



Electricity Authority

Public Service Report and User Guide
June 2024

Prepared by Jade Operations

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| business solutions

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OPERATIONAL ITEMS

Performance Standards

Measurement	Requirement	Actual	Met	Ref
Number and detail of service Provider Code or agreement breaches and details	Report delivered to Authority detailing breaches		Yes	Schedule 2 Non-functional requirements 5.2 table 1
Disaster recovery and backup obligations			Yes	Schedule 2 Non-functional requirements Section 7 (7.1 and 7.4)
Number and details of participant rule breaches	Report on 1 st business day delivered to Authority SFTP directory	01 July 2024 at 04:02	Yes	
Maximum number of concurrent users for month		2013	Yes	Schedule 2 Non-functional requirements 2.7
During regular service hours (0730 hours to 1930 hours each day), the provider must ensure that the system is available to participants for no less than 99.9 per cent of the time in any one month. This statistic considers that planned, pre-approved, non-urgent maintenance outages are not included in the calculation of availability		100%	Yes	Schedule 2 Non-functional requirements 5.2 table 1
Outside regular service hours (between 1930 hours and 0730 hours) the provider must ensure that the system is available to participants for no less than 98.0 per cent of the time in any month. This statistic considers that planned outages will not count against availability level targets.		100%	Yes	Schedule 2 Non-functional requirements 5.2 table 1
The Registry must use its best endeavours to provide a service availability of 99.8 per cent or better, with nil or minimal outages.		100%	Yes	

Measurement	Requirement	Actual	Met	Ref
<p>Unless otherwise approved in writing in advance by the Authority (such timely approval not to be unreasonably withheld) there must be no more than two planned outages per month, one of which is reserved for the monthly production release of software. Each planned outage must be at a time to be agreed by the parties and be no more than 2 hours in duration. Any planned outage of more than 2 hours duration must have the prior approval of the Authority, such timely approval not to be unreasonably withheld.</p> <p>Approved, pre-planned outages do not count against service level targets.</p>		<p>1) DR Cutback of marPreg from MARCHCS1 to MARAKLS3 on June 1st at 03:00</p> <p>2) Deploy of Application Release 24_06 to marPreg on June 23rd at 03:00</p>	Yes	Schedule 2 Non-functional requirements 5.3
Service response time of transactions sampled at regular intervals (every 1–5) minutes as agreed between the Authority and the Provider) during regular service hours for the system at the delineation point of the system to external communications providers			Yes	Schedule 2 Non-functional requirements 5.2 table 1
<p>96% of all sampled transactions will have a response time of less than 2 seconds for all the components managed by the system at the delineation point of the Registry network.</p> <p>Longest time period in seconds</p> <p>Percentage of transactions exceeding 2 seconds</p>		<p><2 =99.49%</p> <p>133.64</p> <p>0.51%</p>	Yes	Schedule 2 Non-functional requirements 5.2 table 1
<p>90% will have a response time of less than 1 second for all the components managed by the system at the delineation point of the Registry network</p> <p>Percentage of transactions exceeding 1 second</p>		<p><1 =97.88</p> <p>2.22%</p>	Yes	Schedule 2 Non-functional requirements 5.2 table 1
<p>Number of password lockout alerts.</p> <p>Investigation of all repeated lockout alerts required.</p>		0		Schedule 2 Non-functional requirements 25.1 (n)
Help desk available	7:30 to 19:30 hours each business day	100%	Yes	Clause 11.20
Registry reports to participants day 1 09:00	09:00 hours on the first business day of the month	30 June 2024, 21:38	Yes	Clause 11 of Schedule 11.1
Issuing of confirmation notices within 4 hours of receipt of information provided			Yes	Clause 11.21

