MRA Entry Assessment Entry Assessment Questionnaire, Guidance Notes & Configuration Management Return

GEM-ENE-ASS-10468

April 2021
v8.0

MRA Assurance Team

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1. Introduction

1.1. Purpose

This document provides MRA Entry Assessment Applicants with guidance for the completion of the MRA Entry Assessment documents.   The Applicants must complete the following documents as part of the MRASCo Entry Assessment Process:

- Entry Assessment Questionnaire (*see Section 4 of this document*)
- Configuration Management Return (MRASCo doc. ref. 10475)
  https://www.mrasco.com/ufaqs/what-information-should-i-familiarise-myself-with/

1.2. Scope

These notes are for the guidance of all Applicants that are subject to the MRA Entry Assessment and Re-Qualification processes, as set out in MRA Agreed Procedure MAP05.Entry Assessment Documentation and Submission.

The completed Entry Assessment Questionnaire (EAQ) provides MRASCo with a high-level view of how an Applicant has organised its Business Solution to operate in the electricity market in Great Britain (GB), an assurance by the Applicant that their systems are ready for the various stages of Entry Assessment and for the Market itself.

The Configuration Management Return (CMR) provides MRASCo with a more detailed view of:

- the inventory of the Applicant's business solution design documents,
- the design of business processes and computer applications cover MRA requirements,
- the inventories of the Applicant's business processes and applications,
- the testing of these business processes and applications,
- the status of the licence application and the various agreements required,
- the agents that are to be used in different areas or nationally (Suppliers only), and
- outsourced services.

Whenever these documents are submitted to MRASCo, all sections that have previously been submitted should also be included. If there have been any changes to these entries, these should be summarised with a covering note.

1.3. Documentation requirements for each stage of Entry Assessment

1.3.1. Initial Meeting

The following documents must be completed by the Applicant and received by MRASCo prior to the Initial Meeting:

- The header page and as much of part 0 of the EAQ completed as possible at this time.

- MRASCo will then work with the Applicant to clarify any information in the EAQ part 0 and initiate a joint planning meeting with the BSCCo and the Applicant at a time that is suited for all (the BSC Qualification Process and the MRA Entry Assessment Process can happen in parallel to promote efficiency for the Applicant).
- After the joint meeting with the BSCCo, the Applicant will need to ensure that the EAQ part 0 is fully completed within the timescales provided by MRASCo prior to beginning the MRA Entry Assessment Process.

1.3.2. Business Solution Assessment

The following documents must be completed by the Applicant and received by MRASCo prior to the Business Solution Assessment:

- parts 1 and 2 of the EAQ with the declaration signed by an appropriate executive;
- the CMR with:
  - the Business Solution Design worksheet completed;
  - the Applications worksheet completed. Entries here may include bought-in packages that are to be used and bespoke applications that are to be developed;
  - the MRA Products worksheet completed, with all applicable MRA Products referenced;
  - the business processes column within the Market Processes Coverage worksheet completed (at this stage test references are not required);
  - insofar as the information is available, all other worksheets within the CMR *may be* completed.

1.3.3. Integration Testing Assessment

The following documents must be completed by the Applicant and received by MRASCo by the start of the Integration Testing Assessment:

- part 3 of the EAQ;
- the CMR with:
- the test reference columns within the Market Processes Coverage worksheet completed;
- all other worksheets within the CMR complete with the latest data.

1.3.4. Market Scenario Tests (MST)

The following documents must be completed by the Applicant and received by MRASCo by the start of the MST:

- part 4 of the EAQ;
- PRD Spreadsheets (at least 5 working days before MST commencement)

1.3.5. Exit from Entry Assessment

In order that MRASCo may prepare a consolidated report, on which MEC will base its consideration whether to Approve the Applicant:

- part 5 of the EAQ including the declaration signed by an appropriate executive.

1.3.6. Further Information

Instructions for completion of the EAQ and CMR are detailed within this document.

After submission of the Entry Assessment Process documents, clarifications may be requested by MRASCo. The Applicant must answer these satisfactorily and send updated documents to MRASCo before the corresponding stage of Entry Assessment can commence.

