

Version	Variation #	Date	Annotation
1.1	1	11/06/2019	Moved to version 1.1 Amend Table 1 to remove the requirement for 'User requested registry reports
1.2	2	24/06/2020	Moved to version 1.2 Amend clause 10.3 to allow the registry to archive batch files received from participants

# Registry manager

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## Schedule 2 - Non-functional requirements

Version 1.2, 26 June 2020

## **Introduction**

This document describes the non-functional features and attributes that the **Authority** requires of the registry manager.

This document is part of the registry manager service provider agreement, and must be read in conjunction with that **agreement**, including the associated schedule 3 – Registry manager **functional specification**.

## Contents

Introduction	ii
1 Statutory objective alignment	1
2 Application architecture	1
3 Websites, email addresses and branding	2
4 Interoperability	3
5 Service level requirements	3
6 System availability	6
7 Recoverability and business continuity	7
8 Security and confidentiality	8
9 Capacity	11
10 Data management	12
11 Audit trail/traceability	13
12 Service management	13
13 Technology currency	15
14 Changes to the services or system	15
15 Design consultation	17
16 Audits under clause 3.17 of the Code	17
17 Government standards	17
18 User liaison	17
19 Training	18
20 Documentation	19
21 Upgrade and improvement services	20
22 Third party innovation	20
23 Performance management	21
24 Provider contacts	22
25 Monthly report	22
26 Meetings	23
Appendix A Extended interfaces	25
Appendix B Change control process	26
Appendix C Audit guidelines	27
Appendix D Indicative information volumes	31

## Tables

Table 1: Service levels reported monthly	4
Table 2: Service management standards	13

## Figures

Figure 1: Service delineation

6

# 1 Statutory objective alignment

When providing the **services**, the **Provider** must provide those **services** in a way that assists the **Authority** to give effect to the **Authority's** statutory objective under section 15 of the **Act**. Nothing in this clause permits or requires the **Provider** to act in a manner that is inconsistent with the **Provider's** obligations under the **Act**, the **regulations**, the **Code**, elsewhere in the **agreement**, or any applicable law or regulation.

## 2 Application architecture

### 2.1 Industry standard

The **system** must be built on an industry standard, robust architecture that is resilient and scalable in the following areas:

- (a) hardware infrastructure;
- (b) operating system;
- (c) network topology;
- (d) application software;
- (e) database;
- (f) systems deployment and management; and
- (g) security, firewalls, virus protection, etc.

2.2 The **Provider** will not transition any infrastructure to a cloud based solution (or any non-**Provider** owned solution) without first obtaining the **Authority's** written approval. This provision is to ensure that as technology develops in the future, the government standards for data integrity and security current and in development at the time will be taken into account as part of the development of the solution.

### 2.3 Independent environments

There must be a minimum of four separate and independent environments:

- (a) production
- (b) disaster recovery
- (c) development
- (d) **user** acceptance testing.

Independence means that activity on the user acceptance testing and development environments must not affect the production environment in any way. The **user** acceptance testing environment must also be available for **users** to perform their own testing and staff training, during help desk hours. The environment must be refreshed at least monthly. The date and time of the refresh must be advised to the **Authority**.

## 2.4 Scalability

The **system** must be easily scalable to accommodate a 25 percent growth in **users** and transactions per annum, without significantly affecting performance and reliability.

- Trader access - 100% growth
- Distributor access - 100% growth
- Metering equipment provider – 100% growth
- EIEP hub access – 500% growth
- Non participant access – 500% growth
- Web services access – 500% growth.

If the **Provider** is using a cloud environment, the **Provider** must obtain assurances from the cloud provider that capacity increases can be readily accommodated within the timeframes specified by the **Authority** without impacting service levels.

## 2.5 Upgrades

Procedures for the implementation of upgrades to hardware and **software** must be agreed between the **Provider** and the **Authority** in accordance with the **agreement**. The timetable for the implementation of all upgrades must be advised to the **Authority**.

## 2.6 Data integrity maintenance

The **Provider** will be responsible for the maintenance of the **data** environment and must ensure that functionality is available within the application to reload corrected **data** if found within a reasonable period. The **Provider** must provide assistance to **users** in executing any such recovery.

The **Provider** must undertake the recovery of any database integrity and corruption issues and correct any errors that occur as a result of the **system** incorrectly processing any information.

The **system** must provide a mechanism for validation checks to prevent **users** from being able to load inaccurate information.

## 2.7 Concurrent **users**

The **system** must be initially designed to cope with at least 2,000 concurrent **user** sessions

Total current **users** and the transaction volumes are detailed in Appendix D.

# 3 Websites, email addresses and branding

- 3.1 External communication with **users** and the public related to the **services** must include the **Authority's** approved logo, in a position on that communication type agreed with the **Authority**. This includes but is not limited to websites, templates for notices and **documentation** but excludes emails.

- 3.2 Website and generic email addresses relating to the **services** (except personal email addresses for the **Provider's** staff) are the property of the **Authority**. Where those addresses, including email addresses, use the **Provider's** registered domain, the **Provider** must cease using those addresses immediately if this **agreement** is terminated or expires or any transition period ends, whichever is the later.

For 12 months immediately after the **agreement** is terminated or expires or any transition period ends, whichever is the later, the **Provider** will forward any emails to the email address specified by the **Authority** and will post a message on the website directing viewers to a website address specified by the **Authority**.

## 4 Interoperability

### 4.1 Interfaces

The following types of interface must be provided, as defined in the **functional specifications**:

- (a) a secure web browser **user**-interface for updating, viewing and downloading information in CSV and XML formatted files. Supported browsers must include currently supported versions from time to time of Internet Explorer, Google Chrome and Firefox. The web server must support TLS 1.2 as a minimum; and
- (b) facility to transfer files in CSV or XML format via SFTP for updating and downloading information.

### 4.2 Extended system interfaces

- (a) All inbound and outbound interfaces to the **system** must be efficient and secure and as documented in the **functional specification**. All new interfaces must be designed using loose-coupling principles to ensure that the interfaces can be modified or re-implemented with minimal disruption, and so that the **system** can be easily separated with minimal disruption and cost from any other market operations service provider (MOSP) roles provided by the **Provider** to enable contestability of the MOSP roles.
- (b) All interfaces must be documented in the **functional specification** including source, target, format, mechanism and frequency.
- (c) web services using SOAP (and for new web services the current accepted protocols) must be provided for downloading the current information in any field within the registry.

## 5 Service level requirements

### 5.1 Continuous service

The registry manager operates the electricity market registry which is the "database of record" for information about points of connection that have installation control point identifiers (ICPs). It must be available to **users** 24 hours daily and 7 days per week.

The **Code** sets out the minimum service levels. However the parties may agree higher service levels in this **agreement** if the registry impacts:

- (a) electricity market settlement (wholesale and network),
- (b) ICP switching (between traders, network owners and metering equipment providers), and
- (c) consumer invoicing.

## 5.2 Service levels reported monthly

The **Provider** must provide the **Authority** a monthly report detailing service levels attained during the month and where a requirement was not attained, the reasons for any failure.

