

EECS Electricity

Domain Protocol

for

Brussels, Belgium

Prepared by BRUGEL

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## A Introduction

The framework specified in the EECS Rules and the detailed procedures and conditions specified in this Domain Protocol have the main objective of ensuring robustness and transparency in the facilitation of EECS Schemes for all EECS Participants.

A Domain Protocol promotes quality and clarity, as it:

- makes local rules transparent;
- provides clear information to all stakeholders (consumers, market parties, other members, government, the EU Commission etc.);
- facilitates assessment of compliance and permissible variance from the EECS Rules;
- facilitates audit; and
- translates local rules into a single format and language, supporting each of the above.

## B General

### B.1 Scope

B.1.1. This Domain Protocol sets out the procedures, rights and obligations, which apply to the Domain of Brussels, which covers the geographic area of the Brussels Capital Region in Belgium and relate to the EECS Electricity Scheme as defined in the EECS Rules.

B.1.2. Production Device qualification for this Domain will be determined by connection to the electricity system of Brussels such that, in electrical terms, the Production Device is effectively located in Brussels.

B.1.3. BRUGEL is authorised to Issue EECS Certificates relating to the following EECS Product(s):

Guarantees of Origin for Electricity from Renewable Resources (RES-E GOs).

B.1.4. Concerning EECS Product Guarantees of Origin from High-Efficient Cogeneration (HEC GOs), this Domain Protocol does not accept the treatment of HEC GOs from other Domains.

BRUGEL is entitled by law to issue CHP-GOs even where they use fossil energy sources and the production is not HEC. However, for the moment, BRUGEL does not issue either CHP-GOs or HEC GOs. The BRUGEL registry is technically not yet ready to fulfil the requirements regarding the mandatory fields to be filled in on HEC GOs such as information on CO<sub>2</sub> and the calorific value of the fuel.

As there is currently no system of full disclosure in place in Brussels-Capital Region, the cancellation of nuclear and fossil energy EECS Disclosure Certificates for disclosure purposes is therefore not accepted.

B.1.5. This Domain Protocol does not accept the treatment of ICS GOs from other Domains.

## B.2 Status and Interpretation

- B.2.1. The EECS Rules are subsidiary and supplementary to national and regional legislation.
- B.2.2. The EECS Rules and its subsidiary documents are implemented in Brussels in the manner described in this Domain Protocol. Any deviations from the provisions of the EECS Rules that may have material effect are set out in section C.4 of this document.
- B.2.3. The capitalised terms used in this Domain Protocol shall have the meanings ascribed to them in the EECS Rules except as stated in section C.4 of this document.
- B.2.4. This Domain Protocol is made contractually binding between an EECS Participant and BRUGEL by agreement in the form of the Standard Terms and Conditions.
- B.2.5. In the event of a dispute, the approved English version of this Domain Protocol will take precedence over a local language version.

## B.3 Roles and Responsibilities

- B.3.1. The Authorised Issuing Body for Guarantees of Origin in Brussels is BRUGEL. Its role is to administer the EECS Registration Database and its interface with the EECS Transfer System.
- B.3.2. The Competent Authority for Guarantees of Origin in Brussels is BRUGEL. Its role is defined by legislation to be responsible for the operation of for Guarantees of Origin in Brussels.
- B.3.3. The Authorised Measurement Bodies are the distribution grid operator Sibelga and the regional transmission grid operator Elia. These bodies are established under regional regulation to be responsible for the collection and validation of measured volumes of energy used in regional financial settlement processes.
- B.3.4. The Production Registrar is fully responsible for the handling of applications to register a production device, including an eventual physical inspection, until final registration. BRUGEL is the Production Registrar until the moment on which at least two external certification bodies are accredited by BRUGEL. From that moment on, certification will be performed by those accredited certification bodies, while BRUGEL will continue to handle the final registration in its database.
- B.3.5. The Production Auditor audits the information included in Production Declarations provided by the operator of the concerned production device. BRUGEL is the Production Auditor.
- B.3.6. Contact details for the principal roles and Issuing Body agents are given in Annex 1.
- B.3.7. The EECS Registration Database operated by BRUGEL can be accessed via the website <https://extranet.brugel.brussels>. The fees for the transaction services regarding GO are available on the BRUGEL and AIB websites.
- B.3.8. No Non-Governmental Certificates nor Independent Criteria Schemes are operated under EECS in the domain of BRUGEL.

## C Overview of regional Legal and Regulatory Framework

### C.1 The EECS Framework

C.1.1. For this Domain, the relevant local enabling legislation is as follows:

Chapter V of the Ordinance of July 19, 2001 relative to the organisation of the electricity market in the Brussels Capital Region<sup>1</sup>, and his subsequent modifications (hereafter referred to as "*the Ordinance*"), sets out the basic principles of the GO-system:

- GO-issuing for RES and CHP-production;
- 1 GO per MWh and no double issuing;
- Main items to be mentioned on a GO;
- Suppliers must cover their green electricity supply by GO.

Further, the Decree of the Brussels Government of December 17, 2015 relative to the promotion of green electricity<sup>2</sup>, and his subsequent modifications, (hereafter referred to as "*the Decree*") sets out the system more into detail. The main items contained in the Decree are:

- Application of EECS Participants;
- Registration of production devices;
- Audit of production devices;
- Communication of production declarations;
- Issuing, transfer and expiry of certificates;
- Recognition of certificates from other regions and countries;
- Disclosure of green electricity supply.

