

The Single Electricity Market (SEM)

Agreed Procedure 1 Registration

Version 0.1

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1.5 Registration Events 5, 6, 7 & 8 - Confirmation of Change of Supplier for Trading
Site 44

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RELATED DOCUMENTS

Document Title	Version	Date	By
Trading and Settlement Code			
Agreed Procedure 3 "Communication Channel Qualification"			
Agreed Procedure 4 "Data Transaction Submission and Validation"			
Agreed Procedure 6 "Data Publications and Data Reporting"			
Agreed Procedure 9 "Management of Credit Cover and Credit Default"			
Agreed Procedure 11 "Market System Operation, Testing, Upgrading and Support"			
Agreed Procedure 14 "Disputes"			

1. INTRODUCTION

1.1. Background and Purpose

This Agreed Procedure supplements the rules in relation to Participant and Unit registration administered by the Market Operator, set out in chapter B of the Trading and Settlement Code (hereinafter referred to as the “**Code**”). It sets out procedures with which Parties to the Code must comply.

1.2. Scope of Agreed Procedure

This Agreed Procedure sets out the procedural steps for:

- (a) registration of a Party for accession to the market;
- (b) registration of a Unit for participation in the market; and
- (c) registration of Supplier of Last Resort.

It also sets out information in relation to nominating intermediaries, appointing a Data Processing Entity, naming conventions, updating Registration Data and validation of Registration Data by the System Operator, Distribution System Operator and / or Meter Data Provider.

This Agreed Procedure forms an annex to, and is governed by the Code. This document is a statement of process and procedure to be followed, having regard to Parties’ rights and obligations established by the Code. In the event of any conflict between a Party’s obligations set out in the Code and this Agreed Procedure, the Code shall take precedence.

1.3. Definitions

Words and expressions defined in the Code shall, unless the context otherwise requires or unless otherwise defined herein at Appendix 1 “Definitions and Abbreviations”, have the same meanings when used in this Agreed Procedure. In the event of any conflict between a Party’s obligations set out in the Code and this Agreed Procedure, the Code shall take precedence.

References to particular paragraphs relate internally to this Agreed Procedure unless otherwise specified.

1.4. Compliance with Agreed Procedure

Compliance with this Agreed Procedure is required under the terms as set out in the Code.

2. OVERVIEW

It is not intended that there be any inconsistency or conflict between this section 2 “Overview” and section 3 “Procedural Steps”. However, in the event of any inconsistency or conflict, section 3 “Procedural Steps” shall take precedence.

The Market Operator operates the arrangements that allow Participants to trade energy, as set out in the Code. All Parties intending to participate in the Single Electricity Market must complete the Participant registration process required under the Code and this Agreed Procedure.

The registration process consists of two important steps:

- (a) **Party registration (for accession to the market):** registration as a Party to the Code; and
- (b) **Unit registration (for participation in the market):** a Party becomes a Participant by registering Unit(s).

Party and Unit Deregistration is facilitated by the Market Operator under conditions set out in the Code and Agreed Procedure 18 “Suspension and Termination”.

2.1. Party Registration

The procedural steps for registration of a Party are set out at section 3.1 below.

To register with the Market Operator as a Party (for accession to the Market), an Applicant shall:

- (a) complete the Application Form available from the Market Operator website (which includes accession conditions);
- (b) comply with eligibility requirements set out in section B.5 of the Code and in the Application Form;
- (c) pay the Accession Fee; and
- (d) execute the Accession Deed.

All of the required information shall be submitted to the Market Operator and shall be validated by the Market Operator within the relevant timelines detailed at section **Error! Reference source not found. Error! Reference source not found.**

A Party shall only be permitted to participate in the SEM through a registered Unit. Registration of Units cannot take effect until the Applicant has become a Party to the Code. An Applicant may submit an application to register Units prior to becoming a Party, provided that a completed Participation Notice has been submitted to the Market Operator.

2.2. Unit Registration

The procedural steps for registration of a Unit are set out at section 3.2 below.

Upon registering its first Unit, a Party becomes a Participant in the jurisdiction where the Unit is located and Participant will receive a Participant ID. A Participant ID is a unique identifier pursuant to which Units are aggregated for the purposes of:

- (a) calculating the Required Credit Cover;
- (b) Settlement Statements;

- (c) Settlement Reports;
- (d) Settlement Documents; and,
- (e) Settlement Reallocation Agreements.

Save as expressly provided in the Code, a Party may not register more than one Participant in each jurisdiction.

In order to register a Unit, Registration Data must be submitted to the Market Operator by the Party or Applicant and will be assessed by the Market Operator to ensure that the Registration Data is complete and fulfils the eligibility requirements set out in the Code. A completed REMIT Notification Form is also provided by the Participant should they wish to appoint the Market Operator to report Balancing Market REMIT Data for the appropriate Units to the European Agency for the Cooperation of Energy Regulators on its behalf.

Once the Market Operator has confirmed that the Registration Data is complete and meets the eligibility requirements (and taking into account the table in section 3.2, any questions or clarifications shall be progressed by the relevant Parties (Participant, Meter Data Provider, System Operator and / or Distribution System Operator) at the initial Unit registration meeting.

Once Registration Data has been validated by the Market Operator and provided that the Party is not in breach of the Code or the Framework Agreement, a Commencement Notice shall be issued to the Party with a copy sent to each System Operator and the relevant External Data Provider. When the Commencement Notice is issued, the Participant shall be registered. The Units registered to the Participant will be eligible for trading from the start of a Trading Day which corresponds with the relevant Effective Date.

A unique Digital Certificate will be assigned to persons that have been nominated by the Party as Users. The Digital Certificate permits access to the Balancing Market Interface on behalf of the registered Participant and Unit, subject to the relevant system access permissions outlined in 0of this Agreed Procedure. If a Party subsequently registers additional Users, no additional Communication Channel Qualification shall be required in respect of these new Users. The User registration requirements will be approved by the Market Operator, and shall include application for, retrieval of and installation of a valid Digital Certificate for each new User.

If the Applicant fails to satisfy any part of the timelines or provision of required information under the registration process, the Market Operator may withdraw the Participation Notice, sending a Deemed Withdrawn Notice to the Party by registered mail and shall refund the relevant portion of the Participation Fees.

2.3. Units as Part of Trading Sites

Each Generator Unit (excluding Pumped Storage Units, Battery Storage Units, Interconnector Residual Capacity Units, Interconnector Error Units, Assetless Units), including Trading Units and Demand Side Units shall be registered as part of a Trading Site. The following rules apply to registering Units as part of Trading Sites:

- (a) Each Trading Site shall contain at least one Generator Unit (except where the Generator Unit is registered as a Trading Unit) .
- (b) Where the Generator Unit registered on a Trading Site is a Demand Side Unit, no other Generator Unit can be registered on that site.
- (c) All Trading Sites must record to it an Associated Supplier Unit or a Trading Site Supplier Unit.

- (d) Any Party registering an Autoproducer Site must register a Trading Site Supplier Unit as part of the relevant Trading Site.
- (e) A Trading Unit can only be registered on a Trading Site that is an Autoproducer Site.
- (f) A Trading Site containing an Aggregated Generator Unit must record to it an Associated Supplier Unit. Each Unit registered as part of a Trading Site shall be registered to the same Participant except where the Party does not intend to register a Trading Site Supplier Unit.
- (g) This Associated Supplier Unit may be registered by a different Participant to the Participant registering the Generator Unit.
- (h) A Supplier Unit can be registered as an Associated Supplier Unit for multiple Trading Sites.
- (i) A Trading Site Supplier Unit can only contain Demand related to the Trading Site to which it is registered.
- (j) The Firm Access Quantity of a Trading Site shall be recorded within the Participation Notice, where a Generator Unit operates under a Connection Agreement which provides for a Firm Access Quantity which is less than the Maximum Export Capacity of the relevant site.

2.4. Nominating an Intermediary

A Unit Owner may nominate an Intermediary to become a Party to the Code and a Participant in respect of its Generator Units (with the exception of the Interconnector Residual Capacity Unit and the Interconnector Error Unit which will be registered to the relevant Party as set out in the Code).

The Unit Owner is required to complete a Form of Authority for the Intermediary and the Intermediary must obtain Regulatory Authority consent in respect of the arrangement. The Intermediary will provide this Form of Authority and proof of Regulatory Authority consent to the Market Operator. The Intermediary shall otherwise follow the standard process for registering as a Party and registering Units.

2.5. Naming Conventions

The naming convention for Parties, Participants and Units is set out in the table below:

Role	Naming Convention
Party	PY_nnnnnn
Participant	PT_nnnnnn
Trading Site	TS_nnnnnn
Supplier Unit (also for Trading Site Supplier Units and Associated Supplier Units)	SU_nnnnnn
Generator Unit	GU_nnnnnn
Demand Side Unit	DSU_nnnnnn

Capacity Market Unit	GU/DSU_nnnnnn etc CAU_nnnnnn ¹
Assetless Unit	AU_nnnnnn
Trading Unit	TU_nnnnnn
Interconnector Error Unit	IEU_nnnnnn
Interconnector Residual Capacity Unit	IRCU_nnnnnn
System Operator	TSO_aaaaaaaaa
Meter Data Provider	MDP_aaaaaaaaa
Interconnector	I_JJaaaaaaaa ²
Interconnector Administrator	IA_aaaaaaaaa

2.6. Registration of User Access Rights for Participants

Appendix 2 “Access Roles and Rights of Users” sets out the registration of access rights and roles of Users following an Applicant’s registration of a Party and subsequent registration of its first Unit to a Participant.

2.6.1. *Appointing a Data Processing Entity*

A Party, other than the Market Operator, may appoint a Data Processing Entity to submit Data Transactions, raise Settlement Queries and view Settlement Statements and Settlement Reports.

If a Party appoints a Data Processing Entity they shall notify the Market Operator by submitting the following information:

- (a) Party name;
- (b) name of person authorised to notify Market Operator of a Data Processing Entity;
- (c) name of Data Processing Entity; and
- (d) tasks that can be carried out by the Data Processing Entity.

