

ESB Networks

Christmas 2018 / New Year 2019 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 2018/2019 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 UnMetered
- 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 Monday 17th December 2018 to Wednesday 2nd January 2019

2. ESB Networks Working Days

The following are defined as ESB Networks **working** days in the Central Market System (SAP ISU) over the Christmas and New Year 2018/2019 period:

- Monday 17th December 2018
- Tuesday 18th December 2018
- Wednesday 19th December 2018
- Thursday 20th December 2018
- Friday 21st December 2018
- Monday 24th December 2018
- Friday 28th December 2018
- Monday 31st December 2018
- Wednesday 2nd January 2019

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

- Tuesday 25th December 2018
- Wednesday 26th December 2018
- Thursday 27th December 2018
- Tuesday 1st January 2019

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**. A summary of relevant dates excluding Aggregation can be found in **Appendix 3**.

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 Electricity Market Operator (SEMO). Monday 24th December 2018 is a full working day with full services provided by MRSO. A restricted service will be provided on Friday 28th and Monday 31st December 2018.

Suppliers should note the following:-

- Wednesday 19th December 2018 is the last date for receipt of CoS request MM 010 in relation to QH sites to be transferred on 1st January 2019.
- In relation to NQH sites transferring after start of January 2019, MRSO advise that MM 010 should be sent as early as possible on Friday 21st December 2018 so that any rejections for technical reasons can be corrected in time.

4. Debt-Flagging – Umetered (Manual)

- Old Suppliers should upload files containing GMPRN's with debt through the SFTS, for downloading by MRSO.
- MRSO will upload files containing GMPRNs with debt through the SFTS on Wednesday 2nd January 2019, for downloading by New Supplier(s).

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
Monday 24th Dec 2018	Yes
Friday 28 th Dec 2018	Yes
Monday 31 st Dec 2018	Yes
Wednesday 2 nd Jan 2019	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.

Billing messages MM 341 & MM 342 will issue as normal up to Friday 21st December 2018. The next batch run is scheduled for Friday 28th December 2018 as below:

ESB Networks System	QH 341 & 342 Data provided for Dates (As below)
Friday 21 st Dec 2018	20 th Dec 2018
Friday 28 th Dec 2018	21 st – 25 th Dec 2018
Monday 31 st Dec 2018	26 th – 28 th Dec 2018
Wednesday 2 nd Jan 2019	29 th – 31 st Dec 2018, 1 st Jan 2019
Thursday 3 rd Jan 2019	Normal service resumes

7. Micro Gen Data

- Microgen Data will be issued as normal on Monday 17th December 2018
- No Data will issue Monday 24th December 2018
- One weeks backdated Data will issue on Wednesday 2nd January 2019
- Data will be issued Thursday 3rd January 2019

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

The following dates are applicable to NPA De-energisations, Vacant Premises (no contract) and Re-energisations at Customer premises over the period:-

There are 2 De-Energisation Dates;

(1) Domestic Customers

- The last pre-Christmas date that NPA De-Energisations will be carried out for Domestic Customers is Thursday 6th December 2018. A valid NPA De-energise Market Message (017) should be received by ESB Networks at least 5 working days in advance of this date i.e. close of business on Thursday 29th November 2018, to facilitate action before Christmas (assumes normal volumes). Resumption date of normal services for De-energisations will be Monday 7th January 2019.

(2) Non-Domestic Customers.

- The last pre-Christmas date that NPA De-Energisations will be carried out for Non-Domestic Customers is Thursday 13th December 2018. A valid NPA De-energise Market Message (017) should be received by ESB Networks by close of business on Wednesday 12th December 2018. Resumption date of normal service for NPA De-energisations will be Wednesday, 2nd January 2019.

Re-Energisation Business Dates:

- NPA Re-Energise (MM 017) Market Messages will be accepted by ESB Networks up to 1pm on Thursday 20th December 2018. Calls to Customer premises to carry out NPA Re-Energisation will be made up to and including Monday, 24th December 2018. Normal service will be resumed on Wednesday, 2nd January, 2019.

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 Thursday 20th December 2018.
- Meter Works - Normal Service will be resumed on Wednesday, 2nd January 2019

10. Prepayment Metering

- The latest date for submitting MPRN requests in 2018 to KMS is Monday 10th December 2018.
- Requests for 2019 appointments must be received by ESBN on Monday 17th December 2018.

