
Metering Operations

Commented [SJ1]: General comments - Drafting will need to be amalgamated with REC CPs R047, R015, R017 and R064. This will be delivered via the final Mop Up drafting tranche to ensure the most recent baseline is used.

Contents

Part A General Provisions

<u>1</u>	<u>Introduction</u>	<u>5</u>
<u>2</u>	<u>General Obligations</u>	<u>7</u> 6
	<u>Electricity Suppliers Only</u>	<u>8</u>
	<u>Electricity Metering Equipment Managers Only</u>	<u>10</u>
	<u>Complex Sites</u>	<u>12</u> 11
<u>3</u>	<u>Becoming a Metering Equipment Manager</u>	<u>14</u> 13
<u>4</u>	<u>Not Used</u>	<u>15</u> 14
<u>5</u>	<u>Not Used</u>	<u>15</u> 14
<u>6</u>	<u>Metering Asset Installation</u>	<u>15</u> 14
<u>7</u>	<u>Metering Asset Removal</u>	<u>20</u> 19
<u>8</u>	<u>Metering Asset Exchange / Reposition</u>	<u>22</u> 21
<u>9</u>	<u>Switch with Concurrent Change of MEM</u>	<u>25</u> 24
<u>10</u>	<u>Switch with No Concurrent Change of MEM</u>	<u>31</u> 30
<u>11</u>	<u>Change of Metering Equipment Manager with Transfer of Metering Asset</u>	<u>37</u> 35
<u>12</u>	<u>Change of MEM with Metering Asset Exchange</u>	<u>40</u> 38
<u>13</u>	<u>Change of Meter Asset Provider</u>	<u>46</u> 44
<u>14</u>	<u>Change of Gas Act Owner</u>	<u>46</u> 44
<u>15</u>	<u>Metering Asset Installation</u>	<u>46</u> 44
<u>16</u>	<u>Metering Asset Removal</u>	<u>65</u> 55
<u>17</u>	<u>Metering Asset Exchange or Reconfiguration</u>	<u>78</u> 59
<u>18</u>	<u>Change of Feeder Status</u>	<u>104</u> 65
<u>19</u>	<u>Fault Resolution</u>	<u>110</u> 68
<u>20</u>	<u>Sharing Information following Meter Works</u>	<u>125</u> 74
<u>21</u>	<u>Change of Energisation Status</u>	<u>128</u> 77
<u>22</u>	<u>MEM Appointment</u>	<u>149</u> 83
<u>23</u>	<u>Maintenance of Appointment Data</u>	<u>183</u> 113
<u>24</u>	<u>Change of Data Service</u>	<u>212</u> 118
<u>25</u>	<u>Change of Meter Asset Provider</u>	<u>213</u> 119
<u>26</u>	<u>Change of Market Segment</u>	<u>216</u> 121
<u>27</u>	<u>Proving Tests</u>	<u>218</u> 123
<u>1</u>	<u>Introduction</u>	<u>5</u>
<u>2</u>	<u>General Obligations</u>	<u>6</u>

<u>Electricity Suppliers Only</u>	7
<u>Electricity Metering Equipment Managers Only</u>	10
<u>Complex Sites</u>	11
Part B Metering Equipment Managers	
<u>3 Becoming a Metering Equipment Manager</u>	13
<u>4 Not Used</u>	14
<u>5 Not Used</u>	14
Part C Operational Processes Gas	
<u>6 Metering Asset Installation</u>	14
<u>7 Metering Asset Removal</u>	18
<u>8 Metering Asset Exchange / Reposition</u>	20
<u>9 Switch with Concurrent Change of MEM</u>	23
<u>10 Switch with No Concurrent Change of MEM</u>	29
<u>11 Change of Metering Equipment Manager with Transfer of Metering Asset</u>	34
<u>12 Change of MEM with Metering Asset Exchange</u>	37
<u>13 Change of Meter Asset Provider</u>	43
<u>14 Change of Gas Act Owner</u>	43
Part D Operational Processes Electricity	
<u>15 Metering Asset Installation</u>	43
<u>16 Metering Asset Removal</u>	53
<u>17 Metering Asset Exchange Reconfigure</u>	58
<u>18 Change of Feeder Status</u>	63
<u>19 Fault Resolution</u>	66
<u>20 Sharing Information following Meter Works</u>	72
<u>21 Change of Energisation Status</u>	75
<u>22 Switch with Concurrent Change of MEM</u>	81
<u>23 Switch with No Concurrent Change of MEM</u>	95
<u>24 Change of Metering Equipment Manager with Transfer of Metering Asset</u>	96
<u>25 Change of MEM with Metering Asset Exchange</u>	98
<u>26 Change of Data Service</u>	98
<u>27 Change of Meter Asset Provider</u>	98
<u>28 Change of Market Segment</u>	101
<u>29 Proving Tests</u>	103

SCHEDULE 14

Metering Operations

Version: 3.1

Effective Date: 4 November 2022

Domestic Suppliers	Mandatory
Non-Domestic Suppliers	Mandatory
Gas Transporters	Mandatory
Distribution Network Operators	Mandatory
DCC	N/A
Metering Equipment Managers	Mandatory
Non-Party REC Service Users	N/A

Change History

Version Number	Implementation Date	Reason for Change
0.1	N/A	Initial draft for December 2020 consultation
2.0	1 September 2021	Incorporating respondents comments
2.1	31 January 2022	R0012
2.2	30 June 2022	R0019
3.0	18 July 2022	Switching SCR Modification R0041
3.1	4 November 2022	R0018, R0031, R0036
MHHS 0.1	N/A	Draft version for MHHS consultation
MHHS 0.2	N/A	Updated draft post MHHS consultation
MHHS 0.3	N/A	Final update for CDWG

PART A – General Provisions

1 Introduction

1.1. This [REC Schedule](#) sets out the obligations on [Metering Equipment Managers](#), [Energy Suppliers](#), ~~and~~ [Distribution Network Operators](#) and [Gas Transporters](#) in respect of metering operations, including:

- (a) the requirements relating to the appointment of [Metering Equipment Managers](#) by [Energy Suppliers](#);
- (b) general requirements on [Energy Suppliers](#) and [Metering Equipment Managers](#) regarding the accuracy of [Meter Technical Details](#); ~~and~~
- ~~(c) the process for becoming a Qualified Metering Equipment Manager; and~~
- (~~c~~d) operational processes used by [Metering Equipment Managers](#) to carry out work including appointment changes, sharing [Meter Technical Details](#), installing and removing [Metering Assets](#) and the associated process controls such as commissioning, testing and fault resolution.

1.2. This [REC Schedule](#) should be read in conjunction with:

- (a) the ~~[Qualification and Maintenance Schedule and Metering Accreditation Schedule](#)~~, which defines the overall entry assessment provisions which apply to [Metering Equipment Managers](#);
- (b) the gas Metering Code of practice and the electricity Meter Operation Code of Practice, which define obligations on gas and electricity [Metering Equipment Managers](#) respectively;
- (c) the [Data Specification](#), which defines the format and content of each specific transaction referenced within the operational processes and includes the gas [Meter Model Table](#) or [Converter Model Table](#);
- (d) the [BSC](#), which defines the technical metering specifications and testing requirements for electricity [Metering Assets](#), specifically the [BSC Metering Codes of Practice](#) and BSCP601; ~~and~~
- (e) the [UNC](#) and [IGT UNC](#) which define the requirements relating to [UNC](#)

Commented [SJ2]: As discussed at CCAG, the drafting has been amended to separate gas and electricity provisions. Where text has been moved but not otherwise changed, this has not been track changed so that it is clear what changes are being made to the actual text

Commented [SJ3]: Removed to align with the deletion of sections 4 and 5 which covered MEM accreditation. This process was moved to the Metering Accreditation Schedule

communications between the [Shipper](#) and [CDSP](#); and

(f) the DCUSA which defines the electricity Metering Point connection and disconnection activities delivered by Distribution Network Operators.

1.3. This REC Schedule defines requirements applicable to both gas and electricity Market Participants. Operational processes have been separated with Part C containing gas processes and Part D containing electricity processes. For electricity, provisions are applicable to all types of Metering Asset unless explicitly limited to Traditional Metering Assets, Smart Metering Assets or Advanced Metering Assets.

Commented [SJ4]: Added for clarity in response to consultation comment CD-0417

1.4. As set out in Part D of this REC Schedule, Electricity Suppliers, electricity Metering Equipment Managers and Distribution Network Operators shall be required to send certain Market Messages via the Data Integration Platform. When transacting via the Data Integration Platform, Electricity Suppliers, electricity Metering Equipment Managers and Distribution Network Operators shall populate Data Integration Platform Market Messages in accordance with the rules set out in the Data Specification and shall implement monitoring to identify where expected responses are not received within expected timescales.

Commented [SJ5]: Term to be defined and added to Schedule 1

4.3.1.5. Excluding Data Integration Platform Market Messages referenced in Paragraph 1.4 and Market Messages used to exchange data with the CDSP, ~~the operational processes and associated Market Messages~~ defined in this REC Schedule are not mandated but shall be used as the default for ~~Metering Equipment Manager, Energy Supplier and Meter Asset Provider~~ communications, unless there is a bilateral commercial arrangement in place to communicate using an alternate approach. Where another method of transfer is agreed between the relevant parties, the information transferred, shall nevertheless reflect the content of the relevant [Market Message](#)(s) and be transferred within the required timescales.

Commented [SJ6]: BRMS074

Commented [SJ7]: Assumption is that the requirements on DIP users will be in the BSC and a link included through REC qualification requirements - dependency on the programme confirming the approach. To be re-visited in the consequential change tranche

Commented [SJ8]: Assumption that DIP interfaces will be mandatory i.e. no bilateral arrangements to share data is a different way

1.6. Where the [CDSP](#) provides files to [Shippers](#) on behalf of the [Gas Transporter](#) as defined in this [REC Schedule](#), the [Gas Transporter](#) shall ensure that the [CDSP](#) is compliant with the processes and timescales set out within this [REC Schedule](#). Information provided to or by the [CDSP](#) in accordance with the gas processes defined in this [REC Schedule](#), will be deemed to have been provided to or by the relevant [Gas Transporter](#).

4.4.1.7. To support population of electricity meter configuration data by Electricity Suppliers and electricity Metering Equipment Managers, the Code Manager shall maintain a [Meter Configuration Table](#) and define procedures to enable Electricity Suppliers to make changes to this valid set of [data](#).

Commented [SJ9]: Term to be defined and added to Schedule 1

Commented [SJ10]: New clause to reflect the position discussed via the CCIAG whereby the REC Code Manager will take responsibility for ongoing management of SSC and TPR domain data

2 General Obligations

Energy Suppliers

2.1. Except for gas Metering Assets for which the Consumer is the Gas Act Owner, Registered Suppliers shall ensure that they Appoint a Metering Equipment Manager to act as their Supplier Agent in providing Metering Related Services for the entire period during which they remain the Registered Supplier for the RMP.

2.2. Where Energy Suppliers are required to Appoint a Metering Equipment Manager, the Energy Suppliers shall issue Appointment requests for their Metering Equipment Manager(s) within a timescale sufficient to ensure that the Metering Equipment Manager is Appointed by the Supply Effective From Date.

2.3. Where Energy Suppliers are required to Appoint a Metering Equipment Manager, they shall ensure that the Metering Equipment Manager is Qualified in accordance with the Qualification and Maintenance Schedule.

2.3.2.4. Where Energy Suppliers receive data from their Metering Equipment Manager or Shipper under this REC Schedule, they shall ensure that invalid and/or inaccurate information, which prevents the relevant process being undertaken, is identified promptly and communicated back to the Metering Equipment Manager or Shipper, as applicable.

2.4.2.5. Any Gas Supplier who wishes to de-energise and re-energise an electricity supply in order to install, remove or maintain a Communications Hub, must have already either become a signatory to the DCUSA or put in place appropriate arrangements with the relevant Distribution Network Operator.

2.5.2.6. ~~For NHH electricity Metering Assets and gas Metering Assets, w~~When remotely retrieving any reading(s) from Metering Assets of type SMETS 2 version 3.1 or above (or for other Metering Asset types where there is known to be a difference between the number of digits held in the internal register and those displayed on the Metering Asset), the Energy Supplier shall ensure reading(s) are consistent with the number of register digits displayed on the display of the Metering Asset. In the event where an internal reading is retrieved (e.g. remotely or via a handheld device), the leading digits from the reading should be truncated such that the number of digits are consistent with the display of the Metering Asset. In addition, for gas Metering Assets where the reading received has more than five register digits, the reading should be truncated to ensure consistency.

Commented [SJ11]: Moved to group gas and electric separately - was clause 2.8

Commented [SJ12]: Moved to group gas and electricity separately - was clause 2.9

Commented [SJ13]: Moved to group gas and electricity separately - was clause 2.10

Electricity Suppliers Only

~~2.6-2.7.~~ Where the same electricity [Metering Asset](#) is being utilised for the measurement of the [Import](#) and/or [Export](#) for more than one [Metering Point](#) these [Metering Points](#) shall be established as Associated Import / Export Metering Points in accordance with the BSC. ~~→ The [Registered Supplier](#)(s) for these Associated Import / Export Metering Points shall ensure that the same [Metering Equipment Manager](#) is Appointed for all the [Metering Points](#) involved. Where the same [Metering Equipment Manager](#) is being used for Import and Export, the obligation rests with the [Registered Supplier](#) for the [Export Metering Point](#) to Appoint the same [Metering Equipment Manager](#) as the [Registered Supplier](#) for the [Import Metering Point](#). Otherwise, these obligations shall be fulfilled by mutual agreement between the [Energy Suppliers](#) involved.~~

Commented [SJ14]: Text deleted as SMRS will now automatically appoint the MEM to an Export Metering Point - open design query to understand how the initial appointment is carried out when a new Export Metering Point is added.

2.7-2.8. Where the same electricity [Metering Asset](#) is being utilised for the measurement of [Import](#) by [Metering Points](#) registered in the ~~[Metering Point Administration Service](#)~~[Supplier Meter Registration Service](#) and [Export](#) by [Metering Points](#) registered in the [Central Meter Registration Service](#), the same [Metering Equipment Manager](#) shall be [Appointed](#) to all of the [Import](#) and [Export Metering Points](#). The party which is the registrant of the [Metering Point](#) in the [Central Meter Registration Service](#) shall secure that the same person is [Appointed](#) as [Metering Equipment Manager](#) in relation to the [Metering Point](#) registered in the [Central Meter Registration Service](#) as is [Appointed](#) in relation to the [Metering Point](#) registered in the ~~[Metering Point Administration Service](#)~~[Supplier Meter Registration Service](#). This [Metering Equipment Manager](#) shall be qualified for operations in relation to both markets in accordance with the [BSC](#) and this [Code](#).

~~2.8-2.9.~~ Where the same electricity [Metering Asset](#) is being utilised for the measurement of [Export](#) and / or [Import](#) by two or more ~~[Electricity Suppliers](#)~~ a Shared SVA Metering System arrangement is in place, in accordance with the provisions in [BSC section K](#) and [BSCP550](#), the [Registered Supplier](#)(s) shall ensure that the same [Metering Equipment Manager](#) is [Appointed](#) for all impacted [Metering Points](#) in accordance with the provisions in [BSCP550](#).

Commented [SJ15]: Added reference to BSC Section to address consultation comment CD0913

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2.9-2.10. The [Registered Supplier](#) for a [Metering Point](#) shall ensure that the installed [Metering Asset](#) is compliant with the relevant [BSC Metering Code\(s\) of Practice](#) and that the [Metering Asset](#) has been commissioned and tested in accordance with [BSC Metering Code of Practice 4](#) and [BSCP601](#), as applicable.

Commented [SJ16]: Amended to clarify the difference between clause 2.7 and 2.9

Metering Equipment Managers

~~2.10.2.11.~~ Each [Metering Equipment Manager](#) shall comply with all the relevant provisions within the gas Metering Code of Practice and the electricity Meter Operation Code of Practice, under which they are [Qualified](#).

~~2.14.2.12.~~ Each [Metering Equipment Manager](#) shall perform any responsibilities and obligations against a specific [RMP](#), for the entire period for which it is [Appointed](#) by the [Energy Supplier](#).

~~2.12.2.13.~~ Each [Metering Equipment Manager](#) shall install, commission, test, maintain, rectify faults and provide a sealing service in respect of [Metering Assets](#) (including if applicable associated [Communications Equipment](#)) in accordance with this [REC Schedule](#) and any relevant Codes of Practice.

~~2.14.~~ Each [Metering Equipment Manager](#) shall maintain [Meter Technical Details](#) for installed [Metering Assets](#) and provide such details to the [Registered Supplier and other Market Participants](#), ~~and, in the case on electricity Metering Asset, the Appointed Data Collector~~ in accordance with the processes set out in Parts [C and D](#) of this [REC Schedule](#).

~~2.13.2.15.~~ ~~In the event that the Metering Asset installed for an RMP is not intended to be replaced during the course of a Switch, the~~ [Losing Metering Equipment Manager](#) must be able to send a valid [Market Message](#) containing [Meter Technical Details](#) to ~~another~~ [the Gaining Metering Equipment Manager](#) in accordance with Parts [C and D](#) of this [REC Schedule](#) and the [Data Specification](#).

~~2.16.~~ ~~In the event that the Metering Asset installed for an RMP is not intended to be replaced during the course of a Switch, the~~ [Gaining Metering Equipment Manager](#) must be able to accept and act upon a valid [Market Message](#) containing [Meter Technical Details](#) sent to it by ~~another~~ [the Losing Metering Equipment Manager](#) in accordance with Parts [C and D](#) of this [REC Schedule](#) and the [Data Specification](#). ~~The Gaining Metering Equipment Manager shall investigate where Meter Technical Details are not received within the expected timescales.~~

~~2.14.2.17.~~ Unless the [Consumer](#) is the meter owner, the [Metering Equipment Manager](#) shall provide information ~~as defined in this REC Schedule and the Data Specification~~ to the relevant [Meter Asset Provider](#):

(a) on installation or removal of [Metering Asset](#);

Commented [SJ17]: Removed specific references to DCs to make more generic based on detailed provisions being set out in part D

Commented [SJ18]: Removed reference to the Metering Asset being replaced as MTDs will now be sent in all scenarios as per the MHHS SLAs - addresses consultation comment CD0421

Commented [SJ19]: Moved to group gas and electricity separately - was clause 2.17

Commented [SJ20]: Removed reference to the Metering Asset being replaced as MTDs will now be sent in all scenarios as per the MHHS SLAs - reflects consultation comment CD0421

Commented [SJ21]: New sentence added to reflect MEM requirement BRMS021 and 22

(b) on Appointment as the [Metering Equipment Manager](#), whether as a result of a [Switch](#) or change of [Metering Equipment Manager](#) ~~or change of Measurement Class (electricity only)~~; and

Commented [SJ22]: Moved to group gas and electricity separately - was clause 2.18

(c) on de-appointment as the [Metering Equipment Manager](#).

~~2.18. Metering Equipment Managers shall record Consumer Contact Data and Priority Services Data provided by the Energy Supplier in accordance with this REC Schedule and / or the Transfer of Consumer Data Schedule and delete or obfuscate such data following receipt of data updates or de-appointment.~~

Commented [SJ23]: Design query raised with programme seeking clarification on whether the requirement is to delete and/or obfuscate - DIN 089

Commented [SJ24]: BR MS086 and 088

Electricity Metering Equipment Managers Only

~~2.15-2.19.~~ Each [electricity Metering Equipment Manager](#) shall ensure that the [Import](#) or [Export](#) of electricity at the [Metering Points](#) for which it is [Appointed](#) is accurately recorded by the applicable [Metering Asset](#) and that the time control and load switching devices are calibrated, installed and maintained in compliance with the relevant [BSC Metering Code\(s\) of Practice](#).

~~2.16. For electricity only, the Metering Equipment Manager shall provide information to the Appointed Data Collector:~~

Commented [SJ25]: Removed as the specific provisions are in part D

~~(a) on change of Meter Technical Details or any change of Data Collector, unless the Metering Asset is a Supplier Serviced Metering Asset; and~~

~~(b) on installation, repair, removal, reprogramming, energisation or de-energisation of any Metering Asset for which the Data Collector is responsible.~~

~~2.19-2.20.~~ Except in an emergency, the [electricity Metering Equipment Manager](#) shall give the ~~Appointed Advanced Half Hourly Data Collector~~ [Data Service](#) sufficient notice of the installation, repair, removal, reprogramming, energisation or de-energisation of any meter associated with ~~HHDC-Serviced Advanced Metering Assets~~, to enable the ~~Half Hourly Data Collector Advanced Data Service~~ to recover the data required for settlement using its normal method of data collection. ~~In the case of Supplier Serviced Metering Assets, the Metering Equipment Manager shall give such notice to its associated Energy Supplier.~~

~~2.20. For electricity Supplier Serviced Metering Assets, the MEM shall inform the Registered Supplier of the installation, repair, removal, energisation or de-energisation~~

~~of any Metering Assets.~~

~~2.21. Electricity Metering Equipment Managers shall record and use obtain Industry Standing Data update notifications via the appropriate interface, in accordance with the BSC, and if required take necessary steps to obtain refreshed Industry Standing Data, maintain their records accordingly and reference / utilise Industry Standing Data as appropriateMarket Domain Data received in accordance with the BSC.~~

~~2.21-2.22. Where Meter Technical Details include the population of Data Items J0454 'CT Ratio' and/or J0455 'VT Ratio' then the populated value must conform to the valid set published by the Balancing and Settlement Code. Where a Metering Equipment Manager receives a value that is invalid (missing from the valid set) it shall set the value to 'unknown' and contact the DNO-Distribution Network Operator and BSCCo for resolution.~~

Commented [SJ26]: Moved from 2.32

~~2.23. Only the Appointed electricity Metering Equipment Manager may update the Metering Asset information held by the Supplier Meter Registration Service, except for a 10 Working Day period following de-appointment where the previous Metering Equipment Manager may still submit updates so as to allow for delayed information. After this 10 Working Day period, the previous Metering Equipment Manager shall liaise with the Appointed Metering Equipment Manager directly if updates are required. Where a Metering Asset change occurs in the Appointment of one Metering Equipment Manager, but the Metering Asset update is not notified to the Supplier Meter Registration Service until a different Metering Equipment Manager is Appointed, the Supplier Meter Registration Service will provide updates to both sets of Supplier Agents / Electricity Suppliers.~~

Commented [SJ27]: Clause to reflect comment box in BP009.

~~2.24. Electricity Metering Equipment Managers shall obtain updates to the following data items via the appropriate interface, in accordance with the BSC and maintain their records as appropriate:~~

Commented [SJ28]: Assumption that the process and interface references will be in the BSC SMRS drafting

~~(a) Metering Point Location Address;~~

~~(b) GSP Group Id;~~

~~(c) Domestic Premises Indicator;~~

~~(d) Related Metering Point association;~~

(e) Energy Direction;

(f) Metered Status;

(g) SMSO Id;

(h) Import / Export Link;

(i) Profile Class;

(j) Standard Settlement Configuration; and

(k) Connection Type

Complex Sites

2-22-2.25. When electricity Metering Equipment Manager sends Meter Technical Details and identifies a Complex Site, shall also provide all required information for the ~~Half~~ Hourly Data Collector Advanced Data Service and / or Smart Data Service to correctly collect data from the Metering Asset via the Complex Site Supplementary Information Form to each recipient of the Meter Technical Details.

2-23-2.26. Where there is a change of status to one or all feeders, the Metering Equipment Manager shall send an updated Complex Site Supplementary Information Form to each recipient of the Meter Technical Details.

2-24-2.27. In all cases, when sending a Complex Site Supplementary Information Form, the Metering Equipment Manager shall also include a Single Line Diagram. This can be included as part of the Complex Site Supplementary Information Form or included as a separate document.

2-25-2.28. The Code Manager shall publish a copy of the Complex Site Supplementary Information Form on the REC Portal.

Commented [SJ29]: New text introduced in the Nov 22 REC release – moved to this electricity specific section and references to Data Collector amended

Commented [SJ30]: Added reference to Smart Data Service to address consultation comment CD0915

Gas Annual Portfolio Reconciliation

~~2-26-2.29.~~ For gas only, the Gas [Metering Equipment Managers](#) shall participate in an annual portfolio reconciliation exercise. Gas [Metering Equipment Managers](#) shall provide the Annual Reconciliation [Data Items](#) (as defined in the [Data Specification](#)), for each [Supply Meter Point](#) for which a meter is installed, to the [CDSP](#) within 15 [Working Days](#) following the agreed extract date of 1 April each year.

~~2-27-2.30.~~ The gas [Metering Equipment Manager](#) shall take a snapshot of the relevant [Data Items](#) on the extract date and provide this data to the [CDSP](#) in a format and via the means set out in the [Data Specification](#). The [CDSP](#) will carry out a reconciliation of [Metering Equipment Manager](#) data against data in the [Central Gas Register](#) and report to the [Code Manager](#) and the relevant [Gas Suppliers](#) and [Metering Equipment Managers](#)¹ in accordance with the [Service Definition](#) for [CDSP Further Services](#).

¹ Using contact details provided by the [Code Manager](#).

~~2-28-2.31.~~ Where the gas [Metering Equipment Manager](#) is informed of any inconsistencies identified through the annual portfolio reconciliation exercise, it shall review the issue and support resolution of the inconsistency within any timescales specified by the [REC Performance Assurance Board](#).

General Requirements

~~2-29-2.32.~~ In the event [Energy Suppliers](#), [Metering Equipment Managers](#), [Shippers](#), [Meter Asset Providers](#), ~~[Electricity Retail Data Agents](#)~~ [Distribution Network Operators](#) or the [CDSP](#) validate data provided in accordance with this [REC Schedule](#), they shall identify exceptions using the response codes defined within the [Data Specification](#).

~~2-30-2.33.~~ [Energy Suppliers](#), [Metering Equipment Managers](#), [Shippers](#), [Meter Asset Providers](#), ~~[Electricity Retail Data Agents](#)~~ [Distribution Network Operators](#) and the [CDSP](#) shall monitor flow rejections received in accordance with Paragraph 2.~~32~~~~6~~, and either resend the information in valid [Market Messages](#), or otherwise resolve the exception.

~~2-31-2.34.~~ Where the [Gas Transporter](#), [Distribution Network Operator](#), [Metering](#)

[Equipment Manager](#) or [Energy Supplier](#) is the Data Master for a [Data Item](#), it is responsible for ensuring it holds valid² and accurate³ information in relation to that [Data Item](#). To the extent it becomes aware that information in relation to that [Data Item](#) is invalid or inaccurate, it shall send valid and accurate information to other parties, as specified in this REC Schedule, as soon as reasonably practicable using the relevant update flows. Valid information as referred to in this Paragraph 2 is that information which complies with the Data Specification. Accurate information as referred to in this Paragraph 2 is information that reflects the reality of the situation. Inaccurate information is information that does not reflect the reality of the situation.

Commented [SJ31]: Tidy up to remove footnotes and incorporate in body of text

²~~Valid information as referred to in this Paragraph 2 is that information which complies with the [Data Specification](#).~~

³~~Accurate information as referred to in this Paragraph 2 is information that reflects the reality of the situation and is inaccurate information if it does not reflect the reality of the situation.~~

~~2.34-2.35.~~ Where the [Gas Transporter](#), [Distribution Network Operator](#), [Metering Equipment Manager](#) or [Energy Supplier](#) is made aware of valid changes to information relating to [Data Items](#) for which it is not the [Data Master](#), it shall update its records accordingly and send this updated information to other parties, as specified in this REC Schedule, as soon as reasonably practicable using the relevant update flows.

~~2.35-2.36.~~ In the event the [Gas Transporter](#), [Distribution Network Operator](#), [Metering Equipment Manager](#) or [Energy Supplier](#) has reasonable grounds for assuming the information referred to in Paragraph [2.2935](#) to be inaccurate, it shall notify the [Data Master](#) of this.

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~~2.36-2.37.~~ On change of [Metering Equipment Manager](#), the outgoing [Metering Equipment Manager](#) shall cooperate with the incoming [Metering Equipment Manager](#), and any subsequent incoming [Metering Equipment Manager](#), to correct any errors relating to data associated with the outgoing [Metering Equipment Manager](#)'s period of Appointment. In all cases the incoming [Metering Equipment Manager](#) will retain an auditable record of any changes to the data for a period of 12 months.

PART B –[Metering Equipment Managers](#)

3 [Becoming a Metering Equipment Manager](#)

3.1. Organisations wishing to become a [Metering Equipment Manager](#) shall accede to this [Code](#) and become [Qualified](#) in accordance with the provisions in this Part B and the

[Qualification and Maintenance Schedule.](#)

- 3.2. A [Metering Equipment Manager](#) may be [Qualified](#) to participate in both the gas and electricity markets, or just a single fuel market. ~~An electricity Metering Equipment Manager may be Qualified to participate in both the Advanced Market Segment and Smart Market Segments, or just a single Market Segment.~~
- 3.3. A [Metering Equipment Manager](#) must also be accredited as having necessary competencies to fulfil the requirements of the one or more [Metering Codes of Practice](#) in accordance with the [Metering Accreditation Schedule](#).
- 3.4. Once an organisation has become a [Metering Equipment Manager](#), all rights and obligations set out in this [REC Schedule](#) shall apply until such time as the organisation ceases to be a [Party](#) in accordance with the [Market Exit and Supplier of Last Resort Schedule](#).

Commented [SJ32]: Added sentence to address consultation comment CD0401

~~4 Not Used~~

~~45 Not Used~~

Part C – Operational Processes Gas

~~56~~ [Metering Asset](#) Installation

~~5-1-6.1.~~ This process covers [Metering Assets](#) (including new [Metering Assets](#)) being installed for:

- a) an existing supply where the [Metering Asset](#) had been removed some time previously; or
- b) a supply which has never had a [Metering Asset](#) before, which may be on the day the supply was commissioned or sometime after.

~~5-2-6.2.~~ Disconnection and connection of [Metering Assets](#) as part of the same job, is classed as a [Metering Asset](#) exchange and is not covered by this process.

~~5-3-6.3.~~ Although a [Metering Asset](#) could be at a premises before the supply, it cannot



be connected to the supply until the supply is laid. Therefore, installation of a [Metering Asset](#) will always require a supply to exist.

Gas MEM

5.5.6.4. Where a gas [Metering Asset](#) is installed, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
6.4.1	If required.	Request Metering Asset installation.	Consumer	Gas Supplier ⁴	Unlikely to be electronic	Not defined
6.4.2	Following 6.4.1.	Request Metering Asset installation.	Gas Supplier	MEM	ORJOB	Email, IX, DTN
6.4.3	Within 2WDs of 6.4.2.	Respond to Metering Asset installation request.	MEM	Gas Supplier	RRJOB	Email, IX, DTN
6.4.4	Following 6.4.2.	Request Metering Asset installation.	MEM	Meter Worker	Information contained within ORJOB	Not defined
6.4.5	48hrs prior to Metering Asset installation ⁵ .	Pre-notification of Metering Asset installation.	MEM	Gas Supplier	ONJOB ⁶	Email, IX, DTN
6.4.6	Within 2WDs of 6.4.5.	Respond to pre-notification of Metering Asset Installation.	Gas Supplier	MEM	RNJOB	Email, IX, DTN
6.4.7	At the time and date specified within the request in 6.4.4.	Carry out Metering Asset installation ⁷ .	Meter Worker		Internal Process	N/A
6.4.8	Following Metering Asset installation.	Notification of Metering Asset installation and MAP identity.	Meter Worker	MEM	Information contained within ONJOB	Not defined
6.4.9	Within 48hrs of the Metering Asset installation ⁸ .	Notification of Metering Asset installation and MAP identity.	MEM	Gas Supplier ⁹	ONJOB ¹⁰	Email, IX, DTN
6.4.10	Within 48hrs of the Asset installation.	Notification of Metering Asset installation and MAP identity.	MEM	CDSP	ONJOB	Secure File Transfer Protocol
6.4.11	Within 2WDs of 6.4.9.	Respond to notification of Metering Asset installation and MAP identity.	Gas Supplier	MEM	RNJOB	Email, IX, DTN
6.4.12	Within 2WDs of 6.4.7.	Notification of Metering Asset	MEM	MAP	ONUPD	Email, IX,

		installation.				DTN
6.4.13	Within 2WDs of 6.4.10.	Respond to notification of Metering Asset installation and MAP identity.	CDSP	MEM	RNJOB ¹¹	Secure File Transfer Protocol
6.4.14	Within 2WDs of 6.4.12.	Respond to Metering Asset installation notification.	MAP	MEM	RNUPD	Email, IX, DTN
6.4.15	Following 6.4.9 ¹² .	Notification of Metering Asset installation and MAP identity ¹³ .	Gas Supplier	Shipper	ONJOB	Not defined
6.4.16	Within 2WDs of 6.4.15.	Respond to notification of Metering Asset installation an MAP identity.	Shipper	Gas Supplier	RNJOB	Not defined
6.4.17	Following 6.4.15 and within 6WDs of the Metering Asset installation.	Notification of Metering Asset installation and MAP identity.	Shipper	CDSP	Defined in the UK Link Manual	IX
6.4.18	Within 2WDs of 6.4.17.	Respond to notification of Metering Asset installation and MAP identity.	CDSP	Shipper	Defined in the UK Link Manual	IX

⁴ Where the [Consumer](#) has a direct commercial relationship with the [Metering Equipment Manager](#), the [Consumer](#) may send a request directly to the [Metering Equipment Manager](#). In this scenario the [Metering Equipment Manager](#) shall confirm that a [Gas Supplier](#) has been Registered before commissioning the meter installation in accordance with the gas [MCoP](#).

⁵ The requirement to send a pre-notification is contained within the Connection and Disconnection Regulations.

⁶ The [ONJOB](#) and [RNJOB Market Messages](#) may also be used to notify the relevant participants of a cancelled job.

⁷ Where a collar status was expected to be intact and the [Metering Equipment Manager](#) finds it is broken they are responsible for any relevant 'Potential Tampering' process. Where the [Metering Equipment Manager](#) notifies the [Gas Supplier](#) that it has changed the collar status, the [Gas Supplier](#) is responsible for any relevant investigation.

⁸ Commercial arrangements will dictate variances from the job request which are notified e.g. some [Gas Suppliers](#) may only wish to know when a job is completed, others may wish to be notified of all cancellations and changes to appointments.

⁹ Where the [Consumer](#) requested the job directly, the [Consumer](#) will be notified directly.

¹⁰ Changes to [Metering Asset](#) ownership, names, addresses and access instructions which are determined on site are considered to be generic data inconsistency exceptions and will be passed on separate [ONUPD](#) records. Where updates are identified by [MEMs](#) to [Meter Technical Details](#) or [MAP Identity](#), then these shall be passed to the [CDSP](#) by the [MEM](#).

¹¹ The requirements referenced at 6.4.10 and subsequently at 6.4.13 will take effect 8 November 2021 or such later date as may be notified by the [CDSP](#) for the release of XRN4780C: Inclusion of Meter Asset Provider Identity (MAP Id) in the UK Link system (CSS Consequential Change).

¹² This will be a reduced set of rejections to normal [RNJOB](#) due to reduced datasets that [CDSP](#) are extracting from the original message.

¹³ The notification from [Gas Supplier](#) to [Shipper](#) must be provided to enable the [Shipper](#) notification to the [CDSP](#) within 6WDs of the [Metering Asset](#) installation.

¹⁴ The notification to the [Shipper](#) and [CDSP](#) is only required for complete jobs. Where the [Gas Supplier](#) receives pre-notifications or notifications in relation to changes to the job then these shall not be passed to the [Shipper](#) and [CDSP](#).

67 Metering Asset Removal

6.1.7.1. This process covers the removal of [Metering Assets](#), including meters. For gas [Metering Assets](#), work carried out by the [Gas Transporter](#), rather than a meter worker is outside scope, thus the removal of a service pipe is not considered in this process.

6.2.7.2. A meter which is being disconnected and connected as part of the same job is classed as a [Metering Asset](#) exchange and is not covered by this process.

6.3.7.3. If the [Metering Asset](#) cannot be removed at the appointed time, the [Metering Equipment Manager](#) / [Distribution Network Operator](#) shall liaise with the ~~Energy Supplier~~ [Gas Supplier](#) to agree a way forward.

~~6.4. The removal of electricity [Metering Asset](#) includes the removal of all meters assigned to that [Metering Asset](#). Where only some of the meters are to be removed, a reconfiguration process shall be followed in accordance with Paragraph 8.~~

6.5.7.4. Where a [Metering Asset](#) is removed the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
7.5.1	If required.	Request Metering Asset removal.	Consumer	Gas Supplier ²⁹	Unlikely to be electronic	Not defined
7.5.2	Following 7.5.1.	Request Metering Asset removal.	Gas Supplier	MEM	ORJOB	Email, IX, DTN
7.5.3	Within 2WDs of 7.5.2.	Respond to Metering Asset removal request.	MEM	Gas Supplier	RRJOB	Email, IX, DTN

7.5.4	Following 7.5.2.	Request Metering Asset removal.	MEM	Meter Worker	Information contained within ORJOB	Not defined
7.5.5	48hrs prior to Metering Asset removal ⁵ .	Pre-notification of Metering Asset removal.	MEM	Gas Supplier ³⁰	ONJOB ⁶	Email, IX, DTN
7.5.6	Within 2WDs of 7.5.5.	Respond to pre-notification of Metering Asset removal.	Gas Supplier	MEM	RNJOB	Email, IX, DTN
7.5.7	At the time and date specified within the request in 7.5.4.	Carry out Metering Asset removal.	Meter Worker		Internal Process	N/A
7.5.8	Following Metering Asset removal.	Notification of Metering Asset removal.	Meter Worker	MEM	Information contained within ONJOB	Not defined
7.5.9	Within 48hrs of the Metering Asset removal ⁸ .	Notification of Metering Asset removal.	MEM	Gas Supplier ^{9 31}	ONJOB ¹⁰	Email, IX, DTN
7.5.10	Within 48hrs of the Metering Asset removal.	Notification of Metering Asset removal.	MEM	CDSP	ONJOB	Secure File Transfer Protocol
7.5.11	Within 2WDs of 7.5.9.	Respond to notification of Metering Asset removal.	Gas Supplier	MEM	RNJOB	Email, IX, DTN
7.5.12	Within 2WDs of 7.5.7.	Notification of Metering Asset removal.	MEM	MAP	ONUPD ³¹	Email, IX, DTN
7.5.13	Within 2WDs of 7.5.10	Respond to notification of Metering Asset removal.	CDSP	MEM	RNJOB ¹²	Secure File Transfer Protocol
7.5.14	Within 2WDs 7.5.11.	Respond to Metering Asset removal notification.	MAP	MEM	RNUPD	Email, IX, DTN
7.5.15	Following 7.5.9 ³³ .	Notification of Metering Asset removal ¹⁴ .	Gas Supplier	Shipper	ONJOB	Not defined

7.5.16	Within 2WDs of 7.5.15.	Respond to notification of Metering Asset removal.	Shipper	Gas Supplier	RNJOB	Not defined
7.5.17	Following 7.5.15 and within 6WDs of the Metering Asset removal.	Notification of Metering Asset removal.	Shipper	CDSP	Defined in the UK Link Manual	IX
7.5.18	Within 2WDs of 7.5.17.	Respond to notification of Metering Asset removal.	CDSP	Shipper	Defined in the UK Link Manual	IX

²⁹ Where the [Consumer](#) has a direct commercial relationship with the [Metering Equipment Manager](#), the [Consumer](#) may send a request directly to the [Metering Equipment Manager](#).

³⁰ Where the [Gas Supplier](#) cannot be identified then the [Metering Equipment Manager](#) will send this pre-notification to the [CDSP](#).

³¹ Where the [Gas Supplier](#) cannot be identified then the [Metering Equipment Manager](#) will send this notification to the [CDSP](#).