**Table 1: Service levels reported monthly**

Measure	Requirement	Report
Availability during regular service hours (0730 hours to 1930 hours each day)	99.9%	% attained
Outside regular service hours (between 1930 hours and 0730 hours)	>98%	% attained
Number and detail of <b>Provider Code</b> or <b>agreement</b> breaches and details	0	Actual number
Service response time of transactions sampled at regular intervals (every 1–5 minutes as agreed between the <b>Authority</b> and the <b>Provider</b> ) during regular service hours for the <b>system</b> at the delineation point of the <b>system</b> to external communications providers	96% of all sampled transactions will have a response time < 2 seconds	Longest time period in seconds Percentage of transactions exceeding 2s
	90% of all sampled transactions will have a response time < 1 second	Percentage of transactions exceeding 1s



Measure	Requirement	Report
Reporting statistics for each registry interface type detailed in the <b>functional specification</b>	Average time during a month to run each registry interface including all <ul style="list-style-type: none"> <li>a) creation interfaces</li> <li>b) maintenance interfaces</li> <li>c) switch interfaces</li> <li>d) reports</li> </ul>	Average seconds for each individual interface
	Number during a month of each registry interface including all <ul style="list-style-type: none"> <li>a) creation interfaces</li> <li>b) maintenance interfaces</li> <li>c) switch interfaces</li> <li>d) reports</li> </ul>	Number of each individual interface

11/6/2019 – Table 1: user requested reports removed, variation #1

### 5.3 Maintenance

Unless otherwise approved in writing in advance by the **Authority** (such timely approval not to be unreasonably withheld) there must be no more than two planned outages per month, one of which is reserved for the monthly production release of **software**. Each planned outage must be at a time to be agreed by the parties and be no more than 2 hours in duration. Any planned outage of more than 2 hours duration must have the prior approval of the **Authority**, such timely approval not to be unreasonably withheld.

Approved, pre-planned outages do not count against service level targets.

For urgent corrective maintenance (to fix **system** faults that are threatening the service levels set out in this document), the **Provider** may, having notified the **Authority**, undertake maintenance at any time. Any such unavailability will count against service level targets.

Each outage must:

- (a) For planned outages, be notified to **users** two days in advance, and one hour prior to the outage.

- (b) For urgent corrective maintenance outages, be notified to **users** one hour prior to the outage.

#### 5.4 Monthly service-level reporting

The **Provider** must provide the **Authority** a monthly report detailing service levels attained during the month and where a requirement was not attained, the reasons for any failure.

## 6 System availability

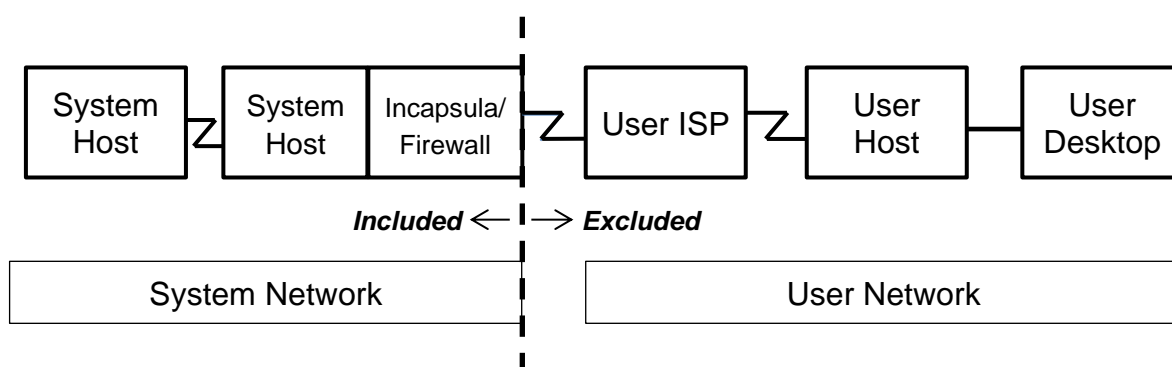
6.1 Usage of the **system** is heavy at critical periods in the month as described in section 5.2 of the **functional specification**. At other periods there may be little or no activity. Therefore the **system** must be designed to provide maximum availability around the critical periods. Critical periods may include, but is not limited to:

- (a) preparation of invoicing;
- (b) receipt and making market clearance payments; and
- (c) review and management of prudential.

#### 6.2 Service delineation

Both availability and outage service levels are delineated by the point at which any transaction enters or exits the **system's** subcontracted Internet Services Provider (ISP). All service components, including the **system** host, internal and wide area networks and ISP, are covered under availability and outage calculations. This is shown in Figure 1.

**Figure 1: Service delineation**



#### 6.3 Calculation of availability

Availability will be calculated based on the number of minutes that the **system** is substantially unavailable in any one month due to failure of any component of the host (including the Incapsula service) or ISP, using the following formula

$$\text{Availability} = 100 - (\text{minutes of unplanned outage and urgent corrective maintenance} / (\text{days in month} * 1440) * 100)$$

## 6.4 Categorisation of outages

Unplanned and urgent corrective outages are included in the calculation of availability when the **system** is unavailable.

Planned, pre-approved, non-urgent maintenance outages are not included in the calculation of availability

If the actions of any **user** have caused the outage to have occurred, or have contributed in a material fashion to the cause of the outage, then the **Provider** will not be held accountable for the outage. This includes any actions recommended by the Provider but not taken by the **user** where acting on the recommendation would have avoided or minimised the outage. **User** caused outages, or the additional outage time caused by a **user** failing to take directed action will not be included in the calculation of availability.

# 7 Recoverability and business continuity

## 7.1 Backup

Backup copies of all **data** and **processed data** must be taken at least daily and stored in a secure offsite location. Likewise, copies of the latest version of the **software** must also be kept offsite. At least weekly, a backup copy of the **data**, **processed data** and **software** must be delivered and stored at an offsite location at least 100km from the premises used to provide the regular **services**.

Alternatively, backup copies of the **data** and **processed data** can be stored in a cloud based facility, subject to approval by the **Authority** and compliance with Government Chief Information Officer (GCIO) standards for cloud based computing services.

The **Provider** must have a plan in place to restore backup **data** and **processed data**, and recover lost **data** and **processed data** up to the point of restoration. The plan must be available to the **Authority** as part of the **documentation**.

## 7.2 Business continuity plan

The **Provider** must develop and keep up to date a business continuity plan (BCP). If the **system** includes a cloud based computing environment, then the **Provider** must provide assurance that the cloud provider maintains a fault-tolerant environment that meets the **Authority's** required service levels or can demonstrate a failover of the environment to another cloud based computing environment.

The BCP must:

- (a) be aligned with the current version of ISO 22301 or NFPA1600 or another recognised standard for business continuity planning;
- (b) be regularly tested (at least annually, but may be more frequently if required by the Authority) and the results of each test reported to the **Authority** in the next monthly report;
- (c) be provided to the **Authority** before the initial BCP or any changes are implemented, and the **Provider** will consider any feedback provided by the **Authority**;

- (d) contain contact details for the **Provider's** nominated contact person, including backup contacts. The contact details are to include multiple methods of contact including physical location and access details for all physical locations where the contact may be located when providing the **services**.

### 7.3 Recovery time

The BCP must include a disaster recovery plan designed to recover the **system** in the event that the **Provider's** site (that contains the **system**) is inoperable. A real-time disaster recovery **system** must be available to commence **services** within a period of two hours from failure of the production **system** and must ensure that no more than ten minutes of pre-failure **data** and **processed data** is lost in the event of the production **system** failing, and must ensure the lost **data** and **processed data** is restored with the cooperation of **users**.

### 7.4 Disaster recovery testing

The **Provider** must test the disaster recovery plan and disaster recovery **system** prior to the commencement of operation and every six months thereafter. The test must include:

- (a) obtaining the prior written approval from the **Authority** for the date and time of a disaster recovery test;
- (b) notification to all affected **users** of the date and time of the disaster recovery test, and any changes to URLs, addresses etc. for the duration of the test;
- (c) activation of the disaster recovery **system** at the remote location;
- (d) verification of the disaster recovery **system** availability to an external **user**;
- (e) transfer of the production environment to the disaster recovery **system** for a period of at least two **business days** at the date and time agreed under a) above;
- (f) testing of files and updates; and
- (g) transfer of the production environment back to the production **system** at the date and time agreed under (a) above including notification to all **users** of the date and time of the change back to the production system and any changes to URLs, addresses etc. for the duration of the test.

The **Provider** must provide a written report to the **Authority**, in the next monthly report after completion of the disaster recovery test, of the results and ensuing actions.

### 7.5 Alternative submission and publication facility

The **Provider** must provide alternative submission and publication facilities to **users** in the event that the production **system** is unavailable, as required by the **Code**. These procedures must be agreed with the **Authority**, and **users**.

