

## **SEM Agreed Procedure**

<b>Title</b>	<b>Agreed Procedure 1: Participant and Unit Registration and Deregistration</b>
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**Document History**

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**Related Documents**

<b>DOCUMENT TITLE</b>	<b>VERSION</b>	<b>DATE</b>	<b>BY</b>
Trading and Settlement code (T&SC)	V1.2a	31/01/2007	Regulatory Authorities
Agreed Procedure 3 "Communication Channel Qualification"	V2.0		
Agreed Procedure 4 "Transaction Submission and Validation"	V2.0		
Agreed Procedure 5 "Data Storage and IT Security"	V2.0		
Agreed Procedure 9 "Management of Credit Cover and Credit Default"	V2.0		

## **1. INTRODUCTION**

### **1.1. 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.

### **1.2. 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 Suspension for default

[Amendments to the Framework Agreement are out of scope of this Agreed Procedure.]

### **1.3. 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.

### **1.4. COMPLIANCE WITH AGREED PROCEDURE**

Compliance with this Agreed Procedure is required under the terms as set out in paragraph 1.10 of the Code.

Note: During the development of this Agreed Procedure, terms under discussion and values that are not yet finalised are highlighted in yellow and put in brackets [].

## **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 Participant 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 or it can apply to nominate an Intermediary to participate on its behalf. After registering its first Unit, a Party becomes a Participant in the SEM. Hence, there is no specific registration of Participants. Registration is based on Party and Unit registration.

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

The objectives of Unit Registration are to ensure sufficient interfacing and data transfer between Participants and the Market Operator are in place to enable Participants to participate in the SEM and to enable the Market Operator to run its Isolated Market System effectively.

The Participant will be the entity approved by the Market Operator to:

- Submit Offer Data,
- Settle all payments and charges with the Market Operator.

To achieve this, the required information will be submitted to the Market Operator 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, Distribution System Operator), within the appropriate timelines as detailed in this Agreed Procedure, section 2.2 Registering Entities (Party's and Units) in respect of Units.

The System Operator 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.

Registration updates can also be performed by the Participant under conditions detailed later in this Agreed Procedure, section 3.2 Unit Registration

## **2.2. REGISTERING ENTITIES (PARTY'S 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.

### **Trading Site Entities**

- 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, a Participant will register a Trading Site which shall contain at least one Generator Unit or one Demand Side 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. In this case the Party registering the Generator Unit must notify, within the Participation Notice, the identity of the Participant who shall record an Associated Supplier Unit to the Trading Site. The Participant that records the Associated Supplier Unit to the Trading Site shall record the association of its Supplier Unit with the relevant Trading Unit within the Participation Notice, if this is its first registration of the Unit or via the appropriate Data Transaction described in Agreed Procedure 4 "Transaction, Submission and Validation" if this is a change to the Unit. An Associated Supplier Unit cannot also be a Trading Site Supplier Unit or an Error Supplier Unit.
- In addition to a Generator Unit (or a Demand Side Unit), a Trading Site shall also include:
  - A Trading Site Supplier Unit or an Associated Supplier Unit (where that Supplier Unit is already responsible for providing energy to other sites) which will be responsible for providing aggregated Demand quantities representative of the Demand at the Trading Site to the Market Operator.
  - A Netting Generator Unit. The Netting Generator Unit is treated as a logical entity in the Market Operator's Isolated Market System. For this reason, there will be no registration of the Netting Generator Unit by the Participant, as it will be created by the Market Operator.
- A single Supplier Unit shall be registered separately, not as part of a Trading Site.
- When a Trading Site enters into a Retail Market contract for the provision of on-site Demand with an external Supplier Unit, this Supplier Unit is known as the Associated Supplier Unit for this Trading Site. Any Supplier Unit eligible to trade with Demand Sites in the SEM can act as an Associated Supplier Unit for any Trading Site.
- When a Trading Site elects to set up its own Supplier Unit to manage the on-site Demand where that Supplier Unit is responsible for no other sites, this Supplier Unit is known as the

Trading Site Supplier Unit. A Trading Site Supplier Unit can only act in respect of Demand on the Trading Site to which it is registered and cannot provide Demand to any other sites.

- Firm Access Quantity of a Trading Site shall be recorded within the Participation Notice in the following circumstances:
  - 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. Firm Access Quantity shall also be recorded
  - where a generation site is registered as more than one Trading Site and the generation site under the Connection Agreement has Non-Firm Access

### **Differences between Trading Sites and Connection Agreements**

- Where a Connection Agreement defines a generation site and there is more than one MPRN or more than one Generator Unit at that generation site, the generation site may be registered as more than one Trading Site. Each of these Trading Sites shall have one Trading Site Supplier Unit registered by the same Participant as registered the Generator Unit, or one Associated Supplier Unit recorded to the Trading Site
- Where a Connection Agreement defines a generation site and there is more than one MPRN the generation site may be registered as a single Trading Site which excludes one or more of the MPRNs from that Trading Site's Trading Site Supplier Unit or Associated Supplier Unit provided the MPRNs are not Export Points and the MPRNs are included in another Supplier Unit(s)
- Where a Connection Agreement defines a generation site and there is one MPRN and more than one Generator Unit and the generation site is registered as more than one Trading Site, the MPRN will be attributed to one Trading Site by the Trading Site Supplier Unit or the Associated Supplier Unit. Therefore the other Trading Site Supplier Unit and Associated Supplier Unit shall contain no Demand related to that Trading Site
- Where there is more than one MPRN or more than one Generator Unit at a generation site and the generation site is registered as more than one Trading Site, each Trading Site will have a separate registered Netting Generator Unit.

### **Interconnector Unit Registration**

- If a Participant wishes to trade energy on an Interconnector, the Participant must register only one Interconnector Unit in reference to this Interconnector. Registration of the Interconnector and the registration of Units associated with an Interconnector is described in section 3.4.3.

### **Multiple Fuel Source Units**

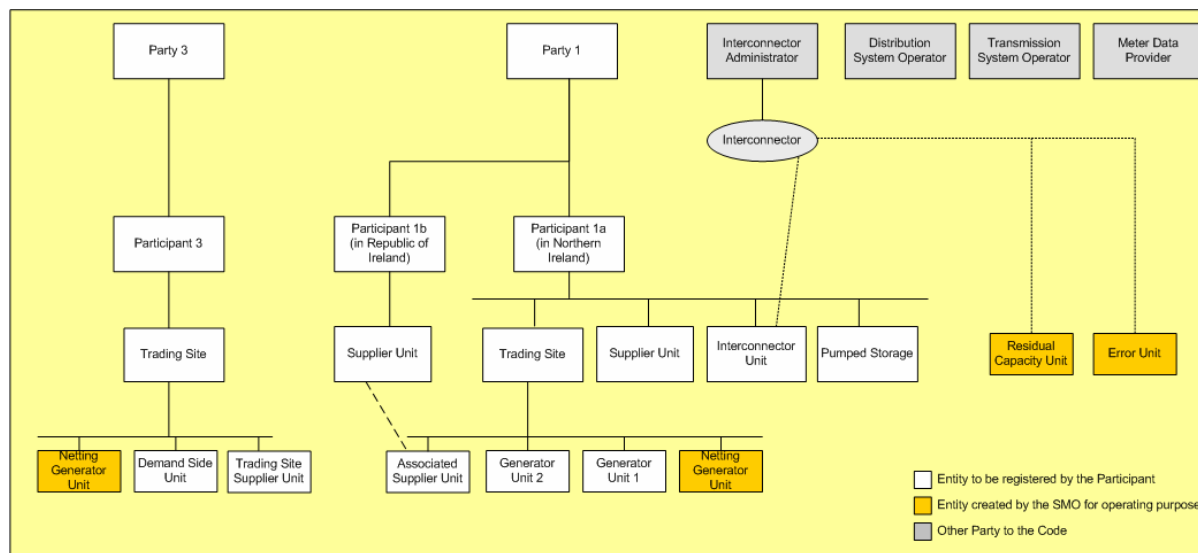
- A Unit with multiple fuel sources will be modelled in the SEM as a single Generator Unit.

