

Draft terms of reference and EIEP overview document

Discussion



Draft terms of reference and EIEP overview document

1 Evaluate and make recommendations

- 1.1 The Standing Data Formats Group (SDFG) will:
- (a) review and discuss the proposed amendments to the SDFG terms of reference
 - (b) approve/not approve the proposed amendments to the SDFG terms of reference
 - (c) review and discuss the proposed amendments to the EIEP overview document
 - (d) approve/not approve the proposed amendments to the EIEP overview document.

2 Next steps

- 2.1 The SDFG will discuss the proposed amendments to SDFG terms of reference and EIEP overview document and make recommendations to the Authority.
- 2.2 The Authority will:
- (a) review the SDFGs recommendations and amend the documents (as necessary)
 - (b) initiate consultation with interested parties (as necessary)
 - (c) review submissions (as necessary)
 - (d) publicise the decision(s).

3 SDFG terms of reference

- 3.1 Authority staff propose amendments to the SDFG terms of reference to include:
- (a) regulated EIEP 13
 - (b) transfer of EIEP 13 between traders and consumers authorised agents.

Discussion points for the SDFG to consider

- 3.2 Currently, the SDFG considers changes to file formats for the exchange of information. This includes both EIEPs and other formats covered under functional specifications, including components of these file formats (eg, the list of register content codes).
- 3.3 There needs to be more clarity around what is under the SDFGs umbrella (besides EIEPs) and what is not. The reconciliation manager and registry functional specifications are broadly included under the SDFG umbrella in the terms of reference. However there are instances where the Authority does not consult the technical working group.
- 3.4 Discussion questions for the SDFG to consider:
- (a) What role does the SDFG consider it has with the reconciliation manager and registry functional specifications? Should the SDFG have oversight of all codes and file formats in these functional specifications?
 - (b) Does the SDFG consider that there needs to be further clarification or should file formats be referred to the SDFG on a case by case basis?

4 Proposed amendments to EIEP overview document

4.1 Authority staff propose amendments to the EIEP overview document to:

- (a) include new regulated file formats
- (b) remove unnecessary or outdated information
- (c) provide clarification as necessary.

Discussion points for the SDFG to consider

- 4.2 Is the EIEP overview document's purpose clear? Or does it require further information to describe its purpose?
- 4.3 Does the SDFG consider that the EIEP management section is clear and covers the requirements for amending an EIEP? Is further information or clarity required?
- 4.4 Are there any other sections of the EIEP overview document that require further information?

5 Attachments

5.1 The following items are attached to this paper:

- (a) Appendix A: draft SDFG terms of reference
- (b) Appendix B: draft EIEP overview document.

Appendix A Draft SDFG terms of reference

Terms of Reference of the Standing Data Formats Group (SDFG)

Version 1.43

Version control

Version	Date amended	Comments
1.0	26 February 2010	
1.1	1 November 2010	Updated for transition to the Electricity Authority
1.2	July 2012	Amendment to: (a) allow reappointment of a member for a term of up to two years (b) remove the requirement for an equal number of retailer and distributor representatives.
1.3	3 February 2014	Amendment to: (a) remove reference to AMIWG (b) update reference to metering equipment providers (c) include references to the mandatory EIEPs (d) reflect current Authority style.
<u>1.4</u>	<u>2 May 2016</u>	<u>Amendments to make terms of reference clearer and include newly mandated EIEPs.</u>

Background

1. The Electricity Authority (Authority) provides standardised information exchange formats to enable low cost and reliable information exchange between participants, [and participants and consumers or their authorised agents](#). In some cases, the use of those formats is mandatory, e.g. where there are interfaces with the registry and reconciliation manager, and in others, it is voluntary e.g. interfaces between participants.
2. Mandatory interfaces are specified under the Electricity Industry Participation Code 2010, and details are contained within service provider functional specifications and specific Electricity Information Exchange Protocols (EIEPs). Currently EIEPs 1, 2, 3, [and 12 and 13](#) are mandatory.
3. Voluntary interfaces are contained in specific EIEPs, the use of some of which is enforced through contracts between retailers and distributors.