## 8 Security and confidentiality

### 8.1 Authority Policies

The **Provider** must comply with the **Authority** policies as updated from time to time, related to information and security where those policies and updates are provided by the **Authority**. The policy outlines the **Authority's** expectations for managing personnel, physical and information security. The **Provider** may provide feedback to the **Authority** about the application of those policies. If the application of those policies will result in changes to the **services** or impose material costs on the **Provider**, the **Provider** may initiate the change management process to implement those changes.

## 8.2 Application of government security policy

The **Provider** must meet the objectives of the [New Zealand Protective Security Requirements](#), and must use best endeavours to maintain the security of the system, data and processed data against unauthorised access or use.

## 8.3 Authentication

The **system** must have a framework for management and authentication of **users**. The **system** must have the capability to recognise, block and report unauthorised access attempts.

The system must permit a supervisor/administrator for each participant that is granted administrative functions for managing the access levels, login details, and password resets for users under that participant identifier. The user must not be able to be granted access levels greater than the supervisor, and must not be able to be granted access to the administrative functions.

User IDs and passwords must not be sent to users in an unencrypted form or in a way that would allow an unintended recipient to use the details to access the registry.

## 8.4 **User** access provisions

- (a) Access restrictions are directed at preventing any action that would compromise a secure, reliable and efficient **system** for the wholesale electricity market. Restrictions on access to the registry, and to data within the system
  - (i) apply to all **users** and are to protect confidential information and information critical for market submissions
  - (ii) do not apply to the Authority
  - (iii) prevent changes being made to data that is not 'owned' by the participant
  - (iv) prevent activities that could interfere with access by other **users** or jeopardise the operation of the **system**.
- (b) The **Authority** may instruct the **Provider** from time to time to modify access restrictions for any **user** of the **system**.
- (c) The **system** must provide multiple categories of access to the registry. The **Authority** will advise the **Provider** of the category of access that must be given to each registry supervisor **user**. There are five main categories of **user** access to the registry:

- Read and write registry **user** access (via SFTP and web browser) to:
    - traders
    - distributors
    - metering equipment providers
  - Read only registry access (via SFTP and web browser) with the capability of running reports on all parameters set out in the reports and view any ICP details to:
    - reconciliation manager
    - clearing manager
    - system operator
    - Authority
    - other parties approved by the Authority
  - Read only registry access (via web browser) without reporting capability but can view any ICP attributes to:
    - other parties approved by the Authority
  - Read only access (via web services) to all ICP attributes to:
    - traders
    - distributors
    - metering equipment providers
    - the Authority
    - other parties approved by the Authority
  - Upload and download EIEP hub access (via SFTP) to
    - traders
    - distributors
    - metering equipment providers
    - the Authority
    - other parties approved by the Authority
- (d) **User** access provisions must:
- (i) be assignable by access type detailed above
  - (ii) be assignable by the **Authority** approved identifier

- (iii) ensure that updates can only be made to data in fields that are 'owned' by the user's participant identifier
- (iv) limit the ability to run reports returning a file to the participant identifier assigned to the **user** or to known ICP identifiers
- (v) be able to be restricted or terminated by the **Authority**

Communications with participants is via email and telephone.

## 8.5 Security policy

The **system** must have a security policy in place and have mechanisms that enforce the password standard, account lock-out for unsuccessful logon attempts and session timeouts. Session timeouts must be configurable.

## 8.6 Logs

The **system** must maintain audit logs of **user** interactions (not limited to but including connection and disconnection, events edited, reports requested, searches carried out, etc) with the **system** and the **Provider** must investigate all alerts of repeated unsuccessful logons to prevent unauthorised access. The audit logs must provide information for **users** to analyse their own usage patterns of the **system**. This information must be made available on request.

## 8.7 Confidentiality

The **Provider** must ensure that all **data** and **processed data** remain confidential to the **Provider**, the **Authority** and the participant that provided the **data** unless the **services** or **Code** explicitly require the **Provider** to publish or release the **data** or **processed data**.

## 8.8 Security and confidentiality Incidents

Security and confidentiality related events will be reported to the **Authority** and a service management event created in the service management system according to the Service Management Procedure.

# 9 Capacity

## 9.1 Capacity planning strategy

The **Provider** must have a well-defined and documented capacity-planning strategy in place to ensure that the **system** always maintains enough capacity for the predicted amount of **data** and **processed data** and processing requirements plus a margin to ensure the service levels are always met.

## 9.2 Management utilities

The **Provider** must use system management utilities that will measure the capacity of the **system**, to show trends and therefore assist with predicting future capacity requirements.

## 9.3 Excess volumes

The **Provider** must promptly advise the **Authority** if increases in transactional volume beyond the levels agreed threaten the achievement of service levels.

The **Provider** will promptly review the capacity of the **system** and increase its capacity, if necessary, to maintain the service levels.

If the service levels cannot be met and transaction and/or database volumes are less than those agreed, the **Provider** will be responsible for taking such remedial action as is necessary to meet service levels.

Where transaction and/or database volumes exceed those agreed with the **Provider**, or **Code** changes have increased complexity to the extent that service levels cannot be met, then the **Provider** or the **Authority** will initiate the agreed change control process if any changes to the **services**, **system** or **fees** are required.

## 10 Data management

### 10.1 Data ownership

The **Provider** must store the **data** and **processed data** securely, manage **data** and **processed data** according to a lifecycle agreed with the **Authority**, and provide it to the **Authority** via SFTP or a secured online portal as agreed. The rights around use and ownership of **data** and **processed data** are defined in clause 9.7 of the **agreement**.

**Data** and **processed data** must not be used by the **Provider** for any unauthorised use.

### 10.2 Data provided to the Authority

- (a) The **data** and **processed data** the **Provider** will send to the **Authority** is listed in the functional specification.
- (b) Unless agreed otherwise this **data** and **processed data** will be sent via SFTP.
- (c) If the **data** being provided will be late or missing, or there is an outage or disruption (planned or unplanned) to the **system** providing the **data**, the **Provider** will inform the appropriate **Authority** representative:
  - (i) as soon as practicably possible for unplanned outage, late or missing **data**;
  - (ii) at least one **business day** prior to a planned outage.

### 10.3 History

The **system** must retain **data** and **processed data** for immediate access. Archiving of data could cause operational problems to the **system** and **users** and must not be archived. However the batch files received from and delivered to participants may be archived after 30 days, provided the **system** retains the **data** that was contained in those files. Any batch files must be available for retrieval on request.

The **Provider** will be required to maintain all the historical **data** and **processed data** contained in the system immediately prior to 1 May 2017 for use in providing the **services** relating to periods prior to 1 May 2017.

29/6/2020 – Clause 10.3: ability to archive batch files received from participants, variation #2



## 11 Audit trail/traceability

The **system** must maintain an audit trail of all:

- (a) **data** and **processed data** input, added or changed
- (b) confirmations delivered
- (c) notifications delivered
- (d) the delivery of information to **users**.

Audit information must include time, **user**, method and any other pertinent information to allow for full tracking from source to destination.

## 12 Service management

### 12.1 Industry standard

The **Provider** must employ best practice such as ITIL (Information Technology Infrastructure Library) for service management including robust quality assurance processes.

### 12.2 Service management standards

The following service management standards set the minimum standards for fault reporting and restoration of the **services**. As the **Provider** would be both performing the **services** and supporting the **system** the service management standards apply equally for internal and external **users** of the **system**.

