

SEM Agreed Procedure

Title	Agreed Procedure 13 : Query Generation
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TABLE OF CONTENTS

1. INTRODUCTION	4
1.1. BACKGROUND AND PURPOSE	4
1.2. SCOPE OF AGREED PROCEDURE.....	4
1.3. DEFINITIONS	4
1.4. COMPLIANCE WITH AGREED PROCEDURE	4
2. RELEVANT CODE REFERENCES.....	ERROR! BOOKMARK NOT DEFINED.
3. DESCRIPTIVE OVERVIEW	5
3.1. DATA QUERIES	5
3.2. SETTLEMENT QUERIES	6
4. PROCEDURE DEFINITION.....	8
4.1. DATA QUERY	8
4.2. SETTLEMENT QUERY	8
5. SWIMLANE DIAGRAMS	10
5.1. DATA QUERY	11
5.2. SETTLEMENT QUERY	12
6. PROCEDURAL STEPS.....	13
6.1. DATA QUERY	13
6.2. SETTLEMENT QUERY	16
7. APPENDIX 1 – DEFINITIONS AND ABBREVIATIONS	19
7.1. DEFINITIONS	19
7.2. ABBREVIATIONS.....	20
8. APPENDIX 2 -FORMS	21
8.1. QUERY FORM.....	21
8.2. AFFECTED PARTICIPANT NOTIFICATION FORM	23
8.3. EXTERNAL DATA PROVIDER NOTIFICATION FORM	23
8.3. EXTERNAL DATA PROVIDER NOTIFICATION FORM	24
9. APPENDIX 3 – QUERY FORM VALIDATION	25

DOCUMENT HISTORY

VERSION	DATE	AUTHOR	COMMENT
2.0	03/11/2006	SEM Implementation Team	Issue to Regulators
2.1	27/02/2007	Regulatory Authorities	Updated with comments from review of Terminology across all APs and TSC
2.2a	21/03/2007	Regulatory Authorities	Updated as part of consistency checking

RELATED DOCUMENTS

DOCUMENT TITLE	VERSION	DATE	BY
Trading and Settlement Code	V1.2a	31/01/2007	Regulatory Authorities
Agreed Procedure 11 "Market System Operation, Testing, Upgrading and Support"	V2.0		
Agreed Procedure 14 "Disputes"	V2.0		

1. INTRODUCTION

1.1. BACKGROUND AND PURPOSE

This Agreed Procedure sets out the specific procedures governing Query generation, with which Parties to the Trading and Settlement Code (the “Code”) must comply.

1.2. SCOPE OF AGREED PROCEDURE

This Agreed Procedure defines the process for raising and processing Data Queries and Settlement Queries.

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.

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.

2. DESCRIPTIVE OVERVIEW

2.1. DATA QUERIES

A Data Query is a query by the Participant on the correctness of the data that has been used by the Market Operator to calculate any Settlement Item in the Ex-Post Indicative Settlement Statements. Each Data Query can include more than one data item but can only be in relation to a single Ex-Post Indicative Settlement Statement. Ex-Post Indicative Settlement Statements for Energy Charges and Energy Payments are for each Settlement Day. Ex-Post Indicative Settlement Statements for Capacity Charges and Capacity Payments are for a Capacity Period (which is one calendar month).

Data Queries must be raised with the Market Operator in the Data Verification Period. The Data Verification Period for Energy Payments and Energy Charges for a Settlement Day is up to the Settlement Day plus four Working Days (i.e. SD+4WD). The Data Verification Period for Capacity Payments and Capacity Charges for a Capacity Period is up to four Working Days after the Capacity Period (i.e. CP+4WD).

If a Data Query is outstanding at the end of the Data Verification Period, the Initial Settlement Statement will be issued with a flag indicating the values affected by the outstanding Data Query. The Market Operator shall use reasonable endeavours to ensure all Data Queries are determined and any corrections included in the Initial Settlement Statements. Where the corrections are not included in the Initial Settlement Statements, the Data Query will be placed into one of the two following categories:

1. Change to Settlement Item with Low Materiality, i.e. Settlement change (equal to or) under 50,000 €
2. Change to Settlement Item with High Materiality, i.e. Settlement change over 50,000 €

In the event that there is a change to Settlement Items with Low Materiality, Settlement will wait for the next Timetabled Settlement Rerun. Two Timetabled Settlement Reruns exist for each given Billing Period and Capacity Period; the first taking place within the fourth month and the second within 13 months after the relevant Billing Period or Capacity Period. In the event that there is a change to Settlement Items with Low Materiality resolved after the final Timetabled Settlement Rerun, the Market Operator will procure that an additional Settlement Rerun for the relevant Settlement Period will then be performed.

