><u>Data can be submitted in Excel file format with your CSAD submission.</u></p> <p>Section 2 is for supporting information for Site Specific and Generic data information submission. This information is used to aid the validation of the LLF data submission. LDSOs may choose to submit the information in Excel format as an attachment to the CSAD.</p>		
4	<b>Have all changes or new SVA LLFC IDs been submitted into the Market Domain Data (MDD) change process (as per BSCP509)? If so please give details.</b>	Any changes or new LLFC IDs must be submitted through the MDD change process. The correct LLFC IDs (and supporting information) are required to be approved in MDD prior to submission of the SVA LLFs. LDSOs should confirm that the MDD Change Request Form(s) (with CR References) have been submitted (see BSCP509 for further details).		
5	<b>Have all SVA LLFs been submitted in the D0265 file format? (Y/N)</b>	The file format for SVA LLF submission is detailed in Appendix 6 of BSCP128 or in the Data Transfer Catalogue.		

<b>1.41.3 Calculations Assessment</b>				
<b>No.</b>	<b>Question</b>	<b>Guidance</b>	<b>Response</b>	<b>Evidence</b>
6	<b>Have CVA LLFs been submitted in the specified long or short file format? (Y/N)</b>	<p>The file format for CVA LLF submission is detailed in Appendix 5 of BSCP128.</p> <p>There are two formats that can be used, a long format detailing every Settlement Day and Settlement Period LLF and a short format detailing the LLF to be used for specified date ranges.</p> <p>The file requires a checksum, further information on calculating the checksum is detailed in section Appendix 5 of BSCP128.</p>		
7	<b>Are all LLFs submitted for start date 01 April (and start Settlement Period 1)? If not please give details,</b>	<p>The annual submission of LLFs covers the period 01 April to 31 March. Confirmation is required that all LLFs in the submission start from Settlement Period 1 on 01 April.</p> <p>Evidence will detail how this had been checked.</p>		
8	<b>Are all LLFs calculated <u>to at least 3 decimal places and submitted to 3 decimal places?</u> (Y/N)</b>	<p>LLFs are required to be calculated to three decimal places. Please confirm that all LLFs are calculated to 3.d.p in all files submitted.</p> <p>Evidence should include details of how</p>		

<b>1.41.3 Calculations Assessment</b>				
<b>No.</b>	<b>Question</b>	<b>Guidance</b>	<b>Response</b>	<b>Evidence</b>
		this validation has been carried out.		
<b>9a</b>	<b>Are all SVA LLFs <math>\geq 0.750000</math> and <math>\leq 1.250</math>? (Y/N)</b>	Please confirm that all SVA LLFs are calculated within the range specified.  Evidence should include details of how this validation has been carried out.		
<b>9b</b>	<b>Are all CVA LLFs <math>\geq 0.750000</math> and <math>\leq 1.250999</math>? (Y/N)</b>	Please confirm that all CVA LLFs are calculated within the range specified.  Evidence should include details of how this validation has been carried out.		
<b>9c</b>	<b>Are there any SVA LLFs that have significantly changed from the last submission of LLFs? BSCCo would therefore expect evidence to be provided for all LLFs which are expected to breach this tolerance.</b>	BSCCo will be validating the SVA submission in accordance with BSCP128 Section 3.5 point 7 c). BSCCo will identify any LLF values that are outside of the range specified. <del>(<math>\pm 20\%</math> change from the last LLF submission). Any values that fall outside of this range.</del> BSCCo will request from the LDSO evidence <u>for any values that fall outside of this range</u> and supporting rationale to justify this change.  Evidence should include details of how this validation has been carried out and supporting rationale for the change in LLF Values.		

<b>1.41.3 Calculations Assessment</b>				
<b>No.</b>	<b>Question</b>	<b>Guidance</b>	<b>Response</b>	<b>Evidence</b>
<b>9d</b>	<b>Are there any CVA LLFs that have significantly changed from the last submission of LLFs? BSCCo would therefore expect evidence to be provided for all LLFs which are expected to breach this tolerance.</b>	<p>BSCCo will be validating the CVA submission in accordance with BSCP128 Section 3.5 point 7 <del>(e)</del>.                      BSCCo will identify any LLF values that are outside <del>the</del> range specified <del>(+100% and -50% change from the last LLF submission). Any values that fall outside of this range</del>, BSCCo will request from the LDSO evidence <u>for any values that fall outside of this range</u> and supporting rationale to justify this change.</p> <p>Evidence should include details of how this validation has been carried out and supporting rationale for the change in LLF Values.</p>		
<b>9e</b>	<b>Are there any new Site Specific sites that were not included in last year’s submission? If so, please give details.</b>	Please provide information in 2.1 for any new Site Specific sites.		
<b>10</b>	<b>Have any sites undergone a Relevant Change? If so please provide details.</b>	Relevant Changes are defined in BSCP128 as ‘A significant change to the physical plant, apparatus, distribution network, or capacity which causes a change to the Line Loss Factors’.		

