



The MRA Agreed Procedure for The Green Deal Central Charge Database

MAP 18

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1 Introduction

Background

- 1.1 One of the key elements of the Energy Act (2011) is the establishment of a scheme to allow energy efficiency improvements to be made to properties with costs being re-paid via electricity bills. This scheme is known as the Green Deal.
- 1.2 In order to support the interactions required to facilitate the collection of Green Deal monies on behalf of Green Deal Providers by Electricity Suppliers who are mandated or voluntary Green Deal Licensees, the standard conditions of the Electricity Supply Licence were amended with effect from August 1st 2012, to require that Licensees must, under the Master Registration Agreement (MRA), establish and maintain a 'Central Charge Database' in accordance with the provisions of the Green Deal Arrangements Agreement (GDAA).
- 1.3 Accordingly, the MRA Executive Committee (MEC) established a project (the MRA Green Deal Project) to facilitate the delivery of changes to the MRA and associated products required to support the implementation of the Green Deal and, in particular, a Green Deal Central Charge database and application set ("the GDCC") in order to fulfil MRA parties obligations in regard of the Central Charge Database.
- 1.4 This MRA Agreed Procedure (MAP) for the GDCC has been developed by the Green Deal Expert Group (GDEG)¹ a sub-committee of MEC established in accordance with clauses 6.53 and 6.54 of the MRA

Purpose

- 1.5 Pursuant to Clauses 55 and 56 of the MRA, this MAP sets out the modus operandi supporting the obligated procurement and ongoing use of the GDCC and associated processes in order to fulfil obligations under Standard Licence Condition 35 of the Electricity Supply Licence

Document scope and objectives

- 1.6 The scope of this MAP is limited to the governance and operation of the GDCC database, and the procedures for the provision and update of data to or from that database
- 1.7 Its objectives are:
 - (a) To document the procedures for management of and access to the database;
 - (b) To establish common communication methods for the update of data items from and to the GDCC;
 - (c) To define the processes relating to the passing of data between Green Deal Providers, GDAA Finance Parties, Green Deal Licensees, other authorised industry parties, and the GDCC; and
 - (d) To define the role of the MRASCo Central Administration Service ("the CAS") as it relates to the GDCC and associated processes.

¹ GDEG was formerly known as the Green Deal Working Group

Exclusions

- 1.8 The following are excluded from the scope of this Procedure:
- (a) General public access to the GDCC;
 - (b) Resolution of data disputes, except where such dispute arises from a fault of the GDCC database; and
 - (c) Management of financial transactions beyond those specifically in scope for the GDCC database and this MAP

Associated references

- 1.9 The following are referenced within this MAP in relation to the required governance and operation of the GDCC and associated Green Deal processes under MRA Governance:
- (a) The Balancing and Settlement Code² (BSC) in relation to the creation of Market Participant IDs (MPIDs) and association of Market Participant Role Codes to Green Deal Market Participants (GDMPs);
 - (b) The Energy Act (2011)³ being the primary legislation in regard to the Green Deal;
 - (c) The MRA⁴ which provides the overarching governance for this MAP;
 - (d) The Data Transfer Catalogue⁵ (DTC) which sets out the mandated structure of Data Flows in relation to the passing of data as set out in this MAP;
 - (e) The GDAA⁶ in so far as it relates to the scope and operation of the GDCC;
 - (f) The GDCC User Requirements Specification⁷ ("GDCC URS") as published on the MRASCo website and amended from time to time; and
 - (g) MAP 20 – The MRA Agreed Procedure for the Recovery and Distribution of GDAA Quarterly Payments⁸.

Defined terms

- 1.10 Unless otherwise stated in this clause 1.10, all defined terms within this MAP shall have the meaning ascribed to them in the MRA

Authorised GDCC User	Has the meaning given to that term in Section 9.1.4 of this MAP
Bill Payer	Has the meaning given to "Green Deal Bill Payer" in the GDAA
Central Charge Database or CCD	Means the database established and maintained in accordance with Standard Condition 35 (Central Charge Database) of an Electricity Supply Licence, and the Master Registration Agreement
Change of Green Deal Provider Validation	Means the validation identified as such in Schedule 3 of the GDAA

² <https://www.elexon.co.uk/bsc-related-documents/balancing-settlement-code/>

³ <http://www.legislation.gov.uk/ukpga/2011/16/contents/enacted>

⁴ <http://mrasco.com/mra-products/master-registration-agreement>

⁵ <http://dtc.mrasco.com/default.aspx>

⁶ <http://gdorb.decc.gov.uk/gdaa>

⁷ <http://mrasco.com/green-deal/gdcc-database-information-for-users-/>

⁸ <http://mrasco.com/admin/documents/MAP20%20v1.4%20-%20The%20Recovery%20and%20Distribution%20of%20GDAA%20Quarterly%20Payments.pdf>

Data Flow	Has the meaning given to that term in the DTC, unless explicitly stated otherwise in this MAP
Default Bill Payer	Has the meaning given to that term in the GDAA
Electricity Account Number or EAN	Has the meaning given to that term in the DTC
Electricity Supplier	Has the meaning given to that term in the Electricity Supply Licence Standard Licence Conditions
Electricity Supply Licence	Has the meaning given to that term in the GDAA
Enabled GDCC User	Has the meaning given to that term in section 9.1.4 of this MAP
Energy Savings Advice Service or ESAS	Organisation providing impartial advice and information about Green Deal Plans to Bill Payers (and others)
EPC Register	The register of EPCs and related information as maintained in accordance with Government regulations for England & Wales, and (separately) Scotland
EPC Register Post-installation Validation	Means the validation identified as such in Schedule 3 of the GDAA
EPC Register Pre-installation Validation	Means the validation identified as such in Schedule 3 of the GDAA
EPC Report Reference	Has the meaning given to that term in the DTC
Gas Supplier	Has the meaning given to that term in the Gas Supply Licence Conditions
GD Charge End Date	Has the meaning given to that term in the DTC
GD Charge Start Date	Has the meaning given to that term in the DTC
GD MPAN EFD	Has the meaning given to that term in the DTC
GD MPAN ETD	Has the meaning given to that term in the DTC
GD Party Response Code	Has the meaning given to that term in the DTC
GD Plan Actual End Date	Has the meaning given to that term in the DTC
GD Plan Proposed End Date	Has the meaning given to that term in the DTC
GD Plan Transfer Date	Has the meaning given to that term in the DTC
GDAA Finance Party	For the purposes of interactions with the GDCC, a party to the GDAA to whom rights and obligations have been transferred for a Green Deal Plan in accordance with Clause 33 of the GDAA, and who has an MPID with an associated Market Role Code for a GD Provider as defined in the DTC.
GDAA Panel Secretary	Has the meaning given to that term in the GDAA

MRA

GDCC Access Agreement	Means the terms for access and use of the Central Charge Database, as set out in Schedule 15 of the MRA and all references to the GDCC Access Agreement shall be construed accordingly.
GDCC Business Continuity Plan	Means the approved plan to allow continued provision of the service in the event of a disaster.
GDCC Deemed Received Date	Has the meaning given to that term in section 4.1 of this MAP
GDCC Documentation	Has the meaning given to that term in section 3.4.3 of this MAP
GDCC Functional Specification	Means the documentation setting out how the functional requirements in the GDCC URS will be met by the IT solutions for the GDCC.
GDCC Gateway	Means the systems interface between the GDCC and the Data Transfer Network
GDCC Incident Report Log	Means the electronic record of any incidents or potential incidents reported that may affect the use or security of the GDCC, along with outcomes of investigations.
GDCC Instruction Number	Has the meaning given to that term in the DTC
GDCC Instruction Type	Has the meaning given to that term in the DTC
GDCC Operator	Has the meaning given to that term in the GDCC Access Agreement
GDCC Response Code	Has the meaning given to that term in the DTC
GDCC Risk Register	Means the register of identified risks to the ongoing compliant and secure operation of the GDCC
GDCC Technical Service Provider or GDCC TSP	Means the organisation providing technical solutions and support to MRASCo in relation to the GDCC
GDCC User Personnel	Means those individuals granted access to the GDCC by or on behalf of Enabled GDCC Users, and for whom the Enabled GDCC User has compliance responsibility
GDCC User Requirements Specification or GDCC URS	Means the document maintained by MRASCo that sets out the functional and non-functional business requirements for the GDCC and associated processes, including those relating to information security
GDCC Web Interface	Means the secure web-based interface provided to <ol style="list-style-type: none">Enabled GDCC Users to fulfil access requirements under the GDCC Access Agreement; andassociated functionality to allow CAS to fulfil obligations set out in this MAP.
Green Deal	Means the scheme for the installation and financing of energy efficiency improvements, as established under Chapter 1 of Part 1 of the Energy Act (2011)

MRA

Green Deal Arrangements Agreement or GDAA	Means the agreement of that name, as defined in the Electricity Supply Licence Standard Licence Conditions
Green Deal Arrangements Data or GDAD	Has the meaning given to that term in the GDAA
Green Deal Bank Account Details	Means the data required to be entered into the GDMD allow a nominated bank account to be used for a defined purpose in relation to the Green Deal, comprising: <ul style="list-style-type: none">• Account name, sort code, and number;• The purpose as defined in the DTC; and• The EFD for use of the account
Green Deal Central Charge Application Set	Includes the Green Deal Central Charge database, and the associated infrastructure required to ensure effective operation that meets the governance requirements mandated by the Government including (but not limited to) those relating to the Central Charge Database
Green Deal Charge	Means a payment required to be made under a Green Deal Plan by a Green Deal Bill Payer, as referred to in section 1(6) of the Energy Act
Green Deal Charge Period	Has the meaning given to “Charge Periods” in the GDAA
Green Deal Expert Group or GDEG	A sub-committee of MRA Executive Committee (MEC) established in accordance with clauses 6.53 and 6.54 of the MRA. Under instruction of MEC, and in accordance with the MRA, the GDEG considers issues raised and recommends changes required to the MRA and associated MRA and MRASCo products in relation to Green Deal Matters.
Green Deal Information Request Reason Code	Has the meaning given to that term in the DTC
Green Deal Licensee	Has the meaning given to that term in the Electricity Supply Licence Standard Licence Conditions
Green Deal Licensee MPID	Has the meaning given to that term in the DTC
Green Deal Market Data or GDMD	Means the data defined within this MAP as being required to allow for the correct routing of data and remittances between Green Deal Market Participants
Green Deal Market Participants or GDMP	The collective term referring to Green Deal Providers, Acting Green Deal Providers, Green Deal Licensees, Green Deal Remittance Processors, or MRA parties in connection with their discharging of Green Deal related obligations via the GDAA, or MRA as appropriate
Green Deal Market Scenarios or GDMS	Means the scenarios relating to the processing of Green Deal related information via the GDCC as set out in this MAP
Green Deal MPAN Core	Has the meaning given to that term in the DTC

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Green Deal MPAN Core Validation	Has the meaning given to that term in Schedule 3 of the GDAA
Green Deal Oversight and Registration Body or ORB	Means the body which, on behalf of the Secretary of State, manages the authorisation scheme for participants in the Green Deal and is responsible for a number of functions aimed at providing effective administration and oversight of the scheme.
Green Deal Plan	Has the meaning given to "green deal plan" in section 1(3) of the Energy Act
Green Deal Plan ID	Has the meaning given to that term in the GDAA
Green Deal Premises	Has the meaning given to that term in the GDAA
Green Deal Provider	Has the meaning given to that term in the Energy Act (2011)
Green Deal Provider Registration Reference	Has the meaning given to that term in the DTC
Green Deal Remittance Processor	The person acting as an agent for one or more Green Deal Providers in relation to the processing of remittance data as sent and received via defined DTC Data Flows
Initial Data Validation	Means the validation identified as such in Schedule 3 of the GDAA
Market Domain Data or MDD	Has the meaning given to that term in the BSC
Market Participant Identifier or MPID	Has the meaning given to that term in the DTC
Market Participant Name	Has the meaning given to that term in the DTC
Market Participant Role Code	Has the meaning given to that term in the DTC
Market Role Description	Has the meaning given to that term in the DTC
Master Administration User or MAU	Means the individual within an organisation who manages access to data in the GDCC (or other defined products under MRA governance) by others using a security matrix under their control
MPAN Core	Has the meaning given to that term in the DTC
MPAS Agent	Has the meaning given to that term in the DTC
MRA Green Deal Project	A project established by the MRA Executive Committee to deliver the mandated and consequential changes to the MRA, MRA Products and associated MRASCo Products in relation to the Green Deal
Party Instruction Number	Has the meaning given to that term in the DTC
Registration Request	Has the meaning given to an application for Registration in the MRA

MRA

Supplier Verification Has the meaning given to that term in clause 10.1.5 of the GDAA

Interpretation

- 1.11 This MAP is an MRA Product issued in accordance with the provisions of the MRA.
- 1.12 In the event of any inconsistency between the provisions of this MAP and the MRA, the MRA shall prevail.
- 1.13 In this MAP, unless specifically stated otherwise, any reference to a Section, Clause or Annex is a reference to a section within, clause of or annex to this MAP;
- 1.14 The headings in this MAP are for ease of reference only and shall not affect its interpretation.

2 The Green Deal Application Set

Scope and Purpose

- 2.1 The scope of the GDCC Application Set comprises:
 - (a) The GDCC database, which shall have the capability to store required data and support data exchange transactions between any of Green Deal Providers, GDAA Finance Parties and Green Deal Remittance Processors to or from MRA parties in accordance with relevant clauses of the GDAA and the MRA;
 - (b) The GDCC application layer, being the infrastructure that will support interactions to and from the database, via agreed transfer methods; and
 - (c) A user interface layer to provide for secure web based read only access to the GDCC in accordance with the GDCC Access Agreement.
- 2.2 Collectively, this application set shall be referred to as the GDCC, unless specific elements are referenced.
- 2.3 The purpose of the GDCC is to fulfil the requirements of Clause 55.7 of the MRA. The functions of the GDCC shall permit:
 - (a) Recording of relevant data against uniquely referenced Green Deal Plan IDs;
 - (b) Updates of relevant data by source organisations as set out in this MAP, including validation of such data;
 - (c) Information exchange between relevant Enabled GDCC Users as set out in this MAP, which information shall include confirmations and rejections as well as data exchange;
 - (d) Production of reports including, but not limited to, those listed in section 8 of this MAP.
 - (e) Secure storage of relevant Green Deal Arrangements Data and secure interfaces with Enabled GDCC Users in accordance with the security requirements set out in the MRA and conformant with best practice information and access security measures;
 - (f) Monitoring of use and performance of the GDCC and escalation of potential incidents as determined from time to time by this MAP or MEC; and
 - (g) Access to data records, flows, logs and any other relevant information as may reasonably be expected or required under any audit pursuant to the MRA.

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Data Interactions - Direct Data Input

- 2.4 Unless specified otherwise in this MAP:
- (a) All direct data input into the GDCC by Enabled GDCC Users shall be in the form and content set out in the applicable Data Flows in the Data Transfer Catalogue (DTC), and
 - (b) The transport layer for input and output shall be the Data Transfer Network (DTN).
 - (c) The CAS will have access to input Green Deal Market Data (GDMD) and other data via a dedicated interface, or other means as specified within this MAP.

Data Interactions - Systems Interfaces

- 2.5 In addition to the required interface to the DTN to facilitate the sending and receiving of Data Flows, the GDCC shall support interfaces with three (3) further databases for data validation and data exchange purposes:
- (a) The Electricity Central Online Enquiry Service (ECOES);
 - (b) The EPC Register for England and Wales; and
 - (c) The EPC Register for Scotland.

