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**Compliance Office  
Market Operations**

July 9, 2004

## **Compliance Bulletin 200405**

To: Licensed Electricity Distributors and Electricity Retailers

Re: Business Protection Plan Rebate Processing

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**This bulletin contains important information regarding compliance with your electricity distributor licence or electricity retailer licence.**

This bulletin is issued to assist licensees in exchanging information needed to calculate and disburse entitlements to Business Protection Plan Rebates (BPP Rebates) in accordance with Board-approved requirements.

The EBT Standards Working Group developed a standardized process for BPP Rebates in late 2003 through industry consultation on Global Item 738 (the GI738 Process). The Board approved the standard GI738 Process for implementation on January 31, 2004.

The Board has received reports of non-compliance in relation to both the CSV file format and the information exchange timelines required by the GI738 Process.

Details of the standardized file naming convention, file record layout, file data elements and information exchange timelines are available in the GI738 Process documentation, which can be found on the EBT Standards Working Group's web site at [http://www.xmlenergy.net/oeb\\_ebt\\_wg/wg\\_gi\\_underrev.htm](http://www.xmlenergy.net/oeb_ebt_wg/wg_gi_underrev.htm)

The submission of BPP Rebate usage data is due to the IMO on July 28, 2004 for the 4th quarter submission for Market Year Two (the 12 months from May 1, 2003 to April 30, 2004). The following timelines are specified in the GI738 Process documentation and in IMO FORM 1535 - *"Submission of Information Required for Business Protection Plan Rebate (BPPR)"*:

	<b>Information Transfer</b>	<b>From</b>	<b>To</b>	<b>Required-by Date</b>
1	BPPR Usage File (CSV)	LDC	Retailer	July 16, 04
2	Usage file discrepancies reporting for resolution	Retailer	LDC	July 25, 04
3	Resolution of discrepancies	LDC / Retailer	Retailer / LDC	Prior to IMO invoice date that includes the BPP Rebate funds
4	Submission of usage information to the IMO	LDC	IMO	July 28, 04

Where a distributor has already transmitted a CSV file to a retailer and the retailer has reported to the distributor that the file cannot be processed because it is not GI738 Process compliant, the distributor is expected to assess compliance and, if necessary, resubmit usage files to the retailer in accordance with the GI738 Process requirements.

Retailers are required to promptly review consumption information received in CSV files and report back to applicable distributors by July 25, 2004 with any usage discrepancies to ensure that the distributors can meet the deadline for submission to the IMO.

Distributors and retailers are reminded of the importance of complying with the GI738 Process to ensure that market administration costs are minimized so that consumers will not ultimately bear unnecessary costs. Retailers and distributors are encouraged to work cooperatively to resolve information exchange incompatibilities in order to facilitate accurate and timely payment of BPP Rebates.

If you have any questions on this matter, please contact Jim MacDougall at 416 440 8141 or contact the general Market Operations email address at [market.operations@oeb.gov.on.ca](mailto:market.operations@oeb.gov.on.ca).

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