

Change Proposal Reference	MAP CP 0175
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Change Proposal Details			
Version Number	1.1	Change Type	Normal
Change Title			
Consolidated revisions to MAP18 v1.1			
Change Summary			
<p>A set of consolidated revisions to MAP18 (The Green Deal Central Charge Database) are proposed to ensure the MAP is a streamlined governance focused document.</p> <p>In parallel to this, changes have been made to the Green Deal Central Charge (GDCC) User Requirements Specification (URS) to ensure that any relevant technical details that are removed from the MAP are captured in the URS.</p>			
Date Raised	13 th May 2013	Originator Reference	
Related MRA Issues Number		Related Pre-assessment Number	
Description Of Change			
<p>In summary, the key proposed changes to the MAP are:</p> <ul style="list-style-type: none"> • Reviewed and revised Glossary of Terms; • Removal of GDAA Quarterly Payments section; • Clarifications to the role of the GDCC CAS; • Minor amendments to the definitions of Green Deal Plan record statuses in the GDCC; • Updates to sections dealing with interactions with the EPC registers as per previous conversations at GDEG; • Revisions to section 4 to clarify certain functionality requirements; • Minor clarifications to section 5 relating to the Green Deal Market Scenarios; • Introduction of a reference to a specific version of the GDCC URS in order to ensure continued alignment between the two documents; • Removal of Annex C (GDCC Business Process Workflows), Annex D (Scheduled Reports), Annex E (Applicable GDAA clauses) & Annex F (Specific Data Access by User Type) • Addition of a new Annex G – GDCC Response Codes to provide a complete list, including where the DTC refers to the MAP in relation to the descriptions used; and • Updates to references and defined terms to ensure aligned use with other governance. 			

Impact Assessment						
These changes will allow for a governance focused document to be in place, and thus provide for a more easily understood document for stakeholders. The resultant changes to the GDCC User Requirements specifications will ensure that technical details remain aligned to the MAP and are also visible to all stakeholders via the MRASCo website.						
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Originator's view of Impacted Parties	Supplier	YES	Distribution	YES	Settlements	NO
	Other	Green Deal Licensees, GD Providers, GD Remittance Processors, all other authorised GDCC users.				
Originator's view of Impacted on CAS	ECOES Impact	N/A				
	Green Deal Impact	Yes				

Impact Assessment			
Date Of Issue	6 th June 2013	Proposed Date of Impact Assessment Closes	
Implementation Details			
Implementation Date	23 rd August 2013	Parallel Test Start Date	
Implementation Technique	Big Bang	Parallel Test End Date	
Affected			
Data Flow		DTC Version Affected	
Data Item			
Domain Name			
Value Of Test Flag			
MAP	MAP18 - GDCC	MAP Version Affected	2.4
Working Practice		WPPS Version Affected	
E2E Reference Number		E2E Version Affected	
MRA Clause		MRA Version Affected	
Priority Provisions Affected		Authority Consent	
Affected Codes And Agreements		Code/Agreement version Affected	
Change Associations			
Associated Changes		Attachments	MAP18 drafting (as an appendix)
Impact Assessment			
Date Of Issue	6 th June 2013	Proposed Date of Impact Assessment Closes	
Implementation Details			
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Data Flow		DTC Version Affected	
Data Item			

Domain Name			
Value Of Test Flag			
MAP	MAP18 - GDCC	MAP Version Affected	2.4
Working Practice		WPPS Version Affected	
E2E Reference Number		E2E Version Affected	
MRA Clause		MRA Version Affected	
Priority Provisions Affected		Authority Consent	
Affected Codes And Agreements		Code/Agreement version Affected	
Change Associations			
Associated Changes		Attachments	MAP18 drafting (as an appendix)

The MRA Agreed Procedure for The Green Deal Central Charge Database

MAP 18

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Date : [22nd August](#)~~23rd August~~ 2013
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Change History

Version Number	Status	Date of Issue	Reason for Change
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

Quality Assurance

Name	Role	Responsibility	Date
Business Owner for MRASCo			
Andy Knowles	Electricity Delivery Manager	Fitness for purpose	
Reviewer(s)			
Rachael Mottram	MRA Delivery Team	Accuracy	
Approval			
MDB		Acceptance of CPs	28/02/2013
Authorisation for Use			

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1. Introduction

1.1 Background

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 repaid via electricity bills. This scheme is known as the Green Deal.

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, [on behalf of Green Deal Providers](#), 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").

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 ~~that are~~ 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.

This MRA Agreed Procedure (MAP) for the GDCC has been developed by the Green Deal [Expert Working Group \(GDEWG\)](#)¹ a sub-committee of MEC established in accordance with clauses 6.53 and 6.54 of the MRA.

1.2 Purpose

Pursuant to [Clauses 55 and 566](#) of the MRA, this Procedure 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.

1.3 Document Scope and Objectives

1.3.1 Scope

The scope of this procedure 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.

1.3.2 Objectives

To document the procedures for management of and access to the database;

¹ [GDEG was formally known as the Green Deal Working Group](#)

To establish common communication methods for the update of data items from and to the GDCC;

To define the processes relating to the passing of data between Green Deal Providers (~~including where appropriate, Acting Green Deal Providers, GDAA Finance Parties~~), Green Deal Licensees, other authorised industry parties, and the GDCC; and

To define the role of the MRASCo Central Administration Service (“CAS”) as it relates to the GDCC and associated processes.

1.4 Exclusions

General public access to the GDCC;

Resolution of data disputes, except where such dispute arises from a fault of the GDCC database; and

Management of financial transactions beyond those specifically in scope of the GDCC database and this Procedure.

1.5 Associated References

The following are referenced within this Procedure in relation to the required governance and operation of the GDCC and associated Green Deal processes under MRA Governance.

- The Balancing and Settlement Code (BSC) in relation to the creation of Market Participant ~~IDs~~ IDs (MPIDs) and association of Market Participant Role Codes to Green Deal Market Participants ([GDMPs](#));
- The Energy Act (2011) being the primary legislation in regard to the Green Deal;
- The MRA which provides the overarching governance for this Procedure;
- The Data Transfer Catalogue (DTC) which sets out the mandated structure of data flows in relation to the passing of data as set out in this Procedure;
- ~~Relevant Sections of t~~The GDAA in so far as ~~it~~they relates to the [scope and operation of the GDCC](#) ~~and are captured in Annex F to this Procedure; and~~
- [Version 4.0 of T](#)the GDCC User Requirements Specification ("[GDCC URS](#)") as published on the MRASCo website; ~~and -and amended from time to time.~~
- [MAP \[xx\] – The MRA Agreed Procedure for the Collection and Distribution of GDAA Quarterly Payments.](#)

1.6 Glossary of Terms

The following definitions are used in this Procedure.

Term	Acronym	Definition
Acting Green Deal Provider		For the purposes of interactions with the GDCC, a GDAA Finance Party 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.
Default Bill Payer Details		Information required to be entered into the GDCC by the Green Deal Provider or Acting Green Deal Provider in relation to the Default Bill Payer, and comprising new or amended values as appropriate for: Default Bill Payer Name Default Bill Payer Telephone Number Default Bill Payers address details; and Default Bill Payer EFD Company No Overseas Address Indicator
Default Bill Payer EFD		As defined in the DTC
Default Bill Payer Name		As defined in the DTC
Default Bill Payer Telephone Number		As defined in the DTC
Energy Performance Certificate	EPC	Has the meaning given to "energy performance certificate" in regulation 2(1) of (as the context requires): (a) the EPC England and Wales Regulations; or (b) the EPC Scotland Regulations
EPC Property Reference Number		As defined in the DTC
GD Party Response Code		As defined in the DTC
Green Deal Business Processes	GDBP	The workflows and associated information that define the technical functionality of the GDCC and associated processing of data as set out in this Procedure and further detailed in the GDCC User Requirements Specifications
Green Deal Plan Status		Means the status of a Green Deal Plan in the GDCC as defined in this Procedure
Green Deal Provider MPID		As defined in the DTC
Green Deal Provider Name		As defined in the DTC
Green Deal Provider Update Reason Code		As defined in the DTC
Incoming Green Deal Provider		As defined in section 5.13 of this Procedure
Invalid Response Resolution Process		As defined in section 4.6 of this Procedure
Line Loss Factor Class ID		As defined in the DTC
New Green Deal MPAN Core		As defined in the DTC

Term	Acronym	Definition
New Green Deal MPAN Core EFD		As defined in the DTC
New Green Deal MPAN Core Reason Request Code		As defined in the DTC
Outgoing Green Deal Provider		As defined in section 7.13 of this Procedure
Registration Effective From Settlement Date		As defined in the DTC
Remittance Information		Has the meaning given to that term in the GDA
Requested New GD Plan End Date		As defined in the DTC
Requested New GD Plan End Date Reason Code		As defined in the DTC
User Requirements Specification		Detailed documentation of all the functions required in relation to technical systems and services requirements for the GDCC from a user perspective.
Application for GDCC Access		Has the meaning given to that term in the MRA
Authority		As defined in the MRA
Balancing and Settlement Code	BSC	As defined in the MRA
Bill Payer		Has the meaning given to "Green Deal Bill Payer" in the GDA
BSC Agent		As defined in the MRA
Central Administration Service	CAS	As defined in the MRA
Central Charge Database	CCD	Means the database established and maintained in accordance with Standard Condition 35 (<i>Central Charge Database</i>) 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 GDA
Change of Supplier	CoS	Means the transfer of the Registration of a Metering Point between electricity Suppliers according to the procedures set out in the MRA
Data Flow		As defined in the DTC, unless explicitly stated otherwise in this Procedure document
Data Transfer Catalogue	DTC	As defined in the MRA
Data Transfer Network	DTN	As defined in the MRA
Default Bill Payer		Has the meaning given to that term in the GDA
Distribution Business	DB	As defined in the MRA
Electricity Account Number	EAN	As defined in the DTC
Electricity Central Online Enquiry Service	ECOES	As defined in the MRA
Electricity Distribution Licence		As defined in the MRA
Electricity Supplier		As defined in the Electricity Supply Licence Standard Licence Conditions
Electricity Supply Licence		As defined in the GDA

Term	Acronym	Definition
Enabled GDCC User		Means a GDCC User who has provided all required technical information to allow their access to be configured in the GDCC
Energy Savings Advice Service	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		As defined in the DTC
Erroneous Registration		As defined in the MRA
Gas Supplier		As defined in the Gas Supply Licence Conditions
GD Charge End Date		As defined in the DTC
GD Charge Start Date		As defined in the DTC
GD MPAN EFD		As defined in the DTC
GD MPAN ETD		As defined in the DTC
GD Party Response Code		As defined in the DTC
GD Plan Actual End Date		As defined in the DTC
GD Plan Proposed End Date		As defined in the DTC
GD Plan Transfer Date		As defined 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 Quarterly Payments		As defined in the 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
GDCC Deemed Received Date		As defined in section 4.1 of this Procedure
GDCC Instruction Number		As defined in the DTC
GDCC Instruction Type		As defined in the DTC
GDCC Operator		Has the meaning given to that term in the GDCC Access agreement which form is set out in Schedule 15 to the MRA
GDCC Response Code		As defined in the DTC
GDCC Technical Service Provider		See Technical Service Provider
GDCC User		Has the meaning given to that term in the MRA.

