



EECS Electricity Domain Protocol

**for
Ireland**

Prepared by SEMO on behalf of the EirGrid Group

Based on EECS Rules Release 7 v10

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Document Control

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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.1.1. This Domain Protocol sets out the procedures, rights and obligations for the administration of EECS within a specific Domain and relating to certain EECS Products, as set out in section B.1.
- A.1.2. This Domain Protocol is made binding between the EECS Participant and SEMO by agreement in the form of the Standard Terms and Conditions.
- A.1.3. The objective is to ensure an acceptable level of robustness and transparency in the facilitation of the EECS Electricity Scheme for all EECS Participants.
- A.1.4. 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 EECS rules;
 - facilitates audit; and
 - translates local rules into a single format and language, supporting each of the above.

Important contact information is provided in Annex 1.



B General

B.1 Scope

- B.1.1. This Domain Protocol sets out the procedures, rights and obligations, which apply to the Domain of Ireland 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 Ireland such that, in electrical terms, the Production Device is effectively located in Ireland.
- B.1.3. SEMO is authorised to Issue EECS Certificates relating to the following EECS Product(s):
- EECS-GO
- B.1.4. SEMO is the Single Electricity Market Operator for Ireland and Northern Ireland. However; it is the Issuing Body for GOs in Ireland only. Ofgem is the Issuing Body for GOs in Northern Ireland. Therefore the Domain of Ireland in this Domain Protocol refers to Ireland only and does not include Northern Ireland. Northern Ireland is governed by the United Kingdom and as such, Irish legislation does not apply.
- B.1.5. The EECS Rules are subsidiary and supplementary to Irish legislation.
- B.1.6. The definitions used in this Domain Protocol shall have the meanings ascribed to them in the EECS Rules except as stated in C.5 of this document.

B.2 Status and Interpretation

- B.2.1. The EECS Rules are subsidiary and supplementary to national legislation.
- B.2.2. The EECS Rules and its subsidiary documents are implemented in Ireland 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.5 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.5 of this document.
- B.2.4. This Domain Protocol is made contractually binding between an EECS Participant and SEMO by agreement in the form of the Standard Terms and Conditions.

B.3 Roles and Responsibilities

B.3.1. Issuing Body and Registry Operator

The Authorised Issuing Body and Registry Operator for EECS-GO in Ireland is SEMO. SEMO is the Single Electricity Market Operator for Ireland and Northern Ireland. In August 2004 a memorandum of understanding was signed by the CER (Irish Regulator, since renamed CRU) and NIAUR (Northern Irish Regulator, since renamed UR). The memorandum of understanding established a series of principles for the development of a single wholesale electricity market for the Republic of Ireland and Northern Ireland. In November 2004 a development framework for the All Island Market for Electricity was agreed upon by the Irish Department of Communications, Marine and Natural Resources (DCMNR, since renamed the Department of Communications, Climate Action and Environment (DCCA)), the Northern Ireland Department of Enterprise, Trade and Development (DETI), the functions of which are now encompassed in the Department for the Economy (DfE), the CER (since renamed CRU) and the NIAUR (since renamed UR). The electricity market operates on an All Island basis. SEMO is a joint venture between the Irish Transmission System Operator, EirGrid and the Northern Irish Transmission System Operator, SONI. SEMO also calculates the Fuel Mix Disclosure on an All Island basis for

Ireland and Northern Ireland.. SEMO's role is to administer the EECS Registration Database and its interface with the EECS Transfer System. SEMO was appointed through secondary legislation, [S.I. No. 147 of 2011](#) (replaced by [S.I. 483 of 2014](#)), as the Issuing Body for renewable Guarantees of Origin for Ireland (only) on the 28th of March 2011. The Supervisory Framework consists of the regulatory decision paper [CER/11/824](#) and the relevant (regulatory approved) [business processes](#) which cover Registration, Requesting and Issuing, Transferring (including Exporting), Importing, and Withdrawal. The registry that enables these processes is provided by Grexel systems, and can be accessed via the website <https://cmo.grexel.com/>

B.3.2. Competent Authority

The Competent Authority for EECS-GO in Ireland is [CRU](#) (Commission for Regulation of Utilities, formerly known as the Commission for Energy Regulation). CRU is Ireland's independent energy regulator. Its role is defined by legislation to be responsible for the implementation of the Supervisory Framework for EECS-GO in Ireland. EECS-GO are issued in accordance with a supervisory framework established by the CRU and the guidelines laid out in Statutory Instrument (S.I.) No. 147 of 2011 (replaced by S.I. 483 of 2014).

B.3.3. Measurement Body

A Measurement Body is an organisation responsible for the collection and validation of metered data relating to the output of the Production Device.

There are two Metered Data Providers (MDPs) in Ireland:

- 1) [EirGrid](#) (Transmission connected production devices)
- 2) Meter Registration System Operator ([MRSO](#)) (Distribution connected production devices)

B.3.4. Production Registrar and Production Auditors

Production Registrars verify Production Device data as part of the registration process. There are two Production Registrars in Ireland:

- 1) [EirGrid](#) (Transmission connected devices)
- 2) [ESB Networks Ltd](#) (Distribution connected devices)

The above are also Production Auditors and at their own discretion conduct inspections of Production Devices.

B.3.5. Account Holder

Only electricity producers and suppliers can be Account Holders in the Irish domain.

B.3.6. Contact details for the principal roles and Issuing Body agents are given in Annex 1.

C Overview of National Legal and Regulatory Framework

C.1 The EECS Framework

C.1.1. For the Irish Domain, the relevant local enabling legislation is detailed in:

Statutory Instrument Number 483 of 2014 (S.I. No. 483 of 2014)

- <http://www.irishstatutebook.ie/eli/2014/si/483/made/en/pdf>

This legislation details the governance of issuance, registration, transfer and cancellation of GOs. It also details the information that should be contained in a GO. This legislation assigns authority to the CRU and SEMO in terms of their respective roles.

The legislation governing Combined Heat and Power (CHP) Guarantees of Origin is detailed in Statutory Instrument Number 426 of 2014 (S.I. No. 426 of 2014)

- <http://www.irishstatutebook.ie/eli/2014/si/426/made/en/pdf>

This legislation details the governance of issuance, registration, transfer and cancellation of GOs. It also details the information that should be contained in a GO. This legislation assigns authority to the CRU and SEMO in terms of their respective roles.

C.1.2. SEMO has been properly appointed as an Authorised Issuing Body for EECS GOs as per the legislation listed above.

