

# Renewables Obligation: Guidance for Agents

## Guidance

**Reference:** 68/13

**Publication date:** 1 May 2013

**Contact:** Renewable Team

**Team:** Environmental Programmes

**Email:** [renewable@ofgem.gov.uk](mailto:renewable@ofgem.gov.uk)

**Tel:** 020 7901 7310

### Overview:

This document provides guidance for agents, or prospective agents, wishing to act on behalf of operators of renewable microgenerators (generating stations with a declared net capacity of 50kW or less) under the Renewables Obligation. This document is an updated version of the guidance published in April 2010.

This is intended to be a working document and may be updated from time to time. It is not intended to be a definitive legal guide to the Renewables Obligation.

## Context

---

The Renewables Obligation (RO), the Renewables Obligation (Scotland) (ROS) and the Northern Ireland Renewables Obligation (NIRO) schemes are designed to incentivise large-scale renewable electricity generation in the UK and help the UK meet its requirements for 15 per cent of energy to be sourced from renewable sources by 2020. The schemes are administered by the Gas and Electricity Markets Authority (the Authority), whose day to day functions are performed by Ofgem.

This document provides guidance on the role of agents under the Renewables Obligation Order 2009 (as amended) (RO Order) the Renewables Obligation (Scotland) Order 2009 (as amended) (ROS Order) and the Renewables Obligation Order (Northern Ireland) 2009 (as amended) (NIRO Order). In this guidance, the RO Order, ROS Order, and NIRO Order are collectively referred to as the Orders but individually referenced where necessary. The Orders place an obligation on licensed electricity suppliers in England and Wales, Scotland and Northern Ireland to source an increasing proportion of electricity from renewable sources.

In 2009 the RO regime moved from being a single support mechanism for all eligible technologies to one where support levels, known as bands, vary by technology. At that time the Department of Energy and Climate Change (DECC) also announced that reviews of those banding levels would be reviewed every four years.

All three Orders were amended in 2010 and these changes had some impact on microgenerators, especially due to the introduction of Feed-In Tariffs in England, Wales and Scotland and through banding changes in Northern Ireland. In October 2011, DECC announced a Banding Review to drive greater value for money in the RO while ensuring ongoing support for the growth of renewables. The effect of this review was to amend support levels that a number of renewable technologies would realise over the next four years. These technologies included microgeneration. All three Orders were amended again in 2013 in light of the banding review amendments and are referred to in this document as the "RO 2013 amendment Orders".

## Associated documents

---

Readers should be aware of the following documents which support this publication:

- Government Responses on the Banding Review: [RO](#), [ROS](#), [NIRO](#)
- [Guidance for Generators](#)
- [RO Orders 2009](#) (as amended)
- [FMS guidance](#)
- [Renewables and CHP register user guide](#)

# Contents

---

<b>Executive summary</b>	<b>5</b>
<b>1. Introduction to the RO</b>	<b>6</b>
This document	6
Queries	7
<b>2. Recent changes to the RO</b>	<b>8</b>
Banding reviews	8
The Feed-In Tariff	8
<b>3. Acting as an agent</b>	<b>10</b>
Acting as an agent on behalf of the operator of a generating station	10
Responsibilities of an Agent	11
Registering an Agent account	11
Providing administrative support	13
<b>4. Accreditation of generating stations</b>	<b>14</b>
Confirmation of accreditation	14
<b>5. Declarations and maintaining accreditation</b>	<b>16</b>
Provision of information to the Authority	16
Declarations and maintaining accreditation	17
Requirements for the supply of electricity	18
How to submit agent declarations	18
Audit	19
<b>6. Data submissions and supporting evidence</b>	<b>20</b>
Introduction	20
Responsibility for data submissions and timelines for data submission	20
Monthly and annual issue	21
First meter reading	22
Submission of amalgamated data	22
Completing the Spreadsheet	23
Output_kWh	23
Import_kWh, Standby_Generation_kWh, and Generated_By_Station_KWh	23
Estimates	23
REGO Declaration Acceptance	24
Comments	24
Meter Reading Start Date	24
Meter Reading End Date	24
Start Meter Reading, End Meter Reading and Multiplier	24
Amount Measured kWh	24
Source of Figures	24
Amalgamation	25
Rounding	25
Figure 1: Example of amalgamation and rounding	26
ROC issue	26
ROC revocation	27
Late data and data amendments	28
Estimated data and pro-rated output data	28



<b>7. Contract termination</b>	<b>30</b>
The process for contract termination	30
Exceptional circumstances	30
<b>Appendices</b>	<b>32</b>
<b>Appendix 1 - Agent appointment form</b>	<b>33</b>
<b>Appendix 2 - Agent registration number</b>	<b>35</b>
<b>Appendix 3 - Glossary</b>	<b>37</b>

## Executive summary

---

This document provides guidance for agents appointed to represent, or wishing to be appointed to represent, microgenerators under the Renewables Obligation Orders (referred to as 'the Orders'). It summarises:

- the function of an agent under the Orders,
- the circumstances under which an agent may be appointed to act on behalf of the operator of a generating station,
- the information we may require from both an agent and operator of a generating station to enable us carry out our function under the Orders and how we issue Renewable Obligation Certificates (ROCs) to agents.

Under the Orders, an operator of a generating station with a declared net capacity (DNC) of 50kW or less (ie a microgenerator) may appoint an agent to act on their behalf. If ROCs are to be issued to a party other than the operator of a generating station, an agent must be appointed by that operator. An appointed agent may only be issued with ROCs in respect of electricity generated by stations that have a DNC of 50kW or less. If agents are to be issued with ROCs in respect of electricity generated by different stations using different renewable sources, those ROCs must be grouped according to the same technology type.

This document does not purport to anticipate every scenario which may arise. Where a scenario arises which is not addressed in these procedures, we will adopt an approach consistent with the relevant legislation. Any separate guidance published in addition to this document will be posted on our website.

This is a guidance document only. At all times, the onus is on the operator of a generating station or their agent to ensure that it is aware of the requirements of the Orders. This document is not intended to provide legal advice on how the Orders should be interpreted. We will provide guidance on the eligibility of technologies where we can. However, if a technology is new, developers might find it helpful to seek their own legal and technical advice before approaching Ofgem. It is intended to be a working document and may be updated from time to time.

In instances where third parties are involved in the RO, for example data collectors for the provision of providing monthly information, the operator of the generating station or their agent is responsible for ensuring any guidance is distributed accordingly.