Where documents are not provided sufficiently in advance of a stage, checking of the documents and clarifications will form the first part of the assessment and extra time will need to be allowed for completion of the stage. It is therefore recommended that documents are submitted several days in advance of commencement of the relevant Entry Assessment stage and is included under the Applicants plan.

Parts of the EAQ and CMR may need to be completed by third parties who are acting on the Applicant's behalf. However, it is always the responsibility of the Applicant to ensure the accuracy and completeness of all Entry Assessment Process documents and to submit these to MRASCo.

2. Related Documents

- MRA Products
  https://www.mrasco.com/mra-products
- MRA Entry Assessment Products https://www.mrasco.com/becoming-a-party-to-the-mra/
- In addition to MRA related documents, the Applicant will also need to make itself aware and familiar with a number of other documents provided by the Data Transfer Service and the BSCCo et al (MRASCo can help with understanding during the planning stage of MRA Entry Assessment).

3. Glossary of terms

For definitions of terms used in this document please refer to the Glossary of Terms in the document MRA Entry Assessment: Information for Applicant (ref. 10454) https://www.mrasco.com/becoming-a-party-to-the-mra/

4. THE ENTRY ASSESSMENT QUESTIONNAIRE

The Entry Assessment Questionnaire appears on the pages below.

In the "Your response" and "Evidence to support…" columns there are entries that advise on how to fill in the required information, and examples of suggested supportive evidence. Please replace these with information appropriate for the Applicant, but do not change the shaded areas.

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Entry Assessment Questionnaire

APPLICATION DECLARATION

COMPANY NAME:	
Name:	
Title/Position:	
Address:	
Email:	
Tel:	
Reason for submission:	
Date of submission:	

I confirm that it is our intention to undertake the MRA Market Entry Assessment for operating in Great Britain in the following Licensed Role (*tick box(es)*):

	Distribution Business			Supplier (please also indicate types of supply using the boxes below)
				Half Hourly
				Non-Half Hourly: Non-Domestic
				Non-Half Hourly: Domestic

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RISK ASSESSMENT

Part 0: Initial Risk Assessment

#	Item to be assessed	Your Response	Evidence to support your response
0.1	What experience of operating in the Market does your organisation intend to draw on, if any?	If, for example, your organisation has previous experience of Market operation, or you intend to use a Managed Service for some, or all, of your operation this would be a factor used to assess the level of risk that you pose to the Market, and the degree of Entry Assessment necessary.	Description of previous experience in the Electricity Market. Any relevant, supportive documents sent as attachments.
0.2	Will you be deploying business processes and/or computer applications that are already operating in the Market?	Though MRASCo does not recommend specific public domain business processes and IT applications, if your organisation intends to use processes and/or applications that are already in operation in the Market, this would be a factor used to assess the level of risk that you pose to the Market, and the degree of Entry Assessment necessary.	Description of business processes/applications to be deployed and their pedigree.
0.3	Is your organisation prepared to accept limitations to its operational market activity in order to be able to commence those operations with less onerous Entry Assessment requirements? If so, please indicate what limitations you would propose.	If your organisation has limited aspirations for Market activity e.g. a small niche market, this could be a factor that limits the risk to the Market posed by you. This, in turn, could lead to Entry Assessment requirements being relaxed. Should you wish to exceed the limitations at a later date, a further Entry Assessment would be applicable at that point but would again be risk based,	Details of the limitations within which you are prepared to operate.

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#	Item to be assessed	Your Response	Evidence to support your response
0.4	If time to Market is a significant factor in your organisation's business plan would you be prepared to carry out Entry Assessment in phases, with some parts of Entry Assessment taking place in parallel with your Market Operations? If so, please indicate your business plan.	If your organisation wishes to commence Market operations quickly it may be possible to carry out Entry Assessment in phases, with only market processes that are essential for early operations being subject to Entry Assessment initially, and those that are less likely to occur in early operations being assessed at a later date,	Market processes that you feel are unlikely to be needed or that will be of very low volume initially. Indicative business strategy & timescale plan for Market Activity.
0.5	Has your organisation sought, or intend to seek, derogations from any of the compliance obligations in the MRA, MAP05, any part of the Retail Design or exemptions from MRA Entry Assessment? If so, please detail the derogations/ exemptions and current status (pending/approved/refused).	Where you have sought one or more derogations or exemptions there is a need for these to be disclosed to MRASCo to allow the Entry Assessment Process to be tailored appropriately.	Details of derogations/exemptions sought, the current status and expectations of final state for each.

