

ESB Networks

Christmas 2013/ New Year 2014 Working Arrangements

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1. Introduction and Scope

This document is intended to provide Market Participants with the details of the working Arrangements over the Christmas and New Year 2013/2014 period. This includes the following:

- ESB Networks working and non-working days over the period in question
- Market Participant Support arrangements provided by ESB Networks Support Centre
- The arrangements for and timings of file uploads for Debt Flagging
- The arrangements for and timing of NQH Read Batch runs
- The arrangements for and timing of sending QH Data to Suppliers
- The arrangements and timing of sending Microgen data
- End of Aggregation and QH run dates
- The relevant dates in relation to De-energisation/Energisation at Customer premises
- Meter Works business dates
- Prepayment Metering
- Appendix 1 – End of Year Aggregation Run Dates
- Appendix 2 - Month+4 and Month+13 Aggregation Run Schedules
- Appendix 3 - Activity Summary (excluding Aggregation)

This document covers the period Friday 20th December 2013 to Thursday 2nd January 2014.

2. ESB Networks Working Days

The following are defined as ESB Networks **working** days in the Central Market System (SAP ISU) over the Christmas / New Year period 2013/14:

- Friday 20th December 2013
- Monday 23rd December 2013
- Tuesday 24th December 2013
- Monday 30th December 2013
- Tuesday 31st December 2013
- Thursday 2nd January 2014

The following days are defined as **non-working** days on the Central Market System:

- Wednesday 25th December 2013
- Thursday 26th December 2013
- Friday 27th December 2013
- Wednesday 1st January 2014

Note 1: The Central Market System and the Message Hub are planned to be operational on all the ESB Networks non-working days to facilitate Suppliers sending in Market Messages should they wish. However the normal ESB Networks support arrangements for the Market Operations behind these messages will not be available on these days. In addition, as normal, IT support will not be available to restore the Central Market System and message HUB on the weekend days should an unplanned issue arise on those days.

Note 2: Suppliers can expect to receive QH readings messages and Aggregation messages on some of the non-working days as per Appendix 1 and Appendix 2.

3. Market Participant Support Arrangements

ESB Networks will be providing operational and Market System support on a limited basis on all of the ESB Working days listed above. In particular this will consist of support for the following areas:

- NQH Read upload and Batch runs
- QH Data provision
- De-Energisation (No activity during period)/ Re-Energisation (See section 7 below for specific business arrangements)

In addition, MRSO will issue the aggregation messages in line with the requirements of the settlement calendar issued by the Single Market Operator (SEMO). Tuesday 24th December 2013 is a full working day with full services provided by MRSO. A restricted service will be provided on Monday 30th and Tuesday 31st December 2013.

Suppliers should note the following:

- **Thursday 19th December 2013** is the last date for receipt of CoS request MM 010, in relation to QH sites to be transferred on 1st January 2014
- In relation to NQH sites transferring after start of January 2014, MRSO would advise that MM 010 should be sent as early as possible on **Monday 23rd December 2013**, so that any rejections for technical reasons can be corrected in time.

4. Debt-Flagging

The following table shows the dates on which:

- Old Suppliers should upload files containing MPRNs with debt through the SFTS, for downloading by MRSO
- MRSO should upload files containing MPRNs with debt through the SFTS, for downloading by New Supplier(s)

Old Suppliers upload files for downloading by MRSO	MRSO upload files for downloading by New Suppliers
Monday 16 th Dec	Tuesday 17 th Dec
Wednesday 18 th Dec	Thursday 19 th Dec
Monday 23 rd Dec	Tuesday 24 th Dec
Monday 30 th Dec	Tuesday 31 st Dec
Monday 6 th Jan 2014	Tuesday 7 th Jan 2014

5. NQH Read Batch Run Arrangements

The following table shows the dates on which NQH Reading messages will be sent to Suppliers.

Central Market Systems Working Day	NQH Billing Batch Runs
24th Dec	Yes
30th Dec	Yes
31st Dec	Yes
2nd Jan	Yes

6. QH Data Arrangements

The following table shows the days for which QH consumption is intended to be provided where this data is available to MRSO for individual QH Sites. This data will be sent out as part of the normal QH Batch arrangements.

341 & 342 billing messages will issue as normal up to Monday 23rd December. The next batch run is scheduled for Friday 27th December as below:

ESB Networks System	QH 341 & 342 Data provided for Dates (As below)
Monday 23 rd Dec	20 th - 22 nd Dec
Friday 27 th Dec	23 rd - 26 th Dec
Monday 30 th Dec	27 th - 29 th Dec
Wednesday 1 st Jan 2014	30 th - 31 st Dec
Thursday 2 nd Jan 2014	1 st Jan 2014
Friday 3 rd Jan 2014	2 nd Jan 2014

7. Micro Gen Data

- Microgen Data will be issued as normal on Monday 16th December
- Data will issue on Monday 23rd December
- No Data will issue Monday 30th December
- Data will be issued Thursday 2nd January 2014
- Services to resume as normal on Monday 6th January 2014

8. NPA De-Energisation / Re-Energisation Business Dates

The following dates are applicable to NPA De-energisations and Re-energisations at Customer premises over the period:

- The last pre-Christmas date that NPA De-Energisations will be carried out at customer premises is Thursday 12th December 2013. A valid NPA De-energise (017) Market Message should be received by ESB Networks at least 5 working days in advance of this date i.e. close of business on Thursday 5th December, to facilitate action before Christmas (assumes normal volumes). Resumption date of normal service for NPA De-energisations will be 2nd January 2014.
- NPA Re-Energise (017) Market Messages will be accepted by ESB Networks up to 8pm on 20th December 2013. Calls to Customer premises to carry out NPA Re-Energisation will be made up to and including 24th December 2013. Normal service will be resumed on 2nd January 2014.

