

Part 10 Implementation

Terms of Reference for the Data Clean-up Technical Group

22 May 2013



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1 Background

- 1.1 On 29 August 2013, a new Part 10 of the Electricity Industry Participation Code 2010 (Code) will come into force (together with consequential and parallel changes to Parts 1, 11, and 15 of the Code).
- 1.2 An important element of the new Part 10 is the addition of metering records to the registry. Relevant participants will need to 'clean-up' their metering records (data clean-up) to ensure the data is of sufficient quality to be added to the registry prior to the commencement of the new Part 10.
- 1.3 The Electricity Authority (Authority) established the Data Clean-up Technical Group (Group) in September 2012, consisting of representatives from relevant participants, to plan and co-ordinate the data clean-up.
- 1.4 The Authority expected the data clean-up to be substantially completed by May 2013, ahead of the scheduled 6 June 2013 effective date of the new Part 10. Information provided by the Group in early April 2013 indicated that as at end-March 2013, only 56% of ICPs had been reviewed by traders and 58.7% by primary metering contacts. The Group advised that at the current rate of progress, not all data would be exchanged between participants and processed in the time remaining prior to population of the new registry.
- 1.5 The Authority decided to consult on a proposed extension to the Part 10 effective date. Following consideration of submissions, the Authority extended the effective date to 29 August 2013 to provide participants with more time to prepare for the new Part arrangements and achieve alignment of registry information before the new Part 10 came into effect.
- 1.6 In granting the 12-week extension the Authority noted its increased expectation and emphasis on data clean-up before the effective date. As such:
 - (a) the Authority wrote to the Chief Executives of the involved participants informing them of the Authority's expectation relating to data quality, and its intention to deal with any past, current, or future data clean up issues that undermine the operation of the new Part 10 through the compliance process, which may include the issues being referred to the Rulings Panel for pecuniary penalty and compensation orders, and requesting their cooperation in placing an increased focus on data clean-up by the effective date;
 - (b) the Authority discussed its intentions with the Group on 7 May 2013, namely to:
 - (i) review the terms of reference of the Group so that these align with the new effective date, and the Authority's increased expectation (this document);
 - (ii) review the Group clean-up plans to ensure that these are prioritising the clean-up and alignment of the three fields required to match for ICP switching to proceed;
 - (iii) require fortnightly reporting from the Group of the extent of participant progress and engagement. The reports will be published, and the Authority will follow up with those that do not appear to be making adequate progress; and
 - (iv) continue the requirement for the detailed month-end progress reporting to the Authority, including data on the alignment of billing-level information.

2 Role of the Data Clean-Up Technical Group

- 2.1 The role of the Data Clean-up Technical Group is to plan and co-ordinate the data clean-up prior to the transition to the new Part 10.
- 2.2 The role includes:
- (a) agreeing the scope of the data clean-up required to implement the new Part 10, and how the data clean-up will be carried out (a draft scope is attached as Appendix A as a reference);
 - (b) contributing to the development of a project plan for the data clean-up for recommendation to the Authority;
 - (c) assisting to identify and monitor risks relating to the data clean-up; and
 - (d) discussing and resolving any data clean-up issues that arise.
- 2.3 In addition to their role within the Group, the members will also be expected to:
- (a) act as the contact point for their organisation, relating to all data clean-up matters;
 - (b) communicate the data clean-up requirements to their own organisation; and
 - (c) report the progress of their organisation's clean-up activities to the Chair of the Group.

3 Membership

- 3.1 Members of the Group are appointed by the Authority after considering nominations from participants.
- 3.2 The Authority would prefer the Group to include representatives from all industry participants that may have a reasonable influence on the quantity and quality of metering records to be held in the registry. To this end, membership is expected to comprise representatives from:
- (a) traders;
 - (b) metering equipment owners (MEOs);
 - (c) test houses; and
 - (d) parties that intend to become meter equipment providers (MEPs).
- The Authority anticipates the Group will therefore consist of up to about 25 members.
- 3.3 Group members are expected to have the following skills and experience:
- (a) appropriate knowledge of ICP and metering records;
 - (b) appropriate knowledge of the records and operational systems of the organisation that the member is representing; and
 - (c) the ability to resolve issues in a team environment.
- 3.4 The Group also has:
- (a) an independent Chair appointed by the Authority;
 - (b) an independent subject matter expert engaged by the Authority;
 - (c) support of a secretariat organised by the Authority; and
 - (d) the Manager Market Operations as the Authority's lead representative.