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#	Item to be assessed	Your Response	Evidence to support your response
0.6	Please confirm that you are able to provide suitable facilities for the exclusive use of MRASCo Assessors as may be required during the Entry Assessment Process. This is most likely to be required during the Market Scenario Testing Stage and the Controlled Market Entry – Exit Audit stage.	As an example, where all Entry Assessment activities are carried out at one location, the following will be ideal: • a private room that is close to the location in which test execution will take place In the room: • a lockable cabinet • desks sufficient for two assessors • power supplies • telephone • unrestricted Internet connection • a complete set of, or electronic access to, your business processes and work instructions • facilities for printing electronic documents • access to photocopying facilities The precise requirements will be discussed with you during the initial meeting for the Risk Assessment stage.	

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SELF ASSESSMENT

Part 1: Business Solution

#	Item to be assessed	Your Response	Evidence provided in the self-assessment pack to support your response
1.1	From which locations will the various business functions that support MRA requirements be operated.	All functions may be operated from a single location or may be split across several, e.g. • Contracts operated from location xxxxx • Customer services operated from location yyyyy	List of business functions versus locations.
1.2	Detail your Competitive Electricity Market (CEM) programme organisation showing reporting structure and lines of communication.	Please provide sufficient information to enable MRASCo to identify relevant roles and individuals within your organisation for the whole Entry Assessment Process. These documents should be included with your response.	Organisation chart.
1.3	List the contact details of key personnel identified within your CEM programme organisation chart.	Please provide sufficient information to allow MRASCo to be able to contact your key project personnel to facilitate timely responses to queries. These documents should be included with your response.	Name, email address, business address, fax and telephone numbers list.

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#	Item to be assessed	Your Response	Evidence provided in the self-assessment pack to support your response
1.4	From which geographical location(s) will the various Entry Assessment stages be supported?	The Self-Assessment Stages of the MRA Entry Assessment will largely take place at MRASCo offices but there may be some on-site elements. The Market Scenario Testing Stages will, at least in part, be carried out at the Applicant's premises. Please state where you expect any on-site elements of Entry Assessment to take place. In some cases, (e.g. for MST) there may be more than one location involved.	Annotated map/list of addresses.
1.5	Specify the architecture of your CEM systems.	Please provide sufficient information to enable MRASCo to understand the overall structure of your systems including the type of gateway, routing and validation mechanisms, and applications.

Note: A sample architecture diagram is included in Section 5 - Entry Process Document Examples. | Schematic diagram to show components and relationships, with annotation showing where data flows are processed.
Indicate the type of gateway, whether it is high or low volume, remote, and/or shared with other users (who should be identified). |
| 1.6 | How does your business solution check that data flows are correctly structured? | The structure and content of data flows must be validated for both incoming and outgoing data flows, electronic and manual. This may typically be by means of a central validation routine, or by individual applications/procedures, or other means. Your particular approach should be outlined. | Diagram/statement of validation approach. |

