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From: Alexandra Bishop
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[Periodic Data Exceptions.xlsx](#)

Hi Seamus,

Please find below the answers (with attached supporting Excel document) to the questions raised by Natasha at PwC. Teri has asked me to send you the information to pass onto Natasha.

How is the annual declaration submitted?

The annual declaration is submitted via the RHI Register. To sign an annual declaration, the Authorised Signatory will need to log into the Register and select the Declaration link. They then need to select 'Sign Annual Declarations' for the associated installation in the drop down list; read the declaration text and then tick the box at the bottom of the page and submit.

What is the process for chasing outstanding annual declarations?

As discussed, further data cannot be submitted until the annual declaration has been signed. Previously a participant could submit data if the annual declaration hadn't been signed and an internal exception would be raised in the system – at this point the internal reviewer would contact the participant regarding the outstanding declaration prior to any data being progressed. Therefore, the onus is now on the participant to ensure the declaration is signed prior to being able to submit data.

Can you outline exactly what is done with the fuel data submitted by the applicant? Does this feed into any calculations?

Currently there are no NI installations that are required to submit fuel data as part of their periodic data submissions.

Where an applicant is declaring that their meter is broken are they required to submit any evidence to support the meter being broken? e.g. photographs?

As with any ongoing obligation, if a meter breaks as per our guidance, "they must notify Ofgem within 28 days of the change taking place, or of when they became aware".

Where a participant is declaring that their meter is broken and is being replaced, this is something that would be dealt with, in the first instance (re: replacing the meter), by our amendments team. With the installation of a new meter, our amendments team would request evidence of the new meter as per the process set out for reviewing meter compliance.

Is there a timeframe by which an applicant needs to fix a broken meter?

It is in the participants interest to resolve the issue as expediently as possible as until the point at which the meter has been replaced/fixed, data cannot be processed for a system where we have been made aware that the heat data is not being recorded accurately.

Can I confirm that these are the only two triggers on submission of the exception data - more than 70% of the heat available in the period or more than 25% of the heat generated in the same period in the previous year?

There are c.30 exceptions that may be triggered (external [participant] and internal [Reviewer]) at the periodic data stage in relation to the submission of data for NI. Please find attached a list of the current periodic data exceptions. To note, regarding the '70% of heat available in the period' you mentioned, I believe in the previous discussion we had over video conference this was a figure that Robert had given in relation to an example he was giving when a reviewer may ask for further information (such as a photo of the meter(s) where the data submitted highlights that the load factor of the boiler is significant relative to the size of the boiler itself. The exceptions themselves relating to heat generation are as per the attached document – to note, exception IDs 55; 56; 57 are automatically triggered when the value is greater than 80% of the heat that could be generated within the period.

What happens if there is no data for the previous period?

All installations submitting for the first time (where there will be no prior data) have a mandatory review of the submission conducted by a reviewer.

What does the applicant see when the exception flags up - could I please get a screenshot of this?

Please find below screenshots of a number of the exceptions that may be raised.

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Figure 1 shows what the participant sees when submitting data. The submission exceptions are located below the meter readings and eligible heat output and payment details. Each box must have text entered before the 'submit' button can be pressed.

Fig1.



Figures 2,3 and 4 show (from the participants perspective) a range of submission exceptions generated by the Register and the free text boxes for participants to input qualifying commentary

Fig2.

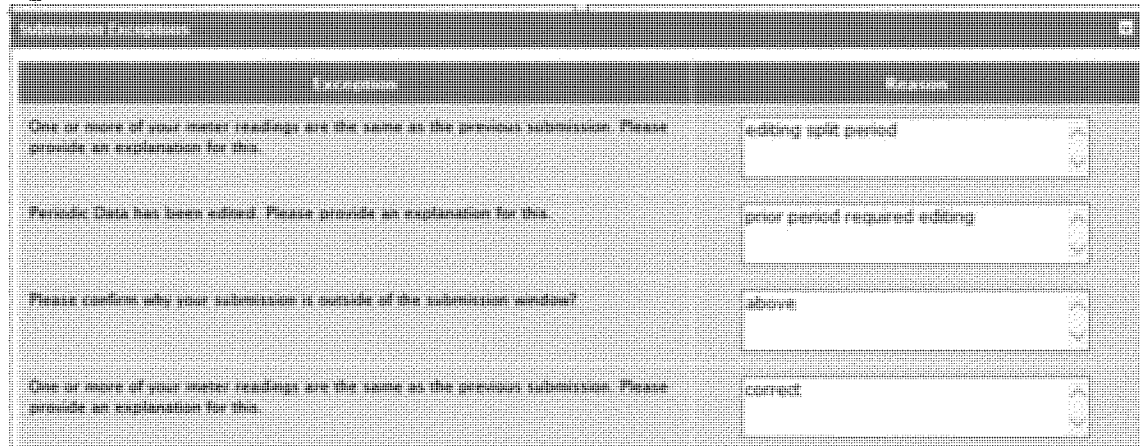


Fig3.

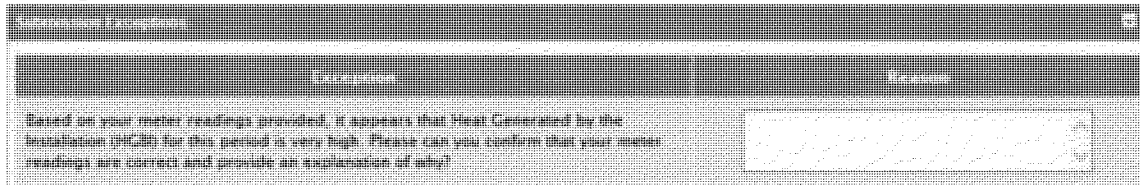
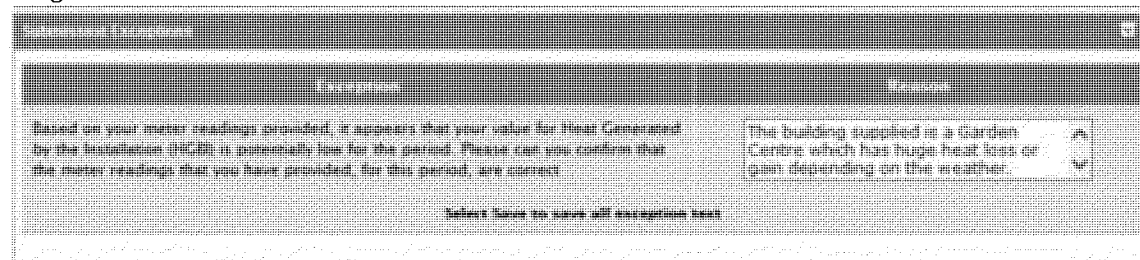


Fig 4.



Kind Regards

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