

The MRA Agreed Procedure for the Recovery and Distribution of GDAA Quarterly Payments

MAP20

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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 Under the Standard Conditions of the Electricity Supply Licence, Electricity Suppliers who are mandated or voluntary Green Deal Licensees are required to collect Green Deal monies from Bill Payers on behalf of Green Deal Providers in accordance with the provisions of the Green Deal Arrangements Agreement (“GDAA”).
- 1.3 As a consideration for the collection of these monies (“Green Deal Charges”), Green Deal Licensees are entitled to a consideration from Green Deal Providers or (where a different person) GDAA Finance Parties for the costs associated with these collections (the “GDAA Quarterly Payment”). As a result of changes to the Master Registration Agreement (MRA) enacted by Secretary of State on 8th January 2013, the recovery and distribution of these amounts is managed under the MRA.
- 1.4 Accordingly, the MRA Executive Committee (MEC) has determined that an MRA Agreed Procedure (MAP) is to be established and maintained to provide appropriate governance in relation to the required activities in this regard.
- 1.5 The Green Deal Expert Group (GDEG), a sub-committee of MEC established in accordance with clauses 6.53 and 6.54 of the MRA has developed this MAP for the recovery and distribution of GDAA Quarterly Payments.

Purpose

- 1.6 Pursuant to Clause 57 of the MRA, this Procedure sets out the modus operandi supporting the obligated recovery and distribution of GDAA Quarterly Payments in order to fulfil Supplier obligations under Clauses 13 and 15 of the GDAA and Clause 57 of the MRA.

Document scope and objectives

- 1.7 The scope of this procedure is limited to the governance and operation of the procedures for the obligated recovery and distribution of GDAA Quarterly Payments, and associated obligations as set out in Clause 57 of the MRA.
- 1.8 Objectives:
 - 1.8.1 To document the procedures for recovery and distribution of GDAA Quarterly Payments;
 - 1.8.2 To establish common methods for the provision of information, and reporting relating to that recovery and distribution;
 - 1.8.3 To define the role of the Secretariat as it relates to the processes and procedures set out in herein; and
 - 1.8.4 To define the conditions precedent to and details of self-billing by MRASCo to Green Deal Licensees.

Exclusions

- 1.9 The following are excluded from the scope of this procedure:
 - (a) Disputes under the GDAA, except where data is required to be provided to the GDAA Panel in relation to a disputed GDAA Quarterly Payment;

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- (b) Management of financial transactions beyond those specifically in scope of this Procedure; and
- (c) Reconciliation of monies on behalf of Green Deal Market Participants, beyond those set out in this Procedure.

Associated references

- 1.10 The following are referenced within this Procedure in relation to the required governance that underpins the processes set out herein:
- (a) The MRA which provides the overarching governance for this Procedure;
 - (b) Clauses 13 and 15 of the GDAA in so far as they relate to the processes within the scope and objectives of this Procedure;
 - (c) MAP 18 The MRA Agreed Procedure for the Green Deal Central Charge Database which defines reporting from the GDCC to support the processes herein; and
 - (d) The GDCC User Requirements Specification as published on the MRASCo website and amended from time to time, which confirms functional requirements relating to the production of required data from the GDCC.

Defined terms

1.11 The following definitions are used in this Procedure:

Base Amount	As defined in the GDAA
Bill Payer	Has the meaning given to 'Green Deal Bill Payer' in the GDAA
GD Plan Actual End Date	As defined in the DTC
GDAA Finance Party	Has the meaning given to Finance Party in the GDAA
GDAA Panel	As defined in the MRA
GDAA Quarterly Payment	Has the meaning given to "Quarterly Payment" in the GDAA
GDAA Quarterly Payment Threshold	Has the meaning given to "Quarterly Payment Threshold" within Clause 15.1.3 of the GDAA
GDAA Quarters	As defined in the MRA
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)
Green Deal Arrangements Agreement or GDAA	As defined in the MRA
Green Deal Central Charge Application Set or GDCC	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 Charges	As defined in the MRA

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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 changes required to the MRA and associated MRA and MRASCo products that are required as a consequence of changes to energy Licence Conditions, introduced by the Secretary of State under powers contained within the Energy Act (2011)
Green Deal Licensee	As defined in the MRA
Green Deal Market Participants	As defined in MAP18
Green Deal MPAN Core	As defined in the DTC
Green Deal Plan	As defined in the MRA
Green Deal Plan ID	As defined in the GDAA
Green Deal Provider	Has the meaning given to that term in the Energy Act (2011)
Market Domain Data or MDD	Has the meaning given to that term in the BSC
Market Participant Identifier or MPID	As defined in the DTC
MRA Executive Committee or MEC	As defined in the MRA
MRA Supplier party	As defined in the MRA
MRA Service Company or MRASCo	As defined in the MRA
Quarterly Payment Bank Account	Has the meaning given to that term in the GDAA
Relevant Voluntary Supplier Plans	Has the meaning given to that term in the GDAA
Secretariat	As defined in the MRA
Supplier	As defined in the MRA
Voluntary Supplier Amount	Has the meaning given to that term in the GDAA
Working Day or WD	As defined in the MRA