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#	Item to be assessed	Your Response	Evidence provided in the self-assessment pack to support your response
1.7	How have you ensured that all of the applicable functions embodied in the MRASCo Model are included within your processes and applications?	Please provide sufficient information to allow MRASCo to understand the controls you employed to confirm that all applicable functions are embodied in your processes and applications.	Cross-reference from MRASCo Model to business processes/applications.
1.8	How have you ensured that all of the relevant obligations in the MRA and MRA Agreed Procedures are included within your processes and applications?	Please provide sufficient information to allow MRASCo to understand the controls you employed to confirm that all applicable functions are embodied in your processes and applications.	Cross-reference of obligations to business processes/applications.
1.9	How have you ensured that all of the relevant working practices are included within your processes and applications?	Please provide sufficient information to allow MRASCo to understand the controls you employed to confirm that all applicable functions are embodied in your processes and applications.	Cross-reference of working practices to business processes/applications.
1.10	Non-Domestic Suppliers only Have you considered the possibility of acquiring Domestic customers as part of Industrial & Commercial contracts?	If applicable, please outline your policy with regard to this eventuality. Relevant areas include: MRA, MRASCo Model, WP & DTC obligations Pre-payment metering Business Process Automated Process Gateway Configuration Industry Infrastructure and Agreements	Brief description of how the relevant obligations would be met.

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#	Item to be assessed	Your Response	Evidence provided in the self-assessment pack to support your response
1.11	Name the document that describes in detail your mechanism for routing of incoming data flows to applications and/or procedures and how the next step is determined.	Please include this document with your response.	Formal specification or documented procedure.
1.12	Please confirm that all of the design documents that specify how your business solution works/will work have been listed in the CMR and provided to MRASCo in the Self-Assessment Pack.	Please confirm these and where they can be found in your Self-Assessment Pack.	Completed CMR tab and physical documents sent on commencement.

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Part 2: Management Processes

#	Item to be assessed	Your Response	Evidence provided in the self-assessment pack to support your response
2.1	Name the documents that define your approach to formal: Problem Management, Change Control, Configuration Management, Release Management, Document Control, Test Management, Market Domain Data Management for your CEM Programme and for ongoing operations (where applicable).	As well as catering for internally triggered changes, procedures need to include provision for externally triggered changes e.g. changes to the MRASCo Product Set. Distribution Businesses should also confirm whether the change control mechanism includes an assessment of whether a change is 'Material' (see MRA). If not, please outline how this assessment takes place. Copies of appropriate documents must be provided to MRASCo in the Self-Assessment Pack.	Documented procedures for; Problem Management, Change Control, Configuration Management, Release Management, Document Control, Test Management, Market Domain Data Management

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MRA ENTRY ASSESSMENT - READINESS DECLARATION

An appropriate company executive must sign this declaration as a statement on behalf of your organisation that the conditions for commencement of the MRA Entry Process have been met.

APPLICANT ORGANISATION:

DECLARATION BY COMPANY EXECUTIVE

With the exception of those items explicitly detailed below I certify, on behalf of *insert company name* **that the documents declared in the Entry Assessment Questionnaire, parts 1 and 2, are current and operational. I confirm that:**

- **our answers, as set out in the Entry Assessment Questionnaire, parts 1 and 2, are complete and accurate at the time of submission;**
- **we believe the systems and processes that we are submitting for MRASCo Assessment (detailed within the Configuration Management Return) cover all applicable aspects of the MRASCo Entry Process Baseline and have been fully reviewed to ensure their completeness and coherence;**
- **parts 3, 4 and 5 of this Entry Assessment Questionnaire will be completed and submitted to MRASCo as required by the Entry Process;**
- **any changes to information already supplied to MRASCo will be notified immediately in the appropriate form.**

Please detail any exceptions here:

Authorised by:

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Print Name   **Signature**   **Position**   **Date**

* Insert company name here

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Part 3: Internal Testing Approach

#	Item to be assessed	Your Response	Evidence provided in the self-assessment pack to support your response
3.1	Please confirm whether your organisation has a formally defined test strategy and test plan that includes: - Integration Testing - DTS Connectivity Testing - Dataflow validation - Market Scenario Test execution	Your organisation must carry out Internal Testing. Your test plan must include provision for MRASCo External and Internal Market Scenarios Test execution.	Current test strategy/plan document(s).
3.2	Who within your organisation is responsible for certifying that testing is complete?	Usually the "Test Manager", this would be a primary contact during the Assessment.	Job title, name and contact details of individual.
3.3	Please describe your Internal Testing infrastructure.	Describe what resources have been/are planned to be deployed for internal integration testing, including people and equipment etc., and how these are organised to ensure effective testing.	May be included in current test strategy/plan document(s) (see 2.1 above) or documented separately.