In the event that there is a change to Settlement Items with High Materiality, a dedicated Settlement Rerun will be performed within [1 month] of the determination if the Participant has not disputed the Market Operator's determination by raising a Dispute under Agreed Procedure 14 "Disputes".

The Market Operator will procure that SMP and Market Schedule Quantities will be recalculated, and a Settlement Rerun will then be undertaken, in the event that the Market Operator in resolving a Data Query determines that:

1. Commercial Offer Data, Technical Offer Data or Metered Generation has been applied incorrectly; or
2. Actual Availability, Dispatch Quantity or Market Schedule Quantity has been calculated incorrectly.

and that the correct application or calculation of any such amount would require it to change by more than the Settlement Recalculation Threshold

The Market Operator will procure that the Ex-Post Loss of Load Probability Φ will be recalculated in the event that the Market Operator in resolving a Data Query determines that Metered Generation has been applied incorrectly and that the correct application would require a change by more than the Settlement Recalculation Threshold.

The Market Operator will procure that Capacity Payments and Capacity Charges will be recalculated in the event that the Market Operator in resolving a Data Query determines that:

1. Commercial Offer Data or Technical Offer Data has been applied incorrectly; or
2. any of Eligible Availability, Dispatch Quantity, Market Schedule Quantity, SMP or Ex-Post Loss of Load Probability Φ has been calculated incorrectly.

In the event that the Market Operator does not issue a determination on a Data Query within 10 Working Days of it being raised then the Data Query is automatically escalated to a Settlement Dispute unless the Party concerned agrees to give the Market Operator more time to resolve the Data Query not exceeding 10 Working Days. Where a Participant is not satisfied with the Market Operator's determination in respect of a Data Query, the Participant may raise a Settlement Dispute under Agreed Procedure 14 "Disputes" within 5 Working Days of receipt of the Market Operator's determination.

2.2. SETTLEMENT QUERIES

A Settlement Query is a query in respect of the correctness of Metered Generation, Metered Demand, Net Demand, Eligible Availability or Actual Availability where this is raised after the Data Verification Period. A Settlement Query may also be raised by a Participant where one of its Participant specific Settlement Items has changed from the Ex-Post Indicative Settlement Statements to the Initial Settlement Statement without the Participant having filed a Data Query for the Settlement Item. Each Settlement Query can include many data items and may span a number of Settlement Days (e.g. a metering fault affecting a number of meters over an extended period).

A Settlement Query must be raised prior to 5 Working Days after the last Timetabled Settlement Rerun. (i.e. the Timetabled Settlement Rerun 13 months after the Settlement Period)

The Market Operator shall make a determination of a Settlement Query within one month of it being raised.

Changes to Settlement resulting from the resolution by the Market Operator of a Settlement Query will be placed into one of the two following categories:

1. Change to Settlement Item with Low Materiality, i.e. Settlement change (equal to or) under 50,000 €
2. Change to Settlement Item with High Materiality, i.e. Settlement change over 50,000 €

In the event that there is a change to Settlement Items with Low Materiality, Settlement will wait for the next Timetabled Settlement Rerun. Two Timetabled Settlement Reruns exist for each given Billing Period and Capacity Period; the first taking place within the fourth month and the second within 13 months after the relevant Billing Period or Capacity Period. In the event that there is a change to Settlement Items with Low Materiality resolved after the final Timetabled Settlement Rerun, the Market Operator will procure that an additional Settlement Rerun for the relevant Settlement Period will then be performed.

In the event that there is a change to Settlement Items with High Materiality, a dedicated Settlement Rerun will be performed within [1 month] of the determination if the Participant has not disputed the Market Operator's determination by raising a Dispute under Agreed Procedure 14 "Disputes".

Where the resolution of a Settlement Query requires a Settlement Rerun, the Settlement Rerun will only be carried out in relation to the Settlement Day(s) that are the subject of the Settlement and the result of that Settlement Rerun will be applied to all Participants.

In the event that the Market Operator does not issue a determination on a Settlement Query within 1 month of it being raised then the Settlement Query is automatically escalated to a Settlement Dispute

unless the Party concerned agrees to give the Market Operator more time to resolve the Settlement Query not exceeding 10 Working Days. In the event that the Participant is not satisfied with the Market Operator's determination of a Settlement Query, the Participant may raise a Settlement Dispute under Agreed Procedure 14 "Disputes" within 5 Working Days of receipt of the Market Operator's determination.

