

## **P176 Draft Modification Report Annex 2**

### **Clarification of the Requirements for Estimation / Deeming of Meter Readings / Advances in Certain Circumstances to Facilitate Correction of Anomalies in Settlement Consumption**

#### **Plain English Drafting and suggested supporting changes to PSL120 'Party Service Line for Non-Half Hourly Data Collection' and BSCP504 'Non-Half Hourly Data Collection for SVA Metering Systems Registered in SMRS'**

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## **1 INTRODUCTION**

This document aims to provide a complete description of the processes to be included in the Code and Code Subsidiary Documents to support P176.

The plain English drafting for the Code has been included for completeness, to describe the changes required to the Code as well as PSL120 and BSCP504 for Proposed Modification P176 (P176). Legal Text is also attached to the Draft Modification Report. This forms the definitive view of the changes proposed to the Code to support P176.

Should P176 be approved, the red-lined changes to the Code Subsidiary Documents will be consulted upon as part of the normal implementation process and therefore may be subject to change as part of this process.

The initial views of the Modification Group was that the calculation of how a Meter Advance should be deemed and the responsibilities of the Non Half Hourly Data Collector (NHHDC) for providing that Meter Advance to relevant participants should be retained in the Code. Furthermore, the Modification Group believed that a new paragraph should be added to the Code for the calculation of the forward looking EAC. The Modification Group believed that the circumstances in which a Meter Advance could be deemed should be moved into the Code Subsidiary Documents. This means that a number of changes to the Code are required, to ensure that the text in the Code is generalised so that it can be applied to all deeming circumstances included in Code Subsidiary Documents. This has meant that a number of sections in the Code will be combined.

The Modification Group also believed that the deeming obligations should sit in one Code Subsidiary Document and believed BSCP504 'Non-Half Hourly data Collection for SVA Metering Systems Registered in SMRS' to be the correct document. Therefore provisions relating to the calculation of Deemed Meter Advances in PSL120 'Party Service Line for Non-Half Hourly Data Collection' will be moved into BSCP504, leaving a general statement in PSL120 saying that provisions relating to the calculation of Deemed Meter Advances are included in BSCP504.

## 2 BALANCING AND SETTLEMENT CODE

### 2.1 Annex S-2

#### Clause 4.3.2

This clause states that the NHHDC shall calculate Meter Advance values (in accordance with paragraphs 4.3.3 to 4.3.8) for each Settlement register, except in a finite number of circumstances. Subsections (a), (b) and (c) list these circumstances.

- Subsection (a), points (i) and (ii) should remain as they are as these refer to clauses 4.3.9 to 4.3.11 which do not deal with deeming;
- Subsection (a), point (iii) should remain more or less as it is, however should only refer to paragraph 4.3.12 (i.e. the references to paragraphs 4.3.13 to 4.1.37 should be deleted) as 4.3.12 does not refer to deeming, but 4.3.13 to 4.3.17 do refer to deeming; and
- Subsection (b) should remain as it but the reference in (i) should only be to 4.3.18 (as this paragraph does not refer to deeming, but the other paragraphs mentioned do refer to deeming) and the reference in (ii) should only be to 4.3.23 (as this paragraph does not refer to deeming but 4.3.24 does refer to deeming); and
- Subsection (c) should be deleted and new text added to refer to the paragraphs detailed below in which the high level deeming obligations will be explained as follows:

4.3.2 (c) such Non-Half Hour Data Collector cannot calculate a Meter Advance Period without first calculating a Deemed Meter Advance, in which case the provisions of paragraphs 4.3.12 to [4.3....] shall apply. This paragraph should also be expanded to state that prior to a Deemed Meter Advance being calculated, the NHHDC must make reasonable endeavours to obtain Meter Advance value as described in BSCP504.

Clauses 4.3.13, 4.3.14, 4.3.16, 4.1.17, 4.3.19, 4.3.20, 4.3.21 and 4.3.24 (which all detail in great depth how Meter readings are deemed in the specific circumstances set out in the Code) should be deleted and replaced as follows:

New paragraph 1 (this replaces 4.3.16, 4.3.19bi, 4.3.20iii, 4.3.21a, 4.3.24a)

Each Supplier shall ensure that for any Metering System for which a Meter Advance cannot be calculated for a Meter Advance Period without first calculating a Deemed Meter Advance, that a Deemed Meter Advance shall only be calculated in the circumstances set out in BSCP504 in accordance with the following formula:

- (a) Where, in accordance with BSCP504 the Deemed Meter Advance should be calculated from an EAC:

$$DMA_{KR} = \sum_T (DPC_{HPRT} * EAC_{KR})$$

Where:

$\Sigma_T DPC_{HPRT}$  is the sum of the individual Daily Profile Coefficients appropriate to the GSP Group, Time Pattern Regime, Standard Settlement Configuration and Profile Class applying to the Metering System on each Settlement Day in the Deemed Meter Advance Period as defined in BSCP504.

- (b) Where, in accordance with BSCP504 the Deemed Meter Advance should be calculated from an AA:

$$DMA_{KR} = \Sigma_T(DPC_{HPRT} * AA_{KR})$$

where:

$\Sigma_T DPC_{HPRT}$  is the sum of the individual Daily Profile Coefficients appropriate to the GSP Group, Time Pattern Regime, Standard Settlement Configuration and Profile Class applying to the Metering System on each Settlement Day in the Deemed Meter Advance Period as defined in BSCP504.

New Paragraph 2 (this replaces 4.3.14, 4.3.17, 4.3.19ci, 4.3.19cii, 4.3.20aai, 4.3.20av, 4.3.20bi, 4.3.20bii, 4.3.21b, 4.3.21c, 4.3.21d, 4.3.24b and 4.3.24c.)

Following the calculation of a Deemed Meter Advance, the Supplier(s) responsible for such Metering System shall ensure that the relevant Non-Half Hourly Data Collector responsible for such Metering System shall, for Settlement Periods that have not passed through Final Reconciliation:

- (a) determine values of Annualised Advance and Estimated Annual Consumption for each Settlement Register pursuant to paragraphs 4.3.3 to 4.3.7 (inclusive) substituting the value of Meter Advance (if available) with the value of Deemed Meter Advance determined pursuant to paragraph [New Paragraph 1] and substituting the Meter Advance Period with the associated Deemed Meter Advance Period; and
- (b) provide appropriate data as detailed in BSCP504 to the relevant Non Half Hourly Data Aggregator responsible for such Metering System.

#### New paragraph 3

If a Deemed Meter Advance has created an EAC or AA which is not consistent with normal generation / demand for that Metering System, clause 4.3.7(b) shall not apply and the Non Half Hour Data Collector shall apply either a value of initial Estimated Annual Consumption ( $EAC_{KR}$ ) or preferably an EAC which is consistent with generation or demand for that Metering System with an Effective From Settlement Date of the day after the end of the Deemed Meter Advance.

The following paragraphs will be removed from the Code and included in BSCP504 as these are based on the processing for various circumstances as opposed to generic statements:

- Paragraph 4.3.15 (which says that if you can get a Meter Advance, the provisions of paragraphs 4.3.3 to 4.3.8 apply – this is circular as they apply unless paragraph 4.3.2 says that they do not);
- Paragraphs 4.3.19 (which says that on a change of Supplier, the old NHHDC needs to send the EAC to the new NHHDC);
- Paragraphs 4.3.19ii and 4.3.20aiv (on a change of Supplier, the new NHHDC sends the Deemed Meter Advance to the old NHHDC);

- Paragraph 4.3.20ai (on a disputed change of Supplier a Meter Advance should be calculated from the new agreed reading and the last Meter register reading taken before the change of Supplier);
- Paragraphs 4.3.20avi, 4.3.20avii and 4.3.20aiii (which say that for a disputed change of Supplier reading a new Meter Advance is calculated and from this AAs and EACs are calculated and passed to the NHHDA); and

Paragraph 4.3.22 will remain in the Code as this paragraph does not apply to deeming.

Some renumbering may need to occur.

## 2.2 Annex X-2

A change to the Definition of Deemed Meter Advance in Table X-6 is required as follows:

~~'An estimated Meter Advance calculated by the relevant Non-Half Hourly Data Collector pursuant to paragraph 4.3 of Annex S-2 at the time of a change of SVA Supplier or in the other circumstances described in paragraph 4.3 of Annex S-2, calculated by the relevant Non-Half Hourly Data Collector pursuant to paragraph 4.3 of Annex S-2.'~~

## 3 PSL120 'PARTY SERVICE LINE FOR NON-HALF HOURLY DATA COLLECTION'

An umbrella statement should be added to PSL120 to state that Deemed Meter Advances and Deemed Meter Readings should be calculated in the circumstances contained in BSCP504. Some of the provisions relating to deeming should remain in PSL120, where they have been included as a small part of a larger section (e.g. change of Supplier). Where PSL120 just says that a reading may be deemed in a particular circumstance, this should be moved to BSCP504.

The following amendments should be made to PSL120:

Paragraph 1.3.3.1 – This should remain as it refers to the more general obligations relating to change of Supplier, including that a reading should be obtained or deemed.

Paragraph 1.3.3.6 – This should remain as it refers to more general obligations relating to when a change of Supplier read is disputed, including that a new reading should be agreed or deemed.

Paragraph 1.3.3.8 – This should remain as again it describes more general obligations relating to change of Supplier, including that if a reading is taken outside the change of Supplier window (i.e. SSD-5 to SSD+5), then a reading shall be deemed.

1.3.4.2 – this paragraph should be deleted from PSL120 (as it is specific to deeming a Meter reading if none is provided in the appropriate timescales on a concurrent change of Supplier and change of Measurement Class) and moved to BSCP504.

1.5.3.3 – This should be deleted from PSL120 as it is specific to deeming a Meter reading where there is a Meter fault and moved to BSCP504.

1.5.4.2 – This should be amended to read 'Meter readings may be deemed in the circumstances and by the processes described in BSCP504' and all sub-clauses should be deleted from PSL120 and moved to BSCP504.

1.5.7.9 – This should be amended to read '1.5.7.9 In the circumstances described in accordance with BSCP504 the Non Half Hourly Data Collector shall calculate a Deemed Meter Reading and applicable Estimated Annual Consumption or Annualised Advance. ~~when a SVA Metering System has been registered to its Associated Supplier and no actual or agreed final meter reading is available.~~ The Non

Half Hourly Data Collector shall calculate Deemed Meter Readings using the Estimation of Annual Consumption (EAC/AA) System or any equivalent Certified system which has been certified by the Certification Agent'. Since this section relates to the fact that deemed Meter readings should be calculated using a Certified system, it should be retained in PSL120; however it will also be included in BSCP504.