### **Intermediaries**

- As stated in the Code, a Party can nominate an Intermediary to register any Units which are owned by that Party. The way this Intermediary is handled in the SEM, as a Participant is described in this Agreed Procedure, section 3.3 Intermediary Registration

The diagram below describes the links between the Parties, Participants and Units as mentioned above:





### 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.

<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).

The Deregistration process will oblige the Participant to maintain Credit Cover with the Market Operator so that the remaining market activities associated with this Deregistered Unit (invoicing in respect of settlement re-runs, etc) do not pose a credit risk to the SEM. The Required Credit Cover will reflect any outstanding financial liabilities (e.g. Resettlement) associated with the Deregistered Unit.

If the Deregistration is associated with an Intermediary, a specific Intermediary removal process will ensure the continuity of the future activities of this Unit (requiring a new Participant or Intermediary to register this Unit).

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

### 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.

##### Standard registration

- As required, the Applicant retrieves/downloads the electronic Application Form from the Corporate 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].
- Within [5 timing to be discussed with RAs: the fee should be sent in at the same time as the Application Form] Working Days following receipt of the completed Application Form, the Applicant must have paid the Accession Fee defined in the Application Form.
  - If this step is not completed within 5 Working Days, the Market Operator may withdraw the Application, sending a **Deemed Withdrawn Notice** to the Applicant by registered mail.
- Within 10 Working Days upon receipt of the completed Application Form, the Market Operator will inform the Applicant of any further information or clarifications needed by [registered mail] or fax.
- Within 20 Working Days of receipt of the request of clarification, or such other time that has been requested by the Applicant and consented to by the Market Operator, the Applicant shall provide the Market Operator with the required clarification:
  - If the Applicant does not respond in a timely manner, the application shall be deemed to have been withdrawn, and the Market Operator will send a Deemed Withdrawn Notice to the Applicant by registered mail.
- The Market Operator will provide to the Applicant, via registered mail, an Accession Deed within 10 Working Days following the receipt (on time) and verification of the last information requested.
  - Upon receipt of the Accession Deed, the Applicant must execute and return it to the Market Operator within 20 Working Days, or such other time that has been requested by the Applicant and consented to by the Market Operator, of receipt by registered mail. The Accession Deed must be executed by an authorised contact 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.

##### Data required

The data is detailed in this Agreed Procedure, Appendix 2 section 1.1 (Party Registration)

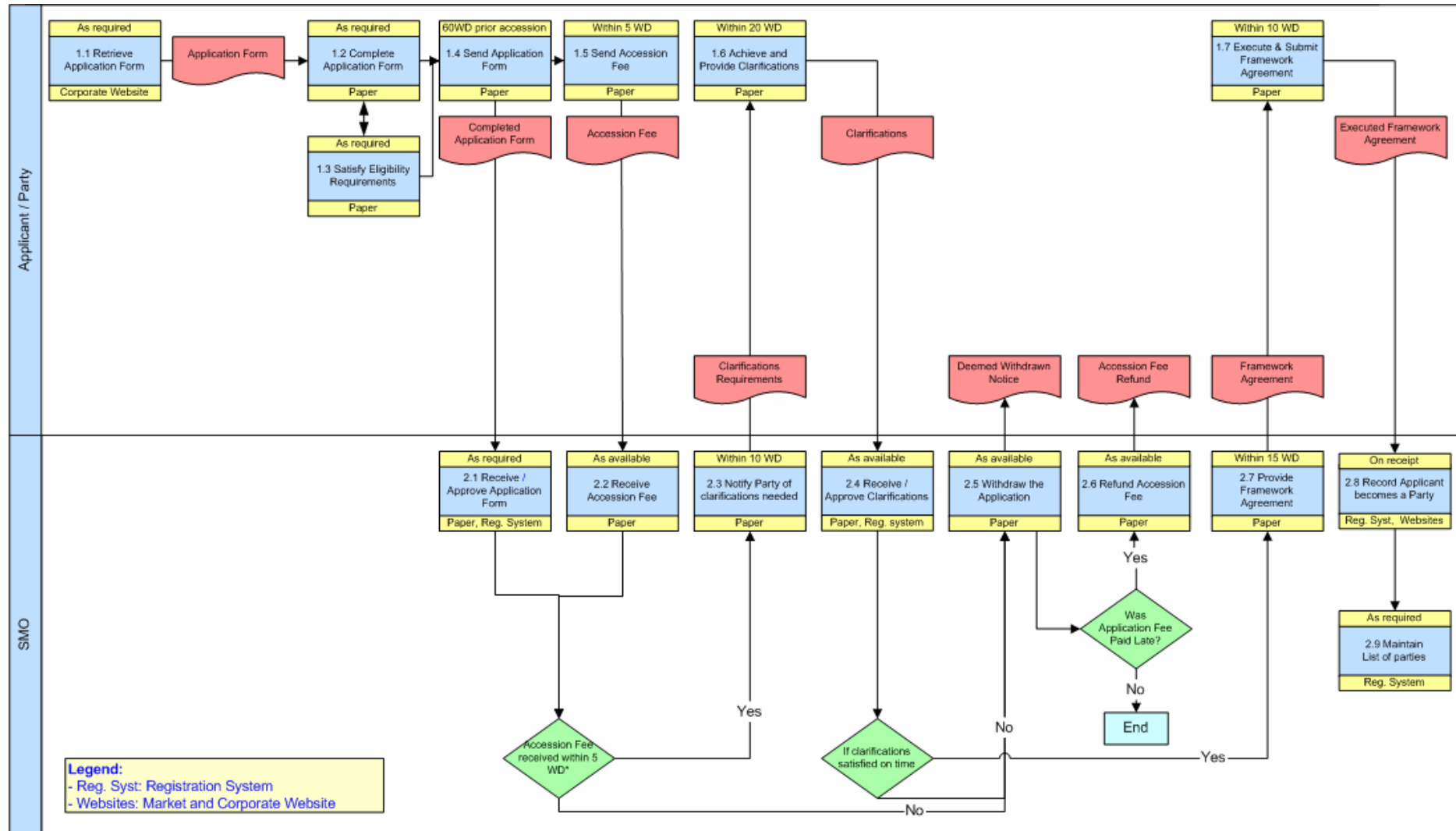
**3.1.2. Procedural Steps**

#	Procedural Step	Timing	Method	By/From	To
1	Retrieve Application Form	As required	Download from the Corporate Website	Applicant	
2	Complete Application Form	As required	-	Applicant	
3	Send Application Form and Accession Fee	As required	Registered Post	Applicant	Market Operator
<b>3.1</b>	<b>Send Accession Fee</b>	<b>Within [5] WDs of submission of Application Form</b>	<b>Registered post</b>	<b>Applicant</b>	<b>Market Operator</b>
4	Receive Accession Fee and Application Form and assess Application Form. If further clarification is required the go to step 5. If no further clarification required go to step 12	Within 10 WDs of receipt of Application Form	-	Market Operator	
5	Notify the Applicant that further information is required or that clarification of information that has been sent is required	Within 10 WDs of receipt of Application Form	Registered post/fax	Market Operator	Applicant
6	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 7. If no further time is required then go to step	1 WD before deadline for submission of additional information		Applicant	
7	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

