

**Redlined BSCP514 text for CP1469 'Changes to support the implementation of the SRAG's recommendations**

This CP proposes changes to sections 1, 2 and 8. We have redlined these changes against Version 31.0

**We have also taken the opportunity to make some housekeeping changes. Specifically, we have removed the hyphen from Non-Half Hourly throughout the document.**

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

# 1 Introduction

*Amend section 1.1 as follows:*

## 1.1 Purpose and Scope of the Procedure

This BSC Procedure (BSCP) defines the processes that both the Half Hourly (HH) and Non-Half Hourly (NHH) Meter Operator Agent (MOA) shall use to carry out the work for meter operations (including, appointment changes, market data activities, connections, disconnections, reconfiguration or changes and proving (of HH Metering Systems (MS))) for all Supplier Volume Allocation (SVA) MS registered in the Supplier Meter Registration System (SMRS).

This BSCP describes the key interfaces and timetables for sending appropriate SVA MS data to the Associated HH and NHH Data Collector (HHDC and NHHDC), Meter Asset Provider (MAP) and distributor on behalf of the Associated Supplier. In this BSCP, the “Associated Data Collector” is the Data Collector for the relevant SVA Metering System for the time being appointed by the Associated Supplier of the relevant Supplier Agent. “Associated HH Data Collector” and “Associated NHH Data Collector” shall be construed accordingly.

This BSCP also focuses on the interfaces between the MOA and other agencies seen from the perspective of the MOA.

The purpose of this BSCP is to ensure that meter operations work of the MOA is carried out in an orderly and timely manner.

In this BSCP, any reference to “Meter Technical Details” means all the relevant information about Metering Equipment required by the appropriate Data Collector, Supplier or LDSO (or where appropriate, the Meter Operator Agent) to carry out his duties. For the avoidance of doubt this includes, but is not limited to the following items listed in Data Interface flows:

For Half Hourly trading

- D0268: Half Hourly Meter Technical Details

For Non Half Hourly trading

- D0150: Non Half Hourly Meter Technical Details;
- D0149: Notification of Mapping Details;
- D0313: Auxiliary Meter Technical Details (where appropriate); and
- D0367: Smart Meter Configuration Details (where appropriate).

For NHH advanced Meters, this also includes all appropriate information required by the NHHDC to retrieve data from the Metering System remotely (and, where appropriate, required by the Meter Operator Agent to configure the Metering System remotely). This may include, but is not limited to, the communications and security details of the Metering System and the Code of Practice of the Metering System installed. For any D0313 sent from one Meter Operator Agent to another Meter Operator Agent this must include, but is not limited

to, all communications, security and password details required to fully access all remote functions of the Metering System.

This BSCP contains guidance on the completion of a 'Complex Site Supplementary Information Form' for the D0268 'Half Hourly Meter Technical Details' data flow where the HH MS is deemed to be at a Complex Site.

*Amend section 1.3 as follows:*

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

The remaining sections in this document are:

Section 2 – Meter Operator Agent Obligations.

This section defines the obligations on Meter Operator Agents.

Section 3 – This section is no longer in use.

Section 4 – This section is no longer in use.

Section 5 - Interface and Timetable Information – Half Hourly

This section defines in detail the requirements of each business process.

Section 6 – Interface and Timetable Information – Non -Half Hourly

This section defines in detail the requirements of each business process.

Section 7 – Interface and Timetable Information – Change of Measurement Class

This section defines in detail the requirements of each business process.

Section 8 – Appendices – Half Hourly

This section contains supporting HH information.

Section 9 – Appendices – Non -Half Hourly

This section contains supporting NHH information.

Section 10 – Explanatory Notes

This section contains further explanation to procedures contained within the BSCP.

Note that all Meter register readings shall have date and time in Co-ordinated Universal Time (UTC).

Where Data Transfer Catalogue (DTC) flows are referenced, these shall normally be sent over the Data Transfer Network (DTN). Where another method of transfer is agreed between the relevant parties, the information transferred shall have the same content and format as it would if being transferred using the DTN.

## 1.6 Acronyms and Definitions

*Amend section 1.6.1 as follows:*

### 1.6.1 Acronyms

The terms used in this BSCP are defined as follows.

BSC	Balancing and Settlement Code
BSCP	BSC Procedure
CMRS	Central Meter Registration Service
CoMC	Change of Measurement Class
CoP	Code of Practice
CoS	Change of Supplier
CT	Current Transformer
CVA	Central Volume Allocation
DC	Data Collector
DCC	Data <del>and</del> Communications Company
DTC	Data Transfer Catalogue
DTN	Data Transfer Network
ECOES	Electricity Central Online Enquiry Service
EFSD {REGI}	Effective From Settlement Date {Registration}
ETSD {MOA}	Effective to Settlement Day {Meter Operator Agent}
HH	Half Hourly
HHDA	Half Hourly Data Aggregator
HHDC	Half Hourly Data Collector
HHMOA	Half Hourly Meter Operator Agent
HHU	Hand Held Unit
Id	Identifier
kV	Kilo Volt
kWh	Kilowatt hour
LDSO	Licensed Distribution System Operator
LLF	Line Loss Factor
MAP	Meter Asset Provider
MAR	Meter Advance Reconciliation
MDD	Market Domain Data
MDDM	Market Domain Data Manager
ME	Metering Equipment

MOA	Meter Operator Agent
MS	Metering System
MSID	Metering System Identifier
MTD	Meter Technical Details
NHH	Non_-Half Hourly
NHHDC	Non_-Half Hourly Data Collector
NHHMOA	Non_-Half Hourly Meter Operator Agent
PSL	Party Service Line
Ref	Reference
SFIC	Systems Fault Information Centre
<u>SMETS</u>	<u>Smart Metering Equipment Technical Specifications</u>
SMRS	Supplier Meter Registration System
SSD	Supply Start Date
SVA	Supplier Volume Allocation
SVAA	Supplier Volume Allocation Agent
UMetS	Urgent Metering Service
UTC	Co-ordinated Universal Time
VT	Voltage Transformer
WD	Working Day

*Amend section 2.2.3 as follows*

### **2.2.3 Bulk Non ~~-~~Half Hourly Change of Agent**

- a) Where the associated Supplier chooses to initiate a bulk Non ~~-~~Half Hourly change of agent application for consideration by the Panel (which may or may not directly involve the MOA), the MOA shall proceed in accordance with BSCP513.
- b) Once the bulk change of agent application has been approved by the Panel and where the MOA is directly involved, the MOA shall proceed in accordance with BSCP504 and BSCP514.