C.2 National Electricity Source Disclosure

Fuel mix disclosure is required by Article 3(6) of [Directive 2003/54/EC](#), replaced by Article 3(9) of Directive 2009/72/EC. The transposing legislation in Ireland (Regulation 7 of [S.I. No. 463 of 2011](#)) requires the Commission for Regulation of Utilities (CRU) (formerly known as the Commission for Energy Regulation (“the CER”)) to ensure suppliers provide reliable fuel mix information on all bills and promotional materials issued to customers. In Northern Ireland the transposing legislation (Article 11A (9) (c) of the Electricity (NI) Order 1992 as amended by Article 14 of the Gas and Electricity (Internal Markets) Regulations (Northern Ireland) 2011) requires that licences issued by the Utility Regulator (“the UR”) include a condition requiring compliance with Article 3(6).

The Fuel Mix Disclosure in the Single Electricity Market: Calculation Methodology is detailed in the Decision Paper SEM-11-095

- <http://www.sem-o.com/Publications/General/FMD%20Decision%20Paper.pdf>

As per [SEM-11-095](#), the Single Electricity Market Operator (SEMO) calculates the fuel mix on an All-Island basis for Ireland and Northern Ireland.

Supplier Fuel Mix Disclosure in Ireland and Northern Ireland is based on cancelled Guarantees of Origin, Contract-Based Tracking and the Residual Mix.

In Ireland, Production Devices in receipt of support do not receive Guarantees of Origin. In terms of the annual Fuel Mix Disclosure calculation, the attributes of these renewable Production Devices are assigned to the suppliers who hold the Power Purchase Agreement (PPA).

As GOs cannot be issued for electricity production which receives production support or for non-RES electricity production, the two tracking mechanisms do not overlap.

Only Renewable GOs (RES GOs) can be used for Fuel Mix Disclosure in Ireland and Northern Ireland.

All tracking of electricity attributes is taken into account in the residual mix of Ireland. The high level calculation for Fuel Mix Disclosure is:

Step 1)

Calculate Total Residual Production by Fuel Type

$$\text{Residual Production Prelim}_f = \text{Total Production}_f - (\sum \text{Issued GOs}_f + \sum \text{CBT Energy}_f - \text{Expired GOs}_f)$$

Where f represents the fth Fuel Type

Step 2)

Calculate Total Residual Consumption

$$\text{Residual Consumption} = \text{Total Consumption} - \text{CBT} - \text{Cancelled GOs}$$

Step 3)

Calculate the 'Deficit/Surplus

If Residual Consumption > Residual Production Prelim = Deficit

Deficit = Residual Consumption – Residual Production Prelim

If Residual Consumption < Residual Production Prelim = Surplus

Surplus = Residual Consumption – Residual Production Prelim

Step 4)

Calculate the Final Residual Mix of Ireland and Northern Ireland

$$\text{Final Residual Mix}_f = \text{Residual Production Prelim}_f + \text{Deficit} * \text{European Attribute Mix}_f - \text{Surplus}_f$$

Electricity Suppliers in Ireland and Northern Ireland form their Fuel Mix Disclosure through a combination of:

- 1) cancelled RES GOs
- 2) Contract-Based Tracking for supported renewable electricity, and for some fossil-fueled electricity
- 3) Residual Mix

Where the residual mix is used to close the gap between total annual consumption and known attributes from points 1 and 2 above.

CER/15/205 sets out a regulatory approach to green source products. Any supplier in Ireland (only) offering RES products must go through a verification process to ascertain that they have claimed sufficient RES GOs and supported RES to account for the sale of green source products. The verification process is carried out by SEMO on behalf of the CRU that publish the outcome. Suppliers offering green source products must make available on their website the RES product mix and if applicable, the non-RES product mix. There is no equivalent regulatory approach to green source products for suppliers in Northern Ireland.

The supplier mix and All-Island fuel mix must be published on customer bills both by Irish and Northern Irish suppliers.

C.3 National Public Support Schemes

The main support schemes in Ireland are AER (Alternative Energy Requirement) and REFIT (Renewable Energy Feed in Tariff). These schemes are funded by a Public Service Obligation (PSO) levy and are administered by the government Department of Communications, Climate Action and Environment (DCCAE) (formerly known as the Department of Communications Energy and Natural Resources (DCENR)). In Ireland, Production Devices in receipt of support do not receive Guarantees of Origin. In terms of the annual Fuel Mix Disclosure calculation, the attributes of these renewable Production Devices are assigned to the suppliers who hold the Power Purchase Agreement (PPA), and distributed equally to their customers.

The first scheme to be introduced was AER which was then replaced by REFIT in 2006. Further information can be found at:

<https://www.dccae.gov.ie/en-ie/energy/topics/Renewable-Energy/electricity/renewable-electricity-supports/Pages/REFIT-Schemes-and-Supports.aspx>

C.4 EECS Product Rules

- C.4.1. SEMO issues EECS RES GOs for the purpose of Fuel Mix Disclosure.
- C.4.2. The EECS RES GOs issued by SEMO are done so on a monthly basis with a 12 month expiry period.
- C.4.3. The EECS Product Rules as applied in Ireland are set out within sections D and E of this document.

C.5 Local Deviations from the EECS Rules

- C.5.1. No EECS RES GOs are awarded for solar production devices with an installed capacity less than 10 kWh. The electricity produced by those devices is deemed to be consumed on-site.
- C.5.2. No EECS RES GOs are awarded for the pumped storage devices. SEMO do not have the requisite verification mechanism in place to ensure that EECS RES-GOs are only awarded for electricity produced from water that has not been pumped uphill i.e. natural inflow.
- C.5.3. No EECS RES GOs are awarded for combustible sources, including biomass. The Landfill Gas production devices that were registered in the registry (in 2015) will not be issued EECS GOs until the relevant verification procedures are put place.
- C.5.4. No EECS GOs are issued for electricity from high-efficient cogeneration as there is no appropriate Supervisory Framework in place.
- C.5.5. No EECS RES GOs are issued for Production Devices in receipt of support.

D Registration

D.1 Registration of an Account Holder

D.1.1. Any electricity producer or supplier active in the Irish domain can be an EECS Account Holder. The application process begins by the Account Holder completing an online form (Annex 3) and agreeing to the terms and conditions of the scheme. These include:

- a. Agreeing to abide by the GO Scheme [Business Processes](#)
- b. Agreeing to abide by the Supervisory Framework set out in regulatory decision paper [CER/11/834](#).

D.1.2. The Account Holder must also sign two copies of the Standard Terms and Conditions provided by SEMO and post these to SEMO. The required attachments of the Standard Terms and Conditions include:

- i. Name and address of the organization
 1. Company registration number and company report from relevant authority
 2. Names of authorised signatories
 3. The Standard Terms and Conditions should be signed by this/these Signatory/Signatories
- ii. A copy of the passport or other legitimate ID of each signatory of the Standard Terms and Conditions.
- iii. A copy of the passport of the Authorised Person (root user).

D.1.3. If the Account Holder nominates an Authorised User to operate on their behalf, an Authorised User Form (Annex 5) needs to be completed, signed and submitted.