#	Procedural Step	Timing	Method	By/From	To
8	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 10	Within 1 WD of receipt for additional time	Registered post/fax	Market Operator	Applicant
9	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 7. If further time is not required go to step 10	1 WD before deadline for submission of additional information		Applicant	
10	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
11	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
12	If further clarification is required go to step 5. If no further clarification required go to next step	Within 10 WDs of receipt of Application Form	Registered post/fax	Market Operator	Applicant
13	On receipt of all required information and provided the Applicant fulfils the conditions for Accession provide the Applicant with an Accession Deed	Within 10 WDs of receipt of final receipt of required information	Registered post	Market Operator	Applicant
13.1	If required information is not received by the deadline then withdraw the application and inform the Applicant by sending a Deemed Withdrawn Notice	Within 1 WD of failure to meet the agreed deadline	Registered post	Market Operator	Applicant

#	Procedural Step	Timing	Method	By/From	To
14	Receive the Accession Deed and consider if more time is required to execute the Accession Deed. If more time is required go to step 15. If no more time is required go to step	1 WD prior to deadline for executing the Accession Deed		Applicant	
15	Request more time to execute the Accession Deed	1 WD prior to deadline for executing the Accession Deed	Registered post	Applicant	Market Operator
16	Consider the request for more time to execute the Accession Deed. If no more time is granted go to step 17. If more time is granted go to step			Market Operator	
17	Notify the Applicant that no further time is being granted with a reason. Go to step	Within 1 WD of request for more time	Registered post/fax	Market Operator	Applicant
18	Notify the Applicant that they are to be given more time to execute the Accession Deed and what time is being given	Within 1 WD of request for more time	Registered post/fax	Market Operator	Applicant
19	If further time is required to execute the Accession Deed beyond that given in the extension period go to step 15. If no further time is required go to next step	1 WD prior to deadline for executing the Accession Deed		Applicant	
20	Execute the Accession Deed returning the executed Accession Deed back to the Market Operator	Within 20 WDs of receipt of Accession Deed or such other agreed time	Registered post/fax	Market Operator	Applicant
21	Publish the fact of accession of the new Party to the Code and inform the Party that they have acceded to the Code	As required	Corporate Website	Market Operator	
21.1	If Accession Deed not returned by the deadline then withdraw the application and inform the Applicant by sending a Deemed Withdrawn Notice	Within 1 WD of failure to meet the agreed deadline	Registered post	Market Operator	Applicant

3.1.3. Process Flow ('Swim-Lane') Diagram – Party Registration:



## 3.2. UNIT REGISTRATION

### 3.2.1. Overview

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

- The Party (or Applicant) either downloads a registration package from the Corporate Website or obtains it from the Help Desk. The registration package includes:
  - Participation Notice (general information on Units to register);
  - First Participation Information Notice (information required for a Party (or Applicant) who is registering a Unit for the first time).
- 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 Party (or Applicant) shall send the required Participation Fees with the Participation Notice to the Market Operator. Accession and Participation Fees are published by the Market Operator.
- Within 10 Working Days upon receipt of the registration package from the Party (or Applicant), the Market Operator informs the Party (or Applicant) of any further information or clarification needed by [registered mail] or fax. At this stage the Market Operator shall also confirm with the Party (or Applicant) which components of the Participation Fee will apply in respect of the Participation Notice. For the avoidance of doubt, the Market Operator shall not apply any default rules in the event that any registration data is missing or incomplete.
- If the Party (or Applicant) is registering a Unit in a Currency Zone different from that for which it already has registered a Unit and it failed to notify the Market Operator that it is registering a Unit in the new Currency Zone for the first time the Market Operator shall notify the Participant of the requisite Participation Fees. The Participation Fees shall be paid by the Party (or Applicant) within 3 Working Days.
- Within 20 Working Days, upon receipt of the clarification or request for further information, a Party must respond with the information by [registered mail] or fax. The same timescale for response to a clarification or request for further information is imposed on an Applicant unless the Applicant requests of the Market Operator, and is granted, additional time to respond. If this step is not completed within the required timeframe, the Market Operator shall withdraw the Participation Notice, sending a Deemed Withdrawn Notice to the Party (or Applicant) by [registered mail] and refund the Participation Fees. .
- If, at this stage, a Party (or Applicant) withdraws the Participation Notice those elements of the Participation Fee that have not incurred any costs upon the Market Operator shall be refunded
- Within [5] Working Days of receipt of all clarifications requested and required Participation Fees, the Market Operator will inform the Party (or Applicant) of any eligibility requirements. These may include the following:
  - Communication Channel qualification requirements
  - The satisfactory provision of Registration Data
  - Connection of facilities to the relevant Distribution System or Transmission System
  - Credit Cover required in respect of any Unit included in the application (the amount will be determined by the Market Operator using the methodology detailed in Agreed Procedure 9 “Management of Credit Cover and Credit Default”, section 4.1)



- Within 20 Working Days (or shorter period as specified by the Market Operator) of receipt of the eligibility requirements, the Party must satisfy the conditions with respect to Communication Channel qualification and Connection of the relevant facilities to the Distribution System or Transmission System including the supply of all information that has been requested. An Applicant shall also be subjected to these same timescales but may request additional time to satisfy any of the eligibility requirements.
  - A Party can provide the Unit Registration Data once the Communication Channel(s) have been set-up and the first Party contact Users have obtained their Digital Certificates.
  - If the Party (or Applicant) fails to satisfy the eligibility requirements within the timeframe, 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:
    - The Commencement Notice shall specify the Effective Date for the commencement of participation of a Unit which will be either the date specified by the Party in its Participation Notice or the date on which the Market Operator issues the Commencement Notice, whichever is the later and shall be subject to the Required Credit Cover being in place.
- If the required Credit Cover is not in place then the Effective Date is deferred until the required Credit Cover is in place provided within 12 months of the Effective Date.
- If 12 months has elapsed then the Participation Notice will have deemed to have been withdrawn, the Market Operator shall send a Deemed Withdrawn Notice to the Party (or Applicant) and the Participation Fees shall not be returned to the Party.
- Following confirmation of successful registration of a Unit the Market Operator shall share that Registration Data needed by the System Operators and the Meter Data Providers for the purpose of processing registration and facilitating participation in respect of the Units.
  - During the registration process, the registration administrator will input the Unit information received through manual communications 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..
  - At this stage, the registered Users can access the Market Website and perform different actions depending on their roles.
  - If a Participant subsequently registers additional Users, Communication Channel Qualification must be carried out in respect of these new Users.

### **3.2.2. Registration utilising Type 2 Channel and Type 3 Channel Communication**

Parties that have completed Communication Channel Qualification over Type 2 Channel and Type 3 Channel can submit registration data for new Units to the Market Operator using this facility. Where the Market Operator requires further information or clarification that information shall be submitted using the Type 1 Channel,

### **3.2.3. Update rules:**

Participants are able to 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".

A Party amending its designated Communication Channel can be carried out prior to Communication Channel Qualification using Type 1 Channel communication using this process.

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 28 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 before being approved and applied. Rejection and acceptance notifications are described in Agreed Procedure 4 "Data Transaction Submission and Validation".