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#	Item to be assessed	Your Response	Evidence provided in the self-assessment pack to support your response
3.4	Please confirm that for both manual and semi-automated flows, tested work instructions and procedures are available.	A manual flow is one that is not received or transmitted via the Data Transfer Network (DTN). A semi-automated flow is one that is received or transmitted via the DTN but is otherwise processed manually. Internal Data Transfer and End-to-End Business Process testing should exercise all types of flows, appropriate to the particular business processes under test.	Evidence confirming testing of both manual and semi-automated flows
3.5	Please confirm that you have completed the planned Integration Testing of your business solution.	You should carry out Internal Integration Testing of your business solution prior to execution of Market Scenarios. Your internal testing should include the execution of complete end-to-end scenarios where your business procedures, work instructions and applications are employed in an integrated fashion that resembles the way they will be used in the live Market.	Integration test completion record.
3.6	Please confirm that test results from your integration testing have been provided to MRASCo as part of the self-assessment pack to demonstrate that all of your business processes have been fully exercised in an integrated fashion.	This should include both internally and externally developed systems and third party services required to satisfy MRASCo requirements. Where manual procedures are involved, these must be exercised as part of the testing. In terms of business functions, the various events and triggers and their associated inputs and outputs must all be tested. Evidence of the	Test plans, scripts, input data, results and reviews.

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#	Item to be assessed	Your Response	Evidence provided in the self-assessment pack to support your response
		execution of activities within a process must be available, where necessary, to demonstrate the contiguity of the test steps.	
3.7	Please confirm that you can summarise the integration tests that have been carried out and the status of this testing.	It is expected that you will maintain a summary of your testing, which may include such things as: a list of test titles, run date(s), current status (e.g. passed, failed, pending re-test), no. of problems identified etc. Please describe what you have provided in the self-assessment pack.	Test summary as described opposite
3.8	Please confirm that you have completed Data Transfer Service Connectivity Tests.	Your internal testing must include data transfer service connectivity tests. The extent of this testing will be taken into account when determining the tests that need to be included within the Market Scenario Testing stage of the MRA Entry Assessment.	Current test strategy/plan document(s).
3.9	Please confirm that you have completed Dataflow Validation Tests.	Your internal testing must include data flow validation, both for structural problems and invalid value tests. It should cover both internally and externally developed systems and any third party services required to satisfy MRASCo requirements.	Current test strategy/plan document(s).

#	Item to be assessed	Your Response	Evidence provided in the self-assessment pack to support your response
3.10	Please confirm that you can summarise the Connectivity and Dataflow Validation tests that have been carried out and the status of this testing.	You are required to make available a summary of the status of your DTC Connectivity Tests on commencement of DTSCT.	Summary of tests planned, completed and results to date.
3.11	Please confirm that test results from your Data Transfer Service Connectivity Tests and Dataflow Validation Tests have been provided to MRASCo as part of the self-assessment pack.	The results are inspected as part of Entry Assessment and the extent of this testing will be taken into account when determining the tests that need to be included within the Market Scenario Testing stage of the MRA Entry Assessment.	Test plans, scripts, input data, results and reviews.

MARKET SCENARIO TESTING STAGE

Part 4: Readiness for External / Internal Market Scenario Testing Assessment

#	Item to be assessed	Your Response	Evidence to support your response
4.1	Please state the version of your CMR that is applicable to the processes and applications that will be used in your execution of the MSTs, and confirm that you have submitted this to MRASCo.	Please confirm the CMR Version, as applicable to processes and applications that will be used during MST.	Updated CMR to be provided
4.2	Please describe your Market Scenario Test execution infrastructure.	Describe what resources have been deployed for execution of Market Scenarios, including people and equipment etc., and how these are organised.	May be included in current test strategy/plan document(s) (see 2.1 above) or documented separately.
4.3	Please confirm that you have discussed and agreed with MRASCo a plan for execution of the Market Scenario Tests	The plan should show individual scenarios, start dates and durations and must have been agreed with MRASCo. Please include this plan with your response.	Gantt chart, Spreadsheet or any suitable means of presenting the information.
4.4	Please confirm that, by the time of the MST preparatory checks (carried out by MRASCo on commencement of MST execution) you will have assigned values for all pre-requisite data items that are your responsibility and set up all pre-requisite files needed for MST execution.	Pre-requisite data requirements are specified within the Entry Process Baseline documentation. Databases and files, whether electronic or paper based, will also need to be set up to represent the start conditions for each scenario, just as if those files were part of live operations.	Fully completed Pre-Requisite data to be provided to MRASCo in advance of preparatory checks.

