

## **SEM Agreed Procedure**

<b>Title</b>	<b>Agreed Procedure 1: Participant and Unit Registration and Deregistration</b>
<b>Version</b>	<b>4.2</b>
<b>Date</b>	<b>25<sup>th</sup> June 2007</b>

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### Document History

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### Related Documents

DOCUMENT TITLE	VERSION	DATE	BY
Trading and Settlement Code	V2.0	30/05/2007	Regulatory Authorities
Agreed Procedure 3 "Communication Channel Qualification"			
Agreed Procedure 4 "Data Transaction Submission and Validation"			
Agreed Procedure 6 "Publications"			
Agreed Procedure 9 "Management of Credit Cover and Credit Default"			
Agreed Procedure 11 "Market System Operation, Testing, Upgrading and Support"			
Agreed Procedure 14 "Disputes"			

## **1. INTRODUCTION**

### **BACKGROUND AND PURPOSE**

This Agreed Procedure sets out the Participant and Unit Registration and Deregistration processes, administered by the Market Operator, and with which Parties to the Code must comply.

### **SCOPE OF AGREED PROCEDURE**

This Agreed Procedure is a definition of procedural steps to be followed by the Market Operator and Participants setting out the detail of the registration and deregistration process. It forms an annexe to, and is governed by the Code. This document is a statement of process and procedure. Parties' rights and obligations are set out in the Code.

For avoidance of doubt, the following topics are out of scope of this Agreed Procedure:

- The registration process for Parties who will not be Participants in the Single Electricity Market
- Communication Channel qualification process (described in Agreed Procedure 3 "Communication Channel Qualification")
- Party Termination for default

### **DEFINITIONS**

Save as expressly defined, words and expressions defined in the Code shall have the same meanings when used in this Agreed Procedure.

References to particular sections relate internally to this Agreed Procedure unless specifically noted.

### **COMPLIANCE WITH AGREED PROCEDURE**

Compliance with this Agreed Procedure is required under the terms as set out in the Code.

## **2. DESCRIPTIVE OVERVIEW**

The Market Operator will operate the competitive wholesale Single Electricity Market (SEM) that allows Participants to trade wholesale energy in an ex-ante market. All Parties intending to participate in the market must complete the Participant registration process.

The registration processes consist of two major steps:

- Party registration (for accession to the market): registration as a Party to the Code.
- Unit registration (for participation in the market): a Party becomes a Participant by registering Unit(s).

Party and Unit deregistration will be facilitated by the Market Operator under specific conditions.

The following sections describe:

- The main entities involved in the Participant registration process.
- The Participant registration and deregistration process overview.

### **2.1. REGISTRATION PROCESS OVERVIEW**

An Applicant, who applies for accession to the SEM, shall register with the Market Operator as a Party.

To achieve this, the Applicant will need to:

- Complete an Application Form which includes eligibility requirements and accession conditions.
- Comply with eligibility requirements
- Pay the Accession Fee
- Execute the Accession Deed

All of this information will be submitted to the Market Operator and will be validated by the Market Operator within the appropriate timelines as detailed in this Agreed Procedure, section 3.1 Party Registration.

Once the Party registration is processed, the Party can participate in the SEM through a registered Unit.

To register a Unit, required information will be submitted to the Market Operator by the Applicant and will be validated by the Market Operator. The Market Operator will complete this validation against information provided by other Parties (Meter Data Provider, System Operator, and/or Distribution System Operator), within the appropriate timelines as detailed in this Agreed Procedure, section 2.2 Registering Entities (Parties and Units) in respect of Units.

The System Operator, Interconnector Administrator and/or the Meter Data Provider are required to inform the Market Operator if a Unit does not fulfil its metering or operational requirements for requested Unit Classification or registration.

## **2.2. REGISTERING ENTITIES (PARTIES AND UNITS)**

To participate in the SEM in respect of a Unit, a Party (or Applicant) must register that Unit and shall become a Participant in respect of this Unit.

### **Parties and Participants**

After registering its first Unit within a jurisdiction, a Party becomes a Participant. A Participant will receive a Participant ID at this time. The Participant ID is a unique identifier under which Units are gathered for the purposes of:

- Self-Billing Invoices/Invoicing (AP15); and
- Having access to the data in relation to those Units through a unique digital certificate (AP3, AP5).

Save as expressly provided in the Code, a Party may not register more than one Participant in each Jurisdiction.

- Each Participant will have a unique Participant ID.
- A unique digital certificate will be assigned to each Participant ID which permits access to the Participant's data
- A single Participant may have more than one Participant ID where it registers both Generator Units and Supplier Units.

An Applicant may submit an application to register Units prior to becoming a Party provided a completed Participation Notice has been submitted to the Market Operator. Registration of Units cannot take effect until the Applicant has become a Party.

The System Operators, Interconnector Administrator and/or Meter Data Providers will validate the appropriate elements of the Unit registration information relevant to them as described in Section 3.2.4.

### **Trading Sites**

- Each Generator Unit (except for Pumped Storage Units, Interconnector Residual Capacity Units, Interconnector Error Units and Interconnector Units) and each Demand Side Unit shall be registered as part of a Trading Site. As a result, each Trading Site shall contain at least one Generator Unit or one Demand Side Unit.
- A Trading Site shall also include a Trading Site Supplier Unit, or record to it an Associated Supplier Unit.
- Each Unit registered within a Trading Site shall be registered to the same Participant except where the Party does not intend to register a Trading Site Supplier Unit.
  - Where a Trading Site Supplier Unit is not registered to a Trading Site, the Party registering the Generator Unit must record an Associated Supplier Unit to the Trading Site
  - This Associated Supplier Unit may be registered by a different Participant than the Participant registering the Generator Unit
  - A Supplier Unit can be a Associated Supplier Unit for many Trading Sites.
- A Trading Site Supplier Unit can only contain Demand related to the Trading Site to which it is registered.
- The Firm Access Quantity of a Trading Site shall be recorded within the Participation Notice where a Generator Unit operates under a Connection Agreement which provides for a Firm Access Quantity which is less than the Maximum Export Capacity of the relevant site.

### Interconnector Unit and Pumped Storage Unit Registration

- Interconnector Units and Pumped Storage Units do not form part of a Trading Site. Interconnector Units and Pumped Storage Units are registered under Generator Unit-only Participants ID.

### Intermediaries

- A person that is not the Unit Owner (excluding Supplier Units) may accede to the Code and register a Generator Unit on the Unit Owner's behalf with a Form of Authority from the Unit Owner and the consent of the Regulatory Authorities.

## 2.3. NAMING CONVENTIONS

The naming convention around Parties, Participants and Units is outlined in table below:

Role	Convention	Proposed Initial Name(s)
Party	PY_nnnnnn	PY_000001 etc.
Participant	PT_nnnnnn	PT_000001 etc.
Trading Site	TS_nnnnnn	TS_000001 etc.
Supplier Unit (also for Trading Site Supplier Units and Associated Supplier Units)	SU_nnnnnn	SU_000001 etc.
Generator Unit	GU_nnnnnn	GU_000001 etc.
Demand Side Unit	DSU_nnnnnn	DSU_000001 etc.
System Operator	TSO_aaaaaaaaa	TSO_SONI TSO_EirGrid
Meter Data Provider	MDP_aaaaaaaaa	MDP_SONI MDP_EirGrid MDP_NIE MDP_MRSO
Interconnector	I_JJaaaaaaaa <sup>1</sup>	I_NIMoyle, etc.
Interconnector Administrator	IA_aaaaaaaaa	IA_aaaa, etc.

## 2.4. DEREGISTRATION PROCESS OVERVIEW

The Deregistration process is used by a Participant to voluntarily deregister any Units registered in its name. This process is also used where the Market Operator determines that a Participant is to be terminated.

The Deregistration process is further described in section 3.5 and the Intermediary removal process is further described in section 3.6.

<sup>1</sup> Where "JJ" is a two character identifier for the Jurisdiction in which the Interconnector injection point resides (e.g. NI or RI).



## **2.5. REGISTRATION OF USER ACCESS RIGHTS FOR PARTICIPANTS**

Appendix 2 sets out the registration of Access Rights and Roles of Users following a Participant's successful first Registration of a Unit.

## **2.6. UPDATING REGISTRATION DETAILS**

All updates to the Registration Data of Registered Units are completed under Agreed Procedure 4 "Data Transaction Submission and Validation".

### **3. PROCEDURE DEFINITION**

#### **3.1. PARTY REGISTRATION**

##### **3.1.1. Overview**

In order to become a Party, an Applicant must apply for accession to the SEM according to the Party registration process steps described hereafter.

- The process flow in Section 3.1.2 details the timelines and information involved in the accession of a Party.
- As required, the Applicant retrieves/downloads the electronic Application Form from the MO Website. This form will contain the accession conditions, the eligibility requirements and information required.
- As required, the Applicant completes the Application Form and submits it to the Market Operator via registered mail. The Accession Fees must accompany the Application Form. A schedule of Accession Fees is published by the Market Operator
- If the Accession Fee is not paid with the Application Form, the Market Operator may withdraw the Application, sending a Deemed Withdrawn Notice to the Applicant by registered mail.
- If the Applicant is registering as an Intermediary, they must provide the relevant Form of Authority on submission of the Application Form.
- Following the receipt of sufficient information, the Market Operator will provide to the Applicant, via registered mail, an Accession Deed.
- Upon receipt of the Accession Deed, the Applicant must execute and return it to the Market Operator. The Accession Deed must be executed by an authorised signatory previously mentioned in the completed Application Form.
- Following execution of an executed Accession Deed the Applicant shall become a Party on the date specified within the Accession Deed.

**3.1.2. Procedural Steps**

#	Procedural Step	Timing	Method	By/From	To
1	Retrieve Application Form	As required	Download from the MO Website	Applicant	
2	Complete Application Form	As required	-	Applicant	
3	Send Application Form and Accession Fee in the form of a bank draft	As required	Registered Post	Applicant	Market Operator
4	Receive Accession Fee and Application Form. If no Accession Fee received with the Application form, Then go to step 5 Otherwise go to step 6	-	-	Market Operator	
5	Withdraw the application and inform the Applicant by sending a Deemed Withdrawn Notice End of Process	Within 10 WDs of receipt of Application Form	Registered post	Market Operator	Applicant
6	Notify Regulatory Authorities of receipt of notice, and assess Application Form. If further clarification is required then go to step 7 Otherwise go to step 17	Within 10 WDs of receipt of Application Form	Fax	Market Operator	Regulatory Authorities
7	Notify the Applicant that further information is required or that clarification of information that has been sent is required Go to step 8 and step 15	Within 10 WDs of receipt of Application Form	Registered post/fax	Market Operator	Applicant

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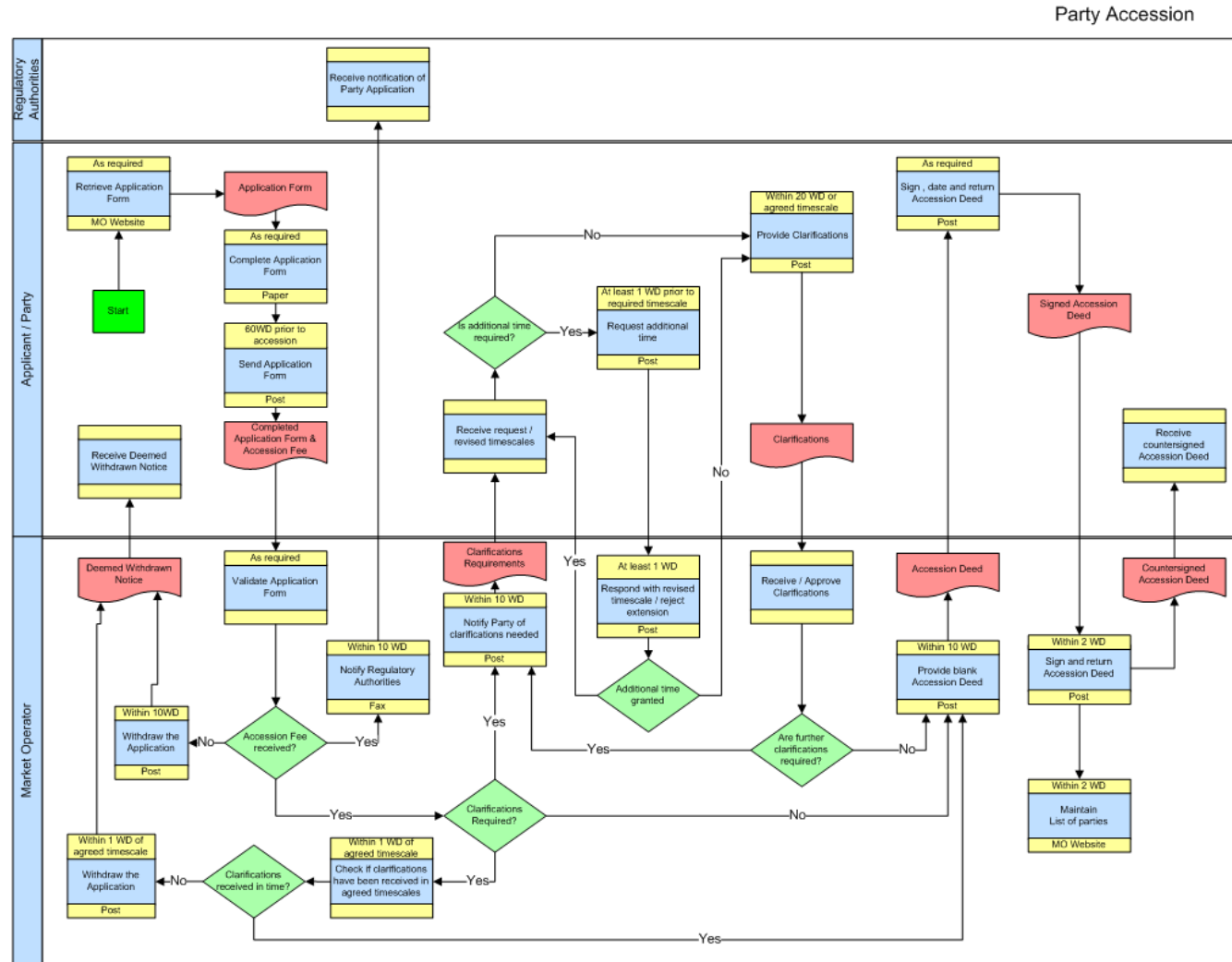
**SEM Agreed Procedure 1- Participant and Unit Registration and Deregistration**

