

## CP1497 'Introduction of dataflows for Half Hourly Meter Operator Agents to pass on Commissioning information when there is a Change of Agent'



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### Contents

<b>1</b>	<b>Why Change?</b>	<b>2</b>
<b>2</b>	<b>Solution</b>	<b>4</b>
<b>3</b>	<b>Impacts and Costs</b>	<b>7</b>
<b>4</b>	<b>Implementation Approach</b>	<b>9</b>
<b>5</b>	<b>Initial Committee Views</b>	<b>10</b>
	<b>Appendix 1: Glossary &amp; References</b>	<b>11</b>

### About This Document

The purpose of this Change Proposal (CP) Consultation for CP1497 is to invite Balance and Settlement Code (BSC) Parties, Party Agents and other interested parties to provide their views on the impacts and the merits of CP1497. The Supplier Volume Allocation Group (SVG) will then consider the consultation responses before making a decision on whether or not to approve CP1497.

There are four parts to this document:

- This is the main document. It provides details of the solution, impacts, costs, and proposed implementation approach. It also summarises the SVG's initial views on the proposed changes.
- Attachments A and B contain the proposed redlined changes to deliver the CP1497 solution.
- Attachment C contains the specific questions on which we seek your views. Please use this form to provide your response to these questions, and to record any further views or comments you wish to be considered.



## Background

Whenever new Metering Systems are installed, it is essential to ensure that the correct Commissioning process is followed. [Code of Practice 4 \(CoP4\) 'The Calibration, Testing and Commissioning Requirements of Metering Equipment for Settlement Purposes'](#) sets out the requirements for the Commissioning of Metering Systems. It also details obligations for the communication of Commissioning information between the Licenced Distribution System Operators (LDSOs) and Meter Operator Agents (MOAs), and of the status of the Metering System between Registrants and their MOAs.

Where the measurement transformers are owned by a Balancing and Settlement Code (BSC) Party<sup>1</sup>, that Party is responsible for the Commissioning of Metering Equipment up to and including the testing facilities. Where measurement transformers are not owned by a BSC Party, Commissioning is the Registrant's responsibility via their appointed MOA.

The Registrant has the overarching responsibility to ensure Commissioning is completed. However it delegates its Commissioning responsibilities to its MOA. The MOA will in all cases perform the Commissioning of its own equipment and ensure that the complete Metering System complies with the requirements of the applicable CoPs, including the assessment of overall accuracy.

Where a Party is responsible for Commissioning of measurement transformers, CoP4 requires that they prepare, and make available to the appointed MOA, complete and accurate Commissioning records in relation to these obligations. To achieve these obligations set out by CoP4, LDSOs send their Commissioning records and calibration certificates to the MOAs via email. The MOAs contact their Suppliers by email to notify them of the Commissioning status. This will note that there is either a gap in the procedure that has prevented the complete Commissioning process (missing records from the LDSO or no physical Commissioning was possible) or that the process has been fully completed.

[Balancing and Settlement Code Procedure \(BSCP\) 514 'SVA Meter Operations For Metering Systems Registered in SMRS'](#) section 5.2.2 sets out the timescales for the passing of key information in the Commissioning process. There are three types of communications that are required:

- The LDSO informs the Half Hourly (HH) MOA of measurement transformer Commissioning;
- The HHMOA informs the Supplier that Commissioning has been completed; and
- The HHMOA informs the Supplier that there was a defect or omission that has prevented complete Commissioning. This could be that the LDSO has not passed on the relevant information as well as any issue with the physical Commissioning.

In order for the process to work, the following communications are also required:

- The Supplier instructs the LDSO to resolve a gap in the process; and/or
- The Supplier instructs the HHMOA to resolve a gap in the process.

## What is involved in Commissioning?

Commissioning is a process to ensure that the energy flowing across a defined Metering Point is accurately recorded by the associated Metering System.

The instruments used for Commissioning shall be periodically calibrated and calibration records should be retained and be traceable.