2 The GDAA Quarterly Payment

- 2.1 The GDAA includes, amongst other things, a requirement for Green Deal Provider Parties and Finance Parties to that Agreement (referred to as “GDAA Finance Parties” in the MRA and this Procedure) to make payments to Green Deal Licensees in respect of functions discharged in connection with Green Deal payments. Within this Procedure, these payments to the Green Deal Licensee are referred to as “the GDAA Quarterly Payment”.
- 2.2 Relevant Green Deal Providers and GDAA Finance Parties are required to pay an agreed daily amount (the Base Amount) to Green Deal Licensees for each day that each of the counter parties is associated with an applicable Green Deal Plan.
- 2.3 This Base Amount is payable from the date that the relevant charging information has been entered into the GDCC in accordance with Clause 10.2.1 of the GDAA, until the GD Plan Actual End Date as stored in the GDCC against the related Green Deal Plan record is reached.
- 2.4 Amounts payable to each Green Deal Licensee will be dependent on the status of the recipient, with Voluntary Green Deal Licensees being entitled to the amount set out in Section 3.5.2 of this Procedure, and Mandatory Green Deal Licensees being entitled to the amount set out Section 3.5.3 of this Procedure, each calculated in accordance with the GDAA.
- 2.5 The amounts due from Green Deal Providers and GDAA Finance Parties are to be calculated on a quarterly basis save the first of these periods, which will cover 14th January to 31st December 2013 inclusive. For the avoidance of doubt, these periods are referred to as “GDAA Quarters” in the MRA and Procedures pursuant to that Agreement. “Quarter” is defined in the GDAA as a period of three calendar months commencing on the first day of January, April, July and October.
- 2.6 The Base Amount to be recovered for a Green Deal Plan does not change over the lifetime of that Green Deal Plan but may be amended by the Secretary of State from time to time, such that any new Green Deal Plans fulfilling the criteria for charging from a given date would be subject to a different Base Amount.
- 2.7 As set out in MAP18, the GDCC includes functionality that enables the production of reports detailing the relevant dates that for which payments are due from Green Deal Providers or GDAA Finance Parties, and payable to a Green Deal Licensee in respect of each Green Deal Plan.
- 2.8 The Secretariat will be responsible for utilising this data to determine the amounts payable by each Green Deal Provider or GDAA Finance Party, and the amounts to be distributed to Green Deal Licensees in accordance with the GDAA and MRA and ensuring that required information is provided to MRASCo for invoice calculation, reporting and accrual purposes.
- 2.9 All monies received will be held in a single nominated bank account administered by MRASCo on behalf of those MRA Supplier parties that are also Green Deal Licensees, with monies being distributed to each relevant Green Deal Licensee via the processes set out in this Procedure.
- 2.10 As set out in the GDAA, GDAA Quarterly Payments are subject to Value Added Tax (VAT), and VAT invoices will be generated by MRASCo to relevant Green Deal Providers and GDAA Finance Parties accordingly.
- 2.11 All invoices relating to amounts payable to Green Deal Licensees by MRASCo will also need to be VAT invoices in order to allow for the correct distribution of funds and payment and recovery of VAT amounts as appropriate.

2.12 All invoicing and self-billing related to GDAA Quarterly Payments will be at Market Participant Identifier (MPID) level.

3 Green Deal Licensee Self-Billing Agreement

3.1 In order to facilitate the distribution of Quarterly Payments to Green Deal Licensees, MRASCo will operate self-billing in accordance with HMRC guidelines. Pursuant to this, the Supplier parties that are also Green Deal Licensees ("self-billees") shall:

- (a) Agree for MRASCo to raise invoices in respect of amounts due to them under the Quarterly Payments process;
- (b) Agree not to raise VAT invoices for amounts due to them under the Quarterly Payments process;
- (c) Agree that the dates for commencement and termination of self-billing will be in alignment with the dates for Supplier commencement and termination to the MRA;
- (d) Complete a new Green Deal Licensee Self-Billing Form (Annex D) as soon as practicable if any of the information becomes outdated;
- (e) Notify MRASCo as soon as practicable if the VAT registration number changes, the Company ceases to be VAT Registered or the business or part of the business is sold; and
- (f) Provide to MRASCo a signed declaration, thereby acknowledging the terms of self-billing.

3.2 MRASCo (the self-biller) shall:

- (a) Issue self-billed invoices for amounts due to them under the Quarterly Payments process for the duration a Supplier holds a Green Deal License
- (b) Complete self-billed invoices showing the Green Deal Licensee Company name, address and VAT Registration Number, together with all the other details that constitute a full VAT invoice
- (c) Inform the Green Deal Licensee if the issue of self-billed invoices will be outsourced to a third party.

3.3 Supplier parties that are also Green Deal Licensees meet the criteria for agreement by being mandated under this MAP as stated in Clause 57.4 of the MRA. For new Green Deal Licensees, commencement shall be the date at which MEC agree accession of that Company to the MRA,

3.4 Supplier parties that are also Green Deal Licensees shall, at the later of either:

- (a) 5 Working days prior to the end of first GDAA Quarter (31st December 2013) or;
- (b) 5 Working days prior to the end of the first GDAA Quarter for which they accede to the GDCC,

3.5 Complete the Green Deal Licensee Self-Billing Form in Annex D and sign the declaration contained therein for each MPID due to receive payment under the Quarterly Payments process.

3.6 No self-billing or associated payments shall be made until a completed and signed declaration is received.

4 The Procedure for the Recovery and Distribution of GDAA Quarterly Payments

Scope

- 4.1 The Procedure for the Recovery and Distribution of GDAA Quarterly Payments ("the GDAA Quarterly Payments Process") includes the following elements:
- 4.1.1 Calculation of amounts payable by Green Deal Providers or GDAA Finance Parties for each GDAA Quarter;
 - 4.1.2 Arrangements for the accrual of monies due, in accordance with the GDAA;
 - 4.1.3 The required timings for the provision of statements, requests for payment and invoices relating to amounts payable, by the Green Deal Providers or GDAA Finance Parties as appropriate;
 - 4.1.4 Collection of monies, and maintenance of records relating to these and the Quarterly Payment Bank Account;
 - 4.1.5 Calculation of amounts payable to Green Deal Licensees, including any adjustments;
 - 4.1.6 Provision of reports relating to amounts receivable by Green Deal Licensees to enable the generation of self-billing invoices and the remittance of funds as appropriate to Green Deal Licensees; and
 - 4.1.7 Reconciliation and reporting to the MRA Executive Committee (MEC) and the MRASCo Board to provide assurance relating to the operation of the GDAA Quarterly Payments Process.

