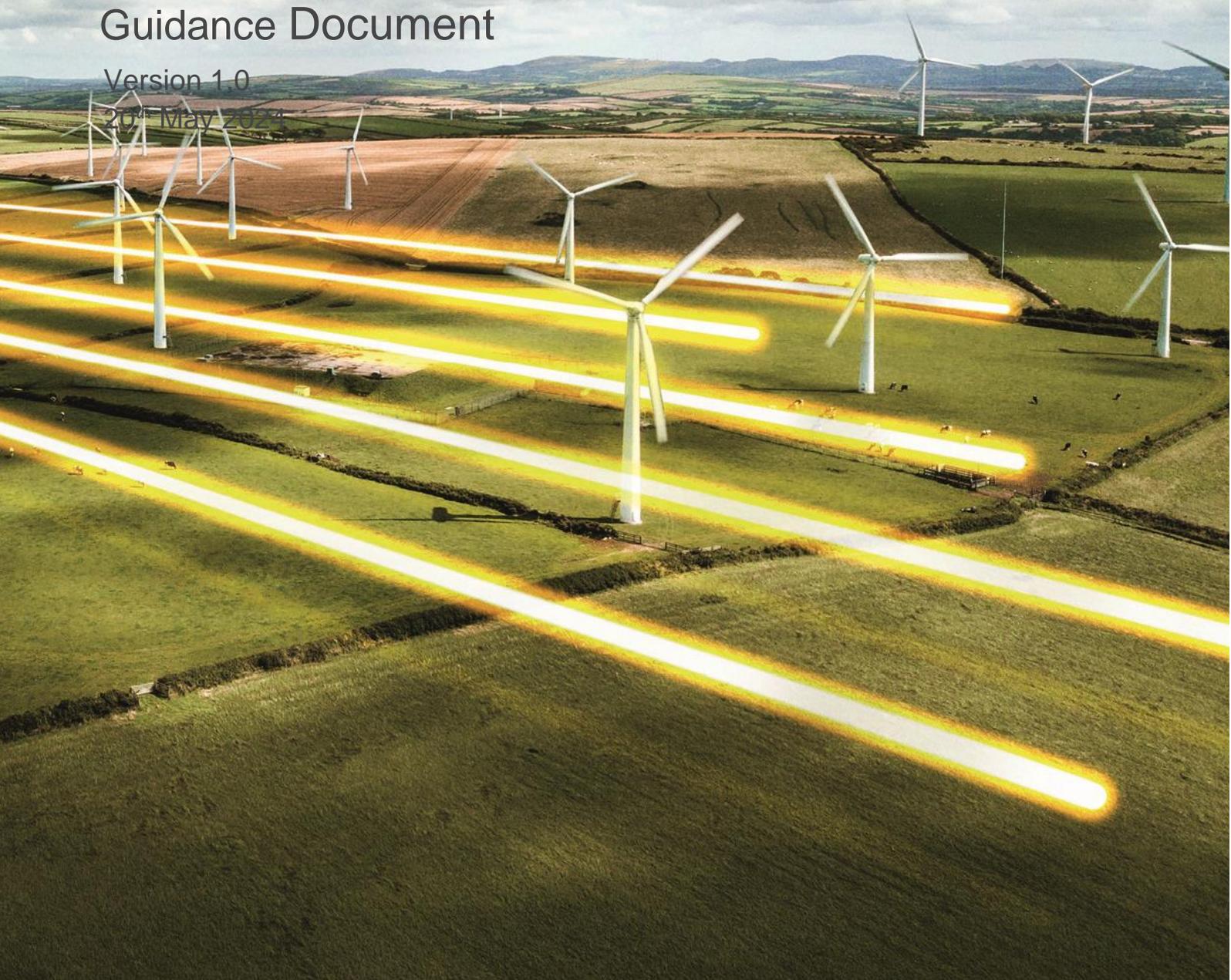


Allocation Round 6 (AR6) Non- Qualification Review Notice

Guidance Document

Version 1.0

20th May 2024



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1. Purpose

The purpose of the guidance document is to outline the specific process for Applicants to submit a non-qualification review notice to the Delivery Body on the EMR Portal.

2. Scope

This guidance document serves as a reference tool and is intended for information only. This guidance document is intended to be used by organisations:

- (a) considering whether to make an application to participate in the Contracts for Difference (CfD) scheme.
- (b) that are progressing through the CfD application process.
- (c) who have received a non-qualifying outcome from Delivery Body post the CfD application assessment stage and are seeking to ensure they understand how to submit a non-qualification review notice.

3. Overview

Non-Qualifying Applicants may give notice ('Review Notice') to the Delivery Body to request a Review of their Non-Qualification Determination where the Applicant believes that the Delivery Body has incorrectly applied the Rules.