Market Scenarios to be Supported

- 2.6 The GDCC shall support the Green Deal Market Scenarios as set out in Table 1 - Green Deal Market Scenarios and as further detailed in Section 5 of this MAP.

Scenario Reference	Initiated By	Scenario Name
GDMS 01	GD Provider	The Creation of a new Green Deal Plan Record
GDMS 02	GD Provider	The Cancellation of a Green Deal Plan Prior to Bill Payer Notification
GDMS 03	GD Provider	Initial Notification of a Pending Green Deal to the Bill Payer
GDMS 04	GDCC	Updates to Green Deal Effective Dates in MPAS
GDMS 05	GD Provider	Notification of Pending Green Deal Charges to the Green Deal Licensee
GDMS 06	GD Provider	GD Provider Updates to Green Deal Plan Data
GDMS 07	GD Provider	GD Provider Updates to Green Deal Charge Details
GDMS 08	Green Deal Licensee	Green Deal Licensee Updates to Bill Payer Details
GDMS 09	Green Deal Licensee	Green Deal Licensee Requests for Information
GDMS 10	GDCC	Passing of Green Deal Details on Change of Supplier
GDMS 11	Distribution Business	Distribution Business Requests to Amend Green Deal Plan End Dates
GDMS 12	Distribution Business or Green Deal Licensee	Amending the Green Deal MPAN Core Associated with a Green Deal Plan Record
GDMS 13	GD Provider	Reassignment a Green Deal Plan to a new Green Deal Provider
GDMS 14	Green Deal Licensee	Passing of Remittance Data to the Remittance Processor and Cessation of Collection of Charges
GDMS 15	Green Deal Licensee	Erroneous Registrations with Associated Green Deal Plan Records

Table 1 - Green Deal Market Scenarios

MRA

Other Functionality

- 2.7 In addition to the Green Deal Market Scenarios set out in section 2.3 above, the GDCC shall support data validation processes and routines, in accordance with, but not limited to, the specified requirements set out in the current version of the GDCC URS.
- 2.8 The GDCC shall support performance monitoring processes in accordance with the targets and measures set out in Annex A to this MAP and provide appropriate reports to the CAS that meet the frequency, content and standard as agreed from time to time.
- 2.9 The GDCC shall include a web portal to allow for read-only access to such Green Deal Plan related data as are held on the GDCC. Access to this data shall only be provided to:
- (a) Authorised GDCC Users in accordance with the GDCC Access Agreement; and
 - (b) The CAS for the purpose set out in this MAP.

Access to the GDCC

- 2.10 The GDCC application set and the data held within are expressly provided to support the obligations and requirements established under clauses 55 and 56 of the MRA. Its use by Enabled GDCC Users is therefore intended only for activities directly related to the processes and procedures as set out in the MRA in relation to the obligations placed on parties in regard of the Green Deal.
- 2.11 Access to the GDCC shall only be granted in accordance with the GDCC Access Agreement and related processes and procedures as set out in the MRA, and this MAP.

3 The Central Administration Service (CAS)

- 3.1 The GDCC Central Administration Service ("CAS") shall undertake such functions of the Secretariat as MEC requires in relation to the operation of the GDCC and the administration of associated processes.
- 3.2 MEC may decide to establish a sub-committee, or delegate to an existing sub-committee, the management of the GDCC, in which event any reference to MEC in this Section 3 and all subsequent sections of this MAP shall be deemed to apply to that duly authorised sub-committee of MEC.

The Role of the Central Administration Service

- 3.3 The CAS shall provide the single point of contact for all Authorised GDCC Users, potential Qualifying GDCC Users and other stakeholders for all matters related to service, and in particular shall, at the instruction of MEC, be responsible for:
- (a) Ensuring that all Enabled GDCC Users have appropriate access to the GDCC as instructed by MEC in accordance with Clauses 55 and 56 of the MRA;
 - (b) Acting as a single point of contact between Qualifying GDCC Users, MEC, any relevant MRA committees, the GDCC Technical Service Provider (TSP), and any other entity authorised to provide technical input into the GDCC;
 - (c) Ensuring that changes to the functionality of the GDCC are managed and delivered in accordance with relevant MRA Agreed Procedures, including but not limited to MRA Agreed Procedure 17 MRA Agreed Procedure for Issue Resolution and Change Management;
 - (d) Providing the administrative functions supporting the GDCC database and service as instructed by MEC from time to time;
 - (e) Other specific activities on a regular or ad hoc basis, subject to a resolution of MEC; and
 - (f) Ensuring that relevant reporting and associated documentation is in place in regard of the collection and disbursement of GDAA Quarterly Payments in accordance with this Procedure and MAP 20 - The MRA Agreed Procedure for the Recovery and Distribution of GDAA Quarterly Payments.

Assurance and Monitoring

- 3.4 The CAS shall, in accordance with the GDCC Access Agreement, and this MAP:
- (a) Monitor use of the GDCC;
 - (b) Take appropriate action where the GDCC performance does not meet agreed service levels;
 - (c) Ensure that assurance is provided via agreed audit processes and other means as decided by MEC from time to time;
 - (d) Provide scheduled reports to MEC regarding performance, usage, and any other related matter as requested by MEC from time to time;
 - (e) Provide service availability notifications to users and MEC, including any downtime of other systems or databases that may affect the GDCC;
 - (f) Ensure that, as a minimum, penetration testing of the GDCC infrastructure is undertaken at least once in each 12 month period, and a report provided to MEC regarding the outcomes of this test, to include any observations or findings, and recommendations for any required remedial actions;
 - (g) Ensure that a test of the Business Continuity Plan for the GDCC is undertaken at least once in every 12 month period, and a report provided to MEC regarding the outcomes of this test, to include any observations or findings, and recommendations for any required remedial actions; and
 - (h) At the instruction of MEC, undertake such activities as are required to ensure the continued security of the GDCC infrastructure to the required standards, including as a result of any findings from testing of that infrastructure.

- 3.5 The GDCC TSP shall be responsible for providing assurance and monitoring reports to the CAS. The CAS may be instructed by MEC to review or provide further assurance on the GDCC TSP.

Access Controls

- 3.6 The CAS shall manage the administration of access controls. These shall include (but may not be limited to):
- (a) Undertaking the access process, including the administration of new and leaving users and user maintenance;
 - (b) Monitoring of compliance, including continued compliance with conditions precedent and terms of access; and
 - (c) Where instructed by MEC, implementation of access restrictions or suspensions;
- all in accordance with the MRA.

Helpdesk

- 3.7 The CAS shall provide the required helpdesk support, which shall include telephone and email interactions.
- 3.8 The hours of operation of the helpdesk shall be as agreed by MEC from time to time.
- 3.9 In managing helpdesk services, the CAS shall ensure that information is provided to appropriate entities, including in particular Qualifying GDCC Users. The scope of helpdesk support shall be limited to matters that are pertinent to the management of the GDCC. CAS shall not provide a general Green Deal enquiry service for market participants, nor shall it provide a service for consumers.
- 3.10 The CAS helpdesk service shall assist in the resolution of queries relating to the GDCC. In support of this, the CAS shall:
- (a) Allow for enquiries to be raised via telephone to a dedicated helpdesk number, or via email to a dedicated mailbox;
 - (b) Provide a unique reference to the originator for each enquiry raised;
 - (c) Provide an initial response to all enquiries within 1 (one) Working Day, such response to include an estimate of the timescales for resolution of the query; and
 - (d) Resolve all enquiries within service levels as agreed by MEC from time to time.

Support

- 3.11 The CAS shall liaise with the BSC Agent regarding the update of MDD in relation to the management of Market Participant IDs (MPIDs) where these relate to the use of the GDCC or the receiving and sending of data to it. The management of associated MDD entities shall be managed in accordance with the processes set out in Annex B to this MAP.
- 3.12 The CAS shall provide the primary user interface with the GDCC TSP with regard to the management of technical issues, including any business continuity planning. The GDCC TSP shall not be a point of contact for Qualifying GDCC Users other than via the CAS.

Service Availability Notifications

- 3.13 The CAS shall inform all Authorised GDCC Users of:
- (a) any planned downtime or reduction in service availability in relation to the GDCC, such notification to be made no less than five (5) Working Days prior to such event;
 - (b) any planned downtime or reduction of service availability to any other system that may impact on the service provided by the GDCC, such notification to be made within one (1) Working Day of the CAS being made aware; and
 - (c) any unplanned downtime of the GDCC or any other system that may impact on the service availability of the GDCC, such notification to be made as soon as is practicable once the CAS has been made aware of the event.
- 3.14 Where the CAS provides a notification under Clause 3.1.3, it shall also provide an estimate for the restoration of services, and shall confirm restoration of the services to Authorised GDCC Users as soon as is practicable following such event.

Documentation

- 3.15 The CAS shall be responsible for ensuring that all required documentation in relation to the GDCC is maintained in accordance with the MRA, this MAP, any direction of MEC, and any non-functional requirements in the GDCC URS in that regard. This documentation shall include (but may not be limited to):
- (a) This MAP 18;
 - (b) GDCC URS, including the GDCC Operational Procedures (GDOPs);
 - (c) GDCC Functional Specification;
 - (d) GDCC User Guide;
 - (e) GDCC Business Continuity Plan;
 - (f) GDCC Incident Report Log and associated reporting procedures;
 - (g) CAS Support Manuals;
 - (h) GDCC Risk Register;
 - (i) GDCC data retention and disposal register; that meets data protection requirements; and
 - (j) Procedures for managing subject access requests;
- together referred to as the "GDCC Documentation"

MRA

Change Management

- 3.16 The CAS shall act as the primary interface between the MEC, Authorised GDCC Users and the GDCC TSP in relation to proposed changes to the GDCC. Activities shall include:
- (a) Preparation of impact assessments for prospective changes to the GDCC resulting from MRA Issues or Change Proposals raised in accordance with the MRA Change Procedures issued pursuant to Clause 9.23 of the MRA. Such impact assessments shall include cost information, an information security risk assessment; and a Privacy Impact Assessment;
 - (b) Overseeing GDCC database development, including co-ordination of appropriate testing by or on behalf of the system operator;
 - (c) Ensuring that the GDCC Documentation is maintained so as to accurately reflect the baseline requirements and functionality of the GDCC;
 - (d) Release management; and
 - (e) Continual service improvement.

Retrospective Amendments

- 3.17 Where erroneous data has been entered into the GDCC by an Enabled GDCC User and the error cannot be rectified by the sending of a new Data Flow, the CAS shall procure that upon request from the relevant Enabled GDCC User:
- (a) Such data is amended; and
 - (b) all other affected organisations are informed prior to any retrospective amendments being undertaken, such that they are able to update their own data accordingly.
- 3.18 These amendments shall be carried out in line with the processes set out in this MAP.
- 3.19 In accordance with the GDCC Access Agreement, a charge may be levied on the organisation responsible for causing the need to undertake such amendment(s).

Liaison with Third Parties

- 3.20 The CAS shall act on MECs behalf as the primary point of contact with the Secretary of State⁹, The Authority, the GDAA Panel, and the GDAA Panel Secretary in relation to Green Deal Matters.
- 3.21 The CAS shall manage any requests for access to GDCC data that are made in relation to law enforcement activities.
- 3.22 CAS shall also act as an interface with other third parties as agreed by MEC from time to time.

⁹ For the purposes of this Procedure "Secretary of State" includes any body authorised to act on behalf of the Secretary of State in regulated matters related to the Green Deal, including but not limited to the Green Deal Oversight and Registration Body

Support for Phased Implementation

- 3.23 The CAS shall support the phased implementation of the functionality of the GDCC by:
- (a) At the direction of MEC, facilitating activities for the testing of business processes associated with the GDCC between 1 October 2012 and 1 March 2013, as appropriate to meet that obligation set out in Condition 35 of the Standard Conditions of the Electricity Supply Licence; and
 - (b) Ensuring that appropriate controls are in place such that the GDCC is, in accordance with the provisions of the GDAA in so far as they affect MRA parties, capable of the validation of Green Deal Plans (from 14 January 2013) and the collection and remittance of Green Deal Charges (from 1 March 2013).

4 GDCC Common Functionality

- 4.1 There are a number of areas of functionality and processing that are common to several GDCC Green Deal Market Scenarios as referenced in section 2.3 and further defined in this section 4.

Processing of DTN Data Flows by the GDCC

- 4.2 The minimum standards for the processing of DTN Data Flows via the GDCC shall be as follows:
- (a) Any Data Flow received by the GDCC Gateway by 14:00 hours on a Working Day shall be deemed as having been received for processing on that Working Day (the "GDCC Deemed Received Date"); and
 - (b) Any Data Flow received by the GDCC Gateway after 14:00 hours on a Working Day shall be deemed as having a GDCC Deemed Received Date of the following Working Day;
- where the Working Day is that defined within the MRA.
- 4.3 Processing of Data Flows within the agreed timescales shall be subject to the agreed volumes of data not being exceeded; these volumes are that within any two (2) hour period, a maximum of 1500 files or 250 Mb of data being downloaded from the DTN gateway to the GDCC.
- 4.4 Notwithstanding the above, data may be processed in shorter time periods, dependant on the volume and nature of the data received for processing.
- 4.5 The above are subject to the availability of the DTN, EPC Register interfaces and/or the ECOES interface. The CAS shall inform Authorised GDCC Users where any reported event impacts on the ability of the GDCC to process data within the timescales set out in Section 3.4.3.
- 4.6 Within this section 4.1, "Processing" is defined as the time from receipt of an incoming Data Flow from the DTN at the GDCC Gateway to the production of an outbound Data Flow back to the DTN to the GDCC Gateway or, in the event that the incoming Data Flow fails validation such that a response cannot be generated, this failure is reported to the CAS by the GDCC.

Timing of Responses to Data Flows Received from the GDCC

- 4.7 All permitted timescales for responses to be generated to the GDCC by Green Deal Licensees, Green Deal Providers, GDAA Finance Parties, and Green Deal Remittance Processors are set out in the GDAA save those regarding the resolution of issues, which are as set out in this MAP.
- 4.8 MPAS responses to GDCC Instructions shall be made in accordance with the technical constraint, service availability and service levels set out in the MRA.

GDCC Instruction Numbers

- 4.9 All instructions and requests initiated from the GDCC to an Enabled GDCC User shall include a unique sequential GDCC Instruction Number in the format defined in the DTC.
- 4.10 This GDCC Instruction Number shall be included in any response to that instruction from the relevant recipient in order to allow for further GDCC processing of data.

Party Instruction Numbers

- 4.11 Where indicated in the relevant DTC Data Flow, each instruction or request from an Enabled GDCC User to the GDCC shall contain a Party Instruction Number to be formatted as defined in the DTC. This Party Instruction Number will be unique and sequential for that Enabled GDCC User.
- 4.12 Where a Party Instruction Number is used, any response to that instruction from the GDCC shall include the same Party Instruction Number in order to allow for further processing of data.
- 4.13 Where an Enabled GDCC User sends a duplicate Party Instruction Number, the GDCC shall reject the Data Flow containing this duplicate value.

GDCC Response Codes

- 4.14 A number of GDCC Response Codes may be used to provide information at various stages of the market scenarios contained within this MAP. The following rules apply to their use.
- (a) GDCC Response Codes in the range 1nn relate to the acceptance of requests, those in the range 2nn are for information, and those in the range 3nn are rejection reasons;
 - (b) GDCC Response Codes in the 1nn range can be used alone or in conjunction with GDCC Response Codes in the 2nn range;
 - (c) GDCC Response Codes in the 2nn range shall only be used in conjunction with codes in the 1nn range, unless in a response from MPAS in which case a single Response Code in the 2nn range shall be permitted; and
 - (d) GDCC Response Codes in the 3nn range cannot be used with any GDCC Response Codes in either the 1nn or 2nn range.
- 4.15 The rules set out above shall also apply to GD Party Response Codes, which use a common valid dataset to the GDCC Response Codes as defined in the current version of the DTC as published on the MRASCo website from time to time.