The Market Operator shall acknowledge the submission within 2 Working Days of its receipt. The Party may then treat the Data Processing Entity as a User restricted to the tasks that the Party has permitted it to undertake.

The obtaining of access and permissions for the Data Processing Entity is equivalent to that of other Users, in accordance with Agreed Procedure 3 “Communication Channel Qualification”.

¹ Denotes a Capacity Market Unit that is associated with a group of Units.

² Where “JJ” is an identifier for the Jurisdiction in which the Interconnector injection point resides (i.e.. NI or ROI as applicable).

2.6.2. Updating Registration Data

Updates to the Registration Data of registered Units are completed in accordance with this agreed procedure and Agreed Procedure 4 “Data Transaction Submission and Validation”.

Participants may submit updates and modifications to registration information, via the Balancing Market Interface using the Communication Channel(s) for which they have been previously qualified (with the exception of changes to the Registered Capacity or maximum Generation of an Aggregated Generator Unit, the Firm Access Quantity of Trading Site(s) for each Trading Day (t), Default Commercial Offer Data or a subset of Default Technical Offer Data). Such update requests shall be submitted at least 3 Working Days before the update becomes effective.

All updates and requests submitted by the Participant shall be validated by the Market Operator (with agreement from the System Operators or Meter Data Providers as appropriate) before being approved and applied. Rejection and acceptance notifications are described in Agreed Procedure 4 "Transaction Submission and Validation".

In the case of a change to the Registered Capacity or maximum Generation of an Aggregated Generator Unit, the Participant must first send a Registration Pack with updated information for the Aggregated Generator Unit to the Market Operator, following the procedure in section 4.2.1 with no requirement for any Registration fee to be paid. Once the Registration Pack has been received and validated, the procedure set out in Agreed Procedure 4 “Data Transaction Submission and Validation” should be followed.

In the case of a change to the Firm Access Quantity of Trading Site, the Participant shall inform the Market Operator of the change by completing the appropriate form which can be downloaded from the Market Operator website. The form shall then be provided to the relevant System Operator and shall be validated in accordance with section B.9.3 of the Code.

2.6.3. Updating Registration Data to Controllable / Dispatchable

In accordance with paragraph B.7.2.4 (b) of the Code, a Participant may apply to register a Generator Unit as a non-Controllable Unit until such time as its Operational Readiness Confirmation has been granted. The Participant must, upon receipt of this Operational Readiness Confirmation, apply to change its Registration Data to Controllable via the Balancing Market Interface. A Participant may apply to change their Registration Data from Controllable to Dispatchable, subject to any necessary Grid Code qualification requirements being met.

Any proposed change to Registration Data, must be submitted to the Balancing Market Interface, at least 29 Working Days prior to the effective date of the change. The Participant must also submit an email confirmation (by an approved Registration User) of this change request no later than 1 Working Day after the request has been submitted to the system. The Market Operator will confirm the change with the relevant External Data Provider. Once approved, the Market Operator will commit the change in the system no later than 5 Working Days prior to the effective date, and inform, via email, all relevant Parties that the change is completed.

2.6.4. Validation of Registration Data by External Organisations

The following table details those organisations external to the Market Operator, i.e. the System Operator, Distribution System Operator and / or Meter Data Provider, that will facilitate registration by:

- (a) supporting the Applicant in providing the Registration Data; and
- (b) validating the information provided to the Market Operator within the timelines specified in this Agreed Procedure.

The Applicant should liaise with the System Operator and / or Meter Data Provider (as appropriate) prior to the submission of the Registration Pack to facilitate the validation of the Registration Data within 20 Working Days by the relevant external organisations. Alternatively, the System Operator shall require Units to be compliant with the Grid Code and / or Distribution Code (as appropriate).

The table below summarises the roles and responsibilities of External Data Providers with respect to the provision of data under this agreed procedure. This table shall act as a guide with respect to the provision of Meter Data, there may be exceptions to these categories. In each instance the Market Operator will confirm with the Meter Data Providers for the relevant jurisdiction who shall record the Meter Data with respect to the registering Unit. Once confirmed, the Meter Data Providers will be bound by the timelines and obligations as set out further in this document.

Unit Type	Registration Configuration	Provision of Market Data
Supplier Unit	Meter Data Provider confirms retail market eligibility	Meter Data Provider: QMvy
Generator Unit (Transmission Connected)	Transmission System Operator confirms that the relevant Registration Data and Technical Offer Data of Generator Unit matches the equivalent data held by the System Operator	Transmission System Operator: Dispatch Instructions, Availability System Operator as Meter Data Provider: QMuy
Generator Unit (Transmission Connected, Non-Controllable)	Transmission System Operator confirms that the relevant Registration Data and Technical Offer Data of Generator Unit matches the equivalent data held by the System Operator	Transmission System Operator as Meter Data Provider: QMuy
Trading Site: Generator Unit / Supplier Unit configurations (Transmission Connected)	Transmission System Operator confirms configuration of Registration Data matches with the Connection Agreement	See requirements for Transmission Connected Generator Unit; and Supplier Unit
Generator Unit (Distribution Connected)	Distribution System Operator confirms that the relevant Registration Data and Technical Offer Data of Generator Unit matches the equivalent data held by the System Operator	Transmission System Operator: Dispatch Instructions, Availability Meter Data Provider: QMuy

Unit Type	Registration Configuration	Provision of Market Data
Generator Unit (Distribution Connected, Non-Controllable)	<p>Meter Data Provider confirms relationship between Generator and Generator Unit.</p> <p>Distribution System Operator confirms that the relevant Registration Data and Technical Offer Data of Generator Unit matches the equivalent data held by the Distribution System Operator</p>	Meter Data Provider: QMuy
Trading Site: Generator Unit / Supplier Unit configurations (Distribution Connected)	Distribution System Operator confirms configuration of Registration Data matches with the Connection Agreement	See requirements for Distribution Connected Generator Unit; and Supplier Unit
Aggregated Generator Unit Transmission and / or Distribution Connected)	System Operator confirms relationship between relevant Generators, Aggregated Generator Unit, and Generator Aggregator as contained in the Generator Aggregator System Operator Agreement	<p>Transmission System Operator: Dispatch Instructions, Availability</p> <p>NI: System Operator as Meter Data Provider: QMuy</p> <p>ROI: To be included in a later version of this Agreed Procedure.</p>
Demand Side Unit	System Operator confirms that the relevant Registration Data and Technical Offer Data of Generator Unit matches the equivalent data held by the System Operator	System Operator: Dispatch Instructions, Availability
Interconnector	Transmission System Operator confirms that the relevant Registration Data and Technical Offer Data of Generator Unit matches the equivalent data held by the System Operator	Transmission System Operator as Meter Data Provider: QMuy
Trading Unit	Market Operator, as required by the Applicant registering an Autoproducer Site.	n/a

Note: For all Units registered in the Balancing Market and participating with a SEM NEMO, the relevant Scheduling Agent will provide Contracted Quantities as required under section F.2.2 of the Code

2.7. Registration of Special Units

2.7.1. Registration of an Interconnector

A Party shall register an Interconnector pursuant to the Code, following the same process as a Participant registering a Unit. As part of the data provided in its Participation Notice, the registering Party shall provide the Interconnector Registration Data.

2.7.2. Registration of Supplier of Last Resort

The procedural steps for registration of a Supplier of Last Resort are set out at section 3.3 below.

This Supplier of Last Resort process details:

- a) The manner in which a Supplier Unit ceases trading following the expiration of the Supplier Suspension Delay Period; and
- b) The requirements for Meter Data Providers to facilitate this process.

A single Supplier Unit representing the Supplier of Last Resort will be registered in each jurisdiction by the Participant designated or directed to carry out this role by the relevant Regulatory Authority.

This registration will follow the same process as a Participant registering any Supplier Unit with the exception that the Supplier Unit representing the Supplier of Last Resort will not be effective until a Supplier of Last Resort Direction has been issued by the relevant Regulatory Authority. Therefore, the Supplier of Last Resort will not receive Settlement Statements or Settlement Reports in respect of this Supplier Unit until the Supplier of Last Resort Direction has been issued and the relevant unit is made effective by the Market Operator. This occurs as set out in the process below.

In the event that there are multiple defaults occurring at or around the same time resulting in multiple Supplier of Last Resort Directions within the same jurisdiction, all retail customers affected by these default events and directions will be managed under one Supplier Unit representing the Supplier of Last Resort for that jurisdiction.

The provisions for Adjusted Participant in Agreed Procedure 9 "Management of Credit Cover and Credit Default" will apply to the Supplier Unit representing the Supplier of Last Resort once it becomes effective.

2.7.3. Registration of an Aggregated Generator Unit

As set out under paragraph B.6.2.8 of the Code, a Generator Aggregator may register or procure the registration of an Aggregated Generator Unit, subject to the consent of the Regulatory Authorities and the Generator Aggregator entering into an agreement with the relevant Regulatory Authority whereby the Aggregated Generator agrees to comply with the same obligations in relation to participation in the Single Electricity Market as a licensed Generator would be required to comply with.

The Generator Aggregator will provide proof of the Regulatory Authority consent to the Market Operator with the Registration Pack in step 1.1 of the procedural table at section 3.2.1. The Regulatory Authority consent notification will set out the details of when the agreement referred to in paragraph B.7.2.10 (a) of the Code will come into effect, being before the Effective Date for the Aggregated Generator Unit to commence operation in the Single Electricity Market.

The Generator Aggregator shall, unless otherwise specified in the Code, follow the standard processes registering as a Party and registering Units.

2.7.4. Registration of a Trading Unit

A Participant registering Generator Units which form part of an Autoproducer Site may also register a separate Trading Unit to facilitate participation in the day ahead and intraday markets as a single Unit.

2.7.5. Registration of an Assetless Unit

SEM NEMO(s) must register an Assetless Unit with the Market Operator to account for imports to and exports from the NEMO's Market Area, as set out further in section B.8 of the Code.