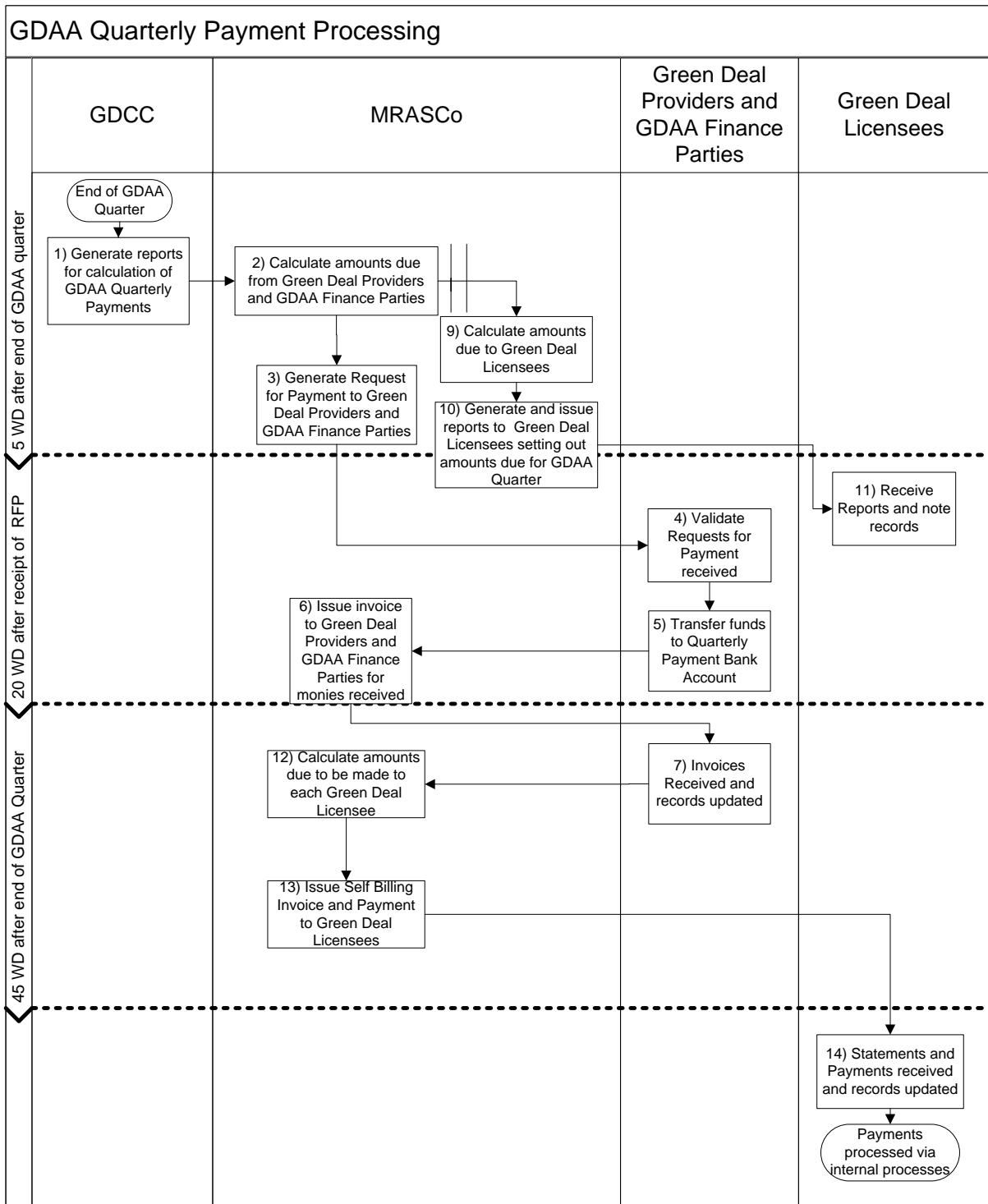
All pursuant to Clause 57 of the MRA.

Process Overview

- 4.2 The GDAA Quarterly Payments Process will comprise a number of elements, the main elements of which can be summarised in a number of high-level activities:
- 4.2.1 At the end of each GDAA Quarter, the GDCC will produce reports for use by the Secretariat in the calculation of amounts payable from each Green Deal Provider or GDAA Finance Party, and to each Green Deal Licensee. The format of these reports is set out in Annex B to this Procedure.
 - 4.2.2 On receipt of the reports from the GDCC, the Secretariat will calculate amounts due from each Green Deal Provider or GDAA Finance Party.
 - 4.2.3 Following calculation, of amounts due, including any amounts accrued from previous quarters in accordance with Clause 15.1.5 of the GDAA, MRASCo shall either:
 - (a) Issue requests for payment and supporting details of the relevant Green Deal Plans for which amounts due are generated by MRASCo to each Green Deal Provider or GDAA Finance Party within five Working Days following the end of the GDAA Quarter and in accordance with any commercial agreement between those parties; or
 - (b) Accrue further amounts until such time as either:
 - (i) The Quarterly Payment Threshold is reached; or
 - (ii) Amounts relating to the final Quarter of the GDAA Year are calculated

at which point Clause 4a will apply. On receipt of a request for payment and supporting information, the Green Deal Provider or GDAA Finance Party will validate the information received.