3. PROCEDURE DEFINITION

3.1. DATA QUERY

Where a Participant identifies an issue within the Ex-Post Indicative Settlement Statements, it can raise a Data Query within the Data Verification Period. This Participant (the “Raising Participant”) shall submit the Data Query via the Market Operator’s Help Desk as set out in Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support”. The Data Query shall specify the data being queried together with the reasons why it is being queried and any supporting evidence. The data being queried may be Market Operator calculated data or input data from Participants, System Operators, Interconnector Administrator and/or Meter Data Providers.

The Market Operator will log all Data Queries and validate the Data Query has all mandatory information complete (see Appendix 3 for validation rules) and has been submitted within the Data Verification Period and by a person authorised under Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support” to submit Data Queries on behalf of the Raising Participant. The Market Operator will confirm the validity or otherwise of the Data Query to the Raising Participant. Where the data being queried is from or effects the data of another Participant (the “Affected Participant”), the Market Operator shall also inform the Affected Participant(s). The Affected Participant(s) shall assist the Market Operator in dealing with the Data Query concerned.

Where the Data Query is valid and is querying data from an External Data Provider (System Operator, Interconnector Administrator or Meter Data Provider) then the Market Operator shall pass the details to such External Data Provider for determination. The External Data Provider shall inform the Market Operator of its determination and provide any revised data. Where possible the revised data should be provided for inclusion in the Initial Settlement Statement. Where the External Data Provider is a Meter Data Provider and cannot make a determination of the data within 1 WD then for the data being queried the External Data Provider should resubmit the same data but with a query flag within 1 WD of receipt of the Data Query.

Where data is being queried because the calculation is incorrect or concerns data from an Affected Participant(s) then the Market Operator shall make the determination.

The Market Operator shall inform the Raising Participant and the Affected Participant(s) (if any) of the determination within [1] WD of receiving or making the determination. If the Raising Participant disagrees with the determination then it may raise a Settlement Dispute in accordance with Agreed Procedure 14 “Disputes”.

Where a Settlement Dispute has not been initiated by the Raising Participant and the correction of any data in accordance with the determination has not been included in the Initial Settlement Statements then the Market Operator shall calculate the materiality of the determination. If the determination of the Data Query results in a High Materiality then the Market Operator shall perform a dedicated Settlement Rerun within [1 month] of the determination.

3.2. SETTLEMENT QUERY

Where a Participant identifies an issue concerning Metered Generation, Metered Demand, Net Demand, Eligible Availability or Actual Availability within any Settlement Statements, it can raise a Settlement Query after the Data Verification Period (for that Settlement Day) and prior to 5 Working Days after the last Timetabled Settlement Rerun for that Billing Period. This Participant (the “Raising Participant”) shall submit the Settlement Query via the Market Operator’s Help Desk as set out in Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support”. The Settlement Query shall specify the data being queried together with the reasons why it is being queried and any supporting evidence. The reasons for the Settlement Query may be a concern with a calculation by the Market Operator or data provided from Participants, System Operators, Interconnector Administrator and/or Meter Data Providers.

The Market Operator will log all Settlement Queries and validate that the Settlement Query has all mandatory information complete (see Appendix 3 for validation rules) and has been submitted within the correct timescales by a person authorised under Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support” to submit Settlement Queries on behalf of the Raising Participant. The Market Operator will confirm the validity or otherwise of the Settlement Query to the Raising Participant. Where the data being queried is from or effects the data of another Participant (the “Affected Participant(s)”), the Market Operator shall also inform the Affected Participant(s). The Affected Participant(s) shall assist the Market Operator in dealing with the Settlement Query concerned.

Where the Settlement Query is valid and is as a result of data from an External Data Provider (System Operator, Interconnector Administrator or Meter Data Provider) then the Market Operator shall pass the details to such External Data Provider for determination. The External Data Provider shall inform the Market Operator of its determination and provide any revised data within [15] Working Days of receipt of the Settlement Query.

Where data is being queried because the calculation is incorrect or concerns data from an Affected Participant(s) then the Market Operator shall make the determination.

