

Energy Theft Detection Incentive Scheme Reporting Timeframe

2023/24 Reporting Year

Last Modified: 23/01/2024



RETAIL
ENERGY
CODE

CHANGE HISTORY

| Version | Status | Issue Date | Author | Comments |
|---------|--------|-----------------|--------------|--|
| 1.0 | Final | | Code Manager | Initial Version for 2023/24 theft year |
| 1.1 | Final | 2 February 2024 | Code Manager | Details of communications timelines for Reporting Year closure added |
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DOCUMENT CONTROLS

| Reviewer | Role | Responsibility | Date |
|----------------|--|--------------------------|------------|
| Andrew Waghorn | Performance Assurance Technology & Data Lead | Primary Review | 20/02/2023 |
| Walter Carlton | Performance Assurance Lead | Overall Review | 20/02/2023 |
| Jon Dixon | Director of Development and Strategy | RECCo Review and Comment | 24/02/2023 |
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1. PURPOSE OF THIS DOCUMENT

This document provides an outline of the key dates across the 2023/24 TDIS Reporting Year reporting, covering:

- Party Submission obligations; the date whereby a party must submit their return to be included within that Scheme Month's reporting
- Code Manager Reporting Deadlines; the date whereby the Code Manager must publish their latest analysis for review by Parties
- The timeframe for disputed totals, during the monthly reporting cycle and the final report submission for the year.

It is intended as a supporting document to [Schedule 7 – Energy Theft Reduction](#) for REC Parties that are part of the Theft Detection Incentive Scheme.

2. THEFT REPORTING TIMELINES

The reporting process and timelines for the 2023/24 TDIS Reporting Year will follow the same basic format as previous years:

- The TDIS Reporting Year will run from 01 April 2023 through to 31 March 2024 inclusive.
- The schedule for monthly uploads will follow a one month and one day lag in line with the data submission deadlines defined in the Performance Assurance Report Catalogue. For example, the first submission of data for the TDIS Reporting Year (covering April 2023) will be expected by the first working day of June 2023.
- Theft investigations should be reported once initiated, with information submitted by the relevant Party Data Submission Deadline as defined in [Table 1](#), with updates provided in subsequent months if appropriate (including reporting the final outcome of the theft in line with the below timescales).
- Confirmed thefts must be submitted to the Code Manager in line with the submission requirements based on the month in which they were confirmed (determined based on the Date Investigation Closed field), as defined in the Performance Assurance Report Catalogue. Any confirmed thefts with a Date Investigation Closed outside of that allowed in the Submission Period will not be counted and will be excluded from the Incentive Scheme. In summary this applies a rolling two-month window after the month of confirmation for confirmed thefts to be reported, as illustrated in [Table 2](#).
- The Code Manager will process the data submitted on a monthly basis, publishing each Party's results against each target pot and an anonymised view of the results across the rest of the market within the REC Performance Assurance dashboards.
- The final Party Submission deadline, the date by which all data for the TDIS Reporting Year is required to be submitted is 1 June 2024. Any data submitted after this (except relating to resolution of a query raised per the below timescales) may not be included in the calculation of final totals for the TDIS Reporting Year, and therefore, against a Party's theft target unless otherwise agreed by the PAB.

- Parties may wish to raise queries on the confirmed thefts that the Code Manager has reported for them during the TDIS Reporting Year. To allow the Code Manager to resolve queries in time for the next round of reporting, Parties will have 10 Working Days from the Code Manager Reporting Date, defined as the Party Query Deadline in [Table 1](#). For the final totals as published on 20 June 2024, Parties will have 20 Working Days from Publication to query the total number of assigned thefts, queries raised after this deadline will not be considered.
- The assignment of debit/credit for the full year will occur by the end of July 2024, after the closing of the final query window.

The table on the following page outlines the various submission and reporting dates for reporting confirmed thefts in the TDIS Reporting Year. Table 3 contains the communications and associated supplier actions that will be required during the closure of the Reporting Year.