Purpose of the Standing Data Formats Group

4. The purpose of the Standing Data Formats Group (SDFG) is to consider suggestions by affected parties for additions or changes to file formats for the exchange of information between participants and the market operation service providers, and make recommendations to the Authority for implementation.

Intended outcome from the SDFG

5. The intended outcome from the SDFG is to develop and maintain (including updating) [standard](#) file exchange formats for information exchange, for use by participants, [consumers or their authorised agents](#), and the market operation service providers which will improve the efficiency of the exchange of information as the industry evolves.

Scope of the SDFG

6. The scope of the SDFG should be consistent with the outcome and purpose set out above. However, it is possible that the SDFG will identify peripheral issues. If any such issues do not work toward the SDFG objective and are therefore outside the original scope, they should be referred back to the Authority with a recommendation about further work required.

Membership

7. The SDFG will comprise:
 - (a) an independent chair
 - (b) retailer representatives
 - (c) distributor representatives

- (d) meter equipment provider representative(s)
- (e) at least one Authority representative.

Tenure

8. The Chair is initially appointed for a period of up to two years but may be reappointed for further terms of up to two years (at the Authority's discretion).
9. Members are also appointed for a term of up to two years. While it is the Authority's preference that members serve a maximum of two such terms, the Authority may (at its discretion) reappoint a member for further terms of up to two years.
10. In any event, the Authority reserves the right at any time to wind-up the SDFG and/or terminate any person's membership, by giving all affected persons written notice to that effect.

Responsibility of members

11. Members have been selected to bring together expert (commercial and technical) knowledge of the subject matter, representation from a range of industry interests and a group of people who will work effectively as a team. Accordingly members:
 - (a) will act in the interests of all stakeholders
 - (b) have a duty to prepare for meetings
 - (c) are expected to openly share information within the SDFG
 - (d) will not promote or represent their own organisations over the interests of the SDFG or its objectives.
12. The Chair has responsibility for:
 - (a) directing the SDFG according to the SDFG purpose
 - (b) conducting efficient meetings.

Tasks of the SDFG

13. The tasks of the SDFG are to:
 - (a) consider suggestions by affected parties for the addition of new EIEPs, or changes to the existing EIEPs, made through the review process
 - (b) consider suggestions by affected parties for the addition of new, or amendments to existing, file exchange formats through the review process, and make recommendations to the Authority (which the Authority may decline to pursue at its own discretion)

- (c) promote awareness and use of the data format change review protocols within the industry.

Reporting arrangements

- 14. Routine reporting to the Authority will be via the Chair and any issues of concern should be escalated by the Chair to the Authority as they arise.
- 15. In the normal course of events, the relevant senior Authority staff member will ensure that the views of the SDFG are captured in papers to the Authority.

Administration

- 16. The Authority will provide administrative and secretariat support as required.
- 17. The activities of the SDFG will be as transparent as practicable, and unless specifically agreed otherwise:
 - (a) required papers will be circulated in advance of meetings
 - (b) papers produced for the SDFG will be published on the Authority's website as soon as practical after each meeting
 - (c) minutes will be published once confirmed.
- 18. While consensus will be sought at SDFG meetings, at times it may be necessary to accept multiple views. In such cases, the differing views will be recorded in the meeting minutes.

Notice of meeting must be given

- 19. The Authority will convene meetings on an as-required basis. Meetings will be held at venues convenient for the majority of members.
- 20. Reasonable advance notice of the time and venue of meetings must be given to every SDFG member.

Methods of holding meetings

- 21. An SDFG meeting may be held by a number of the members that constitute a quorum at the date and time appointed for the meeting.
- 22. As a general rule meetings will be held in person, although teleconferencing may also be acceptable.

Quorum

23. A quorum for SDFG meetings is 60 per cent or more members of the SDFG – with one of those members being either the Chair, or, if the Chair is unavailable for that meeting, a replacement Chair as appointed by the Manager Market Operations.
24. No SDFG decisions may be taken at a meeting while a quorum is not present.
25. Members of the SDFG are not entitled to send an alternate in their place if they cannot attend a meeting.

