




## Part A: Generic

SMICoP Change Request (CR)		Stage of the document in the process?
<h1>CR 054</h1> <h2>Self-Declaration Change</h2> <p>10 October 2018 Version 2</p>		<p>01 – Change Request</p> <p>02 – Draft Change Report</p> <p>03 – Final Change Report</p>
<p><b>Purpose of Change Request:</b></p> <p>The intent of this change is to ensure that the SMICoP Constituency Self-Declaration Form clearly defines what Suppliers need to report for their domestic and micro business MPRN and MPAN numbers. As well as introducing an obligation to provide this report on 01 March 2019.</p>		
	<p>The Proposer recommends that this Change Request should be:</p> <ul style="list-style-type: none"> <li>Treated as a Standard Change</li> <li>presented to SGB for consideration</li> </ul> <p>This Change Request was provided to the Change Advisory Group on <b>10 October 2018</b></p> <p>The proposed implementation date is <b>five working days following Authority Consent</b></p>	
	<p><b>Impacted Clauses:</b></p> <ul style="list-style-type: none"> <li>Clause A1.1</li> <li>Clause B1.3.5</li> <li>Appendix 2 of Section B</li> </ul>	
	<p><b>Audit Impacts:</b> No impact</p>	

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 Any questions?

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## Indicative Timeline

The Secretariat recommends the following timetable:-

Draft Change Request presented to SGB	31 May 2018
Change Report presented to SGB	28 June 2018
Change Report circulated to CAG for IA	10 October 2018
Change Report presented to SGB	29 November 2018
SGB Decision Issued	03 December 2018
Authority Decision Due	17 January 2019
Proposed Implementation Date	Five working days following authority consent

## 1 Summary

### What?

On 1 June 2018, CR 047 (Mandating Code Members to become SMICoP Ltd Members) was implemented. During the development of the Code Administrator's internal processes, some areas of ambiguity were identified, which CR 054 seeks to address by clarifying what information should be reported and inserting an additional one-off submission date for 1 March 2019 .

## Why

Currently, SMICoP Section B requires a Self-Declaration form to be submitted on 1 June every year in line with the Self-Certification form timetable. The use of the defined term Customer in the pro-forma has unintended consequences and does not achieve the desired outcome of Suppliers providing their actual customer numbers. This caused some confusion amongst SMICoP Members and as such incomplete data was provided on 1 June 2018 that could not be used for billing purposes so an additional submission date of 1 March 2019 has been proposed.

## How?

Minor amendments to SMICoP Sections A and B have been proposed as part of this Change Request.

## 2 Why Change?

During the development of the required changes to the Articles of Association for SMICoP Ltd following the approval of CR 047, the Code Administrator identified that SMICoP Code required further amendments to ensure the funding process worked as intended. The proposed changes will ensure the pro-forma clearly states the data that is required.

## 3 Code Specific Matters

### Legal Text

#### Definitions and Glossary of Terms

Add (in alphabetical order) following new definition

"Group" has the same meaning given to it in the Articles of Association.

### SMICoP Section A

#### 1.1. In Scope

The Smart Metering Installation Code of Practice specifies the minimum standards for Members to follow in relation to the Customer facing aspects of the installation of Smart Metering Systems.

A Member (as that term is defined in the Code) that –

- (a) proposes or purports to meet the obligations imposed on it under Standard Licence Condition 41 and/or 42 of its Electricity Supply Licence and/or Standard Licence Condition 35 and/or 36 of its Gas Supply Licence through its compliance with the Code;
- (b) at any given time supplies either gas or electricity (or both) to more than 50,000 ~~customers~~Customers (being Domestic Customers and/or Micro Business Customers); and
- (c) is not a member of the Company,

must, by not later than 30 working days after the date on which it first satisfies the circumstances specified in paragraph (b), have made an application (pursuant to and in accordance with the Articles of Association) to become a member of the Company.