Exceptions in response to Data Flows

- 4.16 Where an incoming Data Flow from an Enabled GDCC User cannot be processed, the GDCC shall generate a report to the CAS.
- 4.17 On receipt of such a report, the CAS shall investigate the reason for the exception and contact the sender of the Data Flow within one (1) Working Day to request investigation and resolution of issue with the Data Flow.
- 4.18 Once contacted by the CAS, the relevant Enabled GDCC User shall investigate and resolve issues with the data sent and within three (3) Working Days either:
- (a) generate a new, revised Data Flow to the GDCC; or
 - (b) confirm to the CAS, via email or other agreed means, that no replacement Data Flow is required to be generated.

Green Deal Plan Record Statuses in the GDCC

- 4.19 In order to support the Green Deal Market Scenarios set out in this MAP, the GDCC shall provide for a status flag in relation to each Green Deal Plan record held and have logical rules regarding status transition. These statuses are as follows:
- (a) **NEW** - Where a unique Green Deal Plan ID has been created and initial checks undertaken in the GDCC, but no request for a notification to be sent to the Bill Payer has been generated to the relevant Green Deal Licensee;
 - (b) **PENDING** - Where a request has been generated to the Green Deal Licensee to issue an initial notification of a pending Green Deal Plan to the Bill Payer, and the Green Deal Licensee has confirmed that Supplier Verification has been successful in relation to that request;
 - (c) **LIVE** - Green Deal Charge information has been sent to the Green Deal Licensee and the Green Deal Licensee has confirmed that the Supplier Verification has been successful in relation to that request;
 - (d) **COMPLETE** - The GD Plan Actual End Date associated with a Green Deal Plan record in the GDCC has been reached; and
 - (e) **CANCELLED** - The GD Provider has successfully notified the GDCC that a Green Deal Plan was cancelled at a date prior to any GD MPAN EFD or GD MPAN ETD being applied to the associated Green Deal MPAN Core in MPAS.
- 4.20 These Green Deal Plan record statuses shall be utilised throughout the Green Deal Market Scenarios contained in this MAP, with allowable activities defined by the current status of the relevant Green Deal Plan. The allowed transitions between statuses are set out in Table 2 below.

STATUS	
From	To
-	NEW
NEW	CANCELLED
CANCELLED	-
NEW	PENDING
PENDING	LIVE
PENDING	COMPLETE
LIVE	COMPLETE
COMPLETE	-

Table 2 - Green Deal Plan Record Status Transitions

The Green Deal Plan ID

- 4.21 The Green Deal Plan ID is a unique alpha-numeric reference created by the GDCC in relation to a Green Deal Plan record.
- 4.22 The Green Deal Plan ID consists of twelve (12) alpha-numeric characters in the format DDNNNNNNNNNC where:
- (a) DD represents a two letter code corresponding to a calendar year;
 - (b) NNNNNNNNN is a nine-digit sequential reference number for Green Deal Plan records created by the GDCC within that calendar year; and
 - (c) C is a check digit generated via an internal routine in the GDCC.
- 4.23 Where a Green Deal Plan record has a status of 'CANCELLED' or 'COMPLETE' in the GDCC, the associated Green Deal Plan ID shall be 'retired' and not available for re-use.

Validation Procedures in Accordance with the GDAA

- 4.24 The GDCC shall perform a number of standard validation procedures in accordance with the requirements of the GDAA. These comprise:
- (a) An "Initial Data Validation";
 - (b) A "Green Deal MPAN Core Validation";
 - (c) An "EPC Register Pre-installation Validation";
 - (d) An "EPC Register Post-installation Validation";
 - (e) A "Change of Green Deal Provider Validation", and
 - (f) An "EPC Property Reference against Pending Plan Validation".
- all as defined in the GDAA.
- 4.25 The use of these validation procedures within the context of the GDCC Green Deal Market Scenarios is further defined in section 5 of this MAP.

Interfaces with EPC Registers

- 4.26 The GDAA requires that a series of validation checks are carried out on data entered into the GDCC by Green Deal Providers.
- 4.27 These checks include validation of data that is stored in the EPC registers for England & Wales or Scotland as appropriate. The requirements for these validation checks are defined in the GDAA.
- 4.28 In addition, there is a requirement for data to be exchanged between the GDCC and the relevant EPC register at various points in the lifecycle of the Green Deal Plan in order to ensure information is aligned as appropriate.
- 4.29 Where relevant events occur in the lifecycle of the Green Deal Plan, the GDCC shall provide updated data to the correct EPC Register based on the information held on the GDCC and used in the EPC Register Pre-installation Validation.

- 4.30 The data to be updated shall comprise:
- (a) The Green Deal Plan Id when created;
 - (b) The MPID of the GD Provider;
 - (c) The Green Deal Plan record status each time it is updated;
 - (d) Details for each GD Charge Period, being the effective dates and GD Daily Charge; and
 - (e) The Green Deal Plan end date as expressed by the GD Plan Proposed End Date and subsequently the GD Plan Actual End Date;

all in accordance with the GDAA.

- 4.31 All such updates shall be provided to the relevant EPC register within one (1) Working Day of update in the GDCC.
- 4.32 Where the Green Deal savings for Gas, Electricity and Other Fuels are entered onto the relevant EPC register by a Green Deal Provider or GDAA Finance Party, and this information is transferred to the GDCC the Green Deal Licensee shall be notified by the GDCC within one (1) Working Day of receipt via a D0325 Data Flow.
- 4.33 Where a request for validation is made to the relevant EPC Register in relation to data provided by the GD Provider, the GDCC shall not carry out any additional validation on responses received. These will be passed on to the GD Provider as received by the GDCC where the values received are in the valid set for GDCC Response Codes.

Green Deal Charge Periods

- 4.34 In the GDCC, a Green Deal Charge Period is defined as a period between a GD Charge Start Date and a GD Charge End Date where the GD Daily Charge is the same for each day.
- 4.35 A GD Provider may need to add or amend Green Deal Charge Periods at various points in the lifecycle of the Green Deal Plan record. In all cases a set of validation rules shall relate to such updates. Specifically, all Green Deal Charge Periods submitted shall:
- (a) Have a GD Charge Start Date at least twenty (20) Working Days later than the relevant GDCC Deemed Received Date;
 - (b) Result in contiguous Green Deal Charge Periods in the GDCC; and
 - (c) Be at least zero Pounds and zero Pence (£0.00).
- 4.36 In addition, where the Green Deal Charge Periods are initially submitted or re-submitted following the completion of installation;
- (a) The Green Deal Plan shall have a GDCC status of 'PENDING';
 - (b) The earliest Green Deal Charge Period shall have a GD Charge Start Date at least twenty (20) and no more than sixty (60) Working Days later than the relevant GDCC Deemed Received Date; and
 - (c) The latest GD Charge End Date entered shall be the same as the GD Plan Actual End Date held in the GDCC or as input on the same Data Flow as any revised Green Deal Charge Periods.
- 4.37 Once the Green Deal Charge Periods input have been accepted and the Green Deal Plan record has a GDCC status of 'LIVE', the earliest of any GD Charge Start Dates held shall not be amended.

- 4.38 Where any subsequent amendments to Green Deal Charge Periods are submitted by a GD Provider once the Green Deal Plan record has a GDCC status of 'LIVE';
- (a) The earliest of any revised Green Deal Charge Periods submitted cannot have a GD Charge Start Date earlier than the earliest GD Charge Start Date previously accepted by the GDCC;
 - (b) The latest GD Charge End Date entered cannot be greater than the GD Plan Actual End Date held in the GDCC or as input on the same Data Flow as any revised Green Deal Charge Periods; and
 - (c) The updated charge periods must have a GD Charge Start Date at least twelve (12) Working Days later than the GDCC Deemed Received Date.
- 4.39 Where a GD Provider successfully submits new or amended Green Deal Charge Periods, the relevant Green Deal Licensee shall receive the following:
- (a) Where initial Green Deal Charge Periods are input details of:
 - (i) The Green Deal Charge Period with the earliest GD Charge Start Date; and
 - (ii) Any other future Green Deal Charge Period(s) with a GD Charge Start Date less than or equal to thirty (30) Working Days greater than the GDCC Deemed Received Date for the data entered;and
 - (b) Where Green Deal Charge Periods are amended, details of any amended or new future Green Deal Charge Period with a GD Charge Start Date less than or equal to thirty (30) Working Days greater than the GDCC Deemed Received Date for the data received from the GD Provider.
- 4.40 Where the GD Charge Start Date for a Green Deal Charge Period not previously notified to a Green Deal Licence reaches a date 30 Working Days in the future, the relevant Green Deal Licensee shall receive details.

Green Deal Charges following a Change of Supplier

- 4.41 On a Change of Supplier event, the incoming Green Deal Licensee shall receive details relating to:
- (a) The Green Deal Charge Period with the earliest GD Charge End Date that is equal to or greater than the effective date of the registration, but with the GD Charge Start Date provided amended to match that registration date; and
 - (b) Any other future Green Deal Charge Period with a GD Charge Start Date less than or equal to thirty (30) Working Days greater than the effective date of the registration.

Green Deal Charges and Erroneous Registrations

- 4.42 Where an Erroneous Registration occurs, amendments to Green Deal Charges and a resultant update to the Green Deal Licensee who is erroneously registered as the Supplier shall occur.
- 4.43 Amended Green Deal Charges for a period of Erroneous Registration shall be generated where;
- (a) The Erroneously Registered Supplier has generated a valid notification to the GDCC informing it of the fact;
 - (b) The GDAA Panel Secretary has instructed that Green Deal Charges are not applied by the relevant Green Deal Licensee for the period of that Erroneous Registration; and
 - (c) The Green Deal Plan has a GDCC status of 'LIVE'.
- 4.44 The amended Green Deal Charges to be applied by the Green Deal Licensee who is the erroneously registered Supplier shall consist of a single revised Green Deal Charge Period with the following:
- (a) A GD Charge Start Date equal to the effective date of the Erroneous Registration;
 - (b) A GD Charge End Date equal to the GD Plan Actual End Date; and
 - (c) A Green Deal Daily charge of zero Pounds and zero Pence (£0.00);
- 4.45 No changes will be made to the charges held (and displayed) against the Green Deal Plan record in the GDCC.
- 4.46 Any subsequent updates to Green Deal Charges submitted by the GD Provider shall not be updated to the Green Deal Licensee who is the erroneously registered Supplier, but shall be updated in the GDCC.
- 4.47 Following resolution, the Green Deal Charge Periods in the GDCC shall be amended to take account of the period of Erroneous Registration.
- 4.48 Where this occurs, the incoming Green Deal Licensee shall receive the same information as they would following a Change of Supplier event, save that the Green Deal Charge for the first day of their registration shall be amended to be equal to the amount of charges that would have been applicable during the period of Erroneous Registration, plus the amount shown as due in the GDCC for the first day of the incoming Green Deal Licensees registration period.

Amended GD Plan Actual End Dates

- 4.49 Where a GD Provider submits a revised GD Plan Actual End Date, without amending the relevant Green Deal Charge Period, in addition to the revised GD Plan End Date, the relevant Green Deal Licensee shall receive a revised GD Charge End Date for the affected Green Deal Charge Period.

Green Deal Plan End Dates

- 4.50 The Green Deal Plan End Date is the latest date for which charges are due to be made in relation to that Green Deal Plan.
- 4.51 This date is initially provided by a GD Provider to the GDCC via a D0323 Data Flow as the GD Plan Proposed End Date, and becomes the GD Plan Actual End Date once confirmed as being the GD MPAN ETD by MPAS.

- 4.52 Once the GD Plan Actual End Date has been populated in the GDCC for a Green Deal Plan record, a GD Provider may amend this date in the following circumstances:
- (a) Where the Green Deal measures installed result in a need to provide an amended value as part of the processes relating to the notification of pending Green Deal Charges to the relevant Green Deal Licensee; and
 - (b) Where the Green Deal Plan is to be ended due to (for example) early repayment.
- 4.53 For any requested update to a GD Plan Actual End Date, the GDCC shall validate that:
- (a) The relevant Green Deal Plan record has a GDCC status of 'PENDING' or 'LIVE';
 - (b) The requested date is at least five (5) Working Days greater than the GDCC Deemed Received Date for the relevant request; and
 - (c) No Green Deal Charge Period shall have a GD Charge End Date later than the GD Plan Actual End Date submitted.
- 4.54 A GD Provider shall be notified of the outcomes of their requests to update the GD Plan Actual End Date via appropriate GDCC Response Codes.

Green Deal MPAN Effective Dates

- 4.55 The relevant MPAS Agent shall, upon receipt of a valid request, associate effective dates (the GD MPAN EFD and GD MPAN ETD) to Green Deal MPAN Cores.
- 4.56 An MPAS Agent shall only accept new or updated values for the GD MPAN EFD or GD MPAN ETD where:
- (a) The requested effective date is a minimum of one (1) Working Day greater than the date that MPAS processes the Data Flow received from the GDCC; and
 - (b) MPAS is able to successfully validate that the Green Deal MPAN Core:
 - (i) Is not associated to an export supply;
 - (ii) Has a 'Traded' status;
 - (iii) Is registered to an Electricity Supplier who is a Green Deal Licensee;
 - (iv) Is not 'in flight' between Suppliers (that is, where a Registration Request has been received and accepted by that MPAS within the previous ten (10) Working Days; and
 - (v) Is not subject to a future registration to a Supplier who is not a Green Deal Licensee.
- 4.57 Where any of these conditions are not met, the relevant MPAS Agent shall inform the GDCC via a D0340 Data Flow.

Golden Rule Validity Checks

- 4.58 One of the principles of the Green Deal is that the total Green Deal Charges payable over the first year of the Green Deal Plan should not exceed the total estimated savings for gas, electricity and other fuels (the "Golden Rule").
- 4.59 The GDCC shall validate that Green Deal Charge information received from a GD Provider and fuel savings estimates notified to the GDCC from the relevant EPC register together meet the Golden Rule as set out immediately below:
- (a) Gas, electricity, and other fuels savings provided to the GDCC by the relevant EPC register as part of the process for creating the Green Deal Plan shall be deemed as having effect until the first anniversary of the earliest GD Charge Start Date is reached (the "Golden Rule Calculation Period"). Where amended data is received; this shall be used pro rata in Golden Rule calculations to the same anniversary date.
 - (b) Where a GD Provider provides new or amended Green Deal Charges, the sum of these as they apply to the Golden Rule Calculation Period shall be calculated and where these exceed the sum of the fuel savings over the same period the Green Deal Charges will be rejected, and that GD Provider notified via a D0344 Data Flow.
 - (c) Where amended savings data is received that has an effective date within the Golden Rule Calculation Period, the calculation shall be re-performed and if the Golden Rule has not been met as a result of the new data entered, the CAS shall be notified via a report from the GDCC.
 - (d) On receipt of such a notification, the CAS will contact the relevant GD Provider in order to resolve the issue.
 - (e) Where corrected data is not received by the GDCC within ten (10) Working Days following a notification to a GD Provider of a breach of the Golden Rule, the GDAA Panel and MEC shall be notified accordingly.