Attendance of SDFG members

26. Except where leave is given by the Chair or the Manager Market Operations, any member of the SDFG who misses two consecutive group meetings may be removed from the group.

Confidentiality

27. Where information shared at meetings is specifically identified as confidential, that confidence will be respected by including an oblique reference only to the information concerned, in the published minutes.
28. Unless there is a specific reason to the contrary, reports going to or produced by the SDFG or its members will not be tagged as confidential.
29. Such non-confidential reports will be published on the Authority's website for public viewing.

Appendix B Draft EIEP overview document

Electricity Information Exchange Protocols (EIEPs)

Overview

Draft version 10.1
Information paper

2 May 2016

Version control

Version	Date amended	EIEP ref	Comments
10	6 December 2013	EIEP overview	Amendments from February 2013 consultation. Draft for publication prior to final EIEPs being published under Part 12A of the Code.
10.1	2 May 2016	EIEP overview	Document updated to reflect regulatory and style changes.

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1 Electricity Information Exchange Protocols functional specifications

Introduction

- 1.1 Electricity Information Exchange Protocols (EIEPs) ~~have evolved over time to~~ provide standardised formats that support the reliable exchange of information between participants, and participants and other parties.¹
- 1.2 EIEPs are either regulated or voluntary. Regulated formats include EIEPs 1, 2, 3, 12, and 13. These EIEPs are regulated under the Electricity Industry Participation Code 2010 (Code). Other
Some
- 4.21.3 Other EIEPs provide a voluntary interface format that may be adopted in contracts between traders and distributors. Voluntary EIEPs may vary in the information that they contain depending on arrangements between the parties or as their systems may dictate.
- 4.31.4 Through the use of EIEPs, partiscipants are able to efficiently exchange large volumes of information.

Background Standing Data Formats Group

- 4.4 The Standing Data Formats Group (SDFG) was established in May 2006 ~~established in May 2006 reporting to the then Electricity Commission Retail Market Advisory Group for the purpose of~~ considering new EIEPs. ~~The SDFG continued the work previously undertaken by the Distributor Retailer Information Exchange Protocols Subgroup (DRIEPS) that had been established earlier under MARIA.~~
- 1.5 ~~Following several initiatives to evaluate the protocols, the~~ EIEPs ~~included in this document~~ were developed to communicate information ranging from consumption data for invoicing, line charges and pricing through to customer information, faults, outage and new connections. ~~These~~ EIEPs have evolved to provide ~~for~~ a low cost, consistent and reliable means of communication.
- 1.6 The ~~2013 revisions modified~~ revised EIEPs ~~to~~ incorporate industry changes (including Code amendments), and incorporate consistent terminology with that of the registry functional specification, the reconciliation functional specification and Advanced Metering Infrastructure technology.

This document

- 1.7 This document is the overview of the functional specifications for all EIEPs, both regulated and unregulated. It should be read in conjunction with the separately published EIEPs, ~~as well as~~ the Code requirements (where appropriate), participant use of system agreements (UoSAs) and the registry and reconciliation functional specifications.
- 1.8 To achieve and maintain the maximum level of standardisation across participants' IT systems, the Authority recommends that EIEP implementations adhere fully to the specifications contained in this document.

¹ EIEP 13 provides for the exchange of consumer consumption information between traders and consumers or consumers authorised agents.

2 Concept and structure

- 2.1 The EIEPs are designed to be used by participants for frequently exchanged and/or high volume information sets within specified time frames.
- 2.2 Each EIEP is self-contained, in that it contains all relevant information. EIEP-specific reference codes are set out following the file format for [each](#) EIEP.
- 2.3 The EIEP specifications have been drafted in a style consistent with other industry functional specifications. This style provides a table with sections for:
- (a) Header information – title, Code references and dependencies
 - (b) Description – purpose of the EIEP
 - (c) Business requirements – how the data file is to be interpreted and used, and the structure of the data file
 - (d) Data inputs – information required to produce a data file
 - (e) File format; Header – identifying file data
 - (f) File format; Detail – the information to be exchanged
 - (g) File specifications – supporting field information, naming standards and rules for field population including example files
 - (h) Data outputs – for other intended recipients e.g. registry or reconciliation.