Finally, the Ministerial Decree of October 12, 2004 establishing the Metering Code<sup>3</sup> (hereafter referred to as "*the Metering Code*") sets out the rules and principles applying to metering devices and the metering process. The main items contained in the Metering Code concern the precision class of meters, the way in which the different energy flows should be measured, the accessibility, readability and availability of metering values, the sealing of meters and the handling of malfunctions.

C.1.2. BRUGEL has been properly appointed as an Authorised Issuing Body for Guarantees of Origin by the Decree of December 17, 2015, of the Government of the Brussels-Capital Region relating to the promotion of green electricity, articles 12 and 13.

### C.2 National Electricity Source Disclosure

The Ordinance sets out the basic principle of the disclosure mechanism for green electricity:

- To cover his supply of green electricity, each supplier has to deliver periodically to BRUGEL a number of guarantees of origin.

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<sup>1</sup> The Ordinance : <http://www.ejustice.just.fgov.be/eli/ordonnance/2001/07/19/2001031386/justel>

<sup>2</sup> The Decree : <http://www.ejustice.just.fgov.be/eli/arrete/2015/12/17/2015031887/justel>

<sup>3</sup> The Metering Code : <http://www.ejustice.just.fgov.be/eli/arrete/2004/10/12/2004031512/justel>

Further, the Decree sets out the system more into detail:

- Each supplier has to communicate monthly to the grid operators the list of his clients who are contractually supplied with green electricity, by detailing for each client the ratio of green electricity in his supply;
- Monthly, the grid operators complete this information with the consumption data per delivery point and communicate this to BRUGEL;
- Quarterly and on the basis of the aforementioned data received by the grid operators, BRUGEL calculates the green electricity supply per supplier and communicates to each supplier the corresponding number of GO to be cancelled;
- Quarterly, the suppliers have to cancel the amount of GO mentioned in the aforementioned communication by BRUGEL;
- Suppliers may only publish and communicate – eg on the electricity bills - the green percentage of their electricity supplier mix after approval by BRUGEL;

BRUGEL makes the information on the green electricity supply and the type of GO used available for the final electricity consumer, through his online webtool Greencheck (<https://www.brugel.brussels/outils/greencheck-1>).

At the moment, there is no legal basis, nor procedure, nor involvement of BRUGEL in any residual mix project.

### C.3 Regional Public Support Schemes

Support to green electricity production is defined in the Ordinance as RES electricity production and high efficiency CHP production, is granted through a system of “Green Certificates” (GC), which are issued by BRUGEL.

The system is based on the economy of CO<sub>2</sub> that is obtained by the installation compared to classical electricity and eventual heat production. One certificate stands for an amount of 217 kg of CO<sub>2</sub> economised.

For certain technologies, the amount of GC is multiplied by a factor, without which the investment wouldn't be profitable.

These factors are revised at least annually, to adapt them to market conditions regarding the cost of installation, other potential incentives, and electricity prices, in order to maintain an acceptable but not too high level of profitability.

After issuing, the GC are sold to suppliers, who are obliged to return to BRUGEL a certain number of GC, which is a percentage (named “quota”) of their electricity supply during the previous year.

The Account Holders, the production devices, the issuing of GC to the producers and the return of GC by the suppliers are all managed in the same database as the guarantees of origin.

However, although the Account Holders and production devices can be the same, GO and GC are separate currencies and are hence managed on separate accounts, and are issued, transferred and cancelled separately.



#### C.4 Local Deviations from the EECS Rules

- C.4.1. Actually, there are no explicit cancellation statements available with details concerning the cancelled GO. The linkage and transparency between green electricity supply and cancelled GO is provided to final electricity consumers through the online webtool Greencheck (<https://www.brugel.brussels/outils/greencheck-1>).

Cancellations can only be performed by suppliers for their general disclosure obligations. No cancellation request can be introduced by any other party neither cancellation statements can be delivered which identify a specific end consumer.

- C.4.2. In case of capacity increase, the new capacity of the Production Device will be certified, and the capacity of the entire Production Device will be adapted accordingly; all other characteristics of the related GO will stay the same.
- C.4.3. GOs are issued once every quarter, which is not in line with EECS Rules C3.4.1a necessitating issuing within a maximum of one month after the end of the production month.

## D Registration

### D.1 Registration of an Account Holder

- D.1.1. Any natural or legal person who is not a member of the Association of Issuing Bodies or such member's affiliate or agent can be an EECS Electricity Scheme Participant.

A producer who wishes to benefit from GO has to introduce his request at BRUGEL through the specific Form (Cfr. Annex 2).

In this form, all relevant contact and identification data, including a copy of passport and eventual proof of power of attorney, of the Account Holder and his eventual representatives have to be provided.

BRUGEL can thereby require other documents or information if necessary.

The Standard Terms and Conditions are annexed to the form, and application requires signature of the printed version of these.

- D.1.2. The electricity suppliers in Brussels are all well-known through their procedure for application for a licence for supply.

In parallel with their application for licence for supply, the suppliers submit all relevant contact and identification data, including a copy of passport and proof of power of attorney, in order to open accounts for GO and GC and to be able to meet their legal obligations regarding disclosure and GC.

Furthermore, the application requires signature of the printed version of the Standard Terms and Conditions.

- D.1.3. All applicants who are not producers neither suppliers, are considered traders.

The application procedure for traders is identical to that of producers, except that a "Know Your Customer" questionnaire is mandatory.

- D.1.4. Upon receipt of a complete application form, BRUGEL will verify the application. Where such verification is completed successfully, Account Holders receive their account number, as well as their credentials for access to the Extranet, through which all Account Holders can access their account, consult the history of transactions, and realise transfers and cancellations (only suppliers can perform cancellations).