<b>1.41.3 Calculations Assessment</b>				
<b>No.</b>	<b>Question</b>	<b>Guidance</b>	<b>Response</b>	<b>Evidence</b>
		Information and supporting evidence should be detailed in the response. MSIDs should be flagged with the relevant information as in 2.1.		
<b>11</b>	<b>Please <u>provide</u> details of the error checking processes carried out when calculating LLFs.</b>	LDSOs are required to have robust error detection and correction processes in place throughout the calculation of LLFs.  LDSOs may wish to provide references in to their working instructions and/or process maps, including details on the error checking processes used in the calculation process.		
<b>12</b>	<b>Have all Site Specific LLFs been calculated within the last 5 years? (Y/N).</b>	Site Specific LLFs must be calculated at least every 5 years. The cut off for the 5 year period is 30 September. Any failure to do so will lead to a non-compliance.  For example, the annual LLFs for 1 April 201 <del>6</del> <u>1</u> , with calculations submission date of 1 October 201 <del>5</del> <u>0</u> , any Site Specific LLFs calculated up to <u>and including</u> 30 September 20 <del>4</del> <u>0</u> <u>0</u> <u>5</u> must <u>have been</u> re-calculated.  <del>The 5 year requirement will be operational from submissions for the</del>		

<b>1.41.3 Calculations Assessment</b>				
<b>No.</b>	<b>Question</b>	<b>Guidance</b>	<b>Response</b>	<b>Evidence</b>
		<del>2011 annual re-load. Therefore any Site Specific LLFs calculated up to 30 September 2005 will need to be re-calculated for the 1 October 2010 submission.</del>		
<b>13</b>	<b>Have all Generic LLFs been calculated within the last 2 years? (Y/N)</b>	<p>Generic LLFs must be calculated at least every 2 years. The cut off for the 2 year period is 30 September. Any failure to do so will lead to a non-compliance.</p> <p>For example, the annual LLFs for 1 April 2011, with calculations submission date of 1 October 2010, any <del>Site Specific</del> LLFs calculated up to <u>and including</u> 30 September 2008 <del>13</del> must <u>have been</u> re-calculated.</p> <p><del>The submission for April 2010 annual re-load will require all Generic LLFs to be re-calculated.</del></p>		
<b>14</b>	<b>Does the calculation involve third parties? If so please provide details</b>	Where aspects of the calculation are sub-contracted to a third party the activity should be detailed in the response field (description of process, process maps, quality checks, etc). The LDSO is still responsible for any elements that it has contracted out.		

<b>1.41.3 Calculations Assessment</b>				
<b>No.</b>	<b>Question</b>	<b>Guidance</b>	<b>Response</b>	<b>Evidence</b>
		For example, a LDSO may utilise a third Party to generate the Site Specific LLFs for a particular site.		
<b>15</b>	<b>Is there any additional detail you would like to add to your response?</b>	Additional information that supports the Audit of the Calculations can be added here or appended to the document.		

