



Business Process

Registering for the Guarantees of Origin (GO) Scheme

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1 DOCUMENT TRACKING

Version	Author	Content	Date
1.0	SEMO & CER	Final version as approved by CER	01/12/2011
1.1	SEMO	Update to reflect changes to processes	13/08/2012
1.2	SEMO	Update to reflect implementation of Online Registry, becoming members of the Association of Issuing Bodies (AIB) and connecting to the AIB Trading Hub	31/07/2015

2 PROCESS CONTEXT

2.1 TERMINOLOGY

Previous Terminology	GO Online Registry Terminology
Generator	Producer
Supplier	Supplier
GO Participant	Account Holder
Generator Unit	Production Device
Authorised User	Account Holder User

2.2 BACKGROUND

Directive 2001/77/EC introduced the concept of Guarantees of Origin (GO) for electricity. The Renewables Directive¹ 2009/28/EC replaces Directive 2001/77/EC and Article 15 of the Renewables Directive further develops GO certificates. The directive states that the purpose of a GO certificate is for Fuel Mix Disclosure and that the GO certificate does not need to follow the physical flow of electricity. This legislation was transposed in Ireland by S.I. 147 of 2011 (replaced by S.I. 483 of 2014); the Statutory Instrument places the obligation for issuing GO certificates in Ireland on the Single Electricity Market Operator (SEMO) subject to the Supervisory Framework² developed by the CER, in consultation with SEMO and the industry.

SEMO have implemented CMO.grexel³ as the national registry for Guarantees of Origin (GO) certificates in Ireland. Only Producers and Suppliers can register to become an Account Holder in the GO Online Registry and they do this by completing an online registration form⁴. Applications will be received on an ad hoc basis.

Only the owner of a Production Device, or a registrant duly authorised by the owner may register a production device in the GO Online Registry. Production Devices can only be registered if they meet the qualification criteria for GO certificates. To qualify, Production Devices must:

- Be situated in Ireland;
- Be capable of creating electricity from renewable sources only;
- Be equipped with metering equipment that complies with relevant regulations for the trading of generation; and
- Not be in receipt of support for ongoing production of electricity.

¹ Transposed by the [Renewables Obligation \(Amendment\) Order \(Northern Ireland\) 2010](#) in Northern Ireland and by S.I. 147 of 2011 (replaced by S.I. 483 of 2014) in Ireland

² [Supervisory Framework for Administration of Guarantees of Origin CER/11/824](#)

³ [CMO.grexel](#) is a central registration database for European Energy Certificate System (EECS) ® Certificates and Hungarian national guarantees of origin and Irish national guarantees of origin (<http://cmo.grexel.com/default.aspx>).

⁴ Account Holder Registration form available at <http://goo.sem-o.com/HowToJoin.aspx>

2.3 PROCESS SCOPE

This document covers the Account Holder registration, User creation and Production Device registration process. It does not cover the following processes:

- Issuing GO certificates (including Requesting)
- Transferring GO certificates
- Importing GO certificates
- Withdrawal of GO certificates

3 BUSINESS OBJECTIVE

The objective of this business process is to meet the relevant obligations SEMO has under S.I 147 of 2011 (replaced by S.I. 483 of 2014), namely:

Supervision and Issuance of Guarantees of Origin

5. (1) Guarantees of origin shall be issued by SEMO in accordance with the supervisory framework established by CER and these Regulations.

(2) CER shall, after consultation with SEMO and other relevant persons, design, establish and publish a supervisory framework for the issuance, registration, transfer and cancellation by electronic means, of guarantees of origin to generators of electricity from renewable energy sources.

(3) CER and SEMO shall ensure that guarantees of origin are accurate, reliable and fraud-resistant.

SEMO is bound to follow the Supervisory Framework as set out in decision paper CER/11/824 “Supervisory Framework for Administration of Guarantees of Origin” and all amendments to said framework.

4 PROCESS OVERVIEW

4.1 ACCOUNT HOLDER REGISTRATION PROCESS OVERVIEW

Account Holder Registration in the GO Online Registry includes the activities shown in Figure 1 below:

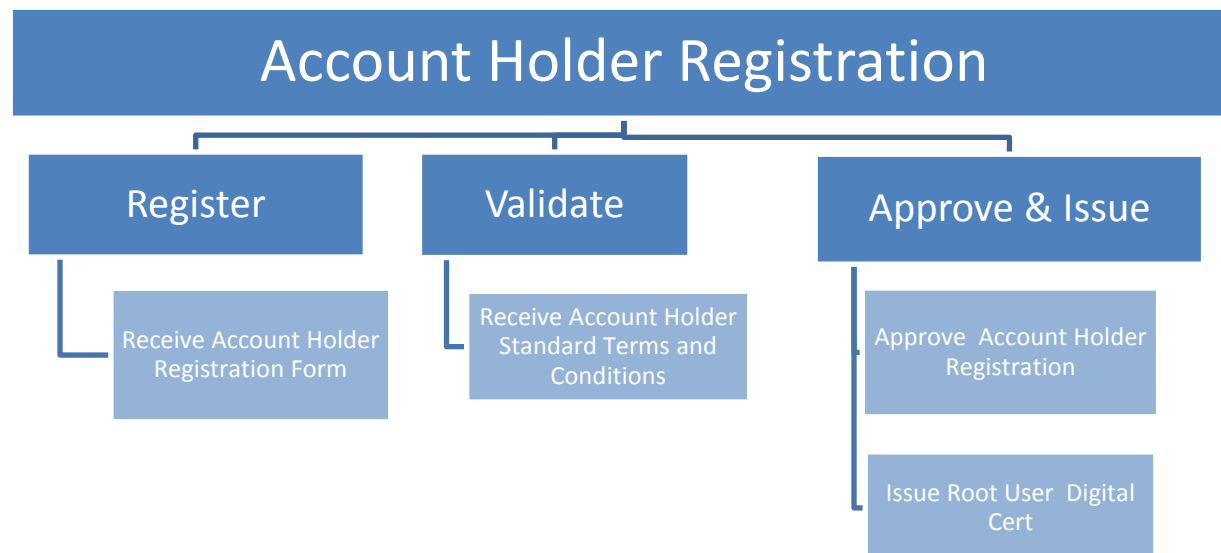


Fig.1 Account Holder Registration Activities

The process is summarised in the three main activities described below:

4.1.1 REGISTER

Any electricity producer or supplier that is active in the Irish Domain can be a GO Account Holder. The application process begins by the account holder completing an online form and agreeing to the terms and conditions of the scheme.

Receive Account Holder Registration Form

The applicant (Producer or Supplier) completes and submits an Online Registration form available at <http://goo.sem-o.com/SitePages/ApplyForAH.aspx>

The applicant must provide general information for the business and details of the first Authorised User for the GO Online Registry (see Figure 2 below, note Authorised User labelled Administrator User).

The screenshot shows the SEMO (Single Electricity Market Operator) website interface for account holder registration. The header includes the SEMO logo and navigation links: Home, Disclaimer, How to Join, Contact Us, and a Log button. The main content area is titled 'Business Contact' and is divided into three sections: General Information, Administrator user/super user to the registry, and Business Address. The General Information section includes fields for Name, Business Id (with a sample value 'e.g. IE454325325'), Roles (Producer and Supplier), and Website. The Administrator user/super user to the registry section includes fields for First Name, Last Name, Email Address, Mobile Phone (with a dropdown for country code), and Address. The Business Address section includes fields for Street, PO Box, Zip code, Country (with a dropdown), and City, County. Below these sections are two checkboxes for terms and conditions, a CAPTCHA image, and a 'Create' button. A note at the bottom states: 'Note: Fields marked with an asterisk are mandatory'.

English

Home Disclaimer How to Join Contact Us Log

General Business Contact

General Information

Name * Business Id * e.g. IE454325325

Roles * ☐ Producer ☐ Supplier Website

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

Fig. 2 Account Holder Online Registration Form

In the event that the applicant selects the Role 'Producer', they must agree to allow SEMO to access metered generation data for the purpose of assigning GO certificates (see additional tick box highlighted in Figure 3 below).

semo
Single Electricity
Market Operator

English ▼

Home Disclaimer How to Join Contact Us Log In

General Business Contact

General Information

Name * Business Id * e.g. IE454325325

Roles * ☒ Producer ☐ Supplier Website

Administrator user/ super user to the registry

First Name * Last Name *
Email * Mobile *
Address --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/11/624.

☐ I agree to allow SEM-O access metered data for the purpose of assigning Guarantees of Origin.

Note: Fields marked with an asterisk are mandatory

Create Reset

**Fig. 3 Account Holder Online Registration Form -
Producer Role - Metered generation data tick box**

The applicant must provide contact details for a Business Contact (see Figure 4 below).

The screenshot shows the 'Business Contact' tab selected. The form fields are as follows:

- First Name: *
- Last Name: *
- Middle Name:
- Title:
- Salutation:
- Street: *
- PO Box:
- Zip code:
- Country: *
- City, County: *
- Email: *
- Mobile Phone:
- Office Phone: *
- Fax Number:
- Technical Contact same as Business Contact: ☒

**Fig. 4 Account Holder Online Registration Form -
Business Contact Details**

If the Technical Contact for the applicant is the same as the Business contact, the 'Technical Contact same as Business Contact' box should be ticked.

In the event that the Technical Contact is different, the applicant should leave this box unticked. The applicant will be prompted to provide contact details for the Technical Contact (See additional tab in Figure 5).

The screenshot shows the 'Technical Contact' tab selected. The form fields are as follows:

- First Name: *
- Last Name: *
- Middle Name:
- Title:
- Salutation:
- Street: *
- PO Box:
- Zip code:
- Country: *
- City, County: *
- Email: *
- Mobile Phone:
- Office Phone: *
- Fax Number:
- Technical Contact same as Business Contact: ☐

Fig. 5 Account Holder Online Registration Form – Technical Contact Details

On submission, the Online Registration form is validated.

If any mandatory fields are completed incorrectly, or left blank, the form will fail validation and a message on screen will indicate to the applicant the field(s) that failed validation.

If all mandatory fields are completed correctly, a message on screen will indicate to the applicant that the submission was successful.

On successful submission, SEMO is notified by email of Account Holder registration and proceeds to validate applicant (step 4.1.2).

4.1.2 VALIDATE

Account Holder application details need to be validated.

Receive Account Holder Standard Terms and Conditions

New applicants and participants registered in the GO scheme prior to March 2015 will be asked to review and sign the Standard Terms and Conditions (STC).

SEMO will send two hard copies of the STC agreement to be reviewed, signed and returned by registered post⁵.

The STC must be signed by an authorised signatory (Company Director). The signed STC must be accompanied by a copy of the passport or other legitimate ID for the signatory of the STC and for the nominated Authorised User (labelled Administrator User on the online registration form).