3. PROCEDURAL STEPS

3.1. Party Registration

Step	Procedural Step	Timing	Method	By/From	To
1	Retrieve Application Form.	As required	Download from the MO website	Applicant	
2	Submit completed Application Form and pay Accession Fee. A schedule of Accession Fees is published on the Market Operator website.	As required	Registered post / EFT	Applicant	Market Operator
3	Assess Application Form. If further clarification is required, notify the Applicant person that further information is required, including the content of the clarification. Note: If Accession Fee is not received with the Application form, application may be withdrawn. Issue a Deemed Withdrawn Notice.	Within 10 WD of receipt of Application Form	E-mail/ post / e-fax and the Deemed Withdrawn Notice by Registered Post	Market Operator	Applicant
4	Upon receipt of notification that further information or clarification is required, provide information as requested to Market Operator. Note: If more time than the allotted 20 WDs is required to assess the response contact Market Operator and agree a revised submission date. If information not received within agreed revised timeline, application is deemed withdrawn. The Market Operator will issue a Deemed Withdrawn Notice.	Within 20 WD of receipt of notification that further information is required	Email / Post / e-fax	Applicant	Market Operator
5	On receipt of all required information and provided the Applicant fulfils the conditions for accession, provide the Applicant an Accession Deed.	Within 10 WD of final receipt of required information	Registered post	Market Operator	Applicant

6	Applicant signs, dates and returns the Accession Deed.	Within 20 WD of receipt or such other time agreed with the Market Operator	Registered post	Applicant	Market Operator
7	Market Operator signs and dates the Accession Deed, sending a copy to the Applicant. Applicant becomes a Party to the Code on the date specified in the Accession Deed.	Within 10 WD of receipt of signed Accession Deed	Registered post	Market Operator	Applicant
8	Market Operator publishes notification that the Applicant has become a Party.	Within 2 WD of the completed Accession Deed	MO website	Market Operator	

3.2. Unit Registration

3.2.1. Stage 1: Application

The 'Application' phase of the Unit registration process captures the process and timelines associated between submission of the Registration Pack by the Applicant, and the subsequent review and acceptance by the Market Operator. An Applicant will not progress to Stage 2 of the process, until this stage has been completed.

Step	Step Description	Timing	Method	By / From	To
1.1	Retrieve Participation Notice and Registration Pack (this includes the Participation Notice which can be used to register a Unit and a REMIT Notification Form to appoint the Market Operator to report REMIT Data to the European Agency for the Cooperation of Energy Regulators on its behalf). Confirm required information with external organisations with reference to table in section 2.6.4	As required	Download from the MO website, Communication with external organisation	Party or Applicant	System Operator, Meter Data Providers
1.2	Submit Participation Notice and completed Registration Pack together with the required Participation Fees by way of Electronic Funds Transfer. Note: Where the Unit is being registered by an Intermediary the Party nominating the Intermediary shall submit a duly executed Form of Authority. The Registration Pack will detail how to satisfy certain eligibility requirements.	As required	Email and Registered Post	Party or Applicant	Market Operator
1.3	Assess Registration Pack and notify the Applicant if further information is required. Note: If no Participation Fee, or partial Participation Fee is received with the application for registration, the application is deemed to be withdrawn.	As required	Email	Market Operator	Party or person
1.5	Where the application is completed satisfactorily,	Within 2 WD of	Email /	Market	Party or

Step	Step Description	Timing	Method	By / From	To
	issue confirmation of receipt of application.	receiving the Registration Pack	Registered Post	Operator	Applicant
1.4	Where the Application is not completed satisfactorily and no additional information has been received by the Market Operator, advise Applicant that the Registration Pack has been rejected and refund any Participation Fees entitled to be refunded within 10 WD of having informed the Applicant. Cancel Unit registration and end process .	Within 10 WD of receipt of Registration Pack	Email / Registered Post	Market Operator	Party or Applicant

3.2.2. Stage 2: Review and Validation

Once Stage 1 of the Unit registration process is complete, the application for registration will be sent for 'Review and Validation' by the External Data Providers. This phase of the Unit registration process details the process and timelines associated with reviewing the Unit data contained within the application, as well as confirming all necessary agreements are in place.

Step	Procedural Step	Timing	Method	By / From	To
2.1	Inform Applicant of Participant ID and Unit ID and of any agreements that need to be in place before a Unit can participate in the market.	Within 3 WD of Stage 2 commencing	Email	Market Operator	Party or Applicant
2.2	Send completed Registration Pack and all relevant Participant IDs and Unit IDs to the relevant System Operator, and / or Meter Data Provider (as appropriate)	Within 3 WD of Stage 2 commencing	Email	Market Operator	System Operator / Meter Data Provider
2.3	Issue initial Required Credit Cover amount and Authorised Signatory Form.	Within 3 WD of Stage 2 commencing	Email / Registered Post	Market Operator	Party or Applicant
2.4	Issue banking details confirmation letter	Within 2 WD of receipt of completed Authorised Signatory Form	Email / Registered Post	Market Operator	Party or Applicant
2.5	The Applicant confirms the following (where applicable): (a) TUoS / DUoS application in progress; (b) Contact with TSO regarding Credit Cover requirements; (c) Submission of EDIL Data in progress; and (d) Metering is in place or in progress.	As available, notification of agreements that need to be in place prior to Unit participate in the market	Email	Party or Applicant	Market Operator

Step	Procedural Step	Timing	Method	By / From	To
2.6	Check Registration Data provided by Participant in the Registration Pack. Notify the Market Operator if there are any issues or clarifications required in relation to the information provided. If so, continue to step 2.7. Otherwise, confirm it is complete, and commence work on Meter Data Provider / System Operator systems and processes to complete Unit Registration.	Within 15 WD (or as soon as is possible) of receipt of Registration Pack from MO	Email	System Operator / Meter Data Provider	Market Operator
2.7	Inform Applicant of any clarifications or information needed.	Within 2 WD of request for clarification from SO / MDP	Email	Market Operator	Party or Applicant
2.8	Provide all necessary clarifications or additional information requested.	Within 5 WD of request for clarification from MO	Email	Party or Applicant	Market Operator
2.9	Send appropriate information received under step 2.8 to the relevant System Operator and relevant Meter Data Provider. Note: Return to step 2.6 until all requirements have been met.	Within 1 WD of receipt of clarifications from the Applicant	Email	Market Operator	System Operator / Meter Data Provider

3.2.3. Stage 3: Participant Readiness

The 'Participant Readiness' phase of the Unit registration process details the process and timelines in identifying a possible Effective Date for the Unit registration, as well as outlining the timelines for completing any outstanding requirements. In practice, Stage 3 may commence subject to agreement from the Market Operator and External Data Providers that Steps 2.4 and 2.5 are sufficiently progressed by the Participant. An Applicant shall not progress to Stage 4 of the process, until stage 3 has been completed.

Step	Procedural Step	Timing	Method	By / From	To
3.1	Organise and hold initial Unit registration meeting for the purposes of identification of a possible Meter Data Export Date. Agree a target Effective Date. Note: Within 1 WD of the initial meeting: (i) the Market Operator will request any outstanding requirements, data and documents relating to the registration; and (ii) the System Operator will commence work on operational and system(s) readiness.	Within 1 WD of completion of Stage 2	Conference Call / Meeting	Market Operator	System Operator, External Data Provider(s), Party or Applicant
3.2	Check responses from the Applicant based on written confirmation of any outstanding issues. Notify Applicant if any outstanding issues remain, until adequate information is received.	Within 20 WDs of written confirmation of outstanding issues	Email / Telephone	Market Operator	Party or Applicant, System Operator, Meter Data Provider
3.3	Check responses from the System Operator / Meter Data Provider based on requirements from the Initial Meeting. Notify Applicant where outstanding issues or clarifications remain until satisfied that all information required is received.			Market Operator	Applicant

3.2.4. Stage 4: Go Live

Once Stage 3 is complete, the Unit registration application will enter the final stage of the application process, the 'Go Live' phase. This phase of the application is to confirm an Effective Date for the Unit registration with the Market Operator and the External Data Providers. This stage also outlines the readiness activities required to be completed by the Market Operator and External Data Providers, as applicable, prior to, and subsequent to, the agreed Effective Date.

Step	Procedural Step	Timing	Method	By/From	To
4.1	Organise and hold final registration meeting with all relevant Parties to determine the Effective Date and discuss any outstanding clarifications or issues. If there are outstanding issues the Party (or Applicant), System Operator and Meter Data Provider work together to resolve the issue, with the Market Operator co-ordinating and facilitating meetings and communication contacts. The Unit registration process is on hold until issue resolved. If the Unit registration is withdrawn, inform all relevant parties and end process.	1 WD after completion of stage 3	Conference call, Meeting or email	Market Operator	Participant, System Operator, Meter Data Provider
4.2	Post required Credit Cover based on Agreed Procedure 9 "Management of Credit Cover and Credit Default" If Credit Cover is not posted according to timelines, return to step 4.1	As early as possible but at least 10 WD prior to the Effective Date	-	Party	Market Operator
4.3	Issue written confirmation that all outstanding actions are complete and confirm Effective Date.	Within 5 WD prior to the Effective Date	Email	Market Operator	Party or Applicant, System Operator, Meter Data Provider
4.4	If the Unit is a Generator Unit, the System Operator provides DLAFs, TLAFs and CLAFs from the Effective Date.	As early as possible but at least 2 WD prior to the Effective Date	Type 3 Channel	System Operator	Market Operator

