

Ofgem Renewables and CHP Register

Workshop Q&A, 19 March 2008

Church House, London

This document is a record of the questions and answers from the Ofgem Renewables & CHP Register workshop, held on 19 March 2008. The questions have been grouped under headings as shown on the contents list.

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1. System access

- Q1: As an existing user of CIMS, ROC register and REGO register, how do I access the Renewables & CHP Certificate Registry?
- A1: Users that are registered on our current system for managing the Renewables Obligation (RO), Climate Change Levy (CCL) and Renewable Guarantees of Origin (REGO) will receive usernames and passwords by email. When the user accesses the system for the first time, they will be invited to change their password to something preferable to them. Passwords can be changed as often as the user deems necessary. Please note however, that Users should notify Ofgem as soon as possible if the contact on the existing system is no longer relevant as usernames and passwords for the system will be sent to that person.
- Q2: Will the Renewables & CHP Certificate Registry allow one 'SuperUser' access to all types of accounts eg generator, supplier, agent and participant?
- A2: No, the Renewables & CHP Certificate Registry has been designed to allow users to set up different types of user accounts; a generator account, a supplier account, an agent account and a participant account. However, we will look at the possibility of allowing users to hold one account for all four types of users.

Q3: Will users need digital certificates to access the Registry?

A3: No, digital certificates will not be required under the Renewables & CHP Certificate Registry. Unlike the old systems, additional security has been built into the Renewables & CHP Certificate Registry, which negates the need for digital certificates.

Q4: A number of small generators are represented by several parties (account contacts). How will these parties manage certificates in the Renewables & CHP Certificate Registry?

A4: Once the small generator has been registered with an account, the generator can add parties it wishes to represent it as contacts for their account. The generator allocates each party with the 'permissions' it wishes that party to hold.

Q5: How many attempts does a User have to input its password before the system locks the account?

A5: Users that have forgotten their password could use the 'forgotten password' function on the home page of the Renewables & CHP Certificate Registry. The system will allocate a new password to the user, which will be sent to the user's email address provided during registration. When the user logs in again they will be required to change the system-automated password.

Users that have forgotten their username as well as their password will need to contact Ofgem at: renewable@ofgem.gov.uk.

Q6: Will the old systems (ROC and REGO Register and CIMS) continue to operate alongside the new Renewables & CHP Certificate Registry?

A6: No, the old systems will be taken off-line on 29 March 2008 so that data can be migrated onto the new system. In the unlikely event, that new Renewables & CHP Certificate Registry fails to operate as expected, we have in place a contingency to revert to the old systems for the first few days after the new system goes live. The old systems will be completely closed down a few days after the Renewables & CHP Certificate Registry has become operational.

Q7: Will the old system username and passwords change?

A7: Usernames used on the old system will remain the same, but passwords will be automatically generated by the new system once data is migrated from the old system. Existing users will receive an email confirmation of their username and password.

2. Data migration

Q8: What type of information will be migrated to the new system?

A8: All information we hold electronically on our existing systems, including generation site name, accreditation ID, certificate details, contact details (including name, address and telephone number of contact) and site address.

Q9: Will the system keep the link between users and generation sites in their account?

A9: Yes, information held on our current systems will be migrated to the Renewables & CHP Certificate Registry with no change.

Q10: Will existing users be issued with new accreditation numbers?

A10: No, accreditation numbers will remain the same.

Q11: Will users need to reassign generating stations to agents for the purposes of claiming Levy Exempt certificates (LECs)?

A11: Information (including Levy Exemption Certificates) for stations that are represented by agents will be migrated to the same agent account that they are currently mapped to on the ROC Register.

Q12: What certificates will be migrated?

A12: All certificates on the existing systems will be migrated to the Renewables & CHP Certificate Registry.

3. System documentation

Q13: Requests for certificates will be made through the Renewables & CHP Certificate Registry. How can users provide supporting information?

A13: The Renewables & CHP Certificate Registry allows for some information to be uploaded onto the system. Where this is not possible, information can be emailed to renewable@ofgem.gov.uk, or posted or faxed to us. We will look at the possibility of building this requirement at a later stage.

Q14: What guidance documents will be available under the new system?

A14: In addition to the various guidance documents currently available, we will also produce a User Guide that will describe the system functions and provide a guide to usage of the system. The Renewables & CHP Certificate Registry will also contain a help function for users.

4. Declarations

Q15: Users are required to complete yearly declarations. Will this continue to apply under the Renewables & CHP Certificate Registry?