If the applicant nominates an external user/organisation to act on their behalf to perform GO activities in the GO Online Registry, the Authorised External User Form in section 9.3 must be completed on company headed paper, signed and posted to SEMO.

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

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

If the application is rejected, SEMO will send an email to the applicant to confirm same. If the applicant wishes to start the Account Holder registration process again, they can do so by submitting a new Account Holder registration form online.

If the application is accepted, SEMO signs both copies of the STC, archives one and sends the other to the Account Holder to be archived.

4.1.3 APPROVE AND ISSUE

Provided the applicant has passed the validation process, the Account Holder Registration will be approved in the GO Online Registry and the Authorised User (labelled Administrator User on the online registration form) created.

Approve Account Holder Registration

Within five working days of receipt of signed STC, the Account Holder registration is approved in the GO Online Registry.

Issue Root User Digital Cert

On Account Holder Registration approval, SEMO will create the Authorised User using the contact details provided for the Administrator User on the registration form.

⁵ SEMO Customer Service, The Oval, 160 Shelbourne Road, Ballsbridge, Dublin 4

The Administrator User (also known as Account Holder Root User) will receive a digital certificate via email, along with an SMS containing the 8-digit PIN code. In the event that a Root User cannot receive an SMS they can submit a request to guaranteesoforigin@semo.com to receive the PIN code via return email.

When the Root User has downloaded their digital certificate they can log in to <http://cmo.grexel.com/default.aspx> and view their account details.

Issue FMD ID

In the case of an applicant being a Supplier, SEMO will contact the applicant to request details of any Supplier Units covered by the application.

SEMO will also request the Supplier to confirm whether or not they have any Power Purchase Agreements (PPA) in place with Generator Units.

On Account Holder Registration approval SEMO will issue an FMD ID to the Supplier for the purpose of Fuel Mix Disclosure.

4.2 ACCOUNT HOLDER DE-REGISTRATION PROCESS OVERVIEW

An Account Holder must send a written request to SEMO in order to de-register from the GO Online Registry. The effective date of closure, as stated by the Account Holder, must not be less than 10 working days from date of receipt of the request by SEMO.

An Account Holder must transfer any GO Certificates remaining in the Account to another GO Account before the notice to close can be sent to SEMO or those GO certificates will go into the Residual Mix for Ireland.

SEMO will close the Account on the GO Online Registry as of the effective date listed in the request or 10 days from the date of receipt of the request by SEMO, whichever is later.

When the GO Account has been closed, it will no longer be accessible.

4.3 PRODUCTION DEVICE REGISTRATION PROCESS OVERVIEW

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, in the GO Online Registry. Production Devices can only be registered if they meet the qualification criteria for GOs. To be qualified, Production Devices must:

- Be situated in Ireland;
- Be capable of creating electricity from renewable sources only;
- Be equipped with metering equipment that complies with relevant regulations for the trading of generation; and
- Not be in receipt of support for ongoing production of electricity.

Production Device registration in the GO Online Registry includes the activities shown in Figure 6 below:

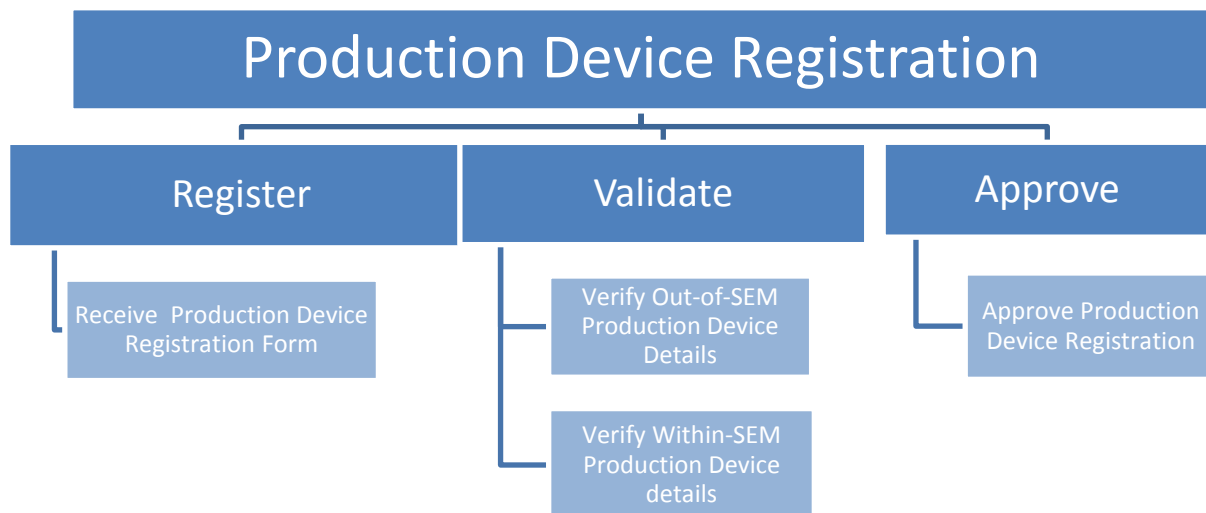


Fig. 6 Production Device Registration Activities

The process is summarised in the three main activities described below:

4.3.1 REGISTER

The trigger for Production Device registration is the submission of a Production Device registration form online.

Details of the steps involved in this activity are provided below:

Receive Production Device Registration Form

The Account Holder User with appropriate roles and permissions completes and submits a Production Device Registration Form via the GO Online Registry. A User that has been assigned the 'Confirm Production Device Registration' role has permission to complete and submit a Production Device Registration Form via the GO Online Registry (see section 4.3).