Tests on site shall be performed and recorded as appropriate. Tests shall include ensuring measurement transformers are set-up properly as well as ensuring that the meters are set-up so they record at the right point and compensate for errors correctly.

On completion of Commissioning, Metering Equipment should be sealed correctly.

On completion of Commissioning a Proving test shall be completed to ensure that the data recorded by the Metering System can be transferred to Settlement.

For more information, please see the [CoP4 Guidance](#) on the ELEXON website.

<sup>1</sup> Normally a Licensed Distribution System Operator (LDSO), Embedded DSO or Transmission System Operator (TSO).

To meet these obligations currently, LDSOs email Commissioning records as PDF attachments to the appointed HHMOAs. The HHMOAs will then email any relevant PDF attachments to their Registrant to notify them of the Commissioning status of the relevant Metering System. Similarly, where there are gaps in the process or issues with completing Commissioning, this information and corresponding instructions are also passed by email.

## Change of Agent

The current Change of Agent (CoA) process in BSCP514 does not provide any formal mechanism to transfer Commissioning information between old and new Suppliers and their Agents. The only option available is to pass this information by email that runs the risk of critical Commissioning information not being passed on.

Furthermore, where a CoA event happens before the Commissioning process has completed, there is no mechanism for the new MOA to know what further work may need to be carried out upon a CoA.

Finally, where there is a Change of Supplier (CoS) concurrent with the CoA, there is no mechanism for the Supplier to be informed of the Commissioning status of the relevant Metering System. As the Registrant, the Supplier has an overall obligation for ensuring the Metering System is compliant with the relevant CoP. This means that there is a risk that they may not know if they need to take action to resolve any issues that may have occurred during the Commissioning process.

[CP1496 'Introduction of two data flows for the Commissioning process \(implemented with P283<sup>2</sup>\) for HH Supplier Volume Allocation \(SVA\) Current Transformer \(CT\) operated Metering Systems'](#) has been raised in parallel with this CP to introduce additional dataflows to facilitate the communication of Commissioning information between the relevant Party or Agent for the new connections process.

## What is the issue?

The passing of information from MOA, LDSOs and Supplier by email is both time consuming and labour intensive; it is difficult to track and audit for both completeness of the process and compliance with [BSC Section L 'Metering'](#). Additionally, it presents a secure method of passing confidential information.

Through the Technical Assurance of Performance Assurance Parties (TAPAP) process for [P283 'Reinforcing the Commissioning of Metering Equipment Processes'](#) introduced in November 2014, we have seen numerous cases of participants not being able to show evidence when Commissioning information has been shared.

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<sup>2</sup> [P283 'Reinforcing the Commissioning of Metering Equipment Processes'](#)

### Proposed solution

[CP1497 'Introduction of data flows for Half Hourly Meter Operator Agents to pass on Commissioning information when there is a Change of Agent'](#) was raised by ELEXON on 16 October 2017.

This CP will enable additional uses for the Commissioning dataflows also introduced by CP1496<sup>3</sup>. While these dataflows will primarily be used in the new connection process for the LDSO, MOA and Supplier to complete the Commissioning process, this CP proposes to also apply them to any subsequent CoA activity following the new connection process, and thereby facilitate the passing of Commissioning information on a CoA.

The extension of these dataflows to the CoA process will introduce a more efficient way for the passing of Commissioning information from the old MOA to the new MOA. This will also enable the old MOA to advise the new MOA and/or Supplier of any defects or omissions to the process that arose during the Commissioning process, prior to the CoA (and/or any concurrent change of Supplier) taking place.