³² This shall include the address where the meter is available for collection. Meter returns procedures are detailed within the gas Metering CoP.

³³ The notification from [Gas Supplier](#) to [Shipper](#) must be provided to enable the [Gaining Shipper](#) notification to the [CDSP](#) within 6WDs of the [Metering Asset](#) removal.

7.8 [Metering Asset Exchange / Reposition / Reconfigure](#)

7.1-8.1. This process covers scenarios where the same [Metering Equipment Manager](#) installs and removes the [Metering Asset](#) and there is no associated change of [Metering Equipment Manager](#). [Metering Asset](#) exchange due to a change of [Metering Equipment Manager](#) is covered elsewhere.

7.2-8.2. The process to reposition a gas [Metering Asset](#) should be interpreted to be a disconnection and subsequent

reconnection of [Metering Asset](#), triggering a flow of information under the [Connection and Disconnection Regulations](#). Where the details of the installation are already known (i.e. it's the same meter going back in) it is sufficient to send only the information which is not already known or has changed as a result of the repositioning.

~~7.3. Prior to the replacement of an electricity [Metering Asset](#), a de-energisation shall be carried out in accordance with Paragraph 15.~~

~~7.4.8.3.~~ If the [Metering Asset](#) cannot be exchanged, ~~reconfigured~~ or replaced at the appointed time, the [Metering Equipment Manager](#) shall liaise with the ~~Energy Supplier~~ [Gas Supplier](#) to agree the way forward.

~~7.5.8.4.~~ Where a [Metering Asset](#) is exchanged or repositioned the process below will be followed:

Ref	When	Action	From	To	Interface	Means
8.5.1	If required.	Request Metering Asset exchange.	Consumer	Gas Supplier ²⁹	Unlikely to be electronic	Not defined
8.5.2	Following 8.5.1.	Request Metering Asset exchange.	Gas Supplier	MEM	ORJOB	Email, IX, DTN
8.5.3	Within 2WDs of 8.5.2.	Respond to Metering Asset exchange request.	MEM	Gas Supplier	RRJOB	Email, IX, DTN
8.5.4	Following 8.5.2.	Request Metering Asset exchange.	MEM	Meter Worker	Information contained within ORJOB	Not defined
8.5.5	48hrs prior to Metering Asset exchange. ⁵	Pre-notification of Metering Asset exchange.	MEM	Gas Supplier	ONJOB ⁶	Email, IX, DTN
8.5.6	Within 2WDs of 8.5.5.	Respond to pre-notification of	Gas	MEM	RNJOB	Email, IX,

		Metering Asset exchange.	Supplier			DTN
8.5.7	At the time and date specified within the request in 8.5.4.	Carry out Metering Asset exchange.	Meter Worker		Internal Process	N/A
8.5.8	Following Metering Asset exchange.	Notification of Metering Asset exchange.	Meter Worker	MEM	Information contained within ONJOB	Not defined
8.5.9	Within 48hrs of the Metering Asset exchange. ⁸	Notification of Metering Asset exchange and MAP identity for installed Metering Asset . ³⁶	MEM	Gas Supplier ⁹	ONJOB ¹⁰	Email, IX, DTN
8.5.10	Within 48hrs of the Metering Asset exchange.	Notification of Metering Asset exchange and MAP identity for installed Metering Asset .	MEM	CDSP	ONJOB	Secure File Transfer Protocol
8.5.11	Within 2WDs of 8.5.9.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset .	Gas Supplier	MEM	RNJOB ¹²	Email, IX, DTN
8.5.12	Within 2WDs of 8.5.10.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset .	CDSP	MEM	RNJOB	Secure File Transfer Protocol
8.5.13	Within 2WDs of 8.5.7.	Notification of Metering Asset removal.	MEM	Old MAP	ONUPD ³⁷	Email, IX, DTN
8.5.14	Within 2WDs of 8.5.13.	Respond to Metering Asset removal notification.	-Old MAP	MEM	RNUPD	Email, IX, DTN
8.5.15	Within 2WDs of 8.5.7.	Notification of Metering Asset installation.	MEM	New MAP	ONUPD	Email, IX, DTN
8.5.16	Within 2WDs of 8.5.15.	Respond to Metering Asset installation notification.	-New MAP	MEM	RNUPD	Email, IX, DTN
8.5.17	Following 8.5.9 ³⁸ .	Notification of Metering Asset	Gas	Shipper	ONJOB	Not defined

		exchange and MAP identity for installed Metering Asset . ¹⁴	Supplier			
8.5.18	Within 2WDs of 8.5.17.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset .	Shipper	Gas Supplier	RNJOB	Not defined
8.5.19	Following 8.5.17 and within 6WDs of the Metering Asset exchange.	Notification of Metering Asset exchange and MAP identity for installed Metering Asset .	Shipper	CDSP	Defined in the UK Link Manual	IX
8.5.20	Within 2WDs of 8.5.19.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset .	CDSP	Shipper	Defined in the UK Link Manual	IX

³⁶ Where, as part of the removal of [Metering Assets](#) at the metering installation, a meter has been disconnected and then re-connected, the [Gas Supplier](#) must be notified of whether the meter worker was an Approved Meter Installer.

³⁷ Where the [Metering Asset](#) has been removed and not re installed then this should include the address where the meter is available for collection. Meter returns procedures are detailed within the [MCoP](#).

³⁸ The notification from [Gas Supplier](#) to [Shipper](#) must be provided to enable the [Gaining Shipper](#) notification to the [CDSP](#) within [6WDs](#) of the [Metering Asset](#) exchange.

89 [Switch](#) with Concurrent Change of [MEM](#)

[8.1.9.1.](#) This process covers a change in [Metering Equipment Manager](#) which occurs at the same time as a [Switch](#).

[8.2.9.2.](#) The [Switch](#) process is set out in the [Registration Services Schedule](#). Some (but not necessarily all) of the switching

processes have been included in the interface tables to highlight the interactions between the [Switch](#) process, the Appointment of [Metering Equipment Managers](#) and the provision of meter details.

~~8.3.9.3.~~ Prior to the [Consumer](#) deciding to contract with a new [Gas Supplier](#), the [Consumer](#) may request a bespoke quotation which requires the [Gas Supplier](#) to determine transportation, metering and supply costs. The process followed by the [CDSP](#) for the provision of transportation details for this purpose is defined in the [UNC](#), and therefore not repeated here. It is assumed that the [Gas Supplier](#) has agreement on transportation and metering costs before the process in Paragraph 9.4 is initiated.

~~8.4.9.4.~~ Wherever possible, ~~Energy Supplier~~[Gas Supplier](#)s shall seek to avoid installation or exchange of a new meter at an [RMP](#) if it has been agreed between the [Losing Supplier](#) and [Gaining Supplier](#) that the [Switch](#) that took place was erroneous.

~~8.5.9.5.~~ Where a [Switch](#) is initiated, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
9.5.1	At any time.	Request new Gas Supplier .	Consumer	Gaining Supplier	Not defined	Other
9.5.2	Following 9.5.1.	Submit Switch Request .	Gaining Supplier	CSS Provider	As defined in the Registration Services Schedule	CSS API
9.5.3	Following Switch Request validation	Accept Switch Request . Where the Switch Request is rejected, the process will be terminated and a new	CSS Provider	Gaining Supplier	As defined in the Registration Services	CSS API

		Switch Request will be required.		Losing Supplier CDSP via the GRDA Other recipients as defined in the Registration Services Schedule	Schedule	
9.5.4	Following validated Switch Request notification	Provide details of existing MEM and Gas Act Owner . This notification will include other data, as defined in the UK Link Manual.	CDSP	Gaining Shipper	Defined in the UK Link Manual	IX
9.5.5	Following 9.5.4.	Receive and pass on details of existing MEM and Gas Act Owner .	Gaining Shipper	Gaining Supplier	Not defined	Other
9.5.6	Following 9.5.3, where the Switch Request has not been Withdrawn or rejected as a consequence of Objection .	Issue notification of Switch Request being Confirmed .	CSS Provider	Gaining Supplier Losing Shipper CDSP via the GRDA Other recipients as defined in the Registration Services Schedule	As defined in the Registration Services Schedule	CSS API

				Schedule		
9.5.7	Following 9.5.6, where the Switch Request has not been Withdrawn , Annulled or rejected as a consequence of Objection .	Issue notification of Switch Request being Secured	CSS Provider	Gaining Supplier Losing Supplier CDSP via the GRDA Other recipients as defined in the Registration Services Schedule	As defined in the Registration Services Schedule	CSS API
9.5.8	Following receipt of Secured Switch Request notification.	Notify details of existing MEM , Gas Act Owner and Meter Reading Access Instructions. This notification will include other data, as defined in the UK Link Manual.	CDSP	Gaining Shipper	Defined in the UK Link Manual	IX
9.5.9	Following 9.5.8.	Receive and pass on details of existing MEM , Gas Act Owner and Meter Reading Access Instructions. Where the Losing Supplier is the Gas Act Owner , the Gaining Supplier takes on the Gas Act Ownership of the meter and is responsible for appointing the MEM . Where the Consumer is the Gas Act Owner , the	Gaining Shipper	Gaining Supplier ⁴⁵	Not defined	Not defined

		Consumer continues to be the Gas Act Owner regardless of the Switch and remains responsible for the appointment of the MEM .				
9.5.10	At any time following 9.5.3 ⁴⁶ .	Request agent de-appointment.	Losing Supplier	Losing MEM	ONAGE including details of Gaining Supplier	Email, IX, DTN
9.5.11	Within 2WDs of 9.5.10.	Accept agent de-appointment.	Losing MEM	Losing Supplier	RNAGE	Email, IX, DTN
9.5.12	At any time, following 9.5.5 ⁴⁷ .	Request agent appointment.	Gaining Supplier	Gaining MEM	ONAGE including Gaining MEM details	Email, IX, DTN
9.5.13 ⁴⁸	Within 2WDs of 9.5.12.	Accept agent appointment.	Gaining MEM	Gaining Supplier	RNAGE ⁴⁹	Email, IX, DTN
9.5.14	Following 9.5.12.	Request transfer of information.	Gaining MEM	Losing MEM	ORDET	Email, IX, DTN
9.5.15	Within 2WDs of 9.5.14.	Respond to transfer of information request.	Losing MEM	Gaining MEM	RRDET	Email, IX, DTN
9.5.16	Within 2WDs 9.5.14.	Provide Metering Asset information.	Losing MEM	Gaining MEM	ONDET	Email, IX, DTN
9.5.17	Within 2WDs of 9.5.16.	Respond to Metering Asset information.	Gaining MEM	Losing MEM	RNDET	Email, IX, DTN
9.5.18	After step 9.5.16, where required by commercial	Send supplementary information.	Losing MEM	Gaining MEM	As defined in the MCoP	Not defined

	agreement.					
9.5.19	Within 2WDs of 9.5.10.	Notification of MEM de-appointment.	Losing MEM	MAP	ONUPD	Email, IX, DTN
9.5.20	Within 2WDs of 9.5.19.	Respond to MEM de-appointment notification.	MAP	Losing MEM	RNUPD	Email, IX, DTN
9.5.21	Within 2WDs of 9.5.16.	Notification of MEM appointment.	Gaining MEM	MAP ⁵⁰	ONUPD	Email, IX, DTN
9.5.22	Within 2WDs 9.5.21.	Respond to MEM appointment notification.	MAP	Gaining MEM	RNUPD	Email, IX, DTN
9.5.23	Following 9.5.16.	Notification of successful transfer of Metering Asset .	Gaining MEM	Gaining Supplier	ONUPD	Email, IX, DTN
9.5.24	Within 2WDs of 9.5.23.	Respond to notification of successful transfer of Metering Asset .	Gaining Supplier	Gaining MEM	RNUPD	Email, IX, DTN
9.5.25	Following 9.5.23 ⁵¹ .	Notification of MEM details.	Gaining Supplier	Gaining Shipper	ONUPD	Not defined
9.5.26	Within 2WDs of 9.5.25.	Respond to notification of MEM details.	Gaining Shipper	Gaining Supplier	RNUPD	Not defined
9.5.27	Following 9.5.25.	Notification of MEM details.	Gaining Shipper	CDSP	Defined in the UK Link Manual	IX
9.5.28	Within 2WDs of 9.5.27.	Respond to notification of MEM details.	CDSP	Gaining Shipper	Defined in the UK Link Manual	IX

⁴⁵ The [Gaining Supplier](#) could initiate provisional Appointment of the [Metering Equipment Manager](#).

⁴⁶ In the event that the [Switch](#) does not take place, a further [ONAGE](#) will be sent to cancel the [MEM](#) de-appointment, even if the original de-appointment request has not become effective.

⁴⁷ In the event that the [Switch](#) does not take place, a further [ONAGE](#) will be sent to cancel the [MEM](#) Appointment, even if the original Appointment request has not become effective.

⁴⁸ Where commercial arrangements are not in place to enable transfer to the Gaining [MEM](#) without a meter exchange, the 'Change of [MEM](#) with Asset Exchange' process shall be followed as set out in section 9 below.

⁴⁹ It is possible the Gaining [MEM](#) will not accept the Appointment until after details have been transferred, in which case an [ONUPD](#) will be sent negating the need for [RNAGE](#).

⁵⁰ Where [Meter Asset Providers](#) do not have a contract in place with a Gaining [Metering Equipment Manager](#) it will first be necessary for the [Meter Asset Provider](#) and [Metering Equipment Manager](#) to agree terms for use of the [Metering Asset](#).

⁵¹ The notification from [Gaining Supplier](#) to [Gaining Shipper](#) must be provided to enable the [Gaining Shipper](#) notification to the [CDSP](#) within 2 [WDs](#) of the [MEM](#) Effective Date.

9.10 [Switch](#) with No Concurrent Change of [MEM](#)

9.1-10.1. This process covers the transfer of metering details where a [Switch](#) occurs, and the [Gaining Supplier](#) Appoints the existing [MEM](#).

9.2-10.2. The [Switch](#) process is set out in the [Registration Services Schedule](#). Some (but not necessarily all) of these processes have been included in the interface tables to highlight the interactions between the [Switch](#) process and the Appointment of [MEMs](#).

9.3-10.3. Prior to the [Consumer](#) deciding to contract with a new [Gas Supplier](#), the [Consumer](#) may request a bespoke quotation

which requires the [Gas Supplier](#) to determine transportation, metering and supply costs. The process followed by the [CDSP](#) for the provision of transportation details for this purpose is defined in the [UNC](#), and therefore not repeated here. It is assumed that the [Gas Supplier](#) has agreement on transportation and metering costs before the process in Paragraph 10.5 is initiated.

~~9.4.10.4.~~ Wherever possible, ~~Energy Supplier~~[Gas Supplier](#)s shall seek to avoid installation or exchange of a new meter at an [RMP](#) if it has been agreed between the [Losing Supplier](#) and [Gaining Supplier](#) that the [Switch](#) that took place was erroneous.

~~9.5.10.5.~~ Where a ~~Consumer~~[Switch](#) is initiated the process below will be followed:

Ref	When	Action	From	To	Interface	Means
10.5.1	At any time.	Request new Gas Supplier .	Consumer	Gaining Supplier	Not defined	Other
10.5.2	Following 10.5.1.	Submit Switch Request .	Gaining Supplier	CSS Provider	As defined in the Registration Services Schedule	CSS API
10.5.3	Following Switch Request validation.	Accept Switch Request . Where the Switch Request is rejected, the process will be terminated and a new Switch Request will be required.	CSS Provider	Gaining Supplier Losing Supplier	As defined in the Registration Services Schedule	CSS API
10.5.4	Following validated Switch Request notification.	Provide details of existing MEM and Gas Act Owner . This notification will include other data, as defined in the UK Link Manual.	CDSP	Gaining Shipper	Defined in the UK Link Manual	IX
10.5.5	Following 10.5.4.	Receive and pass on details of the existing MEM and Gas Act Owner .	Gaining Shipper	Gaining Supplier	Not defined	Not defined
10.5.6	Following 10.5.3, where the Switch Request has not been Withdrawn or rejected as a consequence of an	Issue notification of a Switch Request being Confirmed .	CSS Provider	Gaining Supplier Losing Supplier	As defined in the Registration Services Schedule	CSS API

	Objection.			CDSP via the GRDA. Other recipients as defined in the Registration Services Schedule		
10.5.7	Following 10.5.6, where the Switch Request has not been Withdrawn , Annulled or rejected as a consequence of an Objection.	Issue notification of a Switch Request being Secured.	CSS Provider	Gaining Supplier Losing Supplier CDSP via the GRDA. Other recipients as defined in the Registration Services Schedule	As defined in the Registration Services Schedule	CSS API
10.5.8	Following receipt of Secured Switch notification.	Notification of MEM , Gas Act Owner and Meter Reading Access Instructions. This notification will include other data, as defined in the UK Link Manual	CDSP	Gaining Shipper	Defined in the UK Link Manual	IX
10.5.9	Following 10.5.8.	Receive and pass on details of existing MEM , Gas Act Owner and Meter Reading Access	Gaining Shipper	Gaining Supplier	Not defined	Not defined

		<p>Instructions.</p> <p>Where the Losing Supplier is the Gas Act Owner, the Gaining Supplier takes on the Gas Act Ownership of the meter and is responsible for appointing the MEM. Where the Consumer is the Gas Act Owner, the Consumer continues to be the Gas Act Owner regardless of the Consumer Switch and remains responsible for the appointment of the MEM.</p>				
10.5.10	At any time, following 10.5.3 ⁶³ .	Request agent de-appointment.	Losing Supplier	MEM	ONAGE including details of Gaining Supplier	Email, IX, DTN
10.5.11	Within 2WDs of 10.5.10.	Accept agent de-appointment.	MEM	Losing Supplier	RNAGE	Email, IX, DTN
10.5.12	At any time, following 10.5.5 ⁶⁴ .	Request agent appointment.	Gaining Supplier	MEM	ONAGE including Gaining MEM details	Email, IX, DTN
10.5.13	Within 2WDs of 10.5.12.	Accept agent appointment.	MEM	Gaining Supplier	RNAGE	Email, IX, DTN
10.5.14	Within 2WDs of 10.5.10 ⁶⁵ .	Notification of MEM de-appointment.	MEM	MAP	ONUPD	Email, IX, DTN
10.5.15	Within 2WDs of 10.5.14.	Respond to MEM de-appointment notification.	MAP	MEM	RNUPD	Email, IX, DTN
10.5.16	Within 2WDs of	Notification of MEM appointment.	MEM	MAP	ONUPD	Email,

	10.5.12.					IX, DTN
10.5.17	Within 2WDs 10.5.16.	Respond to MEM appointment notification.	MAP	MEM	RNUPD	Email, IX, DTN
10.5.18	Following 10.5.13.	Notification of metering details.	MEM	Gaining Supplier	ONUPD	Email, IX, DTN
10.5.19	Within 2WDs of 10.5.18.	Respond to notification of metering details.	Gaining Supplier	MEM	RNUPD	Email, IX, DTN
10.5.20	Following 10.5.19 ⁶⁶ .	Notification of MEM details.	Gaining Supplier	Gaining Shipper	ONUPD	Not defined
10.5.21	Within 2WDs of 10.5.20.	Respond to notification of MEM details.	Gaining Shipper	Gaining Supplier	RNUPD	Not defined
10.5.22	Following 10.5.20 and within 2WDs of the MEM Effective Date.	Notification of MEM details.	Gaining Shipper	CDSP	Defined in the UK Link Manual	IX
10.5.23	Within 2WDs of 10.5.22.	Respond to notification of MEM details.	CDSP	Gaining Shipper	Defined in the UK Link Manual	IX

⁶³In the event that the [Switch](#) does not take place, a further [ONAGE](#) will be sent to cancel the [MEM](#) de-appointment, even if the original de-appointment request has not become effective.

⁶⁴In the event that the [Switch](#) does not take place, a further [ONAGE](#) will be sent to cancel the [MEM](#) Appointment, even if the original Appointment request has not become effective.

⁶⁵The [Metering Equipment Manager](#) will send two [ONUPDs](#) to the [Meter Asset Provider](#). The notification of de-appointment will include the [Losing Supplier](#) details and the notification of Appointment will include the [Gaining Supplier](#) details.

⁶⁶ The notification from [Gaining Supplier](#) to [Gaining Shipper](#) must be provided to enable the [Gaining Shipper](#) notification to the [CDSP](#) within 2 [WDs](#) of the [MEM](#) Effective Date.

4011 Change of [Metering Equipment Manager](#) with Transfer of [Metering Asset](#)

~~40.4.11.1.~~ This process covers the scenario where [Metering Assets](#) are transferred from the Losing [Metering Equipment Manager](#) to the Gaining [Metering Equipment Manager](#) as part of the change of [Metering Equipment Manager](#) process.

~~40.2.11.2.~~ As the process depicted is completed on an [RMP](#) by [RMP](#) basis, this process is fit for a low-volume change of [Metering Equipment Manager](#). Bulk changes of [Metering Equipment Manager](#) will be dealt with on a case-by-case basis. ~~For electricity bulk changes, the [Energy Supplier](#) shall submit a bulk change of agent application to the BSC Panel in accordance with BSCP513. Once the bulk change of agent application has been approved by the BSC Panel, the change of [Metering Equipment Manager](#) shall progress in accordance with this Paragraph 11.~~

~~40.3.11.3.~~ Appropriate contractual arrangements must be put in place for the Appointment of the Gaining [Metering Equipment Manager](#) before de-appointing the Losing [Metering Equipment Manager](#).

~~40.4.11.4.~~ For gas [Metering Equipment Manager](#) Appointments, once the Gaining [Metering Equipment Manager](#) has accepted its Appointment, the [Gas Supplier](#) will de-appoint the Losing [Metering Equipment Manager](#) and provide the identity of the Gaining [Metering Equipment Manager](#) and the date on which the responsibility is to transfer to the Gaining [Metering Equipment Manager](#). The Losing [Metering Equipment Manager](#) will transfer [Metering Asset](#) information as an unsolicited ONDET [Market Message](#). This contrasts with the [Switch](#) process detailed in Paragraph 9, where the transfer of information is triggered by the Gaining [Metering Equipment Manager](#) contacting the Losing [Metering Equipment Manager](#) using an ORDET [Market Message](#).

~~10.5-11.5.~~ This process assumes the [Gas Supplier](#) will be the [Gas Act Owner](#) and there is no [Switch](#).

~~10.6-11.6.~~ Where a change of [Metering Equipment Manager](#) is initiated the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
11.6.1	If required.	Send agent appointment.	Gas Supplier	Gaining MEM	ONAGE including details of Losing MEM	Email, IX, DTN
11.6.2	Provided commercial arrangements are in place between the Gaining MEM and the Meter Asset Provider ⁵⁰	Accept agent appointment.	Gaining MEM	Gas Supplier	RNAGE	Email, IX, DTN
11.6.3	Following 11.6.2 ⁷¹	Send agent de-appointment.	Gas Supplier	Losing MEM	ONAGE including details of Gaining MEM	Email, IX, DTN
11.6.4	Within 2WDs of 11.6.3.	Accept agent de-appointment.	Losing MEM	Gas Supplier	RNAGE	Email, IX, DTN
11.6.5	Following 11.6.2 ⁷²	Notification of agent appointment.	Gas Supplier	Shipper	ONUPD	Not defined
11.6.6	Within 2WDs of 11.6.5.	Respond to notification of agent appointment.	Shipper	Gas Supplier	RNUPD	Not defined
11.6.7	Following 11.6.5 and within 2WDs of the MEM Effective Date.	Receive and pass on notification of agent appointment.	Shipper	CDSP	Defined in the UK Link Manual	IX
11.6.8	Within 2WDs of 11.6.7.	Respond to agent appointment notification.	CDSP	Shipper	Defined in the UK Link Manual	IX
11.6.9	Within 2WDs of 11.6.3.	Notification of MEM de-	Losing	MAP	ONUPD including	Email, IX,

		appointment.	MEM		details of the Gaining MEM	DTN
11.6.10	Within 2WDs of 11.6.9.	Respond to MEM de-appointment notification.	MAP	Losing MEM	RNUPD	Email, IX, DTN
11.6.11	Within 2 WDs of 11.6.3.	Provide Metering Asset information.	Losing MEM	Gaining MEM	ONDET	Email, IX, DTN
11.6.12	Within 2WDs of 11.6.11.	Respond to Metering Asset information.	Gaining MEM	Losing MEM	RNDET	Email, IX, DTN
11.6.13	After step 11.6.11, where required by commercial agreement.	Send supplementary information.	Losing MEM	Gaining MEM	As defined in MCoP	Not defined
11.6.14	Within 2WDs of 11.6.11.	Notification of MEM appointment ⁷³ .	Gaining MEM	MAP	ONUPD including details of the Gas Supplier	Email, IX, DTN
11.6.15	Within 2WDs 11.6.14.	Respond to MEM appointment notification.	MAP	Gaining MEM	RNUPD	Email, IX, DTN
11.6.16	Following 11.6.11	Notification of successful transfer of Metering Asset .	Gaining MEM	Gas Supplier	ONUPD	Email, IX, DTN
11.6.17	Within 2WDs of 11.6.16	Respond to notification of successful transfer of Metering Asset .	Gas Supplier	Gaining MEM	RNUPD	Email, IX, DTN
11.6.18	Within 2WDs of 11.6.16 ⁷⁴	Notification of MEM details.	Gas Supplier	Shipper	ONUPD	Not defined
11.6.19	Within 2WDs of 11.6.18	Respond to notification of MEM details.	Shipper	Gas Supplier	RNUPD	Not defined
11.6.20	Following 11.6.18 and within 2WDs of the MEM Effective Date	Notification of MEM details.	Shipper	CDSP	Defined in the UK Link Manual	IX
11.6.21	Within 2WDs of 11.6.20	Respond to notification of MEM details.	CDSP	Shipper	Defined in the UK Link Manual	IX

¹⁰ It is the [Gas Supplier](#)'s responsibility to ensure that the existing [MEM](#) is de-appointed in time for the transfer of responsibility and metering details to be transferred by the Gaining [MEM](#)'s Appointment date.

⁶⁸ The notification from [Gas Supplier](#) to the [Shipper](#) must be provided to enable the [Shipper](#) notification to the [CDSP](#) within 2 [WDs](#) of the MAM Effective Date.

⁶⁹ The [MAP](#) ID shall be contained within the [ONDET](#) Data Flow from the Losing Metering Equipment Manager to the Gaining Metering Equipment Manager which will enable the Gaining [Metering Equipment Manager](#) to send notification to the [Meter Asset Provider](#).

⁷⁰ The notification from gas [Supplier](#) to gas [Shipper](#) must be provided to enable the [Shipper](#) notification to the [CDSP](#) within 2 [WDs](#) of the [MEM](#) Effective Date.

44.12 Change of [MEM](#) with [Metering Asset](#) Exchange

44.1-12.1. This process covers the scenario where a [Metering Asset](#) is exchanged as a result of a new [Metering Equipment Manager](#) Appointment.

44.2-12.2. As the process depicted is completed on an [RMP](#) by [RMP](#) basis, this process is fit for a low-volume change of [Metering Equipment Manager](#). Bulk changes of [Metering Equipment Manager](#) will be dealt with on a case-by-case basis. ~~For electricity bulk changes, the [Electricity Supplier](#) shall submit a bulk change of agent application to the BSC Panel in accordance with BSCP513. Once the bulk change of agent application has been approved by the BSC Panel the change of [Metering Equipment Manager](#) shall progress in accordance with this Schedule.~~

44.3-12.3. For gas [Metering Equipment Manager](#) Appointments, once the Gaining [Metering Equipment Manager](#) has accepted its Appointment, the [Gas Supplier](#) will de-appoint the Losing [Metering Equipment Manager](#) and pass the identity of the Gaining

[Metering Equipment Manager](#) and the date on which the responsibility is to transfer to the Gaining [Metering Equipment Manager](#). The Losing [Metering Equipment Manager](#) will transfer [MAP](#) Id within an unsolicited [ONDET](#) flow. Other [Meter Technical Details](#) are not required. This contrasts with [Switch](#), where the transfer of information is triggered by the Gaining [Metering Equipment Manager](#) contacting the Losing [Metering Equipment Manager](#) using an [ORDET](#) flow.

~~11.4-12.4.~~ This process assumes the [Gas Supplier](#) will be the [Gas Act Owner](#) and there is no [Switch](#).

~~11.5-12.5.~~ Where a change of [Metering Equipment Manager](#) is initiated the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
12.5.1	If required ⁷⁹ .	Send agent appointment.	Gas Supplier	Gaining MEM	ONAGE ⁸⁰	Email, IX, DTN
12.5.2	Where commercial arrangements are not in place and the Gaining MEM requires a meter exchange before accepting the appointment ⁸¹ .	Accept agent appointment.	Gaining MEM	Gas Supplier	RNAGE ⁸²	Email, IX, DTN
12.5.3	Following 12.5.2.	Agree Metering Asset exchange.	Gaining MEM	Gas Supplier	Discussion on why appointment was rejected	Not defined
12.5.4	Following agreement to exchange meter before MEM appointment.	Request Metering Asset exchange.	Gas Supplier	Gaining MEM	ORJOB	Email, IX, DTN
12.5.5	Within 2WDs of 12.5.4.	Respond to Metering Asset exchange request.	Gaining MEM	Gas Supplier	RRJOB ⁸³	Email, IX, DTN
12.5.6	Following 12.5.4.	Request Metering Asset exchange.	Gaining MEM	Meter Worker	Information contained within	Not defined

					ORJOB	
12.5.7	48hrs prior to Metering Asset exchange ⁵ .	Pre-notification of Metering Asset exchange.	Gaining MEM	Gas Supplier	ONJOB ⁶	Email, IX, DTN
12.5.8	Within 2WDs of 12.5.7.	Respond to pre-notification of Metering Asset exchange.	Gas Supplier	Gaining MEM	RNJOB	Email, IX, DTN
12.5.9	At the time and date specified within the request in 12.5.6.	Carry out Metering Asset exchange.	Meter Worker		Internal Process	N/A
12.5.10	Following Metering Asset exchange.	Notification of Metering Asset exchange.	Meter Worker	Gaining MEM	Information contained within ONJOB	Not defined
12.5.11	Within 48hrs of the Metering Asset exchange ⁸	Notification of Metering Asset exchange and MAP identity for installed Metering Asset ⁸⁴ .	Gaining MEM	Gas Supplier	ONJOB ⁸⁵	Email, IX, DTN
12.5.12	Within 48hrs of the Metering Asset exchange.	Notification of Metering Asset exchange and MAP identity of installed Metering Asset .	MEM	CDSP	ONJOB	Secure File Transfer Protocol
12.5.13	Within 2WDs of 12.5.11.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset .	Gas Supplier	Gaining MEM	RNJOB	Email, IX, DTN
12.5.14	Within 2WDs of 12.5.12.	Respond to notification of Metering Asset exchange and MAP identity of installed Metering Asset .	CDSP	MEM	RNJOB ¹¹	Secure File Transfer Protocol
12.5.15	Following 12.5.11.	Notification of Metering Asset exchange and MAP identity for installed Metering Asset	Gas Supplier	Shipper	ONJOB	Not defined
12.5.16	Within 2WDs of 12.5.15.	Respond to notification of	Shipper	Gas	RNJOB	Not defined

		Metering Asset exchange and MAP identity for installed Metering Asset .		Supplier		
12.5.17	Following 12.5.15.	Notification of Metering Asset exchange and MAP identity for installed Metering Asset .	Shipper	CDSP	Defined in the UK Link Manual	IX
12.5.18	Within 2WDs of 12.5.17.	Respond to notification of Metering Asset exchange and MAP identity for installed Metering Asset .	CDSP	Shipper	Defined in the UK Link Manual	IX
12.5.19	Following 12.5.11.	Send agent appointment.	Gas Supplier	Gaining MEM	ONAGE	Email, IX, DTN
12.5.20	Within 2WDs of 12.5.19.	Accept agent appointment.	Gaining MEM	Gas Supplier	RNAGE	Email, IX, DTN
12.5.21	Following 12.5.20.	Send agent de-appointment.	Gas Supplier	Losing MEM	ONAGE	Email, IX, DTN
12.5.22	Within 2WDs of 12.5.21.	Accept agent de-appointment.	Losing MEM	Gas Supplier	RNAGE	Email, IX, DTN
12.5.23	Within 2WDs of 12.5.21.	Notification of MEM de-appointment.	Losing MEM	Old MAP	ONUPD	Email, IX, DTN
12.5.24	Within 2WDs of 12.5.23.	Respond to MEM de-appointment notification.	Old MAP	Losing MEM	RNUPD	Email, IX, DTN
12.5.25	Following 12.5.20 ⁸⁶ .	Notification of agent appointment.	Gas Supplier	Shipper	ONUPD	Not defined
12.5.26	Within 2WDs of 12.5.25.	Respond to notification of agent appointment.	Shipper	Gas Supplier	RNUPD	Not defined
12.5.27	Following 12.5.25 and within 2WDs of the MEM Effective Date.	Receive and pass on notification of agent	Shipper	CDSP	Defined in the UK Link Manual	IX

		appointment.				
12.5.28	Within 2 WDs of 12.5.27.	Respond to agent appointment notification.	CDSP	Shipper	Defined in the UK Link Manual	IX
12.5.29	Within 2 WDs of 12.5.21.	Notification of MAP Id.	Losing MEM	Gaining MEM	ONDET ⁸⁷	Email, IX, DTN
12.5.30	Within 2 WDs of 12.5.29.	Respond to notification of MAP Id.	Gaining MEM	Losing MEM	RNDET	Email, IX, DTN
12.5.31	Within 2 WDs of 12.5.29.	Notification of Metering Asset removal ⁸⁸ .	Gaining MEM	Old MAP	ONUPD ⁸⁹	Email, IX, DTN
12.5.32	Within 2 WDs of 12.5.31.	Respond to Metering Asset removal notification.	Old MAP	Gaining MEM	RNUPD	Email, IX, DTN
12.5.33	Within 2 WDs of 12.5.19.	Notification of Metering Asset installation and MEM appointment.	Gaining MEM	New MAP	ONUPD	Email, IX, DTN
12.5.34	Within 2 WDs 12.5.33.	Respond to Metering Asset installation and MEM appointment notification.	New MAP	Gaining MEM	RNUPD	Email, IX, DTN

⁷⁵ If the [Gas Supplier](#) is aware that the Gaining [Metering Equipment Manager](#) will need to carry out a meter exchange prior to Appointment, then it shall miss steps 12.5.1 to 12.5.3 and proceed directly to step 12.5.4.

⁷⁶ This includes the identity of the Losing [Metering Equipment Manager](#).

⁷⁷ Where commercial arrangements are in place to enable transfer of the [Metering Asset](#), then the Gaining [Metering Equipment Manager](#) may accept the agent appointment and follow the process in Paragraph 11.

⁷⁸ Where possible. the Gaining [MEM](#) shall flag within the [RNAGE](#) that they are rejecting the Appointment because a meter exchange is required, as they do not have commercial arrangements in place to transfer the Asset.

⁷⁹ The Gaining [Metering Equipment Manager](#) will make a commercial decision whether to accept the job prior to formal Appointment. Where the Gaining [Metering Equipment Manager](#) rejects the job then the [RRJOB](#) will state this and the process will end.

⁸⁰ Where, as part of the removal of [Metering Assets](#) at the metering installation, a meter has been disconnected and then re-connected, the [Energy Supplier](#) must be notified of whether the meter worker was an AMI.

⁸¹ Changes to [Metering Asset](#) ownership, names, addresses and access instructions which are determined on site, are considered to be generic data inconsistency exceptions and will be passed on separate [ONUPD](#) records. Where updates are identified by [MEMs](#) to [Meter Technical Details](#) or [MAP](#) Identity, then these shall be passed to the [CDSP](#) by the [MEM](#).

⁸² The notification from [Gas Supplier](#) to [Shipper](#) must be provided to enable the [Shipper](#) notification to the [CDSP](#) within 2 [WDs](#) of the MEM Effective Date.

⁸³ As the meter has not been transferred the [ONDET](#) is only required to inform the Gaining [Metering Equipment Manager](#) of the [MAP](#) ID for the removed meter.

⁸⁴ The [MAP](#) ID shall be contained within the [ONDET](#) from the Losing [Metering Equipment Manager](#) to the Gaining [Metering Equipment Manager](#) which will enable the Gaining [Metering Equipment Manager](#) to send notification to the [Meter Asset Provider](#).

⁸⁵ This shall include the address where the meter is available for collection. Meter returns procedures are detailed within the gas Metering CoP.

~~42~~13 **Change of [Meter Asset Provider](#)**

~~12.1.~~ This process covers provision of updates to central systems where the [Meter Asset Provider](#) is amended.

~~12.2.13.1.~~ The gas process is not currently documented.

~~43~~14 **Change of [Gas Act Owner](#)**

~~13.4.14.1.~~ The process to change a [Gas Act Owner](#) is defined within the [Gas Act](#) as the passing of ownership of duties to maintain the meter from one class of person to another, where a class of person is either a [Gas Transporter](#), [Gas Supplier](#) or [Consumer](#).

~~13.2.14.2.~~ Where a [Gas Supplier](#) becomes aware of a change in the [Gas Act Owner](#) of the meter, it must inform the [CDSP](#) via the [Shipper](#). Where the [Gas Transporter](#) becomes aware of such a change, it must inform the [Gas Supplier](#), again via the [Shipper](#).

~~13.3.14.3.~~ The change of [Gas Act Owner](#), where it is a coincident with a [Switch](#), change of [MEM](#), install and/or exchange activities are covered within the associated processes within this [REC Schedule](#).

Part ~~DC~~ – Operational Processes [Electricity](#)

~~44~~15 **[Metering Asset Installation](#)**

~~14.4.15.1.~~ This process covers [Metering Assets](#) (including new [Metering Assets](#)) being installed for:

- a) an existing supply where the [Metering Asset](#) had been removed some time previously; or
- b) a supply which has never had a [Metering Asset](#) before, which may be on the day the supply was commissioned or sometime after.

~~44.2.15.2.~~ ~~Disconnection Removal~~ and ~~connection installation~~ of [Metering Assets](#) as part of the same job, is classed as a [Metering Asset](#) exchange and is not covered by this process.

~~44.3.15.3.~~ Although a [Metering Asset](#) could be at a premise before the supply, it cannot be connected to the supply until the supply is laid. Therefore, installation of a [Metering Asset](#) will always require a supply to exist.

~~Electricity MEM~~

~~44.5.15.4.~~ Where electricity [Metering Assets](#) are being installed, the [Metering Equipment Manager](#) shall:

- a) ~~carry out a Proving Test / re-test for each Advanced Metering Asset, that it is responsible for, in accordance with Paragraph 29 other than for Metering Assets where Half Hourly Metered Data is sourced by the Electricity Supplier from a Smart Metering System or instances where the Metering Asset has an integral outstation that has a fixed pulse multiplier of 1, carry out a Proving Test / re-test for each Half Hourly Metering Asset, that it is responsible for, in accordance with Paragraph 20;~~
- b) where required by its associated [Electricity Supplier](#), set ~~Non Half Hourly~~ [Traditional Metering Assets](#) 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~~ the Meter Configuration Table; ~~with an Average Fraction of Yearly Consumption valid for the GSP Group to which the Metering Asset belongs;~~
- c) ~~where multi-register Non Half Hourly~~ [Traditional Metering Assets](#) are installed and where required by its associated [Electricity Supplier](#), programme those [Metering Assets](#) for which it is responsible so that the physical registers may be mapped using the [Meter Technical Details](#) supplied to its associated ~~Data Collector~~ [Smart Data Service](#) onto logical registers forming a valid [Standard Settlement Configuration](#);
- d) ~~when installing a NHH~~ multi-register [Traditional Metering Asset](#), or when attending the site to carry out work on such a [Metering Asset](#) that would require re-registration of the [Metering Asset](#), ensure that the registers of the [Metering Asset](#) are clearly identified⁴⁵ and that the Meter Register IDs to be used in all relevant [Market Messages](#) clearly identify the registers on the [Metering Asset](#) to be read e.g. "L", "N", "R1", "R2". ~~Where the identifier cannot be uniquely~~

Commented [SJ33]: Removed specific sentence as the full requirements for proving tests are in section 29 - in response to consultation comment CD-0449

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Commented [SJ34]: This will no longer be relevant as we've agreed that there is no GSP Group or DNO Id restriction required.