On submission the Production Device registration form is validated.

If any mandatory fields are completed incorrectly, or left blank, the form will fail validation and a message on screen will indicate to the applicant the field(s) that failed validation.

If all mandatory fields are completed correctly, the form will pass validation and a message on screen will indicate successful submission to the Account Holder user.

On successful submission, SEMO is notified instantly of Production Device registration pending approval.

4.3.2 VALIDATE

Production Device Registration details need to be validated.

Verify Out-of-SEM Production Device Details

SEMO will contact the Distribution System Operator (DSO) for verification of Out-of-SEM Production Device registration details.

The DSO is given a timeline of 10 working days after receipt of SEMO's request to confirm the details of Out-of-SEM Production Devices.

If the DSO notes discrepancies with the Production Device registration details provided, SEMO will contact the Account Holder User and request clarification.

A timeline of 3 working days is given to the Account Holder User for such clarifications.

If the Account Holder User does not respond within this time, the Production Device registration will be rejected. SEMO will send an email to the Account Holder to indicate that the Production Device registration has been rejected. If the Account Holder wishes to submit a new Production Device registration they can start the process again by submitting a Production Device registration form online.

If the Account Holder User responds with clarification within this time, the Production Device registration will proceed to approval (see section 4.2.3).

Verify Within-SEM Production Device details

SEMO will verify Within-SEM Production Device registration details against the details recorded in the SEMO Central Market Systems.

SEMO will complete this step within 10 working days of receipt of Production Device Registration.

If SEMO notes discrepancies in the Production Device registration details provided, SEMO will contact the Account Holder User and request clarification.

A timeline of 3 working days is given to the Account Holder User for such clarifications. If the Account Holder User does not respond within this time, the Production Device registration will be rejected. SEMO will send an email to the Account Holder to indicate that the Production Device registration has been rejected. If the Account Holder wishes to submit a new Production Device registration they can start the process again by submitting a Production Device registration form online.

If the Account Holder User responds with clarification within this time, the Production Device registration will proceed to approval (see section 4.3.3).

Verify Out of Support details

SEMO will verify against DCENR⁶ records that the unit is not in receipt of production support. The agreement that Producers sign with DCENR states that they agree to not claim GO certificates and they must exit the Support Scheme should they wish to receive GO certificates.

SEMO will complete this step within 10 working days of receipt of Production Device Registration.

4.3.3 APPROVE/REJECT PRODUCTION DEVICE REGISTRATION

Reject Production Device Registration

If SEMO deem that the Production Device does not satisfy the conditions laid out in the Supervisory Framework or the EECS rules, SEMO rejects the application, informs the Account Holder and the registry is amended to reflect this rejection. The rejection notice will include reasons of the rejection.

Approve Production Device Registration

When the Production Device details have been validated, SEMO will approve the Production Device registration in the GO Online Registry. The five year review date is set at this point, see section 4.4.1.

This will be done within one working day of Production Device validation.

On approval, the Account Holder User will be notified of Production Device approval via an alert in the GO Online Registry. Alerts are visible to Account Holder Users upon log in to the GO Online Registry. Only Account Holder Users subscribed to 'PD Alerts' will receive these alerts via email. The process for subscribing to alerts can be found in section 4.8 of this document.

4.4 MAINTENANCE OF PRODUCTION DEVICE REGISTRATION DATA

4.4.1 RE-REGISTRATION OF A PRODUCTION DEVICE

When a Production Device is approved in the GO Online Registry the 5 year review date is set. This is done via a 'license' that is valid for 5 years. The registration data of each Production Device must be checked at the end of the 5 year period.

The Account Holder can view information on expiring licenses via the License Expiration Date function in the GO Online Registry. [\[AH user manual\]](#)

⁶ Administrators of the support scheme mechanism in Ireland (DCENR)

To complete the registration data check, the Account Holder should repeat the registration process. The workflow is as follows:

- The Account Holder edits the Production Device details in the GO Online Registry and submits to SEMO for approval. SEMO will validate (see section 4.3.2) the Production Device registration details and approve or reject accordingly (see section 4.3.3).

4.4.2 CHANGES TO REGISTRATION DATA

The Account Holder of a Production Device must immediately notify SEMO in writing of any changes to their standing registration data to allow for this information to be updated in the GO registration database.

The Account Holder makes the necessary amendments to Production Device details in the GO Online Registry.

On receipt of a change of details notification, SEMO will verify the change and respond to the registrant within 10 working days advising of the decision taken.

4.5 PRODUCTION DEVICE DE-REGISTRATION PROCESS OVERVIEW

An Account Holder must send a written request to SEMO in order to de-register a Production Device from the GO Online Registry. The effective date of de-registration, as stated by the Account Holder, must not be less than 10 working days from date of receipt of the request by SEMO.

SEMO will de-register the Production Device from the GO Online Registry as of the effective date listed in the request or 10 days from the date of receipt of the request by SEMO, whichever is later.

4.6 USERS PROCESS OVERVIEW

CMO.grexel has various authorisation levels for Account Holder Users shown in Figure 3 below.

Specific responsibilities related to the use of CMO.grexel are identified and assigned to the predefined role(s) and the appropriate roles are assigned to the users so that a user can have one or several roles.

When an Authorised User (also known as Account Holder Root User) has received their digital certificate they can log into their Account in CMO.grexel.com and create new users for the Account and assign roles (Figure 7). Any user created with the Account Holder User Administrator role will also have permission to manage/create new users.