The two dataflows will address four different scenarios within the CoA and concurrent change of Supplier process:

- Scenario 1: All Commissioning has been completed and all information is available prior to the CoA.
- Scenario 2: Measurement transformer Commissioning information is available but the MOA was not able to complete the Commissioning process before the CoA took place. This information will be sent from the old MOA to the new MOA and from the new MOA to the Supplier.
- Scenario 3: Measurement transformer Commissioning information is not available because it had not been received from the LDSO to the old MOA before the CoA took place. The MOA work has also not been completed in this scenario. Commissioning information will be sent from the old MOA to the new MOA and from the new MOA to the Supplier.
- Scenario 4: Measurement transformer Commissioning information is not available because it had not been received by the old MOA before the CoA took place. The MOA Meter Commissioning has been done (but overall accuracy has not because the measurement transformer information has not been received). Information will be sent from the old MOA to the new MOA and from the new MOA to the Supplier.

BSCP514 sections 5.2.1, 5.2.4 and 5.2.5 will be revised to reference the two new 'DAXXX' and 'DBXXX' dataflows to enable the passing of Commissioning information. There are also additional steps added to the current processes for 'Change of HHMOA (no change of Metering System or change of Supplier)' and 'Concurrent CoS and HHMOA (no change of Metering System)'.

<sup>3</sup> The first dataflow ('DAXXX Notification of Commissioning information') will be used by the Party to inform the MOA of measurement transformer Commissioning. It will also be used for the MOA to complete internally when they have performed their own Commissioning to create a complete Metering System record of Commissioning information. The second dataflow ('DBXXX Notification of Commissioning status') will be used for the MOA to communicate gaps or errors in the process to the Registrant and for the Registrant to send instructions to the LDSO or MOA to rectify any gap in the process.

## Proposer's rationale

The introduction of the new dataflows for the CoA process will provide a clear and robust process, with achievable timescales, for the exchange of information relating to Commissioning of Metering Systems for new connections. This will bring the passing of Commissioning information by dataflow into line with standard practice through the use of the Data Transfer Network (DTN) for the passing of Meter related information.

### TAPAP Check

During the P283 TAPAP checks that were performed in 2016, feedback from industry (this included responses from LDSOs, MOAs and Suppliers) indicated that a dataflow would make fulfilling Commissioning obligations in the new connection process more efficient. Two specific recommendations that came from the TAPAP check were:

- The first recommendation was to introduce timescales into BSCP514 and [BSCP515 'Licensed Distribution'](#). This was introduced with the implementation of [CP1458 'Introduction of timescales for the P283 Commissioning process for SVA CT operated Metering Systems'](#) in November 2016; and
- The second recommendation was the creation of a set of dataflows to facilitate the communications of Commissioning between Parties and their Agents.

The introduction of new dataflows will provide a clear and robust process, with achievable timescales, for the exchange of information relating to Commissioning of Metering Systems for new connections. It will also bring the passing of information by dataflow into line with how other Metering Systems related information is shared.

Five Workgroup meetings have been held by ELEXON and attended by LDSOs, embedded Distribution System Operators (DSOs), MOAs and Suppliers to help develop this solution. These Workgroups were held in conjunction with updates to and feedback from the Master Registration Agreement (MRA) Issue Resolution Expert Group (IREG) and the BSC Performance Assurance Board (PAB).

The Workgroup also requested the addition of a formal rejection response mechanism and associated dataflow that will enable LDSOs to inform the HHMOAs that they are not the measurement transformer owner when the HHMOA requests site technical details. This has been raised as [CP1495 'Introduction of a rejection response dataflow for a D0170 'Request for Meter System Related Details' request from the Meter Operator Agent to the Licensed Distribution System Operator where a D0215 'Provision of Site Technical Details' response is required'](#).

Although not dependent on each other, given the shared background of the three CPs, CP1497 will be issued for industry consultation and presented to the SVG for approval at the same time as CP1495 and CP1496.



#### What is a TAPAP?

A TAPAP is undertaken by ELEXON to ensure that BSC processes are being conducted properly. They may also be undertaken following a modification to the Code to ensure that the changes are being implemented properly.

As part of the process ELEXON may visit a Party's office to complete and audit as well as undertaking various other assurance activities. The findings of a TAPAP are reported to the Performance Assurance Board (PAB).

[For more information see the Performance Assurance section of the ELEXON website.](#)

#### CP Consultation Question

Do you agree with the CP1497 proposed solution?