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~~identified by a 2-character Meter Register ID (e.g. "CUM 3"), a label shall be applied to, or immediately adjacent to, the Metering Asset 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". For Smart Metering Assets, For Smart Metering Systems Smart Metering Assets, the Electricity Supplier is responsible for ensuring that the Meter Register Ids and/or Meter Register Descriptions in the D0367 'Smart Meter Configuration Details'; and the Metering Equipment Manager is responsible for ensuring that the Meter Technical Details, are reflective of the display on the Smart Metering System;~~

~~⁴⁵Where 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 Metering Asset 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".~~

- e) when installing or reconfiguring ~~Half Hourly~~Advanced Metering Assets that are operated by ~~m~~Measurement Transformers, configure the Metering Assets to record ~~Half Hourly~~ demand values for both Reactive Import and Reactive Export (except where the Metering Asset does not have this capability, and is not required to do so by the relevant BSC Metering Code(s) of Practice). Reactive Import and Reactive Export measurements shall be configured in accordance with the applicable BSC Metering Code(s) of Practice; and
- f) seal and reseal Metering Assets in accordance with the MOCOP and the relevant BSC Metering Code(s) of Practice; and
- ~~g) follow the process set out in the interface tables in Paragraphs 6.6 or 6.7, as applicable.~~

15.5. The process below shall be followed where a Metering Asset is installed and is applicable to all types of Metering Asset. Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:

Ref	When	Action	From	To	Information Required	Method
156.65.1	<p><u>Within-Where</u> required and at least 10WD before 156.56.4⁴⁵.</p> <p><u>This step could be completed in shorter timescales where the Electricity Supplier and Metering Equipment Manager have reached mutual agreement.</u></p>	<p>Request <u>Metering Asset</u> installation, commissioning and energisation.</p> <p><u>Where it is necessary to involve the Distribution Network Operator, the Metering Equipment Manager shall arrange this and follow the energisation process in Paragraph 21.</u></p>	<u>Electricity Supplier</u>	<u>MEM</u> ⁴⁶	<p><u>Credit Meter</u></p> <p><u>D0142</u> Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.</p> <p><u>-If the Metering Point is for Export purposes, the 'Additional Information' field in the D0142 should state this, and therefore a physical site visit may not be required</u></p>	Electronic or other method, as agreed

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					<p>or</p> <p>for Prepayment Meter</p> <ul style="list-style-type: none"> • D0194 for key meters • D0216 for token meters 	
15.5.2	If request rejected and within 2WD of 15.5.1.	Issue response rejecting the Metering Asset installation request.	MEM	Electricity Supplier	<p>D0221 Notification of Failure to Install or Energise Metering System.</p> <p>or</p> <p>D0002 Fault Resolution Report or Request for Decision on Further Action (to inform the Electricity Supplier that the request is being actioned).</p>	Electronic or other method, as agreed
15.65.32	Within 2WDs of 156.56.1, where required.	Request Site Technical Details. Optional for Supplier Serviced Metering Assets.	MEM	DNO	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
156.65.34	If request for Site Technical Details rejected and within	Reject Request for Site Technical Details.	DNO	MEM	D0382 Rejection response for Request to DNO for Site	Electronic or other method, as

Commented [SJ39]: Standard response to D0142 as set out in BP009. Timeline based on existing drafting although this currently differs between 2 and 5 WDs depending on the process

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	5WD of 156.56.23 .				Technical Details	agreed
615.65.54	If request for Site Technical Details accepted and within 5WD of 156.56.23 .	Send Site Technical Details. <u>In the event of any subsequent changes to Site Technical Details, the Distribution Network Operator shall send an updated D0215 'Provision of Site Technical Details' to the Metering Equipment Manager within 1WD of updating their systems. The Metering Equipment Manager shall determine any appropriate course of action within 2WDs of receiving this information.</u>	DNO ⁴⁷	MEM	D0215 Provision of Site Technical Details	Electronic or other method, as agreed
156.65.65	On the date requested or agreed in 156.56.1 ⁴⁸ .	Install HH Metering Asset in accordance with appropriate BSC Metering Code(s) of Practice and capture Cumulative Meter Reading . - If requested, energise Metering Asset and, <u>for Advanced and Traditional Metering Assets only</u> , -note the initial M Meter Register Reading(s) . <u>If the Metering Asset is to be installed but not energised at this time, the</u>	MEM		Internal Process	Internal N/A Process

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Commented [SJ42]: New definition

Commented [SJ43]: Added s to recognise there may be multiple meter register readings to address consultation comment CD0548

		<u>energisation of the Metering Asset shall be carried out at an appropriate time in accordance with the energisation process in Paragraph 21.</u>				
<u>156.65.76</u>	Following <u>156.56.56.</u>	Commission <u>Metering Asset</u> in accordance with appropriate <u>BSC Metering Code(s) of Practice.</u>	<u>MEM</u>		<u>Internal Process</u>	<u>Internal Process</u> <u>N/A</u>
<u>156.65.78</u>	If <u>Metering Asset</u> cannot be installed or energised, as soon as possible and within <u>53 WD</u> of <u>156.56.65.</u>	Inform <u>Electricity Supplier</u> and <u>note that it will need to</u> restart the process at <u>15.65.1</u> if required.	<u>MEM</u>	<u>Electricity Supplier</u>	<u>D0221</u> Notification of Failure to Install or Energise Metering System. <u>or</u> <u>D0002 Fault Resolution Report or Request for Decision on Further Action (to inform the Electricity Supplier that the request is being actioned).</u>	Electronic or other method, as agreed
<u>For HHDC Serviced Metering Assets</u>						
<u>156.65.98</u>	Following successful <u>Metering Asset</u> installation. Within <u>5 WDs</u> <u>6.6.5.</u>	Send <u>energisation status, Meter Technical Details and initial meter register reading</u> <u>Meter Technical Details, initial Meter Register Readings and Cumulative Register Readings</u> in	<u>MEM</u>	<u>Electricity Supplier</u> <u>HHDC</u> <u>DNO</u>	In accordance with Paragraph <u>20</u> . <u>D0268</u> <u>Half Hourly Meter Technical Details</u>	<u>Electronic or other method, as agreed</u> <u>N/A</u>

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		accordance with Paragraph 20 .			- If site is <u>Complex Site</u> , send <u>Complex Site Supplementary Information Form</u> (see Appendix 2). - <u>D0010 Meter readings</u> .	
15.5.10	<u>For Advanced Metering Assets, following 15.5.7.</u>	<u>Prove Metering Asset.</u>	<u>MEM</u>	<u>ADS</u>	<u>Refer to Paragraph 27.</u>	<u>N/A</u>
6.6.9	<u>Within 5 <u>WD</u> of 6.6.5.</u>	<u>Send the relevant meter information,</u>	<u>MEM</u>	<u>ERDA</u>	<u>D0312 Notification of Meter Information to MPAS.</u>	<u>Electronic or other method, as agreed</u>
6.6.10	<u>Immediately following 6.6.9 or 6.6.15.</u> -	<u>Perform validation checks and send response.</u> <u>If response is "Accepted", proceed to 6.6.12, otherwise proceed to 6.6.11.</u>	<u>ERDA</u>	<u>MEM</u> <u>Electricity Supplier</u>	<u>D0312 Notification of Meter Information to MPAS with 'MOP Flow Response Code' populated.</u>	<u>Electronic or other method, as agreed.</u>
6.6.11	<u>Within 5 <u>WDs</u> of 6.6.10.</u>	<u>Where the rejection is of a type the <u>MEM</u> can resolve without involving other industry parties, send a corrected <u>D0312</u>.</u>	<u>MEM</u>	<u>ERDA</u>	<u>D0312 Notification of Meter Information to MPAS.</u>	<u>Electronic or other method, as agreed</u>

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		<p>-</p> <p>If the <u>MEM</u> needs to involve other industry parties to resolve the issue, then reasonable endeavours should apply.</p> <p>-</p> <p>Proceed to 6.6.10.</p>				
6.6.12	In accordance with Paragraph 20.	<u>Prove Metering Asset.</u>	<u>MEM</u>	<u>HHDC</u>	In accordance with the <u>BSC.</u>	Electronic or other method, as agreed
<u>For Supplier Serviced Metering Asset</u>						
6.6.13	In time to allow the <u>MEM</u> to distribute <u>Meter Technical Details</u> within <u>10 WD</u> of 6.6.5.	<p><u>Send Smart Meter Configuration Details.</u></p> <p>-</p> <p>The <u>Electricity Supplier</u> will ensure that only the latest version of the configuration for the day is sent to the <u>MEM.</u></p> <p>-</p> <p>If the <u>Electricity Supplier</u> is unable to configure the meter (for example, due to a communications failure), the <u>SSC</u> and <u>TPR</u> will be defaulted to a single rate</p>	<u>Electricity Supplier</u>	<u>MEM</u>	<p><u>D0367 Smart Meter Configuration Details.</u></p> <p>-</p> <p>(or alternative method, as agreed bilaterally between the <u>Electricity Supplier</u> and <u>MEM</u>).</p>	Electronic or other method, as agreed.

		default. The TPR should be mapped to the total Import register.				
6.6.14	Within 10 <u>WD</u> of 6.6.5.	Send <u>Meter Technical Details</u> .	<u>MEM</u>	<u>Electricity Supplier</u> <u>DNO</u>	<u>D0149</u> Notification of Mapping Details. - <u>D0150</u> Non Half-hourly Meter Technical Details.	Electronic or other method, as agreed.
6.6.15	Within 10 <u>WD</u> of 6.6.5.	Send the relevant meter information.	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> .	Electronic or other method, as agreed.
6.6.16	Immediately following 6.6.15 or 6.6.17. -	Perform validation checks and send response. If response is "Accepted" end process, otherwise proceed to 6.6.17.	<u>ERDA</u>	<u>MEM</u> <u>Electricity Supplier</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> with 'MOP Flow Response Code' populated.	Electronic or other method, as agreed.
6.6.17	Within 5 <u>WDs</u> of 6.6.16.	Where the rejection is of a type the <u>MEM</u> can resolve without involving other industry parties, send a corrected <u>D0312</u> . If the <u>MEM</u> needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> .	Electronic or other method, as agreed

		-				
		Proceed to 6.6.15.				

~~¹⁶This step could be completed in shorter timescales where the Electricity Supplier and Metering Equipment Manager have reached mutual agreement.~~

~~¹⁷Where it is necessary to involve the Distribution Network Operator, the Metering Equipment Manager shall arrange this and follow the energisation process in Paragraph 15.~~

~~¹⁸In the event of any subsequent changes to Site Technical Details, the Distribution Network Operator shall send an updated D0215 'Provision of Site Technical Details' to the Metering Equipment Manager within 1WD of updating their systems. The Metering Equipment Manager shall determine any appropriate course of action within 2 WDs of receiving this information.~~

~~¹⁹If the Metering Asset is to be installed but not energised at this time, the energisation of the Metering Asset shall be carried out at an appropriate time in accordance with the energisation process in Paragraph 15.~~

~~14.108, 15.6.~~ Where the Metering Asset requires commissioning in accordance with BSC Metering Code of Practice 4 and the Mmeasurement Transformers are owned by the Distribution Network Owner Operator the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
6.7 15.6.1	At the earliest opportunity, but no later than 16- <u>WD</u> after energisation (if <u>DNO</u> energises, or 16- <u>WD</u> after receipt of the <u>D0139</u> from	Commission Measurement Transformers in accordance with BSC Metering Code of Practice 4.	<u>DNO</u>		Internal Process	N/A

	MEM (if MEM energises)					
15.66-7.2	At the earliest opportunity but no later than 21- WD after energisation (if the DNO energises) or 21- WD after receipt of the D0139 if the MEM energises)	Send commissioning information for the Measurement Transformers.	DNO	MEM	D0383 Notification of Commissioning information.	Electronic or other method, as agreed
15.66-7.3	On the date requested or agreed in 15.56-6.1 but no later than 32- WD after energisation (if MEM energises) or receipt of the D0139 if the DNO energises)	Commission Metering Asset in accordance with appropriate BSC Metering Codes of Practice for the Metering Asset and BSC Metering Code of Practice 4. <u>If commissioning is completed successfully, proceed to 15.6.7, otherwise proceed to 15.6.4.</u>	MEM		Internal Process	N/A
15.66-7.4	Within 5 WD of 15.66-7.3 if there has been a defect / omission that prevented commissioning. <u>A defect or omission in the completion of the processes is set out in CoP4 and will also include that the D0383 'Notification of Commissioning status' flow has not been received from the Distribution Network</u>	Send notification that there is a defect/omission that has prevented commissioning.	MEM	Electricity Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed.

<p>15.66-7.5</p>	<p><u>Operator</u>⁴⁹⁻ At the earliest opportunity but no later than 65-<u>WD</u> after energisation (if <u>MEM</u> energises) or receipt of the <u>D0139</u> (if the <u>DNO</u> energises)</p>	<p>Resolve the defect/omission that has prevented commissioning²⁰⁻ <u>It shall be the responsibility of the Electricity Supplier to ensure that the Metering Asset is appropriately commissioned. If the Electricity Supplier believes that there is a risk to settlement it shall, in accordance with Section L3.6 of the BSC, consult with the relevant Distribution Network Operator and agree the appropriate steps to be taken to minimise the risks to settlement.</u></p>	<p><u>Electricity Supplier</u></p>	<p><u>DNO</u> <u>HHDCADS</u></p>	<p><u>D0384</u> Notification of Commissioning status</p>	<p>Electronic or other method, as agreed.</p>
<p>15.66-7.6</p>	<p>When defect / omission has been resolved, but no later than 80-<u>WD</u> after energisation (if the <u>MEM</u> energises or receipt of the <u>D0139</u> if <u>DNO</u> energises)</p>	<p>Commission Metering Asset in accordance with appropriate <u>BSC Metering Codes of Practice</u> for the <u>Metering Asset</u> and BSC Metering Code of Practice 4.</p>	<p><u>MEM</u></p>		<p>Internal Process</p>	<p>N/A</p>
<p>15.66-7.7</p>	<p>Within 5<u>WD</u> of 15.66-7.3 or 15.66-7.6 if commissioning was completed successfully.</p>	<p>Send notification that commissioning has been completed. <u>Notification that commissioning has been completed shall not be sent if complete information has not been</u></p>	<p><u>MEM</u></p>	<p><u>Electricity Supplier</u></p>	<p><u>D0384</u> Notification of Commissioning status²¹⁻</p>	<p>Electronic or other method, as agreed.</p>

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Commented [SJ48]: Placeholder to check clause reference during Mop Up Tranche

Commented [SJ49]: This was footnote 21

		received from the <u>Distribution Network Operator</u> .				
<u>15.66-7.8</u>	Following <u>15.66-7.7</u> .	Create internal record of <u>MEM</u> commissioning. <u>This will be used for the change of MEM process and the passing of complete commissioning information.</u> ²² -	<u>MEM</u>		Internal Process	N/A

Commented [SJ50]: This was footnote 22

Commented [SJ51]: This was footnote 23

~~²⁰A defect or omission in the completion of the processes is set out in CoP4 and will also include that the D0383 Notification of Commissioning information flow has not been received from the Distribution Network Operator.~~

~~²¹It shall be the responsibility of the Electricity Supplier to ensure that all Metering Asset is appropriately commissioned. If the Electricity Supplier believes that there is a risk to settlement it shall, in accordance with Section L3.6 of the BSC, consult with the relevant Distribution Network Operator and agree the appropriate steps to be taken to minimise the risks to settlement.~~

~~²²Notification of complete commissioning shall not be done if complete information has not been received from the Distribution Network Operator.~~

~~²³This will be used for the change of MEM process and the passing of complete Commissioning information.~~

14.113-15.7. Where the Metering Asset requires commissioning in accordance with BSC Metering Code of Practice 4 and the Mmeasurement Transformers are not owned by the Distribution Network Owner-Operator the process below will be followed:

Ref	When	Action	From	To	Information	Method
-----	------	--------	------	----	-------------	--------

					Required	
15.76-8.1	On the date requested or agreed in 6-6 15.5.1 but no later than 32- WD after energisation.	Commission Metering Asset in accordance with appropriate BSC Metering Codes of Practice for the Metering Asset and BSC Metering Code of Practice 4 . <u>If commissioning is completed successfully, proceed to 15.7.5, otherwise proceed to 15.7.2.</u>	MEM		Internal Process	N/A
15.76-8.2	Within 5 WD of 6-8 15.7.1 if there has been a defect-/omission that prevented commissioning ²⁴ . <u>A defect or omission in the completion of the processes is set out in BSC Metering Code of Practice 4.</u>	Send notification that there is a defect/omission that has prevented commissioning.	MEM	Electricity Supplier	D0384 Notification of Commissioning status	Electronic or other method, as agreed.
15.76-8.3	At the earliest opportunity but no later than 65- WD after energisation.	Resolve the defect/omission that has prevented commissioning. <u>It shall be the responsibility of the Electricity Supplier to ensure that the Metering Asset is appropriately commissioned. If the Electricity Supplier</u>	Electricity Supplier	DNO HHDCADS	D0384 Notification of Commissioning status	Electronic or other method, as agreed.

Commented [SJ52]: This was footnote 24

		<p><u>believes that there is a risk to settlement it shall, in accordance with Section L3.6 of the BSC, consult with the relevant Distribution Network Operator and agree the appropriate steps to be taken to minimise the risks to settlement.</u></p> <p>²⁰</p>				
6-815.7.4	When defect / omission has been resolved, but no later than 80- <u>WD</u> after energisation.	Commission <u>Metering Asset</u> in accordance with appropriate <u>BSC Metering Codes of Practice</u> for the <u>Metering Asset</u> and <u>BSC Metering Code of Practice 4</u> .	<u>MEM</u>		Internal Process	N/A
15.76-8.5	Within 5 <u>WD</u> of 6-815.7.1 or 6-815.7.4 if commissioning was completed successfully.	Send notification that commissioning has been completed.	<u>MEM</u>	<u>Electricity Supplier</u>	<u>D0384</u> Notification of Commissioning status	Electronic or other method, as agreed.
6-815.7.6	Following 6-815.7.5 .	<p>Create internal record of <u>MEM</u> commissioning.</p> <p><u>This will be used for the change of MEM process and the passing of complete commissioning information.</u></p>	<u>MEM</u>		Internal Process	N/A

²⁴~~A defect or omission in the completion of the processes is set out in BSC Metering Code of Practice 4.~~

~~16.0. Where a Non Half Hourly electricity Metering Asset is installed the process below will be followed:~~

Ref	When	Action	From	To	Information Required	Method
6.9.1	If required.	Request <u>Metering Asset</u> installation, commissioning and energisation.	<u>Electricity Supplier</u>	MEM	<u>Credit Meter</u> D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters ²⁶ . <u>Prepayment Meter</u> D0194 for key meters D0216 for token meters	Electronic or other method, as agreed
6.9.2	On the date requested or agreed in 6.9.1.	Install and commission NHH Metering Asset. If requested, energise <u>Metering Asset</u> and note initial meter register reading.	MEM	-	-	Internal Process
6.9.3	If <u>Metering Asset</u> cannot be installed or energised, as soon as possible and within 5 WD of 6.9.2.	Inform <u>Electricity Supplier</u> and restart the process at 6.9.1 if required.	MEM	<u>Electricity Supplier</u>	D0221 Notification of Failure to Install or Energise Metering System.	Electronic or other method, as agreed
For Smart Metering Assets only						
6.9.4	Optionally, by arrangement with the <u>Electricity Supplier</u> , and in timescales agreed	Send initial meter register reading(s) (readings will be sent as a contingency against delays in the <u>Electricity Supplier</u> obtaining a remote reading and, where	MEM	<u>Electricity Supplier</u> -	D0010 Meter readings.	Electronic or other method, as agreed

	with the <u>Electricity Supplier</u> .	the register configuration is unknown, will consist of a reading from the total cumulative register).				
6.9.5	If configured remotely and in time to allow the <u>MEM</u> to distribute <u>Meter Technical Details</u> within 10 <u>WDs</u> of 6.9.2.	Send <u>Smart Metering System</u> configuration details. - The <u>Electricity Supplier</u> will ensure that only the latest version of the configuration for the day is sent.	<u>Electricity Supplier</u>	<u>MEM</u>	<u>D0367 Smart Meter Configuration Details</u> - (or alternative method, as agreed bilaterally between the <u>Electricity Supplier</u> and <u>MEM</u>)	Electronic or other method, as agreed
6.9.6	Within 10 <u>WDs</u> of 6.9.2.	Send initial meter register reading(s) (as remotely collected by the <u>Electricity Supplier</u> unless any readings provided by the <u>MEM</u> are required as a 'backstop').	<u>Electricity Supplier</u>	<u>NHHDC</u>	<u>D0010 Meter Readings</u>	Electronic or other method, as agreed.
For all NHH Metering Asset						
6.9.7	Within 10 <u>WDs</u> of 6.9.2.	Send change of energisation status and <u>Meter Technical Details</u> . ²⁶	<u>MEM</u>	<u>Electricity Supplier</u> <u>NHHDC</u> <u>DNO</u>	<u>D0149 Notification of Mapping Details</u> . - <u>D0150 Non Half-hourly Meter Technical Details</u> . <u>D0313 Auxiliary Meter Technical Details</u> ²⁷	Electronic or other method, as agreed.

					-	
6.9.8	Within 10 <u>WDs</u> of 6.9.2.	Send initial meter register reading (for non-Smart Metering Systems only).	<u>MEM</u>	<u>NHHDC</u>	<u>D0010</u> Meter Readings	Electronic or other method, as agreed.
6.9.9	Within 10 <u>WDs</u> of 6.9.2.	Send notification of <u>Metering Asset</u> installation.	<u>MEM</u>	<u>MAP</u>	<u>D0303</u> Notification of Meter Operator, Supplier and <u>Metering Assets</u> installed / removed by the MOP to the <u>MAP</u> .	Electronic or other method, as agreed.
6.9.10	Within 10 <u>WD</u> of 6.9.2.	Send the relevant meter information.	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> .	Electronic or other method, as agreed.
6.9.11	Immediately following 6.9.10 or 6.9.12. -	Perform validation checks and send response. - If response is "Accepted" proceed to 6.9.13, otherwise proceed to 6.9.12.	<u>ERDA</u>	<u>MEM</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> with 'MOP Flow Response Code' populated.	Electronic or other method, as agreed.
6.9.12	Within 5 <u>WDs</u> of 6.9.11.	Where the rejection is of a type the <u>MEM</u> can resolve without involving other industry parties, send a corrected <u>D0312</u> . If the <u>MEM</u> needs to involve other	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> .	Electronic or other method, as agreed.

		industry parties to resolve the issue, then reasonable endeavours should apply. -Proceed to 3.6.11.				
6.9.13	If required and no valid meter register reading received within 10 WD of the installation of the Metering Asset.	Request initial meter register reading.	<u>NHHDC</u>	<u>MEM</u> <u>Electricity Supplier</u>	-	Post, fax, email
6.9.14	Within 10WDs of 6.9.11.	Send initial meter register reading.	<u>MEM</u> , or <u>Electricity Supplier</u>	<u>NHHDC</u> ²⁸	<u>D0010</u> Meter Readings	Electronic or other method, as agreed.

²⁵ If the Metering Points is for Export purposes, the 'Additional Information' field should state this, and therefore a physical site visit may not be required.

²⁶ Whenever installing new, replacement or re-configured meters or carrying out work requiring re-registration of the Metering Asset, the MEM shall ensure that the meter registers are clearly labelled and that the Data Item J0010 'Meter Register Id' in all relevant Market Messages (e.g. D0149 & D0150) accurately reflects the identifiers of the meter registers themselves.

²⁷ The MEM must send a D0313 in all cases where the MEM sends a D0150 and where the meter type is either NCAMP, RCAMP or RCAMY, except where there are no meters at the Metering Point and/or all meters have been removed, in which case only the D0150 is sent. The MEM must send a D0149 / D0150 in all cases where the MEM sends a D0313.

²⁸ If more than one meter register reading is provided, the NHHDC shall process and use the first reading provided.

47216 Metering Asset Removal

16.1. This process covers the removal of Metering Assets by the Metering Equipment Manager. The removal of electricity Metering Assets includes the removal of all meters assigned to that Metering Asset. Where only some of the meters are to be removed, a reconfiguration process shall be followed in accordance with Paragraph 178. ~~Where a meter which is being disconnected removed and a new meter installed and connected~~ as part of the same job, ~~it shall be~~ is classed as a Metering Asset exchange and ~~is not covered by this~~ the process in Paragraph 17 shall be followed.

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~~172.4.16.2.~~ Prior to the removal of an electricity Metering Asset, a de-energisation shall be carried out in accordance with Paragraph ~~15.8~~ 21. ~~If de-energisation is carried out at the same time as the removal of the Metering Asset, only the flows referenced in Paragraph 7.9 need to be sent.~~

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16.3. Where the Metering Asset is removed, recovery of the Half Hourly Metered Data should be undertaken as per the contractual agreement between the Electricity Supplier and the Appointed Data Service / Metering Equipment Manager and shared via a bilaterally agreed mechanism.

Commented [SJ53]: Design query raised as BP009 simply refers to the BP008 change of energisation status without clarifying how the processes interact or the specific messages that must be sent - DIN 087

Commented [SJ54]: Removed sentence in response to consultation comment CD-0551. Reflects the existing design which requires the interfaces in BP009 and BP008 to be followed

Commented [SJ55]: Reflects the note in BP009.

16.4. Metering Asset removal could be triggered by:

Commented [SJ56]: Added word 'bilaterally' to address comment CD-0552

(a) A request to the Distribution Network Operator to disconnect the Metering Point, in accordance with the DCUSA;

(b) Disconnection of the Metering Point by the Distribution Network Operator for safety reasons, in accordance with the DCUSA;

(c) An Electricity Supplier request to the Metering Equipment Manager to remove the Metering Asset; or

(d) A Consumer request to the Metering Equipment Manager to remove the Metering Asset.

Commented [SJ57]: Added 16.4 and 16.5 to provide clarity on the split between DCUSA, which retains provisions relating to disconnection, and the REC which covers removal of the metering asset

16.5. Where the Distribution Network Operator undertakes a Metering Point disconnection, they should follow the process defined in the

DCUSA. On notification to the Electricity Supplier that the Metering Point is being disconnected, the Electricity Supplier may request that the Metering Equipment Manager removes the Metering Asset. Where the Distribution Network Operator is responsible for removing the Metering Asset, they shall inform the Metering Equipment Manager and share the final Meter Register Reading to enable the Metering Equipment Manager to issue the required notifications in accordance with the process detailed below.

Electricity MEM (Half Hourly)

~~172.2. Prior to the removal of an electricity Metering Asset a de-energisation shall be carried out in accordance with Paragraph 15.6. If de-energisation is carried out at the same time as the removal of the Metering Asset, the following steps of Paragraph 15.6 must also be carried out (Collection of data by the Data Collector): where Metering Equipment Manager de-energises, steps 15.6.3 to 15.6.5; and where the Distribution Network Operator de-energises (for example, as a result of an emergency), steps 15.6.11 to 15.6.13.~~

~~172.3-16.6.~~ If the Metering Asset cannot be removed at the appointed time, the Metering Equipment Manager / Distribution Network Operator shall liaise with the ~~Energy Supplier~~Electricity Supplier to agree a way forward.

~~Where a Metering Asset is removed the process below will be followed:~~

16.7. The process below shall be followed where the Metering Equipment Manager removes the Metering Asset, for all types of Metering Asset. Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:

<u>Ref</u>	<u>When</u>	<u>Action</u>	<u>From</u>	<u>To</u>	<u>Information Required</u>	<u>Method</u>
<u>16.7.1</u>	<u>As required.</u>	<u>Request Metering Asset removal.</u>	<u>Electricity</u>	<u>MEM</u>	<u>D0142 Request for Installation or Changes to a Metering System</u>	<u>Electronic or other method.</u>

			<u>Supplier</u>		<u>Functionality or the Removal of all Meters</u> <u>or</u> <u>for Prepayment Meters:</u> <ul style="list-style-type: none"> • <u>D0194 for key meters</u> • <u>D0216 for token meters</u> 	<u>as agreed</u>
<u>16.7.2</u>	<u>If request rejected and within 2-WD of 16.7.1.</u>	<u>Reject request for Metering Asset removal.</u>	<u>MEM</u>	<u>Electricity Supplier</u>	<u>D0221 Notification of Failure to Install or Energise Metering System; or</u> <u>D0002 Fault Resolution Report or Request for Decision on Further Action.</u>	<u>Electronic or other method, as agreed</u>
<u>16.7.3</u>	<u>On the date requested or agreed in 16.7.1.</u>	<u>Remove Metering Asset and note final Cumulative Meter Reading, if available and Meter Register Reading(s) as required by the Electricity Supplier.</u> <u>For Advanced Metering Assets, telephone the ADS to confirm collection of HH Metered Data, as required.</u>	<u>MEM</u>		<u>Internal Process</u>	<u>N/A</u>
<u>16.7.4</u>	<u>Following successful</u>	<u>Send Meter Technical Details, final Meter Register Readings and</u>	<u>MEM</u>		<u>In accordance with Paragraph 20.</u>	<u>N/A</u>

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	<u>Metering Asset removal.</u>	<u>Cumulative Register Readings in accordance with Paragraph 20.</u>				
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16.8. The process below shall be followed where the Distribution Network Operator removes the Metering Asset for all types of Metering Asset. Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:

Ref	When	Action	From	To	Information Required	Method
16.8.1	As required, in accordance with the DCUSA.	Remove Metering Asset. Note final Meter Register Reading(s), if available.	DNO		Internal Process.	N/A
16.8.2	For all Metering Assets, within 3WDs of 16.8.1.	Send final Meter Register Reading(s) or notification that readings were not obtainable.	DNO	MEM	D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed.
16.8.3	Following successful Metering Asset removal.	Send Meter Technical Details, final Meter Register Readings and Cumulative Register Readings in accordance with Paragraph 20.	MEM		In accordance with Paragraph 20.	N/A

Commented [SJ58]: OPC-260

Commented [SJ59]: Note on BP009 states that: instances where the LDSO Undertakes Metering activity eg. removes/changes Meter because of Emergency/Theft etc. The existing business process for advising the Metering Service will endure. The Metering Service is responsible for reflecting any changes into the Registration Service, which will then flow on to other participants.

Ref	When	Action	From	To	Information Required	Method
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7.7.1	As required.	Request <u>Metering Asset</u> removal.	<u>Electricity Supplier</u>	MEM; or <u>DNO</u>	<u>Credit Meter</u> D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters. <u>Prepayment Meter</u> D0194 for key meters D0216 for token meters	Electronic or other method, as agreed
7.7.2	If request rejected and within 2 <u>WD</u> of 7.7.1.	Reject request for <u>Metering Asset</u> removal and restart process if required.	MEM; or <u>DNO</u>	<u>Electricity Supplier</u>	P0211 Site Visit Rejection.	Electronic or other method, as agreed
7.7.3	On the date requested or agreed in 7.7.1 or as the <u>MEM</u> / <u>DNO</u> sees necessary.	Remove <u>Metering Asset</u> and note final meter register reading.	MEM; or <u>DNO</u>	-	Internal process	Internal Process
7.7.4	Within 5 <u>WD</u> of removing <u>Metering Asset</u> or of receiving notification from the <u>DNO</u> that a <u>Metering Asset</u> was disconnected.	Liaise with <u>DNO</u> to recover meter if necessary.	MEM	<u>DNO</u>	D0268 Half Hourly Meter Technical Details ³⁴ . Or for Supplier-Serviced Metering Systems:- D0150 Non Half-hourly Meter Technical Details. Location of Assets and	Electronic or other method, as agreed

					arrangements for delivery/ collection.	
					-	
7.7.5	At the same time as 7.7.4.	Send <u>Meter Technical Details</u> and notification that the <u>Metering Asset</u> has been removed.	<u>MEM</u>	<u>Electricity Supplier</u> , <u>HHDC</u> , <u>DNO</u>	<u>D0268 Half Hourly Meter Technical Details</u> ³⁴ . - Or for Supplier-Serviced Metering Systems and to <u>Electricity Supplier / DNO</u> only: <u>D0150 Non Half hourly Meter Technical Details</u> . If site is <u>Complex Site</u> , send <u>Complex Site Supplementary Information Form</u> (see Appendix 2).	Electronic or other method, as agreed
7.7.6	At the same time as 7.7.4.	Send final meter register reading or notification that meter register reading is not obtainable.	<u>DNO</u> (if applicable) - <u>MEM</u>	<u>MEM</u> - - <u>HHDC</u>	<u>D0139 Confirmation or Rejection of Energisation Status Change</u> . - For HHDC-serviced Metering	Electronic or other method, as agreed

				-	Systems only: D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.	
7.7.7	At the same time as 7.7.4.	Send the relevant meter information changes.	<u>MEM</u>	<u>ERDA</u>	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed
7.7.8	Immediately following 7.7.7 or 7.7.9.	Perform validation checks and send response. - If response is 'Accepted', end process, otherwise proceed to 7.7.9.	<u>ERDA</u>	<u>MEM</u> <u>Electricity Supplier</u>	D0312 Notification of Meter Information to MPAS with MOP Flow Response Code populated.	Electronic or other method, as agreed
7.7.9	Within 5WDs of 7.7.8.	Where the rejection is of a type the <u>MEM</u> can resolve without involving other industry parties, send a corrected D0312 . If the <u>MEM</u> needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.	<u>MEM</u>	<u>ERDA</u>	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed

		Proceed to 7.7.8.				
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~~³⁴The MTD, in the form of the D0268 flow, is to be sent under all circumstances, even if no Metering System is present on site, unless the MEM 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 Switch /Change of Agent scenarios on 'New Connections' (if no D0215 'Provision of Site Technical Details' flows had been received by Metering Equipment Managers from Distribution Network Operators) 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).~~

Electricity MEM (Non Half Hourly)

~~172.4. Prior to the removal of an electricity Metering Asset a de-energisation shall be carried out in accordance with Paragraph 15.8. If de-energisation is carried out at the same time as the removal of the Metering Asset, only the flows referenced in Paragraph 7.9 need to be sent.~~

~~172.5. Where a Metering Asset is removed the process below will be followed:~~

Ref	When	Action	From	To	Information Required	Method
7.9.1	As required.	Request <u>Metering Asset</u> removal.	<u>Electricity Supplier</u>	<u>MEM</u> ; or <u>DNO</u>	<u>Credit Meter</u> <u>D0142</u> Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters ²⁵ . <u>Prepayment Meter</u> <u>D0194</u> for key meters <u>D0216</u> for token meters	Electronic or other method, as agreed
7.9.2	If request rejected and within 5 <u>WD</u> of 7.9.1.	Reject request for <u>Metering Asset</u> removal and restart process if required.	<u>MEM</u> ; or <u>DNO</u>	<u>Electricity Supplier</u>	<u>P0211</u> Site Visit Rejection.	Electronic or other method, as agreed
7.9.3	On the date requested or agreed in 7.9.1 or as the <u>MEM</u> sees necessary.	Remove <u>Metering Asset</u> and note final meter register reading	<u>MEM</u> ; or <u>DNO</u>	-	Internal process	Internal Process
7.9.4	Within 10 <u>WD</u> of removing <u>Metering Asset</u> or of receiving notification from the <u>DNO</u> that a <u>Metering Asset</u> was disconnected.	Liaise with <u>DNO</u> to recover meter if necessary.	<u>MEM</u>	<u>DNO</u>	Location of Assets and arrangements for delivery/ collection. -	Electronic or other method, as agreed

7.9.5	At the same time as 7.9.4.	Send Meter Technical Details and notification that the Metering Asset has been removed. ³⁵	MEM	Electricity Supplier, NHHDC, DNO	D0150 Non Half-hourly Meter Technical Details. -	Electronic or other method, as agreed
7.9.6	At the same time as 7.9.4.	Send final meter register reading or notification that meter register reading is not obtainable ³⁴ .	DNO (if applicable) - MEM	MEM - - NHHDC, Electricity 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
7.9.7	At the same time as 7.9.4.	Send notification of Metering Asset removal.	MEM	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed / removed by the MOP to the MAP.	Electronic or other method, as agreed
7.9.8	Within 10 WDs of removing the Metering Asset or of receiving notification from the DNO that a Metering Asset was disconnected.	Send the relevant meter information changes.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed

7.9.9	Immediately following 7.9.8 or 7.9.10.	Perform validation checks and send response. If response is 'Accepted', proceed to 7.9.11, otherwise proceed to 7.9.10.	<u>ERDA</u>	<u>MEM</u> <u>Electricity Supplier</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> with MOP Flow Response Code populated.	Electronic or other method, as agreed
7.9.10	Within <u>5</u> <u>WDs</u> of 7.9.9.	Where the rejection is of a type the <u>MEM</u> can resolve without involving other industry parties, send a corrected <u>D0312</u> . If the <u>MEM</u> needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 7.9.9.	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> .	Electronic or other method, as agreed
7.9.11	If required and no valid meter register reading received within <u>10</u> <u>WDs</u> of the removal.	Request final meter register reading.	<u>NHHDC</u>	<u>MEM</u> <u>Electricity Supplier</u>	-	Electronic or other method, as agreed
7.9.12	Within <u>10</u> <u>WDs</u> of 7.9.11.	Send final meter register reading.	<u>MEM</u> <u>Electricity Supplier</u>	<u>NHHDC</u>	<u>D0010</u> Meter Readings	Electronic or other method, as agreed

~~³⁵ Where the Metering Asset has been removed by the Distribution Network Operator, the Distribution Network Operator shall provide the notification and final meter register reading to the Metering Equipment Manager, and the Metering Equipment Manager shall provide this information to the Electricity Supplier and the NHHDC.~~

~~173.17 Metering Asset Exchange or /Reposition /Reconfiguration~~

Commented [SJ60]: Amended title for clarity to address comment CD-1123

~~173.17.1. This process covers scenarios where the same Metering Equipment Manager installs and removes the Metering Asset and there is no associated change of Metering Equipment Manager. Metering Asset exchange due to a change of Metering Equipment Manager is covered elsewhere.~~

Commented [SJ61]: Sentence removed as section has been deleted for electricity - amended to address consultation comment

~~173.2. The process to reposition a gas Metering Asset should be interpreted to be a disconnection and subsequent reconnection of Metering Asset, triggering a flow of information under the Connection and Disconnection Regulations. Where the details of the installation are already known (i.e. it's the same meter going back in) it is sufficient to send only the information which is not already known or has changed as a result of the repositioning.~~

~~17.2. Prior to the replacement of an electricity Metering Asset, a de-energisation shall be carried out in accordance with Paragraph 4215.~~

Commented [SJ62]: Design query raised as BP009 simply refers to the BP008 change of energisation status without clarifying how the processes interact - DIN 087

~~17.3. Where the Metering Asset is removed, recovery of the Half Hourly Metered Data should be undertaken as per the contractual agreement between the Electricity Supplier and the Appointed Data Service / Metering Equipment Manager and shared via a bilaterally agreed mechanism.~~

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Commented [SJ63]: Reflects the note in BP009.