4.6.1 USER ROLES

The Administrator User is identified on the Account Holder application form. The Administrator User is responsible for creating and maintaining Account Holder Users in the GO Online Registry.

Account Holder User Roles for GO Business Processes:

- (1) New Users can be created by users with Create User role
- (2) Production Device registration can be submitted by users with Confirm Production Device Registration role.
- (3) GO Requests can be submitted by users with Commit Transaction role.
- (4) GO Transfers can be submitted by users with Commit Transaction role.

	<div> <div>AH Account Administrator</div> <div>AH Account Viewer</div> <div>AH PD Administrator</div> <div>AH PD Editor</div> <div>AH PD Viewer</div> <div>AH Root</div> <div>AH User Administrator</div> </div>						
HOME	x	x	x	x	x	x	x
Alerts list*	x		x	x	x	x	
Domain Announcement*	x	x	x	x	x	x	x
EECS-GO	x	x				x	
Accounts List	x	x				x	
Account Statement	x	x				x	
Search Certificates	x	x				x	
Search Transactions	x	x				x	
Initiate Transactions	x	x				x	
Commit Transactions	x					x	
Transfer Approval*	x					x	
PD Transaction Summary	x	x				x	
REPORTS	x	x	x	x	x	x	x
Activity Log	x	x	x	x	x	x	x
Cancellation Statements*	x	x	x	x	x	x	x
Issuing Statistics	x	x	x	x	x	x	x
USERS						x	x
Search User						x	x
Create User						x	x
Grant Permissions to External Users						x	x
Subscribe to Alerts*	x	x	x	x	x	x	x
PLANTS*			x	x	x	x	
View PD details			x	x	x	x	
Change Issuing Account			x			x	
Initiate PD registration*			x	x		x	
Confirm PD registration*			x			x	
Search Meter Readings*			x			x	
Add Meter Readings*			x			x	
Make Declarations*			x	x		x	
License Expiration Date			x	x	x	x	
MY PAGE						x	
Manage My Organization						x	
SUPPORT	x	x	x	x	x	x	x
User Manuals	x	x	x	x	x	x	x
Contact Us*	x	x	x	x	x	x	x

Fig.7 User Roles and Permissions (taken from the Grexel Account Holder User Manual)

4.6.2 MANAGING USERS

Account Holder Users with Create User role can create new Users, reset certificates (and pin codes) and lock users (see section 3 of the Grexel Account Holder User Manual)

Deleting a user is not possible because all activity records related to that user would be lost.

4.6.3 MANAGING EXTERNAL USERS

Account Holder Users with Create User role can grant permissions to External Users. The External User must exist under another Account Holder in the GO Online Registry. The External User is identified by their email address. These external users will be able to log in to the Account and perform activities according to the given access rights.

External Users can be edited and removed by Users with the Create User role. (See section 3.6 of Grexel Account Holder User Manual).

4.7 ALERT SUBSCRIPTION PROCESS OVERVIEW

Within the system the Account Holder User can view an alert list related to certain activities. The Account Holder User can choose whether or not to be notified of these activities via an email alert.

4.7.1 SUBSCRIBE TO EMAIL ALERT

When an Account Holder User is logged in to the GO Online Registry they can navigate to the Users function and Subscribe to Alerts. The Account Holder User can select the alerts they would like to receive by email:

- (1) Production Device – issued when a Production Device is approved by SEMO
- (2) Transfer Pending – issued to Account Holder Root User or Account Holder Account Administrator when certificate transfer is initiated by a user without Commit Transaction rights
- (3) GO
 - a. Transfer received - Issued to Account Holder Root User or Account Holder Administrator when certificates have been transferred into their account
 - b. Cancel Reject – issued to Account holder Root User or Account Holder Account Administrator when a Cancellation Statement has been rejected by SEMO
 - c. Cancel Approve - issued to Account holder Root User or Account Holder Account Administrator when a Cancellation Statement has been approved by SEMO
- (4) Domain Announcement – issued when SEMO creates a new announcement. For example, when metered generation data has been uploaded to the GO Online Registry and when GO certificates have been issued for Production Devices.
- (5) Registry Announcement – issued when the Registry Operator (Grexel) creates a new announcement.

When subscribed, email alerts will be sent to the Account Holder Users email address.

5 ROLES AND RESPONSIBILITIES

5.1 SEMO MARKET OPERATIONS

Under S.I. 147 of 2011 (replaced by S.I. 483 of 2014), SEMO has the following obligations relating to GO registration:

5. (1) Guarantees of origin shall be issued by SEMO in accordance with the supervisory framework established by CER and these Regulations.

(2) CER shall, after consultation with SEMO and other relevant persons, design, establish and publish a supervisory framework for the issuance, registration, transfer and cancellation by electronic means, of guarantees of origin to generators of electricity from renewable energy sources.

(3) CER and SEMO shall ensure that guarantees of origin are accurate, reliable and fraud-resistant.

SEMO have implemented CMOgrexel.com as the national registry for Guarantees of Origin in Ireland. Producers and Suppliers can register to become an Account Holder in the GO Online Registry (as per section 4.1). Account Holders can register Production Devices in the registry (as per section 4.2).

5.2 DISTRIBUTION SYSTEM OPERATOR

The DSO will verify the details of any Out-of-SEM Production Devices. They will contact SEMO if there are any discrepancies with the Production Device registration details.

5.3 TRANSMISSION SYSTEM OPERATOR

If there are discrepancies with registration details for Within-SEM Production Devices, the TSO (EIRGRID) will verify the details.