### SMICoP Section B

1.3.5 A ~~Licensee Member~~Licensee can at any given time only fall within one constituency;

1.3.5.1. The constituency within which a Licensee (taken together with all other Licensees within the same Group) Member Licensee falls at any given time shall be determined by the self-declaration form, set out in Appendix 2 of this Section B ('SMICoP Supplier Constituency Self-Declaration Form'), as completed by the Licensee (taken together with all other Licensees within the same Group) Member Licensee, and held by the Code Administrator at that given time.

1.3.5.2. Where the Licensee (acting both in its own capacity as a Licensee and for and behalf of taken together with all other Licensees within the same Group) organisation Licensee ~~is~~ was a Member as at 1 June 2018~~27 November 2017~~, it shall:

1.3.5.2.1 complete and submit to the Code Administrator a SMICoP Supplier Constituency Self-Declaration Form on 1 March~~October 2019~~27 November 2017; and

1.3.5.2.2 thereafter complete and submit to the Code Administrator a SMICoP Supplier Constituency Self-Declaration Form on 1 June in each following calendar year.

1.3.5.3 Where the organisation Licensee (acting both in its own capacity as a Licensee and for an behalf of taken together with all other Licensees within the same Group) was Licensee ~~is~~ not a Member as at 1 June~~27 November 2017~~2018 it shall:

1.3.5.3.1 complete and submit to the Code Administrator a SMICoP Supplier Constituency Self-Declaration Form on the date it first becomes a Member; ~~and~~

1.3.5.3.2 where the first date on which it became a Member was prior to 1 August 2018, complete and submit to the Code Administrator a SMICoP Supplier Constituency Self-Declaration Form on 1 March 2019~~October 2018~~; ~~and~~

1.3.5.3.3 thereafter complete and submit to the Code Administrator a SMICoP Supplier Constituency Self-Declaration Form on 1 June in each following calendar year.

1.3.5.4 A SMICoP Supplier Constituency Self-Declaration Form completed and submitted by a Member Licensee (acting both in its own capacity as Licensee and for and behalf of taken together with all other Licensees within the same Group) Member Licensee shall be ~~v~~valid where it is completed and submitted to the Code Administrator in accordance with the requirements in paragraphs 1.3.5.2 or 1.3.5.3 (as the case may be). Where the Code Administrator does not hold a ~~v~~valid SMICoP Supplier Constituency Self-Declaration Form for a Licensee (taken together with all other Licensees within the same Group) Member Licensee, the Licensee (taken together with all other Licensees within the same Group) Member Licensee shall not fall within any constituency and shall not therefore have any voting rights.

## SMICoP Section B, Appendix 2

[TO BE COMPLETED BY THE MEMBER AND PRINTED ON THE MEMBER'S COMPANY'S LETTERHEAD]

**Electralink**

**Code Administrator for SMICoP**

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**303-306 High Holborn**

**London**

**WC1V 7JZ**

## SMICoP Supplier Constituency Self-Declaration

I hereby confirm that as at the date of signing this Self-Declaration [~~Insert Member Company Name~~], ~~taken together with every other Licensee in the same Group<sup>1</sup> as [Insert Member Name]~~ is a [~~Insert the Supplier constituency<sup>2</sup> the Member company falls within~~], ~~and~~

~~I also hereby confirm that, as at the date falling one month prior to the date given in the Date of Signature (as completed below), [Insert Member Name] taken together with every other Licensee in the same Group<sup>3</sup> as [Insert Member Name]:~~

- (i) ~~supplies~~ gas to [insert number] ~~registered MPRNs<sup>45</sup> customers~~ Customers; and
- (ii) ~~supplies~~ electricity to [insert number] ~~registered MPANs<sup>67</sup> customers~~ Customers.

## Text Commentary

N/A

## 4 Solution

### Business Justification and Market Benefits

The business justification for this change is that the SMICoP Constituency and Funding calculations should be clearly defined to ensure consistency across SMICoP Members.