Identification of the Green Deal Provider and GD Provider

- 4.60 In order to ensure that the Green Deal Provider (as defined in the Energy Act 2011) and the GD Provider (as defined under the MRA) can be correctly identified at all times, the GDCC shall maintain a record of two data items:
- (a) The Green Deal Provider Registration Reference; and
 - (b) The GD Provider MPID.
- 4.61 The Green Deal Provider Registration Reference shall identify the Green Deal Provider who is a counterparty to a Green Deal Plan for which a Green Deal Plan record exists in the GDCC, whilst the GD Provider MPID will identify the Green Deal Provider or GDAA Finance Party who is interacting with the GDCC in relation to that Green Deal Plan record at any given time.
- 4.62 The GDCC shall validate that:
- (a) Where appropriate, a valid Green Deal Provider Registration Reference that relates to the MPID provided is entered; and
 - (b) Where a transfer has occurred in accordance with the GDAA that results in a GDAA Finance Party becoming the relevant GD Provider for a Green Deal Plan record, the Green Deal Provider does not submit any further updates to that Green Deal Plan record.

5 GDCC Green Deal Market Scenarios

- 5.1 The GDCC functionality shall support a number of Green Deal Market Scenarios as set out in section 2.3 and further detailed below.

GDMS 01 The Creation of a New Green Deal Plan Record

- 5.2 From the perspective of the GDCC, the Green Deal Plan record is created at the point where a GD Provider submits a valid request to the GDCC using a D0317 Data Flow to initiate the creation of a new Green Deal Plan ID as allowed for under the GDAA.
- 5.3 In order to allow for correct identification of both the Green Deal Provider and (where a different person), the GD Provider, any request to create a new Green Deal Plan must include both the Green Deal Provider Registration Reference and the MPID of the GD Provider.
- 5.4 That GD Provider shall then be responsible for future interactions with the GDCC, and may be either a Green Deal Provider or a GDAA Finance Party in accordance with the GDAA.
- 5.5 A Green Deal Plan record and associated unique Green Deal Plan ID will be created, with the GDCC notifying the relevant GD Provider accordingly via a D0344 Data Flow.
- 5.6 Where a request to create a new Green Deal Plan cannot be completed, the GDCC will notify the relevant GD Provider via a D0339 Data Flow.
- 5.7 Where the Green Deal Plan record is created successfully, the relevant Green Deal Licensee shall be sent a D0319 requesting that they carry out a Supplier Verification as defined in the GDAA.
- 5.8 The Green Deal Licensee shall confirm the result of this verification to the GDCC via a D0341 Data Flow within the timescales set out in the GDAA. The GDCC shall, in turn provide relevant information to the GD Provider via a D0344 Data Flow.

GDMS 02 The Cancellation of a Green Deal Plan Prior to Bill Payer Notification

- 5.9 This scenario applies where a Green Deal Plan is at a status of 'NEW' in the GDCC, and no notifications have been issued to MPAS or the Bill Payer.
- 5.10 Where a GD Provider does not intend to proceed with installation of measures following the initial creation of a Green Deal Plan ID, they shall issue a request to the GDCC to cancel that Green Deal Plan within the agreed timescales as set out in the GDAA via a D0321 Data Flow.
- 5.11 Where successful, this request will update the status of the Green Deal Plan to 'CANCELLED' in the GDCC and 'retire' the Green Deal Plan ID which shall prevent its future use.
- 5.12 The GDCC shall notify the GD Provider of the success or failure of the request via a D0344 Data Flow.

GDMS 03 Initial Notification of a Pending Green Deal Plan to the Bill Payer

- 5.13 Once a GD Provider has confirmed that the basic details for the proposed Green Deal Plan are correct and a Green Deal Plan ID has been created and returned, they are able to continue the process of contracting with the Improver should they wish to do so.
- 5.14 Where a GD Provider enters into a contract with the Improver, they shall update the GDCC. This update will provide additional and updated data for use in the initial notification to the Bill Payer of the pending Green Deal to be generated by the Green Deal Licensee.

- 5.15 The GDCC is required to be in receipt of a D0341 with a positive response code from the Green Deal Licensee for that Plan record in response to the D0319 before the GD Provider can send the D0323 update.
- 5.16 This update is carried out in accordance with the requirements set out in the GDA and shall be initiated by the relevant GD Provider generating a D0323 Data Flow to the GDCC, which in turn shall send a request to the Green Deal Licensee via a D0336 Data Flow.
- 5.17 A GD Provider shall not submit more than one D0323 Data Flows simultaneously in relation to a particular Green Deal Plan record or submit additional D0323 Data Flows for that Green Deal Plan record before the previous D0323 Data Flow has been responded to with a D0344 by the GDCC.
- 5.18 On receipt of a D0323 Data Flow the GDCC shall check that the "Initial Notification of a Pending Green Deal" process has not already been successfully completed.
- 5.19 The Green Deal Licensee shall re-perform the Supplier Verification as defined in the GDA and notify the GDCC of the outcome via a D0341 Data Flow.
- 5.20 On receipt of this notification and the relevant MPAS Agent having been updated with Green Deal MPAN Core effective dates, the GDCC shall in turn notify the GD Provider via a D0344 Data Flow.
- 5.21 A check shall be undertaken by the GDCC to ensure there is no other Green Deal Plan record at a status of 'PENDING' for the same EPC Property Reference Number associated to that Green Deal Plan ID. Where another Green Deal Plan record is found, a D0344 shall be returned to the relevant GD Provider with a response code of '372' and the record shall not be updated to a status of 'PENDING'.
- 5.22 Once the relevant GD Provider has received confirmation and (where a different person) the Green Deal Provider has been informed, the installation of measures may proceed.
- 5.23 The successful completion of this scenario shall result in the Green Deal Plan record having a status of 'PENDING' in the GDCC.
- 5.24 Any exceptions in the process that result in a failure to update the Green Deal Plan record shall be notified to the relevant GD Provider via a D0344 Data Flow.

GDMS 04 Updates to Green Deal Effective Dates in MPAS

- 5.25 The GDCC shall utilise a D0324 Data Flow to send requests to the relevant MPAS Agent to create or amend the GD MPAN EFD and/or GD MPAN ETD in a number of scenarios:
- (a) Prior to the initial notification of a pending Green Deal Plan to the Bill Payer;
 - (b) Where required, as part of the notification of Pending Green Deal Charges to the Green Deal Licensee and Bill Payer;
 - (c) Where a GD Provider has requested an amendment to the GD Plan Actual End Date (including as a result of a request from a Distribution Business); and
 - (d) Where the Green Deal MPAN Core associated to a Green Deal Plan record is to be amended.
- 5.26 In all cases, such updates shall be subject to the validation rules set out in section 4.14.
- 5.27 The MPAS Agent shall provide a response either accepting or rejecting the update request via a D0340 Data Flow.

GDMS 05 Notification of Pending Green Deal Charges to the Green Deal Licensee

- 5.28 Once the installation of Green Deal measures is completed, and the required data has been entered onto the relevant EPC register the GD Provider is required under the GDAA to send information via the GDCC to the relevant Green Deal Licensee in relation to pending charges for measures installed under a Green Deal Plan.
- 5.29 Before the GD Provider may send an update via the D0321, the GDCC shall have received a D0341 with a positive response code from the Green Deal Licensee for that Green Deal Plan record. Further, the Green Deal Licensee has obligations under the GDAA to provide notifications to the Bill Payer regarding these pending charges.
- 5.30 In order to support these obligations, the GD Provider may send notifications to the GDCC via D0321 and D0322 Data Flows to provide updates to Green Deal Plan record and Green Deal Charge information held respectively.
- 5.31 Following validation, the GDCC shall issue the appropriate notification to the relevant Green Deal Licensee via a D0325 Data Flow. On receipt, the Green Deal Licensee shall again carry out the Supplier Verification as defined in the GDAA, and notify the GDCC of the outcomes via a D0341 Data Flow.
- 5.32 Once all activities in this scenario have been successfully completed, the Green Deal Plan record status in the GDCC is deemed to be 'LIVE' with effect from the GDCC Deemed Received Date of the incoming D0341, and the GD Provider shall be notified via a D0344 Data Flow.
- 5.33 Any exceptions that prevent the successful notification of pending Green Deal Charges and the updating of the Green Deal Plan record to a status of 'LIVE' in the GDCC shall be notified to the GD Provider via a D0344 Data Flow.

GDMS 06 GD Provider Updates to Green Deal Plan Data

- 5.34 There may be occasions during the lifecycle of the Green Deal Plan when the GD Provider wishes to update information held in the GDCC relating to Green Deal Plans outside the predefined events within other scenarios. Examples of such updates include:
- (a) Changes to Default Bill Payer details for a Green Deal Plan record with a status of 'PENDING' or 'LIVE' in the GDCC;
 - (b) Updates to EPC details during the stages leading up to charges being collected where a previous update has been rejected; and
 - (c) Updates to Electricity Account Numbers during the stages leading up to charges being collected where a previous update has failed Supplier Verification as defined in the GDAA.
- 5.35 Any request from the GD Provider to the GDCC to update Green Deal Plan record data in this scenario shall be made via a D0321 Data Flow.
- 5.36 Where the update relates to a previously rejected request to the Green Deal Licensee to generate a notification of a pending Green Deal Plan to the Bill Payer, a successful update via this scenario shall result in a new request being generated to the Green Deal Licensee from the GDCC via a D0336 Data Flow.
- 5.37 The GD Provider shall be informed of the outcome of the request to update Green Deal Plan record data via a D0344 Data Flow from the GDCC.

GDMS 07 GD Provider Updates to Green Deal Charge Details

- 5.38 During the lifecycle of the Green Deal Plan, there may be occasions where a GD Provider wishes to add or update information that dynamically affects the actions that the Green Deal Licensee carries out in regard of the collection of Green Deal Charges from the Bill Payer. Specifically:
- (a) The amendment of data relating to Green Deal Charge Periods;
 - (b) The amendment of the GD Plan Actual End Date; and
 - (c) The amending of the Green Deal Remittance Processor associated to the Green Deal Plan record in the GDCC.
- 5.39 These updates are all made by the relevant GD Provider via a D0322 Data Flow being sent to the GDCC and are collectively referred to as being GD Provider updates to Green Deal Charge details in order to distinguish them from updates to other Green Deal Plan record data that will not dynamically impact the collection and remittance processes.
- 5.40 A GD Provider shall be informed of the outcome of valid requests to update Green Deal Charge details in the GDCC via a D0344 Data Flow from the GDCC.

Updates to Green Deal Charge Periods

- 5.41 The D0322 Data Flow allows for the amendment of existing Green Deal Charge Periods and amounts, or the addition of further contiguous Green Deal Charge Periods to the Green Deal Plan record, where those Green Deal Charge Periods end on or before the GD Plan Actual End Date stored in the GDCC. Any such changes to Green Deal Charge Periods shall be submitted in line with the rules set out in section 4.12.
- 5.42 Where a GD Provider is entering data relating to multiple Green Deal Charge Periods the scenario relating to the notification of Green Deal Charges to the relevant Green Deal Licensee shall apply.
- 5.43 Where a request from a GD Provider to amend Green Deal Charges is accepted by the GDCC, these amended charges shall be passed on to the relevant Green Deal Licensee by the GDCC via a D0325 Data Flow as soon as one of the following conditions applies:
- (a) Amended Green Deal Charge Periods are successfully entered into the GDCC by the GD Provider and the GD Charge Start Date is less than or equal to 30 Working Days after the data were entered; or
 - (b) The GD Charge Start Date for a previously entered Green Deal Charge Period reaches a date 30 Working Days in the future.
- 5.44 The Green Deal Licensee shall inform the GDCC where the updated charges are successfully applied via a D0341 Data Flow.
- 5.45 Where the Green Deal Licensee is unable to update the Green Deal Charges, they shall inform the GDCC via a D0341 Data Flow. When such a notification is received, the CAS shall be informed via a report from the GDCC.
- 5.46 On being notified of a failed request to update Green Deal Charges in the Green Deal Licensees systems, the CAS shall contact the GD Provider by agreed means within one (1) Working Day in order that appropriate actions to resolve issues reported can be undertaken.

Amendments to the GD Plan Actual End Date

- 5.47 There may be occasions where a GD Provider wishes to amend the GD Plan Actual End Date, including where:
- (a) The Green Deal Provider, GDAA Finance Party or the Improver do not wish to continue with the installation of measures under the Green Deal Plan;
 - (b) The Improver (or their successor) or the current Bill Payer repays all or some of the monies due in advance of the scheduled charging schedule, thus reducing or removing the liability on that Bill Payer;
 - (c) The Green Deal Plan is to be ended as a result of the actual or planned permanent disconnection of the electricity supply to the premises prior to a de-registration of the related Green Deal MPAN Core; or
 - (d) The Secretary of State determines that no further payments are to be made in respect of that Green Deal Plan.
- 5.48 Where the GD Plan Actual End Date is truncated, any Green Deal Charge Periods that extend past the new GD Plan Actual End Date shall be amended to match the new GD Plan Actual End Date.
- 5.49 Where revised information is not provided, the GDCC shall truncate all existing Green Deal Charge Periods to match any new GD Plan Actual End Date entered and inform the Green Deal Licensee accordingly.

Updates to the Green Deal Remittance Processor for a Green Deal Plan

- 5.50 In addition to the updating of charges and the GD Plan Actual End Date, the D0322 Data Flow shall be used to update details regarding the Green Deal Remittance Processor associated to a Green Deal Plan record from time to time.
- 5.51 Any such update shall have an effective date at least five (5) Working Days after the GDCC Deemed Received Date for the notification to the GDCC.
- 5.52 Where a GD Provider submits valid updated Green Deal Remittance Processor details for a Green Deal Plan the GDCC shall notify the current and any previous Green Deal Licensee via a D0325 Data Flow in order that they are able to process remittances to the new Green Deal Remittance Processor.
- 5.53 Where such an update is made to a previous Green Deal Licensee, this shall include the Green Deal MPAN Core that was associated to the Green Deal Plan at the last day of the relevant registration period.
- 5.54 On receipt of such a request, a Green Deal Licensee shall update their systems accordingly and confirm this to the GDCC via a D0341 Data Flow.
- 5.55 Where a Green Deal Licensee is unable to update the Green Deal Remittance Processor details for the Green Deal Plan, they shall inform the GDCC via a D0341 Data Flow. When such a notification is received, the CAS shall be informed via a report from the GDCC.
- 5.56 On being notified of a failed request to update Green Deal Remittance Processor details in the Green Deal Licensees systems, the CAS shall contact the relevant GD Provider by agreed means within one (1) Working Day in order that appropriate actions to resolve issues reported can be undertaken.

GDMS 08 Green Deal Licensee Updates to Bill Payer Details

- 5.57 Under the terms of the GDAA, the Green Deal Licensee is required to provide updated details regarding the Bill Payer to the GD Provider.
- 5.58 In order to facilitate this, the Green Deal Licensee shall:
- (a) Send any identified Bill Payer changes and amendments to the GDCC via a D0326 Data Flow as and when they become aware of such changes;
 - (b) Send all relevant Bill Payer details to the GDCC via a D0326 Data Flow following a successful energy registration event; and
 - (c) Send all relevant Bill Payer details to the GDCC via a D0326 Data Flow following successful set up of a new Green Deal Plan.
- 5.59 The GD Provider shall confirm receipt of the updated Bill Payer details to the GDCC via a D0320 Data Flow.
- 5.60 Where any notification of Bill Payer details from the Green Deal Licensee fails validation in the GDCC, the Green Deal Licensee shall be informed via a D0343 Data Flow in order that they are able to resolve issues and submit revised information as appropriate.