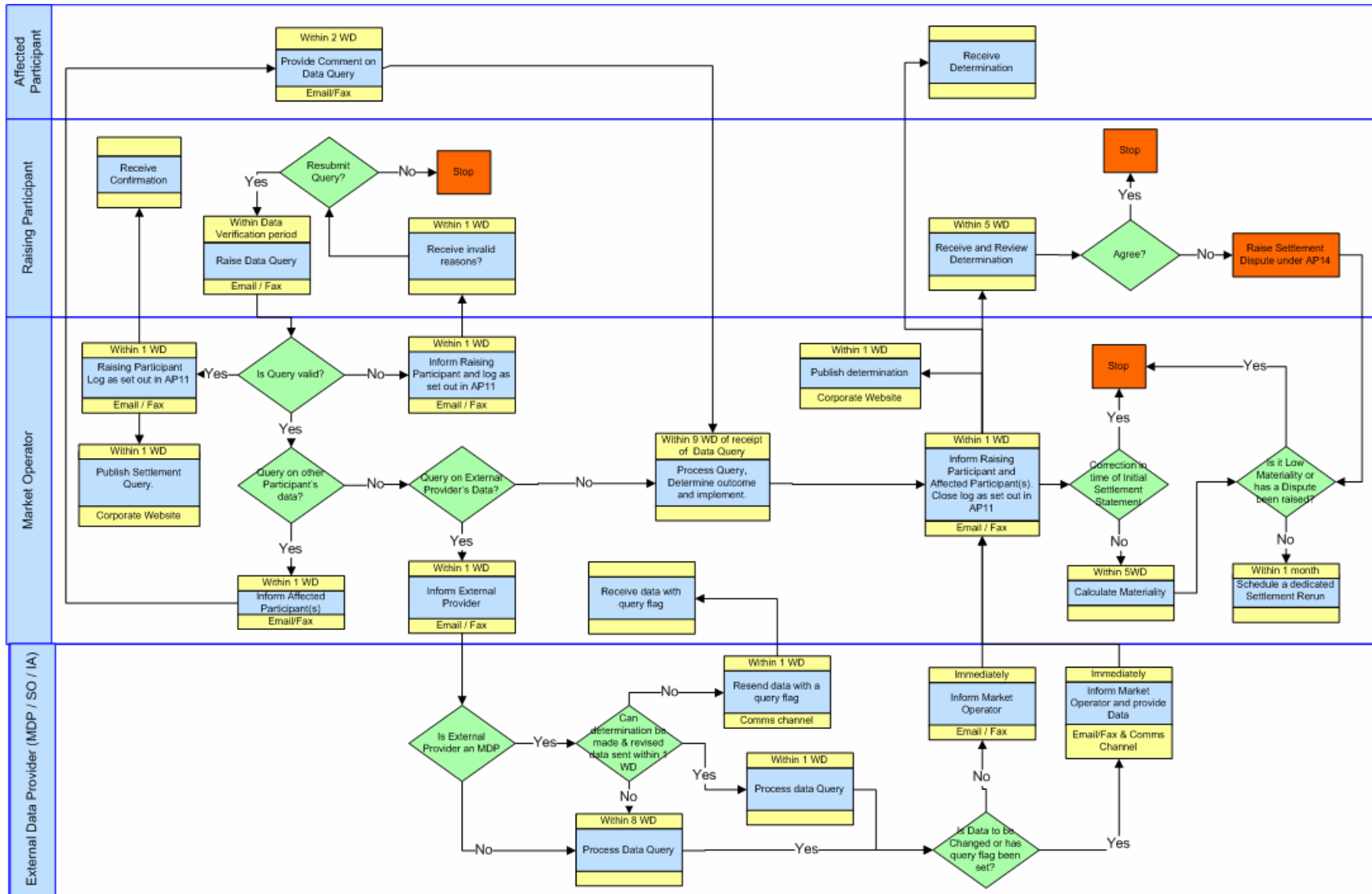
The Market Operator shall inform the Raising Participant and the Affected Participant(s) (if any) of the determination within [1] WD of receiving or making the determination. If the Raising Participant disagrees with the determination then it may raise a Settlement Dispute in accordance with Agreed Procedure 14 “Disputes”.

Where a Settlement Dispute has not been initiated by the Raising Participant then the Market Operator shall calculate the materiality of the determination. If the determination of the Settlement Query results in a High Materiality then the Market Operator shall perform a dedicated Settlement Rerun within [1 month] of the determination.