4 Tenure

- 4.1 The Chair and members were appointed for an initial period of eight months. In May 2013, after discussion with the Group, the Authority decided to extend the appointment of the Chair and existing members to 31 August 2013.
- 4.2 The Authority reserves the right at any time to disestablish the Group.
- 4.3 If the Authority does not disestablish the Group, the Authority may reappoint the members and the Chair for a further term (at the Authority's discretion). The length of any further term will be discussed and agreed with members of the Group, and would reflect the extent of any additional activities that may be required.
- 4.4 The Authority may, after consultation with the person concerned, end a person's membership of the Group by written notice to the person.

5 Responsibility of the Authority

- 5.1 The Authority will:
- (a) set the objectives and expected outcomes of the Group;
 - (b) decide whether to approve the scope and detailed data clean-up plans developed by the Group; and
 - (c) appoint an independent Chair and engage the independent subject matter expert.
- 5.2 The Manager Market Operations will be accountable to the Authority for:
- (a) the resourcing and support of the Group;
 - (b) reporting to the Board of the Authority (Board) on Group matters as a component of providing advice to the Board;
 - (c) conveying relevant views, policies and decisions of the Authority to the Group; and
 - (d) together with the Chair, setting the agenda for each meeting.

6 Chair

- 6.1 The key responsibilities of the Chair include:
- (a) ensuring the Group achieves its objectives and delivers the expected outcomes;
 - (b) facilitating and guiding discussions between members so that discussions are relevant and effective while ensuring that genuine disagreements are aired and, where possible, resolved;
 - (c) conducting efficient meetings;
 - (d) with the support of the secretariat, communicating the activities of the Group to any relevant industry participants who are not represented on the Group, and encouraging the participation of these participants in the implementation of the project plan;
 - (e) managing issues through to resolution;
 - (f) managing risks identified by the Group;
 - (g) reporting key project issues and risks to the Authority; and
 - (h) reporting on progress against plans to the Authority, both fortnightly and monthly as per the Authority's intentions set out in the Background section of this document.

7 Responsibility of members

7.1 Members must:

- (a) comply with the requirements set out in these Terms of Reference;
- (b) as far as practicable, not promote or represent their own organisations' interests over the interests of the Group or its objectives;
- (c) be available for all Group meetings unless granted leave under paragraph 11.1;
- (d) read all Group papers circulated and actively contribute to the discussions of the Group; and
- (e) carry out the tasks for the Group arising from the agenda and minutes for each Group meeting.

8 Administration

8.1 The Authority will provide administrative and secretariat support as required.

8.2 The activities of the Group must be as transparent as practicable, and unless specifically agreed otherwise:

- (a) papers will be circulated to members in advance of meetings (reasonable endeavours will be made to circulate papers at least five business days prior to meetings);
- (b) papers produced for the Group will be published on the Authority's website as soon as practicable after being circulated to members; and
- (c) minutes of all meetings will be published on the Authority's website as soon as practicable after their confirmation.

8.3 While consensus will be sought at Group meetings, at times it may be necessary to accept multiple views. In such cases, the differing views will be recorded in the meeting minutes.

9 Meetings and time requirements

9.1 A Group meeting may be held by a number of the members that constitute a quorum at the date and time appointed for the meeting.

9.2 As a general rule meetings will be held in person, although teleconferencing may also be acceptable.

9.3 It is estimated the Group will need to hold about ten, one day meetings in Wellington over the ten month duration of the data clean-up (though the actual number will be dictated to some degree by the Group's ability to address the issues identified).

9.4 Reasonable notice of meetings must be given by the Chair to each member, including details of the time and venue.

10 Quorum

10.1 A quorum for Group meetings is:

- (a) a majority of its members (if the Group has an odd number of members); or
- (b) half the number of its members (if the Group has an even number of members).

10.2 The Group may not make decisions at a meeting while a quorum is not present.

- 10.3 Members of the Group are entitled to send an alternative in their place if they cannot attend a meeting, with prior approval from the Chair.

11 Attendance

- 11.1 Except where leave is given by the Chair, the Authority may remove from the Group, any member who misses two consecutive Group meetings.

12 Reporting arrangements

- 12.1 Routine reporting to the Authority will be via the Chair and any issues of concern should be escalated to the Chair by members as they arise.
- 12.2 In the normal course of events, the Manager Market Operations will ensure that the views of the Group are captured in any relevant Authority papers.

13 Confidentiality

- 13.1 Members will sign a confidentiality agreement.
- 13.2 Where information shared at a meeting is specifically identified as confidential, that confidence will be respected by including an oblique reference only to the information concerned, in the published minutes.
- 13.3 Unless there is a specific reason to the contrary, reports submitted to or produced by the Group will not be treated as confidential. All information submitted to or produced by the Group is subject to the Official Information Act 1982.
- 13.4 The Authority will arrange for all non-confidential reports, including reports or presentations submitted to the Group, to be published on the Authority's website for public viewing.