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#	Item to be assessed	Your Response	Evidence to support your response
4.5	Which version of the Market Domain Data (MDD) will you use in Market Scenario Testing? Distributors Only NB. Some new Distributors may not have their working data included in MDD at this point in time. In this instance you should specify what data you intend to use and indicate the nature of its validity.	This will normally be the latest version available.	A screenshot of your system, showing MDD version.
4.6	Please confirm that trained business staff, who are to operate your processes and applications during MST execution, have been identified.	It is an MRA Entry Assessment Process requirement that, during MST execution, trained business users operate the Applicant's processes and applications.	List of nominated individuals with job titles.
4.7	Please confirm that the trained business staff identified above will also be part of the team that will operate your processes and applications when you have entered the live market.	Please confirm accordingly.	

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#	Item to be assessed	Your Response	Evidence to support your response
4.8	Please describe all of the organisations and their locations that will be involved in the execution of MST.	It is an MRA Entry Assessment Process requirement that all organisations that will form the Applicant's business in the live market must perform the same roles during MST execution, with the exception of Distribution Business Services and Metering/qualified MPAS Agents.	Diagram showing the organisations and the roles they will play.
4.9	Will your Metering/MPAS Agents (as applicable) be participating in your execution of the MST?	There is no obligation for Metering or qualified MPAS Agents to participate in MST execution, however the Applicant may arrange this if they wish.	If this has been arranged, evidence of the confirmation of their participation would be required.
4.10	Please confirm that the MRASCo Assessors will have unrestricted access to the locations in which the MSTs are to be executed, and the staff operating them, at all times.	It is an MRA Entry Assessment Process requirement that MRASCo Assessors have unrestricted access to the locations in which the MSTs are being executed and the staff operating them.	

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EXIT FROM MRA ENTRY ASSESSMENT

Part 5: Statement of Readiness for Market Operation

#	Item to be assessed	Your Response	Evidence to support your response
5.1	What is the status of your application for a licence to operate in the capacity(ies) declared on the header sheet of this return?	Please indicate whether your application for an appropriate licence from OFGEM is "in Progress" or "Granted".	Appropriate pages from the licence or correspondence from OFGEM.
5.2	What is the status of your application to become a Party to the Master Registration Agreement in the capacity(ies) declared on the header sheet of this return?	Please indicate whether your application for accession to the MRA in an appropriate capacity is "in Progress" or "Granted".	None required.
5.3	What is the status of your application to become a Party to the Distribution Connection and Use of System Agreement?	Please indicate whether your application for accession to the DCUSA in an appropriate capacity is "in Progress" or "Granted".	Appropriate paperwork from your DCUSA or correspondence from Electralink.
5.4	What is the status of your application to become a Party to the Data Transfer Service Agreement?	Please indicate whether your application for accession to the DTSA is "in Progress" or "Granted".	Appropriate pages from your DTSA or correspondence from Electralink.
5.5	Has the Market Domain Data Agent assigned a Market Participant Id to your organisation for use in the capacity(ies) declared on the header sheet of this return?	Please indicate whether your application for an MPID is "in Progress" or "Granted".	Appropriate correspondence from the MDDA.
5.6	What is the status of your accession to the Secure Data Exchange Portal (SDEP) Access Agreement?	Please indicate whether your application for accession to the SDEP Access Agreement is "in Progress" or "Granted".	Appropriate paperwork from MRA.