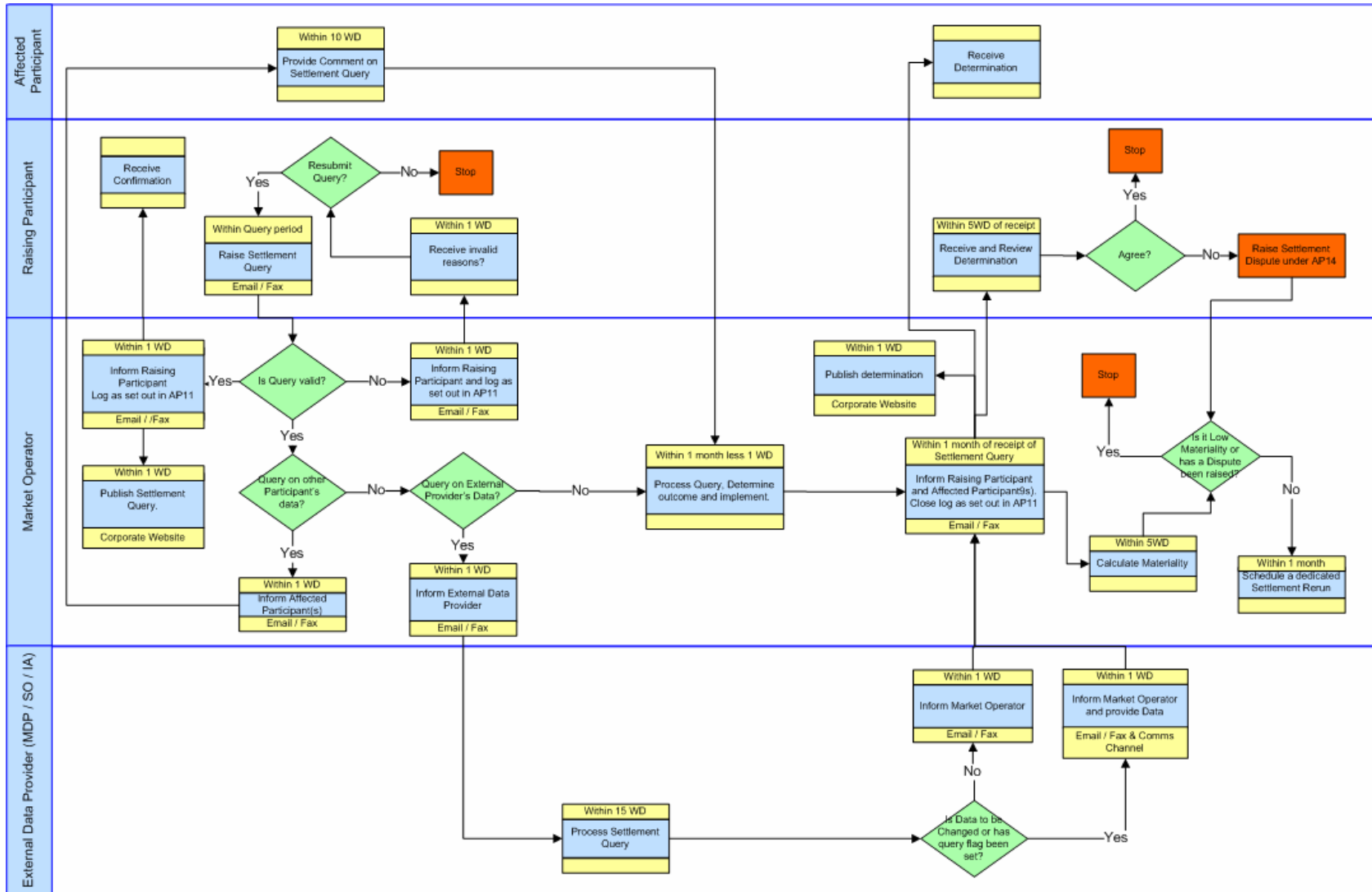
4. SWIMLANE DIAGRAMS

The swimlanes are set out in the following pages.

4.1. DATA QUERY



4.2. SETTLEMENT QUERY



5. PROCEDURAL STEPS

5.1. DATA QUERY

#	Procedural Step	Timing	Mechanism	From	To	Linkage
1	Raise Data Query	Within Data Verification Period (Between SD+1WD and SD+4WD)	Email / Fax	Raising Participant	Market Operator	
2	Log Data Query in accordance with Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support”. Validate Data Query for completeness and from authorised person as set out in Appendix 3 <ul style="list-style-type: none"> • If valid continue from Step 5 • If invalid continue from Step 3 	Within 1 WD		Market Operator		
3	Close log in accordance with Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support” and inform Raising Participant of reasons for invalidity	Immediately	Email/Fax	Market Operator	Raising Participant	
4	Review invalidity reasons <ul style="list-style-type: none"> • Correct and resubmit – Continue from Step 1 • Do not resubmit – and continue from Step 19 			Market Operator		
5	Inform Raising Participant of completeness of Data Query	Immediately	Email/Fax	Market Operator	Raising Participant	
6	Publish Data Query on Corporate Website	Within 1 WD		Market Operator		

