



Electricity Authority

Service Report and User Guide
September 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 October 2024 at 03:19	Yes	
Maximum number of concurrent users for month		994	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>		1) Deploy of Application Release 24_09 to marPreg on Sunday September 22 nd at 03:00	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 =99.60%</p> <p>66.34</p> <p>0.40%</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 =97.47</p> <p>2.53%</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 September 2024, 22:31	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 October 2024 03:41	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 October 2024 02:31	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 October 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 October 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 October 2024 09:27	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 October 2024 00:01	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	2705	2705	3.5
Loss Factor Maintenance	3	3	1.2
Metering Maintenance	1890	1890	5.9
NSP Mapping Maintenance	34	34	17.4
Planned ICP Service Interruption	2735	2735	2.0
Report - Audit Compliance	193	193	1393.4
Report - Breach Current	366	366	1.2
Report - Current Details	136	136	740.5
Report - Event Detail	27523	27523	203.2
Report - File Handler Status	1	1	0.2
Report - ICP List	5680	5680	567.8
Report - Loss Factor Codes	90	90	9.5
Report - Maintenance Breach	170	170	0.3
Report - Metering Installation Information	681	681	1685.1
Report - Missing Metering Data	1	1	475.9
Report - NSP Mappings	91	91	5.7
Report - Planned ICP Outage Report	2	2	0.1
Report - Switch Breach History	99	99	26.1
Report - Trader Default General Information	3	3	9.4
Report - Trader Default Status Report	41	41	26.7
Request - Notify Resend	30	30	0.7
Request - Switch Resend	44	44	0.2

Report	Run	Complete	Average time (seconds)
Switch AC	531	531	0.3
Switch AN	13901	13901	0.3
Switch AW	2168	2168	0.9
Switch CS	12505	12505	2.0
Switch MN	247	247	2.7
Switch NT	13441	13441	0.6
Switch NW	2097	2097	0.4
Switch RR	643	643	0.3
Trader Maintenance	3400	3400	10.0
Totals	91451	91451	114.2
Number of Reports successfully Re-Processed	10		

Batch File Statistics

Total	Complete	Completed by 07:30	Not completed by 07:30
89419	89419	89419	0

Details of Batch File Reports not completed by 07:30 Report

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-1393	<p>When setting up third party providers as participants in the Registry the Help desk must manually create a supervisor logon to then perform additional administrative tasks using that logon – which they then delete.</p> <p>To save time a supervisor is automatically created as part of the participant creation process (which brings it into line with how other</p>	Release 24.09
ER-1406	<p>CR-1278 Code Review Program 5 - Metering Event. Due to real world timing an MEP is often unable to physically remove a metering device on the same day it is decommissioned.</p> <p>The Registry will now permit the MEP to create a metering event with an event date after the decommission provided the only action being performed is the removal of metering (setting of the metering removal date)</p>	Release 24.09
ER-1407	<p>An output file name, from a request submitted using the batch interface often uses a standard file naming convention in combination with the request file name to generate the output file name. For example a LIST file request named “myRequestForICPData.txt” would have a response file of “LISequestForICPData.txt”. the file naming convention assists with matching input file with their response. Depending on the request file, and if the request file is less than the standard response name the file name can cause an invalid file name to be generated</p>	Release 24.09

Data Fixes

Number and details of incidents requiring data fixes.

ID	Description	Severity	Response

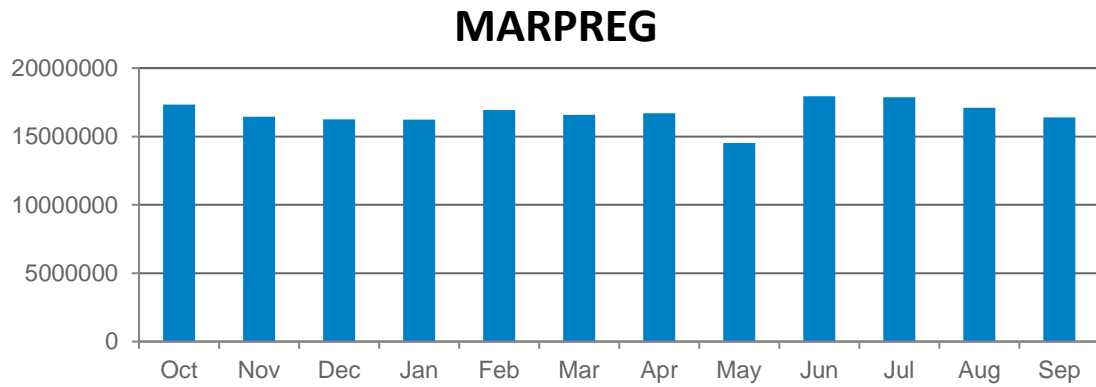
Schedule of Issues Raised

A summary of issues raised during the month.