#	Procedural Step	Timing	Method	By/From	To
8	Receive notification that further information is required or that clarification of information that has been sent is required. If more time greater than the allotted 20 WDs is required to assess the response then go to step 9. If no further time is required then go to step 13	1 WD before deadline for submission of additional information		Applicant	
9	Request the Market Operator for more time to submit additional information.	1 WD before deadline for submission of additional information	Registered post/fax	Applicant	Market Operator
10	Consider the request for additional time and, if granted, inform the Applicant of how much additional time has been granted. If additional time has not been granted go to step 12	Within 1 WD of receipt of request for additional time	Registered post/fax	Market Operator	Applicant
11	Receive notice that additional time has been granted to provide further information or clarification of the Application Form. If further time is required beyond that given in the extension period then go to step 9. If further time is not required go to step 13	1 WD before deadline for submission of additional information		Applicant	
12	Inform Applicant that additional time has not been granted with a reason	Within 1 WD of receipt for additional time	Registered post/fax	Market Operator	Applicant
13	Provide the additional information or clarification information requested	Within 20 WDs of request for information or such other time agreed with the Market Operator	Registered post/fax	Applicant	Market Operator

#	Procedural Step	Timing	Method	By/From	To
14	If further clarification is required go to step 7. If no further clarification required go to step 17	Within 10 WDs of receipt of Application Form	Registered post/fax	Market Operator	Applicant
15	If required information is not received by the deadline then go to step 16 Otherwise go to step 17	Within 1 WD of failure to meet the agreed deadline	Registered post	Market Operator	Applicant
16	Withdraw the application and inform the Applicant by sending a Deemed Withdrawn Notice End of Process	Within 1 WD of failure to meet the agreed deadline	Registered post	Market Operator	Applicant
17	On receipt of all required information, and provided the Applicant fulfils the conditions for accession, the Market Operator provides the Applicant with a blank Accession Deed (Appendix T of the Code).	Within 10 WDs of final receipt of required information	Registered post	Market Operator	Applicant
18	Applicant signs, dates, and returns the Accession Deed to Market Operator	Within 20 WDs of receipt or such other time agreed with the Market Operator	Registered post	Applicant	Market Operator
19	Market Operator signs and dates the Accession Deed, sending a copy to the Applicant	Within 2WD of receipt of signed Accession Deed	Registered post	Market Operator	Applicant
20	Applicant becomes a Party to the Code	On date specified in Accession Deed			
21	Market Operator publishes the fact that the Applicant has/will become a Party	Within 2 Working Days of the completed Accession Deed	MO Website	Market Operator	

3.1.3. Swimlane – Party Registration:

These swimlanes are provided as an illustration of the Procedural Steps. The Procedural Steps take precedence, in the event of conflict between the swimlanes and the Procedural Steps.



## **3.2. PARTICIPANT AND UNIT REGISTRATION**

### **3.2.1. Overview**

In order to become a Participant a Party (or Applicant) must register a Unit.

- The process flow in Section 3.2.5 details the timelines and information involved in the registration of a Unit.
- The Party (or Applicant) downloads a registration package from the MO Website. The registration package includes the Participation Notice which can be used by the Party (or Applicant) to register its first or any subsequent Unit.
- The Party (or Applicant) completes the registration package and submits it to the Market Operator via registered mail.
  - The registration package must be submitted to the Market Operator at least 60 Working Days prior to the Effective Date for commencement of participation of any Unit, specified in the Participation Notice.
- The Market Operator shall share and validate relevant Registration Data provided by the Party (or Applicant) with appropriate System Operators, Interconnector Administrator or Meter Data Providers for the purpose of processing registration and facilitating participation in respect of the Units. The dependencies on System Operators, Interconnector Administrators and Meter Data Providers are described in Section 3.2.4
- If the Party (or Applicant) fails to satisfy any part of the timelines or provision of required information under the registration process, the Market Operator may withdraw the Participation Notice, sending a Deemed Withdrawn Notice to the Party by registered mail and refund the relevant portion of the Participation Fees.
- Once all information requested above has been provided and validated by the Market Operator and the Party is not in breach of the Code or the Framework Agreement, a Commencement Notice will be sent by registered mail.
- During the registration process, the registration administrator will receive data through fax and registered post. The registration administrator will manually input the Unit information into the registration system. A Participant is given a status of 'Pending' and a classification of 'Trading Participant'.
- When the Commencement Notice is issued the Participant is given a status of 'Active'. Units will then become effective based on their registered Effective Dates. For Trading, a Unit will become effective at the start of a Trading Day which corresponds to the relevant Effective Date.
- At this stage, Participant staff that have been nominated as User and allocated Digital Certificates as appropriate (Agreed Procedure 3 "Communication Channel Qualification") the registered Users can access the Market Website and perform different actions depending on their roles. See Appendix 2.
- If a Participant subsequently registers additional Users, no additional Communication Channel Qualification is required in respect of these new Users. The User registration requirements will be approved by the Market Operator, and include application for, retrieval of and installation of a valid Digital Certificate for the new User. See Appendix 2.

### **3.2.2. Updating Registration Details**

Participants may submit updates and modifications to registration information in the Market Operator's Isolated Market System via the Market Participant Interface (MPI) using the Communication Channel(s) for which they have been previously qualified. Updates using Type 2

Channel or Type 3 Channel communication will be carried out in accordance with Agreed Procedure 4 "Data Transaction Submission and Validation".

An update request to registration data shall be submitted at least 3 Working Days before it becomes effective. This does not include Default Commercial Offer Data or a subset of Default Technical Offer Data, further details of which are available in Agreed Procedure 4 "Data Transaction Submission and Validation". Where a Generator Unit has Priority Dispatch, the Participant can change the Generator Unit's Generic Settlement Class from Predictable Price Maker to Predictable Price Taker and vice-versa or Variable Price Maker to Variable Price Taker and vice-versa, subject to 29 Trading Days' notice, by submitting a Unit Registration update to the Market Operator.

All updates and requests submitted by the Participant will be validated by the Market Operator (with the System Operators, Interconnector Administrator and/or Meter Data Providers as appropriate) before being approved and applied. Rejection and acceptance notifications are described in Agreed Procedure 4 "Data Transaction Submission and Validation".

### **3.2.3. Key operational rules**

Organisations that have Generator Units and Supplier Units may register a single Participant that includes both types of Units, noting that they will be allocated separate Participant IDs to allow for invoicing compliant with VAT rules.

### **3.2.4. Information and Validation of Information of Data by External Organisations**

The procedure in 3.2.5 requires the provision of registration data to the MO. The following table details what organisations external to the Market Operator, i.e. the System Operator, Interconnector Administrator, and/or Meter Data Provider, will facilitate registration:

- Provide the Party (or Applicant) with support to complete the required registration information;
- Validate the information provided to the Market Operator within the timelines specified in this Agreed Procedure

Note therefore, that the Party (or Applicant) should liaise with the System Operator, Interconnector Administrator, and/or Meter Data Provider as appropriate prior to the submission of the Registration Package to facilitate the 20 Working Day validation of the registration details by the external organisations.

Note that all relevant Units will be required by the System Operator to be compliant with the Grid Code or Distribution Code as appropriate.



<b>Unit Type</b>	<b>Registration Configuration</b>	<b>Availability of Market Data</b>	<b>Confirm Active Date: Step 25 in 3.2.5</b>
Supplier Unit	Retail Meter Data Provider confirms retail market eligibility	Retail Meter Data Provider: MDvh	Retail Meter Data Provider
Generator Unit (Transmission Connected, non-Autonomous)	System Operator confirms relationship between Generator and Generator Unit	System Operator: Dispatch Instructions, Availability System Operator as Meter Data Provider: MGuh	System Operator
Generator Unit (Distribution Connected, non-Autonomous)	System Operator confirms relationship between Generator and Generator Unit	System Operator: Dispatch Instructions, Availability System Operator as Meter Data Provider: MGuh	System Operator
Generator Unit (Transmission Connected, Autonomous)	System Operator confirms relationship between Generator and Generator Unit	System Operator as Meter Data Provider: MGuh	System Operator
Generator Unit (Distribution Connected, Autonomous)	Retail Meter Data Provider confirms relationship between Generator and Generator Unit	Retail Meter Data Provider: MGuh	Retail Meter Data Provider
Trading Site: Generator Unit / Supplier Unit configurations (Transmission Connected)	Transmission System Operator with Connection Agreement	System Operator as Meter Data Provider, Retail Market Operator: MDvh	Retail Meter Data Provider and System Operator as Meter Data Provider
Trading Site: Generator Unit / Supplier Unit configurations (Distribution Connected)	Distribution System Operator with Connection Agreement	Retail Market Operator: MDvh	Retail Meter Data Provider
Interconnector Unit	Interconnector Administrator confirms Capacity Holding, MITS capability	Interconnector Administrator	
Demand Side Unit		System Operator: Dispatch Instructions, Availability Retail Meter Data Provider: MDvh	Retail Meter Data Provider and System Operator as Meter Data Provider

**3.2.5. Procedural Steps**

#	Procedural Step	Timing	Method	By/From	To
1	Retrieve Registration Package, confirm details with external organisations with table in 3.2.4	As Required	Download from the MO Website, Communication with external organisation	Party or Applicant	System Operator, Meter Data Providers, Interconnector Administrator
2	Complete Registration Package interacting with System Operator, Interconnector Administrator, and Meter Data Providers as appropriate	As Required	-	Party or Applicant	
3	Submit completed Registration Package and the required Participation Fees in the form of a bank draft. Where the Unit is being registered by an Intermediary then the Nominating Party shall submit a duly executed Form of Authority. The Registration pack will detail how to commence completion of certain eligibility requirements.	At least 60 WDs prior to the Effective Date for commencement of participation of any Unit, specified in the Participation Notice	Registered Post	Party	Market Operator
4	Receive/Validate Registration Package and any Form of Authority If Registration Fee not included with Registration Pack, go to step 5 Otherwise go to step 6	-	-	Market Operator	
5	Issue a Deemed Withdrawn Notice. Go to step 35	Within 10 WDs of receipt of Application Form	Registered post	Market Operator	Party or Applicant
6	Send appropriate information from the Participation Notice to the relevant System Operator, Interconnector Administrator, and/or relevant Meter Data Provider	Within 2 WDs of receipt of Registration Package.	Registered Post	Market Operator	System Operator / Meter Data Provider / Interconnector Administrator

#	Procedural Step	Timing	Method	By/From	To
7	Identify any issues and clarifications required with information provided	Within 5 WDs of receipt	Registered Post	System Operator / Interconnector Administrator / Meter Data Provider	Market Operator
8	Inform Party (or Applicant) of clarifications needed.	Within 10 WDs of receipt of Registration Package.	Registered Post	Market Operator	Party or Applicant
9	If the Party (or Applicant) requires additional time to provide clarifications then go to step 10 otherwise go to step 12				
10	Request additional time to provide clarifications	Within 15 WDs of receipt of clarification request	Registered Post	Party or Applicant	Market Operator
11	Respond to request with any revised timescales or confirm original timescales	Within 5 WDs of request for revised timescales		Market Operator	Party or Applicant
12	If Party (or Applicant) requires to withdraw the Participation Notice then go to step 34 Otherwise Provide clarifications, liaising with System Operator, Interconnector Administrator, or MDP as appropriate	Within 20 WDs of receipt of clarification request or other timescale agreed in step 11	Registered Post	Party or Applicant	Market Operator
13	Send appropriate information from the clarifications to the relevant System Operator, Interconnector Administrator, and relevant Meter Data Provider	Within 1 WDs of receipt of clarifications from the Party (or Applicant)	Registered Post	Market Operator	System Operator / Meter Data Provider / Interconnector Administrator
14	Validate appropriate clarifications and confirm with Market Operator	Within 2 WDs of receipt of clarifications from the MO	Registered Post	System Operator / Interconnector Administrator / Meter Data Provider	Market Operator

#	Procedural Step	Timing	Method	By/From	To
15	Validate clarifications & responses from the System Operator / Interconnector Administrator / Meter Data Provider If complete clarifications are not received from the Party (or Applicant), and those clarifications are not valid (as determined by the System Operator / Interconnector Administrator / Meter Data Provider) within timeframe then go to step 33 Otherwise go to step 16	If no clarifications received from Party (or Applicant) after 20 WDs of requesting clarifications Otherwise within 5 WD of receiving clarifications from Party (or Applicant)	-	Market Operator	-
16	Request Party for evidence of completion of eligibility requirements and inform Party of Required Credit Cover.	Within 5 WDs of receipt of the requested clarifications from Party (or Applicant)	Registered Post	Market Operator	Party or Applicant
17	If the Party (or Applicant) requires additional time to meet eligibility requirements then go to step 18 otherwise go to step 20				
18	Request additional time to provide eligibility requirements	Within 15 WDs of receipt of eligibility requirements	Registered Post	Party or Applicant	Market Operator
19	Respond to request with any revised timescales or confirm original timescales	Within 5 WDs of request for revised timescales		Market Operator	Party or Applicant
20	If Party (or Applicant) requires to withdraw the Participation Notice then go to step 34 Otherwise Provide eligibility requirements information	Within 20 WDs of receipt of eligibility requirements request or other timescale specified in step 19	Registered Post	Party or Applicant	Market Operator
21	Receive/Validate eligibility information If complete eligibility requirements information are not received within timeframe then go to step 33 Otherwise Go to step 22	Within 5 Working Days of receipt of eligibility requirements information		Market Operator	