# 1. Introduction to the RO

---

1.1. The RO and ROS Orders detail the Authority's functions in respect of the RO in England and Wales and in Scotland, respectively. A number of these functions are carried out via our IT system - the Renewables and CHP Register (the Register)<sup>1</sup> and include:

- accrediting generating stations as being capable of generating electricity from eligible renewable energy sources
- issuing Renewable Obligation Certificates (ROCs) and Scottish Renewable Obligation Certificates (SROCs)
- establishing and maintaining a register of ROCs and SROCs
- revoking ROCs and SROCs where necessary
- monitoring compliance with the requirements of the Orders
- calculating annually the buy-out price resulting from the adjustments made to reflect changes in the RPI
- receiving buy-out payments and redistributing the buy-out fund
- receiving late payments and redistributing the late payment fund
- recovering the administration costs of the RO from the buy-out fund
- publishing an annual report on the operation of and compliance with the requirements of the Orders

1.2. We administer the Northern Ireland Renewables Obligation (NIRO) in accordance with the NIRO Order on behalf of the Utility Regulator Northern Ireland (UREGNI) under an Agency Services Agreement. Under this agreement, the Authority is required to carry out the functions listed above in respect of the NIRO. However, the UREGNI continues to retain responsibility under the legislation for administering the NIRO.

1.3. We carry out the functions outlined in section 1.1 as efficiently and effectively as possible according to the provisions of the Orders. We cannot act beyond the scope of the powers laid down in the Orders. For example, we have no remit over the operation or regulation of the ROC market itself. Amendments to the relevant legislation in respect of the RO are a matter for the Secretary of State, Scottish Ministers and the Secretary of State for Northern Ireland.

## **This document**

1.4. This guidance document is for agents or prospective agents appointed to act on behalf of renewables microgenerators (generating stations with a declared net capacity of 50kW or less) under the Renewables Obligation scheme. It is not

---

<sup>1</sup> <https://www.renewableandchp.ofgem.gov.uk/>

intended to be a definitive technical or legal guide to the Renewables Obligation and therefore agents should seek their own technical and legal advice as appropriate.

1.5. This document has been updated since it was last published in April 2010.

1.6. Unless apparent from the context, where "RO" is used, it denotes the Renewables Obligation (RO) Order, the Renewables Obligation (Scotland) (ROS) Order and the Northern Ireland Renewables Obligation (NIRO) Order and where "ROC" is used it denotes certificates issued under all three Orders ie ROCs, SROCs and NIROCs.

1.7. 'Ofgem', 'us', 'our' and 'we' are used interchangeably when referring to the exercise of the Authority's powers and functions under the Orders.

1.8. The term "the Act" refers to the Electricity Act 1989 (as amended). This is the primary legislation from which the RO and ROS Orders were borne. Changes made to the Act via the Energy Act 2008 have given the government the enabling powers to introduce the differential rewards that have fundamentally changed the ROC support structure.

1.9. The terms 'generators' and 'operators' are used interchangeably throughout the document.

### Queries

1.10. Any queries in relation to our functions under the Orders or a station that is accredited or pending accreditation under the scheme should be emailed to our dedicated support team on [renewable@ofgem.gov.uk](mailto:renewable@ofgem.gov.uk). The nature of the query should be clearly marked in the title of the email.

1.11. Written queries should be sent to the address on the front of this document clearly marked for the attention of the Renewables & CHP Officer.

1.12. For telephone enquiries, the administration team can be contacted on 020 7901 7310 during office hours. When calling this number, callers should select option two.

1.13. Please note that we can only provide guidance on the legislation currently in place. Any queries regarding future changes to the Orders or wider renewable policy should be directed to the Department of Energy and Climate Change (DECC). Contact details can be found at [www.decc.gov.uk](http://www.decc.gov.uk).

## 2. Recent changes to the RO

---

### Chapter Summary

Highlights the main changes made by the RO 2013 amendments Orders that are relevant to microgenerators and agents and sets out the changes made to the RO and ROS Orders in 2010 in respect of the introduction of the Feed-In Tariff (FIT) scheme. N.B. No FIT scheme was introduced in Northern Ireland. This meant that no changes were made to the NIRO Order in respect of microgenerator eligibility.

### Banding reviews

2.1. The RO scheme has undergone a number of changes since it was first introduced in 2002. A key change was the introduction of banding in April 2009 which provided differing levels of support for different technologies. These differing levels of support are known in this document as “bands” and are dependent upon a number of factors including when capacity was commissioned and the technology used at a generating station.

2.2. The Renewables Obligation (Scotland) Amendment Order 2013 changed the definition of a microgenerator under the ROS to exclude enhanced wave or enhanced tidal stream generating stations. Consequently, enhanced wave or enhanced tidal stream generating stations may no longer appoint an agent to act on their behalf even if they have a declared net capacity of 50kW or less.

2.3. For further information on the main changes made by the RO 2013 amendment Orders and those proposed as part of the wider Electricity Market Reform, please refer to Ofgem’s Renewables Obligation: Guidance for Generators.

### The Feed-In Tariff

2.4. The FIT scheme was introduced in April 2010 in Great Britain and is open to operators of installations that generate renewable electricity using the following technologies:

- solar photovoltaic (PV)
- wind
- hydro; or
- gas created by anaerobic digestion (AD) of biomass (other than landfill or sewage).

2.5. In addition, the scheme also provides subsidy for the use of fossil fuelled domestic combined heat and power (CHP) units with a capacity of 2kW or less.



2.6. The FIT scheme has a specified maximum capacity of 5MW total installed capacity (TIC) and recognises generators in two categories:

- microgenerators (with a DNC of 50kW or less), and
- small generators (with a DNC greater than 50kW and up to and including 5MW)

2.7. In order to negate the chance of double-counting and to ensure that operators of generating stations received appropriate subsidy, changes were made in the 2010 RO and ROS Orders to mirror the provisions for FITs.

2.8. In summary, these changes were as follows:

- Preventing any ROCs or SROCs from being issued in respect of electricity generated by microgenerating stations using the following renewable energy sources: (a) hydro (b) gas formed by anaerobic digestion (AD) of material which is neither sewage nor material in a landfill (c) direct conversion of sunlight or (d) wind on or after 1 April 2010<sup>2</sup>
- Allowing operators of small generating stations that commissioned and that had an RO accreditation date between 15 July 2009 and 31 March 2010 the option of moving to the FIT scheme or remaining in the RO<sup>3</sup>, and
- Allowing operators of small generating stations that commissioned on or after 1 April 2010 the choice of opting for either FITs or ROCs when applying to the Authority for accreditation<sup>4</sup>.

2.9. From 1 April 2010 onwards, agents were not able to act under the RO and ROS Orders for microgenerators who operated hydroelectric, PV, wind or AD generating stations. This was due to the fact that ROCs and SROCs could not be issued on electricity generated by such technologies on or after 1 April 2010. Agents acting under the NIRO Order could continue as before as a FIT scheme was not introduced in Northern Ireland in April 2010. The 2010 NIRO Order was amended<sup>5</sup> to provide for enhanced levels of NIROC subsidy for certain generating stations that gained NIRO accreditation after 31 March 2010.

2.10. It is important to note that, for the purposes of the RO and ROS, agents can still represent operators of generating stations that use renewable sources of energy that are not covered by the FIT scheme, such as non-AD biomass.

