

AMENDMENT RECORD

Issue	Date	Version	Changes	Paper Reference
1	1998 Operational Date	7.00	Produced for 1998 Trading Arrangements.	
2	12/10/98	8.00	CR 496 embodied.	
3	26/03/99	8.04	SIR R291 timing changes removed following S2F agreement on 17/02/99. Changes accepted following TS2 approval on 16/03/99.	S2F/05/41, TS2/08/245
4	12/04/99	8.10	SIR R1443 (CR R1488) "Manual Adjustment of Non Half Hourly Meter Readings by the Non Half Hourly Data Collector" embodied.	TS2/08/224 TS2/09/267
5	24/05/99	8.11	SIR R1454 (CR R1536) "Coincident Change of Supplier and Measurement Class" embodied.	TS2/10/279
6	01/08/99	8.12	SIR R202 (CR R1722), SIR R944 (CR R1635) SIR R1031 (CR R1643), CR R1722, SIR R1363 (CR R1594), SIR R1368 (CR R1595) and SIR R1501 (CR R1593) embodied.	S2F/09/96, TS2/12/356, TS2/13/358
7	01/04/00	8.13	SIR R1972 (CR R2227) "Change of Supplier" related changes and CR R2223 "Meter Equipment Technical Detail" related changes embodied.	TS2/17/498, TS2/18/518
8	21/08/00	8.14	SIR R2660 (CR R2785) and SIR R2296 (CR R2506) embodied.	TS2/25/709
<u>9</u>	<u>20/11/00</u>	<u>8.15</u>	<u>SIR R2803 (CR R2981), CR R1853, CR R2237, CR R2244, CR R2535, CR R2538, CR R2256 and CR R2895 embodied.</u>	<u>TS2/29/774</u>

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2.1.2 **CR R2538** Process Daily Profile Coefficients received from ISRA.

2.3.6 CR R2237 Change of Tariff Registers.

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3.1.2 CR R2538 & CR R2256 Process Daily Profile Coefficients received from ISRA.¹

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.1.2.1	On demand when appointed to MS.	Request relevant Daily Profile Coefficients.	NHHDC.	ISRA.	P0040 Request Daily Profile Coefficient Data.	Electronic Interface.
3.1.2.2	<p>a) After Profile Production Run - by 5:00pm on SD+1 or</p> <p>b) Re-submit or withdraw profiles already sent or</p> <p>c) Upon request from NHHDC.</p>	<p>Send accepted Daily Profile Coefficients, for the Settlement Day² for one or more GSP Group(s) in the form of the Supplier and Data Collector Reports.</p> <p>The reports produced and sent will contain data which is a number of days in arrears of the Settlement Day to which they relate.</p> <p><u>Send relevant Daily Profile Coefficients as requested by NHHDC (via 3.1.2.1).</u></p>	ISRA.	<p>NHHDC.</p> <p>Supplier.</p> <p><u>NHHDC.</u></p>	<p>D0028 Standing Profile Data Report. D0029 Standard Settlement Configuration Report. D0039 Daily Profile Coefficient File.</p> <p>D0018 Daily Profile Data Report. D0028 Standing Profile Data Report. D0029 Standard Settlement Configuration Report. P0043 Teleswitch Report.</p> <p><u>D0039 Daily Profile Coefficient File.</u></p>	Electronic Interface.

¹ ~~Until the confirmation of these coefficients is received by ISRA, AA/EACs cannot be calculated for the period.~~

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

3.2 REGISTRATION ACTIVITIES.

3.2 **CR R2244** 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 MS details, including initial (class average) EAC to the NHHDC. Send the initial (class average) EAC for each Settlement Register of the MS to the NHHDA. If NHHDA receives invalid data from NHHDC, the NHHDA will resolve the problem with the NHHDC.	Supplier ³ . NHHDC. NHHDA.	NHHDC. NHHDA. 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. D0019 Metering System EAC/AA Data. D0023 Failed Instructions.	Electronic or other method, as agreed.
3.2.1.2		Agree method of data retrieval ie. manual or remote (subject to any contractual constraints imposed by the Supplier). Agree communication details for remotely read meters.	NHHDC.	NHHMO.		Manual Process.
3.2.1.3	On completion of meter installation.	Send metering data, including initial meter reading, where obtained.	NHHMO ⁴ .	NHHDC.	D0010 Meter Readings. D0149 Notification of Mapping Details. D0150 Non Half Hourly Meter Technical Details.	Electronic or other method, as agreed.

³ The Supplier will state the class and type of MS required and the data collection period for each MS.