#### **4 BSCP504 'NON-HALF HOURLY DATA COLLECTION FOR SVA METERING SYSTEMS REGISTERED IN SMRS'**

The main changes to BSCP504 are the introduction of two new appendices for the deeming of Meter readings and Gross Volume Correction (GVC). Consequential changes are required to sections 2 and 3 of BSCP504, including a new interface and timetable section for GVC. Therefore, for the purposes of this document, the new appendices are described first, followed by the changes required to the interface and timetable section. An overview of the changes required follows:

- Section 1.6.2 (definitions) should be updated to include a definition of Deemed Meter Reading as follows 'A Meter reading calculated by adding or subtracting a Deemed Meter Advance from an actual, valid Meter register reading'. It should also include that Last Valid EAC is defined in section 4.5 and that crystallised periods, error freezing reading, fluid period and realistic reading are defined in section 4.x.
- Sections 2 (workflow diagrams) should be updated to support the proposed changes to section 3 (interface and timetable).
- Appendix 4.5 (which currently is blank and states that Deemed Meter Advance Calculation and its contents have been removed and included in PSL120) should be resurrected.
- A new appendix, Appendix 4.x should be added to describe the process of Gross Volume Correction.

##### **4.1 Appendix 4.5 'Deemed Meter Advance'**

The following text is the proposed new text for Appendix 4.5. Section references to 4.5.x refer to the proposed section number within BSCP504.

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:

- Change of Supplier;
- Disputed change of Supplier Meter reading;
- Concurrent change of Supplier and change of Measurement Class;
- Change of LDSO; and
- At the Final Reconciliation Run to ensure that crystallised data is not changed post the Final Reconciliation Run.

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 Certified system 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 (provided that the Deemed Meter Reading has not been included in an RF run).

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 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 valid read taken (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 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.

If this information is not provided, the new NHHDC shall deem a change of Supplier reading, when a new valid actual Meter register reading is obtained either in line with the reading cycle for that Metering System or obtained as a special reading, provided that this is at least [10]<sup>1</sup> Working Days after the New NHHDC requested the EAC and Meter reading history from the old NHHDC and must be within 12 months of the change of Supplier. The initial Deemed Meter Reading shall be calculated using the valid actual Meter register reading obtained and Deemed Meter Advance calculated using an initial (class average) EAC over the Meter Advance Period starting on the date of the change of Supplier and ending on the date that the valid 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 old 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 date of the change of Supplier.

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<sup>1</sup> Note that timescales in square brackets are not firm

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 (provided that the date of the reading has not been subject to RF). The old NHHDC shall also provide the revised change of Supplier reading to the old Supplier.

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 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 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 a valid 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 a valid actual reading is not received, an initial Deemed Meter Reading shall be calculated provided that this is at least [10] Working Days after the NHHDC requested the Meter register reading and must be within 12 months of the change of Supplier, when a new valid actual Meter register reading is obtained either in line with the reading cycle for that Metering System or obtained as a special reading. The initial Deemed Meter Reading shall be calculated using the valid actual Meter register reading obtained and Deemed Meter Advance calculated using an initial EAC over the Meter Advance Period starting on the date of the change of Supplier and ending on the date that the valid 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 (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 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 5WD 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 a new actual Meter register reading is obtained, provided that this is at least [10] Working Days after the NHHDC requested the Meter reading and within 12 months of the change of LDSO. The initial Deemed Meter Reading shall be calculated using the valid actual Meter register reading obtained and Deemed Meter Advance calculated using an initial (class average) EAC over the Deemed Meter Advance Period starting on the date of the change of LDSO and ending on the date that the valid 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.

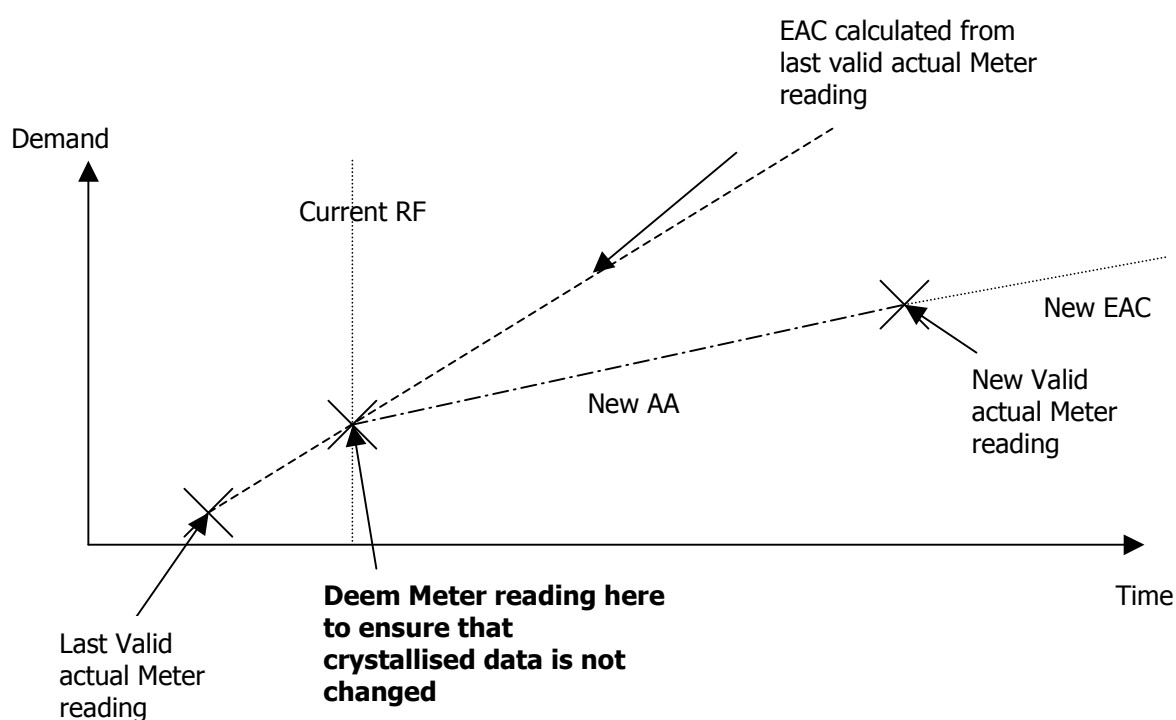
The old NHHDC shall determine the AA from the date of the last Valid Meter register reading to the date of the change of LDSO reading in accordance with 3.3.11 and shall provide this with corresponding Effective From Settlement Date and Effective To Settlement date to the old NHHDA.

e) At the Final Reconciliation Run to ensure that crystallised data is not changed post the Final Reconciliation Run

When a Meter has been read and the Final Reconciliation Run 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 Final Reconciliation Run 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 Final Reconciliation Run 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 Final Reconciliation Run)

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.

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 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 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 a new valid Meter register reading is obtained, provided that this is at least [10] Working Days after the NHHDC requested the Meter register reading and by [10] Working Days before the Final Reconciliation Run for the relevant Settlement Date. The initial Deemed Meter Reading shall be calculated using the valid actual Meter register reading obtained and Deemed Meter Advance calculated using an initial EAC over the Deemed Meter Advance Period starting on the date of the replacement or reconfiguration of the Metering System and ending on the date of that the valid 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 (d) 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 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 date of the rectification of the fault.

Where the NHHDC has been informed that the fault has been rectified but no valid actual reading has been provided to the NHHDC within 5WD of the fault being rectified, the NHHDC should request the reading from the MOA and Supplier.

Where a valid actual reading is not received, an initial Deemed Meter Reading may be calculated when a new Meter register reading is obtained, provided that this is at least [10] Working Days after the NHHDC requested the Meter register reading and by [10] Working Days before the Final Reconciliation Run for the relevant Settlement Date. The initial Deemed Meter Reading shall be calculated using the valid actual Meter register reading obtained and Deemed Meter Advance calculated using an initial EAC over the Deemed Meter Advance Period starting on the date of the rectification of the fault and ending on the date that the valid 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 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 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 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 valid actual reading has been provided to the NHHDC, an initial Deemed Meter Reading may be calculated when a new valid Meter register reading is obtained, provided that this is at least [10] Working Days after the NHHDC requested the Meter register reading and by [10] Working Days before the Final Reconciliation Run for the relevant Settlement Date. The initial Deemed Meter Reading shall be calculated using the valid actual Meter register reading obtained and Deemed Meter Advance calculated using an initial (class average) EAC over the Deemed Meter Advance Period starting on the date of the change of Measurement Class and ending on the date that the valid 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 a valid 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 valid actual reading is received, an initial Deemed Meter Reading may be calculated when a new valid Meter register reading is obtained, provided that this is at least [10] Working Days after the NHHDC requested the Meter register reading and by [10] Working Days before the Final Reconciliation Run for the relevant Settlement Date. The initial Deemed Meter Reading shall be calculated using the valid actual Meter register reading obtained and Deemed Meter Advance calculated using an initial EAC over the Deemed Meter Advance Period starting on the date of the energisation and ending on the date that the valid 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 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 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, and the Final Reconciliation Run has not been carried out for the de-energisation reading, 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 a valid 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 a valid 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 a new valid Meter register reading is obtained, provided that this is at least [10] Working Days after the NHHDC requested the Meter register reading and by [10] Working Days before the Final Reconciliation Run for the relevant Settlement Date. The initial Deemed Meter Reading shall be calculated using the valid actual Meter register reading obtained and Deemed Meter Advance calculated using an initial EAC over the Deemed Meter Advance Period starting on the date of the energisation and ending on the date that the valid actual Meter register reading was obtained.

If the Final Reconciliation Run 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.

I) 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 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 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 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 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 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 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 Final Reconciliation Run.

p) Compensating Crystallised Errors

Where an erroneous Meter register reading, EAC or AA has passed through the Final Reconciliation Run, 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 through the Final Reconciliation Run. The process of Gross Volume Correction should be used to compensate for this error. This process is described fully in Appendix 4.x.

#### 4.5.3 Process for calculating a Deemed Meter Advance

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:

- 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.

## **4.2 Appendix 4.x 'Gross Volume Correction'**

The following text is the proposed new text for Appendix 4.x. Section references to 4.x.x refer to the proposed section number within BSCP504.

### 4.x.1 Introduction

Once a Settlement Date has been subject to the Final Reconciliation 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.x.2 Definitions

For the purposes of this appendix, the following definitions apply:

Crystallised Periods	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.
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	be amended without the support of an upheld Trading Query or Trading Dispute.
Error freezing reading	This is a reading deemed at the current RF (see section 4.x.6) 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.
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).

#### 4.x.3 Use of Gross Volume Correction

Gross Volume Correction shall be carried out by the NHHDC when this has been requested by the Supplier.