---

<sup>2</sup> Article 17B of the Renewables Obligation (Amendment) Order 2010.

<sup>3</sup> Article 17C of the Renewables Obligation (Amendment) Order 2010.

<sup>4</sup> Article 17D of the Renewables Obligation (Amendment) Order 2010.

<sup>5</sup> Articles 27, 27A and 27B of the Renewables Obligation (Amendment) Order (Northern Ireland) 2010.

## 3. Acting as an agent

---

### Chapter Summary

Under the Orders, an agent may be appointed to act on behalf of the operator of a generating station with a DNC of 50kW or less. This chapter provides guidance on the circumstances where an agent may be appointed, the responsibilities of an agent with respect to the generating station that they represent and the process of registering an agent account.

### Acting as an agent on behalf of the operator of a generating station

3.1. Under the Orders, the operator of a generating stations with a DNC of 50kW or less (a microgenerator) may appoint an agent to act on their behalf. If ROCs are to be issued to a party other than the operator of a generating station, an agent must be appointed by that operator. An appointed agent may only be issued with ROCs in respect of electricity generated by stations that have a DNC of 50kW or less. If agents are to be issued with ROCs in respect of electricity generated by different stations using different renewable sources, those ROCs must be grouped according to the same technology type.

3.2. An agent appointed for this purpose must confirm in each obligation period to Ofgem that:

- a) each generating station to which a ROC is to be issued is a microgenerator, and
- b) the generating station in any group is accredited as a generating station capable of generating electricity in the same way from the same renewable source

3.3. An agent, once appointed to act on behalf of an operator of a generating station, carries out all the functions of the operator for the purpose of receiving ROCs. In this capacity, an agent can seek accreditation (where the generating station is not already accredited), sign declarations, submit amalgamated output data and claim ROCs on behalf of the operator of the generating station.

3.4. The Orders provide that where an agent is to be appointed:

- a) Ofgem must be notified in writing of the agent's name and address.
- b) That notification may be provided to the Authority by the operator or the agent.
- c) Ofgem must be notified in writing if the agent's appointment is terminated.

- d) That notification may be provided to the Authority by the operator or the agent.

3.5. In order to act as the agent of a generating station, we require notification from the operator of the generating station that an agent has been appointed to act on its behalf. This is done using an agent appointment form, a copy of which can be found in appendix 1. This appointment form can be submitted either directly from the operator or from the agent.

3.6. Where agents are appointed in this capacity, this arrangement cannot normally be terminated until the end of the obligation period. Please see chapter 7 for further information on contract termination.

3.7. Once an agent has been appointed by the operator of a generating station, all correspondence to and from Ofgem will be via that agent and the agent will be regarded as the sole point of contact for the generating station.

3.8. Where an agent is acting on behalf a number of operators seeking accreditation, the agent must submit an individual online application for accreditation for each generating station it is to represent.

3.9. Once each of the generating stations has been accredited, the agent can claim ROCs on behalf of the generating stations by submitting output data to us. Please refer to chapter 6 for further information on data submission.

### **Responsibilities of an Agent**

3.10. Responsibilities of an agent may include:

- obtaining accreditation on behalf of the operator of the generating station
- dealing with queries relating to any applications for accreditation
- making and submitting declarations on behalf of the generating stations it represents
- requesting and collating renewable output data for the generating stations it represents
- submitting amalgamated output data to us within the published timetable
- maintaining a record of all relevant information for audit purposes, and
- acting as the registered holder of its ROC account.

### **Registering an Agent account**

3.11. In order to become an agent, an interested party will need to open an 'Agent account' on the Register. This is an integrated website enabling all the functions of

the RO and other renewable and CHP schemes that Ofgem administers on behalf of the government.

3.12. To register for an agent account on the Register, the user should select the 'Register' link on the homepage. The 'Register' link will take the user to a screen that informs them about Ofgem's requirement for a company director to submit a company letter headed document appointing an 'authorised signatory' to manage the company account. The 'authorised signatory' will be the only account contact that will have the permission to sign annual declarations via the register and to add other user contacts to the account.

3.13. Clicking on 'Continue' will take the user through to the initial registration screen. To register for an Agent account, the user should select the 'An Agent' radio button and click the 'Submit' button. The user will then be required to provide details about the Agent Organisation and the authorised signatory for the account.

3.14. The user will then be required to enter the contact details for the generator that the agent organisation is representing and click on 'Submit agent generator details'. If the agent is going to be representing more than one generator, additional generators can be added to the account by clicking on the 'Add another generator' button.

3.15. It is important to note that the user will be required to upload the agent appointment form at this point to demonstrate that the generator has authorised the agent organisation to act on its behalf. Once the account has been set up the user can add additional generators to the agent account by clicking on 'Add New Generator' in the 'My Account' menu.

3.16. Once the details have been submitted, Ofgem will verify that the agent appointment form is correct and approve the generator. Once the generator details and the agent appointment form has been approved the agent can apply for accreditation on behalf of that generator by clicking 'Apply for a New Accreditation' in the 'Accreditation' menu.

3.17. The agent will be prompted to select the generator that they are representing from a drop down list of all the generators registered to the agent account. The agent will then be required to answer a series of questions about the generating station and submit the application.

3.18. Further guidance on the processes detailed above, including step by step guides and screenshots of the Register, are published in a separate guide<sup>6</sup>.

---

<sup>6</sup> <http://www.ofgem.gov.uk/Sustainability/Environment/RCHPreg/Pages/RCHPreg.aspx>

## Providing administrative support

3.19. Any operator may seek administrative support from third parties if they wish, however, these third parties are not considered to be agents unless they are appointed under the provisions set out in the Orders.

3.20. Where the operator of the generating station decides to seek support from a third party but does not wish to appoint an agent or is not eligible to appoint an agent the operator will need to establish a generator account on the Register. The operator 'superuser' (main authorised user) will then need to give a representative of the third party access rights allowing them to use their account for the purposes they have agreed with the third party. The operator of the generating station however remains accountable for any information provided on the Register by their third party.

3.21. Where applicable, a third party providing administrative support may complete the online application on behalf of the operator of the generating station. However, the authorised signatory of the operator will still need to make the necessary declarations on application and the declarations required on an annual basis if ROCs are to be issued. Written confirmation of accreditation will be sent to the operator of the generating station.

3.22. When we have been notified by the operator of a generating station that it has appointed a contact to provide administrative support, we can consider that person as a contact for the generating station. This will include for the provision of information in relation to the accreditation of the generating station and for the provision of information for the purposes of claiming ROCs. However, ROCs can only be issued to the operator of the generating station i.e. the superuser of the generator account.

3.23. Similarly, notification of any guidance in relation to the RO published by Ofgem will be issued to the operator of the generating station given that it will be the registered account holder on the Register. It will be the responsibility of the operator to inform any individuals providing administrative support of any guidance issued.