3.2.3 CR R2244 Change of NHHDC for an existing Metering System not concurrent with a Change of Supplier (effective from 1 April 2000).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.1	By 12WD prior to effective date of DC appointment.	Send notification of appointment.	Supplier.	New NHHDC.	D0155 Notification of New <u>Meter Operator</u> NHHMO or <u>Data Collector</u> NHHDC Appointment and Terms.	Electronic or other method, as agreed.
3.2.3.2	By 7WD prior to effective date of DC appointment.	Send confirmation of appointment acceptance.	New NHHDC.	Supplier.	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
3.2.3.3	By 5WD prior to effective date of DC appointment.	Send associated Agent details.	Supplier ⁵ .	New NHHDC.	D0148 Notification of Change to Other Parties ⁶ .	Electronic or other method, as agreed.
3.2.3.4	By 3WD prior to effective date of DC appointment.	Send notification of de-appointment.	Supplier.	Old NHHDC.	D0151 Termination of Appointment or Contract by Supplier.	Electronic or other method, as agreed.

⁴ If any discrepancies identified between the METD provided by the NHHMO and MS data received from the Supplier, the NHHDC shall inform the Supplier. The Supplier will ensure that any such anomalies are resolved.

⁵ The Supplier will inform the NHHMO that the NHHDC has been appointed, via D0148 Notification of Change to Other Parties, and this notification will take place prior to step 3.2.3.4.

⁶ The Supplier will include all previous relevant NHHDA as well as the current NHHDA in this dataflow.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.3.8	Within 1WD of 3.2.3.7.	Send meter reading and associated AA/EAC history.	Old NHHDC or Supplier ⁷ .	New NHHDC ⁸ .	Appendix 4.8 – Historical Data Requirements. D0010 Meter Readings. D0152 Metering System EAC/AA Historical Data.	Electronic or other method, as agreed.

⁷ The Supplier will provide this data either directly or via the old NHHDC.

⁸ If required, the NHHDC may request MS data from the Supplier via the D0170 Request for Metering System Related Details. The Supplier will provide this data to the NHHDC via the D0052 Affirmation of MS Settlement Details.

3.2.6 **SIR R2803** Change of Supplier for an existing Metering System.⁹

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.12	If the new Supplier disputes the CoS reading prior to the <u>Final Reconciliation Run. first Reconciliation Run.</u>	Disagree reading and : a) Provide an actual or customer meter reading. b) Agree this meter reading with the old Supplier ¹⁰ . c) Send the agreed meter reading to the new NHHDC. Refer to 3.2.6.15.	New Supplier. New Supplier. New Supplier.	Old Supplier. Old Supplier. New NHHDC.	P0180 Disputed CoS Meter Reading ¹¹ . P0180 Disputed CoS Meter Reading. P0180 Disputed CoS Meter Reading.	Manual Process.

⁹ Refer to Appendix 4.4 - Precedence of Meter Readings - CoS.

¹⁰ This is done by default. However, if there is a disagreement, then the P0180 Disputed CoS Meter Reading dataflow will be triggered.

¹¹ This dataflow 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
3.2.6.13	If the old Supplier disputes the CoS reading prior to the <u>Final Reconciliation Run</u> . first Reconciliation Run .	Disagree reading and : a) Send a request to the new Supplier to provide an actual meter reading or; (If option (a) selected, refer to 3.2.6.14.) b) Send customer meter reading to the new Supplier or c) Agree an alternative meter reading, to be used as the CoS reading, with the new Supplier. d) Send the agreed meter reading to the new NHHDC. (If option (b) or (c) and (d) selected, refer to 3.2.6.15.)	Old Supplier. Old Supplier. Old Supplier. New Supplier.	New Supplier. New Supplier. New Supplier. New NHHDC.	P0180 Disputed CoS Meter Reading. P0180 Disputed CoS Meter Reading. P0180 Disputed CoS Meter Reading. P0180 Disputed CoS Meter Reading.	Manual Process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.2.6.14	On receipt of request from old Supplier.	Send request to new NHHDC to obtain a meter reading.	New Supplier.	New NHHDC.	D0072 Instruction to Obtain Change of Supplier Reading.	Electronic or other method, as agreed.
3.2.6.15	When meter reading has been agreed between Suppliers and is outside previous timescales but in time for the Final Reconciliation Run. first Reconciliation Run.	<p>Process and validate meter reading.</p> <p>a) If valid, produce and send a Valid Data Report. Calculate a deemed meter reading¹² for the CoS date and send.</p> <p>b) If invalid, produce and send an Invalid Data Report.</p> <p>Return to 3.2.6.12 or 3.2.6.13.</p>	<p>New NHHDC.</p> <p>New NHHDC.</p> <p>New NHHDC.</p> <p>New NHHDC.</p>	<p>New Supplier, Dist. Bus, Old NHHDC¹³, if applicable.</p> <p>New Supplier, Dist. Bus. Old NHHDC, if applicable.</p>	<p>Appendix 4.2 - Validate Meter Data, Appendix 4.4 - Precedence of Meter Readings – CoS, Appendix 4.7 – Manual Adjustment of Meter Reading(s).</p> <p>Appendix 4.5 - Deemed Meter Advance Calculation. Refer to Business Event 3.3.11 Calculate AA/EAC Values and send to NHHDA and Supplier¹⁴.</p> <p>D0086 Notification of Change of Supplier Readings.</p> <p>D0010 Meter Readings.</p>	<p>Internal Process.</p> <p>Internal Process.</p> <p>Electronic or other method, as agreed.</p>