- D.1.5. The Account Holder is responsible for the correctness of the data of his company that is provided to BRUGEL. When an error in the Account Holder data is detected, BRUGEL will manually correct the data within the shortest possible delay.

- D.1.6. The Account Holder is responsible for notifying BRUGEL of any changes to information registered on the Account Holder in the registry, and to any documents submitted to BRUGEL at the time of application. Any changes must legally be notified to BRUGEL within a delay of 15 days.

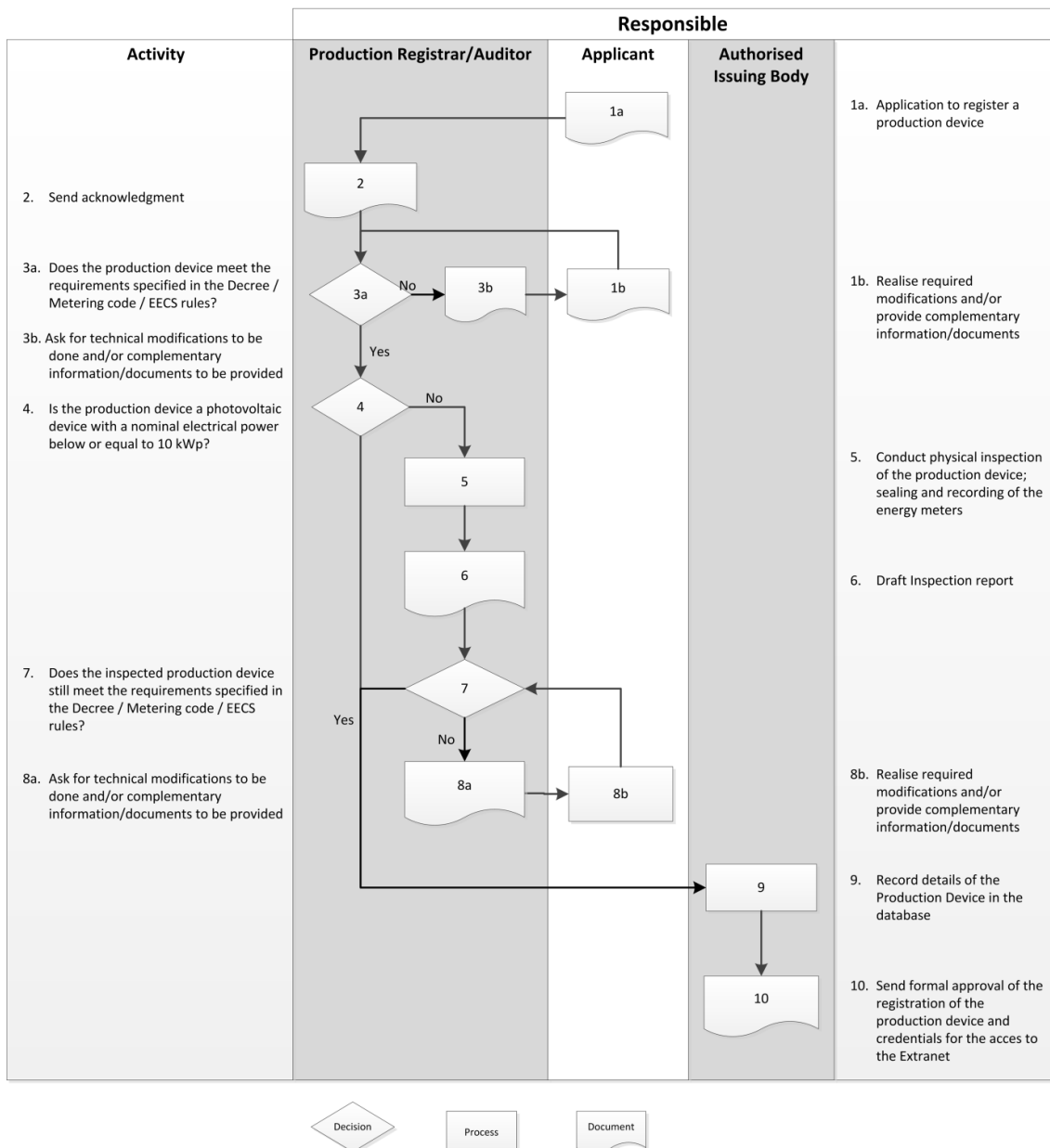
## D.2 Resignation of an Account Holder

An Account Holder has to introduce a written request for resignation.

Following this request:

- in case there are any GO left on the concerned account, the concerned Account Holder will be contacted in order to inform him regarding the handling of his remaining GO;
- when there is no GO left on the concerned account, the account will be closed, and a written confirmation letter will be sent to the former Account Holder.

## D.3 Registration of a Production Device



1. a. The applicant applies to register a production device. This has to be done through the form established by BRUGEL and made available on their website (Cfr. Annex 3). Note that at present almost all Production Devices are

registered for GC prior to being registered for GO; registration of a Production Device for GC is identical to registration of a production device for GO.

b. If at the time of the registration for GO, the registration for GC is older than five years, BRUGEL will check that the information provided is still accurate and there have been no modifications to the Production Device

c. Only devices that produce electricity from renewable energy sources and high efficiency CHP devices are eligible to apply for GO. The registered production device may have only a single source of energy and production devices capable of generating electricity from several energy sources may be registered for Green support-Certificates, but not for EECS-GO.

