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European Network of
Transmission System Operators
for Electricity

CENTRAL ISSUING OFFICE (CIO) PROCEDURE FOR THE ACCEPTANCE OF NEW LOCAL ISSUING OFFICES

2016-06-29

VERSION 1.0

European Network of
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ENERGY IDENTIFICATION CODE (EIC) MANAGEMENT
VERSION 1.0 – FINAL

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Revision History

Version	Release	Date	Paragraph	Comments
0	0	2016/05/01		Document release
1	0	2016/06/29		Approved by the Market Committee

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1 INTRODUCTION

In 2002, ETSO established a dedicated organisation to manage the Energy Identification Coding Scheme (EIC), which was transferred to ENTSO-E in 2009. This organisation is based on a de-centralised structure, where Local Issuing Offices (LIO) across Europe issue and manage EIC codes for the identification of entities, objects and areas in the energy sector, while a Central Issuing Office (CIO) collects and publishes these codes centrally.

The Energy identification Coding Scheme is defined in the EIC Reference Manual (Section 3). The Reference Manual also describes the tasks and responsibilities of all the main actors involved in the EIC management.

The purpose of this document is to describe the CIO procedure for the creation of a new LIO.

2 PROCEDURE FOR THE CREATION OF A NEW LOCAL ISSUING OFFICE

The acceptance of a new Local Issuing Office is in the responsibility of the CIO.

An organisation that wishes to become a new LIO in order to start issuing its own EIC codes, needs to apply for becoming one, using the appropriate request form.

❑   Request form to be filled in: "**EIC_Form_LIO.pdf**" (Figure 1)

Upon reception of a request form, the Central Issuing Office manager shall verify if:

- the requester is ready to operate a Local Issuing Office with the minimum services as requested in the EIC Reference Manual.

- the country of the LIO applicant has already a LIO that operates on the same energy commodity (gas, electricity etc.)

- the requestor has no EIC code, in which case the CIO will request the LIO#10 to issue the EIC code.

The main fields to be filled in by a LIO applicant are included in the table below.

Field	Description	Comments
EIC code	If the LIO applicant has already an EIC code of type X, it is requested to fill it in.	16 characters. The entry shall correspond to an active EIC code of type X.

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Field	Description	Comments
Contact details	If the LIO applicant does not have an EIC code, they need to fill in all the necessary information, so that the ENTSO-E LIO issues an EIC code for the applicant, before the CIO accepts the new LIO.	Typically, a LIO applicant is receiving a 10X code, issued by LIO ENTSO-E.
Generic email	Generic email of the LIO that will be used to receive all future EIC code applications.	
Energy type	The LIO applicant should indicate if they will issue EIC codes for gas or electricity or for both.	If the LIO applicant wishes to issue only a particular type of EIC codes (e.g. only W), they should also indicate which other LIO will be responsible for the other EIC code types (e.g. "The X codes in Cyprus will be issued by EFET).
LIO number	It is a two-character identification of a LIO. The EIC codes issued by this LIO will start with these two characters.	It is a field to be filled in by the CIO manager, following the acceptance of the LIO application.

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Local Issuing Office EIC code request form

This form is to be addressed to the CIO Manager at cio-admin@entsoe.eu

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Date (YYYY-MM-DD):	*2016-03-24*
Submittor Name:	*John Smith*
Organisation:	*ADMIE*
E-mail:	*John.smith@admie.gr*
Request identification:	*ADMIE-0001*

EIC code if already exists Please check whether the company that wishes to act as a new Local Issuing Office, has already an EIC code, under a different role	*10X1001A1001A043R*
Name of new Local Issuing Office correspondent	*ADMIE*
Email of new Local Issuing Office correspondent	*John.smith@admie.gr*
Generic e-mail address of the LIO (e.g. lio@yourcompanyaddress)	*Lio@admie.gr*
Please complete the following details, only if an EIC code does not already exist	
Company Name (EIC Name)	
Display Name (16 characters maximum)	
Address	
Postal code	
….	*......*
Reason for the request (e.g. EIC being required either according to the national legislation, market rules or by a majority of the market participants)	*We need to become a LIO in order to issue EIC codes for the Transparency Platform.*

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- Please indicate if you will be replacing a LIO that already exists.

  ☐ Yes. If Yes, indicate which LIO you are replacing: _____

  ☒ No

- The new Local Issuing Office will issue all EIC codes related to

  ☐ Electricity

  ☐ Gas

  ☒ Both

  with the exception of cross-border lines, objects and areas.

- The new Local Issuing Office will agree to issue and manage all EIC code types, as defined in the EIC Reference Manual. If differently, please indicate below the authorised LIO that will cover the other code types. _____

☒ By becoming a LIO, an entity accepts the EIC Reference Manual and undertakes to respect the provisions set forth in this manual.

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ALLOCATED EIC CODE (ENTSO-E use only)			
Allocated EIC Issuing Office Identification: **82**			
Local Issuing Office EIC code			
Type		Identification	Check digit
10	X	1001A1001A043	R

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FIGURE 1 EXAMPLE OF REQUEST FORM FOR NEW LOCAL ISSUING OFFICE

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3 REFERENCES

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66   1. EIC Reference Manual

67   https://www.entsoe.eu/fileadmin/user_upload/edi/library/downloads/EIC_Reference_Manual.pdf

68   2. List of Allowed EIC functions

69   https://www.entsoe.eu/fileadmin/user_upload/edi/library/downloads/List_of_allowed_functions.pdf

70   3. ENTSO-E LIO Request forms

71   https://www.entsoe.eu/fileadmin/user_upload/edi/library/downloads/CIO_Code_Request_Forms.zip

72   4. CIO Repository

73   https://www.entsoe.eu/fileadmin/user_upload/edi/library/eic/ars/area.htm