It is the responsibility of the active Participant to ensure that all Registration Data is kept current. The Participant must inform the Market Operator of any changes regarding the organisational structure of the entities (described in section 3.2 Registering Entities (Party's and Units)).

Changes to a Supplier Unit status (such as changing from a Trading Site Supplier Unit to an Associated Supplier Unit) must be initiated by the Participant as an update to their Unit registration details. (Refer to Appendix 3 for further information).

### **3.2.4. Key operational rules**

- Organisations that have Generator Units and Supplier Units may register a single Participant that includes both types of Units.
- Organisations that have Generator Units and/or Supplier Units in multiple Jurisdictions must register a separate Participant for each Jurisdiction.
- [Participation Fees payment rule (one time fees or annual Participation Fees? depending on the number of Units registered? etc.) TBA]

### **3.2.5. Data Required**

The data required is detailed in Appendix 2 section 1.2.

### **3.2.6. Unit Registration Not Permitted**

If the Regulatory Authorities at any time during the registration process, including following confirmation that a Unit has been successfully registered, direct that the Party should not be to register the Unit(s) shall receive its Participation Fee back in its entirety.

**3.2.7. Procedural Steps**

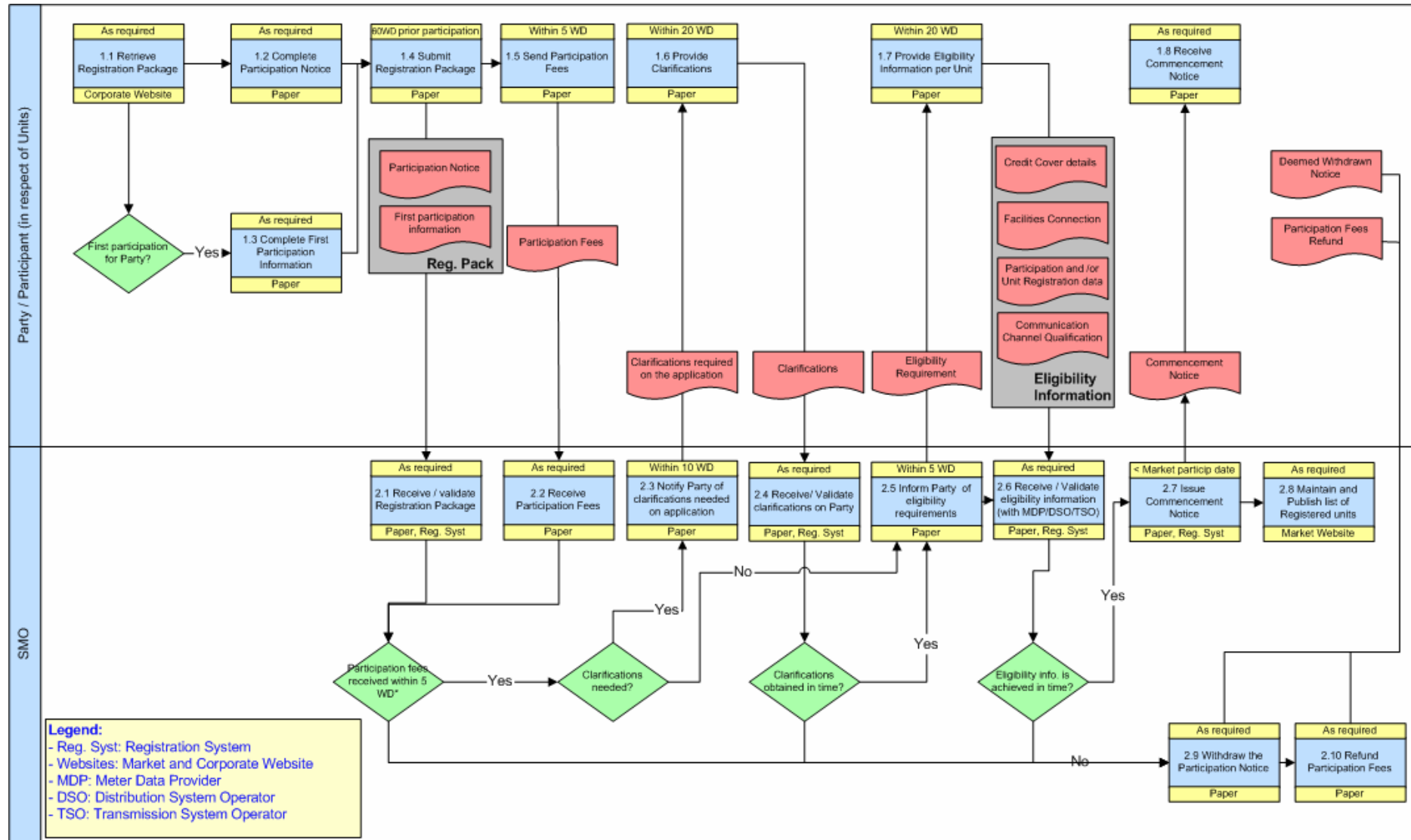
#	Procedural Step	Timing	Method	By/From	To
1	Retrieve Registration Package	As Required	Download from the Corporate Website	Party or Applicant	
2	Complete Registration Package (including First Participation Information Notice if first participation for Party (or Applicant))	As Required	-	Party or Applicant	
3	Submit completed Registration Package and the required Participation Fees.	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	Where the Unit is being registered by an Intermediary then the Nominating Party shall submit a duly executed Form of Authority.	At least 60 WDs prior to the Effective Date for commencement of participation of any Unit	Registered Post	Nominating Party	Market Operator
5	Receive/Validate Registration Package and any Form of Authority		-	Market Operator	
6	Send appropriate information from the Participation Notice to the relevant System Operator and relevant Meter Data Provider	Within [2] WDs of receipt of Registration Package.	Registered Post	Market Operator	System Operator / Meter Data Provider
7	Identify any issues and clarifications required with information provided	Within [5] WDs of receipt	Registered Post	System Operator / Meter Data Provider	Market Operator
8	If the Party (or Applicant) is registering a Unit in a Currency Zone different from that for which it already has registered a Unit and it failed to notify the Market Operator that it is registering a Unit in the new Currency Zone for the first time then go to step 9 otherwise go to step 11				

#	Procedural Step	Timing	Method	By/From	To
9	Notify the Party (or Applicant) of the requisite Participation Fees	Within [2] WDs of receipt of Registration Package.	Registered Post	Market Operator	Party or Applicant
10	If Party (or Applicant) requires to withdraw the Participation Notice then go to step 33 Otherwise Pay requested Participation Fees	Within 3 WDs of receipt of request	Registered Post	Party or Applicant	Market Operator
11	Inform Party (or Applicant) of clarifications needed and the components of the Participation Fee.	Within 10 WDs of receipt of Registration Package.	Registered Post	Market Operator	Party or Applicant
12	If the Party (or Applicant) requires additional time to provide clarifications then go to step 13 otherwise go to step 15				
13	Request additional time to provide clarifications	Within [15] WDs of receipt of clarification request	Registered Post	Party or Applicant	Market Operator
14	Respond to request with any revised timescales or confirm original timescales	Within [5] WDs of request for revised timescales		Market Operator	Party or Applicant
15	If Party (or Applicant) requires to withdraw the Participation Notice then go to step 33 Otherwise Provide clarifications	Within 20 WDs of receipt of clarification request or other timescale agreed in step 14	Registered Post	Party or Applicant	Market Operator
16	Send appropriate information from the clarifications to the relevant System Operator and relevant Meter Data Provider	Within [1] WDs of receipt of clarifications	Registered Post	Market Operator	System Operator / Meter Data Provider
17	Validate appropriate clarifications and confirm with Market Operator	Within [2] WDs of receipt	Registered Post	System Operator / Meter Data Provider	Market Operator
18	Validate clarifications				