Measurement	Requirement	Actual	Met	Ref
Number of ICP's changing traders	16:00 on the 6 th business day of the month		Yes	Clause 11.23
Such other information as may be agreed from time to time between the Registry and the Board	16:00 on the 6 th business day of the month		Yes	Clause 11.23
Reports to the clearing manager and systems manager by 16:00 on first business day of the month	16:00 on first business day	01 July 2024 00:37	Yes	Clause 11.24
By 16:00 on 4 th business day deliver to the reconciliation manager the ICP days report	16:00 on 4 th business day	04 July 2024 01:46	Yes	Clause 11.26
By 16:00 on 4 th business day deliver to the reconciliation manager the loss factors report	16:00 on 4 th business day	02 July 2024 00:00	Yes	Clause 11.26
By 16:00 on 4 th business day deliver to the reconciliation manager the balancing area report	16:00 on 4 th business day	02 July 2024 00:00	Yes	Clause 11.26
By 16:00 on 4 th business day deliver to the reconciliation manager the half hour identifiers report	16:00 on 4 th business day	04 July 2024 07:06	Yes	Clause 11.26
By 16:00 on 1 st business day deliver to the market administrator (Authority) a report summarising events that have not been notified to the Registry with specified time frames	16:00 on 1 st business day	01 July 2024 00:00	Yes	Clause 11.27
Notifications or change within the Registry to participants affected	Same day		Yes	Clause 11.29
Registry to publish Schedule of loss category code and loss factors	Within one day of notification of change		Yes	Clause 22 of Schedule 11.1
Registry to publish Schedule of mapping between NSP's and balancing areas	Within one business day of notification of change		Yes	Clause 24 of Schedule 11.1
Registry to publish Schedule of all NSP identifiers and supporting information	Within one business day of notification of change		Yes	Clause 30 of Schedule 11.1

Adhoc Reporting Statistics

Report	Run	Complete	Average time (seconds)
Distributor Maintenance	2453	2453	2.5
Metering Maintenance	1688	1688	7.9
NSP Mapping Maintenance	30	30	8.1
Planned ICP Service Interruption	2250	2250	2.1
Report - Audit Compliance	194	194	1183.6
Report - Breach Current	317	317	1.4
Report - Current Details	105	105	739.9
Report - Event Detail	28660	28660	141.6
Report - File Handler Status	5	5	0.1
Report - ICP List	58462	58462	35.9
Report - Loss Factor Codes	91	91	8.5
Report - Maintenance Breach	173	173	0.2
Report - Metering Installation Information	662	662	1345.0
Report - NSP Mappings	90	90	4.8
Report - Switch Breach History	76	76	29.3
Report - Switch Breach Rolling Compliance	1	1	4.8
Request - Notify Resend	30	30	0.7
Request - Switch Resend	6	6	0.2
Switch AC	547	547	0.4
Switch AN	14583	14583	0.3
Switch AW	2463	2463	0.8
Switch CS	13282	13282	1.7
Switch MN	17860	17860	1.2

Report	Run	Complete	Average time (seconds)
Switch NT	19873	19873	0.4
Switch NW	2390	2390	0.4
Switch RR	1022	1022	0.2
Trader Maintenance	2683	2683	5.7
Totals	169996	169996	43.9
Number of Reports successfully Re-Processed	23		

Batch File Statistics

Total	Complete	Completed by 07:30	Not completed by 07:30
168224	168224	168219	5

Details of Batch File Reports not completed by 07:30 Report
Report - Event Detail Participant: MTRX Arrival: 25/05/2024 01:43:59 Start: 01/06/2024 05:21:21 End: 01/06/2024 08:26:20 Elapsed: 11099.0 seconds Processor: DFP0
Report - ICP List Participant: CTCT Arrival: 25/05/2024 01:49:43 Start: 01/06/2024 09:07:05 End: 01/06/2024 09:57:16 Elapsed: 3011.7 seconds Processor: DFP0
Report - ICP List Participant: CTCT Arrival: 25/05/2024 01:37:40 Start: 01/06/2024 09:07:05 End: 01/06/2024 09:57:32 Elapsed: 3027.6 seconds Processor: DFP3
Report - ICP List Participant: CTCT Arrival: 25/05/2024 01:48:37 Start: 01/06/2024 09:57:32 End: 01/06/2024 10:48:35 Elapsed: 3062.7 seconds Processor: DFP3
Report - Metering Installation Information Participant: CTCT Arrival: 25/05/2024 01:37:24 Start: 01/06/2024 08:25:31 End: 01/06/2024 10:12:25 Elapsed: 6413.9 seconds Processor: DFP1

Provider Code or agreement breach

Date	Number and detail of Provider Code or agreement breaches and details (ref Schedule 2 Non-functional requirements 5.2 table 1)

Other Information

The following reports/files are supplied to the Authority by the 6th business day of each month (unless otherwise specified) to the SFTP server:

- ICP's electrically connected, electrically disconnected, decommissioned and switched by Retailer and NSP
- ICP's electrically connected, electrically disconnected, decommissioned and switched by Retailer
- ICP's electrically connected, electrically disconnected, decommissioned and switched by Distributor
- Report PR-130 as defined in functional specification
- Details of participant rule breaches (supplied on first business day)
- Details of participant switch breaches (supplied on first business day)

Business Continuity Plan Test

The following annual tests were completed in April 2024 (Jade Tracker #1120012 refers);

1. Placing 2 test calls to the people below advising them that this is a test call to confirm their ability to be contacted in a Business Continuity event

a) Peter Taylor - Commercial Manager - 04 460 8866 or 027 281 7672 (Alternative is Will Goldsmith)

b) Jade BCM Manager.

2. Have a Jade Developer log in from home to confirm connectivity.

Summary of Incidents

There were no incidents.

Software Related Fixes and Enhancements

ID	Description	Response
ER-1373	Cleanup some transient leaks that were noted by operations	Release 24.06
ER-1375	automated logins metrics so they are reported separately from nonautomated logins	Release 24.06
ER-1377	In the admin application change the API secret and token to be read/write allowing helpdesk to move login UAT information to production; when a system refresh (to UAT) occurs the UAT information is included as part of the refresh.	Release 24.06
ER-1379	Allow AAD unique identifier to be assigned to multiple participants for use in SSO; that is, where a marketplace participant has split into multiple named identities in the Registry but retain a single AAD instance - ensure the AAD identifier can be shared amongst those participants when using SSO.	Release 24.06
ER-1381	Registry help desk administration application: new inquiry screen to provide greater visibility to planned outage information and assist in responding to participant queries.	Release 24.06

Data Fixes

Number and details of incidents requiring data fixes.

ID	Description	Severity	Response

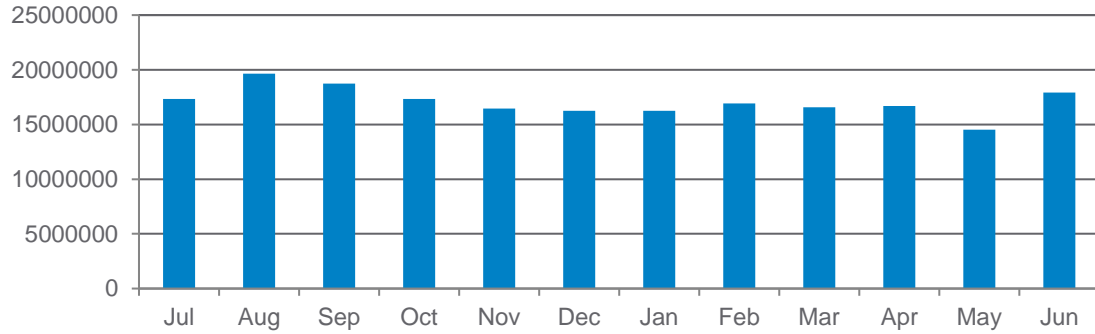
Schedule of Issues Raised

A summary of issues raised during the month.

ID	Description	Severity	Response
ER-1378	Remove file list information created during DR cutback	Medium (Priority C)	Done
ER-1379	AAD tenant id for SSO - additional key of domain	High (Priority B)	Done
ER-1380	New REST service for planned service outages	Medium (Priority C)	Unresolved
ER-1381	Admin app: planned outage information	Medium (Priority C)	Done
ER-1382	Participant PUNZ received blank EIEP5A file	High (Priority B)	No Problem Identified
ER-1383	Change to use 7zip	Medium (Priority C)	Unresolved
ER-1384	Audit table search in admin app exceeds max table size	Low (Priority I)	Unresolved
ER-1385	SSO Security Group screen, additional pages aren't working	Low (Priority I)	Fixed