Step	Procedural Step	Timing	Method	By/From	To
4.5	Issue a Commencement Notice to the Party and a copy to System Operators and External Data Provider(s).	As early as possible but at least 4 WD prior to the Effective Date	Registered Post and e-fax (to Party), Email to System Operators and External Data Provider(s)	Market Operator	Party, each System Operator, the appropriate External Data Provider(s)
4.6	Maintain and publish list of the registered Units in accordance with Agreed Procedure 6 “Data Publication and Data Reporting”.	As early as possible prior to the Effective Date	MO Website	Market Operator	
4.7	Complete Meter Data validation.	Subsequent to Effective Date (as set out in the Code)	Email	Meter Data Provider	Market Operator, Party (or Applicant)
4.8	Communicate Meter Validation Date to Market Operator and to the Participant.	On Meter Validation Date	Email	Meter Data Provider	Market Operator, Party (or Applicant)
4.9	Update Meter Data if required, in accordance with chapter F of the Code and AP13 “Settlement Queries” and resubmit Meter Data to the Market Operator	Ad hoc	Email	Meter Data Provider	Market Operator

3.3. Registration of Supplier of Last Resort

Step	Procedural Step	Timing	Method	By/From	To
1	Direct the relevant Meter Data Provider that all demand represented by that Supplier Unit shall be met by the Supplier of Last Resort	As required, at least 5 WDs before the expiry of the Supplier Suspension Delay Period	E-fax/ Registered Post	Regulatory Authorities	Meter Data Provider, Market Operator
2	Set the Supplier Unit representing the SoLR to be effective for trading on the day on which the retail SoLR procedure begins	Date as confirmed with relevant Meter Data Provider	Update in Central Market Systems	Market Operator	
3	Inform Meter Data Provider of the effective Supplier Unit representing the SoLR	On completion of step 2	E-fax/ Registered Post	Market Operator	Meter Data Providers
4	Initiate applicable retail market procedures for implementation of the Supplier of Last Resort which will include the transfer of the customers of the defaulting Supplier Unit(s) to the Supplier Unit representing SoLR.	On completion of step 1		Meter Data Providers	
5	Send Meter Data for defaulting Supplier Unit(s) (with decreasing volumes) and data for the Supplier Unit representing the SoLR (with increasing volumes) to the Market Operator for Indicative Settlement	As per timelines in AP 16	Type 3 Channel as per AP16	Meter Data Providers	Market Operator
6	Confirm that all Supplier Units subject to the Suspension Order now contain zero data	By the day before the Supplier Suspension Order takes effect	E-fax	Meter Data Providers	Market Operator

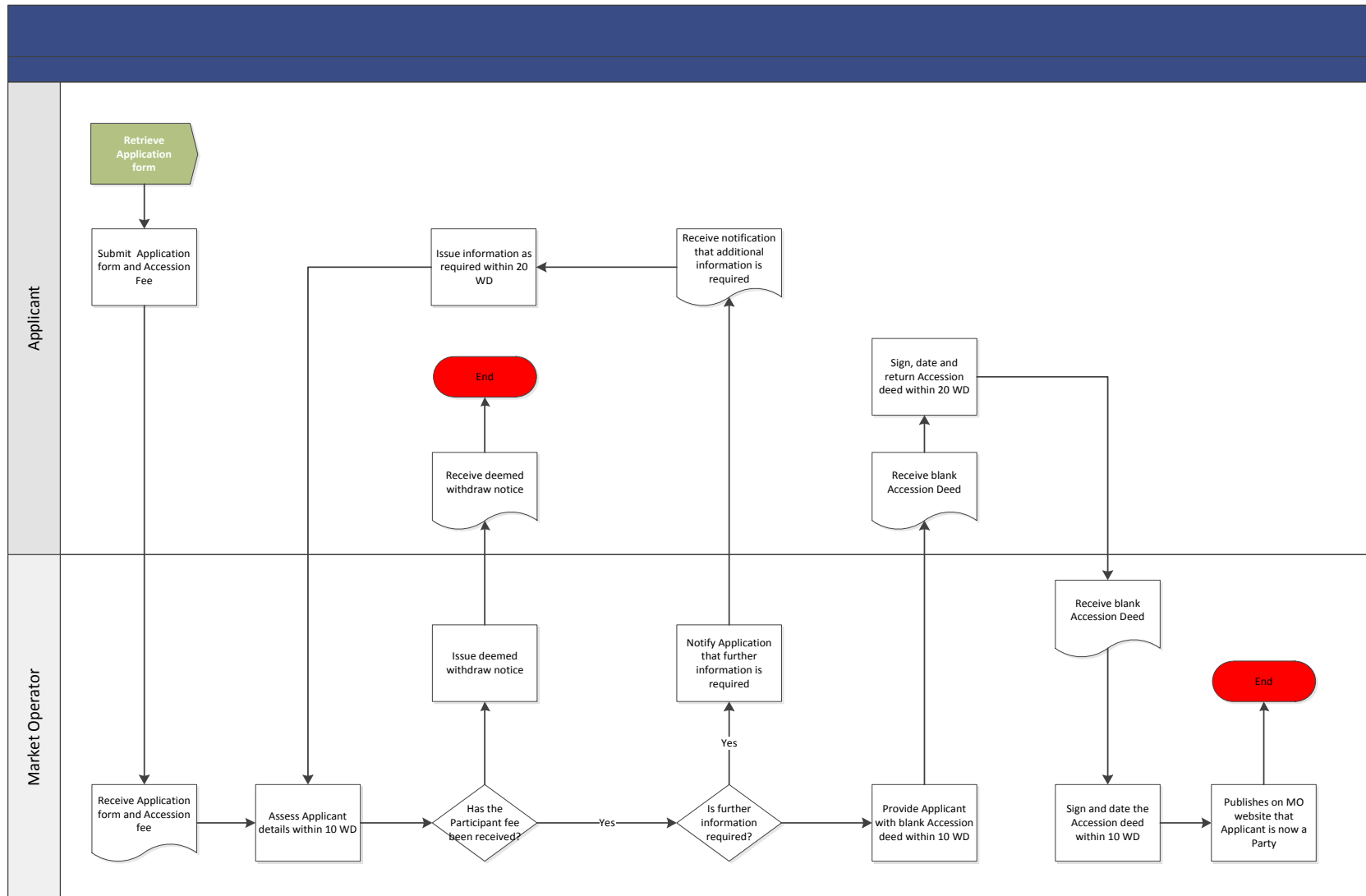
Step	Procedural Step	Timing	Method	By/From	To
7	Market Operator deregisters Supplier Unit(s) which are subject to the Suspension Order.	Date as confirmed with relevant Meter Data Provider	Manual / automated retail processes	Market Operator	
8	Market Operator reconfigures all Trading Site configurations where the deregistered Supplier Unit(s) were recorded as the Associated Supplier Unit so that the Supplier Unit representing the SoLR is an Associated Supplier Unit.	On completion of step 6	Manual / automated retail processes	Market Operator	
9	Market Operator confirms wholesale market registration changes to Meter Data Providers	On completion of step 7	E-fax	Market Operator	Meter Data Providers
10	Affected Meter Data Provider deregisters the relevant Supplier Units from the retail systems	Date as confirmed with relevant Meter Data Provider	Manual / Automated Process	Meter Data Providers	

4. SWIMLANES

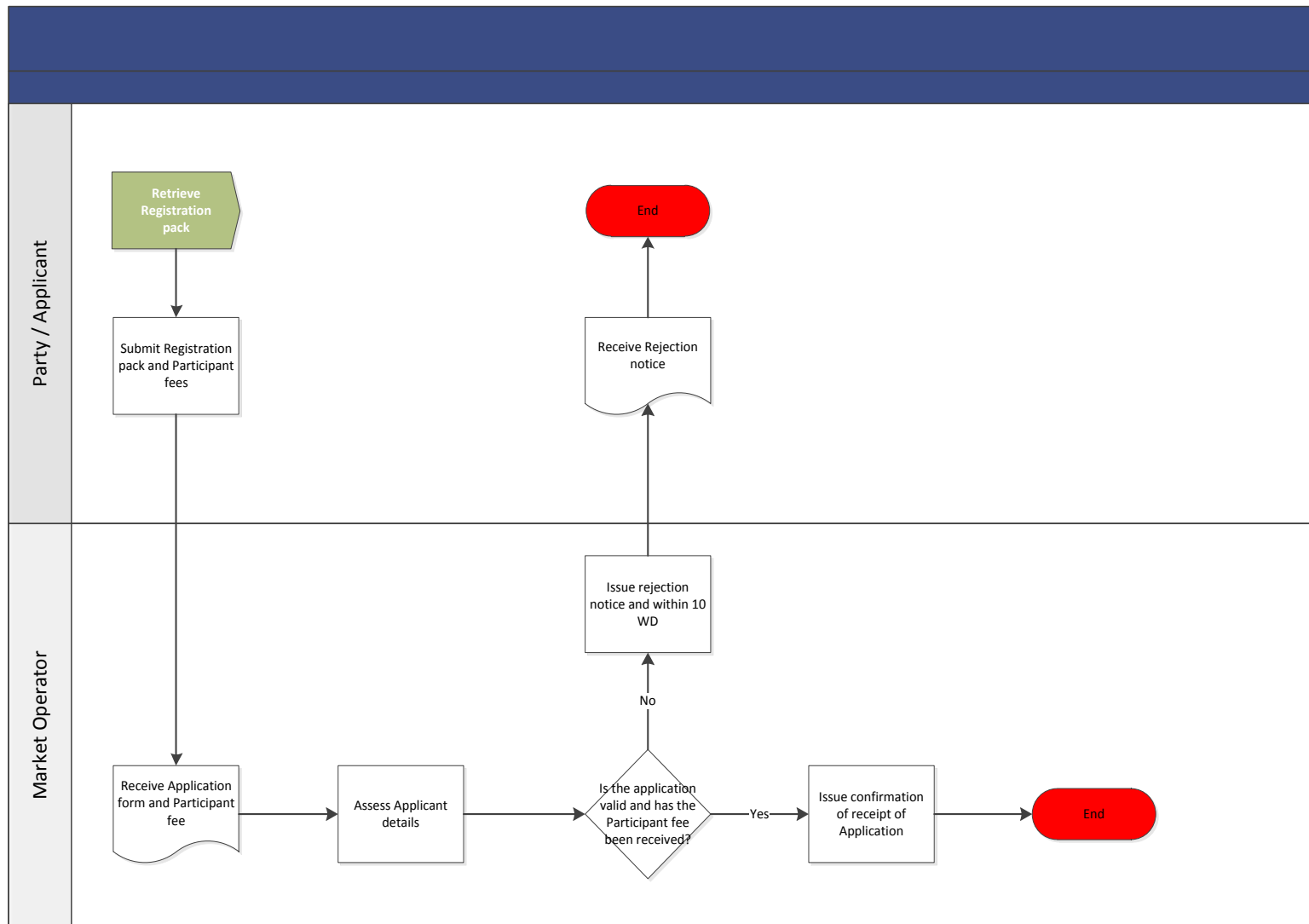
It is not intended that there be any inconsistency or conflict between this section 4 “Swimlanes” and section 3 “Procedural Steps”. However, in the event of any inconsistency or conflict, section 3 “Procedural Steps” shall take precedence