Commented [SJ64]: Added the word 'bilaterally' to address comment CD-0559

~~173.3.~~

~~173.4.17.4.~~ If the [Metering Asset](#) cannot be exchanged ~~or~~, reconfigured ~~or replaced~~ at the appointed time, the [Metering Equipment Manager](#) shall liaise with the ~~Energy Supplier~~[Electricity Supplier](#) to agree the way forward.

~~Electricity MEM (Half Hourly)~~

~~17.5.~~ The process below shall be followed where the Metering Asset is replaced or reconfigured for all types of Metering Asset. Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:

~~173.5.~~ Where a [Metering Asset](#) is reconfigured or replaced the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
<u>For HHDC Serviced Metering Asset</u>						
<u>8-617.5.1</u>	As required.	Request <u>Metering Asset replacement-exchange or reconfiguration.</u>	<u>Electricity Supplier</u>	<u>MEM</u>	<p><u>Credit Meter</u></p> <p><u>D0142</u> Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters.</p> <p><u>Or</u></p> <p><u>for Prepayment Meter</u></p> <ul style="list-style-type: none"> • <u>D0194</u> for key meters • <u>D0216</u> for token meters 	Electronic or other method, as agreed
<u>8-617.5.2</u>	If request rejected and within 2 <u>WDs</u> of <u>17.58-6.1</u> .	Reject request for <u>Metering Asset removal-exchange or reconfiguration.</u>	<u>MEM</u>	<u>Electricity Supplier</u>	<p><u>D0221 Notification of Failure to Install or Energise Metering System; or</u></p> <p><u>D0002 Fault Resolution Report or Request for Decision on Further Action</u></p> <p><u>P0211 Site Visit Rejection including reason for rejection</u></p>	<p><u>Electronic or other method, as agreed</u></p> <p><u>Electronic or other method, as agreed</u></p>

<p>8-6.17.5.3</p>	<p>On the date requested or agreed in <u>17.5.1.#</u> request accepted and within <u>3 WD</u> of <u>8-6.1</u> and before data collection date or as the <u>MEM</u> sees necessary³⁹.</p>	<p>Note initial Meter Register Reading and Cumulative Register Reading for the new Metering Asset.</p> <p>Note final Meter Register Reading and Cumulative Meter Reading for the removed Metering Asset, if available and required by the Electricity Supplier.</p> <p>For Advanced Metering Assets, telephone the ADS to confirm collection of HH Metered Data, as required.</p> <p>Exchange or reconfigure Metering Asset</p> <p>Agree with HHDC to collect final HH Metered Data</p>	<p><u>MEM</u></p>	<p><u>HHDC</u></p>	<p>D0005 <u>Instruction on Action/</u>Internal Process</p>	<p>Electronic or other method, as agreed <u>N/A</u></p>
<p><u>17.5.4</u></p>	<p>Following successful Metering Asset exchange / reconfiguration.</p>	<p>Send Meter Technical Details, initial and final Meter Register Readings and Cumulative Register Readings in accordance with <u>Paragraph 20.</u></p>	<p><u>MEM</u></p>		<p>In accordance with Paragraph <u>20.</u></p>	<p><u>N/A</u></p>
<p><u>17.5.5</u></p>	<p>For new</p>	<p>Prove Metering Asset.</p>	<p><u>MEM</u></p>	<p><u>ADS</u></p>	<p>Refer to Paragraph <u>29.</u></p>	<p><u>N/A</u></p>

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	<u>Advanced Metering Assets</u>					
<u>17.5.6</u>	<u>Following 17.5.3, where the replacement includes Measurement Transformers.</u>	<u>Commission Metering Asset in accordance with appropriate BSC Metering Code(s) of Practice.</u>	<u>MEM / DNO</u>		<u>Refer to Paragraph 15.6 and 15.7.</u>	<u>N/A</u>
<u>8.6.4</u>	<u>On the date and time agreed on 8.6.3.</u>	<u>Collect final HH Metered Data</u>	<u>HHDC</u>	-	-	<u>Internal Process</u>
<u>8.6.5</u>	<u>Immediately following 8.6.4.</u>	<u>Confirm final HH Metered Data</u>	<u>HHDC</u>	<u>MEM</u>	<u>The MEM will telephone the HHDC when the MEM is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the MEM</u>	<u>Telephone</u>
<u>8.6.6</u>	<u>Immediately following 8.6.5.</u>	<u>Note final meter register reading, if available</u> <u>If final HH Metered Data was not uploaded by the HHDC, download final HH Metered Data, if</u>	<u>MEM</u>	-	<u>Internal Process</u>	<u>N/A</u>

Commented [SJ65]: Based on text in footnote 40

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		available. Reconfigure Metering Asset or replace and energise Metering Asset ⁴⁰ Note initial meter register reading.				
8.6.7	Within 5 WD of the replacement /reconfiguration of the <u>Metering Asset</u> .	Send final meter register reading for replaced / reconfigured <u>Metering Asset</u> or notification that the meter register reading was not obtainable. - -	<u>MEM</u>	<u>Electricity Supplier</u> <u>HHDC</u> <u>DNO</u> - -	<u>D0010 Meter Readings</u> or <u>D0002 Fault Resolution Report</u> or <u>Request for Decision on Further Action</u> .	Electronic or other method, as agreed
8.6.8	Within 5 WD of the replacement /reconfiguration of the <u>Metering Asset</u> .	Send initial meter register reading for replacement <u>Metering Asset</u> /new configuration.	<u>MEM</u>	<u>HHDC</u> - -	<u>D0010 Meter Readings</u> -	Electronic or other method, as agreed
8.6.9	Within 5 WD of the replacement /reconfiguration of the <u>Metering Asset</u> .	Send <u>Meter Technical Details</u> for replacement <u>Metering Asset</u> /new configuration. -	<u>MEM</u>	<u>Electricity Supplier</u> <u>HHDC</u> <u>DNO</u>	<u>D0268 Half Hourly Meter Technical Details</u> If site is <u>Complex Site</u> , send <u>Complex Site</u>	Electronic or other method, as agreed

				-	Supplementary Information Form (see Appendix 2).	
8.6.10	At the same time as 8.6.7.	Send the relevant meter information changes.	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> .	Electronic or other method, as agreed
8.6.11	Immediately following 8.4.10 or 8.6.12.	Perform validation checks and send response. If <u>D0312</u> response is 'Accepted' proceed to 8.6.13, otherwise proceed to 8.6.12.	<u>ERDA</u>	<u>MEM</u> <u>Electricity Supplier</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> with MOP Flow Response Code populated.	Electronic or other method, as agreed
8.6.12	Within 5 <u>WDS</u> of 8.6.11.	Where the rejection is of a type the <u>MEM</u> can resolve without involving other industry parties, send a corrected <u>D0312</u> . If the <u>MEM</u> needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 8.6.11.	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> .	Electronic or other method, as agreed
8.6.13	In accordance with Paragraph 20.	Prove <u>Metering Asset</u> .	<u>MEM</u>	<u>HHDC</u>	Refer to Paragraph 20.	Not Defined

For Supplier Serviced Metering Asset (when MEM replaces the meter)						
8.6.14	As required.	Request <u>Metering Asset</u> replacement.	<u>Electricity Supplier</u>	<u>MEM</u> ⁴¹ -	<u>Credit Meter</u> D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters. <u>Prepayment Meter</u> D0194 for key meters D0216 for token meters	Electronic or other method, as agreed
8.6.15	If request rejected and within 5 <u>WD</u> of 8.6.14.	Reject request for <u>Metering Asset</u> replacement and restart process if required.	<u>MEM</u> -	<u>Electricity Supplier</u>	P0211 Site Visit Rejection including reason for rejection	Electronic or other method, as agreed
8.6.16	On replacement.	Contact <u>Electricity Supplier</u> to retrieve final Half Hourly and cumulative readings remotely. Replace meter.	<u>MEM</u>	-	Internal Process	N/A

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		Contact <u>Electricity Supplier</u> to retrieve initial cumulative reading remotely.				
8.6.17	On replacement.	Take final readings from meter, configure replacement meter (as required) and take initial readings.	<u>Electricity Supplier</u>	-	Internal Process	N/A
8.6.18	If Time-of-Use registers configured remotely and in time to allow the <u>MEM</u> to distribute <u>Meter Technical Details</u> within 10 <u>WD</u> of 8.6.16.	Send meter configuration details. The <u>Electricity Supplier</u> will ensure that only the latest version of the configuration for the day is sent to the <u>MEM</u> . If the <u>Electricity Supplier</u> 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 shall be mapped to the total Import register.	<u>Electricity Supplier</u>	<u>MEM</u>	<u>D0367 Smart Meter Configuration Details</u> (or alternative method, as agreed bilaterally between the <u>Electricity Supplier</u> and <u>MEM</u>).	Electronic or other method, as agreed
8.6.19	Within 10 <u>WD</u> of 8.6.14.	Send <u>Meter Technical Details</u> for replacement meter and notify removal of old meter. -	<u>MEM</u>	<u>Electricity Supplier</u> <u>DNO</u> -	<u>D0150 Non Half-hourly Meter Technical Details</u> <u>D0149 Notification of Mapping Details</u> .	Electronic or other method, as agreed

8.6.20	At the same time as 8.6.19.	Send the relevant meter information.	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> .	Electronic or other method as agreed.
8.6.21	Immediately following 8.6.19 or 8.6.22.	Perform validation checks and send response <u>D0312</u> . If <u>D0312</u> response is "Accepted", proceed to 8.6.23, otherwise proceed to 8.6.22.	<u>ERDA</u>	<u>MEM</u> <u>Electricity Supplier</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> with MOP Flow Response Code populated.	Electronic or other method as agreed.
8.6.22	Within 5 <u>WDs</u> of 8.6.21.	Where the rejection is of a type the <u>MEM</u> can resolve without involving other industry parties, send a corrected <u>D0312</u> . If the <u>MEM</u> needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 8.6.21.	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> .	Electronic or other method as agreed.
8.6.23	Within 10 <u>WDs</u> of 8.6.14.	Send notification of removal of old meter.	<u>MEM</u>	<u>MAP</u> of removed meter	<u>D0303</u> Notification of Meter Operator, -- Supplier and <u>Metering Assets</u> installed/removed by the MOP to	Electronic or other method, as agreed

					the <u>MAP</u>	
For <u>Supplier Serviced Metering Asset</u> (when <u>Electricity Supplier</u> reconfigures the meter)						
8.6.24	If Time of Use registers configured remotely.	Send meter configuration details. The <u>Electricity Supplier</u> will ensure that only the latest version of the configuration for the day is sent to the <u>MEM</u>. If the Time of Use registers are not configured to a valid Standard Settlement Configuration (as defined in MDD), the <u>Electricity Supplier</u> will notify a single rate Standard Settlement Configuration.	<u>Electricity Supplier</u>	<u>MEM</u>	<u>D0367 Smart Meter Configuration Details</u> (or alternative method, as agreed bilaterally between the <u>Electricity Supplier</u> and <u>MEM</u>).	Electronic or other method, as agreed
8.6.25	Within 10 <u>WD</u> of 8.6.19.	Send <u>Meter Technical Details</u> for replacement meter. -	<u>MEM</u>	<u>Electricity Supplier</u> <u>DNO</u> -	<u>D0150 Non Half-hourly Meter Technical Details</u> <u>D0149 Notification of Mapping Details</u>	Electronic or other method, as agreed

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³⁹~~The need to replace or reconfigure the Metering Asset could also be from BSC Metering Code of Practice 4 requirements, Ofgem or Consumer driven.~~

~~40- If replacement includes measurement transformers, commission in accordance with BSC Metering Code of Practice 4 and proceed as per Paragraph 6.7 or 6.8.~~

~~41- For Supplier-Serviced Metering Systems, the Electricity Supplier shall Appoint a NHH MEM.~~

DNO Replaces ~~Half Hourly~~ Metering Asset for safety reasons

17.6. The process below shall be followed where the Distribution Network Operator removes the Metering Asset for safety reasons for all types of Metering Asset. Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:

Ref	When	Action	From	To	Information Required	Method
17.68-7.1	As required.	Send request to replace <u>Metering Asset</u> .	<u>Electricity Supplier</u>	<u>DNO</u>	Request site visit.	Electronic or other method, as agreed.
17.68-7.2	If request rejected, as soon as possible after 8-717.6.1 .	Send notification of rejection including the reason why the request has been rejected.	<u>DNO</u>	<u>Electricity Supplier</u>	<u>D0221 Notification of Failure to Install or Energise Metering System; or</u> <u>D0002 Fault Resolution Report or Request for Decision on Further Action</u> <u>P0211 Site Visit Rejection.</u> <u>(Go to 5.6.1 if required)</u>	Electronic or other method, as agreed.
8-717.6.3	On the date requested or agreed in 8-717.6.1 or as the <u>DNO</u> sees necessary.	Note final m Meter <u>R</u> egister <u>R</u> eading, if available. Replace and energise <u>Metering</u>	<u>DNO</u>		Internal Process.	N/A

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		Asset ⁴⁰				
		Note initial M meter R register R reading.				
8-717.6.4	For all Metering Assets, within 35 WD of 8.7.3.	Send final m Meter r Register R reading or notification that M meter R register R reading not obtainable. Send initial m Meter R register R reading and Meter Technical Details for replacement Metering Asset .	DNO ⁴²	MEM	For all Metering Assets <ul style="list-style-type: none"> D0010 Meter Readings; or D0002 Fault Resolution Report or Request for Decision on Further Action. and For Advanced Metering Assets <ul style="list-style-type: none"> D0268 Half HourlyAdvanced Meter Technical Details. If site is Complex Site , send Complex Site Supplementary Information Form (see Appendix 2).	Electronic or other method, as agreed.

Commented [SJ66]: Added for clarity to address consultation comment CD-1127

Commented [SJ67]: Updated to D0268 and D0150 flow name as agreed via MSAG under consequential change to DTN flows

					<p>or</p> <p><u>For Traditional Metering Assets</u></p> <ul style="list-style-type: none"> • <u>D0149 Notification of Mapping Details</u> • <u>D0150 Traditional Meter Technical Details. D0010, Meter Readings.</u> 	
<u>17.6.5</u>	<u>Following successful Metering Asset exchange.</u>	<u>Send Meter Technical Details, initial and final Meter Register Readings and Cumulative Register Readings in accordance with Paragraph 20.</u>	<u>MEM</u>		<u>In accordance with Paragraph 20.</u>	<u>N/A</u>
<u>8.7.5</u>	<u>Within 5 WD of 8.7.4.</u>	<u>Send final meter register reading or notification that meter register reading not obtainable.</u>	<u>MEM</u>	<u>HHDC</u>	<u>D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.</u>	<u>Electronic or other method, as agreed.</u>
<u>8.7.6</u>	<u>At the same time as 8.7.5.</u>	<u>Send initial meter register reading for replacement Metering Asset.</u> <u>Send Meter Technical Details for replacement Metering Asset.</u>	<u>MEM</u>	<u>Electricity Supplier</u> <u>HHDC</u>	<u>D0268 Half Hourly Meter Technical Details.</u> <u>If site is Complex Site, send Complex Site Supplementary Information Form (see Appendix 2).</u>	<u>Electronic or other method, as agreed.</u>

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8.7.7	At the same time as 8.7.5.	Send the relevant meter information changes.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method as agreed.
8.7.8	Immediately following 8.7.7 or 8.7.9.	Perform validation checks and send response. If response is "Accepted" proceed to 8.7.10, otherwise proceed to 8.7.9.	ERDA	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed.
8.7.9	Within 5 WDs of 8.7.8.	Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected D0312 . If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 8.7.8.	MEM	ERDA	D0312 Notification of Meter Information to MPAS.	Electronic or other method, as agreed.
8.7.10	In accordance with Paragraph 20.	Prove Metering Asset .	MEM	HHDC	Refer to Paragraph 20.	Electronic or other method, as agreed.

⁴²Since the ~~DNO~~ is operating as part of an Urgent Metering Service, he shall interface with the ~~MEM~~ who shall be responsible for notifying the ~~Electricity Supplier~~ and the ~~HHDC~~ of the action taken.

Electricity ~~MEM~~ (Non Half Hourly)

173.6. ~~Where a Metering Asset is reconfigured or replaced the process below will be followed:~~

Ref	When	Action	From	To	Information Required	Method
For all Non Half Hourly meters other than <u>Smart Metering System</u> (and or <u>Smart Metering Systems</u> locally configured by the <u>MEM</u> , other than as part of a meter replacement						
8.8.1	As required and at least 10 <u>WDs</u> before 8.8.3. ¹⁵	Request <u>Metering Asset</u> replacement of reconfiguration.	<u>Electricity Supplier</u>	<u>MEM</u> -	<u>Credit Meter</u> <u>D0142</u> Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters. <u>Prepayment Meter</u> <u>D0194</u> for key meters <u>D0216</u> for token meters	Electronic or other method, as agreed
8.8.2	If request rejected and within 5 <u>WD</u> of 8.8.1.	Reject request for <u>Metering Asset</u> removal and restart process if required.	<u>MEM</u> -	<u>Electricity Supplier</u>	P0211 Site Visit Rejection including reason for rejection	Electronic or other method, as agreed
8.8.3	On the date and time requested in 8.8.1 or as the <u>MEM</u> sees necessary ³⁸ .	Note final meter register reading, if available. Reconfigure <u>Metering Asset</u> or replace and energise <u>Metering</u>	<u>MEM</u>	-	Internal Process	N/A

		<u>Asset.</u> Note initial meter register reading.				
8.8.4	Within 10 <u>WD</u> of the replacement / reconfiguration of the <u>Metering Asset</u> .	Send final meter register reading for replaced / reconfigured <u>Metering Asset</u> or notification that the meter register reading was not obtainable.	<u>MEM</u>	<u>NHHDC</u> - -	<u>D0010</u> Meter Readings or <u>D0002</u> Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed
8.8.5	Within 10 <u>WD</u> of the replacement / reconfiguration of the <u>Metering Asset</u> .	Send initial meter register reading for replacement <u>Metering Asset</u> /new configuration.	<u>MEM</u>	<u>NHHDC</u> -	<u>D0010</u> Meter Readings -	Electronic or other method, as agreed
8.8.6	Within 10 <u>WD</u> of the replacement / reconfiguration of the <u>Metering Asset</u> .	Send <u>Meter Technical Details</u> for replacement <u>Metering Asset</u> /new configuration ²⁶ . -	<u>MEM</u>	<u>Electricity Supplier</u> <u>NHHDC</u> <u>DNO</u> -	<u>D0149</u> Notification of Mapping Details <u>D0150</u> Non Half Hourly Meter Technical Details. <u>D0313</u> Auxiliary Meter Technical Details ²⁶	Electronic or other method, as agreed
8.8.7	Within 10 <u>WD</u> of the replacement / reconfiguration of the <u>Metering Asset</u> .	Send notification of removal of old meter. -	<u>MEM</u>	<u>MAP</u> (removed meter)	<u>D0303</u> Notification of Meter Operator, Supplier and <u>Metering Assets</u> installed/removed by the MOP to the <u>MAP</u> .	Electronic or other method, as agreed

8.8.8	Within 10 <u>WD</u> of the replacement / reconfiguration of the <u>Metering Asset</u> .	Send notification of installation of new meter. -	<u>MEM</u>	<u>MAP</u> (installed meter)	<u>D0303</u> Notification of Meter Operator, Supplier and <u>Metering Assets</u> installed/removed by the MOP to the <u>MAP</u> .	Electronic or other method, as agreed
8.8.9	Within 10 <u>WD</u> of the replacement / reconfiguration of the <u>Metering Asset</u> .	Send the relevant meter information changes.	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> .	Electronic or other method, as agreed
8.8.10	Immediately following 8.8.9 or 8.8.11.	Perform validation checks and send response. If <u>D0312</u> response is 'Accepted' proceed to 8.8.12, otherwise proceed to 8.8.11.	<u>ERDA</u>	<u>MEM</u> <u>Electricity Supplier</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> .	Electronic or other method, as agreed
8.8.11	Within 5 <u>WDs</u> of 8.8.10.	Where the rejection is of a type the <u>MEM</u> can resolve without involving other industry parties, send a corrected <u>D0312</u> . If the <u>MEM</u> needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 8.8.10.	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> .	Electronic or other method, as agreed
8.8.12	If no valid meter register reading(s)	Request initial and / or final meter register reading.	<u>NHHDC</u>	<u>MEM</u>	-	Post / Fax / Email

	received 10 WDs of the replacement / reconfiguration and initial and / or final reading required.			<u>Electricity Supplier</u>		
8.8.13	Within 10 WDs of 8.8.9.	Send initial and / or final meter register reading.	<u>MEM / Electricity Supplier</u>	<u>NHHDC</u>	<u>D0010</u> Meter Readings	Electronic or other method, as agreed
When <u>Electricity Supplier</u> configures a <u>Smart Metering System</u> (other than as part of a meter installation of meter replacement)						
8.8.14	As required	Take final readings for the old configuration. Reconfigure the <u>Smart Metering System</u> . Take initial readings for the new configuration.	<u>Electricity Supplier</u>	- -	Internal process	N/A
8.8.15	In time to allow the <u>MEM</u> to distribute <u>Meter Technical Details</u> within 10 WDs of 8.8.14.	Send <u>Smart Metering System</u> configuration details. The <u>Electricity Supplier</u> will ensure that only the latest version of the configuration for the day is sent to the <u>MEM</u> .	<u>Electricity Supplier</u> -	<u>MEM</u>	<u>D0367</u> Smart Meter Configuration Details (or alternative method, as agreed bilaterally between the <u>Electricity Supplier</u> and <u>MEM</u>).	Electronic or other method, as agreed
8.8.16	Within 10 WD of reconfiguration.	Send final reading(s) for old configuration and initial reading(s) for new configuration.	<u>Electricity Supplier</u>	<u>NHHDC</u>	<u>D0010</u> Meter Readings	Electronic or other method, as agreed

8.8.17	Within 10 WD of reconfiguration.	Send Meter Technical Details for new configuration.	MEM	NHHDC Electricity Supplier DNO	D0150 Non-Half-hourly Meter Technical Details. D0149 Notification of Mapping Details.	Electronic or other method, as agreed
When MEM installs a Smart Metering System as a replacement for either a non-smart or Smart Metering System						
8.8.18	As required and at least 10WDs before 8.8.20.	Send request to replace Metering Asset.	Electricity Supplier	MEM	Credit Meter D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters. Prepayment Meter D0194 for key meters D0216 for token meters	Electronic or other method, as agreed
8.8.19	If request rejected and within 5 WD of 8.8.18.	Reject request for Metering Asset replacement and restart process if required.	MEM	Electricity Supplier	P0211 Site Visit Rejection including reason for rejection	Electronic or other method, as agreed
8.8.20	On the date and time requested in 8.8.18.	Take final reading(s) if replaced meter is not smart. If replaced meter is smart, take final reading(s) as agreed with	MEM	-	Internal Process	N/A

		<p>Electricity Supplier or contact Electricity Supplier to retrieve reading(s) remotely.</p> <p>Replace Metering Asset.</p> <p>Take initial meter register reading(s) as agreed with Electricity Supplier or contact Electricity Supplier to retrieve reading(s) remotely.</p>				
8-8-21	<p>Optionally, by arrangement with Electricity Supplier, and in timescales agreed with Electricity Supplier.</p>	<p>Send final/initial meter register reading(s) (readings will be sent as a contingency against delays in the Electricity 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).</p>	<p>MEM</p>	<p>Electricity Supplier</p> <p>-</p>	<p>D0010 Meter Readings</p>	<p>Electronic or other method, as agreed</p>
8-8-22	<p>As required.</p>	<p>Take final reading(s) from replaced Smart Metering System; configure replacement meter and take initial readings.</p>	<p>Electricity Supplier</p>	<p>-</p>	<p>Internal process</p>	<p>N/A</p>
8-8-23	<p>If replacement meter configured remotely and in time to allow the MEM to distribute Meter Technical Details within</p>	<p>Send Smart Metering System configuration details.</p> <p>The Electricity Supplier will ensure that only the latest version of the</p>	<p>Electricity Supplier</p>	<p>MEM</p>	<p>D0367 Smart Meter Configuration Details</p> <p>(or alternative method, as agreed bilaterally)</p>	<p>Electronic or other method, as agreed</p>

	10 WD of 8.8.22.	configuration for the day is sent to the MEM.			between the Electricity Supplier and MEM)	
8.8.24	Within 10 WD of reconfiguration.	Send final and initial meter register reading(s) (as remotely collected by the Electricity Supplier unless any readings provided by the MEM are required as a 'backstop').	Electricity Supplier	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed
8.8.25	Within 10 WD of reconfiguration.	Send Meter Technical Details for new meter and notification of removal of old meter.	MEM	NHHDC Electricity Supplier DNO	D0150 Non Half-hourly Meter Technical Details. D0149 Notification of Mapping Details.	Electronic or other method, as agreed
8.8.26	Within 10 WD of reconfiguration.	Send notification of removal of old meter.	MEM	MAP (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
8.8.27	Within 10 WD of reconfiguration.	Send notification of installation of new meter.	MEM	MAP (installed meter)	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
8.8.28	Within 10 WD of reconfiguration.	Send relevant meter information changes.	MEM	ERDA	D0312 Notification of Meter Information to	Electronic or other

					<u>MPAS</u> .	method, as agreed
8.8.29	Immediately following 8.8.28 or 8.8.30.	Perform validation checks and send response. If <u>D0312</u> response is 'Accepted' proceed to 8.8.31, otherwise proceed to 8.8.30.	<u>ERDA</u>	<u>MEM</u> <u>Electricity Supplier</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> with MOP Flow Response Code populated.	Electronic or other method, as agreed
8.8.30	Within 5 <u>WDs</u> of 8.8.29.	Where the rejection is of a type the <u>MEM</u> can resolve without involving other industry parties, send a corrected <u>D0312</u> . If the <u>MEM</u> needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 8.8.29.	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> .	Electronic or other method, as agreed
<u>Following reconfiguration or replacement of a Smart Metering System</u>						
8.8.31	If no valid meter register reading(s) received 10 <u>WD</u> of the replacement / reconfiguration and initial and / or final reading required.	Request initial and / or final readings. -	<u>NHHDC</u>	<u>Electricity Supplier</u> -	-	Post / Fax / Email
8.8.32	Within 10 <u>WDs</u> of	Send initial and / or final meter	<u>Electricity</u>	<u>NHHDC</u>	<u>D0010</u> Meter Readings	Electronic

	8.8.34.	register reading.	Supplier			or other method, as agreed
8.8.33	Within 10 <u>WDs</u> of 8.8.34.	Send relevant meter information changes.	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> .	Electronic or other method, as agreed
8.8.34	Immediately following 8.8.33 or 5.8.35.	Perform validation checks and send response. If <u>D0312</u> response is 'Accepted' end process, otherwise proceed to 8.8.35.	<u>ERDA</u>	<u>MEM</u> <u>Electricity Supplier</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> with MOP Flow Response Code populated.	Electronic or other method, as agreed
8.8.35	Within 5 <u>WDs</u> of 8.8.34.	Where the rejection is of a type the <u>MEM</u> can resolve without involving other industry parties, send a corrected <u>D0312</u> . If the <u>MEM</u> needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply. Proceed to 8.8.34.	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> .	Electronic or other method, as agreed

DNO Replaces Non Half Hourly Metering Asset for safety reasons / urgent metering services

173.7. ~~Where a Metering Asset is reconfigured or replaced by the Distribution Network Operator, the process below will be followed:~~

Ref	When	Action	From	To	Information Required	Method
8.9.1	As required ⁴³ ,	Send request to reconfigure or replace <u>Metering Asset</u> .	<u>Electricity Supplier</u>	<u>DNO</u>	Request site visit.	Electronic or other method, as agreed.
8.9.2	If request rejected, as soon as possible after 8.9.1.	Send notification of rejection including the reason why the request has been rejected.	<u>DNO</u>	<u>Electricity Supplier</u>	P0211 Site Visit Rejection.	Electronic or other method, as agreed.
8.9.3	On the date requested or agreed in 8.9.1 or as the <u>DNO</u> sees necessary.	Note final meter register reading, if available. Replace and energise <u>Metering Asset</u> ⁴⁰ . Note initial meter register reading.	<u>DNO</u>	-	Internal Process.	N/A
8.9.4	Within 10 <u>WD</u> of 8.9.3.	Send final meter register reading or notification that meter register reading not obtainable. Send initial meter register reading and <u>Meter Technical Details</u> for replacement <u>Metering Asset</u> .	<u>DNO</u> ⁴⁴	<u>MEM</u>	<u>D0010 Meter Readings</u> or <u>D0002 Fault Resolution Report</u> or <u>Request for Decision on Further Action</u> . <u>D0149 Notification of Mapping Details</u> . <u>D0150 Non Half-hourly Meter Technical Details</u> . <u>D0010 Meter Readings</u> .	Electronic or other method, as agreed.

8.9.5	Within <u>10 WD</u> of 8.9.4.	Send final meter register reading or notification that meter register reading not obtainable.	<u>MEM</u>	<u>NHHDC</u>	<u>D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.</u>	Electronic or other method, as agreed.
8.9.6	At the same time as 8.9.5.	Send initial meter register reading for replacement <u>Metering Asset</u> . Send <u>Meter Technical Details</u> for replacement <u>Metering Asset</u> .	<u>MEM</u>	<u>Electricity Supplier</u> <u>NHHDC</u>	<u>D0010 Meter Readings-</u> <u>D0149 Notification of Mapping Details-</u> <u>D0150 Non Half-hourly Meter Technical Details.</u>	Electronic or other method, as agreed.
8.9.7	At the same time as 8.9.5.	Send notification of removal of old meter.	<u>MEM</u>	<u>MAP</u> (removed meter)	<u>D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.</u>	Electronic or other method, as agreed
8.9.8	At the same time as 8.9.5.	Send notification of installation of new meter	<u>MEM</u>	<u>MAP</u> (installed meter)	<u>D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.</u>	Electronic or other method, as agreed
8.9.9	At the same time as 8.9.5.	Send the relevant meter information changes.	<u>MEM</u>	<u>ERDA</u>	<u>D0312 Notification of Meter Information to MPAS.</u>	Electronic or other method as agreed.
8.9.10	Immediately following 8.9.9 or 8.9.11. -	Perform validation checks and send response. If response is "Accepted" end process 8.9.12, otherwise proceed to 8.9.11.	<u>ERDA</u>	<u>MEM</u> <u>Electricity Supplier</u>	<u>D0312 Notification of Meter Information to MPAS.</u>	Electronic or other method, as agreed.

8.9.11	Within 5 WDs of 8.9.10.	<p>Where the rejection is of a type the <u>MEM</u> can resolve without involving other industry parties, send a corrected <u>D0312</u>.</p> <p>If the <u>MEM</u> needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.</p> <p>Proceed to 8.9.10.</p>	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u> .	Electronic or other method, as agreed.
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⁴³ This may be a standing arrangement between the Electricity Supplier and Distribution Network Operator and in practice, steps 8.9.1 and 8.9.2 may not occur.

174.18 Change of Feeder Status (Electricity Only)

174.1.18.1 This process covers communications relating to the energisation or de-energisation of a feeder.

174.2.18.2 In the event that a summation current transformer is being utilised to aggregate two or more feeders onto one Meter Id (Serial No), then the feeder status shall be populated as 'Active' if any one of the feeders is energised.

174.3.18.3 This process shall only be used for multi feeder sites. Where a single feeder is to be energised or de-energised, the processes in

Paragraph ~~21.45~~ shall be used.

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18.4. The process below shall be followed where the energisation status of the feeder is changed for all types of Metering Asset. Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:

Energise Feeder (Half Hourly)

Ref	When	Action	From	To	Interface	Means
18.4.1	As required.	Send request to change feeder status. <u>This request may be sent to the DNO rather than the MEM. Where the DNO changes the feeder status, they shall send Meter Register Readings to the MEM to share with other Market Participants.</u>	Electricity Supplier	MEM ⁹²	<u>Credit Meter</u> D0142 Request for Installation or Changes to a Metering System Functionality or the Removal of all Meters. <u>or</u> <u>for Prepayment Meter</u> <ul style="list-style-type: none"> D0194 for key meters D0216 for token meters 	Electronic or other method, as agreed.
18.4.2	If request rejected and within 2-WD of	Send notification of rejection including the reason why the	MEM	Electricity Supplier	<u>D0221 Notification of Failure to Install or Energise</u>	Electronic or other method,

	168.4.1.	request has been rejected.			<u>Metering System; or</u> <u>D0002 Fault Resolution Report or Request for Decision on Further Action</u> <u>P0211 Site Visit Rejection.</u> (Go to 13.3 <u>18.4.1</u> if required)	as agreed.
186.4.3	On the date requested or agreed in 186.4.1 or as the <u>MEM</u> sees necessary.	Change feeder status. - Note <u>M</u> meter <u>R</u> Register <u>R</u> reading. <u>For Advanced Metering Assets where the feeder is being de-energised, telephone the ADS to confirm collection of HH Metered Data, as required.</u>	<u>MEM</u>		Internal Process	N/A
186.4.4	<u>Following successful change in feeder status</u> Within 5 WD of changing feeder status.	<u>Send Meter Technical Details, Meter Register Readings and Cumulative Register Readings in accordance with Paragraph 20.</u> If requested, send meter register reading.	<u>MEMMEM</u>	<u>HHDC</u> <u>Electricity Supplier</u> <u>HHDC</u>	<u>In accordance with Paragraph 20. D0010 Meter Readings.</u> - <u>D0268 Half Hourly Meter</u>	<u>N/A</u> <u>Electronic or other method, as agreed.</u>

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		- Send <u>Meter Technical Details</u> .		<u>DNO</u>	<u>Technical Details</u> . - If site is <u>Complex Site</u> , send <u>Complex Site Supplementary Information Form (see Appendix 2)</u> .	
186.4.5	<u>For Advanced Metering Assets</u> . In accordance with <u>Paragraph 20</u> .	<u>Prove Metering Asset</u> . <u>Prove Metering Asset</u> if feeder has been energised for the first time.	<u>MEMMEM</u>	<u>ADSHHDC</u>	Refer to <u>Paragraph 27</u> . Refer to <u>Paragraph 20</u> .	N/A <u>Electronic or other method</u> , as agreed.

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⁹² ~~The DNO may perform this role.~~

~~174.4. De-energise Feeder (Half Hourly)~~

Ref	When	Action	From	To	Interface	Means
16.5.1	As required.	Send request to change feeder status.	<u>Electricity Supplier</u>	<u>MEM</u> ⁹⁵	<u>D0142 Request for Installation or Change to a Metering System Functionality or the Removal of All Meters.</u>	Electronic or other method, as agreed.
16.5.2	If request rejected and within <u>2 WD</u> of 16.5.1.	Send notification of rejection including the reason why the request has been rejected.	<u>MEM</u>	<u>Electricity Supplier</u>	<u>P0241 Site Visit Rejection.</u> (Go to 13.4. 1 if required)	Electronic or other method, as agreed.
16.5.3	If request accepted and within <u>3 WD</u> of request and before data collection date or as the <u>MEM</u> sees necessary.	Arrange with HHDC to collect HH Metered Data.	<u>MEM</u>	<u>HHDC.</u>	<u>D0005 Instruction on Action.</u>	Electronic or other method, as agreed.
16.5.4	On date and time agreed in 16.5.3.	Collect Half Hourly Metered Data.	<u>HHDC</u>	-	Internal Process	N/A
16.5.5	Immediately following 16.5.4.	Confirm Half Hourly Metered Data collection.	<u>HHDC</u>	<u>MEM</u>	The <u>MEM</u> will telephone the HHDC when the <u>MEM</u> is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the <u>MEM</u> .	Telephone
16.5.6	Immediately following 16.5.5.	Note meter register reading, if available.	<u>MEM</u>	-	Internal Process	N/A

		- If Half Hourly Metered Data was not uploaded by the HHDC, download Half Hourly Metered Data, if available. - Change feeder status.				
16.5.7	Within 5 <u>WD</u> of changing feeder status.	If requested, send meter register reading or notification that meter register reading not obtainable.	<u>MEM</u>	<u>HHDC</u> - -	<u>D0010 Meter Readings</u> - -	Electronic or other method, as agreed.
16.5.8	Within 5 <u>WD</u> of changing feeder status.	Send <u>Meter Technical Details</u> .	<u>MEM</u> ⁵⁶	<u>Electricity Supplier</u> <u>DNO</u> <u>HHDC</u>	<u>D0268 Half Hourly Meter Technical Details</u> ⁵⁷ - If site is <u>Complex Site</u> , send <u>Complex Site Supplementary Information Form</u> (see <u>Appendix 2</u>).	Electronic or other method, as agreed.

175.19 Fault Resolution (Electricity Only)

175.4.19.1. Upon the [Metering Equipment Manager](#) being notified by any person or discovering that any [Metering Asset](#) for which the [Metering Equipment Manager](#) is ~~responsible~~ ~~Appointed~~ is potentially recording incorrect data, the [Metering Equipment Manager](#) shall investigate and rectify the problem and notify ~~its associated~~ ~~the~~ [Electricity Supplier](#) and ~~its Appointed~~ ~~Data Service Data Collector~~ of the nature of the fault and the date and time at which it was rectified.

175.2.19.2. The [Metering Equipment Manager](#) shall report [Metering Asset](#) faults to ~~its associated~~ ~~the~~ [Electricity Supplier](#) and ~~its Appointed~~ ~~Data Collector~~ [Data Service](#) and advise the [Appointed](#) ~~Data Service~~ ~~Data Collector~~ as to the period covered by the fault and, for half hourly meters, as to how to estimate half hourly consumption correctly.

175.3.19.3. The [Metering Equipment Manager](#) shall separately identify [Metering Asset](#) faults affecting data quality and those not affecting data quality and shall record the date on which each fault was reported and the date on which each fault was cleared. For this purpose, a fault affecting data quality shall be treated as cleared when the relevant [Metering Asset](#) once again records in compliance with the relevant BSC [Metering](#) Code of Practice.

Half Hourly

19.4. The process below shall be followed where a potential fault requires investigation and is applicable to all types of Metering Asset. Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:

Ref	When	Action	From	To	Information Required	Method
18 19.4.1	As appropriate.	Send request to investigate <u>Metering Asset</u> . <u>Any participant, other than the ADS / SDS, wishing to request that the MEM carries out an investigation shall do so via the Electricity Supplier. The D0001 'Request Metering System Investigation' can be used to notify the Electricity Supplier of the fault if appropriate.</u>	Any Participant ⁹⁴	Electricity MEM Supplier	Details of fault.	Electronic or other method, as agreed
18 19.4.2	Within 2- <u>WD</u> of 18 19.4.1 or as required.	Send request to investigate <u>Metering Asset</u> .	<u>Electricity Supplier</u> or/ HHDCADS / SDS	<u>MEM</u>	<u>D0001</u> Request Metering System Investigation.	Electronic or other method, as agreed
19 18.4.3	Within 5- <u>WD</u> of receipt of <u>the D0001, or as the MEM sees necessary</u> . <u>Where the MEM has a contract with the Consumer, this must be</u>	Investigate <u>Metering Asset</u> and- <u>A</u> attempt to resolve fault. - If the resolution involves a site visit, take a m Meter r Register	<u>MEM</u>		Internal Process	<u>N/A</u>

Commented [SJ68]: Based on footnote 94

	<u>taken into account when determining whether it is appropriate for the MEM to investigate inconsistencies.</u>	Reading following resolution of the fault.				
		If <u>the fault is</u> resolved within 5 <u>WD</u> of receipt of <u>the D0001</u> , <u>proceed -go- to 189.34.10, if not proceed to 19.4.4.</u>				
<u>1948.4.4</u>	If fault remains unresolved 5- <u>WD</u> after receipt of <u>D0001</u> .	Send notification that the fault cannot be resolved <u>within 5WD, and send together with</u> a corresponding fault resolution plan (if required) detailing the actions that need to be taken to resolve the fault and the proposed timescales or update on proposed next steps. Request decision on further action if appropriate. <u>The Metering Equipment Manager shall contact and liaise with the Electricity Supplier if appropriate.</u>	<u>MEM</u> ⁹⁵	<u>HHDC or Electricity Supplier or ADS / SDS, as appropriate.</u>	<u>D0005</u> Instruction on Action ⁹⁶ . <u>Or equivalent communication, by other means, with the Supplier.</u> Fault resolution plan (if required). <u>For complex cases where the D0005 is not sufficient, or where requested by the ADS / SDS, further details can be given in the fault resolution plan. In these instances, the sending of the fault resolution</u>	Electronic or other method, as agreed.