The service management standards are shown in Table 2:

**Table 2: Service management standards**

Severity level of Fault	Definition	Service Level response and response time
1	<b>Business Critical Failures:</b> An error in, or failure of, the <b>system</b> that: <ul style="list-style-type: none"><li>(a) materially impacts the operations of the <b>service</b>;</li><li>(b) prevents necessary work from being done; or</li><li>(c) disables major or critical functions of the <b>system</b>.</li></ul>	<b>Level 1 Response:</b> Acknowledgment of receipt of a support request within 15 minutes. <b>Level 2 Response:</b> Appropriately skilled person to respond within 1 hour of the support request. <b>Level 3 Response:</b> The <b>Provider</b> shall work on the problem continuously and implement a solution within 6 hours of receipt of the support request. If the <b>Provider</b> delivers a solution

Severity level of Fault	Definition	Service Level response and response time
		by way of a workaround reasonably acceptable to the <b>user</b> , the severity level assessment shall reduce to a severity level 2 or lower.
2	<p><b>System Defect with Workaround:</b></p> <p>(a) a critical error in the <b>system</b> for which a work-around exists; or</p> <p>(b) a non-critical error in the <b>system</b> that affects the operations of the <b>user</b> service.</p>	<p><b>Level 1 Response:</b> Acknowledgment of receipt of a support request within 2 hours.</p> <p><b>Level 2 Response:</b> The <b>Provider</b> shall, within 1 <b>business day</b> after the Level 1 Response time has elapsed, provide an emergency fix or workaround which allows the <b>user</b> to continue to use all functions of the <b>system</b> in all material respects.</p> <p><b>Level 3 Response:</b> The <b>Provider</b> shall provide a permanent fix as soon as practicable and no later than 20 <b>business days</b> after receipt of the support request.</p>
3	<p><b>Minor Error:</b> An isolated or minor error in the <b>system</b> that:</p> <p>(a) does not significantly affect <b>system</b> functionality;</p> <p>(b) may disable only certain non-essential functions; or</p> <p>(c) does not materially impact the <b>user's</b> operation of the <b>system</b>.</p>	<p><b>Level 1 Response:</b> Acknowledgment of receipt of the support request within 1 <b>business day</b>.</p> <p><b>Level 2 Response:</b> The <b>Provider</b> shall provide a permanent fix within 40 <b>business days</b> after the Level 1 Response time has elapsed.</p>
4	<p><b>Non-disruptive error</b> An isolated or minor error in the <b>system</b> that has agreement from the <b>Authority</b> and the <b>user</b> that reports the error to leave the fix until the next convenient</p>	<p><b>Level 1 Response:</b> Acknowledgment of downgrade of severity to level 4 within 1 <b>business day</b> of downgrade.</p> <p><b>Level 2 Response:</b> The <b>Provider</b> shall provide a</p>

Severity level of Fault	Definition	Service Level response and response time
	release	permanent fix at the next convenient opportunity as agreed with the <b>Authority</b> .

### 12.3 Communication

If an incident affects more than one **user**, the **Provider** must notify all **users**.

The **Provider** must develop multiple formal communication channels, such as email, text messaging, website etc., to notify **users** and the representative of the **Authority** of outages and likely timeframes for restoration of service.

The **Provider** must provide an escalation process for **users** in the event of either a failure of the **system** extending beyond service level thresholds or in the event of continued **user** service issues.

For severity 1 and 2 incidents the **Provider** must also liaise with the representative of the **Authority** and **users** not less than daily, including advising of expected times for the resumption of the **services**.

### 12.4 Incident reporting

A summary of all incidents and their resolution times must be included in the monthly report on service levels.

The **Provider** will provide the **Authority** access to view (as a minimum) relevant entries on the incident reporting system, and the change and issue register.

## 13 Technology currency

13.1 The **Provider** will ensure all infrastructure hardware is kept current and up to date, and that all infrastructure operating systems and other supporting software are maintained at current supported versions. The **Provider** will ensure that vendor support is in place continuously for all aspects of the **systems**.

13.2 The **Provider** will provide to the annual auditor, confirmation that all infrastructure is current and that vendor support is in place for the coming year.

13.3 The **Provider** will not transition any infrastructure to a cloud based solution (or any non-**Provider** owned solution) without first obtaining the **Authority's** written approval. This provision is to ensure that as technology develops in the future, the government standards for data integrity and security current and in development at the time will be taken into account as part of the development of the solution.

## 14 Changes to the services or system

### 14.1 Change control

For changes to the **services** or the **system**, the **Provider** must follow the change control process as set out in Appendix B of this document. The change control process must be integrated into the **Provider's** internal change management processes with respect to the efficient management and reporting of progress.

#### 14.2 Which form of document is used to record a change.

All changes to the **services** or **system** must be agreed in writing by the **Provider** and the **Authority**, and that agreement will be recorded in either a change request (CR) or a system delivery agreement (SDA). Generally a CR will be used when the change is of low complexity, low impact or low cost. A CR will be used if:

- (a) the cost of the change is below \$250,000; and
- (b) less than 10% of the functionality of the **system** or **services** is being altered; and
- (c) less than 10 % of the source code of the **software** is being altered; and
- (d) there is low probability of the scope or the charge to the **Authority** changing as the project progresses; and
- (e) the change is not a material part of a major **Authority** policy implementation; and
- (f) a formal warranty period is not required; and
- (g) there is no material impact on the **users** to implement the change in their systems.

These are general guidelines and the **Provider** and the **Authority** may agree to use a CR if these thresholds are exceeded, however the **Provider** and the **Authority** must give explicit consideration to using a SDA, and if a CR is used, the reasons for doing so must be recorded in the CR.

The **Provider** and the **Authority** may agree to use a SDA for changes below these thresholds.

#### 14.3 Industry standard

The **Provider** must employ industry standard software engineering practices including robust quality assurance processes. Any methodology must cover the whole system development lifecycle in the development and maintenance of **software**.

#### 14.4 Flexibility

The **software** must be designed for flexibility to ensure changes to functions, as a result of **user** or **Authority** requests and **Code** changes, can be made efficiently and cost effectively. The **system** must have a modular design which allows changes to specific business processes to be isolated to those areas only with minimal impact on other parts of the **system** or external interfaces.

The **Provider** must be able to develop custom reports, both one-off and for regular delivery, on request from the **Authority**.

## 15 Design consultation

- 15.1 The **Provider** must provide input to the design process for the **Authority's Code** amendment initiatives to promote efficient **Code** design. This is limited to a high level assessment of initiatives proposed by the **Authority**, and will require the **Provider** to proactively keep up to date with the **Authority's** initiatives.
- 15.2 Consequent changes to the **services** will be dealt with using the change control process, and therefore detailed input will be provided as part of the change control process, and is not required as part of the design consultation.
- 15.3 The **Provider** must respond constructively to requests for change from the **Authority** or other MOSPs by assessing the potential impact and cost and engaging in dialogue to achieve efficient design.
- 15.4 The **Provider** must proactively propose any changes that it perceives will improve efficiency of delivery of the **services**.

## 16 Audits under clause 3.17 of the Code

Audits required under the **Code** must be carried out in accordance with the software audit guidelines in Appendix C.

## 17 Government standards

- 17.1 The **Provider** must demonstrate alignment with the Records Management and Security Standards as referred to in the GEA-NZ standards.
- 17.2 The **Provider** will provide and keep updated an ICT operations risk assurance plan, consistent with the recommendations of the GCIO. This plan is to be included in the **documentation**.

## 18 User liaison

### 18.1 Operational Relationship

The **Provider** is required to maintain close contact with **users** and the **Authority**, be proactive, provide advice on future functionality and ensure that the **system** remains responsive, up to date and consistent with the needs of the industry.

The **Provider** will allow reasonable access for **Authority** staff to become familiar with the **Provider's services**. This may involve short term secondments, shadowing the **Provider's** staff, including developers and **system** support staff, or spending time and discussing the **services** with the **Provider's** staff while the **services** are being performed.

### 18.2 User group

The **Provider** will set up a **user** group for participants that use the **services**. The **user** group will be open to all participants including the system operator and the **Authority**. The **user** group will meet regularly, at least annually.

### 18.3 User satisfaction survey

The **Provider** is required to develop, have approved by the **Authority**, and distribute a survey of all **users** that analyses the satisfaction levels of the **service** provision. The results must be consolidated and the report must include the actions the **Provider** proposes to take to resolve any unsatisfactory results. The report must be completed and provided to the **Authority** annually before the end of March, in a form agreed by the **Authority**.