*Please provide your rationale.*

We invite you to give your views using the response form in Attachment C

CP1497  
CP Consultation

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Version 1.0

Page 5 of 12

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## Proposed redlining

Attachments A and B contain the proposed changes to BSCP514 and [SVA Data Catalogue Volume 1: Data Flows](#) to deliver CP1497.

Please note that further changes are being made to BSCP514 by CP1496. These changes do not conflict with changes made by CP1497.

### CP Consultation Question

Do you agree that the draft redlining delivers the CP1497 proposed solution?

*If 'No', please provide your rationale.*

We invite you to give your views using the response form in Attachment C

### 3 Impacts and Costs

#### Central impacts and costs

##### Central impacts

CP1497 will require changes to two Code Subsidiary Documents (CSDs):

- BSCP514 will reflect changes to the Commissioning timeline and communication requirements introducing new dataflows; and
- SVA Data Catalogue Volume 1 will reflect the introduction of new flows into the Data Transfer Catalogue (DTC) once the [MRA Service Company](#) (MRASCo) has confirmed the new dataflow titles following approval by the MRA Development Board (MDB).

No system changes are required for this CP and there will be no impacts on BSC Agents.

Central Impacts	
Document Impacts	System Impacts
<ul style="list-style-type: none"><li>• BSCP514 – 'SVA Meter Operations For Metering Systems Registered in SMRS'</li><li>• SVA Data Catalogue Volume 1: Data Flows</li></ul>	<ul style="list-style-type: none"><li>• <i>None</i></li></ul>

##### Central costs

The central implementation costs for CP1497 will be approximately £240 (one ELEXON Working Day (WD)) to implement the relevant document changes.

#### BSC Party & Party Agent impacts and costs

CP1497 will impact HHMOAs and Suppliers. They will be required to implement system changes to receive the new dataflows and will need to amend their Commissioning processes. However, we seek confirmation of this through this CP Consultation.

BSC Party & Party Agent Impacts	
BSC Party/Party Agent	Impact
Suppliers	Amend systems to create and receive new dataflows.
HHMOAs	Implement changes to Commissioning process to comply with CSD changes.

## CP Consultation Questions

Will CP1497 impact your organisation?

*If 'Yes', please provide a description of the impact(s) on your organisation and any activities which you will need to undertake between the approval of CP1497 and the CP1497 Implementation Date (including any necessary changes to your systems, documents and processes). Where applicable, please state which of the roles that you operate as will be impacted and any differences in the impacts between each role.*

Will your organisation incur any costs in implementing CP1497?

*If 'Yes', please provide details of these costs, how they arise and whether they are one-off or on-going costs.*

We invite you to give your views using the response form in Attachment C



## 4 Implementation Approach

### Recommended Implementation Date

CP1497 is proposed for implementation on **28 June 2018** as part of the June 2018 BSC Release.

CP1497 is being progressed alongside DTC CP 3523 so that BSC and DTC changes are introduced at the same time. A decision on whether to approve DTC CP 3523 is expected in November 2017 for implementation on 28 June 2018.

### CP Consultation Question

Do you agree with the proposed implementation approach for CP1497?

*Please provide your rationale.*

We invite you to give your views using the response form in Attachment C

### SVG's initial views

CP1497 was presented to the SVG for information at its meeting on 31 October 2017 ([SVG201/07](#)).

The SVG Chairman noted that DTC Change 3523 includes both dataflows for CP1496 and CP1497, in order to improve communication, so effectively it is a two pronged approach.

Additionally, the SVG Chairman highlighted that the draft redlining for both CP1496 and CP1497 have been kept separate and drafted against the current baselined version of the applicable BSCPs for each CP. Both CPs are targeting the June 2018 Release date.

The SVG did not provide any further comments or additional questions to include in the consultation.

## Appendix 1: Glossary & References

### Acronyms

Acronyms used in this document are listed in the table below.