The EIEP formats

- 2.4 [The table below contains a list of all EIEPs.](#)

Format name	Description	Send → Receive	Frequency used
EIEP1	Detail Consumption Information • As Billed • Incremental Normalised • Replacement Normalised	Trader → Distributor Distributor → Trader	Monthly
EIEP2	Aggregate Consumption Information Reconciled (for GXP based charging).	Trader → Distributor Distributor → Trader	Monthly
EIEP3	Half Hour Metering Information	Trader → Distributor	Monthly
EIEP4	Customer Information	Trader → Distributor	Monthly (or as required)
EIEP5A	Planned Service interruptions: • Singular • Multiple	Distributor → Trader	As required

Format name	Description	Send → Receive	Frequency used
EIEP5B	Unplanned Service interruptions	Distributor → Trader	As required
EIEP6A	Fault Initiation file: • Initiation • Status update and closure	Trader → Distributor Distributor → Trader	Daily (or as required)
EIEP6B	Faults and Service Request Initiation: • Initiation • Status update and closure	Trader → Distributor Distributor → Trader	Daily (or as required)
EIEP7	General Installation Status Change	Trader → Distributor	As required
EIEP8	Notification of Network Price Category and Tariff Change	Trader → Distributor Distributor → Trader	As required
EIEP9	Customer Location Address Change Notification	Trader → Distributor	As required
EIEP10	Discontinued/Unused		
EIEP11	New Connections: • Request for a new ICP • Provision of a new ICP • Change of ICP information • Provision of metering information by either party	Trader → Distributor Distributor → Trader	Daily (or as required)
EIEP12	Detailed Pricing Information Notification of pricing changes	Distributor → Trader Distributor → MA	As required
EIEP13A	Detailed electricity consumption information for consumers (half hour and non-half hour)	Retailer → Consumer Retailer → Agent	As required
EIEP13B	Summary consumption information	Retailer → Consumer Retailer → Agent	As required

Format name	Description	Send → Receive	Frequency used
EIEP13C	<u>Electronic request format for EIEP 13A or EIEP 13B</u>	<u>Agents → Retailers</u>	<u>As required</u>

Abbreviations and codes used in the format

- 2.5 Part 1 of the Code provides most definitions associated with the terms used in the EIEPs.
- 2.6 A Glossary of Standard Terms provides definitions for all other terminology used within the EIEPs. This document is published on the Authority's website at <http://www.ea.govt.nz/dmsdocument/14292>.
- ~~2.7 Words in *italics* are defined in the Glossary of Standard Terms.~~
- ~~2.82.7 As previously noted, *This* the EIEPs functional specification~~ should be used in conjunction with the registry and reconciliation functional specification documents. These documents contain a list of attributes and codes that are to be used with formats included in ~~this functional specification~~ the EIEPs.
- ~~2.92.8~~ In particular, references to tables such as Meter Location Codes, Register Content Codes and Disconnection Codes are those referred to in the registry functional specification.²

Comment [NG1]: We note the Glossary of Standard terms requires updating.

3 Information exchange mechanisms

Electronic data file transfer

- 3.1 Most non-manual interfaces use electronic file transfer either via File Transfer Protocol (FTP) or Secure File Transfer Protocol (SFTP) connectivity. [The Authority encourages parties to use the EIEP transfer hub when transferring EIEP file formats.](#)³
- 3.2 A data file created on the source system is transferred to a predetermined directory on the destination system using FTP or SFTP. Alternatively, the transfer may be carried out via a central hub webpage using Secure Hyper-Text Transfer Protocol (HTTPS).
- 3.3 The transfer mechanism used and the destination address is configurable at the file type level as agreed between the parties. Where FTP is used, additional security must be used to protect the confidentiality of the information transferred.
- 3.4 Where information is transferred using email, the information must be delivered in a secure manner and password protected.