2. APPENDICES

2.1 Site Specific and EHV generic supporting information for both CVA and SVA (if applicable)

MSID/ LLFC	Circuit Name	Connection Voltage (kV)	Voltage of circuit to which the Meter is connected (primary voltage) (kV)	<u>STOD</u> <u>1<sup>1</sup> LLF/</u> <u>[STOD</u> <u>name]<sup>2</sup></u>	<u>STOD 2 LLF/</u> <u>[STOD</u> <u>name]Maximum</u> <u>Export</u> <u>capability of</u> <u>connected Total</u> <u>System circuit</u> <u>(MVA)</u>	<u>STOD 3 LLF/</u> <u>[STOD</u> <u>name]Maximum</u> <u>Import</u> <u>capability of</u> <u>connected Total</u> <u>System circuit</u> <u>(MVA)</u>	<u>STOD 4 LLF/</u> <u>[STOD</u> <u>name]Maximum</u> <u>capacity of</u> <u>connection to</u> <u>the system</u> <u>(MVA)</u>	<u>STOD 5 LLF/</u> <u>[STOD</u> <u>name]Expected</u> <u>Import/</u> <u>Export volume</u> <u>behaviour</u>	<u>Import</u> <u>/</u> <u>Export</u> <u>and</u> <u>MVA</u>	When were the LLFs last calculated for the MSID?	Are the LLFs Site Specific?	Was the site included in the previous <u>annual</u> submission?	Have any of the MSIDs undergone a relevant change since the previous <u>annual</u> submission? <sup>3</sup>
										Date	Yes / No	Yes / No	Yes / No
										Date	Yes / No	Yes / No	Yes / No
										Date	Yes / No	Yes / No	Yes / No
										Date	Yes / No	Yes / No	Yes / No
										Date	Yes / No	Yes / No	Yes / No
										Date	Yes / No	Yes / No	Yes / No

<sup>1</sup> The number of Seasonal Time of Day (STOD) Periods may be greater than or less than 5, please amend the table accordingly for your submission.

<sup>2</sup> For example Day or Other.

<sup>3</sup> If yes, please enclose a brief explanation as an attachment when submitting the Line Loss Factors to BSCCo for approval. This should explain, for each applicable MSID, why the values have changed from those previously in Settlement.

## 2.2 Generic supporting information

<b>Generic Sites</b>			
<b>LLFC Group</b>	<b>Voltage (EHV/HV/LV)</b>	<b>Applicable LLFCs</b>	<b>Last calculation date</b>

<u>LLFC Group Name</u>	<u>Voltage (EHV/HV/LV)</u>	<u>Applicable LLFCs</u>	<u>STOD 1 LLF<sup>4</sup>/ [STOD name]<sup>5</sup></u>	<u>STOD 2 LLF/ [STOD name]</u>	<u>STOD 3 LLF/ [STOD name]</u>	<u>STOD 4 LLF/ [STOD name]</u>	<u>STOD 5 LLF/ [STOD name]</u>	<u>Last calculation date</u>	<u>No. of MPANs<sup>6</sup></u>

<sup>4</sup> The number of Seasonal Time of Day (STOD) Periods may be greater than or less than 5, please amend the table accordingly for your submission.

<sup>5</sup> For example Day or Other.

<sup>6</sup> Approximate numbers are acceptable at the date of submission.


**Balancing and Settlement Code**

**BSC Procedure**

**BSCP128 - Appendix 4**

**Line Loss Factor Calculation Self Assessment Document (CSAD) for  
Embedded LDSOs that Mirror**

**Version 1.0**

**Effective Date: 20 April 2009**

## **BSCP128 - Appendix 4**

### **Relating to**

### **Line Loss Factor Calculation Self Assessment Document (CSAD) for Embedded LDSOs that Mirror**

1. Reference is made to the Balancing and Settlement Code (the Code) for the Electricity Industry in Great Britain and, in particular, to the definition of "BSC Procedure".
2. This is BSCP128 Appendix 4, Version 1.0 relating to the Calculation Self Assessment Document (CSAD) for Embedded LDSOs that Mirror.
3. This BSC Procedure Appendix is effective from 20 April 2009.
4. This BSC Procedure has been approved by the Panel.

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**AMENDMENT RECORD**

<b>Version</b>	<b>Date</b>	<b>Description of Changes</b>	<b>CRs Included</b>	<b>Mods Panel Ref</b>
1.0	20/04/09	First Published	P216	153/04

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~~**1.1. CALCULATION ASSESSMENT DOCUMENT (CSAD) FOR EMBEDDED**~~

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~~**1.1.2 General Information ..... 7**~~

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~~**1.**~~

~~1. calculation assessment document (cSAD) for embedded IDSOS that mirror~~

~~NAME OF APPLICANT:~~

~~Authorised Person:~~

~~Having made appropriate enquiries of other directors and officials of the organisation, we confirm that:~~

- ~~• the Line Loss Factor Calculation Self Assessment Document (CSAD) is true, complete and accurate and not in breach of any law, regulation, contract, agreement, policy or for any other reason; and~~
- ~~• in our opinion, the arrangements as documented are adequate and appropriate for the provisions under the Balancing and Settlement Code (BSCP128) 'Production, Submission, Audit and Approval of Line Loss Factors.'~~

