RETAIL ENERGY CODE

Central Data Service Provider Further Services Service Definition

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Technical Specification Document

Service Definition for Central Data Service Provider Further Services

Version:2.0 Effective Date: 1 September 2021

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 consultation responses and output of logical analysis

1 Description of Service

1.1. The CDSP is responsible, under the UNC, for maintaining the register of (amongst other things) gas Supply Meter Points and gas Market Participant Data. Where this data is required under this Code, it is generally provided via the Gas Retail Data Service to the Central Switching Service, as described in the GRDS Service Definition.

1.2. The CDSP also performs a number of further services to support processes under this Code under contract to RECCo (and not governed by the UNC). These further services are defined in this Service Definition document.

1.3. These further services comprise:

(a) provision of monthly reports regarding the validation of meter data updates in accordance with the Metering Operations Schedule;

(b) provision of an annual reconciliation activity comparing meter data held in the Central Gas Register and data held by individual gas Metering Equipment Managers in accordance with the Metering Operations Schedule; and

(c) provision of historic market share data to enable reconciliation of unallocated payments made via a Prepayment Meter in accordance with the Prepayment Arrangements Schedule.

1.4. Each of these further services is described in more detail below.

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1.5. The format of the data provided by the Code Manager to CDSP and reports to be provided by the CDSP to the Code Manager, and the mechanism by which they are to be sent, is described in RECCo's contract with the CDSP.

2 Centralised reporting of meter data updates

2.1. The CDSP shall provide reports on ONJOB, ONUPD and K08 transactions, as specified in the REC Data Specification, to the Code Manager.

2.2. The CDSP shall compile reports on a monthly basis in relation to each individual Gas Supplier as recorded within the Central Gas Register.

2.3. The reports will be provided by the 10th Working Day of each month for all transactions completed in the previous calendar month.

2.4. For the monthly reports on ONJOB transactions, the CDSP shall report, in respect of each Gas Supplier, the total count of ONJOB transactions received within a calendar month, plus the percentage of those ONJOB transactions which were accepted and the percentage which were rejected.

2.5. For the monthly reports on ONUPD transactions, the CDSP shall report, in respect of each Gas Supplier, the total count of ONUPD transactions received within a calendar month, plus the percentage of those ONUPD transactions which were accepted and the percentage which were rejected.

2.6. For the monthly reports on K08 transactions:

(a) the CDSP shall report, in respect of each Gas Supplier, the total count of K08 transactions received within a calendar month, plus the percentage of those K08 transactions which were accepted and the percentage which were rejected; and

(b) for the accepted K08 transactions, the CDSP shall report on the total count of K08 transactions received within 4 Working Days of the Effective From Date of the Metering Equipment Manager.

2.7. The Code Manager will be the only direct recipient of the service described in this Paragraph 2. Data contained within the reports shall be provided by the Code Manager to the REC PAB where requested. Data may also be provided by the Code Manager to individual Gas Suppliers or published on the REC Portal as determined by the REC PAB.

3 Meter data reconciliation activity

3.1. The CDSP shall perform an annual comparison exercise between the data provided directly by each gas Metering Equipment Manager and the data held within the Central Gas Register.

3.2. As part of such annual comparison exercise, the CDSP shall:

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(a) verify that the asset data provided by the Metering Equipment Manager accords with that recorded in the Gas Central Register; and

(b) verify that the Gas Supplier that has appointed the Metering Equipment Manager accords with that recorded in the Gas Central Register.

3.3. In accordance with the Metering Operations Schedule, each gas Metering Equipment Manager takes an annual snapshot, on 1 April, of the required Data Items and provides the data to the CDSP.

3.4. Where the data described in Paragraph 3.3 is not received by the CDSP in accordance with the timing and format requirements of the Metering Operations Schedule, the CDSP shall identify the non-compliant Meter Equipment Managers to the Code Manager for escalation in accordance with the Performance Assurance Schedule.

3.5. The CDSP shall perform a comparison between the data received from gas Metering Equipment Managers and the data recorded in the Central Gas Register. The CDSP shall report to the Code Manager on the outcome of such comparison within 75 Working Days following each 1 April. The report will detail the number and type of asset discrepancies in relation to each Gas Supplier.

3.6. Within 75 Working Days following each 1 April, the CDSP shall also:

(a) provide a report to each Gas Supplier detailing the asset discrepancies identified in relation to RMPs for which the Gas Supplier is the Registered Supplier; and

(b) provide a report to each Metering Equipment Manager in respect of its own data.

3.7. The Code Manager shall provide data from the reports under Paragraph 3.5 to the REC PAB on request.

4 Provision of historic market share data for **Prepayment Meters**

4.1. In this Paragraph 4, participant Gas Suppliers are Gas Suppliers who had a contract with the PPMIP in the reporting period defined in the Prepayment Arrangements Schedule (being July Y-5 to June Y-4, where Y is the year in which the report is run).

4.2. Where required, in accordance with the Prepayment Arrangements Schedule, the Code Manager shall notify the CDSP of the MPID of the Participant Gas Suppliers in the format agreed.

4.3. The CDSP shall report to the Code Manager setting out each Participant Gas Supplier's Prepayment Meter market share over the reporting period. This market share value will be based on the number of Supply Meter Points with a Prepayment Meter for which each Participant Gas Supplier was Registered Supplier, as a percentage of the total number of Supply Meter Points with a Prepayment Meter.

4.4. The CDSP shall provide the report within 10 Working Days following a valid request

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from the Code Manager under Paragraph 4.2.

4.5. The CDSP shall retain the information used to compile the report for only 3 months after delivery of the report.

4.6. The Code Manager shall be the only direct recipient of the service under this Paragraph 4. The Code Manager shall only use the data to determine the share of Unallocatable Transactions to be allocated to each Participant Gas Supplier under the Prepayment Arrangements Schedule.

5 Service Levels

5.1. Each service to be delivered by the CDSP within this Service Definition has been defined as a distinct service with associated reporting timescales, as set out in Paragraphs 2, 3 and 4. The Code Manager shall report to the REC PAB on any delays against defined timescales.

5.2. Where the CDSP is unable to provide specific reports within the timescales defined in this Service Definition, the CDSP shall contact the Code Manager prior to the reporting deadline and agree a revised reporting schedule. In the case of reports under Paragraph 3, the CDSP shall also inform the individual Gas Supplier and Metering Equipment Managers of any delay.

5.3. Where the CDSP and the Code Manager cannot agree a revised timescale for provision of delayed reports, the issue will be escalated to the REC PAB.

6 System audit

6.1. Subject to Paragraph 4.5, the reports generated pursuant to this Service Definition shall be retained by the CDSP and the Code Manager for 12 months.

7 Data handling

7.1. The services described within this Service Definition shall be capable of receiving information related to all gas Supply Meter Points.

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