3.24. Where the same contact has been appointed to provide administrative support by a number of operators, the contact must submit applications for accreditation for each generating station it represents. We cannot accept an accreditation application that covers more than one generating station.

## 4. Accreditation of generating stations

---

### Chapter Summary

Provides information on the accreditation of generating stations. It should be read in conjunction with our "Guidance for generators" document, which is available on our website at [www.ofgem.gov.uk/ro](http://www.ofgem.gov.uk/ro).

4.1. Operators of generating stations that want to receive ROCs need to be accredited by us as a generating station capable of generating electricity from eligible renewable sources. For further information on the eligibility requirements of the scheme please refer to Ofgem's Renewables Obligation: Guidance for Generators.

### Generating stations which are not already accredited

4.2. If the generating station is not already accredited, the agent can apply for accreditation on behalf of the generator via their agent account within the Register.

4.3. We will confirm receipt of the application to the agent. The email will confirm the date of receipt and this date represents when the generating station will be eligible to claim ROCs from, assuming it is found to be eligible under the scheme. If the station is not yet commissioned, it will only be eligible to claim ROCs from the date on which it is commissioned, assuming accreditation is granted.

4.4. Once the confirmation of receipt of application has been received by the agent, they should contact the operator of the generating station and instruct them to take their first meter reading as soon as possible. This reading will be the operator's start meter reading for that obligation period. ROCs cannot be issued on electricity generated prior to accreditation, hence the importance for accurate readings.

4.5. The agent needs to sign declarations on behalf of the operators it represents and submit these to us annually (see chapter 5).

### Confirmation of accreditation

4.6. Where we are satisfied that the generating station is eligible under the scheme, we will confirm accreditation in writing to the agent appointed to act on behalf of the operator.

4.7. The accreditation confirmation letter will state the relevant accreditation code and the date on which the accreditation is effective from. The letter will also confirm any conditions attached to the accreditation. When a generating station in an agent's

generator group is granted accreditation, as with any accreditation, a unique RO accreditation code will be allocated to it. However, ROCs will not be issued under this accreditation number. Please refer to appendix 2 for further information.

### **Generating stations with prior accreditation**

4.8. Operators may apply for accreditation independently. An agent may be appointed after a generating station has been granted accreditation by Ofgem. Once we have received a signed agent appointment form (see appendix 1), we will liaise directly with the agent. We will contact the agent to ensure that it is content that an additional generating station is to be added to one of its generator groups.

## 5. Declarations and maintaining accreditation

---

### Chapter Summary

Sets out the ongoing requirements necessary to maintain the accreditation of generator groups. It describes the declarations we require to be submitted each year and our audit programme, which is an important part of our fraud prevention strategy.

### Provision of information to the Authority

5.1. The Orders<sup>7</sup> provide that Ofgem may require:

- a) a designated electricity supplier to provide it with information which in its opinion is relevant to the question whether the supplier is discharging, or has discharged, its renewables obligation;
- b) a person to provide it with information which in its opinion is relevant to the question whether a ROC is, or was or will in future be, required to be issued to the person.

5.2. Under this provision we may also require any person who:

- is the operator of a generating station generating electricity in respect of which a ROC has been or may be issued, or their agent
- supplies, distributes or transmits such electricity; or
- buys or sells (as a trader) such electricity or ROCs

to provide us with information we believe we require in order to carry out any of our functions under the RO. Information requested under article 53 (article 45 under the NIRO) must be given to Ofgem by the date specified and in whatever form it is required by Ofgem.

5.3. We issue ROCs to agents based on output data submitted. It is essential for us to be certain that the information provided to us is accurate. If this is not the case, then we will not issue ROCs and/or revoke ROCs if they should have not been issued.

---

<sup>7</sup> Article 53 of the ROO, Article 53 of the ROS and Article 45 of the NIRO.



5.4. If a ROC should not have been issued in the first instance, we may revoke it. If the ROCs in question cannot be revoked, ie it has been redeemed, the Orders make provision for us to withhold a ROC from the future generation by the station in question.

5.5. We carry out a number of checks to ensure that data submitted is accurate. In addition, we require agents to submit an "Agent - Information" declaration on an annual basis, declaring that:

- any information and/or calculations submitted to the Authority, including any information which is provided in order to determine the amount of electricity generated from eligible renewable resources, will be complete and accurate, and
- they will not knowingly or recklessly submit information which is false and they are aware that doing so could result in revocation of all ROCs issued.

5.6. This declaration must be submitted, by all agents, by 30 April each year. This will cover information submitted in that obligation period (ie 1 April – 31 March). For example, declarations submitted by 30 April 2013 will apply to the 2013-14 obligation period.

### **Declarations and maintaining accreditation**

5.7. In order to claim ROCs on behalf of one or more microgenerators and maintain their accreditation, the agent must submit declarations annually. Declarations should be submitted on behalf of each generating station in a generator group. These declarations are made online via the Register and need to be agreed by the agent account 'superuser'.

5.8. We require the 'superuser' to either be a director, a company secretary, the chief operating officer or to provide evidence of suitable permission that they can act in this role.

5.9. If an agent represents more than one accredited generating station in a generator group, one declaration must be submitted by the agent for each generating station.

5.10. The agent will need to have been authorised to make the declaration by the operator. The agent will also need to ensure that it has the necessary knowledge to be able to sign the declaration on behalf of the operator. To do this, it will need to seek information and/or assurances from each operator, for example, it will need to find out whether electricity is being used in a permitted way. To ensure that a full audit trail exists, the agent will need to obtain this information in writing from the operator.

## Requirements for the supply of electricity

5.11. Under the RO, in addition to the eligibility requirements linked to the generating station itself, there are also requirements in terms of the use and supply of electricity on which ROCs can be issued. The Orders set out that ROCs can only be issued on electricity supplied to customers in the GB and NI or electricity used in a permitted way. This can include electricity exported to the 'grid' and supplied by a licensed supplier to customers in the GB and NI, electricity used on site by the generator of the generating station and electricity supplied to a third party via a private wire.

5.12. On an annual basis, agents are required to sign relevant declarations regarding the supply of electricity on which ROCs are to be issued on behalf of the generators that they represent: the 'Agent - export only' or the 'Agent - permitted ways'<sup>8</sup> declaration. Depending on the circumstances they may also be required to provide evidence of relevant contractual arrangements and other information that demonstrates that the electricity is supplied to customers in the UK.

5.13. The declarations that need to be signed will depend on the manner in which the electricity is used or supplied. Agents should read all the declarations carefully in advance of making them and satisfy themselves that those provisions apply.

5.14. Appendix 3 of Ofgem's Renewables Obligation: Guidance for Generators provides further information on the declarations and provides details of the evidence that may be required to demonstrate supply to customers in GB and NI and the circumstances under which it may be required.

### How to submit agent declarations

5.15. Agents will have different registration numbers, or different generator groups, representing generating stations accredited under the same Order and using the same technology and with the same frequency of data submission.