A15: Yes, users will be required to complete declarations on-line. The 'authorised signatory' contact (i.e. the super-user) will be the only user that has permission to accept declarations on-line. During registration, Ofgem must receive and approve a company letter headed document, signed by a company director, appointing the 'authorised signatory' before they can gain access to manage their account.

Q16: Can an agent sign the declarations on behalf of a generating station?

A16: An agent can sign a declaration on behalf of a small generating station where it holds the permission to do so, and that permission (i.e. the agent appointment form) has been provided to Ofgem.

Q17: One of the declarations on the Renewables & CHP Certificate Registry requires the User to confirm that it is employed by the company. How does this requirement apply to agents?

A17: The declaration requires the User to state that they are employed by the company. In the case of an agent the User is declaring that they are employed by the company acting as the agent.

Q18: When will users need to submit the letter appointing the authorised signatory?

A18: New users will be required to submit this letter during registration. Existing users (i.e. account holders on the ROC register, CIMS and the REGO register) account details will be migrated to the new system where they will receive their log in details (password and username). To gain full access to the system they will be required to submit the letter appointing the authorised signatory. We would encourage users to submit this letter sometime in April or at the latest in mid-July, in time for the certificate issue for April 2008 generation.

Q19: Will an existing authorisation letter suffice?

A19: Recent letters are acceptable, but we will make a decision on a case by case basis.

Q20: Will the Superuser need to submit a letter every year?

A20: No, only when the 'authorised signatory' contact changes.

Q21: Authorisation letter - What happens if the company Director changes?

A21: The 'authorised signatory' appointed by the company Director at the time of registration will remain valid, unless the company wants to change this contact.

5. Station accreditation

Q22: How will generators and/or their agents be notified that accreditation has been granted?

A22: Generators will be notified that accreditation has been granted in writing and via the Renewables & CHP Certificate Registry.

Q23: Does the glossary links on the accreditation section replace guidance notes?

A23: No, it is important that generators read the guidance documents before completing an accreditation application. The glossary links on the Renewable & CHP Certificate Registry will be consistent with terms in the guidance documents and are there to assist users complete applications.

Q24: For 'Banding' purposes, would you encourage preliminary accreditation?

A24: Yes, users can apply for preliminary accreditation via the new system.

6. Output submissions

Q25: How do users correct incorrect output submissions?

A25: Users can edit and resubmit the information they provide through the Renewables & CHP Certificate Registry at any time, subject to any legislative deadlines.

Q26: Is there an option for Users to send output data to Ofgem rather than upload it onto the Renewables & CHP Certificate Registry, when claiming certificates?

A26: Users should upload all output data onto the Renewables & CHP Certificate Registry. Where this is not possible (i.e. for users without web access or have problems with their IT system), users can request for Ofgem to provide a hardcopy of the output data form, which can be completed emailed to renewable@ofgem.gov.uk, posted or faxed and must arrive at Ofgem within two months of the month of generation. Users are asked to contact Ofgem immediately should any problems arise and to ensure they keep any evidence of the problem in the result of a late data claims.

Q27: Can a contact submit output data?

A27: Yes, as long as the SuperUser has given the contact permission to do so.

Q28: Will the system show CHP station's TPO/QPO information?

A28: Yes, CHP station's TPO/QPO information will be displayed as part of their monthly output submissions.

7. Certificate issue

Q29: How will the system manage reconciliation of CHP LECs?

A29: Ofgem has built an internal system that will manage the reconciliation of CHP LECs. This system is only available to relevant team members within Ofgem.

Q30: How will reconciled LECs be issued?

A30: Reconciled LECs will be issued via the new system into the relevant users account.

Q31: What is the turnaround time for ROCs and LECs issue?

A31: The ROC and LEC issue timetable remains the same.

Q32: Will certificates be issued within three months of generation as they are today?

A32: Yes, this requirement is set out in the legislation for ROCs and CHP LECs.

Q33: Does the Renewables & CHP Certificate Registry display CHP LEC certificates to Users?

A33: Yes, they can be viewed under the LEC certificate section of the users account.

8. Certificate transfer

Q34: Will the Renewables & CHP Certificate Registry provide details of past certificate transfers?

A34: The Renewables & CHP Certificate Registry has been built to provide users with a reporting system. A report that returns a list of past certificate transfers is not available at the moment but will be considered for the next phase of the system.

Q35: Is there a time limit on accepting transfer requests?