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MARKET OPERATION READINESS DECLARATION

Part 5: Statement of Readiness for Market Operation

An appropriate company executive must sign this declaration, as a statement on behalf of your organisation that the conditions for entry into the Competitive Electricity Market have been met.

APPLICANT ORGANISATION:

DECLARATION BY COMPANY EXECUTIVE

With the exception of those items explicitly detailed below we confirm that we are ready to operate in the live Electricity Market. In particular:

- **we have been granted an appropriate licence and have acceded to all necessary industry agreements, as indicated in the answers above;**
- **all internal systems that will be used in the live Competitive Electricity Market that have not been directly involved in the MRA Entry Assessment Process have been completely and successfully tested, and contain no significant problems (these include, but are not limited to, Customer Service, Billing, and Internal Accounting Systems).**

*Please detail any exceptions here***:**

Approved by:

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Print Name   **Signature**   **Position**   **Date**

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5. THE CONFIGURATION MANAGEMENT RETURN

5.1. General

The CMR is in electronic form as an Excel workbook. You can find it on the MRASCo website
https://www.mrasco.com/ufaqs/what-information-should-i-familiarise-myself-with/ . It comprises of the
following worksheets:

1. Read Me
2. Business Solution Design
3. Applications
4. MRA Products
5. Market Processes Coverage
6. Business Processes
7. Agreements
8. Agents (Suppliers only)
9. Managed Services
10. Change History

5.2. Worksheet Descriptions

Each worksheet contains areas for MRASCo use only and areas to be completed by the Applicant.
Columns that have their titles shaded grey **must not be changed by the Applicant**.
The worksheets are:

5.2.1. Read Me worksheet

This worksheet provides a summary of the purpose of the CMR as a whole and each worksheet
individually.

5.2.2. Business Solution Design worksheet

The Business Solution Design worksheet must be completed prior to the Business Solution
Assessment stage of the MRA Entry Assessment.

The Applicant should list all of the documents that describe the design of their business solution at a
detailed level. This can then be used as a checklist of the design documents that should be provided
to MRASCo in the Self-Assessment pack for input to the BSA. Depending on how advanced the
development of the business solution is these may be completed business processes, process
outlines, functional specifications, architecture diagrams etc.

5.2.3. Applications worksheet

For each application in their business solution, the Applicant creates an entry comprising the
application identifier, version and provider in the Applications worksheet. Where an application is

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supplied as a package, the package provider name should be entered, or, for a bespoke development "In-house".

5.2.4. MRA Products worksheet

The Applicant should enter the version of each MRA Product that was used as the basis for the design of their business solution. There is reference to the Market Domain Data (MDD), although the MDD is not a MRA product, it is included here for completeness as it pertains to an Applicants ability to interoperate in the market.

5.2.5. Market Processes Coverage worksheet

The Market Processes worksheet lists the majority of processes that the Applicant would be expected to encounter when operating in the Market. Each process has against it one, or more, references to MRASCo Products that are pertinent to that market process. These references are not necessarily exhaustive but should provide some guidance to the Applicant on what is expected to be covered.

Some processes have several contexts in which they may occur and where the MRA requirements are different for each context.

The Applicant is required to record the following information in relation to each Market Transaction for each particular context:

- The document(s) (or reference to) that describe how the requirements are to be met. Depending on how advanced the development of the business solution is this may be completed business processes, process outlines, functional specification etc. This must happen prior to the Business Solution Assessment (as part of the Self-Assessment stage).
- The references for the tests that have been carried out to validate that the Market Transaction is supported by the business processes, work instructions and applications that have been designed or procured. This must happen proper to the Integration Testing Assessment (as part of the Self-Assessment).

5.2.6. Business Processes worksheet

The Business Processes worksheet must be completed prior to the Integration Test Assessment stage of the MRA Entry Assessment, but may be completed for the Business Solution Assessment.

The Applicant must list all of the documented business processes and work instructions that form part of their business solution. Whether or not these have been included in the Business Solution Design worksheet they should be included here. This worksheet can then be used as a checklist of the business process and work instruction documents that should be provided to MRASCo.