Note: All swimlanes in this section 4 are to be updated in accordance with updates to Agreed Procedure 1 “Registration”

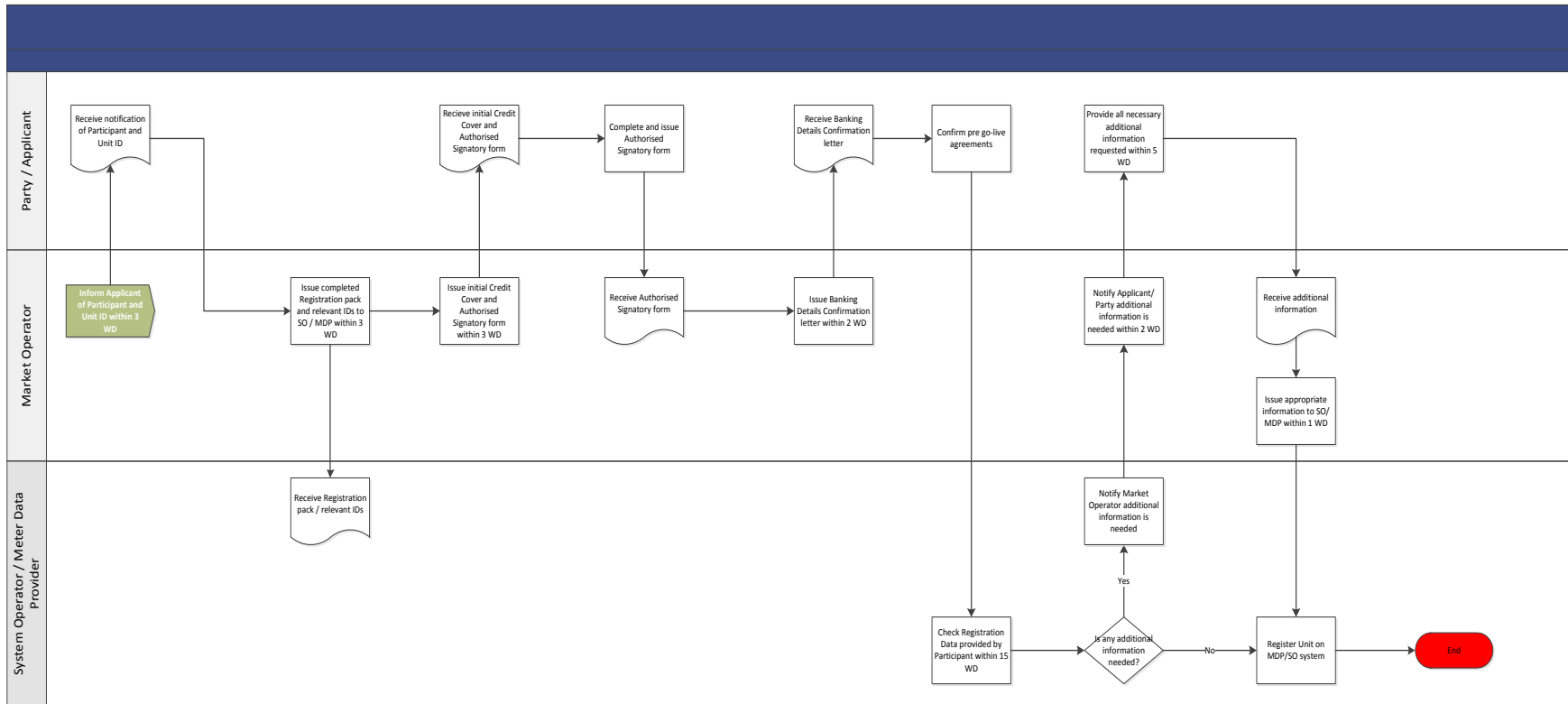
4.1. Party Registration



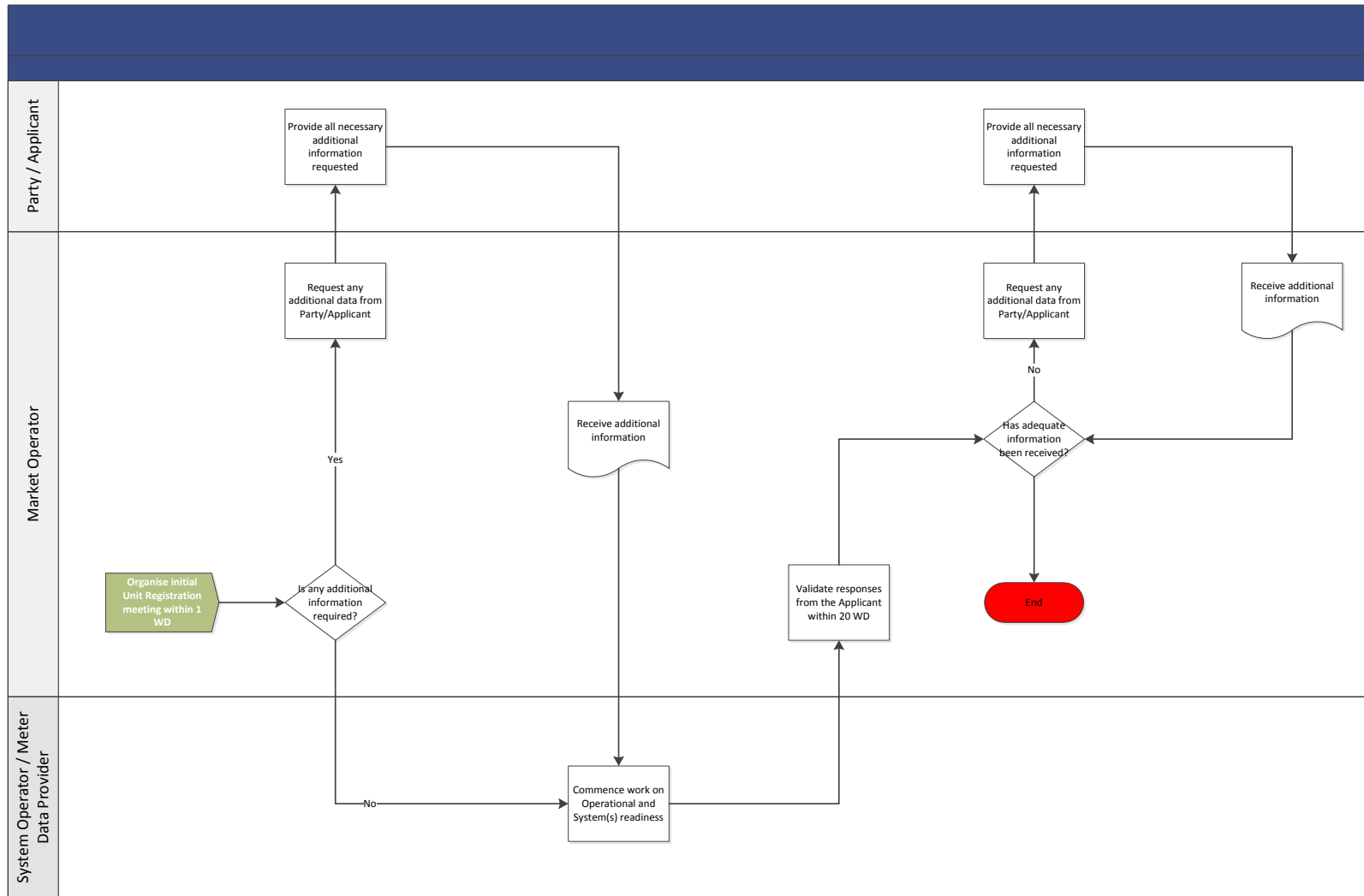
4.2. Unit Registration: Stage 1- Application



