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Renewable Energy Guarantees of Origin scheme Guidance Note

About this guide

Generating stations in Great Britain and Northern Ireland that produce electricity from eligible renewable energy sources can apply for and receive Renewable Energy Guarantees of Origin certificates (REGOs). This guide will help you claim REGOs using the Renewables and CHP Register.

What is the Renewable Energy Guarantees of Origin (REGO) scheme and why am I applying for it?

- REGO certificates provide certification that energy being supplied has been generated from a renewable source. We issue one REGO certificate per megawatt hour (MWh) of eligible renewable output to generators of renewable electricity. REGOs are predominantly used for suppliers' Fuel Mix Disclosure (FMD). FMD is a requirement of all electricity suppliers to disclose to their customers the mix of fuels (coal, gas, nuclear, renewable and other) used to generate the electricity supplied. Suppliers use REGOs to prove to the final customer that a given share of energy was produced from renewable sources.
- As a generator, accreditation under the REGO scheme lets you claim REGO certificates for your renewable generation. You are then able to transfer these to your supplier.
- For further information on REGOs and how to apply for the scheme, visit our website.

Data

How does the output data submission form work?

This section will provide a brief overview of how the data submission process works.

- Generating stations accredited under the REGO scheme should submit data for generation within the period April to March of each year.
- You will need to use the 'Renewables and CHP Register' to submit your output data for REGOs. The Ofgem Renewables and CHP Register – User Guides provides a more in-depth guide to the Register and is available on our website - www.ofgem.gov.uk/register.

1. To begin, visit www.renewablesandchp.ofgem.gov.uk
2. From the home page, enter your log in details and click 'Go'
3. Once logged in select the 'Output Data' tab, and then select 'Submit Output Data', as shown below:

4. From here, select the correct generating station and output period and click continue.
5. This will direct you to the output data form which needs to be completed, as below:

6. If your generating station has only ever claimed REGOs, the 'Output' box on the data submission page will not be visible.
7. Please note, all figures that you submit **MUST** be for the period of generation only. Do not enter cumulative meter readings.

How often should I submit output data?

- You may submit on a monthly basis
- Alternatively, you may submit any number of months up to one year in a single submission
- If you choose to submit data annually for the generation period April to March, you should do so before the end of June, as suppliers will need the certificates by 1 July for their Fuel Mix Disclosure.
- Recent changes to the Renewables and CHP Register mean that stations which have previously claimed Levy Exemption Certificates (LECs) and REGOs, and will continue to claim REGOs only, have a choice in how regularly they submit data from the April 2016 output period onwards.
- Please note that you cannot submit data across more than one financial year.
- If you claim Renewables Obligation Certificates (ROCs) and REGOs you will need to submit your data on a monthly basis, in line with the Renewables Obligation (RO) timelines.

- If data is submitted before the end of the output period it will be automatically suspended. If you take a reading before midnight on the last day of the month, you **MUST** wait until the following day to submit it.

Is there anything else I should know about my data submissions?

1. Keep evidence of all your meter readings, we may request that you prove your readings are correct. Ideally, evidence will take the form of invoices, half-hourly data or time-stamped photos of the meter.
2. Let us know if you amend your output data. Failure to do this could lead to delays in certificates being issued.

What does my output data status mean?

- In review – your data has been entered sufficiently; we are just waiting for the right time to issue certificates.
- Issued – the certificates have been issued to your account. You can view them or transfer them on from the certificates tab of your account.
- Suspended – no certificates will be issued while data is suspended. In the first instance, you should check your account for queries on the data. You can contact the CCL and REGO team (see details at the end of this document) if you're unsure.

If you have claimed LECs and REGOs for a station for output periods since August 2015, the data will either have a status of 'In review' or 'Awaiting Approval', unless you have been entering 0 in the output box. This is because LECs for post-July 2015 output data would still generate despite the fact that they could not be issued due to the closure of the Climate Change Levy exemption (CCL) scheme. In this case the status of the data will be 'Awaiting Approval'. The function allowing generation of these LECs has now been removed, meaning the data has a permanent status of 'In review'. Check the scheme column within 'View Output History' of your account to see whether the REGOs have been issued.