*Amend section 2.3.2 as follows:*

### **2.3.2 Installation, Removal and Re-programming of Meters**

- a) The MOA shall maintain records and comply with systems and processes so approved in accordance with BSCP537 to commission, recommission, remove, replace or reprogram Meters and shall inform its Associated Supplier, its Associated Data Collector and the LDSO of the nature and date of any related work carried out within such time as shall allow its Associated Data Collector to carry out its obligations to ensure that correct data is taken into Initial Volume Allocation Runs.
- b) Other than Metering Systems assigned to Measurement Class F, or where Half Hourly data is sourced by the Supplier from a Meter compliant with the Smart Metering Equipment Technical Specifications (SMETS), the MOA shall carry out a proving test / re-test for each Half Hourly SVA Metering System, that it is responsible for, in accordance with and in the circumstances described in Section 8.3.
- c) Where required by its Associated Supplier, the MOA shall set Non Half Hourly SVA Metering Systems which incorporate a clock or teleswitch with a timing mechanism to switch at a time consistent with a valid combination of Standard Settlement Configuration and Time Pattern Regime derived from Market Domain Data with an Average Fraction of Yearly Consumption valid for the GSP Group to which the SVA Metering System belongs.
- d) Where multi-register Non Half Hourly Meters are installed and where required by its Associated Supplier, the MOA shall programme those for which it is responsible so that the physical registers may be mapped using the Meter Technical Details supplied to its Associated Data Collector onto logical registers forming a valid Standard Settlement Configuration.
- e) When installing a NHH multi-register Meter, or when attending the site to carry out significant<sup>1</sup> work on such a Meter that would require re-registration

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<sup>1</sup> Significant work – means any work carried out on the Metering System by a competent person, that would require re-registration of the

of the Metering System, the MOA shall ensure that the registers of the metering asset are clearly identified<sup>2</sup> and that the Meter Register IDs (J0010) to be used in all relevant data flows clearly identify the registers on the metering asset to be read. (e.g. “L”, “N”, “R1”, “R2”, etc.). For smart Meters, the Supplier is responsible for ensuring that the Meter Register Ids and/or Meter Register Descriptions in the D0367 ‘Smart Meter Configuration Details’; and the MOA is responsible for ensuring that the Meter Technical Details, are reflective of the display on the Meter.

- f) When installing or reconfiguring Half Hourly Metering Equipment that is operated by measurement transformers, the MOA shall configure the Metering Equipment to record Half Hourly demand values for both Reactive Import and Reactive Export (except where the Metering Equipment does not have this capability, and is not required to do so by the relevant Code of Practice). Reactive Import and Reactive Export measurements shall be configured in accordance with the applicable Code of Practice.
- g) The MOA shall seal and reseal Metering Equipment in accordance with Section 8.1 or 9.1.
- h) The MOA shall request Site Technical Details from the Licensed Distribution System Operator in accordance with this BSCP.

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Metering System

<sup>2</sup> Where the identifier cannot be uniquely identified by a 2-character Meter Register ID (e.g. “CUM 3”), a label shall be applied to, or immediately adjacent to, the Meter that shows the display sequence with the equivalent Meter Register ID for each register (e.g. “CUM 2 – Reg ID = 02” etc.). For two-rate Key Meters only, the only permitted Meter Register IDs are “1”, “1 “, “01” or “R1” and “2”, “2 “, “02” or “R2”. (When installing or attending the site to carry out significant work requiring re-registration).

## 5.5 Proving a Metering System<sup>3, 4</sup>

Amend section 5.5.1 as follows:

### 5.5.1 Proving of a Metering System by Method 1<sup>5, 4</sup>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.5.1.1	When instructed by Supplier	Install or reconfigure commission to CoP4, record MTD and note HH Metered Data to cover a specific Settlement Period while on site.	HHMOA		See 5.2.2 or 5.3.4 as required.	Internal Process.
5.5.1.2	Following installation / reconfiguration, commissioning and once HH Metered Data retrieved or if previous proving test attempt failed	Send request for proving test (indicating which Settlement Periods to be collected) or alternatively request re-test following failure of immediately preceding proving test and provide MTD.	HHMOA	HHDC	D0005 Instruction on Action. D0268 Half Hourly Meter Technical Details.  If site is Complex, send Complex Site Supplementary Information Form. Refer to Appendix 8.4 Guide to Complex Sites.	Electronic or other method, as agreed.
5.5.1.3	Following 5.5.1.2	Read Meter for the same HH Settlement Period as requested by the HHMOA using either a Hand Held Unit or via remote interrogation as appropriate (ensuring that data collected for the Settlement Period does not contain a zero value).	HHDC		As a minimum the HHDC shall collect the data required by the HHMOA, but may also collect and send more data than requested.	Internal Process.

<sup>3</sup> The HHMOA shall decide what proving method is appropriate in conjunction with the HHDC. Refer to appendix 8.3.2 'Methods of Proving' for descriptions of the method of proving.

<sup>4</sup> MS assigned to Measurement Class F<sub>1</sub> or where Half Hourly data is sourced by the Supplier from a Meter compliant with the SMETS<sub>2</sub> are exempt from proving tests.

<sup>5</sup> Note that if the Proving Test fails the MOA and HHDC may have to reconsider whether the Site should be considered as a Complex Site.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.5.1.4	Following 5.5.1.3	<p>Send raw HH Metered Data or notification that Metered Data cannot be collected for the Settlement Periods requested.<sup>6</sup></p> <p>If unable to collect metering data for Settlement Period requested, send alternative Settlement Period HH Metered Data.</p>	HHDC	HHMOA	<p>D0001 Request Metering System Investigation.</p> <p>D0003 Half Hourly Advances.</p>	Electronic or other method, as agreed.
5.5.1.5	Following 5.5.1.4	<p>If data received from HHDC, proceed to process 5.5.5 to undertake a comparison and issue the results.</p> <p>If data not received from HHDC, proceed to 5.5.1.2 to undertake a re-test or use an alternative method to prove MS.</p>	HHMOA			Internal Process.

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<sup>6</sup> The HHDC shall use all reasonable endeavours to collect the data for the Settlement Period requested.

*Amend the title of section 6 as follows:*

**6      Interface and Timetable and Information – Non-~~Half~~ Hourly**

## 6.2 Registration Activities

*Amends section 6.2.1 as follows:*

### 6.2.1 Change of NHHMOA (No change of Metering System or Change of Supplier)

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.2.1.1	As required	Send appointment.	Supplier	New NHHMOA	D0155 Notification of Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
6.2.1.2	If appointment rejected and within 10 WD of 6.2.1.1	Send notification of rejection of appointment including the reason why the request has been rejected.	New NHHMOA	Supplier	D0261 Rejection of Agent Appointment. (Go to 6.2.1.1 if required)	Electronic or other method, as agreed.
6.2.1.3	If appointment accepted and within 10 WD of 6.2.1.1	Send notification of acceptance of appointment.	New NHHMOA	Supplier	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
6.2.1.4	Within 5 WD of 6.2.1.3	Send de-appointment.	Supplier	Current NHHMOA	D0151 Termination of Appointment or Contract by Supplier.	Electronic or other method, as agreed.
6.2.1.5	If de-appointment accepted and within 5 WD of 6.2.1.4	Send notification of de-appointment.	Current NHHMOA	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed.
6.2.1.6	If de-appointment rejected and within 5 WD of 6.2.1.4	Send notification of rejection of de-appointment.	Current NHHMOA	Supplier	Note that rejection of de-appointment shall only occur if the current NHHMOA has a contract with the customer.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.2.1.7	Between 5 WDError! Bookmark not defined. and 10WD of 6.2.1.4	Send notification of NHHMOA appointment / de-appointment.	Supplier	New NHHMOA / NHHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details.	Electronic or other method, as agreed.
6.2.1.8	Within 2 WD of 6.2.1.7	Instruct current NHHMOA to send MTD to new NHHMOA.	Supplier	Current NHHMOA	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
6.2.1.9	Within 5 WD of 6.2.1.7	Send MTD <sup>7</sup> .	Current NHHMOAError! Bookmark not defined.	New NHHMOAError! Bookmark not defined.	D0149 Notification of Mapping Details. D0150 Non_-Half Hourly Meter Technical Details. <sup>8 9</sup> D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3)	Electronic or other method, as agreed.
6.2.1.10	Within 5 WD of 6.2.1.9	Send MTD.	New NHHMOA	Supplier / NHHDC / LDSO  Supplier / NHHDC	D0149 Notification of Mapping Details. D0150 Non_-Half Hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3)	Electronic or other method, as agreed.