#	Procedural Step	Timing	Method	By/From	To
22	If eligibility requirements include the submission of Registration Data, provide the appropriate Registration Data to the relevant System Operator, Interconnector Administrator and/or Meter Data Provider. See Appendix 3 for Meter Data Providers.	Within 5 Working Days of receipt of eligibility requirements information	Fax / Email	Market Operator	System Operator / Interconnector Administrator / Meter Data Provider (see Section 3.2.4)
23	System Operators, Interconnector Administrators, and/or Meter Data Providers confirm Registration Data and a feasible Effective Date. If it is a Generator Unit, System Operator provides TLAFs for Effective Data onwards.  If the Party or Applicant’s data is incorrect, or an Effective Date is not possible within 20 Working Days, System Operators, Interconnector Administrators, and/or Meter Data Providers respond to Market Operator with issue.  See Appendix 3 for Meter Data Providers.	Within 20 Working Days of receipt of eligibility requirements information	Fax./ Email Type 3 Channel for TLAFs	System Operator / Interconnector Administrator / Meter Data Provider (see Section 3.2.4)	Market Operator
24	If there are no issues, go to step 27. If there are issues, go to step 25	-	-	Market Operator	
25	Market Operator informs all affected organisations of issue	Within 1WD	Fax / Email	Market Operator	Regulatory Authorities, Party or Applicant, System Operator / Interconnector Administrator / Meter Data Provider (see Section 3.2.4)

#	Procedural Step	Timing	Method	By/From	To
	Party or Applicant, System Operator, Meter Data Provider, and/or Interconnector Administrator work together to resolve the issue, with the Market Operator coordinating and facilitating meetings and communication contacts.	Within 10WD	Fax / Email meetings	Party or Applicant, System Operator / Interconnector Administrator / Meter Data Provider (see Section 3.2.4)	
26	If a delay to an Effective Date is agreed, go to step 27. If a change to the registration details is required, provide these as clarifications at step 12. If the registration is withdrawn, go to step 34. In the event that a Dispute is raised under Agreed Procedure 14 “Disputes” at this time, the process stops at this step until a resolution is reached.	-	-	Party or Applicant (Dispute or Change Reg details) Market Operator (Withdraw or change in Effective Date)	
27	Issue a Commencement Notice	Within 5 WDs of receipt of eligibility requirements information or prior to the Effective Date whichever is earlier.	Registered Post	Market Operator	Party, and as appropriate System Operator, Interconnector Administrator, Meter Data Provider (see Section 3.2.4)
28	Maintain and publish list of registered Units in accordance with Agreed Procedure 6 “Publications”	Within 5 WDs of receipt of eligibility requirements information or prior to the Effective Date whichever is earlier	MO Website	Market Operator	
29	Post Required Credit Cover using Agreed Procedure 9 “Management of Credit Cover and Credit Default”	Prior to the Effective Date	-	Party	Market Operator

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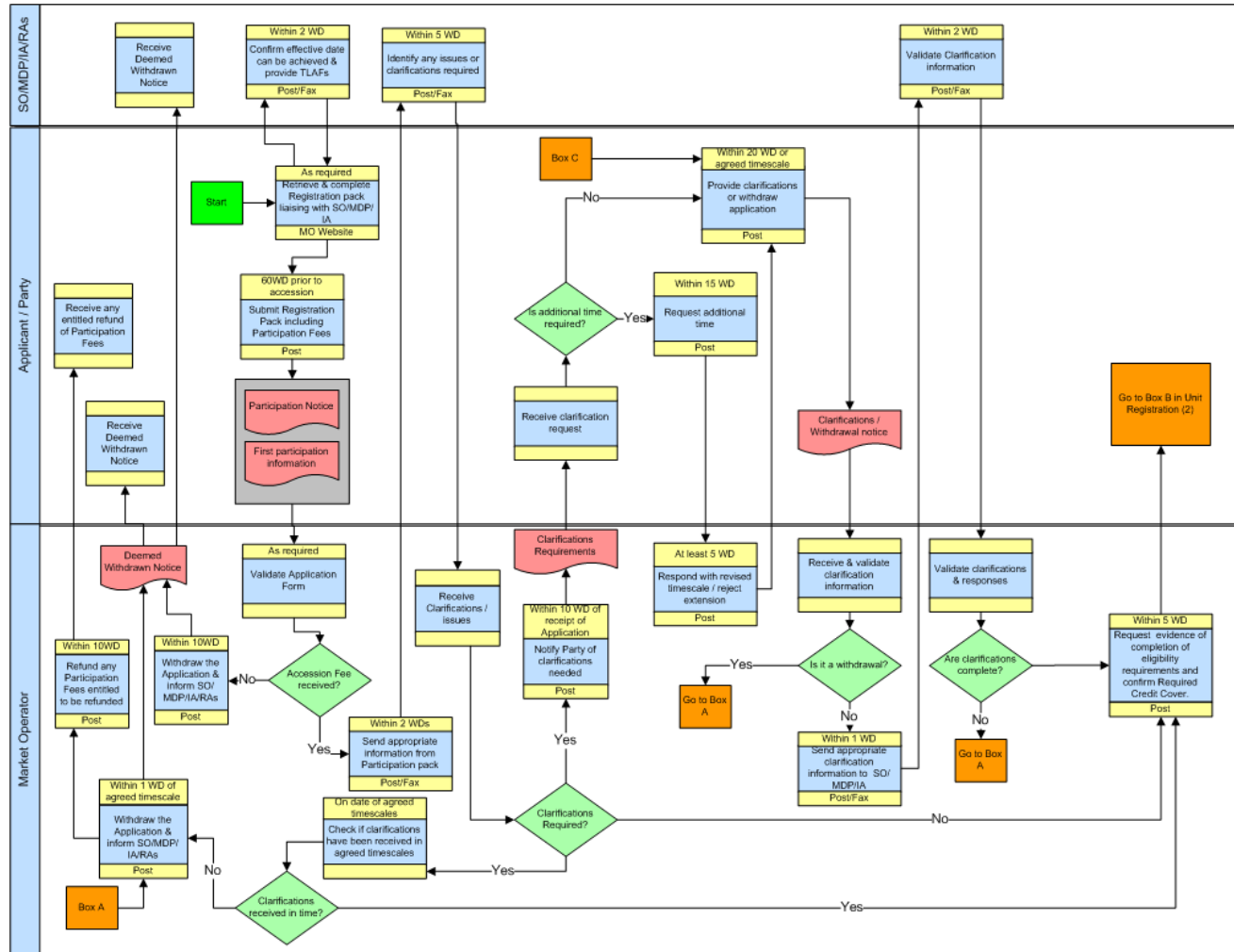
**SEM Agreed Procedure 1 – Participant and Unit Registration and Deregistration**

#	Procedural Step	Timing	Method	By/From	To
30	If Required Credit Cover is posted prior to Effective Date then end of process Otherwise go to step 31	Effective Date – 1 WD			
31	If the following day is more than 1 year after the Effective Date in the Commencement Notice then go to step 33	Effective Date – 1 WD			
32	Change Effective Date to the following Working Day. Inform the Party, relevant System Operator, Interconnector Administrator, and relevant Meter Data Provider. Maintain and publish list of registered Units in accordance with Agreed Procedure 6 “Publications” End Process	Effective Date – 1 WD	Registered Post	Market Operator	Party / System Operator / Meter Data Provider / Interconnector Administrator
33	Issue a Deemed Withdrawn Notice. Go to step 35	Within 1 WD	Registered Post	Market Operator	Party
34	Inform Market Operator of withdrawal of the Participation Notice	As Required	Registered Post	Party (or Applicant)	Market Operator
35	Inform the relevant System Operator, Interconnector Administrator and/or relevant Meter Data Provider. Maintain and publish list of registered Units in accordance with Agreed Procedure 6 “Publications” if Units have already been included.	Within 1 WD	Registered Post/	Market Operator	System Operator / Meter Data Provider / Interconnector Administrator
36	Refund any Participation Fees entitled to be refunded.	Within 10 WD	Registered Post	Market Operator	Party (or Applicant)

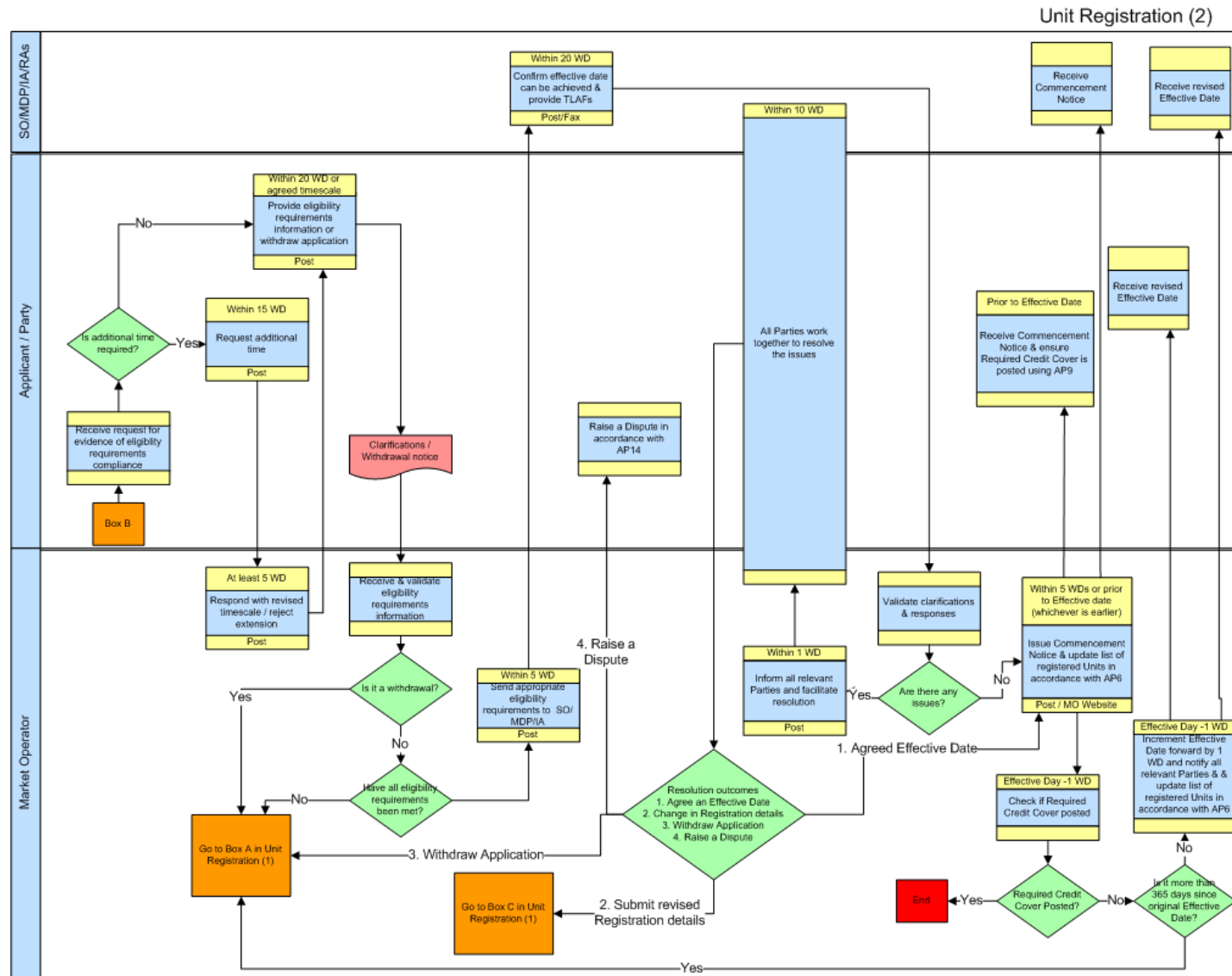
3.2.6. Swimlane – Unit Registration:

These swimlanes are provided as an illustration of the Procedural Steps. The Procedural Steps take precedence, in the event of conflict between the swimlanes and the Procedural Steps.

Unit Registration (1)







### **3.3. INTERMEDIARY REGISTRATION**

A Unit Owner may nominate an Intermediary to become a Party to the Code and a Participant in respect of its Generators (with the exception of the Interconnector Residual Capacity Unit and the Interconnector Error Unit which will be registered to the relevant Party as defined in the Code).

The Unit Owner is required to complete a Form of Authority for the Intermediary, and the Intermediary must obtain Regulatory Authority consent. The Intermediary will provide this Form of Authority and proof of the Regulatory Authority consent with the Application Form to the Market Operator in step 3 of process 3.1.2 (Party accession), and again with the Registration Pack in step 3 of process 3.2.5 (Unit Registration).

The Intermediary shall otherwise follow the standard processes registering as a Party and registering Units. The Intermediary removal process is detailed in section 3.6.

### **3.4. REGISTRATION OF SPECIAL UNITS**

#### **3.4.1. Supplier of Last Resort**

This Supplier of Last Resort process details:

- The manner in which a Supplier Unit ceases Trading following the expiration of the Supplier Suspension Delay Period
- The requirements on the retail Meter Data Providers to facilitate this process.

