

ESB Networks

Christmas 2021 / New Year 2022 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 2021/2022 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 Wednesday 15th December 2021 to Tuesday 4th January 2022.

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 2021/2022 period:

- Wednesday 15th December 2021
- Thursday 16th December 2021
- Friday 17th December 2021
- Monday 20th December 2021
- Tuesday 21st December 2021
- Wednesday 22nd December 2021
- Thursday 23rd December 2021
- Friday 24th December 2021
- Thursday 30th December 2021
- Friday 31st December 2021

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

- Monday 27th December 2021
- Tuesday 28th December 2021
- Wednesday 29th December 2021
- Monday 3rd January 2021

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). Friday 24th December 2021 is a full working day with full services provided by MRSO. A restricted service will be provided on Thursday 30th and Friday 31st December 2021.

Suppliers should note the following:-

- Tuesday 21st December, 2021 is the last date for receipt of CoS request MM 010 in relation to QH sites to be transferred on 1st January 2022.
- In relation to NQH sites transferring after start of January 2022, MRSO advise that MM 010 should be sent as early as possible on the morning of Thursday 23rd December, 2021 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 Tuesday 4th January 2022 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
Friday 24 th Dec 2021	Yes
Thursday 30 th Dec 2021	Yes
Friday 31 st Dec 2021	Yes
Tuesday 4 th Jan 2022	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 Wednesday 23rd December 2020. The next batch run is scheduled for Sunday 27th December 2020 as below:

ESB Networks System	QH 341 & 342 Data provided for Dates (As below)
Friday 24th Dec 2021	22nd Dec 2021
Monday 27th Dec 2021	23rd – 24th Dec 2021
Wednesday 29th Dec 2021	25th – 27th Dec 2021
Friday 31st Dec 2021	28th – 30th Dec 2021
Tuesday 4th Jan 2022	Normal service resumes

7. Micro Gen Data

- Microgen Data will be issued as normal on Monday, 20th December 2021.
- One weeks backdated Data will issue on Tuesday, 4th January 2022.
- Current data will be issued Wednesday, 5th January 2022.

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 and Vacant Premises (no contract) will be carried out for Domestic Customers is Thursday, 9th December 2021. A valid 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 2nd December 2021, to facilitate action before Christmas (assumes normal volumes). Resumption date of normal services for De-energisations will be Tuesday 11th January 2022.

(2) Non-Domestic Customers

- The last pre-Christmas date that NPA De-Energisations and Vacant Premises (no contract) will be carried out for Non-Domestic Customers is Thursday 16th December 2021. A valid Market Message (017) should be received by ESB Networks by close of business on Tuesday, 14th December 2021. Resumption date of normal service for NPA De-energisations will be Tuesday, 4th January 2022.
- NPA Re-Energise (MM 017) Market Messages will be accepted by ESB Networks up to 1pm on Monday, 20th December 2021. Calls to Customer premises to carry out NPA Re-Energisation will be made up to and including Friday, 24th December 2021. Normal service will be resumed on Tuesday, 4th January 2022.

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 1p.m on Friday, 17th December 2021
- Meter Works - Normal Service will be resumed on Tuesday, 4th January 2022.

10. Prepayment Metering

- The latest date for submitting MPRN requests in 2021 is Monday, 13th December 2021
- Requests for 2022 appointments must be received by ESNB on 1 p.m. on Friday, 17th December 2021.
- PMP requests will be processed up to Thursday, 24th December 2021. Requests submitted after that date will be processed on Tuesday, 4th January 2022.

