Energy Theft Detection Incentive Scheme Reporting Timeframe

2023/24 Reporting Year

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RETAIL ENERGY CODE

CHANGE HISTORY

Version	Status	Issue Date	Author	Comments
1.0	Final		Code Manager	Initial Version for 2023/24 theft year
1.1	Final	2 February 2024	Code Manager	Details of communications timelines for Reporting Year closure added

DOCUMENT CONTROLS

Reviewer	Role	Responsibility	Date
Andrew Waghorn	Performance ~~Assurnace~~Assurance Technology & Data Lead	Primary Review	20/02/2023
Walter Carlton	Performance Assurance Lead	Overall Review	20/02/2023
Jon Dixon	Director of Development and Strategy	RECCo Review and Comment	24/02/2023

1. PURPOSE OF THIS DOCUMENT

This document provides an outline of the key dates across the 2023/24 TDIS Reporting Year reporting, covering:

- Party Submission obligations; the date whereby a party must submit their return to be included within that Scheme Month's reporting
- Code Manager Reporting Deadlines; the date whereby the Code Manager must publish their latest analysis for review by Parties
- The timeframe for disputed totals, during the monthly reporting cycle and the final report submission for the year.

It is intended as a supporting document to Schedule 7 – Energy Theft Reduction for REC Parties that are part of the Theft Detection Incentive Scheme.

2. THEFT REPORTING TIMELINES

The reporting process and timelines for the 2023/24 TDIS Reporting Year will follow the same basic format as previous years:

- The TDIS Reporting Year will run from 01 April 2023 through to 31 March 2024 inclusive.
- The schedule for monthly uploads will follow a one month and one day lag in line with the data submission deadlines defined in the Performance Assurance Report Catalogue. For example, the first submission of data for the TDIS Reporting Year (covering April 2023) will be expected by the first working day of June 2023.
- Theft investigations should be reported once initiated, with information submitted by the relevant Party Data Submission Deadline as defined in Table 1, with updates provided in subsequent months if appropriate (including reporting the final outcome of the theft in line with the below timescales).
- Confirmed thefts must be submitted to the Code Manager in line with the submission requirements based on the month in which they were confirmed (determined based on the Date Investigation Closed field), as defined in the Performance Assurance Report Catalogue. Any confirmed thefts with a Date Investigation Closed outside of that allowed in the Submission Period will not be counted and will be excluded from the Incentive Scheme. In summary this applies a rolling two-month window after the month of confirmation for confirmed thefts to be reported, as illustrated in Table 2.
- The Code Manager will process the data submitted on a monthly basis, publishing each Party's results against each target pot and an anonymised view of the results across the rest of the market within the REC Performance Assurance dashboards.
- The final Party Submission deadline, the date by which all data for the TDIS Reporting Year is required to be submitted is 1 June 2024. Any data submitted after this (except relating to resolution of a query raised per the below timescales) may not be included in the calculation of final totals for the TDIS Reporting Year, and therefore, against a Party's theft target unless otherwise agreed by the PAB.

- Parties may wish to raise queries on the confirmed thefts that the Code Manager has reported for them during the TDIS Reporting Year. To allow the Code Manager to resolve queries in time for the next round of reporting, Parties will have 10 Working Days from the Code Manager Reporting Date, defined as the Party Query Deadline in Table 1. For the final totals as published on 20 June 2024, Parties will have 20 Working Days from Publication to query the total number of assigned thefts, queries raised after this deadline will not be considered.
- The assignment of debit/credit for the full year will occur by the end of July 2024, after the closing of the final query window.

The table on the following page outlines the various submission and reporting dates for reporting confirmed thefts in the TDIS Reporting Year.Table 3 contains the communications and associated supplier actions that will be required during the closure of the Reporting Year.

Table 1: The Reporting, Output and Query Deadlines for each Submission Period in the 2023/24 Scheme.

Submission Period	Party Submission Deadline	Submission for Confirmed Thefts with a Date Investigation Closed in this Month	Final Submission for Confirmed Thefts with a Date Investigation Closed in this Month	Code Manager Reporting Date	Party Query Deadline
1	01 June 2023	April 2023	N/A	20 June 2023	04 July 2023
2	03 July 2023	May 2023	April 2023	18 July 2023	01 August 2023
3	01 August 2023	June 2023	May 2023	22 August 2023	06 September 2023
4	01 September 2023	July 2023	June 2023	19 September 2023	03 October 2023
5	02 October 2023	August 2023	July 2023	24 October 2023	07 November 2023
6	01 November 2023	September 2023	August 2023	21 November 2023	05 December 2023
7	01 December 2023	October 2023	September 2023	19 December 2023	05 January 2024
8	03 January 2024	November 2023	October 2023	23 January 2024	06 February 2024
9	01 February 2024	December 2023	November 2023	20 February 2024	05 March 2024
10	01 March 2024	January 2024	December 2023	19 March 2024	04 April 2024
11	03 April 2024	February 2024	January 2024	23 April 2024	08 May 2024
12	02 May 2024	March 2024	February 2024	21 May 2024	05 June 2024
13	01 June 2024	N/A	March 2024	20 June 2024	18 July 2024

Table 2: The highlighted cells below indicate the range of Date Investigation Closed (top row) allowed to be reported in each Submission Period in the 2023/24 Scheme. The yellow highlighting indicates the month of Date Investigation Closed for which Confirmed Thefts should be submitted, and the red highlighting indicates the final allowed Submission Period for which thefts with a Date of Investigation Closed in that month can be reported.

	Date Investigation Closed											
Submission Period	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2023	Feb 2023	Mar 2023
1												
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Table 3: Reporting Year Finalisation Communication Timelines

Based on the scheme data submission and query timeline and the process for finalisation of the Reporting Year the following communications will be issued to suppliers, with actions required as noted.

Date	Communication	~~Communication~~Content	Format	Supplier Action Required
4 April 2024	Final Data Submission Reminder	Reminder of Final Data Submission deadline – i.e. 2 May 2024 date due as per table 1 above (period 12), with query window closing 5 June 2024.	Email to Contract Manager and Alternate	Submit date (as per normal requirements)
Prior to 18 June 2024	Reporting Year Data Finalisation – Stage 1	Confirmation that final data submission window has passed and results available in Performance Assurance Dashboards. Reminder of final query window deadline of 18 July 2024. Request for details of any portfolio acquisitions / disposals during the year.	Email to Contract Manager and Alternate	Review final results and provide positive confirmation that results have been reviewed and agreed or raise query timely. Provide details of any portfolio changes or positive confirmation of no change.
Late July (subject to queries)	Reporting Year Data Finalisation – Stage 2	Confirmation that query window has closed and any submitted queries have been resolved.	Email to Contract Manager and Alternate	Review post-query results and confirm they reflect outcome of any queries.

Date	Communication	~~Communication~~Content	Format	Supplier Action Required
		Reminder to provide details of any portfolio acquisitions / disposals during the year (if not already provided).		Provide positive confirmation that results have been reviewed and advise details of portfolio changes (if not already provided).
By 22 August 2023	Debits / Credits Calculation	Confirmation that debits/credits have been calculated and published to the PA dashboard.	Email to Contract Manager and Alternate	Review calculation results and provide confirmation results have been reviewed and agreed.

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