A single SoLR Supplier Unit per Jurisdiction will be registered by the Supplier of Last Resort using the same process as a Participant registering a Unit with the exception that the SoLR Supplier Unit will not be actively Trading. Therefore, the Supplier of Last Resort will not receive Settlement Statements or Invoices in respect of this Unit until the the SoLR Supplier Unit is made effective. This occurs as set out in the process below. At a high-level, this process requires the retail Meter Data Providers to have completed the removal of the final customers from the Suspended Supplier Units by the end of the Supplier Suspension Delay Period.

In the event that there are multiple defaults occurring at or around the same time, all retail customers affected by these default events will be managed under the one SoLR Supplier Unit.

The provisions for Adjusted Participant in Agreed Procedure 9 "Management of Credit Cover and Credit Default" will apply to the SoLR Supplier Unit once it becomes effective.

**3.4.2. Procedural Steps**

	<b>Procedural Step</b>	<b>Timing</b>	<b>Method</b>	<b>By/From</b>	<b>To</b>
1	Issue Suspension Order in respect to some or all of a Participant's Units, containing method to remedy the Default that led to the Suspension Order, and the Suspension Delay Period	As Required	Fax/Registered Post	Market Operator	System Operator, Distribution System Operator, Meter Data Provider, affected Participants, Interconnector Administrator, Regulatory Authorities
2	Publish Suspension Order	No later than two Working Days of issue of Suspension Order	Website	Market Operator	
3	Assuming that the Suspension Order is not lifted for any reason before this step, the Regulatory Authorities will direct the retail Meter Data Providers that all demand represented by that Supplier Unit shall be met by the Supplier of Last Resort	As required, at least 5 days before the expiry of the Supplier Suspension Delay Period	Fax/Registered Post	Regulatory Authorities	Meter Data Provider, Market Operator
3a	If Suspension Order is lifted by Regulatory Authorities, send notice to that effect to Market Operator, retail Meter Data Providers and affected Participant. End Process	As required, at least 5 days before the expiry of the Supplier Suspension Delay Period	Fax/Registered Post	Regulatory Authorities	Meter Data Provider, Market Operator, affected Participant
3b	If Suspension Order is lifted by Participant rectifying the underlying Default, send notice to that effect to Regulatory Authorities and retail Meter Data Providers. End Process	As required, at least 5 days before the expiry of the Supplier Suspension Delay Period	Fax/Registered Post	Market Operator	Regulatory Authorities, Meter Data Provider
4	Set the SoLR Supplier Unit to be effective for Trading on the day on which the retail SoLR process begins	Prior to the running of Settlement for the day following the expiry of the Suspension Delay period	Manual update of registration details	Market Operator	

	<b>Procedural Step</b>	<b>Timing</b>	<b>Method</b>	<b>By/From</b>	<b>To</b>
5	Inform retail Meter Data Providers of the effective SoLR Supplier Unit	After receipt of the commence retail SoLR process	Fax/Registered Post	Market Operator	Meter Data Providers
6	Begin transfer the customers of the Suspended Supplier Units to the SoLR Supplier Unit (or other Suppliers which the customers of the Suspended Supplier Units may have chosen according to the rules of the retail SoLR process).	Prior to the running of the Meter Data aggregation for Settlement for the day following the expiry of the Suspension Delay period, after the expiry of the Suspension Delay period	Type 3 Channel as per AP16	Meter Data Providers	System Operator, Meter Data Provider, Regulatory Authorities
7	Send Meter Data for defaulting Supplier Units (with decreasing volumes) and data for the effective SoLR Supplier Unit (with increasing volumes) to the MO for Indicative Settlement	Under normal data submission timelines, during the 5 day period between the effective date of the commence retail SoLR process and the expiry of the Suspension Delay Period	Type 3 Channel as per AP16	Meter Data Providers	Market Operator
8a	If Suspension Order lifted by the Regulatory Authorities, send notice to Market Operator, retail Meter Data Provider, affected Participant, but continue this process, but <u>exclude</u> step 11a	As required, completed within 5 days of the end of the Suspension Delay Period	Fax/Registered Post	Regulatory Authorities	Retail Meter Data Provider, Market Operator, affected Participant
8b	If Suspension Order is lifted by Participant rectifying the underlying Default, send notice to that effect to Regulatory Authorities and retail Meter Data Providers. End Process	As required, completed within 5 days of the end of the Suspension Delay Period	Fax/Registered Post	Market Operator	Regulatory Authorities, retail Meter Data Provider
9	Continue and complete the transfer of customers until the Suspended Supplier Units contain no customers. If all final customers are removed from the Suspended Supplier Units, send over “zero-populated” meter data for those Supplier Units. All customers’ transfer will be effective on the day of transfer in the retail market.	As required, completed before the expiry of the Suspension Delay Period	Manual/automated retail processes	Retail Meter Data Providers	

	<b>Procedural Step</b>	<b>Timing</b>	<b>Method</b>	<b>By/From</b>	<b>To</b>
10	Confirm that all Supplier Units subject to the Suspension Order now contain zero data	By the day before the Supplier Suspension Order takes effect	Fax	Retail Meter Data Providers	Market Operator
11a	Market Operator deregisters all Suspended Supplier Units	Before MDP aggregation commences for the day after the last day of the Suspension Delay Period	Manual / automated retail processes	Market Operator	
11b	Market Operator reconfigures all Trading Site configurations with the Suspended Supplier Units so that the SoLR Supplier Unit is an Associated Supplier Unit for those Trading Site.	Before MDP aggregation commences for the day after the last day of the Suspension Delay Period	Manual / automated retail processes	Market Operator	
12	Market Operator confirms configuration changes  Remove Suspended Supplier Units from retail market. Deregister Suspended Units in the wholesale market from the data following the expiry of the Suspension Delay Period	Before MDP aggregation commences for the day after the last day of the Suspension Delay Period	Fax	Market Operator	Retail Meter Data Providers
13	Retail Meter Data Providers deregister the Suspended Supplier Units from the retail system	Before MDP aggregation commences for the day after the last day of the Suspension Delay Period	Manual / Automated Process	Retail Meter Data Providers	
14	Retail Meter Data Providers only send over Meter Data aggregations for effective Supplier Units (note depending on Step 8a and 8b, this may include the Supplier Units which were subject to the Suspension Order)	For all days Meter Data aggregations following the expiry of the Suspension Delay Period, following the timeline in AP16	Type 3 Channel as per AP16	Retail Meter Data Providers	Market Operator

### **3.4.3. Registration of Error Supplier Unit**

An Error Supply Unit shall be registered in each Jurisdiction by the Party that is required by its Licence to register such Unit. The Error Supply Unit shall be registered in the same manner as any other Unit.

### **3.4.4. Registration of Interconnector, Interconnector Error Unit, Interconnector Residual Capacity Unit and Interconnector Units**

A Party shall register the Interconnector pursuant to the Code following the same process as Participants registering a Unit. As part of the data provided in its Participation Notice the Party shall provide the Interconnector Registration Data.

Only one Interconnector Unit may be registered to a single Participant. The Interconnector Unit is registered by the Party (or Applicant) using the same process as for any other Unit, noting the interactions with the Interconnector Administrator in Section 3.2.4.

### **3.5. PARTICIPANT AND UNIT DEREGISTRATION**

#### **3.5.1. Overview**

The Participant may choose to deregister any Unit registered in its name at any time by submitting a Deregistration Form to the Market Operator.

The Market Operator reviews the Deregistration Form, and in conjunction with the appropriate MDP and/or SO, makes a decision to approve or reject the Deregistration request in respect of the Unit(s) and notifies the Participant by registered mail issuing a Deregistration Consent Order. The Market Operator shall permit the Deregistration of Units if all amounts due payable by the relevant Party in respect of the relevant Units have been paid in full up to and including the date of Termination and in respect of Supplier Units the provisions of the applicable Metering Code have been complied with. If not the Deregistration of Units will be delayed until these conditions are complied with, or the Participant indicates that the Deregistration of those Units are no longer required. All the processes relative to the period when the Unit was active continue. This includes market Resettlement, invoices related to this, and Credit Cover requirement to cover for exposures related to the Settlement Reruns.

Once the Deregistration request is approved for all Units registered to the Participants, the Participant is granted with the status 'Cancelled' and an effective end date.

**3.5.2. Procedural Steps**

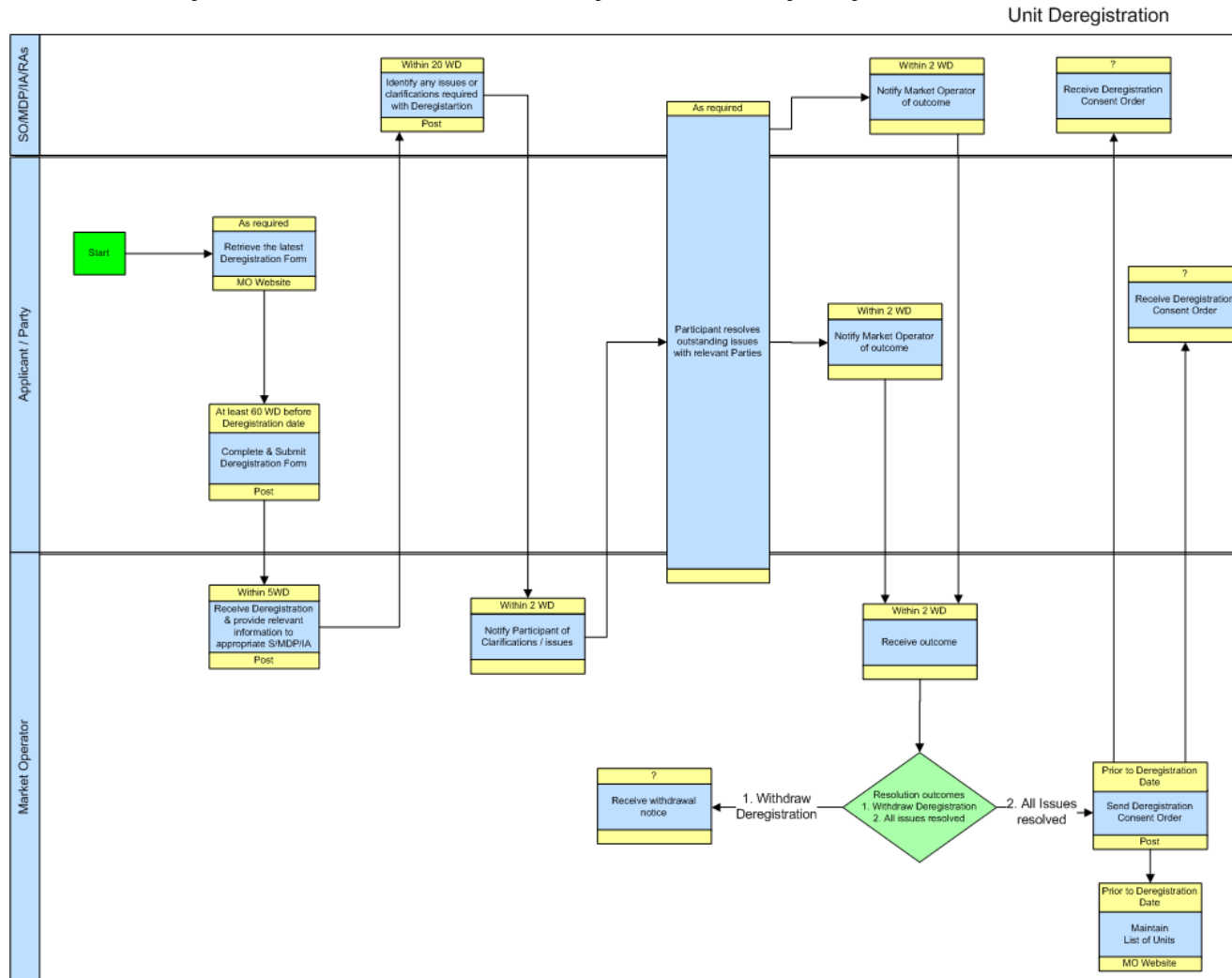
#	Procedural Step	Timing	Method	By/From	To
1	Retrieve Deregistration Form from MO Website	As Required	MO Website	Participant	
2	Participant submits completed form	At least 60 WDs in advance of the proposed Deregistration date	Registered Post	Participant	Market Operator
3	Submit appropriate Deregistration details to relevant System Operator / Meter Data Provider / Interconnector Administrator	Within 5WDs of receipt of Deregistration Form	Registered Post	Market Operator	System Operator / Meter Data Provider / Interconnector Administrator
4	Respond to Deregistration request details either confirming compliance with relevant Metering Code or raise issues with respect to the Deregistration	Within 20 WDs of receipt of Deregistration details from MO	Registered Post	System Operator / Meter Data Provider / Interconnector Administrator	Market Operator
5	Notify Participant of raised issues	Within 5 WD	Registered Post	Market Operator	Participant
6	Participant leads resolution of the issues with System Operator / Meter Data Provider / Interconnector Administrator	As required	Fax/ telephone/ meetings/ Post	Participant, Market Operator, System Operator, Meter Data Provider, Interconnector Administrator	
7	Participant and Party raising issue confirm the out come of the resolution (either (1) all outstanding issues resolved, or (2) Deregistration of the Unit is no longer required.	Within 2 WD	Registered Post	Participant, System Operator, Meter Data Provider, Interconnector Administrator	Market Operator
8	If all outstanding issues resolved got to step 9 If Deregistration is no longer required – end of process	-	-	Market Operator	



#	Procedural Step	Timing	Method	By/From	To
9	Market Operator sends Deregistration Consent Order to Participant and System Operator, Meter Data Provider, Interconnector Administrator, and Regulatory Authorities	Prior to Deregistration date	Registered Post	Market Operator	Participant, System Operator, Meter Data Provider, Interconnector Administrator, Regulatory Authorities
10	Where Deregistration Consent Order has been issued, maintain and publish list of registered Units in accordance with Agreed Procedure 6 “Publications”	Prior to Deregistration date		Market Operator	

### 3.5.3. Swimlane – Unit Deregistration:

These swimlanes are provided as an illustration of the Procedural Steps. The Procedural Steps take precedence, in the event of conflict between the swimlanes and the Procedural Steps.