¹² As a result of agreeing a revised CoS reading, the new NHHDC will withdraw the original CoS reading.

¹³ Upon receipt of the revised CoS reading, the old NHHDC will replace the previous CoS reading with the deemed CoS reading.

3.3.3 **CR R2535** Energise a Metering System.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.3.1		Send request to energise MS to NHHMO. The NHHMO will energise the MS and send initial meter reading and energisation status to the NHHDC.	Supplier. NHHMO.	NHHMO. NHHDC.	D0134 Request to Change Energisation Status. D0010 Meter Readings. D0139 Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.
3.3.3.2		Process and validate meter readings ¹⁵ . 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 reading.	Produce and send Invalid Data Report, which will include energisation status.	NHHDC.	Supplier, Dist. Bus.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.3.3.4	If valid meter reading.	Produce and send Valid Data Report, which will include the energisation status (which is passed in the “Additional Information” field).	NHHDC.	Supplier, Dist. Bus.	D0010 Meter Readings. Refer to Business Event 2.3.11 - Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.

¹⁴ Revised AA/EAC values will be calculated as a result of amending the CoS reading.

¹⁵ It is necessary for settlement purposes to identify a MS as energised or de-energised. Where a MS consists of more than one meter, it will be considered energised if at least one of its meters is energised.

3.3.6 CR R2237 Change of Tariff Registers.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.6.1		<p>Send notification that NHHMO is to re-program meter registers. Also send initial (class average) EAC for each Settlement Register associated with the new SSC and the new Profile Class¹⁶ (where appropriate). Send the date for which any change of SSC has been registered. <u>If necessary agree revised contractual terms.</u></p> <p>Pass final meter reading for old register configuration and initial meter reading for new register configuration, including METD and the mapping of these onto each Settlement Registers¹⁷.</p> <p>Agree communication details, if meters to be read remotely.</p>	<p>Supplier¹⁸.</p> <p>NHHMO.</p> <p>NHHMO.</p>	<p>NHHDC.</p> <p>NHHDC.</p> <p>NHHDC.</p>	<p>P0027 Notification of Pending Work.</p> <p>D0010 Meter Readings. D0149 Notification of Mapping Details. D0150 Non Half Hourly Meter Technical Details.</p>	<p>Electronic or other method, as agreed.</p> <p>Manual Process.</p>
3.3.6.2		Process and validate meter readings.	NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.7 – Manual Adjustment of Meter Reading(s).	Internal Process.

¹⁶ On change of Profile Class for a MS, a class average EAC will be submitted in preference to an EAC calculated from the AA for the Meter Advance Period spanning the change of Profile Class. An EAC will not be calculated if the Profile Class has changed during the Meter Advance Period.

¹⁷ Settlement Registers must not ‘double count’ electricity. If two physical registers record the same consumption, then the NHHDC must perform a process of differencing.

¹⁸ If necessary the Supplier and NHHDC agree revised terms for retrieval and processing of data.

3.3.7 CR R2256 Reconfigure or Replace Metering System - No Change of Measurement Class.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.7.1		The Supplier ¹⁹ sends a request to replace / reconfigure MS to the NHHMO or for Dist. Bus to visit site.	Supplier.	NHHMO.	D0142 Request for Installation or Change to a Metering System Functionality or the Removal of All Meters.	Electronic or other method, as agreed.
			Supplier.	Dist. Bus.	Request to visit site.	Telephone / fax.
3.3.7.2		a) If MS replaced by Dist. Bus. for safety reasons, inform NHHMO of METD ²⁰ .	Dist. Bus ²¹ .	NHHMO.	D0150 Non Half Hourly Meter Technical Details.	Electronic or other method, as agreed.
		The Dist. Bus. will send the 'old' meter reading to the NHHDC.	Dist. Bus.	NHHDC.	D0010 Meter Readings (old meter).	
		The NHHMO will send 'new' METD to NHHDC, Supplier and Dist. Bus.	NHHMO.	NHHDC, Supplier, Dist. Bus.	D0149 Notification of Mapping Details. D0150 Non Half Hourly Meter Technical Details.	
		The NHHMO sends 'new' meter reading to NHHDC.	NHHMO.	NHHDC.	D0010 Meter Readings (new meter).	
		b) If MS replaced or reconfigured by NHHMO, send meter readings and 'new' METD to the NHHDC and 'new' METD to Supplier and Dist. Bus.	NHHMO.	NHHDC Supplier, Dist. Bus.	D0010 Meter Readings (old and new meters). D0149 Notification of Mapping Details. D0150 Non Half Hourly Meter Technical Details.	
Agree method of data retrieval with the NHHMO.	NHHDC.	NHHMO.		Manual Process.		