### 18.4 Key stakeholder meetings

The **Provider** will conduct face to face stakeholder meetings with key stakeholders. These meetings will be conducted at least annually. The **Provider** may conduct additional stakeholder meetings at any time. The **Provider** and the **Authority** will agree the key stakeholders to be met and may agree to combine meetings with similar meetings required from the **Provider's** other MOSP roles. The **Provider** will report the outcomes of these meetings to the **Authority**.

## 19 Training

19.1 The **Provider** must make available structured Industry training beyond basic use of **software**, at the cost of the **user**. The training course will cover:

- (a) a brief introduction to the **Provider's** role and its place in the 'big picture';
- (b) a reasonably thorough review of key role processes;
- (c) an overview of important **user** obligations relevant to each role;
- (d) introduction to, and basic use of each role's participant **user** interface;
- (e) practical hands-on experience in a UAT type environment;
- (f) how to contact the **Provider's** team both for day to day operational issues and to engage in the development of the **systems**.

19.2 The **Provider** will provide basic training materials on line at no cost to the **user**.

19.3 The **Provider** will provide online help to include full and detailed information about each aspect of the **system** including:

- (a) data definitions;
- (b) setup information;
- (c) FAQs;
- (d) **system** user guide;
- (e) troubleshooting guide;
- (f) contact information;
- (g) business continuity information.

This includes a searchable help system allowing **users** to easily locate the content they need. All of this material will be geared towards new **users** but will also be relevant to existing **users**.

- 19.4 The **Provider** must present to two one-day **Authority** initiated industry forums in Wellington per annum at no cost. The details of the forum and the material to be presented will be agreed at the monthly meeting at least one month prior to the scheduled forum date.

## 20 Documentation

### 20.1 Required documentation

The **Provider** must develop, maintain and provide as a minimum to the **Authority**:

- (a) an up-to-date **functional specification** against which the **software** comprised in the **system**, including details of any data transformations and input and output interfaces, can be audited as per the requirement in clauses 3.17 and 3.18 of the **Code**, and to assure the **Authority** that additional requirements are being provided correctly. The **functional specification** is the 'software specification' referred to in the **Code** as well as the document in which additional requirements requested by the **Authority** is recorded. The **functional specification** and any subsequent changes are the property of the **Authority**;
- (b) a **user** manual and online help facilities to enable new **users** to configure their systems correctly and access the **system** to the level of detail agreed with the **Authority**. The **user** manual must provide sufficient detail for new **users** to locate and use all the relevant functions. The **user** manual must include a troubleshooting guide, frequently asked questions and information on where and how to seek further help. The user manual must be updated at the time a change to the registry becomes available in the production **system**;
- (c) a document detailing the regular backup procedures used to secure the live system as set out in clause 7.1 of this Schedule;
- (d) a business continuity process manual that describes the procedure, possible impacts on **users** and their operations, and instructions on what **users** will need to do for business continuity; and
- (e) sufficient technical documentation for business continuity in case of the loss of key personnel. This must include a design specification that describes how the **system** delivers the functions described in the **functional specification** and operational requirement documents.
- (f) up to date, technical **documentation** that details the hardware, infrastructure and **software** configurations and settings. The purpose of this documentation is to enable the **Authority**, using suitably qualified technical personnel, to set up the **software** on a system with another provider without undue delay if this **agreement** is lawfully terminated, and to ensure the contestability of the registry role at the natural expiry of this **agreement**.
- (g) business process information that covers all business processes required to perform the **services**, not just **software** based **services**.

### 20.2 Access to documentation

- (a) With the exception of the documentation referred to in clause 20.1(e), all **documentation** must be stored and backed up within the **system** and be readily accessible at all times to **Authority** staff. The **Authority** will only use the **documentation**, including any copies, in accordance with the requirements of the relevant clauses of this **agreement** and the **Software Licence Agreement**.
- (b) The **Provider** must annotate any contents of the **documentation** that it considers may allow or facilitate unauthorised access to the **systems** if it was released by the **Authority**. The **Authority** acknowledges that annotated documentation is sensitive and the security of the **system** may be vulnerable if the **Authority** does not keep the annotated portions of the **documentation** confidential.

### 20.3 Access to the live system and **software** source code

- (a) In the event of early termination of this Agreement by the Authority under the provisions of clause 12.1 of this Agreement, the **Provider** will immediately supply to the **Authority** a full copy of the live **system**. The full copy will be in the form of the latest backup of the **system** or other such later backup as may be requested by the **Authority**.
- (b) Upon commencement of this agreement the **Provider** and the Authority will enter into an escrow agreement (as detailed in the Software Licence Agreement) to allow the **Authority** access without the **Provider's** permission to the **software** source code, including any associated scripts.

## 21 Upgrade and improvement services

The **Provider** will provide Upgrade and improvement services to the **Authority**. These services are intended to advance **Authority** initiated programs and implement **Authority**, **Provider** or participant requested changes to the **Provider's systems** or **services**.

## 22 Third party innovation

- 22.1 The **Provider** may offer related services to **users** that use the **software, system, data** or **processed data**.
- 22.2 The **Provider** must ensure that any advice it gives or services it offers to **users** as part of third party innovation is, to the extent possible, consistent with enabling the **user** to comply with their obligations under the **Code**. The **Provider** must advise any recipient of the third party innovation in writing that the responsibility for ensuring compliance with the **Code** lies with the **user**.
- 22.3 When offering or providing third party innovation, the **Provider** must contract directly with the **user**. The **Authority** will not be liable for any costs associated with providing the third party innovation that the **Provider** may incur and will not be liable for any loss, claim, demand, damage, cost, expense or liability in connection with the third party innovation.



- 22.4 In providing the third party innovation, the **Provider** must not disclose any **data**, **processed data**, **documentation** or other related information that is not normally available to the client that is receiving the third party innovation. No services may be offered that result in **data** being reported to the client that the client could not access through standard reporting.
- 22.5 Unless paragraph 22.6 applies, all additional functionality that a client requests the **Provider** to develop:
- (a) may be for the exclusive use of the **user** for a period of no more than six months;
  - (b) must be available for all **users** to use, once any exclusivity period ends;
  - (c) must follow the change control process and be audited in accordance with Part 3 of the **Code** and documented in the **functional specification**;
  - (d) is part of the **software**, **system** and/or **documentation** as appropriate.
- 22.6 Any additional functionality that a client requests the **Provider** to develop and is for the continued exclusive use of the **user**:
- (a) must be external to the **services** and the **system**, and will not be recorded in the **functional specification** or included in the **Authority's software audits**;
  - (b) must not detract from **system** performance or negatively impact any other registry participant's use of, or access to, the registry;
  - (c) will not be considered in any subsequent changes made by the **Authority** to the **services** or the **system**.
- 22.7 If any additional functionality developed by the **Provider** for exclusive use by a **user** requires modification or testing as a result of an **Authority** requested change to the **services**, such modification and testing must not negatively impact the delivery of **Authority** requested changes to the **services**.
- 22.8 If the **Provider**, or a client of the **Provider**, identifies any issue or defect with the **system**, or if a **user** requests any **system** enhancements, the **Provider** must pass that information on to the **Authority**. The **Authority** will prioritise any issue, defect or enhancement in the same way as it does others coming from any other **user**.
- 22.9 When developing additional functionality for a **user**, the **Provider** is responsible for making the **user** aware of the impact of sections 22.5, 22.7, and 22.8.

## 23 Performance management

### 23.1 Establishing a joint goal setting framework

The **Provider** will work with **Authority** to develop a meaningful and workable joint goal setting framework. This will be focused on the **Provider's** service provision activities or functions that will have the greatest impact on supporting the **Authority's** priorities for any given period and also which advance the **Authority's** statutory and organisational objectives. These goals may be short term focussed, or alternatively, span over several years.

Once established, the **Provider** and the **Authority** will regularly review progress at the monthly meetings. Annually, the parties will formally discuss results and set new or confirm ongoing goals and measures for the coming year.