<sup>7</sup> The current NHHMOA will send the Meter Technical Details on receipt of a D0170 data flow, irrespective of whether a D0151 'Termination of Appointment or Contract by Supplier' data flow has been received from the Supplier. Where no D0151 data flow has been received, the de-appointment date can be derived from the 'Date Action Required By' (J0028) data item on the D0170 data flow.

<sup>8</sup> If MTD are not received within 12 WD of new NHHMOA appointment, new NHHMOA to request the current NHHMOA to send MTD using the D0170 Request for Metering System Related Details and report this to the Supplier.

<sup>9</sup> The NHHMOA will send the D0150 Non Half-hourly Technical Details to the relevant parties in all cases, even when no Meter is present.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		Send notification of appointment.		MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	
6.2.1.11	Optional, but if followed then within 10 WD of 6.2.1.10	Send the relevant Meter information changes.	New NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method, as agreed.

Amend section 6.2.3 as follows:

### 6.2.3 Change of NHHDC for an existing Metering System<sup>10</sup>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.2.3.1	As required	Send notification of new NHHDC.	Supplier	NHHMOA / NHHDC	D0148 Notification of Change to Other Parties.	Electronic or other method, as agreed.
6.2.3.2	Within 5 WD of 6.2.3.1	Send MTD and details of any current faults.	NHHMOA	New NHHDC	D0002 Fault Resolution Report or Request for Decision on Further Action. D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details. <sup>9</sup> D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3)	Electronic or other method, as agreed.
6.2.3.3	Within 1 WD of 6.2.3.2	If MTD not received as expected, request this data.	New NHHDC	NHHMOA	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
6.2.3.4	Within 1 WD of 6.2.3.3 request from new NHHDC.	Send current MTD.	MOA	New NHHDC	D0149 Notification of Mapping Details. D0150 Non Half Hourly Meter Technical Details. <sup>9</sup> D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3)	Electronic or other method, as agreed.

<sup>10</sup> This process shall also apply to a concurrent Change of Supplier and Change of NHHDC. The Supplier referred to above is the new Supplier. In this case, the MTD and details of any current faults shall also be sent to the new Supplier and LDSO.

Amend section 6.3.3 as follows:

### 6.3.3 Removal of a Metering System<sup>11 12 13</sup>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.3.3.1	As required and at least 10 WD before 6.3.3.3	Send request to remove MS.	Supplier or Supplier	NHHMOA  LDSO	D0142 Request for Installation or change to a Metering System Functionality or the Removal of all Meters. <b>Error! Bookmark not defined.</b>  Request removal of assets, including all Meters.	Electronic or other method, as agreed.
6.3.3.2	If request rejected and within 5 WD of 6.3.3.1	Send notification of rejection including the reason why the request has been rejected.	NHHMOA / LDSO	Supplier	P0211 Site Visit Rejection. (Go to 6.3.3.1 if required)	Electronic or other method, as agreed.
6.3.3.3	On the date requested or agreed in 6.3.3.1 or as the NHHMOA sees necessary.	Note final Meter register reading, if available and remove MS. <b>Error! Bookmark not defined.</b>	NHHMOA / LDSO			Internal Process.
6.3.3.4	Within 10 WD of removing MS or of receiving notification from the LDSO that an MS was disconnected.	Liaise with LDSO to recover Meter if necessary.	NHHMOA	LDSO	Location of assets and arrangements for delivery / collection.	Email or other method as agreed
6.3.3.5	At the same time as 6.3.3.4.	Send MTD and notification that the MS has been removed. <sup>14</sup>	NHHMOA <b>Error! Bookmark not defined.</b>	Supplier, NHHDC, LDSO (if applicable).	D0150 Non-Half Hourly Meter Technical Details.	Electronic or other method, as agreed.

<sup>11</sup> Note that prior to the removal of the MS, a de-energisation shall be carried out in accordance with section 6.3.2. If de-energisation is carried out at the same time as the removal of the MS, only the flows referenced in section 6.3.3 need be sent.

<sup>12</sup> The Removal of a MS includes the removal of all Meters assigned to that MS. Where only some of the Meters are to be removed, a reconfiguration process shall be followed in accordance with section 6.3.4.

<sup>13</sup> Note that the removal of a MS requires the removal of all of the Meters associated with that MS. Where only some of the Meters are to be removed, proceed in accordance with section 6.3.4 Reconfigure or Replace Metering System (No Change of Measurement Class).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.3.3.6	At the same time as 6.3.3.4.	Send final Meter register reading or notification that Meter register reading not obtainable. <sup>14</sup>	LDSO (if applicable)  NHHMOA	NHHMOA  NHHDC, Supplier	D0139 Confirmation or Rejection of Energisation Status Change.  D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed.
6.3.3.7	At the same time as 6.3.3.4	Send notification of Meter removal.	NHHMOA	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed.
6.3.3.8	Within 10 WD of removing MS or of receiving notification from the LDSO that an MS was disconnected.	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.
6.3.3.9	If required and no valid Meter register reading received within 10 WD of the removal.	Request final Meter register reading	NHHDC	NHHMOA Supplier		Electronic or other method as agreed.
6.3.3.10	Within 10 WD of 6.3.3.9	Send final Meter register reading	NHHMOA / Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed

<sup>14</sup> Where the MS has been removed by the LDSO, the LDSO shall provide the notification and final Meter register reading to the NHHMOA, and the NHHMOA shall provide this information to the Supplier and the NHHDC.

Amend section 6.3.4 as follows:

### 6.3.4 Reconfigure or Replace Metering System (No Change of Measurement Class)<sup>15</sup>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
For all NHH Meters other than smart Meters (and for smart Meters locally configured by the NHHMOA, other than as part of a Meter replacement)						
6.3.4.1	As required and at least 10 WD <b>Error! Bookmark not defined.</b> before 6.3.4.3	Send request to reconfigure or replace MS.	Supplier	NHHMOA	D0142 Request for Installation or Change to a Metering System Functionality or the Removal of All Meters.	Electronic or other method, as agreed.
6.3.4.2	If request rejected and within 5 WD of 6.3.4.1	Send notification of rejection including the reason why the request has been rejected.	NHHMOA	Supplier	P0211 Site Visit Rejection. (Go to 6.3.4.1 if required)	Electronic or other method, as agreed.
6.3.4.3	On the date requested or agreed in 6.3.4.1 or as the NHHMOA sees necessary <b>Error! Bookmark not defined.</b>	Note final Meter register reading, if available.  Reconfigure MS or replace and energise MS. <b>Error! Bookmark not defined.</b>  Note initial Meter register reading.	NHHMOA			Internal Process.
6.3.4.4	Within 10 WD of the replacement / reconfiguration of the MS	Send final Meter register reading for replaced / reconfigured MS or notification that Meter register reading not obtainable.  Send initial Meter register reading for replacement MS / new configuration.	NHHMOA <b>Error! Bookmark not defined.</b>	NHHDC	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.  D0010 Meter Readings.  D0149 Notification of Mapping Details.	Electronic or other method, as agreed.