- 4.2.4 Following validation, the Green Deal Provider or GDAA Finance Party will generate a payment to the Quarterly Payment Bank Account by 20 Working Days after the date the request for payment is received.
 - 4.2.5 Once payment is received from the Green Deal Provider or GDAA Finance Party, an invoice will be sent to that party dated for the same month in which the payment was received by MRASCo.
 - 4.2.6 The Green Deal Provider or GDAA Finance Party will validate the invoice received and update their records.
 - 4.2.7 On receipt, MRASCo will process payments and update records accordingly, with monies being held in the Quarterly Payment Bank Account for distribution to Green Deal Licensees as appropriate.
 - 4.2.8 In parallel to the generation of requests for payment to Green Deal Providers and GDAA Finance Parties, the Secretariat will calculate the amounts due to each Green Deal Licensee for the relevant GDAA Quarter.
 - 4.2.9 Following calculation of the amounts due, the Secretariat will generate reports to each Green Deal Licensee setting out amounts due for the relevant GDAA Quarter
 - 4.2.10 On receipt of the reports the Green Deal Licensees note their records accordingly..
 - 4.2.11 38 Working Days following the end of the GDAA Quarter, MRASCo will calculate the payments to be made to each relevant Green Deal Licensee for each GDAA Quarter for which funds are available for distribution.
 - 4.2.12 Within 45 Working Days of the end of the GDAA Quarter MRASCo will send the self - billing invoices for each Green Deal Licensee setting out amounts due and those that are to be distributed from the Quarterly Payment Bank Account together with the payment to each Green Deal Licensee.
 - 4.2.13 On receipt of payments from the Quarterly Payment Bank Account, the Green Deal Licensee will process according to their own internal processes.
- 4.3 These high level activities are represented in Figure 1, overleaf and further detailed in the sections that follow.



Calculation of Amounts Due from Green Deal Providers and GDAAs Finance Parties

- 4.4 As stated in MAP18, the GDCC creates reports that provide the total number of days in a given GDAAs Quarter that a Green Deal Provider or GDAAs Finance Party is liable to make a payment in respect of each Green Deal Plan that it is associated with for all or part of that GDAAs Quarter.
- 4.5 These reports from the GDCC also provide the relevant Base Amount applicable to each Green Deal Plan.
- 4.6 MRASCo will utilise this information to create a summated record of the total amounts payable from each Green Deal Provider and GDAAs Finance Party for that GDAAs Quarter.

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- 4.7 For each GDAA Quarter, each Green Deal Provider or GDAA Finance Party will be required to pay a daily amount for each Green Deal Plan from either
- (a) the later of:
 - (i) The date that data was submitted to the GDCC indicating that measures had been installed in accordance with Clause 10.2.1 of the GDAA;
 - (ii) The date that the Green Deal Provider or GDAA Finance Party became responsible for a Green Deal Plan for which relevant data under Clause 10.2.1 of the GDAA had previously been submitted by a different Green Deal Provider or GDAA Finance Party; or
 - (b) Where a later date than that for either of the conditions above, the first day of the GDAA Quarter.
- 4.8 The daily amount will be payable for each day in the GDAA Quarter until the earlier of these events:
- (a) The Green Deal Plan Actual End Date is reached;
 - (b) The Green Deal Provider or GDAA Finance Party ceases to have responsibility for the Green Deal Plan; or
 - (c) The last day of the GDAA Quarter is reached.

Generation of Reports and Requests for Payment to Green Deal Providers and GDAA Finance Parties

- 4.9 Following summation, the Secretariat will, within 5 Working Days following the end of the GDAA Quarter, produce a report to each affected Green Deal Provider and GDAA Finance Party detailing the dates for which they are liable to make payments in respect of each applicable Green Deal Plan and the daily equivalents of those payments. This report will include:
- (a) The relevant GD Provider MPID;
 - (b) The Green Deal Plan Id;
 - (c) The Base Amount applicable to each Green Deal Plan;
 - (d) The earliest date in the GDAA Quarter from which payments are due;
 - (e) The latest date in the GDAA Quarter to which payments are due;
 - (f) Total number of days for which payments apply; and
 - (g) Total amount payable (excluding VAT).

Definitions relating to the content of these reports are provided within the Annexes to this Procedure.

- 4.10 In addition, where the amounts payable exceed the Quarterly Payments Threshold or payments are calculated for the final quarter of the GDAA Year, MRASCo will produce a request for payment to each relevant Green Deal Provider and GDAA Finance Party, setting out the total amount payable. This request for payment will include the due date and details of the Quarterly Payment Bank Account to which payments are to be made.

Calculation of Amounts Payable to Green Deal Licensees

- 4.11 The amounts payable from Green Deal Providers and GDAA Finance Parties to Green Deal Licensees shall be calculated using the methods outlined herein.

- 4.12 For the GDAA Quarter for which payments are being calculated, each Green Deal Licensee will receive a report. The report will detail the days for which that Green Deal Licensee is due a payment in respect of each relevant Green Deal Plan, these being calculated as being:
- (a) Any dates in the relevant GDAA Quarter between which the Green Deal Licensee is the registered Supplier for the Green Deal MPAN Core associated with the relevant Green Deal Plan record in the GDCC; and
 - (b) A payment is due from a Green Deal Provider according to the criteria set out in section 3.3 above.

4.13 This report will be calculated based on the methodology set out in the GDAA and as further detailed in this Procedure.

Calculation of Total GDAA Quarterly Payments Due

4.14 Firstly, the Total GDAA Quarterly Payments (“**TGQP**”) is calculated for each GDAA Quarter, this being the sum of all GDAA Quarterly Payments to be recovered from relevant Green Deal Providers and GDAA Finance Parties for the applicable GDAA Quarter. This is expressed as:

$$TGQP = \sum (TPD1 \times BA1), (TPD 2 \times BA2), (TPD3 \times BA3) \dots etc$$

Where

TPD is Total Plan Days meaning the sum of all Total Quarterly Plans (as defined in the GDAA) for all relevant Green Deal Providers and GDAA Finance Parties to which a common Base Amount applies; and

BA is that Base Amount for those Green Deal Plans, as defined in the GDAA and stored in the GDCC.