D.1.4. After receiving all documentation from the applicant, SEMO evaluates whether the application can be accepted. Handling time of correctly submitted applications is 5 business days. Reasons for rejection may be:

- a. required documents are missing or not properly filled / signed
- b. SEMO has doubts about the expertise and/or aims of the applicant

D.1.5. If the application is accepted, SEMO:

- a. accepts Account Application in the CMO.grexel registry for the applicant organization. A log-in authorisation Certificate will be sent automatically via e-mail to the named root user of the applicant, awarding full rights to the created Account (root user). The password to install the Certificate will be sent via SMS. One Account Holder organisation can have multiple users, which can be created by the root user of that Account Holder.
- b. EirGrid plc and SONI Limited (in their capacity as Single Electricity Market Operator) signs both copies of the Standard Terms and Conditions, archives one and sends the other to the Account Holder to be archived.

D.1.6. The regulatory approved GO Registration business process is available from the SEMO website

<http://www.semo.com/Publications/General/GO%20Business%20Process%20Documents.zip>

D.2 Resignation of an Account Holder

D.2.1. Resignation

The Account Holder must notify SEMO of their intent to close their Account in written form. The effective date of closure must not be less than 10 working days from the date of receipt by SEMO.

SEMO will close the account on the EECS Registration database as of the effective date listed in the request or 10 days from the date of receipt by SEMO, whichever is later.

Any GOs in the account must be transferred before the notice to close is sent or these GOs will go into the Residual Mix for Ireland when they expire.

D.3 Registration of a Production Device

D.3.1. Application

Account Holders, which aim to register a Production Device, are referred to as Registrants. Only the owner of a Production Device, or a Registrant duly authorised by the owner, may register a Production Device, which is located in Ireland, into the EECS registration database.

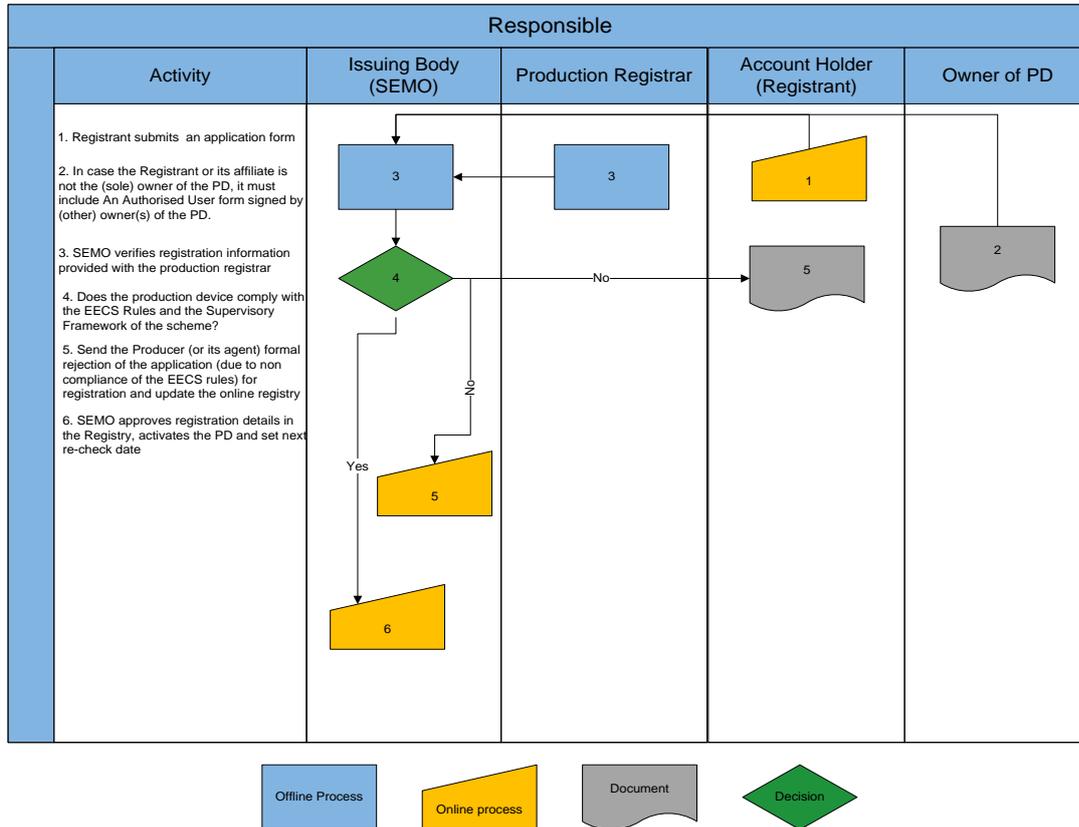
Production Devices can only be registered if they meet the qualification criteria for EECS. To be qualified, Production Devices must:

- be situated in Ireland;
- be capable of producing electricity using renewable energy source(s); and
- must not be in receipt of support for ongoing production of electricity.

D.3.2. Maintenance of standing data

An Account Holder must immediately notify SEMO in writing of any changes of their standing registration data to allow for this information to be updated in the EECS Registration Database. SEMO will amend the EECS registration database accordingly on receipt of notification; provided Production Registrars have verified the registration data.

D.3.3. Process:



- The Registrant must submit a registration form with the following data using the online registry (see Production Device registration form screenshots in annex 4):
 - Production Device: Name, address, registrant, start date, commissioning date, installed capacity, earmark name and type, operator, applied EECS schemes and all owners.
 - Codes of all possible Fuels, which can be converted into energy by that Production Device. According to fuel codes in AIB EECS Fact Sheet 5.
 - Technology code of the Production Device according to technology codes in AIB EECS Fact Sheet 5.

Where the Registrant is the agent of the PD owner it must be authorized by the PD owner to register the PD on its behalf (see Authorised User Form Annex 5).

By registering a Production Device for the purpose of EECS, the Registrant consents to the publication of limited data of the Production Device:

- Name
- Domain
- Fuel(s) type
- Technology type

- Installed capacity
- Date of commissioning
- Location
- Name and address of operator
- Support schemes

As the Production Device is registered into CMO.grexel, it is assigned a unique identifier, if one has not already been assigned. The identifier consists of a number with 18 numeric characters that also identifies the Domain of origin. GS1/GSRN (Global Service Relational Number) coding is used.

2. SEMO validates the application internally and with the assistance of the Production Registrars. The Production Registrars can verify data of the PD application including, but not limited to:
 - Ownership
 - Metering
 - Date of Commissioning
 - Installed Capacity
 - Location
 - Fuel(s) type
 - Technology type

D.3.4. Support scheme check

All checks relating to whether a unit is (or has previously been) in receipt of Support are verified with the DCCAE, the administrators of the Support Scheme mechanism in Ireland. This is checked by SEMO during the Production Device registration process. In the case that the production device has exited a Support Scheme mid year, suppliers can declare supported RES for Fuel Mix purposes up until the date they exited support and GOs can only be issued from the date the Production Device exited the Support Scheme.