Table 1: The Reporting, Output and Query Deadlines for each Submission Period in the 2023/24 Scheme.

| Submission Period | Party Submission Deadline | Submission for Confirmed Thefts with a Date Investigation Closed in this Month | Final Submission for Confirmed Thefts with a Date Investigation Closed in this Month | Code Manager Reporting Date | Party Query Deadline |
|-------------------|---------------------------|--|--|-----------------------------|----------------------|
| 1 | 01 June 2023 | April 2023 | N/A | 20 June 2023 | 04 July 2023 |
| 2 | 03 July 2023 | May 2023 | April 2023 | 18 July 2023 | 01 August 2023 |
| 3 | 01 August 2023 | June 2023 | May 2023 | 22 August 2023 | 06 September 2023 |
| 4 | 01 September 2023 | July 2023 | June 2023 | 19 September 2023 | 03 October 2023 |
| 5 | 02 October 2023 | August 2023 | July 2023 | 24 October 2023 | 07 November 2023 |
| 6 | 01 November 2023 | September 2023 | August 2023 | 21 November 2023 | 05 December 2023 |
| 7 | 01 December 2023 | October 2023 | September 2023 | 19 December 2023 | 05 January 2024 |
| 8 | 03 January 2024 | November 2023 | October 2023 | 23 January 2024 | 06 February 2024 |
| 9 | 01 February 2024 | December 2023 | November 2023 | 20 February 2024 | 05 March 2024 |
| 10 | 01 March 2024 | January 2024 | December 2023 | 19 March 2024 | 04 April 2024 |
| 11 | 03 April 2024 | February 2024 | January 2024 | 23 April 2024 | 08 May 2024 |
| 12 | 02 May 2024 | March 2024 | February 2024 | 21 May 2024 | 05 June 2024 |
| 13 | 01 June 2024 | N/A | March 2024 | 20 June 2024 | 18 July 2024 |

Table 2: The highlighted cells below indicate the range of Date Investigation Closed (top row) allowed to be reported in each Submission Period in the 2023/24 Scheme. The yellow highlighting indicates the month of Date Investigation Closed for which Confirmed Thefts should be submitted, and the red highlighting indicates the final allowed Submission Period for which thefts with a Date of Investigation Closed in that month can be reported.

| Submission Period | Date Investigation Closed | | | | | | | | | | | |
|-------------------|---------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | Apr 2023 | May 2023 | Jun 2023 | Jul 2023 | Aug 2023 | Sep 2023 | Oct 2023 | Nov 2023 | Dec 2023 | Jan 2023 | Feb 2023 | Mar 2023 |
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Table 3: Reporting Year Finalisation Communication Timelines

Based on the scheme data submission and query timeline and the process for finalisation of the Reporting Year the following communications will be issued to suppliers, with actions required as noted.

| Date | Communication | Content | Format | Supplier Action Required |
|--------------------------------|--|--|---|---|
| 4 April 2024 | Final Data Submission Reminder | Reminder of Final Data Submission deadline – i.e. 2 May 2024 date due as per table 1 above (period 12), with query window closing 5 June 2024. | Email to Contract Manager and Alternate | Submit date (as per normal requirements) |
| Prior to 18 June 2024 | Reporting Year Data Finalisation – Stage 1 | Confirmation that final data submission window has passed and results available in Performance Assurance Dashboards. Reminder of final query window deadline of 18 July 2024. Request for details of any portfolio acquisitions / disposals during the year. | Email to Contract Manager and Alternate | Review final results and provide positive confirmation that results have been reviewed and agreed or raise query timely. Provide details of any portfolio changes or positive confirmation of no change. |
| Late July (subject to queries) | Reporting Year Data Finalisation – Stage 2 | Confirmation that query window has closed and any submitted queries have been resolved. | Email to Contract Manager and Alternate | Review post-query results and confirm they reflect outcome of any queries. Provide positive confirmation that results |

| Date | Communication | Content | Format | Supplier Action Required |
|-------------------|------------------------------|--|---|--|
| | | Reminder to provide details of any portfolio acquisitions / disposals during the year (if not already provided). | | have been reviewed and advise details of portfolio changes (if not already provided). |
| By 22 August 2023 | Debits / Credits Calculation | Confirmation that debits/credits have been calculated and published to the PA dashboard. | Email to Contract Manager and Alternate | Review calculation results and provide confirmation results have been reviewed and agreed. |



To find out more please contact:
Performance Assurance Team
E: performanceassurance@recmanager.co.uk
W: www.recportal.co.uk