Data has a status of 'In Review' but scheme status REGO(Issued) means the REGOs have been issued

| | Dec 2014 | |
| | Aug 2016 | |

Scheme	Period start date	Period end date	Date Submitted	Date Amended	Status
CCL(Not Issued),REGO (Issued)	01/08/2016	31/08/2016	05/09/2016	05/09/2016	In Review
CCL(Not Issued),REGO (Issued)	01/07/2016	31/07/2016	01/08/2016	01/08/2016	In Review
REGO (Issued),CCL (Not Issued)	01/06/2016	30/06/2016	01/07/2016	01/07/2016	Awaiting Approval
REGO (Issued),CCL (Not Issued)	01/05/2016	31/05/2016	10/06/2016	10/06/2016	Awaiting Approval
REGO (Issued),CCL (Not Issued)	01/04/2016	30/04/2016	16/05/2016	16/05/2016	Awaiting Approval

Data has a status of 'Awaiting Approval' but scheme status REGO(Issued) means the REGOs have been issued

How do I respond to data queries?

To check for, and respond to data queries:

- Click on the "output data" tab.
- Click on "answer Ofgem queries on output".
- Click "view" next to the query.
- Click "answer" and type your response.
- Click "send query". Ensure you click this, rather than "save".

If you need to send any supporting evidence, you can email it to Renewable@ofgem.gov.uk.

Certificates

This section will provide brief overview of REGO certification.
When will my certificates be issued?

- REGOs will be issued to your account the day after you submit the data, assuming your data is not suspended.
- No certificates will be issued until your accreditation is granted. This includes amended applications.
- If you see that your data has been suspended, there's no need to worry. Once we have resolved any issues, we will un-suspend your data. REGOs should be issued the next working day after the data is un-suspended.
- If you are eligible to claim certificates, but have never submitted data, you should do so as soon as possible. We can then review this data and either issue the certificates, or contact you if there are any problems.

How will I receive my certificates?

- REGOs are issued electronically on the register. You can view the certificates in your account by following these steps:
  1. Select 'Certificates'.
  2. Select 'REGOs'.
  3. Select 'View my Certificates'.
  4. Filter by the station name and output period.
  5. Click 'Apply Filter'.
- If your results don't include all of your certificates, make sure that you have selected the correct output period start and end dates. Make sure that the option to 'just show the ten most recent' is not selected.

I can't select a generating station from the dropdown menu when trying to view my certificates. How can I fix this?

- It is likely that there are no certificates in your account. They may not have been issued yet, or you may have transferred them. You can see a report of the certificates in your account, or those that have been transferred, by using the 'Reports' tab.

How do I transfer my certificates?