GDMS 09 Green Deal Licensee Requests for Information

- 5.61 There are two instances in which a Green Deal Licensee may request information from the GDCC, these being for the purpose of obtaining either:
- (a) Default Bill Payer details; or
 - (b) A snapshot of the latest Green Deal Plan record and associated charge information for a Green Deal Plan.

Default Bill Payer details

- 5.62 Where the Green Deal Licensee has no Bill Payer who is a customer, but the Green Deal MPAN Core associated to a Green Deal Plan record is still registered to them, they shall raise charges against a Default Bill Payer for Green Deal Charge collection purposes.
- 5.63 In line with their obligations under the GDAA, it is the responsibility of the Green Deal Provider or GDAA Finance Party associated with a Green Deal Plan record in the GDCC to maintain data regarding Default Bill Payers. The Green Deal Licensee is required to utilise this information where they are unable to identify the person responsible for Green Deal Charges and have no customer using energy at a Green Deal Premises.
- 5.64 In order to confirm the identity of the Default Bill Payer, the Green Deal Licensee shall interrogate the GDCC database.
- 5.65 This may be achieved via one of two routes, either:
- (a) Via secure, password protected web based access; or
 - (b) By use of structured transactions sent via the DTN.
- 5.66 When accessing details via the GDCC Web Interface, the Green Deal Licensee shall enter the relevant Green Deal MPAN Core and Green Deal Plan ID in order to access the associated Default Bill Payer details. The Green Deal Licensee shall not be permitted to download any of the details accessed, as these are 'read only'.
- 5.67 Where the Green Deal Licensee wishes to obtain Default Bill Payer details via the DTN, they may submit a D0332 Data Flow requesting this information.

- 5.68 Where such a request fails validation, the GDCC shall notify the Green Deal Licensee via a D0343 Data Flow.
- 5.69 Successful requests shall result in the GDCC confirming the request via a D0343 Data Flow and, in addition providing the Default Bill Payer details via a D0325 Data Flow.
- 5.70 On receipt of the Default Bill Payer details, the Green Deal Licensee shall generate a D0341 Data Flow to the GDCC in order to confirm acceptance.

Data Refresh Requests

- 5.71 Where a Green Deal Licensee determines the need to refresh the data in their systems in order to confirm that they hold accurate current information relating to Green Deal Charges for a particular Green Deal Plan, they may request a data refresh from the GDCC by use of a D0332 Data Flow.
- 5.72 Only the Green Deal Licensee who is currently the registered Supplier for the Green Deal MPAN Core associated to a Green Deal Plan record in the GDCC may submit such a request.
- 5.73 Successful requests shall result in the GDCC confirming the request via a D0343 Data Flow and, in addition providing the requested refresh via a D0325 Data Flow.
- 5.74 This refresh shall provide the Green Deal Licensee with a 'snapshot' view of the data currently held on the GDCC. It shall not provide for the gathering or sending of historical information.
- 5.75 On receipt of the requested details, the Green Deal Licensee shall generate a D0341 Data Flow to the GDCC to confirm acceptance.

GDMS 10 Passing of Green Deal Details on Change of Supplier

- 5.76 Where a Change of Supplier event occurs in relation to a Green Deal MPAN Core, the incoming Supplier shall be notified of the relevant Green Deal Plan information to allow them to collect Green Deal Charges and submit Bill Payer Details as required under the terms of the GDAA.
- 5.77 This shall be achieved by the GDCC being informed of Change of Supplier events via ECOES and then generating information to the incoming Supplier via a D0325 Data Flow with a GDCC Instruction Type of 'C' and containing all required data to allow the incoming Supplier to;
- (a) Notify the Bill Payer of the Green Deal Charges to be collected;
 - (b) Collect and remit such Green Deal Charges; and
 - (c) Provide Bill Payer Details to the GDCC for onward provision to the GD Provider.
- 5.78 The Green Deal Licensee shall confirm receipt of the data via a D0341 Data Flow.
- 5.79 Where the Change of Supplier Event coincides with the resolution of an Erroneous Registration for an MPAN associated to a Green Deal Plan record with a status of 'LIVE' in the GDCC, the Green Deal Licensee shall receive a D0325 with the Green Deal Charge for the first day of their registration being equal to the sum of the Green Deal Daily Charges for the period of the Erroneous Registration, plus that which would normally be expected for the first day of the new registration period.
- 5.80 In order to identify that this D0325 Data Flow follows a period of Erroneous Registration the D0325 Data Flow will include a GDCC Instruction Type of "E".

- 5.81 This data shall only be provided to the incoming Supplier in their market role as a Green Deal Licensee where the Green Deal Plan record in the GDCC has a status of 'LIVE'.
- 5.82 Where this information is received, the Green Deal Licensee shall generate a notification of the relevant Bill Payer details that they hold via a D0326 Data Flow in accordance with their obligations under the GDA.
- 5.83 Where the Green Deal Plan record has a status of 'NEW' or 'PENDING', the Green Deal Licensee shall, dependent on the Green Deal Plan record status in the GDCC, receive the relevant notifications within the processes associated with requests to generate notifications to the Bill Payer and the commencement of collection of Green Deal Charges.
- 5.84 Where a Green Deal Plan record has a status of 'CANCELLED' or 'COMPLETED' in the GDCC, there shall be no requirement to provide any data from the GDCC on a Change of Supplier event.

GDMS 11 Distribution Business Requests to Amend Green Deal Plan End Dates

- 5.85 A Distribution Business may determine a need to inform a Green Deal Provider of a requirement to dissociate a particular Green Deal MPAN Core from any related Green Deal Plan records in the GDCC due to a service removal or alteration, which in turn will lead to the need to de-register the associated Green Deal MPAN Core in MPAS systems.
- 5.86 In summary, these events will occur in the following circumstances:
- (a) Following an emergency disconnection of the supply where no future use is identified or possible;
 - (b) Where a planned disconnection is requested by the person responsible for the supply;
 - (c) Where a planned disconnection was already in train prior to Green Deal effective dates being applied in to the Green Deal MPAN Core in MPAS; or
 - (d) Where a service alteration leads to an MPAN becoming redundant, thus requiring a different MPAN to be associated to the Green Deal Plan record in the GDCC.
- 5.87 MPAS shall not accept a request to de-register a Green Deal MPAN Core (a "Disconnection") where the date of the requested Disconnection date is between the GD MPAN EFD and the GD MPAN ETD. In order to resolve this one of the following shall occur:
- (a) In the case of a service removal, the relevant GD Provider(s) request an amended GD Plan Actual End Date for all associated Green Deal Plan records that is earlier than the planned or actual Disconnection date for the relevant Green Deal MPAN Core; and
 - (b) In the case of a service alteration leading to an MPAN becoming redundant, the Green Deal Licensee shall request that a different related or replacement MPAN is associated to the affected Green Deal Plan record(s) in the GDCC.
- 5.88 Where a Distribution Business identifies a need to de-register a Green Deal MPAN Core due to a service removal or alteration, that Distribution Business shall request a dissociation of any Green Deal Plans associated with that Green Deal MPAN Core via a D0327 Data Flow sent to the GDCC.

- 5.89 The GDCC shall, in turn, and dependant on the request type received, either:
- (a) Generate a notification to the relevant GD Provider(s) via a D0337 Data Flow requesting that they initiate an amendment to the GD Plan Actual End Date for the relevant Green Deal Plan record(s) as set out in the GD Provider Updates to Charge Data Green Deal Market Scenario (The GD Provider shall not reject such a request unless the Green Deal Plan record in the GDCC is not at the correct status to allow for an amendment to the GD Plan Actual End Date); or
 - (b) Generate a notification to the relevant Green Deal Licensee via a D0334 Data Flow in order to trigger a request for a new Green Deal MPAN Core as set out in the Amending the Green Deal MPAN Core Associated with a Green Deal Plan Green Deal Market Scenario.
- 5.90 In either case, the GDCC shall notify the Distribution Business via a D0318 Data Flow once all related activities required to be undertaken by the GD Provider or Green Deal Licensee have been completed.
- 5.91 Where all relevant Green Deal Plan records are updated and the GD MPAN ETD has been amended in MPAS, the Distribution Business may then continue with the de-registration process for the relevant MPAN Core.

GDMS 12 Amending the Green Deal MPAN Core Associated with a Green Deal Plan Record

- 5.92 There are three scenarios where the Green Deal MPAN Core associated with one or more Green Deal Plan records may need to be replaced with a suitable alternative that can be utilised as the Green Deal MPAN Core from a specified date.
- (a) Where a redundant MPAN is to be de-registered, for example when removing secondary heating circuits;
 - (b) Where a new MPAN is created during supply upgrade works; or
 - (c) In the case of a duplicate MPAN having been erroneously created for a Supply, whether in the same or a different MPAS system.
- 5.93 In all cases, only those Green Deal Plan records that have a status of 'PENDING' or 'LIVE' in the GDCC shall be affected.
- 5.94 The need to amend the Green Deal MPAN Core may be identified by either the Distribution Business or the Green Deal Licensee, but in either case it is the Green Deal Licensee who shall be responsible for providing an alternative MPAN Core to the GDCC for use as the Green Deal MPAN Core.
- 5.95 Where the relevant Distribution Business becomes aware of a need to associate the Green Deal Plan to a different Green Deal MPAN Core they shall notify the GDCC accordingly via a D0327 Data Flow as set out in the Distribution Business Requests to Amend Green Deal Plans Green Deal Market Scenario.
- 5.96 Where a valid notification is received, the GDCC shall in turn notify the Green Deal Licensee via a D0334 Data Flow. On receipt of this notification, the Green Deal Licensee shall, where possible, provide an alternative MPAN for use as the Green Deal MPAN Core to the GDCC via a D0335 Data Flow.
- 5.97 Where the Green Deal Licensee becomes aware of the need to need to associate a Green Deal Plan to a different Green Deal MPAN Core they shall notify the GDCC accordingly via a D0335 Data Flow.

- 5.98 In either event, the Green Deal Licensee shall need to identify which Green Deal Plan record(s) the new Green Deal MPAN Core is to be associated with in the GDCC.
- 5.99 On receipt of a valid request, the GDCC shall generate relevant notifications to the relevant MPAS Agent and update the affected Green Deal Plan records to reflect the new association. Following update, the GDCC shall:
- (a) Confirm to the Green Deal Licensee that the 'old' Green Deal MPAN Core is no longer flagged as such in MPAS via a D0343 Data Flow; and
 - (b) Generate a D0325 Data Flow to confirm the new Green Deal MPAN Core to the Green Deal Licensee.
- 5.100 The Green Deal Licensee shall confirm receipt of the new Green Deal MPAN Core via a D0341 Data Flow.
- 5.101 When an MPAN is being changed for a Green Deal Plan record at a status of 'PENDING' on the original MPAN; an update on the 'D0325: U' containing the new MPAN shall be held in the system until initial population of the 'D0325: I' has been received and processed by the GDCC.
- 5.102 In cases where it has not been possible to amend the relationship between the Green Deal Plan record(s) and the Green Deal MPAN Core, the GDCC shall notify the Green Deal Licensee or Distribution Business accordingly via either a D0343 or D0318 Data Flow respectively.

GDMS 13 Reassignment of a Green Deal Plan to a new Green Deal Provider

- 5.103 There may be occasions where the liability for updates to data held on the GDCC in relation to a Green Deal Plan record passes from the GD Provider who initiated the creation of the relevant Green Deal Plan ID to another. The arrangements for the transfer of these liabilities and the related Green Deal Plans will be a commercial matter between the persons involved and are subject to governance under the GDAA. There may also be subsequent transfer of responsibility between Green Deal Providers.
- 5.104 In all cases, the GDCC shall be informed of these transfers in order to ensure correct reporting and routing of information to and from GD Providers such that only one Green Deal Provider or GDAA Finance Party is sending or receiving notifications to or from the GDCC in relation to a specific Green Deal Plan record at any point in time.
- 5.105 The GD Provider shall notify the GDCC of the following events:
- (a) A transfer of responsibility for a Green Deal Plan between Green Deal Providers;
 - (b) A transfer of responsibility for interactions with the GDCC from a Green Deal Provider to a GDAA Finance Party;
 - (c) A transfer of responsibility for interactions with the GDCC from a GDAA Finance Party to a Green Deal Provider; or
 - (d) A change of GDAA Finance Party.
- 5.106 In each case, the current GD Provider shall be responsible for notifying the GDCC of both:
- (a) The Green Deal Provider Registration Reference of the Green Deal Provider who shall be responsible for the Green Deal Plan following the transfer; and
 - (b) The Market Participant ID (MPID) of the GD Provider who shall be responsible for the maintenance of data relating to the relevant Green Deal Plan(s) in the GDCC following the transfer.

- 5.107 This information shall be provided in all scenarios whether the identity of the Green Deal Provider or the GD Provider is changing or not.
- 5.108 The notification shall be made via a D0333 Data Flow and must include an effective date for the transfer that is at least five (5) Working Days later than the GDCC Deemed Received Date for that Data Flow.
- 5.109 Where a valid notification is received by the GDCC, the relationship between the Green Deal Plan record and the Green Deal Provider or GD Provider shall be updated accordingly, and a D0344 Data Flow issued to the originating GD Provider. Where the requested changes to data cannot be carried out in the GDCC, the GD Provider shall be informed of the fact, also via a D0344 Data Flow.
- 5.110 Where a change to the GD Provider has been notified, the incoming GD Provider shall be responsible for providing any updates to other details such as bank accounts and/or the identity of the Green Deal Remittance Processor for the Green Deal Plan records transferred via the scenarios set out in this MAP.

GDMS 14 Passing of Remittance Data to the Green Deal Remittance Processor and Cessation of Collection of Charges

- 5.111 Under the terms of the GDA, Green Deal Licensees are required to pass Green Deal Charge remittance details to persons nominated by the GD Provider. The transfer of this information is supported under the MRA by the use of a series of DTC Data Flows between Green Deal Licensees and the GDCC, and the GDCC and Green Deal Remittance Processors.
- 5.112 These remittance details shall be provided to the GDCC by the Green Deal Licensee via a D0328 Data Flow.
- 5.113 The GDCC shall validate the basic structure of the Data Flow and that the intended recipient is a valid Green Deal Remittance Processor.
- 5.114 Where the Data Flow passes validation, a further D0328 Data Flow shall be generated by the GDCC to the Green Deal Remittance Processor. This will contain the exact same information as the incoming Data Flow from the Green Deal Licensee.
- 5.115 Where the data received from the Green Deal Licensee does not pass validation, the GDCC shall generate a report to the CAS. On receipt of such report, the CAS shall contact the relevant Green Deal Licensee within one (1) Working Day to inform them of the issue.
- 5.116 Once contacted by the CAS, the Green Deal Licensee shall investigate the issues and generate a new D0328 Data Flow within one (1) Working Day.
- 5.117 Where the Green Deal Remittance Processor receives remittance details, they shall process the incoming data and generate a confirmation of successful receipt to the GDCC within one (1) Working Day. This confirmation shall be sent via a D0329 Data Flow and may also contain rejections relating to values remitted (or reclaimed).
- 5.118 The GDCC shall validate the basic structure of the Data Flow and that the intended recipient is a valid Green Deal Licensee.
- 5.119 Where the Data Flow passes validation, the GDCC shall generate a further D0329 Data Flow to the Green Deal Licensee. This shall contain the exact same information as the incoming Data Flow from the Green Deal Remittance Processor.