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					plan shall be referred to in the D0005. Any other correspondence between the Electricity Supplier, MEM and ADS / SDS which is required to resolve the fault shall be sent in a format and by a method agreed by those participants involved.	
<u>1948.4.5</u>	As soon as possible after <u>19.48.4.4</u> , if appropriate	Send decision on further action.	HHDC or <u>Electricity Supplier or</u> <u>ADS / SDSas</u> appropriate.	<u>MEM</u>	<u>D0005</u> Instruction on Action. Or equivalent communication, by other means, with the <u>Electricity Supplier</u> .	Electronic or other method, as agreed
<u>1948.4.6</u>	Following <u>1948.4.4</u> or 48 <u>19.4.5</u> , if appropriate.	Attempt to resolve fault. - If fault resolved within 15- <u>WD</u> of receipt of <u>D0001</u> , <u>proceed go to 1948.34 10, if not then proceed to 19.4.7.</u>	<u>MEM</u>		Internal P rocess	<u>N/A</u>

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1948 .4.7	If fault remains unresolved within 15 WD of receipt of D0001 .	Notify that the fault remains unresolved.	MEM	HHDC or Electricity Supplier or ADS / SDS	D0005 Instruction on Action. - Or equivalent communication, by other means, with the Electricity Supplier .	Electronic or other method, as agreed
1948 .4.8	As soon as possible following 1948 .4.7.	Progress resolution of outstanding fault.	MEM		As appropriate: D0005 Instruction on Action or f Fault resolution plan	Internal Process
1948 .4.9	If and when appropriate following 1948 .4.8.	Consult and / or update HHDC ADS / SDS , or Electricity Supplier as appropriate, regarding investigation on regular basis (as agreed) until fault resolved.	MEM	HHDC or Electricity Supplier or ADS / SDS	D0005 Instruction on Action. Or equivalent communication, by other means, with the Electricity Supplier .	Electronic or other method, as agreed
1948 .4.10	Within 5WD of resolving fault.	Send fault resolution report and undertake any steps in the process in this Paragraph 48-19 which may be appropriate.	MEM	HHDC or Electricity Supplier or ADS / SDS	D0002 Fault Resolution Report or Request for Decision on Further Action.	Electronic or other method, as agreed

1948.4.11	If appropriate, within 5 WD of 1948.4.10.	Report resolution of fault. <u>Where the Metering Asset investigation was requested by a participant other than the ADS / SDS, the Electricity Supplier shall send the relevant participant the fault resolution report within 5-WD of receiving the D0002 'Fault Resolution Report or Request for Decision on Further Action'. The Electricity Supplier shall use the D0002 for this notification where the participant initially notified the Electricity Supplier of the inconsistency via the D0001 'Request Metering System Investigation'.</u>	<u>Electricity Supplier</u> ⁹⁷	Relevant Participant	As appropriate: <u>D0002</u> Fault Resolution Report or Request for Decision on Further Action. Details of resolution	Electronic or other method, as agreed
<u>For HHDC Serviced Metering Assets</u>						
1948.4.12	If appropriate, at the same time as 1948.4.10.	Send <u>Meter Technical Details</u> if <u>changes or incorrect, together with, Meter Register Readings and Cumulative Register Readings, if changed or corrected required.</u>	<u>MEM</u>	<u>Electricity Supplier</u> <u>HHDC</u> <u>DNO</u>	<u>D0268 Half Hourly Meter Technical Details</u> - <u>If site is Complex Site, send Complex Site</u>	Electronic or other method, as agreed <u>N/A</u>

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					Supplementary Information Form (see Appendix 2). In accordance with Paragraph 20	
19.4.13	In accordance with the timescales in Paragraph 29.	If Meter Technical Details manually intervened or there has been a key field change, provide Metering Asset.	MEM	ADS	In accordance with Paragraph 27.	Electronic or other method, as agreed
18.4.13	If appropriate, within 10 WD of resolving fault.	Send relevant Metering Asset information changes	MEM	ERDA	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed
18.4.14	Immediately, following 18.4.13 or 18.4.15.	Perform validation checks and send response. - If response is accepted, proceed to 18.4.16, otherwise proceed to 18.4.15.	ERDA	MEM Electricity Supplier	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed
18.4.15	Within 5 WD of 18.4.14.	Where the rejection is of a type the MEM can resolve, send a corrected D0312. - If the MEM needs to involve other industry parties to resolve	MEM	ERDA	D0312 Notification of Meter Information to MPAS	Electronic or other method, as agreed

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		the issue, then reasonable endeavours shall apply. -				
		Proceed to 18.4.13.				
18.4.16	In accordance with the timescales in Paragraph 20.	If <u>Meter Technical Details</u> manually intervened or there has been a key field change, provide <u>Metering Asset</u> .	MEM	HHDC	In accordance with Paragraph 20.	Electronic or other method, as agreed
<u>For Supplier Serviced Metering Assets</u>						
18.4.17	If <u>Electricity Supplier</u> reconfigures the Time of Use registers following a fault.	Send <u>Smart Metering System</u> configuration details. - If the Time of Use registers are not configured to a valid Standard Settlement Configuration (as defined in MDD), the <u>Electricity Supplier</u> will notify a single rate Standard Settlement Configuration.	<u>Electricity Supplier</u>	MEM	<u>D0367</u> Smart Meter Configuration Details - (or alternative method, as agreed bilaterally between the <u>Electricity Supplier</u> and MEM).	Electronic or other method, as agreed
18.4.18	Within 10 WDs of 18.4.17.	Send <u>Meter Technical Details</u> .	MEM	<u>Electricity Supplier</u> DNO	<u>D0149</u> Notification of Mapping Details. -	Electronic or other method, as agreed

					D0150 Non Half-hourly Meter Technical Details.	
					Electronic	
18.4.19	If appropriate, within 10 <u>WD</u> of resolving fault.	Send the relevant <u>Metering Asset</u> information changes.	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of Meter Information to <u>MPAS</u>	Electronic or other method, as agreed
18.4.20	Immediately following 18.4.19 or 18.4.21.	Perform validation checks and send response. - If response is accepted, end process, otherwise proceed to 18.4.21	<u>ERDA</u>	<u>MEM</u> <u>Electricity Supplier</u>	<u>D0312</u> Notification of <u>Meter</u> Information to <u>MPAS</u>	Electronic or other method, as agreed
18.4.21	Within 5 <u>WDs</u> of 18.4.20.	When the rejection is of a type the <u>MEM</u> can resolve without involving industry parties, send a corrected <u>D0312</u> . - If the <u>MEM</u> needs to involve other industry parties to resolve the issue, then reasonable endeavours should apply.	<u>MEM</u>	<u>ERDA</u>	<u>D0312</u> Notification of <u>Meter</u> Information to <u>MPAS</u>	Electronic or other method, as agreed

		-				
		Proceed to 18.4.20.				

~~⁹⁴ Any participant other than the HHDC wishing to request that the MEM carries out a Metering System investigation shall do so via the Electricity Supplier. The D0001 'Request Metering System Investigation' can be used to notify the Electricity Supplier of the fault if appropriate.~~

~~⁹⁵ The Metering Equipment Manager shall contact and liaise with the Electricity Supplier if appropriate~~

~~⁹⁶ The D0005 'Instruction on Action' shall always be sent containing the high level points so that an audit trail can be maintained. For complex cases where the D0005 is not sufficient, or where requested by the HHDC, further details can be given in the fault resolution plan. In these instances the sending of the fault resolution plan shall be referred to in the D0005. Any other correspondence between the Electricity Supplier, Metering Equipment Manager and HHDC which is required to resolve the fault shall be sent in a format and by a method agreed by those participants involved.~~

~~⁹⁷ Where the Metering Asset investigation was requested by a participant other than the HHDC, the Electricity Supplier shall send the relevant participant the fault resolution report within 5 WD of receiving the D0002 'Fault Resolution Report or Request for Decision on Further Action'. The Electricity Supplier shall use the D0002 for this notification where the participant initially notified the Electricity Supplier of the inconsistency via the D0001 'Request Metering System Investigation'.~~

~~Non- Half Hourly~~

~~175.4. Where a new installation of a meter intending to be remotely read occurs but the communications are not operating initially, the Meter Type should be set to 'N', and the D0149/D0150 sent. When the communications are installed and operational on the Metering Asset, the Meter Type should be changed to 'RCAMR', 'RCAMY', or 'NCAMR', and the D0149/D0150 and D0313 sent.~~

~~175.5. Where an existing installation of a meter of type 'RCAMR', 'RCAMY', or 'NCAMR' suffers a communications failure then, if the failure is transient, the meter type remains unchanged and the problem resolved through the fault resolution process.~~

Commented [SJ73]: The following clauses were included in the existing schedule to manage exceptions where NHH Advanced Metering Assets were not communicating. Paragraphs removed as there will be no NHH Advanced and the existing process for sending MTDs via the D0150 / 149 will not apply.

~~175.6. Where it is determined that communications have failed and they will not be replaced, or have been completely removed, then the Meter Type should be changed to 'N' and the D0149/D0150 (without D0313) should be sent. The change of Meter Type and absence of D0313 will alert the recipient of the change of meter reading capability of that Metering Asset.~~

~~175.7. The process for Non Half Hourly Metering Assets is as follows:-~~

Ref	When	Action	From	To	Information Required	Method
18.8.1	As appropriate.	Send request to investigate <u>Metering Asset</u> .	Any Participant	<u>Electricity Supplier</u>	-	Electronic or other method, as agreed
18.8.2	Within 2 WD of 18.8.1 or as the <u>Electricity Supplier</u> or NHHDC sees necessary.	Receive notification of inconsistencies, invalid data, faulty metering, invalid <u>Meter Technical Details</u> , or request to investigate suspect metering. - Or receive action following decision in 18.8.6.	<u>Electricity Supplier</u> / <u>NHHDC</u>	<u>MEM</u>	<u>D0001</u> Request Metering System Investigation, or <u>D0005</u> Instruction on Action	Electronic or other method, as agreed
18.8.3	Within 5 <u>WD</u> of receipt 18.8.2 or as the <u>MEM</u> sees necessary ⁹⁸	Investigate <u>Metering Asset</u> . Attempt to resolve fault. - If the resolution involves a site visit take a meter register reading following resolution.	<u>MEM</u>	-	Internal Process	-
18.8.4	If unable to resolve the problem within 5 <u>WD</u> after receipt of	Send request for decision on further action if appropriate.	<u>MEM</u>	<u>Electricity Supplier</u>	<u>D0002</u> Fault Resolution Report or Request for Decision on Further	Electronic or other method, as

	18.8.2				Action-	agreed.
18.8.5	As soon as possible after 18.8.4.	Determine appropriate further action or trigger another relevant process, for example, de-energise a <u>Metering Asset</u> , removal of a <u>Metering Asset</u> or reconfigure or replace <u>Metering Asset</u> (No Change of Measurement Class).	<u>Electricity Supplier</u>	-	Internal Process	-
18.8.6	Immediately following 18.8.5.	Send decision on further action. -	<u>Electricity Supplier</u>	MEM	D0005 Instruction on Action. -	Electronic or other method, as agreed
18.8.7	Within 5 WD of resolving problem.	Send resolution of problem report.	MEM	NHHDC or <u>Electricity Supplier</u> ⁹⁹	D0002 Fault Resolution Report or Request for Decision on Further Action - D0010 Metering Readings (in the resolution involved a site visit).	Electronic or other method, as agreed
18.8.8	Within 10WD of resolving problem.	Send <u>Meter Technical Details</u> if appropriate.	MEM	<u>Electricity Supplier</u> NHHDC or	D0140 Notification of Mapping Details -	Internal Process

				<u>DNO</u> -	<u>D0150 Non Half-hourly Meter Technical Details</u> -	
18.8.9	At the same time as 18.8.8.	Send <u>Meter Technical Details</u> if appropriate.	<u>MEM</u>	<u>Electricity Supplier</u> NHHDC or -	<u>D0313 Auxiliary Meter Technical Details</u> ²⁷	Electronic or other method, as agreed
18.8.10	At the same time as 18.8.8.	Notify <u>MAP</u> of corrections if required.	<u>MEM</u>	<u>MAP</u> -	<u>D0303 Notification of Meter Operators, Supplier and Metering Assets installed / removed by the MOP to the MAP</u>	Electronic or other method, as agreed
18.8.11	If appropriate, within <u>10WD</u> of resolving problem.	Send the relevant meter information changes.	<u>MEM</u>	<u>ERDA</u>	<u>D0213 Notification of Meter Information to MPAS</u>	Electronic or other method, as agreed
18.8.12	Immediately following 18.8.11	Perform validation checks and send response. - If response accepted proceed to 18.8.14, otherwise proceed to 18.8.13.	<u>ERDA</u>	<u>MEM</u> - <u>Electricity Supplier</u>	<u>D0213 Notification of Meter Information to MPAS</u> -	Electronic or other method, as agreed
18.8.13	Within <u>5WDs</u> of 18.8.12.	Where the rejection is of a type the <u>MEM</u> can resolve without involving	<u>MEM</u>	<u>ERDA</u>	<u>D0213 Notification of Meter Information to</u>	Electronic or other

		<p>other industry parties, send a corrected <u>D0312</u>.</p> <p>-</p> <p>If the <u>MEM</u> needs to involve other parties to resolve the issue, then reasonable endeavours shall apply.</p> <p>-</p> <p>Proceed to 18.8.11.</p>			<u>MPAS</u>	method, as agreed
18.8.14	If required and no valid initial meter register reading received 5WDs after problem rectified.	Request initial meter register reading.	<u>NHHDC</u>	<u>MEM</u> <u>Electricity Supplier</u>	-	Post, fax, email
18.8.15	Within 10 <u>WD</u> of 18.8.14.	Send initial meter register reading.	<u>MEM</u> <u>Electricity Supplier</u>	<u>NHHDC</u>	<u>D0010 Meter Readings</u>	Electronic or other method, as agreed

⁹⁸ Where the MEM has a contract with the Consumer, this must be taken into account when determining whether it is appropriate for the MEM to investigate inconsistencies.

⁹⁹ Where the Metering System investigation was requested by another Participant via the Electricity Supplier, the Electricity Supplier shall send the relevant Participant the resolution of problem report.

20 Sharing Information following Meter Works

20.1. Paragraphs 15 to 19 cover a variety of operational metering activities which may result in updates being made to Meter Technical Details. The Metering Equipment Manager is responsible for providing updated Meter Technical Details to the relevant Market Participants in accordance with the process set out below:

Ref	When	Action	From	To	Information Required	Method
20.1.1	Within 3 WDs of the meter works.	Send revised Meter Technical Details, Cumulative Meter Readings and Meter Register Readings or notification that the Meter Register Readings were not obtainable.	MEM	Electricity Supplier ADS / SDS DNO	Advanced Metering Assets <ul style="list-style-type: none"> MHHS IF-041 D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action. D0268 Advanced Meter Technical Details D0383 Notification of Commissioning Information D0384 Notification of Commissioning Status If site is a Complex 	IF-041 issued via DIP interface. Other data issued via electronic or other method, as agreed

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					<p>Site, send Complex Site Supplementary Information Form (see Appendix 2).</p> <p>Smart Metering Assets</p> <ul style="list-style-type: none"> • <u>MHHS IF-041</u> <p>Traditional Metering Assets</p> <ul style="list-style-type: none"> • <u>D0010 Meter Readings or D0002 Fault Resolution Report or Request for Decision on Further Action.</u> • <u>D0149 Notification of Mapping Details.</u> • <u>D0150 Traditional Meter Technical Details.</u> 	
20.1.2	<u>Within 3 WDs of the meter works, where a new Metering Asset has been installed or the existing Metering Asset removed.</u>	<u>Send notification of Metering Asset installation or removal.</u>	<u>MEM</u>	<u>MAP</u>	<u>D0303 Notification of Meter Operator, Supplier and Metering Assets installed / removed by the MOP to the MAP.</u>	<u>Electronic or other method, as agreed.</u>

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20.1.3	<u>Within 3 WDs of the meter works.</u>	<u>Send revised Meter Technical Details.</u>	<u>MEM</u>	<u>SMRS</u>	<u>MHHS IF 005</u>	<u>DIP interface</u>
20.1.4	<u>Following receipt of the notification referenced in 20.1.3 and in accordance with the BSC.</u>	<u>Perform validation checks.</u> <u>If data is accepted, proceed to 20.1.7, otherwise proceed to 20.1.5.</u>	<u>SMRS</u>		<u>Internal Process</u>	<u>N/A</u>
20.1.5	<u>Following 20.1.4 where the data is not accepted.</u>	<u>Send notification that revised Meter Technical Details have been rejected.</u>	<u>SMRS</u>	<u>MEM</u>	<u>MHHS IF 006 rejection</u>	<u>DIP interface</u>
20.1.6	<u>As soon as reasonably practicable following receipt of the notification referenced in 20.1.5.</u>	<u>Manage rejection of revised Metering Asset details.</u> <u>Where the rejection is of a type the MEM can resolve without involving other industry parties, send a corrected MHHS IF 005.</u> <u>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.</u> <u>Restart the process as 20.1.1 or 20.1.3 as required.</u>	<u>MEM</u>		<u>Internal Process</u>	<u>N/A</u>
20.1.7	<u>Following 20.1.4 where the data is accepted.</u>	<u>Update Meter Technical Details and make available to</u>	<u>SMRS</u>	<u>MEM</u>	<u>MHHS IF 006 acceptance</u>	<u>DIP interface</u>

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		<u>other Market Participants.</u>		<u>Electricity Supplier</u> <u>DNO</u> <u>SDS / ADS</u> <u>EES</u>		
<u>20.1.8</u>	<u>Within 60 minutes of receipt of the notification referenced in 20.1.7.</u>	<u>Process notification and manage any exceptions.</u>	<u>MEM</u> <u>Electricity Supplier</u> <u>DNO</u> <u>SDS / ADS</u> <u>EES</u>		<u>Internal Process</u>	<u>N/A</u>
<u>20.1.9</u>	<u>Following receipt of the notifications referenced in 20.1.1 and 20.1.7.</u>	<u>Reconcile MTDs and Meter Register Readings / Cumulative Register Readings and manage any exceptions.</u>	<u>Electricity Supplier</u>		<u>Internal Process</u>	<u>N/A</u>

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47621 Change of Energisation Status ~~(Electricity Only)~~

~~476.1.21.1.~~ This process covers communications relating to the energisation of ~~fr~~ de-energisation of ~~a HHan electricity~~ Metering Asset.

~~476.2.21.2.~~ The Metering Equipment Manager shall only energise a Metering Asset if requested to do so by its associated Electricity

Supplier. Where a change of energisation status occurs at the same time as a Metering Asset installation or removal, this process should be followed in addition to the Metering Asset installation or removal processes.

~~476.3.21.3.~~ The Metering Equipment Manager shall, as soon as reasonably practicable, inform its associated Electricity Supplier, the associated ~~Data Collector~~Data Service and the Distribution Network Operator of any change in the energisation status of any Metering Asset for which the Metering Equipment Manager has been Appointed.

~~476.4.21.4.~~ A remotely disabled ~~Smart Metering System~~Smart Metering Asset or ~~Advanced Meter~~Advanced Metering Asset should be treated as energised for the purposes of this Paragraph ~~1521~~.

Commented [SJ82]: DIN087 raised to clarify the interaction between the process - expect a note to be added to the design to confirm the processes progress in parallel and within day change to energisation status are not notified e.g. to support a metering asset replacement

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21.5. The process below shall be followed where the energisation status of a Metering Asset is changed and is applicable to all types of Metering Asset. Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:

Ref	When	Action	From	To	Interface	Means
<u>If MEM Energises</u> <u>DNO changes energisation status</u>						
<u>21.5.1</u>	<u>Where DNO changes the energisation status, within 3 WD of changing the energisation status of a Metering Asset.</u>	<u>Send change of energisation status and the associated Meter Register Readings.</u> <u>If Distribution Network Operator de-energises a Metering Asset and does not provide the final Meter Register Readings, the Metering Equipment Manager can retrieve these when it retrieves the meter. If the Distribution Network Operator also removed the meter, the</u>	<u>DNO</u>	<u>MEM</u>	<u>D0139 Confirmation or Rejection of Energisation Status Change</u> <u>or</u> <u>for Prepayment Meter</u> <u>D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter</u>	<u>Electronic or other method, as agreed-</u>

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		<p><u>Metering Equipment Manager must ensure that it has the final Meter Register Readings and provides these to the Data Service before disposing of or re-using the meter.</u></p> <p><u>Proceed to 21.5.6.</u></p>				
<u>If MEM changes energisation status</u>						
<u>21.5.24</u>	As required	<p><u>Send request to energise-change <u>Metering Asset energisation status.</u></u></p>	<p><u>Electricit</u> <u>y</u> <u>Supplier</u></p>	MEM	<p><u>D0134 Request to Change Energisation Status.</u></p>	<p>Electronic or other method, as agreed.</p>
15.5.2	<p>If request rejected and within <u>2 WD</u> of <u>15.5.1 (or 5 WD for Supplier-Serviced Metering Assets).</u></p>	<p><u>Send notification of rejection including the reason why the request has been rejected.</u></p>	MEM	<p><u>Electricit</u> <u>y</u> <u>Supplier</u></p>	<p>P0211 Site Visit Rejection. (Go to 12.2.1 if required)</p>	<p>Electronic or other method, as agreed.</p>
<u>21.5.3</u>	On the date	<u>Energise-Change</u>	MEM			Internal Process.

Commented [SJ84]: Reference to D0180 removed to reflect BP008 in response to consultation comment CD0026

Commented [SJ85]: BP008 does not include a direct response back to the D0134 so rejection of the request is captured in 21.5.4 as a response via the IF007

	requested or agreed in <u>21.5.4.2</u> .	<u>energisation status and capture Metering Asset and note initial Meter Register Reading, Cumulative Register Reading and HH Metered Data as required.</u> <u>Where the change in energisation status is successful, proceed to 21.5.6, otherwise proceed to 21.5.4.</u>				
<u>21.5.4</u>	<u>Following 21.5.2 or 21.5.3 where the Within 5 WD of attempting to change of energisation request is rejected or the change is not successful status (or within 10 WD for</u>	<u>Send rejection in response to change of energisation status and the initial meter register reading request.</u>	<u>MEM</u>	<u>Electricity Supplier / DNO HHDC</u>	<u>MHHS IF-007 Change of Energisation Status D0139 Confirmation or Rejection of Energisation Status Change⁸⁵⁻⁸⁶.</u>	<u>DIP Interface Electronic or other method, as agreed.</u>

	Supplier-Serviced Metering Assets), Or following the MEM becoming aware of a discrepancy between the energisation status on site and that held by the Electricity Supplier / HHDCData Service .					
21.5.5	Following receipt of the notification in 21.5.4.	Manage rejection of change to energisation status request.	Electricity Supplier		Internal Process	N/A
21.5.6	Within 3-WD of 21.5.1 or 21.5.3 where the change of energisation status is	Send notification of change to energisation status. -	MEM	SMRS	MHHS IF-007 Change of Energisation Status For Prepayment Meters the MEM should also issue a D0179 Confirmation of Energisation / De-Energisation of Prepayment Meter.	DIP Interface Electronic or other method, as agreed

Commented [SJ86]: OPC240

	successful.					
<u>21.5.7</u>	<u>Following receipt of the notification referenced in 21.5.6 and in accordance with the BSC.</u>	<u>Validate change of energisation status notification.</u> <u>If change is accepted, proceed to 21.5.10, otherwise proceed to 21.5.8.</u>	<u>SMRS</u>		<u>Internal Process</u>	<u>N/A</u>
<u>21.5.8</u>	<u>Following 21.5.7, where the notification is not accepted.</u>	<u>Send notification that the change of energisation status has been rejected.</u>	<u>SMRS</u>	<u>MEM</u>	<u>MHHS IF-008 Registration Service Change of Energisation Status Notification</u>	<u>DIP Interface</u>
<u>21.5.9</u>	<u>Following receipt of the notification in 21.5.8.</u>	<u>Manage rejection of change to energisation status request.</u>	<u>MEM</u>		<u>Internal Process</u>	<u>N/A</u>
<u>21.5.10</u>	<u>Following 21.5.7, where the notification is accepted.</u>	<u>Send notification of change of energisation status.</u>	<u>SMRS</u>	<u>MEM</u> <u>Electricity</u> <u>Supplier</u> <u>DNO</u> <u>ADS /</u> <u>SDS</u> <u>BSC</u> <u>Central</u>	<u>MHHS IF-008 Registration Service Change of Energisation Status Notification</u>	<u>DIP Interface</u>

Commented [SJ87]: SLAs and validation rules under BSC governance

				Systems		
21.5.11	For Advanced Metering Assets and Smart Metering Assets, at the same time as 21.5.6.	Issue Cumulative Register Readings.	MEM	ADS / SDS	MHHS IF-041 Cumulative Register Reading	DIP Interface
21.5.12	For Advanced Metering Assets and Traditional Metering Assets, at the same time as 21.5.6.	Issue Meter Register Readings.	MEM	ADS / SDS	D0010 Meter Readings	DIP Interface Electronic or other method, as agreed.
If DNO Energises						
15.5.5	Within 5 <u>WD</u> of energising a <u>Metering Asset</u> .	Send change of energisation status and the initial meter register reading.	<u>DNO</u>	<u>MEM /</u> <u>Electricit</u> <u>y</u> <u>Supplier</u>	<u>D0130</u> Confirmation or Rejection of Energisation Status Change ⁸⁶⁻⁸⁷	Electronic or other method, as agreed.
15.5.6	Within 5 <u>WD</u> of 15.5.5 (or 10 <u>WD</u> for Supplier-Serviced Metering	Send change of energisation status and, if requested, the initial meter register reading.	MEM	HHDC	<u>D0130</u> Confirmation or Rejection of Energisation Status Change.	Electronic or other method, as agreed.

Commented [SJ88]: Assume the D0303 is not sent to the MAP

	Assots).					
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~~⁸⁶If there is a failure to change the energisation status, the D0139 shall be sent only to the Electricity Supplier. If energisation status is changed but a meter register reading cannot be taken, the D0139 shall be sent to all of the above recipients and a D0002 'Fault Resolution Report or Request for Decision on Further Action' shall be sent to the HHDC.~~

~~⁸⁷If the date of the change of energisation status is unknown, a date can be instructed or agreed by the Electricity Supplier for inclusion in the D0139 flow. All other fields in this D0139 must be completed as normal. Such a D0139 flow shall not be sent unless the date for inclusion has been agreed by the Electricity Supplier. For guidance: The Electricity Supplier shall consider all available information (e.g. D0235 'Half hourly Aggregation Exception Report' flows, HHDC/MEM information) when determining the date that shall be recorded for the change in energisation status; communication regarding the instruction of a date shall be by email or another method, as agreed; an audit trail shall be retained.~~

De-energisation (Half Hourly)

Commented [SJ89]: Consolidated into a single process

Ref	When	Action	From	To	Interface	Means
<u>If MEM De-energises</u>						
15.6.1	As required and at least 10 <u>WD</u> before 15.6.6 ¹⁶ .	Send request to de-energise <u>Metering Assots</u> .	<u>Electricity Supplier</u>	<u>MEM</u>	<u>D0134</u> Request to Change Energisation Status.	Electronic or other method, as agreed.
15.6.2	If request rejected and within 2 <u>WD</u> of 15.6.1 (or 5 <u>WD</u> for <u>Supplier-Serviced Metering Assots</u>).	Send notification of rejection including the reason why the request has been rejected.	<u>MEM</u>	<u>Electricity Supplier</u>	<u>D0139</u> Confirmation or Rejection of Energisation Status Change. <u>D0221</u> Notification of Failure to Install or Energise Metering System	Electronic or other method, as agreed.
-	-	-	-	-	<u>P0211</u> Site Visit Rejection ⁸⁸ .	-

					(Go to 12.3.1 if required)	
15.6.3	If request accepted and within <u>3 WD</u> of 15.6.1 and before planned date for de-energisation.	Arrange with HHDC to collect final HH Metered Data. For Supplier-Serviced Metering Assots, the <u>Electricity Supplier</u> , rather than the HHDC, will collect the HH Metered Data. Steps 15.6.3 to 15.6.6 do not apply.	<u>MEM</u>	<u>HHDC</u>	<u>D0005</u> Instruction on Action.	Electronic or other method, as agreed.
15.6.4	On date and time agreed in 15.6.3.	Collect final HH Metered Data.	<u>HHDC</u>	-	-	Internal Process.
15.6.5	Immediately following 15.6.4.	Confirm final HH Metered Data collection.	<u>HHDC</u>	<u>MEM</u>	The <u>MEM</u> will telephone the HHDC when it is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the <u>MEM</u> .	Telephone.
15.6.6	Immediately following 15.6.5.	Note final meter register reading, if available. If final HH Metered Data was not uploaded by the HHDC, download final HH Metered Data, if available.	<u>MEM</u>	-	-	Internal Process.

		<u>De-energise Metering Asset.</u>				
15.6.7	<p>Within 5 <u>WD</u> of changing energisation status (or within 10 <u>WD</u> for Supplier-Serviced Metering Assets)</p> <p>Or</p> <p>Following the <u>MEM</u> becoming aware of a discrepancy between the energisation status on site and that held by the <u>Electricity Supplier/HHDC.</u></p>	<p>Send change of energisation status and final meter register reading, if available.</p> <p>-</p>	<p><u>MEM</u></p> <p>-</p>	<p><u>Electricity Supplier-</u></p> <p><u>DNO</u></p> <p>-</p> <p><u>HHDC</u></p>	<p><u>D0139 Confirmation or Rejection of Energisation Status Change</u>^{86,87}.</p> <p><u>D0010 Meter Readings</u></p>	<p>Electronic or other method, as agreed.</p>
<u>If DNO De-energises</u>						
15.6.8	As required and at least 10 <u>WD</u> before 15.6.14 ⁸⁹ .	<u>Send request to de-energise Metering Asset.</u>	<u>Electricity Supplier</u>	<u>DNO</u>	<u>D0134 Request to Change Energisation Status.</u>	Electronic or other method, as agreed.
15.6.9	If request rejected and within 2 <u>WD</u> of 15.6.8.	Send notification of rejection including the reason why the request has been rejected.	<u>DNO</u>	<p><u>Electricity Supplier</u></p> <p><u>MEM</u></p>	<p><u>D0139 Confirmation or Rejection of Energisation Status Change.</u></p> <p><u>P0211 Site Visit Rejection</u>⁸⁷ (Go to 11.3.8 if required)</p>	<p>Electronic or other method, as agreed.</p> <p>Manual</p>
15.6.10	If request accepted and	Agree date and time for de-	<u>DNO</u>	<u>MEM</u>	<u>De-energisation details.</u>	Telephone or

	within <u>2 WD</u> of request to de-energise <u>Metering Asset</u> .	energisation.				other method, as agreed.
15.6.14	Within <u>2 WD</u> of 15.6.10 and before planned date for de-energisation.	Arrange with HHDC to collect final HH Metered Data.	<u>MEM</u>	<u>HHDC</u>	<u>D0005</u> Instruction on Action.	Electronic or other method, as agreed.
15.6.12	On date and time agreed in 15.6.10.	Collect final HH Metered Data.	<u>HHDC</u>	-	-	Internal Process.
15.6.13	Immediately following 15.6.12.	Confirm final HH Metered Data collection.	<u>HHDC</u>	<u>DNO</u> (or <u>MEM</u> if appropriate)	The <u>DNO</u> or <u>MEM</u> will telephone the HHDC when it is on site. Following the HHDC collecting the data, the HHDC will provide confirmation to the <u>MEM</u> or <u>DNO</u> , as appropriate.	Telephone or other method, as agreed.
15.6.14	On the date requested or agreed in 15.6.8; or as required (for example, as a result of an emergency): <u>de-energise Metering Asset</u> .	Note final meter register reading, if available.	<u>DNO</u>	-	-	Internal Process.
15.6.15	Within <u>5 WD</u> of 15.6.14.	Send change of energisation status and final meter register reading, if available.	<u>DNO</u>	<u>Electricity Supplier/ MEM</u>	<u>D0139</u> Confirmation or Rejection of Energisation Status Change ⁶⁵ .	Electronic or other method, as agreed.
15.6.16	Within <u>5 WD</u> of 15.6.15.	Send change of energisation status and, if	<u>MEM</u>	<u>HHDC</u>	<u>D0139</u> Confirmation or Rejection of Energisation	Electronic or other

		requested, final meter register reading, if available.			Status Change. <u>D0010 Meter Readings.</u>	method, as agreed.
15.6.17	If required and no valid meter register reading received within 10 <u>WDs</u> of notification of change to energisation status.	Request final meter register reading	<u>HHDC</u>	<u>MEM</u> <u>Electricity Supplier</u>	<u>D0010 Meter Readings</u>	Electronic or other method, as agreed
15.6.18	Within 10 <u>WD</u> of 15.6.17.	Send final meter register reading.	<u>MEM,</u> <u>Electricity Supplier</u>	<u>HHDC</u>	-	Electronic or other method, as agreed

⁸⁸The use of this data flow is optional.

⁸⁹This step could be completed in shorter timescales where the Electricity Supplier and Metering Equipment Manager/Distribution Network Operator, as applicable, have reached mutual agreement.

176.5. ——— Energisation (Non Half Hourly)

Ref	When	Action	From	To	Interface	Means
<u>If MEM Energises</u>						
15.7.1	As required and at least 10 <u>WDs</u> ¹⁶ before 15.7.3.	Send request to energise <u>Metering Asset</u> .	<u>Electricity Supplier</u>	<u>MEM</u>	<u>Credit Meter</u> <u>D0134 Request to Change</u>	Electronic or other method, as agreed.

					Energisation Status.	
					Prepayment Meter	
					D0180 Request to Energy / De-Energise / Shut Down Prepayment Meter	
15.7.2	If request rejected and within 5 WD of 15.7.1.	Send notification of rejection including the reason why the request has been rejected.	MEM	Electricity Supplier	P0211 Site Visit Rejection. (Go to 12.4.1 if required)	Electronic or other method, as agreed.
15.7.3	On the date requested or agreed in 15.7.1.	Energise Metering Asset and note initial meter register reading.	MEM	-	-	Internal Process.
15.7.4	Within 10 WD of attempting to change energisation status.	Send change of energisation status.	MEM	Electricity Supplier / DNO NHHDC	Credit Meter D0139 Confirmation or Rejection of Energisation Status Change⁹⁰. Prepayment Meter D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter	Electronic or other method, as agreed.
15.7.5	Within 10 WD of attempting to change energisation status.	Send associated meter register readings.	MEM	NHHDC	D0010 Meter Readings	Electronic or other method, as agreed.

	-					
15.7.6	If required and no valid meter register reading received within 10 <u>WD</u> of notification of change to energisation status	Request initial meter register reading.	<u>NHHDC</u>	<u>MEM</u> / <u>Electricity Supplier</u>	-	Post / fax / email
15.7.7	Within 10 <u>WDs</u> of 15.7.6.	Send initial meter register reading.	<u>MEM</u> / <u>Electricity Supplier</u>	<u>NHHDC</u>	<u>D0010</u> Meter Readings	Electronic or other method, as agreed.
If <u>DNO</u> Energises						
15.7.8	Within 10 <u>WD</u> of receiving change of energisation status and meter register reading, if available from <u>DNO</u> .	Send change of energisation status and the initial meter register reading.	<u>MEM</u>	<u>NHHDC</u> <u>Electricity Supplier</u>	<u>Credit Meter</u> <u>D0139</u> Confirmation or Rejection of Energisation Status Change. <u>Prepayment Meter</u> <u>D0179</u> Confirmation of Energisation/De-Energisation of Prepayment Meter	Electronic or other method, as agreed.
15.7.9	Within 10 <u>WD</u> of receiving change of energisation status and meter register reading, if available from <u>DNO</u> .	Send the initial meter register reading.	<u>MEM</u>	<u>NHHDC</u>	<u>D0010</u> Meter Readings	Electronic or other method, as agreed.

~~176.6. De-energisation (Non Half Hourly)⁹⁰~~

~~⁹⁰ A remotely disabled Smart Meter or Advanced Meter shall be treated as energised for the purposes of this paragraph.~~

Ref	When	Action	From	To	Interface	Means
If MEM De-energises						
15.8.1	As required and at least 10 <u>WD</u> ¹⁶ before 15.8.3.	Send request to de-energise <u>Metering Assets</u> .	<u>Electricity Supplier</u>	<u>MEM</u>	<p><u>Credit Meter</u></p> <p><u>D0134</u> Request to Change Energisation Status.</p> <p><u>Prepayment Meter</u></p> <p><u>D0180</u> Request to Energy / De-Energise / Shut Down Prepayment Meter</p>	Electronic or other method, as agreed.
15.8.2	If request rejected and within 5 <u>WD</u> of 15.8.1.	<p>Send notification of rejection including the reason why the request has been rejected.</p> <p>-</p> <p>Proceed to 15.8.1 if required.</p>	<u>MEM</u>	<u>Electricity Supplier</u>	<p><u>Credit Meter</u></p> <p><u>D0139</u> Confirmation or Rejection of Energisation Status Change</p> <p><u>D0221</u> Notification of Failure to Install or Energise Metering System</p> <p><u>P0211</u> Site Visit Rejection⁸⁷</p> <p><u>Prepayment Meter</u></p>	Electronic or other method, as agreed.