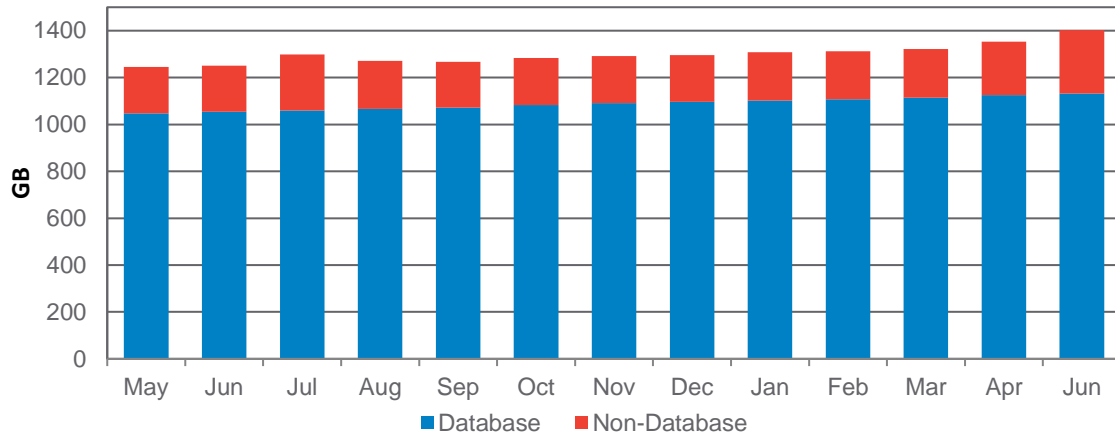
Database Transactions

MARPREG



Performance Measure	
Instrumented Transactions Processed	
This month	17,930,882
Last month	14,531,694
Increase/Decrease	23%
Peak Month (Aug 2023)	19,634,117

Database Size



Database Growth

Class	This Month	Last Month	Change
Database	1,158,899	1,150,165	8,734
Non-database	277,386	258,542	18,844
Total	1,436,285	1,408,707	27,578

Maintenance Activities

Application Release

Day	Version	Authorised By
23Jun24	Deploy of Release 24_06 to marPreg	Will Goldsmith

Service Disruptions

Scheduled outages are excluded from the calculation of the Availability Percentage.

Performance Measure	
Availability	100%
Number of Scheduled Outages	2
Number of Unscheduled Outages	0
Last Unscheduled Outage	November 2023

Unscheduled Outages

Date	Ref	Detail	Outage Duration hh/mm

Scheduled Outages

Day	Ref	Detail	Duration	Authorised By
01Jun24 03:00 – 05:30	1119984	DR Cutover of marPreg from MARAKLS3 to MARCHCS1	02:30	Will Goldsmith
23Jun24 03:00 – 04:05	1134192	Deploy of Release 24_06 to marPreg	01:05	Will Goldsmith

Change Control

Date	Authorised By	Detail
14Jun24	Will Goldsmith	MS Patches applied to MARCHCS3

Backup Performance Production

The backup requirements were met this month.

Backup Type	Run days	Start Time	Expected Duration	Failed This Period
Disk	ALL	19:00	01:00	0
Tape	ALL	01:00	05:00	0

Electricity Authority Contact Information

Contact for day-to-day procedures or any unexpected events.

Contact Name / Role	Contact Details
Commercial Manager	Peter Taylor P: 04 460 8866 M: 027 281 7672 E: Peter.Taylor@ea.govt.nz

Automated Fault Escalation Profiles – Priority A Incidents

In the event of a “priority A incident” where the hardware or the application has an unscheduled outage the Electricity Authority has advised that escalation via email or text is not required.

However, if there is an unusually long outage impacting participants, Peter Taylor requires to be contacted.

Status of Functional Specification

(i.e., a report on the status of the functional specification);
Version 22.40 released to UAT and Prod 07 February 2024

Status of CR's and SDA's

(i.e., a summary report of the status of all CRs and SDAs);

CR Identifier	Description	Status
CR-1196	Switch Breach Inquiry screen	On hold. Low priority.
CR-1197	EIEP hub access for non-participants	On hold. Authority: pending consultation with interested parties. Aligned with CR-1251
CR-1251	EIEP Transfer Hub – White Paper	On hold. Low Priority.
CR-1256	Trader Default Technical and User documentation	On hold. In CR development, not signed off yet. With Authority for review.
CR-1257	Trader Default software changes	On hold. In CR development, not signed off yet. With Authority for review.
CR-1260	Remove Automated Logon	Released to the dedicated secure test system (marSreg) 01/10/2021 Release pending to UAT and Production
CR-1262	(Config) Disable iframes Response Headers	Released to the dedicated secure test system (marSreg) 01/10/2021. Release pending to UAT and Production
CR-1267	Single Sign-on (SSO)	Released to Production. Expected go live 1 st July.
CR-1269	Outage Communications	Documents with the Authority.
CR-1278	Code Review Program 5	Documents with the Authority.
CR-1279	LE planned outage visibility	Documents with the Authority.
CR-1280	Additional Auditing	Documents with the Authority.