### **3.6. INTERMEDIARY REMOVAL**

#### **3.6.1. Overview**

Three cases of removal of an Intermediary are possible:

- Case 1: an Intermediary's consent is revoked by Regulatory Authorities, or the expiration of Form of Authority
- Case 2: an Intermediary wishes to voluntarily de-register any or all of the Units
- Case 3: an Intermediary ceases participating in respect of any Units without first voluntarily de-registering the Units or the Unit Owner wishing to revoke the Intermediary

The Market Operator will deregister the Units in all cases.

In all cases, the Unit Owner may either (subject to Regulatory Authority consent) either procure a substitute Intermediary to reregister the Units or may reregister the Units itself and become the Participant in respect of those Units, unless

- The Unit is decommissioned; or
- The Unit is below de minimis and the Unit Owner does not wish the Unit to be registered to a Participant in the SEM.

Note that in any event, the removed Intermediary continues to be bound by the enduring obligations of the Code in respect of the deregistered Units.

**3.6.2. Procedural Steps**

#	Procedural Step	Timing	Method	By/From	To
1	Intermediary’s Form of Authority is revoked by Regulatory Authorities, or expiration of Form of Authority communicated to Market Operator	As Required, as soon as determined	-	Regulatory Authorities / Unit Owner	Market Operator
1.1	Market Operator Deregisters Units registered to the removed Intermediary	On the date of the Intermediary removal	-	Market Operator	
2.1	Form of Authority retrieved from MO Website (Appendix R of Code)	As Required	-	Unit Owner	
2.2	Form of Authority completed and provided to Registering Party	As Required	Registered Post	Unit Owner	Registering Party (to become the Intermediary)
3	Start at steps 3 of process in 3.2.5, returning to step 4 from step 26 where a Commencement Notice is issued to the new Intermediary	60 WDs prior to revocation date of Form of Authority of old Intermediary, or prior to notification from Unit Owner of proposed effective date of removal of Intermediary	Registered Post	Registering Party	Market Operator
4	Previous Form of Authority returned to Intermediary to be removed with approval decision on Intermediary revocation	Within 10 WDs of step 11	Registered Post	Market Operator	Old Intermediary
5	Issue a Commencement Notice to new Intermediary	Within 10 WDs of step 11	Registered Post	Market Operator	Registering Party
6	Post Required Credit Cover	Prior to the Effective Date	-	Intermediary	Market Operator

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***SEM Agreed Procedure 1 – Participant and Unit Registration and Deregistration***

<b>#</b>	<b>Procedural Step</b>	<b>Timing</b>	<b>Method</b>	<b>By/From</b>	<b>To</b>
7	If Required Credit Cover is posted prior to Effective Date then end of process Otherwise go to step 8	Effective Date – 1 WD			
9	New Form of Authority returned to Registering Party with rejection decision on Intermediary revocation	Within 1 WD of step 7	Registered Post	Market Operator	Registering Party
10	Refund any Participation Fees entitled to be refunded.	Within 10 WD	Registered Post	Market Operator	Registering Party

### **3.7. UNIT SUSPENSION PROCESSES**

#### **3.7.1. Overview**

The Unit Suspension process is set out in the Code.

The process commences when the Suspension Order is issued by the Market Operator to the Participant in respect of some or all its Units for reason of Default under the Code. The terms of the Suspension Order allow a Suspension Delay Period for the Participant to rectify the Default. At the end of the Suspension Delay Period (assuming the Default has not been rectified), the Units specified in the Suspension Delay Period are deregistered. See Section 3.4.1 for the Supplier of Last Resort process where a Supplier Unit is Suspended.

### **3.8. PARTY TERMINATION PROCESSES**

#### **3.8.1. Overview**

There are two possible processes for Party Termination

- **Voluntary Termination:** in this scenario, the Party must provide 90 Days notice, obtain the consent of the Regulatory Authorities, and comply with the Unit Deregistration procedure (section 3.5). The Market Operator issues a Voluntary Termination Consent Order with an effective date once all criteria have been fulfilled.
- **Involuntary Termination:** in this scenario, the Market Operator issues a Termination Order to the Party in question with Regulatory Authority approval when a Participant has not complied with the terms specified in a Suspension Order, and all its Units have been Suspended.

## 4. APPENDIX 1: DEFINITIONS AND ABBREVIATIONS

### 4.1. DEFINITIONS

Accession Deed	As defined in the Code
Accession Fee	As defined in the Code
Adjusted Participant	As defined in the Code
Agreed Procedure	As defined in the Code
Applicant	As defined in the Code
Application Form	means the form available on the MO Website which is required to be completed by an Applicant to become a Party to the Code.
Associated Supplier Unit	As defined in the Code
Certificate Authority	As defined in Agreed Procedure 5 “Data Storage and IT Security”
Change of Supplier	AP1 – Note that this is a Retail Market term and may need to refer to Retail Market documentation for its definition.
Code	As defined in the Code
Commencement Notice	As defined in the Code
Communication Channel	As defined in the Code
Connection	As defined in the Code (under Connected)
Credit Cover	As defined in the Code
Currency Zone	As defined in the Code
Deemed Withdrawn Notice	Notification provided by the Market Operator that an application for registration is being withdrawn
Demand	As defined in the Code
Demand Side Unit	As defined in the Code
Deregistration	As defined in the Code
Deregistration Form	A form that provides notice that a Participant requires the deregistration of a Unit
Digital Certificate	As defined in Agreed Procedure 5 “Data Storage and IT Security”
Distribution System Operator	As defined in the Code
Effective Date	As defined in the Code
Error Supplier Unit	As defined in the Code
First Participation	As defined in the Code
Information Notice	
Form of Authority	As defined in the Code
Functional Area	Means the different parts of the Market Participant Interface that Users may be provided access as set out in 1.5.1.3 of this Agreed Procedure.
Generator	As defined in the Code
Generator Unit	As defined in the Code
Generic Settlement Class	As defined in the Code
Help Desk	As defined in Agreed Procedure 11 "Market System Operation, Testing, Upgrading and Support"
Interconnector	As defined in the Code
Interconnector Administrator	As defined in the Code

Interconnector Unit	As defined in the Code
Intermediary	As defined in the Code
Invoice	As defined in the Code
Isolated Market System	As defined in the Code
Jurisdiction	As defined in the Code
Market Operator	As defined in the Code
Market Operator Charge	As defined in the Code
Market Participant Interface	The function within the Market Operator's Isolated Market System that interfaces to the Type 2 Channel and Type 3 Channel communications
MO Website or Market Operator Website	The Market Operator's website that is accessed by the general public and where information that is required to be published by the Market Operator can be accessed.
Meter Data Provider	As defined in the Code
Netting Generator Unit	As defined in the Code
Nominating Party	Means a Party who nominates an Intermediary to register its Unit as allowed under the Code.
Offer Data	As defined in the Code
Participant	As defined in the Code
Participation Fee	As defined in the Code
Participation Notice	As defined in the Code
Party	As defined in the Code
Party ID	A unique identifier allocated by the Market Operator
Party Name	The name of the Party
Priority Dispatch	As defined in the Code
Public Electricity Supplier	The supplier of electricity to consumers within each Jurisdiction prior to market competition
Pumped Storage Unit	As defined in the Code
Receiving Party	As defined in the Code
Registration Data	As defined in the Code
Registration Package	Documentation and information that assists with Party registration
Regulatory Authorities	As defined in the Code
Rejection Notice	As defined in the Code
Required Credit Cover	As defined in the Code
Resettlement	As defined in the Code
Retail Market Operator	The business group within ESB Networks or NIE T&D responsible for managing the retail market data, registrations, and deregistrations between final consumers and Supplier Units.
Settlement	As defined in the Code
Settlement Statement	As defined in the Code
Single Electricity Market Supplier	As defined in the Code
Supplier of Last Resort	As defined in the Code
Supplier Suspension Delay Period	As defined in the Code
Supplier Unit	As defined in the Code
Suspension	As defined in the Code
System Operator	As defined in the Code



Termination	As defined in the Code
Termination Date	As defined in the Code
Termination Order	As defined in the Code
Trading Site	As defined in the Code
Trading Site Class	The classification of a Trading Site.
Trading Site Supplier Unit	As defined in the Code
Transmission Network	As defined in the Code
Type 1 Channel	As defined in the Code
Type 2 Channel	As defined in the Code
Type 3 Channel	As defined in the Code
Unit	As defined in the Code
Unit Owner	As defined in the Code
Unit Registration	As defined in the Code
User	In relation to a Participant: a nominated member of the Participant staff who is authorised to utilise qualified communication facilities that interact with the Market Operator’s Isolated Market System;  In relation to the Market Operator: a member of the Market Operator staff who has been authorised to access specific parts of the Market Operator Isolated Market System.
VAT	As defined in the Code
Working Day	As defined in the Code
Meter Point Registration Number	As defined in the Code

## **4.2. ABBREVIATIONS**

AP	Agreed Procedure
DSO	Distribution System Operator
ESU	Energy Supplier Unit
MDP	Meter Data Provider
MO	Market Operator
MPI	Market Participant Interface
MPRN	Meter Point Registration Number
PES	Public Electricity Supplier
QH	Quarter Hour
RAs	Regulatory Authorities
RMO	Retail Market Operator
SEM	Single Electricity Market
SoLR	Supplier of Last Resort

## **5. APPENDIX 2: ACCESS ROLES AND RIGHTS OF USERS**

### **5.1.1. Access Roles Overview**

The Participant defines the access roles and rights of its Users. Although the Participant is responsible for designating the read and write privileges for of its Users to each of the Functional Areas of the Market Participant Interface, it is the Market Operator who approves all new Users and amendments to existing Users. (In this section, references to User relate to a User for a specific Participant).

A User must have a Digital Certificate obtained under Agreed Procedure 3 “Communication Channel Qualification” to access the Market Participant Interface. Type 2) or to submit data via Type 3 communication. Each User will have a Digital Certificate which is tied to a Market Participant. For a User to be eligible to submit or view data for more than one Market Participant, they will need a different Digital Certificate for each relevant Market Participant.

### **5.1.2. Contact Types**

At a minimum a Participant will have to define a primary contact, a scheduling contact, and a billing contact.

- Contact Types:
  - FullContact: Full access contact.
  - MainContact: Main organisation contact.
  - Invoicing: Financial, invoicing and banking contact.
  - Settlement: Settlement and billing contact.
  - Trading: Scheduling contact.
  - Other: Contact for other functional areas.

Contacts will be registered and managed by Participants and approved by the Market Operator.

### **5.1.3. User Types**

User Types is the selection of pre-defined roles providing access to specific Functional Areas.

- User Types:
  - FullUser: Full access User.
  - MainContact: Main organisation User.
  - Invoicing: Financial, invoicing and banking User.
  - Settlement: Settlement and billing User.
  - Trading: Scheduling User.
  - Other: Users for other Functional Areas.

Users will be registered in the Market systems by Participants and assigned a User Types in respect of their role in the Market. The User with User Type “FullUser” will have the ability to establish and manage the access of its Users to each of the Functional Areas together with the access rights “Read - Only” or “Read-Write”. The “MainContact” is the User who is preloaded by the Market Operator during the registration process and has the same access rights as a “FullUser”. There is only one “MainUser” but can be many “FullUser”s.

The Market Participant Interface encompasses the following Functional Areas:

- Trading
- Registration
- Settlements

The mapping of the different User Types to Functional Area is:

User Type	Functional Area		
	Registration	Trading	Settlements
Main Organisation User	Yes	Yes	Yes
Full User	Yes	Yes	Yes
Registration	Yes	-	-
Trading	-	Yes	-
Invoicing	-	-	Yes
Settlement	-	Yes	Yes
Other	Any combination of the above systems		

#### 5.1.4. Access Rights (Read-Write, Read-Only)

##### 5.1.4.1 Access Rights for each Functional Area

Each Functional Area has the following access rights which can be provided to Users.

Functional Area	Access Right	
	Read-Only	Read-Write
Trading	-	Yes
Registration	Yes	Yes
Settlements	Yes	-

The access right permissions are only relevant to the “Registration” Functional Area. Users given access to the “Trading” Functional Areas can only be given “Read-Write” access rights and those given access to the “Settlement” Functional Area can only be given “Read-Only”.

Users are provided Read-Write access to “Registration” and will be able to access data for all Units for the relevant Participant.

##### 5.1.4.2 Read-Only Access

A User with Read-Only access:

- Is restricted only to that Participant’s data.
- Can only view that Participant’s information in the relevant Functional Area but cannot submit any changes to the database.
- Cannot view details of other Participants.
- Any User with READ Only permission can edit the data on the web page but cannot submit changes to the database. The SUBMIT button will be disabled.

##### 5.1.4.3 Read-Write Access

A User with Read-Write access:

- Is restricted only to data relevant to this Participant.