Appendix A Draft data clean-up scope

Part 10 implementation

Data clean-up scope Information paper

22 May 2013



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1 Introduction and purpose of this paper

- 1.1 This paper summarises the tasks required to enable participants to 'clean up' metering records (data clean-up) prior to the inclusion of these records in the registry when the new Part 10 comes into force on 29 August 2013.
- 1.2 Following the extension to the effective date from 6 June 2013 to 29 August 2013, the Authority has updated the original version of this paper dated 18 September 2012 which was a draft for discussion by the Data Clean-Up Technical Group (Group).

2 Objective of the data clean-up

- 2.1 The objective of the data clean-up is to ensure metering records held in the registry are of acceptable quality when the new Part 10 commences on 29 August 2013.

3 Scope of the data clean-up

- 3.1 The clean-up of metering records requires the involvement and collaborative effort of reconciliation participants, approved test houses (ATHs) and primary metering contacts to determine an accepted quality of metering records in preparation for the population of the extended registry.
- 3.2 Once the Group has agreed the quality of metering records required and the data clean-up process, the affected parties should undertake the necessary actions within their own organisations to complete the clean-up prior to 29 August 2013.
- 3.3 The Group will confirm the acceptable quality of the following metering records:
 - (a) the primary metering contact (who will become the metering equipment provider (MEP) under the new Part 10);
 - (b) multipliers/compensation factors;
 - (c) metering installation details; and
 - (d) meter serial numbers, meter location codes, registers, register content codes, control device certification, etc.
- 3.4 The Group is also expected to agree on how relevant asset numbers/serial numbers should be used within the new metering and registry arrangements.
- 3.5 Issues the Group will need to consider for the data clean-up include:

What is the best source of information to be included in the registry?

- (a) There are a number of potential sources for the records that are required to be included in the registry. Possible sources include:
 - (i) distributor records;
 - (ii) registry TN messages;
 - (iii) current and previous trader records;
 - (iv) ATH records (where sites are fully certified); and
 - (v) meter equipment owner records.

What data formats should be used?

- (b) The formats for the information required for the data clean-up will need to be agreed with the industry.

How will inconsistencies in the data be addressed?

- (c) Cross matching of records may be required to determine:
 - (i) the correct metering records for an ICP where there has been a meter configuration change or serial numbers have been altered;
 - (ii) the number and location of metering installations;
 - (iii) correct location codes for each metering installation;
 - (iv) the correct register content code for each metering installation using the proposed register content codes; and
 - (v) the correct certification status for each metering installation.
- 3.6 There may be trade-offs necessary for interim certified metering installations. It is not intended that:
- (a) the process will require site investigations; or
 - (b) traders should end date and start date meters in order to correct serial numbers.
- 3.7 Where errors are located in metering records, it is expected:
- (a) for interim certified sites, that meter owners will apply an agreed interim record correction; and
 - (b) for fully certified sites, that traders will correct metering records (though it is anticipated that fully certified installations should already have correct records).

4 Out of scope items

- 4.1 The data clean-up process will not confirm:
- (a) who should be the MEP;
 - (b) access arrangements, lease agreements, etc.; and
 - (c) agreements between metering equipment owners.
- 4.2 The Group will not consider the clean-up of any *existing* registry data, except for the primary metering contact (as per 3.3(a), above). The Authority will manage the clean-up of existing registry data but it will require the involvement of traders, distributors, and primary metering contacts. The clean-up of the existing registry data could include, but is not limited to, ensuring:
- (a) addresses are correct for each ICP;
 - (b) ICPs with no trader have the correct energisation status;
 - (c) appropriate profiles and meter types are applied for meter categories; and
 - (d) sites with connected generation are appropriately recorded.
- 4.3 The scope of the data clean-up described in section 3 above is expected to be consistent with the objective set out at paragraph 2.1. However, it is possible that the Group may identify peripheral issues that may influence the operation of the registry and market systems under the new Part 10. If any such issues do not work toward the overall data clean-up objective, and are therefore

outside the original scope, they should be referred back to the Authority with a recommendation as to the further work that may be required.

5 Amended data clean-up timetable

5.1 Indicative dates for key milestones are provided in the following table.

	Milestone	Who	Target date
1	Call for nominations for Data Clean-up Technical Group	Authority	September 2012
2	Establish Data Clean-up Technical Group	Authority	October 2012
3	Appoint independent Chair, and engage independent subject matter expert	Authority	October 2012
4	Confirm scope of the data clean-up and develop plans	Data Clean-up Technical Group	November – December 2012
5	Approval of the data clean-up plans	Authority	December 2012
6	Extend membership terms of the existing Chair to 30 September 2013 and members of the DCTG to 31 August 2013	Authority letter signed by members	May 2013
7	Data clean-up	Industry	December 2012 – 29 August 2013