

CCL and REGO Team
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Dear Stakeholder

Publication of changes to the estimated data procedure for Ofgem E-Serve

We are pleased to inform you that Ofgem E-Serve has reviewed and updated information on using estimated data to claim Renewable Levy Exemption Certificates (LECs) under the Climate Change Levy exemption for renewables scheme. The updated information aims to give clearer guidance on submissions and evidence requirements.

As the *Climate Change Levy exemption for renewables: Guidance for generators and suppliers (2008)* is due to be updated later this year, this letter sets out the changes to the estimated data section of Chapter 3 for the interim period. The changes set out below will be included in the updated guidance document when it is published.

The following paragraphs supersede paragraphs 3.6 – 3.8 in the *Climate Change Levy Exemption for renewables: Guidance for generators and suppliers (2008)*. Note, paragraph numbering might differ in the revised guidance once republished.

Meter readings, meter reading records and estimates

3.6 Output data should be derived from meter readings taken on the first day of each month (or within one day on each side of that date).

3.7 The Regulations require operators to keep records of meter readings. The station operator should also keep monthly records of the volume of electricity, if any, that is supplied to recipients outside the UK.

3.8 The Regulations allow us to accept estimated data for LEC issue purposes where a generator 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.

3.9 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 generator to contact us as soon as the need for estimation arises. We should be notified before the relevant data submission deadline or, if the data has been entered erroneously, within two weeks of the need for

estimated data being identified. Estimated data cases may not be accepted if they are submitted outside of these deadlines.

3.10 The generator should make an application for estimated data via their account on the Register. The generator should detail why an estimate is required, the proposed methodology and the period for which the estimate will cover. In order for us to assess this application for the use of estimated data the following information will be required:

- Details of why an estimate is required and the date(s) on which the issue occurred**
- Details of how and when the issue was/will be resolved and how this issue will be prevented in the future.**

3.11 Operators of generating stations that export to the network will be required to provide correspondence from the data collector attesting that actual meter reads cannot be recovered. They should also provide supporting evidence that export occurred for the relevant time period. This can be obtained from a supplier and will preferably be in the format of a 'Supplier Export Report'.

3.12 If there is a generation meter failure, generating stations will be required, as a minimum, to provide supporting correspondence from the engineer repairing/replacing the meter. The proposed methodology for the estimate, clearly showing all relevant calculations, should also be provided.

3.13 All supporting evidence should be sent via email to CCLandREGO@ofgem.gov.uk.

3.14 Estimated data will not be accepted for a metering communication failure for a period of longer than one month, unless evidence of exceptional circumstances can be provided. If there has been a metering communication failure, but meters are still operational, manual meter readings (supported by photographic evidence) can be taken to replace remote readings until communications are restored.

3.15 To ensure that the estimate can be reviewed in a timely manner, once an application for estimated data has been made via the Register, the generator should email any associated documentation or calculations to the team at CCLandREGO@ofgem.gov.uk. This email should clearly state the name of the generating station and the period which the estimate is in respect of.

3.16 The details provided will then be reviewed to determine whether the proposed methodology is considered appropriate. Where this is deemed not to be the case, LECs will not be issued. In such circumstance the generator may wish to submit a revised or alternative methodology. Where estimates are accepted, we will issue the LECs in question accordingly."

The above changes to our guidance were not published for a period of comment as the updates we have made do not substantially change how the Climate Change Levy exemption for renewables scheme is administered.

If you have any queries relating to these updates, please contact us using the contact details provided.

Yours sincerely,

CCL and REGO Team