Term	Acronym	Definition
GDCC User Requirements Specification	GDCC URS	Means the document maintained by MRASCo that sets out the business requirements for the GDCC and associated processes, as amended from time to time
GDCC Web Interface		Means the secure web-based interface provided to Authorised GDCC Users to fulfil access requirements under the GDCC Access Agreement, and associated functionality to allow CAS to support the GDCC and its users.
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	GDA	Means the agreement of that name, as defined in the Electricity Supply Licence Standard Licence Conditions
Green Deal Arrangements Data	GDAD	Has the meaning given to that term in the GDA
Green Deal Bank Account Details		The required data to be entered into the GDMD allow a nominated bank account to be used for a defined purpose in relation to the Green Deal, comprises: 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	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 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 GDA
Green Deal Expert Working Group	GD E WG	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 GD E WG considers issues raised and recommends 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) in relation to Green Deal Matters.
Green Deal Information Request Reason Code		As defined in the DTC
Green Deal Licensee		As defined in the Electricity Supply Licence Standard Licence Conditions
Green Deal Licensee MPID		As defined in the DTC
Green Deal Market Data	GDMD	The data defined within this Procedure as being required to allow for the correct routing of data and remittances between Green Deal Market Participants

Term	Acronym	Definition
Green Deal Market Participants	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	GDMS	Scenarios relating to the processing of Green Deal related information via the GDCC as set out in this Procedure
Green Deal Matters		As defined in the MRA
Green Deal MPAN Core		As defined in the DTC
Green Deal MPAN Core Validation		Has the meaning given to that term in Schedule 3 of the GDAA
Green Deal Oversight and Registration Body	ORB	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		As defined 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		As defined 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 the defined DTC data flows
Initial Data Validation		Means the validation identified as such in Schedule 3 of the GDAA
Market Domain Data	MDD	As defined in the BSC
Market Participant Identifiers	MPID	As defined in the DTC
Market Participant Name		As defined in the DTC
Market Participant Role Code		As defined in the DTC
Market Role Description		As defined in the DTC
Master Admin User	MAU	The person 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
Master Registration Agreement	MRA	Means the agreement of that name, as maintained in accordance with Standard Licence Condition 23 of the Electricity Distribution Licence
Meter Point Administration Number	MPAN	As defined in the MRA
Metering Point Administration Service	MPAS	As defined in the MRA

Term	Acronym	Definition
MPAN Core		As defined in the DTC
MPAS Agent		As defined in the DTC
MRA Executive Committee	MEC	As defined in the MRA
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
MRA party		As defined in the MRA
MRA Products		As defined in the MRA
MRA Service Company	MRASCo	As defined in the MRA
MRASCo Products		As defined in the MRA
New Supplier		As defined in the MRA
Party Instruction Number		As defined in the DTC
Qualifying GDCC User		Has the meaning given to that term in the MRA
Registration Request		Has the meaning given to an application for Registration in the MRA
Supplier		As defined in the MRA
Supplier Verification		Has the meaning given to that term in clause 10.1.5 of the GDAA
Technical Service Provider	TSP	The organisation providing technical solutions and support to MRASCo in relation to the GDCC
Working Day	WD	As defined in the MRA

2. The Green Deal Central Charge Application Set

2.1 Scope and Purpose

2.1.1 Scope

The scope of the GDCC Application Set comprises:

- I. The GDCC database, which will store required data and support data exchange transactions between [any of Green Deal Providers, GDA Finance Parties and Green Deal Remittance Processors to or from](#) ~~(who may include Acting Green Deal Providers)~~ [and their agents, and](#) MRA parties in accordance with ~~the~~ relevant [clauses of the GDA and MRA Green Deal processes](#);
- II. The GDCC application layer, being the infrastructure that will support interactions to and from the database, via agreed transfer methods; and
- III. A user interface layer to provide for secure web based read only access to the GDCC [in accordance with the GDCC Access Agreement, as set out in Schedule 15 of the MRA](#).

Collectively, this application set is referred to as the GDCC, unless specific elements are referenced.

2.1.2 Purpose

The purpose of the GDCC is to fulfil the requirements of Clause 55 of the MRA in respect of the Green Deal. The functions of the GDCC shall permit:

- I. Recording of relevant data [against uniquely for each Green referenced Green Deal Plan IDs](#);
- II. Updates of relevant data by source organisations as set out in this Procedure, including validation of such data;
- III. Information exchange between relevant GDCC users as set out in this Procedure, which information shall include confirmations and rejections as well as data exchange;
- IV. Production of reports including, but not limited to, those listed in section 8 of this Procedure, ~~and further defined within the Report Schedule in Annex E~~
- ~~IV.V.~~ V. Secure storage of relevant Green Deal Arrangements Data and secure interfaces with [Enabled GDCC authorised Users](#) in accordance with the security requirements set out in Schedule 15 of the MRA and conformant with best practice information and access security measures;
- ~~V.VI.~~ VI. Monitoring of use and performance of the GDCC and escalation of potential incidents as determined from time to time by this Procedure or MEC; and

4. VII. 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.

2.2 Data Interactions

2.2.1 Direct Data Input

All direct data input into the GDCC from Green Deal Market Participants ([GDMPs](#)) shall be in the form and content set out in the applicable data flows in the Data Transfer Catalogue ([DTC](#)), unless specified otherwise within this Procedure.

The transport layer for input and output will be the Data Transfer Network (DTN), unless specified otherwise within this Procedure.

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 Procedure.

2.2.2 Systems Interfaces

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:

- The Electricity Central On-line Enquiry Service (ECOES);
- The EPC Register for England and Wales; and
- The EPC Register for Scotland.

2.3 Market Scenarios to be Supported

The GDCC shall support the Green Deal Market Scenarios as set out in Table 1 - Green Deal Market Scenarios and further detailed in [section Section 5](#) of this Procedure.

Scenario Reference	Initiated By	Scenario Name
GDMS 01	Green Deal GD Provider	The Creation of a new Green Deal Plan Record
GDMS 02	Green Deal GD Provider	The Cancellation of a Green Deal Plan Prior to Bill Payer Notification
GDMS 03	Green Deal Provider or Acting Green Deal 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	Green Deal Provider or Acting Green Deal GD Provider	Notification of Pending Green Deal Charges to the Green Deal Licensee and Bill Payer
GDMS 06	Green Deal Provider or Acting Green Deal GD Provider	GD Green Deal Provider Updates to Green Deal Plan Data
GDMS 07	Green Deal Provider or Acting Green Deal GD Provider	GD Green Deal 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;

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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	Green Deal Provider or Acting Green Deal 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

2.3.1 – Processes to Support Green Deal Market Scenarios

~~The GDCC Green Deal Market Scenarios are associated to a number of defined GDCC Green Deal Business Processes (GDBPs), which between them define the technical functionality of the GDCC and associated processing of data as set out in this Procedure and further detailed in the GDCC User Requirements Specifications. The use of these GDBPs in relation to the GDCC Green Deal Market Scenarios is further detailed in Annex C of this Procedure.~~

2.4 Other Functionality

2.4.1 Validation

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 [User Requirements SpecificationURS](#).

2.4.2 Performance Monitoring

The GDCC shall support performance monitoring processes in accordance with the targets and measures set out in Annex A to this Procedure and provide appropriate reports to the CAS that meet the frequency, content and standard as agreed from time to time.

2.4.3 Web Portal

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. This access shall be limited to Qualifying GDCC Users as set out in Clauses 55, 56, and Schedule 15 of the MRA, where those Qualifying GDCC Users have satisfied all pre-requisites for access as set out in the MRA and this Procedure, these users being “Enabled GDCC Users”.

2.5 Access to the GDCC

The GDCC application set and the data held within are expressly provided to support the obligations and requirements established under clause 55 and Schedule 15 of the MRA. Its use by [Green Deal Market Participants](#) [GDMPs](#) and other [interested parties](#) [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.

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 Procedure.

3. The Central Administration Service (CAS)

The Central Administration Service provides one point of contact for all matters related to the GDCC.

3.1 The Role of the Central Administration Service

The CAS shall be responsible for:

- a) Ensuring that all ~~authorised users~~ Enabled GDCC Users have appropriate access to the GDCC as instructed by MEC in accordance with Clause 55, Clause 56, and Schedule 15 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 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; ~~and~~
- e) Other specific activities on a regular or ad hoc basis, subject to a resolution of MEC; and
- e)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 [xx] – The MRA Agreed Procedure for the Collection and Distribution of GDAA Quarterly Payments.-

3.2 Assurance and Monitoring

The CAS shall:

- 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; and
- e) Provide service availability notifications to users and MEC, including any downtime of other systems or databases that may affect the GDCC.

3.3 Access Controls

The CAS will manage, on MEC's behalf, the administration of access controls. These will 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 Clause 56, and Schedule 15 of the MRA.

3.4 Helpdesk

The CAS shall provide the required helpdesk functionality, which will include telephone, website and email interactions.

The hours of operation of the helpdesk shall be as agreed by MEC from time to time.

In managing helpdesk services, the CAS shall ensure that information is provided to appropriate entities. The helpdesk will focus on matters that are pertinent to the management of the GDCC, and will not serve as a general Green Deal enquiry service, or provide a service for consumers.

3.5 Support

3.5.1 Creation of Market Domain Data (MDD) Entities

The CAS will liaise with the BSC Agent regarding the update of MDD where these relate to the use of the GDCC or the receiving and sending of data to it. The creation of new MDD entities will be managed in accordance with the processes set out in Annex B to this Procedure.

3.5.2 Technical Issues

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 users of the GDCC other than via the CAS.

3.5.3 Query Resolution

The CAS helpdesk service will provide for query resolution. In support of this, the CAS will:

- 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.

3.5.4 Change Management

The CAS will act as the primary interface between the MRA, GDCC database users and the GDCC TSP.

Activities will include:

- Preparing 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 [and](#); which shall include cost information;
- Overseeing GDCC database development, including co-ordination of appropriate testing by or on behalf of users;
- Release management; and
- Continual service improvement.

3.5.5 Retrospective Amendments

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, ~~or where activities relating to Erroneous Registrations require it~~, the CAS will retrospectively amend data and ensure that all other affected organisations are informed such that they are able to update [their own](#) data accordingly.

These amendments will be carried out in line with the processes set out in this Procedure and a charge will be levied on the organisation responsible for causing the amendment in ~~line~~ [accordance](#) with the GDCC Access Agreement set out in Schedule 15 of the MRA.

