



Redlined BSCP514 text for CP1495 ‘Introduction of a rejection response dataflow for a D0170 ‘Request for Meter System Related Details’ request from the Meter Operator Agent to the Licenced Distribution System Operator where a D0215 ‘Provision of Site Technical Details’ response is required’.

This CP proposes changes to BSCP514 sections 5.2, 6.2.2, 7.1, 7.2, 7.3 and 7.4.

We have redlined these changes against Version 34.0.

Amend section 5.2 as follows:

5.2 Registration Activities

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

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

¹ For Supplier-serviced Metering Systems, the Supplier will appoint an NHHMOA.

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

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.1.6	On appointment of new HHMOA and between 5 WD ³ and 10 WD of 5.2.1.4	Send notification of HHMOA appointment / de-appointment. The D0302 to the HHDC is optional for Supplier-serviced Metering Systems.	Supplier	New HHMOA / HHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details.	Electronic or other method, as agreed.
5.2.1.7	Within 2 WD of 5.2.1.6	Instruct current HHMOA to send MTD to new HHMOA.	Supplier	Current HHMOA	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
For HHDC-serviced Metering Systems						
5.2.1.8	Within 5 WD of 5.2.1.7	Send MTD.	Current HHMOA ⁴	New HHMOA ⁵	D0268 Half Hourly Meter Technical Details ⁶ If site is Complex, send Complex Site Supplementary Information Form. Refer to Appendix 8.4 Guide to Complex Sites.	Electronic or other method, as agreed.
5.2.1.9	Within 5 WD of 5.2.1.8	Send MTD.	New HHMOA	Supplier / HHDC / LDSO	D0268 Half Hourly Meter Technical Details. If site is Complex, send Complex Site Supplementary Information Form. Refer to Appendix 8.4 Guide to Complex Sites.	Electronic or other method, as agreed.
5.2.1.10	In accordance with timescales in Appendix 8.3.5	If MTD manually intervened or there has been a key field change, prove MS.	New HHMOA	HHDC	Refer to Appendix 8.3.5.	Electronic or other method, as agreed.

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

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

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

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

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REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
For Supplier-serviced Metering Systems						
5.2.1.11	Within 5 WD of 5.2.1.7.	Send MTD.	Current MOA Error! Bookmark not defined. ⁷ .	New MOA ⁵ .	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed.
5.2.1.12	Within 5 WD of 5.2.1.11.	Send MTD.	New MOA.	Supplier / LDSO.	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed.
For all HH Metering Systems						
5.2.1.13	Optional, but if followed then within 10 WD of 5.2.1.8 or 5.2.1.11 (as applicable).	Send the relevant Meter information changes.	New HHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method, as agreed.

⁷ The abbreviation MOA is used for Supplier-serviced Metering Systems, where the NHHMOA is fulfilling its functions in respect of a HH Metering System. The abbreviation HHMOA is used for those activities that apply to both HHDC-Serviced and Supplier-serviced Metering Systems.

5.2.2 New Connection - Installation ⁸

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.2.1	As required	Send appointment.	Supplier	HHMOA ¹	D0155 Notification of Meter Operator or Data Collector Appointment and Terms. ²	Electronic or other method, as agreed.
5.2.2.2	If appointment rejected and within 5 WD of 5.2.2.1	Send notification of rejection of appointment including the reason why the request has been rejected.	HHMOA	Supplier	D0261 Rejection of Agent Appointment. (Go to 5.2.2.1 if required)	Electronic or other method, as agreed.
5.2.2.3	If appointment accepted and within 5 WD of 5.2.2.1	Send notification of acceptance of appointment.	HHMOA	Supplier	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
5.2.2.4	On appointment of HHMOA and within 5 WD of 5.2.2.3	Send notification of HHDC. The D0302 to the HHDC is optional for Supplier-serviced Metering Systems.	Supplier	HHMOA / HHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details.	Electronic or other method, as agreed.
5.2.2.5	Following 5.2.2.3 and at least 10 WD before 5.2.2.8 ⁹	Request installation, Commissioning and energisation of MS.	Supplier	HHMOA ¹⁰	D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.	Electronic or other method, as agreed.
5.2.2.6	Within 2 WD of 5.2.2.5	Request Site Technical Details. Optional for Supplier-serviced Metering Systems.	HHMOA	LDSO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
<u>5.2.2.7</u>	<u>If request for Site Technical Details rejected and within 5 WD of 5.2.2.6</u>	<u>Send Rejection response for request for Site Technical Details including the reasons why the request has been rejected.</u>	<u>LDSO</u>	<u>HHMOA</u>	<u>Dxxxx Rejection response for Request to LDSO for Site Technical Details.</u>	<u>Electronic or other method, as agreed.</u>

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⁸ If the new connection is a Transfer of Registration from CMRS, proceed in accordance with section 5.2.5.