### 23.2 Timing for performance management components

Activity	When
Establish goals	Annually in August
Establish measurement system	Annually in August
Self-assessment and <b>Authority</b> review	Monthly meetings
Formal review and recognition	Annually in July or August

### 23.3 Systems roadmap

Annually the **Provider** will prepare an up-to-date strategic plan (road map) for the registry role. While this process will be led by the **Provider** the plan will be developed and reviewed in close collaboration with the **Authority**. The road map process is intended to allow both parties to address issues of a longer term strategic nature.

## 24 Provider contacts

The **Provider** will advise the **Authority** of all changes in operational and management personnel used to provide the **services**, including contact details for new personnel. The **Provider** will provide to the **Authority**, and keep up to date, the **Provider's** most current organisational structure for personnel used to provide the **services**.

## 25 Monthly report

25.1 The **Provider** will provide a monthly report by the 10<sup>th</sup> business day of the month, reporting on the monthly activities for the previous calendar month. The monthly report will be published by the **Authority**, should not include specific reference to any **users**, and will contain:

- (a) a report on the status of the **functional specification**;
- (b) the report on service levels as specified in paragraph 5.2;
- (c) a summary of registry **service** activities and relevant market information;
- (d) confirmation that the backup requirements have been met or if not, the reasons for not;
- (e) details of any BCP or disaster recovery testing performed;
- (f) measure of the **system** capacity and utilisation of that capacity;
- (g) a summary of all service management incidents and their resolutions;
- (h) a summary report of the status of all CRs and SDAs;

- (i) a summary of all design consultation provided including the number of chargeable hours for each staff member for which the **Authority** will be charged;
  - (j) a summary of any user group meetings held and the items discussed;
  - (k) the status of any **Provider** initiated audits performed during the month, and the status of action on recommendations from previous **Provider** or **Authority** initiated audits;
  - (l) breaches of the **Act**, regulations, **Code**, or **agreement** made by the **Provider** or **users** (not identifying individual **users**);
  - (m) events that may highlight an area where a change to the **Code** may need to be considered;
  - (n) any other matters reasonably required by the **Authority**.
- 25.2 The **Provider** will provide an additional confidential monthly report by the 10th business day of the month to the **Authority** containing:
- (a) a list of any key stakeholder interviews planned for the coming month and a report of discussions and resultant actions from any key stakeholder interviews conducted;
  - (b) details of any security breaches and attempts at breaching the security of the **systems**;
  - (c) breaches of the **Act**, regulations, **Code**, or **agreement** made by **users**, identifying each **user**.

## 26 Meetings

### 26.1 Monthly operational meeting

Operational representatives from the **Provider** and the **Authority** will meet monthly, generally towards the end of the month. These meetings should not be cancelled but may be moved up to one week to suit availability of staff. Alternates may attend in place of unavailable staff, but those alternates must familiarise themselves with the discussion topics prior to the meeting. The purpose of these meetings is to build and maintain an excellent working relationship between the operational teams. Standing agenda items will include:

- (a) review the issues register;
- (b) review any open change requests;
- (c) update and inform the operational teams of progress on any projects managed outside the operational teams;
- (d) discuss any items of interest from the monthly report;
- (e) discuss progress on any actions resulting from a **Provider** initiated or **Code** mandated **software** audit.

### 26.2 Regular relationship managers meeting

Relationship managers or executives will meet regularly but no less often than six monthly. The purpose of these meetings is to:

- (a) ensure there is open dialogue and no surprises between the parties;
- (b) ensure there is an excellent working relationship between the parties;
- (c) address any escalated issues.

### 26.3 Annual meeting

Representatives from the **Provider** and the **Authority** will meet annually to:

- (a) review the previous year's performance;
- (b) set any new or changed **performance measures**;
- (c) discuss project programme and project priorities for the Upgrade and improvement services;
- (d) discuss technology currency and vendor support arrangements;
- (e) review the **Provider's** alignment with the **Authority's** statutory objective, and agree any actions for the coming year to increase alignment;
- (f) review the **Provider's** plan for **Provider** funded enhancements, **system** maintenance and infrastructure lifecycle maintenance;
- (g) review the ICT operations risk assurance plan and the systems roadmap; and
- (h) for any year in which **Provider** initiated audits (or any part thereof) will be performed, set the scope of the audit(s).

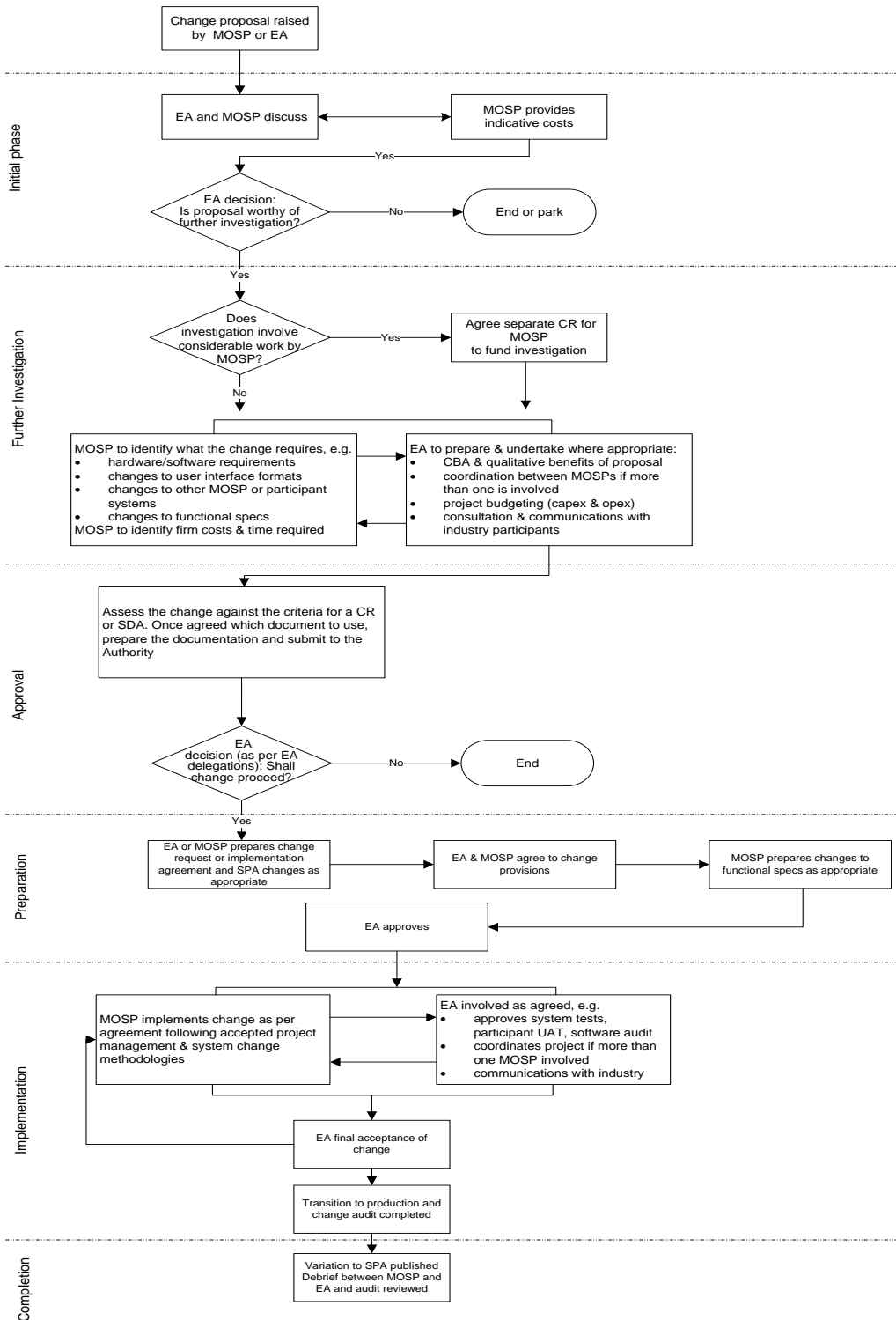
## **Appendix A      Extended interfaces**

A.1    All interfaces are documented in the registry **functional specification**

## Appendix B Change control process

B.1 If the change proposal is identified by the **Provider**, an initial assessment of materiality and cost is made. If the materiality and cost is low, or the change is to remedy a failure of the **Provider** to meet the terms of this **agreement**, then the change is at the **Provider's** cost. The **Provider** may consult with the **Authority** as part of this initial assessment process.