#### 4.x.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). The valid actual Meter register reading could be a reading taken prior to the erroneous AA / EAC or could be a current actual, valid Meter register reading which indicates that the previous EAC / AA was erroneous. This section refers to the processing to be carried out by the NHHDC. Section 3.4.x should be followed for the interaction between the NHHDC and other participants in this process.

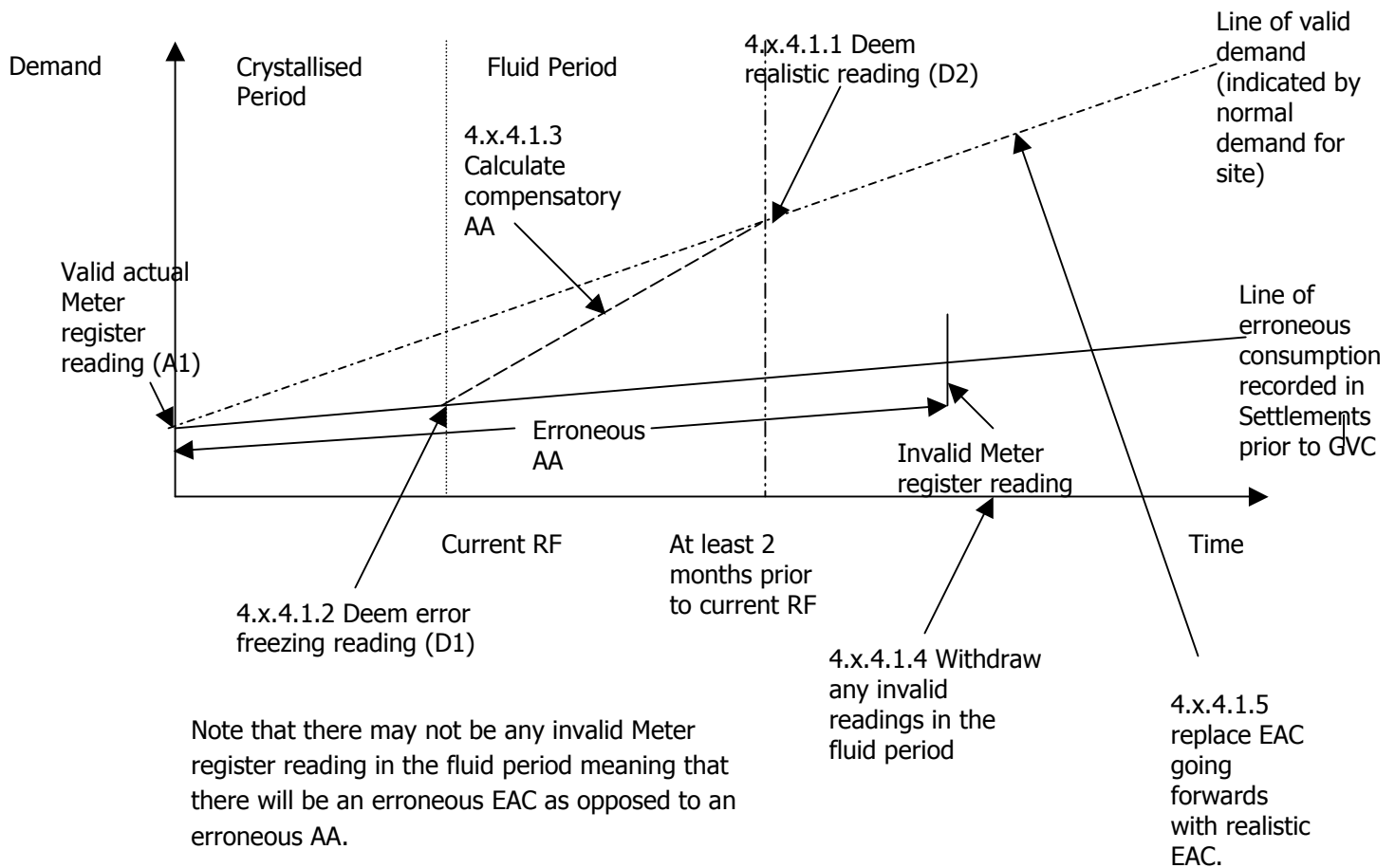
The process in each case is set out below with an explanatory diagram.

##### 4.x.4.1 The actual, valid Meter register reading occurs prior to the erroneous EAC / AA

Ref	Action
4.x.4.1.1	A realistic reading, D2, should be generated in the fluid period, for a Settlement Date at least two months after that which is currently going through RF (and ideally as 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.x.4.1.2	A Deemed Meter Reading, D1, should be calculated at the current RF <sup>2</sup> to freeze the error that has already crystallised. This shall be calculated using the actual, valid Meter register reading, A1 and the erroneous EAC / AA(s) 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.
4.x.4.1.3	An AA should be calculated between D2 and D1 (This will be a compensatory AA to compensate in the fluid period for the error that has already crystallised).
4.x.4.1.4	If there are any invalid Meter readings in the fluid period, these should be withdrawn.

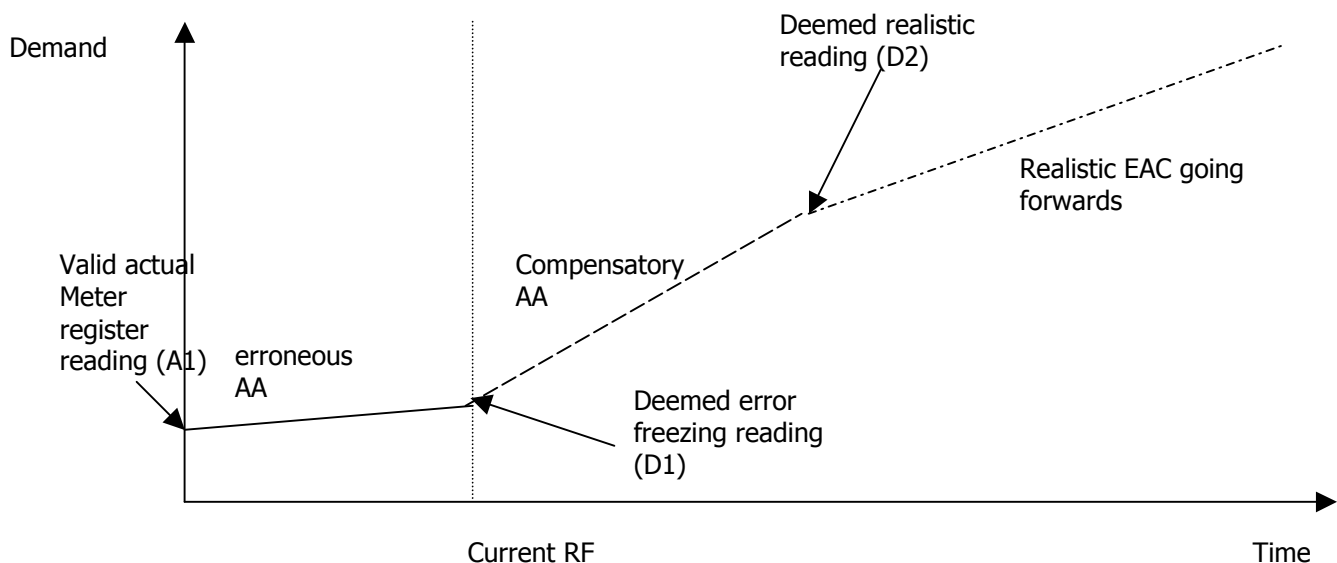
<sup>2</sup> See section 4.x.6 for guidance on how to establish the Current Final Reconciliation Run Settlement Dates

4.x.4.1.5	If necessary (i.e. if the deeming process has created a forward EAC that is inconsistent with normal generation or demand for that Metering System), the EAC going forwards from (D2) should 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).
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The Gross Volume between A1 and D2 is correct, however too little energy has been settled between A1 and D1, and since this period has crystallised this cannot be amended. To compensate, too much energy has been settled between D1 and D2. The EAC going forwards from D2 is reflective of the actual demand for the Metering System.

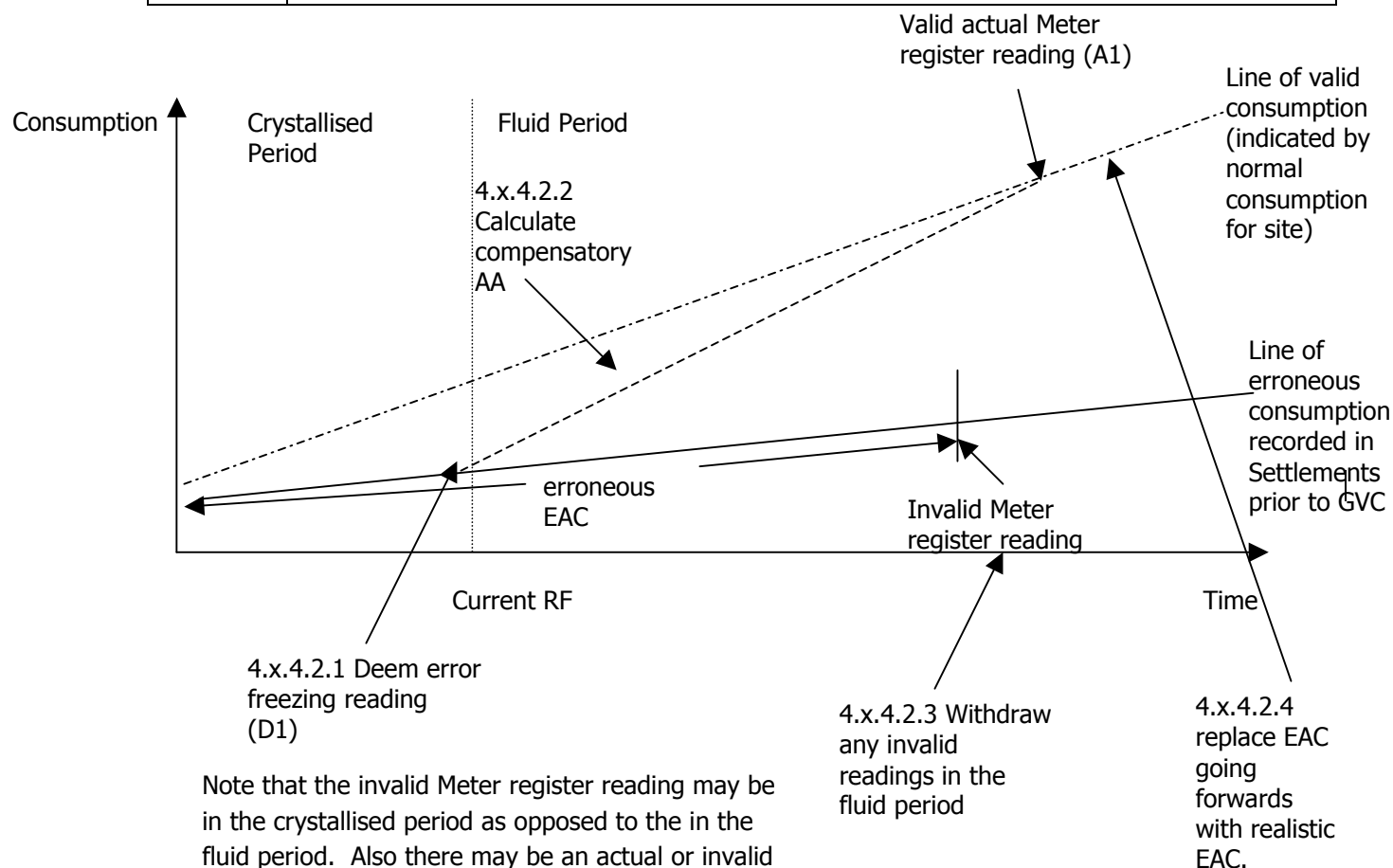
The actual line of demand recorded in Settlements is as follows:



**4.x.4.2 The actual, valid Meter register reading occurs after to the erroneous EAC / AA**

Note the valid actual Meter register reading, A1, should be for a Settlement Date at least two months after that which is currently going through RF. If the valid actual Meter register reading is less than 2 after that which is currently going through RF, this reading should be used to deem a realistic reading for a Settlement Day at least two months after that which is currently going through and section 4.x.4.1 should be followed.

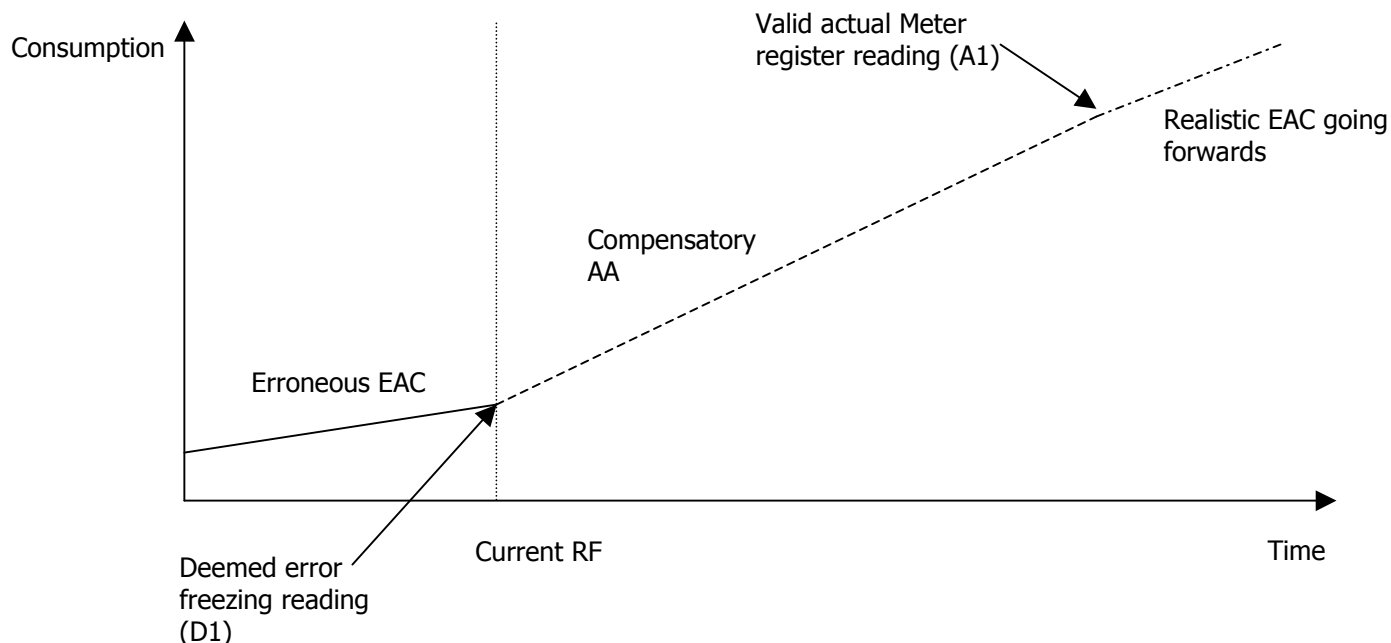
Ref	Action
4.x.4.2.1	A Deemed Meter Reading, D1, should be calculated at the current RF <sup>2</sup> to freeze the error that has already crystallised. This shall be calculated using any valid or erroneous Meter register reading(s) and the associated erroneous EAC / AA(s) on the line of the erroneous demand for the Deemed Meter Advance Period starting on the date for which D1 was deemed and ending on the date that the realistic reading A1 was obtained.
4.x.4.2.2	An AA should be calculated between A1 and D1 (This will be a compensatory AA to compensate in the fluid period for the error that has already crystallised).
4.x.4.2.3	If there are any invalid Meter readings in the fluid period these should be withdrawn.
4.x.4.2.4	If necessary (i.e. if the deeming process has created a forward EAC that is inconsistent with normal generation or demand for that Metering System), the EAC going forwards from (A1) should 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).



Note that the invalid Meter register reading may be in the crystallised period as opposed to the in the fluid period. Also there may be an actual or invalid Meter register reading in the crystallised period meaning that there will be an erroneous AA as opposed to an erroneous EAC.

The Gross Volume up to A1 is correct, however too little energy has been settled prior to D1, and since this period has crystallised this cannot be amended. To compensate, too much energy has been settled between D1 and A1. The EAC going forwards from A1 is reflective of the actual demand for the Metering System.

The actual line of demand recorded in Settlements is as follows:



#### 4.x.5 Gross Volume Correction and Change of Supplier

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. This means that any error that exists prior to the change of Supplier is compensated for under the old Supplier's registration and any error that exists after the change of Supplier is compensated for under the new Supplier's registration. In this way, both Suppliers pay for the correct volume of energy.

The process for disputing a change of Supplier reading should be followed if appropriate. 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.

#### 4.x.6 Establishing the Current Final Reconciliation Run Settlement Dates

Corrective action takes a finite time to be reflected in Settlements. 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. This needs to be taken into consideration when establishing what dates to use as the current RF Settlement Dates for use in corrective action.

In order to accommodate operational delays in between corrective action being taken by the NHHDC and the processing of this information into Settlements, the current RF Settlement Day (for GVC purposes) should be derived from the Settlement Calendar as the (earliest) Settlement Date subject to

a RF NHHDA aggregation run in 5 Working Days time.

### 4.3 Section 3 'Interface and Timetable'

Changes to the interface and timetable section of BSCP504 are required as follows to support the new appendices. These have been redlined against version 11 of BSCP504 as follows:

#### 3.2.1 Supplier requests New Connection – Metered Supply

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.1		Send notification of appointment and associated Agent and SVA MS details, including initial (class average) EAC to the NHHDC.	Supplier <sup>3</sup> .	NHHDC.	D0052 Affirmation of Metering System Settlement Details. 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		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
3.2.1.3	Within 10WD of completion of Meter installation.	Send NHH Metered Data, including MTD and initial Meter register reading, where obtained.	MOA <sup>4</sup> .	NHHDC.	D0010 Meter Readings. D0149 Notification of Mapping Details. D0150 Non Half Hourly Meter Technical Details.	Electronic or other method, as agreed.

<sup>3</sup> The Supplier will state the class and type of SVA MS required and the data collection period for each SVA MS.

<sup>4</sup> If any discrepancies identified between the MTD provided by the MOA and SVA MS data received from the Supplier, the NHHDC shall inform the Supplier. The Supplier will ensure that any such anomalies are resolved.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.1.4		Process and validate Meter register reading.	NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.7 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.2.1.5	If invalid Meter register reading.	Produce and send Invalid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.2.1.6	If valid Meter register reading.	Produce and send Valid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.
<u>3.2.1.7</u>	<u>If required and no valid Meter register reading received within 10WD of the installation of the Meter</u>	<u>Request initial Meter register reading</u>	<u>NHHDC</u>	<u>MOA, Supplier</u>		<u>Post / Fax / Email</u>
<u>3.2.1.8</u>	<u>Within [10]WD of 3.2.1.7</u>	<u>Send initial Meter register reading</u>	<u>MOA, Supplier</u>	<u>NHHDC<sup>5</sup></u>	<u>D0010 Meter Readings</u>	<u>Electronic or other method, as agreed</u>

<sup>5</sup> If more than one Meter register reading is provided, the NHHDC shall process and use the first reading provided.



REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<a href="#">3.2.1.9</a>	<a href="#">At least [10]WD after 3.2.1.7 and by [10]WD before the Final Reconciliation Run for the relevant Settlement Date, if no valid initial Meter register reading has been received</a>	<a href="#">Deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)</a>	<a href="#">NHHDC</a>		<a href="#">Appendix 4.5 – Deemed Meter Advance</a>  <a href="#">Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</a>	<a href="#">Internal Process</a>
<a href="#">3.2.1.10</a>	<a href="#">Following 3.2.1.9</a>	<a href="#">Send Deemed Meter Reading</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>

**3.2.6 Change of Supplier for an existing SVA Metering System.<sup>6</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 <sup>7</sup> with the new Supplier and may request SVA MS related data <sup>8</sup> .  If the new NHHDC is the same as the old NHHDC, then proceed to 3.2.6.7.	New NHHDC.	New Supplier.	D0011 Agreement of Contractual Terms. D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
3.2.6.3	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>6</sup> Refer to Appendix 4.4 - Precedence of Meter Readings - CoS.

<sup>7</sup> This process assumes that the new NHHDC accepts his appointment with the Supplier.