- 5.120 Where the data received from the Green Deal Licensee does not pass validation, the GDCC shall generate a report to the CAS. On receipt of such report, the CAS shall contact the relevant Green Deal Remittance Processor within one (1) Working Day to inform them of the issue.
- 5.121 Where the Green Deal Licensee receives a D0329 Data Flow from the GDCC, they shall process its contents and take appropriate actions as required under the GDAA.
- 5.122 Where the Green Deal Licensee determines that they are unable to attempt any further collection of outstanding monies in relation to Green Deal Charges for a specific Green Deal Plan, they shall notify the Green Deal Remittance Processor of the fact using a D0342 Data Flow sent via the GDCC.

GDMS 15 Erroneous Registrations with Associated Green Deal Plan Records

- 5.123 Where an Erroneous Registration occurs that involves or involved a Green Deal MPAN Core associated to one or more Green Deal Plan records with a status of 'LIVE', in parallel to any required activities under the MRA Agreed Procedures in regard of Erroneous Transfers, the Green Deal Licensee who is the erroneously registered Supplier shall be responsible for ensuring that an appropriate notification is sent to the GDCC within two (2) Working Days of confirming that they are the erroneously registered Supplier as agreed under MAP10. This notification should include the affected Green Deal MPAN Core and the registration EFD, and shall be sent to the GDCC using a D0345 Data Flow.
- 5.124 On receipt of a valid notification, the GDCC will log the details, update internal logs and records accordingly and confirm this to the party who made the notification via a D0343 Data Flow.
- 5.125 Where there are Green Deal Plan records at a status of 'LIVE' associated to the affected MPAN, the GDCC shall trigger an instruction to the affected Green Deal Licensee via a D0325 Data Flow to set Green Deal Charges to zero from the effective date of their Erroneous Registration to the GD Plan Actual End Date held against the relevant Green Deal Plan record, following which the Green Deal Licensee shall update their systems such that no further bill or other request for payment is generated to the Bill Payer in relation to Green Deal charges for the affected Green Deal Plan record.
- 5.126 Following the adjustments being made, the Green Deal Licensee shall confirm this via the D0341 Data Flow.
- 5.127 The GDCC shall generate a notification to the GD Provider(s) and Green Deal Remittance Processor(s) currently associated to any affected Green Deal Plan records informing them of the Erroneous Registrations. This notification shall be via a [D0346] Data Flow.
- 5.128 The affected Green Deal Provider(s) and Green Deal Remittance Processor(s) shall each confirm receipt of this update via D0340 and D0347 Data Flows respectively.
- 5.129 During a period of Erroneous Registration, any updates relating to Green Deal Charges made by the GD Provider shall not be passed onto the Green Deal Licensee.
- 5.130 Once the erroneously registered Supplier ceases to be the Supplier for the affected Green Deal MPAN Core, the GDCC shall be updated such that for the period of that Erroneous Registration, the Daily Green Deal Charge is retrospectively set to zero.

- 5.131 For the first day of the New Suppliers registration, the Daily Green Deal Charge shall be set at an amount equivalent to the sum of the Daily Green Deal Charges that would have been effective from the date of the Erroneous Registration up to and including the Effective To Date of that registration plus the Green Deal Charges applicable for the first day of the incoming Green Deal Licensees registration.
- 5.132 Following updates to the Green Deal Charge Periods held on the GDCC, a notification shall be issued to the incoming Green Deal Licensee via a D0325 Data Flow. This notification shall include amended Green Deal Charge Periods that take the Erroneous Registration period into account.
- 5.133 The GDCC shall generate a notification to the GD Provider(s) and Green Deal Remittance Processor(s) currently associated to any affected Green Deal Plan record(s) such that they are informed of the resolution of the Erroneous Registration.
- 5.134 The affected GD Provider(s) and Green Deal Remittance Processor(s) shall each confirm receipt of this update via D0320 and D0347 Data Flows respectively.
- 5.135 In the event that the Green Deal Plan record status changes from 'LIVE' during the period of Erroneous Registration, The GDCC shall generate a notification to the GD Provider(s) and Green Deal Remittance Processor(s) currently associated to any affected Green Deal Plan(s) shall be notified accordingly, also via the D0346 Data Flow.
- 5.136 Where the Green Deal Plan End Date for the Green Deal Plan falls within the period of Erroneous Registration, on the Green Deal Plan End Date or the date of notification (whichever is the latter), a D0346 shall be generated to the Green Deal Provider and the relevant Remittance Processor associated to that Green Deal Plan record in the GDCC.
- 5.137 The relevant GD Provider(s) and Green Deal Remittance Processor(s) shall each confirm receipt of this update via D0320 and D0347 Data Flows respectively.

6 Green Deal Market Data

- 6.1 In order to support the transfer of both information and monies between GDMPs, the GDCC shall store a range of standing data relating to the identity of the participants and associated information to allow for the effective transfer of data and any related monies.
- 6.2 This information, referred to as Green Deal Market Data (GDMD) shall be derived from two sources:
- (a) Data contained in the existing electricity industry Market Domain Data (MDD) as governed under the BSC; and
 - (b) That provided by GDMPs to the CAS for upload to the GDCC.
- 6.3 The CAS shall be responsible for the maintenance of GDMD in the GDCC and shall ensure that relevant updates are provided to GDMPs via a DTC Data Flow generated by the GDCC.

Definition and Structure

- 6.4 Each GDMP shall have a logical set of GDMD associated to it on the GDCC, and this shall drive the routing of Data Flows. This logical dataset shall comprise:
- (a) Market Participant ID(s) (MPIDs) and associated Market Participant Role Code(s) and associated effective date(s) as entered in MDD;
 - (b) Green Deal Bank Account Details;
 - (c) For GD Providers, associated Green Deal Remittance Processors; and
 - (d) For Green Deal Remittance Processors, their associated GD Provider(s).
- 6.5 The CAS shall ensure that a valid set of GDMD is maintained for each Enabled GDCC User that is a GDMP.

Requests for Updates to Green Deal Market Data

- 6.6 There shall be five reasons for updates to the GDMD:
- (a) Market entry by a new GDMP in a given Market Role;
 - (b) Changes to the business address (in MDD) or bank account details for a GDMP;
 - (c) An existing GDMP requiring a different role;
 - (d) A change to the relationship between a GD Provider and one or more Green Deal Remittance Processors, which reflects any changes notified to the GDAA Panel Secretary in accordance with that Agreement; and
 - (e) An organisation ceasing to be a GDMP.
- 6.7 Annex B to this MAP provides for the processes by which both new and existing GDMPs may request updates to GDMD and any associated changes that may be required to MDD. The GDMD shall reference the MDD version that it is associated with.
- 6.8 There may be occasions where an organisation ceases to be a GDMP without having requested the updating of their GDMD records to reflect the fact.
- 6.9 In this event, on being made aware of the fact from the Secretary of State, the GDAA Panel Secretary, or the Authority, CAS shall under authority of MEC:
- (a) Raise a request to the BSC Agent to end date the relevant record(s) in the MDD; and
 - (b) Amend the GDMD such that the overall record is end dated in line with the publication of the relevant MDD update.

Provision of Revised GDMD to Green Deal Market Participants

- 6.10 The CAS shall maintain the GDMD in the GDCC by uploading valid updates as they are presented.
- 6.11 Updates to the GDMD shall be published on the day following each MDD publication by the BSC Agent and shall have the same go live date as the MDD.
- 6.12 Revised versions of the GDMD shall be provided to all new and existing GDMPs via a D0331 Data Flow. This Data Flow shall contain either a full or incremental update to the GDMD:
- (a) Where a new GDMP enters the market, or on request, the relevant organisation shall receive a full update of the GDMD; and
 - (b) Other, existing GDMPs shall receive an incremental update.

- 6.13 On receipt of the updated GDMD, the recipient shall update their internal data such that Data Flows are only sent to valid combinations of MPID and Market Role Codes, and that (where appropriate) monies are only posted to the bank accounts as defined in for specific purposes from the go-live date of the relevant version of the GDMD.

7 Retrospective Amendments to GDCC Data

- 7.1 Where an Authorised GDCC User identifies a need to correct data submitted to the GDCC and such an amendment cannot be made via the submission of a new Data Flow via the DTN, they shall contact the CAS and provide details of:
- (a) The erroneous data submitted; and
 - (b) The revisions required.
- 7.2 On such notification, the CAS shall assess the request to determine the required actions to effect a correction of the data.
- 7.3 Where, in the opinion of the CAS, the data can be corrected via the use of a DTN Data Flow, the CAS shall contact the Authorised GDCC User who identified the need to correct the data and (where a different person) any Enabled GDCC User who will need to generate a DTN Data Flow in order to correct the erroneous data with sufficient information to allow the correction to be made.
- 7.4 Where, in the sole opinion of the CAS, manual retrospective amendments to data in the GDCC will be required, the CAS shall:
- (a) Confirm the need for a manual retrospective amendment to the notifying Authorised GDCC User and (if a different person), the Enabled GDCC User that entered the erroneous data into the GDCC;
 - (b) Liaise with the GDCC TSP to confirm the timings and nature of manual amendments to be made to the GDCC;
 - (c) Liaise with all affected Authorised GDCC Users to ensure that, when applied, any retrospective amendments result in alignment of data between affected organisations systems;
 - (d) Ensure that the required manual retrospective amendments are carried out;
 - (e) Calculate the costs of correcting the erroneous data and inform MEC of these; and
 - (f) On approval from MEC, ensure that an appropriate amount is invoiced to the Enabled GDCC User that entered the erroneous data into the GDCC;

All in accordance with the GDCC Access Agreement.

8 Reporting Requirements

- 8.1 The CAS shall be responsible for producing a number of reports in order to:
- (a) provide assurance to MEC that the GDCC is performing within agreed technical parameters and that all Authorised GDCC Users remain compliant with the terms of access;
 - (b) support MRA Supplier parties in fulfilling obligations as Green Deal Licensees under the GDAA; and
 - (c) as required to fulfil Licence obligations placed on Supplier parties to the MRA in regard of Green Deal related data provision.

MEC Reporting Requirements

- 8.2 The CAS shall provide periodic reporting to MEC to include the following:
- (a) Database performance;
 - (b) Performance of the CAS and GDCC TSP in relation to the maintenance of the GDCC and associated enquiry and change management processes;
 - (c) Compliance of Enabled GDCC Users and the GDCC in relation to processing Data Flows; and
 - (d) Access compliance in respect of the secure Web Interface.
- 8.3 Further details of the compliance reporting to be provided to MEC are set out in Annex A to this MAP.
- 8.4 CAS shall provide any other required ad hoc reports to MEC in the format and at the times reasonably requested by MEC.

GDAA Related Reporting Requirements

- 8.5 In order to fulfil Supplier parties' obligations under Clause 14.1.1 of the GDAA, the CAS shall provide monthly reports to the GDAA Panel Secretary in the format set out in Schedule 11 of the GDAA.
- 8.6 The CAS shall provide Erroneous Registration Reports to the GDAA Panel Secretary in the form set out in Clause 16.1.4 (g) of the GDAA.

Period Reporting Required by the Secretary of State

- 8.7 Condition 37.11 (c) of the Standard Conditions of the Electricity Supply Licence requires that Electricity Suppliers provide data to the Secretary of State where reasonably requested to do so.
- 8.8 The Secretary of State has requested that the following reports are made available on a weekly basis from Monday 4th February 2013 until 30th December 2013 and on an agreed day of each month thereafter:
- (a) Total and average (mean and median) estimated savings on a Green Deal Plan and number of Green Deal Plans;
 - (b) Total and average (mean and median) Green Deal daily charge as provided to the GDCC by the Green Deal Provider;
 - (c) Total and average (mean and median) length of Green Deal Plans;
 - (d) Number of Green Deals repaid full amount early as indicated by a new GD Plan Actual End Date value being entered into the GDCC by the Green Deal Provider that is less than that present when the Green Deal Plan achieved a status of 'LIVE' and no future charges being present;
 - (e) Number of Green Deals with partial repayments as indicated by a new GD Plan Actual End Date value being entered into the GDCC by the Green Deal Provider that is less than that present when the Green Deal Plan achieved a status of 'LIVE' and/or with revised future charges being present;
 - (f) Number of Green Deals by Green Deal Licensee where "Green Deal Licensee" is defined as being the organisation who utilises one or more Market Participant Identifiers with a Market Role Code indicating that they are a Green Deal Licensee in Market Domain Data as defined by the Company Group held in the GDCC;

- (g) Number of Green Deals by Green Deal Provider where "Green Deal Provider" is defined as being the organisation who utilises one or more Market Participant Identifiers with a Market Role Code indicating that they are a Green Deal Provider in Market Domain Data as defined by the Company Group held in the GDCC;
- (h) Number of Green Deals by Remittance Processor;
- (i) Number of Green Deals at initial checking stage, installation stage and repayment stage as determined by the Green Deal Plan ID Status in the GDCC being "NEW", "PENDING" or "LIVE" respectively;
- (j) Green Deal Plans that have not had any changes to GD Actual End Date as held on the GDCC; and
- (k) Green Deals that are terminated at initial checking stage as indicated by the Green Deal Plan record status in the GDCC changing from "NEW" to "CANCELLED".

Green Deal Quarterly Payment Reporting

- 8.9 In order to provide the required data for use by CAS in providing relevant reports to allow the fulfilment of obligations set out in MAP 20 - The MRA Agreed Procedure for the Recovery and Distribution of GDAA Quarterly Payments, the GDCC shall:
- (a) Calculate the daily amounts due from each Green Deal Provider or GDAA Finance Party for each Green Deal Plan for each defined period as set out in the GDAA;
 - (b) Produce a report of this information suitable for distribution to each affected Green Deal Provider and GDAA Finance Party; and
 - (c) Produce reports of the number of days for which each Green Deal Licensee is entitled to receive payments based on their being the registered Supplier for the associated Green Deal MPAN Core in ECOES, in a suitable format for distribution to each affected Green Deal Licensee.
- 8.10 These reports shall be provided to the Secretariat for use in connection with the collection and disbursement of Quarterly Payment in support of obligations under the GDAA and as further detailed in MAP 20 - The MRA Agreed Procedure for the Recovery and Distribution of GDAA Quarterly Payments.

Reporting for Participants

- 8.11 In order to support the operation of the processes relating to the Green Deal in so far as they are governed under the MRA, certain reporting is required by Green Deal Licensees.
- 8.12 Report of Unmetered Supplies with Green Deal Plans. This report comprises a monthly report to be provided to each Green Deal Licensee showing where they are the current registered Supplier of any MPAN that has a Measurement Class of 'B' or 'D' and a Green Deal Plan Id record with a status of 'PENDING' or 'LIVE' as indicated by the presence of relevant GD MPAN EFD and GD MPAN ETD in ECOES.
- 8.13 This report shall be provided to the relevant Green Deal Licensee by CAS via an agreed encrypted transfer method.

9 Access to the GDCC

- 9.1 Pursuant to Clause 56 of the MRA, user access to the GDCC is governed by the GDCC Access Agreement.
- 9.2 This GDCC Access Agreement includes provisions for access criteria for GDCC users, and also which data they are allowed to view.

Obtaining Access to the GDCC

- 9.3 Persons wishing to obtain access to the GDCC must:
- (a) Be a Qualifying GDCC User;
 - (b) Complete an Application for GDCC Access form as set out in Schedule 15 of the MRA;
 - (c) Complete a GDCC Access Agreement; and
 - (d) Provide required technical information to allow that person to be set up as an Enabled GDCC User.
- 9.4 Persons fulfilling these requirements will be granted appropriate access to the GDCC as an Enabled GDCC User.
- 9.5 The following are Qualifying GDCC Users:
- (a) Green Deal Licensees;
 - (b) Green Deal Providers that are party to the GDAA;
 - (c) GDAA Finance Parties;
 - (d) Green Deal Remittance Processors;
 - (e) MRA Distribution Parties;
 - (f) Appointed MPAS Agents;
 - (g) Licensed Gas Suppliers;
 - (h) The Energy Savings Advice Service (ESAS) for both England & Wales, and Scotland; and
 - (i) The administrator of the Secretary of State's 'Green Deal Cashback Scheme'.
- 9.6 The process for granting access to the GDCC will be managed by CAS in accordance with Clause 56 of the MRA and this MAP.