#	Procedural Step	Timing	Method	By/From	To
19	If complete clarifications are not received within timeframe then go to step 32 Otherwise Inform Party of eligibility requirements (Required Credit Cover, facilities connection, channel qualification, Registration Data submissions) and timescales for provision.	Within 5 WDs of receipt of the requested clarifications	Registered Post	Market Operator	Party or Applicant
20	If the Party (or Applicant) requires additional time to meet eligibility requirements then go to step 21 otherwise go to step 23				
21	Request additional time to provide eligibility requirements	Within [15] WDs of receipt of eligibility requirements	Registered Post	Party or Applicant	Market Operator
22	Respond to request with any revised timescales or confirm original timescales	Within [5] WDs of request for revised timescales		Market Operator	Party or Applicant
23	If Party (or Applicant) requires to withdraw the Participation Notice then go to step 33 Otherwise Provide eligibility requirements information	Within 20 WDs of receipt of eligibility requirements request or other timescale specified in step 19 or step 22.	Registered Post	Party or Applicant	Market Operator
24	Receive/Validate eligibility information If complete clarifications are not received within timeframe then go to step 32 Otherwise Go to step 25	Within [5] Working Days of receipt of eligibility requirements information	-	Market Operator	
25	If eligibility requirements include the submission of Registration Data, provide the appropriate Registration Data to the relevant System Operator and Meter Data Provider.	Within [5] Working Days of receipt of eligibility requirements information	Type 3 Channel	Market Operator	System Operator / Meter Data Provider
26	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

#	Procedural Step	Timing	Method	By/From	To
27	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	Corporate Website	Market Operator	
28	Post Required Credit Cover	Prior to the Effective Date	-	Party	Market Operator
29	If Required Credit Cover is posted prior to Effective Date then end of process Otherwise go to step 30	Effective Date – [1] WD			
30	If the following day is more than 1 year after the Effective Date in the Commencement Notice then go to step 32	Effective Date – [1] WD			
31	Change Effective Date to the following Working Day. Inform the Party, relevant System Operator and relevant Meter Data Provider. Maintain and publish list of registered Units in accordance with Agreed Procedure 6 “Publications” Go to step 28	Effective Date – [1] WD	Registered Post	Market Operator	Party / System Operator / Meter Data Provider
32	Issue a Deemed Withdrawn Notice. Go to step 34	Within [1] WD	Registered Post	Market Operator	Party
33	Inform Market Operator of withdrawal of the Participation Notice	As Required	Registered Post	Party (or Applicant)	Market Operator
34	Inform the relevant System Operator and 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
35	Refund any Participation Fees entitled to be refunded.	Within [10] WD	Registered Post	Market Operator	Party (or Applicant)

3.2.8. Process Flow (‘Swim-Lane’) Diagram – Unit Registration:



### **3.3. INTERMEDIARY REGISTRATION**

A Party may nominate an Intermediary to register any Unit with the exception of the Interconnector Residual Capacity Unit and the Interconnector Error Unit which the Party is entitled or required to register itself.

An Intermediary must become a Party and may register any Units in accordance with the Participant registration process. The Intermediary acts on behalf of the Party for all activities within the SEM. The Party fully delegates its responsibilities to the Intermediary.

This means:

- The Intermediary is an alternative operating company that will submit Offer Data into the market and manage all financial transactions with the Market Operator on behalf of the said Party.
- The Intermediary specifies the Users who are allowed to have access to market and system operations data associated with a Unit.
- The Intermediary submits the Offer Data and receives all Invoices in relation to Unit activities.
- The Intermediary is responsible for providing the Required Credit Cover.

The Intermediary shall register as a Party as per section 3.1 and as a Participant as described in section 3.2.

As part of the Participant registration process, the Party, who owns the Units, must submit a Form of Authority to the Market Operator and gained consent from the Regulatory Authorities authorising the Intermediary to operate the Unit. The consent offered may be for a specific period of time and on conclusion of this period of time the Intermediary removal process in section 3.6 shall be followed. When the Market Operator has received and accepts the Form of Authority and has verified the consent provided by the Regulatory Authority the Intermediary can then progress the registration of Units.

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

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

In the event of Suspension of a Supplier Unit, a Supplier Unit's retail customers are reverted to the Supplier of Last Resort (SoLR). This could be a result of an abrupt Unit Deregistration, Supplier (Participant) default, or other unforeseen failure.

Due to this being an unforeseen market occurrence with demanding timelines, the standard registration process for a new Supplier Unit will not be sufficient. 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.

When a Suspension occurs this Supplier Unit will receive the aggregation of the customers of the failed Supplier and be responsible for settlements of these volumes. This will allow the Participant who is the Supplier of Last Resort, to manage these customers as a separate aggregation from its other retail customers.

The terms and conditions through which a Participant is assigned the role of SoLR by the Regulatory Authorities are outside the scope of this Agreed Procedure

The registration process for the SoLR is as follows:



- An SoLR Supplier Unit will be registered for each Jurisdiction by the relevant Participant in accordance with agreements between the Participant and the Regulatory Authorities.
- The Effective Date of each SoLR Supplier Unit will be initially set to '31-DEC-3000'. This date will be changed to the date of the transfer of the retail customers to the SoLR Supplier Unit when required (i.e. at the end of the Suspension Delay Period).
- When not managing retail customers from default events, there will be no Fixed Credit Requirement applicable to the SoLR Supplier Unit. This does not alter the responsible Participant's obligations to provide Credit Cover in respect of its other Supplier Units.
- When a default event occurs, the Market Operator will notify the relevant Meter Data Provider of the event (Termination under section 6.6 of Appendix 3: Registration Information communicated to Meter Data Provider Parties by the MO) advising of the SoLR Supplier Unit details.
- In the event that there are multiple defaults occurring at the same time, all retail customers affected by these default events will be managed under the one SoLR Supplier Unit unless the defaulting Supplier Unit is responsible for providing Metered Demand quantities that relate to a Trading Site with Non-Firm Access.
- When transferring metering to the SoLR Supplier Unit, the MDP will be responsible for informing the Market Operator of any Trading Site issues within 5 Working Days as set out in section 6.8 of Appendix 3: Registration Information communicated to Meter Data Provider Parties by the MO.
- The provisions for Adjusted Participant in Agreed Procedure 9 "Management of Credit Cover and Credit Default" will apply to the SoLR Supplier Unit(s).
- The current Code provisions relating to Credit Cover for Resettlement purposes will also apply for these Units. When a SoLR Supplier Unit loses customers, it should be handled the same way as Voluntarily Termination, so that they will be required to keep some portion of the Credit Cover for Resettlement until the last Timetabled Settlement Rerun.

In the event that the defaulting Supplier Unit is responsible for providing Metered Demand quantities that relate to a Trading Site with Non-Firm Access, a unique SoLR Supplier Unit must be registered for these aggregations. A fast-track registration will be facilitated for these Units.

The registration process for this unique SoLR Supplier Unit will be as follows:

- The registration package will be submitted within 5 Working Days. The Market Operator will expect all requirements to be met. The Participant must ensure quality of their details.
- The Market Operator will send the MDP the relevant registration details. The MDP will be responsible for informing the Market Operator of any trading site issues within 5 Working Days.
- When not managing retail customers from default events, there will be no Fixed Credit Cover requirements applicable to the unique SoLR Unit. This does not alter the responsible Participant's obligations to provide Credit Cover in respect of its other Supplier Units.