5.16. Every generating station in a generator group needs to be represented by a declaration.

5.17. Generator groups containing generating stations on an annual issue of ROCs should have their declarations submitted before the end of the obligation period in order to capture all the accreditations during that period. Such declarations should be made via the Register by 31 March each year. This will cover the obligation period, ie 1 April - 31 March, in which it is submitted and to which it relates. For example, declarations covering the 2012/13 obligation period should be submitted by 31 March 2013.

---

<sup>8</sup> Article 16, ROO.

## **Audit**

5.18. We carry out a programme of audits of accredited generating stations on an ongoing basis. Their purpose is primarily to guard against fraud, ensure that information submitted to us is accurate and that the audited station meets the requirements of legislation. They also ensure that we hold the most up to date information for a station and that the correct number of ROCs has been issued to the agent.

5.19. Auditors review, amongst other things, the data that is submitted for ROC claims. Given this, agents should keep and maintain a full audit trail of documentation for every generating station that they represent, to be provided at the time of audit.

5.20. Following an audit we will write to the agent outlining any issues identified. The agent is expected to then address these issues and report back to us. In certain circumstances we can suspend ROC issue until the issues have been resolved. We also have the power to withdraw accreditation in certain circumstances and revoke or permanently withhold ROCs from future ROC issue as appropriate.

## 6. Data submissions and supporting evidence

---

### Chapter Summary

Explains how to submit amalgamated output data and the supporting evidence that we may require to determine whether ROCs should be issued. It also provides the timetable for submission of information, how we deal with situations when information is provided outside of the timetable and how we deal with errors in the data.

### Introduction

6.1. The Orders set out the way in which the net renewable output is to be calculated for the purposes of issuing ROCs. This is as follows:

$$\text{Net Renewable Output} = (\text{Gross Output} - \text{Input Electricity}) \times$$

$$\text{Renewable Qualifying Percentage}$$

6.2. In order for Ofgem to issue ROCs to an accredited generating station, the generator must provide us with accurate and reliable gross generation and input electricity data. For stations using fuels we may also require information such as the fuels' calorific value (as agreed as part of the station's Fuel Measurement and Sampling (FMS) procedures<sup>9</sup>) to determine the qualifying renewable fraction of the fuels used.

6.3. Output data is submitted through the generator's (or agent's) account on the Register. Any supporting evidence required should be sent to [monthlyoutputdata@ofgem.gov.uk](mailto:monthlyoutputdata@ofgem.gov.uk).

### Responsibility for data submissions and timelines for data submission

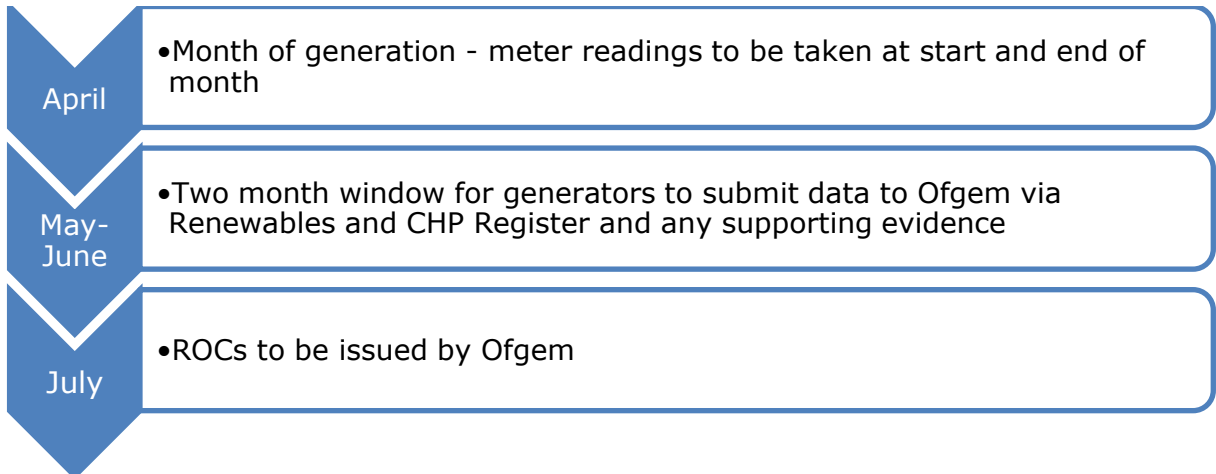
6.4. It is the responsibility of the agent to ensure that Ofgem have received the relevant information for their ROC claim within the set legislative deadlines.

6.5. Agents have two months after the month of generation to submit their data to Ofgem<sup>10</sup>. This following flow diagram provides an example of this timeline:

---

<sup>9</sup> See our FMS guidance for further information regarding FMS procedures for fuelled stations.

<sup>10</sup> Article 53(3) of the ROO and ROS and Article 45(3) of the NIRO.



6.6. In the case of annual submissions, this two month submission period also applies. For example, data for annual submissions (1 April – 31 March) should be received by the 31 May.

6.7. The timelines for data submission and certificate issue are published annually on the Ofgem website<sup>11</sup>.

6.8. If an agent knows in advance of the deadline as to a reason why they will not be able to submit data, they should contact us to discuss these reasons before the submission deadline.

6.9. Where there is any doubt as to whether we have received this data, we will require evidence from the agent that the required information was sent before the deadline. It is therefore important that agents retain a written record of any issues they encounter when trying to submit data to us.

## Monthly and annual issue

6.10. As part of the initial accreditation application, microgenerators or their agent can opt to claim ROCs on a monthly or annual basis<sup>12</sup>, and so the provision of output data to Ofgem will relate to the chosen period.

- Monthly data – This relates to a calendar month
- Annual data – This relates to an obligation period – 1 April – 31 March

<sup>11</sup> See Renewables Obligation page on Ofgem website - <http://www.ofgem.gov.uk/Sustainability/Environment/RenewablObl/Pages/RenewablObl.aspx>

<sup>12</sup> Article 60 of the ROO and ROS and Article 52 of the NIRO.

## First meter reading

6.11. ROCs can only be claimed on electricity that has been generated on or after the accreditation date. The first data submission may therefore not represent the whole year generation figure (or a whole month in the case of monthly data submissions).

6.12. Assuming the station has already been commissioned, agents should instruct generators to take an initial meter reading as soon as we confirm receipt of the application for accreditation as this reading will coincide with the date of accreditation.

6.13. It is very important for agents to make their generators aware as to when meter readings need to be taken. In the absence of accurate and timely meter readings, it is unlikely that ROCs will be issued.

## Submission of amalgamated data

6.14. Where two or more eligible generating stations with a declared net capacity of 50kW or less generate electricity from the same renewable source, the operators of these stations can appoint an agent to represent them for the purposes of the RO scheme. An appointed agent will be able to, amongst other tasks, submit output data to us for the stations they represent and receive ROCs based upon the amalgamated output of each group of stations that use the same renewable source.