3.6 ~~For the avoidance of doubt, data amendments made in the GDCC in respect of Erroneous Registrations shall not attract any charges to any user~~ Liaison with Third Parties

The CAS will act on MECs behalf as the primary point of contact with the Secretary of State², The Authority, the GDAA Panel, and the GDAA Panel Secretary [in relation to Green Deal Matters](#).

~~The CAS will manage all requests for access to GDCC data that are made under the Freedom of Information Act, be these directly or via the Secretary of State.~~

The CAS will manage any requests for access to GDCC data that are made in relation to law enforcement activities.

CAS will also act as an interface with other third parties as agreed by MEC from time to time.

² 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

3.7 Support for Phased Implementation

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 Green Deal Arrangements Agreement 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

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

4.1 Processing of DTN data flows by the GDCC

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”);
- 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;
- c) The Working Day is that defined within the MRA;
- d) Processing of data flows within the agreed timescales will 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.

Notwithstanding the above, data may be processed in shorter time periods, dependant on the volume and nature of the data received for processing.

The above are subject to the availability of the DTN, EPC Register interfaces and/or the ECOES interface. The CAS will inform [Green Deal Market Participants](#) (“GDMPs”) where any reported event impacts on the ability of the GDCC to process data in the agreed timescales.

Within this section 4.1, “Processing” is defined as the time from receipt of an incoming data flow from the DTN at the GDCC gateway³ 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.

4.2 Timing of Responses to Data Flows Received from the GDCC

All permitted timescales for responses to be generated to the GDCC by Green Deal Licensees, Green Deal Providers, [Acting 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 Procedure.

³ The GDCC gateway being the interface between the GDCC and the DTN network.

MPAS responses to GDCC Instructions shall be made in accordance with the technical constraint, service availability and service levels set out in the MRA.

4.3 GDCC Instruction Numbers

All instructions and requests initiated from the GDCC to a GDMP will include a unique sequential GDCC Instruction Number in the format defined in the DTC.

This GDCC Instruction Number must be included in any response to that instruction from the relevant recipient in order to allow for further GDCC processing of data.

4.4 Party Instruction Numbers

Where indicated in the relevant DTC data flow, each instruction or request from a GDMP 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 individual GDMP.

Where a Party Instruction Number is used, any response to that instruction from the GDCC will include the same Party Instruction Number in order to allow for further processing of data.

Where a GDMP sends a duplicate Party Instruction Number, the GDCC will reject the data flow containing this duplicate value.

4.5 GDCC Response Codes

A number of GDCC Response Codes may be used to provide information at various stages of the market scenarios contained within this Procedure. 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 can 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.

The use of these GDCC Response Codes in relation to each of the Green Deal Market Scenarios ~~and associated GDBPs~~ is further detailed in Annex [CG](#) to this Procedure.

The rules set out above 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.

4.6 Exceptions in Responses to GDCC Instructions

There may be occasions where an incoming data flow from a GDMP contains an invalid GDCC Instruction Number for the sender of the data flow. In these circumstances, the GDCC will generate a report to the CAS in order to allow for resolution of the issue via the following steps:

- a) Where an incoming data flow from a GDMP contains a GDCC Instruction Number that cannot be validated against an instruction issued to the sender, the GDCC will generate a report to the CAS within one (1) Working Day;
- b) The CAS will investigate the reasons for the exception and will, within one (1) Working Day -of receipt of the report contact the sender of the data flow order to request investigation and resolution of issues;
- c) Once contacted by CAS, the relevant GDMP will investigate and resolve issues with the data sent and generate a new, revised data flow to the GDCC within three (3) Working Days.

~~Within this Procedure, this process is referred to as the "Invalid Response Resolution Process".~~

4.7 Incomplete Party Instructions

There may be occasions where the effect of an incoming data flow from a GDMP not containing all mandatory fields is such that the GDCC cannot generate a response.

This specifically applies where either:

- a) The Green Deal MPAN Core is not provided in an instruction from the Green Deal Licensee; or
- b) The Green Deal Plan Id is not provided in an instruction from a [Green Deal GD Provider](#), ~~or Acting Green Deal Provider~~.

In these circumstances, the GDCC will generate a report to the CAS in order to allow for resolution of the issue via the following steps:

1. Where an incoming data flow from does not contain sufficient information to allow the GDCC to generate a valid response, the GDCC will generate a report to the CAS within one (1) Working Day;
2. The CAS will investigate the reasons for the exception and will, within one (1) Working Day of receipt of the report contact the sender of the data flow order to request investigation and resolution of issues;
3. Once contacted by CAS, the relevant Green Deal Licensee or [GDreen Deal Provider](#) will investigate and resolve issues with the data sent and generate a new valid party instruction within three (3) Working Days as appropriate;

4. Where no new party instruction is to be issued, the relevant Green Deal Licensee or ~~Green Deal~~ Provider will confirm this to the CAS [via email, or other agreed means](#), also within three (3) Working Days.

Within this Procedure, this process is referred to as the “Incomplete Instruction Resolution Process”.

4.8 Green Deal Plan Record Statuses in the GDCC

In order to support the Green Deal Market Scenarios set out in this Procedure, the GDCC will provide for need to maintain a status flag against in relation to the Green Deal Plan record and have logical rules regarding status transition. These statuses are as follows:

- **NEW** – Where a unique Green Deal Plan ID has been created and initial checks were carried out, but no request for a notification to be sent to the Bill Payer has been generated to the relevant Green Deal Licensee;
- **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;
- **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 the request;
- **COMPLETE** – The GD Plan Actual End Date associated with the Green Deal Plan record in the GDCC has been reached the GD Plan Actual End Date entered into the GDCC by the Green Deal Provider; and
- **CANCELLED** – The GD Provider has successfully notified the GDCC that the Green Deal Plan was cancelled at a date prior to any GD MPAN EFD or GD MPAN ETD being applied to the related Green Deal MPAN Core in MPAS.

These Green Deal Plan record statuses are utilised throughout the Green Deal Market Scenarios contained in this Procedure, with allowable activities defined by the current status of the 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

4.9 The Green Deal Plan ID

The Green Deal Plan ID is a unique alpha-numeric reference created by the GDCC in relation to a Green Deal Plan.

The Green Deal Plan ID consists of twelve (12) alpha-numeric characters in the format *DDNNNNNNNNNC* where:

DD represents a two letter code corresponding to a calendar year;

NNNNNNNNN is a nine digit sequential reference number for Green Deal Plan references created within the calendar year; and

C is a check digit generated via an internal routine in the GDCC.

Where a Green Deal Plan has a status of 'CANCELLED' or 'COMPLETE' in the GDCC, the associated Green Deal Plan ID shall be 'retired' and is not available for re-use.

4.10 Validation Procedures in Accordance with the GDAA

The GDCC will carry out a number of standard validation procedures in accordance with the requirements of the GDAA. These comprise:

- An "Initial Data Validation";
- A "Green Deal MPAN Core Validation";
- An "EPC Register Pre-installation Validation";
- An "EPC Register Post-installation Validation"; and
- A "Change of Green Deal Provider Validation",

All ~~a~~AAs defined in the GDAA.

The use of these validation procedures is further defined in section 5 of this Procedure within the context of the GDCC Green Deal Market Scenarios.

4.11 Interfaces with EPC Registers

The GDAA requires that a series of validation checks are carried out on data entered into the GDCC by Green Deal Providers.

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.

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 aligned information in each database as appropriate.

4.11.1 Provision of Data to the EPC Registers

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.

The data to be updated comprise:

- a) The Green Deal Plan Id when created;
- ~~b) The Green Deal Provider Registration Reference and any subsequent changes thereto;~~
- e)b) The MPID of the GD Provider ~~and any subsequent changes thereto;~~
- e)c) The Green Deal Plan record status each time it is updated;
- e)d) Details for each GD Charge Period, being the effective dates and GD Daily Charge; and
- f)e) The Green Deal Plan end date as expressed by the GD Plan Proposed End Date and subsequently the GD Plan Actual End Date;

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All in accordance with the GDAA.

All such updates are to be provided to the relevant EPC register within one (1) Working Day of update in the GDCC

4.11.2 Provision of Data from the EPC Registers

Where the Green Deal savings for Gas, Electricity and Other Fuels are entered onto the relevant EPC register by a Green Deal Provider or ~~their permitted nominee~~ GDAA Finance Party, and this information is transferred to the GDCC the Green Deal Licensee will be notified by the GDCC within one (1) Working Day of receipt via a D0325 data flow.

Where a request for validation is made to the relevant EPC Register in relation to data provided by the GD Provider, the GDCC will not carry out any additional validation on the quality of 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.

~~On occasion, the Keeper of the EPC Register for England & Wales or the Keeper of the EPC Register for Scotland may elect to send an update to all Green Deal Savings Data to the CAS. Where this occurs, the CAS will ensure that such updates are loaded onto the GDCC within five (5) Working Days of receipt.~~

~~Where such an update is received and uploaded onto the GDCC, relevant GDCC Licensees will be notified of amended values for Green Deal savings for Gas, Electricity and Other Fuels via the D0325 data flow~~

4.12 Green Deal Charge Periods

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.

The GD Provider will need to add ~~or and may need to~~ 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 relate to such updates. Specifically all Green Deal Charge Periods submitted must:

- a) ~~All Green Deal Charge Periods submitted must H~~ave a GD Charge Start Date at least twenty (20) Working Days later than the relevant GDCC Deemed Received Date;
- b) ~~All Green Deal Charge Periods submitted must r~~esult in contiguous Green Deal Charge Periods in the GDCC; and
- c) ~~All GD Daily Charges must b~~Be at least zero Pounds and zero Pence (£0.00).

In addition, Wwhere the Green Deal Charge Periods are initially submitted or re-submitted following the completion of installation;

- a) The Green Deal Plan must have a GDCC status of 'PENDING';
- a)b) The earliest Green Deal Charge Period must 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
- b)c) The latest GD Charge End Date entered must 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 at the time of the Green Deal Charge Periods.;

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.

Where any subsequent amendments ~~are made~~ to Green Deal Charge Periods are submitted by the 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 held in previously accepted by the GDCC;
~~Any further GD Charge Start Date submitted must be for at least twenty (20) Working Days later than the relevant GDCC Deemed Received Date;~~ and
- b) The latest GD Charge End Date entered for any Green Deal Charge Period 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.

Where the ~~Green Deal~~ Provider has input new or amended Green Deal Charge Periods, the Green Deal Licensee will receive relevant details in accordance with the following:

- a) Where initial Green Deal Charge Periods are input, the Green Deal Licensee will receive 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;
- b) Where the ~~Green Deal~~ Provider has entered amended Green Deal Charge Periods, the Green Deal Licensee will receive 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 entered by the ~~Green Deal~~ Provider.

The Green Deal Licensee will receive details of any other future Green Deal Charge Period not already notified and where the GD Charge Start Date reaches a date 30 Working Days in the future.