⁹ This step could be completed in shorter timescales where the Supplier and MOA have reached mutual agreement.

¹⁰ Where it is necessary to involve the LDSO, the HHMOA shall arrange this, proceed in accordance with section 5.3.1.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.2. 87	Within 5 WD of 5.2.2.6	Send Site Technical Details.	LDSO ¹¹	HHMOA	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.
5.2.2. 98	On the date requested or agreed in 5.2.2.5 ¹²	Install HH MS in accordance with appropriate Codes of Practice. If requested energise MS and note initial Meter register reading.	HHMOA			Internal Process.
5.2.2. 109	Following 5.2.2. 98	For HHMS that include Measurement Transformers, Commission in accordance with appropriate Codes of Practice and section 5.2.2.A. For HHMS that do not include Measurement Transformers, Commission in accordance with appropriate Codes of Practice.	HHMOA HHMOA			Internal Process. Internal Process.
5.2.2. 114 ⁹	If MS cannot be installed or energised, as soon as possible and within 5 WD of 5.2.2. 98	Inform Supplier.	HHMOA	Supplier	D0221 Notification of Failure to Install or Energise Metering System. (Go to 5.2.2.5 if required)	Electronic or other method, as agreed.
For HHDC-serviced Metering Systems						

¹¹ In the event of any subsequent changes to Site Technical Details, the LDSO shall send an updated D0215 'Provision of Site Technical Details' to the MOA within 1WD of updating their systems. The MOA shall determine any appropriate course of action within 2 WD of receiving this information.

¹² If MS is to be installed but not energised at this time, the energisation of the MS shall be carried out at an appropriate time in accordance with process 5.3.1

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.2.1 24	Within 5 WD of 5.2.2. 98	Send energisation status, MTD and initial Meter register reading.	HHMOA	Supplier / HHDC / LDSO	D0268 Half Hourly Meter Technical Details. If site is Complex, send Complex Site Supplementary Information Form. Refer to Appendix 8.4 Guide to Complex Sites. D0010 Meter readings.	Electronic or other method, as agreed.
5.2.2.1 32	Within 10 WD of 5.2.2. 98	Send the relevant Meter information.	HHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.
5.2.2.1 43	In accordance with timescales in Appendix 8.3.5	Prove MS.	HHMOA	HHDC	Refer to Appendix 8.3.5.	Electronic or other method, as agreed.
For Supplier-serviced Metering Systems						
5.2.2.1 54	In time to allow the MOA to distribute MTD within 10 WD of 5.2.2. 98 .	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. If the Supplier is unable to configure the Meter (for example, due to a communications failure), the SSC and TPR will be defaulted to a single-rate default. The TPR should be mapped to the total import register.	Supplier.	MOA.	D0367 Smart Meter Configuration Details (or alternative method, as agreed bilaterally between the Supplier and NHHMOA).	Electronic or other method, as agreed.
5.2.2.1 65	Within 10 WD of 5.2.2. 98 .	Send MTD.	MOA.	Supplier / LDSO.	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
5.2.2.1 76	Within 10 WD of 5.2.2. 98 .	Send the relevant Meter information.	MOA.	ECOES.	D0312 Notification of Meter Information to ECOES.	Electronic or other method, as agreed.

Amend section 6.2.2 as follows:

6.2.2 New Connection

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.2.2.1	As required	Send appointment.	Supplier	NHHMOA	D0155 Notification of New NHHMOA or NHHDC Appointment and Terms.	Electronic or other method, as agreed.
6.2.2.2	If appointment rejected and within 10 WD of 6.2.2.1	Send notification of rejection of appointment including the reason why the request has been rejected.	NHHMOA	Supplier	D0261 Rejection of Agent Appointment. (Go to 6.2.2.1 if required)	Electronic or other method, as agreed.
6.2.2.3	If appointment accepted and within 10 WD of 6.2.2.1	Send notification of acceptance of appointment.	NHHMOA	Supplier	D0011 Agreement of Contractual Terms.	Electronic or other method, as agreed.
6.2.2.4	Within 5 WD of 6.2.2.3	Send notification of NHHDC.	Supplier	NHHMOA / NHHDC	D0148 Notification of Change to Other Parties. D0302 Notification of Customer Details.	Electronic or other method, as agreed.
6.2.2.5	Within 2 WD of 6.2.2.4	Request Site Technical Details.	NHHMOA	LDSO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed.
<u>6.2.2.6</u>	<u>If request for Site Technical Details rejected and within 5 WD of 6.2.2.5</u>	<u>Send Rejection response for request for Site Technical Details including the reasons why the request has been rejected.</u>	<u>LDSO</u>	<u>NHHMOA</u>	<u>Dxxxx Rejection response for Request to LDSO for Site Technical Details.</u>	<u>Electronic or other method, as agreed.</u>
6.2.2. 6	Within 5 WD of 6.2.2.5	Send Site Technical Details.	LDSO ¹¹	NHHMOA	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.2.2. 87	Following 6.2.2.3 and at least 10 WD ⁹ before 6.2.2. 98	Request installation, commissioning and energisation of MS. ¹³	Supplier	NHHMOA	D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters. ¹⁴ For Prepayment Meters see Appendix 9.2	Electronic or other method, as agreed.
6.2.2. 98	On date requested or agreed in 6.2.2. 87	Install and commission MS. If requested energise MS and note initial Meter register reading.	NHHMOA			Internal Process.
6.2.2. 109	If MS cannot be installed or energised, as soon as possible and within 5 WD of 6.2.2. 98	Inform Supplier.	NHHMOA	Supplier	D0221 Notification of Failure to Install or Energise Metering System. (Go to 6.2.2.7 if required)	Electronic or other method, as agreed.
For smart Meters only						
6.2.2.1 19	Optionally, by arrangement with Supplier, and in timescales agreed with Supplier	Send 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 is unknown, will consist of a reading from the total cumulative register)	NHHMOA	Supplier	D0010 Meter Readings	Electronic or other method, as agreed
6.2.2.1 24	If configured remotely and in time to allow the NHHMOA to distribute MTD within 10 WD of 6.2.2. 98	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

¹³ Note that currently the extent of Commissioning for NHH MS is not defined in CoP4.

¹⁴ If the MSID is for Export purposes, the 'Additional Information' field should state this, and therefore a physical site visit may not be required.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.2.2.1 32	Within 10 WD of 6.2.2. 98	Send 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
For all NHH Meters						
6.2.2.1 43	Within 10 WD of 6.2.2. 98	Send change of energisation status and MTD. ¹⁵	NHHMOA	Supplier / NHHDC / LDSO	D0149 Notification of Mapping Details. D0150 Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed.
		Send initial Meter register reading (for non-smart Meters only).		Supplier / NHHDC NHHDC	D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3) D0010 Meter readings.	
		Send notification of Meter installation, Supplier ID and NHHMOA's appointment.		MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	
6.2.2.1 54	Within 10 WD of 6.2.2. 98	Send the relevant Meter information.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.
6.2.2.1 65	If required and no valid Meter register reading received within 10 WD of the installation of the Meter	Request initial Meter register reading	NHHDC	NHHMOA, Supplier		Post / Fax / Email

¹⁵ Whenever installing new, replacement or re-configured meters or carrying out work requiring re-registration of the metering system, the MOA shall ensure that the meter registers are clearly labelled and that the data item J0010 'Meter Register Id' in all relevant DTN data flows (e.g. D0149 & D0150) accurately reflects the identifiers of the meter registers themselves. See Sections 2.3.2 and 2.4.1 for details.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
6.2.2.1 76	Within 10 WD of 6.2.2.1 65	Send initial Meter register reading	NHHMOA, Supplier	NHHDC ¹⁶	D0010 Meter Readings	Electronic or other method, as agreed

¹⁶ If more than one Meter register reading is provided, the NHHDC shall process and use the first reading provided.

Amend Section 7.1 – 7.4 as follows:

7 Interface and Timetable Information - Change of Measurement Class

7.1 Change of Measurement Class from NHH to HH for HHDC-serviced Metering System^{17 18}.

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.
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.

¹⁷ 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.

¹⁸ Note that the Change of Meter shall not occur until on or after the SSD.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.1.3	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. ¹⁹	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.
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 WD ³ 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.