Completing the Application for GDCC Access form

- 9.7 The Application for GDCC Access form is as set out in Schedule 15 of the MRA, and shall be published on the MRASCo website to be available for download by applicants.

- 9.8 When completing the Application for GDCC Access, the applicant shall provide the following:
- (a) The name of the organisation seeking access;
 - (b) Their Company Registration Number (if applicable);
 - (c) The organisations registered and chief operating addresses;
 - (d) The role in which they are seeking access, noting that a separate application is required in relation to each role that an organisation is seeking access for;
 - (e) Supporting evidence that they are acting in the stated role;
 - (f) Primary contact details;
 - (g) Confirmation of access method, and expected number of GDCC User Personnel;
 - (h) Purpose of access; and
 - (i) Evidence of having an appropriate Information Security Management System (ISMS) in place in respect of information and data that they may send to or receive from the GDCC.
- 9.9 The following shall be considered to be reasonable evidence of an appropriate ISMS being in place:
- (a) Registration as a Data Controller with the ICO;
 - (b) Information Security Management Systems which meet the principles of, or include ISO27001 accreditation;
 - (c) Appropriate controls over the use of GDCC data within the organisation;
 - (d) Appropriate processes regarding system access in relation to joiners, movers and leavers; and
 - (e) Appropriate training for GDCC Users Personnel, including awareness of criteria for access to, and use of the GDCC in relation to their organisation.
- 9.10 On receipt of a completed Application for GDCC Access form and supporting information, CAS shall review, and either:
- (a) Confirm acceptance, and issue a GDCC Access Agreement for the application to sign;
 - (b) Request further clarifications from the applicant if required; or
 - (c) Reject the application, and inform the applicant of the reasons for such rejection.

Completion of the GDCC Access Agreement

- 9.11 Where an application is agreed, the CAS shall provide the applicant with two copies of a pro forma GDCC Access Agreement for signature.
- 9.12 Once the applicant has returned the duly completed and signed copies of GDCC Access Agreement, these shall be counter-signed by an authorised signatory on behalf of the GDCC Operator and one copy returned to the applicant, with the other being retained by CAS for its records.
- 9.13 Access to the GDCC shall not be granted until the GDCC Access Agreement is correctly completed and signed by both counter-parties.

Other Requirements Relating to GDCC Access

9.14 In order to ensure that Qualifying GDCC Users' accounts are correctly set up in the GDCC for both access via the DTN and via the secure Web Interface the following information shall be provided to CAS prior to the completion of a GDCC Access Agreement:

9.14.1 For Access via the DTN;

- (a) The relevant Market Participant Identifier(s) to be associated to the user;
- (b) A key contact point for the resolution of queries and issues relating to Data Flows received by the GDCC; and
- (c) Relevant Bank Account Details as appropriate to the applicants role.

9.14.2 For Access to the secure Web Interface;

- (a) Details of the person who will be the Master Admin User for the applicant.

9.15 Without this information, and notwithstanding the completion of the GDCC Access Agreement, the applicant shall not be permitted access to the GDCC.

Enabling GDCC Access

9.16 Where a Qualifying GDCC User has fulfilled the requirements set out in Sections 9.1.1, 9.1.2 and 9.1.3 above, they shall be deemed to be an "Authorised GDCC User".

9.17 The CAS shall procure that for each Authorised GDCC User:

- (a) all relevant GDMD entries are completed, such that they are able to send Data Flows to and receive Data Flows from the GDCC in accordance with their user role; and
- (b) the required credentials (i.e. Username and initial password) are provided to allow that Authorised ECOES User's MAU to access the GDCC via secure web access in accordance with that organisation's GDCC Access Agreement.

9.18 Once the CAS has undertaken these activities, the Authorised GDCC User shall be deemed to be an "Enabled GDCC User".

9.19 Once credentials have been provided to an MAU, it shall be the responsibility of the relevant Enabled GDCC User to create and manage further credentials for GDCC User Personnel within their own organisation.

9.20 Each Enabled GDCC User shall also be responsible for maintenance data relating to their GDCC User Personnel and any relevant standing data in accordance with the relevant GDCC Documentation.

Data to be Accessible via the GDCC

9.21 Each Enabled GDCC User will be entitled to the access as set out in their GDCC Access Agreement to the extent that such data exists in the GDCC.

Continued Access to the GDCC

9.22 Each Enabled GDCC User shall continue to have access to the GDCC until such time as the conditions permitting access in the GDCC Access Agreement no longer apply.

9.23 Where access is to be limited or withdrawn for any reason, CAS shall limit or remove access for that Enabled GDCC User as directed by MEC.

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Misuse

- 9.24 At the instruction of MEC, and in accordance with the GDCC Access Agreement and this MAP, access to and use of the GDCC database shall be monitored by the CAS, and any activity that raises concerns as to the intent of an individual or group of GDCC User Personnel shall be escalated via the CAS, including any required reporting to MEC.
- 9.25 Where any suspected misuse relating to access, use, publication or misrepresentation of that data may come to the attention of the CAS, including via another route, e.g. another industry participant or user, the CAS shall investigate such allegations and, where appropriate, report their findings to MEC.
- 9.26 All Authorised GDCC Users shall co-operate with such investigations to the extent required under the GDCC Access Agreement, including making records available and permitting access to business sites where necessary.
- 9.27 Where CAS investigations conclude that a GDCC Enabled User, or any member of that organisation's GDCC User Personnel does not appear to be making use of the GDCC database appropriately for the purposes set out in the GDCC Access Agreement, the findings shall be escalated to MEC.
- 9.28 MEC shall determine appropriate action which at MEC's sole discretion, may include but not be limited to the initiation of the MRA breach procedure or notification of appropriate action and a timescale for remedy to the relevant Enabled GDCC User, failing which MEC may disable access for one or more GDCC User Personnel of that Enabled GDCC User in accordance with the GDCC Access Agreement.

10The GDCC Web Interface

- 10.1 In order to meet the requirements set out in the MRA, and this MAP, the GDCC Web Interface shall provide for a number of activities and functions, to include:
- (a) A security model governing access for Enabled GDCC Users to both the GDCC Web Interface and, via that interface, specific data held within the GDCC database;
 - (b) Screens to allow Enabled GDCC Users to locate and view information relating to specific Green Deal Plans and/or Green Deal MPAN Cores;
 - (c) Functionality to allow for user maintenance;
 - (d) Reports relating to user activity;
 - (e) Functionality to allow CAS to maintain standing data on the GDCC; and
 - (f) Dedicated secure access to report outputs for the CAS to support requirements set out in this MAP.

The GDCC Web Interface Security Model

- 10.2 The GDCC Web Interface Security model shall comprise three key elements:
- (a) Functionality and controls to ensure that all access is via secure protocols such as HTTPS or equivalent;
 - (b) Functionality ensuring that all access is securely password protected at individual user level; and
 - (c) Controls to determine the screens and individual data items that each user type can view.

Password Protected Access

- 10.3 Each member of GDCC User Personnel shall have an individual user account, which shall only be accessed via entry of the correct user name and password.
- 10.4 On creation of the user account, the GDCC shall generate a single use randomly generated password to the GDCC User Personnel email account as stored on the GDCC, the user shall be required to change this password when they first log on.
- 10.5 Each member of GDCC User Personnel shall only be able to log on via one session at a time to prevent password sharing.
- 10.6 GDCC User Personnel accounts which are not used for a period of time as defined by MEC from time to time shall be automatically disabled.
- 10.7 A single MAU shall be responsible for setting up user details on the GDCC for each organisation that has access to the GDCC, and the CAS shall create the MAU accounts.
- 10.8 GDCC User Personnel shall only be able to access those data that are appropriate to the user type for their organisation.

Data Access Controls

- 10.9 There are a number of different types of Qualifying GDCC User as defined in the GDCC Access Agreement and the range of data those users may be permitted to access varies accordingly.
- 10.10 The GDCC Access Agreement sets out the minimum data that each User Type of Enabled GDCC User shall be able to access. In addition, further restrictions on access apply as set out here.
- 10.11 Green Deal Licensees, Green Deal Providers, GDAA Finance Parties, Green Deal Remittance Processors, Distribution Businesses, and MPAS Agents will only be able to view data for periods for which they are (or were) the party carrying out defined activities in relation to that data, viz;
 - (a) With the exception of Green Deal Charges, Green Deal Licenses shall only be permitted to view data relating to Green Deal Plan records for periods that they are (or were) the Licensed Supplier for the associated Green Deal MPAN Core;
 - (b) Green Deal Providers, GDAA Finance Parties, and Green Deal Remittance Processors shall only be permitted to view data relating to Green Deal Plan records for period that they are (or were) associated with that Green Deal Plan record in the GDCC; and
 - (c) Distribution Businesses and MPAS Agents shall only be permitted to view data relating to those Green Deal MPAN Cores for which they are responsible, based on the element of the MPAN Core that identifies the relevant Distribution Business.

Searching for and Viewing Data Related to Green Deal Plans

10.12 The GDCC Web Interface allows for searching by Green Deal Plan ID, Green Deal MPAN Core, or a combination of both. The ability to utilise these search combinations shall be restricted depending on the role of the Enabled GDCC User as illustrated in the table below.

User Type	Search criteria allowed
Distribution Business	GD MPAN Core Only
MPAS Agent	GD MPAN Core Only
Green Deal Licensee	GD Plan Id and/or GD MPAN Core
Green Deal Provider	GD Plan Id Only
GDA Finance Party	GD Plan Id Only
Green Deal Remittance Processor	GD Plan Id Only
ESAS	GD Plan Id Only
Licensed Gas Supplier	GD Plan Id AND GD MPAN Core
Green Deal Government Incentive Scheme Administrator	GD Plan Id Only

10.13 Following a successful search, where the Enabled GDCC User is permitted to view data relating to the Green Deal Plan or Green Deal MPAN Core, they will be provided with information via a screen with a number of "tabs" providing further details as set out below.

User Type	Tabs viewable							
	Green Deal Details	GD Plan Status History	GD Licensee History	GD Provider History	GD Remittance Processor History	Default Bill Payer History	EPC Register Details	GD Charges
Distribution Business	X							
MPAS Agent	X							
Green Deal Licensee	X	X	X	X	X	X	X	X
Green Deal Provider	X	X	X	X	X	X	X	X
GDA Finance Party	X	X	X	X	X	X	X	X
Remittance Processor	X		X	X	X			X
ESAS	X	X	X	X	X		X	X
Licensed Gas Supplier	X						X	
Green Deal Government Incentive Scheme Administrator	X	X		X				X

User Maintenance

10.14 The GDCC Web Interface shall provide functionality such that the CAS shall have the capability to:

- (a) Create roles with specific access criteria in accordance with the GDCC Access Agreement;
- (b) Enable or disable access for GDCC User Personnel, including re-setting passwords for an Enabled GDCC User's MAU; and
- (c) Obtain reports setting out user activity at both GDCC User Personnel and Authorised GDCC User level.

10.15 The MAU for each Enabled GDCC User will also be able to maintain the accounts of and obtain reporting relating to GDCC User Personnel within their organisation.

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Functionality for the CAS

- 10.16 The CAS shall be provided with functionality to maintain standing data as required to ensure continued compliance with the requirements set out in the MRA in this MAP.
- 10.17 The CAS shall also be provided with dedicated screens and reports to allow for identification and resolution of exceptions in flow processing.
- 10.18 Dedicated secure access to reporting output from the GDCC to support requirements set out in this MAP shall also be provided. All required functionality shall be provided in accordance with the functional requirements set out in the GDCC URS.

Annex A - Performance Monitoring

1 General

- 1.1 The CAS will carry out a number of activities to ensure that the GDCC is performing within the parameters set out in the GDCC User Systems Requirements Specifications and that all Enabled GDCC Users are complying with the required processing times as set out in the GDAA and this MAP.
- 1.2 This monitoring will include the production of monthly reports for MEC, in order that MEC are informed of any failures by CAS. The following events shall be monitored.
- (a) GDCC Operating Parameters;
 - (b) GDCC availability meets parameters set out in the GDCC URS
 - (c) GDCC operating within processing parameters set out in SRS; and
 - (d) GDCC processing Data Flow responses within required parameters.
 - (e) Market Participant Flow Processing;
 - (f) Green Deal Licensee processing Data Flow responses within required parameters;
 - (g) GD Provider processing Data Flow responses within required parameters; and
 - (h) Green Deal Remittance Processor processing Data Flow responses within required parameters.
- 1.3 Reporting content and formats for GDCC operating parameters shall be as set out in the GDCC URS, those for flow processing shall be as set out below.
- 1.4 A total of four (4) reports will be generated by the GDCC in support of compliance reporting for flow processing, the parameters for each is set out below. All of these reports shall include:
- (a) An indicator of the event being monitored;
 - (b) The MPID and role code of the recipient;
 - (c) The MPID and role code of any affected counterparty;
 - (d) The Green Deal Plan Id;
 - (e) The response date; and
 - (f) The number of days since the instruction was issued or, where a response has been received by GDCC, the number of days between these events.
- 1.5 For the avoidance of doubt, these reports are provided in order to assist MRA parties in fulfilling obligations under the GDAA, and do not in themselves satisfy any reporting requirements under that Agreement.

2 A1 - Supplier Validation Report

- 2.1 This report shall provide information relating to instances where the Green Deal Licensee has not responded to a request for validation within timescales that support requirements under clauses 10.1.6, 10.1.7, 10.1.16, 10.1.17, 10.2.6 and 10.2.7 of the GDAA. It shall therefore contain all instances where any of:
- (a) A D0319 Data Flow;
 - (b) A D0325 Data Flow with a GDCC Instruction Type of 'I'; or
 - (c) A D0336 Data Flow;
- have been generated by the GDCC and either:
- (d) A corresponding valid D0341 Data Flow has not been received by the GDCC within 3 Working Days;
 - (e) A corresponding valid D0341 Data Flow containing GDCC Response Code 101 has been received after more than 2 Working Days; or
 - (f) A corresponding valid D0341 Data Flow containing a GDCC response code indicating that the information has been rejected is received after more than 1 Working Day.

3 A2 - Progression of Green Deal Plan Report

- 3.1 Clause 10.1.10 (b) of the GDAA requires that Green Deal Providers cancel the set up of Green Deal Plans that are not to be progressed from the initial validation stage within twenty (20) Working Days.
- 3.2 In order to support monitoring of compliance with this obligation, GDCC shall generate a report showing all Green Deal Plans that are, or have been, at a status of 'NEW' for more than 20 Working Days. This report will also include the subsequent status i.e. 'PENDING' or 'CANCELLED'.

4 A3 - Request to End Green Deal Plan for Disconnection Report

- 4.1 Where a notification is generated to the GD Provider requesting the amendment of the end date of a Green Deal Plan due to the associated supply being disconnected, Clause 10.6 of the GDAA requires that they carry out this activity such that the corresponding response is received by the GDCC within seven (7) Working Days of the request, and that an amended Green Deal Actual End Date is received no more than seven (7) Working Days following the confirmation being received.
- 4.2 To support reporting on compliance to this event, a report shall be provided that give details of all instances where either:
- (a) Following generation of a D0337 Data Flow from the GDCC, no corresponding D0322 Data Flow has been received from the GD Provider after seven (7) Working Days;
 - (b) Following generation of a D0337 Data Flow from the GDCC, the corresponding D0322 Data Flow has been received from the GD Provider more than seven (7) Working Days later than the date of the D0322 Data Flow;
 - (c) A D0320 Data Flow is not received by seven (7) working days after the corresponding D0322 Data Flow; or

- (d) A D0320 Data Flow is received, but more than seven (7) working days after the corresponding D0322 Data Flow.

