



ESB Networks

Christmas 2023 / New Year 2024 Working Arrangements

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1. Introduction and Scope

This document is intended to provide Market Participants with the details of the working Arrangements over the Christmas and New Year 2023/2024 period. This includes the following:-

- ESB Networks working and non-working days over the period in question
- Market Participant Support arrangements provided by ESB Networks Support Centre
- The arrangements for and timings of file uploads for Debt Flagging UnMetered
- The arrangements for and timing of NQH Read Batch runs
- The arrangements for and timing of sending QH Data to Suppliers
- The arrangements and timing of sending Microgen data
- End of Aggregation and QH run dates
- The relevant dates in relation to De-energisation/Energisation at Customer premises
- Meter Works business dates
- Prepayment Metering
- **Appendix 1** – End of Year Aggregation Run Dates
- **Appendix 2** - Month+4 and Month+13 Aggregation Run Schedules
- **Appendix 3** - Activity Summary (excluding Aggregation)

This document covers the period Thursday 14th December 2023 to Monday 1st January 2024.

2. ESB Networks Working Days

The following are defined as ESB Networks **working** days in the Central Market System (SAP ISU) over the Christmas and New Year 2023/2024 period:

- Thursday 14th December 2023
- Friday 15th December 2023
- Monday 18th December 2023
- Tuesday 19th December 2023
- Wednesday 20th December 2023
- Thursday 21st December 2023
- Friday 22nd December 2023
- Thursday 28th December 2023
- Friday 29th December 2023
- Tuesday 2nd January 2024

The following days are defined as **non-working** days on the Central Market System:

- Monday 25th December 2023
- Tuesday 26th December 2023
- Wednesday 27th December 2023
- Monday 1st January 2024

Note 1: The Central Market System and the Message HUB are planned to be operational on all the ESB Networks non-working days to facilitate Suppliers sending in Market Messages should they wish. However, the normal ESB Networks support arrangements for the Market Operations behind these messages will not be available on these days. In addition, as normal, IT support will not be available to restore the Central Market System and Message HUB on the weekend days should an unplanned issue arise on those days.

Note 2: Suppliers can expect to receive QH readings messages and Aggregation messages on some of the non-working days as per **Appendix 1** and **Appendix 2**. A summary of relevant dates excluding Aggregation can be found in **Appendix 3**.

3. Market Participant Support Arrangements

ESB Networks will be providing Operational and Market System support on a limited basis on all of the ESB Working days listed above. In particular this will consist of support for the following areas:-

- NQH Read upload and Batch runs
- QH Data provision
- De-Energisation (No activity during period)/ Re-Energisation (See section 7 below for specific business arrangements)

In addition, MRSO will issue the aggregation messages in line with the requirements of the settlement calendar issued by the Single Electricity Market Operator (SEMO). Friday 22nd December 2023 is a full working day with full services provided by MRSO. A restricted service will be provided on Thursday 28th and Friday & 29th December 2023

Suppliers should note the following:-

- Friday 15th December 2023 is the last date for receipt of CoS request MM 010 in relation to QH sites to be transferred on Monday 1st January 2024
- In relation to NQH sites transferring after start of January 2024, MRSO advise that MM 010 should be sent as early as possible on Friday 22nd December,2023 so that any rejections for technical reasons can be corrected in time.

4. Debt-Flagging – Umetered (Manual)

- Old Suppliers should upload files containing GMPRN's with debt through the SFTS, for downloading by MRSO.
- MRSO will upload files containing GMPRNs with debt through the SFTS on Tuesday 2nd January 2024, for downloading by New Supplier(s).

5. NQH Read Batch Run Arrangements

The following table shows the dates on which NQH Reading messages will be sent to Suppliers:

Central Market Systems Working Day	NQH Billing Batch Runs
Friday 22 nd Dec 2023	Yes
Thursday 28 th Dec 2023	Yes
Friday 29 th Dec 2023	Yes
Tuesday 2 nd Jan 2024	Yes

6. QH Data Arrangements

The following table shows the days for which QH consumption is intended to be provided where this data is available to MRSO for individual QH Sites. This data will be sent out as part of the normal QH Batch arrangements.

Billing messages MM 341 & MM 342 will issue as normal up to Friday 22nd December 2023. The next batch run is scheduled for Thursday 28th December 2023 as below:

ESB Networks System	QH 341 & 342 Data provided for Dates (As below)
Friday 22 nd Dec 2023	19 th – 20 th Dec 2023
Saturday 23 rd Dec 2023	21 st -22 nd Dec 2023
Wednesday 27 th Dec 2023	23 rd -25 th Dec 2023
Saturday 30 th Dec 2023	26 th - 27 th Dec 2023
Tuesday 2 nd Jan 2024	28 th Dec 2023
Wednesday 3 rd Jan 2024	Normal service resumes

7. Smart Data Provision

Provision of Smart meter data is planned to be operational as normal over the Christmas period so Suppliers should expect to continue to receive xml files containing export data on a D+1 basis. However, the normal ESB Networks support arrangements will not be available on non-working days and if an issue is encountered it will be addressed on the next working day.”