Calculation of GDAA Quarterly Payments due to Voluntary Green Deal Licensees

4.15 The Total Voluntary Green Deal Licensee GDAA Quarterly Payment (“**TVQP**”), being the total amounts to be paid to Voluntary Green Deal Licensees for the relevant GDAA Quarter is calculated as:

$$TVQP = \sum (AVQP1), (AVQP2), (AVQP3) \dots etc$$

Where the Applicable Voluntary Green Deal Licensee GDAA Quarterly Payment (“**AVQP**”) is expressed as the sum of the amounts due in relation to all Relevant Voluntary Supplier Plans for which a common Voluntary Supplier Amount is applicable.

A check is then made to ensure that the following condition is true:

$$TVQP \leq \left(\frac{TGQP}{2} \right)$$

If this condition is not true, the TVQP will be reduced to an amount that is equal to 50% of TGQP, with each Voluntary Supplier Amount being reduced pro rata.

4.16 Once calculations have been carried out to determine the total amounts payable, each Voluntary Green Deal Licensee is allocated amounts based on the number of days that they are entitled to receive the prevailing Voluntary Supplier Amount in respect of each Green Deal Plan that meets the qualifying criteria.

- 4.17 Each Voluntary Green Deal Licensee will receive a report showing the amount due, and associated data used in calculating that amount. The structure of this report is provided within Annex C to this Procedure.

Calculation of GDAA Quarterly Payments due to Mandatory Green Deal Licensees

Total Amounts Due

- 4.18 The Total Mandatory Green Deal Licensee GDAA Quarterly Payments (TMQP), being the total amounts to be paid to Mandatory Green Deal Licensees for the relevant GDAA Quarter is calculated as:

$$TMQP = TGQP - TVQP$$

The TMQP amount is equivalent to the value defined as being the "Aggregate Mandatory Suppliers' Quarterly Payment" in the GDAA.

Amounts due to each Mandatory Green Deal Licensee

- 4.19 Once the calculations determine the TMQP, each Mandatory Green Deal Licensee is allocated amounts based on the number of days that they are entitled to receive monies in respect of each Green Deal Plan that meets the qualifying criteria, these amounts being the Mandatory Green Deal Licensee Quarterly Payment ("**MQP**"), and being equivalent to Mandatory Supplier Quarterly Payments as defined in the GDAA. These amounts are calculated as being:

$$MQP = \frac{RLPD}{TLPD} \times TMQP$$

Where

RLPD is the Relevant Mandatory Green Deal Licensee Plan Days, being the sum of the days for which the Green Deal Licensee is entitled to payments for applicable Green Deal Plans; and

TLPD is the Total Mandatory Green Deal Licensee Plan Days, being the sum of the days for which each Mandatory Green Deal Licensee is entitled to payments for applicable Green Deal Plans.

- 4.20 Each Mandatory Green Deal Licensee will receive a report showing the amounts due, and associated data used in calculating that amount.

Reports to Green Deal Licensees

- 4.21 Once all calculations have been completed, each relevant Green Deal Licensee will receive, for applicable Green Deal Plans, a report containing a detailed breakdown of the information used to calculate their GDAA Quarterly Payment. This report will comprise:
- The relevant GD Licensee MPID;
 - The Green Deal Plan Id;
 - The Green Deal MPAN Core;
 - The daily amount receivable in respect of each Green Deal Plan;
 - The earliest date in the GDAA Quarter from which payments are due;
 - The latest date in the GDAA Quarter to which payments are due;
 - Total days for which payments apply; and
 - Total amount due (excluding VAT).

The structure of this report is provided within Annex C to this Procedure.

Receipt and processing of Payments from Green Deal Providers and GDAA Finance Parties

- 4.22 On receipt of payments from Green Deal Providers or GDAA Finance Parties to the Quarterly Payment Bank Account, the Secretariat will satisfy itself that the correct amounts have been received and update records as applicable.

Generating Invoices to Green Deal Providers and GDAA Finance Parties

- 4.23 Following receipt of payment by the Green Deal Provider or GDAA Finance Party, a tax invoice will be issued to that party dated for the same month in which payment was received.

Generating Invoices to Green Deal Licensees

- 4.24 MRASCo shall raise valid self-billing invoices for amounts due from MRASCo to each Green Deal Licensee on behalf of those Green Deal Licensees within 45 Working Days of the end of the GDAA Quarter in accordance with agreements between MRASCo and relevant counter-parties. Payment will be due from MRASCo to Green Deal Licensees within 45 Working Days of the end of the GDAA Quarter.
- 4.25 Funds will be transferred by MRASCo to the nominated bank account for each Green Deal Licensee.

Distribution of Funds to Green Deal Licensees

- 4.26 Available funds in the Quarterly Payment Bank Account will be distributed to Green Deal Licensees within 45 Working Days of the end of the GDAA Quarter. The amount to be distributed will comprise the following:
- (a) All cleared funds received from Green Deal Providers and GDAA Finance Parties in respect of GDAA Quarterly Payments for the current and any previous GDAA Quarter; and
 - (b) Any interest received on overdue amounts, as charged in accordance with the GDAA.

All of the above as calculated on the 38th Working Day following the end of the GDAA Quarter and to be distributed *pari passu* to Green Deal Licensees based on the amounts due for the relevant GDAA Quarter for which payments have been received.

- 4.27 For the avoidance of doubt, any disputed payments, whether received from Green Deal Providers or GDAA Finance Parties, or due to Green Deal Licensees will not be included in any funds available for distribution.

Information Needs

- 4.28 In order to allow for the effective operation of the GDAA Quarterly Payments Process, the Secretariat will require certain information to be available from Green Deal Providers, GDAA Finance Parties and Green Deal Licensees.