~~\_\_\_\_\_ Approved by \_\_\_\_\_~~

~~\_\_\_\_\_~~

~~\_\_\_\_\_~~

~~\_\_\_\_\_ Print Name~~

~~\_\_\_\_\_ Signature~~

~~\_\_\_\_\_ Position~~

~~Note: The CSAD should be signed off by a Person of relevant Authority for and on behalf of their company in respect of the submission of the Line Loss Factor Methodology.~~

## **1.1. INTRODUCTION**

### **Objectives of the CSAD**

The Audit of Line Loss Factors seeks to provide additional transparency and consistency regarding the calculation and application of Line Loss Factors (LLFs) used in Settlement by creating a set of high level principles, which all LLF methodologies (created by Licensed Distribution System Operators (LDSOs)) must adhere to. The principles are detailed in BSCP128 'Production, Submission, Audit and Approval of Line Loss Factors'. For Embedded LDSOs that Mirror another LDSO's methodology, they must obtain the LLFs (either from that LDSO or from the BSC Website), process the LLF data in accordance with their own valid Line Loss Factor Groups and Classes and submit them to BSCCo (the LLFs must be in accordance with the methodology approved by the Panel). An audit of the Embedded LDSO's LLF calculations/processing is required to ensure that the LLFs are consistent requirements of the BSC Section K and BSCP128 (and in accordance with the approved methodology).

This Calculation Self Assessment Document for Embedded LDSOs who Mirror (CSAD) is designed to gather factual information about the compliance of the LLF calculations/processing and the methodology it applies to.

For any defined terms see BSCP128. All defined terms are initially capitalised. Any other terms please refer to the Balancing Settlement Code.

### **Guidance for completing the CSAD**

The CSAD has been split into three sections as follows:

#### **1.1 Introduction**

##### **1.21 General Information**

This section should be completed in full in respect of all questions.

##### **1.32 Calculation/Processing Applicability Section.**

Embedded LDSOs should provide information to which GSP Groups and LDSOs' methodologies the calculation/processing applies to.

##### **1.43 Calculations/Processing Assessment Section.**

This section contains a series of questions, for each of which guidance is provided in order to either provide clarification or to set out the areas the response should address.

The Embedded LDSO should also indicate what evidence is available to support the responses given. This evidence will need to be available to BSCCo for the audit to review take place. References to 'systems' within the CSAD do not relate solely to the functionality of computer hardware and software, but extend to the supporting business and operational processes (including manual processes). The term 'development' in relation to a system refers to either the development of a new system or to any significant changes or upgrades in respect of an existing system.

The final question in this section is not mandatory and is provided so that Embedded LDSOs can provide any additional information that they consider to be relevant to their LLF and CSAD submission.

<b>1.21.1 General Information</b>	
<b>Distribution Company Name:</b>	
<u>We confirm that:</u>	
<ul style="list-style-type: none"> <li>• <u>the Line Loss Factor Calculation Self-Assessment Document (CSAD) is true, complete and accurate and not misleading because of any omission or ambiguity or for any other reason; and</u></li> <li>• <u>in our opinion, the arrangements as documented are adequate and appropriate for the provisions under the Balancing and Settlement Code Section K and BSCP128 'Production, Submission, Audit and Approval of Line Loss Factors.'</u></li> </ul>	
<b>Authorised Signature:</b>	
<b>Name of Authorised Signatory:</b> <b>(Category X as per BSCP38 'Authorisations')</b>	
<b>Password:</b>	
<b>Date:</b>	
<b>VERIFICATION OF DETAILS <i>To be completed by BSCCo</i></b> DATE RECEIVED: _____ NAME AND PASSWORD/SIGNATURE VALID (Y/N): _____	