3.1 Key Stages of Allocation Results

- 3.1.1 **Stage 1 – Applicants:** Submit a Review Notice within five Working Days after the date of the Determination Notice. The Review Notice should only cover those areas subject to the Non-Qualification Determination and no new evidence can be submitted but original evidence can be clarified.
- 3.1.2 **Stage 2 – Delivery Body:** The Delivery Body must issue a Non-qualification Review Notice to the Applicant within 10 Working Days of the date on which the Review Notice is received. In addition, the Delivery Body will notify all Stakeholders that a Review has been triggered.
- 3.1.3 **Stage 3 – Outcome:** A Non-Qualification Review Notice is sent to the Applicant which either overturns or upholds the original decision and provides reasons for the Determination. If the original decision is upheld, then the Applicant can raise a Qualification Appeal to Ofgem ("The Authority")

3.2 AR6 Key Dates

Allocation Round Stage	Date(s)
Applicants notified of outcome of qualification assessment	20 May 2024
Window for non-qualifying applicants to request a review	21 – 28 May 2024
Applicants notified of outcome (a "non-qualification review notice")	11 June 2024

4. Applicable CfD Regulations / Rules

4.1 Applicable Regulations

Regulation 20 of The Contracts for Difference (Allocation) Regulations 2014 (as amended).
Regulation 43 of The Contracts for Difference (Allocation) Regulations 2014 (as amended).

4.2 Applicable Rules

Rule 8. Non-Qualification Reviews and Qualification Appeals

5. Using the EMR Portal

5.1 High Level Process Steps

- 5.1.1 The Main Admin or Deputy Main Admin should log into the **EMR Portal**.
- 5.1.2 Select the "Contracts for Difference"/"Reviews and Appeals" from the menu on the left-hand side.
- 5.1.3 Select "Create Review" and then from the menu select the application and select "Create".
- 5.1.4 The Main Admin or Deputy Main Admin should complete the form and select "Submit".

5.2 Process Steps with System Screenshots

Please be advised the screenshots below are taken from the test environment so the EMR portal may be displayed differently on some pages.

- 5.2.1 The Main Admin or Deputy Main Admin should log into the EMR Portal and select the "Contracts for Difference"/"Reviews and Appeals" from the menu on the left-hand side. Alternatively select the Reviews module on the My EMR homepage.

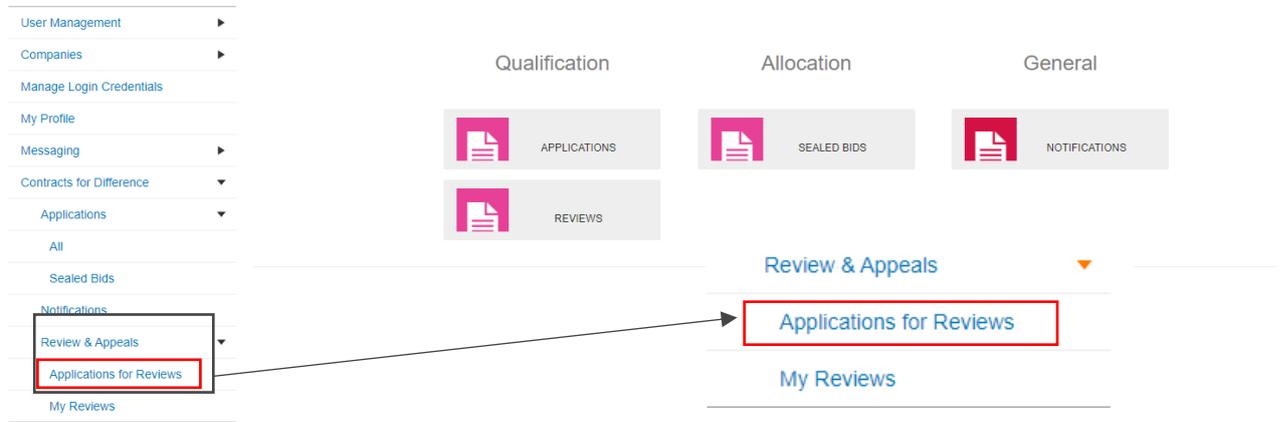


Figure 1 - EMR Portal screenshot; My EMR Homepage

- 5.2.2 The applications that have a non-qualifying status will now be visible for the user to submit a review.