					<u>D0179</u> Confirmation of Energisation/De-Energisation of Prepayment Meter	
					-	
15.8.3	On date requested or agreed in 15.8.1.	Note final meter register reading, if available, and de-energise Metering Asset.	<u>MEM</u>	-	Internal Process	N/A
15.8.4	Within 10 <u>WD</u> of attempting to change energisation status.	Send change of energisation status.	<u>MEM</u>	<u>Electricity Supplier</u> <u>DNO</u>	<u>Credit Meter</u> <u>D0139</u> Confirmation of Rejection of Energisation Status Change ⁹⁵ . <u>Prepayment Meter</u> <u>D0179</u> Confirmation of Energisation/De-Energisation of Prepayment Meter	Electronic or other method, as agreed.
					-	
15.8.5	Within 10 <u>WD</u> of attempting to change energisation status.	Send the final meter register reading, if available.	<u>MEM</u>	<u>NHHDC</u>	<u>D0010</u> Meter Readings	Electronic or other method, as agreed.
					-	
15.8.6	If required and no valid meter register reading received	Request final meter register reading.	<u>NHHDC</u>	<u>MEM</u>	-	Electronic or other method,

	within 10 <u>WD</u> of notification of change to energisation status.			<u>Electricity Supplier</u>		as agreed.
15.8.7	Within 10 <u>WDs</u> of 15.8.6.	Send final meter register reading.	<u>MEM</u> / <u>Electricity Supplier</u>	<u>NHHDC</u>	<u>D0010</u> Meter Readings	Electronic or other method, as agreed.
If <u>DNO</u> De-energises						
15.8.8	As required and at least 10 <u>WD</u> ⁸⁸ before 15.8.10.	Send request to de-energise <u>Metering Asset</u> .	<u>Electricity Supplier</u>	<u>DNO</u>	<u>Credit Meter</u> <u>D0134</u> Request to Change Energisation Status. <u>Prepayment Meter</u> <u>D0180</u> Request to Energy / De-Energise / Shut Down Prepayment Meter	Electronic or other method, as agreed.
15.8.9	If request rejected and within 5 <u>WD</u> of 15.8.8.	Send notification of rejection including the reason why the request has been rejected. - Proceed to 15.8.8 if required.	<u>DNO</u>	<u>Electricity Supplier</u> <u>MEM</u>	<u>Credit Meter</u> <u>D0139</u> Confirmation or Rejection of Energisation Status Change. <u>P0211</u> Site Visit Rejection ⁸⁷ <u>Prepayment Meter</u> <u>D0179</u> Confirmation of	Electronic or other method, as agreed. -

					Energisation/De-Energisation of Prepayment Meter	
					-	
15.8.10	On the date requested or agreed in 15.8.8, or as required (for example, as a result of an emergency).	Note final meter register reading, if available. - De-energise the <u>Metering Asset</u> .	<u>DNO</u>	-	Internal Process	N/A
15.8.11	Within 5 <u>WDs</u> of 15.8.10.	Send change of energisation status and final meter register reading, if available.	<u>DNO</u>	<u>MEM</u>	<u>Credit Meter</u> D0139 Confirmation or Rejection of Energisation Status Change⁸⁵. <u>Prepayment Meter</u> D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter -	Electronic or other method, as agreed. -
15.8.12	Within 10 <u>WDs</u> of 15.8.11.	Send change of energisation status.	<u>MEM</u>	<u>NHHDC</u> <u>Electricity</u>	<u>Credit Meter</u> D0139 Confirmation or	Electronic or other method,

				<u>Supplier</u>	Rejection of Energisation Status Change. <u>Prepayment Meter</u> D0179 Confirmation of Energisation/De-Energisation of Prepayment Meter	as agreed. -
15.8.13 -	Within 10 WDs of 15.8.11.	Send final meter register reading, if available⁹⁴.	<u>MEM</u>	<u>NHHDC</u> -	<u>D0010 Meter Readings</u> -	Electronic or other method, as agreed. -
15.8.14	If required and no valid meter register reading received within 10 WD of notification of change to energisation status.	Request final meter register reading.	<u>NHHDC</u>	<u>Electricity Supplier / MEM</u>	-	Post / Fax / Email
15.8.15	Within 10 WD of 15.8.14.	Send final meter register reading.	<u>MEM / -</u> <u>Electricity Supplier</u>	<u>NHHDC</u>	<u>D0010 Meter Readings.</u>	Electronic or other method, as agreed.

~~⁹⁴If Distribution Network Operator has not provided the final meter register reading, the Metering Equipment Manager can retrieve this from the meter when it retrieves the meter. If the Distribution Network Operator removed the meter, the Metering Equipment Manager must ensure that it has the final meter register reading and provided this to the NHHDC before disposing of or re-using the meter.~~

~~177.22~~ **Switch with Concurrent Change of MEM Appointment**

~~177.1.22.1. This process section covers a change in the Appointment of a Metering Equipment Manager which may occurs independently or at the same time as an Initial Registration and / or Switch. The specific end to end processes for each of these scenarios have been included below.~~

~~177.2.22.2. The Initial Registration and Switch processes are is set out in the Registration Services Schedule. Some (but not necessarily all) of these switching processes have been included in the interface tables to highlight the interactions between the Initial Registration / Switch process, the Appointment of Metering Equipment Managers and the provision of meter details.~~

~~177.3. Prior to the Consumer deciding to contract with a new Gas Supplier, the Consumer may request a bespoke quotation which requires the Gas Supplier to determine transportation, metering and supply costs. The process followed by the CDSP for the provision of transportation details for this purpose is defined in the UNC, and therefore not repeated here. It is assumed that the Gas Supplier has agreement on transportation and metering costs before the process in Paragraph 9.4 is initiated.~~

~~177.4. Wherever possible, Energy Suppliers shall seek to avoid installation or exchange of a new meter at an RMP if it has been agreed between the Losing Supplier and Gaining Supplier that the Switch that took place was erroneous.~~

Electricity MEM (Half Hourly)

Commented [SJ90]: Revised approach to appointment drafting shared with CDWG to replace sections 22, 24 and 25

22.3. The Metering Equipment Manager Appointment process shall be completed for each individual Metering Point, with the following exclusions:

- a) Where the Metering Point is a Related Metering Point, the Electricity Supplier shall only submit a Metering Equipment Manager Appointment for the Primary Related Metering Point (and the Supplier Meter Registration Service shall not accept any Metering Equipment Manager Appointments submitted in relation to a Secondary Related Metering Points). Where the Supplier Meter Registration Service accepts a Metering Equipment Manager Appointment which applies to a Primary Related Metering Point, then the Supplier Meter Registration Service shall treat each Secondary Related Metering Point as if the Metering Equipment Manager Appointment was also made in relation to it.
- b) Where the Metering Point is an Associated Export Metering Point, the Electricity Supplier shall only submit a Metering Equipment Manager Appointment for the Associated Import Metering Point (and the Supplier Meter Registration Service shall not accept any Metering Equipment Manager Appointments submitted in relation to Associated Export Metering Points). Where the Supplier Meter Registration Service accepts a Metering Equipment Manager Appointment which applies to an Associated Import Metering Point, then the Supplier Meter Registration Service shall treat each Associated Export Metering Point as if the Metering Equipment Manager Appointment was also made in relation to it.

22.4. At any point, the Appointed Metering Equipment Manager may set the Customer Direct Contract flag. When initiating the Metering Equipment Manager Appointment process, the Electricity Supplier should consider whether this flag has been set and raise any discrepancies with the relevant Metering Equipment Manager(s).

MEM Appointment with Initial Registration

22.5. The process defined in Paragraph 22.6 shall be followed for all instances where an Initial Registration occurs. As there is no Objection Window for an Initial Registration, the Registration Status may become Secured Active on the same day as the submission of the Initial Registration Request.

22.6. The process below is applicable to all types of Metering Asset. Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:

Ref	When	Action	From	To	Information Required	Method
22.6.1	Within 60 minutes of receipt of a Notification to New Supplier of Site Information by the Gaining Supplier (MHHS IF 002) indicating that a Initial Registration Request is Pending.	Send MEM Appointment request. The Gaining Supplier shall ensure the chosen MEM is acceptable based on the Premises, Market Segment and meter type.	Gaining Supplier	SMRS	MHHS IF 031 Supplier Service Provider Appointment Request	DIP interface
22.6.2	Following receipt of the notification referenced in 22.6.1 and in accordance with the BSC	Validate MEM Appointment request. If data is accepted, proceed to 22.6.5, otherwise proceed to 22.6.3.	SMRS		Internal Process	N/A
22.6.3	Following 22.6.2 where the data is not accepted.	Send notification that the proposed MEM Appointment has been rejected by the SMRS.	SMRS	Gaining Supplier	MHHS IF 032 rejection	DIP interface
22.6.4	As soon as reasonably practicable following	Manage rejection of proposed MEM Appointment.	Gaining Supplier		Internal Process	N/A

Field Code Changed

Commented [SJ93]: RECCo raised a design query to update the names of interfaces to reflect agreed code drafting terminology - to be further considered in Interface Tranche

Commented [SJ91]: Assumption that this cant start earlier as the SMRS would reject the appointment request

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	<u>receipt of the notification referenced in 22.6.3.</u>	<p><u>Where the rejection is of a type the Gaining Supplier can resolve without involving other industry parties, send a corrected IF 031.</u></p> <p><u>If the Gaining Supplier needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.</u></p> <p><u>Restart process from 22.6.1.</u></p>				
<u>22.6.5</u>	<u>Following 22.6.2 where the data is accepted.</u>	<u>Send notification that the proposed MEM Appointment has been accepted by the SMRS.</u>	<u>SMRS</u>	<u>Gaining Supplier</u>	<u>MHHS IF 032 acceptance</u>	<u>DIP interface</u>
<u>22.6.6</u>	<u>At the same time as 22.6.5.</u>	<u>Update MEM Appointment and issue MEM Appointment validation request.</u>	<u>SMRS</u>	<u>Gaining MEM</u>	<u>MHHS IF 033</u>	<u>DIP interface</u>
<u>22.6.7</u>	<u>Within 60 minutes of receipt of the notification referenced in 22.6.6.</u>	<p><u>Perform validation checks to confirm Electricity Supplier contract is in place and they have the correct Qualification to be Appointed for the specific Metering Point.</u></p> <p><u>If data is accepted, proceed to 22.6.11, otherwise proceed to</u></p>	<u>Gaining MEM</u>		<u>Internal Process</u>	<u>N/A</u>

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		<u>22.6.8.</u>				
<u>22.6.8</u>	<u>Within 60 minutes of receipt of the notification referenced in 22.6.6 where Appointment is rejected.</u>	<u>Reject proposed MEM Appointment and delete any metering details received within 30 days.</u>	<u>Gaining MEM</u>	<u>SMRS</u>	<u>MHHS IF 034 rejection</u>	<u>DIP interface</u>
<u>22.6.9</u>	<u>Following receipt of the rejection notification referenced in 22.6.8 in accordance with the BSC.</u>	<u>Issue MEM Appointment outcome</u>	<u>SMRS</u>	<u>Gaining Supplier</u>	<u>MHHS IF 035 rejection</u>	<u>DIP Interface</u>
<u>22.6.10</u>	<u>As soon as reasonably practicable following receipt of the notification referenced in 22.6.9.</u>	<u>Manage rejection of proposed MEM Appointment.</u> <u>Once resolved initiate new MEM Appointment and follow the process from step 22.6.1.</u>	<u>Electricity Supplier</u>		<u>Internal Process</u>	<u>N/A</u>
<u>22.6.11</u>	<u>Within 60 minutes of receipt of the notification referenced in 22.6.6 where Appointment is accepted.</u>	<u>Accept proposed MEM appointment.</u>	<u>Gaining MEM</u>	<u>SMRS</u>	<u>MHHS IF 034</u>	<u>DIP interface</u>

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22.6.12	Following receipt of the acceptance notification referenced in 22.6.11 in accordance with the BSC.	Issue MEM Appointment outcome	SMRS	Gaining Supplier Gaining MEM	MHHS IF 035 acceptance	DIP Interface
22.6.13	Following 22.6.11, within the timescales set out in the BSC.	Determine processing treatment e.g. whether the MEM Appointment is effective on the next day or a future date. For retrospective MEM Appointments proceed to 22.6.14, otherwise proceed to 22.6.15.	SMRS		Internal Process	N/A
22.6.14	Following 22.6.13 (where the MEM Appointment is retrospective.)	Publish notification of MEM Appointment and Meter Technical Details.	SMRS	Gaining Supplier Gaining MEM SDS/ADS DNO EES	MHHS-IF036	DIP Interface

Commented [SJ99]: The design refers to same day - initially assumed this meant next day but following further consideration we are proposing referring to retrospective versus prospective

				Provider		
22.6.15	For a prospective MEM Appointment, following completion of the Secured Active processing from CSS on the day before the MEM effective from date.	Review and re-validate MEM Appointment. Where the MEM Appointment is no longer valid e.g. the Switch Request is not Secured, proceed to 22.6.16, otherwise proceed to 22.6.19.	SMRS		Internal Process	N/A
22.6.16	By 21:00 hours on the date before the MEM effective from date where the Appointment is not taking effect.	Issue MEM Appointment outcome notification to reflect lapsed MEM Appointment.	SMRS	Gaining Supplier Gaining MEM	MHHS IF-035 rejection	DIP interface
22.6.17	Following receipt of the notification in 22.6.16.	Receive notification of lapsed Appointment and delete any metering details received within 30 days.	Gaining MEM		Internal Process	N/A
22.6.18	As soon as reasonably practicable following receipt of the notification referenced in 22.6.16.	Manage rejection of MEM Appointment. If required, initiate new MEM Appointment and follow the process from step 22.6.1.	Electricity Suppliers		Internal Process	N/A

Commented [SJ102]: Design query (DIN-88) raised as there doesn't appear to be a notification to the losing MEM - do they just assume that they have not been de-appointed if the IF-037 is not received by the appointment date even though they sent the MTDS.

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Commented [SJ101]: SMRS timescales should be included in the BSC - placeholder to align once BSC registration drafting is available

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22.6.19	By 21:00 hours on the date before the MEM effective from date where the Appointment is taking effect.	Publish notification of MEM Appointment and Meter Technical Details for Metering Point and any Associated Export Metering Points or Secondary Related Metering Points.	SMRS	Gaining MEM Gaining Supplier ADS / SDS DNO EES Provider	MHHS – IF036	DIP interface
22.6.20	Following Appointment.	Install Metering Asset(s) as required and send Meter Technical Details in accordance with Paragraph 15.	MEM		As set out in Paragraph 15	As defined in Paragraph 15
22.6.21	On appointment of Gaining MEM and between 5WD and 10WD of 22.6.19.	Send Consumer details. The D0225 should only be sent where required in accordance with the Transfer of Consumer Data Schedule.	Gaining Supplier	Gaining MEM	-D0302 Notification of Customer Details D0225 Priority Services Details	Electronic or other method, as agreed
22.6.22	Within 3WD of 22.6.14 or 22.6.19.	Send notification of Electricity Supplier and MEM appointment.	Gaining MEM	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the	Electronic or other method, as agreed

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Ref	When	Action	From	To	MOP to the MAP	Method
9.6.1	If required.	Send agent appointment ⁵² .	<u>Gaining Supplier</u>	<u>Gaining MEM</u> ⁵⁵	<u>D0155</u> Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
9.6.2	If appointment rejected and within <u>2WD</u> of 9.6.1.	Reject agent appointment and restart process if required.	<u>Gaining MEM</u>	<u>Gaining Supplier</u>	<u>D0261</u> Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
9.6.3	If appointment accepted and within <u>2WD</u> of 9.6.1.	Accept agent appointment.	<u>Gaining MEM</u>	<u>Gaining Supplier</u>	<u>D0011</u> Agreement of Contractual Terms	Electronic or other method, as agreed
9.6.4	By Gaining Supplier Effective From Date	Send agent de-appointment.	<u>Losing Supplier</u>	<u>Losing MEM</u>	<u>D0151</u> Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
9.6.5	If de-appointment rejected and within <u>5WD</u> of 9.6.4.	Reject agent de-appointment. Note that rejection of de-appointment shall only occur if the Losing MEM has a contract with the Consumer.	<u>Losing MEM</u>	<u>Losing Supplier</u>	Not defined	Not defined
9.6.6	Within <u>1WD</u> of 9.6.3 ⁵³ .	Send notification of HHDC and current	<u>Gaining Supplier</u>	<u>Gaining MEM</u>	<u>D0148</u> Notification of	Electronic or other method, as

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		MEM- - The D0302 to the HHDC is optional for Supplier Serviced Metering Asset.		HHDC	Change to Other Parties- - D0302 Notification of Customer Details	agreed
9.6.7	With <u>1WD</u> of 9.6.6.	Request Meter Technical Details.	Gaining MEM	Losing MEM	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
For <u>HHDC Serviced Metering Assets</u>						
9.6.8	Within <u>2WD</u> on 9.6.7.	Send Meter Technical Details.	Losing MEM ⁵⁴	Gaining MEM ⁵⁵	D0268 Half Hourly Meter Technical Details⁵⁶ - If site is <u>Complex Site</u>, send <u>Complex Site Supplementary Information Form</u> (see Appendix 2).	Electronic or other method, as agreed
9.6.9	Following 9.6.8.	Send commissioning information.	Losing MEM	Gaining MEM	D0383 Notification of Commissioning information- - D0384 Notification of Commissioning status⁵⁷	Electronic or other method, as agreed

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9.6.10	Within 5 <u>WD</u> of 9.6.8.	<u>Send Meter Technical Details.</u>	Gaining MEM	<u>Gaining Supplier</u> HHDC DNO	<u>D0268 Half Hourly Meter Technical Details</u> ⁵⁶ - If site is <u>Complex Site</u> , send <u>Complex Site Supplementary Information Form</u> (see Appendix 2).	Electronic or other method, as agreed
9.6.11	Following 9.6.10.	Send commissioning information.	Gaining MEM	<u>Gaining Supplier</u>	<u>D0384 Notification of Commissioning status</u>	Electronic or other method, as agreed
9.6.12	In accordance with Paragraph 20.	If <u>Meter Technical Details</u> manually intervened or there has been a key field change, prove <u>Motoring Asset</u> .	Gaining MEM	HHDC	In accordance with Paragraph 20.4.	Electronic or other method, as agreed
<u>For Supplier Serviced Motoring Asset</u>						
9.6.13	Within 1 <u>WD</u> of configuration or within 1 <u>WD</u> of the <u>Supply Effective From Date</u> as applicable.	<u>Send Smart Metering System configuration details.</u> - If unable to re-configure the Time of Use registers, or no re-configuration required,	<u>Gaining Supplier</u>	Gaining MEM	<u>D0367 Smart Meter Configuration Details</u> - (or alternative method, as agreed bilaterally between the <u>Electricity Supplier and MEM</u>)	Electronic or other method, as agreed

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		<p>the Electricity Supplier will notify the existing configuration details, where known.</p> <p>-</p> <p>If the Time of Use registers are not configured to a valid Standard Settlement Configuration (as defined in MDD), or the Electricity Supplier is unable to determine the current configuration, the Electricity Supplier will notify a single rate SSC.</p>				
9.6.14	Within 5 WD of 9.6.7.	Send Meter Technical Details.	Losing MEM⁵⁴	Gaining MEM⁵⁵	<p>D0149 Notification of Mapping Details.</p> <p>-</p> <p>D0150 Non Half-hourly Meter Technical Details.</p> <p>Electronic</p>	Electronic or other method, as agreed

9.6.15	Within 5 WDs of 9.6.14.	Send Meter Technical Details.	Gaining MEM	Gaining Supplier DNO	D0149 Notification of Mapping Details. - D0150 Non Half-hourly Meter Technical Details. Electronic	Electronic or other method, as agreed
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MEM Appointment with Switch

22.7. The process defined in paragraph 22.9 shall be followed for all instances where a Switch occurs, regardless of whether the Metering Equipment Manager is changing in parallel with the Switch or the existing Metering Equipment Manager is being re-appointed by the Gaining Supplier. Where a Switch occurs without a concurrent change of Metering Equipment Manager, the following exceptions shall apply:

- (a) the Losing Metering Equipment Manager will not be required to send Meter Technical Details to the Gaining MEM as these actors will be the same; and
- (b) The Supplier Meter Registration Service will send both the Appointment and De-Appointment notifications to the Metering Equipment Manager following receipt of the Secured Active notification. The Metering Equipment Manager shall ensure that it can manage receipt of these notifications in any order.

Commented [SJ107]: BR-RS-026 has been deleted through the work off plan. This reflects position set out in the operational choreography, section 4.4

22.8. Wherever possible, Electricity Suppliers shall seek to avoid installation or exchange of a new meter at an RMP if it has been agreed between the Losing Supplier and Gaining Supplier that the Switch that took place was erroneous.

22.9. The process below shall be followed where a Switch occurs and is applicable to all types of Metering Asset. Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:

Ref	When	Action	From	To	Information Required	Method
22.9.1	Within 60 minutes of receipt of a Notification to New Supplier of Site Information by the Gaining Supplier (MHHS IF 002) indicating that a Switch Request is Pending.	Send MEM Appointment request. The Gaining Supplier shall ensure the chosen MEM is acceptable based on the Premises, Market Segment and meter type.	Gaining Supplier	SMRS	MHHS IF 031 Supplier Service Provider Appointment Request	DIP interface
22.9.2	Following receipt of the notification referenced in 22.9.1 and in accordance with the BSC	Validate MEM Appointment request. If data is accepted, proceed to 22.9.5, otherwise proceed to 22.9.3.	SMRS		Internal Process	N/A
22.9.3	Following 22.9.2 where the data is not accepted.	Send notification that the proposed MEM Appointment has been rejected by the SMRS.	SMRS	Gaining Supplier	MHHS IF 032 rejection	DIP interface
22.9.4	As soon as reasonably practicable following receipt of the notification referenced in	Manage rejection of proposed MEM Appointment. Where the rejection is of a type	Gaining Supplier		Internal Process	N/A

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Commented [SJ110]: RECCo raised a design query to update the names of interfaces to reflect agreed code drafting terminology - to be further considered in Interface Tranche

Commented [SJ108]: Assumption that this cant start earlier as the SMRS would reject the appointment request

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Commented [SJ111]: SLAs and validation rules under BSC governance

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	<u>22.9.3.</u>	<p>the Gaining Supplier can resolve without involving other industry parties, send a corrected MHHS IF 031.</p> <p>If the Gaining Supplier needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.</p> <p>Restart process from 22.9.1.</p>				
<u>22.9.5</u>	Following 22.9.2 where the data is <u>accepted.</u>	Send notification that the proposed MEM Appointment has been accepted by the SMRS.	<u>SMRS</u>	<u>Gaining Supplier</u>	<u>MHHS IF 032 acceptance</u>	<u>DIP interface</u>
<u>22.9.6</u>	At the same time as 22.9.5.	Update MEM Appointment and issue MEM Appointment validation request.	<u>SMRS</u>	<u>Gaining MEM</u>	<u>MHHS IF 033</u>	<u>DIP interface</u>
<u>22.9.7</u>	Within 60 <u>minutes</u> of receipt of the notification referenced in <u>22.9.6.</u>	<p>Perform validation checks to confirm Electricity Supplier contract is in place and they have the correct Qualification to be Appointed for the specific Metering Point.</p> <p>If data is accepted, proceed to <u>22.9.11</u>, otherwise proceed to <u>22.9.8.</u></p>	<u>Gaining MEM</u>		<u>Internal Process</u>	<u>N/A</u>
<u>22.9.8</u>	Within 60 <u>minutes</u> of receipt of the notification referenced in	Reject proposed MEM Appointment and delete any	<u>Gaining MEM</u>	<u>SMRS</u>	<u>MHHS IF 034 rejection</u>	<u>DIP interface</u>

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	<u>22.9.6 where Appointment is rejected.</u>	<u>metering details received within 30 days.</u>				
<u>22.9.9</u>	<u>Following receipt of the rejection notification referenced in 22.9.8 in accordance with the BSC.</u>	<u>Issue MEM Appointment outcome</u>	<u>SMRS</u>	<u>Gaining Supplier</u>	<u>MHHS IF 035 rejection</u>	<u>DIP Interface</u>
<u>22.9.10</u>	<u>As soon as reasonably practicable following receipt of the notification referenced in 22.9.9.</u>	<u>Manage rejection of proposed MEM Appointment.</u> <u>Once resolved initiate new MEM Appointment and follow the process from step 22.9.1.</u>	<u>Electricity Supplier</u>		<u>Internal Process</u>	<u>N/A</u>
<u>22.9.11</u>	<u>Within 60 minutes of receipt of the notification referenced in 22.9.6 where Appointment is accepted.</u>	<u>Accept proposed MEM appointment.</u>	<u>Gaining MEM</u>	<u>SMRS</u>	<u>MHHS IF 034</u>	<u>DIP interface</u>
<u>22.9.12</u>	<u>Following receipt of the acceptance notification referenced in 22.9.11 in accordance with the BSC.</u>	<u>Issue MEM Appointment outcome</u>	<u>SMRS</u>	<u>Gaining Supplier</u> <u>Gaining MEM</u>	<u>MHHS IF 035 acceptance</u>	<u>DIP Interface</u>
<u>22.9.13</u>	<u>In parallel with 22.9.12 for Advanced Metering Assets and Traditional Metering Assets.</u>	<u>Publish MEM Appointment details.</u>	<u>SMRS</u>	<u>Losing MEM</u>	<u>MHHS IF 035</u>	<u>DIP Interface</u>

22.9.14	Within 120 minutes of receipt of the notification in 22.9.16.	Send Meter Technical Details for all Related Metering Points and Associated Export Metering Points. Where the MTDs change before the Gaining MEM effective from date, the Losing MEM shall send revised MTDs.	Losing MEM	Gaining MEM	<p>Advanced Metering Assets</p> <p><u>D0268 Advanced Meter Technical Details</u></p> <p><u>D0383 Notification of Commissioning Information</u></p> <p><u>D0384 Notification of Commissioning Status</u></p> <p>or</p> <p>Traditional Metering Assets</p> <p><u>D0149 Notification of Mapping Details.</u></p> <p><u>D0150 Traditional Meter Technical Details</u></p>	Electronic or other method, as agreed
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22.9.15	If required, and no earlier than 1 WD following receipt of the notification in 22.6.12, for <u>Advanced Metering Assets and Traditional Metering Assets.</u>	Request missing Meter Technical Details where these are required by the Gaining MEM and have not been received.	<u>Gaining MEM</u>	<u>Losing MEM</u>	<u>D0170 Request for Metering System Related Details</u>	<u>Electronic or other method, as agreed</u>
22.9.16	As soon as reasonably practicable, following receipt of the notification in 22.9.15.	Send Meter Technical Details. <u>Where the Losing MEM is unable to issue Meter Technical Details, they shall report this to the Electricity Supplier. Where the missing Meter Technical Details arise as a result of a Switch, any query by the Losing MEM should be directed to the Losing Supplier.</u>	<u>Losing MEM</u>	<u>Gaining MEM</u>	<u>Advanced Metering Assets</u> <u>D0268 Advanced Meter Technical Details</u> <u>D0383 Notification of Commissioning Information</u> <u>D0384 Notification of Commissioning Status</u> <u>or</u> <u>Traditional Metering Assets</u> <u>D0149 Notification of Mapping Details.</u>	<u>Electronic or other method, as agreed</u>

					<u>D0150 Traditional Meter Technical Details</u>	
<u>22.9.17</u>	<u>Following 22.9.11, within the timescales set out in the BSC.</u>	<u>Determine processing treatment e.g. whether the MEM Appointment is effective on the next day or a future date.</u> <u>For retrospective MEM Appointments proceed to 22.9.18, otherwise proceed to 22.9.20.</u>	<u>SMRS</u>		<u>Internal Process</u>	<u>N/A</u>
<u>22.9.18</u>	<u>Following 22.9.17 (where the MEM Appointment is retrospective.</u>	<u>Publish notification of MEM Appointment and Meter Technical Details.</u>	<u>SMRS</u>	<u>Gaining Supplier</u> <u>Gaining MEM</u> <u>SDS/ADS</u> <u>DNO</u> <u>EES Provider</u>	<u>MHHS-IF036</u>	<u>DIP Interface</u>
<u>22.9.19</u>	<u>In parallel with 22.9.18.</u>	<u>Issue de-appointment notification</u>	<u>SMRS</u>	<u>Losing MEM</u>	<u>MHHS IF 037</u>	<u>DIP interface</u>

22.9.20	For a prospective MEM Appointment, following completion of the Secured Active processing from CSS on the day before the MEM effective from date.	Review and re-validate MEM Appointment. Where the MEM Appointment is no longer valid e.g. the Switch Request is not Secured, proceed to 22.9.21, otherwise proceed to 22.9.24.	SMRS		Internal Process	N/A
22.9.21	By 21:00 hours on the date before the MEM effective from date where the Appointment is not taking effect.	Issue MEM Appointment outcome notification to reflect lapsed MEM Appointment.	SMRS	Gaining Supplier Gaining MEM	MHHS IF-035 rejection	DIP interface
22.9.22	Following receipt of the notification in 22.9.21.	Receive notification of lapsed Appointment and delete any metering details received within 30 days.	Gaining MEM		Internal Process	N/A
22.9.23	As soon as reasonably practicable following receipt of the notification referenced in 22.9.21.	Manage rejection of MEM Appointment. If required, initiate new MEM Appointment and follow the process from step 22.9.1.	Gaining Supplier		Internal Process	N/A
22.9.24	By 21:00 hrs on the date before the MEM effective from date where the Appointment is taking effect.	Issue MEM de-Appointment notification for Metering Point and any Associated Export Metering Points or Secondary Related	SMRS	Losing MEM	MHHS – IF037	DIP interface

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Commented [SJ119]: SMRS timescales should be included in the BSC - placeholder to align once BSC registration drafting is available

Commented [SJ120]: Design query (DIN-88) raised as there doesn't appear to be a notification to the losing MEM - do they just assume that they have not been de-appointed if the IF-037 is not received by the appointment date even though they sent the MTDS.

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		<u>Metering Points.</u>				
<u>22.9.25</u>	<u>By 21:00 hours on the date before the MEM effective from date where the Appointment is taking effect.</u>	<u>Publish notification of MEM Appointment and Meter Technical for Metering Point and any Associated Export Metering Points or Secondary Related Metering Points.</u>	<u>SMRS</u>	<u>Gaining MEM</u> <u>Gaining Supplier</u> <u>ADS / SDS</u> <u>DNO</u> <u>EES Provider</u>	<u>MHHS – IF036</u>	<u>DIP interface</u>
<u>22.9.26</u>	<u>Following receipt of the notifications in 22.9.14 and 22.9.25.</u>	<u>Validate Meter Technical Details, including reconciliation with data received from the Gaining Supplier.</u> <u>Where discrepancies are identified, the MEM shall resolve in discussion with the relevant Market Participants. This may delay the ongoing notification in 22.9.25.</u>	<u>Gaining MEM</u>		<u>Internal Process</u>	<u>N/A</u>
<u>22.9.27</u>	<u>Within 60 minutes of receipt of the notification in 22.9.25.</u>	<u>Send Meter Technical Details.</u>	<u>Gaining MEM</u>	<u>ADS / SDS</u> <u>Gaining Supplier</u>	<u>Advanced Metering Assets</u> <ul style="list-style-type: none"><u>D0268 Advanced</u>	<u>Electronic or other method, as agreed</u>

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					<p><u>Meter Technical Details</u></p> <ul style="list-style-type: none"> • <u>D0383 Notification of Commissioning Information</u> • <u>D0384 Notification of Commissioning Status.</u> <p><u>or</u></p> <p><u>Traditional Metering Assets</u></p> <ul style="list-style-type: none"> • <u>D0149 Notification of Mapping Details.</u> • <u>D0150 Traditional Meter Technical</u> 	
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					Details	
22.9.28	Following receipt of the notification in 22.9.25 and 22.9.27.	Validate Meter Technical Details, including reconciliation with data received from the SMRS. Where discrepancies are identified, the Gaining Supplier shall resolve in discussion with the relevant Market Participants.	Gaining Supplier		Internal Process	N/A
22.9.29	On appointment of Gaining MEM and between 5WD and 10WD of 22.9.25.	Send Consumer details. The D0225 should only be sent where required in accordance with the Transfer of Consumer Data Schedule.	Gaining Supplier	Gaining MEM	D0302 Notification of Customer Details D0225 Priority Services Details	Electronic or other method, as agreed
22.9.30	Within 3WD of 22.9.18 or 22.9.23.	Send notification of Electricity Supplier and MEM appointment.	Gaining MEM	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed
22.9.31	Within 3WD of 22.9.19 or 22.9.24.	Send notification of MEM de-appointment.	Losing MEM	MAP	D0303 Notification of Meter Operator, Supplier and	Electronic or other method, as

Commented [SJ124]: Added to reflect BR MS 087 aligned to existing REC arrangements

Commented [SJ125]: Added reference to the earlier retro / same day appointment flow following consultation

					Metering Assets installed/removed by the MOP to the MAP.	agreed
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Commented [SJ126]: Added de-appointment flow to address consultation comment CD0398

Metering Equipment Manager Appointment with no Switch / Initial Registration

22.10. This process covers the scenario where Metering Assets are transferred from the Losing Metering Equipment Manager to the Gaining Metering Equipment Manager as part of the change of Metering Equipment Manager process without a concurrent Switch.

Commented [SJ127]: The only difference between this and the switch process is the trigger e.g. its not dependent on a pending switch, and references to Gaining Supplier amended to Electricity Supplier

22.11. The process below shall be followed where a change of Metering Equipment Manager occurs without a concurrent Switch and is applicable to all types of Metering Asset. Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:

<u>Ref</u>	<u>When</u>	<u>Action</u>	<u>From</u>	<u>To</u>	<u>Information Required</u>	<u>Method</u>
<u>22.11.1</u>	<u>As required.</u>	<u>Send MEM Appointment request.</u> <u>The Electricity Supplier shall ensure the chosen MEM is acceptable based on the Premises, Market Segment and meter type.</u>	<u>Electricity Supplier</u>	<u>SMRS</u>	<u>MHHS IF 031 Supplier Service Provider Appointment Request</u>	<u>DIP interface</u>
<u>22.11.2</u>	<u>Following receipt of the notification referenced</u>	<u>Validate MEM</u>	<u>SMRS</u>		<u>Internal Process</u>	<u>N/A</u>

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Commented [SJ128]: OPC120

Commented [SJ129]: RECCo raised a design query to update the names of interfaces to reflect agreed code drafting terminology - to be further considered in Interface Tranche

	<u>in 22.11.1 and in accordance with the BSC</u>	<u>Appointment request.</u> <u>If data is accepted, proceed to 22.11.5, otherwise proceed to 22.11.3.</u>				
<u>22.11.3</u>	<u>Following 22.11.2 where the data is not accepted.</u>	<u>Send notification that the proposed MEM Appointment has been rejected by the SMRS.</u>	<u>SMRS</u>	<u>Electricity Supplier</u>	<u>MHHS IF 032 rejection</u>	<u>DIP interface</u>
<u>22.11.4</u>	<u>As soon as reasonably practicable following receipt of the notification referenced in 22.11.3.</u>	<u>Manage rejection of proposed MEM Appointment.</u> <u>Where the rejection is of a type the Electricity Supplier can resolve without involving other industry parties, send a corrected MHHS IF 031.</u> <u>If the Electricity Supplier needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.</u> <u>Restart process from</u>	<u>Electricity Supplier</u>		<u>Internal Process</u>	<u>N/A</u>

Commented [SJ130]: SLAs and validation rules under BSC governance

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		<u>22.11.1.</u>				
<u>22.11.5</u>	<u>Following 22.11.2 where the data is accepted.</u>	<u>Send notification that the proposed MEM Appointment has been accepted by the SMRS.</u>	<u>SMRS</u>	<u>Electricity Supplier</u>	<u>MHHS IF 032 acceptance</u>	<u>DIP interface</u>
<u>22.11.6</u>	<u>At the same time as 22.11.5.</u>	<u>Update MEM Appointment and issue MEM Appointment validation request.</u>	<u>SMRS</u>	<u>Gaining MEM</u>	<u>MHHS IF 033</u>	<u>DIP interface</u>
<u>22.11.7</u>	<u>Within 60 minutes of receipt of the notification referenced in 22.11.6.</u>	<u>Perform validation checks to confirm Electricity Supplier contract is in place and they have the correct Qualification to be Appointed for the specific Metering Point.</u> <u>If data is accepted, proceed to 22.11.11, otherwise proceed to 22.11.8.</u>	<u>Gaining MEM</u>		<u>Internal Process</u>	<u>N/A</u>
<u>22.11.8</u>	<u>Within 60 minutes of receipt of the notification referenced in 22.11.6 where Appointment is rejected.</u>	<u>Reject proposed MEM Appointment and delete any metering details received within 30 days.</u>	<u>Gaining MEM</u>	<u>SMRS</u>	<u>MHHS IF 034 rejection</u>	<u>DIP interface</u>

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22.11.9	Following receipt of the rejection notification referenced in 22.11.8 in accordance with the BSC.	Issue MEM Appointment outcome	SMRS	Electricity Supplier	MHHS IF 035 rejection	DIP Interface
22.11.10	As soon as reasonably practicable following receipt of the notification referenced in 22.11.9.	Manage rejection of proposed MEM Appointment. Once resolved initiate new MEM Appointment and follow the process from step 22.11.1.	Electricity Supplier		Internal Process	N/A
22.11.11	Within 60 minutes of receipt of the notification referenced in 22.11.6 where Appointment is accepted.	Accept proposed MEM appointment.	Gaining MEM	SMRS	MHHS IF 034	DIP interface
22.11.12	Following receipt of the acceptance notification referenced in 22.11.11 in accordance with the BSC.	Issue MEM Appointment outcome	SMRS	Electricity Supplier Gaining MEM	MHHS IF 035 acceptance	DIP Interface
22.11.13	In parallel with 22.11.12	Publish MEM	SMRS	Losing MEM	MHHS IF 035	DIP Interface

	<u>for Advanced Metering Assets and Traditional Metering Assets.</u>	<u>Appointment details.</u>				
<u>22.11.14</u>	<u>Within 120 minutes of receipt of the notification in 22.11.13.</u>	<u>Send Meter Technical Details for all Related Metering Points and Associated Export Metering Points. Where the MTDs change before the Gaining MEM effective from date, the Losing MEM shall send revised MTDs.</u>	<u>Losing MEM</u>	<u>Gaining MEM</u>	<u>Advanced Metering Assets</u> <u>D0268 Advanced Meter Technical Details</u> <u>D0383 Notification of Commissioning Information</u> <u>D0384 Notification of Commissioning Status</u> <u>or</u> <u>Traditional Metering Assets</u> <u>D0149 Notification of Mapping Details.</u> <u>D0150 Traditional Meter Technical Details</u>	<u>Electronic or other method, as agreed</u>
<u>22.11.15</u>	<u>If required and no earlier than 1 WD</u>	<u>Request missing Meter Technical Details where</u>	<u>Gaining MEM</u>	<u>Losing MEM</u>	<u>D0170 Request for Metering System Related</u>	<u>Electronic or other method, as</u>

Commented [SJ135]: OPC 170

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	<u>following receipt of the notification in 22.11.12, for Advanced Metering Assets and Traditional Metering Assets.</u>	<u>these are required by the Gaining MEM and have not been received.</u>			<u>Details</u>	<u>agreed</u>
<u>22.11.16</u>	<u>As soon as reasonably practicable, following receipt of the notification in 22.11.15.</u>	<u>Send Meter Technical Details.</u> <u>Where the Losing MEM is unable to issue Meter Technical Details, they shall report this to the Electricity Supplier.</u> <u>Where the missing Meter Technical Details arise as a result of a Switch, any query by the Losing MEM should be directed to the Losing Supplier</u>	<u>Losing MEM</u>	<u>Gaining MEM</u>	<u>Advanced Metering Assets</u> <u>D0268, Advanced Meter Technical Details</u> <u>D0383 Notification of Commissioning Information</u> <u>D0384 Notification of Commissioning Status</u> <u>or</u> <u>Traditional Metering Assets</u> <u>D0149, Notification of Mapping Details.</u> <u>D0150, Traditional Meter Technical Details</u>	<u>Electronic or other method, as agreed</u>

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22.11.17	Following 22.11.11, within the timescales set out in the BSC.	Determine processing treatment e.g. whether the MEM Appointment is effective on the next day or a future date. For retrospective MEM Appointments proceed to 22.11.18, otherwise proceed to 22.11.20.	SMRS		Internal Process	N/A
22.11.18	Following 22.11.17 (where the MEM Appointment is retrospective).	Publish notification of MEM Appointment and Meter Technical Details.	SMRS	Electricity Supplier Gaining MEM SDS/ADS DNO EES Provider	MHHS-IF036	DIP Interface
22.11.19	In parallel with 22.11.18.	Issue de-appointment notification	SMRS	Losing MEM	MHHS IF 037	DIP interface
22.11.20	For a prospective MEM	Review and re-validate	SMRS		Internal Process	N/A

Commented [SJ137]: The design refers to same day - we are simply referring to retrospective versus prospective

	<u>Appointment, following completion of the Secured Active processing from CSS on the day before the MEM effective from date.</u>	<u>MEM Appointment.</u> <u>Where the MEM Appointment is no longer valid, proceed to 22.11.21, otherwise proceed to 22.11.24.</u>				
<u>22.11.21</u>	<u>By 21:00 hours on the date before the MEM effective from date where the Appointment is not taking effect.</u>	<u>Issue MEM Appointment outcome notification to reflect lapsed MEM Appointment.</u>	<u>SMRS</u>	<u>Electricity Supplier</u> <u>Gaining MEM</u>	<u>MHHS IF-035 rejection</u>	<u>DIP interface</u>
<u>22.11.22</u>	<u>Following receipt of the notification in 22.11.21.</u>	<u>Receive notification of lapsed Appointment and delete any metering details received within 30 days.</u>	<u>Gaining MEM</u>		<u>Internal Process</u>	<u>N/A</u>
<u>22.11.23</u>	<u>As soon as reasonably practicable following receipt of the notification referenced in 22.11.21.</u>	<u>Manage rejection of MEM Appointment.</u> <u>If required, initiate new MEM Appointment and follow the process from step 22.11.1.</u>	<u>Electricity Supplier</u>		<u>Internal Process</u>	<u>N/A</u>
<u>22.11.24</u>	<u>By 21:00 hrs on the date before the MEM effective from date where the Appointment</u>	<u>Issue MEM de-Appointment notification for Metering Point and any Associated Export</u>	<u>SMRS</u>	<u>Losing MEM</u>	<u>MHHS – IF037</u>	<u>DIP interface</u>

Commented [SJ138]: Whilst the MEM appointment is not linked to a switch, it will still be validated as part of the SMRS secured active processing

Commented [SJ141]: Design query raised (DIN-88) as there doesn't appear to be a notification to the losing MEM - do they just assume that they have not been de-appointed if the IF-037 is not received by the appointment date even though they sent the MTDS.