### **3.4.2. 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.

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

A Party shall register the Interconnector following the same process as Participants registering a Unit and will be treated as the Interconnector Owner. As part of the data provided in its Participation Notice the Party shall provide the Interconnector Registration Data.

As part of the Interconnector Registration Data the Interconnector Administrator shall be named as either the Interconnector Owner or another Party and only this Participant will be allowed by the Market Operator to register the Interconnector Error Unit and provide updates to the Interconnector Registration Data. The Interconnector Administrator shall determine the Interconnector Unit Import Capacity Holding and Interconnector Unit Export Capacity Holding for each Interconnector Unit.

An Interconnector Error Unit may not form part of any Trading Site

The Market Operator shall ensure that each Interconnector shall have registered to it an Interconnector Residual Capacity Unit and that this shall be registered to the System Operator for the Jurisdiction in which the Interconnector is connected. An Interconnector Residual Capacity Unit may not form part of any Trading Site and shall not be classified as a Price Maker or a Price Taker.

An Interconnector Unit may be registered to Party (or Applicant) that is also an Interconnector User and is registered by the Party (or Applicant) using the same process as for any other Unit. An Interconnector Unit may not form part of a Trading Site

## **3.5. PARTICIPANT 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 (for details on this Form refer to section 5.3 of Appendix 2: Information required in registration documentation).

The Participant understands that in making this request:

- The Participant is responsible for all Offer Data made prior to the Deregistration Effective Date.
- The Participant is responsible for all fees and charges incurred prior to the Deregistration Effective Date.
- The Participant must maintain a level of Credit Cover with the Market Operator for a period of 14 months from the Deregistration Effective Date. (The calculation of the Required Credit Cover is set out in Agreed Procedure 9 “Management of Credit Cover and Credit Default”).

Deregistration is outlined below:

- The Participant retrieves the Deregistration Form from the Corporate Website.
- Within 60 Working Days before the proposed Deregistration date, the Participant completes and submits via registered mail the Deregistration Form for relevant Unit(s).
- 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 the Deregistration request is approved, the Participant is obliged to maintain Credit Cover for 14 months after Deregistration. The Participant is granted with the status ‘Cancelled’ and an effective end date. However, 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
- If the Deregistration request is denied, the Participant can retry the process of Deregistration. In this case the Participant is still fully responsible for the Unit(s).
- If the Deregistration request is approved Deregistration completes once:
  - All amounts due and payable by the Party in respect of the relevant Units have been paid in full; and
  - In respect of Supplier Units, the provisions of the applicable Metering Code have been complied with.
  - The Party has complied with the terms and conditions set out in the Deregistration Consent Order

### 3.5.2. Procedural Steps

#	Procedural Step	Timing	Method	By/From	To
1	Retrieve Deregistration Form from Corporate Website	As Required	-	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	Within [5] WDs of receipt of Deregistration Form	Registered Post	Market Operator	System Operator / Meter Data Provider
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	Market Operator
5	Market Operator sends Deregistration Consent Order/Rejection Notice to Participant	Within [20] WDs of proposed Deregistration date	Registered Post	Market Operator	Participant
6	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	

## **3.6. INTERMEDIARY REMOVAL**

### **3.6.1. Overview**

Three cases of removal of an Intermediary are possible:

- Case 1: a Party wishes to revoke the nomination of an Intermediary (for all the Units)
- 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 Party wishing to revoke the Intermediary

In all cases, the Party which owns the Units shall procure a substitute Intermediary to register the Units or register the Units itself and become the Participant in respect of those Units and to assume all past existing and future rights, obligations and liabilities in respect of those Units.. In Case 3, if the Units have fallen below the De Minimis Threshold then there is no requirement to re-register the Units.

The steps for removal of the appointment of an Intermediary are outlined below:

- The Party which owns the Units, for which the Intermediary is to be revoked, retrieves the Deed of Assignment form from the Corporate Website. The Party which owns the Units (or another Party that has agreed to become an Intermediary in replacement of the Intermediary to be revoked) enters into a Deed of Assignment with the Intermediary that is to be revoked.
- At least 50 Working Days before the proposed Intermediary Revocation date, the Party which owns the Units submits to the Market Operator, by registered mail, the Deed of Assignment form for the relevant Unit(s).
- The Market Operator reviews the Deed of Assignment form and shall give consent to the revocation if the Deed of Assignment is in order and the Party (or such other Party as procured by the Party which owns or controls the relevant Units) satisfies the conditions for participation. The Party (or such other Party as procured by the Party which owns or controls the relevant Units) may then register Units to replace the Units previously registered to the Intermediary.
- The Market Operator may not give consent to the revocation of the Intermediary if the Party (or such other Party as procured by the Party which owns or controls the relevant Units) is unable to comply with the Unit registration process
- The Commencement Notice issued for the substitute Participant is deemed to finish the Intermediary revocation process.

### 3.6.2. Procedural Steps

#	Procedural Step	Timing	Method	By/From	To
1	Deed of Assignment form retrieved from Corporate Website	As Required	-	Party (owning Party)	
2	Deed of Assignment completed and submitted	At least 50 WDs before proposed revocation date	Registered Post	Party (owning Party)	Market Operator
3	Retrieve Registration Package from Corporate Website, complete and submit to Market Operator together with required Participation Fees	At least 50 WDs before proposed revocation date	Registered Post	Registering Party	Market Operator
4	Send appropriate information from the Participation Notice to the relevant System Operator and relevant Meter Data Provider	Within [2] WDs of receipt of Registration Package.	Registered Post	Market Operator	System Operator / Meter Data Provider
5	Identify any issues and clarifications required with information provided	Within [5] WDs of receipt	Registered Post	System Operator / Meter Data Provider	Market Operator
6	If the Party is registering a Unit in a Currency Zone different from that for which it already has registered a Unit and it failed to notify the Market Operator that it is registering a Unit in the new Currency Zone for the first time then go to step 7 otherwise go to step 9				
7	Notify the registering Party of the requisite Participation Fees	Within [2] WDs of receipt of Registration Package.	Registered Post	Market Operator	Party or Applicant
8	If the registering Party requires to withdraw the Participation Notice then go to step 16 Otherwise Pay requested Participation Fees	Within 3 WDs of receipt of request	Registered Post	Party or Applicant	Market Operator

#	Procedural Step	Timing	Method	By/From	To
9	Inform registering Party of clarifications & eligibility requirements (Required Credit Cover, channel qualification, Registration Data submissions) and timescales for provision.	Within [10] WDs of receipt of Registration Package.	Registered Post	Market Operator	Party or Applicant
10	If registering Party requires to withdraw the Participation Notice then go to step 16 Otherwise Provide clarifications & eligibility requirements information	Within [20] WDs of receipt of request or other timescale specified in step 9	Registered Post	Registering Party	Market Operator
11	Review clarifications and eligibility requirements information from registering Party And Deed of Assignment Form from owning Party If approval to be given go to step 12 otherwise go to step 14				
12	Deed of Assignment returned to Party with approval decision on Intermediary Revocation	Within [10] WDs of step 11	Registered Post	Market Operator	Party (owning Party)
13	Issue a Commencement Notice	Within [10] WDs of step 11	Registered Post	Market Operator	Registering Party
14	Post Required Credit Cover	Prior to the Effective Date	-	Party	Market Operator
15	If Required Credit Cover is posted prior to Effective Date then end of process Otherwise go to step 16	Effective Date – [1] WD			
16	Deed of Assignment returned to Party with rejection decision on Intermediary Revocation	Within [1] WD of step 8, step 10, step 11 or step 16	Registered Post	Market Operator	Party (owning Party)
17	Refund any Participation Fees entitled to be refunded.	Within [10] WD	Registered Post	Market Operator	Registering Party

## **3.7. ACCESS ROLES AND RIGHTS OF USERS**

### **3.7.1. Access Roles Overview**

The Participant defines the access roles and rights of its Users. 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. (In this section references to User refers to a User of a Participant).

