

ROI Electricity Assurance: June 2011 Market Design Re-qualification Questionnaire

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II Document Controls

Name	Responsibility	Date
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IV References

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1. Introduction

1.1 Purpose

The purpose of this questionnaire is to collate evidence and formally allow a market participant operating in the ROI Retail Electricity Market (the market) to self-declare their compliance with the Market Design Release to be implemented in June 2011.

1.2 Scope

Using the principles outlined in the “Assurance Strategy for the Irish Retail Electricity Market” document, this questionnaire supports the BSA and ITA assessment phases for the Market Change Requests (MCRs) to be implemented in the June 2011 Market Design Update.

The table below summarises the types of participants and MCRs to which the questionnaire responses are applicable:

MCR	ESB Networks	QH Supplier	NQH Supplier	UMS Supplier	TSO (Eirgrid)
0178 - Treatment of Supplier Unit excess of Generation over Demand	✓	✓	✓	✓	✓
0179 - Downloadable Meter Point Details File	✓	✓	✓	✓	
0180 - Sending of additional messages to EirGrid-TSO	✓				✓
1024 - Global Aggregation	✓	✓	✓	✓	✓
1040 - New Value in 591 message for Unmetered Total Usage Factor	✓	✓	✓	✓	✓

Notes:

1. Self Suppliers and Generators who do not use a Market Participant Communications Component (MPCC) to interact with the market are not impacted by the Market Design and are therefore not subject to the assurance assessment.

2. Completing the Re-Qualification Questionnaire

The questions have been phrased with the assumption that the activities have been completed. If this is not the case, please answer accordingly reflecting the stage of activity with a description of the next planned stages. Where you feel that a question is inapplicable please state this.

The “Your response” column asks you to describe your processes and controls. If you have a formal document(s) that cover the requirement please state this and list the document(s) in the “Evidence Available...” column. Typical examples of expected documents have been listed for guidance. Otherwise you may provide a description within the questionnaire and/or attach an informal document.

3. Re-Qualification Questionnaire

Company Name:					
Company Role(s) within the Market:	Networks	QH Supplier	NQH Supplier	UMS Supplier	TSO
Contact Name:					
Title/Position:					
Address:					
Tel:					
E-mail:					
Fax:					
Date:					

Please e-mail this questionnaire and supporting evidence to: rmds@esb.ie

3.1 General Approaches

#	Item to be Assessed	Your response	Evidence available to support response
1.	The IPT window is from 09/05/2011 until 20/05/2011 (10 WD). To aid scheduling of the IPTs across all Participants please indicate when (within the IPT window) do you expect to be ready for IPT.	<i>Please state when do you expect to be ready to conduct IPT within the allotted IPT window?</i>	<i>Market design update project plan</i>
2.	How have you ensured that the cut-over to the changed processes will not cause disruption to the Market?	<i>Please describe the controls that are in place to minimise disruption to services at the point of bringing the changed processes into operation in the live Market.</i>	<i>Cut-over strategy and Plan. Use of trial migrations and dress rehearsals.</i>
3.	Should complications arise during cut-over or in early live running what is your fall-back/recovery plan?	<i>Please describe any plans for recovery and/or roll-back.</i>	<i>Cut-over Plan. Project risk assessment and business continuity plan.</i>
4.	Do you intend to carry out post Go-live production proving?	<i>Please describe any Post Go Live proving strategy, processes & plans.</i>	<i>Post Go-live monitoring and test plans.</i>

3.2 MCR 0178 – Treatment of Supplier Unit excess of Generation over Demand

#	Item to be Assessed	Your response	Evidence available to support response
1.	Does the inclusion of positive data in the Measured Quantity Field on MMs 590 NPED ¹ /596 require changes to your systems and procedures?	<i>Please summarise the systems and procedures that are affected.</i>	<i>Impact assessment records, Continuity plan.</i>
2.	How will the necessary changes for MCR0178 be implemented in your system and procedures?	<i>Please outline the documents that have been prepared to specify how the change is to be implemented in your procedures and systems.</i>	<i>Design documents, Implementation/project plans, updated business processes</i>
3.	Have you tested the changes?	<p><i>Please outline the testing strategy that you have undertaken to ensure that the changes made to your systems and procedures:</i></p> <ul style="list-style-type: none"> • <i>Comply with all aspects of the MCR0178?</i> • <i>Have the desired impact on your systems and procedures?</i> 	<i>Test Strategy, test plan, test cases, test results.</i>

¹ NPED (Non Pricing Effecting Demand)

3.3 MCR 0179 – Downloadable Meter Point Details File

#	Item to be Assessed	Your response	Evidence available to support response
1.	Have you confirmed the email details to receive the monthly notification stating the availability of the “downloadable meter points detail file” with RMDS?	<i>Please state whether the relevant Supplier contact email details have been provided or confirmed to RMDS.</i>	<i>Please state the supplied email address to RMDS.</i>
2.	Has your Supplier representative received a pre-assigned username and password to access ESB Networks Managed File Transfer service?	<i>Please state whether the relevant Supplier contact has received the relevant username and password details from RMDS to access ESB Networks Managed File Transfer service.</i>	<i>Please state when these details were provided.</i>
3.	What is the impact of MCR0179 on your systems and procedures?	<i>Please summarise the systems and procedures that are affected and how they are affected.</i>	<i>Design documents, implementation, project plans, updated business processes.</i>
4.	Does the change in delivery format for the “downloadable meter points detail file” have further impact on your systems and procedures from the original MCR specifications?	<i>Please state whether the change in delivery format affected the implementation and or testing strategy that you have undertaken to facilitate MCR0179.</i>	<i>Design documents, implementation, project plans, testing plans, updated business processes</i>
5.	Have you tested the changes?	<i>Please outline the testing strategy for the changes made to your systems and procedures.</i>	<i>Test Strategy, test plan, test cases, test results</i>