Commented [SJ139]: OPC 180

Commented [SJ140]: SMRS timescales should be included in the BSC - placeholder to align once BSC registration drafting is available

Commented [SJ142]: BR-MS-003

	<u>is taking effect.</u>	<u>Metering Points or Secondary Related Metering Points.</u>				
<u>22.11.25</u>	<u>By 21:00 hours on the date before the MEM effective from date where the Appointment is taking effect.</u>	<u>Publish notification of MEM Appointment and Meter Technical for Metering Point and any Associated Export Metering Points or Secondary Related Metering Points.</u>	<u>SMRS</u>	<u>Gaining MEM</u> <u>Electricity Supplier</u> <u>ADS / SDS</u> <u>DNO</u> <u>EES Provider</u>	<u>MHHS – IF036</u>	<u>DIP interface</u>
<u>22.11.26</u>	<u>Following receipt of the notifications in 22.11.14 and 22.11.25.</u>	<u>Validate Meter Technical Details, including reconciliation with data received from the Electricity Supplier.</u> <u>Where discrepancies are identified, the MEM shall resolve in discussion with the relevant Market Participants. This may delay the ongoing notification in 22.11.27.</u>	<u>Gaining MEM</u>		<u>Internal Process</u>	<u>N/A</u>

Commented [SJ143]: OPC180

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22.11.27	Within <u>60 minutes</u> of receipt of the notification in 22.11.25.	Send Meter Technical Details.	Gaining MEM	ADS / SDS Electricity Supplier	<p>Advanced Metering Assets</p> <ul style="list-style-type: none"> • <u>D0268 Advanced Meter Technical Details</u> • <u>D0383 Notification of Commissioning Information</u> • <u>D0384 Notification of Commissioning Status.</u> <p>or</p> <p>Traditional Metering Assets</p> <ul style="list-style-type: none"> • <u>D0149 Notification of Mapping Details.</u> • <u>D0150 Traditional Meter Technical Details</u> 	Electronic or other method, as agreed
22.11.28	Following receipt of the notification in 22.11.25 and 22.11.27.	Validate Meter Technical Details, including reconciliation with data	Electricity Supplier		Internal Process	N/A

Commented [SJ145]: OPC 200

		<p><u>received from the SMRS.</u></p> <p><u>Where discrepancies are identified, the Electricity Supplier shall resolve in discussion with the relevant Market Participants.</u></p>				
<u>22.11.29</u>	<u>On appointment of Gaining MEM and between 5WD and 10WD of 22.11.25.</u>	<p><u>Send Consumer details.</u></p> <p><u>The D0225 should only be sent where required in accordance with the Transfer of Consumer Data Schedule.</u></p>	<u>Electricity Supplier</u>	<u>Gaining MEM</u>	<p><u>D0302 Notification of Customer Details</u></p> <p><u>D0225 Priority Services Details</u></p>	<u>Electronic or other method, as agreed</u>
<u>22.11.30</u>	<u>Within 3WD of 22.11.18 or 22.6.25.</u>	<u>Send notification of Electricity Supplier and MEM appointment.</u>	<u>Gaining MEM</u>	<u>MAP</u>	<u>D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.</u>	<u>Electronic or other method, as agreed</u>
<u>22.11.31</u>	<u>Within 3WD of 22.11.19 or 22.11.24.</u>	<u>Send notification of MEM de-appointment.</u>	<u>Losing MEM</u>	<u>MAP</u>	<u>D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.</u>	<u>Electronic or other method, as agreed</u>

Commented [SJ146]: Added to reflect BR MS 087 aligned to existing REC arrangements

Commented [SJ147]: Added reference to the earlier retro / same day appointment flow following consultation

Commented [SJ148]: Added de-appointment flow to address consultation comment CD0398

23 Maintenance of Appointment Data

23.1. At any point following the initial Metering Equipment Manager Appointment, the Electricity Supplier may initiate an Appointment update, as follows:

Commented [SJ149]: Added to reflect the steps in BP010 and rules regarding the setting of the customer direct contract flag

<u>Ref</u>	<u>When</u>	<u>Action</u>	<u>From</u>	<u>To</u>	<u>Information Required</u>	<u>Method</u>
23.1.1	At any point during MEM Appointment	Send MEM Appointment update.	Electricity Supplier	SMRS	MHHS IF 031 Supplier Service Provider Appointment Request	DIP interface
23.1.2	Following receipt of the notification referenced in 23.1.1, in accordance with the BSC.	Validate MEM appointment update request. If data is accepted, proceed to 23.1.5, otherwise proceed to 23.1.3.	SMRS		Internal Process	N/A
23.1.3	Following 23.1.2 where the data is not accepted.	Send notification that the proposed MEM Appointment update has been rejected by the SMRS.	SMRS	Electricity Supplier	MHHS IF 032 rejection	DIP interface
23.1.4	As soon as reasonably practicable following receipt of the notification referenced in 23.1.3.	Manage rejection of proposed MEM Appointment update.	Electricity Supplier		Internal Process	N/A

Commented [SJ150]: OPC120

Commented [SJ151]: OPC130

Commented [SJ152]: OPC 130

23.1.5	Following 23.1.2 where the data is accepted.	Send notification that the proposed MEM Appointment update has been accepted by the SMRS.	SMRS	Electricity Supplier	MHHS IF 032 acceptance	DIP interface
23.1.6	At the same time as 23.1.5.	Update MEM Appointment and issue MEM Appointment update validation request.	SMRS	MEM	MHHS IF 033	DIP interface
23.1.7	Within 60 minutes of receipt of the notification referenced in 23.1.6. -	Perform validation checks. If update is accepted, proceed to 23.1.11, otherwise proceed to 23.1.8.	MEM		Internal Process	N/A
23.1.8	Within 60 minutes of receipt of the notification referenced in 23.1.6 where Appointment update is rejected.	Reject proposed MEM Appointment update.	MEM	SMRS	MHHS – IF 034 - rejection	DIP interface
23.1.9	Following receipt of the notification referenced in 23.1.6 where Appointment update is rejected.	Issue MEM Appointment update outcome	SMRS	Electricity Supplier	MHHS – IF 035 rejection	DIP Interface
23.1.10	As soon as reasonably practicable following receipt of the notification referenced in 23.1.9.	Manage rejection of proposed MEM Appointment update.	Electricity Supplier		Internal Process	N/A
23.1.11	Within 60 minutes of receipt of the	Accept proposed MEM	MEM	SMRS	MHHS IF 034	DIP

Commented [SJ153]: OPC 130

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Commented [SJ155]: OPC 150

	notification referenced in 23.1.6 where Appointment update is accepted.	Appointment update.				interface
23.1.12	Following receipt of the notification in 23.1.11.	Publish notification of MEM Appointment update for all Related Metering Points and Associated Export Metering Points.	SMRS	Electricity Supplier MEM	MHHS-IF036	DIP Interface

Commented [SJ156]: New term to be defined in Schedule 1

Customer Direct Contract Flag

[23.2.](#) [At any point during the Metering Equipment Manager's Appointment, the Metering Equipment Manager may set or amend the Customer Direct Contract data in accordance with the process set out below.](#)

Commented [SJ157]: Amended to MEM to correct erroneous reference to Electricity Supplier setting the flag, in response to consultation comment CD030

[23.3.](#) [Where changes to contractual arrangements with the Consumer arise, the Metering Equipment Manager shall cancel or change the end date of the Customer Direct Contract data.](#)

Commented [SJ158]: This reflects the dissensus position that concluded only the appointed MEM can set the flag - links to WO item 053

Ref	When	Action	From	To	Information Required	Method
23.3.1	At any point during the MEM Appointment.	Set or amend the Customer Direct Contract data.	MEM	SMRS	MHHS IF 038	DIP interface

<u>23.3.2</u>	<u>Following receipt of the notification in 23.3.1, in accordance with the BSC.</u>	<u>Validate the Customer Direct Contract data</u> <u>If data is accepted, proceed to 23.3.5, otherwise proceed to 23.3.3.</u>	<u>SMRS</u>		<u>Internal Process</u>	<u>N/A</u>
<u>23.3.3</u>	<u>Following 23.3.2, where the data is rejected.</u>	<u>Reject proposed Consumer Direct Contract update</u>	<u>SMRS</u>	<u>MEM</u>	<u>MHHS IF 039 - rejection</u>	<u>DIP interface</u>
<u>23.3.4</u>	<u>As soon as reasonably practicable following receipt of the notification referenced in 23.3.3.</u>	<u>Manage rejection of proposed Consumer Direct Contract update including liaison with the Consumer and other Market Participants where necessary.</u>	<u>MEM</u>		<u>Internal Process</u>	<u>N/A</u>
<u>23.3.5</u>	<u>Following 23.3.2, where the data is accepted.</u>	<u>Publish the Customer Direct Contract data.</u>	<u>SMRS</u>	<u>MEM</u> <u>Electricity Supplier</u> <u>EES</u>	<u>MHHS IF 039 acceptance</u>	<u>DIP interface</u>
<u>23.3.6</u>	<u>Following receipt of the notification in 23.3.5.</u>	<u>Maintain records to show that the Customer Direct Contract has been flagged.</u>	<u>MEM</u>		<u>Internal Process</u>	<u>N/A</u>

Site Technical Details

23.4. At any point during the Metering Equipment Manager's Appointment, the Metering Equipment Manager may request updated Site

Technical Details in accordance with the process set out below.

<u>Ref</u>	<u>When</u>	<u>Action</u>	<u>From</u>	<u>To</u>	<u>Information Required</u>	<u>Method</u>
<u>23.4.1</u>	<u>If required, and at any time after the effective date of the Metering Equipment Manager 's Appointment (and only for Metering Points first registered after 6 November 2008),</u>	<u>Request Site Technical Details</u>	<u>MEM</u>	<u>DNO</u>	<u>D0170 Request for Metering System Related Details.</u>	<u>Electronic or other method, as agreed</u>
<u>23.4.2</u>	<u>Within 5WDs of receipt of the request in 23.4.1.</u>	<u>Respond to request for Site Technical Details</u>	<u>DNO</u>	<u>MEM</u>	<u>D0215 Provision of Site Technical Details or D0382 'Rejection Response for Request to Distribution Network Operator for Site Technical Details</u>	<u>Electronic or other method, as agreed</u>

~~⁵²Where a Switch does not take place, the Gaining Supplier shall cancel the Metering Equipment Manager Appointment by sending a D0151 Termination of Appointment or Contract by Supplier. If a Metering Equipment Manager acted as the Metering Equipment Manager for the previous Electricity Supplier for the relevant Metering Point, the Metering Equipment Manager should treat the notification of cancellation, where 'Termination Reason' – 'LC', as a reinstatement of its Appointment with the previous Electricity Supplier, unless a D0151 has been received from the previous Electricity Supplier.~~

~~⁵³Note that if there is also a concurrent change of HHDC, the Gaining Supplier shall send the D0148 once the D0011 from both the Metering Equipment Manager and the HHDC has been received and within 1WD of the receipt of the latter D0011.~~

~~⁵⁴Where the current Metering Equipment Manager has been instructed to send Meter Technical Details to a new Metering Equipment Manager, and there is a change to Meter Technical Details, the current Metering Equipment Manager shall send the revised Meter Technical Details to the new~~

~~Metering Equipment Manager until such a time as the current Metering Equipment Manager is no longer responsible for the Meter Technical Details.~~

~~⁵⁵If required, and at any time after the effective date of the Metering Equipment Manager 's Appointment (and only for Metering Points first registered after 6 November 2008), the Metering Equipment Manager may request Site Technical Details by sending a D0170 'Request for Metering System Related Details'. The Distribution Network Operator shall respond within 5 WD of such requests by sending a D0215 'Provision of Site Technical Details' or D0382 'Rejection Response for Request to Distribution Network Operator for Site Technical Details' either by electronic means or by another method, as agreed with the Metering Equipment Manager. The Metering Equipment Manager shall determine any appropriate course of action within 2 WD of receiving this information.~~

~~⁵⁶The Meter Technical Details, in the form of the D0268 flow, is to be sent under all circumstances, even if no Metering Asset is present on site, unless the Metering Equipment Manager 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 Switch /Change of Agent scenarios on 'New Connections' (if no D0215 'Provision of Site Technical Details' flows had been received by Metering Equipment Manager from Distribution Networks Operators) 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).~~

~~⁵⁷D0384 Notification of Commissioning Status is to be sent when a defect or omission exists that has prevented completion of commissioning prior to the change of Metering Equipment Manager. The Gaining Metering Equipment Manager must resolve the defect or omission as soon as possible following receipt of D0384.~~

Electricity MEM (Non Half Hourly)

177.5. Where a Switch is initiated the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
9.7.1	If required.	Send agent appointment ⁶⁴ - The Electricity Supplier will notify the Gaining MEM if the Metering Asset has a DCC-Enrolled Smart Metering System.	Gaining Supplier	Gaining MEM ⁴⁴	D0155 Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
9.7.2	If appointment rejected and within 2WD of 9.7.1.	Reject agent appointment and restart process if required. - Proceed to 9.7.1 if required.	Gaining MEM	Gaining Supplier	D0261 Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
9.7.3	If appointment accepted and within 2WD of 9.7.1.	Accept agent appointment.	Gaining MEM	Gaining Supplier	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
9.7.4	By Gaining Supplier Effective From Date	Send agent de-appointment.	Losing Supplier	Losing MEM	D0151 Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
9.7.5	If de-appointment rejected	Reject agent de-	Losing	Losing	Not Defined	Not Defined

	and within 5WD of 9.7.4.	appointment. - Note that rejection of de-appointment shall only occur if the Losing MEM has a contract with the <u>Consumer</u> .	MEM	<u>Supplier</u>		
9.7.6	If de-appointment accepted and within 5 <u>WDs</u> of 9.7.4.	Send notification of de-appointment.	Losing MEM	<u>MAP</u>	<u>D0303</u> Notification of Meter Operator, Supplier and <u>Metering Assets</u> installed/removed by the MOP to the <u>MAP</u> .	Electronic or other method, as agreed
9.7.7	On appointment of <u>MEM</u> and within 1 <u>WD</u> of 9.7.3 ⁵⁶ .	Send notification of NHHDC and current <u>MEM</u> . -	<u>Gaining Supplier</u>	<u>Gaining MEM</u> <u>NHHDC</u>	<u>D0148</u> Notification of Change to Other Parties. - <u>D0302</u> Notification of Customer Details	Electronic or other method, as agreed
9.7.8	Within 2 <u>WD</u> of 9.7.7.	<u>Request Meter Technical Details</u> .	<u>Gaining MEM</u>	<u>Losing MEM</u>	<u>D0170</u> Request for Metering System Related Details	Electronic or other method, as agreed
9.7.9	Within 2 <u>WD</u> of 9.7.8.	Send <u>Meter Technical Details</u> . ^{59,60}	<u>Losing MEM</u> ⁵⁴	<u>Gaining MEM</u> ⁵⁵	<u>D0149</u> Notification of Mapping Details. -	Electronic or other method, as agreed

					D0150 Non Half-hourly Meter Technical Details⁶⁴	
					-	
					D0313 Auxiliary Meter Technical Details²⁷	
For Metering Assets which do not comprise a DCC-Enrolled Smart Metering System						
9.7.10	Within 5WD on 9.7.9	Send Meter Technical Details	Gaining MEM	Gaining Supplier /- NHHDC / DNO	D0149 Notification of Mapping Details- D0150 Non Half-hourly Meter Technical Details⁶⁴ D0313 Auxiliary Meter Technical Details²⁷	Electronic or other method, as agreed
For Metering Assets which do not comprise a DCC-Enrolled Smart Metering System						
9.7.11	As soon as possible after midnight UTC on the Supplier Effective From Date.	Configure meter⁶².	Gaining Supplier	-	Internal process	N/A
9.7.12	Within 1 WD of 9.7.11.	Send Smart Metering System configuration details.	Gaining Supplier	MEM	D0367 Smart Meter Configuration Details- -	Electronic or other method, as agreed

					(or alternative method, as agreed bilaterally between the Electricity Supplier and MEM)	
9.7.13	If the Gaining Supplier has been unable to communicate with the Smart Metering System by Supplier Effective from Date +5WD.	Send notification that the process for non-DCC Enrolled Smart Metering System should be followed.	Gaining Supplier	Gaining MEM	D0170 Request for Metering System Related Details.	Electronic or other method, as agreed
9.7.14	Where 9.7.13 does not apply, within 1 WD of the later of 9.7.9 and 9.7.12.	Send Meter Technical Details.	Gaining MEM	Gaining Supplier / NHHDC / DNO	D0149 Notification of Mapping Details. - D0150 Non-Half hourly Meter Technical Details	Electronic or other method, as agreed

Electricity MEM (No Meter)

177.6. ——— Where a Switch is initiated on a Half Hourly Metering Point the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
9.8.1	By Supply Effective From Date.	Send appointment.	Gaining Supplier	Gaining MEM (For Supplier-Serviced Metering Systems, the Electricity Supplier shall Appoint a NHH	D0155 Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed

				<u>MEM</u>		
9.8.2	If appointment rejected and within 5 <u>WD</u> of 9.8.1.	Send notification of rejection of appointment including the reason why the request has been rejected.	Gaining <u>MEM</u>	<u>Gaining Supplier</u>	<u>D0261</u> Rejection of Agent Appointment. (Go to 9.8.1 if required)	Electronic or other method, as agreed
9.8.3	If appointment accepted and within 5 <u>WD</u> of 9.8.1.	Send notification of acceptance of appointment.	Gaining <u>MEM</u>	<u>Gaining Supplier</u>	<u>D0011</u> Agreement of Contractual Terms	Electronic or other method, as agreed
9.8.4	Within 5 <u>WDs</u> of notification from <u>MPAS</u> or by last date of <u>Electricity Supplier</u> appointment.	Send notification of termination of appointment.	<u>Losing Supplier</u>	<u>Losing MEM</u>	<u>D0151</u> Termination of Appointment or Contract by Supplier.	Electronic or other method, as agreed
9.8.5	If de-appointment rejected and within 5 <u>WD</u> of 9.8.4.	Send notification of rejection of de-appointment	<u>Losing MEM</u>	<u>Losing Supplier</u>	Note that rejection of de-appointment shall only occur if the current <u>MEM</u> has a contract with the customer	Electronic or other method, as agreed
9.8.6	Within 5 <u>WD</u> of 9.8.3 (if there is also a concurrent Change of <u>HHDC</u> , once the <u>D0011</u> from both the <u>MEM</u> and the <u>HHDC</u> has been received and within 5 <u>WD</u> of the receipt of the latter <u>D0011</u>)	Send notification of <u>HHDC</u> and current <u>MEM</u> . The <u>D0302</u> to the <u>HHDC</u> is optional for Supplier-serviced Metering Systems.	<u>Gaining Supplier</u>	<u>Gaining MEM</u> - <u>HHDC</u>	<u>D0148</u> Notification of Change to Other Parties. <u>D0302</u> Notification of Customer Details.	Electronic or other method, as agreed

9.8.7	Within 2 <u>WD</u> of 9.8.6	Request <u>MTD</u> -	Gaining <u>MEM</u>	Losing <u>MEM</u>	<u>D0170</u> Request for Metering System Related Details	Electronic or other method, as agreed
For <u>HHDC</u> -serviced Metering Systems						
9.8.8	Within 5 <u>WD</u> of 9.8.7 and every time where there is a change to the <u>MTD</u> while that <u>MEM</u> is responsible for the <u>MTD</u> (unless there is insufficient information to populate group 01A of the <u>D0268</u>).	Send <u>MTD</u>	Losing <u>MEM</u>	Gaining <u>MEM</u>	<u>D0268</u> Half Hourly Meter Technical Details.	Electronic or other method, as agreed
9.8.9	Within 5 <u>WD</u> of 9.8.8.	Send <u>MTD</u>	Gaining <u>MEM</u>	Gaining <u>Supplier</u> - <u>HHDC</u> - <u>DNO</u>	<u>D0268</u> Half Hourly Meter Technical Details.	Electronic or other method, as agreed
For <u>Supplier</u> -serviced Metering Systems						
9.8.10	Within 5 <u>WD</u> on 9.8.7	Send <u>MTD</u>	Losing <u>MEM</u>	Gaining <u>MEM</u>	<u>D0150</u> Non Half hourly Meter Technical Details	Electronic or other method, as agreed

9.8.11	Within 5 <u>WD</u> on 9.8.10	Send <u>MTD</u>	Gaining <u>MEM</u>	<u>Gaining Supplier</u> <u>DNO</u>	<u>D0150</u> Non Half-hourly Meter Technical Details	Electronic or other method, as agreed
<u>Site Technical Details</u>						
9.8.12	If required, and at any time after the effective date of the <u>MEM</u> 's appointment (for <u>RMPs</u> first registered after 6 November 2008)	Request Site Technical Details	Gaining <u>MEM</u>	<u>DNO</u>	<u>D0170</u> Request for Metering System Related Details.	Electronic or other method, as agreed
9.8.13	If requested accepted and within 5 <u>WD</u> of 9.8.12	Send Site Technical Details	<u>DNO</u>	Gaining <u>MEM</u>	<u>D0215</u> Provision of Site Technical Details	Electronic or other method, as agreed
9.8.14	If requested rejected and within 5 <u>WD</u> of 9.8.12	Send Rejection Response	<u>DNO</u>	Gaining <u>MEM</u>	<u>D0382</u> Rejection Response for Request to <u>LDSO</u> for Site Technical Details	Electronic or other method, as agreed

⁵⁹ Note that if there is also a concurrent change of NHHDC and / or NHHDA, and the Gaining Supplier waits for all D0014 flows before sending a D0148, the Gaining Supplier shall send the D0148 within 1 WD of receipt of all applicable D0014 flows.

⁵⁹ The current NHH MEM 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' Market Message has been received from the Electricity 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.

~~⁶⁰The outgoing Metering Equipment Manager remains responsible for sending revised MTDs where they relate to site activity carried out after their de-appointment date.~~

~~⁶⁴The Metering Equipment Manager will send the D0150 Non Half-hourly Meter Technical Details to the relevant parties in all cases, even when no meter is present.~~

~~⁶²If the new Electricity Supplier is unable to configure the meter until after the Supplier Effective from Date but is able to do so by Supplier Effective from Date +5WD, for example due to a communications failure, the new Electricity Supplier will re-date any SSC change (and associated) readings to the Supplier Effective from Date. If the new Electricity Supplier is unable to configure the meter until after Supplier Effective from Date +5WD the new Electricity Supplier will use the change of SSC process in BSCP504 and will adopt the Losing Supplier's SSC for the intervening period.~~

~~177.7. ——— Where a Switch is initiated on a Non-Half Hourly Metering Point the process below will be followed:-~~

Ref	When	Action	From	To	Information Required	Method
9.9.1	By <u>Supply Effective From Date</u>.	Send appointment.	<u>Gaining Supplier</u>	<u>Gaining MEM</u>	<u>D0155</u> Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
9.9.2	If appointment rejected and within 2 <u>WD</u> of 9.9.1.	Send notification of rejection of appointment including the reason why the request has been rejected.	<u>Gaining MEM</u>	<u>Gaining Supplier</u>	<u>D0261</u> Rejection of Agent Appointment. (Go to 9.9.1 if required)	Electronic or other method, as agreed
9.9.3	If appointment accepted and within 2 <u>WD</u> of 9.9.1.	Send notification of acceptance of appointment.	<u>Gaining MEM</u>	<u>Gaining Supplier</u>	<u>D0011</u> Agreement of Contractual Terms	Electronic or other method, as agreed
9.9.4	Within 5 <u>WDs</u> of notification from <u>MPAS</u> or by last date of <u>Electricity Supplier</u> appointment.	Send notification of termination of appointment.	<u>Losing Supplier</u>	<u>Losing MEM</u>	<u>D0151</u> Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
9.9.5	If de-appointment rejected and within 5 <u>WD</u> of 9.9.4.	Send notification of rejection of de-appointment	<u>Losing MEM</u>	<u>Losing Supplier</u>	Note that rejection of de-appointment shall only occur if the current <u>MEM</u> has a contract with the customer	Electronic or other method, as agreed
9.9.6	On appointment of <u>MEM</u> and within 1 <u>WD</u> of 9.9.3 (if there is	Send notification of <u>NHHDC</u> and current <u>MEM</u>.	<u>Gaining Supplier</u>	<u>Gaining MEM</u>	<u>D0148</u> Notification of	Electronic or other

	also a concurrent Change of <u>NHHDC</u> and/or <u>NHHDA</u> , once the <u>D0011</u> from both the <u>MEM</u> and the <u>NHHDC</u> has been received and within 1 <u>WD</u> of the receipt of the latter <u>D0011</u>)	-		- <u>NHHDC</u>	<u>Change to Other Parties.</u> <u>D0302</u> Notification of Customer Details.	method, as agreed
9.9.7	Within 1 <u>WD</u> of 9.9.6	Request <u>MTD</u> -	Gaining <u>MEM</u>	Losing <u>MEM</u>	<u>D0170</u> Request for Metering System Related Details	Electronic or other method, as agreed
9.9.8	Within 2 <u>WD</u> of 9.9.7 and every time where there is a change to the <u>MTD</u> while that <u>MEM</u> is responsible for the <u>MTD</u>	Send <u>MTD</u> Where no <u>D0151</u> has been received, the <u>MEM</u> will still send the <u>D0150</u> and the de-appointment date can be derived from the 'Date Action Required By' (<u>J0028</u>) data item on the <u>D0170</u> . - -	Losing <u>MEM</u>	Gaining <u>MEM</u>	<u>D0150</u> Non-Half-hourly Meter Technical Details	Electronic or other method, as agreed
9.9.9	Within 1 <u>WD</u> of 9.9.8.	Send <u>MTD</u>	Gaining <u>MEM</u>	Gaining <u>Supplier</u> -	<u>D0150</u> Non-Half-hourly Meter Technical Details	Electronic or other method, as agreed

				<u>DNO</u>		
<u>Site Technical Details</u>						
9.9.10	If required, and at any time after the effective date of the <u>MEM</u> 's appointment (for <u>RMP</u> s first registered after 6 November 2008)	Request Site Technical Details	Gaining <u>MEM</u>	<u>DNO</u>	<u>D0170</u> Request for Metering System Related Details.	Electronic or other method, as agreed
9.9.11	If requested accepted and within 5 <u>WD</u> of 9.9.10	Send Site Technical Details	<u>DNO</u>	Gaining <u>MEM</u>	<u>D0215</u> Provision of Site Technical Details	Electronic or other method, as agreed
9.9.12	If requested rejected and within 5 <u>WD</u> of 9.9.10	Send Rejection Response	<u>DNO</u>	Gaining <u>MEM</u>	<u>D0382</u> Rejection Response for Request to <u>LDSO</u> for Site Technical Details	Electronic or other method, as agreed

178 — Switch with No Concurrent Change of MEM

Ref	When	Action	From	To	Information Required	Method
10.6.1	As required.	Send agent appointment.	Gaining <u>Supplier</u>	<u>MEM</u> ⁴¹	<u>D0155</u> Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
10.6.2	If appointment rejected and within 2 <u>WD</u> of 10.6.1.	Reject agent appointment and restart process.	<u>MEM</u>	Gaining <u>Supplier</u>	<u>D0261</u> Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed

10.6.3	If appointment accepted and within <u>2WD</u> of 10.6.1.	Accept agent appointment.	MEM	<u>Gaining Supplier</u>	D0011 Agreement of Contractual Terms	Electronic or other method, as agreed
10.6.4	By <u>Gaining Supplier</u> Effective From Date	Send agent de-appointment.	<u>Losing Supplier</u>	MEM	D0151 Termination of Appointment or Contract by Supplier.	Electronic or other method, as agreed
10.6.5	Within 1WD of receiving all applicable D0011s	Send notification of HHDC and current MEM . - The D0302 to the HHDC is optional for Supplier—Serviced Metering Assets.	<u>Gaining Supplier</u>	MEM <u>HHDC</u> <u>DNO</u>	D0148 Notification of Change to Other Parties. - D0302 Notification of Customer Details	Electronic or other method, as agreed
For HHDC-Serviced Metering Assets						
10.6.6	Within <u>1WD</u> on 10.6.5.	Request Meter Technical Details	<u>Gaining Supplier</u>	MEM	D0170 Request for Metering System Related Details	Electronic or other method, as agreed
10.6.7	Within <u>5WD</u> on 10.6.6.	Send Meter Technical Details.	MEM	<u>Gaining Supplier</u> <u>HHDC</u> <u>DNO</u>	D0268 Half Hourly Meter Technical Details³⁴ -	Electronic or other method, as agreed
For Supplier—Serviced Metering Assets						

10.6.8	Within <u>1 WD</u> of configuration or within <u>1 WD</u> of Supply Effective from Date as applicable.	<p>Send Smart Metering System configuration details.</p> <p>-</p> <p>If unable to re-configure the Time of Use registers, or no re-configuration required, the Electricity Supplier will notify the existing configuration details, where known.</p> <p>-</p> <p>If the Time of Use registers are not configured to a valid Standard Settlement Configuration (as defined in MDD), or the Electricity Supplier is unable to determine the current configuration, the Electricity Supplier will notify a single rate SSC.</p>	Gaining Supplier	MEM	<p>D0367 Smart Meter Configuration Details-</p> <p>-</p> <p>(or alternative method, as agreed bilaterally between the Electricity Supplier and MEM)</p>	Electronic or other method, as agreed
10.6.9	Within <u>5 WDs</u> of 10.6.8.	Send Meter Technical Details.-	MEM	<p>Gaining Supplier</p> <p>DNO</p>	<p>D0149 Notification of Mapping Details.-</p> <p>-</p> <p>D0150 Non Half-hourly Meter Technical Details.-</p> <p>Electronic</p>	Electronic or other method, as agreed

Electricity MEM (Non Half Hourly)

Where a Consumer Switch is initiated the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
10.7.1	As required.	Send agent appointment.	<u>Gaining Supplier</u>	<u>MEM</u>	<u>D0155</u> Notification of Meter Operator or Data Collector Appointment and Terms	Electronic or other method, as agreed
10.7.2	If appointment rejected and within <u>2WD</u> of 10.7.1.	Reject agent appointment	<u>MEM</u>	<u>Gaining Supplier</u>	<u>D0261</u> Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
10.7.3	If appointment accepted and within <u>2WD</u> of 10.7.1.	Accept agent appointment.	<u>MEM</u>	<u>Gaining Supplier</u>	<u>D0011</u> Agreement of Contractual Terms	Electronic or other method, as agreed
10.7.4	By <u>Gaining Supplier</u> Effective From Date	Send agent de-appointment.	<u>Losing Supplier</u>	<u>MEM</u>	<u>D0151</u> Termination of Appointment or Contract by Supplier	Electronic or other method, as agreed
10.7.5	If de-appointment accepted and within <u>5 WDs</u> of 10.7.4.	Send notification of de-appointment.	<u>MEM</u>	<u>MAP</u>	<u>D0303</u> Notification of Meter Operator, Supplier and <u>Metering Assets</u> installed/removed by the MOP to the <u>MAP</u> .	Electronic or other method, as agreed
10.7.6	If de-appointment rejected and within <u>5 WDs</u> of 10.7.4.	Reject agent de-appointment. - Note that rejection of de-	<u>MEM</u>	<u>Losing Supplier</u>	Not Defined	Electronic or other method as agreed

		<p>appointment shall only occur if the Losing MEM has a contract with the <u>Consumer</u>.</p> <p>-</p> <p>-</p>				
10.7.7	On appointment of <u>MEM</u> and within 1 <u>WD</u> of 10.7.3 ⁵⁸	Send notification of <u>NHHDC</u> and current <u>MEM</u> .	<u>Gaining Supplier</u>	<u>MEM/ NHHDC</u>	<p><u>D0148</u> Notification of Change to Other Parties.</p> <p>-</p> <p><u>D0302</u> Notification of Customer Details.</p>	Electronic or other method, as agreed
10.7.8	Within 1 <u>WD</u> of 10.7.7.	Send <u>Meter Technical Details</u> .	<u>MEM</u>	<p><u>Gaining Supplier</u></p> <p><u>NHHDC</u></p> <p><u>DNO</u></p>	<p><u>D0149</u> Notification of Mapping Details.</p> <p>-</p> <p><u>D0150</u> Non Half-hourly Meter Technical Detail⁶⁴</p> <p>-</p> <p><u>D0313</u> Auxiliary Meter Technical Details²⁷</p>	Electronic or other method, as agreed
10.7.9	Within 1 <u>WD</u> of 10.7.7.	Send notification of <u>Energy Supplier</u> and <u>MEM</u> appointment.	<u>MEM</u>	<u>MAP</u>	<u>D0303</u> Notification of Meter Operator, Supplier and <u>Metering Assets</u> installed/removed by the	Electronic or other method, as agreed

					MOP to the <u>MAP</u> .	
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179 — Change of Metering Equipment Manager with Transfer of Metering Asset

~~179.1. This process covers the scenario where Metering Assets are transferred from the Losing Metering Equipment Manager to the Gaining Metering Equipment Manager as part of the change of Metering Equipment Manager process.~~

~~179.2. As the process depicted is completed on an RMP by RMP basis, this process is fit for a low-volume change of Metering Equipment Manager. Bulk changes of Metering Equipment Manager will be dealt with on a case by case basis. For electricity bulk changes, the Energy Supplier shall submit a bulk change of agent application to the BSC Panel in accordance with BSCP513. Once the bulk change of agent application has been approved by the BSC Panel, the change of Metering Equipment Manager shall progress in accordance with this Paragraph **11**.~~

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~~179.3. ——— Appropriate contractual arrangements must be put in place for the Appointment of the Gaining Metering Equipment Manager before de-appointing the Losing Metering Equipment Manager.~~

~~179.4. ——— **Electricity MEM (Half Hourly)**~~

~~179.5. ——— Where a change of Metering Equipment Manager is initiated the process below will be followed:~~

Ref	When	Action	From	To	Information Required	Method
11.7.1	As required.	Send agent appointment.	<u>Electricity Supplier</u>	Gaining MEM ⁴⁺	<u>D0155</u> Notification of Meter Operator or Data Collector Appointment and Terms ⁷⁺	Electronic or other method, as agreed
11.7.2	If appointment rejected and within <u>5WD</u> of 11.7.1 (or within <u>10WD</u> for <u>Supplier Serviced Metering Asset</u>)	Reject agent appointment and restart process if required.	Gaining MEM	<u>Electricity Supplier</u>	<u>D0261</u> Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
11.7.3	If appointment accepted and within <u>5WD</u> of 11.7.1 (or within <u>10WD</u> for <u>Supplier Serviced Metering Assets</u>).	Accept agent appointment.	Gaining MEM-	<u>Electricity Supplier</u>	<u>D0011</u> Agreement of Contractual Terms	Electronic or other method, as agreed
11.7.4	Within <u>5WDs</u> of 11.7.3.	Send agent de-appointment.	<u>Electricity Supplier</u>	Losing MEM	<u>D0151</u> Termination of Appointment or Contract by Supplier-	Electronic or other method, as agreed
11.7.5	If de-appointment rejected and within <u>5WD</u> of 11.7.4.	Reject agent de-appointment. - Note that rejection of de-appointment shall only occur if the Losing MEM has a contract with the <u>Consumer</u> .	Losing MEM	<u>Electricity Supplier</u>	-	Electronic or other method, as agreed
11.7.6	On appointment of Gaining	Send notification of <u>MEM</u>	<u>Electricity</u>	Gaining	<u>D0148</u> Notification of	Electronic or

	MEM and between 5WD ⁷² and 10WD of 11.7.4.	appointment / de-appointment. - The <u>D0302</u> to the HHDC is optional for <u>Supplier Serviced Metering Asset</u> .	<u>Supplier</u>	MEM <u>HHDC</u>	Change to Other Parties.- - <u>D0302</u> Notification of Customer Details	other method, as agreed
11.7.7	With 2 <u>WD</u> of 11.7.6.	Instruct Losing MEM to send <u>Meter Technical Details</u> to Gaining MEM.	<u>Electricity Supplier</u>	Losing MEM	<u>D0170</u> Request for Metering System Related Details	Electronic or other method, as agreed
<u>For HHDC Serviced Metering Assets</u>						
11.7.8	Within 5WD on 11.7.7.	<u>Send Meter Technical Details</u> .	Losing MEM ⁵⁴	Gaining MEM ⁵⁶	<u>D0268</u> Half Hourly Meter Technical Details ⁵⁶ - If site is <u>Complex Site</u> , send <u>Complex Site Supplementary Information Form</u> (see Appendix 2).	Electronic or other method, as agreed
11.7.9	Following 11.7.8.	Send commissioning information.	Losing MEM	Gaining MEM	<u>D0383</u> Notification of Commissioning information. - <u>D0384</u> Notification of Commissioning status ⁵⁷	Electronic or other method, as agreed

11.7.10	Within 5 <u>WD</u> of 11.7.8.	<u>Send Meter Technical Details.</u>	Gaining MEM	<u>Electricity Supplier</u> <u>HHDC</u> <u>DNO</u>	<u>D0268 Half Hourly Meter Technical Details</u> - If site is <u>Complex Site</u> , send <u>Complex Site Supplementary Information Form</u> (see Appendix 2).	Electronic or other method, as agreed
11.7.11	Following 11.7.10.	Send commissioning information.	Gaining MEM	<u>Electricity Supplier</u>	<u>D0384 Notification of Commissioning status</u>	Electronic or other method, as agreed
11.7.12	In accordance with the timescales in the Paragraph 20.	If <u>Meter Technical Details</u> manually intervened or there has been a key field change, prove <u>Metering Asset</u> .	Gaining MEM	<u>HHDC</u>	In accordance with Paragraph 20.	Electronic or other method, as agreed
<u>For Supplier Serviced Metering Assets</u>						
11.7.13	Within 5 <u>WDs</u> of 11.7.7.	<u>Send Meter Technical Details.</u>	Losing MEM ⁵⁴⁻⁷³	Gaining MEM ⁵⁵	<u>D0149 Notification of Mapping Details.</u> - <u>D0150 Non Half-hourly Meter Technical Details.</u> <u>Electronic</u>	Electronic or other method, as agreed
11.7.14	Within 5 <u>WDs</u> of 11.7.13.	<u>Send Meter Technical Details.</u>	Gaining MEM	<u>Electricity Supplier</u>	<u>D0149 Notification of Mapping Details.</u>	Electronic or other method, as agreed

				<u>DNO</u>	- <u>D0150 Non Half-hourly Meter Technical Details.</u> Electronic	
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⁷¹A retrieval method of 'S' in the D0155 Market Message indicates that the Electricity Supplier will retrieve the HH Metered Data.