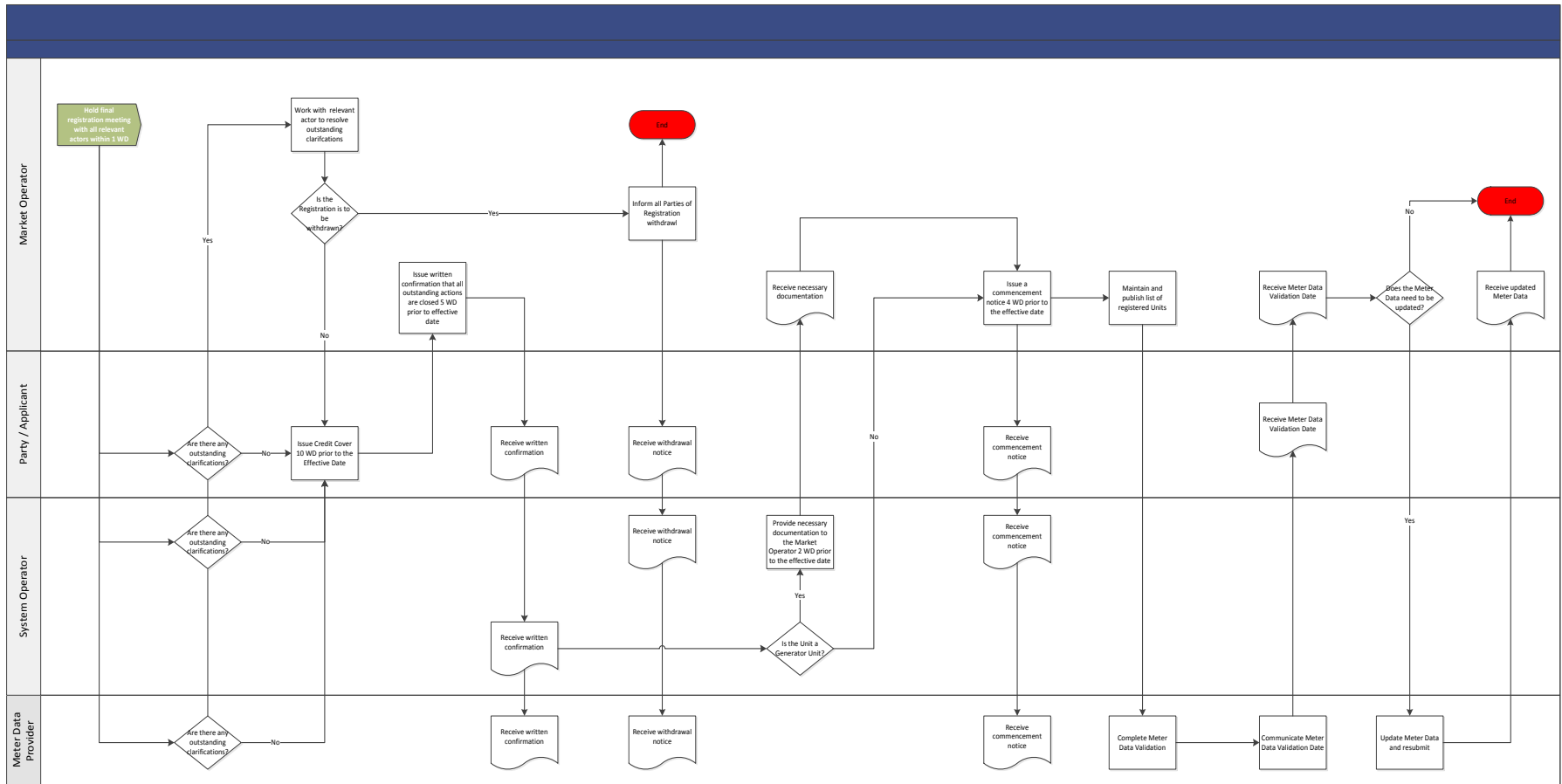
4.3. Unit Registration: Stage 2 – Review



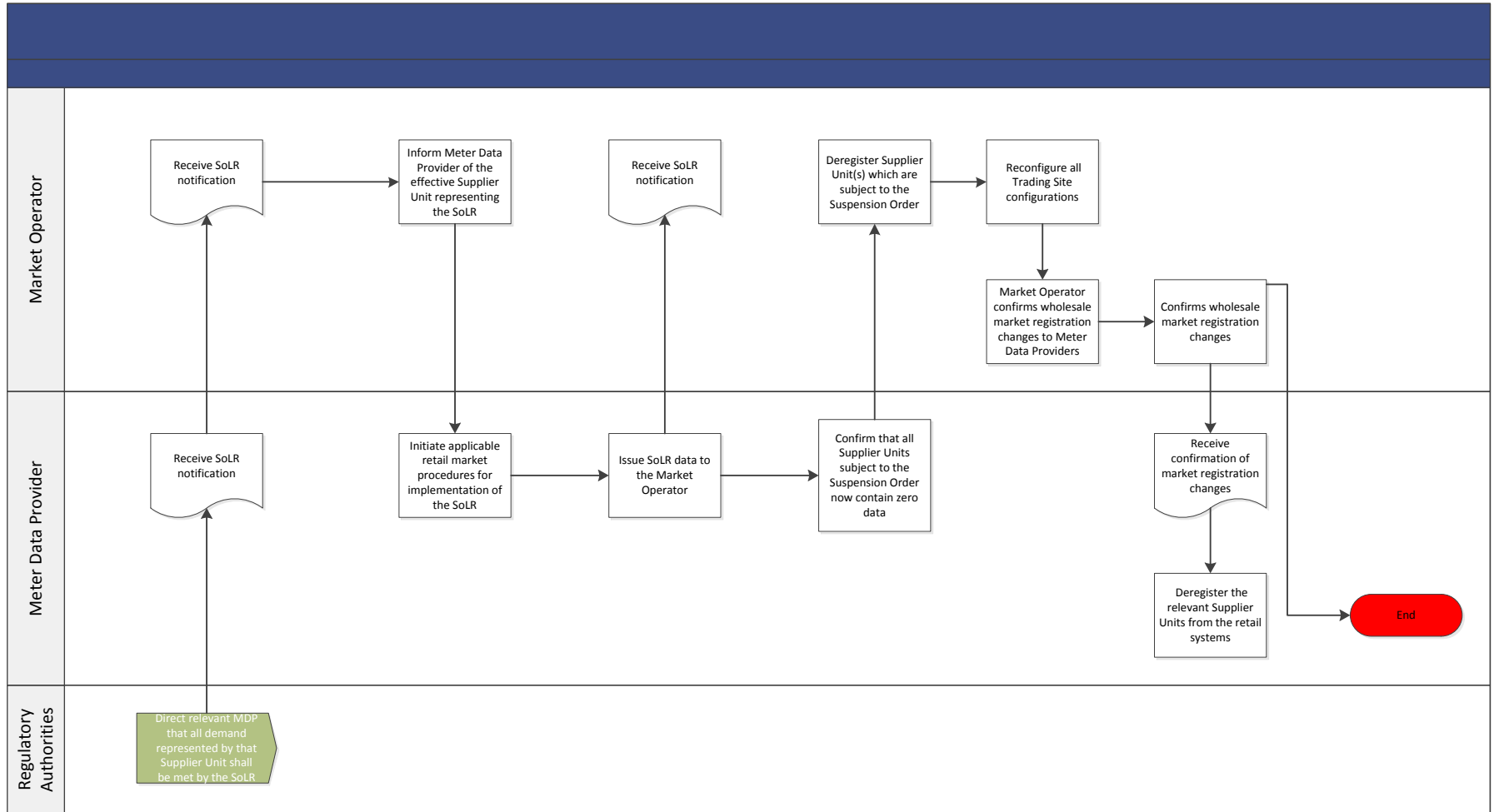
4.4. Unit Registration: Stage 3 – Participant Readiness



4.5. Unit Registration: Stage 4 – Go Live



4.6. Supplier of Last Resort



APPENDIX 1: DEFINITIONS AND ABBREVIATIONS

DEFINITIONS

Words and expressions used herein shall have the same meaning given to them in the Code, unless otherwise specified here.

Application Form	means the form available on the MO Website which is required to be completed by an Applicant to become a Party to the Code.
Authorised Signatory Form	means the form received from the Market Operator during the registration process described in Agreed Procedure 1 "Registration" which nominates the persons who are authorised to confirm changes to Participant bank account details.
Balancing Market Interface	means the function within the Market Operator's Isolated Market System that interfaces to the Type 2 Channel and Type 3 Channel communications in accordance with the Code.
Capacity Market Unit	has the meaning given to it in the Capacity Market Code.
Change of Supplier	[Note: this definition is under review and will be updated once details are available.]
Deemed Withdrawn Notice	means the notification provided by the Market Operator that an application for registration is being withdrawn
Digital Certificate	has the meaning given to it in Agreed Procedure 5 "Data Storage and IT Security".
Functional Area	means the different parts of the Market Participant Interface that Users may be provided access as set out in this Agreed Procedure.
Participant ID	means the identifier that represents the unique grouping of Generator and/or Supplier Units to the entity defined as a Participant in the Code and is used in the Central Market Systems to calculate Required Credit Cover.
Registration Pack	means the documentation and information that assists with Unit and Participant registration
Retail Market Operator	means the business group within ESB Networks or NIE T&D responsible for managing the retail market data, registrations, and deregistration between final consumers and Supplier Units.
Supplier of Last Resort Direction	means a direction by the Regulatory Authority to the Meter Data Provider and Supplier of Last Resort of a jurisdiction that all demand represented by a defaulting Supplier Unit shall be met by the Supplier Unit representing the Supplier of Last Resort as per relevant Retail Market Processes.

User	<p>means:</p> <p>(a) in relation to a Participant: a nominated member of the Participant staff who is authorised to utilise qualified communication facilities that interact with the Market Operator’s Isolated Market System; and</p> <p>(b) in relation to the Market Operator: a member of the Market Operator staff who has been authorised to access specific parts of the Market Operator Isolated Market System.</p>
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ABBREVIATIONS

a	Alphabetical indicator in naming convention
AP	Agreed Procedure
EFT	Electronic Funds Transfer
MDP	Meter Data Provider
MO	Market Operator
MPRN	Meter Point Registration Number
n	Numerical indicator in naming convention
PAU	Party Administrative User
RU	Registration User
OSU	Other System User
SoLR	Supplier of Last Resort

APPENDIX 2: ACCESS ROLES AND RIGHTS OF USERS

ACCESS ROLES OVERVIEW

The Party, via the Party Administrative User (PAU) defines the access roles and rights of its Users. The Party is responsible for designating the read and write privileges of its Users to each of the Functional Areas of the Balancing Market Interface. It is the Market Operator who approves all new Users and amendments to existing Users. All updates to User information should be made to the Balancing Market Interface.

A User must have a Digital Certificate obtained under Agreed Procedure 3 “Communication Channel Qualification” to access the Balancing Market Interface, which will enable data submission by Type 2 or Type 3 communication. Each User will have a Digital Certificate which is tied to a Party and an application password allowing the User access to the Balancing Market Interface. For a User to be eligible to submit or view data for a Participant, each User will need appropriate system access for each relevant Market Participant.