<b>4.31.2 Calculation/Processing Applicability</b>		<b>Details:</b>	
Please give details of the relevant GSP Groups, as an Embedded LDSO, you are operating in:		<del>Please state the LDSO's methodology that the Mirrored LLFs comply with.</del>	
<b>GSP Group</b>	<b>Operating in this GSP Group?</b>	<del>Host LDSO Name</del>	<del>Methodology statement version &amp; date</del>
<u>A</u> Eastern	<u>Yes/No</u> Y/N		
<u>B</u> East Midlands	<u>Yes/No</u> Y/N		
<u>C</u> London	<u>Yes/No</u> Y/N		
<u>D</u> Merseyside and North Wales	<u>Yes/No</u> Y/N		
<u>E</u> Midlands	<u>Yes/No</u> Y/N		
<u>F</u> Northern	<u>Yes/No</u> Y/N		
<u>G</u> North Western	<u>Yes/No</u> Y/N		
<u>H</u> Southern	<u>Yes/No</u> Y/N		
<u>J</u> South Eastern	<u>Yes/No</u> Y/N		
<u>K</u> South Wales	<u>Yes/No</u> Y/N		
<u>L</u> South Western	<u>Yes/No</u> Y/N		
<u>M</u> Yorkshire	<u>Yes/No</u> Y/N		
<u>N</u> South Scotland	<u>Yes/No</u> Y/N		
<u>P</u> North Scotland	<u>Yes/No</u> Y/N		

<b>4.31.2</b> Calculation/Processing Applicability	<b>Details:</b>
Are the LLFs for each GSP Group you are operating in obtained from the LDSO or the BSCCo Website? Please provide details on how you have obtained the LLFs by GSP Group.	
<del>Have you re-calculated</del> <u>Do you have</u> any Site Specific <u>sites/LLFs?</u> <del>since the last annual submission?</del> If so please provide details.	

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<b>1.41.3 LLF Calculations/Processing Assessment</b>				
<b>No.</b>	<b>Question</b>	<b>Guidance</b>	<b>Response</b>	<b>Evidence</b>
<b>1a</b>	<b>Please provide details of the calculation method for <u>Site Specific</u> LLFs.</b>	<p>Please give a description of the calculation method used. This should include a reference to the location in the methodology statement.</p> <p>The LDSO may wish to include an illustrative example as evidence.</p> <p>If you have no Site Specific LLFs please indicate as N/A.</p>		
<b>1b</b>	<b>Please provide details of the process steps for your calculation of <u>Site Specific</u> LLFs.</b>	<p>Please give a description of the end to end process for calculating Site Specific LLFs.</p> <p>The LDSO may wish to include high level flow diagram of the process or internal working instructions that detail the process.</p> <p>If you have no Site specific LLFs please indicate as N/A.</p>		
<b>2a</b>	<b>Please provide details of how you have obtained the Host LDSO's Generic LLFs. Split by Host LDSO and identify which GSP Group (s) the LLFs are applicable for.</b>	<p>Please give a description of the method used to obtain the Host LDSO's Generic LLFs. This should include a reference to the location on either the BSCCo's website or how obtained from the Host LDSO's website if applicable.</p> <p>Split by GSP Group and Host LDSO</p>		

<b>1.41.3 LLF Calculations/Processing Assessment</b>				
<b>No.</b>	<b>Question</b>	<b>Guidance</b>	<b>Response</b>	<b>Evidence</b>
<b>2b</b>	<b>Please provide details of the process steps for your manipulation of a Host LDSO's Generic LLFs. If different by Host LDSO please give specific details.</b>	<p>Please give a description of the end to end process for the manipulation of the Host LDSO LLFs so as to construct you Generic LLFs submission by GSP Group.</p> <p>LDSO may wish to include high level flow diagram of the process or internal working instructions that detail the process.</p>		
<b>3</b>	<b>Please complete the table of information for all Site Specific and Generic LLFs as detailed in section 2.</b>	<p><u><a href="#">Data can be submitted in Excel file format with your CSAD submission.</a></u></p> <p>Section 2 is for supporting information for Site Specific and Generic data information submission. This information is used to aid the validation of the LLF data submission. LDSOs may choose to submit the information in Excel format as an attachment to the CSAD.</p>		
<b>4</b>	<b>Have all changes or new SVA LLFC IDs been submitted into the Market Domain Data (MDD) change process (as per BSCP509)? If so please give details.</b>	Any changes or new LLFC IDs must be submitted through the MDD change process. The correct LLFC Ids (and supporting information) are required to be approved in MDD prior to submission of the SVA LLFs. LDSOs should confirm that the MDD Change		