### Change Control Process



## Appendix C      **Audit guidelines**

(For audits under clause 3.17 of the **Code**)

### C.1 Purpose of this appendix

The purpose of this appendix is to provide the **Provider** with guidelines for deciding when software audits are required. Clauses 3.16 to 3.18 of the **Code** set out **Provider's** responsibilities for software audits. This appendix considers in more detail what should be the extent of an annual audit, exactly what types of **software** changes should require a software audit and how **software** changes that do not require auditing should be treated.

### C.2 Definition of software

The term "software" is defined in Part 1 of the **Code**, and for the purpose of this appendix is interpreted to mean the application **software** that the **Provider** uses to deliver the functions defined in the **functional specification** that forms part of this **agreement**.

### C.3 Purpose of software audits

The purpose of software audits is to give assurance to the **Authority** that the **software** delivers the functions described in the **functional specification** and that it conforms to the **Code** and the Electricity Industry Act 2010 (**Act**).

### C.4 Code mandated audits

In accordance with clause 3.17 of the **Code**, there are three types of audit that the **Provider** is subject to:

- (a) an initial audit before any **software** is first used by the **Provider** in connection with the **Code**, and Part 2 and subpart 1 of Part 4 of the **Act**;
- (b) an annual audit (within 1 month after 1 March in each year) of all **software** used by the **Provider**;
- (c) an audit of any changes to the **software** or the **functional specification**, before it is used by the **Provider**.

The following software audit guidelines relate items (b) and (c) only.

### C.5 Software change audit

- (a) **Software** and **functional specification** changes that require auditing

All changes to the **software** must be implemented by following the **software** change control process as specified in this **agreement**.

All changes to the **software** and **functional specifications** must be audited, except bug fixes and enhancements that fall outside the scope of the core functionality as described in section C.10 "Not-auditable changes" below. Every change must be incorporated into a new release of the **software**. Details of each new release must be documented (as release notes) and published to all **users** prior to its deployment into production.

Each release must be uniquely identified by its own release number. It should be noted that, in accordance with the **Code**, the **software** must be fully audited before being released into production for the first time. This will be a special case of a **software** change audit: one that reviews not only

every function of the **software** but also the **software** development and **system** implementation processes.

(b) Purpose of the software change audit

The purpose of a software change audit is to provide assurance to the **Authority** that the requested change has been implemented as described in the updated **functional specification** and that it conforms with the **Code** and the **Act**. In addition, while it is not part of a software change audit to test the **software** for bugs, the audit must determine whether the **software** has been adequately tested.

C.6 Audit process

For a software change audit the auditor must:

- (a) ensure that the **functional specification** has been updated in sufficient detail so that the updates made are consistent with the rest of the document. The **Provider** is expected to keep the **functional specification** up-to-date, such that it always reflects the current state of the **software** and to maintain it at the same level of detail as in the original version of the document;
- (b) check that the change to the **software** conforms with the requirements of the **Code** and **Act**;
- (c) verify that the **software** performs as described in the updated **functional specification**. The objective should be to discover whether all the functionality has been delivered as described; however, it is agreed that this will involve only checking a representative sample of possible scenarios;
- (d) review the test scripts and test results from the testing stages of the change control process to determine whether all reasonable tests have been conducted and signed off correctly. The **Provider** must, therefore, develop and retain test scripts for all changes made to the **software** and record the results of testing.

C.7 Software change audit report

The software change report must state whether:

- (a) the **functional specification** has been updated;
- (b) the **software** change conforms with the **Code** and the **Act**;
- (c) the **software** change was tested properly.

The **Provider** must send the software change audit report to the **Authority** within one month following the completion of the software change audit.

C.8 Annual audit

Purpose of the annual audit

The purpose of the annual audit is to provide assurance to the **Authority** that there has been no detrimental impact arising from changes made to the **software** during the previous year, and that the **software** is still compliant with the **Code** and the **Act**. It will also provide an opportunity to review the performance of the **software** during the previous year and to comment on any areas of concern or



any trends identified or areas that the **Authority** directs. The objective of this should be to encourage the **Provider** to make improvements where possible.

(a) Audit process

For the annual audit the auditor must:

- (i) Check that all the functions described in the latest version of the **functional specification** are still being delivered by the **software**, in order to provide extra assurance that the changes made throughout the year have not adversely affected any of the other functions;
- (ii) Examine the fault log required under this **agreement** to discover what faults have occurred and whether they have been adequately tested and fixed. During the lifetime of the **system** the number of faults should fall rapidly. Once stable, new faults should be rare; however, when major changes are made there may be a temporary increase in the number of faults found. Any deviation from this general pattern could indicate problems with the **software**;
- (iii) Review the change history of the **software** for the previous year. The **Provider** must keep a log of all changes made to the **software** and also all upgrades of the development environment, database, communications and operating system software. Each change must have a set of relevant test scripts and signed test results;
- (iv) Examine the monthly performance reports and check that **performance standards** have been met and are being measured correctly. Any drops in performance must be explained. The overall trend should be one of constant or improving performance through the year. If this is not observed then it may indicate that the capacity of the **system** needs to be upgraded;
- (v) Check whether a user survey has been conducted by the **Provider** and examine the responses. The responses should be positive overall. Any issues mentioned by more than one **user** should have already been addressed or be in the process of being addressed by the **Provider**;
- (vi) confirm technology currency and vendor support arrangements.

## C.9 Annual audit report

The annual audit report must:

- (a) detail whether the **software** still delivers the functionality described in the **functional specification**;
- (b) summarise all the changes that have been made to the **software** during the previous year, including any changes that are still in progress, and their cumulative effect, if any, on the **software** as a whole;
- (c) comment on performance and any discernible trends;
- (d) summarise all the fault activity that has occurred, highlighting any perceived problem areas;

- (e) comment on the level of user satisfaction with the **software**, noting any particular concerns of users and how these issues are being addressed
- (f) confirm technology currency and vendor support arrangements.

The **Provider** must send the annual audit report to the **Authority** by 1 May in the relevant year.

#### C.10 Not-auditable changes

##### (a) **Software** bugs

**Software** bugs remain in programs as a result of inadequate testing and, as such, are the responsibility of the **Provider**. The annual audit will offer an opportunity to check that bugs have been fixed and tested properly and allow the auditor to form at least a partial opinion about the overall quality of the **software** and the likelihood of future problems.

##### (b) Infrastructure Software Upgrades

This category includes upgrades to database management, operating system, communications and other third-party software. Although these upgrades should not require auditing, it is expected that the **Provider** will perform extensive testing before putting them into production, as any incompatibilities between the upgrade and the **software** may adversely affect the performance levels specified in the **agreement**. The **Provider** is required to inform the **Authority** of these upgrades.

##### (c) Other enhancements (additional functionality)

These are enhancements to the **system** developed by the **Provider** that fall outside the scope of the **software** as defined by the **functional specification** and the **Code**, and which are therefore not directly auditable. Depending on the exact nature of the proposed enhancement, the **Authority** may decide that a **software** audit is warranted in order to ensure that the existing functionality described in the **functional specification** is not adversely impacted.

#### C.11 Auditor

The **Provider** shall ensure that the same auditor (meaning, where the auditor is a company, the same person leading the audit) is not used for more than two consecutive annual audits except as otherwise agreed by the **Authority**.