CONTACT TYPES

A Party may assign a number of key contacts for different market functions. At a minimum a Party will have to define one key contact for each of the following contact types, as appropriate. If there is one key contact for all these contact types, then only a “Main Contact” should be recorded. This information must be updated by the PAU, once submitted the changes are automatically approved.

Contact Type	Role Description
Main	Main Contact
Registration	Registration Contact
Balancing Trading	Balancing Trading Contact
Capacity Trading	Capacity Trading Contact
Settlement	Balancing and Capacity Settlement and Billing Contact
Payments	Balancing and Capacity Payments Contact
Credit Cover	Balancing and Capacity Credit Cover Contact
NEMO Trading	NEMO Trading Contact

NEMO Settlement	NEMO Settlement Contact
AoLR	AoLR Trading Contact

USER TYPES

There are three distinct User Types, each User Type will have unique roles that can be performed within specific Functional Areas. Each Party may identify more than User for each User type.

User Type	Role Description
Party Administrative User (PAU)	The role of the PAU is to create and maintain the User information pertaining to a Party.
Registration User (RU)	The role of the RU is to create and maintain registration data pertaining to the Party, including all entities underneath the Party (E.G. Participant, Unit etc).
Other System User (OSU)	<p>A User that is not configured as a PAU or an RU, but is given system access within the Balancing Market Interface is an OSU.</p> <p>The role of the OSU is to perform other Read or Write tasks within the Balancing Market Interface. System access is administered at a Participant level.</p>

Note: A single User can be any combination of a Party Administrative User, Registration User and Other System User, enabling the user to perform all the required functions on behalf of the Party.

ACCESS RIGHTS FOR EACH FUNCTIONAL AREA

User can be given “Read”, “Write” or “No Access” to the following functional areas.

Functional Area	Access Right	
	Read-Only	Read-Write
Registration	No	Yes

Balancing Trading	Yes	Yes
Balancing and Capacity Market Settlement	Yes	No
NEMO Auction Trader (DAM)	Yes	Yes
NEMO Continuous Trader (IDM)	Yes	Yes

Registration Users are provided Read-Write access to “Registration” and will be able to access data for all Participants and Units for the relevant Party. To access registration a User must be set up as a Registration User.

System access relating to NEMO systems (Trading and Settlement) and Capacity Market systems (Trading) is captured within the Balancing Market Interface, only. These functions will not be performed within the Balancing Market Interface.

READ-ONLY ACCESS

A User with Read-Only access:

(a) Is restricted only to that Participant’s data.

Can only view that Participant’s information in the relevant Functional Area but cannot submit any changes to the database.

Cannot view details of other Participants.

READ-WRITE ACCESS

A User with Read-Write access:

(a) Is restricted only to data relevant to this Participant.

Can view/add/edit only information relevant to this Participant.

Cannot view details of other Participants.

APPENDIX 3: REGISTRATION INFORMATION COMMUNICATED TO METER DATA PROVIDER PARTIES BY THE MARKET OPERATOR

OVERVIEW

All communication of registration events between the Market Operator and the Meter Data Providers (MDP) will follow the same timeline process outlined below:

1. **Working Day 1** – On behalf of the Participant, the Market Operator will contact the MDP via email to confirm that the Unit being referred to is correctly managed by that MDP. This communication will contain information for the particular type of registration event, including a proposed effective date, if known. This occurs during the validation of the eligibility requirements associated with the registration or deregistration of a Unit.
2. **Working Day 5** – Confirmation email sent from the MDP to the Market Operator noting that the information relating to the registration event is understood. The MDP will commence their process for system and operational readiness with respect to that Unit.
3. **Prior to Final Registration Meeting** – Final email confirmation from MDP to Market Operator that the proposed effective day is achievable. If the proposed effective day cannot be met, the MDP must identify the reason why the proposed effective day is not possible. The application will not progress to step 4.1 of section 3.2.4 until the final confirmation is sent through confirming the earliest achievable effective date that the MDP must target as their readiness date.
4. **Final Registration Meeting** – The Market Operator, Participant, MDP and relevant System Operator (where applicable) agrees to the effective date associated with the particular type of registration event.
5. **Effective Date** – This represents the Trading Day that the Unit will go live in the Market. This is the first date that the MDP must submit Meter Data on behalf of the registered Unit. In the case of a deregistration, the effective date represents the first Trading Day that the MDP must stop submitting Meter Data on behalf of the Deregistering Unit. For the registration of a new Generator Unit the Meter Data Provider will complete the Meter Data validation, as set out in steps 4.7 to 4.9 of section 3.2.4.

There are nine standard registration events, summarised in the below table. The timelines for these events follow the process set out above.

Event Number	Registration Event
1	New Generator Unit Registered
2	New Supplier Unit Registered
3	Deregister a Generator Unit
4	Deregister a Supplier Unit
5	Change of Trading Site Demand from Trading Site Supplier Unit to different Trading Site Supplier Unit
6	Change of Trading Site Demand from Trading Site Supplier Unit to an Associated Supplier Unit
7	Change of Trading Site Demand from Associated Supplier Unit to a Trading Site Supplier Unit
8	Change of Trading Site Demand from an Associated Supplier Unit to a different Associated Supplier Unit
9	Deregistration of Supplier Units due to a Termination Order (SoLR Process) ³

³ The Supplier of Last Resort timelines are covered in section 3.3 of this Agreed Procedure.

REGISTRATION EVENT DETAIL

The below section covers in detail each of the eight registration events, specifically detailing the prerequisite checks required to be carried out, as well as the communication process to be followed by the Market Operator or Meter Data Provider in the scenario where any of these events have been triggered.

1.1 Registration Event 1: New Generator Unit

The following registration event describes the process associated with the registration of a Generator Unit. The following prerequisite checks must be carried out to ensure the correct registration events are followed with respect to this request.

Prerequisite Check	
Existing Trading Site	Is the Generator Unit registering as part of an existing Trading Site? If 'Yes', registration of new Generator Unit at Trading Site does not trigger any direct changes to the Demand allocation.
New Trading Site	Is the Generator Unit Registering as part of a new Trading Site? If 'Yes' the participant must specify the Associated Supplier Unit that will record the Trading Site Demand; or The participant must register a new Trading Site Supplier Unit.

The following communication will be issued by the Market Operator to the MDP upon receipt of a valid application pack to register a Generator Unit.

Content of Communication - Email	
Field Name	Field Description
Generator Unit Name	This is the actual name of the Generator Unit.
Generator Unit ID	Must include the ID of the Generator Unit, including any Generator Units registered to the relevant Trading Site.
MPRN or Connection Agreement Reference	the MPRN of the Trading Site (or equivalently a Connection Agreement reference where the MPRN can be identified).
Supplier Unit Name	This is the actual name of the Supplier Unit noted below.
Supplier Unit ID	The ID of the Supplier Unit to which Demand quantities at this Trading Site are to be aggregated.
Trading Site Supplier Unit Flag	This will indicated if a Supplier Unit is a Trading Site Supplier Unit. Indicated as 'Y' 'N'. <i>Note: Each Demand Side Unit registered must also register a Trading Site Supplier Unit.</i>
Associated Supplier Unit	This will indicated if a Supplier Unit is an Associated Supplier Unit. Indicated as 'Y' 'N'. <i>Note: The Demand for an Aggregated Generator Unit must be recorded by an Associated Supplier Unit.</i>
Trading Site ID	Identifier by which the Trading Site is known (i.e. TS_nnnnnn)
Trading Site Name	The External name of the Trading Site
Proposed Effective Date	This will details an indicative effective date for registration of the Generator Unit, if known.
Comment	
All Generator Units must be registered as part of a Trading Site.	

Additional Communications:

1. **Meter Data Export Date:** The relevant Meter Data Provider will send an email communication to the Market Operator, confirming the Meter Data Export Date.
2. **Meter Validation Date:** The relevant Meter Data Provider must send a notification to the Market Operator confirming the Meter Validation Date for a new Unit registration, this date signifies the date in which the meter data has been validated by the Meter Data Provider, as defined in the Code.

1.2 Registration Event 2: New Supplier Unit

Standard Supplier Unit

The following Registration Event describes the process associated with the registration of a Supplier Unit. For any Supplier Unit that does not record the Demand associated with a Trading Site, the following communication will be issued to the Meter Data Provider by the Market Operator.

Content of Communication - Email	
Field Name	Field Description
Supplier Unit Name	This is the actual name of the Supplier Unit.
Supplier Unit ID	The ID of the Supplier Unit to which Demand quantities at this Trading Site are to be aggregated.
Proposed Effective Date	This will detail an indicative effective date for registration of the Supplier Unit, if known.

Associated Supplier Unit and Trading Site Supplier Unit

If a Participant is registering an Associated Supplier Unit or a Trading Site Supplier Unit, the following process should be followed.

The following prerequisite checks must be carried out to ensure the correct registration events are followed with respect to this request.

Prerequisite Check	
New Trading Site	<p>Is the participant registering a Supplier Unit intending to record Trading Site Demand for a new Trading Site, then;</p> <ul style="list-style-type: none"> - The participant must register an Associated Supplier Unit or a Trading Site Supplier Unit, as appropriate under the Code. - The participant must specify the Trading Site for which Demand is intended to be recorded for. - The effective dates associated with the Generator Unit and Supplier Unit registrations must align.
Existing Trading Site	<p>Is the Supplier Unit being registered is intending to record Demand associated with an existing Trading Site. Then registration events 5 to 8 may need to be considered. The participant must specify the Trading Site that the Supplier Unit is intending to record the Trading Site Demand on behalf of.</p>

The following communication will be issued by the Market Operator to the Meter Data Provider upon receipt of a valid application pack to register a Supplier Unit.