5.4 CER

Under S.I 147 2011 (replaced by S.I. 483 of 2014) the CER has the following obligations:

5. (1) Guarantees of origin shall be issued by SEMO in accordance with the supervisory framework established by CER and these Regulations.

(2) CER shall, after consultation with SEMO and other relevant persons, design, establish and publish a supervisory framework for the issuance, registration, transfer and cancellation by

electronic means, of guarantees of origin to generators of electricity from renewable energy sources.

(3) CER and SEMO shall ensure that guarantees of origin are accurate, reliable and fraud-resistant.

6 PROCESS DESCRIPTION

6.1 PROCESS SWIMLANES

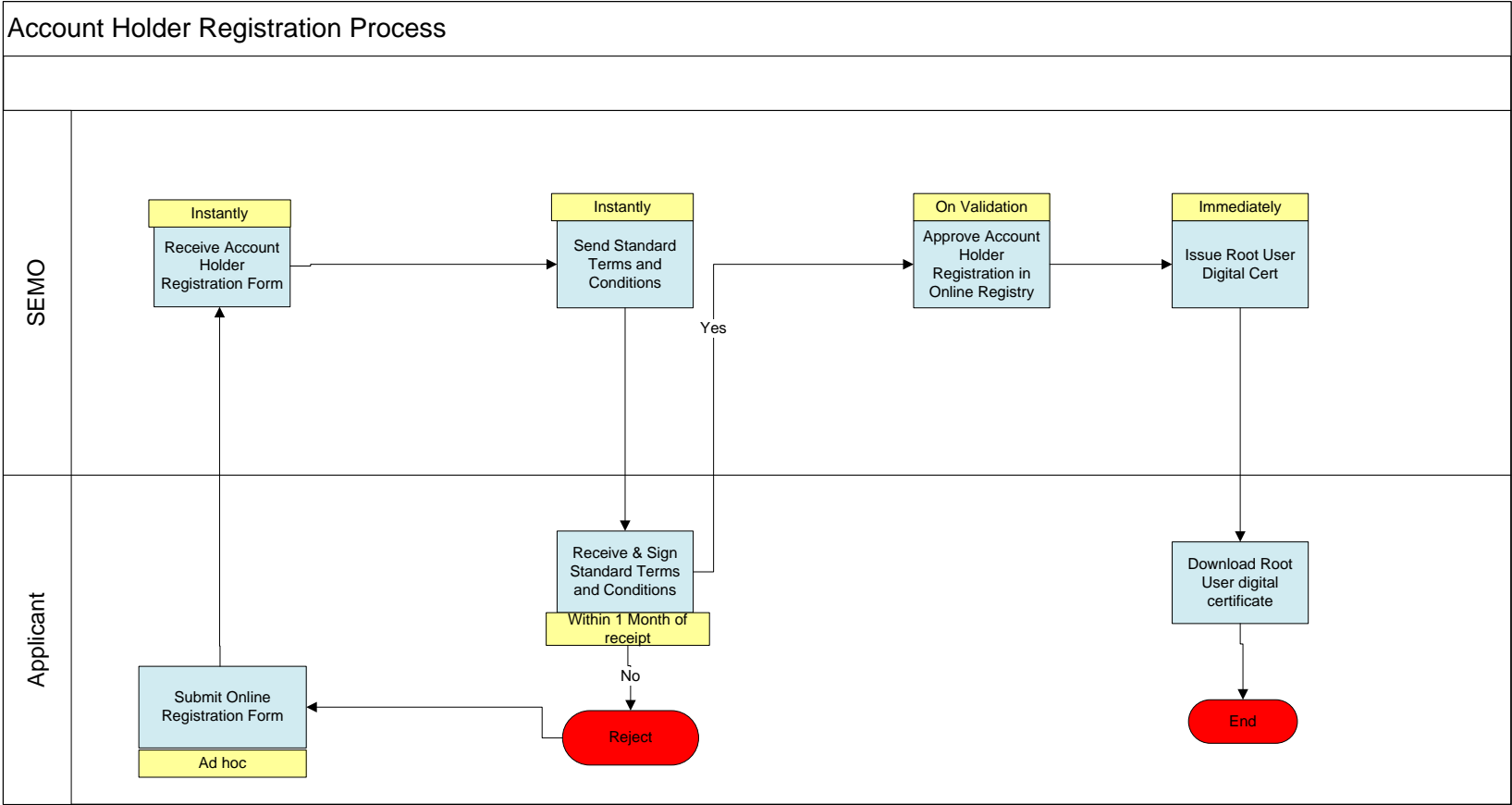


Fig. 8 Account Holder Registration Process

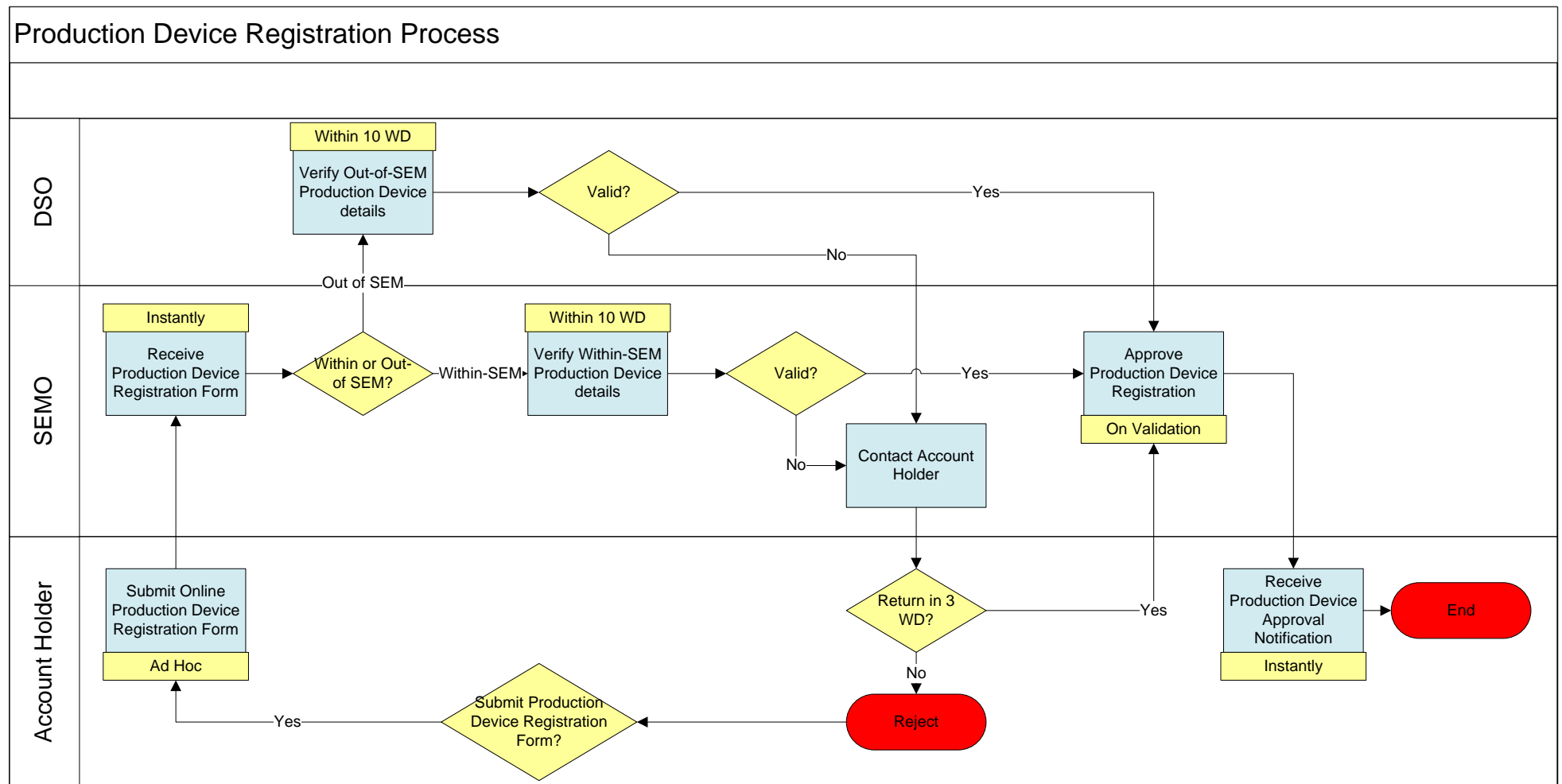


Fig. 9 Production Device Registration Process

6.2 ACCOUNT HOLDER REGISTRATION PROCESS STEPS

Step	Step Name	Step Description	Timing
Request			
1	Receive Account Holder Registration Form	Applicant completes and submits Online Registration Form. SEMO notified by email of Account Holder registration.	Ad Hoc
Validate			
2	Receive Account Holder 'Standard Terms & Conditions'	SEMO will contact the applicant and request they submit signed Standard Terms and Conditions. If SEMO do not receive completed STC the Account Holder registration will be rejected.	Within 1 month of receipt of STC
3 (Optional)	Reject	If SEMO do not receive a signed Standard Terms & Conditions the Account Holder will be rejected. SEMO will email the Account Holder to indicate the registration has been rejected.	If step 4 outcome - reject