¹⁹ The Supplier may receive the request to reconfigure or replace the MS from the customer, Dist. Bus., OFFER, Pool Auditors or equipment manufacturers.

²⁰ ~~Where a MS has a number of components a change in any component requires the meter reading to be passed from the NHHDC to the NHHDA.~~

3.3.11 CR R2895 Calculate AA/EAC Values and send to NHHDA and Supplier.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.3.11.5	If AA and or EAC calculation successful.	Send AA and or EAC. If NHHDA receives invalid data from NHHDC, the NHHDA will resolve the problem with the NHHDC.	NHHDC. NHHDA.	NHHDA, Supplier ²² . NHHDC.	D0019 Metering System EAC/AA Data. D0023 Failed Instructions.	Electronic Interface.
3.3.11.6	After 3.3.11.5 and by 20 WD after AA/EAC calculation.	Determine whether the AAs, which are outside the tolerances and have been included in the exception log, are invalid. Proceed in accordance with Business Event 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 ²³ .	P0191 Excessively Large AAs. Proceed to Business Event 3.3.8.3 – Withdrawal of Meter Reading / Large AA following Review if AA to be withdrawn.	Manual Process.

²² The NHHDC will send the **data** (AA and or EAC) only to their respective Supplier / NHHDA.

²³ The NHHDC will send the exceptions to their respective Supplier.

3.4 COLLECTION ACTIVITIES.

3.4.1 **CR R1853** NHHDC collects and sends consumption data.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.1.3	If meter reading obtained.	Process ²⁴ and validate meter reading. If MS recorded as de-energised but consumption identified either remotely or by visiting the site record and process this data.	NHHDC.		Appendix 4.2 - Validate Meter Data, Appendix 4.7 - Manual Adjustment of Meter Reading(s).	Internal Process
3.4.1.4	If invalid meter reading.	Produce and send Invalid Data Report.	NHHDC.	Supplier, Dist. Bus.	D0010 Meter Readings.	Electronic or other method, as agreed.
3.4.1.5	If valid meter reading.	Produce and send Valid Data Report.	NHHDC.	Supplier, Dist. Bus.	D0010 Meter Readings. Refer to Business Event 2.3.11 - Calculate AA/EAC Values and send to NHHDA and Supplier.	Electronic or other method, as agreed.
3.4.1.6	On identification of 100kW+ demand.	Produce and send report.	NHHDC.	Executive Committee.	P0028 100kW Demand Report.	Electronic or other method, as agreed.

²⁴ The NHHDC will always apply the 'Meter Register Multiplier' and the 'Pulse Multiplier', as provided by the NHHMO in the [D0150 dataflow, D0010 Non Half Hourly Meter Technical Details](#), before validating the meter reading.

3.4.2 **CR R2244** NHHDC investigates inconsistencies.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
3.4.2.1	As deemed necessary.	Send notification of inconsistencies eg. any gaps, overlaps, missing or invalid AAs etc.	Supplier.	NHHDC.	D0001 Request Metering System Investigation. D0013 Notification of New Meter Operator or Data Collector Appointment and Terms. D0095 Non Half Hourly Data Aggregation Exception Report. D0148 Notification of Change to Other Parties. D0151 Termination of Appointment or Contract by Supplier. D0152 Metering System EAC/AA Historical Data. D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
3.4.2.2		Investigate inconsistencies ²⁵ , take corrective action and inform respective parties of action taken. Re-send AAs (and EACs if previously sent) to the NHHDA and Supplier. If NHHDA receives invalid data from NHHDC, the NHHDA will resolve the problem with the NHHDC.	NHHDC. NHHDA.	Supplier, NHHDA. NHHDC.	Complete Error! Reference source not found. - Appendix 4.1. D0019 Metering System EAC/AA Data. D0023 Failed Instructions.	Electronic or other method, as agreed.

²⁵ If fault identified covers a CoS, the CoS reading and EAC shall be used and sent to the NHHDA. However, if the fault covers the final Stage 2 Run, a class average EAC will be used and sent to the NHHDA.