- Can view/add/edit only information relevant to this Participant.
- Cannot view details of other Participants.
- Can request to Apply/Reactivate/De-register, by setting the request type to an appropriate value. However, these changes are applied to the system only after it has been reviewed and accepted by the operator.

An Interconnector Administrator with Read-Write access:

- Is restricted to Interconnector information.

## **5.2. DATA PROCESSING ENTITY**

A Party, other than the Market Operator, may appoint a Data Processing Entity to submit Data Transactions, raise Data Queries and Settlement Queries and to view Settlement Statements.

If a Party appoints a Data Processing Entity they shall notify the Market Operator by submitting the following information:

- Party name
- name of person authorised to notify Market Operator of a Data Processing Entity
- name of Data Processing Entity
- tasks that can be carried out by the Data Processing Entity

The Market Operator shall acknowledge the submission within 2 days of its receipt. The Party may then treat the Data Processing Entity as a User restricted to the tasks that it allows it to undertake.

- Access and permissions for the Data Processing Entity is set in the same as other Users in accordance with Agreed Procedure 3 “Communication Channel Qualification” for obtaining a Digital Certificate, this Agreed Procedure for setting the Functional Areas and access rights to the Market Participant Interface and Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support” for authorisations for fax and registered post communication permissions.

## 6. APPENDIX 3: REGISTRATION INFORMATION COMMUNICATED TO METER DATA PROVIDER PARTIES BY THE MARKET OPERATOR

### 6.1. OVERVIEW

All communication of registration events between the Market Operator and the Meter Data Providers will follow the same timeline process:

1. **Working Day 1** – On behalf of the Participant, the Market Operator will contact the Meter Data Provider to confirm that the unit being referred to is correctly managed by that MDP. This will be a manual communication. This will set out a proposed effective date no earlier than 20 Working Days away. This occurs during the validation of the eligibility requirements during the registration of a Unit.
2. **Working Day 4** – Market Operator sends a fax with a notification form to the Meter Data Provider containing the information for the particular type of registration event. The full set of registration events is set out in the table below. This notice will contain the proposed effective date for the registration event, no earlier than 16 working days away.
3. **Working Day 6** – Confirmation from the Meter Data Provider is sent back to the Market Operator noting that the information for the registration event is understood. This is by fax.
4. **Working Day 17** - Final confirmation from Meter Data Provider to Market Operator that the proposed effective day in the fax on Working Day 4 is achievable. This final confirmation is by fax. If the proposed effective day cannot be met, the Meter Data Provider must clearly identify the reason why the proposed effective day is not possible and state a date by which the date is possible. The Market Operator has to take appropriate action to postpone effective date. The process stays at this step until the final confirmation is sent through by fax three Working Days before the effective date.
5. **Working Day 20 (or earliest effective date)** – This date represents the earliest activation data for which all parties involved in the management of meter data provision/receipt must target as their readiness date.

There are 14 standard registration events. The registration for SEM go-live may follow a different process but should achieve identical registration results.

1. New Generator Unit Registered
2. New Supplier Unit Registered
3. New Trading Site Registered
4. Deregister a Generator Unit
5. Deregister a Supplier Unit
6. Deregister a Trading Site
7. Change of a Trading Site Demand from a Trading Site Supplier Unit to a different Trading Site Supplier Unit
8. Change of Trading Site Demand from a Trading Site Supplier Unit to an Associated Supplier Unit
9. Change of Trading Site Demand from an Associated Supplier Unit to a Trading Site Supplier Unit
10. Change of a Trading Site from non-firm access to firm access
11. Change of a Trading Site from firm access to non-firm access
12. Change of Trading Site Demand from an Associated Supplier Unit to an Associated Supplier Unit

13. Cancellation of Change of Trading Site Demand from an Associated Supplier Unit to an Associated Supplier Unit
14. Deregistration of Supplier Units due to a Termination Order

There last three registration events do not follow the above timeline. Their timelines are detailed explicitly below.

**6.2. TIMELINES**

Registration Event	Prerequisites Market Operator check	Working Day 1	Working Day 4	By Working Day 6	By Working Day 17	Effective Date	Comment
1. New Generator Unit Registered	Check to see if this is joining an existing Trading Site.	Email / Phone call with proposed effective date to Meter Data Provider from Market Operator	Section 5.4 (to register the new Generator Unit) Section 5.5 (to update the Trading Site as necessary) by fax to Meter Data Provider from Market Operator	Acknowledgement that form is complete by fax to Market Operator from Meter Data Provider	Acknowledgement that go-active date is complete by fax, or alternative date provided with reasons why to Market Operator from Meter Data Provider	Cut-over by Market Operator and Meter Data Provider. Phone call to confirm successful cut-over even if no rejection of Meter Data Provider file send to Market Operator	The new Generator Unit may be an existing generator that has previously availed of the opportunity to not participate outside the SEM.
2. New Supplier Unit Registered	None	Email / Phone call with proposed effective date to Meter Data Provider from Market Operator	Section 5.3 (to register a new Supplier Unit) by fax to Meter Data Provider from Market Operator	Acknowledgement that form is complete by fax to Market Operator from Meter Data Provider	Acknowledgement that go-active date is complete by fax, or alternative date provided with reasons why to Market Operator from Meter Data Provider. See comment.	Cut-over by Market Operator and Meter Data Provider. Phone call to confirm successful cut-over even if no rejection of Meter Data Provider file send to Market Operator	The Meter Data Provider will reject this request if the Supplier Unit is being registered by a party that does not have a supply licence, or has not undergone the retail registration process
3. New Trading Site Registered	Generator Unit being registered simultaneously, Supplier Unit identified in Section 5,6 existing or being registered simultaneously	Email / Phone call with proposed effective date to Meter Data Provider from Market Operator	Section 5.5 (to register the new Trading Site), Section 5.4 (to register a new Generator), Section 5.3 (if a new Supplier Unit registered for Trading Site), Section 5.6 (if an existing Supplier Unit is being used for the Trading Site) by fax to Meter Data Provider from Market Operator	Acknowledgement that form is complete by fax to Market Operator from Meter Data Provider	Acknowledgement that go-active date is complete by fax, or alternative date provided with reasons why to Market Operator from Meter Data Provider. See comment.	Cut-over by Market Operator and Meter Data Provider. Phone call to confirm successful cut-over even if no rejection of Meter Data Provider file send to Market Operator	The MDP will reject this request if the Supplier Unit is being registered by a party that does not have a supply licence, or has not undergone the retail registration process
4. Deregister a Generator Unit	Check that the Generator Unit had existed in SEM up to	Email / Phone call with proposed effective date to	Section 5.8 (to deregister the Generator Unit),	Acknowledgement that form is complete by fax to Market	Acknowledgement that go-active date is complete by fax, or	Cut-over by Market Operator and Meter Data Provider.	The Metered Data Provider will have to ensure that this

	now. Check that the Trading Site rules are being maintained (i.e. all Generator Units on a Trading Site must all participate at the same time)	Meter Data Provider from Market Operator	Section 5.5 (if the Generator Unit is being decommissioned from a site where there are still other Generator Units); Section 5.12 (to deregister the Trading Site if the Generator Unit is the only Generator Unit on the Trading Site, Section 5.7 (if a Supplier Unit linked to a Trading Site is needs to be simultaneously deregistered with the Trading Site), Section 5.6 (if the Trading Site is deregistered and the Supplier Unit endures) by fax to Meter Data Provider from Market Operator	Operator from Meter Data Provider	alternative date provided with reasons why to Market Operator from Meter Data Provider. See comment.	Phone call to confirm successful cut-over even if no rejection of Meter Data Provider file send to Market Operator	Generator Unit is being decommissioned if there are other Generator Units on the site, or is being re-registered simultaneously by another Party under the SEM.
5. Deregister a Supplier Unit	Check that it is not part of a Trading Site. If it is, then one of the Change of Supplier for a Trading Site Processes (7, 8, 9) is required instead.	Email / Phone call with proposed effective date to Meter Data Provider from Market Operator	Section 5.7 (to deregister a Supplier Unit) by fax to Meter Data Provider from Market Operator	Acknowledgement that form is complete by fax to Market Operator from Meter Data Provider	Acknowledgement that go-active date is complete by fax, or alternative date provided with reasons why to Market Operator from Meter Data Provider. See comment.	Cut-over by Market Operator and Meter Data Provider. Phone call to confirm successful cut-over even if no rejection of Meter Data Provider file send to Market Operator	The Meter Data Provider will reject this request if there is any MPRN in the Supplier Unit at Working Day 17
6. Deregister a Trading Site	Ensure that all Generator Units on the site are deregistered, that the Generator Units are de minimis or being decommissioned, or a parallel request to deregister/reregister these Generator Units have been made	Email / Phone call with proposed effective date to Meter Data Provider from Market Operator	Section 5.12, accompanied by Section 5.8 for each Generator Unit being deregistered at the same time, and Section 5.7 for any supplier unit being deregistered at the same time, Section 5.6 for any supplier unit that continues to	Acknowledgement that form is complete by fax to Market Operator from Meter Data Provider	Acknowledgement that go-active date is complete by fax, or alternative date provided with reasons why to Market Operator from Meter Data Provider	Cut-over by Market Operator and Meter Data Provider. Phone call to confirm successful cut-over even if no rejection of Meter Data Provider file send to Market Operator	If the Supplier Unit is deregistered, it must have no MPRN.



			operate, but not as a Trading Site Supplier Unit or Associated Supplier Unit by fax to Meter Data Provider from Market Operator				
7. Change of a Trading Site Demand from a Trading Site Supplier Unit to a different Trading Site Supplier Unit	Ensure that the Generator Units are simultaneously deregistered, and reregistered to the same Party that owns the Trading Site Supplier Unit. Simultaneous change of old Trading Site Supplier Unit registration class, or deregistration of the Trading Site Supplier Unit, as appropriate.  Ensure that the new Trading Site Supplier Unit exists.	Email / Phone call with proposed effective date to Meter Data Provider from Market Operator	Section 5.9 (to change the Supplier Unit). Section 5.7 (to deregister the Generator Units), Section 5.4 (to reregister the Generator Units to a different Participant), Section 5.6 (for the old Trading Site Supplier Unit to continue to operate), Section 5.7 (for any Trading Site Supplier Unit being deregistered), Section 5.3 (if a new Trading Site Supplier Unit exists) or Section 5.6 (if an existing Supplier Unit is to become the Trading Site Supplier Unit) by fax to Meter Data Provider from Market Operator	Acknowledgement that form is complete by fax to Market Operator from Meter Data Provider	Acknowledgement that go-active date is complete by fax, or alternative date provided with reasons why to Market Operator from Meter Data Provider.	Cut-over by Market Operator and Meter Data Provider. Phone call to confirm successful cut-over even if no rejection of Meter Data Provider file send to Market Operator	The same Party that registers a Generator Unit and Trading Site must also register the Trading Site Supplier Unit. Therefore this can only occur where the Generator Units are re-registered by another Party
8. Change of Trading Site Demand from a Trading Site Supplier Unit to an Associated Supplier Unit	Check that the Associated Supplier Unit is not another Trading Site Supplier Unit and that it exists.  Simultaneous deregistration of the old Trading Site Supplier Unit, or change of its class as appropriate.	Email / Phone call with proposed effective date to Meter Data Provider from Market Operator	Section 5.9 (to change the class of the Supplier Unit), Section 5.7 (if a the old Trading Site Supplier Unit is deregistered), Section 5.6 (if the old Trading Site Supplier Unit is to endure as a different Supplier Unit) by fax to Meter Data Provider from	Acknowledgement that form is complete by fax to Market Operator from Meter Data Provider	Acknowledgement that go-active date is complete by fax, or alternative date provided with reasons why to Market Operator from Meter Data Provider.	Cut-over by Market Operator and Meter Data Provider. Phone call to confirm successful cut-over even if no rejection of Meter Data Provider file send to Market Operator	None

<p>9. Change of Trading Site Demand from an Associated Supplier Unit to a Trading Site Supplier Unit</p>	<p>Check that the Trading Site Supplier Unit is registered by the same participant as the Generator Units.</p> <p>Potential simultaneous registration of a new Trading Site Supplier Unit, or change of a Supplier Unit's class as appropriate.</p> <p>Potential simultaneous deregistration of the Associated Supplier Unit</p>	<p>Email / Phone call with proposed effective date to Meter Data Provider from Market Operator</p>	<p>Market Operator</p> <p>Section 5.9 (to change the class of the Supplier Unit), Section 5.3 (if a new Supplier Unit is to be registered), Section 5.7 (if the old Associated Supplier Unit is deregistered), Section 5.6 (if the Trading Site Supplier Unit is an existing Supplier Unit) by fax to Meter Data Provider from Market Operator</p>	<p>Acknowledgement that form is complete by fax to Market Operator from Meter Data Provider</p>	<p>Acknowledgement that go-active date is complete by fax, or alternative date provided with reasons why to Market Operator from Meter Data Provider.</p>	<p>Cut-over by Market Operator and Meter Data Provider. Phone call to confirm successful cut-over even if no rejection of Meter Data Provider file send to Market Operator</p>	<p>None</p>
<p>10. Change of a Trading Site from non-firm access to firm</p>	<p>Appropriate validation of the registration data</p>	<p>Email / Phone call with proposed effective date to Meter Data Provider from Market Operator</p>	<p>Section 5.5; Section 5.6 (for the relevant Supplier Units) to Meter Data Provider from Market Operator</p>	<p>Acknowledgement that form is complete by fax to Market Operator from Meter Data Provider</p>	<p>Acknowledgement that go-active date is complete by fax, or alternative date provided with reasons why to Market Operator from Meter Data Provider.</p>	<p>Cut-over by Market Operator and Meter Data Provider. Phone call to confirm successful cut-over even if no rejection of Meter Data Provider file send to Market Operator</p>	<p>None</p>
<p>11. Change of a Trading Site from firm access to non-firm</p>	<p>Appropriate validation of the registration data</p>	<p>Email / Phone call with proposed effective date to Meter Data Provider from Market Operator</p>	<p>Section 5.5; Section 5.6 (for the relevant Supplier Units) to Meter Data Provider from Market Operator</p>	<p>Acknowledgement that form is complete by fax to Market Operator from Meter Data Provider</p>	<p>Acknowledgement that go-active date is complete by fax, or alternative date provided with reasons why to Market Operator from Meter Data Provider.</p>	<p>Cut-over by Market Operator and Meter Data Provider. Phone call to confirm successful cut-over even if no rejection of Meter Data Provider file send to Market Operator</p>	<p>None</p>
<p>These two procedures do not follow the usual timeframes</p>							
<p>12. Change of Trading Site Demand from an Associated</p>	<p><b>Prerequisite checks</b> This is an Associated Supplier Unit</p>	<p><b>Working Day 1</b> Email / Phone Call (from Meter Data Provider to Market</p>	<p><b>Working Day 4</b> Section 5.9 (from Meter Data Provider to Market Operator)</p>	<p><b>By Working Day 6</b> Acknowledgement by email and fax from Market Operator</p>	<p><b>Comment</b> None</p>		