<sup>15</sup> Note that prior to the reconfiguration or replacement of the MS, a de-energisation shall be carried out in accordance with section 6.3.2.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		Send MTD for replacement MS / new configuration. <b>Error! Bookmark not defined.</b>		NHHDC / Supplier / LDSO	D0150 Non-Half Hourly Meter Technical Details.	
				NHHDC / Supplier /	D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3)	
6.3.4.5	Within 10 WD of the replacement of the MS	Send notification of removal of old Meter.  Send notification of installation of new Meter.		MAP of removed Meter  MAP of installed Meter	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.  D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	
6.3.4.6	Within 10 WD of the replacement of the MS	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.
6.3.4.7	If no valid Meter register reading(s) received 10 WD of the replacement / reconfiguration and initial and / or final reading required	Request initial and / or final Meter register reading	NHHDC	NHHMOA Supplier		Post / Fax / Email
6.3.4.8	Within 10 WD of 6.3.4.6	Send initial and / or final Meter register reading	NHHMOA / Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
When Supplier configures a smart Meter (other than as part of a Meter installation or Meter replacement)						

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.3.4.9	As required	Take final readings for the old configuration.  Reconfigure the smart Meter. Take initial readings for the new configuration.	Supplier			Internal process
6.3.4.10	In time to allow the NHHMOA to distribute MTD within 10 WD of 6.3.4.9	Send Smart Meter Configuration Details  The Supplier will ensure that only the latest version of the configuration for the day is sent to the NHHMOA	Supplier	NHHMOA	D0367 Smart Meter Configuration Details  (or alternative method, as agreed bilaterally between the Supplier and NHHMOA)	Electronic or other method, as agreed
6.3.4.11	Within 10WD of reconfiguration	Send final reading(s) for old configuration and initial reading(s) for new configuration	Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
6.3.4.12	Within 10WD of reconfiguration	Send MTD for new configuration	NHHMOA	NHHDC / Supplier / LDSO	D0150 Non-Half Hourly Meter Technical Details.  D0149 Notification of Mapping Details.	
When Meter Operator installs a smart Meter as a replacement for either a non-smart or smart Meter						
6.3.4.13	As required and at least 10 WD before 6.3.4.15	Send request to replace Metering System	Supplier	NHHMOA	D0142 Request for Installation or Change to a Metering System Functionality or the Removal of All Meters.	Electronic or other method, as agreed.
6.3.4.14	If request rejected and within 5 WD of 6.3.4.13	Send notification of rejection including the reason why the request has been rejected.	NHHMOA	Supplier	P0211 Site Visit Rejection. (Go to 6.3.4.16 if required)	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.3.4.15	As requested in 6.3.4.16	Take final reading(s) if replaced Meter is not smart. If replaced Meter is smart, take final reading(s) as agreed with Supplier or contact Supplier to retrieve reading(s) remotely.  Replace Meter.  Take initial reading(s) as agreed with Supplier or contact Supplier to retrieve reading(s) remotely.	NHHMOA			Internal process
6.3.4.16	Optionally, by arrangement with Supplier, and in timescales agreed with Supplier	Send final/initial Meter register reading(s) (readings will be sent as a contingency against delays in the Supplier obtaining a remote reading and, where the register configuration for the new Meter is unknown, will consist of a reading from the total cumulative register)	NHHMOA	Supplier	D0010 Meter Readings	Electronic or other method, as agreed
6.3.4.17	As required	Take final reading(s) from replaced smart Meter, configure replacement Meter and take initial readings	Supplier			Internal process
6.3.4.18	If replacement Meter configured remotely and in time to allow the NHHMOA to distribute MTD within 10 WD of 6.3.4.15	Send Smart Meter Configuration Details  The Supplier will ensure that only the latest version of the configuration for the day is sent to the NHHMOA	Supplier	NHHMOA	D0367 Smart Meter Configuration Details  (or alternative method, as agreed bilaterally between the Supplier and NHHMOA)	Electronic or other method, as agreed
6.3.4.19	Within 10 WD of 6.3.4.17	Send final and initial Meter register reading(s) (as remotely collected by the Supplier unless any readings provided by the NHHMOA are required as a 'backstop')	Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.3.4.20	Within 10 WD of 6.3.4.15	Send MTD for new Meter and notification of removal of old Meter	NHHMOA	NHHDC / Supplier / LDSO	D0150 Non -Half Hourly Meter Technical Details.  D0149 Notification of Mapping Details.	Electronic or other method, as agreed
6.3.4.21	Within 10 WD of 6.3.4.15	Send notification of removal of old Meter.	NHHMOA	MAP of removed Meter	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
		Send notification of installation of new Meter	NHHMOA	MAP of installed Meter	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	
		Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	
Following reconfiguration or replacement of a smart Meter						
6.3.4.22	If no valid Meter register reading(s) received 10 WD of the replacement / reconfiguration and initial and / or final reading required	Request initial and / or final Meter register reading	NHHDC	Supplier		Post / Fax / Email
6.3.4.23	Within 10 WD of 6.3.4.22	Send initial and / or final Meter register reading	Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed

Amend section 6.3.5 as follows:

### 6.3.5 LDSO Replaces MS (For Safety Reasons / Urgent Metering Services)

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.3.5.1	As required <sup>16</sup>	Send request to reconfigure or replace MS.	Supplier	LDSO	Request site visit.	Phone / Fax or other method, as agreed.
6.3.5.2	If request rejected and as soon as possible after 6.3.5.1	Send notification of rejection including the reason why the request has been rejected.	LDSO	Supplier	(Go to 6.3.4.1 if required)	Electronic or other method, as agreed.
6.3.5.3	On the date requested or agreed in 6.3.5.1 or as the LDSO sees necessary	Note final Meter register reading, if available.  Replace and energise MS <b>Error! Bookmark not defined.</b>  Note initial Meter register reading	LDSO			Internal Process.
6.3.5.4	Within 10 WD of 6.3.5.3	Send final Meter register reading for replaced MS or notify that Meter register reading not obtainable.  Send initial Meter register reading and MTD for replacement MS.	LDSO <sup>17</sup>	NHHMOA	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.  D0010 Meter Readings.	Electronic or other method, as agreed.

<sup>16</sup> This may be a standing arrangement between the Supplier and LDSO and in practise, steps 6.3.5.1 and 6.3.5.2 may not occur.