4.12.1 Green Deal Charges following a Change of Supplier

On a Change of Supplier event, the incoming Green Deal Licensee will receive:

- 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 their 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.

e)–

~~The Green Deal Licensee will receive details of any other future Green Deal Charge Period not already notified and where the GD Charge Start Date reaches a date 30 Working Days in the future.~~

4.12.2 Green Deal Charges and Erroneous Registrations

In addition to updates made by ~~G~~D~~reen~~ Deal Providers, there will be occasions where Green Deal Charges are amended as a result of Erroneous Registrations. These updates are not provided via the ~~G~~D~~reen~~ Deal Provider, but rather triggered from the GDCC, following notification of an Erroneous Registration by the Green Deal Licensee. Such updates to the Green Deal Licensee who is erroneously registered as the Supplier will follow the following validation rules:

- a) Amended Green Deal Charges for a period of Erroneous Registration ~~where~~ will only be generated where;
 - i. The Erroneously Registered Supplier has generated a valid notification to the GDCC informing it of the fact; ~~and~~
 - ii. The GDAA Panel Secretary has instructed ~~Suppliers to procure~~ that Green Deal Charges are not applied by the relevant Green Deal Licensee for the period of their Erroneous Registration; and
 - iii. The Green Deal Plan has a GDCC status of 'LIVE'.
- b) The amended Green Deal Charges to be applied by the Green Deal Licensee who is the erroneously registered Supplier will consist of a single revised Green Deal Charge Period with the following:
 - i. A GD Charge Start Date equal to the effective date of the Erroneous Registration;
 - ii. A GD Charge End Date equal to the GD Plan Actual End Date; and
 - iii. A Green Deal Daily charge of zero Pounds and zero Pence (£0.00);
- c) No changes will be made to the charges held (and displayed) against the Green Deal Plan record in the GDCC; and
- d) Any subsequent updates to Green Deal Charges submitted by the ~~G~~D~~reen~~ Deal Provider will not be updated to the Green Deal Licensee who is the erroneously registered Supplier, but will be updated in the GDCC.

Following the resolution of the Erroneous Registration, the Green Deal Charge Periods in the GDCC will be amended to take account of the period of Erroneous Registration.

Where this occurs, the incoming Green Deal Licensee will receive the same information as they would following a ~~e~~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.

,an example of such an amendment is provided below.

<u>Existing GDCC data</u>			<u>Period of Erroneous Registration</u>		<u>Result in GDCC</u>		
<u>GD-Charge Start-Date</u>	<u>GD-Charge End-Date</u>	<u>Daily charge</u>	<u>EFSD (Regi)</u>	<u>ETSD (Regi)</u>	<u>GD-Charge Start-Date</u>	<u>GD-Charge End-Date</u>	<u>Daily charge</u>
<u>01/12/2012</u>	<u>31/12/2012</u>	<u>0.01</u>	<u>01/12/2012</u>	<u>31/01/2013</u>	<u>01/12/2012</u>	<u>30/11/2012</u>	<u>0.01</u>
<u>01/01/2013</u>	<u>31/12/2013</u>	<u>0.02</u>			<u>01/12/2012</u>	<u>31/01/2013</u>	<u>0.00</u>
					<u>01/02/2013</u>	<u>01/02/2013</u>	<u>0.95</u>
					<u>02/02/2013</u>	<u>31/12/2013</u>	<u>0.02</u>

4.12.3 Amended GD Plan Actual End Dates

Where the 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 Green Deal Licensee will receive a revised GD Charge End Date for the affected Green Deal Charge Period.

4.13 Green Deal Plan End Dates

The end date of the Green Deal Plan [record](#) is the latest date for which charges are due to be made in relation to that Green Deal Plan.

This date is initially provided by the 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.

Once the ~~Green Deal~~GD Plan Actual End Date has been populated in the GDCC for a Green Deal Plan [record](#), the GD Provider may need to 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 Green Deal Licensee and Bill Payer; and
- b) Where the Green Deal Plan is to be ended due to (for example) early repayment.

For any requested update to the GD Plan Actual End Date, the GDCC will apply the following validation:

- 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.

The ~~GD Green Deal~~ Provider will be notified of the outcomes of requests to update the GD Plan Actual End Date via appropriate GDCC Response Codes as set out in this Procedure.

4.14 Green Deal MPAN Effective Dates

Under MRA governance, MPAS is required to associate effective dates (the GD MPAN EFD and GD MPAN ETD) to Green Deal MPAN Cores.

The association of these effective dates in turn creates restrictions on the transfer of the Green Deal MPAN Core to only those Suppliers who are also Green Deal Licensees, and in addition results in restrictions on the de-registration of the Green Deal MPAN Core.

In order to facilitate this requirement the MPAS will store a GD MPAN EFD and GD MPAN ETD in relation to each Green Deal MPAN Core that is associated to one or more Green Deal Plans where requested to do so by the GDCC.

MPAS will 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 ~~the~~ MPAS processes the data flow received from the GDCC; and
- b) ~~The~~ 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 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.

Where any of these conditions are not met, the relevant MPAS ~~A~~agent will inform the GDCC via a D0340 data flow.

4.15 Golden Rule Validity Checks

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").

In order to support this principle, the GDCC will validate that Green Deal Charge information received from the GD Provider and fuel savings estimates notified to the GDCC from the relevant EPC register together meet the Golden Rule as set out below.

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 will 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,~~ ~~received;~~ ~~this shall be used *pro rata* in Golden Rule calculations to the same anniversary date.~~

Where the GD Provider provides new or amended Green Deal Charges, the sum of these as they apply to the Golden Rule Calculation Period will be calculated and where these exceed the sum of the fuel savings over the same period the Green Deal Charges will be rejected, and the ~~GD~~ ~~Green Deal~~ Provider notified via a D0344 data flow.

Where amended savings data is received that has an effective date within the Golden Rule Calculation Period, the calculation will be re-performed and if the Golden Rule has not been met as a result of the new data entered, CAS will be notified via a report from the GDCC.

On receipt of such a notification, CAS will contact the relevant organisations in order to resolve the issue.

Where corrected data is not received by the GDCC within ten (10) Working Days following a notification to the ~~Green Deal~~GD Provider ~~or Acting Green Deal Provider~~ of a breach of the Golden Rule, the GDAA Panel and MEC shall be notified accordingly.

4.16 Identification of the Green Deal Provider and GD Provider

In order to ensure that the Green Deal Provider (as defined in the Energy Act 2011) and the ~~GD~~Acting Green Deal Provider (as defined under the MRA) can be correctly identified at all times, the GDCC will maintain a record of two data items:

- The Green Deal Provider Registration Reference; and
- The GD Provider MPID.

The Green Deal Provider Registration Reference will always identify the Green Deal Provider who is a counterparty to the Green Deal Plan whilst the GD Provider MPID will identify the Green Deal Provider or ~~Acting Green Deal Provider~~GDAA Finance Party who is currently interacting with the GDCC in relation to that Green Deal Plan at any given time.

The GDCC will 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 ~~Acting Green Deal Provider has been notified to the GDCC and their MPID associated to 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

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

~~As stated elsewhere in this Procedure, the GDCC Green Deal Market Scenarios are underpinned by a series of GDCC Green Deal Business Processes (GDBP) in order to provide the link between the requirements in this Procedure and the functionality of the GDCC. The relationship between the GDCC Green Deal Market Scenarios and the GDBP is further detailed in Annex C to this Procedure along with the GDBP logical workflows and related information. Within this section 5, references to the GD Provider should be read as being applicable to either the Green Deal Provider or the Acting Green Deal Provider.~~

5.1 GDMS 01 The Creation of a New Green Deal Plan Record

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.

In order to allow for correct identification of both the Green Deal Provider and (where a different person), the ~~Acting Green Deal~~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.

The GD Provider will then be responsible for future interactions with the GDCC, and may be either the Green Deal Provider or ~~their nominee as set out in the GDCC~~the GDAA Finance Party in accordance with the GDAA.

The Green Deal Plan record and associated unique Green Deal Plan ID will be created, with the GDCC notifying the GD Provider accordingly via a D0344 data flow.

Where a request to create a new Green Deal Plan cannot be completed, the GDCC will notify the ~~GD~~Green Deal Provider via a D0339 data flow.

Where the Green Deal Plan is created successfully, the relevant Green Deal Licensee will be sent a D0319 requesting that they carry out a Supplier Verification as defined in the GDAA.

The Green Deal Licensee will confirm the result of this verification to the GDCC via a D0341 data flow within the timescales set out in the GDAA. The GDCC will, in turn provide relevant information to the GD Provider via a D0344 data flow.

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

This scenario applies where the Green Deal Plan is at a status of 'NEW' in the GDCC, and no relevant notifications have been issued to MPAS or the Bill Payer.

Where the 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 the Green Deal Plan within the agreed timescales as set out in the GDAA via a D0321 data flow.

Where successful, this will update the status of the Green Deal Plan to 'CANCELLED' in the GDCC and ~~effectively~~ 'retire' the Green Deal Plan ID and prevent its future use.

The GDCC will notify the GD Provider of the success or failure of the request via a D0344 data flow.

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

Once the 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.

Where the GD Provider enters into a contract with the ~~Green Deal~~ Improver, there will be a need for the GD Provider to 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.

This update is carried out in accordance with the requirements set out in the GDAA and will be initiated by the GD Provider generating a D0323 data flow to the GDCC, which in turn will send a request to the Green Deal Licensee via a D0336 data flow.

The Green Deal Licensee will re-perform the Supplier Verification as defined in the GDAA and notify the GDCC of the outcome via a D0341 data flow.

On receipt of this notification and the relevant MPAS having been updated with Green Deal MPAN Core effective dates, the GDCC will in turn notify the GD Provider via a D0344 data flow.

Once the GD Provider has received this confirmation and (where a different person) the Green Deal Provider has been informed, the installation of measures can proceed.

The successful completion of this scenario will result in the Green Deal Plan [record](#) having a status of 'PENDING' in the GDCC.

Any exceptions in the process that result in a failure to update the Green Deal Plan [record](#) will be notified to the GD Provider via a D0344 data flow.

5.4 GDMS 04 Updates to Green Deal Effective Dates in MPAS

The GDCC will 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 is to be amended.

In all cases, such updates will be subject to the validation rules set out in section 4.14 of this Procedure.

The MPAS Agent will provide a response either accepting or rejecting the update request via a D0340 data flow.

5.5 GDMS 05 Notification of Pending Green Deal Charges to the Green Deal Licensee ~~and Bill Payer~~

Once the installation of Green Deal measures is completed, and the required data has been entered onto the relevant EPC register the ~~Green Deal Provider or (where one has been nominated) the Acting Green Deal~~GD Provider is required under the GDAA to send information via the GDCC to the Green Deal Licensee in relation to pending charges for measures installed under a Green Deal Plan.