- Once the certificates have been issued, you will need to transfer them to your supplier or another third party. To do so:
  1. Click on the "Certificates" tab, and select REGOs.
  2. Click "Transfer my Certificates".
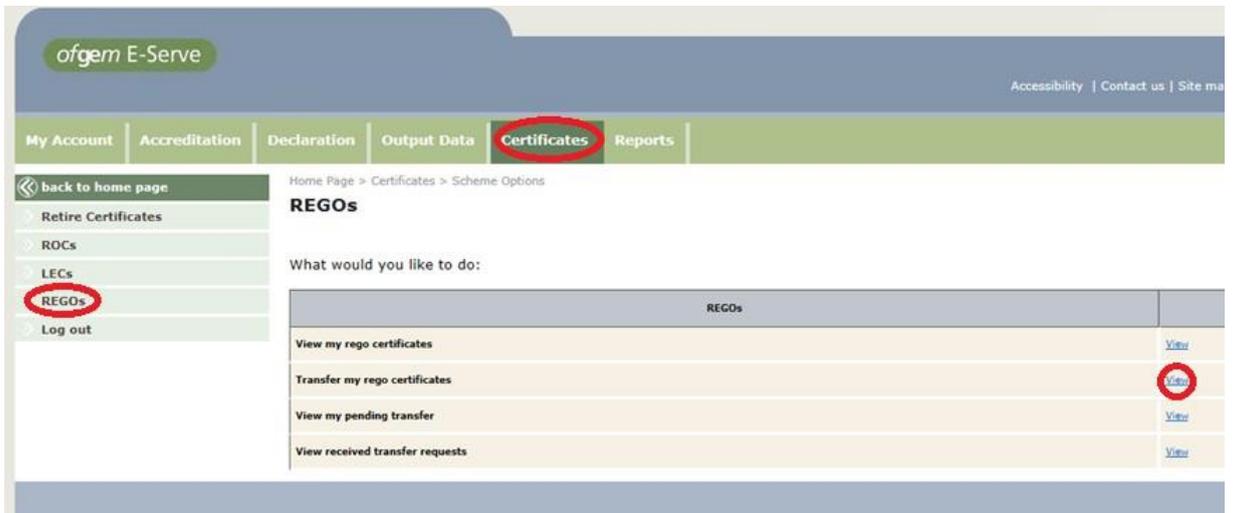
  3. Select 'Transfer by number of Certificates (Standard)'.
  4. Enter the unique ID of the organisation you're transferring the certificates to (contact them directly if you don't know this).
  5. Filter by the generating station name and output period. Make sure that the 'Output period start date' and 'Output period end date' filters are set to include all months of generation.
  6. When transferring certificates, there is a default filter next to 'Issue Date'. Make sure these fields are cleared, or are set to include all possible months of generation (You do not need to filter by certificate number.)
  7. Click 'Apply Filter'.
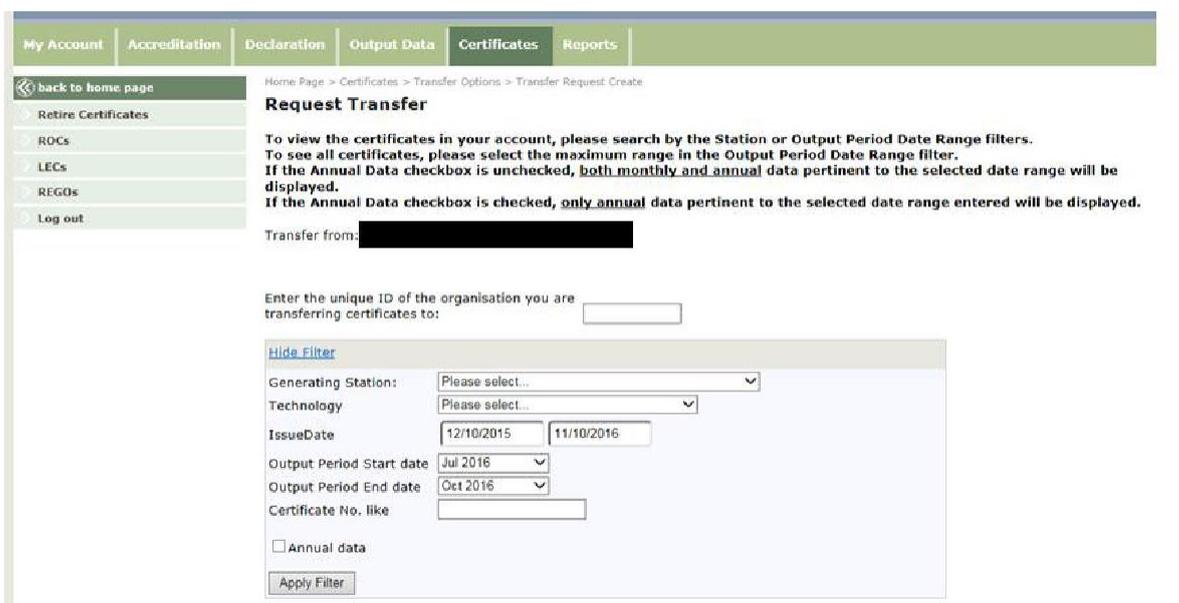
8. If you can't select a generating station from the dropdown menu, it is likely that there are no REGOs in your account.
9. Enter the number of certificates you wish to transfer for each month and click 'Submit transfer request'.
10. Click "Proceed with the transfer request".

Contact the CCL and REGO team

Email: Renewable@ofgem.gov.uk

Phone: 020 7901 7310 (Option 1)