9. Meter Works Business Dates

The following dates are applicable to Meter Works requests for work to be carried out at Customer premises over the period:

- Appointments included on market messages can be accepted for Meter Works to be carried out by Networks at customers' premises up to and including 23rd December 2013
- Meter Works - Normal Service will be resumed on 2nd January 2014.

10. Prepayment Metering

- The latest date for submitting MPRN requests in 2013 to KMS is Monday 9th December 2013.
- Requests for 2014 appointments must be received by ESBN on 16th December 2013

Appendix 1 - End of Year Aggregation Run Dates

No.	Date/Time	Task	Market Messages
1.	Friday 20 th December	Run Indicative Aggregation for the following date: 19 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following dates; 16 th Dec	590 to SMO 59X series to Suppliers for each date
2.	Monday 23 rd December	Run Indicative Aggregations for the following date: 20 th – 22 nd Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregation for the following date: 17 th Dec	590 to SMO 59X series to Suppliers for each date
3.	Tuesday 24 th December	Run Indicative Aggregations for the following dates: 23 rd Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 18 th Dec.	590 to SMO 59X series to Suppliers for each date
4.	Thursday 26 th December	Run Indicative Aggregation for the following date: 24 th – 25 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 19 th – 21 st Dec	590 to SMO 59X series to Suppliers for each date
5.	Friday 27 th December	Run Indicative Aggregation for the following date: 26 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregation for the following date: 22 nd – 23 rd Dec	590 to SMO 59X series to Suppliers for each date
6.	Monday 30 th December	Run Indicative Aggregations for the following date: 27 th – 29 th Dec.	590 to SMO 59X series to Suppliers for 28th Dec
		Run Initial Aggregation for the following dates: 24 th Dec	590 to SMO 59X series to Suppliers for each date
7.	Tuesday 31 st Decenber	Run Indicative Aggregations for the following dates: 30 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following dates: 25 th Dec	590 to SMO 59X series to Suppliers for each date
8.	Wednesday 1 st January	Run Indicative Aggregation for the following dates: 31 st Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregation for the following date: 26 th Dec	590 to SMO 59X series to Suppliers for each date
9	Thursday 2 rd January	Run Indicative Aggregation for the following date: 1 st Jan	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 27 th – 29 th Dec	590 to SMO 59X series to Suppliers for each date
10	Friday 3 rd January	Run Indicative Aggregation for the following date: 2 nd Jan	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 30 th Dec	590 to SMO 59X series to Suppliers for each date

11. Appendix 2 - Month+4 and Month+13

MRSO will be running the following scheduled batch jobs for the Month+4 and Month+13 aggregations throughout the month of December to facilitate the Market Operator and allow early resettlement and invoicing;

Month+4

- Will run on the morning of 4th Dec 2013 with messages covering the period 18th – 24th Aug 13 issuing as usual.
- Will run on the morning of 5th Dec 2013 with messages covering the period 25th Aug – 31st Aug 13 issuing as usual
- Will run on the morning of 11th Dec 2013 with messages covering the period 1st – 7th Sept 13 issuing as usual
- Will run on the morning of 18th Dec 2013 with messages covering the period 8th – 14th Sept 13 issuing as usual
- Will run on the morning of 2nd Jan 2014 with messages covering the period 15th – 21st Sept 13 issuing as usual

Month+13

- Will run on the morning of 4th Dec 2013 with messages covering the period 18th – 24th Nov 12 issuing as usual.
- Will run on the morning of 5th Dec 2013 with messages covering the period 25th Nov - 1st Dec 12 issuing as usual
- Will run on the morning of 12th Dec 2013 with messages covering the period 2nd – 8th Dec 12 issuing as usual
- Will run on the morning of 19th Dec 2013 with messages covering the period 9th – 15th Dec 12 issuing as usual
- Will run on the morning of 3rd Jan 2014 with messages covering the period 16th – 22nd Dec 12 issuing as usual

12. Appendix 3 - Activity Summary (excluding Aggregation)

The table below provides an “at a glance” summary of operations over the Christmas period 2013/14

Date	QH Batch Run for consumption days	NQH Batch Run	NPA De-energisation / Re-energisation dates	Meter Works dates	Prepayment Metering
5 th Dec	Normal service	Yes	NPA De-Energise 017 requests accepted up to close of business on this day		
9 th Dec					Latest date for submitting MPRN requests in 2013
12 th Dec	Normal service	Yes	Last pre-Christmas date that NPA De-Energisations will be carried out	Normal Service	
16 th Dec					Date for ESNB receipt of 2014 appointments
20 th Dec	Normal service	Yes	NPA Re-Energise 017 requests accepted up to 8pm on this day		
23 rd Dec	20 th /21 st /22 nd Dec	Yes			
24 th Dec		Yes	Last NPA Re-Energisation calls made to premises until 3rd Jan	Last Meter Works calls to premises until 2nd Jan 2014	
25 th Dec					
27 th Dec	23 rd /24 th /25 th /26 th Dec				
28 th Dec					
29 th Dec					
30 th Dec	27 th /28 th /29 th Dec	Yes			
31 st Dec		Yes			
1 st Jan 2014	30 th /31 st Dec				
2 nd Jan	1 st Jan	Yes	Normal Service resumes	Normal Service resumes	
3 rd Jan	2 nd Jan				