<sup>8</sup> The Supplier where requested by the new NHHDC will send this data via the D0052 Affirmation of SVA Metering System Settlement Details.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.4	If applicable, prior to SSD+8.	<p>Send Meter register reading and associated EAC.</p> <p>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.</p>	Old NHHDC.	New NHHDC.	<p>Appendix 4.8 – Historical Data Requirements.</p> <p>D0010 Meter Readings. D0152 Metering System EAC/AA Historical Data.</p>	Electronic or other method, as agreed.
3.2.6.5	Once appointed to SVA MS by new Supplier.	Send the MTD to the new NHHDC.	MOA.	New NHHDC.	<p>D0149 Notification of Mapping Details. D0150 Non Half Hourly Meter Technical Details.</p>	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.6	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 3.2.6.6 below.	New Supplier / Old Supplier.	Old Supplier / New Supplier.		Manual Process.
3.2.6.7	In time to achieve a read within SSD-5 and SSD+5.	<p>Where actual Meter register reading required:</p> <p>Send request to obtain an actual Meter register reading.</p> <p>The new NHHDC will obtain a Meter register reading where instructed by the new Supplier<sup>9</sup>.</p> <p>Otherwise:</p> <p>Provide the Customer Meter register reading.</p> <p>The MOA may send a Meter register reading to the new NHHDC.</p>	<p>New Supplier.</p> <p>New NHHDC.</p> <p>New Supplier.</p> <p>MOA.</p>	<p>New NHHDC.</p> <p>New NHHDC.</p> <p>New NHHDC.</p>	<p>D0072 Instruction to Obtain Change of Supplier Reading.</p> <p>D0071 Customer Own Reading on Change of Supplier.</p> <p>D0010 Meter Readings.</p>	<p>Electronic or other method, as agreed.</p> <p>Internal Process.</p> <p>Electronic or other method, as agreed.</p>

<sup>9</sup> The CoS reading is assumed to be correct by the Old Supplier, until the Old Supplier disputes the CoS reading.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.8	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 3.2.6.4) and the MTD provided by the MOA (from 3.2.6.5).	New NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.4 - Precedence of Meter Reading – CoS, Appendix 4.7 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.2.6.9	If invalid Meter register reading obtained within SSD-5 and SSD+5 window.	Produce and send an Invalid Data Report <sup>10</sup> .	New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	D0086 Notification of Change of Supplier Readings <sup>11</sup> .	Electronic or other method, as agreed.

<sup>10</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>11</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
3.2.6.10	On receipt of Invalid Data Report.	<p>Send a request to the new NHHDC to provide a Meter register reading to replace the invalid one already received.</p> <p>The new NHHDC will collect a Meter register reading, based on the request from the new Supplier.</p> <p>Return to 3.2.6.8.</p>	<p>New Supplier.</p> <p>New NHHDC.</p>	New NHHDC.	D0072 Instruction to Obtain Change of Supplier Reading.	<p>Electronic or other method, as agreed.</p> <p>Internal Process.</p>
3.2.6.11	If valid Meter register reading obtained within SSD-5 and SSD+5 window.	Produce and send Valid Data Report.	New NHHDC.	<p>New Supplier, LDSO.</p> <p>Old NHHDC, if applicable.</p>	<p>D0010 Meter Readings<sup>12</sup>.</p> <p>D0086 Notification of Change of Supplier Readings<sup>13</sup>.</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>	Electronic or other method, as agreed.

<sup>12</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>13</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
3.2.6.12	<p>a) If valid Meter register reading obtained outside SSD-5 and SSD+5 window but before SSD+8 or</p> <p>b) If no valid Meter register reading obtained by SSD+8.</p>	<p>Calculate a <del>D</del>deemed Meter <del>register</del> <del>r</del>Reading for the SSD using:</p> <ul style="list-style-type: none"> <li>the MTD provided by the MOA (via 3.2.6.4), and</li> <li>if a coincident Change of Supplier and Change of Data Collector, the historical data provided by the old NHHDC (via 3.2.6.3)<sup>14</sup>.</li> </ul> <p>Send this <del>Deemed</del> Meter <del>change of Supplier</del> <del>register</del> <del>r</del>Reading.</p>	New NHHDC.		<p><a href="#">Appendix 4.5 – Deemed Meter Advance</a></p>	Internal Process.
			New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	<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>	Electronic or other method, as agreed.
<a href="#">3.2.6.13</a>	<a href="#">Following 3.2.6.12</a>	<a href="#">Send this Deemed change of Supplier reading</a>	<a href="#">Old NHHDC</a>	<a href="#">Old Supplier</a>	<a href="#">D0086 Notification of Change of Supplier Readings</a>	<a href="#">Electronic or other method, as agreed</a>

<sup>14</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](#).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<a href="#">3.2.6.14</a>	<a href="#">If no historic data provided by the old NHHDC by SSD+8</a>	<a href="#">Request Meter reading history</a>	<a href="#">New NHHDC</a>	<a href="#">Old NHHDC</a>		<a href="#">Post / Fax / Email</a>
<a href="#">3.2.6.15</a>	<a href="#">Within [10]WD of 3.2.6.14</a>	<a href="#">Send Meter reading history</a>	<a href="#">Old NHHDC</a>	<a href="#">New NHHDC<sup>15</sup></a>	<a href="#">D0010 Meter Readings</a> <a href="#">D0152 Metering System EAC/AA Historical Data</a>	<a href="#">Electronic or other method, as agreed</a>
<a href="#">3.2.6.16</a>	<a href="#">When Meter reading history is provided</a>	<a href="#">Deem Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)</a>	<a href="#">New NHHDC</a>		<a href="#">Appendix 4.5 – Deemed Meter Advance</a>  <a href="#">Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</a>	<a href="#">Internal Process</a>
<a href="#">3.2.6.17</a>	<a href="#">Following 3.2.6.16</a>	<a href="#">Send change of Supplier Deemed Meter Reading</a>	<a href="#">New NHHDC</a>	<a href="#">New Supplier, LDSO</a>	<a href="#">D0086 Notification of Change of Supplier Readings.</a>	<a href="#">Electronic or other method as agreed</a>
<a href="#">3.2.6.18</a>	<a href="#">At least [20]WD after 3.2.6.14 and no more than 12 months after 3.2.6.14, if no Meter reading history or reading has been received</a>	<a href="#">Obtain Meter register reading, deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)</a>	<a href="#">New NHHDC</a>		<a href="#">Appendix 4.5 – Deemed Meter Advance</a>  <a href="#">Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</a>	<a href="#">Internal Process</a>

<sup>15</sup> [If history is received from more than one source, the new NHHDC shall process and use the first set of history provided.](#)



REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<a href="#">3.2.6.19</a>	<a href="#">Once Deemed Meter Reading has been calculated</a>	<a href="#">Send this change of Supplier Deemed Meter Reading.</a>	<a href="#">New NHHDC.</a>	<a href="#">New Supplier, LDSO, Old NHHDC, if applicable.</a>	<a href="#">D0086 Notification of Change of Supplier Readings.</a>  <a href="#">Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</a>	<a href="#">Electronic or other method as agreed</a>
<a href="#">3.2.6.20</a>	<a href="#">Following 3.2.6.19</a>	<a href="#">Send change of Supplier Deemed Meter Reading</a>	<a href="#">Old NHHDC</a>	<a href="#">Old Supplier</a>	<a href="#">D0086 Notification of Change of Supplier Readings</a>	<a href="#">Electronic or other method as agreed.</a>
<a href="#">3.2.6.21</a> <del>13</del>	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>16</sup> .	Disagree reading and: a) Provide an actual or Customer Meter register reading. b) Agree this Meter register reading with the old Supplier <sup>17</sup> . c) Send the agreed Meter register reading to the new NHHDC.  Refer to 3.2.6. <del>21</del> <sup>16</sup> .	New Supplier.  New Supplier.  New Supplier.	Old Supplier. <sup>18</sup>  Old Supplier.  New NHHDC.	P0180 Disputed Readings on Change of Supplier <sup>19</sup> .  P0180 Disputed Readings on Change of Supplier.  P0180 Disputed Readings on Change of Supplier.	Manual Process.

<sup>16</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>17</sup> This is done by default. However, if there is a disagreement, then the P0180 Disputed Readings on CoS data flow will be triggered.

<sup>18</sup> The Supplier receiving notification of the dispute will use reasonable endeavours to respond to the other Supplier within 5WDs of receipt of a dispute notification.

<sup>19</sup> This data flow will contain the following minimum data items – MSID, Effective from Settlement Date {REGI} (for new Supplier registration), Original CoS Meter Reading, Original Reading Type, Agreed Replacement Reading, Agreed Replacement Reading Type (for SSD).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6. <del>22</del> <del>14</del>	No later than 12 months after SSD if the old Supplier wants to dispute the CoS reading prior to the Final Volume Allocation Run.	<p>Disagree reading and:</p> <p>a) Send a request to the new Supplier to provide an actual Meter register reading or;</p> <p>(If option (a) selected, refer to 3.2.6.15.)</p> <p>b) Provide an actual or Customer Meter register reading</p> <p>or</p> <p>c) Agree an alternative Meter register reading, to be used as the CoS reading, with the new Supplier.</p> <p>d) Send the agreed Meter register reading to the new NHHDC.</p> <p>(If option b) or c) and d) selected, refer to 3.2.6.<del>21</del><del>16</del>.)</p>	<p>Old Supplier.</p> <p>Old Supplier.</p> <p>Old Supplier.</p> <p>New Supplier.</p>	<p>New Supplier.</p> <p>New Supplier.</p> <p>New Supplier.</p> <p>New NHHDC.</p>	<p>P0180 Disputed Readings on Change of Supplier.</p> <p>P0180 Disputed Readings on Change of Supplier</p> <p>P0180 Disputed Readings on Change of Supplier</p> <p>P0180 Disputed Readings on Change of Supplier</p>	Manual Process.
3.2.6. <del>23</del> <del>15</del>	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.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6. <del>16</del> <sup>24</sup>	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 - Precedence of Meter Readings – CoS, Appendix 4.7 – Manual Adjustment of Meter Reading(s).	Internal Process.
		a) If valid, produce and send a Valid Data Report. Calculate a deemed Meter register reading <sup>20 21</sup> for the CoS date and send.	New NHHDC.		<a href="#">Appendix 4.5 – Deemed Meter Advance</a>  Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier <sup>22</sup> .	Internal Process.
			New NHHDC.	New Supplier, LDSO, Old NHHDC <sup>23</sup> , if applicable.	D0086 Notification of Change of Supplier Readings.  <a href="#">Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</a>	Electronic or other method, as agreed.
		b) If invalid, produce and send an Invalid Data Report.  Return to 3.2.6. <del>1813</del> or 3.2.6. <del>1914</del> .	New NHHDC.	New Supplier, LDSO, Old NHHDC, if applicable.	D0086 Notification of Change of Supplier Readings <sup>24</sup> .	

<sup>20</sup> As a result of agreeing a revised CoS reading, the new NHHDC will withdraw the original CoS reading.

<sup>21</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>22</sup> Revised AA/EAC values will be calculated as a result of amending the CoS reading.

<sup>23</sup> Upon receipt of the revised CoS reading, the old NHHDC will replace the previous CoS reading with the deemed CoS reading.