2. Upon reception, BRUGEL immediately sends an acknowledgment to confirm the reception and treatment of the application.
3. a. Verification is performed of the completeness and compliance with the:
  - a. The Decree;
  - b. Metering code;
  - c. EECS rules.

The form requires, amongst others, following information:

- Detailed contact information of the:
  - Applicant;
  - Account Holder;
  - Eventual representatives of the Account Holder.
- Full description of the production device:
  - Detailed location information;
  - Technical description: technology, combustion fuel, brand and type of the machine, nominal power (electrical, heating, cooling, ...), fuel consumption, date of commissioning, etc...;
  - Specific technical information on the energy meters (electrical, heating, fuel, ...): brand and type of the meter, serial number, precision class, MID-certified, etc...
- The following annexes, amongst others:
  - Proof that the applicant is the owner of the production device, or holds power of representatives for the owner;
  - Copy of the passports of the Account Holder and his eventual representatives;
  - Electrical scheme of the production device, which depicts the electrical meter in a clear way;
  - If applicable, a "Piping and Instrumentation Diagram" (PID) of the production device, which depicts the eventual heating and fuel meters;
  - SPECS sheet of each of the energy meters;
  - MID-certification document of each of the energy meters;
  - SPECS-sheet of the used fuel
  - Documentation on the origin of the used fuel
  - Report of the independent accredited inspection body on Electrical Safety, according to the standard 'Algemeen Reglement op de Elektrische Installaties';

- The certificate from the grid operator that all technical requirements for connection of a production device to the grid, including a bidirectional meter, are met.

BRUGEL has to check and inform the applicant within one month upon reception whether or not the application is complete and in accordance with the legal administrative and technical requirements.

3. b. If the application doesn't fulfil the legal administrative and technical requirements, the applicant is required to provide the missing information and/or eventually to carry out technical modifications on his production device (for example regarding the energy meters).
3. c. The applicant has two months to realise the eventual required technical modifications and/or to provide the complementary information or documents.
4. If the application is complete and in accordance with the legal administrative and technical requirements, a physical inspection is conducted depending on the type and nominal electrical power of the production device.
5. For all types of technology other than photovoltaic, and for photovoltaic production devices with a nominal electrical power above 10 kWp, a physical inspection will be conducted within one month upon the declaration of completeness of the application. During this inspection, the following tasks are performed:
  - Verification whether the application form and documents provided are in accordance with the reality;
  - Sealing of the relevant energy-meters;
  - Recording of the relevant meter-values as start-values for the calculation of eventual support certificates.
6. An inspection report is drafted following a model that is created, provided and published by BRUGEL on his website.
7. Upon physical inspection, re-appraisal is made whether or not the production device meets the requirements mentioned above under point 3.
8. a. If the physical inspection reveals that the production device doesn't fulfil the legal administrative and technical requirements, the applicant is required to provide complementary information or documents, or eventually to carry out technical modifications on his production device (for example regarding the energy meters).
8. b. The applicant must realise the eventual required technical modifications and/or provide the complementary information or documents.
9. A physical inspection is not carried out for photovoltaic installations with a nominal electrical power below or equal to 10 kWp. For these installations, BRUGEL will rely on the report of the independent accredited inspection body on Electrical Safety, according to the legal standard 'Algemeen Reglement op de Elektrische Installaties', which contains the meter value on the date of the report, which will act as the starting value for the issuing of eventual support certificates. For such production devices and for production devices where the

physical inspection didn't reveal any mismatch or discrepancy, the production device is registered in the database.

10. A formal approval is sent to the applicant that the production device is now registered, and credentials are sent for access to the Extranet.
11. On successful completion of the registration process, the Production Registrar will assign a unique identifier to each registered Production Device.
12. The applicant consents to the publication by BRUGEL of data provided in the course of its application for registration in relation to each of its production devices registered on the database on its web page with the exception of:
  - (1) Detailed descriptions of the plant and equipment;
  - (2) Graphical representations of the Production Device, including diagrams and photographs; and
  - (3) Details of the person responsible for the application.

#### **D.4 De-Registration of a Production Device**

An Account Holder has to introduce a written request to deregister its production device, in which he has to specify the date of "closure".

Upon receipt of this request, BRUGEL will perform a last issuing of GO in relation to the "closure" date and based on the figures provided by the Authorised Measurement Body.

After the final issuing has been performed, the production device will be deregistered, and a written confirmation letter will be sent to the Account Holder.

#### **D.5 Maintenance of Production Device Registration Data**

- D.5.1. The Account Holder is responsible for notifying BRUGEL of any changes to information registered on the Production Device in the registry, and to any documents submitted to BRUGEL at the time of registration. Any changes must legally be notified to BRUGEL within a delay of 15 days.

Upon reception, BRUGEL will evaluate the impact of the changes on the qualifying criteria and will analyse if an additional inspection is needed, or if any correction on the calculation of GO has to be performed and respond to the Account Holder within one month specifying the decision taken..

Brugel will amend the production device data based on the notified changes and its own related findings.

Where BRUGEL becomes aware that a production device no longer fulfils, or will no longer fulfil, the qualification criteria, the registration database record for that production device will be updated to show that the production device no longer qualifies for GO under the EECS Electricity Scheme with effect to:

- (1) (In relation to planned changes notified in advance) the date on which such planned changes are due to come into effect; or

(2) (In relation to other changes) as soon as reasonably practicable after becoming so aware.

- D.5.2. Should BRUGEL cease to provide services for GO, the registration of production devices for GO will terminate on the same date as the service ceases.