² [The registry functional specification can be downloaded from www.electricityregistry.co.nz.](http://www.electricityregistry.co.nz)

³ [The EIEP transfer hub is a SFTP provided by the Authority for participants and agents to use when transferring EIEP file format. More information on the EIEP transfer hub is available from the market operations team at \[marketoperations@ea.govt.nz\]\(mailto:marketoperations@ea.govt.nz\).](#)

4 Key data description information Management of EIEPs

Review and change process

- 4.1 Any participant may propose to change the formats, reports, or any other part of an EIEP file (eg, add or change fields) by submitting a change proposal form (or equivalent form) to the Authority. A ~~suitable~~ form is available on the Authority's EIEP web page.⁴ ~~website~~ at <http://www.ea.govt.nz/dmsdocument/38>. Where an EIEP is regulated by the Code, any changes will need to go through the amendment process set in the Code.

Process for regulated EIEPs

- 4.2 The Code requires that, before the Authority regulates an EIEP or amends a regulated EIEP, the Authority must consult with the participants that the Authority considers will be affected by the EIEP. However, the Authority need not consult if the Authority considers that the amendment is:
- (a) technical and non-controversial; ~~or~~
 - (b) there has been adequate prior consultation so that the Authority has considered all relevant views.
- 4.3 If the Authority considers that consultation is necessary, the Authority will follow its [consultation charter](#). Any changes being consulted on will be flagged as under review on the Authority's website and all affected parties notified through the Authority's Market Brief.
- 4.4 The Authority may also consult the SDFG before it makes its consideration under paragraph 4.2.
- 4.5 Once the decision has been made, the Authority will inform the proposer and notify all affected participants. If the EIEP will be updated, the Authority will publish the changes on its website.

Process for unregulated EIEPs

- 4.6 The SDFG will review any proposals to change an unregulated EIEP using a review process. If the change is considered minor, the SDFG may recommend to the Authority that the change is immediately approved, declined, or amended and affected participants notified of the change.
- 4.7 For more substantive changes to unregulated EIEPs, if the SDFGs recommendation is to approve or amend the proposal, the proposal will be circulated to interested parties for comment for a period of two weeks [or more](#). The Authority will consider any comments, then will modify the EIEP documentation accordingly. Minor changes will receive an incremental change to the version number on the document (ie, v10.0 to v10.1).
- 4.8 The SDFG may recommend to the Authority that a proposal to change an unregulated EIEP is sent out for longer consultation with the industry (eg, for a major change). If the Authority agrees and decides that industry consultation is necessary, the relevant EIEP will be flagged as under review on the Authority's website and all affected parties notified through the Authority's Market Brief. Participants may then submit on the proposed changes. Major changes will incur a full point change to the version number of the document (i.e. v10.0 to v11.0).
- 4.9 If approved (or amended), the Authority will inform the proposer and notify all affected participants. The EIEP will be updated and the Authority will publish the changes on its website.

⁴ <http://www.ea.govt.nz/operations/retail/eiep/>.

- 4.10 If the Authority declines or defers the proposal, it will inform the proposer of the declination and give reasons for the decision.

Effective date of change

- 4.11 The Authority will advise the effective date of the change when it publishes the change. There may be a transition period if the change is significant enough to warrant this (advised at time of publication).

Transparency

- 4.12 The review process for proposed EIEP changes will be transparent to affected participants. Any participant may request copies of any written material of the SDFG relating to the proposal.

Glossary of abbreviations and terms

Act	Electricity Industry Act 2010
AMI	Advanced Metering Infrastructure
AUFLS	Automatic under frequency load shedding
Authority	Electricity Authority
CA	Conveyance Agreement
Code	Electricity Industry Participation Code 2010
Commission	Electricity Commission
EIEP	Electricity Information Exchange Protocol
GIP	Grid injection point
GWh	Gigawatt hour
GXP	Grid exit point
HH or HHR	Half hour
HVDC	High voltage direct current
ICP	Installation Control Point
kWh	Kilowatt hour
LFRP	Loss factor review panel
MA	Market Administrator
MW	Megawatt
MWh	Megawatt hour
NHH	Non half hour
NSP	Network supply point
RM	Reconciliation manager
TOU	Time of use meters
UFE	Unaccounted for electricity
WITS	Wholesale Information and Trading System
UoSA	Use of systems agreement