#	Procedural Step	Timing	Mechanism	From	To	Linkage
7	Establish whose data is being queried <ul style="list-style-type: none"> • If it is a Meter Data Provider, a System Operator or the Interconnector Administrator (an External Data Provider) continue from Step 11 • If it is another Participant's data (The Affected Participant(s)) continue from Step 8 • If it is regarding the calculation of a data item continue from Step 10 	Within 1 WD of receiving the Data Query		Market Operator		
8	Inform the Affected Participant(s) of the Data Query requesting its comment on the validity	Within 1 WD of receiving the Data Query	Email/Fax	Market Operator	Affected Participant(s)	
9	Respond with comments on the Data Query	Within 2 WD of receipt from MO	Email/Fax	Affected Participant(s)	Market Operator	
10	Make a determination on the Data Query taking into any comments from the Affected Participant(s). Continue from Step 13	Within 9 WD of receipt of the Data Query		Market Operator		
11	Send Data Query to External Data Provider	Within 1 WD of receiving the Data Query	Email/Fax	Market Operator	External Data Provider	
12	If the External Data Provider is a Meter Data Provider and it cannot make a determination and send data within 1 WD then resend the queried data with a query flag	Within 1 WD of receipt from MO	Communication Channel	Meter Data Provider	Market Operator	

#	Procedural Step	Timing	Mechanism	From	To	Linkage
13	Process the Data Query and make a determination. Inform Market Operator of determination and reissue any corrected data	Within 8 WD of receipt from MO	Email/Fax (notification of determination) Communication Channel (revised data)	External Data Provider	Market Operator	
14	Publish the determination on the Corporate Website and inform the Raising Participant and the Affected Participant(s) of the determination	Within 1 WD of receipt of the determination	Email /Fax	Market Operator	Affected Participant(s) Raising Participant	
15	Receive and review the determination <ul style="list-style-type: none"> • If agree with the determination – do nothing and continue from Step 17 • If disagree with determination continue from Step 16 			Raising Participant		
16	Raise a Settlement Dispute under Agreed Procedure 14 “Disputes” and inform the Market Operator and continue from Step 19	Within 5WD of receipt of determination	In accordance with Agreed Procedure 14 “Disputes”	Raising Participant	Market Operator	
17	If the determination has not been escalated to a Settlement Dispute (from Step 15) and the Data Query has resulted in revised data which has not been included in the Initial Settlement Statement, calculate the materiality of the Data Query.	Within 5 WD of determination		Market Operator		
18	If revised data from the Data Query results in a High Materiality then schedule a dedicated Settlement Rerun	Within 1 month of determination		Market Operator		
19	End process					

5.2. SETTLEMENT QUERY

#	Procedural Step	Timing	Mechanism	From	To	Linkage
1	Raise Settlement Query	Between SD+5WD and LTSR+5WD	Email / Fax	Raising Participant	Market Operator	
2	Log Settlement Query in accordance with Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support”. Validate Settlement Query for completeness and from authorised person as set out in Appendix 3 <ul style="list-style-type: none"> • If valid continue from Step 5 • If invalid continue from Step 3 	Within 1 WD		Market Operator		
3	Close log in accordance with Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support” and inform Raising Participant of reasons for invalidity	Immediately	Email/Fax	Market Operator	Raising Participant	
4	Review invalidity reasons <ul style="list-style-type: none"> • Correct and resubmit – Continue from Step 1 • Do not resubmit – and continue from Step 18 			Market Operator		
5	Inform Raising Participant of completeness of Settlement Query	Immediately	Email/Fax	Market Operator	Raising Participant	
6	Publish Settlement Query on Corporate Website	Within 1 WD		Market Operator		

#	Procedural Step	Timing	Mechanism	From	To	Linkage
7	Establish whose data is being queried <ul style="list-style-type: none"> • If it is a Meter Data Provider, a System Operator or the Interconnector Administrator (an External Data Provider) continue from Step 11 • If it is another Participant's data (The Affected Participant(s)) continue from Step 8 • If it is regarding the calculation of a data item continue from Step 10 	Within 1 WD of receiving the Settlement Query		Market Operator		
8	Inform the Affected Participant(s) of the Settlement Query requesting its comment on the validity	Within 1 WD of receiving the Settlement Query	Email/Fax	Market Operator	Affected Participant(s)	
9	Respond with comments on the Settlement Query	Within 10 WD of receipt from MO	Email/Fax	Affected Participant(s)	Market Operator	
10	Make a determination on the Settlement Query taking into any comments from the Affected Participant(s). Continue from Step 13	Within 1 month less 1 WD of receipt of the Settlement Query		Market Operator		
11	Send Settlement Query to External Data Provider	Within 1 WD of receiving the Settlement Query	Email/Fax	Market Operator	External Data Provider	
12	Process the Settlement Query and make a determination. Inform Market Operator of determination and reissue any corrected data	Within 15 WD of receipt from MO	Email/Fax (notification of determination) Communication Channel (revised data)	External Data Provider	Market Operator	