Content of Communication - Email	
Field Name	Field Description
Supplier Unit Name	This is the actual name of the Supplier Unit.
Supplier Unit ID	The ID of the Supplier Unit to which Demand quantities at this Trading Site are to be aggregated.
Trading Site Supplier Unit Flag	This will indicated if a Supplier Unit is a Trading Site Supplier Unit. Indicated as 'Y' 'N'. – If 'Y' see below
Associated Supplier Unit Flag	This will indicated if a Supplier Unit is a Trading Site Supplier Unit. Indicated as 'Y' 'N'. If 'Y' see below
MPRN or Connection Agreement Reference	the MPRN of the Trading Site (or equivalently a Connection Agreement reference where the MPRN can be identified).
Trading Site ID	Identifier by which the Trading Site is known (i.e. TS_nnnnnn)
Trading Site Name	The External name of the Trading Site
Generator Unit ID	In the event of deregistering a Trading Site Supplier Unit this will include any Generator Units registered to the relevant Trading Site.
Proposed Effective Date	This will detail an indicative effective date for registration of the Supplier

	Unit, if known.
Comment	
Where a Supplier Unit is a Trading Site Supplier Unit, there can be no further MPRNs included in the Supplier Unit aggregation. This means that if the Retail Market Operator receives an application for a new MPRN under the Trading Site Supplier Unit, it will be rejected.	

1.3 Registration Event 3 – Generator Unit Deregistration

The following registration event describes the process associated with the deregistration of a Generator Unit. The following prerequisite checks must be carried out to ensure the correct registration events are followed with respect to this request.

Prerequisite Check	
Is it the last Generator Unit on the Trading Site	<p>Is the Generator Unit that is deregistering the last Generator Unit on the relevant Trading Site?</p> <p>If 'Yes' and a Trading Site Supplier Unit records the Demand on that Trading Site, then Registration Event 4 for Supplier Unit Deregistration must be triggered. The Generator Unit and the Supplier Unit must deregister on the same Effective Date.</p> <p>Note: For an Autoproducer Site where generation is deregistered but not the Demand, the Supplier Unit may change category from a Trading Site Supplier Unit to a standard Supplier Unit.</p> <p>If 'Yes' and an Associated Supplier Unit records the Demand on that Trading Site, then confirm this is not the last MPRN associated with that Supplier Unit. If it is then Registration Event 4 for Supplier Unit Deregistration must be triggered; or alternatively the Participant may apply to change their category to a standard Supplier Unit. If deregistering, the Generator Unit and the Supplier Unit (as applicable) must deregister on the same effective date.</p>

The following communication will be issued by the Market Operator to the Meter Data Provider upon receipt of a valid application pack to deregister a Generator Unit.

Content of Communication - Email	
Field Name	Field Description
Generator Unit Name	This is the actual name of the Generator Unit.
Generator Unit ID	Must include the ID of the Generator Unit, including any additional Generator Units registered to the relevant Trading Site.
Supplier Unit Name	This is the actual name of the Supplier Unit.
Supplier Unit ID	The ID of the Supplier Unit to which Demand quantities at this Trading Site are to be aggregated.
Trading Site Supplier Unit Flag	This will indicate if a Supplier Unit is a Trading Site Supplier Unit. Indicated as 'Y' 'N'.
Associated Supplier Unit	This will indicate if a Supplier Unit is an associated Supplier Unit. Indicated as 'Y' 'N'.
Trading Site ID	Identifier by which the Trading Site is known (i.e. TS_nnnnnn)
Trading Site Name	The External name of the Trading Site
Proposed Effective Date	This will detail an indicative effective date for deregistration of the Generator Unit, if known.
Comment	
The MDP should maintain the capability of providing the revised data for the Generator Unit for updates related to past activities for a duration of 14 months into the future, as required for Resettlement.	
Once the Effective Date for deregistration has been agreed, the Unit will be deregistered in the SEM systems and it will be required that any future meter data files for the relevant Transmission ID will not include quantities for this Generator Unit, from this date of deregistration.	

1.4 Registration Event 4 – Supplier Unit Deregistration

The following registration event describes the process associated with the deregistration of a Supplier Unit. This event will occur is a Demand customer in the retail market chooses to effect a Change of Supplier Transaction or no longer has any Demand customers. The following prerequisite checks must be carried out to ensure the correct registration events are followed with respect to this request.

Prerequisite Check	
Supplier Unit does not record Trading Site Demand	<p>If Supplier Unit does not record Demand associated with a Trading Site, then the Supplier Unit may be deregistered. This is subject to confirmation by the Meter Data Provider that there are no MPRNs registered that Supplier Unit.</p> <p>There are no additional Registration Events that need to be followed.</p>
Supplier Unit records Trading Site Demand	<p>Does the Supplier Unit that is deregistering record the Demand on any Trading Sites? If 'Yes' then;</p> <ul style="list-style-type: none"> - Registration Event 2 "Registration of a Supplier Unit" may need to be followed. The deregistration of the existing Supplier Unit should align with the registration of the new Supplier Unit intended to record the Demand on the Trading Site. Or; - Registration Events 5 to 8 may need to be followed, as the Demand on the Trading Site may need to be recorded under a different Supplier Unit <p>If 'No', then the unit can be deregistered, subject to confirmation by the relevant Meter Data Provider that there are no additional MPRNs registered to that Supplier Unit.</p>

The following communication will be issued by the Market Operator to the Meter Data Provider upon receipt of a valid application pack to deregister a Supplier Unit.

Content of Communication - Email	
Field Name	Field Description
Supplier Unit Name	This is the actual name of the Supplier Unit.
Supplier Unit ID	The ID of the Supplier Unit to which Demand quantities at this Trading Site are to be aggregated.
Trading Site Supplier Unit Flag	This will indicated if a Supplier Unit is a Trading Site Supplier Unit. Indicated as 'Y' 'N'.
Associated Supplier Unit Flag	This will indicated if a Supplier Unit is a Trading Site Supplier Unit. Indicated as 'Y' 'N'.
Trading Site ID	Identifier by which the Trading Site is known (TS_nnnnnn)
Trading Site Name	The External name of the Trading Site
Generator Unit ID	In the event of deregistering a Trading Site Supplier Unit this will include any Generator Units registered to the relevant Trading Site.
Proposed Effective Date	This will detail an indicative effective date for deregistration of the Supplier Unit, if known.
Comment	
<p>The MDP should maintain the capability of providing the revised data for the Supplier Unit for updates related to past activities for a duration of 14 months into the future, (as per the invoice timeframe).</p> <p>Once the Effective Date for deregistration has been agreed, the Unit will be deregistered in the SEM systems and it will be expected that any future meter data files for the relevant Transmission ID will not include quantities for this Generator Unit.</p>	

1.5 Registration Events 5, 6, 7 & 8 - Confirmation of Change of Supplier for Trading Site

The following registration event describes the process associated with the change of Supplier Unit for a Trading Site. The following prerequisite checks must be carried out to ensure the correct registration events are followed with respect to this request.

Prerequisite Check	
Registration Event 5: Change of a Trading Site Demand from a Trading Site Supplier Unit to a different Trading Site Supplier Unit	<p>The same Party that registers a Generator Unit and Trading Site must also register the Trading Site Supplier Unit. The Trading Site Supplier Unit can only record Trading Site Demand. Therefore this can only occur where the Generator Units are re-registered by another Party.</p> <p>The change in Demand must occur on the effective date associated with the registration and deregistration of the relevant Generator Units and Supplier Units.</p>
Registration Event 6: Change of Trading Site Demand from a Trading Site Supplier Unit to an Associated Supplier Unit	<p>Check that the Associated Supplier Unit is not another Trading Site Supplier Unit. If it is not, then;</p> <p>Confirm the Associated Supplier Unit is registered, or is going through the registration process.</p> <p>If the same Party is not intending to record the Trading Site Demand, then the Trading Site Supplier Unit must be deregistered. This transfer of Trading Site Demand must happen on the same day as the deregistration of the new Trading Site Supplier Unit.</p> <p>If the same Party is intending to become the Associated Supplier Unit, then this will be a change in characteristics of the Supplier Unit. No deregistration is required. The Effective Date for change in characteristics must be agreed by the Market Operator and relevant Meter Data Provider.</p>
Registration Event 7: Change of Trading Site Demand from an Associated Supplier Unit to a Trading Site Supplier Unit	<p>Check that an application to register a Trading Site Supplier Unit has been submitted. This Trading Site Supplier Unit must be registered by the same Party that has registered the Generator Units that make up the Trading Site.</p> <p>If the Party that registered the Generator Units also records the Trading Site Demand under the Associated Supplier Unit, then this will be a change in characteristics of the Supplier Unit. No new registration will be required.</p>
Registration Event 8: Change of Trading Site Demand from an Associated Supplier Unit to a different Associated Supplier Unit	<p>Check that the new Associated Supplier Unit is an existing unit. If not, then a new Supplier Unit will need to be registered, or be in the process of being registered.</p> <p>The date of the change in Trading Site Demand and the registration of the new Associated Supplier Unit registration must align.</p>

The following communication will be issued by the Meter Data Provider to the Market Operator upon receipt of a request to change the Supplier Unit that records the Trading Site Demand.

Content of Communication - Email	
Field Name	Field Description
MPRN or Connection Agreement Reference	the MPRN of the Trading Site (or equivalently a Connection Agreement reference where the MPRN can be identified).
Old Supplier Unit ID	The ID of the old Supplier Unit whose aggregated quantities included Demand quantities for this Trading Site.

New Supplier Unit ID⁴	The ID of the new Supplier Unit whose aggregated quantities will include Demand quantities for this Trading Site.
Proposed Effective Date	The date from which this information is effective.
Comment	
<p>In normal events, Demand customers can change from one Supplier to the next in the retail market with no visible effect in the wholesale markets. The Retail Market Operator will manage details of what MPRN values are to be included in what aggregations and the wholesale market takes these aggregations as accurate and settles accordingly.</p> <p>If a Demand customer associated with a Trading Site wishes to change their Supplier, this might trigger the parallel initiation of one or more of the other listed registration events. The Market Operator must be notified by the Meter Data Provider of an intended change in Supplier Unit for a Demand customer linked to a Trading Site.</p>	

⁴ This may be a Participant going through the process for registering a new Supplier Unit.