11. Appendix 1 - End of Year Aggregation Run Dates

No.	Date/Time	Task	Market Messages
1.	Thursday 23 rd December 2021	Run Indicative Aggregation for the following date: 22 nd Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 17 th – 19 th Dec	590 to SMO 59X series to Suppliers for each date
2.	Friday 24 th December 2021	Run Indicative Aggregation for the following date: 23 rd Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregation for the following date: 20 th Dec	590 to SMO 59X series to Suppliers for each date
3.	Monday 27 th December 2021	Run Indicative Aggregations for the following date: 24 th – 26 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregation for the following dates: 21 st Dec	590 to SMO 59X series to Suppliers for each date
4.	Tuesday 28 th December 2021	Run Indicative Aggregations for the following dates: 27 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following dates: 22 nd Dec	590 to SMO 59X series to Suppliers for each date
5.	Wednesday 29 th December 2021	Run Indicative Aggregation for the following dates: 28 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregation for the following date: 23 rd Dec	590 to SMO 59X series to Suppliers for each date
6.	Thursday 30 th December 2021	Run Indicative Aggregation for the following date: 29 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 24 th – 26 th Dec	590 to SMO 59X series to Suppliers for each date
7.	Friday 31 st December 2021	Run Indicative Aggregation for the following date: 30 th Dec	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
8.	Monday 3 rd January 2022	Run Indicative Aggregation for the following date: 31 st – 2 nd Jan	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 28 th Dec	590 to SMO 59X series to Suppliers for each date
9.	Tuesday 4 th January 2022	Run Indicative Aggregation for the following date: 3 rd Jan	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 29 th Dec	590 to SMO 59X series to Suppliers for each date

12. 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 8th Dec 2021 with messages covering the period 22nd Aug – 28th Aug 21 issuing as usual.
- Will run on the morning of 9th Dec 2021 with messages covering the period 29th Aug – 4th Sept 21 issuing a week ahead.
- Will run on the morning of 15th Dec 2021 with messages covering the period 5th Sept – 11th Sept 21 issuing a week ahead.
- Will run on the morning of 22nd Dec 2021 with messages covering the period 12th Sept – 18th Sept 21 issuing a week ahead.
- Will run on the morning of 5th Jan 2022 with messages covering the period 19th Sept – 25th Sept 21 issuing as usual.

Month+13

- Will run on the morning of 8th Dec 2021 with messages covering the period 29th Nov – 5th Dec 20 issuing as usual.
- Will run on the morning of 9th Dec 2021 with messages covering the period 6th Dec – 9th Dec 20 issuing a week ahead.
- Will run on the morning of 16th Dec 2021 with messages covering the period 10th Dec – 16th Dec 20 issuing a week ahead.
- Will run on the morning of 23rd Dec 2021 with messages covering the period 17th Dec – 23rd Dec 20 issuing a week ahead.
- Will run on the morning of 4th Jan 2022 with messages covering the period 24th Dec – 26th Dec 20 issuing as usual.
- Will run on the morning of 6th Jan 2022 with messages covering the period 27th Dec – 02nd Jan 21 issuing as usual.

13. Appendix 3 - Activity Summary (excluding Aggregation)

The table below provides an “at a glance” summary of operations over the Christmas and New Year 2021/2022 period.

Date	NPA De-energisation / Re-energisation dates	Meter Works dates	Prepayment Metering
2 nd Dec	NPA De-Energise MM 017 requests for Domestic Customers accepted up to close of business on this day		
9 th Dec 14 th Dec	<ul style="list-style-type: none"> Last pre-Christmas date that NPA De-Energisations will be carried out for Domestic Customers NPA De-Energise MM 017 requests for Non - Domestic Customers accepted up to close of business on this day 		
13 th Dec			Latest date for submitting MPRN requests in 2020
16 th Dec	Last pre-Christmas date that NPA De-Energisations will be carried out for Non -Domestic Customers		
17 th Dec		Last Meter Works calls to premises until 4 th Jan 2022	Date for ESNB receipt of 2022 appointments
20 th Dec	NPA Re-Energise MM 017 requests accepted up to 1pm on this day		

24 th Dec	Last NPA Re-Energisation calls made to premises until 4 th Jan 2022		PMP requests will be processed up to Thursday, 24 th December 2021
27 th Dec			
28 rd Dec			
30 th Dec			
31 st Dec			
1 st Jan 2021			
4 th Jan 2021	Normal Service resumes	Normal Service resumes	Normal Service resumes