#### **D.6 Audit of Registered Production Devices**

- D.6.1. Registered production devices for GO-issuing are audited every 5 years. BRUGEL may also perform at any time ad-hoc audits. During this audit it is verified if the technical and administrative conditions which have led to the initial registration are still met.

After the audit, an inspection report is drafted which concludes in the confirmation, adaptation or withdrawal of the registration of the concerned production device.

- D.6.2. The inspection audit is performed by the Production Registrar, and is ordered and financed by BRUGEL, except if the audit concludes to an adaptation or withdrawal of the registration. In the latter case the audit-costs are supported by the owner of the production device.
- D.6.3. Refusal to permit access is in breach with the Decree and may be considered a breach of the Standard Terms and Conditions.

#### **D.7 Registration Error/Exception Handling**

- D.7.1. The Account Holder is responsible for the correctness of the data of his production device that is provided to BRUGEL. When an error in the Production Device data is detected, BRUGEL will manually correct the data, and, when applicable, make the necessary rectifications in the amount of certificates issued.
- D.7.2. Any errors in EECS Certificates resulting from an error in the registered data of a Production Device will be handled in accordance with section E.8.

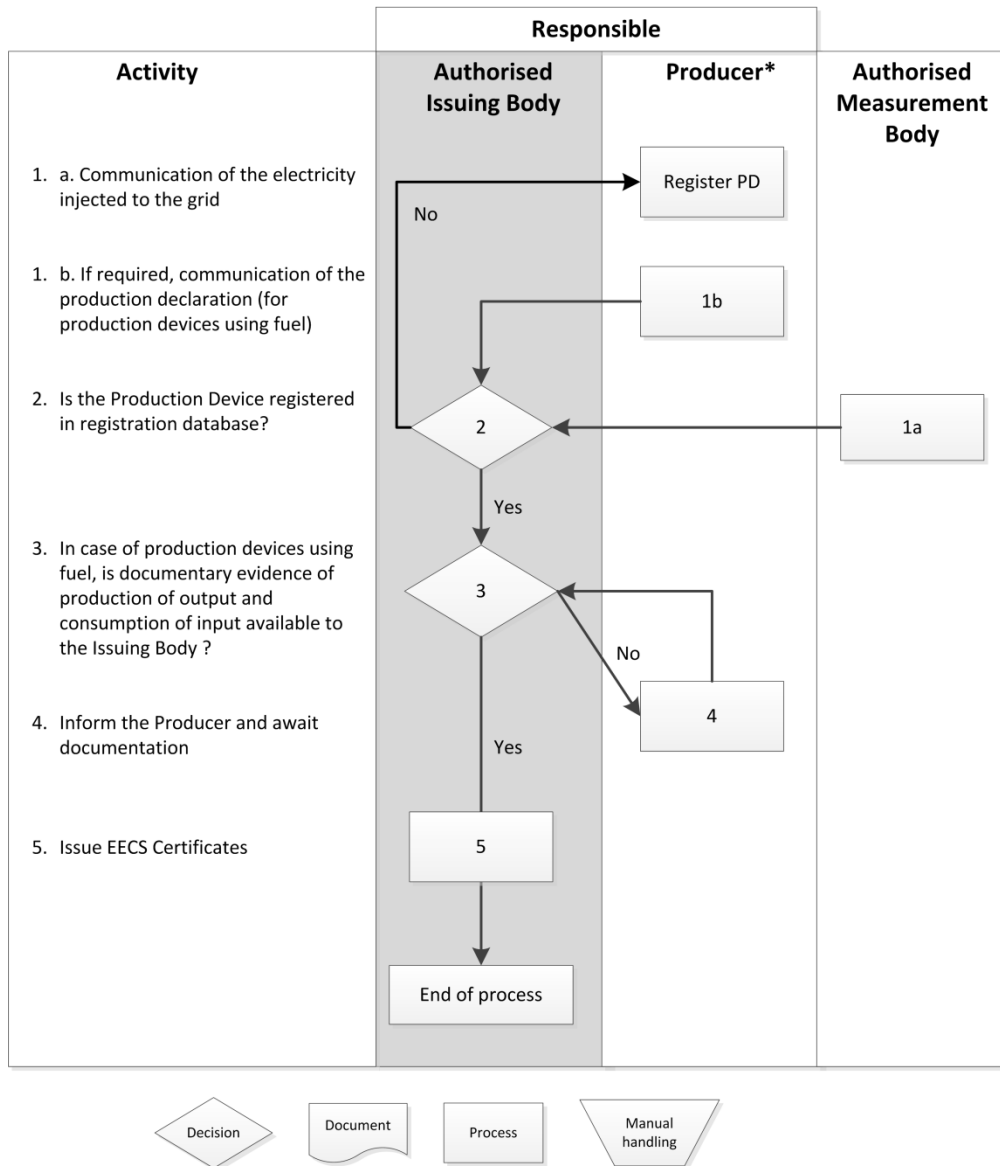
## E Certificate Systems Administration

### E.1 Issuing EECS Certificates

- GO are issued for electricity production from renewable energy sources and for CHP-plants;
- GO may only be issued for measured values that have been collected and determined by an Authorized Measurement Body;
- A GO has a face value of 1 MWh;
- EECS-GO are issued for the amount of electricity injected into the grid by eligible and registered production devices;
- The electricity injected into the grid is considered as netted from auxiliaries' energy consumption, as auxiliaries are to be connected to the same grid-connection point as the production device;
- For electricity production which is consumed on-site, non EECS-GO are issued and cancelled immediately upon issue; as a consequence, these non EECS-GO cannot be transferred, neither used for disclosure;
- Only one GO can be issued for the same MWh;
- For a high-efficiency CHP-plant fuelled by RES or fossil fuel, only one GO is issued per MWh. Each GO carries the characteristics of the energy source (in the energy source-field), and specifies "CHP" in the "type of technology" field;
- EECS-GO for production devices which are not using fuel are issued monthly;
- EECS-GO for production devices which are using fuel are issued quarterly;
- GO-issuing is almost full-automatic; Upon reception of the electricity-injection data from the grid operator, this data have to be validated and cross-checked with the eventual production declaration (for production devices using fuel); the validation is done per batch which triggers automatic issuing;
- Any identifiable residual kWh will be carried forward to the next issuing period; this is done in an implicit way by calculating GO on the basis of metering values rounded down by the Authorised Measurement Body to the nearest integer;
- An EECS-GO can only be issued:
  - for output for which the related production period is not more than 13 calendar months;
  - when the last day of the related production period is not more than 12 calendar months before the date of issuing.
- The EECS-GO are allocated to the account of the Account Holder linked to the production device which has produced the energy eligible for the relevant GO;



## E.2 Processes



\* The “producer” is the generic term for the party which requests certificates, and might include production aggregators, portfolio managers etc.

1. a. Data on injected electricity into the grid are sent monthly by the Authorised Measurement Bodies.
1. b. Production devices using fuel sent their production declarations to BRUGEL quarterly.
2. Verification is made that the production device is registered in the registration database.
3. Where appropriate, validation is made of the completeness of the production declaration: this means :
  - Availability of information on type, origin, and characteristics (masses, volumes, calorific values, etc...) of the used fuel(s);

- For CHP, the efficiencies are checked to check whether the production device is a high-efficiency CHP-production device.
4. If information requested in step 3 is incomplete, the producer is informed and asked to provide complementary information;