3.4 MCR 0180 – Sending of additional messages to EirGrid-TSO (EIRGRID ONLY)

#	Item to be Assessed	Your response	Evidence available to support response
1.	What is the impact of this change on your systems and procedures?	<i>Please summarise the systems and procedures that are affected and how they are affected.</i>	<i>Impact assessment records. Continuity plan.</i>
2.	What changes are needed to your internal systems or operational procedures for this MCR0180?	<i>Please outline the internal changes to be implemented in your procedures and systems.</i>	<i>Design documents, implementation, project plans, testing plans, updated business processes</i>
3.	How have you tested the changes?	<i>Please outline the testing strategy for the changes made to your systems and procedures.</i>	<i>Test strategy, test plan, test cases, test results</i>

3.5 MCR 1024 – Global Aggregation

#	Item to be Assessed	Your response	Evidence available to support response
1.	Are you aware of the delivery revisions for MCR 1024?	<i>Please state whether your company has received from RMDS, a clarification notification (email) for the revised deliverables for MCR1024.</i>	
2.	What impact does the addition of the new NIEP ² field & NQH factor value on the 590 MM & 596 MM have on your systems and procedures?	<i>Please summarise the systems and procedures that are affected and how they are affected.</i>	<i>Impact assessment records. Continuity plan.</i>
3.	What changes are needed to your internal systems or procedures to process the new NIEP field & NQH factor value on the 590 MM & 596 MM?	<i>Please outline the internal changes to be implemented in your procedures and systems.</i>	<i>Design documents, implementation, project plans, testing plans, updated business processes</i>
4.	How have you tested the changes for the NIEP & NQH factor value on the 590 MM & 596 MM ?	<i>Please outline the testing strategy for the changes made to your systems and procedures.</i>	<i>Test strategy, test plan, test cases, test results</i>

² Non Interval Energy Proportion

MCR 1024 – Global Aggregation – QUESTIONS 5 – 7 to be answered by ESB CS ONLY

5.	What impact does the inclusion of the settlement class field for ESB CS MPRNs in the registration messages have on your systems and procedures?	<i>Please summarise the systems and procedures that are affected and how they are affected.</i>	<i>Impact assessment records. Continuity plan.</i>
6.	Will changes be needed to your internal systems or procedures to process the new settlement class fields on the registration messages?	<i>Please outline the internal changes to be implemented in your procedures and systems.</i>	<i>Design documents, implementation, project plans, testing plans</i>
7.	How have you tested the changes made to your systems and procedures for the new settlement class fields?	<i>Please outline the testing strategy for the changes made to your systems and procedures.</i>	<i>Test plan, test cases, test results</i>

3.6 MCR 1040 – New Value in 591 message for Unmetered Total Usage Factor

#	Item to be Assessed	Your response	Evidence available to support response
1.	What impact does the additional occurrence of the “AdditionalAgregationData” segment to the 591 aggregated message have on your systems and procedures?	<i>Please summarise the systems and procedures that are affected and how they are affected.</i>	<i>Impact assessment records. Continuity plan.</i>
2.	What changes are needed to your system to process the new “UNM” value in the new repeated "timeofuse" field on the 591 message?	<i>Please outline the internal changes to be implemented in your procedures and systems.</i>	<i>Design documents, implementation, project plans, testing plans, updated business processes</i>
3.	How have you tested the changes?	<i>Please outline the testing strategy for the changes made to your sytems and procedures.</i>	<i>Test strategy, test plan, test cases, test results</i>

4. Appendix A (to be completed with section 3)

This declaration by an appropriate company executive expresses an opinion on behalf of your organisation that the changes have been effectively managed and tested. A director or senior manager would be appropriate.

COMPANY NAME:			
DECLARATION BY COMPANY EXECUTIVE			
With the exception of those items explicitly detailed below we confirm that:			
<ul style="list-style-type: none">• we need make no changes to accommodate this Market Design Release			
OR (delete the above bullet or the three below as appropriate)			
<ul style="list-style-type: none">• we have verified the necessity for changes;• the design of these changes, and their introduction into our systems and procedures, have been and will continue to be effectively managed;• the systems and procedures that have been modified or otherwise impacted as a result of these changes will, at the time of implementation, continue to fully meet the applicable market design obligations, work together correctly and accurately, have been completely and successfully tested and will not degrade our ability to inter-operate with the Market.			
<i>Please detail any exceptions here :</i>			
Signed on behalf of the Company by :			
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Print Name	Signature	Position	Date



5. Appendix B (to be completed following IPT)

This declaration by an appropriate company executive expresses an opinion on behalf of your organisation that the IPT scenarios have been satisfactorily completed. A director or senior manager would be appropriate.

DECLARATION BY COMPANY EXECUTIVE			
<p>With the exception of those items explicitly detailed below we confirm that, for the June 2011 Market Design Release:</p> <ul style="list-style-type: none">• we have completed all of the applicable IPT scenarios using the same system configuration and business processes that we will operate in the live Market;• for each IPT scenario our systems were shown to work together correctly and accurately and will not degrade our ability to inter-operate with the Market; <p><i>Please detail any exceptions here :</i></p>			
COMPANY NAME:			
Signed on behalf of the Company by :			
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Print Name	Signature	Position	Date