<sup>17</sup> Since the LDSO is operating as part of an Urgent Metering Services (UMetS), he shall interface with the NHHMOA who shall be responsible for notifying the Supplier and the NHHDC of the action taken.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.3.5.5	Within 10 WD of 6.3.5.4	<p>Send final Meter register reading for replaced MS or notification that Meter register reading not obtainable.</p> <p>Send initial Meter register reading for replacement MS.</p> <p>Send MTD for replacement MS.</p> <p>Send notification of removal of old Meter.</p> <p>Send notification of installation of new Meter.</p>	NHHMOA <b>Error! Bookmark not defined.</b>	<p>NHHDC</p> <p>Supplier / NHHDC</p> <p>MAP of removed Meter</p> <p>MAP of installed Meter</p>	<p>D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.</p> <p>D0010 Meter Readings.</p> <p>D0149 Notification of Mapping Details.</p> <p>D0150 Non-Half Hourly Meter Technical Details.</p> <p>D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3)</p> <p>D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.</p> <p>D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.</p>	Electronic or other method, as agreed.
6.3.5.6	Within 10 WD of 6.3.5.4	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.

## 6.4 Meter Operation Activities

*Amend section 6.4.1 as follows:*

### 6.4.1 Investigate Inconsistencies

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.4.1.1	As appropriate	Send request to investigate MS.	Any Participant	Supplier		Electronic or other method, as agreed.
6.4.1.2	Within 2 WD of 6.4.1.1 or as the Supplier or NHHDC sees necessary	Receive notification of inconsistencies, invalid data, faulty metering, invalid MTD, or request to investigate suspect metering.  Or receive action following decision (From 6.4.1.6).	Supplier / NHHDC Supplier	NHHMOA	D0001 Request Metering System Investigation.  D0005 Instruction on Action.	Electronic or other method, as agreed.
6.4.1.3	Within 5 WD of 6.4.1.2 or as the NHHMOA sees necessary <sup>18</sup>	Investigate MS.  Resolve problem if possible.  If the resolution involves a site visit take a Meter register reading.	NHHMOA		If the problem resolved go to 6.4.1.7.	Internal process.
6.4.1.4	If unable to resolve problem within 5 WD of 6.4.1.2	Send request for decision on further action.	NHHMOA	Supplier	D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method as agreed.

<sup>18</sup> Where the NHHMOA has a contract with the customer, this must be taken into account when determining whether it is appropriate for the NHHMOA to investigate inconsistencies.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.4.1.5	As soon as possible following 6.4.1.4	Determine appropriate further action or trigger another relevant process, for example, 6.3.2 De-energise a Metering System, 6.3.3 Removal of a Metering systems or 6.3.4 Reconfigure or replace Metering System (No Change of Measurement Class).	Supplier			Internal process.
6.4.1.6	Immediately following 6.4.1.5	Send decision on further action.	Supplier	NHHMOA	D0005 Instruction on Action. Proceed to 6.4.1.1.	Electronic or other method as agreed.
6.4.1.7	Within 5 WD of resolving problem	Send resolution of problem report.	NHHMOA	NHHDC / Supplier <sup>19</sup>  NHHDC	D0002 Fault Resolution Report or Request for Decision on Further Action.  Meter reading if a site visit made.  D0010 Meter Readings (If the resolution of the problem involved a site visit).	Electronic or other method as agreed.
6.4.1.8	Within 10 WD of resolving problem	Send MTD if appropriate.	NHHMOA	Supplier / NHHDC / LDSO  NHHDC / Supplier /	D0149 Notification of Mapping Details.  D0150 Non -Half Hourly Meter Technical Details.  D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3)	Electronic or other method, as agreed.

<sup>19</sup> Where the MS investigation was requested by another Participant via the Supplier, the Supplier shall send the relevant Participant the resolution of problem report.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		Notify relevant MAP of corrections as required.		MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	
6.4.1.9	If appropriate and within 10 WD of resolving problem	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.
6.4.1.10	If required and no valid initial Meter register reading received 5 WD after SVA MS fault rectified	Request initial Meter register reading	NHHDC	NHHMOA, Supplier		Post / Fax / Email
6.4.1.11	Within 10 WD of 6.4.1.10	Send initial Meter register reading	NHHMOA / Supplier	NHHDC		Electronic or other method, as agreed

## 7 Interface and Timetable Information - Change of Measurement Class<sup>20</sup>

Amend section 7.1 as follows:

### 7.1 Change of Measurement Class from NHH to HH Metering System<sup>21 22</sup>

The Supplier should make all agents aware of the planned Change of Measurement Class (CoMC) in advance of any formal appointment and de-appointment processes. This is to ensure that the appointment and de-appointment dates align with the date of the site visit, where such a visit is required.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.1	As required	Send appointment.  The Supplier will appoint the HHMOA with effect from the planned date of the CoMC. The Supplier will use a formal appointment flow (D0155) or notify the HHMOA by other means. The Supplier will send a further appointment flow after the CoMC with the actual appointment date, where different or where a formal D0155 was not previously sent.	Supplier	HHMOA	D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.

<sup>20</sup> Pending the development of change of Measurement Class processes for smart Meters, the existing processes should be read in conjunction with the smart Meter replacement process.

<sup>21</sup> Should any participant experience any problems whilst carrying out the CoMC process, these should be reported to the Supplier and the Supplier should resolve as appropriate.

<sup>22</sup> Note that the Change of Meter shall not occur until on or after the SSD.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.2	If appointment rejected and within 5 WD of 7.1.1	Send notification of rejection of appointment including the reason why the request has been rejected.  Where a formal appointment flow (D0155) has not been used in 7.1.1, the HHMOA will notify the Rejection of Agent Appointment by means other than a D0261.	HHMOA	Supplier	D0261 Rejection of Agent Appointment.  (Go to 7.1.1 if required)	Electronic or other method, as agreed.
7.1.3	If appointment accepted and within 5 WD of 7.1.1	Send notification of acceptance of appointment. Where a formal appointment flow (D0155) has not been used in 7.1.1, the HHMOA will notify the Agreement of Contractual Terms by means other than a D0011.	HHMOA	Supplier	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
7.1.4	Within 5 WD of 7.1.3	Send notification of termination of appointment.  To avoid having to send a second notification if the CoMC doesn't take place on the planned date, the Supplier may delay a formal notification until the CoMC date is firm or the CoMC has taken place.	Supplier	NHHMOA	D0151 Termination of Appointment or Contract by Supplier. <sup>23</sup>	Electronic or other method, as agreed.
7.1.5	If de-appointment accepted and within 5 WD of 7.1.4	Send notification of de-appointment.	NHHMOA	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed.

<sup>23</sup> The Supplier shall indicate in the D0151 via the 'Termination Reason' field that this is a CoMC.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.6	Within 5 WD of 7.1.4	Send notification of rejection of de-appointment.	Current NHHMOA	Supplier	Note that rejection of de-appointment shall only occur if the current NHHMOA has a contract with the customer.	Electronic or other method, as agreed.
7.1.7	Between 5 WDError! Bookmark not defined. and 10 WD of 7.1.4	Send notification of appointment, de-appointment and associated Agent details.	Supplier	HHDC / HHMOA	D0148 Notification of Change to Other Parties. D0289 Notification of MC/EAC/PC. D0302 Notification of Customer Details.	Electronic or other method, as agreed.
7.1.8	Following 7.1.3 and at least 12 WDError! Bookmark not defined. prior to date of CoMC	Request HH MS functionality. <sup>24</sup>	Supplier	HHMOA Error! Bookmark not defined.	D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.	Electronic or other method, as agreed.
7.1.9	Within 2 WD of 7.1.8	Request Site Technical Details.	HHMOA	LDSO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
7.1.10	Within 5 WD of 7.1.9	Send Site Technical Details.	LDSOError! Bookmark not defined.	HHMOA	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.
7.1.11	Once the CoMC date is firm	Send notification of termination of appointment (if not formally de-appointed in 7.1.4 or date of planned CoMC has changed)	Supplier	NHHMOA	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
7.1.12	Within 2 WD of 7.1.8	Instruct NHHMOA to send MTD to HHMOA.	Supplier	NHHMOA	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.