  5. GO are issued.

### E.3 Measurement

GO are issued for the electricity fed into the grid, on the basis of the metering-values originating from the official grid-meters owned by the grid-operators. These metering-values are communicated monthly by the grid operators.

Only in case of production devices using fuel, a production declaration from the producer is communicated by the production device owner or operator. This production declaration includes the internal metering values originating from the privately owned metering devices which are located behind the official grid meter. These internal metering devices shall be compliant with the Metering Code, which imposes mainly the following items on each energy meter:

- Compliance with the European “Measurement and Instrumentation Directive 2004/22/CE” hereafter referred to as “**MID**”;
- Installation according to the recommendations of the meter-manufacturer;
- Compliance of the precision classes with the MID;
- Identification by a unique marking, which is applied to the meter itself and on the electrical scheme and eventual other plans;
- Accessibility without special equipment;
- Availability of a local readable output;
- Sealing, if not redundant, by BRUGEL.

Each breaking of sealing, unavailability, failure, maintenance or intervention on a metering device must be reported immediately to BRUGEL, together with the causes and undertaken actions.

### E.4 Energy Storage (Including Pumped Storage)

Electricity injected into the grid by a pure energy storage system (eg an electrical battery array or a pumped storage system) is not eligible for the issuing of GO.

Electricity injected into the grid by an energy storage system which is associated to a production device behind the same grid-connection (eg a prosumer owning a photovoltaic plant and an electrical battery system) is not eligible for the issuing of GO.

## E.5 Combustion Fuels (e.g. Biomass)

Measurement of combustion fuels must comply with the Metering Code, as do the output metering devices.

When a production device produces electricity from renewable energy sources, including biomass, GO are only issued for the part of the electricity that is produced from renewable energy sources.

For electricity produced from the incineration of municipal waste, a flat rate of 47,8% of organic waste is used for the calculations.

## E.6 Format

E.6.1. EECS Certificates shall be Issued in such format as may be determined by AIB from time to time.

E.6.2. EECS Certificates are always issued for a production period of one month.

E.6.3. Following items are mentioned on an EECS-GO:

- Energy source
- Face Value
- Start and date of the production period
- Production device data:
  - Name and unique number
  - Location
  - Type
  - Capacity
- Support data:
  - Type
  - Period
- Date on which the production device became operational
- Date and country of issue
- Unique identification number
- Identity of the Originating Member
- The purpose for issuing, being a GO and whether it is a GO in relation to the energy source for the Output to which it relates or the technology type used in producing such Output

Moreover, if the technology type is CHP, following items will be mentioned in addition to the previous items:

- Use of heat
- Lower calorific value of the fuel used
- Primary energy savings

- CO2 emissions

## **E.7 Transferring EECS Certificates**

### **E.7.1. Imports**

When an import request is received from the AIB HUB, verification of the details of the transferred certificates is made. Upon successful verification, an Acknowledge message is sent to the HUB, and full details of the imported certificates are automatically inserted in the Account of the importing party.

### **E.7.2. Recognition of GO**

Only EECS-GO issued for electricity production from renewable energy sources and from CHP-plants, which have been issued on a similar basis as described in the present Domain Protocol and which have been issued by a member or HUB-user of AIB, are recognised by BRUGEL and can hence be imported in the Brussels Domain.

### **E.7.3. Exports**

An export is performed by the exporting Account Holder by introducing it on the Extranet. The export request is sent to the AIB HUB. From that moment, the concerned certificates are automatically removed from the exporting Account and become thereby unavailable for any other purpose.

In case a Not-Acknowledge message should be received from the AIB-HUB, the concerned certificates are returned to the account of the exporting party, and hence are available again for other purposes.