Supplier Unit to an Associated Supplier Unit		Operator) within 1 Working Day of the change becoming known or have been completed, i.e. potentially retrospectively	(by email and fax)				
13. Cancellation of Change of Trading Site Demand from an Associated Supplier Unit to an Associated Supplier Unit	This is an Associated Supplier Unit	Email / Phone Call (from Meter Data Provider to Market Operator) within 1 Working Day of the change being rewound known or being verbal effective date (potentially retrospective)	Section 5.10 (from Meter Data Provider to Market Operator) (by email and fax)	Acknowledgement by email and fax from MO	This will only occur if the Retail Market Operator has included this functionality in their retail market design.		
	<b>Prerequisite checks</b>	<b>Working Day 0</b>	<b>During execution of Termination Order</b>	<b>On final execution of Termination Order</b>	<b>After final execution of Termination Order, before next scheduled file send from MDP</b>	<b>Comment</b>	
14. Deregistration of Supplier Units due to a Suspension Order	Check all Supplier Units, Generator Units, Trading Sites, registered to the Participant are included. Check to see if the participant has any Unique Associated Supplier Units. Check to see if the participant has any Trading Site Supplier Units.	Email / Phone Call on day of Suspension Order, supported by fax from Market Operator to Meter Data Provider. Section 5.7 (for all affected Supplier Units). Section 5.3 for any Unique Associated Supplier Units that are required. Section 5.6 for any changes to Trading Sites affected by SoLR event. Section 5.5 for any Generator Units that are owned by the defaulting supplier. Section 5.12 for any Trading Sites which	Populate SoLR Supplier Unit . Notify by email and fax as new units are set up and/or deregistered in time for next file send, from Meter Data Provider to Market Operatr.	Acknowledgement by email and fax to Meter Data Provider from Market Operator that process is complete, and Supplier Units have been deregistered	Acknowledgement from Market Operator of process being complete	It is assumed that the MO will inform the MDPs of all Trading Site Events during the registration process.	

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		are deregistered.					
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### 6.3. NEW SUPPLIER UNIT REGISTRATION

<b><u>New Supplier Unit Registration</u></b>	
<b>Issuing Party</b>	Market Operator
<b>Receiving Party</b>	Meter Data Providers responsible for Supplier Unit aggregations (currently MDP_MRSO and MDP_NIE)
<b>Timing</b>	<p>During the Participant registration process and starting at least 20 Working Days prior to the Proposed Effective Date.</p> <p>This information will be sent to the MDPs by fax on Day 4 i.e 16 Working Days in advance having already been communicated in a phone call.</p>
<b>Nature of Communication</b>	New information/registration details of Supplier Units joining SEM.
<b>Content of Communication</b>	<p>The following details will be provided to the Meter Data Providers on registration of a new Supplier Unit:</p> <ul style="list-style-type: none"> <li>• Supplier Unit ID – this is the identifier which will be used to group aggregated Demand quantities.</li> <li>• Transmission ID – this will denote the type of Unit (NPED or PED)</li> <li>• Participant ID – this is the identifier of the owner of the Supplier Unit</li> <li>• Participant Name – this is the name of the owner of the Supplier Unit, generally the company name.</li> <li>• DUoS/TUoS billable party – if the Participant Name and Participant ID is ambiguous</li> <li>• Trading Site Supplier Flag – set to yes or no. A yes value indicates this is a Trading Site Supplier Unit and can only be used to aggregate Demand quantities at a specified Trading Site.</li> <li>• Trading Site ID – if the Trading Site Supplier Flag is yes, the Trading Site ID will be provided.</li> <li>• Firm/Non-Firm Flag – set to yes or no. A yes value indicates that there are special Firm/Non-Firm calculations required at the Trading Site. This flag is effective for Trading Site Supplier Units only.</li> <li>• Proposed Effective Date – the date from which this Supplier Unit is requesting to participate in the SEM</li> <li>• Comments Field.</li> </ul>
<b>Comment</b>	<p>This communication will pass from the Market Operator to the relevant Meter Data Providers when a new Supplier Unit is registering to participate in the SEM.</p> <p>Once the Market Operator has passed these details on, the Unit will be</p>

	<p>registered in the SEM systems and it will be expected that any future meter data files for the relevant Transmission ID will include quantities for this Supplier Unit. If quantities are not included, the SEM-MDP file will be rejected as incomplete.</p> <p>Demand Quantities at a Trading Site must be recorded Interval Metering</p> <p>Supplier Unit registration is set up from Effective Date. If there are no MPRNs registered to the Supplier Unit then a value of 0MWh for each Trading Periods is expected. 0 is a valid record.</p> <p>Where a Supplier Unit is a Trading Site Supplier Unit, there can be no further MPRNs included in the Supplier Unit aggregation. This means that if the Retail Market Operator receives an application for a new MPRN under the Trading Site Supplier Unit, it will be rejected.</p>
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#### 6.4. NEW GENERATOR UNIT REGISTRATION

<b><u>New Generator Unit Registration</u></b>	
<b>Issuing Party</b>	Market Operator
<b>Receiving Party</b>	Meter Data Providers responsible for reading of Generator Units
<b>Timing</b>	During the Participant registration process and starting at least 20 Working Days prior to the Proposed Effective Date.
<b>Nature of Communication</b>	New information/registration details of Generator Units joining SEM.
<b>Content of Communication</b>	<p>The following details will be provided to the Meter Data Providers on registration of a new Generator Unit.</p> <ul style="list-style-type: none"> <li>• Generator Unit ID – this is the identifier which will be used to supply generation quantities.</li> <li>• Unit Address – actual address of the physical Unit</li> <li>• Transmission ID – this will denote the type of Unit (NPEG or PEG)</li> <li>• Participant ID – this is the identifier of the owner of the Generator Unit.</li> <li>• Participant Name – this is the name of the owner of the Generator Unit, generally the company name.</li> <li>• Trading Site ID – the ID of the Trading Site to which this Generator Unit belongs.</li> <li>• Proposed Effective Date – the date from which this Generator Unit is requesting to participate in the SEM</li> <li>• MPRN of the Generation Site (or equivalently a Connection Agreement reference where the MPRN can be identified)</li> <li>• Comments Field.</li> </ul>
<b>Comment</b>	<p>This communication will pass from the Market Operator to the relevant Meter Data Providers when a new Generator Unit is registering to participate in the SEM.</p> <p>Once the Market Operator has passed these details on, the Unit will be registered in the SEM systems and it will be expected that any future meter data files for the relevant Transmission ID will include quantities for this Generator Unit. If quantities are not included, the SEM-MDP file will be rejected as incomplete.</p> <p>All Generator Units must be part of a Trading Site. The MO will send information to the Metered Data Providers regarding the relevant Trading Site at the same time as per Registration Event 1.</p>

**6.5. TRADING SITE REGISTRATION**

<b><u>Trading Site Registration</u></b>	
<b>Issuing Party</b>	Market Operator
<b>Receiving Party</b>	All Meter Data Providers
<b>Timing</b>	During the Participant registration process and starting at least 20 Working Days prior to the Proposed Effective Date.
<b>Nature of Communication</b>	New registration information
<b>Content of Communication</b>	<p>The following details will be provided to the Meter Data Providers on registration of a new Trading Site.</p> <ul style="list-style-type: none"> <li>• Trading Site ID – this is the identifier by which the Trading Site will be known.</li> <li>• Trading Site Name – this is the external name of the site.</li> <li>• Trading Site Location – this is the physical location of the site.</li> <li>• Trading Site Address – postal address of the site</li> <li>• Trading Site Supplier Unit Flag – set to yes or no. A yes value indicates this is a Trading Site Supplier Unit and can only be used to aggregate Demand quantities at a specified Trading Site.</li> <li>• Generator Unit ID – the IDs of the Generator Unit(s) within that Trading Site (as appropriate)</li> <li>• Supplier Unit ID – the ID of the Supplier Unit to which Demand quantities at this Trading Site are to be aggregated. If the Trading Site Supplier Unit Flag is set to yes, then only specified MPRNs can be included in this aggregation.</li> <li>• Proposed Effective Date – the proposed date from which this information is effective</li> <li>• Comments Field.</li> </ul>
<b>Comment</b>	<p>To effectively manage the settlement rules around netting of Trading Sites, it is essential that the Market Operator’s records with regard to Trading Site, Generator Unit and Supplier Unit relationships are complete and up-to-date. If not, this will result in incorrect settlement of Units. To this end, the Retail Market Operators who will be responsible for managing the retail contracts that form the basis of the Trading Site to Associated or Trading Site Supplier Unit relationship must now retain that information in their systems. This can only be done at MPRN level. To this end, the Meter Data Providers require access to the Connection Agreement (or MPRN information) for each Generator Unit.</p> <p>From a Market Operator perspective, in general the Market Operator does not require details about meters or meter IDs or Meter Point Registration</p>



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**6.6. UPDATE TO SUPPLIER UNIT’S TRADING SITE CLASS**

<u><b>Update to Supplier Unit’s Trading Site Class</b></u>	
<b>Issuing Party</b>	Market Operator
<b>Receiving Party</b>	Meter Data Provider responsible for aggregations of the Supplier Unit to which this Trading Site is part.
<b>Timing</b>	At least 20 Working Days prior to the Proposed Effective Date.
<b>Nature of Communication</b>	Update to the Status of a Supplier Unit which represents a Trading Site in SEM.
<b>Content of Communication</b>	<p>The following details will be provided to the Meter Data Providers on update to a Trading Site Class.</p> <ul style="list-style-type: none"> <li>• Supplier Unit ID - this is the identifier which will be used to group aggregated Demand quantities</li> <li>• Trading Site ID – the ID of the Trading Site.</li> <li>• Old Class – may be Trading Site Supplier Unit, Associated Supplier Unit or a Supplier Unit not connected to a Trading Site</li> <li>• New Class – may be Trading Site Supplier Unit, Associated Supplier Unit or a Supplier Unit not connected to a Trading Site, <b>cannot be the same as the old class.</b></li> <li>• Proposed Effective Date – the date from which this change is applicable in the SEM</li> <li>• Comments Field.</li> </ul>
<b>Comment</b>	<p>This covers the potential change from a Trading Site Supplier Unit to an Associated Supplier Unit.</p> <p>It should be possible for a Supplier Unit who is initially set up as a Trading Site Supplier Unit to expand on the supply business and become an Associated Supplier Unit. In this instance, the Participant responsible for the Supplier Unit which is the Trading Site Supplier will apply to the Market Operator for a status change. The change will be recorded in the Market Operator systems and this detail will be sent to the Meter Data Providers by the Market Operator.</p> <p>Just as a Supplier Unit can expand from a Trading Site Supplier Unit to an Associated Supplier Unit, therefore it is possible for an Associated Supplier Unit to shed its supply business from under a single Supplier Unit aggregation and reduce this to only managing quantities for the Trading Site.</p>

## 6.7. SUPPLIER UNIT TERMINATION

<b><u>Supplier Unit Termination</u></b>	
<b>Issuing Party</b>	Market Operator
<b>Receiving Party</b>	Meter Data Providers responsible for this Supplier Unit aggregations (currently MDP_MRSO and MDP_NIE)
<b>Timing</b>	<i>All these will be ad-hoc; should specify for some of the updates the window within which a submission has to be made.</i>
<b>Nature of Communication</b>	Update to existing Supplier Unit information, specifically a notice to Terminate the Supplier Unit's participation in the SEM
<b>Content of Communication</b>	<p>The following details will be provided to the Meter Data Providers on issue of a Termination Order to a Supplier Unit.</p> <ul style="list-style-type: none"> <li>• Supplier Unit ID – this is the identifier of the Supplier Unit to which the Termination Order applies.</li> <li>• Participant ID – this is the identifier of the owner of the Supplier Unit.</li> <li>• Participant Name – this is the name of the owner of the Supplier Unit, generally the company name.</li> <li>• Trading Site Supplier Flag – set to yes or no. A yes value indicates this is a Trading Site Supplier Unit and can only be used to aggregate Demand quantities at a specified Trading Site.</li> <li>• Trading Site ID – if the Trading Site Supplier Flag is yes, the Trading Site ID will be provided.</li> <li>• Date Of Issue – the date on which the Termination Order is issued. (See comments below)</li> <li>• Comments Field.</li> </ul>
<b>Comment</b>	<p>Following from a Default and Suspension event in the SEM, the Market Operator may seek a Suspension Order against all or some of a named Participant's Units. Once approved by the Regulatory Authorities, this Suspension Order will be processed to the Meter Data Provider responsible for the relevant Supplier Unit's of this Participant to terminate the relevant Supplier Units in accordance with the processes in place in the relevant retail market.</p> <p>Suspension from SEM following from a payment default is by Participant can be by Supplier Unit (i.e. not all Supplier Units might be Suspended). As such, the Market Operator will be required to issue multiple Supplier Unit Deregistration communications for each of the Supplier Units that a given Participant is operating in SEM. It is the responsibility of the Meter Data Provider/Retail Market Operator to ensure that the Termination Order is executed in accordance with their published processes and that all MPRNs for which the Supplier Unit under the order are managed effectively.</p> <p>The Effective Date of the Suspension Order is at the end of the Suspension</p>