<sup>24</sup> The HHMOA shall decide whether to replace the MS or upgrade the NHH MS to a HH MS (where current MS has both HH and NHH capabilities).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.13	Within 10 WD of 7.1.12	Send MTD, including the commissioning details.	NHHMOA <b>Error! Bookmark not defined.</b>	HHMOA	D0149 Notification of Mapping Details.  D0150 Non-Half Hourly Meter Technical Details.  D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3)  Commissioning details.	Electronic or other method, as agreed.
7.1.14	On the date requested or agreed in 7.1.8, subject to the completion of steps 7.1.9-7.1.13	Note final NHH Meter register reading, if available from NHH MS.  Install HH MS <sup>25</sup> or invoke HH capabilities in existing NHH MS (where current MS has both HH and NHH capabilities). Commission and energise HH MS, if not already commissioned and energised.  Note initial HH Meter register reading.	HHMOA			Internal Process.
7.1.15	If HH MS cannot be installed or energised, as soon as possible and within 5 WD of 7.1.14	Inform Supplier.	HHMOA	Supplier	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed.

<sup>25</sup> The Supplier shall provide the HHMOA with the relevant details of the NHH meter where the NHH meter is to be removed by the HHMOA. Where the NHH meter is being removed by the HHMOA, the HHMOA shall agree an appropriate method for the return of the meter with the NHHMOA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.16	Within 5 WD of 7.1.14	Send MTD and initial HH Meter register reading. The initial register reading should include the time as well as the date of the reading. This will allow the HHDC to estimate zero for Settlement Periods prior to the meter replacement/re-configuration.	HHMOA	Supplier / HHDC / LDSO	D0268 Half Hourly Meter Technical Details.  If site is Complex, send Complex Site Supplementary Information Form. Refer to Appendix 8.4 Guide to Complex Sites.  D0010 Meter Readings.	Electronic or other method, as agreed.
7.1.17	In accordance with timescales in Appendix 8.3.5.	Prove MS.	HHMOA	HHDC	Refer to Appendix 8.3.5.	Electronic or other method, as agreed.
7.1.18	Within 5 WD of 7.1.14	Send final NHH Meter register reading or notification that Meter reading not obtainable and that this is a CoMC.	HHMOA	NHHMOA	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
7.1.19	Following 7.1.18	Re-date Meter register reading to ETSD {MOA}, set time of reading to midnight and map onto Meter registers.	NHHMOA			Internal Process.
7.1.20	Within 10 WD of 7.1.18	Send final NHH Meter register reading <sup>26</sup> or notification that Meter register reading not obtainable and that this is a CoMC.  Notification of Meter removal (or that Meter is no longer NHH)	NHHMOA	NHHDC  Supplier / NHHDC / LDSO	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.  D0150 Non-Half Hourly Meter Technical Details.	Electronic or other method, as agreed.

<sup>26</sup> The outgoing MOA shall be entitled to use customer own reads or readings provided by the outgoing Non Half Hourly Data Collector for the final Meter readings.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		Notification of Meter removal (or that Meter is no longer NHH)		MAP of old Meter	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	
7.1.21	Within 10 WD of 7.1.18	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.
7.1.22	If no Meter register reading received by 15 WD after the CoMC and if required.	Request final Meter register reading	Current NHHDC	NHHMOA, Supplier		Post / Fax / Email
7.1.23	Within 10 WD of 7.1.22	Send final Meter register reading	NHHMOA / Supplier	Current NHHDC	D0010 Meter Readings	Electronic or other method, as agreed

Amend section 7.2 as follows:

## 7.2 Coincident Change of Measurement Class from NHH to HH Metering System and Change of Supplier<sup>22</sup>

The New Supplier should make its prospective HH agents aware of the planned Change of Measurement Class (CoMC) in advance of registering in SMRS and should ensure that the new HH agents will accept the appointment. The New Supplier should also confirm the intended CoMC date with the HHMOA (and customer). A coincident CoMC and Change of Supplier process may be infeasible, unless a HH capable Meter is already installed and a site visit is not required.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.2.1	As required	Send appointment.	New Supplier	HHMOA	D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
7.2.2	If appointment rejected and within 5 WD of 7.2.1	Send notification of rejection of appointment including the reason why the request has been rejected.	HHMOA	New Supplier	D0261 Rejection of Agent Appointment. (Go to 7.2.1 if required)	Electronic or other method, as agreed.
7.2.3	If appointment accepted and within 5 WD of 7.2.1	Send notification of acceptance of appointment.	HHMOA	New Supplier	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
7.2.4	Within 5WD of notification from SMRS or by last date of Supplier Appointment	Send notification of termination of appointment.	Current Supplier	NHHMOA	D0151 Termination of Appointment or Contract by Supplier. <sup>27</sup>	Electronic or other method, as agreed.
7.2.5	If de-appointment accepted and within 5 WD of 7.2.4	Send notification of de-appointment.	NHHMOA	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed.