A User must have a Digital Certificate obtained under Agreed Procedure 3 “Communication Channel Qualification” to access the Market Participant Interface. In the event a single User is associated with multiple Units, only one Digital Certificate is required for this User to the Market Participant Interface.

### **3.7.2. 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.

### **3.7.3. 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 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
Full User	Yes	Yes	Yes
Registration	Yes	-	-
Trading	-	Yes	-
Invoicing	-	-	Yes
Settlement	-	Yes	Yes
Other	Any combination of the above systems		

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

#### 3.7.4.1 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” by associating a User with a Unit(s). Where a User has been given access to the “Registration” Functional Area but has not been associated with a Unit, that User will have “Read-Only” access.

#### 3.7.4.2 Read-Only Access

A User with Read-Only access:

- Is restricted only to that Participant’s data.
- Can only view that Participant’s information 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.

#### 3.7.4.3 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 for a particular market, 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.

### **3.8. 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 Agree Procedure 11 “market System Operation, Testing, Upgrading and Support” for authorisations for Type 1 Channel permissions.

## 4. APPENDIX 1: DEFINITIONS AND ABBREVIATIONS

### 4.1. DEFINITIONS

Accession	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 Corporate 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
Change of Supplier	API – 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)
Corporate Website	The AIME website that is publicly available.  The URL is <a href="http://www.allislandmarket.com">www.allislandmarket.com</a>
Credit Cover	As defined in the Code
Currency Zone	As defined in the Code
Deed of Assignment	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 AP5 “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
Firm Access	As defined in the Code
First Participation Information Notice	As defined in the Code
Form of Authority	As defined in the Code
Framework Agreement	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 3.7.2 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
Intermediary Revocation	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 Participant Interface	The function within the Market Operator's Isolated Market System that interfaces to the Type 2 Channel and Type 3 Channel communications
Market Website	The AIME website that is accessed by Users that have been allocated a Digital Certificate by the Market Operator. It contains information private to a Participant as well as information that is publicly available
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 contained within the Framework Agreement
Party Name	The name of the Party that is contained within the Framework Agreement
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	API – Note that this is a Retail Market term and may need to refer to Retail Market documentation for its definition.
Retail Market Operator	API – Note that this is a Retail Market term and may need to refer to Retail Market

	documentation for its definition.
Settlement	As defined in the Code
Single Electricity Market	As defined in the Code
Supplier	As defined in the Code
Supplier of Last Resort	As defined in the Code
Supplier Unit	As defined in the Code
Suspension	As defined in the Code
System Operators	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
Unique Associated	As defined in the Code
Supplier Unit	
Unit	As defined in the Code
Unit Registration	As defined in the Code
User	Means in relation to a Participant a member of the Participant staff who has undergone Communication Channel Qualification and has obtained a Digital Certificate to enable access to the Market Website; 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	API – Note that this is a Retail Market term
Number	and may need to refer to Retail Market documentation for its definition.

## 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: INFORMATION REQUIRED IN REGISTRATION DOCUMENTATION

Information is requested by the Market Operator for the purpose of registration data validation and also in order to provide the Market Operator's Isolated Market System with the required information to operate Market Operator activities.

The information registered in the Market Operator's Isolated Market System is laid out below.

Subject to Appendix B of the Code all data items that are currency based are to be provided in the currency of the designated Currency Zone of the Unit being registered.

### ○ **PARTY REGISTRATION**

#### ▪ **Application Form**

- Applicant contact information
- Party Name
- Party ID and name in the previous market
- Party Class (Non Trading Participant)
- Party address
- Party contact information (phone, fax, URL)
- Party Primary contact
- **[ To be completed ]**

#### ▪ **Clarification Request**

Clarifications relative to the information provided in the Application Form.

#### ▪ **Accession Deed**

- Information from the Application Form
- Effective start date
- Effective end date [unlimited or limited]
- Accession Fee rules [if not paid on time]
- Rights, obligations and liabilities
- **[ To be completed ]**

#### ▪ **Deemed Withdrawn Notice**

- Applicant contact information
- Reason for withdrawing the application
- **[ To be completed ]**

### ○ **PARTICIPANT REGISTRATION (UNITS)**

#### ▪ **Registration Package**

##### **First Participation Information Notice**

- Party ID (provided by the Market Operator at Party registration)

- Old Participant ID (in the previous market if relevant)
- Representing Party Name (provided by the Market Operator at Party registration)
- Automatic banking Authorization form
- Jurisdiction
- Participants VAT status, i.e. exempt or not exempt
- VAT applicable for the Participant
- Participant account manager (primary) name
- Participant Billing address
- Bank account detailed information (effective date, address, number, etc)
- [ To be completed ]

### **Participation Notice**

Agreed Procedure 4 “Data Transactions” provides a list of data items which are submitted by Participants following initial Unit registration via Type 2 Channel or Type 3 Channel communication. Some of the items detailed below make reference to Agreed Procedure 4 “Data Transactions” as the list of data items are also required for initial Unit registration submitted via Type 1 Channel communication.

- Party ID (provided by the Market Operator at Party registration)
- Representing Party Name (provided by the Market Operator at Party registration)
- Generator Unit or Supplier Unit
- Generic Settlement Class
- Special Unit advisory (include the type of Special Unit)
- Error Supplier Unit Advisory
- Currency Zone
- Applications data
  - see Agreed Procedure 4 “Data Transactions” for list of data items
- Contacts data
  - see Agreed Procedure 4 “Data Transactions” for list of data items
- Bank data
  - see Agreed Procedure 4 “Data Transactions” for list of data items
- Unit (Resource) data<sup>2</sup>
  - see Agreed Procedure 4 “Data Transactions” for list of data items
- Trading Site data
  - see Agreed Procedure 4 “Data Transactions” for list of data items
- Associated Supplier Unit Participant Name
- Associated Supplier Unit Trading Site
- Communication Channel designation
- Compliance information
  - evidence of compliance with metering requirements
  - evidence that all necessary Connection Agreements are in place, valid and effective
  - evidence that all necessary Use of System Agreements are in place, valid and effective
  - evidence that the Party holds a valid Licence (including an authorisation or exemption) to generate or supply electricity in the relevant Jurisdiction(s) (as appropriate) and details of all other Licences (including authorisations or exemptions relevant to the SEM)
- VAT details for all relevant Jurisdictions
- Evidence of agreement with the Regulatory Authorities that consent has been granted in the event that a Party wishes to register more than one Participant within the same Currency Zone

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<sup>2</sup> Unit (Resource) Data may be submitted with the Participation Notice or following Communication Channel qualification as part of the Registration Data set



- New Currency Zone statement
- For registering an Interconnector the Party shall submit Interconnector Registration Data
  - See Agreed Procedure 2 “Interconnector User Capacity Right Calculations and Dispatch Notification” for list of data items
- Data described in Appendix B of the Code
- [ To be confirmed]

#### **Form of Authority (for Intermediary Registration)**

- [ To be completed]