6.15. We have a standard spreadsheet-based template that can be used for submitting output data. The template will be emailed to agents at the end of the obligation period each year. In order to assist agents with the data submission process the template will be populated with the microgenerating station that the agent represents. It is very important that the agent ensures that all of the stations that they represent that have been awarded or are pending accreditation are listed in the spreadsheet. If an agent believes any stations are missing from the template provided or that there are any other discrepancies, they should contact us at [renewable@ofgem.gov.uk](mailto:renewable@ofgem.gov.uk) as soon as possible.

6.16. Once the spreadsheet has been completed, with output data for each station, it should be submitted to [renewable@ofgem.gov.uk](mailto:renewable@ofgem.gov.uk) within the two month statutory deadline. We will then upload the spreadsheet onto the Register on the agent's behalf.

6.17. The agent must also put in place appropriate arrangements for ensuring that the data it submits to Ofgem is accurate. It should check the data submitted by each generator that it represents and should also ensure that it has robust procedures in place to ensure accuracy in data entry. At a minimum the following checks should be carried out on the output data prior to submission to Ofgem:

- If this is not the first year of ROC claim, does the start meter reading match the end meter reading from the previous year's submission?

- If the first year claiming ROCs, does the start meter reading correspond to the eligibility date for the generating station? For example, if the generating station commissioned in June but the eligibility date is 15 September we would not expect the start meter reading to be 0 and that it aligns with the eligibility date
- End meter reading minus start meter reading equals output, and
- Check that the output for that year is feasible for the technology and capacity at the generating station.

### **Completing the Spreadsheet**

6.18. The template must include the generation data for each individual station that the agent represents, including start and end non-half hourly meter readings and any input electricity<sup>13</sup> used by any generating stations in a month or year.

6.19. The template contains 27 columns, 14 of which are highlighted in light blue – it is these that need to be completed by the agent. This should be a straight forward process, however to provide absolute clarity, we have listed each column below and provided an explanation of what is required to populate it.

### **Output\_kWh**

6.20. This cell should contain the total generation of the generating station.

### **Import\_kWh, Standby\_Generation\_kWh, and Generated\_By\_Station\_KWh**

6.21. In the majority of cases, these three cells will contain a "0"; however in some situations a generating station may have used some form of import or standby generation to support its auxiliary equipment. Where this is the case, please complete the appropriate cells with the necessary amount of "input electricity" for the appropriate period. This will only apply in a few circumstances, if at all.

### **Estimates**

6.22. Where the annual submission is based on actual meter readings this column should be answered 'No'. If the submission is based on an estimate, this should be answered 'Yes'.

---

<sup>13</sup> Input electricity is defined in Article 24 of the ROO and is defined as all the electricity used by a generating station in any month (whether or not it is generated by the generating station and whether or not it is used while the generating station is generating electricity) for a purpose directly relating to the operation of the generating station, including fuel handling, fuel preparation, maintenance and pumping water.

### **REGO Declaration Acceptance**

6.23. Some agents may also have applied and been accredited under the Renewable Energy Guarantees of Origin (REGO) scheme. If this is the case, select “Yes” from the drop down menu as the REGO declaration will need to be confirmed. Please also complete the REGO declaration form (which will be sent with the template) for the relevant generating stations and submit it with the spreadsheet once it is completed. We will not issue REGOs on those stations who have not been accredited under the scheme or if the agent appointment form does not highlight that the generator wishes you to act on their behalf for the purposes of this legislation.

### **Comments**

6.24. If there are no comments to make, simply leave this cell blank.

### **Meter Reading Start Date**

6.25. This cell should contain either the date from which the generating station was accredited (assuming that it was accredited during the current obligation period) or the start of the obligation period (assuming that it was accredited prior this).

### **Meter Reading End Date**

6.26. This cell should contain the date that represents the end meter reading and this should be by the end of the May following the relevant obligation period. For example, end meter readings for the 2013/14 period should have been taken by 31 May 2014 at the latest.

### **Start Meter Reading, End Meter Reading and Multiplier**

6.27. The Start Meter Reading should contain the meter reading taken on the start date described above. The End Meter Reading should contain the meter reading taken on the end date described above. Most domestic total generation meters should have a multiplier of 1 which has been auto filled, but should it be any different, please amend this cell as appropriate.

### **Amount Measured kWh**

6.28. This cell should equal the difference in the two meter readings and should therefore be the same as the “Output\_kWh” cell (assuming no “input electricity” has been used at the generating station).

### **Source of Figures**

6.29. In the majority of cases, the source of the figures will be a “manual reading” by the generator themselves, but please select any other source from the drop down



menu if applicable. If estimates are used we will require further information as described above.

## Amalgamation

6.30. Agents who represent one or more generating stations will be allocated unique registration numbers. Appendix 2 of this document explains how agent registration numbers are produced and what they mean. These numbers are unique to each agent and are needed to indicate what each generator group represents. Agent registration numbers are used to issue ROCs to each generator group and make up part of the ROC identifier. ROCs are issued to an agent based on the amalgamated generation output data of each generator group.

6.31. ROCs will be issued for amalgamated output data where each generator in the group:

- has a DNC of 50kW or less<sup>14</sup>
- has the same generation type (as described in appendix 2)<sup>15</sup>
- is accredited under the same Order<sup>16</sup>, and
- is claiming ROCs for the same period (monthly or annually)<sup>17</sup>.

## Rounding

6.32. Under the RO and ROS Orders, all microgenerators<sup>18</sup> are issued two ROCs for every MWh of electricity generated from eligible renewable sources. Output data is rounded to the nearest whole ROC. For example:

- If a generator group generates between 0.75MWh and but less than 1.25MWh of electricity from an eligible renewable source in a month or obligation period, it will be issued with 2 ROCs.
- If a generating station group generates 1.25 MWh of electricity from an eligible renewable source in a month or obligation period, it will be issued 3 ROCs.

---

<sup>14</sup> Article 40(2)(a) (i) of the ROO & ROS and Article 36(2)(a)(ii) of the NIRO refers.

<sup>15</sup> Article 40(2)(a) (ii) of the ROO & ROS and Article 36(2)(a)(ii) of the NIRO refers.

<sup>16</sup> Article 17(1)-(2) of the ROO & ROS and Article 17 of the NIRO

<sup>17</sup> Article 40(2)(b) (ii) of the ROO & ROS and Article 36(2)(b)(ii) of the NIRO

<sup>18</sup> Article 29 of the RO, Article 29 of the ROS

6.33. The number of NIROCs issued will vary for microgenerating stations in Northern Ireland according to their technology and accreditation date. Enhanced levels of support were introduced in 2010 for generating stations with an accreditation date after 31 March 2010. In summary, these enhanced levels of support were as follows:

- 4 NIROCs/MWh for PV generating stations with a DNC of 50kW or less
- 4 NIROCs/MWh for onshore wind generating stations with a DNC of 250kW or less
- 4 NIROCs/MWh for hydro generating stations with a DNC of 20kW or less, and
- 3 NIROCs/MWh for hydro generating stations with a DNC greater than 20kW but less than or equal to 250kW.