<sup>27</sup> The Supplier shall indicate in the D0151 the reason for termination in the Additional Information field.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.2.6	If de-appointment rejected and within 5 WD of 7.2.4	Send notification of rejection of de-appointment.	NHHMOA	Supplier	Note that rejection of de-appointment shall only occur if the current NHHMOA has a contract with the customer.	Electronic or other method, as agreed.
7.2.7	Within 5 WD of 7.2.3	Send notification of appointment, de-appointment and associated Agent details.	New Supplier	HHDC / HHMOA	D0148 Notification of Change to Other Parties. D0289 Notification of MC/EAC/PC. D0302 Notification of Customer Details.	Electronic or other method, as agreed.
7.2.8	Following 7.2.3 and at least 12 WD prior to date of CoMC	Request HH MS functionality. <sup>24</sup>	New Supplier	<b>HHMOAError! Bookmark not defined.</b>	D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.	Electronic or other method, as agreed.
7.2.9	Within 2 WD of 7.2.8	Request Site Technical Details.	HHMOA	LDSO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
7.2.10	Within 5 WD of 7.2.9	Send Site Technical Details.	<b>LDSOError! Bookmark not defined.</b>	HHMOA	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.
7.2.11	Within 2 WD of 7.2.7	Request MTD.	HHMOA	NHHMOA	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.2.12	Within 10 WD of 7.2.11	Send MTD, including the commissioning details..	NHHMOA <b>Error! Bookmark not defined.</b>	HHMOA	D0149 Notification of Mapping Details. D0150 Non-Half Hourly Meter Technical Details. D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3) Commissioning details.	Electronic or other method, as agreed.
7.2.13	On the date requested or agreed in 7.2.8, subject to the completion of steps 7.2.9-7.2.12	Note final NHH Meter register reading, if available from NHH MS.  Install HH MS <sup>25</sup> or invoke HH capabilities in existing NHH MS (where current MS has both HH and NHH capabilities). Commission and energise HH MS, if not already commissioned and energised.  Note initial HH Meter register reading.	HHMOA			Internal Process.
7.2.14	If HH MS cannot be installed or energised, as soon as possible and within 5 WD of 7.2.13	Inform Supplier.	HHMOA	New Supplier	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.2.15	Within 5 WD of 7.2.13	Send MTD and initial HH Meter register reading. The initial register reading should include the time as well as the date of the reading. This will allow the HHDC to estimate zero for Settlement Periods prior to the meter replacement/re-configuration.	HHMOA.	New Supplier / HHDC / LDSO	D0268 Half Hourly Meter Technical Details.  If site is Complex, send Complex Site Supplementary Information Form. Refer to Appendix 8.4 Guide to Complex Sites.  D0010 Meter Readings.	Electronic or other method, as agreed.
7.2.16	In accordance with timescales in Appendix 8.3.5.	Prove MS.	HHMOA.	HHDC	Refer to Appendix 8.3.5.	Electronic or other method, as agreed.
7.2.17	Within 5 WD of 7.1.13	Send final NHH Meter register reading or notification that Meter reading not obtainable.	HHMOA	NHHMOA	D0291 Notification of Register Readings on Change of Measurement Class coincident with Change of Supplier or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
7.2.18	Following 7.2.17	Re-date NHH Meter register reading to ETSD {MOA}, set time of reading to midnight and map onto Meter registers.	NHHMOA			Internal Process.
7.2.19	Within 10 WD of 7.2.17	Send final NHH Meter register reading <sup>26</sup> or notification that Meter register reading not obtainable and that this is a CoMC.  Notification of Meter removal (or that Meter is no longer NHH)	NHHMOA	NHHDC  Supplier / NHHDC / LDSO	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action  D0150 Non-Half Hourly Meter Technical Details	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		Notification of Meter removal (or that Meter is no longer NHH).		MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	
7.2.20	Within 10 WD of 7.2.17	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.

Amend section 7.3 as follows:

### 7.3 Change of Measurement Class from HH to NHH Metering System<sup>21, 22</sup>

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.3.1	As required	Send appointment.	Supplier	NHHMOA	D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
7.3.2	If appointment rejected and within 10 WD of 7.3.1	Send notification of rejection of appointment including the reason why the request has been rejected.	NHHMOA	Supplier	D0261 Rejection of Agent Appointment. (Go to 7.3.1 if required)	Electronic or other method, as agreed.
7.3.3	If appointment accepted and within 10 WD of 7.3.1	Send notification of acceptance of appointment.	NHHMOA	Supplier	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
7.3.4	Within 5 WD of 7.3.3	Send notification of termination of appointment.	Supplier	HHMOA	D0151 Termination of Appointment or Contract by Supplier. <sup>23</sup>	Electronic or other method, as agreed.
7.3.5	Within 5 WD of 7.3.4	Send notification of rejection of de-appointment.	Current HHMOA	Supplier	Note that rejection of de-appointment shall only occur if the current HHMOA has a contract with the customer.	Electronic or other method, as agreed.
7.3.6	Between 5 WD <b>Error! Bookmark not defined.</b> and 10WD of 7.3.4	Send notification of appointment, de-appointment and associated Agent details.	Supplier	NHHMOA / NHHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.3.7	Following 7.3.3 and at least 7 WDError! Bookmark not defined. prior to date of CoMC	Request NHH MS functionality.	Supplier	NHHMOA <sup>28</sup>	D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.	Electronic or other method, as agreed.
7.3.8	Within 2 WD of 7.3.7	Request Site Technical Details.	NHHMOA	LDSO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
7.3.9	Within 5 WD of 7.3.8	Send Site Technical Details.	LDSOError! Bookmark not defined.	NHHMOA	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.
7.3.10	Within 2 WD of 7.3.7	Instruct HHMOA to send MTD to NHHMOA	Supplier	HHMOA	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
7.3.11	Within 5 WD of 7.3.10	Send MTD.	HHMOAError! Bookmark not defined.	NHHMOA	D0268 Half Hourly Meter Technical Details.  If site is Complex, send Complex Site Supplementary Information Form. Refer to Appendix 8.4 Guide to Complex Sites.	Electronic or other method, as agreed.
7.3.12	Within 2 WD of 7.3.7	Request that final HH Metered Data is collected.	Supplier	HHDC	D0005 Instruction on Action.	Electronic or other method, as agreed.
7.3.13	Within 3 WD of 7.3.12 and before planned date of CoMC	Arrange date by when final HH Metered Data should be collected.	HHDC	NHHMOA	D0005 Instruction on Action.  Note that a date for the CoMC has been requested in step 7.3.7	Electronic or other method, as agreed.

<sup>28</sup> The NHHMOA shall decide whether to replace the MS or to reconfigure the existing MS, as required (where current MS has both HH and NHH capabilities).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.3.14	On date and time agreed in 7.3.13, subject to the completion of steps 7.3.8 - 7.3.11	Collect final HH Metered Data.	HHDC			Internal Process.
7.3.15	Immediately following 7.3.14	Confirm final HH Metered Data collection.	HHDC	NHHMOA	The MOA will telephone the HHDC when the MOA is on site (or when the MOA is ready to reconfigure the Meter). Following the HHDC collecting the data, the HHDC will provide confirmation to the MOA.	Telephone.
7.3.16	Immediately following 7.3.15	<p>If the HH Meter is being replaced, note final HH Meter register reading, if available from HH MS.</p> <p>Install NHH MS<sup>29</sup>, commission and energise and note initial Meter register reading.</p> <p>If the HH Meter is not being replaced, retrieve an initial NHH Meter register reading(s), either locally or remotely, having configured any time of use registers as required. The initial NHH Meter register readings should be taken on the date and time agreed with the HHDC in 7.3.13.</p>	NHHMOA			Internal Process.

<sup>29</sup> The Supplier shall provide the NHHMOA with the relevant details of the HH meter where the HH meter is to be removed by the NHHMOA. Where the HH meter is being removed by the NHHMOA, the NHHMOA shall agree an appropriate method for the return of the meter with the HHMOA.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.3.17	If NHH MS cannot be installed or energised, as soon as possible and within 5 WD of 7.3.16	Inform Supplier.	NHHMOA	Supplier	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed.
7.3.18	Within 10 WD of 7.3.16	Send MTD.  Send initial NHH Meter register reading.  Send notification of Meter installation, Supplier and NHHMOA's appointment.	NHHMOA	Supplier / NHHDC / LDSO  NHHDC  MAP	D0150 Non-Half Hourly Meter Technical Details. D0149 Notification of Mapping Details. D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3) D0010 Meter Readings.  D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed.
7.3.19	Within 10 WD of 7.3.16	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.
7.3.20	If no Meter register reading received within 10 WD of CoMC and initial reading required <sup>30</sup> and same Metering Equipment is in use.	Request initial Meter register reading  If no request for initial Meter register reading required, proceed to 7.3.21.	NHHDC	NHHMOA, Supplier		Post / Fax / Email

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

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.3.21	Within 10 WD of 7.3.20	Send initial Meter register reading	NHHMOA / Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
7.3.22	Within 10 WD of 7.3.16	Send final HH Meter register reading or notification that Meter register reading not obtainable and that this is a CoMC.	NHHMOA	HHMOA	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
7.3.23	Within 5 WD of 7.3.22	Send final HH Meter register reading or notification that Meter register reading not obtainable and that this is a CoMC.	HHMOA	HHDC	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.

