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# Central Data Service Provider Further Services Service Definition

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**Technical Specification Document**

**Service Definition for Central Data Service Provider Further Services**

Version:2.0

Effective Date: 1 September 2021

*Change History*

<b>Version Number</b>	<b>Implementation Date</b>	<b>Reason for Change</b>
0.1	N/A	Initial draft for December 2020 consultation
2.0	1 September 2021	Incorporating consultation responses and output of logical analysis

**1 Description of Service**

- 1.1. The [CDSP](#) is responsible, under the [UNC](#), for maintaining the register of (amongst other things) gas [Supply Meter Points](#) and gas [Market Participant Data](#). Where this data is required under this [Code](#), it is generally provided via the [Gas Retail Data Service](#) to the [Central Switching Service](#), as described in the [GRDS Service Definition](#).
- 1.2. The [CDSP](#) also performs a number of further services to support processes under this [Code](#) under contract to [RECCo](#) (and not governed by the [UNC](#)). These further services are defined in this [Service Definition](#) document.
- 1.3. These further services comprise:
  - (a) provision of monthly reports regarding the validation of meter data updates in accordance with the [Metering Operations Schedule](#);
  - (b) provision of an annual reconciliation activity comparing meter data held in the [Central Gas Register](#) and data held by individual gas [Metering Equipment Managers](#) in accordance with the [Metering Operations Schedule](#); and
  - (c) provision of historic market share data to enable reconciliation of unallocated payments made via a [Prepayment Meter](#) in accordance with the [Prepayment Arrangements Schedule](#).
- 1.4. Each of these further services is described in more detail below.
- 1.5. The format of the data provided by the [Code Manager](#) to [CDSP](#) and reports to be provided by the [CDSP](#) to the [Code Manager](#), and the mechanism by which they are to be sent, is described in [RECCo's](#) contract with the [CDSP](#).

## 2 Centralised reporting of meter data updates

- 2.1. The [CDSP](#) shall provide reports on ONJOB, ONUPD and K08 transactions, as specified in the REC [Data Specification](#), to the [Code Manager](#).
- 2.2. The [CDSP](#) shall compile reports on a monthly basis in relation to each individual [Gas Supplier](#) as recorded within the [Central Gas Register](#).
- 2.3. The reports will be provided by the 10th [Working Day](#) of each month for all transactions completed in the previous calendar month.
- 2.4. For the monthly reports on ONJOB transactions, the [CDSP](#) shall report, in respect of each [Gas Supplier](#), the total count of ONJOB transactions received within a calendar month, plus the percentage of those ONJOB transactions which were accepted and the percentage which were rejected.
- 2.5. For the monthly reports on ONUPD transactions, the [CDSP](#) shall report, in respect of each [Gas Supplier](#), the total count of ONUPD transactions received within a calendar month, plus the percentage of those ONUPD transactions which were accepted and the percentage which were rejected.
- 2.6. For the monthly reports on K08 transactions:
  - (a) the [CDSP](#) shall report, in respect of each [Gas Supplier](#), the total count of K08 transactions received within a calendar month, plus the percentage of those K08 transactions which were accepted and the percentage which were rejected; and
  - (b) for the accepted K08 transactions, the [CDSP](#) shall report on the total count of K08 transactions received within 4 [Working Days](#) of the [Effective From Date](#) of the [Metering Equipment Manager](#).
- 2.7. The [Code Manager](#) will be the only direct recipient of the service described in this Paragraph 2. Data contained within the reports shall be provided by the [Code Manager](#) to the [REC PAB](#) where requested. Data may also be provided by the [Code Manager](#) to individual [Gas Suppliers](#) or published on the [REC Portal](#) as determined by the [REC PAB](#).

## 3 Meter data reconciliation activity

- 3.1. The [CDSP](#) shall perform an annual comparison exercise between the data provided directly by each gas [Metering Equipment Manager](#) and the data held within the [Central Gas Register](#).
- 3.2. As part of such annual comparison exercise, the [CDSP](#) shall:
  - (a) verify that the asset data provided by the [Metering Equipment Manager](#) accords with that recorded in the Gas Central Register; and
  - (b) verify that the [Gas Supplier](#) that has appointed the [Metering Equipment Manager](#)

accords with that recorded in the Gas Central Register.