Information Required from Green Deal Providers and GDAA Finance Parties

- 4.29 In order to meet their GDAA obligations for Quarterly Payments, Green Deal Providers and GDAA Finance Parties will need to, at the later of either:
- (a) 5 Working days prior to the end of first GDAA Quarter (31st December 2013) or;
 - (b) 5 Working days prior to the end of the first GDAA Quarter for which they accede to the GDCC,

provide the following information:

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- (i) The company name and address to be used for invoicing purposes;
 - (ii) The name, email address and phone number of a single point of contact for contractual and service level query resolution;
 - (iii) The name, email address and phone number of a single point of contact for query resolution including credit management activities;
 - (iv) The registered address of the organisation or other agreed and published address to be used for the formal service of documents; and
 - (v) Confirmation of the MPID(s) which that organisation utilises in relation to the GD Provider Market Role Code.
- 4.30 Where any or all of these data are not provided, documents will be sent to the address held against that organisation in Market Domain Data, and any other communications will be sent to those organisations' GDAA Contract Manager.
- 4.31 Any communications sent to any of the provided or deemed contacts as set out above will be considered to have been correctly provided to the relevant person for the purposes set out in the GDAA and this Procedure.

Information required from Green Deal Licensees

- 4.32 In order to meet their GDAA obligations for Quarterly Payments, Suppliers that are Green Deal Licensees shall provide information to meet the requirements for self-billing, as detailed in Section 3 of this procedure. The information required is outlined in Annex D - Green Deal Licensee Self-Billing Form.

Value Added Tax

- 4.33 MRASCo will be responsible for ensuring that all matters relating to VAT are correctly recorded and reported to HMRC.
- 4.34 Where appropriate, and within the rules set out by HMRC, VAT received from Green Deal Providers shall be paid to HMRC, and amounts of VAT in relation to Green Deal Licensees reclaimed.
- 4.35 For the avoidance of doubt, each Green Deal Licensee, Green Deal Provider and GDAA Finance Party shall be responsible for their own VAT submissions and the payment and reclaiming of any relevant amounts of VAT as a result of invoices generated under this Procedure.

5 Process for Collection of Overdue Amounts from Green Deal Providers and GDAA Finance Parties

- 5.1 Where a Green Deal Provider or GDAA Finance Party has not either:
- (a) Deposited a duly requested amount in the Quarterly Payment Bank Account by the due date; or
 - (b) Raised a dispute regarding a request for payment or invoice received from MRASCo as set out in this Procedure, and paid any parts of the monies due that are not in dispute.
- 5.2 The Secretariat shall instigate its processes for the recovery of overdue amounts, as set out below;

- 5.2.1 Where an amount is overdue by 15 Working Days, the Secretariat will contact the relevant person to request payment; such request may be verbal, by electronic means or via post as appropriate;
 - 5.2.2 Where an amount is overdue by 30 Working Days, the Secretariat shall make a formal request for payment of the overdue amounts, which may include any accrued interest at the rates set out in the GDAA in relation to such matters;
 - 5.2.3 Where an amount is overdue by 60 Working Days, the Secretariat shall report the matter to the MRASCo Board.
- 5.3 Where the MRASCo Board is made aware of an overdue amount in accordance with this Procedure, they may instruct MRASCo to take appropriate action to recover such monies. These actions may include (but not be limited to):
- (a) Further formal requests for payment; or
 - (b) Legal actions such as are necessary to recover outstanding monies.
- 5.4 Where legal action is taken to recover monies owed by a Green Deal Provider or GDAA Finance Party, the reasonable costs of such action will be borne by that organisation.

6 Reporting to MEC and the MRASCo Board

- 6.1 The Secretariat will provide regular reports to both MEC and the MRASCo Board in order that they are able to monitor collection and distribution of GDAA Quarterly Payments. These reports will also allow MEC and/or the MRASCo Board to determine appropriate actions where monies have not been received in a timely manner.
- 6.2 Reporting to MEC shall include, but not be limited to:
- (a) Numbers of Green Deal Plans to which Quarterly GDAA Payments are applicable;
 - (b) The split of these Green Deal Plans between Voluntary and Mandatory Green Deal Licensees;
 - (c) The numbers of Quarterly Payments that fall above and below the Threshold; and
 - (d) The numbers of overdue payments from Green Deal Providers and GDAA Finance Parties, including an age profile.
- 6.3 Reporting provided to the MRASCo Board shall include, but not be restricted to:
- (a) The details of all requests for payments and invoices issued to Green Deal Providers or GDAA Finance Parties in the relevant GDAA Quarter;
 - (b) Details of invoices raised by MRASCo on behalf of Green Deal Licensees during the relevant GDAA Quarter;
 - (c) Monies owed by Green Deal Providers and GDAA Finance Parties, both in and out of payment terms;
 - (d) Payments made to Green Deal Licensees during the relevant GDAA Quarter;
 - (e) Monies accrued during the relevant GDAA Quarter;
 - (f) Monies owed to Green Deal Licensees at the end of the relevant GDAA Quarter;
 - (g) VAT amounts collected, passed to HMRC and reclaimed during the period; and
 - (h) A summary of activity on the nominated Quarterly Payment Bank Account for the relevant GDAA Quarter, and the opening and closing balances.