⁷²This step could be completed in less than 5 WD if the Electricity Supplier knows a de-appointment is not going to be rejected.

⁷³The abbreviation MOA is used for Supplier-Serviced Metering Assets, where the Metering Equipment Manager is fulfilling its functions in respect of a HH Metering Asset. The abbreviation HHMOA is used for those activities that apply to both HHDC-Serviced and Supplier-Serviced Metering Assets.

Electricity MEM (Non Half Hourly)

179.6. ——— Where a change of Metering Equipment Manager is initiated the process below will be followed:

Ref	When	Action	From	To	Information Required	Method
11.8.1	As required.	Send agent appointment.	<u>Electricity Supplier</u>	Gaining MEM	<u>D0155</u> Notification of Meter Operator or Data-Collector Appointment and Terms	Electronic or other method, as agreed
11.8.2	If appointment rejected and within 10 <u>WD</u> of 11.8.1.	Reject agent appointment and restart process if required.	Gaining MEM	<u>Electricity Supplier</u>	<u>D0261</u> Rejection of Agent Appointment including reason for rejection	Electronic or other method, as agreed
11.8.3	If appointment	Accept agent appointment.	Gaining	<u>Electricity</u>	<u>D0011</u> Agreement of Contractual	Electronic or

	accepted and within 10 <u>WD</u> of 11.8.1.		MEM	Supplier	Terms	other method, as agreed
11.8.4	Within 5 <u>WDs</u> of 11.8.3.	Send agent de-appointment.	Electricity Supplier	Losing MEM	D0151 Termination of Appointment or Contract by Supplier.	Electronic or other method, as agreed
11.8.5	If de-appointment rejected and within 5 <u>WD</u> of 11.8.4.	Reject agent de-appointment. - Note that rejection of de-appointment shall only occur if the Losing MEM has a contract with the <u>Consumer</u>.	Losing MEM	Electricity Supplier	-	Electronic or other method, as agreed
11.8.6	If de-appointment accepted and within 5 <u>WDs</u> of 11.8.4.	Send notification of de-appointment.	Losing MEM	MAP	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/ removed by the MOP to the MAP.	Electronic or other method, as agreed
11.8.7	Between 5 <u>WD</u>⁷² and 10 <u>WD</u> of 11.8.4.	Send notification of <u>MEM</u> appointment / de-appointment. -	Electricity Supplier	Gaining MEM NHHDC	D0148 Notification of Change to Other Parties. - D0302 Notification of Customer Details	Electronic or other method, as agreed
11.8.8	With 2 <u>WD</u> of 11.8.7.	Instruct Losing MEM to send <u>Meter Technical Details</u> to Gaining MEM.	Electricity Supplier	Losing MEM	D0170 Request for Metering System-Related Details	Electronic or other method, as agreed
11.8.9	Within 5 <u>WD</u> on	Send <u>Meter Technical</u>	Losing	Gaining	D0149 Notification of Mapping	Electronic or

	11.8.8.	<u>Details</u> ⁵⁸⁻⁵⁹	MEM ⁵⁴	MEM ⁵⁵	Details- - D0150 Non Half hourly Meter Technical Details ^{74-64,} - D0313 Auxiliary Meter Technical Details ²⁷	other method, as agreed
11.8.10	Within 5 <u>WDs</u> of 11.8.9.	<u>Send Meter Technical Details.</u>	Gaining MEM	Supplier- <u>NHHDC</u> <u>DNO</u>	D0149 Notification of Mapping Details- - D0150 Non Half hourly Meter Technical Details- - D0313 Auxiliary Meter Technical Details ²⁷	Electronic or other method, as agreed
11.8.11	Within 5 <u>WDs</u> of 11.8.9.	Send notification of appointment.	Gaining MEM	<u>MAP</u>	D0303 Notification of Meter Operator, Supplier and Metering Assets installed/removed by the MOP to the MAP.	Electronic or other method, as agreed

~~⁷⁴If Metering Technical Details are not received within 12 WD of new Metering Equipment Manager Appointment, Gaining Metering Equipment Manager to request the Losing Metering Equipment Manager to send MTDs using the DQ170 Request for Metering System Related Details and report this to the Electricity Supplier.~~

180 — Change of MEM with Metering Asset Exchange

~~180.1. This process covers the scenario where Metering Asset is exchanged as a result of a new Metering Equipment Manager Appointment.~~

~~180.2. As the process depicted is completed on an RMP by RMP basis, this process is fit for a low volume change of Metering Equipment Manager. Bulk changes of Metering Equipment Manager will be dealt with on a case-by-case basis. For electricity bulk changes, the Electricity Supplier shall submit a bulk change of agent application to the BSC Panel in accordance with BSCP513. Once the bulk change of agent application has been approved by the BSC Panel the change of Metering Equipment Manager shall progress in accordance with this Schedule.~~

~~180.3. For gas Metering Equipment Manager Appointments, once the Gaining Metering Equipment Manager has accepted its Appointment, the Gas Supplier will de-appoint the Losing Metering Equipment Manager and pass the identity of the Gaining Metering Equipment Manager and the date on which the responsibility is to transfer to the Gaining Metering Equipment Manager. The Losing Metering Equipment Manager will transfer MAP Id within an unsolicited ONDET flow. Other Meter Technical Details are not required. This contrasts with Switch, where the transfer of information is triggered by the Gaining Metering Equipment Manager contacting the Losing Metering Equipment Manager using an ORDET flow.~~

~~180.4. This process assumes the Gas Supplier will be the Gas Act Owner and there is no Switch.~~

Electricity MEM

180.5. The electricity process is not currently documented.

18124 Change of ~~Data Collector~~Data Service (Electricity Only)⁹³

⁹³This process shall also apply to a concurrent ~~Switch~~ and change of ~~HHDC~~. In this circumstance, the ~~Electricity Supplier~~ referred to is the ~~Gaining Supplier~~.

24.1. The process for change of ~~Data Collector~~Data Service is set out within the ~~BSC~~. Where a change of ~~Data Service~~ ~~Data Collector~~ occurs, the ~~Appointed Meter Equipment Manager~~ Metering Equipment Manager will receive details of the new ~~Data Service~~ ~~Data Collector~~ from the ~~Electricity Supplier~~ Supplier Meter Registration Service and will provide ~~Meter Technical Details~~ to the new ~~Data Collector~~Data Service in accordance with the ~~BSCP502~~process below:-

Commented [SJ159]: Additional table included to address comment CD-411

<u>Ref</u>	<u>When</u>	<u>Action</u>	<u>From</u>	<u>To</u>	<u>Information Required</u>	<u>Method</u>
<u>24.1</u>	<u>Where Data Service Appointment is accepted in accordance with the BSC.</u>	<u>Publish notification of proposed Data Service Appointment.</u>	<u>SMRS</u>	<u>Gaining MEM</u>	<u>MHHS-IF035</u>	<u>DIP Interface</u>
<u>24.2</u>	<u>Within 60 minutes of receipt of the notification in 24.1, for Traditional Metering Assets and Advanced Metering Assets only.</u>	<u>Send Meter Technical Details.</u>	<u>Gaining MEM</u>	<u>ADS / SDS</u>	<p><u>Advanced Metering Assets</u></p> <ul style="list-style-type: none"> <u>D0268 Half Hourly Meter Technical Details</u> <p><u>or</u></p>	<u>Electronic or other method, as agreed</u>

Commented [SJ160]: OPC 190

					<p><u>Traditional Metering Assets</u></p> <ul style="list-style-type: none"> • <u>D0149 Notification of Mapping Details.</u> • <u>D0150 Traditional Meter Technical Details</u> 	
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~~181.1.~~

~~18225~~ **Change of Meter Asset Provider**

~~182.1. This process covers provision of updates to central systems where the Meter Asset Provider is amended.~~

Electricity MEM

25.1. The process below shall be followed where a change of Meter Asset Provider occurs, for all types of Metering Asset. Some activities are only applicable to certain types of Metering Asset as specified in the individual steps:

Ref	When	Action	From	To	Information Required	Method
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13.3 25.1.1	On receipt of a <u>D0304</u> from a <u>Meter Asset Provider</u> . As soon as possible and in any event within 5- <u>WD</u> of the effective date of the change.	Provide notification of change of <u>MAP</u> .	<u>MEM</u>	<u>SMR</u> <u>SERDA</u>	<u>MHHS – IF005</u> <u>D0304</u> <u>Notification of Meter Asset Provider</u>	<u>DIP</u> <u>interface</u> <u>Electronic or other method, as agreed</u>
13.3 25.1.2	<u>Following receipt of the notification in 25.1.1, in accordance with the BSC. On receipt of data.</u>	Perform validation checks. <u>-If MAP update is accepted, proceed to 25.1.3, otherwise proceed to 25.1.5.</u> <u>If valid, proceed to 13.3.5.</u>	<u>ERDA-SMRS</u>		Internal <u>p</u> Process	N/A
13.3 25.1.3	<u>Following 25.1.2, where the MAP update is not accepted. Upon unsuccessful validation.</u>	Send notification of invalid <u>MAP</u> data.	<u>ERDA</u> <u>SMRS</u>	<u>MEM</u>	<u>MHHS IF 006 rejection</u> <u>D0304</u> <u>Notification of Meter Asset Provider</u>	<u>DIP</u> <u>interface</u> <u>Electronic or other method, as agreed</u>
<u>25.1</u> 13.3 .4	Within 5 <u>WD</u> s of <u>25.1</u> 13.3 .3.	<u>Manage rejection of MAP update.</u> Where the rejection is of	<u>MEM</u>	<u>ERDA</u>	<u>D0304</u> <u>Notification of Meter Asset Provider</u> <u>Internal Process</u>	<u>Electronic or other method, as agreed</u> <u>N/A</u>

Commented [SJ161]: No reference to this in the OPC so timeline left as per current arrangements

		<p>a type the MEM can resolve without involving other industry parties, send a corrected MHHS-IF005D0304.</p> <p>If the MEM needs to involve other industry parties to resolve the issue, then reasonable endeavours shall apply.</p> <p>Proceed toRestart the process at 43-325.1.1.2.</p>				
25.143.3.5	Following 25.1.2, where the MAP update is accepted. Upon successful validation.	Update database.	ERDA-SMRS		Internal P rocess.	N/A
25.143.3.6	Immediately following 25.143.3.5 .	Send notification of MAP data acceptance.	ERDASMRS	MEM	MHHS IF 006 acceptanceD0304 Notification of Meter Asset Provider	DIP interfaceElectronic or other method, as agreed
25.1.7	At the same time as 25.1.6.	Provide notification of the revised MAP, in	ERDS	CSS	As set out in the RMP Lifecycle Schedule	As defined in the RMP Lifecycle

		accordance with the RMP Lifecycle Schedule.				Schedule
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26 Change of Market Segment

26.1. As specified in the Metering Accreditation Schedule, Metering Equipment Managers can be Qualified as –Advanced Metering Equipment Managers, Smart Metering Equipment Managers or both. The Electricity Supplier shall ensure they Appoint a Metering Equipment Manager with the relevant Qualification.

26.2. Where an Electricity Supplier determines that a Metering Asset exchange is required which will result in a change of Market Segment then any new Metering Equipment Manager must be [Appointed in advance, with the effective from date for the new Metering Equipment Manager set to reflect the date for the Metering Asset exchange](#). The Electricity Supplier should populate the [Service Provider Appointment Scenario](#) to indicate that the Appointment is being requested as part of a change of Market Segment process to allow Appointment of a Metering Equipment Manager Qualified under a Market Segment that does not match the existing Metering Asset. Following the Metering Asset exchange, the Supplier Meter Registration Service will carry out an assessment of the Market Segment and amend the Market Segment in accordance with the BSC.

26.3. Where a Metering Asset is exchanged or a change of Connection Type is carried out, without a concurrent change of Metering Equipment Manager and this results in an invalid Metering Equipment Manager Appointment i.e. the Appointed Metering Equipment Manager is not Qualified for the new Market Segment, then the Supplier Meter Registration Service shall automatically de-appoint the Metering Equipment Manager in accordance with the BSC and notify the Electricity Supplier. In this scenario, the Electricity Supplier shall ensure that a new Metering Equipment Manager is Appointed soon as reasonably practicable.

Commented [SJ162]: Design issue raised (DIN086) regarding this process e.g. why the SMRS doesn't amend the market segment and how the supplier would notify a change to market segment.

Commented [SJ163]: This reflects BP011 step 35

Commented [SJ164]: Hyperlink to be added to data item definition (rather than introducing this as a new defined term)

~~483.27~~ **Proving Tests (Electricity Only)**

~~483.1.27.1. Other than Metering Assets where Half Hourly data is sourced by the Electricity Supplier from a meter compliant with the Smart Metering Equipment Technical Specifications (SMETS), the Metering Equipment Managers shall carry out a Proving Test / re-test for Advanced Metering Assets for each instance of Half Hourly Metering Asset, that it is responsible for, in accordance with and in the circumstances described in this Paragraph 297.~~

Commented [SJ165]: Amendments to clarify applicability of proving tests

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~~483.2.27.2. A Proving Test is required where any, or all of the following key fields are changed whilst a Metering Asset is energised. A Proving Test shall be initiated as soon as that Metering Asset becomes energised and completed in the timescales set out Paragraph 15.5.~~

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- a) outstation Id;
- b) Meter Id (serial number);
- c) outstation number of channels;
- d) Measurement Quantity Id;
- e) Meter multiplier;
- f) pulse multiplier;
- g) CT and / or VT Ratios; and
- h) access to [Metering Asset](#) at password level 3¹⁰¹. ~~Where access to the Metering Asset at password level 3 has only changed the schedule for automated data transfer, a Proving Test will not be required.~~

Commented [SJ166]: Reflects footnote 101

~~¹⁰¹Where access to the Metering Asset at password level 3 has changed only the schedule for automated data transfer, a Proving Test will not be required.~~

~~483.3.27.3. A Proving Test is required where:~~

- a) the [Metering Asset](#) is for a [Complex Site](#) ; or

- b) the [Metering Asset](#) has a separate outstation; or
- c) the [Metering Asset](#) has an integral outstation which can have a pulse multiple other than 1, as identified in the compliance and protocol approval list.

~~483.4.27.4.~~ A [Proving Test](#) shall be carried out on both main and check [Metering Assets](#) and shall be carried out in any of the following circumstances:

- a) as a result of new connection or transfers from [CMRS](#) to ~~ERDA-SMRS~~ in accordance with BSCP68;
- b) following a change of [HHDC-ADS](#) Appointment but only in the event that the [Meter Technical Details](#) were manually intervened⁴⁰²; ~~Note that manually intervened (with regard to Proving Tests) means that Meter Technical Details 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 Market Message.~~
- ~~⁴⁰² 'Manually intervened (with regard to Proving Tests)' means that Meter Technical Details 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 Market Message.~~
- c) following a change of [Metering Equipment Manager](#) Appointment but only in the event that the [Meter Technical Details](#) were manually intervened;
- d) following a concurrent [Switch](#) and change of [HHDC-ADS](#) but only in the event that the [Meter Technical Details](#) were manually intervened;
- e) when a [Metering Asset](#) is reconfigured / replaced;
- ~~f) following a change of Measurement Class from NHH to HH;~~
- ~~gf) when there is a key field change (refer to Paragraph 20.1);~~
- ~~hg) where there has been a key field change (refer to Paragraph 20.1) whilst a site has been de-energised and the [Metering Asset](#) becomes energised;~~
- ~~ih) whenever a shared [Metering Asset](#) arrangement is carried out in accordance with the [BSC](#);~~
- ~~ji) where a feeder is energised for the first time; or~~
- ~~kj) where a [Complex Site](#) is created, modified or removed, or where one of the above changes impacts on a [Metering Asset](#) which is part of a [Complex Site](#).~~

Commented [SJ167]: Reflects footnote 102

~~483.5-27.5.~~ The [Metering Equipment Manager](#) shall decide from methods 1 to 4 which method of [Proving Test](#) is appropriate in conjunction with the ~~HHDCADS~~. A [Complex Site](#) shall always be proved using the [Complex Site](#) Validation Test.

~~483.6-27.6.~~ [Complex Sites](#) shall be proven in the same way as non [Complex Sites](#) except the [Metering Equipment Manager](#) shall use the aggregated data provided by the [Metering Asset](#) for comparison. If the standard [Proving Test](#) fails, the [Metering Equipment Manager](#) and ~~HHDC-ADS~~ shall consider whether the site shall be classified as a [Complex Site](#).

Proving Test Method 1

~~483.7-27.7.~~ Where a [Proving Test](#) is initiated using method 1, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
207.7.1	When instructed by the Electricity Supplier ,	Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4 ; record Meter Technical Details and note the HH Metered Data to cover a specific Settlement Period while on site.	MEM		Internal Process	
270.7.2	Following installation / reconfiguration, commissioning and once HH Metered Data retrieved; or if previous Proving Test attempt failed.	If appropriate 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 Meter Technical Details .	MEM	HHDCADS	D0005 Instruction on Action. D0268 Advanced Half Hourly-Meter Technical Details.	Electronic or other method, as agreed.
270.7.3	Following 207.7.2 .	Read meter for the same HH -Settlement Period as requested by the MEM using either a hand-held Unit or via remote	HHDC		Internal Process	

		interrogation as appropriate (ensuring that data collected for the Settlement Period does not contain a zero value).			As a minimum the HHDC-ADS shall collect the data required by the <u>MEM</u> , but may also collect and send more data than requested.	
270.7.4	Following 297.7.3.	Send raw HH Metered Data or notification that Metered Data cannot be collected for the Settlement Periods requested ¹⁰⁷ . <u>The ADS shall use all reasonable endeavours to collect the data for the Settlement Period requested.</u> If unable to collect metering data for Settlement Period requested, send alternative Settlement Period HH Metered Data.	ADSHHDC	MEMHHMOA	<u>D0001</u> Request Metering System Investigation. _____ <u>D0003</u> Half Hourly Advances.	Electronic or other method, as agreed.
270.7.5	Following 297.7.4.	If data received from ADSHHDC , proceed to 127.11 to undertake a comparison and issue the results.	<u>MEM</u>		Internal Process	

Commented [SJ168]: Reflects footnote 103

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		If data not received from HHDCADS , proceed to 429.7.2 to undertake a re-test or use an alternative Proving Test method.				
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~~403-The HHDC shall use all reasonable endeavours to collect the data for the Settlement Period requested.~~

[Proving Test Method 2](#)

~~183.8.27.8.~~ Where a [Proving Test](#) is initiated using method 2, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
207 .8.1	When instructed by the Electricity Supplier .	Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4 ; and record Meter Technical Details while on site.	MEM		Internal Process	
270 .8.2	Following installation / reconfiguration, commissioning and once HH Metered Data retrieved; or if previous Proving Test attempt failed.	Agree date and time for Proving Test with HHDCADS , or alternatively request re-test following failure of immediately preceding Proving Test and provide Meter Technical Details	MEM	HHDCADS	D0005 Instruction on Action. D0268 Advanced Half	Electronic or other method, as agreed.

					Hourly Meter Technical Details.	
270.8.3	Following 207.8.2.	Visit site a second time and note HH Metered Data to cover a specific Settlement Period.	MEM		Internal Process	
270.8.4	Following 270.78.3.	<p>Read meter for the same HH Settlement Period as agreed with the MEM using either a hand-held unit or via remote interrogation as appropriate (ensuring that data for the Settlement Period collected does not contain a zero value).</p> <p><u>The ADS shall use all reasonable endeavours to collect the data for the Settlement Period requested.</u></p> <p>If unable to collect metering data for Settlement Period requested, send alternative Settlement Period HH Metered Data.</p>	HHDCADS		<p>Internal Process</p> <p>As a minimum the HHDC-ADS shall collect the data required by the MEM, but may also collect</p> <p>and send more data than requested.</p>	
270.8.5	Following 207.8.4.	Send raw HH Metered Data or notification that Metered Data cannot be collected for the Settlement Periods requested.	HHDCADS	MEM	D0001 Request Metering System Investigation.	Electronic or other method, as agreed.

		If unable to collect HH Metered Data for Settlement Period requested, send alternative Settlement Period HH Metered Data.			D0003 Half Hourly Advances.	
270 .8.6	Following 297 .8.5.	If data received from HHDCADS , proceed to 297 .11 to undertake a comparison and issue the results. If data not received from HHDCADS , proceed to 297 .8.2 to undertake a re-test or use an alternative Proving Test method.	MEM		Internal Process	

[Proving Test](#) Method 3

~~483.9.27.9.~~ Where a [Proving Test](#) is initiated using method 3, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
270 .9.1	When instructed by the Electricity	Install or reconfigure Metering Asset and commission in accordance with BSC Metering Code of Practice 4 ¹⁰⁸ ;	MEM		Internal Process	

	<p>Supplier.</p>	<p><u>The commissioning may be carried out when the HH Metering System is installed but may be deferred if load is not available at that time.</u></p> <p>R-retrieve HH Metered Data for a specific HH Settlement Period and record Meter Technical Details while on site.</p> <p>From the office, use own data retrieval system to read remotely for the same HH Settlement Period as collected during site visit.</p> <p>Compare MEM HH Metered Data from data retrieval system against that collected during site visit¹⁰⁹.</p> <p><u>If this data is correct then the Metering Equipment Manager's data retrieval system has been successfully proved.</u></p> <p>If this data is correct then the MEMs data retrieval system has been successfully proved.</p> <p>If problems identified with readings</p>				
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Commented [SJ169]: Reflects footnote 104

Commented [SJ170]: Reflects footnote 106

		taken from data retrieval system, investigate and rectify the problem then re-do the steps above.				
207 .9.2	Following installation, commissioning and once HH Metered Data retrieved.	Send request for Proving Test , or alternatively request a re-test following failure of immediately preceding Proving Test and provide Meter Technical Details . The MEM does not specify the Settlement Periods to be collected by the HHDCADS .	MEM	HHDCAD S	D0005 Instruction on Action. D0268 Advanced Half Hourly-Meter Technical Details.	Electronic or other method, as agreed.
270 .9.3	Following 207 .9.2.	Read meter for Settlement Period of own choosing using either a hand-held unit or via remote interrogation as appropriate (ensuring that data for the Settlement Period collected does not contain a zero value).	HHDCADS		Internal Process	N/A
270 .9.4	Following 270 .9.3.	Send raw HH Metered Data or notification that Metered Data cannot be collected.	HHDCADS	MEM	D0001 Request Metering System Investigation.	Electronic or other method, as agreed.

					D0003 Half Hourly Advances.	
270.9.5	Following 207.9.4.	<p>Use own data retrieval system to collect HH Metered Data for the same HH Settlement Period as provided by the HHDCADS.</p> <p>If unable to collect data from the data retrieval system, resolve problem, then complete Proving Test.</p> <p>If data received from HHDCADS, proceed to 207.11 to undertake a comparison and issue the results.</p> <p>If data not received from HHDCADS, proceed to 207.9.2 to undertake a re-test or use an alternative Proving Test method.</p>	MEM		Internal Process	

~~⁴⁰⁴The commissioning may be carried out when the HH Metering System is installed but may be deferred if load is not available at that time.~~

~~⁴⁰⁵If this data is correct then the Metering Equipment Manager's data retrieval system has been successfully proved.~~

Proving Test Method 4

~~183.10.27.10.~~ Where a Proving Test is initiated using method 4, the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
297 .10.1	When instructed by the <u>Electricity Supplier</u> .	Install or reconfigure <u>Metering Asset</u> and commission in accordance with <u>BSC Metering Code of Practice 4</u> ; retrieve Settlement Period Metered Data to cover a specific Settlement Period and note <u>Meter Technical Details</u> while on site.	<u>MEM</u>		Internal Process	
270 .10.2	Following installation / reconfiguration, commissioning and once Settlement Period Metered Data retrieved.	Send request for <u>Proving Test</u> or alternatively request re-test following failure of immediately preceding <u>Proving Test</u> and provide <u>Meter Technical Details</u> .	<u>MEM</u>	HHDCADS	<u>D0005</u> Instruction on Action. <u>D0268</u> Advanced Half Hourly -Meter Technical Details.	Electronic or other method, as agreed.

270.10.3	Following 207.10.2.	Read M meter for HH Settlement Period of own choosing 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).	ADSHHDC		Internal Process	
270.10.4	Following 270.10.3.	Send raw Settlement Period HH Metered Data or notification that Metered Data cannot be collected.	ADSHHDC	HHMOAMEM	D0001 Request Metering System Investigation. D0003 Half Hourly Advances.	Electronic or other method, as agreed.
270.10.5	Following 207.10.4.	Using either the manufacturer's software or software which has a relevant protocol approval in accordance with BSCP601 to read meter constants, pulse multipliers, serial numbers etc, the read meter pulses or engineering data for same HH Settlement Period as provided by HHDCADS to calculate HH reading. If data received from ADSHHDC , proceed to 207.11 to undertake a comparison and issue the results.	MEM		Internal Process	

		If data not received from HHDCADS , proceed to 207.10.2 to undertake a re-test or use an alternative Proving Test method.				
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Issuing Results of [Proving Test](#) (all Methods)

[483.11-27.11.](#) Following completion of a [Proving Test](#), the process below shall be followed:

Ref	When	Action	From	To	Interface	Means
207.11.1	Following receipt of data from the HHDCADS .	Compare MEM HH Metered Data with HHDCADS Metering Data for the same Settlement Period.	MEM	Internal Process	Internal Process	
270.11.2	In accordance with the timescales in 207.12 .	Send notification of successful Proving Test / re-test.	MEM	ADSHHDC Electricity Supplier	D0214 Confirmation of Proving Test	Electronic or other method, as agreed.

				DNO		
				BSCCo Transfer Co- Ordinator ¹⁰⁶ (if Proving Test is being carried out as part of a CMRS / ERDA transfer in accordance with BSCP68)		
297.11.3	In accordance with the timescales in 297.12 .	Send notification that Proving Test / re-test failed.	MEM	ADSHHDC	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed.
270.11.4	In accordance with the timescales in	Investigate problem and take corrective action. Proceed to the appropriate method to re-do the Proving	MEM		Internal Process	

	270.12.	Test.				
270.11.5	Following 270.11.4	<p>Use own data retrieval system to collect HH Metered Data for the same HH Settlement Period as provided by the HHDCADS.</p> <p>If unable to collect data from the data retrieval system, resolve problem, then complete Proving Test.</p> <p>If data received from HHDCADS, proceed to 207.11 to undertake a comparison and issue the results.</p> <p>If data not received from HHDCADS, proceed to 207.99.2 to undertake a re-test or use an alternative Proving Test method.</p>	MEM		Internal Process	

⁴⁰⁶ ~~If [Proving Test](#) is being carried out as part of a [CMRS](#) / [ERDA](#) transfer in accordance with [BSCP68](#).~~

Proving Test Timescales

~~483.12.27.12.~~ The timescale for carrying out the [Proving Test](#) shall vary depending on the [BSC Metering Code\(s\) of Practice](#) to which the [Metering Asset](#) is assigned. It is not necessary that all the steps of the relevant processes are carried out on the same day; the requirement is that the [Proving Test](#) in its entirety is completed by the timescale specified below and subject to the exceptions listed below. The maximum timescale between the initiation of a [Proving Test](#) and the successful completion of the [Proving Test](#) by the [Metering Equipment Manager](#) sending the [D0214](#) Confirmation of [Proving Tests](#) to the [HHDC-ADS](#) is listed below for each [BSC Metering Code\(s\) of Practice](#).

~~483.13.27.13.~~ Where the [Proving Test](#) has failed, the [Metering Equipment Manager](#) shall initiate a re-test and the [Metering Equipment Manager](#) and [HHDC-ADS](#) shall ensure wherever possible that the timescale is the same as for the original [Proving Test](#).

~~483.14.27.14.~~ In the event that timescales are exceeded and the [Proving Test](#) is not completed, the process shall proceed to completion and an audit trail will be maintained by the [Metering Equipment Manager](#) and [HHDC-ADS](#) in order to explain the delay.

BSC Metering Code(s) of Practice	WDs to Complete Proving Test	WDs to Complete Re-Test	Total
One	5	5	10
Two	5	5	10
Three	10	10	20
Five	15	15	30
Ten	15	15	30

Complex Site Validation Test

~~483.15-27.15.~~ Complex Sites shall be proven in the same way as non Complex Sites except the Metering Equipment Manager shall use the aggregated data provided by the Metering Asset for comparison, as follows:

Ref	When	Action	From	To	Interface	Means
297. 15.1	Following installation / reconfiguration, commissioning and where previous <u>Complex Site</u> validation test failed.	Collect HH Metered Data ⁴⁰⁷ ; <u>using data collection methods as defined in Proving Tests 1, 2, 3 and 4.</u> Aggregate in accordance with <u>Complex Site</u> rules and record values.	<u>MEM</u>		Internal Process	
297. 15.2	Following 297. 15.1.	Send request for <u>Proving Test</u> or alternatively request re-test following failure of immediately preceding <u>Proving Test</u> and provide <u>Meter Technical Details.</u>	<u>MEM</u>	HHDCADS	<u>D0005</u> Instruction on Action. <u>D0268</u> <u>Advanced Half Hourly Meter Technical Details.</u> Complex Site Supplementary Information Form (see Appendix 2 and 3)	Electronic or other method, as agreed.
297. 15.3	Within <u>5WD</u> of 297. 15.2.	Collect HH Metered Data and aggregate in	HHDCADS	<u>MEM</u>	<u>D0003</u> Half Hourly	

		accordance with the Complex Site rules and send to the MEM .			Advances. Email with aggregated consumption data for the day requested in 20.15.2.	
207.15.4	Within 2- WD of 207.15.3 .	Validate metered volumes.	MEM		Internal Process.	
207.15.5	Within 2- WD of 270.15.3 , if validation test passes.	Send notification.	MEM	HHDCADS Electricity Supplier	D0214 Confirmation of Proving Test	Electronic or other method, as agreed.
207.15.6	Within 2- WD of 207.15.3 , if validation test fails.	Send notification.	MEM	HHDCADS Electricity Supplier	D0002 Fault Resolution Report or Request for Decision on Further Action	Electronic or other method, as agreed.
207.15.7	Within 5- WD of 207.15.6 .	Investigate discrepancy with HHDC-ADS and resolve. Note: If unresolved after 5 WD the HHDC-ADS is required to raise a D0001 'Request Metering System Investigation' in accordance with BSCP5702 .	MEM		Internal Process	

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⁴⁰⁷ ~~Data collection methods as defined in [Proving Tests 1, 2, 3 and 4](#).~~

1 Appendix – RGMA Responses and Exceptions

Introduction

1.1 This Appendix 1 provides details of the standard responses for all [RGMA Market Messages](#) and defines the types of exception and the associated response.

Responses

1.2 The responses to a file are as follows:

a) Delivery receipts will be sent for all files sent by a transfer mechanism and is commonly referred to as an 'acknowledgement' or 'handshake', often there is little validation over the file header and file corruption.

b) The file will then be validated and this will result in either a file rejection or a response for each transaction¹⁰⁸ within the file i.e. there will be no 'successfully processed' file at this level.

¹⁰⁸ The exception to this is if a [Market Participant](#) uses the optional number of errors limit, over which they will reject the file – if this is in operation there will have been prior agreement between both the sending and receiving [Market Participants](#).

The file will have basic validation carried out e.g. there is a header, there are the correct number of records and transactions. If these file level exceptions occur the whole file will be rejected and no further processing will take place. There are commercial variances in that some transfer mechanisms will carry this out, in others the application or gateways will carry this out.

If there are no file exceptions, then processing will continue. There will not be a 'file successful' at this stage.

It is intended that every file or transaction (job request, job notification) will have an explicit response, either an acceptance or rejection¹⁰⁹.

¹⁰⁹ An exception to this is [ONAGE](#) where it is a request for an Appointment - the response data flow ([RNAGE](#)) is optional, based on commercial agreements.

c) Where transaction rejections occur, the originator is notified by a specific response transaction, with reference to the data sent and one or more appropriate response reasons, i.e. the erroneous transaction or file is not returned in its entirety. Wherever possible the record with the error will be returned as the erroneous record and any number of reasons associated to it¹¹⁰.

¹¹⁰ It is for the systems to determine how far the error processing goes. It is preferable to deal with all errors in one go, however this has to be balanced against a single error which could cause the whole data group to be out (e.g. displace value) where erroring every [Data Item](#) in

the data group would not provide any added value.

d) There may be a number of response reason codes, but once an exception has been found for a transaction at a particular level, processing at a lower level will not be continued i.e.;

if there is a transaction rejection, the records and Data Items will not be processed.

if there is a record rejection, the Data Items will not be processed.

1.3 The recipient will return the following responses to the originator:

1. The success of the file transmission.
2. If 1) is successful, but there are technical errors at the file level, then the file is rejected and the originator is notified with reasons.
3. Optional processing: If 2) is successful, but the number of technical errors (at any level) exceeds the limit agreed between the parties, then the whole file is rejected and the originator notified with reasons.
4. Provided 3) does not apply, then the originator is notified of the success of each valid transaction, and of the failure (with reasons) of each transaction rejected on technical and/or functional grounds. Such rejection(s) may have been at transaction, record or Data Item level.

Exceptions

1.4 Exceptions are categorised as follows:

- a) Market Message level exceptions;
- b) Transaction level exceptions;
- c) Collection level exceptions; and
- d) Data Item level exceptions.

File Level Exceptions

1.5 Validation - File level validation can be carried out by inspecting the file header, trailer and examining the basic structure of the file for technical exceptions e.g. invalid file type.

1.6 Response Transaction Format - When the recipient of a file rejects it as a whole, the response file that is sent to the originator follows the naming convention determined by the Transfer Mechanism Service Provider. Information on the rejected file is referenced in the

response transaction, with a record identifier of REJFL and associated reason(s).

1.7 The standard allows for [Market Participants](#) to identify a situation where a transaction error may result in a rejected file e.g. where a number of transactions had been unsuccessfully processed and it was found that the records were out of sequence (and therefore the file considered potentially corrupt), before any transactions had been successfully processed. In this case the file rejection may include the transaction outcome and associated records in error (with the reasons). Not all [Market Participants](#) may want to use this option.

1.8 Where the file level checks are valid, only transaction (technical and/or functional) responses will be returned.

Transaction Level Exceptions

1.9 Validation - Inspecting the transaction header records will enable basic transaction validation to take place, but subsequent records within the transaction will also need to be validated to ensure that they are applicable for the transaction type e.g. missing record.

1.10 Response Transaction Format - At the transaction level an acceptance or rejection response will be provided for each transaction received. A rejection will be sent in the event that a transaction, record or data error is discovered within the transaction, making it unusable.

1.11 There will be one response transaction per returned response file, which would relate to a number of transactions from different files with transaction, record or data level exceptions e.g. a response file could have job notification responses from job notifications which were sent on different files, and they could have both job notification responses and job update responses. There are commercial variances due to different processing options and sophistication of gateway processes e.g. some [Market Participants](#) only send back one type of response transaction in any one file e.g. they will all either be job notification responses or job update responses. Further some [Market Participants](#) may process all records in a file first and then send back one response file with a response for each of the transactions in that file i.e. 1:1 request/notification to response file. Others will adopt the many transaction types as this minimises the number of files sent (and thus ensures limits on the number of files sent over a period are not exceeded) and the recipients may use file splitting of files on receipt, anyway. Some [Market Participants](#) also return responses when processed, so that a transaction where they wish to manually intervene before returning the response, does not hold up the responses to the other transactions, and further gateway matching may be at a transaction, rather than a number of records in file basis.

1.12 The response transaction would not have any file information in it as the subsequent records could be from a combination of files, and information in error is referenced in the response transaction. The record identifier will be RESPN.

1.13 If a transaction is successfully processed then the transaction outcome (outcome code)

would indicate it had been successfully processed, otherwise it would indicate that the transaction had not been accepted.

1.14 Where there are transaction exceptions, there may be a number of reasons indicating what, if any transaction exceptions were identified. It may also have from one, to a number, of erroneous records associated to it.

1.15 Thus a response file consists of:

- a) A file header record at the start of the file and a trailer record at the end of the file.
- b) A 'Response Transaction' record which will either be a record identifier or 'REJFL' where the response file is a notification that a file has been rejected, or 'RESPN' with a series of transaction responses.
- c) Where it is a file level response (REJFL) the related response codes etc. would be sent in the response record(s) following the 'Response Transaction'.
- d) Where there were no file exceptions and this is a file of transaction responses (RESPN), each transaction will have a transaction outcome record providing a reference to the record it is a response to, and whether it was successfully processed or not.
- e) Where the outcome was unsuccessful it will have the original record where the error(s) were detected, followed by one or more reason records identifying the [Data Item](#) and reason for the error. The exception to this is where the reason is at the transaction level e.g. there is a data group missing - the reason' records will then be hung directly off the transaction outcome without any erroneous record (a missing one does not exist).
- f) Where the request is for a job, and the [Metering Equipment Manager](#) accepts the job request but they have arranged the appointment¹¹¹, they could return the appointment information in the appointment record. Commercial variance: This option has not been implemented where the Suppliers make the appointments with the [Consumers](#). An alternative is for an additional [ONJOB/RRJOB](#) (where the [ONJOB](#) transaction status is 'Scheduled') instead of using the appointment record.

¹¹¹ e.g. where an [Energy Supplier](#) has a contract that the [MEM](#) arranges a visit at a suitable time for the consumer but also on a date/time which is cost effective for the [MEM](#), and the [Energy Supplier](#) does not wish/have direct access to the [MEM](#)'s scheduling system.

Record Level Exceptions

1.16 Validation - Given the interdependency of record formats to transaction types, it is necessary to carry out record validation within the context of the transaction in which it occurs. For example, a record format may be valid for an asset reposition request, but

invalid for an Asset exchange request.

1.17 Optionality of the [Data Items](#) within the record format may be dependent on its context within a record e.g. record identifier invalid. The recipient of the exception is likely to need to refer back to the transaction they originally sent. This is expected to be the process for any unsuccessful response as even a record level exception could be misinterpreted if taken out of the context of the whole transaction.

1.18 [Response Transaction Format](#) – In the event that a record level exception is discovered, then the whole transaction is rejected.

[Data Item](#) Level Exceptions

1.19 [Validation](#) - [Data Item](#) validation includes the following functional exceptions:

- a) Value checks e.g. against standing data.
- b) Consistency with existing data that the [Market Participant](#) already holds e.g. the [RMP](#) is not one of theirs.
- c) Inter-data dependency:
 - Logical e.g. read date is not consistent with install date.
 - Commercial e.g. the appointment is not within the service level agreements
 - Functional rules e.g. a postcode is not in the area the [MEM](#) is contracted to work in.

1.20 [Response Transaction Format](#) – In the event that a [Data Item](#) level exception is discovered, then the whole transaction is rejected.

2 Appendix 2: [Complex Site](#) Supplementary Information Form

Metering System Details
MSID/MPAN
Initial MOA
Appointed MOA
HHDC
Supplier
Distributor
Site Name



EFD
ETD
Version Number
Boundary/Embedded Indicator
Import/Export Indicator
Metering Dispensation Ref
Method of Compensation
Signature
Date of Signature
Related MSIDs/MPANs
Associated MSIDs/MPANs
Boundary/Embedded Indicator
Import/Export Indicator
Additional Comments
Complex Site Mapping Details
MSID/MPAN
Meter Serial ID
O/S Serial Number
Channel Number
Measurement Quantity ID
Main/Check
Feeder No
Feeder Status
Multiplier
Smart Meter Indicator
Mapping Reference
Complex Site Mapping Details