Energy Theft Detection Incentive Scheme Reporting Timeframe

2023/24 and 2024/25 Reporting Year

Last Modified: 10/04/2024

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CHANGE HISTORY

Version	Status	Issue Date	Author	Comments
0.1	DRAFT		Code Manager	Initial Version for Consultation 2024/25 theft year
1.0	FINAL	22/09/2023	Code Manager	Final Version for Consultation 2024/25 theft year
2.0	FINAL		Code Manager	Restructured document to include two Theft Year periods and associated timelines. Corrected non-working day for submission window 13.

DOCUMENT CONTROLS

Reviewer	Role	Responsibility	Date
Andrew Waghorn	Performance Assurance Technology & Data Lead	Primary Review	10/04/2024
Walter Carlton	Performance Assurance Lead	Overall Review	10/04/2024

1.   PURPOSE OF THIS DOCUMENT

This document provides an outline of the key dates for TDIS 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 the4 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 each TDIS Reporting Year follows the following broad structure:

- The TDIS Reporting Year will run from 01 April through to 31 March 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) will be expected by the first working day of June.
- 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 the first working day of June[1] . 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 in June[1], 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[1], 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 2023/24 Reporting Year (this will be updated with equivalent dates for the 2024/25 Reporting Year once the 2023/24 Reporting Year is closed and all debit/credit calculations are completed)

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[1] After the end of the TDIS Reporting Year

Table 1: The Reporting, Output and Query Deadlines for each Submission Period by Reporting Year.

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
Reporting Year 2023/24					
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	03 June 2024	N/A	March 2024	18 June 2024	16 July 2024

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
Reporting Year 2024/25					
1	03 June 2024	April 2024	N/A	18 June 2024	02 July 2024
2	01 July 2024	May 2024	April 2024	23 July 2024	06 August 2024
3	01 August 2024	June 2024	May 2024	20 August 2024	04 September 2024
4	02 September 2024	July 2024	June 2024	17 September 2024	01 October 2024
5	01 October 2024	August 2024	July 2024	22 October 2024	05 November 2024
6	01 November 2024	September 2024	August 2024	19 November 2024	03 December 2024
7	02 December 2024	October 2024	September 2024	17 December 2024	06 January 2025
8	03 January 2025	November 2024	October 2024	21 January 2025	04 February 2025
9	03 February 2025	December 2024	November 2024	18 February 2025	04 March 2025
10	03 March 2025	January 2025	December 2024	18 March 2025	01 April 2025
11	01 April 2025	February 2025	January 2025	22 April 2025	07 May 2025
12	01 May 2025	March 2025	February 2025	20 May 2025	04 June 2025
13	02 June 2025	N/A	March 2025	17 June 2025	15 July 2025

Table 2: The highlighted cells below indicate the range of Date Investigation Closed (top row) allowed to be reported in each Submission Period for the applicable Reporting Year. 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.

Date Investigation Closed												
Submission Period	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1	■ (yellow)											
2	■ (red)	■ (yellow)										
3		■ (red)	■ (yellow)									
4			■ (red)	■ (yellow)								
5				■ (red)	■ (yellow)							
6					■ (red)	■ (yellow)						
7						■ (red)	■ (yellow)					
8							■ (red)	■ (yellow)				
9								■ (red)	■ (yellow)			
10									■ (red)	■ (yellow)		
11										■ (red)	■ (yellow)	
12											■ (red)	■ (yellow)
13												■ (red)

Table 3: Reporting Year Finalisation Communication Timelines – 2023/24 Reporting Year

Energy Theft Detection Incentive Scheme Reporting Timeframe

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.

Energy Theft Detection Incentive Scheme Reporting Timeframe

Date	Communication	Content	Format	Supplier Action Required
		Reminder to provide details of any portfolio acquisitions / disposals during the year (if not already provided).		Provide positive confirmation that results have been reviewed and advise details of portfolio changes (if not already provided).
By 22 August 2024	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:

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