Acronyms	
Acronym	Definition
BSC	Balancing and Settlement Code
BSCP	BSC Procedure
CoA	Change of Agent
CoS	Change of Supplier
CoP4	Code of Practice Four
CP	Change Proposal
CPC	Change Proposal Circular
CSDs	Code Subsidiary Documents
CT	Current Transformer
DSO	Distribution System Operator
DTC	Data Transfer Catalogue
DTN	Data Transfer Network
HH	Half Hourly
HHMOA	Half Hourly Meter Operator Agent
IREG	Issue Resolution Export Group
LDSO	Licensed Distribution System Operator
MOA	Meter Operator Agent
MRA	Master Registration Agreement
MDB	MRA Development Board
MRASCo	MRA Service Company
PAB	Performance Assurance Board
SMRS	Supplier Meter Registration Service
SVA	Supplier Volume Allocation
SVG	Supplier Volume Allocation Group
TAPAP	Technical Assurance of Performance Assurance Parties
WD	Working Day

### DTC data flows and data items

CP1497 itself will not have any impact on existing DTC data flows and data items. DTC CP 3523 is proposing the introduction of two new dataflows and with the new data items associated with each of these. Once the MDB has decided to implement DTC CP 3523, then ELEXON will be notified of the names and numbers of the new dataflows and data items.

## External links

A summary of all hyperlinks used in this document are listed in the table below.

All external documents and URL links listed are correct as of the date of this document.

External Links		
Page(s)	Description	URL
2	CoP4 page on the ELEXON website	<a href="https://www.elexon.co.uk/bsc-and-codes/bsc-related-documents/codes-of-practice/">https://www.elexon.co.uk/bsc-and-codes/bsc-related-documents/codes-of-practice/</a>
2	CoP4 guidance note on the ELEXON website	<a href="https://www.elexon.co.uk/bsc-and-codes/bsc-guidance-notes/">https://www.elexon.co.uk/bsc-and-codes/bsc-guidance-notes/</a>
3	BSCPs page on the ELEXON website	<a href="https://www.elexon.co.uk/bsc-and-codes/bsc-related-documents/bscps/?show=all">https://www.elexon.co.uk/bsc-and-codes/bsc-related-documents/bscps/?show=all</a>
3	CP1496 page on the ELEXON website	<a href="https://www.elexon.co.uk/change-proposal/cp1496/">https://www.elexon.co.uk/change-proposal/cp1496/</a>
3	BSC Sections page on the ELEXON website	<a href="https://www.elexon.co.uk/bsc-and-codes/balancing-settlement-code/bsc-sections/">https://www.elexon.co.uk/bsc-and-codes/balancing-settlement-code/bsc-sections/</a>
3	P283 page on the ELEXON website	<a href="https://www.elexon.co.uk/mod-proposal/p283/">https://www.elexon.co.uk/mod-proposal/p283/</a>
4	CP1497 page on the ELEXON website	<a href="https://www.elexon.co.uk/change-proposal/cp1497/">https://www.elexon.co.uk/change-proposal/cp1497/</a>
5	CP1458 page on the ELEXON website	<a href="https://www.elexon.co.uk/change-proposal/cp1458/">https://www.elexon.co.uk/change-proposal/cp1458/</a>
5	Performance Assurance page of ELEXON website	<a href="https://www.elexon.co.uk/reference/performance-assurance/">https://www.elexon.co.uk/reference/performance-assurance/</a>
6	DTC webpage	<a href="https://dtc.mrasco.com/default.aspx">https://dtc.mrasco.com/default.aspx</a>
6	SVA Data Catalogue page of ELEXON website	<a href="https://www.elexon.co.uk/csd/sva-data-catalogue-volume-1-data-interfaces/">https://www.elexon.co.uk/csd/sva-data-catalogue-volume-1-data-interfaces/</a>
10	SVG201 page of the ELEXON website	<a href="https://www.elexon.co.uk/meeting/svg-201/">https://www.elexon.co.uk/meeting/svg-201/</a>