<sup>24</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
<a href="#">3.2.6.25</a>	<a href="#">Following 3.2.6.22</a>	<a href="#">Send change of Supplier Deemed Meter Reading</a>	<a href="#">Old NHHDC</a>	<a href="#">Old Supplier</a>	<a href="#">D0086 Notification of Change of Supplier Readings</a>	<a href="#">Electronic or other method as agreed.</a>

**3.2.7 Change of LDSO<sup>25</sup>**

<b><u>REF</u></b>	<b><u>WHEN</u></b>	<b><u>ACTION</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>	<b><u>INFORMATION REQUIRED</u></b>	<b><u>METHOD</u></b>
<u>3.2.7.1</u>		<u>Send appointment details to the new NHHDC, including the details of the current Agents.</u>	<u>Supplier</u>	<u>New NHHDC</u>	<u>D0155 Notification of Meter Operator or Data Collector Appointment and Terms</u>  <u>D0148 Notification of Change to Other Parties</u>  <u>D0052 Affirmation of Metering System Settlement Details</u>  <u>D0302 Notification of Customer Details</u>	<u>Electronic or other method, as agreed.</u>
<u>3.2.7.2</u>	<u>Once appointed to SVA MSID by Supplier.</u>	<u>Send the MTD to the new NHHDC.</u>	<u>MOA.</u>	<u>New NHHDC.</u>	<u>D0149 Notification of Mapping Details.</u>  <u>D0150 Non Half Hourly Meter Technical Details.</u>	<u>Electronic or other method, as agreed.</u>

<sup>25</sup> Note that there is an interaction between this process and CP1026 'Issues associated with the registration of Metering Systems on existing "New Distribution Networks" and transfer to P62 compliant arrangements. This process may need to be amended as part of the implementation of P176 to fit in with the changes proposed by CP1026, if or when both are approved. The principles of deeming set out in this process with reference to the proposed text to be inserted into Appendix 4.5 of BSCP504 should not be amended.

<b>REF</b>	<b>WHEN</b>	<b>ACTION</b>	<b>FROM</b>	<b>TO</b>	<b>INFORMATION REQUIRED</b>	<b>METHOD</b>
<u>3.2.7.3</u>	<u>On date of change of LDSO</u>	<u>Where actual Meter register reading required:</u>  <u>Send request to obtain an actual Meter register reading.</u>  <u>The old NHHDC will obtain a Meter register reading where instructed by the Supplier.</u> <u>Otherwise:</u> <u>If an appropriate Customer own reading has been received, provide this.</u>  <u>The MOA may send a Meter register reading to the new NHHDC.</u>	<u>Supplier.</u>  <u>Old NHHDC.</u>  <u>Supplier.</u>  <u>MOA.</u>	<u>Old NHHDC.</u>  <u>Old NHHDC.</u>	<u>D0170 Request for Metering System Related Details</u>  <u>D0010 Meter Readings.</u>	<u>Electronic or other method, as agreed.</u> <u>Internal Process.</u>  <u>Electronic or other method, as agreed.</u>
<u>3.2.7.4</u>	<u>Following date of change of LDSO</u>	<u>Select the final reading for old MSID<sup>26</sup>.</u>  <u>Process and validate the Meter register reading.</u>	<u>Old NHHDC.</u>		<u>Appendix 4.2 - Validate Meter Data, Appendix 4.7 – Manual Adjustment of Meter Reading(s).</u>	<u>Internal Process.</u>
<u>3.2.7.5</u>	<u>If invalid Meter register reading</u>	<u>Produce and send an Invalid Data Report.</u>	<u>Old NHHDC.</u>	<u>Supplier, old LDSO.</u>		<u>Electronic or other method, as agreed.</u>
<u>3.2.7.6</u>	<u>On receipt of Invalid Data Report.</u>	<u>Send a request to the old NHHDC to provide a Meter register reading to replace the invalid one already received.</u>	<u>Supplier.</u>	<u>Old NHHDC.</u>		<u>Electronic or other method, as agreed.</u>

<sup>26</sup> The order of precedence is as follows: Remote reading, MOA final, NHHDC, Customer own reading

<u>REF</u>	<u>WHEN</u>	<u>ACTION</u>	<u>FROM</u>	<u>TO</u>	<u>INFORMATION REQUIRED</u>	<u>METHOD</u>
<u>3.2.7.7</u>	<u>Following 3.2.7.6</u>	<u>The old NHHDC will collect a Meter register reading, based on the request from the Supplier.</u>  <u>Return to 3.2.7.4</u>	<u>Old NHHDC.</u>			<u>Internal Process.</u>
<u>3.2.7.8</u>	<u>If valid Meter register reading obtained for date of change of LDSO</u>	<u>Produce and send Valid Data Report.</u>	<u>Old NHHDC.</u>	<u>Supplier, old LDSO.</u>	<u>D0010 Meter Readings.</u>  <u>Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</u>	<u>Electronic or other method, as agreed.</u>
<u>3.2.7.9</u>	<u>If valid Meter register reading not obtained for date of Change of LDSO</u>	<u>Calculate a final Deemed Meter Reading for the old MSID</u>  <u>Send this Deemed Meter Reading.</u>	<u>Old NHHDC.</u>  <u>Old NHHDC.</u>	<u>Supplier, old LDSO,</u>	<u>Appendix 4.5 – Deemed Meter Advance</u>  <u>D0010 Meter Readings</u>  <u>Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</u>	<u>Internal Process.</u>  <u>Electronic or other method, as agreed.</u>
<u>3.2.7.10</u>	<u>Within [10]WD of 3.2.7.9</u>	<u>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.</u>	<u>Old NHHDC</u>	<u>New NHHDC</u>	<u>D0010 Meter Readings</u>	<u>Electronic or other method, as agreed</u>
<u>3.2.7.11</u>	<u>Once final Meter reading for Old MSID received</u>	<u>Send this Meter reading</u>	<u>New NHHDC</u>	<u>New LDSO</u>	<u>D0010 Meter Readings</u>	<u>Electronic or other method, as agreed</u>

<u>REF</u>	<u>WHEN</u>	<u>ACTION</u>	<u>FROM</u>	<u>TO</u>	<u>INFORMATION REQUIRED</u>	<u>METHOD</u>
<u>3.2.7.12</u>	<u>If no Meter reading provided by [10]WD after change of LDSO</u>	<u>Request final Meter reading for old MSID.</u>	<u>New NHHDC</u>	<u>Old NHHDC, Supplier</u>		<u>Post / Fax / Email</u>
<u>3.2.7.13</u>	<u>Following 3.2.7.12</u>	<u>Send final Meter reading for old MSID. This shall be used as the initial Meter reading for the new MSID.</u>	<u>Old NHHDC, Supplier</u>	<u>New NHHDC</u>	<u>D0010 Meter Readings</u>	<u>Electronic or other method, as agreed</u>
<u>3.2.7.14</u>	<u>Once final Meter reading for Old MSID received</u>	<u>Send this Meter reading</u>	<u>New NHHDC</u>	<u>New LDSO</u>	<u>D0010 Meter Readings</u>	<u>Electronic or other method, as agreed</u>
<u>3.2.7.15</u>	<u>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</u>	<u>Obtain Meter register reading, deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)</u>	<u>New NHHDC</u>		<u>Appendix 4.5 – Deemed Meter Advance</u>  <u>Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</u>	<u>Internal Process</u>
<u>3.2.7.16</u>	<u>Once Deemed Meter Reading has been calculated</u>	<u>Send this Deemed Meter Reading.</u>	<u>New NHHDC.</u>	<u>Supplier, new LDSO, Old NHHDC</u>	<u>D0010 Meter Readings</u>  <u>Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</u>	<u>Electronic or other method, as agreed</u>
<u>3.2.7.17</u>	<u>Following 3.2.7.16</u>	<u>Send Deemed Meter Reading</u>	<u>Old NHHDC</u>	<u>Old LDSO</u>	<u>D0010 Meter Readings</u>	<u>Electronic or other method as agreed.</u>



**3.3.1 Coincident Change of Supplier and Measurement Class from a Non Half Hourly to a Half Hourly SVA Metering System <sup>27</sup>**

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.1.1	Prior to CoMC date change.	Send notification of termination of appointment.	Current Supplier <sup>28</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 4.7 – 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.	Current Supplier <sup>29</sup> , LDSO.	D0086 Notification of Change of Supplier Readings (or <del>D</del> S0010 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>27</sup> This process can also be used where there is only a CoMC, not a coincident CoS and CoMC

<sup>28</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.

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.	Current Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.3.1.6	<u>If concurrent CoS and CoMC and Meter register reading invalid or not received By SSD+8.</u>	<u>If Meter register reading(s) invalid or not obtained - Calculate deemed reading(s) and associated EAC / AA(s)</u>	Current NHHDC.		<u>Appendix 4.5 – Deemed Meter Advance</u>  <u>Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</u>	Internal Process.
3.3.1.7	By SSD+8.	Send <del>d</del> Deemed <del>Meter #</del> Reading(s).	Current NHHDC.	Current Supplier, 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 and send to NHHDA and Supplier.	Electronic or other method, as agreed.
<u>3.3.1.8</u>	<u>If CoMC only, and no Meter register reading received by 15WD after the CoMC and if required.</u>	<u>Request final Meter register reading</u>	<u>Current NHHDC</u>	<u>MOA, Supplier</u>		<u>Post / Fax / Email</u>

<sup>29</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
<a href="#">3.3.1.9</a>	<a href="#">Within [10]WD of 3.3.1.8</a>	<a href="#">Send final Meter register reading</a>	<a href="#">MOA / Supplier</a>	<a href="#">Current NHHDC<sup>5</sup></a>	<a href="#">D0010 Meter Readings</a>	<a href="#">Electronic or other method, as agreed</a>
<a href="#">3.3.1.10</a>	<a href="#">If no valid Meter register reading received within [10]WD of 3.3.1.9</a>	<a href="#">Deem final Meter register reading and calculate associated EAC / AA(s)</a>	<a href="#">Current NHHDC</a>		<a href="#">Appendix 4.5 – Deemed Meter Advance</a>  <a href="#">Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</a>	<a href="#">Internal Process</a>
<a href="#">3.3.1.11</a>	<a href="#">Following 3.3.1.10</a>	<a href="#">Send final Deemed Meter Reading</a>	<a href="#">Current NHHDC</a>	<a href="#">Supplier, LDSO</a>	<a href="#">D0010 Meter Readings</a>	<a href="#">Electronic or other method as agreed</a>

**3.3.2 Coincident Change of Supplier and Measurement Class from a Half Hourly to a Non Half Hourly SVA Metering System 27.**