#	Procedural Step	Timing	Mechanism	From	To	Linkage
13	Publish the determination on the Corporate Website and inform the Raising Participant and the Affected Participant(s) of the determination	Within 1 WD of making or receiving the determination	Email /Fax	Market Operator	Affected Participant(s) Raising Participant	
14	Receive and review the determination <ul style="list-style-type: none"> • If agree with the determination – do nothing and continue from Step 16 • If disagree with determination continue from Step 15 			Raising Participant		
15	Raise a Settlement Dispute under Agreed Procedure 14 “Disputes” and inform the Market Operator and continue from Step 19	Within 5WD of receipt of determination	Email / Fax	Raising Participant	Market Operator	
16	If the determination has not been escalated to a Settlement Dispute (from Step 15), calculate the materiality of the Settlement Query.	Within 5 WD of determination		Market Operator		
17	If revised data from the Settlement Query results in a High Materiality or the Settlement Query is against the last Timetabled Settlement Rerun then schedule a dedicated Settlement Rerun	Within 1 month of determination		Market Operator		
18	End Process					

6. APPENDIX 1 – DEFINITIONS AND ABBREVIATIONS

6.1. DEFINITIONS

Actual Availability	As defined in the Code
Affected Participant	The Participant, not being the Raising Participant, who has provided the data being queried or whose data is affected by the data being queried. (This is normally the Participant who has registered the Unit whose data is being queried (if he is not the Raising Participant) and the Participant who owns the Error Supply Unit in the Jurisdiction where the affected Unit is registered).
Billing Period	As defined in the Code
Capacity Period	As defined in the Code
Code	As defined in the Code
Communication Channel	As defined in the Code
Corporate Website	
Data Query	As defined in the Code
Data Verification Period	As defined in the Code
Dispute	As defined in the Code
Eligible Availability	As defined in the Code
Energy Charges	As defined in the Code
Energy Payment	As defined in the Code
Error Supply Unit	As defined in the Code
External Data Provider	A Meter Data Provider, System Operators or Interconnector Administrator.
Help Desk	As defined in Agreed Procedure 11 "Market System Operation, Testing, Upgrading and Support"
High Materiality	As defined in the Code
Initial Settlement Statement	As defined in the Code
Interconnector Administrator	As defined in the Code
Jurisdiction	As defined in the Code
Low Materiality	As defined in the Code
Market Operator	As defined in the Code
Meter Data Provider	As defined in the Code
Metered Demand	As defined in the Code
Metered Generation	As defined in the Code
Net Demand	As defined in the Code
Participant	As defined in the Code
Preliminary Settlement Rerun	As defined in the Code
Query	A generic reference to a Settlement Query and a Data Query
Raising Participant	The Participant who raises the Query
Regulatory Authorities	As defined in the Code
Settlement	As defined in the Code
Settlement Day	As defined in the Code
Settlement Dispute	As defined in the Code
Settlement Item	As defined in the Code

Settlement Query	As defined in the Code
Settlement Rerun	As defined in the Code
System Operators	As defined in the Code
Timetabled Settlement Rerun	As defined in the Code
Unit	As defined in the Code
Working Day	As defined in the Code

6.2. ABBREVIATIONS

CP	Capacity Period
LTSR	Last Timetabled Settlement Rerun
MO	Market Operator
SD	Settlement Day
WD	Working Day

7. APPENDIX 2 -FORMS

7.1. QUERY FORM

This section contains the Query Form. It is presented on the subsequent page.

SETTLEMENT / DATA QUERY FORM**Type of Query**
SETTLEMENT / DATA
*Delete as appropriate**To be completed by Market Operator*

Market Operator's Query Ref _____

Date Received _____

Form Checked _____

Accepted / Rejected
(delete as appropriate)*To be completed by Participant*

Participant's Query Ref _____

Date Sent _____

PARTICIPANT INFORMATION

Participant Name _____

Participant id _____

SETTLEMENT STATEMENT DETAILS

Settlement Statement Number _____

Run Type Initial / Rerun 1 / Rerun 2 / Adhoc
(Only for Settlement Query – Delete as appropriate)

Settlement Days in Statement _____

For Capacity month/year; For Energy dd/mm/yy to dd/mm/yy ; For Data Query dd/mm/yy

Descriptive Overview of Query*(Provide a description of what the issue is e.g. the Units affected, the data items concerned, the incorrect charges, whether it is input data or the calculation, the basis of the query(the evidence)***Query Details***(Provide specific details of the items in the Settlement Statement being queried including where appropriate the Supplier/ Generator Unit, the meter ids, the half hours (day and half hour ending time), the specific charge item affected)***Additional Supporting Documents provided:***Specify Title and number of pages for each supporting document***Title****No of Pages****Authorised Representative (on behalf of Participant)**

Date _____

Name _____

Signature _____

Password _____

7.2. AFFECTED PARTICIPANT NOTIFICATION FORM

7.3.