7 Disputed Payments

Disputes Relating to Payments Due from Green Deal Providers and GDAA Finance Parties

- 7.1 Where a Green Deal Provider, GDAA Finance Party, or Green Deal Licensee, in good faith and in accordance with the GDAA, disputes any part of a duly requested or invoiced amount relating to GDAA Quarterly Payments, that person shall:
- (a) Notify the Secretariat of such dispute prior to the due date for payment, such notification to include the amount disputed, and the reasons for the dispute; and
 - (b) Pay any part of the requested or invoiced amount that is not disputed by the due date.
- 7.2 On receipt of a notification of a disputed amount, the Secretariat shall investigate the reasons for the dispute, and make a report to MEC, such report to include recommendations for resolution, and to be copied to the following:
- (a) The person raising the dispute;
 - (b) All relevant Green Deal Licensees;
 - (c) The GDAA Panel Secretary; and
 - (d) (Where the dispute is raised by a Green Deal Licensee), affected Green Deal Providers and GDAA Finance Parties.
- 7.3 On receipt of a report regarding a disputed amount, MEC shall determine the appropriate actions to be undertaken to resolve that dispute and instruct the Secretariat accordingly.
- 7.4 Those persons who were informed of the dispute will also be informed when such a dispute is resolved.

Disputes relating to the Distribution of Amounts from the Quarterly Payment Bank Account

- 7.5 Where any MRA Supplier party who is also a Supplier Party to the GDAA and therefore defined as a Green Deal Licensee under the MRA, disputes the amounts distributed or to be distributed from the Quarterly Payment Bank Account, they shall notify the Secretariat of the dispute within twelve (12) months of the end of the relevant GDAA Quarter.
- 7.6 Such notification shall include details of the amounts disputed, and the reason for the dispute being raised.
- 7.7 Where a Supplier party to the MRA raises a dispute relating to the distribution of GDAA Quarterly Payments, the matter shall be raised to MEC such that they are able to determine appropriate resolution.
- 7.8 Changes agreed by MEC as part of dispute resolution may only affect GDAA Quarters for which levelisation has not yet been performed.

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Annex A

Not Used

Annex B – Data Provided from the GDCC for MRASCo Use in Generation of GDAA Quarterly Payments

The GDCC will produce four (4) GDAA Quarterly Payment Reports for use in the calculation of amounts due from Green Deal Providers and GDAA Finance Parties and to Green Deal Licensees:

- GD Provider Information Report;
- Green Deal Licensee Information Report;
- GD Provider Summary Report; and
- Green Deal Licensee Summary Report.

The GD Provider Information Report will provide the following:

HEADER:

Field	Description
Report Date	The date that the GDCC produces the report
Report EFD	The first date for which data is being captured
Report ETD	The last date for which data is being captured
Period Label	The label for the relevant GDAA Quarter as input into the GDCC by authorised users

BODY:

Field	Description
Green Deal Plan ID	The Green Deal Plan ID as held on the GDCC
Daily Payment	The daily payment applicable as input into the GDCC (note that once set, the payment won't change for the lifetime of the plan.)
GD Provider MPID	As associated with the Green Deal Plan record in the GDCC for each date (i.e. if the MPID changes during the period, a separate line will be created on the report)
Payment EFD	<ul style="list-style-type: none"> • As calculated in accordance with Section 3.3 of this Procedure
Payment ETD	a) As calculated in accordance with Section 3.3 of this Procedure
Days Payable	The count of days between the payment EFD and payment ETD (Inclusive)
Amount Payable	The Days Payable multiplied by the Daily Payment for that Green Deal Plan record in the GDCC

The Green Deal Licensee Information Report will provide the following:

HEADER:

Field	Description
Report Date	The date that the GDCC produces the report
Report EFD	The first date for which data is being captured
Report ETD	The last date for which data is being captured
Period Label	The label for the GDAA Quarter as input into the GDCC by authorised users

BODY:

Field	Description
Green Deal Plan ID	The Green Deal Plan ID as held on the GDCC
Green Deal Licensee MPID	As associated with the Green Deal Plan record in the GDCC for each date (i.e. if the MPID changes during the period, a separate line will be created on the report)
Green Deal Licensee Type	This will be either 'M' – Mandatory; or 'V' – Voluntary.
GD MPAN Core	The Green Deal MPAN Core associated to the Green Deal Plan in the GDCC. (Where the Green Deal MPAN Core changes, a separate line would be required)
Payment EFD	a) As calculated in accordance with Section 3.5 of this Procedure
Payment ETD	a) As calculated in accordance with Section 3.5 of this Procedure
Days Payable	The count of days between the Payment EFD and Payment ETD (Inclusive)

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In order to provide for a check of the total values to be processed in each reporting period, a GD Provider Summary Report will be required. This will comprise the following:

HEADER:

Field	Description
Report Date	The date that the GDCC produces the report
Report EFD	The first date for which data is being captured
Report ETD	The last date for which data is being captured
Period Label	The label for the GDAA Quarter as input into the GDCC by authorised users

BODY:

Field	Description
Daily Payment:	The daily payment applicable as input into the GDCC (note that once set, the payment won't change for the lifetime of the plan.)
GD Provider MPID	As associated with the Green Deal Plan record in the GDCC for one or more days in the applicable period
Days Payable	Sum of days payable for that GD Provider MPID for each applicable daily payment in the period
Amount Payable	The Days payable multiplied by the applicable daily payment

In order to provide for a check of the total values to be processed in each reporting period, a Green Deal Licensee Summary Report will be required. This will comprise the following:

HEADER

Field	Description
Report Date	The date that the GDCC produces the report
Report EFD	The first date for which data is being captured
Report ETD	The last date for which data is being captured
Period Label	The label for the GDAA Quarter as input into the GDCC by authorised users

BODY:

Field	Description
Green Deal Licensee MPID	As associated with the Green Deal Plan record in the GDCC for one or more days in the applicable period
Days Payable	Sum of days payable to that Green Deal Licensee MPID in the period (the sum of the number of days the Green Deal Licensee is responsible for each Green Deal Plan

Annex C – GDAA Quarterly Payment Report Definitions

In order to provide information to Green Deal Providers, GDAA Finance Parties, and Green Deal Licensees in relation to amounts due for GDAA Quarterly Payments, the Secretariat will provide reports to each relevant party as set out in this annex. The format and content of requests for payment and Invoices will be agreed between MRASCo and relevant counter-parties via an appropriate commercial agreement.