Amend section 7.4 as follows:

#### 7.4 Coincident Change of Measurement Class from HH to NHH Metering System and Change of Supplier

The New Supplier should make its prospective NHH agents aware of the planned Change of Measurement Class (CoMC) in advance of registering in SMRS and ensure that the new NHH agents will accept the appointment. The New Supplier should also confirm the intended CoMC date with the NHHMOA (and customer).

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.4.1	As required	Send appointment.	New Supplier	NHHMOA	D0155 Notification of New Meter Operator or Data Collector Appointment and Terms.	Electronic or other method, as agreed.
7.4.2	If appointment rejected and within 10 WD of 7.4.1	Send notification of rejection of appointment including the reason why the request has been rejected.	NHHMOA	New Supplier	D0261 Rejection of Agent Appointment. (Go to 7.4.1 if required)	Electronic or other method, as agreed.
7.4.3	If appointment accepted and within 10 WD of 7.3.1	Send notification of acceptance of appointment.	NHHMOA	New Supplier	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
7.4.4	Within 5 WD of notification from SMRS or by last date of Supplier Appointment	Send notification of termination of appointment.	Current Supplier	HHMOA	D0151 Termination of Appointment or Contract by Supplier. <sup>27</sup>	Electronic or other method, as agreed.
7.4.5	If de-appointment rejected and within 5 WD of 7.4.4	Send notification of rejection of de-appointment.	Current HHMOA	Supplier	Note that rejection of de-appointment shall only occur if the current HHMOA has a contract with the customer.	Electronic or other method, as agreed.
7.4.6	Within 5 WD of 7.4.3	Send notification of appointment, de-appointment and associated Agent details.	New Supplier	NHHMOA / NHHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.4.7	Following 7.4.3 and at least 7 WD <b>Error! Bookmark not defined.</b> prior to date of CoMC	Request NHH MS functionality.	New Supplier	NHHMOA <sup>28</sup>	D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.	Electronic or other method, as agreed.
7.4.8	Within 2 WD of 7.4.7	Request Site Technical Details.	NHHMOA	LDSO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
7.4.9	Within 5 WD of 7.4.8	Send Site Technical Details.	<b>LDSOError! Bookmark not defined.</b>	NHHMOA	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.
7.4.10	Within 2 WD of 7.4.7	Request MTD.	NHHMOA	HHMOA	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
7.4.11	Within 5 WD of 7.4.10	Send MTD.	<b>HHMOAError! Bookmark not defined.</b>	NHHMOA	D0268 Half Hourly Meter Technical Details.  If site is Complex, send Complex Site Supplementary Information Form. Refer to Appendix 8.4 Guide to Complex Sites.	Electronic or other method, as agreed.
7.4.12	Within 2 WD of 7.4.7	Request that final HH Metered Data is collected.	Current Supplier	HHDC	D0005 Instruction on Action.	Electronic or other method, as agreed.
7.4.13	Within 3 WD of 7.3.12 and before planned date of CoMC	Arrange date by when final HH Metered Data should be collected.	HHDC	NHHMOA	D0005 Instruction on Action.  Note that a date for the CoMC has been requested in step 7.4.7	Electronic or other method, as agreed.
7.4.14	On date and time agreed in 7.4.13, subject to the completion of steps 7.4.7 – 7.4.11	Collect final HH Metered Data.	HHDC			Internal Process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.4.15	Immediately following 7.4.14	Confirm final HH Metered Data collection.	HHDC	NHHMOA	The MOA will telephone the HHDC when the MOA is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MOA.	Telephone.
7.4.16	Immediately following 7.4.15	<p>If the HH Meter is being replaced, note final HH Meter register reading, if available from HH MS.</p> <p>Install NHH MS<sup>29</sup>, commission and energise, and note initial NHH Meter register reading.</p> <p>If the HH Meter is not being replaced, retrieve an initial NHH Meter register reading(s), either locally or remotely, having configured any time of use registers as required.</p>	NHHMOA			Internal Process.
7.4.17	If NHH MS cannot be installed or energised, as soon as possible and within 5 WD of 7.4.16	Inform Supplier.	NHHMOA	New Supplier	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed.
7.4.18	Within 10 WD of 7.4.16	<p>Send MTD.</p> <p>Send initial NHH Meter register reading.</p>	NHHMOA	<p>New Supplier / NHHDC / LDSO</p> <p>New Supplier / NHHDC</p> <p>NHHDC</p>	<p>D0149 Notification of Mapping Details.</p> <p>D0150 Non-Half Hourly Meter Technical Details.</p> <p>D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3)</p> <p>D0010 Meter Readings.</p>	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		Send notification of Meter installation and Supplier.		MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	
7.4.19	Within 10 WD of 7.4.16	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.
7.4.20	If no Meter register reading received within 10 WD of CoMC and initial reading required and if same Metering Equipment is in use.	Request initial Meter register reading  If no request for initial Meter register reading required, proceed to 7.4.21.	NHHDC	NHHMOA, Supplier		Post / Fax / Email
7.4.21	Within 10 WD of 7.4.20	Send initial Meter register reading	NHHMOA / Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
7.4.22	Within 5 WD of 7.4.16	Send final HH Meter register reading or notification that Meter register reading not obtainable and that this is a CoMC coincident with CoS.	NHHMOA	HHMOA	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
7.4.23	Within 5 WD of 7.4.22	Send final HH Meter register reading or notification that Meter register reading not obtainable and that this is a CoMC.	HHMOA	HHDC	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.

*Amend section 8.3. as follows:*

### **8.3.1 Reasons for a Proving Test**

A proving test shall be carried out on both main and check MS and shall be carried out in the following circumstances:

- As a result of new connection or Registration Transfers from CMRS to SMRS;
- Following a change of HHDC appointment but only in the event that the MTD was manually intervened;
- Following a change of HHMOA appointment but only in the event that the MTD was manually intervened;
- Following a concurrent Change of Supplier and HHDC but only in the event that the MTD was manually intervened;
- When a MS is reconfigured / replaced;
- Following a change of Measurement Class from NHH to HH;
- When there is a Key field change (refer to Appendix 8.2);
- Where there has been a key field change (refer to Appendix 8.2) whilst a site has been de-energised and the MS becomes energised;
- Whenever a shared SVA MS arrangement is carried out; and
- Where a feeder is energised for the first time.

‘Manually intervened (with regard to proving tests)’ means that MTD have been entered, re-entered or changed in a software system manually i.e. the data has not been automatically entered into systems via receipt of a data flow.

MS assigned to Measurement Class F and MS where Half Hourly data is sourced by the Supplier from a Meter compliant with the SMETS. are exempt from proving tests.

*Amend the title of section 9 as follows*

**9      Appendices - Non -~~Half~~ Hourly**