Also, the agreement that producers sign with the DCCAE states that they agree to not claim GOs and that they must exit the Support Scheme should they wish to receive GOs (and cannot re-enter).

SEMO also complete a check during the annual Fuel Mix disclosure calculation to ensure that units that suppliers have included in their declarations are not in receipt of both support and EECS GOs.

Therefore, fraudulent activity would be captured at this point and the DCCAE would be informed and pursue legal recourse against the participant in question. If fraudulent activity is discovered and the certificates have been exported, SEMO will advise the Member State as per Section E.12.

A metering diagram of the PD can be supplied by the EirGrid (Transmission System Operator) or ESB Networks Ltd (Distribution System Operator), where necessary. This diagram should include at least the following information:

- Connection to grid(s)
- Location and codes of all output and import meters
- Location of transformers
- Location of generation auxiliaries

- where there are generating auxiliaries associated with that Production Device, locations and codes of Import Meter(s), which determine the totality of electricity consumption by the Production Device;
3. The Production Registrar determines whether a physical inspection of the PD is necessary to verify the information. A physical inspection may be deemed unnecessary if the Production Registrar is able to verify the relevant Production Device data using existing information. If physical inspection is deemed necessary, the Production Registrar will conduct it.
 4. Finally a decision is made of the acceptance of the Production Device
 - If either SEMO or the Production Registrar deem that the Production Device does not satisfy the requirements laid out in the Supervisory Framework or the EECS Rules, SEMO rejects the application and informs the registrant. The rejection notice shall include reasons of the rejection.
 - If both SEMO and the Production Registrar deem that the Production Device satisfies the requirements laid out in the Supervisory Framework and the EECS Rules, SEMO enables the issuing of EECS certificates for the device and activates the Production Device. When the Production Device is activated, SEMO will inform the Registrant.
 5. If the application is rejected, this is communicated formally to the applicant and the registry is amended to reflect this rejection.
 6. If the application is accepted, the registry is amended to reflect this approval. The five year review date is also updated at this point.

D.4 De-Registration of a Production Device

D.4.1. Resignation

The Registrant must notify SEMO of intent to deregister their Production Device in writing.

The Account Holder must notify SEMO of their intent to deregister the Production Device in written form. The effective date of deregistration must not be less than 10 working days from the date of receipt by SEMO.

SEMO will deregister the Production Device on the EECS Registration database as of the effective date listed in the request or 10 days from the date of receipt by SEMO, whichever is later.

D.5 Maintenance of Production Device Registration Data

D.5.1. Re-registration of Production Devices

The registration of a Production Device expires after five years. The Registrant must re-apply for registration for the Production Device before expiry. SEMO will advise participants when the five year deadline is approaching and request that the participant review the data and either confirm data is unchanged or advise of changes. SEMO will verify the data with the Production Registrar following the process detailed in D.3.3.

D.5.2. Changes to Registration Data

The Registrant of a Production Device must notify SEMO immediately of any planned or unplanned changes to their standing Production Device data.

The registrant must notify SEMO of such changes by making the necessary amendments to Production Device information in the central Certificate registry CMO.grexel.

On receipt of a change of details notification SEMO will verify the change and respond to the Registrant within 10 working days specifying the decision taken. SEMO may respond to the changes by approving or rejecting them in the central Certificate registry CMO.grexel.

If SEMO becomes aware that a Production Device no longer fulfils, or will no longer fulfil, the qualification criteria, the EECS Registration Database record for that Production Device will be updated to show that the Production Device no longer qualifies for EECS Scheme Certificates with effect from:

- (in relation to planned changes notified in advance) the date on which such planned changes are due to come into effect; or
- (in relation to other changes) as soon as reasonably practicable after becoming aware.

D.5.3. Production Devices located on border between domains

If the Production Device is located in the Irish domain, connected to the Irish Grid and eligible to receive GOs then SEMO will issue GOs for the output.

D.5.4. Changes to Capacity

If there is a change to the Production Device's Registered Capacity, this must be approved by the relevant Production Registrar. The Account Holder must notify SEMO of such changes by making the necessary amendments to Production Device information in the central Certificate registry CMO.grexel and SEMO will approve or reject based on validation from the Production Registrar.

D.5.5. Changes in relation to qualification

If SEMO becomes aware that a Production Device no longer qualifies for GOs under the EECS rules then any certificates issued in error will be dealt with in accordance with Section E.8 of the Domain Protocol.

D.6 Audit of Registered Production Devices

D.6.1. SEMO shall at its own discretion conduct inspections of Production Devices registered on its EECS Registration Database.

D.6.2. The Registrant, either as the owner or on behalf of the owner and operator of the Production Device, must permit SEMO, or a Production Registrar as its agent, to access the Production Device or records associated with it, its energy output and sources of energy.

D.6.3. SEMO shall use the Production Registrars to verify various points of information for example:

	Transmission Connected Production Devices	Distribution Connected Production Devices
Generation Licence	Commission for Regulation of Utilities	Commission for Regulation of Utilities
Connection Agreement	EirGrid	ESB Networks Ltd
Operational Certificate	EirGrid	EirGrid
Metering Arrangements	EirGrid	ESB Networks Ltd

D.6.4. The period between inspections of a Production Device will not exceed 5 years.

D.6.5. Refusal to permit access may be considered a breach of the Standard Terms and Conditions.

D.6.6. Registrants must report any changes to standing data of a Production Device under D.5.22.

D.6.7. If an inspection identifies material differences from the details recorded on the EECS Registration Database, the Registrant must re-apply for registration of the Production Device. Certificates will not be issued before corrective actions have been performed.

D.7 Registration Error/Exception Handling

D.7.1. 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.

D.7.2. Error handling

If SEMO detects an error in the information of a Production Device in the central registry, it applies the procedures outlined in Section E.8.