Application ID	Company	Round	Pot	Review Status	Appeal Raised
CFD-2022-08-2493	NATIONAL GRID ELECTRICITY SYSTEM OPERATOR LIMITED	AR4_QaulLetters_Test	Pot3_AR4QualLetters_Test	Non Qualifying Applicant	
CFD-2022-08-8784	NATIONAL GRID ELECTRICITY SYSTEM OPERATOR LIMITED	AR4_QaulLetters_Test	Pot2_AR4QualLetters_Test	Non Qualifying Applicant	
CFD-2022-08-9464	NATIONAL GRID ELECTRICITY SYSTEM OPERATOR LIMITED	AR4_QaulLetters_Test	Pot1_AR4QualLetters_Test	Non Qualifying Applicant	

[Create Review](#)

Figure 2 - EMR Portal; Reviews Screenshot

- 5.2.3 The Main Admin or Deputy Main Admin should select the "Create Review" button. When the Raise a Review box pops up, select the applicable application from the drop-down menu and select create.

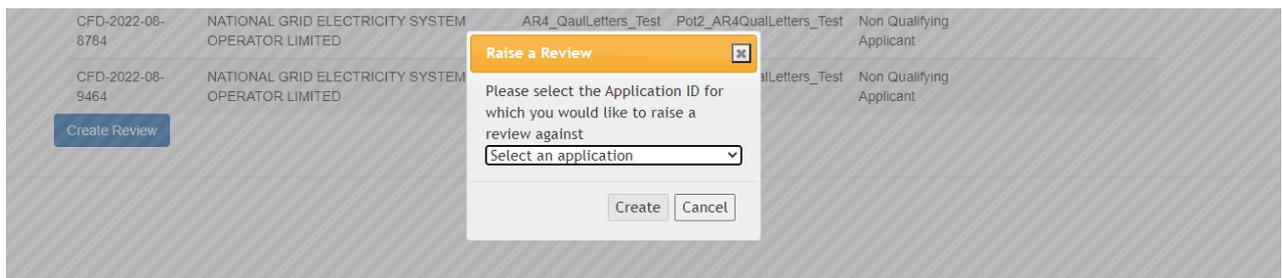


Figure 3 - EMR Portal screenshot; create a review.

Non-Qualification Review | May 2024

5.2.4 The next screen to be generated will be the review screen. The review screen will allow the applicant to add information in response to the non-qualification outcome. **Applicants must complete all fields in the Review section.**

- (a) High Level Statement
- (b) Summary of Grounds of Review
- (c) Presentation of Arguments
- (d) Schedule listing documents
- (e) Upload Attachments.

Review

Application ID

CFD-2022-08-2493

High Level Statement *

Summary of Grounds of Review *

Uploading Files

1. Select '**Browse**' to search for files on your computer to upload;
2. Select '**Add**' to add more files to the Review Form.
3. Select '**Remove**' to delete files that you do not wish to include in the submission.
4. **.Zip files** are acceptable for uploading multiple attachments.

Presentation of Arguments *

Schedule listing documents *

Upload Attachments Add

Choose file No file chosen Remove

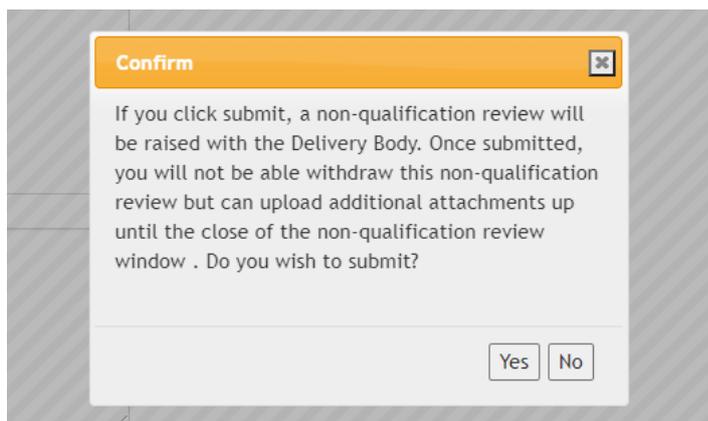
Save Submit Close

Figure 4 - EMR Portal screenshot; Non-Qualification Review submission form.

5.2.5 Applicants have the option to save the review request and edit this at a later stage.

5.2.6 The deadline to submit the non-qualification review notice is by **5pm on 28 May 2024**.

5.2.7 Once the response has been finalised the **Main Admin or Deputy Main Admin** should select the Submit button. The EMR Portal will display a confirmation screen - **Press Yes to submit.**



WARNING! – Applicants should not **Submit** the Review form until you are absolutely certain that the information included, and uploaded attachments are in a state of readiness to be assessed by the Delivery Body.

Applicants will be unable to withdraw the Review Form once you have selected 'Yes' to Confirm submission.

Figure 5 - EMR Portal - Review Notice confirmation message

5.2.8 The Delivery Body will then assess the review notice in the non-qualifying review assessment window commencing **29 May 2024** and provide the outcome of the review on **11 June 2024**.

6. Legal Disclaimer and Copyright

6.1 Disclaimer

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