Further, the Green Deal Licensee has obligations under the GDAA to provide notifications to the Bill Payer regarding these pending charges.

In order to support these obligations, the GD Provider sends notifications to the GDCC to provide updates to the Green Deal Plan and Green Deal Charge information held via D0321 and D0322 data flows respectively.

Following validation, the GDCC will issue the appropriate notification to the Green Deal Licensee via a D0325 data flow. On receipt, the Green Deal Licensee will again carry out the Supplier Verification as defined in the GDAA, and notify the GDCC of the outcomes via a D0341 data flow.

Once all activities in this scenario have been successfully completed, the Green Deal Plan record status in the GDCC is ~~updated to~~ deemed to be 'LIVE' with effect from the GDCC Deemed Received Date of the incoming D0341, and the GD Provider is notified via a D0344 data flow.

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 will be notified to the GD Provider via a D0344 data flow.

5.6 GDMS 06 ~~Green Deal~~ Provider Updates to Green Deal Plan Data

There will be occasions during the lifecycle of the Green Deal Plan when the GD Provider will need to update information held in the GDCC relating to Green Deal Plans outside the predefined events within other scenarios. Examples of these 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 ~~Green Deal Licensee Supplier Validation/Verification~~, as defined in the GDAA.

Any request from the GD Provider to the GDCC to update Green Deal Plan [record](#) data in this scenario will be made via a D0321 data flow.

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 will result in a new request being generated to the Green Deal Licensee from the GDCC via a D0336 data flow.

The GD Provider will be informed of the outcome of the request to update Green Deal Plan [record](#) data via a D0344 data flow from the GDCC.

5.7 GDMS 07 ~~Green Deal~~ Provider Updates to Green Deal Charge Details

During the lifecycle of the Green Deal Plan, there will be occasions where the GD Provider will wish 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](#).

These updates are all made by the GD Provider via a D0322 data flow being sent to the GDCC and are collectively referred to as being ~~Green Deal~~ 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.

The GD Provider will be informed of the outcome of the request to update Green Deal Charge details in the GDCC via a D0344 data flow from the GDCC.

5.7.1 Updates to Green Deal Charge Periods

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 will end on or before the GD Plan Actual End Date stored in the GDCC. Any such changes to Green Deal Charge Periods must be submitted in line with the rules set out in sections ~~04.12 and 0~~ of this Procedure.

Where [the GD Provider is entering](#) data relating to multiple Green Deal Charge Periods ~~are being entered by the GD Provider~~ the scenario relating to the notification of Green Deal Charges to the Green Deal Licensee and Bill Payer will apply.

Where [the GD Provider successfully enters new or](#) amended Green Deal Charges ~~are successfully entered~~ onto the GDCC ~~by the Green Deal Provider~~, these will be passed on to the Green Deal Licensee by the GDCC via a D0325 data flow as soon as one of the following conditions applies:

- a) ~~A New or 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.

The Green Deal Licensee will inform the GDCC where the updated charges are successfully applied via a D0341 data flow.

Where the Green Deal Licensee is unable to update the Green Deal Charges, they will inform the GDCC via a D0341 data flow. When such a notification is received, the CAS will be informed via a report from the GDCC.

On being notified of a failed request to update Green Deal Charges in the Green Deal Licensees systems, the CAS will contact the GD Provider by agreed means within one (1) Working Day in order that appropriate actions to resolve issues reported can be undertaken.

5.7.2 Amendments to the GD Plan Actual End Date

There will be occasions where the GD Provider will be required to amend the GD Plan Actual End Date, including where:

- a) The Green Deal Provider, [GDAA Finance Party](#) or ~~the Green Deal the~~ Improver do not wish to continue with the installation of measures under the Green Deal Plan;
- b) The [Green Deal](#) Improver (or their successor) or Bill Payer repays all or some of the monies due in advance of the scheduled charging schedule, thus reducing or removing the liability on the 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 under the Green Deal Plan.

Where the GD Plan Actual End Date is truncated, any Green Deal Charge Periods that extend past the new GD Plan Actual End Date must also be amended to match the new GD Plan Actual End Date.

Where revised information is not provided, the GDCC will truncate all existing Green Deal Charge Periods to match any new GD Plan Actual End Date entered [and inform the Green Deal Licensee accordingly](#).

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

In addition to the updating of charges and the GD Plan Actual End Date, the D0322 data flow is used to update details regarding the Green Deal Remittance Processor for the Green Deal Plan.

Any such update must have an effective date at least five (5) Working Days after the GDCC Deemed Received Date for the notification to the GDCC.

Where the GD Provider submits valid updated Green Deal Remittance Processor details for a Green Deal Plan the GDCC will 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.

Where such an update is made to a previous Green Deal Licensee, this will include the Green Deal MPAN Core [which that](#) was associated to the Green Deal Plan at the last day of the relevant registration period.

On receipt of such a request, the Green Deal Licensee will update their systems accordingly and confirm this to the GDCC via a D0341 data flow.

Where the Green Deal Licensee is unable to update the Green Deal Remittance Processor details for the Green Deal Plan, they will inform the GDCC via a D0341 data flow. When such a notification is received, the CAS will be informed via a report from the GDCC.

On being notified of a failed request to update Green Deal Remittance Processor details in the Green Deal Licensees systems, the CAS will contact the GD Provider by agreed means within one (1) Working Day in order that appropriate actions to resolve issues reported can be undertaken.

5.8 GDMS 08 Green Deal Licensee Updates to Bill Payer Details

Under the terms of the GDAA, the Green Deal Licensee is required to provide updated details regarding the Bill Payer to the ~~GDreen-Deal~~ Provider.

In order to facilitate this, the Green Deal Licensee will:

- 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; and
- b) Send all relevant Bill Payer details to the GDCC via a D0326 data flow following a successful registration.

The GDCC will not store such information, but ~~rather~~ will notify the ~~GDreen-Deal~~ Provider of the information received from the Green Deal Licensee via a D0338 data flow.

The GD Provider will confirm receipt of the updated Bill Payer details to the GDCC via a D0320 data flow.

Where any notification of Bill Payer details from the Green Deal Licensee fails validation in the GDCC, the Green Deal Licensee will be informed via a D0343 data flow in order that they are able to resolve issues and submit revised information as appropriate.

5.9 GDMS 09 Green Deal Licensee Requests for Information

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 Echarge](#) information for a Green Deal Plan.

5.9.1 Default Bill Payer details

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 will need to raise charges against a Default Bill Payer for Green Deal Charge collection purposes.

In line with their obligations under the GDAA, it is the responsibility of the Green Deal Provider or [GDAA Finance Party](#) ~~their nominee~~ [associated with the Green Deal Plan record in the GDCC](#) to maintain data regarding Default Bill Payers ~~in the GDCC~~. The Green Deal Licensee is only expected to utilise this information where they are unable to identify the person responsible for Green Deal ~~charges~~ [Charges](#) and have no customer using energy at the Green Deal Premises.

In order to confirm the identity of the Default Bill Payer, the Green Deal Licensee will need to interrogate the GDCC database.

This may be achieved via one of two routes, either:

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- a) Via secure, password protected web based access; or
- b) By use of structured transactions sent via the DTN.

When accessing details via the GDCC ~~web interface~~[Web Interface](#) in accordance with this Procedure, the Green Deal Licensee will need to enter the relevant Green Deal MPAN Core and Green Deal Plan ID in order to access the relevant Default Bill Payer details. The Green Deal Licensee will not be able to download any of the details accessed, as these are 'read only'.

Where the Green Deal Licensee wishes to obtain Default Bill Payer details via the DTN, they will submit a D0332 data flow requesting this information.

Where such a request fails validation, the GDCC will notify the Green Deal Licensee via a D0343 data flow.

Successful requests will result in the GDCC confirming the request, ~~also~~ via a D0343 data flow and, in addition providing the Default Bill Payer details via a D0325 data flow.

On receipt of the Default Bill Payer details, the Green Deal Licensee will generate a D0341 data flow to the GDCC to confirm acceptance.

5.9.2 Data Refresh Requests

Where a Green Deal Licensee determines the need to refresh the data in their systems ~~in regard to a Green Deal Plan~~ in order to confirm that they hold accurate current information relating to Green Deal ~~e~~Charges for a particular Green Deal Plan ~~where they are the current registered Supplier for the associated Green Deal MPAN Core~~, they may request a data refresh from the GDCC by use of a D0332 data flow.

Only the Green Deal Licensee who is currently the registered Supplier for the Green Deal MPAN Core associated to the Green Deal Plan record in the GDCC may submit such a request.

Successful requests will result in the GDCC confirming the request via a D0343 data flow and, in addition providing the requested refresh via a D0325 data flow.

This refresh will provide the Green Deal Licensee with a 'snapshot' view of the data currently held on the GDCC. It will not provide for the gathering or sending of historical information.

On receipt of the requested details, the Green Deal Licensee will generate a D0341 data flow to the GDCC to confirm acceptance.

5.10 GDMS 10 Passing of Green Deal Details on Change of Supplier

Where a Change of Supplier event occurs in relation to a Green Deal MPAN Core, the incoming Supplier will need to be notified of the relevant Green Deal Plan information to allow them to collect Green Deal Charges and submit Bill Payer Details as required in their role as a Green Deal Licensee under the terms of the GDAA.

This will 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.

The Green Deal Licensee will confirm receipt of the data via a D0341 data flow.

Where the Change of Supplier Event coincides with the resolution of an Erroneous Registration for an MPAN associated to a Green Deal Plan [record at with](#) a status of 'LIVE' in the GDCC, the Green Deal Licensee will 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 [r](#)Registration period.

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".

This data is only provided to the incoming Supplier in their market role as a Green Deal Licensee where the Green Deal Plan [is at record has](#) a status of 'LIVE'.

Where this information is received, the Green Deal Licensee will generate a notification of the relevant Bill Payer details that they hold via a D0326 data flow in accordance with their obligations under the GDAA.

Where the Green Deal Plan [record basis at](#) a status of 'NEW' or 'PENDING', the Green Deal Licensee will, dependent on the [plans Green Deal Plan record status in the GDCC](#), receive the relevant notifications within the processes associated with [requests to generateing](#) notifications to the Bill Payer and the commencement of collection of Green Deal Charges.

Where a Green Deal Plan [record](#) has a status of 'CANCELLED' or 'COMPLETED' in the GDCC, there will be no requirement to provide any data from the GDCC on a Change of Supplier event.

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

There will be occasions where the Distribution Business needs to inform the 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.

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](#)~~to be associated to a different MPAN.~~

MPAS will 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 will occur:

- a) In the case of a service removal, the relevant GD Provider(s) have to 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 has to request that [a different related or replacement MPAN is associated to the affected Green Deal Plan record\(s\) in the GDCC](#)~~are associated to a different related or replacement MPAN.~~

Where the Distribution Business identifies a need to de-register a Green Deal MPAN Core due to a service removal or alteration, they will request a dissociation of any Green Deal Plans associated with that Green Deal MPAN Core via a D0327 data flow sent to the GDCC.