¹⁹ 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
7.1.8	Following 7.1.3 and at least 12 WD ⁹ prior to date of CoMC	Request HH MS functionality. ²⁰	Supplier	HHMOA ¹⁰	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
<u>7.1.10</u>	<u>If request for Site Technical Details rejected and within 5 WD of 7.1.9</u>	<u>Send Rejection response for request for Site Technical Details including the reasons why the request has been rejected.</u>	<u>LDSO</u>	<u>HHMOA</u>	<u>Dxxxx Rejection response for Request to LDSO for Site Technical Details.</u>	<u>Electronic or other method, as agreed.</u>
7.1.1 10	Within 5 WD of 7.1.9	Send Site Technical Details.	LDSO ¹¹	HHMOA	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.
7.1.1 24	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
7.1.1 32	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.
7.1.1 43	Within 10 WD of 7.1.1 32	Send MTD, including the commissioning details.	NHHMOA ⁴	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.

²⁰ 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
7.1.1 54	On the date requested or agreed in 7.1.8, subject to the completion of steps 7.1.9-7.1.1 43	Note final NHH Meter register reading, if available from NHH MS. Install HH MS ²¹ 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.
7.1.1 65	If HH MS cannot be installed or energised, as soon as possible and within 5 WD of 7.1.1 54	Inform Supplier.	HHMOA	Supplier	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed.
7.1.1 76	Within 5 WD of 7.1.1 54	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.
7.1.1 87	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.

²¹ 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
7.1.1 98	Within 5 WD of 7.1.1 54	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. 2049	Within 10 WD of 7.1.1 98	Send final NHH Meter register reading ²² 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) Notification of Meter removal (or that Meter is no longer NHH)	NHHMOA	NHHDC Supplier / NHHDC /LDSO MAP of old Meter	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. D0150 Non Half-hourly Meter Technical Details. D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed.
7.1.2 19	Within 10 WD of 7.1.1 98	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.
7.1.2 24	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
7.1.2 32	Within 10 WD of 7.1.2 24	Send final Meter register reading	NHHMOA / Supplier	Current NHHDC	D0010 Meter Readings	Electronic or other method, as agreed

²² 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.

7.2 Coincident Change of Measurement Class from NHH to HH and Change of Supplier for HHDC-serviced Metering Systems¹⁸.

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. ²³	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.
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.

²³ The Supplier shall indicate in the D0151 the reason for termination in the Additional Information field.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.2.7	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. ²⁰	New Supplier	HHMOA ¹⁰	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.
<u>7.2.10</u>	<u>If request for Site Technical Details rejected and within 5 WD of 7.2.9</u>	<u>Send Rejection response for request for Site Technical Details including the reasons why the request has been rejected.</u>	<u>LDSO</u>	<u>HHMOA</u>	<u>Dxxxx Rejection response for Request to LDSO for Site Technical Details.</u>	<u>Electronic or other method, as agreed.</u>
7.2.1 0	Within 5 WD of 7.2.9	Send Site Technical Details.	LDSO ¹¹	HHMOA	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.
7.2.1 0 ⁺	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
7.2.1 32	Within 10 WD of 7.2.1 24	Send MTD, including the commissioning details..	NHHMOA ⁴	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.
7.2.1 43	On the date requested or agreed in 7.2.8, subject to the completion of steps 7.2.9-7.2.1 32	Note final NHH Meter register reading, if available from NHH MS. Install HH MS ²¹ 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.
7.2.1 54	If HH MS cannot be installed or energised, as soon as possible and within 5 WD of 7.2.1 43	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
7.2.1 65	Within 5 WD of 7.2.1 43	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.
7.2.1 76	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.
7.2.1 87	Within 5 WD of 7.1.1 43	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.
7.2.1 98	Within 10 WD of 7.2.1 87	Send final NHH Meter register reading ²² 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) Notification of Meter removal (or that Meter is no longer NHH).	NHHMOA	NHHDC Supplier / NHHDC / LDSO MAP	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action D0150 Non Half-hourly Meter Technical Details D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed.
7.2.2 049	Within 10 WD of 7.2.1 87	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.

7.3 Change of Measurement Class from HH to NHH for HHDC-serviced Metering Systems^{17, 18}.

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. ¹⁹	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 ³ 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.
7.3.7	Following 7.3.3 and at least 7 WD ⁹ prior to date of CoMC	Request NHH MS functionality.	Supplier	NHHMOA ²⁴	D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.	Electronic or other method, as agreed.