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 10WD 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		Send initial (class) average EAC.	Supplier.	NHHDC.	D0052 Affirmation of Metering System Settlement Details.	Electronic or other method, as agreed.
3.3.2.4		Process and validate Meter register reading.	NHHDC.		Appendix 4.2 – Validate Meter Data, Appendix 4.7 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.3.2.5	If invalid Meter register reading.	Produce and send Invalid Data Report.	NHHDC.	LDSO, Supplier.	D0010 Meter Readings.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.2.6	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.
<u>3.3.2.7</u>	<u>If no Meter register reading received within 10WD of CoMC and initial reading required<sup>30</sup></u>	<u>Request initial Meter register reading</u>	<u>NHHDC</u>	<u>MOA, Supplier, old HHDC (if same Metering Equipment is in use)</u>		<u>Post / Fax / Email</u>
<u>3.3.2.8</u>	<u>Within [10]WD of 3.3.2.7</u>	<u>Send initial Meter register reading</u>	<u>MOA / Supplier, old HHDC</u>	<u>NHHDC<sup>5</sup></u>	<u>D0010 Meter Readings</u>	<u>Electronic or other method, as agreed</u>
<u>3.3.2.9</u>	<u>At least [10]WD after 3.3.2.7 and no more than 12<sup>31</sup> months after 3.3.2.7, if no initial valid Meter register reading has been received</u>	<u>Deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)</u>	<u>NHHDC</u>		<u>Appendix 4.5 – Deemed Meter Advance</u>  <u>Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</u>	<u>Internal Process</u>
<u>3.3.2.10</u>	<u>Following 3.3.2.9</u>	<u>Send Deemed Meter Reading</u>	<u>NHHDC</u>	<u>Supplier, LDSO</u>	<u>D0010 Meter Readings</u>	<u>Electronic or other method as agreed</u>

<sup>30</sup> An initial Meter reading is required for a co-incident CoS and CoMC. It is optional for a CoMC only

<sup>31</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 10WD of attempting to change energisation status.	Send change of energisation status and initial Meter register reading.	MOA	NHHDC	D0139 Confirmation or Rejection of Energisation Status Change.	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>32</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 4.7 – 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.

<sup>32</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
<a href="#">3.3.3.5</a>	<a href="#">If required and no valid Meter register reading received within 10WD of notification of change to energisation status</a>	<a href="#">Request initial Meter register reading</a>	<a href="#">NHHDC</a>	<a href="#">MOA, Supplier</a>		<a href="#">Post / Fax / Email</a>
<a href="#">3.3.3.6</a>	<a href="#">Within [10]WD of 3.3.3.5</a>	<a href="#">Send initial Meter register reading</a>	<a href="#">MOA / Supplier</a>	<a href="#">NHHDC<sup>5</sup></a>	<a href="#">D0010 Meter Readings</a>	<a href="#">Electronic or other method, as agreed</a>
<a href="#">3.3.3.7</a>	<a href="#">[10]WD after 3.3.3.5, if no valid Meter register reading received</a>	<a href="#">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).</a>	<a href="#">NHHDC</a>		<a href="#">Appendix 4.5 – Deemed Meter Advance</a>  <a href="#">Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</a>	<a href="#">Internal Process</a>
<a href="#">3.3.3.8</a>	<a href="#">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</a>	<a href="#">Deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)</a>	<a href="#">NHHDC</a>		<a href="#">Appendix 4.5 – Deemed Meter Advance</a>  <a href="#">Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</a>	<a href="#">Internal Process</a>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<a href="#">3.3.3.9</a>	<a href="#">Following 3.3.3.8</a>	<a href="#">Send Deemed Meter Reading</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>



**3.3.4 De-energise a SVA Metering System.**

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.4.1	Within 10WD of attempting to change energisation status.	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.
3.3.4.2	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 4.7 – 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.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<a href="#">3.3.4.5</a>	<a href="#">If required and no valid Meter register reading received within 10WD of notification of change to energisation status</a>	<a href="#">Request final Meter register reading</a>	<a href="#">NHHDC</a>	<a href="#">MOA, Supplier</a>		<a href="#">Post / Fax / Email</a>
<a href="#">3.3.4.6</a>	<a href="#">Within [10]WD of 3.3.4.5</a>	<a href="#">Send final Meter register reading</a>	<a href="#">MOA / Supplier</a>	<a href="#">NHHDC<sup>5</sup></a>	<a href="#">D0010 Meter Readings</a>	<a href="#">Electronic or other method, as agreed</a>
<a href="#">3.3.4.7</a>	<a href="#">If no valid Meter register reading received within [10]WD of 3.3.4.5</a>	<a href="#">Deem final Meter register reading and calculate associated EAC / AA(s)<sup>33</sup></a>	<a href="#">NHHDC</a>		<a href="#">Appendix 4.5 – Deemed Meter Advance</a>  <a href="#">Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</a>	<a href="#">Internal Process</a>
<a href="#">3.3.4.8</a>	<a href="#">Following 3.3.4.7</a>	<a href="#">Send Deemed Meter Reading</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>

<sup>33</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.
<del>3.3.5.3</del>	<del>If Meter register reading unobtainable.</del>	<del>Calculate a deemed Meter register reading.</del> <del>Send Meter register reading to the Supplier and LDSO</del>	<del>NHHDC.</del> <del>NHHDC.</del>	<del>Supplier, LDSO.</del>	<del>D0010 Meter Readings.</del>	<del>Internal Process.</del> <del>Electronic or other method, as agreed.</del>
3.3.5. <del>34</del>	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 4.7 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.3.5. <del>45</del>	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. <del>56</del>	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.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<a href="#">3.3.5.6</a>	<a href="#">If required and no valid Meter register reading received within 10WD of the disconnection</a>	<a href="#">Request final Meter register reading</a>	<a href="#">NHHDC</a>	<a href="#">MOA, Supplier</a>		<a href="#">Post / Fax / Email</a>
<a href="#">3.3.5.7</a>	<a href="#">Within [10]WD of 3.3.5.6</a>	<a href="#">Send final Meter register reading</a>	<a href="#">MOA / Supplier</a>	<a href="#">NHHDC<sup>5</sup></a>	<a href="#">D0010 Meter Readings</a>	<a href="#">Electronic or other method, as agreed</a>
<a href="#">3.3.5.8</a>	<a href="#">If no valid Meter register reading received within [10]WD of 3.3.5.6 or notification received that the reading is unavailable</a>	<a href="#">If available, substitute the de-energisation reading as the disconnection reading.</a>  <a href="#">If not available, deem the final Meter register reading</a>  <a href="#">Calculate associated EAC / AA(s)</a>	<a href="#">NHHDC</a>		<a href="#">Appendix 4.5 – Deemed Meter Advance</a>  <a href="#">Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</a>	<a href="#">Internal Process</a>
<a href="#">3.3.5.9</a>	<a href="#">Following 3.3.5.8</a>	<a href="#">Send Deemed Meter Reading</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>

**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 10WD 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>34</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.
<del>3.3.7.2</del>	<del>If Meter register reading unobtainable from replaced / reconfigured MS.</del>	<del>Calculate the deemed Meter register reading.</del>  <del>Send Meter register reading to the Supplier and LDSO.</del>	<del>NHHDC.</del>  <del>NHHDC.</del>	<del></del>  <del>Supplier, LDSO.</del>	<del></del>  <del>D0010 Meter Readings.</del>	<del>Internal Process.</del>  <del>Electronic or other method, as agreed.</del>
3.3.7. <del>23</del>	If Meter register reading obtained from replaced / reconfigured MS.	Process and validate Meter register reading(s).	NHHDC.		Appendix 4.2 – Validate Meter Data, Appendix 4.7 – Manual Adjustment of Meter Reading(s).	Internal Process.
3.3.7. <del>34</del>	If invalid Meter register reading.	Produce and send Invalid Data Report.	NHHDC.	Supplier, LDSO.	D0010 Meter Readings.	Electronic or other method, as agreed.

<sup>34</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.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.7.45	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.
<u>3.3.7.5</u>	<u>If no valid Meter register reading(s) received 10WD of the replacement / reconfiguration and initial and / or final reading required</u>	<u>Request initial and / or final Meter register reading</u>	<u>NHHDC</u>	<u>MOA, Supplier</u>		<u>Post / Fax / Email</u>
<u>3.3.7.6</u>	<u>Within [10]WD of 3.3.7.5</u>	<u>Send initial and / or final Meter register reading</u>	<u>MOA / Supplier</u>	<u>NHHDC<sup>5</sup></u>	<u>D0010 Meter Readings</u>	<u>Electronic or other method, as agreed</u>
<u>3.3.7.7</u>	<u>If no valid final Meter register reading received within [10]WD of 3.3.5.6</u>	<u>Deem final Meter register reading and calculate associated EAC / AA(s)</u>	<u>NHHDC</u>		<u>Appendix 4.5 – Deemed Meter Advance</u>  <u>Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</u>	<u>Internal Process</u>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<a href="#">3.3.7.8</a>	<a href="#">At least [10]WD after 3.3.3.4 and by [10]WD before the Final Reconciliation Run for the relevant Settlement Date, if no valid initial Meter register reading has been received</a>	<a href="#">Deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)</a>	<a href="#">NHHDC</a>		<a href="#">Appendix 4.5 – Deemed Meter Advance</a>  <a href="#">Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</a>	<a href="#">Internal Process</a>
<a href="#">3.3.7.9</a>	<a href="#">Following 3.3.7.8</a>	<a href="#">Send Deemed Meter Reading</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>

**3.3.8 Withdrawing Meter Readings.<sup>35</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>36</sup>;</li> <li>confirmation of rectification of fault; and</li> <li>Meter register reading following rectification of fault (to be used for subsequent MAP).</li> </ul>	MOA.	NHHDC <sup>37</sup> <sup>38</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.

<sup>35</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>36</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>37</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>38</sup> Where the NHHDC receives notification of a fault from someone other than the MOA, the NHHDC will report the fault to the MOA.



REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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>39</sup> .  Supplier, NHHDA.	D0010 Meter Readings.  D0019 Metering System EAC/AA Data.	Electronic or other method, as agreed.
<u>3.3.8.1.4</u>	<u>If required and no valid final Meter register reading received [5]WD after SVA MS fault rectified</u>	<u>Deem final Meter register reading and calculate associated EAC / AA(s)</u>	<u>NHHDC</u>		<u>Appendix 4.5 – Deemed Meter Advance</u>  <u>Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</u>	<u>Internal Process</u>
<u>3.3.8.1.5</u>	<u>Following 3.3.8.1.4</u>	<u>Send Deemed Meter Reading</u>	<u>NHHDC</u>	<u>Supplier, LDSO</u>	<u>D0010 Meter Readings</u>	<u>Electronic or other method as agreed</u>
<u>3.3.8.1.6</u>	<u>If required and no valid initial Meter register reading received [5]WD after SVA MS fault rectified</u>	<u>Request initial Meter register reading</u>	<u>NHHDC</u>	<u>MOA, Supplier</u>		<u>Post / Fax / Email</u>
<u>3.3.8.1.7</u>	<u>Within [10]WD of 3.3.8.1.6</u>	<u>Send initial Meter register reading</u>	<u>MOA / Supplier</u>	<u>NHHDC<sup>5</sup></u>	<u>D0010 Meter Readings</u>	<u>Electronic or other method, as agreed</u>

<sup>39</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
<u>3.3.8.18</u>	<u>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</u>	<u>Deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)</u>	<u>NHHDC</u>		<u>Appendix 4.5 – Deemed Meter Advance</u> <u>Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</u>	<u>Internal Process</u>
<u>3.3.8.1.9</u>	<u>Following 3.3.8.1.8</u>	<u>Send Deemed Meter Reading</u>	<u>NHHDC</u>	<u>Supplier, LDSO</u>	<u>D0010 Meter Readings</u>	<u>Electronic or other method as agreed</u>
<u>3.3.8.1.4</u>	<u>By 1 WD after 3.3.8.1.3:</u>	<u>Set the EAC calculated for the last valid Meter register reading (obtained prior to the period of the fault), into an AA for the Deemed MAP (thus creating a new EAC for the subsequent MAP):</u>  <u>Store the Meter register reading received (via 3.3.8.1) to be used for the subsequent MAP:</u>	<u>NHHDC:</u>			<u>Internal Process:</u>
<u>3.3.8.1.5</u>	<u>By 1 WD after 3.3.8.1.4:</u>	<u>Send the AA/EAC:</u>  <u>Process EAC/AA data in accordance with section 3.5:</u>	<u>NHHDC:</u>	<u>Supplier, NHHDA<sup>40</sup>:</u>	<u>D0019 – Metering System EAC/AA Data:</u>	<u>Electronic or other method, as agreed:</u>

<sup>40</sup> All references to NHHDA throughout this process will be to the NHHDA(s) appointed during the period of the fault.

**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>41</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>42</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.	NHHDC <sup>43</sup> <sup>44</sup> .	<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>	Electronic or other method, as agreed.
3.3.8.2.2	By 1 WD after 3.3.8.2.1.	Process and validate Meter register reading(s) for replacement SVA MS.	Supplier.	NHHDC.	<p>D0052 Affirmation of Metering System Settlement Details.</p>	Internal Process.
			NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.7 - Manual Adjustment of Meter Reading(s).	

<sup>41</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>42</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>43</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>44</sup> Where the NHHDC receives notification of a fault from someone other than the MOA, the NHHDC will report the fault to the MOA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.8.2.3	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.
3.3.8.2.4	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.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.8.2.5	By 1 WD after 3.3.8.2.4.	<p>For the removed SVA MS:</p> <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> <li>Complete a Site Visit Report.</li> </ul> <p>For the replacement SVA MS:</p> <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> <li>If change of SVA MS with no change of SSC retrieve the EAC calculated for the removed SVA MS together with the AA.</li> </ul>	NHHDC.		<p>Appendix 4.1 - Site Checks of SVA Metering System - Site Visit Report.</p> <p>Appendix 4.3 - Withdrawing Meter Reading(s) / AA/EAC(s).</p>	Internal Process.
3.3.8.2.6	By 1 WD after 3.3.8.2.5.	<p>For the removed SVA MS send notification:</p> <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(s) (obtained prior to the period of the fault).</li> </ul>	NHHDC.  NHHDC.	Supplier, LDSO <sup>45</sup> .  Supplier, NHHDA.	<p>D0010 Meter Readings.</p> <p>D0019 Metering System EAC/AA Data.</p>	Electronic or other method, as agreed.

<sup>45</sup> The Supplier and LDSO will withdraw all subsequent Meter register readings received from the NHHDC 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
		Process EAC/AA data in accordance with section 3.5.				
<a href="#">3.3.8.2.7</a>	<a href="#">If required and no valid final Meter register reading received [5]WD after SVA MS fault rectified</a>	<a href="#">Deem final Meter register reading and calculate associated EAC / AA(s)</a>	<a href="#">NHHDC</a>		<a href="#">Appendix 4.5 – Deemed Meter Advance</a>  <a href="#">Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</a>	<a href="#">Internal Process</a>
<a href="#">3.3.8.2.8</a>	<a href="#">Following 3.3.8.2.7</a>	<a href="#">Send Deemed Meter Reading</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="#">3.3.8.2.9</a>	<a href="#">If required and no valid initial Meter register reading received [5]WD after SVA MS fault rectified</a>	<a href="#">Request initial Meter register reading</a>	<a href="#">NHHDC</a>	<a href="#">MOA, Supplier</a>		<a href="#">Post / Fax / Email</a>
<a href="#">3.3.8.2.10</a>	<a href="#">Within [10]WD of 3.3.8.2.9</a>	<a href="#">Send initial Meter register reading</a>	<a href="#">MOA / Supplier</a>	<a href="#">NHHDC<sup>5</sup></a>	<a href="#">D0010 Meter Readings</a>	<a href="#">Electronic or other method, as agreed</a>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
<a href="#">3.3.8.2.11</a>	<a href="#">At least [10]WD after 3.3.8.2.9 and by [10]WD before the Final Reconciliation Run for the relevant Settlement Date, if no valid initial Meter register reading has been received</a>	<a href="#">Deem initial Meter reading in accordance with Appendix 4.5 and calculate associated EAC / AA(s)</a>	<a href="#">NHHDC</a>		<a href="#">Appendix 4.5 – Deemed Meter Advance</a> <a href="#">Refer to section 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.</a>	<a href="#">Internal Process</a>
<a href="#">3.3.8.2.12</a>	<a href="#">Following 3.3.8.2.11</a>	<a href="#">Send Deemed Meter Reading</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="#">3.3.8.2.7</a>	<a href="#">Once replacement AA/EAC(s) available:</a>	<a href="#">Send the AA/EAC(s):</a> <a href="#">Process EAC/AA data in accordance with section 3.5:</a>	<a href="#">NHHDC:</a> <a href="#">NHHDA:</a>	<a href="#">NHHDA<sup>46</sup>;</a> <a href="#">Supplier:</a>	<a href="#">D0019 – Metering System EAC/AA Data:</a>	<a href="#">Electronic and or other method, as agreed:</a>

<sup>46</sup> All references to NHHDA throughout this process will be to the NHHDA(s) appointed during the period of the fault.

**3.3.8.3 Withdrawal of Meter Reading / Large AA following Review.**

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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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>47</sup> .	D0010 Meter Readings.	Electronic or other method, as agreed.

<sup>47</sup> The Supplier and LDSO will withdraw all subsequent Meter register readings received from the NHHDC.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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.  <u>If Gross Volume Correction is required, refer to section 3.4.x [New interface and timetable section for GVC]</u>	Electronic or other method, as agreed.

**3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier.**

Note that no changes have been suggested to this section but it has been included for completeness as some of the proposed new text refers to this section.

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>48</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	Electronic Interface.
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>49</sup> .	NHHDC <sup>50</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.

<sup>48</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>49</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>50</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
3.3.11.4	If AA and or EAC calculation fails.	Correct and re-run AA and or EAC calculation.	NHHDC.			Internal Process.
3.3.11.5	<p>If AA and or EAC calculation successful.</p> <p>By the next Volume Allocation Run, if the D0023 data flow was received from the NHHDA at least 14WD before that Run,</p> <p>Or</p> <p>by the Volume Allocation Run after next if the D0023 data flow from the NHHDA was received less than 14WD before the next Reconciliation Run.</p>	<p>Send AA and or EAC</p> <p>If problem with file not caused by NHHDA notify NHHDC</p> <p>Generate a revised file and send or resend an exact copy of file.</p>	<p>NHHDC<sup>74</sup>.</p> <p>NHHDA.</p> <p>NHHDC<sup>51</sup>.</p>	<p>NHHDA, Supplier<sup>52</sup>.</p> <p>NHHDC.</p> <p>NHHDA, Supplier.</p>	<p>D0019 Metering System EAC/AA Data.</p> <p>P0035 Invalid Data (for physical integrity problems) or D0023 Failed Instructions (for instruction level problems).</p> <p>D0019 Metering System EAC/AA Data.</p>	Electronic Interface.

<sup>51</sup> This may be an old NHHDC in the case where there has been a change of NHHDC.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
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.
3.3.11.7	By 1 WD after 3.3.11.6.	Send notification of those AAs which were included in the excessively large AAs exception log and the status of each exception following investigation.	NHHDC.	Supplier <sup>53</sup> .	P0191 Excessively Large AAs.  Proceed to section 3.3.8.3 – Withdrawal of Meter Reading / Large AA following Review if AA to be withdrawn.	Manual Process.

<sup>52</sup> The NHHDC will send the data (AA and or EAC) only to their respective Supplier / NHHDA.

<sup>53</sup> The NHHDC will send the exceptions to their respective Supplier.

A new process should also be added to the interface and timetable section of BSCP504 (section 3.4 'Collection Activities') to allow for Gross Volume Correction as follows:

### **3.4.x Compensating Crystallised Errors**

<b><u>REF.</u></b>	<b><u>WHEN</u></b>	<b><u>ACTION</u></b>	<b><u>FROM</u></b>	<b><u>TO</u></b>	<b><u>INFORMATION REQUIRED</u></b>	<b><u>METHOD</u></b>
<u>3.4.x.1</u>	<u>In _____ the circumstances defined _____ in Appendix 4.x</u>	<u>Request that Gross Volume Correction is carried out</u>	<u>Supplier</u>	<u>NHHDC</u>	<u>Details of Meter register readings to which Gross Volume Correction Should be applied.</u>	<u>Fax / Email</u>
<u>3.4.x.2</u>	<u>As soon as possible after 3.4.x.1</u>	<u>Carry out Gross Volume Correction</u>	<u>NHHDC</u>		<u>Appendix 4.x – Gross Volume Correction</u>	<u>Internal Process</u>
<u>3.4.x.3</u>	<u>Following completion of Gross Volume Correction</u>	<u>Send notification of Deemed Meter Readings used for GVC</u> <u>Send notification of revised EAC / AAs</u>	<u>NHHDC</u> <u>NHHDC</u>	<u>Supplier</u> <u>Supplier, NHHDA, LDSO</u>	<u>D0010 Meter readings</u> <u>D0019 Metering System EAC/AA Data</u> <u>Process EAC / AA in accordance with section 3.5</u>	<u>Electronic or other method as agreed</u>