Appendix 1 - End of Year Aggregation Run Dates

No.	Date/Time	Task	Market Messages
1.	Wednesday 19 th December 2018	Run Indicative Aggregations for the following date: 18 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregation for the following date: 13 th Dec	590 to SMO 59X series to Suppliers for each date
2.	Thursday 20 th December 2018	Run Indicative Aggregations for the following dates: 19 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 14 th - 16 th Dec	590 to SMO 59X series to Suppliers for each date
3.	Friday 21 st December 2018	Run Indicative Aggregation for the following date: 20 st Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 17 th Dec	590 to SMO 59X series to Suppliers for each date
4.	Monday 24 th December 2018	Run Indicative Aggregation for the following date: 21 st - 23 rd Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregation for the following date: 18 th Dec	590 to SMO 59X series to Suppliers for each date
5.	Wednesday 26 th December 2018	Run Indicative Aggregations for the following date: 24 th - 25 th Dec.	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregation for the following dates: 19 th - 20 th Dec	590 to SMO 59X series to Suppliers for each date
6.	Thursday 27 th Decenber 2018	Run Indicative Aggregations for the following dates: 26 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following dates: 21 st - 23 rd Dec	590 to SMO 59X series to Suppliers for each date
7.	Friday 28 th December 2018	Run Indicative Aggregation for the following dates: 27 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregation for the following date: 24 th Dec	590 to SMO 59X series to Suppliers for each date
8.	Monday 31 st December 2018	Run Indicative Aggregation for the following date: 28 th - 30 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 25 th Dec	590 to SMO 59X series to Suppliers for each date
9.	Tuesday 1st January 2019	Run Indicative Aggregation for the following date: 31 st Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 26 th Dec	590 to SMO 59X series to Suppliers for each date
10.	Wednesday 2nd January 2019	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 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 05th Dec 2018 with messages covering the period 19th Aug – 25th Aug 18 issuing as usual.
- Will run on the morning of 12th Dec 2018 with messages covering the period 26th Aug – 1st Sep 18 issuing as usual
- Will run on the morning of 13th Dec 2018 with messages covering the period 2nd Sep – 8th Sept 18 issuing as usual
- Will run on the morning of 19th Dec 2018 with messages covering the period 9th Sep – 15th Sept 18 issuing as usual
- Will run on the morning of 02nd Jan 2019 with messages covering the period 16th Sep – 22nd Sept 18 issuing as usual

Month+13

- Will run on the morning of 06th Dec 2018 with messages covering the period 19th Nov – 25th Nov 17 issuing as usual.
- Will run on the morning of 12th Dec 2018 with messages covering the period 26th Nov – 2nd Dec 17 issuing as usual
- Will run on the morning of 13th Dec 2018 with messages covering the period 3rd Dec – 9th Dec 17 issuing as usual
- Will run on the morning of 20th Dec 2018 with messages covering the period 10th – 16th Dec 17 issuing as usual
- Will run on the morning of 3rd Jan 2019 with messages covering the period 17th – 23rd Dec 17 issuing as usual

12. Appendix 3 - Activity Summary (excluding Aggregation)

The table below provides an “at a glance” summary of operations over the Christmas and New Year 2018/2019 period.

Date	QH Batch Run for consumption days	NQH Batch Run	NPA De-energisation / Re-energisation dates	Meter Works dates	Prepayment Metering
29 th Nov			NPA De-Energise MM 017 requests for Domestic Customers accepted up to close of business on this day		
6 th Dec			Last pre-Christmas date that NPA De-Energisations will be carried out for Domestic Customers.		
10 th Dec					Latest date for submitting MPRN requests in 2018
12 th Dec			NPA De-Energise MM 017 requests for Non - Domestic Customers accepted up to close of business on this day		
13 th Dec			Last pre-Christmas date that NPA De-Energisations will be carried out for Non -Domestic Customers.		
17 th Dec					Date for ESN receipt of 2018 appointments



Retail Market Design Service



Date	QH Batch Run for consumption days	NQH Batch Run	NPA De-energisation / Re-energisation dates	Meter Works dates	Prepayment Metering
20 th Dec			NPA Re-Energise MM 017 requests accepted up to 1pm on this day	Last Meter Works calls to premises until 2 nd Jan 2018	
21 st Dec	20 th Dec				
24 th Dec		Yes	Last NPA Re-Energisation calls made to premises until 2 nd Jan 2019		
28 th Dec	21,22,23,24,25 Dec 2018	Yes			
31 st Dec	26,27,28 th Dec 2018	Yes			
2 nd Jan 19	29,30,31 st Dec 2018 & 1 st Jan 2019	Yes			
30 th Dec	27 th /28 th /29 th Dec 2017				
2 nd Jan 2019	30 th /31 st Dec & 1 st Jan 2018	Yes	Normal Service resumes.	Normal Service resumes	
3 rd Jan 2019	Normal Service				