- 3.3. In accordance with the [Metering Operations Schedule](#), each gas [Metering Equipment Manager](#) takes an annual snapshot, on 1 April, of the required [Data Items](#) and provides the data to the [CDSP](#).
- 3.4. Where the data described in Paragraph 3.3 is not received by the [CDSP](#) in accordance with the timing and format requirements of the [Metering Operations Schedule](#), the [CDSP](#) shall identify the non-compliant Meter Equipment Managers to the [Code Manager](#) for escalation in accordance with the [Performance Assurance Schedule](#).
- 3.5. The [CDSP](#) shall perform a comparison between the data received from gas [Metering Equipment Managers](#) and the data recorded in the [Central Gas Register](#). The [CDSP](#) shall report to the [Code Manager](#) on the outcome of such comparison within 75 [Working Days](#) following each 1 April. The report will detail the number and type of asset discrepancies in relation to each [Gas Supplier](#).
- 3.6. Within 75 [Working Days](#) following each 1 April, the [CDSP](#) shall also:
  - (a) provide a report to each [Gas Supplier](#) detailing the asset discrepancies identified in relation to [RMPs](#) for which the [Gas Supplier](#) is the [Registered Supplier](#); and
  - (b) provide a report to each [Metering Equipment Manager](#) in respect of its own data.
- 3.7. The [Code Manager](#) shall provide data from the reports under Paragraph 3.5 to the [REC PAB](#) on request.

#### 4 Provision of historic market share data for [Prepayment Meters](#)

- 4.1. In this Paragraph 4, participant Gas Suppliers are [Gas Suppliers](#) who had a contract with the [PPMIP](#) in the reporting period defined in the [Prepayment Arrangements Schedule](#) (being July Y-5 to June Y-4, where Y is the year in which the report is run).
- 4.2. Where required, in accordance with the [Prepayment Arrangements Schedule](#), the [Code Manager](#) shall notify the [CDSP](#) of the MPID of the Participant Gas Suppliers in the format agreed.
- 4.3. The [CDSP](#) shall report to the [Code Manager](#) setting out each Participant Gas Supplier's [Prepayment Meter](#) market share over the reporting period. This market share value will be based on the number of [Supply Meter Points](#) with a [Prepayment Meter](#) for which each Participant Gas Supplier was [Registered Supplier](#), as a percentage of the total number of [Supply Meter Points](#) with a [Prepayment Meter](#).
- 4.4. The [CDSP](#) shall provide the report within 10 [Working Days](#) following a valid request from the [Code Manager](#) under Paragraph 4.2.
- 4.5. The [CDSP](#) shall retain the information used to compile the report for only 3 months after delivery of the report.
- 4.6. The [Code Manager](#) shall be the only direct recipient of the service under this Paragraph 4. The [Code Manager](#) shall only use the data to determine the share of

[Unallocatable Transactions](#) to be allocated to each Participant Gas Supplier under the [Prepayment Arrangements Schedule](#).

## 5 [Service Levels](#)

- 5.1. Each service to be delivered by the [CDSP](#) within this [Service Definition](#) has been defined as a distinct service with associated reporting timescales, as set out in Paragraphs 2, 3 and 4. The [Code Manager](#) shall report to the [REC PAB](#) on any delays against defined timescales.
- 5.2. Where the [CDSP](#) is unable to provide specific reports within the timescales defined in this [Service Definition](#), the [CDSP](#) shall contact the [Code Manager](#) prior to the reporting deadline and agree a revised reporting schedule. In the case of reports under Paragraph 3, the [CDSP](#) shall also inform the individual [Gas Supplier](#) and [Metering Equipment Managers](#) of any delay.
- 5.3. Where the [CDSP](#) and the [Code Manager](#) cannot agree a revised timescale for provision of delayed reports, the issue will be escalated to the [REC PAB](#).

## 6 System audit

- 6.1. Subject to Paragraph 4.5, the reports generated pursuant to this [Service Definition](#) shall be retained by the [CDSP](#) and the [Code Manager](#) for 12 months.

## 7 Data handling

- 7.1. The services described within this [Service Definition](#) shall be capable of receiving information related to all gas [Supply Meter Points](#).