The GDCC will, 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 *GDreen-Deal Provider Updates to Charge Data* Green Deal Market Scenario. The GD Provider may 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.

In either case, the GDCC will notify the Distribution Business via a D0318 data flow once all related activities by the GD Provider or Green Deal Licensee have been completed.

Where all relevant Green Deal Plan [records](#) are updated and the GD MPAN ETD has been amended in MPAS, the Distribution Business will then be able to continue with the de-registration process for the relevant MPAN Core.

5.12 **GDMS 12 Amending the Green Deal MPAN Core Associated with a Green Deal Plan [Record](#)**

There will be occasions where the Green Deal MPAN Core associated with [one or more](#) Green Deal Plan ~~records~~ [Plans](#) needs to be replaced with a suitable alternative that can be utilised as the Green Deal MPAN Core from a specified date.

This scenario will occur in the following circumstances:

- 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.

In all cases, the Green Deal Plan [record](#) must have a status of 'PENDING' or 'LIVE' in the GDCC.

The need to amend the Green Deal MPAN Core may be identified by either the Distribution Business or the [Supplier/Green Deal Licensee](#), but in either case it is the Green Deal Licensee who will be responsible for providing an alternative MPAN Core to the GDCC for use as the Green Deal MPAN Core.

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.

Where a valid notification is received, the GDCC will in turn notify the Green Deal Licensee via a D0334 data flow. On receipt of this notification, the Green Deal Licensee will, where possible, provide an alternative MPAN for use as the Green Deal MPAN Core to the GDCC via a D0335 data flow.

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.

In either event, the Green Deal Licensee will need to identify which [Green Deal Plan record](#) the MPAN ~~the Green Deal Plan~~ will need to be associated with.

On receipt of a valid request, the GDCC will generate relevant notifications to MPAS and update the [affected](#) Green Deal Plan records to reflect the new association.

Following update, the GDCC will:

- 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.

The Green Deal Licensee will confirm receipt of the new Green Deal MPAN Core via a D0341 data flow.

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 will notify the Green Deal Licensee or Distribution Business accordingly via either a D0343 or D0318 data flow respectively.

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

There will be occasions where the liability for updates to data held on the GDCC in relation to a Green Deal Plan [record](#) will pass 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 companies involved and is subject to governance under the GDAA. There may also be subsequent transfer of responsibility between Green Deal Providers.

In all cases, the GDCC database will need to be informed of these transfers in order to ensure correct reporting and routing of information to and from ~~Green Deal~~GD Providers such that only one Green Deal Provider or ~~Acting Green Deal~~ [Provider](#)GDAA Finance Party is sending or receiving notifications to or from the GDCC at any point in time.

The GD Provider will 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 ~~an Acting Green Deal Provider~~ [GDAA Finance Party](#);
- c) A transfer of responsibility for interactions with the GDCC from a [GDAA Finance Party](#) ~~Acting Green Deal Provider~~ to a Green Deal Provider; or
- d) A change of [GDAA Finance Party](#) ~~Acting Green Deal Provider~~.

In each case, the GD Provider will be responsible for notifying the GDCC of both:

- a) The Green Deal Provider Registration Reference of the Green Deal Provider who be responsible for the Green Deal Plan following the transfer; and
- b) The Market Participant ID (MPID) of the GD Provider who will be responsible for the maintenance of data relating to the relevant Green Deal Plan(s) in the GDCC following the transfer.

This information shall be provided in all scenarios whether the identity of the Green Deal Provider or the GD Provider is changing or not.

The notification will 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 the data flow.

Where a valid notification is received by the GDCC, the relationship between the Green Deal Plan and the Green Deal Provider or GD Provider will 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 will be informed of the fact, also via a D0344 data flow.

Where a change to the GD Provider has been notified, the incoming GD Provider will 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 Procedure.

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

Under the terms of the GDA, Green Deal Licensees are required to pass Green Deal Charge remittance details to persons nominated by the [Green Deal GD Provider or Acting Green Deal 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.

Green Deal Licensees are required to pass data to relevant Green Deal Remittance Processors alongside monies transferred to nominated bank accounts in regard of Green Deal payments received. These remittance details are sent in a D0328 data flow from the Green Deal Licensee to the GDCC.

The GDCC validates the basic structure of the data flow and that the intended recipient is a valid Green Deal Remittance Processor.

Where the data flow passes validation, a further D0328 data flow is sent 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.

Where the data received from the Green Deal Licensee does not pass validation, the GDCC will generate a report to the CAS. On receipt of such report, the CAS will contact the relevant Green Deal Licensee within one (1) Working Day to inform them of the issue.

Once contacted by the CAS, the Green Deal Licensee will investigate the issues and generate a new D0328 data flow within one (1) Working Day.

Where the Green Deal Remittance Processor receives remittance details, they will process the incoming data and generate a confirmation of successful receipt to the GDCC within one (1) Working Day. This confirmation will be sent via a D0329 data flow and may also contain rejections relating to values remitted (or reclaimed).

The GDCC validates the basic structure of the data flow and that the intended recipient is a valid Green Deal Licensee.

Where the data flow passes validation, a further D0329 data flow is sent by the GDCC to the Green Deal Licensee. This will contain the exact same information as the incoming data flow from the Green Deal Remittance Processor.

Where the data received from the Green Deal Licensee does not pass validation, the GDCC will generate a report to the CAS. On receipt of such report, the CAS will contact the relevant Green Deal Remittance Processor within one (1) Working Day to inform them of the issue.

Where the Green Deal Licensee receives a D0329 data flow from the GDCC, they will process its contents and take appropriate actions as required under the GDAA.

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 will notify the Green Deal Remittance Processor of the fact using a D0342 data flow sent via the GDCC.

5.15 GDMS 15 Erroneous Registrations with Associated Green Deal Plan Records

Where an Erroneous Registration occurs that involves a Green Deal MPAN Core ~~associated to with~~ one or more Green Deal Plans ~~records with~~ a status of 'LIVE' ~~associated to it~~, 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 will be responsible for ensuring that an appropriate notification is sent to ~~CAS the~~ GDCC within two (2) Working Days of confirming that they are the erroneously registered Supplier. This notification should include the affected MPAN and the registration EFD, and will be sent to the GDCC using a ~~D0xxx~~345 data flow.

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.

The GDCC will also generate a report to CAS, such that CAS is able to notify the GDAA Panel Secretary accordingly.

On instruction from the GDAA Panel Secretary, CAS will 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 for the duration of the Green Deal Plan record, following which the Green Deal Licensee should 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 records. ~~This will include any revised charges notified by the GDCC.~~

Following the adjustments being made, the Green Deal Licensee confirms this via the D0341 data flow.

The GDCC will generate a notification to the ~~Green Deal~~ 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 will be via a [D0346yyy] data flow.

The Green Deal Provider(s) and Green Deal ~~Remittance~~ Remittance Processor(s) will each confirm receipt of this update via D0340 and [D0347zzz] data flows respectively.

During a period of Erroneous Registration any updates relating to Green Deal Charges made by the ~~Green Deal~~ Provider will not be passed onto the Green Deal Licensee.

Once the erroneously registered Supplier ceases to be the Supplier for the affected MPAN, the GDCC will be updated such that for the period of such Erroneous Registration, the Daily Green Deal Charge is retrospectively set at zero ~~and f~~.
For the first day of the New Suppliers registration, the Daily Green Deal Charge is 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 ~~C~~charges applicable for the first day of the incoming Green Deal Licensees registration.

Following updates to the Green Deal Charge Periods held on the GDCC, a notification will be issued to the incoming Green Deal Licensee via a D0325 data flow. This notification will include amended Green Deal Charge Periods that take the Erroneous Registration period into account.

The GDCC will generate a notification to the ~~G_Dreen-Deal~~ 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.

The ~~G_Dreen-Deal~~ Provider(s) and Green Deal ~~RemittnaceRemittance~~ Processor(s) will each confirm receipt of this update via D03~~2~~40 and D0~~3~~47~~zzz~~ data flows respectively.

In the event that the Green Deal Plan ~~record~~ status changes from 'LIVE' during the period of Erroneous Registration, The GDCC will generate a notification to the ~~G_Dreen-Deal~~ Provider(s) and Green Deal Remittance Processor(s) currently associated to any affected Green Deal Plan(s) will be notified accordingly, also via the D0~~3~~46~~yyy~~ data flow.

The ~~G_Dreen-Deal~~ Provider(s) and Green Deal Remittance Processor(s) will each confirm receipt of this update via D03~~2~~40 and D0~~3~~47~~zzz~~ data flows respectively.

6. Green Deal Market Data

In order to support the transfer of both information and monies between ~~Green Deal Market Participants~~ (“GDMPs”), it is necessary for the GDCC to 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.

This information, referred to as Green Deal Market Data (GDMD) is 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.

The CAS will be responsible for the maintenance of GDMD in the GDCC and will ensure that relevant updates are provided to ~~GDMPs~~~~Green Deal Market Participants~~ via a DTC data flow generated by the GDCC.

6.1 Definition and Structure

Each ~~GDMP~~~~Green Deal Market Participant~~ will have a logical set of GDMD associated to it on the GDCC, and this will drive the routing of both data flows and payments. This logical dataset comprises:

- Market Participant ID(s) (~~MPIDs~~) and associated Market Participant Role Code(s) and associated effective date(s) as entered in MDD;
- Green Deal Bank Account Details;
- For GD Providers, associated Green Deal Remittance Processors; and
- For Green Deal Remittance Processors, their associated GD Provider(s).

In order to access and pass data through the GDCC, the GDMP will be required to have a valid set of GDMD.

6.2 Requests for Updates To Green Deal Market Data

There will be five reasons for updates to the GDMD:

1. Market entry by a new GDMP in a given Market Role;
2. Changes to the business address (in MDD) or bank account details for a GDMP;
3. An existing ~~Participant-GDMP~~ requiring a different role;
4. 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
5. An organisation ceasing to be a GDMP.

Annex B to this Procedure 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 will ~~have~~ reference ~~to~~ the MDD version that it is associated ~~with~~.

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.

In this event, on being made aware of the fact from the Secretary of State, the GDAA Panel Secretary, or the Authority, CAS will 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.

6.3 Provision of Revised GDMD to Green Deal Market Participants

The CAS will maintain the GDMD in the GDCC by uploading valid updates as they are presented.

Updates to the GDMD will be published on the day following each MDD publication by the BSC Agent and will have the same go live date as the MDD.

Revised versions of the GDMD will be provided to all new and existing GDMPs via a D0331 data flow. This data flow will either contain a full or incremental update to the GDMD:

- a) Where a new GDMP enters the market, or on request, the relevant organisation will receive a full update of the GDMD; erand
- b) Other, existing GDMPs will receive an incremental update.