### **E.7.4. Intra-domain transfers**

An intra-domain transfer is performed by the selling Account Holder by introducing it on the Extranet. From that moment, the concerned certificates are automatically and immediately transferred from the selling account to the buying account.

### **E.7.5. Transaction confirmation and history**

The account holder can verify the proper handling and history of transactions, as well as his account balance, on the Extranet.

### **E.7.6. Ex-Domain cancellations within the Brussels Domain for another Domain**

Where it is impossible to transfer for technical reasons, this can be overcome by cancelling certificates for use in another domain, with the agreement of the importing issuing body. Any such cancellations are notified to the "importing" issuing body and to the AIB Secretariat.

## **E.8 Administration of Malfunctions, Corrections and Errors**

E.8.1. The details of an EECS Certificates cannot be altered or deleted, except to correct an error.

### **E.8.2. Error handling in relation to issuing**

Where an error is introduced (subsequent to its Issue) into, or with respect to, a GO held in an Account Holder's Transferables Account in BRUGEL's Registry:

- (a) in the course of its Transfer into that Account; or

(b) during such time as it is in such Account,

BRUGEL shall correct the error in or with respect to that GO and any errors replicated in GO(s) split from it, provided that GO(s) have not been transferred out of that Transferables Account.

BRUGEL may alter a GO held in its Registry so as to rectify an error which occurred prior to its transfer into the Account in which it is held at such time, provided:

- (a) the Account Holder has agreed to such alteration;
- (b) it is reasonably satisfied that any unjust enrichment of an EECS Participant as a consequence of such error has, to the extent reasonably practicable, been nullified; and
- (c) it is reasonably satisfied that the alteration itself does not give rise to undue enrichment of the Account Holder.

If BRUGEL becomes aware of erroneously issued certificates having been exported out of Brussels, BRUGEL will notify the operator of the domain to which such certificates have been exported without undue delay.

#### E.8.3. Error handling in relation to transfers

If BRUGEL becomes aware of (partially) failed transfers from or to his Domain:

- The log of the HUB-activity will be consulted, to investigate the status and reason of the failed transfer;
- Contact will be made with the operator of the Domain to which or from which the GO are to be transferred, to analyse the status of the transfer and to propose a solution;
- Status of the concerned GO in both Registries are checked, to make sure no GO is lost or duplicated.

### E.9 End of Life of EECS Certificates – Cancellation

- E.9.1. Cancellation is removing a Certificate from circulation for disclosure purposes.
- E.9.2. Only suppliers can cancel GO.
- E.9.3. The cancelled certificates are automatically removed from the Account Holder's account and thereby from circulation.
- E.9.4. Only cancellations for disclosure purposes in the Brussels Region are allowed, except if export of GO via the HUB to another Domain is impossible due to technical reasons, in which a Cancellation Agreement have to exist between BRUGEL and the Scheme Member for the Domain to which the GO would have been transferred.

A cancellation is performed by the cancelling Account Holder by introducing it on the Extranet, where he selects the GO to be cancelled. From that moment, the concerned certificates are automatically and immediately transferred from the concerned account to a dedicated BRUGEL account for cancelled GO and become thereby unavailable for any other purpose.

## **E.10 End of Life of EECS Certificates – Expiry**

E.10.1. GO expire 1 year after the last day of the production period.

E.10.2. Expiry is automated through a batch that runs every night. Expired certificates are automatically removed from the Account Holder's account and thereby from circulation.

## **E.11 End of Life of EECS Certificates – Withdrawal**

Withdrawals of certificates can be done in relation to:

- Obvious errors, such as issuing of too many certificates due to incorrect metering and/or production data;
- The correction of certificates being issued while they shouldn't have been, for example in the case where a production device has been audited and that this audit concludes to breach of the administrative and/or technical requirements that must be met for being registered and eligible for GO.

Withdrawal for any purpose has to be done manually and can only be done by the system administrator, BRUGEL.

The withdrawn certificates are removed from the Account Holder's account and thereby from circulation.

## **F Activity Reporting**

### **F.1 Public Reports**

Market information on GO-activity can be found on the BRUGEL-website, in such formats as may be determined by BRUGEL from time to time.

Such formats may include, amongst others and for example, the annual report on the Green Certificate and Guarantee of Origin market or the quarterly statistics on market activity.

### **F.2 Record Retention**

BRUGEL is responsible for retaining all documentation received and produced in relation to handling a production device or an EECS Participant. Documentation is stored in a central document management system.

Regarding the data retention period, BRUGEL is bound by ordinary law and keeps information concerning Account Holders, Production Devices, certificates and market activity for at least the period during which the concerned production device was eligible for GC and/or GO, or during which there has been a market activity, plus ten years.

### **F.3 Orderly Market Reporting**

As a regulator, BRUGEL is bound to control market participants, including in their dealing and handling of GO and disclosure obligations. It might deal with a case itself if it is competent or hand it over to the relevant jurisdiction otherwise.

As a rule, BRUGEL and its agents are bound by law to keep matters confidential, although aggregate and anonymous data may be published.

In case of non-compliances relevant for EECS, AIB would be informed as soon and in so far as possible.

Appropriate measure would be taken in case of non-compliance with the Standard Terms and Conditions by a market participant in a field relevant for AIB, including deliberately working around anti-fraud measures or exercising anti-competitive behaviour. Such measures may include, but are not limited to, suspension of issuing or trading, notification to judiciary authorities, notification to AIB and its members.