E Certificate Systems Administration

E.1 Issuing EECS Certificates

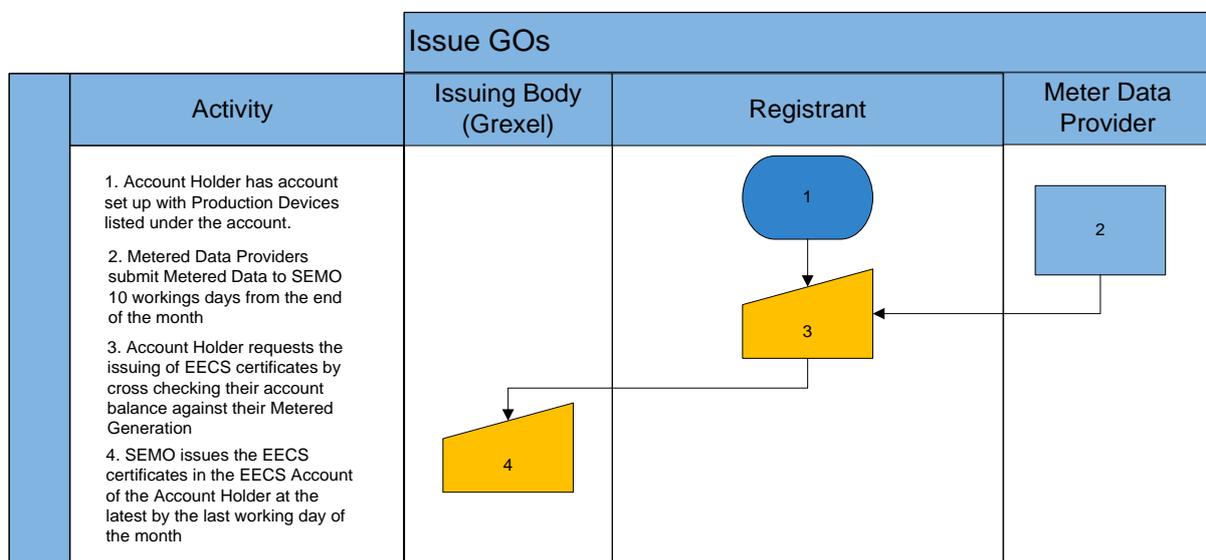
E.1.1. Qualification and EECS Products

EECS Certificates can be issued

- a) in respect of the qualifying energy output of such a Production Device during any period in which it was registered for the purpose of the EECS scheme according to D.3 **Error! Reference source not found.**; and
- b) for EECS products relating to electricity from renewable sources and in accordance with section C5 above.

E.2 Processes

E.2.1. Process:



1. SEMO issues certificates automatically for monthly production of all Production Devices registered in the GO system. Issuing will be completed by the last working day of the month following the relevant production period.
2. Measurement Bodies send data of Nett Electrical Energy Generation of Production Devices to SEMO for the purpose of issuing Guarantees of Origin. The data is read into the system automatically.
3. SEMO issues EECS Certificates and deposits them to the Account nominated by the Registrant in the CMO.grexel registry. One EECS Certificate is issued for each whole MWh of qualifying energy output of a registered Production Device. Any identifiable residual kWh will be carried forward to the next issuing period.
4. SEMO may announce collectively to Account Holders that the issuing has been done using the online registry.

E.3 Measurement

- E.3.1. Only Production Devices that are equipped with metering equipment that complies with the relevant regulations for the trading of generation energy shall be registered.
- E.3.2. In its role as Market Operator, SEMO has access to the within Single Electricity Market metered data in order to settle the market, therefore this information is readily available. SEMO has an agreement with the Meter Registration System Operator (MRSO) for out of Single Electricity Market generation to be sent to SEMO 10 working days from the end of the month.

E.4 Format

- E.4.1. EECS Certificates are issued based on the format of the electronic database provided by the software provider Grexel.
- E.4.2. EECS Certificates shall be Issued in such format as may be determined by AIB from time to time.

E.5 Transferring EECS Certificates

- E.5.1. The Account Holder can get secure electronic access to the Account to make transfers of Certificates in the EECS Registration Database to another Account in the Irish Domain or to an Account in another Domain through the website CMO.grexel.com.
- E.5.2. Only persons duly authorised by the Account Holder may request the transfer of EECS Certificates from that Account Holder's Transferable Account. Authorised persons must be identified on the Account application form (Annexed to STC). Authorised persons can also later be added by an existing user with adequate rights of that Account Holder.
- E.5.3. EECS certificates can be transferred to the EECS Registration Database. However; only EECS RES-GOs can be cancelled for Fuel Mix Disclosure in the Irish Domain.
- E.5.4. The initiation of transfers is done in the CMO.grexel registry by the selling Account Holder.
- E.5.5. The transfer of Certificates and the confirmation of that transfer are automated.

When the Account Holder has initiated the transfer, the system instantly displays a message of whether or not the initiation has been successful.

When transferring between two accounts in the CMO.grexel registry, the certificates are automatically transferred to the receiving account if the initiation of the transfer is successful. If the initiation of the transfer is not successful, the certificates do not leave the Account of the original Account Holder.

When transferring between Accounts in two different registries, the success of the transfer is subject to the verification process of the AIB HUB and the receiving registry. If the transfer is not successful, the certificates are returned to the Account of the original Account Holder.

In transfers between Accounts in two different registries, SEMO will cooperate with other Members of the EECS scheme to amend its own, or the other Members' Account Holder information.

E.5.6. Administration of malfunctions, corrections and errors.

The issuing body SEMO has the right to perform corrective actions such as withdrawal or transfer of Certificates in its own registry where Certificates have been erroneously issued or transferred. SEMO will liaise with other issuing bodies if the certificate has left the Irish registry.

E.5.7. Where it is impossible to transfer for technical reasons, this can be overcome by cancelling Certificates for use in another domain (referred to as Ex-Domain Cancellation), with the agreement of the importing issuing body. Any such cancellations are notified to the “importing” issuing body and the AIB Secretariat.

E.6 Administration of Malfunctions, Corrections and Errors

E.6.1. If SEMO detects errors in the Account Holder information, it will correct them immediately. The relevant Account Holder will be informed of such actions.

E.6.2. In the event that SEMO has issued too many certificates in error, SEMO will remove EECS Certificates of the same type and with the same combined Face Value and from the relevant Account Holder to compensate for the discrepancy. In the event that SEMO has issued too few certificates in error, it will issue additional EECS Certificates for the relevant Fuel Type, Production Device and production period.

In the event that the data in an EECS Certificate(s) is inaccurate (whether or not through an act or omission of the Registrant of the originating Production Device):

- a. SEMO will (provided that such EECS Certificates are, at the time of such Withdrawal, in the Transferables Account of that Registrant) Withdraw those Certificates; and
- b. In the case when Certificates are no longer in the Irish domain, SEMO will cooperate with other Issuing Bodies to withdraw the erroneous Certificates.

E.6.3. SEMO may also alter an EECS Certificate held in its EECS Registration Database 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 a EECS Scheme Participant as a consequence of such error has, to the extent reasonably practicable, been nullified;
- c. it is reasonably satisfied that the alteration itself does not give rise to undue enrichment of the Account Holder.

E.6.4. Once issued, the details of an EECS Certificate cannot be altered or deleted except to correct an error.

E.7 End of Life of EECS Certificates – Cancellation

E.7.1. Account Holders possessing Certificates, can perform cancellations by executing the transaction in the registry. The Account Holder must specify the Certificates to be cancelled as well as the country of consumption, cancellation purpose, usage category, name, type and location of beneficiary and related consumption period.