	<p>Order Delay Period. See the Supplier of Last Resort process in Section 3.4.1</p> <p>A Participant may opt to cease its participation in respect of a single Supplier Unit and the Participant may continue to trade in respect of other Supplier Units for which it is responsible. The responsibility for managing the change of customers between aggregations will need to be assigned. A Party may opt to retire a Unit (giving 90 Working Days notice).</p> <p>The MDP should maintain the capability of providing the revised data for the Supplier Unit for updates related to past activities for a duration of 14 months into the future, (as per the invoice timeframe).</p> <p>Once the Market Operator has passed these details on, the Unit will be deregistered in the SEM systems and it will be expected that any future meter data files for days past the day of deregistration/suspension for the relevant Transmission ID will not include quantities for this Supplier Unit. If quantities are included for a time period after the Termination Date, the SEM-MDP file will be rejected as invalid. Please note that with regard to timetabled revisions, the time period involved will be for a time when this Supplier Unit was active in SEM.</p>
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## 6.8. GENERATOR UNIT TERMINATION

<b><u>Generator Unit Termination</u></b>	
<b>Issuing Party</b>	Market Operator
<b>Receiving Party</b>	Meter Data Providers responsible for this Generator Unit aggregations
<b>Timing</b>	<i>All these will be ad-hoc; should specify for some of the updates the window within which a submission has to be made.</i>
<b>Nature of Communication</b>	Update to existing Generator Unit information, specifically a notice to Terminate the Generator Unit’s participation in the SEM
<b>Content of Communication</b>	<p>The following details will be provided to the Meter Data Providers on issue of a Termination Order to a Generator Unit.</p> <ul style="list-style-type: none"> <li>• Generator Unit ID – this is the identifier of the Generator Unit to which the Termination Order applies.</li> <li>• Participant ID – this is the identifier of the owner of the Generator Unit.</li> <li>• Participant Name – this is the name of the owner of the Generator Unit, generally the company name.</li> <li>• Proposed Effective Date – the date from which the Termination is to be effected</li> <li>• Comments Field.</li> </ul>
<b>Comment</b>	<p>Termination of Generator Units can follow from a Participant opting to retire a Unit (giving 90 Working Days notice) or as a result of a market default event against either the Unit individually or the Participant as a whole.</p> <p>In the event that the termination is part of the termination of a Participant in its entirety, each Unit for which that Participant is responsible will be subject to a separate Generator Unit Termination communication.</p> <p>The MDP should maintain the capability of providing the revised data for the Generator Unit for updates related to past activities for a duration of 14 months into the future, (as per the invoice timeframe).</p> <p>Once the Market Operator has passed these details on, the Unit will be deregistered in the SEM systems and it will be expected that any future meter data files for the relevant Transmission ID will not include quantities for this Generator Unit. If quantities are included for a time period after the Termination Date, the SEM-MDP file will be rejected as invalid. Please note that with regard to timetabled revisions, the time period involved will be for a time when this Generator Unit was active in SEM.</p>

**6.9. NOTIFICATION OF CONFIRMATION OF CHANGE OF SUPPLIER FOR TRADING SITE**

<b><i>Notification of confirmation of Change of Supplier for Trading Site</i></b>	
<b>Issuing Party</b>	Meter Data Provider (MDP_MRSO, MDP_NIE, any MDP responsible for Supplier Unit aggregations)
<b>Receiving Party</b>	Market Operator
<b>Timing</b>	<i>All these will be ad-hoc; should specify for some of the updates the window within which a submission has to be made.</i>
<b>Nature of Communication</b>	Update of know registration information.
<b>Content of Communication</b>	<p>The following details will be provided by the Meter Data Providers on when a Change of Supplier in the retail market impacts on a Trading Site that is operating in SEM.</p> <ul style="list-style-type: none"> <li>• Trading Site ID – this is the identifier by which the Trading Site will be known.</li> <li>• Trading Site Name – this is the external name of the site.</li> <li>• Trading Site Location – this is the physical location of the site.</li> <li>• Trading Site Supplier Unit Flag – set to yes or no. A yes value indicates this is a Trading Site Supplier Unit and can only be used to aggregate Demand quantities at a specified Trading Site. For this communication, the Trading Site Supplier Unit Flag must be No. If the flag value is Yes, the communication will be rejected as invalid. (see Comment below)</li> <li>• Firm/Non-Firm Flag – set to yes or no. A yes value indicates that there are special Firm/Non-Firm calculations required at the Trading Site for which this is the Supplier Unit (either Trading Site Supplier Unit or Associated Supplier Unit). If the Trading Site Supplier Flag is set to no, it should be noted that this Supplier Unit can only be used to aggregate Demand quantities at a specified Trading Site with Firm/Non-Firm calculations. This can be known as a Unique Associated Supplier Unit</li> <li>• Old Supplier Unit ID – the ID of the old Supplier Unit whose aggregated quantities included Demand quantities for this Trading Site.</li> <li>• New Supplier Unit ID – the ID of the new Supplier Unit whose aggregated quantities will include Demand quantities for this Trading Site.</li> <li>• Proposed Effective Date – the date from which this information is effective.</li> <li>• Comments Field.</li> </ul>

<b>Comment</b>	<p>See earlier comments on <a href="#">Trading Site Registration</a> in Appendix 3 section 6.5.</p> <p>This event will occur if a Demand customer in the retail market chooses to effect a Change of Supplier transaction.</p> <p>In normal events, Demand customers can change from one Supplier to the next in the retail market with no visible effect in the wholesale markets. The Retail Market Operator will manage details of what MPRN values are to be included in what aggregations and the wholesale market takes these aggregations as accurate and settles accordingly.</p> <p>However, the rules of SEM require special netting around the Associated Supplier Unit. To this end, the Market Operator must know what Supplier Unit is acting as an Associated Supplier Unit for each Trading Site. Therefore, if a Demand customer <b>who is representative of the Demand quantities at a Trading Site</b> elects to move from one Supplier to another, the Retail Market Operator must notify the Market Operator of this change. The Market Operator will update its registration information that the Demand quantity for this Trading Site will be part of a different Supplier Unit's aggregations from the specified Effective Date.</p> <p><b>This notification is only required where the Demand customer represents the Demand quantities at a Trading Site and the Supplier Unit for this Trading Site has a Trading Site Supplier Flag set to No and the Firm/Non-Firm Flag for the Trading Site is set to No.</b></p> <p>In the event that a Demand customer who is representative of the Demand quantities at a Trading Site and the Supplier Unit for this Trading Site has a Trading Site Supplier Flag set to Yes, this Supplier Unit must also be subjected to a Supplier Unit Deregistration communication. This process has yet to be documented. For the Trading Site to contract its Demand to another Supplier Unit (who will become the Associated Supplier Unit for this Trading Site), it will mean that the Trading Site Supplier Unit originally registered for this Trading Site is no longer effective in the SEM. This means the Trading Site Supplier Unit will be deregistered in the SEM and a Supplier Unit Deregistration will be issued to the MDPs to remove this Supplier Unit from their systems.</p>
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**6.10. CANCELLATION OF NOTIFICATION OF CONFIRMATION OF CHANGE OF SUPPLIER FOR TRADING SITE**

<b><u>Cancellation of Notification of Confirmation of Change of Supplier for Trading Site</u></b>	
<b>Issuing Party</b>	Meter Data Provider (MDP_MRSO, MDP_NIE, any MDP responsible for Supplier Unit aggregations)
<b>Receiving Party</b>	Market Operator
<b>Timing</b>	Based on previous communication of a Notification of confirmation of Change of Supplier for Trading Site. The cancellation must occur within 5 Working Days of the original notification.
<b>Nature of Communication</b>	Cancellation of previously communicated information
<b>Content of Communication</b>	<p>The following details will be provided by the Meter Data Providers when there is a cancellation of an already communicated Change of Supplier in the retail market which impacts on a Trading Site that is operating in SEM.</p> <ul style="list-style-type: none"> <li>• Trading Site ID – this is the identifier by which the Trading Site will be known.</li> <li>• Trading Site Name – this is the external name of the site.</li> <li>• Trading Site Location – this is the physical location of the site.</li> <li>• Trading Site Supplier Unit Flag – set to yes or no. A yes value indicates this is a Trading Site Supplier Unit and can only be used to aggregate Demand quantities at a specified Trading Site. For this communication, the Trading Site Supplier Unit Flag must be No. If the flag value is Yes, the communication will be rejected as invalid. (see Comment below)</li> <li>• Firm/Non-Firm Flag – set to yes or no. A yes value indicates that there are special Firm/Non-Firm calculations required at the Trading Site for which this is the Supplier Unit (either Trading Site Supplier Unit or Associated Supplier Unit). If the Trading Site Supplier Flag is set to no, it should be noted that this Supplier Unit can only be used to aggregated Demand quantities at a specified Trading Site with Firm/Non-Firm calculations. This can be known as a Unique Associated Supplier Unit</li> <li>• Old Supplier Unit ID – the ID of the old Supplier Unit whose aggregated quantities included Demand quantities for this Trading Site.</li> <li>• New Supplier Unit ID – the ID of the new Supplier Unit whose aggregated quantities will include Demand quantities</li> </ul>



	<p>for this Trading Site.</p> <ul style="list-style-type: none"><li>• Proposed Effective Date – the date from which this information is effective.</li><li>• Comments Field.</li></ul>
<b>Comment</b>	<p>See earlier comments on <a href="#">Trading Site Registration</a> in Appendix 3 section 6.5.</p> <p>This event will occur if a Change of Supplier transaction in the retail market systems is communicated to Market Operator and then is cancelled. Cancellation of a Change of Supplier notification can occur up to 5 Working Days after the original Change of Supplier notification.</p> <p><b>This notification is only possible where it is in respect of an Associated Supplier Unit.</b></p>

## 6.11. COMMUNICATION CANCELLATION

<b><u>Communication Cancellation</u></b>	
<b>Issuing Party</b>	Market Operator
<b>Receiving Party</b>	Meter Data Providers
<b>Timing</b>	As required.
<b>Nature of Communication</b>	Cancellation of previously communicated date.
<b>Content of Communication</b>	<p>The following details will be provided to the Meter Data Providers on cancellation.</p> <ul style="list-style-type: none"> <li>• Communication Type – Was the previous communication a New Generator Unit, New Supplier Unit, etc</li> <li>• Date Of Communication – Date (and time) of issue of erroneous communication</li> <li>• Supplier Unit ID/Generator Unit ID – this is the identifier of the Unit referred to in the previous communication.</li> <li>• Comments Field.</li> </ul>
<b>Comment</b>	<p>This communication will pass from the Market Operator to the relevant Meter Data Providers when it is found that a previously issued communication is in error.</p> <p>This will primarily be used if the previous communication was issued to the wrong Meter Data Provider.</p>

## 6.12. TRADING SITE TERMINATION

<b><u>Trading Site Termination</u></b>	
<b>Issuing Party</b>	Market Operator
<b>Receiving Party</b>	All Meter Data Providers
<b>Timing</b>	As required.
<b>Nature of Communication</b>	Update to existing Trading Site information, specifically a notice to Terminate the Trading Site’s existence in relation to a particular Participant
<b>Content of Communication</b>	<p>The following details will be provided to the Meter Data Providers on registration of a new Trading Site.</p> <ul style="list-style-type: none"> <li>• Trading Site ID – this is the identifier by which the Trading Site will be known.</li> <li>• Trading Site Name – this is the external name of the site.</li> <li>• Trading Site Location – this is the physical location of the site.</li> <li>• Trading Site Address – postal address of the site</li> <li>• Trading Site Supplier Unit Flag – set to yes or no. A yes value indicates this is a Trading Site Supplier Unit and can only be used to aggregate demand quantities at a specified Trading Site.</li> <li>• Generation Unit ID – the IDs of the Generation Unit(s) within that Trading Site (as appropriate)</li> <li>• Supplier Unit ID – the ID of the Supplier Unit to which demand quantities at this Trading Site are to be aggregated. If the Trading Site Supplier Unit Flag is set to yes, then only specified MPRNs can be included in this aggregation.</li> <li>• Proposed Effective Date – the proposed date from which this information is effective</li> <li>• Comments Field.</li> </ul>
<b>Comment</b>	<p>A Trading Site can be removed when:</p> <ol style="list-style-type: none"> <li>a) all Generating Units on the Site have been decommissioned and the Participant wishes to voluntarily deregister the site</li> <li>b) all Generator Units choose to exit the SEM and trade as below de-minimis generators</li> <li>c) the Participant that registered the Site is subject to a Termination Order;</li> <li>d) the Participant has sold all Generators on the site to another Participant, and no longer wishes to be the registrant of either the Generator Units or the Trading Site due to the extra participation fees this entails</li> </ol> <p>The Market Operator should include this information in the comments field.</p>