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5.2.7. Agreements

There are a number of national and regional agreements that an Applicant must enter into depending on their chosen market, role and sector.

For each applicable agreement in this worksheet the Applicant should enter a status for progress in reaching the agreements, according to the values set out in the key within the worksheet.

This worksheet must then be updated as the agreements progress to different levels of completion. The majority of these agreements are common to all Applicants, however, there are 2 (numbered 7 & 8 in the worksheet) which are the same, viewed from different Applicant's perspectives.

5.2.8. Agents worksheet

The Agents worksheet is applicable only to Supplier Applicants.

The Applicant creates an entry in the Agents worksheet for each market role that is to be performed on behalf of the Applicant by a qualified Supplier Agent. These are typically for Data Collection, Data Aggregation and Meter Operation. All Agents should be listed.

For each Agent/Distributor combination the agent MPID (or name) should be completed and the status of the agreement, with that Agent, shown in brackets according to the key.

5.2.9. Managed Services worksheet

The Applicant creates an entry in the Managed Services worksheet for each business area that is to be operated on behalf of the Applicant by a third party. These could include, for example, energy sales, registration, metering point administration.

5.2.10. Change History

This worksheet is for MRASCo use only, a record of the changes made to the format of the spreadsheet, and the reasons behind those changes.

5.2.11. MRASCo Verification of Configuration Management Return

On receipt, MRASCo will check the Configuration Management Return to ensure that it is complete and consistent. Where discrepancies are found, the Applicant will be asked for clarification and to re-submit the CMR if necessary.

A dated electronic copy of the Configuration Management Return is kept on file by MRASCo.

5.2.12. Applicant Configuration changes

Applicants should retain a copy of the CMR and update this as configuration changes both during MRA Entry Assessment and in live operation. Initial and updated CMRs should be submitted to MRASCo:

- prior to entry to the Business Solution Assessment,
- prior to entry to Integration Testing Assessment,
- prior to, and on completion of, Market Scenario Testing,
- at the start and on completion of Controlled Market Entry,
- prior to, and on completion of, a Re-Assessment,
- prior to, and on completion of, a Re-Qualification,
- at all of the above for Entry Assessment for an additional Market Segment,
- at any other time, when required by MRASCo, to clear a Finding raised as part of the MRA Entry Assessment Process.

The CMR is stored by MRASCo and will be used in assessing the changes to the Applicant's Business Solution and determining any further MRA Entry Assessment that may be necessary. This will take account of the testing carried out by the Applicant and the MRA Entry Assessment activities already completed.

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6. Change History

VERSION	STATUS	DATED	REASON FOR CHANGE
1.0	Authorised	30/9/99	
2.0	Authorised	9/8/00	Supplier Entry Review
3.0	Authorised	10/1/02	Oct and Nov 2001 baseline upgrades incl. Utilities Act, and process change for Scotland.
4.0	Authorised	28/8/02	Include Distributors, Combined ECT/CMR
4.1	Authorised	12/02/03	Re-brand and GAT changes
4.2	Authorised	17/09/03	Tidy-up of formatting
4.3	Authorised	29/04/05	Removal of Scottish reference due to BETTA
4.3	Authorised	10/09/05	QA Review.
4.4	Draft	27/01/06	Update to align with MAP05 v6.0
4.5	Draft	14/06/07	Qualification Return 10453 combined
5.0	Authorised	16/08/07	Update for CMR simplification
5.1	Draft 1	28/11/07	Update references to EAQ
	Draft 2	26/06/08	Add questions and declaration of industry agreements to section 5 of EAQ
	Draft 3	05/08/2008	Add guidance to EAQ 3.7, minor corrections
	Issued	25/08/09	Approved by MEPB
6.0	Draft	27/01/2017	Updates based on governance changes and general process and information review.
7.0	Draft	18/02/2020	Updates to Part 5 Statement of Readiness for Market Operation based on industry updates.
8.0	Draft	13/04/2021	Review and updates. Tidy up of wording, updated links and new contents table.

7. Quality Assurance

NAME	ORGANISATION	ROLE
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