EECS domains to which a secure electronic transfer of certificates is possible are not included in the list of “country of consumption”, which prevents ex-domain cancellations from Ireland to these domains.

Cancellation is removing a Certificate from circulation. Once cancelled a Certificate cannot be moved to any other account, and so is no longer tradable.

E.7.2. The cancellation of Certificates is automated. Certificates can only be cancelled once. Cancelled Certificates are removed from transferable account by changing their status to “cancelled” so they do not appear in any Account of the registry after the Cancellation. The Account Holder performing the cancellation has full access to see the details of the cancellation, which are printable in CMO.grexel or they can generate an official Cancellation Statement from the system (Annex 6).

E.7.3. Having performed a cancellation, the Account Holder receives a confirmation of the success or failure of the cancellation instantly in the CMO.grexel registry.

E.7.4. Cancellation is removing a Certificate from circulation. Once cancelled, a Certificate cannot be moved to any other account, and so is no longer tradable.

E.8 End of Life of EECS Certificates – Expiry

Guarantees of origin automatically expire 12 months after the end of the related production period. The same rule applies to all EECS certificates.

EECS Certificates which have expired are no longer valid for transfer.

E.9 End of Life of EECS Certificates – Withdrawal

E.9.1. Withdrawal

SEMO may withdraw an EECS Certificate held in a Transferables Account on its EECS Registration Database at the request of the Account Holder of that Account, or otherwise in accordance with the provisions of the EECS scheme.

Certificates can be withdrawn for the following reasons:

- if the certificate has been issued as a result of fraudulent activity
- is the certificate has been issued in error

Certificates issued in error will follow the error handling process in Section E.9

F Issuer’s Agents

Roles have been explained in Section B.3

F.1 Production Registrar and Production Auditor

See B.3.5

G Activity Reporting

G.1 Public Reports

Irish EECS-GO Market Information is continually published on CMO.grexel.com including:

- A list of Account Holders registered for the Scheme in the Irish Domain
- A list of Production Devices registered for the Scheme in the Irish Domain
- Information on certificates that have been Issued
- Information on certificates that have been Transferred
- Information on certificates that have been Cancelled (for use within Ireland; and for use in other Domains)
- Information on certificates that have been Exported
- Information on certificates that have been Imported
- Information on certificates that have Expired

G.2 Record Retention

G.2.1. SEMO retains operational and standing data as follows:

Data	Time	Medium
Standard terms and conditions and its appendices	Indefinitely	Electronic Archive
Production Device Registration forms, audit reports and Authorised User Forms	10 years	Electronic Archive
Half Hourly meter reading data (for units registered in the SEM) Daily meter reading data (for out of SEM units)	10 years	Electronic Archive and Database backups
Transaction data	10 years	Database backups

G.3 Orderly GO Market Reporting

G.3.1. SEMO will advise AIB of non compliance of the Standard Terms and Conditions as soon as SEMO becomes aware of such action.

G.3.2. SEMO will enforce the rules in relation to any act of non compliance.

SEMO will provide all required information to AIB to resolve or investigate such action.

H Association of Issuing Bodies

H.1 Membership

- H.1.1. SEMO will advise the AIB as soon as is practicable if it is no longer classed as the Issuing Body for the Irish domain.
- H.1.2. SEMO will de-register all Production Devices should a new registry replace the existing registry.

H.2 Complaints to the AIB

- H.2.1. SEMO will endeavour to deal with complaints received with regards to the AIB as soon as possible and within a period of 20 business days.
- H.2.2. The complaint will be acknowledged within one working day.
- H.2.3. SEMO will liaise with AIB in relation to the complaint and respond back to the participant.
- H.2.4. Complaints can be lodged by emailing guaranteesoforigin@sem-o.com

I Change Control

I.1 Change Requests

- I.1.1. An Account Holder may propose a modification to this Domain Protocol.
- I.1.2. Such a proposal will include a detailed description, including an exact specification of any proposed modification of this Domain Protocol and be passed in writing to SEMO.
- I.1.3. On receipt of such a request, SEMO will:
 - Respond to the request within 5 working days, describing the procedures to be followed, and estimating when a reply can be expected;
 - Decide whether the request and its consequences are in its opinion reasonable;
 - If the proposal leads to the modification of the Domain Protocol or if it is otherwise seen important to disseminate, inform the EECS Participants within Ireland the outcome of this decision.

- I.1.4. SEMO may make such modifications to this Domain Protocol as are in its opinion necessary to the effective and efficient operation of the GO market.
- I.1.5. Any modifications to this Domain Protocol are subject to approval by the AIB that such changes do not conflict with the Rules of the Association of Issuing Bodies (AIB) for The European Energy Certification System.
- I.1.6. Implementation of modifications will be notified by email to the Account Holder and will take effect on publication of the documentation on the website www.aib-net.org.

I.2 **Complaints against SEMO**

- I.2.1. SEMO will endeavour to deal with complaints received with regards to the SEMO as soon as possible and within a period of 20 business days.
- I.2.2. The complaint will be acknowledged within one working day.
- I.2.3. SEMO will liaise with all relevant and named parties in relation to the complaint and respond back to the participant.
- I.2.4. If deemed necessary the complaint can be escalated to the Market Operations - Trading Manager or Director of Market Operations for resolution.
- I.2.5. Complaints can be lodged by emailing guaranteesoforigin@sem-o.com

I.3 **Disputes against SEMO**

- I.3.1. Any named party involved in the issue can raise a dispute.
- I.3.2. The dispute will be acknowledged within one working day.
- I.3.3. SEMO will liaise with all relevant and named parties in relation to the dispute and respond back to the participant.
- I.3.4. SEMO will endeavour to amicably and practically resolve the resolution with all relevant parties.
- I.3.5. Following this, if no resolution has been found, SEMO will engage with the Legal department of the EirGrid Group for implementation of a resolution.
- I.3.6. SEMO will apply the principles of the Standard Terms and Conditions document in all disputes.
- I.3.7. Appeals can be made to the CRU and the relevant Government department.
- I.3.8. Complaints can be lodged by emailing guaranteesoforigin@sem-o.com

Annex 1: Contacts List

Issuing Body and Registry Operator

Name: Laura Plunkett
Organisation: SEMO
Position: Senior Market Analyst
Email: laura.plunkett@sem-o.com
Phone: 003531 23 70217

Competent (Regulatory) Authority

Name: Kevin Hagan or Oisín O'Sullivan Organisation: CRU
Email: fuelmix@cru.ie

Measurement Bodies

Within SEM Production Devices

Organisation: EirGrid
For contact details email guaranteesoforigin@sem-o.com

Out of SEM Production Devices

Organisation: MRSO
For contact details email guaranteesoforigin@sem-o.com

Production Registrars and Production Auditors

Within Single Electricity Market (SEM) Production Devices

Organisation: EirGrid
For contact details email guaranteesoforigin@sem-o.com

Out of Single Electricity Market (SEM) Production Devices

Organisation: ESB Networks Ltd
For contact details email guaranteesoforigin@sem-o.com

Account Holders

Electricity producers and suppliers in Ireland

For a list of Account Holders go to <http://cmo.grexel.com/Lists/PublicPages/Statistics.aspx>
Reports > Members > select Domain Ireland > click Search. The list of Account Holders Name, Domain, Member Code and Default Account Number will be displayed. The contact details for Account Holders are not available in this list.