²⁴ 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
7.3.8	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
<u>7.3.9</u>	<u>If request for Site Technical Details rejected and within 5 WD of 7.3.8</u>	<u>Send Rejection response for request for Site Technical Details including the reasons why the request has been rejected.</u>	<u>LDSO</u>	<u>NHHMOA</u>	<u>Dxxxx Rejection response for Request to LDSO for Site Technical Details.</u>	<u>Electronic or other method, as agreed.</u>
7.3. <u>109</u>	Within 5 WD of 7.3.8	Send Site Technical Details.	LDSO ¹¹	NHHMOA	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.
7.3.1 <u>10</u>	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.
7.3.1 <u>24</u>	Within 5 WD of 7.3.1 <u>10</u>	Send MTD.	HHMOA ⁴	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.
7.3.1 <u>32</u>	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.
7.3.1 <u>43</u>	Within 3 WD of 7.3.1 <u>32</u> 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.
7.3.1 <u>54</u>	On date and time agreed in 7.3.1 <u>43</u> , subject to the completion of steps 7.3.8 - 7.3.1 <u>24</u>	Collect final HH Metered Data.	HHDC			Internal Process.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.3.1 65	Immediately following 7.3.1 54	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.
7.3.1 76	Immediately following 7.3.1 65	<p>If the HH Meter is being replaced, note final HH Meter register reading, if available from HH MS.</p> <p>Install NHH MS²⁵, 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.
7.3.1 87	If NHH MS cannot be installed or energised, as soon as possible and within 5 WD of 7.3.1 76	Inform Supplier.	NHHMOA	Supplier	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed.

²⁵ 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
7.3.1 98	Within 10 WD of 7.3.1 76	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. 2049	Within 10 WD of 7.3.1 76	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.
7.3.2 19	If no Meter register reading received within 10 WD of CoMC and initial reading required ²⁶ 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
7.3.2 24	Within 10 WD of 7.3.2 19	Send initial Meter register reading	NHHMOA / Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
7.3.2 32	Within 10 WD of 7.3.1 76	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.

²⁶ 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
7.3.2 43	Within 5 WD of 7.3.2 32	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.

7.4 Coincident Change of Measurement Class from HH to NHH and Change of Supplier for HHDC-serviced Metering Systems.

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. ²³	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 ⁹ prior to date of CoMC	Request NHH MS functionality.	New Supplier	NHHMOA ²⁴	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.
<u>7.4.9</u>	<u>If request for Site Technical Details rejected and within 5 WD of 7.4.8</u>	<u>Send Rejection response for request for Site Technical Details including the reasons why the request has been rejected.</u>	<u>LDSO</u>	<u>NHHMOA</u>	<u>Dxxxx Rejection response for Request to LDSO for Site Technical Details.</u>	<u>Electronic or other method, as agreed.</u>
7.4. 109	Within 5 WD of 7.4.8	Send Site Technical Details.	LDSO ¹¹	NHHMOA	D0215 Provision of Site Technical Details.	Electronic or other method, as agreed.
7.4.1 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.
7.4.1 24	Within 5 WD of 7.4.1 10	Send MTD.	HHMOA ⁴	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.
7.4.1 32	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.
7.4.1 43	Within 3 WD of 7.3.1 32 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.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
7.4.1 54	On date and time agreed in 7.4.1 43 , subject to the completion of steps 7.4.7 – 7.4.1 24	Collect final HH Metered Data.	HHDC			Internal Process.
7.4.1 65	Immediately following 7.4.1 54	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.
7.4.1 76	Immediately following 7.4.1 65	<p>If the HH Meter is being replaced, note final HH Meter register reading, if available from HH MS.</p> <p>Install NHH MS²⁵, 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.
7.4.1 87	If NHH MS cannot be installed or energised, as soon as possible and within 5 WD of 7.4.1 76	Inform Supplier.	NHHMOA	New Supplier	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed.
7.4.1 98	Within 10 WD of 7.4.1 76	Send MTD.	NHHMOA	New Supplier / NHHDC / LDSO	<p>D0149 Notification of Mapping Details.</p> <p>D0150 Non Half-hourly Meter Technical Details.</p>	Electronic or other method, as agreed.

REF	WHEN	ACTION	FROM	TO	INFORMATION REQUIRED	METHOD
		Send initial NHH Meter register reading.		New Supplier / NHHDC NHHDC	D0313 Auxiliary Meter Technical Details (in accordance with Appendix 9.3) D0010 Meter Readings.	
		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.	
7.4.20 19	Within 10 WD of 7.4.1 16	Send the relevant Meter information changes.	NHHMOA	ECOES	D0312 Notification of Meter Information to ECOES.	Electronic or other method as agreed.
7.4.21 19	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
7.4.22 1	Within 10 WD of 7.4.21 19	Send initial Meter register reading	NHHMOA / Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
7.4.23 2	Within 5 WD of 7.4.1 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.
7.4.24 3	Within 5 WD of 7.4.23 2	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.