4 Approve & Issue	Approve Account Holder Registration	Provided the applicant has passed the validation process, SEMO will approve the Account Holder registration in the GO Online Registry.	Within 5 WD of validation
5	Issue Root User Digital Cert	On Account Holder registration approval, SEMO will create the Root User using the contact details provided on the registration form. The Root User will receive a digital certificate via email, along with an SMS containing the PIN code.	When approval complete
6 (Optional)	Issue FMD ID	If the Account Holder is a Supplier, on Account Holder Registration approval SEMO will issue an FMD ID to them for the purposes of Fuel Mix Disclosure.	When approval complete

6.3 ACCOUNT HOLDER DE-REGISTRATION PROCESS STEPS

Step	Step Name	Step Description	Timing
Request			
1	Receive Written Notice	Account Holder sends SEMO written notice requesting to close Account Holder in the GO Online Registry.	1 months written notice
Update Registry			
2	Update GO Online Registry	SEMO will de-activate the Account Holder in the GO Online Registry.	Within 10 WD of receipt

6.4 PRODUCTION DEVICE REGISTRATION PROCESS STEPS

Step	Step Name	Step Description	Timing
Request			
1	Receive Production Device Registration Form	Account Holder User completes and submits Production Device Registration Form on the Online Registry. SEMO is notified instantly of Production Device pending approval.	Ad Hoc
Validate			
2	Verify Out-of-SEM Generator details	SEMO will contact the DSO for verification of Out-of-SEM Production Device registration details. The DSO is given a timeline of 10 working days to validate details	Within 10 WD of step 1