Annex 2: Standard Terms and Conditions

See separate document: Standard Terms and Conditions.

Annex 3: Account Holder Application Form

English

Home Disclaimer How to Join Contact Us Log In

General
Business Contact

General Information

Name * Business Id * e.g. IE454325325

Roles * Producer Website
 Supplier

Administrator user/ super user to the registry

First Name * Last Name *

Email Address * Mobile Phone *
--Select Country Code--

Business Address

Street *

PO Box

Zip code City, County *

Country - Select - * Company Phone

Please fill the text shown in the image

I agree to timelines and conditions set out in SEM-O's Business Process Documents for Guarantees of Origin.
 I have read and agree to the Supervisory Framework as set out in the decision paper CER/11/824.

Note: Fields marked with an asterisk are mandatory

Create
Reset

Home Disclaimer How to Join Contact Us Log In CMO.grexel SEMO © Grexel 2014

Annex 4: Production Device Registration Form

Production Device Registration

<ul style="list-style-type: none"> Details Location Earmarks Fuels Technology Licenses Owners Meters 	<div style="background-color: #f0f0f0; padding: 2px; border-bottom: 1px solid #ccc;"> Details </div> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Name <input style="border: 1px solid #ccc;" type="text" value=""/></td> <td style="width: 50%;">Registrant <input style="border: 1px solid #ccc;" type="text" value=""/></td> </tr> <tr> <td>Start Date <input style="width: 80%;" type="text" value="YYYY-MM-DD"/> <input style="width: 10%;" type="text" value="00"/> <input style="width: 10%;" type="text" value="00"/></td> <td>Commission Date <input style="width: 80%;" type="text" value="YYYY-MM-DD"/></td> </tr> <tr> <td>Installed Capacity (MW) <input style="border: 1px solid #ccc;" type="text" value=""/></td> <td>Estimated annual production (MWh) <input style="border: 1px solid #ccc;" type="text" value=""/></td> </tr> <tr> <td>Issuing body comment <input style="border: 1px solid #ccc;" type="text" value=""/></td> <td>Public PD upgrade info in English <input style="border: 1px solid #ccc;" type="text" value=""/></td> </tr> <tr> <td><input checked="" type="checkbox"/> Auto Generate GSRN</td> <td>Registrar <input style="width: 80%;" type="text" value="- Select -"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> Grid Connected</td> <td></td> </tr> <tr> <td>Grid Area <input style="width: 80%;" type="text" value="- Select -"/></td> <td></td> </tr> </table> <p style="font-size: small; color: red; margin-top: 10px;">Note: Fields marked with an asterisk are mandatory</p> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Next"/> </div>	Name <input style="border: 1px solid #ccc;" type="text" value=""/>	Registrant <input style="border: 1px solid #ccc;" type="text" value=""/>	Start Date <input style="width: 80%;" type="text" value="YYYY-MM-DD"/> <input style="width: 10%;" type="text" value="00"/> <input style="width: 10%;" type="text" value="00"/>	Commission Date <input style="width: 80%;" type="text" value="YYYY-MM-DD"/>	Installed Capacity (MW) <input style="border: 1px solid #ccc;" type="text" value=""/>	Estimated annual production (MWh) <input style="border: 1px solid #ccc;" type="text" value=""/>	Issuing body comment <input style="border: 1px solid #ccc;" type="text" value=""/>	Public PD upgrade info in English <input style="border: 1px solid #ccc;" type="text" value=""/>	<input checked="" type="checkbox"/> Auto Generate GSRN	Registrar <input style="width: 80%;" type="text" value="- Select -"/>	<input checked="" type="checkbox"/> Grid Connected		Grid Area <input style="width: 80%;" type="text" value="- Select -"/>	
Name <input style="border: 1px solid #ccc;" type="text" value=""/>	Registrant <input style="border: 1px solid #ccc;" type="text" value=""/>														
Start Date <input style="width: 80%;" type="text" value="YYYY-MM-DD"/> <input style="width: 10%;" type="text" value="00"/> <input style="width: 10%;" type="text" value="00"/>	Commission Date <input style="width: 80%;" type="text" value="YYYY-MM-DD"/>														
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Issuing body comment <input style="border: 1px solid #ccc;" type="text" value=""/>	Public PD upgrade info in English <input style="border: 1px solid #ccc;" type="text" value=""/>														
<input checked="" type="checkbox"/> Auto Generate GSRN	Registrar <input style="width: 80%;" type="text" value="- Select -"/>														
<input checked="" type="checkbox"/> Grid Connected															
Grid Area <input style="width: 80%;" type="text" value="- Select -"/>															

Production Device Registration

<ul style="list-style-type: none"> Details Location Earmarks Fuels Technology Licenses Owners Meters 	<div style="background-color: #f0f0f0; padding: 2px; border-bottom: 1px solid #ccc;"> Location </div> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Street <input style="border: 1px solid #ccc;" type="text" value=""/></td> <td style="width: 50%;">Country <input style="width: 90%;" type="text" value="Ireland"/></td> </tr> <tr> <td>City, County <input style="border: 1px solid #ccc;" type="text" value=""/></td> <td>Zip code <input style="border: 1px solid #ccc;" type="text" value=""/></td> </tr> <tr> <td>Latitude <input style="border: 1px solid #ccc;" type="text" value=""/></td> <td>Longitude <input style="border: 1px solid #ccc;" type="text" value=""/></td> </tr> <tr> <td>Coordinate Code <input style="border: 1px solid #ccc;" type="text" value=""/></td> <td></td> </tr> </table> <p style="font-size: small; margin-top: 10px;">Ref: AIB Fact Sheet 16</p> <p style="font-size: small; color: red; margin-top: 10px;">Note: Fields marked with an asterisk are mandatory</p> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> </div>	Street <input style="border: 1px solid #ccc;" type="text" value=""/>	Country <input style="width: 90%;" type="text" value="Ireland"/>	City, County <input style="border: 1px solid #ccc;" type="text" value=""/>	Zip code <input style="border: 1px solid #ccc;" type="text" value=""/>	Latitude <input style="border: 1px solid #ccc;" type="text" value=""/>	Longitude <input style="border: 1px solid #ccc;" type="text" value=""/>	Coordinate Code <input style="border: 1px solid #ccc;" type="text" value=""/>	
Street <input style="border: 1px solid #ccc;" type="text" value=""/>	Country <input style="width: 90%;" type="text" value="Ireland"/>								
City, County <input style="border: 1px solid #ccc;" type="text" value=""/>	Zip code <input style="border: 1px solid #ccc;" type="text" value=""/>								
Latitude <input style="border: 1px solid #ccc;" type="text" value=""/>	Longitude <input style="border: 1px solid #ccc;" type="text" value=""/>								
Coordinate Code <input style="border: 1px solid #ccc;" type="text" value=""/>									