8. NPA De-Energisation / Re-Energisation Business Dates

The following dates are applicable to NPA De-energisations, Vacant Premises (no contract) and Re-energisations at Customer premises over the period:

There are 2 De-Energisation Dates:

(1) Domestic Customers

- The last pre-Christmas date that NPA De-Energisations will be carried out for Domestic Customers is Thursday, 30th November 2023. A valid Market Message (017) should be received by ESB Networks at least 5 working days in advance of this date i.e. close of business on Thursday 23rd November 2023, to facilitate action before Christmas (assumes normal volumes). Resumption date of normal services for De-energisations will be Thursday 1st February 2024.
- The last pre-Christmas date that Vacant Premises (no contract) De-Energisations will be carried out for Domestic Customers is Thursday, 7th December 2023. A valid Market Message (017) should be received by ESB Networks at least 5 working days in advance of this date i.e. close of business on Thursday, 30th November 2023, to facilitate action before Christmas (assumes normal volumes). Resumption date of normal services for De-energisations will be Monday, 8th January 2024.

(2) Non-Domestic Customers

- The last pre-Christmas date that NPA De-Energisations and Vacant Premises (no contract) will be carried out for Non-Domestic Customers is Thursday, 14th December 2023. A valid Market Message (017) should be received by ESB Networks by close of business on Thursday, 7th December 2023. Resumption date of normal service for NPA De-energisations will be Wednesday, 3rd January 2024.
- NPA Re-Energise (MM 017) Market Messages will be accepted by ESB Networks up to 1pm on Tuesday 19th December 2023. Calls to Customer premises to carry out NPA Re-Energisation will be made up to and including Friday, 22nd December 2023

Normal service will be resumed on Tuesday, 2nd January 2024.

9. Meter Works Business Dates

The following dates are applicable to Meter Works requests for work to be carried out at Customer premises over the period:

- Appointments included on market messages can be accepted for Meter Works to be carried out by Networks at customers' premises up to and including 1p.m. on Monday, 18th December 2023.
- Meter Works - Normal Service will be resumed on Tuesday, 2nd January 2024.



10. Prepayment Metering

PMP requests will be processed up to close of business Thursday, 21st December 2023. Requests submitted after that date will be processed on Tuesday, 2nd January 2024

If an ESN PAYG meter is in credit or emergency credit, it will NOT self- disconnect during the following times:

- From 4 p.m on Friday, 22nd December 2023 until 9 a.m Wednesday, 27th December 2023
- From 4 p.m on Friday, 29th December 2023 until 9 a.m on Tuesday, 2nd January 2024

The last day of new installations of financial hardship PAYG meters will be Friday, 15th December 2023. Normal service will resume from Tuesday, 2nd January 2024.

The final day for submission of installation files will be Friday the 8th of December 2023. Installation files will be accepted again on Friday the 5th January 2024..



11. Appendix 1 - End of Year Aggregation Run Dates

No.	Date/Time	Task	Market Messages
1.	Wednesday 20 th December 2023	Run Indicative Aggregations for the following dates: 19 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 14 th Dec	590 to SMO 59X series to Suppliers for each date
2.	Thursday 21 st December 2023	Run Indicative Aggregation for the following date: 20 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 15 th – 17 th Dec	590 to SMO 59X series to Suppliers for each date
3.	Friday 22 nd December 2023	Run Indicative Aggregation for the following date: 21 st Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregation for the following date: 18 th Dec	590 to SMO 59X series to Suppliers for each date
4.	Tuesday 26 th December 2023	Run Indicative Aggregations for the following date: 22 nd – 25 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregation for the following dates: 19 th - 20 th Dec	590 to SMO 59X series to Suppliers for each date
5.	Wednesday 27 th December 2023	Run Indicative Aggregations for the following dates: 26 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following dates: 21 st Dec	590 to SMO 59X series to Suppliers for each date
6.	Thursday 28 th December 2023	Run Indicative Aggregation for the following dates: 27 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregation for the following date: 22 nd - 24 th Dec	590 to SMO 59X series to Suppliers for each date
7.	Friday 29 th December 2023	Run Indicative Aggregation for the following date: 28 th Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 25 th Dec	590 to SMO 59X series to Suppliers for each date
8.	Monday 01 st January 2024	Run Indicative Aggregation for the following date: 29 th - 31 st Dec	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 26 th Dec	590 to SMO 59X series to Suppliers for each date
9.	Tuesday 2 nd January 2024	Run Indicative Aggregation for the following date: 1 st Jan	590 to SMO 59X series to Suppliers for each date
		Run Initial Aggregations for the following date: 27 th Dec	590 to SMO 59X series to Suppliers for each date



12. Appendix 2 - Month+4 and Month+13

MRSO will be running the following scheduled batch jobs for the Month+4 and Month+13 aggregations throughout the month of December to facilitate the Market Operator and allow early resettlement and invoicing:-

Month+4

- Will run on the morning of 13th Dec 2023 with messages covering the period 27th Aug – 2nd Sept 23 issuing as usual.
- Will run on the morning of 20th Dec 2023 with messages covering the period 3rd Sept 23 – 9th Sept 23 issuing as usual.
- Will run on the morning of 27th Dec 2023 with messages covering the period 10th Sept – 16th Sept 23 issuing as usual.
- Will run on the morning of 3rd Jan 2024 with messages covering the period 17th Sept – 23rd Sept 23 issuing as usual.

Month+13

- Will run on the morning of 14th Dec 2023 with messages covering the period 4th Dec – 10th Dec 22 issuing as usual.
- Will run on the morning of 21st Dec 2023 with messages covering the period 11th Dec – 17th Dec 22 issuing as usual.
- Will run on the morning of 28th Dec 2023 with messages covering the period 18th Dec – 24th Dec 22 issuing as usual.
- Will run on the morning of 4th Jan 2024 with messages covering the period 25th Dec – 31st Dec 22 issuing as usual.