6.34. Generating stations that reduce their capacity after the 31 March 2009 so that their declared net capacity is less 50kW do not meet the definition of a microgenerator. In this situation the station will receive a number of ROCs per MWh determined by the grandfathering and banding rules set out in the Orders.

6.35. Individual data submissions for the same generator group are amalgamated first and then rounded<sup>19</sup>. Figure 1 below provides an example of how data would be amalgamated and rounded.

**Figure 1: Example of amalgamation and rounding**

Station name	Technology	Order	Monthly/annual	Total generation (MWh)
Station A	Biomass	ROS	Annual	1.0
Station B	Biomass	ROS	Annual	1.25
Station C	Biomass	ROS	Annual	2.25
Station D	Biomass	ROS	Annual	0.3
Amalgamation generation total				4.8
Total ROC claim				10

6.36. The Orders do not allow for any fraction of one MWh to be carried forward to the following month or obligation period.

6.37. A group of generating stations must generate at least 0.25 MWh in a month or obligation period in order to qualify for a ROC.

### ROC issue

6.38. ROCs are issued into the agent's Register account and any ROC issue will be notified by email to the agent's designated contact email address. The notification

<sup>19</sup> Article 24(5) of the ROO & ROS and Article 22(5) of the NIRO refers.

will detail the number of ROCs issued, the month and year to which they refer and under which generator group they have been issued.

### **ROC revocation**

6.39. Where a ROC is yet to be redeemed, the Orders<sup>20</sup> set out instances where we may revoke a ROC and must revoke a ROC. We may revoke ROCs where:

- we are satisfied that the ROC has been issued on the basis of fraudulent behaviour, statement or undertaking on the part of the generator of the generating station or any connected person
- we are satisfied that the information provided to us by a generator or agent in respect of the issue of ROCs is false
- we are satisfied that the ROC is otherwise inaccurate
- we are satisfied that the ROC should not have been issued
- we have reasonable doubts as to the accuracy or reliability of the information on which the ROC issue was based, or
- due to a failure or refusal of any person to provide relevant information, we have been unable to check the accuracy of a ROC or any information on which basis the ROC was issued.

6.40. We must revoke ROCs where UREGNI has notified us that it is not satisfied that the electricity in question has been supplied to customers in Northern Ireland.

6.41. In situations where an agent has been acting fraudulently, all ROCs issued to the agent may be revoked and replacement certificates may be re-issued. They can be re-issued either to the operator or, where a new agent has been appointed, to the new agent. ROCs can only be re-issued to an operator where it has had the equivalent of one ROC revoked.

6.42. Where we identify that one or more generating stations in a generator group have been acting fraudulently, the ROCs pertaining to the fraudulent activity will be revoked.

6.43. Where we intend to revoke a ROC, we shall notify the person who is the registered holder of the ROC prior to revocation. We will also inform the generator of the electricity to which the ROC relates. Once a ROC has been revoked, the registered holder of the ROC will be sent a notification to this effect.

6.44. All revoked ROCs will have their status changed to 'revoked' in the Register and cannot be redeemed by a licensed electricity supplier when complying with their

---

<sup>20</sup> Article 41 (1) - (4) of the ROO, Article 41 (1) - (4) of the ROS and Article 37 (1) - (4) of the NIRO.

Renewables Obligation. The Orders require Ofgem to make details of revoked ROCs available to the public<sup>21</sup> and this information can be accessed via our public reports.

6.45. For further information on revoking, withholding or refusal to issue ROCs please refer to chapter 6 of our Guidance for Generators.

### **Late data and data amendments**

6.46. The Orders provide Ofgem with discretion to accept generation data submitted outside of the two month deadline<sup>22</sup> assuming that we consider it appropriate to do so. Each request for late data is considered on a case by case basis.

6.47. Generally speaking, we will take into account the reasons for the data having been submitted late, whether data was submitted late for the station in the past and whether we previously wrote to the generator stating that no future late data cases would be accepted. If data is submitted late on a regular basis, the relevant ROCs will not be issued. If there have been repeated but infrequent instances of late submissions, circumstances must be truly exceptional if ROCs are to be issued.

6.48. The Orders also enable us, where we consider it appropriate, to accept amended data submissions. Data may require amendments for a number of reasons. For instance, the generator may subsequently realise that the information originally submitted is incorrect or Ofgem has become aware of this through another route, such as an audit.

6.49. For further information on how late data and data amendments are dealt with please refer to our Guidance for Generators.

### **Estimated data and pro-rated output data**

#### **Estimated Data**

6.50. The Orders allow us to accept estimated data for ROC issue purposes where the operator satisfies us that it will never be possible for them to provide accurate data. An example of this could be failure of metering equipment which means that an accurate reading is not possible.

6.51. The method for estimating will need to be conservative and agreed in advance of submitting output data via the Register. The onus is on the agent to contact us as soon as the need for estimation arises, before the relevant data submission deadline at the latest. For further information on how estimated data is dealt with please refer to our Guidance for Generators.

---

<sup>21</sup> Article 57(1)(b) of the RO and ROS and article 49(1)(b) of the NIRO.

<sup>22</sup> Article 53(4) of the ROO and ROS and Article 45(4) of the NIRO.

### **Pro-rated Data**

6.52. Where the start and end meter readings do not correspond to the start and end of the period (ie the start meter reading was not taken on 1 April and/or the end meter reading was not taken on 31 March) the output may have to be pro-rated for the period.

6.53. If pro-rating is required, agents should ensure that the start meter reading used is on or pre-1 April of the period in question and the end reading is on or after 31 March of the period in question.

6.54. The calculations used should be detailed on a separate sheet on the output data template spreadsheet and submitted at the same time as the output data.

## 7. Contract termination

---

### Chapter Summary

An operator/agent agreement should, under normal circumstances, last until the end of an obligation period. Both operators of the generating stations and the agents have the option through the Orders to terminate their agent contract. The termination will take effect from 1 April of the new obligation period unless the contract is terminated in exceptional circumstances.

### The process for contract termination

7.1. The Orders set out the steps that need to be taken when an operator or agent decide to terminate their agreement. In normal circumstances, an operator must remain with an agent until the end of the obligation period.

7.2. If an operator wishes to switch agents or end its agreement with an agent, or an agent wishes to end its agreement with an operator, we must be notified in writing. To enable the efficient administration of the scheme, we must be notified by 28 February at the latest, ie a month before the start of the new obligation period, if the termination is to have effect.