5 A4 - Remittance Processor Responses Report

5.1 Clause 12.2.4 of the GDAA has the effect of requiring that where a D0328 Data Flow is generated from the Green Deal Licensee to the Green Deal Remittance Processor via the GDCC, the Green Deal Remittance Processor is expected to respond within one Working Day of receipt. In order to allow for processing time this leads to a report that provides details of instances where:

- (a) Following generation of a D0328 Data Flow from the GDCC, no corresponding D0329 Data Flow has been received from the Green Deal Remittance Processor after 2 Working Days; or
- (b) Following generation of a D0328 Data Flow from the GDCC, the corresponding D0329 Data Flow has been received from the Green Deal Remittance Processor after more than 2 Working Days.

Annex B - Processing of Requests for MDD and GDMD Changes

1 General

- 1.1 As referenced in Section 8 of this MAP, the CAS maintains a range of data collectively known as the Green Deal Market Data (GDMD), some of which is common to the Market Domain Data (MDD). Both new and existing GDMP will need to request updates to the GDMD data from time to time, specifically in the following cases:
- (a) An organisation wishes to become a GDMP resulting in a need for the creation of a new MPID in MDD;
 - (b) An organisation which has an existing MPID in MDD wishes to undertake additional roles as a GDMP;
 - (c) An existing GDMP wishes to provide or update bank account details;
 - (d) A Green Deal Provider or GDAA Finance Party is informing the CAS of the Green Deal Remittance Processor(s) who will be acting as an agent on its behalf; and
 - (e) A GDMP wishes to cease to undertake one or more defined Market Roles.

2 B1 - The Creation of a New MPID

- 2.1 Any organisation wishing to obtain an MPID in relation to a market role as a GD Provider will need to fulfil the following conditions:
- (a) Where an organisation wishes to become a Green Deal Provider, and does not have an existing MPID that they wish to utilise, and prior to commencement of the application process, the Green Deal Provider must have commenced the Fitness Test with the Green Deal Oversight and Registration Body ("the ORB"), and confirmation of this have been received by MRASCo from the ORB.
 - (b) Where an organisation wishes to obtain an MPID in relation to activities as a GDAA Finance Party, they shall be a party to the GDAA in that capacity prior to any MPID application being processed.
- 2.2 Where an organisation wishes to become a Green Deal Remittance Processor only, a Green Deal Provider or GDAA Finance Party who is an Enabled GDCC User in that role, must confirm to MRASCo that the organisation applying to become a Green Deal Remittance Processor is to act for them in this role.
- 2.3 Any organisation wishing to become both a Green Deal Provider or GDAA Finance Party and a Green Deal Remittance Processor may do so subject to the conditions on Green Deal Provider applications above. Once the relevant notifications have been received by MRASCo, the application process below will be followed.
- 2.4 The organisation will notify the CAS of the need for a new MPID and associated Market Role Code(s). This notification should be made via the form provided on the MRASCo website and as amended from time to time, and contain:
- (a) Contact Details for in case of any queries;
 - (b) The Company Name;
 - (c) Full Postal Address and Post Code; and
 - (d) Confirmation of the requirement for Green Deal Provider, GDAA Finance Party, and/or Green Deal Remittance Processor Market Role Codes to be associated to the new MPID.

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- 2.5 On receipt of a valid request, the CAS will:
- (a) Log all details;
 - (b) Complete an MDD Change Request form for entry into the relevant BSC processes;
 - (c) Allocate a tentative MPID; and
 - (d) Inform the application accordingly; including confirmation of the proposed MPID and go-live date for the roles requested.
- 2.6 The CAS will send all valid requests to the BSC Agent in order that they can be included in the next available release of MDD.
- 2.7 These changes will be progressed under the MDD change process, and the CAS notified if there are any issues raised in regard to the requested changes.
- 2.8 Where issues are raised, the CAS will liaise with BSC Agent and the person raising the request in order to resolve these.
- 2.9 Once any issues are resolved, and in line with the MDD change process, the CAS will confirm the release version and date of MDD that the changes will be included in to the requestor.
- 2.10 The requestor will provide CAS with any other details required to fully populate the GDMD for that organisation.
- 2.11 Following the publication of the relevant version of the MDD, and subject to the applicant being an Enabled GDCC User in the relevant role, the GDCC will be updated to include the new data and the relevant Data Flow generated to the new GDMP so that they are able to upload all GDMD into their systems for correct interactions with other participants.
- 2.12 The relevant dates for each release of the GDMD and the associated cut off dates for the provision of data are published on the MRASCo website. The release dates of the GDMD will be aligned with the BSC MDD releases.

3 B2 - Adding new Market Participant Role Codes

- 3.1 There will be two scenarios where an organisation already has an MPID in the MDD and wishes to associate new market roles to it:
- (a) The addition of GD Provider and/or Green Deal Remittance Processor role codes to an existing MPID; and
 - (b) The addition of the Green Deal Licensee Market Role Code to an MPID already associated with a Supplier who is a Mandated or Voluntary Green Deal Licensee.
- 3.2 Where a Supplier is adding the Green Deal Licensee Role Code, it must be added to all MPIDs for that organisation that have a Market Role Code for the Supplier role as defined in MDD.

- 3.3 The process for adding new Market Roles to existing MPIDs is as follows:
- (a) The organisation will notify the CAS of the request to add new Market Role Code(s) to an existing MPID. This notification should be made via the form provided on the MRASCo website and as amended from time to time, and contain:
 - (i) Contact Details in case of any queries;
 - (ii) The Company Name, Full Postal Address and Post Code;
 - (iii) Confirmation of the MPID(s) to which the new Market Role Codes are to be associated; and

Confirmation of the requirement for GD Provider, Green Deal Remittance Processor and/or Green Deal Licensee Market Role Codes to be associated to the MPID.
- 3.4 On receipt of a valid request, the CAS will:
- (a) Log all details;
 - (b) Complete an MDD Change Request form for entry into the relevant BSC processes; and
 - (c) Inform the application accordingly; including confirmation of the roles requested and their proposed go-live date.
- 3.5 The CAS will send all valid requests to the BSC Agent in order that they can be included in the next available release of MDD.
- 3.6 These changes will be progressed under the MDD change process, and the CAS notified if there are any issues raised in regard to the requested changes.
- 3.7 Where issues are raised, the CAS will liaise with the BSC Agent and the person raising the request in order to resolve these.
- 3.8 Once any issues are resolved, and in line with the MDD change process, the CAS will confirm the release version and date of MDD that the changes will be included in to the requestor.
- 3.9 The requestor will provide CAS with any other details required to fully populate the GDMD for that organisation.
- 3.10 Following the publication of the relevant version of the MDD, the GDCC will be updated to include the new data and the relevant Data Flow generated to the new GDMP so that they are able to upload all GDMD into their systems for correct interactions with other participants.
- 3.11 The relevant dates for each release of the GDMD and the associated cut off dates for the provision of data are published on the MRASCo website.

4 B3 - Updating of Bank Account Details

- 4.1 There two different types of bank account details held in the GDCC in order to allow for the remittance of monies in various circumstances, specifically for:
- (a) Remittance of Green Deal Plan Charges to Green Deal Remittance Processors; and
 - (b) Payment of reclaimed monies to Green Deal Licensees in regard of Green Deal Plan Charges.
- 4.2 These details must be provided to the CAS prior to a new GDMP being able to send and receive Data Flows. This information is sent to relevant GDMPs as part of the GDMD.
- 4.3 Where new bank account details are submitted, any existing details will be end-dated to the date before the new details take effect.
- 4.4 Any new or updated details should be provided to CAS via the following process:
- (a) The organisation will notify the CAS of the request to add or amend bank account details to an existing MPID and Market Role Code combination. This notification should be made via the form provided on the MRASCo website and as amended from time to time, and contain:
 - (i) Contact Details in case of any queries;
 - (ii) The Company Name;
 - (iii) Confirmation of the MPID(s) and Market Role Codes to which the bank account details are to be associated; and
 - (iv) The purpose of bank account, sort code and account number for the relevant bank account.
 - (b) On receipt of a valid request, the CAS will:
 - (i) Log all details;
 - (ii) Update the details in the GDCC in readiness for the next release of GDMD; and
 - (iii) Inform the application accordingly; including confirmation of the changes requested and their proposed go-live date.
- 4.5 Following the publication of the relevant version of the MDD, the GDCC will be updated to include the new data and the relevant Data Flow generated to GDMPs so that they are able to upload all GDMD into their systems for correct interactions with other participants.
- 4.6 The relevant dates for each release of the GDMD and the associated cut off dates for the provision of data are published on the MRASCo website.

5 B4 - GD Provider Association to Green Deal Remittance Processor(s)

- 5.1 In order to ensure the correct routing of information to Green Deal Remittance Processors that are acting as agents for one or more Green Deal Providers or GDAA Finance Parties, the GDMD contains all such associations and the GDCC will only permit routing of data to valid Green Deal Remittance Processors based on this association.
- 5.2 The Green Deal Provider or GDAA Finance Party is responsible for the provision of these details as set out below:
- (a) The Green Deal Provider or GDAA Finance Party will notify the CAS of the request to associate one or more Green Deal Remittance Processors to their MPID(s). This notification should be made via the form provided on the MRASCo website and as amended from time to time, and contain:
 - (i) Contact Details in case of any queries;
 - (ii) The Company Name; and
 - (iii) Confirmation of the required associations between GD Provider and Green Deal Remittance Processors MPID(s).
 - (b) On receipt of a valid request, the CAS will:
 - (i) Log all details;
 - (ii) Update the details in the GDCC in readiness for the next release of GDMD; and
 - (iii) Inform the application accordingly; including confirmation of the changes requested and their proposed go-live date.
- 5.3 Following the publication of the relevant version of the MDD, the GDCC will be updated to include the new data and the relevant Data Flow generated to GDMPs so that they are able to upload all GDMD into their systems for correct interactions with other participants.
- 5.4 The relevant dates for each release of the GDMD and the associated cut off dates for the provision of data are published on the MRASCo website.

6 B5 - End-dating of Information

- 6.1 There will be occasions where a GDMP will wish to end date certain data in the GDMD. The items that may be end-dated are:
- (a) The association between a given MPID and a Market Role Code; and
 - (b) The association between a Green Deal Provider or GDAA Finance Party, and a Green Deal Remittance Processor.
- 6.2 Any requested end date must be equal to or greater than the next available go-live date for an update to the GDMD.
- 6.3 Where a Market Role Code is end-dated for any given MPID, any related bank account details will be end-dated to the same date.

- 6.4 Where a GDMP wishes to end date a particular association, they should follow the process below:
- (a) The organisation will notify the CAS of the request to end date one or more associations in the GDMD. This notification should be made via the form provided on the MRASCo website and as amended from time to time, and contain:
 - (i) Contact Details for in case of any queries;
 - (ii) The Company Name;
 - (iii) Confirmation of the MPID(s) and which associations are to be end-dated; and
 - (iv) Notification as to whether relevant information is to also be end-dated in MDD.
 - (b) On receipt of a valid request, the CAS will:
 - (i) Log all details;
 - (ii) Complete an MDD Change Request form for entry into the relevant BSC processes if required; and
 - (iii) Inform the application accordingly; including confirmation of the changes requested and their proposed effective date in both GDMD and MDD as required.
 - (c) The CAS will send all valid requests to end date Market Role Codes for an MPID in MDD to the MDD change coordinator at the BSC Agent in order that they can be included in the next available release of MDD.
 - (d) These changes will be progressed under the MDD change process, and the CAS notified if there are any issues raised in regard to the requested changes.
 - (e) Where issues are raised, the CAS will liaise with the BSC Agent, and the person raising the request in order to resolve these.
 - (f) Once any issues are resolved, and in line with the MDD change process, the CAS will confirm the release version and date of MDD that the changes will be included in to the requestor.
 - (g) CAS will update all relevant details into the GDCC such that the changes are made to the appropriate release of the GDMD.
- 6.5 Following the publication of the relevant version of the MDD, the GDCC will be updated to include the new data and the relevant Data Flow generated to all GDMPs so that they are able to upload all GDMD into their systems for correct interactions with other participants. For the avoidance of doubt, changes to GDMD may be made without corresponding changes to MDD where the circumstances require this.
- 6.6 The relevant dates for each release of the GDMD and the associated cut off dates for the provision of data are published on the MRASCo website.

MRA

Annex C - NOT USED

MRA

Annex D - NOT USED

MRA

Annex E - NOT USED

MRA

Annex F - NOT USED

MRA

Annex G - NOT USED

Document Controls

Change History

Version:	Status:	Date of Issue:	Reason for Issue:
1.0	Final	01/10/2012	Updates in respect of MAP CP 0140 and MAP CP 0147
1.1	Final	01/11/2012	Update in respect of MAP CP 0148
2.0	Final	14/01/2013	Updated and issued to include updates in respect of MAP CP 0141, 0142, 0143, 0144, 0145, 0146, 0149, 0154, 0156
2.1	Final	28/02/2013	Updated and issued to include updates in respect of MAP CP 0159, 0160
2.2	Final	02/04/2013	Updated and issued to include updates in respect of MAP CP 161, 163, 169
2.3	Final	27/06/2013	Updated and issued to include updates in respect of MAP CP 167
2.4	Final	22/08/2013	Updated and issued to include updates in respect of MAP CP 158, 162, 168, 170, & 171
3.0	Final	23/08/2013	Updated and issued to include updates in respect of MAP CP 0175
3.1	Final	18/02/2014	Updated and issued to include updates in respect to MAP CP 0178
3.2	Final	26/06/2014	Updated and issued to include updates in respect to MAP CP 0188
3.3	Final	06/11/2014	References Update, as agreed at MDB_14_0828
3.4	Final	25/06/2015	Updated and issued to include updates in respect to MAP CP 0226
3.5	Final	05/11/2015	Updated and issued to include updates in respect to MAP CP 0244
3.6	Final	09/11/2015	Updated and issued to include updates in respect of MAP CP 0249, 0253 and 0257 following receipt of Secretary of State consent
3.7	Final	03/11/2016	Updated and issued to include updates in respect of GDAAs CPs 0087 and 0091, and DTC CPs 3480 and 3481
3.8	Final	29/06/2017	Updated to clausal format to create formatted baseline for changes resulting from potential MRA/GDAA merger.

Quality Assurance

Reference: MAP_18_v3.8
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Date: 29/06/2017

MRA

Review:			
Name	Role	Responsibility	Date of review
Eve Marriner	MRA Delivery Team	Accuracy	29/06/2017
Simon Fox-Mella	MRA Delivery Team	Accuracy	29/06/2017
Approval for Issue to Industry:			
Name	Role	Responsibility	Date
Paul Rocke	MRA Delivery Manager	Fitness for purpose	29/06/2017

MRA Approvals

Approval for recommendation to authority		
Name:	Recommendation:	Date
MDB		

Change Approvals and Consents

Name	Organisation	Responsibility	Date
	Ofgem obo the Authority	Approval for change implementation	dd/mm/yyyy
	DECC obo Secretary of State	Consent to implement changes	dd/mm/yyyy