ID	Description	Severity	Response
ER-1406	CR-1278 Code Review Program 5 - Metering Event - Allow maintenance as per Description Section	Medium (Priority C)	Closed
ER-1407	File name not valid for file system (error 5029)	Medium (Priority C)	Closed
ER-1408	SSO: enable scim group maintenance for different participants sharing AAD	Medium (Priority C)	Submitted
ER-1409	CR 1280 – AC020 Additional Auditing	Medium (Priority C)	Submitted
ER-1410	AC020: CR1280 audit compliance report	Medium (Priority C)	Submitted
ER-1411	CR1280: AC020Distributor02	Medium (Priority C)	Submitted
ER-1412	CR1280: AC020Distributor05	Medium (Priority C)	Submitted
ER-1413	CR1280: AC020Distributor12	Medium (Priority C)	Submitted
ER-1414	CR1280: AC020Trader02	Medium (Priority C)	Submitted
ER-1415	CR1280: AC020Trader03	Medium (Priority C)	Submitted
ER-1416	CR1280: AC020Trader15	Medium (Priority C)	Submitted
ER-1417	CR1280: AC020Trader22	Medium (Priority C)	Submitted
ER-1418	CR1280: AC020Trader23	Medium (Priority C)	Submitted
ER-1419	CR1280: AC020MEP01	Medium (Priority C)	Submitted
ER-1420	CR1280: AC020MEP03	Medium (Priority C)	Submitted
ER-1421	CR1280: AC020MEP04	Medium (Priority C)	Submitted
ER-1422	CR1280: AC020Trader25	Medium (Priority C)	Submitted
ER-1423	CR1280: AC020Trader26	Medium (Priority C)	Submitted
ER-1424	CR1280: AC020Trader27	Medium (Priority C)	Submitted
ER-1425	CR1280: AC020Trader28	Medium (Priority C)	Submitted
ER-1426	CR1280: AC020Trader29	Medium (Priority C)	Submitted
ER-1427	CR1280: AC020Trader30	Medium (Priority C)	Submitted

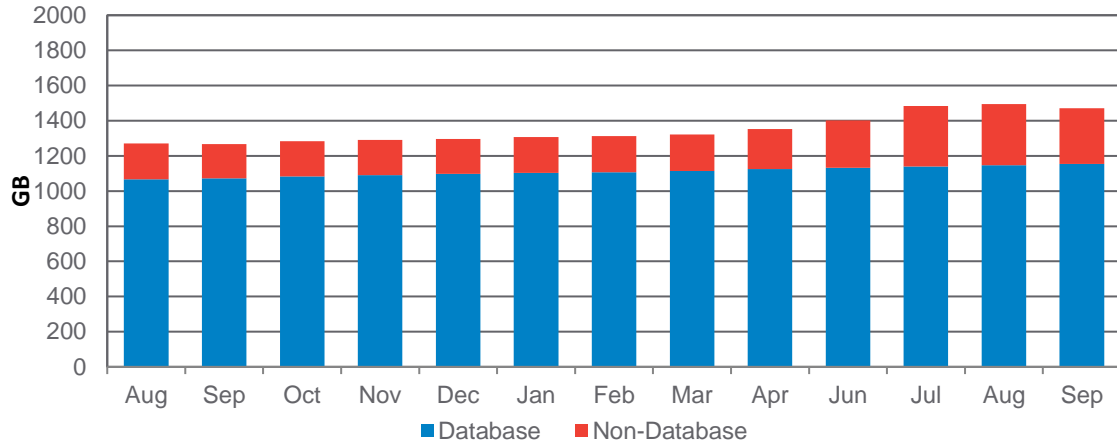
ID	Description	Severity	Response
ER-1428	CR1280: AC020Trader31	Medium (Priority C)	Submitted
ER-1429	CR1280: AC020Trader32	Medium (Priority C)	Submitted
ER-1430	CR1280: AC020Distributor17	Medium (Priority C)	Submitted
ER-1431	CR1280: AC020MEP26	Medium (Priority C)	Submitted
ER-1432	CR1280: UpgradeAgent	Medium (Priority C)	Submitted
ER-1433	CR1280: sheet tab naming convention	Medium (Priority C)	Submitted
ER-1434	CR1280: AC020 RunTime as first sheet/tab	Medium (Priority C)	Submitted
ER-1435	Extract of information request from the Authority	High (Priority B)	Submitted

Database Transactions



Performance Measure	
Instrumented Transactions Processed	
This month	16,383,503
Last month	17,096,862
Increase/Decrease	-4%
Peak Month (Aug 2023)	19,634,117

Database Size



Database Growth

Class	This Month	Last Month	Change
Database	1,181,686	1,175,626	6,060
Non-database	325,402	356,113	-30,711
Total	1,507,088	1,531,739	-24,651

Maintenance Activities

Application Release

Day	Version	Authorised By
22Sep24	Deploy of Rel 24.09 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	1
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
22Sep24 03:00 – 03:35	1154249	Deploy of Rel 24.09 to marPreg	00:35	Will Goldsmith

Change Control

Date	Authorised By	Detail
06Sep24	Will Goldsmith	MS Patches applied to MARCHCS3
27Sep24	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-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-1280	Additional Auditing	Approved. Development in progress.
CR-1282	DER/DG staged released	In CR development.

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.