## Appendix D Indicative information volumes

### D.1 Current participant identifiers with registry access

Activity	Oct-15
Distributor identifiers	65
Metering equipment provider identifiers	14
Trader identifiers	35
Non- participant identifiers	12
EIEP hub user participant identifiers (that are also one of the above)	112
Web services users identifiers (that are also one of the above)	24

### D.2 Maximum concurrent users for all identifiers in D1

Count	Aug-15	Sep-15	Oct-15	Nov-15
Maximum number of concurrent <b>users</b> (note, this is not the total user count)	1,363	1,248	1,424	1,576

### D.3 Typical volumes for information received and processed by the registry.

Activity	Aug-15	Sep-15	Oct-15	Nov-15
Customers Switched	39,487	42,855	37,788	38,674
New ICP's	2,864	3,052	3,132	3,317
ICP's Decommissioned	955	967	891	895
ICP's Inactive	6,160	5,811	5,915	6,766
ICP Enquiries	263,753,213	306,510,018	305,331,518	325,118,084
Switches In Progress	5,950	5,742	4,913	5,626
Switch Withdrawal Requests	7,330	7,613	6,783	7,312
Switch Withdrawal Requests on Completed Switch	4,048	4,278	3,861	4,004
Switch Withdrawal Requests on In Progress Switch	2,706	2,803	2,534	2,591
Switch Withdrawal Rejects on Completed Switch	324	443	381	431
Switch Withdrawal Rejects on In Progress Switch	99	120	137	125
Inserted Address	42,500	14,907	7,166	7,043

Inserted Historical Address	6	6	27	62
Inserted Metering	43,794	32,627	35,921	36,267
Inserted Historical Metering	1,832	764	779	1069
Inserted MN Switch	-	-	-	0
Inserted Historical MN Switch	-	-	-	0
Inserted Network	22,820	30,026	12,336	56,516
Inserted Historical Network	111	35	94	107
Inserted Pricing	17,124	9,818	11,504	16,824
Inserted Historical Pricing	22	31	11	30
Inserted Reconciliation	26,755	29,349	35,161	29,646
Inserted Historical Reconciliation	191	217	296	809
Inserted Status	16,976	16,920	16,672	19,228
Inserted Historical Status	51	120	89	349
Reversal/Replace Address	371	529	795	327
Reversal/Replace Historical Address	2	1	10	22
Reversal/Replace Metering	9,694	7,993	3,830	5,961
Reversal/Replace Historical Metering	695	93	201	190
Reversal/Replace MN Switch	-	-	-	0
Reversal/Replace Historical MN Switch	-	-	-	0
Reversal/Replace Network	1,139	766	666	888
Reversal/Replace Historical Network	60	9	51	68
Reversal/Replace Pricing	338	282	408	604
Reversal/Replace Historical Pricing	6	9	1	5
Reversal/Replace Reconciliation	6,585	6,834	7,165	9,754
Reversal/Replace Historical Reconciliation	129	161	185	716
Reversal/Replace Status	2,221	2,594	2,441	2,683
Reversal/Replace Historical Status	22	72	40	91

#### D.4 Number of ICPs and NSPs held in the registry

<b>ICP and NSP counts</b>	<b>Aug-15</b>	<b>Sep-15</b>	<b>Oct-15</b>	<b>Nov-15</b>
ICPs at New status	1,440	1,341	1,466	1,522
ICPs at Ready status	2,500	2,556	2,597	2,851
ICPs at Active status	2,047,690	2,049,702	2,052,118	2,054,008
ICPs at inactive status	49,945	49,919	49,438	49,488
ICPs at de-commissioned status	201,063	203,167	202,925	203,808
ICPs at distributor status	411	417	421	420

Total ICPs held in the registry	2,303,049	2,305,913	2,308,965	2,312,097
Total NSPs	454	460	462	464

#### D.5 Average files sizes

The following schedule of file sizes is for reporting files sent to participants between 31/10/2015-06/11/2015 (7 days). Note that in this schedule the average file size is rounded up i.e. a file size less than 1mb is rounded up to 1mb (rather than down to zero)

Process Id	Process Description	Internal identifier	Number of Files	Averaged File Size(Mb)	Averaged Number of Records	Max file size(Mb)
PR-010	ICP List	RSICPLIST	691	14	43,539	434
PR-015	Current Details	RSCDLIST	30	7	29,612	71
PR-020	Monthly Trader ICP List	RSICPLISTM	12	236	1,536,964	668
PR-030	ICP Event Detail - xml output format	<PR-030>	4	2,007	n/a	2,007
PR-030	ICP Event Detail	RSEVENTDTL	5,391	1	7,605	2,108
PR-035	ICP Attribute	RSPR035ATT	7	4	24,765	6
PR-040	Switch Breach detail	RSSWBRCURD	49	1	407	1
PR-040	Switch Breach Summary	RSSWBHSTD	11	1	190	1
PR-050	ICP Days	RSMICPDAYS	1	1	4,223	1
PR-060	Audit log	RSAUDIT	-	-	-	1
PR-065	file handler status	RSFHSTATUS	-	-	-	1
PR-070	Monthly stats	n/a	-	-	-	<1
PR-080	HHR ICP List	RSMHHRLIST	1	19	270,392	19
PR-090	Active NSPs	RSMACNSP	2	1	3,383	1
PR-100	Loss factors	RSMLOSSFS	1	1	3,468	1
PR-110	Maintenance compliance	RSMMAINTCP	2	2	22,812	4
PR-120	NSP Mapping table report	RSMNSPMAP	1	1	1,454	1
PR-130	Monthly activity	INTEOMAPP	1	2	112,015	2
PR-160	Trade notification	RSMATRADE	7	1	9,889	1
PR-170	Authority Monthly ICP numbers	n/a	-	-	-	-

Process Id	Process Description	Internal identifier	Number of Files	Averaged File Size(Mb)	Averaged Number of Records	Max file size(Mb)
PR-180	Switch trends	RSPR180STA	1	4	45,819	4
PR-190	EIEP stats	RMSTATEIEP	1	1	440	1
PR-210	Missing Metering data	RSMISSMETR	1	2	48,538	2
PR-220	Uncertified metering data	RSUNCERMTR	1	34	712,318	34
PR-230	Energisation misalignment	RS230NRG	1	2	18,334	2
PR-240	Meter misalignment	RSHHRMISMA	1	1	35	1
PR-240	Meter misalignment	RSNOMTRHHR	1	1	123	1
PR-240	Meter misalignment	RSUNCERTDV	1	4	75,812	4
PR-280	Responsibility outside role	RSPARTYROL	7	1	-	1
PR-320	Monitor switch save scheme	RSWDL SAVWB	1	1	4,386	1
PR-330	Distributor annual levy	RSDISTLEVY	1	1	106	1
PR-340	Trader annual levy	RSTRADLEVY	1	1	61	1
NP-060	Meter compliance alert	RSPALERT	562	1	7,694	7
NP-060	Meter compliance alert, monthly consolidated for EA	RSPALERTM	1	1,211	18,331,836	1,211

#### D.6 Files transferred in the EIEP hub

Activity	Aug-15	Sep-15	Oct-15
Number of files sent	3,419	3,521	3,218
Average file size	882MB	1,230MB	1,020MB

#### D.7 Data volumes in gigabytes (GB)

	2010	2011	2012	2013	2014	2015
Database	167	182	200	275	389	505
Non-database	11	16	18	22	79	59

#### D.8 Number of change requests made in the last 12 months

Activity	Year end 31 Oct-15
Completed	21
In progress	2

#### D.9 Typical help desk incidents

Month	Incidents
2014-11	113
2014-12	115
2015-01	88
2015-02	89
2015-03	94
2015-04	97
2015-05	90
2015-06	111
2015-07	99
2015-08	99
2015-09	105
2015-10	98
<b>Annual Total</b>	<b>1,198</b>

#### D.10 Monthly maintenance release notes

Registry monthly maintenance release notes are published at <http://www.ea.govt.nz/operations/market-operation-service-providers/registry-manager/registry-mananger-monthly-maintenance-notes-and-process/>.

#### D.11 Monthly report

Registry monthly reports are published at <http://www.ea.govt.nz/operations/market-operation-service-providers/registry-manager/registry-manager-monthly-reports/>.

Source: Electricity Authority