Affected Party Query Notification Form

PART A – QUERY REFERENCE *(to be completed by Market Operator)*

MO Reference:
Date:

Type of Query
DATA / SETTLEMENT

Name *(MO Staff):*

Signature:

PART B - AFFECTED PARTICIPANT DETAILS *(To be completed by Market Operator)*

Participant id:
Participant Name:

A Data/Settlement Query has been raised by another Party which has a direct affect on the data for your Unit. The Details of the Query are attached. Please submit any comments or views on the query, together with any evidence to support your comments, by the indicated date below.

Date Comments due:

PART C - AFFECTED PARTICIPANT RESPONSE *(To be completed by Participant)*

(Provide Comments here or on a separate paper document. Whether using a separate paper/document or including comments here, please complete name /authorisation details below)

Attachments:

Specify Title and number of pages for each attachment

Title

No.of Pages

Authorised Representative

(on behalf of Affected Participant)

Date

Name

Signature

Password

EXTERNAL DATA PROVIDER NOTIFICATION FORM

EXTERNAL DATA PROVIDER NOTIFICATION

PART A – QUERY REFERENCE *(to be completed by Market Operator)*

MO Reference:

Type of Query

Date:

DATA / SETTLEMENT

Name *(MO Staff)*:

Signature:

PART B – EXTERNAL DATA PROVIDER DETAILS *(To be completed by Market Operator)*

Party id:

Party Name:

Party role: System Operator / Meter Data Provider / Interconnector Administrator

A Data/Settlement Query has been raised by another Party against the data that you have provided. The Details of the Query are attached. Please review the Query and if necessary resubmit and amended data. Please respond with the results of your analysis, together with any evidence to support your analysis if it is not in agreement with the raised Query. (For Meter Data Providers only – if a response cannot be provided within 1 working day please resubmit any data being queried with a query flag within 1 working day of this notification)

Date Comments due:

PART C - EXTERNAL DATA PROVIDER RESPONSE *(To be completed by External Data Provider)*

(Provide response here or on a separate paper document .If data is being resubmitted please indicate when this is expected to be sent using the normal communication channel. Whether using a separate paper/document or including comments here, please complete name /authorisation details below)

Attachments:

Specify Title and number of pages for each attachment

Title

No.of Pages

Authorised Representative

(on behalf of External Data Provider)

Date

Name

Signature

Password

8. APPENDIX 3 – QUERY FORM VALIDATION

The Query Form will have the follow items completed satisfactorily:

Item	Validation
Type of Query	One and only one of Settlement or Data should be struck out.
Participant Name	Must be a registered Participant
Participant id	Must be a registered Participant which aligns with the Participant Name
Settlement Statement Number	Must be valid Settlement Statement Number
Run Type	Where it is a Settlement Query then only one of the items must not be struck out. The Run Type must also align with the Settlement Statement Number.
Settlement Days in Statement	Must be completed as indicated depending on whether it is a Settlement Query for a Capacity Period (month/year) or Billing Period (dd/mm/yy to dd/mm/yy) or a Data Query (dd/mm/yy). The days must align with the Settlement Statement Number.
Descriptive Overview	This must provide information about what is being queried
Query Details	This must provide the specific data items being queried. This should be in sufficient detail to unambiguously allow the data being queried to be identified and where necessary allow an Meter Data Provider to identify the data to set a query flag.
Additional Supporting Documents	The list must align with the additional documents provided in terms of title. If the Query is being sent by fax or post then the number of pages for each document must also be correct. Where it is being emailed the number of pages in each document may be left blank.
Authorised Representative Details: Name	This must be a name of a person from the Participant who is authorised to submit the Form. (Authorisation is provided under Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support”)
Authorised Representative Details: Signature	If this form is being sent by post or Fax then this must contain the signature of the Authorised Person as registered under Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support”. If it is being emailed then this should be left blank.
Authorised Representative Details: Password	This must contain the password of the Authorised Person as registered under Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support”.
Authorised Representative Details: Date	This must be a valid date within the timescales allowed for raising the Query

In addition the following will be checked

1. Where the Form is submitted by email then the email must have originated from the email address of the Authorised Person registered under Agreed Procedure 11 “Market System Operation, Testing, Upgrading and Support”.
2. The date the form is received by the Market Operator must be within the timescales allowed for raising the Query