<b>1.41.3 LLF Calculations/Processing Assessment</b>				
<b>No.</b>	<b>Question</b>	<b>Guidance</b>	<b>Response</b>	<b>Evidence</b>
		Request Form(s) (with CR References) have been submitted (see BSCP509 for further details).		
<b>5</b>	<b>Have all SVA LLFs been submitted in the D0265 file format? (Y/N)</b>	The file format for SVA LLF submission is detailed in Appendix 6 of BSCP128 or in the Data Transfer Catalogue.		
<b>6</b>	<b>Have CVA LLFs been submitted in the specified long or short file format? (Y/N)</b>	<p>The file format for CVA LLF submission is detailed in Appendix 5 of BSCP128.</p> <p>There are two formats that can be used, a long format detailing every Settlement Day and Settlement Period LLF and a short format detailing the LLF to be used for specified date ranges.</p> <p>The file requires a checksum, further information on calculating the checksum is detailed in section Appendix 5 of BSCP128.</p> <p>If CVA LLFs please indicate as N/A.</p>		
<b>7</b>	<b>Are all LLFs submitted for start date 01 April (and start</b>	The annual submission of LLFs covers the period 01 April to 31 March.		

**1.41.3 LLF Calculations/Processing Assessment**

No.	Question	Guidance	Response	Evidence
	<b>Settlement Period 1)? If not please give details,</b>	Confirmation is required that all LLFs in the submission start from Settlement Period 1 on 01 April.  Evidence will detail how this had been checked.		
<b>8</b>	<b>Are all LLFs calculated <u>to at least 3 decimal places and submitted to 3 decimal places?</u> (Y/N)</b>	LLFs are required to be calculated to three decimal places. Please confirm that all LLFs are calculated to 3.d.p in all files submitted.  Evidence should include details of how this validation has been carried out.		
<b>9a</b>	<b>Are all SVA LLFs <math>\geq 0.750000</math> and <math>\leq 1.250</math>? (Y/N)</b>	Please confirm that all SVA LLFs are calculated within the range specified.  Evidence should include details of how this validation has been carried out.		
<b>9b</b>	<b>Are all CVA LLFs <math>\geq 0.750000</math> and <math>\leq 1.250999</math>? (Y/N)</b>	Please confirm that all CVA LLFs are calculated within the range specified.  Evidence should include details of how this validation has been carried out.		
<b>9c</b>	<b>Are there any SVA Site Specific LLFs that have significantly changed from the last submission of LLFs? BSCCo would therefore expect evidence</b>	BSCCo will be validating the SVA submission in accordance with BSCP128 Section 3.5 point 7 c). BSCCo will identify any LLF values that are outside <u>of the</u> range specified.		

<b>1.41.3 LLF Calculations/Processing Assessment</b>				
<b>No.</b>	<b>Question</b>	<b>Guidance</b>	<b>Response</b>	<b>Evidence</b>
	to be provided for all LLFs which are expected to breach this tolerance.	<p><del>(+/- 20% change from the last LLF submission). Any values that fall outside of this range, BSCCo will request from the LDSO evidence <u>for any values that fall outside of this range</u> and supporting rationale to justify this change.</del></p> <p><del>Evidence should include details of how this validation has been carried out and supporting rationale for the change in LLF Values.</del></p>		
9d	Are there any CVA LLFs that have significantly changed from the last submission of LLFs? BSCCo would therefore expect evidence to be provided for all LLFs which are expected to breach this tolerance.	<p>BSCCo will be validating the CVA submission in accordance with BSCP128 Section 3.5 point 7 <u>ed</u>).</p> <p>BSCCo will identify any LLF values that are outside <u>of the a-range</u> specified. <del>(+100% and -50% change from the last LLF submission). Any values that fall outside of this range, BSCCo will request from the LDSO evidence <u>for any values that fall outside of this range</u> and supporting rationale to justify this change.</del></p> <p><del>Evidence should include details of how this validation has been carried out and supporting rationale for the change in</del></p>		

<b>1.41.3 LLF Calculations/Processing Assessment</b>				
<b>No.</b>	<b>Question</b>	<b>Guidance</b>	<b>Response</b>	<b>Evidence</b>
		<del>LLF Values.</del>		
<b>9e</b>	<b>Are there any new Site Specific sites that were not included in last year's submission? If so, please give details.</b>	<p>Please provide information in 2. 1 for any new Site Specific sites.</p> <p>If you have no Site Specific sites please indicate as N/A.</p>		
<b>10</b>	<b>Have any sites undergone a Relevant Change? If so please provide details.</b>	<p>Relevant Changes are defined in BSCP128 as 'A significant change to the physical plant, apparatus, distribution network, or capacity which causes a change to the Line Loss Factors'.</p> <p>Information and supporting evidence should be detailed in the response. MSIDs should be flagged with the relevant information as in 2.1.</p>		
<b>11</b>	<b>Please <del>give</del> provide details of the error checking processes carried out when calculating/manipulating LLFs.</b>	<p>LDSOs are required to have robust error detection and correction processes in place throughout the calculation of LLFs.</p> <p>LDSOs may wish to provide references to their working instructions and/or process maps, including details on the error checking processes used in the calculation/manipulation process.</p>		