There will be two report types:

- The GD Provider Detail Report to be produced within five (5) Working Days of the end of the relevant GDAA Quarter, and relating to payments requested from Green Deal Providers and GDAA Finance Parties; and
- The Green Deal Licensee Detail Report also to be produced within five (5) Working Days of the end of the relevant GDAA Quarter, and relating to amounts due to that Green Deal Licensee for the latest GDAA Quarter

The logical format of each of these reports is set out below.

GD Provider Detail Report

HEADER:

Field	Description
Statement Reference	Unique reference number for the statement generated in the format <i>aaaannnnnnnnnn</i> where <i>aaaa</i> is the MPID of the recipient, and <i>nnnnnnnnnn</i> is a unique numeric reference
Statement Type	Will be populated as "Provider Detail"
Statement Date	The date on which the statement is generated in the format <i>dd/mm/yyyy</i>
GDAA Quarter	The label for the relevant GDAA Quarter as input into the GDCC by authorised users
GD Provider MPID	The four letter unique Market Participant ID for the Green Deal Provider or GDAA Finance Party to whom the statement refers.
Company Name	As per MDD for the relevant MPID

BODY:

Field	Description
Green Deal Plan ID	The Green Deal Plan ID as held on the GDCC
Base Amount	The daily payment applicable as input into the GDCC (note that once set, the payment won't change for the lifetime of the plan.)
Payment EFD	As calculated in accordance with Section 3.3 of this Procedure
Payment ETD	As calculated in accordance with Section 3.3 of this Procedure
Days Payable	The count of days between the Period EFD and Period ETD (Inclusive)
Amount Payable	The Days Payable multiplied by the Daily Payment for that Green Deal Plan record in the GDCC (excluding VAT).

Green Deal Licensee Detail Report

HEADER:

Field	Description
Statement Reference	Unique reference number for the statement generated in the format <i>aaaannnnnnnnnn</i> where <i>aaaa</i> is the MPID of the recipient, and <i>nnnnnnnnnn</i> is a unique numeric reference
Statement Type	Will be populated as "Licensee Detail"
Statement Date	The date on which the statement is generated in the format <i>dd/mm/yyyy</i>
GDAA Quarter	The label for the relevant GDAA Quarter as input into the GDCC by authorised users
GD Licensee MPID	The four letter unique Market Participant ID for the Green Deal Licensee to whom the statement refers.
Licensee Type	To be populated as either "V" – Voluntary or "M" - Mandatory
Company Name	As per MDD for the relevant MPID

BODY:

Field	Description
Green Deal Plan ID	The Green Deal Plan ID as held on the GDCC
GD MPAN Core	The GD MPAN Core as associated to the relevant Green Deal Plan ID in the GDCC
Daily Payment	The daily payment applicable as calculated in accordance with this Procedure
Payment EFD	As calculated in accordance with Section 3.5 of this Procedure
Payment ETD	As calculated in accordance with Section 3.5 of this Procedure
Days Payable	The count of days between the Period EFD and Period ETD (Inclusive)
Amount Payable	The Days Payable multiplied by the Daily Payment for that Green Deal Plan record in the GDCC (excluding VAT).

Annex D – Green Deal Licensee Self-billing Form

To enable self-billing between MRASCo (self-biller) and Green Deal Licensees (self-billee), the following information is required for each MPID for which payments are due under the Quarterly Payments process. Contact details should be provided for a single point of contact for query resolution including credit management activities.

The Declaration serves as an agreement to the terms of self-billing as defined in MAP20, and must be signed by an authorised signatory on behalf of the Green Deal Licensee.

General Details

Green Deal Licensee Name:	
Green Deal Licensee MPID:	
Trading Address:	
Postcode:	
VAT Registered (Yes/No):	
VAT Registration Number:	
Telephone Number:	
Fax Number:	
Email Address:	

Bank Information

Bank Name:	
Branch Address:	
Account Name:	
Account Code:	
Sort Code:	

Declaration

Contract Manager Signature: <i>(On behalf of the Company)</i>	
Print Full Name:	
Date of Signature:	

Please email completed/signed forms to gdcc@gemserv.com

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Document Controls

Change History

Version:	Status:	Date of Issue:	Reason for Issue:
0.1	For Review	08/01/2013	Initial outline draft presented to GDEG for comment on structure and high level content
0.2	DRAFT	12/03/2013	Revisions following feedback from stakeholders
0.3	DRAFT	22/03/2013	Revisions following GDEG review
0.4	DRAFT	09/04/2013	Revisions following GDEG review
0.5	DRAFT	16/04/2013	Revisions following GDEG review, issued to industry with MAP CP 0166
0.6	DRAFT	04/09/2013	Revisions following approval of GDAA drafting that support revised process
1.0	FINAL	31/12/2013	Issued to industry incorporating MAP CP 0179
1.1	FINAL	15/11/2013	Revisions following MDB
1.2	DRAFT	04/12/2013	Revisions as per MAP CP 0184
1.2	FINAL	31/12/2013	Revisions as per MAP CP 0184
1.3	Final	06/11/2014	References Update, as agreed at MDB_14_0828
1.4	FINAL	26/02/2015	Revisions as per MAP CP 0213
1.5	Final	29/06/2017	Reformatted as per MAP CP 0286

Quality Assurance

Review:			
Name	Role	Responsibility	Date of review
Michael Barlow	MRA Delivery Team		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	Approved MAP CP 0286	27/04/2017

Reference: MAP_20_v1.5
Status Final

Version: 1.5
Date: 29/07/2017

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Change Approvals and Consents

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