On receipt of the updated GDMD, the recipient will update their internal data such that data flows are only sent to valid combinations of MPID and Market Role Ceodes, 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

Where a GDMP identifies a need to correct the 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.

On such notification, CAS will assess the request to determine the required actions to effect a correction of the data.

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 GDMP who identified the need to correct the data and any other GDMP 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.

Where, in the sole opinion of the CAS, manual retrospective amendments to data in the GDCC will be required, the CAS will:

- a) Confirm the need for a manual retrospective amendment to the notifying GDMP and (if a different organisation), the GDMP who 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 GDMP 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 GDMP who entered the erroneous data into the GDCC.

All in accordance with the GDCC [Access Agreement](#) as set out in Schedule 15 of the MRA.

8. Reporting Requirements

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 users are compliant with the terms of access;
- b) ~~fulfil 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.

8.1 MEC Reporting Requirements

The CAS will provide periodic reporting to MEC to include the following:

- Database performance;
- Performance of the CAS and GDCC TSP in relation to the maintenance of the GDCC and associated enquiry and change management processes;
- Compliance of users and the GDCC in relation to processing data flows; and
- Access compliance in respect of the secure ~~web interface~~ Web Interface.

Further details of the compliance reporting to be provided to MEC are set out in Annex A to this Procedure.

CAS will provide any other required ad hoc reports to MEC in the format and at the times reasonably requested by MEC.

8.2 ~~GDAA Related Reporting Requirements~~ Not Used

~~The CAS shall provide quarterly reports to the GDAA Panel Secretary in order to fulfil Supplier parties' obligations under Clause 14.1.1 of the GDAA.~~

8.3 Period Reporting Required by the Secretary of State

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.

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”.

8.4 Green Deal Quarterly Payment Reporting

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 [xx] – *GDAA Quarterly Payments*, the GDCC shall:

- a) Calculate the daily amounts due from each Green Deal Provider or [Acting Green Deal Provider](#) ~~GDAA Finance Parties~~ 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](#) ~~Acting Green Deal Provider~~; 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.

These reports will 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 [xx] – *GDAA Quarterly Payments*.

~~The structure of these reports is further defined in Annex D to this Procedure.~~

8.5 Reporting for Participants

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.

8.5.1 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.

This report will be provided to the relevant Green Deal Licensee by CAS via an encrypted transfer method ~~and in the format set out in Annex D to this Procedure.~~

9. Access to the GDCC

Pursuant to Clause 56 and Schedule 15 of the MRA, user access to the GDCC is governed by the GDCC Access Agreement.

This GDCC Access Agreement includes provisions for access criteria for [authorised GDCC](#) users, and also which data they are allowed to view.

9.1 Obtaining Access to the GDCC

In order to obtain access to the GDCC, users 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.

Persons fulfilling these requirements will be granted appropriate access to the GDCC as an Enabled GDCC User.

In GDCC operational terms, the following are Qualifying GDCC Users:

- a) Green Deal Licensees;
- b) Green Deal Providers who are party to the GDAA;
- c) ~~GD Providers as defined within this Procedure~~ [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'.

The process for granting access to the GDCC will be managed by CAS in accordance with [Schedule 15 of the MRA and](#) this Procedure.

9.1.1 Completing the Application for GDCC Access form

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.

When completing the Application for GDCC Access, the applicant will need to 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 users;
- h) Purpose of access; and
- i) Evidence of having an appropriate Information Security Management System (ISMS) in place in respect of GDCC information and data.

The following are 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 users, including admin users being aware of criteria for access to, and use of the GDCC in relation to their organisation.

On receipt of a completed Application for GDCC Access form and supporting information, CAS will 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.

9.1.2 Completion of the GDCC Access Agreement

Where an application is agreed, the CAS will provide the applicant with two copies of a pro forma GDCC Access Agreement for signature.

Once the applicant has returned the duly completed and signed copies of GDCC Access Agreement, these will 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.

Access to the GDCC cannot be granted until the GDCC Access Agreement is correctly completed and signed by both counter-parties.

9.1.3 Other Requirements Relating to GDCC Access

In order to ensure that GDCC User accounts are correctly set up in the GDCC for both access via the DTN and via the secure [web interface](#) ~~web interface~~ [Web Interface](#) the following information will be required:

1. For Access via the DTN;
 - I. The relevant Market Participant Identifier(s) to be associated to the user;
 - II. A key contact point for the resolution of queries and issues relating to data flows received by the GDCC; and
 - III. Relevant Bank Account Details as appropriate to the applicants role.
2. For Access to the secure [web interface](#) ~~web interface~~ [Web Interface](#);
 - I. Details of the person who will be the Master Admin User for the applicant.

Without this information, and notwithstanding the completion of the GDCC Access Agreement, the applicant will not be able to access the GDCC for technical reasons.

9.2 Data to be Accessible via the GDCC

Each 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.

9.3 Continued Access to the GDCC

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.

Where access is to be limited or withdrawn for any reason, CAS will limit or remove access for that user as directed by MEC.

9.4 Misuse

At the instruction of MEC, and in accordance with Schedule 15 of the MRA, access to and use of the GDCC database will be monitored by the CAS, and any activity that raises concerns as to the intent of an individual user or group of users will be escalated through the CAS, which will include reporting to MEC.

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 will investigate.

Organisations will 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.

Where CAS investigations conclude that of a user or group of users does not appear to be making use of the GDCC database appropriately for the purposes set out in the GDCC Access Agreement, the findings will be escalated to MEC. MEC may recommend appropriate action such as the initiation of the MRA breach procedure or notification of appropriate action and a timescale for remedy to the company, failing which MEC may disable access for one or more users all in accordance with the GDCC Access Agreement.

10. The GDCC Web Interface

In order to meet the requirements set out in the MRA, and this Procedure, the GDCC Web Interface shall provide for a number of activities and functions, to include:

- A security model governing user access both to the GDCC [web interface](#) and, via that interface, specific data held within the GDCC database;
- Screens to allow [Authorised-Enabled](#) GDCC Users to locate and view information relating to specific Green Deal Plans and/or Green Deal MPAN Cores;
- Functionality to allow for user maintenance;
- Reports relating to user activity;
- Functionality to allow CAS to maintain standing data on the GDCC; and
- Dedicated secure access to report outputs for the CAS to support requirements set out in this Procedure.

10.1 The GDCC Web Interface Security Model

The GDCC Web Interface Security model will comprise two key elements:

1. Functionality ensuring that all access is securely password protected at individual user level; and
2. Controls to determine the screens and individual data items that each user type can view.

10.1.1 Password Protected Access

Each user shall have an individual user account, which can only be accessed via entry of the correct user name and password.

On creation of the user account, the GDCC will generate a single use randomly generated password to the users email account as stored on the GDCC, the user will need to change this password when they first log on.

Each user will only be able to log on via one session at a time to prevent password sharing.

User accounts which are not used for a period of time will be automatically disabled.

A single Master Admin User (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.

Users will only be able to access those data that are appropriate to the user type for their organisation.

10.1.2 Data Access Controls

There are a number of different types of Qualifying GDCC User as defined in the MRA, and the range of data that they have access to will vary accordingly.

The GDCC Access Agreement sets out the minimum data that each type of user should be able to access, and this access is further detailed in Annex F to this Procedure. In addition, there are some further restrictions on access as set out here.

Green Deal Licensees, Green Deal Providers, ~~Acting 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;

- With the exception of Green Deal Charges, Green Deal Licenses will only be able 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;
- Green Deal Providers, ~~Acting Green Deal Providers~~ [GDAA Finance Parties](#), and Green Deal Remittance Processors will only be able 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
- Distribution Businesses and MPAS Agents shall only be able to view data relating to those Green Deal MPANs for which they are responsible, based on the ~~id~~ element of the MPAN Core [that identifies the relevant Distribution Business](#).

~~Licensed Gas Suppliers will only be able to view fuel savings relating to a Green Deal Plan for a period of thirty (30) days from the initial Green Deal Charge Start Date held in the GDCC.~~

10.2 Searching for and Viewing Data Related to Green Deal Plans

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 combination will be restricted depending on the role of the user as illustrated in the table below.

User Type	Search criteria allowed
CAS	GD Plan Id and/or GD MPAN Core
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
Acting Green Deal Provider GDAA Finance Party	GD Plan Id Only
Green Deal Remittance Processor	GD Plan Id Only
ESAS	GD Plan Id Only

User Type	Search criteria allowed
Licensed Gas Supplier	GD Plan Id AND GD MPAN Core
Green Deal Government Incentive Scheme Administrator	GD Plan Id Only

The individual data items that each user type will be able to view will be as set out in **Annex F** to this Procedure.

Following a successful search, where the user is permitted to view data relating to the Green Deal Plan or Green Deal MPAN, 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
Acting Green Deal Provider GDAA 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

10.3 User Maintenance

The GDCC Web Interface will provide for user maintenance such that CAS will be able to:

- a) Create users roles with specific access criteria;
- b) Enable or disable user access, including re-setting passwords for each organisations MAU; and
- c) Obtain reports setting out user activity at both individual user and organisation level.

The MAU for each organisation will also be able to maintain users and obtain reporting relating to users within that organisation.

10.4 Additional Functionality for CAS

CAS will be provided with functionality to maintain standing data as required to ensure continued compliance with the requirements set out in this Procedure.

CAS will also be provided with dedicated screens and reports to allow for identification and resolution of exceptions in flow processing.

Dedicated secure access to reporting output from the GDCC to support requirements set out in this Procedure will also be provided.

Annex A – Performance Monitoring

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 users are complying with the required processing times as set out in the GDAA and this Procedure.

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.

1. GDCC Operating Parameters;
 - a) GDCC availability meets parameters set out in the GDCC ~~User Requirement Specifications~~; URS
 - b) GDCC operating within processing parameters set out in SRS; and
 - c) GDCC processing data flow responses within required parameters.
2. Market Participant Flow Processing;
 - a) Green Deal Licensee processing data flow responses within required parameters;
 - b) GD Provider processing data flow responses within required parameters; and
 - c) Green Deal Remittance Processor processing data flow responses within required parameters. ~~and~~

Reporting content and formats for GDCC operating parameters will be as set out in the GDCC ~~User Requirements Specification~~ URS, those for flow processing will be as set out below.

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 will include:

- An indicator of the event being monitored;
- The MPID and role code of the recipient;
- The MPID and role code of any affected counterparty;
- The Green Deal Plan Id;
- The response date; and
- 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.

For the avoidance of doubt, these reports are provided in order to assist MRA parties in fulfilling obligations under the GDAA, and do in themselves satisfy any reporting requirements under that Agreement.