<b>1.41.3 LLF Calculations/Processing Assessment</b>				
<b>No.</b>	<b>Question</b>	<b>Guidance</b>	<b>Response</b>	<b>Evidence</b>
<b>12</b>	<b>Have all Site Specific LLFs been calculated within the last 5 years? (Y/N).</b>	<p>Site Specific LLFs must be calculated at least every 5 years. The cut off for the 5 year period is 30 September. Any failure to do so will lead to a non-compliance.</p> <p>For example, the annual LLFs for 1 April 201<del>16</del>, with calculations submission date of 1 October 201<del>05</del>, any Site Specific LLFs calculated up to <u>up to and including</u> 30 September 20<del>05</del><del>10</del> must <u>have been</u> re-calculated.</p> <p><del>The 5 year requirement will be operational from submissions for the 2011 annual re-load. Therefore any Site Specific LLFs calculated up to 30 September 2005 will need to be re-calculated for the 1 October 2010 submission.</del></p> <p>If you have no Site specific LLFs please indicate as N/A.</p>		
<b>13</b>	<b><u>Have all Generic LLFs been calculated within the last 2 years? (Y/N)</u></b>	<p><u>Generic LLFs must be calculated at least every 2 years. The cut off for the 2 year period is 30 September. Any failure to do so will lead to a non-compliance.</u></p> <p><u>For example, the annual LLFs for 1</u></p>		

<b>1.41.3 LLF Calculations/Processing Assessment</b>				
<b>No.</b>	<b>Question</b>	<b>Guidance</b>	<b>Response</b>	<b>Evidence</b>
		<u>April 2011, with calculations submission date of 1 October 2010, any LLFs calculated up to 30 September 2008 must be re-calculated.</u>		
<b>1413</b>	<b>Does the calculation/manipulation involve third parties? If so please provide details</b>	<p>Where aspects of the calculation/manipulation are sub-contracted to a third party the activity should be detailed in the response field (description of process, process maps, quality checks, etc). The LDSO is still responsible for any elements that it has contracted out.</p> <p>For example, a LDSO may utilise a third Party to generate the Site Specific LLFs for a particular site.</p>		
<b>1514</b>	<b>Is there any additional detail you would like to add to your response?</b>	Additional information that supports the audit of the process can be added here or appended to the document.		

2. APPENDICES

2.1 Site Specific **and EHV generic** supporting information for both CVA and SVA (if applicable)

MSID / LLFC	Circuit Name	Connection Voltage (kV)	STOD 1 <sup>1</sup> LLF Voltage of circuit to which the Meter is connected (primary voltage) (kV)	STOD 2 LLF Maximum Export capability of connected Total System circuit (MVA)	STOD 3 LLF Maximum Import capability of connected Total System circuit (MVA)	STOD 4 LLF	STOD 5 LLF Maximum capacity of connection to the system (MVA)	Expected Import / Export volume behaviour	When were the LLFs last calculated for the MSID?	Are the LLFs Site Specific?	Was the site included in the previous submission?	Have any of the MSIDs undergone a relevant change since the previous submission?
			[Enter text description for STOD] <sup>2</sup>	[Enter text description for STOD]	[Enter text description for STOD]	[Enter text description for STOD]	[Enter text description for STOD]					
									Date	Yes / No	Yes / No	Yes / No
									Date	Yes / No	Yes / No	Yes / No
									Date	Yes / No	Yes / No	Yes / No
									Date	Yes / No	Yes / No	Yes / No
									Date	Yes / No	Yes / No	Yes / No
									Date	Yes / No	Yes / No	Yes / No

<sup>1</sup> The number of Seasonal Time of Day (STOD) Periods may be greater than or less than 5, please amend the table accordingly for your submission.

<sup>2</sup> For example Day or Other.