## **G Association of Issuing Bodies**

### **G.1 Membership**

G.1.1. AIB enables BRUGEL to be part of and to be involved in the broader European debate on Guarantees of Origin. As for now, only few transferable GO's are issued in the Brussels Region itself, it is crucial for BRUGEL to be connected to a stable and reliable exchange-platform, which enables market parties to import standardised GO's in order to prove to Brussels consumers the origin of their electricity in a transparent and waterproof manner.

With its independent and peer reviews and its periodic audits, the AIB provides a robust framework for reliable and fraud-resistant GO systems. Among others, it can also act by suspending issuing EECS GO and/or suspending transfers through the Hub.

G.1.2. In case the AIB-membership of BRUGEL should end, issuing of EECS-GO would stop, registered devices would be de-registered, and EECS-GO would remain tradable until expiry.

### **G.2 Complaints to the AIB**

Where an Account Holder finds that the rules of this Domain Protocol have not been complied with, or that BRUGEL has not been able to properly resolve an issue relating to exchanges through the AIB-hub, he may submit a complaint to the AIB according to its dispute resolution procedure.



## H Change Control

### H.1 Complaints and disputes to BRUGEL

Three steps can be followed to introduce a complaint, in following order:

1. Contact directly the person who handles his file at BRUGEL;
2. Introduce an official complaint at the “Dispute Department” of BRUGEL, by using the form <https://www.brugel.brussels/documents/forms/rechercher> : “*Formulaire de dépôt de plainte auprès du service des litiges de BRUGEL*”
3. Introduce a complaint at the Federal Energy Mediator ([www.mediateurenergie.be](http://www.mediateurenergie.be) / +32022111060).

A complaint is handled by the Dispute Department of BRUGEL through the following steps:

- The complaints handler sends an acknowledgment of receipt within 7 calendar days.
- Within 21 calendar days of receipt, after a first analysis, the Dispute Department will judge on the admissibility of the complaint by BRUGEL.
- Within two months of receipt, after a detailed analysis, the Dispute Department will take his decision.

The delays can be stretched in case of complementary information to be asked. In any case, the complaint should be addressed in a maximum of 6 months upon receipt.

### H.2 Change Requests

- H.2.1. Any modifications to this Domain Protocol are subject to approval by the AIB that such changes do not conflict with the AIB EECS-rules.
- H.2.2. One of the core values BRUGEL holds up, is to maintain an open attitude with all stakeholders. BRUGEL is therefore open for suggestions to improve the current system, and will investigate them on desirability and feasibility.
- H.2.3. Implementation of modifications will be notified by email to the Account Holders and will take effect on publication of the documentation on the AIB-website.

## I Annex 1: Contacts List

### I.1.1. Authorised Issuing Body / Competent Authority / Registry Operator / Production Auditor

BRUGEL – Service Renewables  
Avenue des Arts 46 – 1000 Brussels  
[www.brugel.brussels](http://www.brugel.brussels)  
[greenpower@brugel.brussels](mailto:greenpower@brugel.brussels)  
T +32 (0)800/97.198

### I.1.2. Production Registrar

The Production Registrar is BRUGEL, until the moment on which at least two external certification bodies are accredited by BRUGEL. From that moment on, certification will be performed by those accredited certification bodies (contact info to be found on the BRUGEL-website).

### I.1.3. Measurement Bodies

SIBELGA S.C.R.L.  
Quai des Usines 16 – 1000 Brussels  
[www.sibelga.be](http://www.sibelga.be)  
[info@sibelga.be](mailto:info@sibelga.be)  
T +32 (0)2/549.41.00

ELIA System Operator NV  
Keizerslaan 20 - 1000 Brussels  
[www.elia.be](http://www.elia.be)  
[info@elia.be](mailto:info@elia.be)  
T +32 (0)2/546.70.11

## J Annex 2: Account Application Form

The account application form can be found on the BRUGEL-website under “Documents” → “Forms”, in such format as may be determined by BRUGEL from time to time.

The screenshot shows the BRUGEL logo at the top right, with the text 'LE REGULATIEUR BRUXELLOIS POUR L'ENERGIE' and 'DE BRUSSELSE REGULATOR VOOR ENERGIE' below it. The main heading is 'Formulaire de demande d'ouverture d'un compte de Garanties d'Origine (GO) transférables'. Below this, it says 'Formulaire à renvoyer, accompagné de ses annexes, à l'adresse suivante :'. To the right, the contact information is listed: 'BRUGEL', 'Avenue des Arts, 46', '1000 Bruxelles', and 'E-mail : [riambert@brugel.brussels](mailto:riambert@brugel.brussels)'.

## K Annex 3: Production Device Registration Form

The production device registration form can be found on the BRUGEL-website under “Documents” → “Forms”, in such format as may be determined by BRUGEL from time to time.

The screenshot shows the BRUGEL logo at the top right, with the text 'LE REGULATIEUR BRUXELLOIS POUR L'ENERGIE' and 'DE BRUSSELSE REGULATOR VOOR ENERGIE' below it. The main heading is 'FORMULAIRE DE DEMANDE DE CERTIFICATION D'UNE INSTALLATION PHOTOVOLTAÏQUE'. Below this, it says 'Formulaire à renvoyer, accompagné de ses annexes, à l'adresse suivante :'. To the right, the contact information is listed: 'BRUGEL', 'Avenue des Arts, 46', '1000 Bruxelles', and 'Email : [greenpower@brugel.brussels](mailto:greenpower@brugel.brussels)'.

## L Annex 4: Production/Consumption Declaration

Registrants report their measurement data on a quarterly basis to the Production Auditor using a report template created by the Production Registrar. The report template is an Excel file incorporating all calculations and measurements as defined by the Production Registrar during the process of registration of a production device.