A1 - Supplier Validation Report

This report will 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 GDA. It will therefore contain all instances where any of:

- A D0319 data flow;
- A D0325 data flow with a GDCC Instruction Type of 'I'; or
- A D0336 data flow;

have been generated by the GDCC and either:

- A corresponding valid D0341 data flow has not been received by the GDCC within 3 Working Days;
- A corresponding valid D0341 data flow containing GDCC Response Code 101 has been received after more than 2 Working Days; or
- 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.

A2 - Progression of Green Deal Plan Report

Clause 10.1.10 (b) of the GDA 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.

In order to support monitoring of compliance with this obligation, GDCC will 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'.

A3 - Request to End Green Deal Plan for Disconnection Report

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.

To support reporting on compliance to this event, a report is required that will give details of all instances where either:

- 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;
- 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;
- A D0320 data flow is not received by seven (7) working days after the corresponding D0322 data flow; or
- A D0320 data flow is received, but more than seven (7) working days after the corresponding D0322 data flow.

A4 - Remittance Processor Responses Report

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:

- 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
- 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

As referenced in [Section 8](#) of this Procedure, 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:

- An organisation wishes to become a GDMP resulting in a need for the creation of a new MPID in MDD;
- An organisation which has an existing MPID in MDD wishes to undertake additional roles as a GDMP;
- An existing GDMP wishes to provide or update bank account details;
- A Green Deal Provider or [Acting Green Deal Provider](#) [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
- A [Green Deal Market Participant](#) [GDMP](#) wishes to cease to undertake one or more defined Market Roles.

B1 – The Creation of a New MPID

[Any organisation wishing to obtain an MPID in relation to a market role as a GD Provider will need to fulfil the following conditions:](#)

- [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.](#)
- [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.](#)

Where an organisation wishes to become a Green Deal Remittance Processor only, [a Green Deal Provider or Acting Green Deal Provider](#) [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.

Any organisation wishing to become both a Green Deal Provider or [Acting Green Deal Provider](#) [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.

1. 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.
2. ~~2~~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.
3. 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.
4. 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.
5. Where issues are raised, the CAS will liaise with BSC Agent and the person raising the request in order to resolve these.
6. 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.
7. The requestor will provide CAS with any other details required to fully populate the GDMD for that organisation.
8. 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 [Green Deal Market Participant](#) [DMP](#) so that they are able to upload all GDMD into their systems for correct interactions with other participants.

9. 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.

B2 – Adding new Market Participant Role Codes

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.

Where a Supplier is adding the Green Deal Licensee Role Code, it must be added to all MPIDs for that organisation that have a Supplier Market Role Code for the Supplier role as defined in MDD.

The process for adding new Market Roles to existing MPIDs is as follows:

1. 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:
 - a) Contact Details ~~for~~ in case of any queries;
 - b) The Company Name, Full Postal Address and Post Code;
 - c) Confirmation of the MPID(s) to which the new Market Role Codes are to be associated; and
 - d) 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.
2. 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. 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.
4. 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.
5. Where issues are raised, the CAS will liaise with the BSC Agent and the person raising the request in order to resolve these.

6. 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.
7. The requestor will provide CAS with any other details required to fully populate the GDMD for that organisation.
8. 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 ~~Green Deal Market Participant~~GDMP so that they are able to upload all GDMD into their systems for correct interactions with other participants.

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.

B3 – Updating of Bank Account Details

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:

- Remittance of Green Deal Plan Charges to Green Deal Remittance Processors; and
- Payment of reclaimed monies to Green Deal Licensees in regard of Green Deal Plan Charges.

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.

Where new bank account details are submitted, any existing details will be end-dated to the date before the new details take effect.

Any new or updated details should be provided to CAS via the following process:

1. 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:
 - a) Contact Details ~~for~~ in case of any queries;
 - b) The Company Name;
 - c) Confirmation of the MPID(s) and Market Role Codes to which the bank account details are to be associated; and
 - d) The purpose of bank account, sort code and account number for the relevant bank account.
2. On receipt of a valid request, the CAS will:
 - a) Log all details;

- b) Update the details in the GDCC in readiness for the next release of GDMD; and
 - c) Inform the application accordingly; including confirmation of the changes requested and their proposed go-live date.
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 ~~GDMP~~~~Green Deal Market Participant~~ so that they are able to upload all GDMD into their systems for correct interactions with other participants.

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.

B4 – ~~G~~reen Deal Provider Association to Green Deal Remittance Processor(s)

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 ~~Acting Green Deal Providers~~~~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.

The Green Deal Provider or ~~Acting Green Deal Provider~~~~GDAA Finance Party~~ is responsible for the provision of these details as set out below:

1. The Green Deal Provider or ~~GDAA Finance Party~~~~Acting Green Deal Provider~~ 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:
 - a) Contact Details ~~for~~ in case of any queries;
 - b) The Company Name; and
 - c) Confirmation of the required associations between GD Provider and Green Deal Remittance Processors MPID(s).
2. On receipt of a valid request, the CAS will:
 - a) Log all details;
 - b) Update the details in the GDCC in readiness for the next release of GDMD; and
 - c) Inform the application accordingly; including confirmation of the changes requested and their proposed go-live date.
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 ~~Green Deal Market Participant~~~~GDMP~~s so that they are able to upload all GDMD into their systems for correct interactions with other participants.

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.

B5 – End-dating of Information

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 ~~Acting Green Deal Provider~~ [GDA Finance Party](#), and a Green Deal Remittance Processor.

Any requested end date must be equal to or greater than the next available go-live date for an update to the GDMD.

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.

Where a ~~GDMP~~~~Green Deal Market Participant~~ wishes to end date a particular association, they should follow the process below:

1. 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:
 - a) Contact Details for in case of any queries;
 - b) The Company Name;
 - c) Confirmation of the MPID(s) and which associations are to be end-dated; and
 - d) Notification as to whether relevant information is to also be end-dated in MDD.
2. 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 if required; and
 - c) Inform the application accordingly; including confirmation of the changes requested and their proposed effective date in both GDMD and MDD as required.
3. 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.
4. 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.
5. Where issues are raised, the CAS will liaise with the BSC Agent, and the person raising the request in order to resolve these.
6. 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.
7. CAS will update all relevant details into the GDCC such that the changes are made to the appropriate release of the GDMD.
8. 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.

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.

**Annex C – ~~GDCC Green Deal Business Process~~
Workflows NOT USED**

Annex D – ~~Scheduled Reports~~ NOT USED

**Annex E – ~~GDA~~ Clauses Applicable to the Operation of
the ~~GDC~~NOT USED**

Annex F – ~~Specific Data Access by User Type~~ NOT USED

Annex G – GDCC Response Codes

GDCC Response Code		See Note
Ref	Description	
101	Request processed successfully	
201	Debt on account exceeds agreed lower threshold	
202	Meter Type does not support remote application of Green Deal Charges	
203	Debt on account exceeds agreed upper threshold	
204	No change to status in MPAS required	
205	GD Customer Site Reference Mismatch	
301	Not all mandatory data provided	
302	PRN invalid format	
303	EPC report reference invalid	2
304	EPC report reference not valid for PRN	2
305	EPC report reference not latest for PRN	2
306	EPC report reference not valid for Green Deal	2
307	EPC Register indicator invalid	
308	Not Used	1.3
309	MPAN Core invalid	
310	Not Used	1.3
311	Post Code invalid format	
312	MPAN Core LLFC not valid for import meter	
313	Valid MPAN Cores not all registered to same Supplier	
314	Supplier not Green Deal Licensee	
315	Electricity Account Number not found	
316	No current Bill Payer	
317	Green Deal MPAN Core not found	
318	MPAN Core not associated with the Electricity Account Number presented	
319	GD Plan ID invalid	3
320	Green Deal Plan not at correct status	
321	Invalid initial proposed Green Deal Plan end date	
322	Not Used	1.3
323	Invalid Default Bill Payer details	
324	Not Used	1.3
325	Not Used	1.3
326	Not Used	1.3
327	Invalid reason code provided	
328	Invalid identifiers for Green Deal Remittance Processor for EFD	3
329	Daily Charge Amount outside permitted parameters	
330	Daily Charge EFD outside permitted parameters	
331	Daily Charge ETD outside permitted parameters	
332	An Erroneous Registration is in the process of being resolved	3
333	MPAN Core not associated with the GD Plan ID presented	3
334	Green Deal Licensee not the registered Supplier for the MPAN Core	

335	MPAN not associated with Green Deal Plan record for ETD requested	3
336	Requested end date not less than existing	
337	Invalid effective date for Provider transfer	
338	Gaining GD Provider has no valid MPID for transfer EFD	3
339	Green Deal Plan record not associated to GD Provider	3
340	Green Deal Plan record ETD less than requested transfer EFD	3
341	MPAN Core not at correct registration status	
342	Invalid request to change Green Deal MPAN Core	
343	Proposed Green Deal MPAN Core LLFC not valid for import meter	
344	Proposed Green Deal MPAN Core not at correct registration status	
345	Supplier for proposed Green Deal MPAN Core not Green Deal Licensee	
346	Green Deal Provider Registration Reference not valid	3
347	GD Provider Plan Creator value invalid	
348	GD Provider Reassignment Type value invalid	
349	Green Deal Provider Registration Reference not valid with GD Provider MPID for sender	
350	Invalid Party Instruction Number	
351	EPC PRN type indicator Invalid	
352	Unexpected data for Reason Code provided	
353	Invalid GD MPAN Core EFD	
354	Invalid GD MPAN Core ETD	
355	Duplicate request to notify same Bill Payer of a pending Green Deal	
356	Data provided not permitted for current Green Deal Plan record Status	3
357	Update attempted before initial data population	
358	Green Deal Remittance Processor not associated with GD Provider for EFD	3
359	Invalid Bill Payer Details provided	
360	Invalid GD Plan Actual End Date requested	3
361	Future Registration to Supplier who is not Green Deal Licensee	
362	EPC PRN reference not found on register	2
363	Not all EPC data provided	2
364	GD Remittance Processor EFD not the same as first GD Daily Charge EFD	3
365	Both GDCC and Party Instruction Numbers populated	3
366	Invalid Change of Account Indicator value provided	3
367	Combination of MPID and Market Role Id not valid in GDMD for Sender for EFD	3
368	Requested GDAA Finance Party has no valid MPID for transfer EFD	3
369	GDAA Finance Party has no valid MPID for transfer EFD	3
370	No Green Deal Plan record at the correct status associated to GD MPAN Core provided	3
371	Not Used	1.3
372	Not Used	1.3
373	Not Used	1.3
374	Not Used	1.3
375	Not Used	1.3

376	Not Used	1.3
377	Not Used	1.3
378	Not Used	1.3
379	Not Used	1.3

NOTES:

- [1. This Response Code is not currently used in any scenarios](#)
- [2. This Response Code may relate to data held on the EPC Registers, and those systems should be investigated where the user receives a data flow with this code contained within it](#)
- ~~9.3.~~ [The description for this Response Code differs between MAP 18 and the DTC, users should reference the description provided here.](#)