**2.2 Generic supporting information**

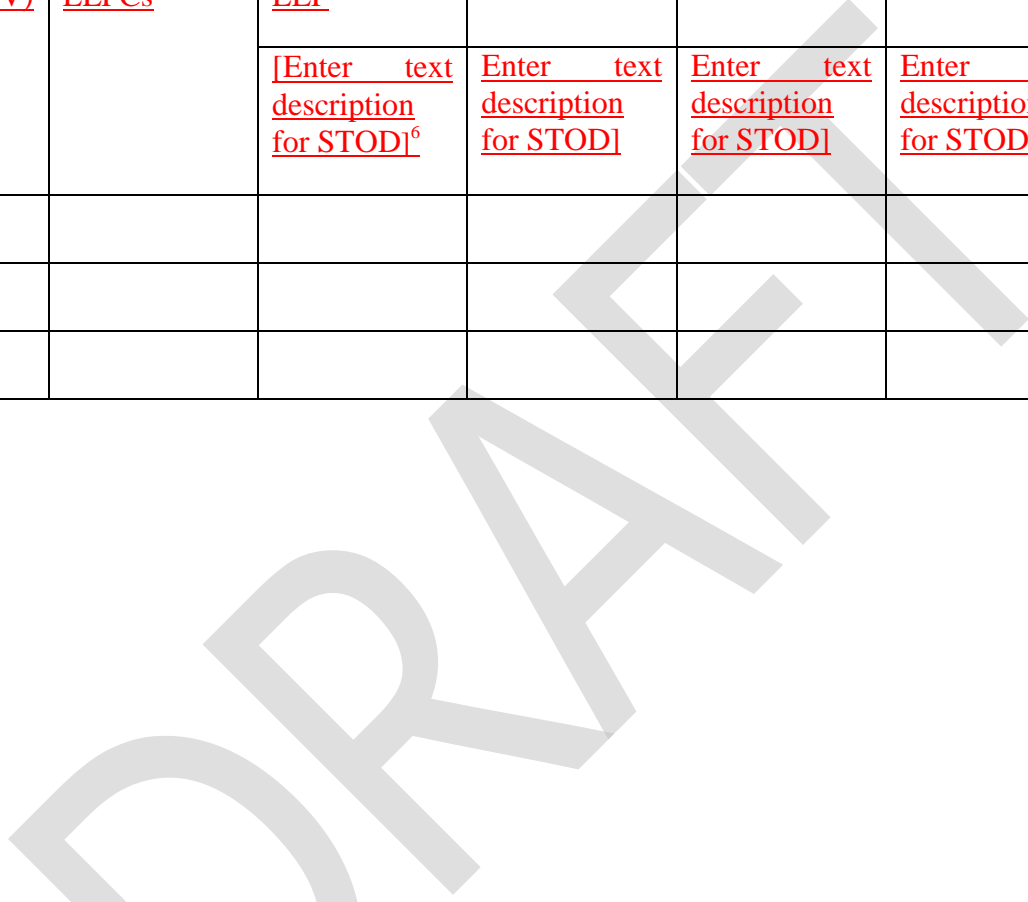
Please complete a separate table for each GSP Group (these tables can be submitted in spreadsheet form).

<b>Generic Sites</b>				
<b>GSP Group: —</b>				
<b>LLFC Group</b>	<b>Voltage (EHV/HV/LV)</b>	<b>Applicable LLFCs</b>	<b>Last calculation date</b>	<b>No. of Metering Point Identification Numbers (MPANs)<sup>3</sup></b>

<b>Generic Sites</b>	
<b>GSP Group:</b>	

<sup>3</sup>-Approximate numbers are acceptable at date of submission.

<u>LLFC Group</u>	<u>Voltage (EHV/HV/LV)</u>	<u>Applicable LLFCs</u>	<u>STOD 1<sup>4</sup> LLF</u>	<u>STOD 2 LLF</u>	<u>STOD 3 LLF</u>	<u>STOD 4 LLF</u>	<u>STOD 5 LLF</u>	<u>No. of Metering Point Identification Numbers (MPANs)<sup>5</sup></u>
			<u>[Enter text description for STOD]<sup>6</sup></u>	<u>[Enter text description for STOD]</u>	<u>[Enter text description for STOD]</u>	<u>[Enter text description for STOD]</u>	<u>[Enter text description for STOD]</u>	



<sup>4</sup> The number of Seasonal Time of Day (STOD) Periods may be greater than or less than 5, please amend the table accordingly for your submission.

<sup>5</sup> Approximate numbers are acceptable at date of submission.

<sup>6</sup> For example Day or Other.