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Production Device Registration

[Details](#)
[Location](#)
[Earmarks](#)
[Fuels](#)
[Technology](#)
[Licenses](#)
[Owners](#)
[Meters](#)

Earmarks

	Earmark Name	Description	Earmark Type
<input type="checkbox"/>	Investment Support	Investment Support	Investment Support
<input type="checkbox"/>	REFIT	Renewable Energy Feed-in Tariff	Production Support
<input type="checkbox"/>	AER	Alternative Energy Requirement	Production Support

Note: Fields marked with an asterisk are mandatory

Production Device Registration

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[Meters](#)

Fuel

Ref: AIB Fact Sheet 5

	Fuel Name	Code	Burning value, GJ/ton
<input type="checkbox"/>	Unspecified	F00000000	000.00
<input checked="" type="checkbox"/>	Renewable	F01000000	000.00
<input checked="" type="checkbox"/>	Fossil	F02000000	000.00
<input checked="" type="checkbox"/>	Nuclear/Solid/Radioactive fuel	F03010100	-

Note: Fields marked with an asterisk are mandatory

Production Device Registration

- Details
- Location
- Earmarks
- Fuels
- Technology**
- Licenses
- Owners
- Meters

Technology

Ref: AIB Fact Sheet 5

		Technology	Code
<input type="checkbox"/>	<input type="checkbox"/>	Solar	T010000
<input type="checkbox"/>	<input type="checkbox"/>	Wind	T020000
<input type="checkbox"/>	<input type="checkbox"/>	Hydropower	T030000
<input type="checkbox"/>	<input type="checkbox"/>	Marine	T040000
<input type="checkbox"/>	<input type="checkbox"/>	Thermal	T050000
<input type="checkbox"/>	<input type="checkbox"/>	Nuclear	T060000
<input type="checkbox"/>	<input type="checkbox"/>	Other	T070000
<input type="checkbox"/>	<input type="checkbox"/>	Not Defined	T999999

Note: Fields marked with an asterisk are mandatory

Production Device Registration

- Details
- Location
- Earmarks
- Fuels
- Technology
- Licenses**
- Owners
- Meters

Licenses

Add License

Purpose:

License Start Date:

License Expiry Date:

Trading Schemes:

CHP Technology:

CHP PtoH Ratio:

Allocation Factor (%):

CHP Use of Heat:

Note: If "Installed Capacity" or "Commissioning Date" are left empty, the corresponding fields in the Details menu will be used.

Note: Fields marked with an asterisk are mandatory

Production Device Registration

[Details](#)
[Location](#)
[Earmarks](#)
[Fuels](#)
[Technology](#)
[Licenses](#)
[Owners](#)
[Meters](#)

Owners

Registrant owns 100%

Note: Fields marked with an asterisk are mandatory

Production Device Registration

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[Location](#)
[Earmarks](#)
[Fuels](#)
[Technology](#)
[Licenses](#)
[Owners](#)
[Meters](#)

Create Meter

Meter Code *
 Grid Reference *
 MWh Coefficient Manual
 Description Incremental

Gross Measurement

Gross Measurement

Metering description

Note: Fields marked with an asterisk are mandatory



Annex 5: Authorised User Form Template

Authorised User Form

To whom it may concern,

In relation to the registration of a Production Device for the purpose of the Guarantees of Origin (GO) Scheme in Ireland.

I/We [Name of the owner of the Production Device], [Address and business ID of the owner] hereby nominate

[Name of the empowered organisation] based at [Address and business ID of the empowered organisation]

to act on our behalf as the Registrant of the GO scheme and to perform any subsequent work and activity required for registration of said scheme and be the sole point of contact for SEMO regarding the Production Device:

[Name]

[Address]

[MPRN]

The Authorised User is valid from

Day _____ Month _____ Year _____

Until further notice by [Name of the owner]

Signed: _____

Date : _____

Annex 6: Sample Cancellation Statement



Cancellation Statement

This cancellation statement acts as a receipt for the certificates listed below and for the purpose shown. With this Cancellation Statement, released on the Transaction Date, the indicated certificates are no longer tradable. Onward sale of this Cancellation Statement is prohibited. The environmental qualities of the associated energy have been consumed and this Cancellation Statement and these certificates may not be transferred to any party other than the energy supplier or end-consumer specified below.

Transaction details

Transaction Type:	Cancel
Transaction Date:	2015-03-19 12:50:26
Transaction Number:	2015031900001
Transaction status:	Completed

From	To
Account Holder: AH4UAT1	Name of Beneficiary: Supplier X
Account: IE-AH4UAT1-643002406600045330	Cancellation Purpose: Cancelled for use in the 2014 Fuel Mix Disclosure calculation in Ireland.
Domain: Ireland	Consumption Period: 2014-01-01 to 2014-12-31
Street: EndoftheRoad St	Country of Consumption: Ireland
Postal Code, City, County: Wexford	Location of Beneficiary: Dublin, Ireland
Country: Ireland	Usage Category: Disclosure
	Type of Beneficiary: Energy supplier

Total

Total MWh:	20
Total IE-GO:	20

Certificate Number (From - To)	Volume Domain	Fuel, Technology	S/T	Issuing Date	Production Period	Production Device (GSRN, installed capacity, name)	Trading schemes	Support Schemes
6430024065559 0391000000000 4295 To 6430024065559 0391000000000 4314	20 Ireland	F01050100, T020001	S	2015-01-07	2014-03-01 To 2014-03-31	643002406696000275 10.2 MW WFAH100	IE-GO	No support



EECS Domain Protocol



Production Device public information

Production Device Name:	WFAH100
Production Device GSRN:	643002406696000275
Domain of Production Device:	Ireland
Installed Capacity, MW:	10,2
Date of Commissioning:	2001-01-01
Location of Production Device:	Wicklow, IE, 12346, 123456
Operator Name:	AH100UAT1
Address of Operator:	Fast Lane, Dublin, Ireland
Technology:	T020001 - Wind/Onshore
Fuel:	F01050100 - Renewable/Mechanical source or other/Wind
Investment support:	-
Production support:	-

SEMO

Place: _____ Date: _____

Signature

Name in print: _____