7.3. When an operator switches agent, ROCs relating to the earlier obligation period will be issued to the original agent. This is a requirement under the Orders. For example, if agent A was acting on behalf of the operator for the 2009/10 obligation period but the operator switched to agent B for the 2010/11 obligation period, any ROCs relating to the earlier obligation period would still go to agent A.

### Exceptional circumstances

7.4. The Orders allow operators and agents to terminate their agreements before the end of an obligation period in exceptional circumstances, with such termination having immediate effect. However, Ofgem has to be satisfied that the evidence provided constitute exceptional circumstances.

7.5. We will consider each request on a case-by-case basis. However, we will be most sympathetic to requests in the following circumstances:

- death of an agent
- bankruptcy of an agent, or
- receivership of an agent.

7.6. We are less likely to consider the following circumstances to be exceptional:

- better incentives offered by another agent, or
- disagreements between the agent and the operator.

7.7. When Ofgem decides that circumstances are exceptional and an operator changes agent during an obligation period, ROCs will be issued to the new agent or the operator from the termination date.

7.8. Ofgem is not responsible for apportioning output and it is up to the new agent to decide what to do with the ROCs issued. Similarly, Ofgem does not intervene with operator/agent disagreements and it is up to the parties involved to settle any disputes.

7.9. Should we decide that the circumstances are not exceptional, the operator will remain with its current agent until the end of the obligation period.

## Appendices

---

### Index

<b>Appendix</b>	<b>Name of Appendix</b>	<b>Page Number</b>
1	Agent appointment form	33
2	Agent registration number	35
3	Glossary	37



## Appendix 1 - Agent appointment form

---

This form is to be used by an operator of a generating station to authorise an agent to act on its behalf for the Renewables Obligation Order 2009 (as amended), the Renewables Obligation (Scotland) Order 2009 (as amended) or the Renewable Obligation Order (Northern Ireland) 2009 (as amended).

In the case of a domestic application, this authorisation must be given by the applicant. In the case of a company application, we would expect the authorised signatory to be a director, the company secretary or the chief operating officer.

**Once completed it can be forwarded to the agent you have instructed to act for you, they will then forward it to the following address:**

Renewables Administrator (ref: Agent Authorisation)  
Environmental Programmes  
Ofgem  
9 Millbank  
London  
SW1P 3GE

Name of generating station:

Name of Operator:

### **Section A: Name and Contact Details of Agent**

Name:

Registered address:

Registered company number:

Tel:

Fax:

Email:

**Section B: Agent Authorisation.**

I have authorised the Agent named above to act as my agent for the purposes of claiming and receiving ROCs under the Renewables Obligation Order 2009/Renewables Obligation (Scotland) Order 2009/Renewables Obligation Order (Northern Ireland) 2009 as amended [**delete schemes as applicable**]

Until the end of the 20\_\_ /20\_\_ obligation period/ in effect until informed otherwise [**Complete and/or delete as applicable**] (*Obligation years run from April to April*)

In particular, I have authorised the Agent named above, to:

- administer the accreditation of my generating station
- sign relevant annual declarations
- submit output data on either a monthly or an annual basis, where this output data consists of start and end meter readings, gross renewable generation and, where applicable, input electricity
- where appropriate, give notice as to whether ROCs should be received monthly or annually
- receive ROCs and replacement ROCs on my behalf either monthly or annually
- act as my sole contact with Ofgem in relation to any queries or correspondence from Ofgem regarding an application for accreditation or the submission of output data, and
- act as my sole contact with Ofgem should either Ofgem or myself have any queries in relation to the issue of ROCs for electricity generated at my generating station.

The list above does not represent all of the functions that an Agent can carry out on behalf of an operator and does not represent the full extent of an agreement between an operator and an Agent. Please specify if you wish the agent to carry out any other functions.

Please note that the legislation sets out detailed arrangements for terminating an agency agreement under the Renewables Obligation. Please see our generator guidance for details.

Name of authorised signatory:

Position in company (where applicable):

Signature of authorised signatory:

Date:

## Appendix 2 - Agent registration number

---

1.1. Agents who represent one or more generating stations will be allocated unique registration numbers and these will be used to issue ROCs to individual generator groups.

1.2. Agent registration numbers differ from RO accreditation numbers in that they do not represent one generating station, but all stations in an agent's generator group with the same characteristics.

1.3. Each agent registration number is specific to a combination of requirements under the Orders. These are:

- the Order under which the operator applied (RO, ROS or NIRO)
- the generation type (hydro (NIRO only), biomass, wind (NIRO only) or photovoltaic (NIRO only))<sup>23</sup>, and
- the frequency of submission (monthly or annual)

1.4. some examples of agent registration numbers are as follows:

- an agent with a generator group representing micro-wind generators in Northern Ireland may have the number R00001EZNI
- an agent with a generator group representing micro-biomass generators in England may have the number R00001CXEN


1.5. In order to differentiate between monthly and annual portfolios of stations, we would allocate two registration numbers. For example, an agent who is located in Scotland with a portfolio of biomass stations may have R00001DXSC to reflect output from stations on an annual submission and R00002DXSC to reflect output from stations on a monthly submission.

1.6. In the case of "R00001DXSC":

- "R" signifies a ROC code
- "00001" is a sequential number

---

<sup>23</sup> If a generator does not use one of these four generation types, the agent should contact us at [renewable@ofgem.gov.uk](mailto:renewable@ofgem.gov.uk).



## Renewables Obligation: Guidance for Agents

- "DX" is the technology code for micro-biomass generators located in Scotland who have an agent acting on their behalf, and
- "SC" is the code for Scotland, the country in which the agent is located.

1.7. An agent may have up to 24 registration numbers.

## Appendix 3 – Glossary

---

### A

AMO	Additional Metered Output
Act	Electricity Act 1989 (as amended)
AD	Anaerobic Digestion

### C

CHP	Combined Heat and Power
CHPQA	Combined Heat and Power Quality Assurance

### D

DECC	Department of Energy and Climate Change
DNC	Declared Net Capacity

### F

FIT	Feed-in Tariff
FMS	Fuel Measurement and Sampling

### G

GB	Great Britain
----	---------------

### K

kW	Kilowatt
kWh	Kilowatt hour

### M

MW	Megawatt
MWh	Megawatt hour

### N

NFFO	Non Fossil Fuel Obligation
NI	Northern Ireland
NIRO	Northern Ireland Renewables Obligation 2009



## Renewables Obligation: Guidance for Agents

NIROC Northern Ireland Renewables Obligation Certificate

### **O**

Ofgem Office of Gas and Electricity Markets

### **P**

PV Photovoltaic

### **R**

REGO Renewable Energy Guarantees of Origin  
ROO Renewables Obligation 2009  
ROC Renewables Obligation Certificate  
ROS Renewables Obligation Scotland 2009  
RPI Retail Price Index

### **S**

SROC Scottish Renewables Obligation Certificate

### **U**

UK United Kingdom  
UREGNI Utility Regulator Northern Ireland