Step	Step Name	Step Description	Timing
2 (alternate)	Verify Within-SEM Production Device details	SEMO verifies Within-SEM Production Device details against the SEMO Central Market Systems.	Within 10 WD of step 1
3 (Optional)	Contact Account Holder	If SEMO note discrepancies with the Production Device registration details provided, SEMO will contact the Account Holder and request clarification. A timeline of 3 working days is given to the Account Holder for such clarifications. If the Account Holder does not respond within this time, the Production Device registration will be rejected.	Within 3 WD of step 2
4 (Optional)	Reject	SEMO will email the Account Holder to indicate the registration has been rejected.	If step 3 outcome - reject
Approve			
5	Approve Production Device Registration	When Production Device details have been validated, SEMO approves the registration in the GO Online Registry. On approval, the Account Holder user will be notified of Production Device approval via alert in the GO Online Registry.	Within 1 WD of validation

6.5 PRODUCTION DEVICE DE-REGISTRATION PROCESS STEPS

Step	Step Name	Step Description	Timing
Request			
1	Receive Written Notice	Account Holder sends SEMO written notice requesting to de-register Production Device in the GO Online Registry.	Ad Hoc
Update Online Registry			
2	Update GO Online Registry	SEMO will de-register the relevant Production Device in the GO Online Registry	Within 10 WD of written notice

6.6 CREATE NEW USER PROCESS STEPS

Step	Step Name	Step Description	Timing
Request			
1	Complete New User form	Account Holder Root User logs into the GO Online Registry, completes a Create User form and submits it.	Ad Hoc
2	New User form validated	The Create User form is automatically validated.	On submission
3	New User created	The new user is created in the GO Online Registry and the digital certificate is sent to the user via email, and the PIN code via SMS.	On successful validation

6.7 ALERT SUBSCRIPTION PROCESS STEPS

Step Name	Step Description	Timing
Request		
Account Holder User subscribes to alerts	Account Holder User logs into the GO Online Registry, navigates to the Subscribe to Alerts option under Users function and selects alerts they wish to receive by email.	Ad Hoc
Account Holder User sent alert	When subscribed, the Account Holder user will receive email alerts based on their subscription preferences.	Ad Hoc

7 PROCESS REFERENCES

7.1 PROCESS RULE DOCUMENTS

The following table provides references to the documents that govern the design of this business process.

Document	Title	Version	Section	Description
S.I. 147 of 2011 (replaced by S.I. 483 of 2014)	European Communities (Renewable Energy) Regulations 2014	N/A		Transposes EU directive to Irish law and names SEMO as the issuing body for GOs.
Decision Paper CER/11/824	Supervisory Framework for Administration of Guarantees of Origin	N/A		Establishes the Supervisory Framework for the administration of Guarantees of Origin. Sets out specific detail of the GO scheme.
Directive 2009/28/EC	DIRECTIVE 2009/28/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 April 2009 on the promotion of the use of energy from renewable sources and amending and subsequently repealing Directives 2001/77/EC and 2003/30/EC	N/A	Regulation 15	EU directive which sets out rules for GOs. Has been transposed by S.I. 147 of 2011 (replaced by S.I. 483 of 2014) and is common source of law between Ireland and other Member States.

7.2 RELATED DOCUMENTS

The following table provides a list of documents that are related to this business process.

Document	Title	Version	Relationship	Description
SEMO Business Process Model	SEMO Business Process Overview	1.0	Parent Document	Overview of the model used for the SEMO Business Processes. Provides the context for where each business process fits into SEMO.
Decision Paper CER/11/095	Fuel-Mix Disclosure in the Single Electricity Market: Calculation Methodology Decision Paper	N/A	Related Process	Decision paper outlining the process for Fuel Mix Disclosure which is the sole purpose of GOs.

8 ASSUMPTIONS

The following is the list of current assumptions for this process document:


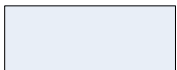
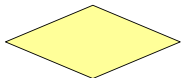
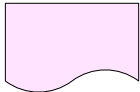


- Account Holder applications can be initiated by completing an Online Registration form
 - Hard copies of completed Standard Terms & Conditions forms are required
 - SEMO will validate and approve Account Holder registrations
- Account Holders can register Production Devices in the GO Online Registry
 - SEMO will validate and approve Production Device registration
 - The DSO will validate Out-of-SEM Production Device details within 10 WD
- Account Holders can contact SEMO via the Contact Us form in the Online Registry
- Additional communication between SEMO and Account Holders will be carried out via email (guaranteesoforigin@sem-o.com) and telephone (+353 1 2370468)
- De-registration of Account Holders and Production Devices requires written notice.

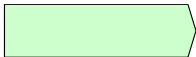

9 APPENDICES

9.1 GLOSSARY

Abbreviation	Definition	
DSO	Distribution System Operator	
RA	Regulatory Authority	
SEM	Single Electricity Market	
SO	System Operator	
T&SC	Trading and Settlement Code	
WD	Working Day (Working Day ends at 5pm)	
S.I.	Statutory Instrument	
GO	Guarantee of Origin	
CER	Commission for Energy Regulation	

9.2 PROCESS FLOWCHART KEY

FLOWCHART KEY	
	Process trigger
	Process step
	Process decision / question
	Document
	Manual Input / Update
	Reference to another process

	Another business process to be implemented following current step (current step is a trigger for another process)
	Process end

9.3 AUTHORISED EXTERNAL USER FORM

If the applicant nominates an external user/organisation to act on their behalf to perform GO activities in the GO Online Registry, the Authorised External User Form below must be completed on company headed paper, signed and posted to SEMO.

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: _____