### Reference Documents

N/A

## 5 Relevant Objectives

### Evaluation Against the SMICoP Objectives

For a SMICoP Change Request to be approved it must demonstrate at least one of the following two things;

How it better meets the SMICoP Supply Licence Objectives. These objectives are set out in the Condition 41 and 42 of the standard electricity supply licence and Condition 35 and 36 of the standard gas supply licence.

<sup>1</sup> 'Group' has the meaning given to it in the Glossary of Terms of the Code.

<sup>2</sup> Large Supplier or Small Supplier or Micro Business Supplier.

<sup>3</sup> 'Group' has the meaning given to it the Glossary of Terms of the Code.

<sup>4</sup> MPRN means the Meter Point Reference Number, as the reference number used to uniquely identify gas supply points in Great Britain.

<sup>5</sup> The number to be provided shall be the total number of MPRNs, relating to gas supply points of Domestic Customers and Micro Business Customers, for which either the Member or other Licensees in the same Group as the Member are registered at the relevant date.

<sup>6</sup> MPAN means the Meter Point Administration Number, as the reference number used to uniquely identify electricity supply points in Great Britain.

<sup>7</sup> The number to be provided shall be the total number of MPANs, relating to electricity supply points of Domestic Customers and Micro Business Customers, for which either the Member or other Licensees in the same Group as the Member are registered at the relevant date.

The Proposer has identified the SMICoP Objectives it deemed to be better facilitated by this Change Request, which have been highlighted below:

<b>Impact of the Change Request on the Relevant SMICoP Objectives:</b>	
<b>Domestic Customer Objectives [SLC 41 &amp; 35]</b>	<b>Identified impact</b>
<input type="checkbox"/> a) The licensee and any Representative provides and maintains a standard of service which helps to ensure that Domestic Customers' experience of the installation of Smart Metering Systems at their premises meets their reasonable expectations.	None
<input checked="" type="checkbox"/> b) All activities undertaken by the licensee and any Representative in relation to the installation of Smart Metering Systems are conducted in a fair, transparent, appropriate and professional manner.	Positive
<input type="checkbox"/> c) Domestic Customers are given information about, and during, the installation of Smart Metering Systems which: (i) is complete and accurate; (ii) does not mislead them; and (iii) informs them about the benefits of Smart Metering Systems and about what to expect in relation to the installation process.	None
<input type="checkbox"/> d) Domestic Customers are not subject to unwelcome Marketing during any visit to their premises for the purposes of installing Smart Metering Systems.	
<b>Micro Business Customer Objectives [SLC 42 &amp; 36]</b>	<b>Identified impact</b>
<input type="checkbox"/> a) the licensee and any Representative provides and maintains a standard of service which helps to ensure that Micro Business Consumers' experience of the installation of Smart Metering Systems at their premises meets their reasonable expectations.	None
<input checked="" type="checkbox"/> b) All activities undertaken by the licensee and any Representative in relation to the installation of Smart Metering Systems are conducted in a fair, transparent, appropriate and professional manner.	Positive
<input type="checkbox"/> c) Micro Business Customers are provided with information about, or during, the installation of Smart Metering Systems which: (i) is complete and accurate; (ii) does not mislead them; and (iii) informs them about the benefits of Smart Metering Systems and about what to expect in relation to the installation process.	None

This Change Request better facilitates SMICoP Objective B of both the Domestic and Micro-Business Supplier Licence Conditions by ensuring that SMICoP members constituencies and funding contributions are calculated in a fair, consistent, transparent and appropriate manner.

## 6 Impacts & Other Considerations

### Customer Impacts

No consumer impacts have been identified in relation to this Change Request.

### Supplier Impacts

Supplier's will be required to submit their customer numbers twice in 2018.

### Environmental Impacts

There are no expected environmental impacts.

### Confidentiality

N/A

## 7 Implementation

### Proposed Implementation Date

Five working days following Authority Consent.

### Proposed Implementation Technique

Big Bang