Design Consultation

This is outside the normal CRs and pertains more to design work required by market design.

Design consultation chargeable hours

Resource	Hours this month	Hours to date – since 01 May 2017
ACCES (MD-1212) – Project Management/Architect/Consultant/Designer	0.0	90.50
Prohibit Saves and Winbacks (MD-1233) – Project Management/Architect/Consultant/Designer	0.0	26.25
Total	0.0	116.75

Provider initiated Audits

(i.e., essentially the annual audits. Also, any other audit (relevant to the registry) Jade has initiated. Does not include CRs).

- An audit was carried out by Grant Thornton New Zealand Ltd in March 2023.

Breaches

There were no breaches reported this month.

Code Changes to be considered

(i.e., events that may highlight an area where a change to the Code may need to be considered);

User Group Meetings

(i.e., a summary of any user group meetings held and the items discussed);

The most recent user group meeting was on 20 December 2022.

AGREED PROCEDURES

Change Control

All significant changes will be notified to the Electricity Authority, and a Tracker work request will be created to record authorisation, schedule, and implementation detail.

Change requests must be approved within 1 month of the request being submitted.

In exceptional circumstances, for example where Jade Care consider server integrity to be under significant and immediate threat, changes may be applied with little or no notice.

Application Release Authorisation

Releases are automated through the Jade Care toolset. Submission and authorisation are separate functions, and the authorisation facility may be extended to the Electricity Authority or may be applied by the Client Service Manager where the Electricity Authority chooses not to use this facility.

Application Restarts

Requests for restart of applications or servers must be made in writing. In exceptional circumstances, and where the requestor is known to Jade Care staff, a verbal request may be sufficient, provided it is confirmed in writing shortly after the request is made.

Hardware Fault Reporting

SNMP traps will be enabled for all servers. Traps will result in alerts being raised at Jade Care and Tracker incident records being created. Automated escalation can be applied to these calls to alert the Electricity Authority and third parties to the event.

Arrangements may be put in place to allow Jade Care to contact hardware service organisations directly in the event of hardware issues. Contact and call identification details will be required as a prerequisite to implementation.

Anti-Virus Product

Anti-virus product is installed on all managed servers. Engine and pattern updates are applied on receipt, and full scans are run weekly.

Recovery Procedures

Application Recovery

The environments are set up to perform automatic application recovery in the event of a server undergoing a non-scheduled restart.

If there is a physical failure on the hardware where the VM is hosted on, the VM will be moved to a different physical VMware host. In the event of a catastrophic site failure, an SDS takeover will occur to the DR site upon approval by the Electricity Authority.

Server Recovery

Server recovery should never take place unless agreed by the Electricity Authority, Jade Care and hardware service representatives.

If a server operating system needs to be rebuilt, Central Systems will assist the onsite technician in rebuilding the server configuration and operating system to a state where Jade Care access is restored. Recovery of the full configuration, the applications and other third party software will be undertaken by Jade Care.

Server Integrity

The Electricity Authority servers are configured and maintained to Jade Care standards. This configuration is critical to the operation of the process automation and monitoring software.

It is essential that all changes to the server or application software is either performed by, or with the fore-knowledge and agreement, of Jade Care.

Reporting

Systems Management Report

This systems management report is to be provided by email to customer staff as advised. The target date for delivery is the 10th business day of the month following the calendar month to which the report relates.

Incident Reports

An incident report will be prepared for each unscheduled outage and will be emailed to customer staff as advised from time to time within 3 working days of any outage. These reports relate only to those items managed by Jade Care; e.g. network issues and hardware failures will not be subject to a report.

Jade Care Recommendations

Where Jade Care has recommendations for changes to hardware or the operating environment, these recommendations will be submitted to the Electricity Authority management. Implementation of such recommendations will be formalised through the change control process and documented through the systems management report in summary form.

Software Licences and Media Storage

All software media and licences must be kept in secured storage in reasonable proximity to the servers.

Personnel and Contact Details

The Electricity Authority must advise Jade Care of changes in personnel and contacts details where individuals are named as direct contacts. Fault escalations are pre-defined and automated to individual email addresses and SMS capable devices. Leave coverage and personnel changes must be advised for these functions to be effective.