**MAM**

**Data Comparison**

**Specification Document**

**Version 2.0**

Purpose

This document outlines the data items, the appropriate formatting for the required MAM data file and the method for the MAM representatives to send the file to the CDSP for us to carry out the MAM data comparison service with UK Link. This is required to meet the obligations set out in SPAA Schedule 22, specifically Section 7 - Centralised Reporting Obligation and the MAM Reconciliation Activity. This document does not outline any legal or contractual obligations but does however provide guidance to MAMs on the production of the required input file and the output of the service.

Input - High Level File Specifications

**Please note, MAMs are expected to extract their live MAM portfolio as at the 1st April 2020 but will then have 15 working days to send this to the CDSP.**

The below table outlines the high-level technical specification for the file that is required from the MAM’s to facilitate the data comparison work carried out by the CDSP.

|  |  |
| --- | --- |
| **Info Field** | **Details** |
| File Name | XXX\_YYYY01\_MAM.CSV  *Where:*   * *XXX = MAM ID (your 3 letter MAM short code)* * *YYYY = Year in date format e.g. 2020* * *01 = sequential number (e.g. 01, 02, 03)*   Examples:  ABC\_202001\_MAM.CSVABC\_202002\_MAM.CSV |
| File Extension Type | .CSV |
| Delimited Type | Comma |
| Delivery Mechanism | File hosting ‘Upload/Download’ |

Input Low Level Data Item Specifications

Below table outlines the data items to be contained within the MAM provided .CSV file. Please note, the data items list below should be provided as the file headers within your data extract on row 1 (an example file is provided underneath this table for reference).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Data Item/Headers** | **Conditionality** | **Domain** | **Field Characters** | **Comments** | **Default Value** |
| MPRN | Mandatory | Numeric | 10 | Meter Point Reference Number for the Supply Point | 9999999999 |
| Postcode | Optional | Text | 9 | Postcode for the Supply Meter Point (Outcode & Incode) e.g. B91 3DL | - |
| Supplier ID | Mandatory | Text | 3 | 3 letter short code (ID) of the Supplier associated with the MPRN | UNK |
| MSN | Mandatory | Text | 30 | Meter Serial Number of the asset located on the Supply Meter Point | Unknown |
| Asset Effective from Date | Mandatory | Text (Date) | 8 | The date in which the asset was installed at the Supply Meter Point  *Format -YYYYMMDD* | 18990101 |
| MAM Effective from Date | Mandatory | Text (Date) | 8 | The date in which you became effective at the Supply Meter Point as the MAM *Format -YYYYMMDD* | 18990101 |
| Meter model | Mandatory | Text | 20 | Model of the asset installed on the Supply Meter Point | Unknown |
| Meter manufacturer | Mandatory | Text | 3 | 2 or 3 letter short code for the Meter Manufacturer of the asset installed on the Supply Meter Point | UNK |
| MAM Extract date | Mandatory | Text (Date) | 8 | The date the extracted data is for. Data can be extracted at any point prior to submission to the CDSP, however the data contained within the file should be as at 01 April  *Format YYYYMMDD* | 18990101 |
| MAM ID | Mandatory | Text | 3 | Your 3 letter MAM short code (ID) | UNK |

Please note:

* Other than Postcode, **all data items listed above are mandatory and must be provided within your data extract.**
* If you are unsure of the actual value for any of the data items, please ensure you use the specified default values provided and do **NOT** leave them blank. **Blank values within your data extract against any mandatory data item will cause a failure and therefore prevent that supply meter point being included within the comparison.**
* Please take note of the data item domain and field characters in the above table as any values provided which do not comply with these standards will also cause a failure.

To provide some assistance, we have created a MAM Reconciliation template file which details an example of how we expect the data extract to be titled, saved and sent*. Please note this is dummy data within the file to give you an example:*



**Sending the Input**

All Suppliers who accede to SPAA will ensure that all appointed MAM representatives will participate in an annual asset portfolio reconciliation activity. MAMs are required to provide the data stipulated within the input overview above to the CDSP.

This activity will take place in April each year. MAMs need to extract the relevant portfolio data on the agreed extract date of 1st April and will then have 15 working days to provide the input data to the CDSP.

MAMs will be expected to send the input file in the format specified above. The method to send the input file to the CDSP is via Huddle.

**Huddle**

Huddle is a privately held cloud-based collaboration software company which is used across multiple industries.

It is already utilised within the Electricity and Gas industries as a trusted mechanism to share information quickly and securely.

Please see the below information regarding the Huddle security standards:

1. Huddle is ISO 27001 certified, and the scope of our assessment covers the entire organisation
2. ISO Certificate: <https://public.huddle.com/a/zplVBV/index.html>
3. Huddle is fully compliant with the requirements of GDPR and conducted an extensive GDPR project in 2017/2018 to ensure we had fully analysed every aspect of our data processing to meet all the requirements of the regulation and be able to meet the Data Subject Rights ourselves and on behalf of our customers.
4. Data privacy/protection requirements of the GDPR are now incorporated in our ISO 27001 controls
5. Huddle utilises some third-party sub-processors to operate our platform, and we have contractual arrangements in place with each sub-processor to ensure they meet our requirements. For details, see here: <https://www.huddle.com/subprocessors/>
6. Huddle operates as a Data Controller for our own data collection/processing activities, and as a Data Processor for the context of the service provided via the Huddle platform.
7. Details of our Privacy Policy can be found here: <https://www.huddle.com/privacy/>
8. Xoserve is on standard terms and conditions, which includes the terms of the subscriber agreement: <https://www.huddle.com/subscriber-agreement/>

Each MAM will have a designated folder within Huddle which only they can access. MAMs will be expected to provide a contact name and email address for their organisation that will be granted access to the Huddle folder.

A link to the Huddle area will be sent to participating MAMs once a contact has been confirmed.

Please see below presentation which details how you should use Huddle to upload your data extract to the CDSP and how to obtain the completed comparison output:

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