A35: Users have five days to accept a transfer request. If the request is not accepted in that time it will be cancelled automatically and the certificates will remain in the account of the transferor.

Q36: How long does the system take to transfer certificates?

A36: Certificate transfers happen immediately. Certificates will be available for acceptance by the transferee immediately after the transferor has confirmed the transfer. An email will be sent to all account Users, with certificate permissions, registered for the transferee advising it that a transfer of certificates is pending and that it must accept or decline that request.

Q37: Can the transferee choose some of the certificates transferred?

A37: The transferee can either accept or decline all of the certificates transferred. It will be the responsibility of the transferee to contact the transferor to ensure that the correct number of certificates are transferred. When declining a transfer request the transferee also has the option to send a comment to the transferor.

Q38: In time, Users will be able to upload multiple certificate requests. Will this be available for transfer requests also?

A38: No, the system has not been developed to allow multiple transfer uploads. However, the user can select as many certificates as they wish to be transferred to a single account.

Q39: Can Users who wish to participate in certificate trading or transferring do so under the Renewables & CHP Certificate Registry?

A39: Yes, the system allows 'participants' to register on the Renewables & CHP Certificate Registry and can accept and transfer certificate to and from their account.

Q40: It normally takes a couple of days for a transfer to be completed on the old system, what happens to transfers enter on the old system just before migration (i.e. on 26/27 March)?

A40: The transfer status in the old system on 29 March will be migrated accordingly, including any pending transfers

Q41: Who gets email notification for transfers?

A41: All contracts with the certificate permissions will get an email notification for transfers.

Q42: Why is there a 60 Day redemption for CHP LECs?

A42: If too few CHP LECs have been issued during a reconciliation span Ofgem shall issue additional CHP LECs to make up the difference as part of the annual reconciliation round. The requirement on suppliers to redeem those CHP LECs issued as part of reconciliation within 60 days is given in Schedule 2, Paragraph 11(2) of The Climate Change Levy (General) (Amendment) Regulations 2003, which amended the 2001 Regulation of the same name. The provision requires that, "If Ofgem determines that insufficient CHP LECs have been issued and remain unrestricted as respects a reconciliation span, it must-

- (a) To the extent of that insufficiency, and
- (b) As respects that reconciliation span, issue additional CHP LECs as respects the QPO electricity outputs of the station.

Any such CHP LEC must, within 60 days of issue, be allocated by the person referred to in paragraph 2 to the relevant and appropriate supplies identified in the record as taking place in that reconciliation span".

9. Certificate use

Q43: What happens to certificates that have been used e.g. redeemed?

A43: Certificates that have been redeemed or used for scheme related compliance will remain in a users account but will not be visible when they view certificates in their account. Users will be able to view 'used' certificates using the reporting system available.

Q44: Is it possible to retire certificates?

A44: Yes, users who wish to retire certificates should contact Ofgem in writing and include detail of the certificates they wish to retire including the number of certificates, the start and end number and the month and year of issue. Retired certificates will show a status of 'cancelled'

Q45: Can users ensure that certificates used for their internal purposes, are not available to be used for compliance?

A45: Certificates can only be used once to comply with the renewables schemes. If a user, wishes to use certificates for purposes other than those required under the RO, CCL and/or REGO, they could ask Ofgem to change the status of their certificates to 'cancel'. These certificates will then be unavailable for use under the renewable

schemes. We will look at the possibility of developing a function to voluntary retire certificates as part of phase 2 of the system build.

10. Reports

Q46: Will users be able to export reports to excel?

A46: Yes, users will be able to export all reports to excel. We are also looking into developing a reporting tool whereby users can create bespoke reports for information held in their account.

Q47: Can users view ROC holding in generator accounts?

A47: Yes, this will be built into reporting function for all schemes.

Q48: Will the report specifications be made available?

A48: Yes, the report specification could be made available on request.

11. NFPA account

Q49: Will NFPA need to register for an account and should they register as agents?

A49: NFPA is a special case. We will create a user account internally as they do not fall into the broad organisation category. We will communicate to NFPA their Log in details once the system goes live.

Q50: How will NFPA use the system to inform Ofgem of the expiry dates for a NFFO contracts?

A50: The Renewables & CHP Certificate Registry currently does not have the facility whereby NFPA can enter an expiry date against a NFFO contract. We will look at the possibility of developing this function at a later stage. In the meanwhile, information can be emailed to renewable@ofgem.gov.uk, or posted or faxed to us.