#### ▪ **Eligibility Requirement**

##### **Credit Cover**

- Credit Cover Type (Letter of Credit, Cash)
- Forecast trade volumes for new Supplier Units
- [ To be completed]

##### **Data Provided by TSO**

- Nominal value for Firm Access Quantity
- Nominal value for Non Firm Access Quantity
- Nominal value for Fixed Unit Load
- Nominal value for Unit Load Scalar (ULS)
- Nominal value for Transmission Loss Adjustment factor (TLAF)
- Nominal value for Registered Capacity (RC)
- Priority Dispatch flag
- Connection type (Transmission System, Distribution System)
- Connection agreement
- Controllability/Dispatchability
- Connection Point

##### **Data provided by Interconnector User**

- Maximum Import Capacity
- Maximum Export Capacity

##### **Connection of Facilities to the relevant Distribution System or Transmission System**

- [ To be completed]

#### ▪ **Commencement Notice**

- [ To be completed]

#### ▪ **Deemed Withdrawn Notice**

- Party contact information
- Reason for withdrawing the participation
- [ To be completed]

#### **5.1.1. Authorised Persons**

- Using Authorisation Amendment Form in Agreed Procedure 1 “Market System Operation, Testing, Upgrading and Support”
  - Category A Authorised Person details (to allow for authorising additional staff)
    - Name

- Email Address
- Password
- Signature
  
- Category I Authorised Person details (to request Digital Certificate and Communication Channel testing)
  - Name
  - Email Address
  - Password
  - Signature
  
- **FOR PARTICIPANT DEREGISTRATION**
  - **Deregistration Form**
    - [ To be completed]
  
  - **Deed of Assignment Form**
    - [ To be completed]

- **APPENDIX 3: REGISTRATION INFORMATION  
COMMUNICATED TO METER DATA PROVIDER PARTIES BY  
THE MO**

### **5.1. OVERVIEW**

The following sections detail the anticipated communications with the Meter Data Providers for the operation of the SEM.

Each communication represents what will take place in the case of a market event. The anticipated events are listed below. This list is not exhaustive:

- New Supplier Unit Registration (for SEM participation, this will be required for all new Supplier Units as well as Suppliers currently participating in the existing markets)
- New Generator Unit Registration (for SEM participation, this will be required for all new Generator Units as well as Generator Units currently participating in the existing markets)
- Trading Site Registration
- Update to Supplier Unit's Trading Site Class
- Supplier Unit Deregistration (this will be issued following from Suspension or Voluntary Termination)
- Generator Unit Deregistration (this will be issued following from Suspension or Voluntary Termination)
- Notification of confirmation of Change of Supplier for Trading Site

The above will be supported only under Type 1 Channel (i.e. manual communication).

For each of the events specified above, the following aspects will be described:

- Issuing Party
- Receiving Party
- Timing
- Nature of Communication
- Content of Communication
- Comments from SEMIT

### **Timelines for Communications between MDPs and Market Operator during the Registration Process**

For each of the events specified above there will be a requirement for full notification and follow-up confirmation of MDPs/Market Operator readiness with regards to those events. The expected timeframe is set out in the T&SC v1.0 as 20 Working Days.

- Working Day 1 – On behalf of the Participant, the Market Operator will contact the MDP to confirm that the Unit being referred to is correctly managed by that MDP. This will be a manual communication.
- Working Day 4 – Market Operator sends a fax with a notification form to the MDP containing the information as set out in the field descriptions in this appendix.
- Working Day 6 – Confirmation from MDP is sent back to the Market Operator regarding the notification details for the meter.
- Working Day 17 - Final confirmation from MDP to Market Operator that the proposed Effective Date can be met. If not, then the Market Operator has to take appropriate action to postpone the Effective Date.
- Working Day 20 – 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.

## 5.2. NEW SUPPLIER UNIT REGISTRATION

<b><i>New Supplier Unit Registration</i></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>• 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 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>• 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 where there is a Trading Site Supplier Unit or a Unique Associated Supplier Unit (i.e., an Associated Supplier Unit with Firm Access/Non-Firm Access calculations) must be recorded on QH or 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 0 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. New metering can be added at a Trading Site Supplier Unit and included in the existing MPRN. The process is detailed in section 2.9.</p>
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### 5.3. NEW GENERATOR UNIT REGISTRATION

<b><i><u>New Generator Unit Registration</u></i></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>• 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>

#### 5.4. 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.</p> <p>From an Market Operator perspective, in general the Market Operator does not require details about meters or meter IDs or Meter Point Registration Numbers.</p>

	<p>The following points should be noted –</p> <ul style="list-style-type: none"><li>• there is a substantial change to Retail Market Operator systems in that they now need to record for each MPRN, if this is part of a Trading Site and the ID of the Trading Site of which it is part;</li><li>• there is a substantial body of work to be done in advance of go-live, where there is a requirement for a comprehensive set of information mapping MPRNs used in the Retail Market to the Trading Site IDs that will be used in SEM. This work will be required for all Trading Sites that will be participating, whether the site contains a Trading Site Supplier Unit or an Associated Supplier Unit. The responsibility for the compilation of this set of data needs to be assigned.</li></ul>
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## 5.5. UPDATE TO SUPPLIER UNIT’S TRADING SITE CLASS

<b><u>Update to Supplier Unit’s Trading Site Class</u></b>	
<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 or Associated Supplier Unit</li> <li>• New Class – may be Associated Supplier Unit or Trading Site Supplier Unit, <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>

## 5.6. 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 Termination Order against a named Participant. Once approved by the Regulatory Authorities, this Termination Order will be processed to the Meter Data Provider responsible for the 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>Termination from SEM following from a payment default is by Participant and not by Supplier Unit. 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. These Supplier Units may not map to any aggregation in the Retail Market on a one-to-one basis. 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 Termination Order is the date of issue. It is</p>

	<p>recognised that there are further timelines within the Retail Market processes for the handling of Termination of a Supplier and reversion to Supplier Of Last Resort which will result in the final execution of the Termination Order coming some time after the Effective Date as specified.</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 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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## 5.7. 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>

## 5.8. NOTIFICATION OF CONFIRMATION OF CHANGE OF SUPPLIER FOR TRADING SITE

<b><u>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>	<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 1.4.</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 be 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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## 5.9. CANCELLATION OF NOTIFICATION OF CONFIRMATION OF CHANGE OF SUPPLIER FOR TRADING SITE

<b><u>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 1.4</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 &lt;5&gt; Working Days after the original Change of Supplier notification.</p>



## 5.10. 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>

### 5.11. FIELD DESCRIPTIONS

Field Name	Description	Field Definition
Supplier Unit ID	Relates to UNIT_ID in Data Definitions	VARCHAR2(32)
Unit Address	Actual address of the physical Unit	
Transmission ID	Relates to TRANSMISSION_ID in Data Definitions	VARCHAR2(10)
Participant ID	System ID of the Participant	VARCHAR2(32)
Participant Name	Legal name of the Participant	
Trading Site Supplier Flag	True or False value.	BOOLEAN
Trading Site ID	ID value of the Trading Site	VARCHAR2(32)
Generator Unit ID	Relates to UNIT_ID in Data Definitions	VARCHAR2(32)
Trading Site Name	Relating to Trading Site ID, the actual name of the site.	VARCHAR2(32)
Trading Site Location	Physical Location of the site	VARCHAR2(32)
Trading Site Address	Postal address of the site	VARCHAR2(32)
Comment Field	Further information can be added to this comments field.	