



EECS Electricity Domain Protocol

for Brussels

Prepared by BRUGEL

Based on EECS Rules Release 7

Release 1



EECS Electricity Scheme Domain Protocol



Contents

A	Introduction	3
B	Background.....	3
B.1	Purpose	3
B.2	Scope	3
B.3	Roles and Responsibilities within the Domain	3
B.4	General.....	5
C	Overview of national legal and regulatory framework.....	5
C.1	EECS Certificate systems	5
C.2	National Electricity Source Disclosure	6
C.3	National Public Support Schemes.....	7
C.4	Major deviations from the EECS Rules.....	7
D	Registration.....	8
D.1	Registration of participants.....	8
D.2	Registration of production devices	10
E	Certificate Systems Administration	15
E.1	Processes.....	15
E.2	Measurement	16
E.3	Energy storage (including pumped storage)	17
E.4	Combustion fuels (e.g. biomass).....	17
E.5	Issuing of certificates.....	17
E.6	Form	19
E.7	Transferring EECS Certificates	20
E.8	End of life of EECS Certificates	21
E.9	Administration of corrections and errors	22
F	Audit of Production Devices.....	23
G	Change Control.....	24
G.1	Complaints and Disputes	24
G.2	Change requests	24
Annex 1:	Contacts List	25
Annex 2:	Production Device Registration Form	25
Annex 3:	Account Application Form	26
Annex 4:	Production/Consumption Declaration	31
Annex 5:	EECS Electricity Cancellation Order Form	32
Annex 6:	EECS Electricity Transfer Order Form.....	33
Annex 7:	Cancellation statement	34
Annex 8:	Know your Customer Form.....	34

A Introduction

The framework specified in the EECS Rules and the detailed procedures and conditions specified in this Domain Protocol have the main objective of ensuring robustness and transparency in the facilitation of the EECS Electricity Scheme for all EECS Participants.

Important contact information is provided in Annex 1.

B Background

B.1 Purpose

- B.1.1. This Domain Protocol sets out the procedures, rights and obligations for the administration of EECS within a specific Domain and relating to certain EECS Products.
- B.1.2. This Domain Protocol is made binding between the EECS Participant and BRUGEL by agreement in the form of the Standard Terms and Conditions.
- B.1.3. The objective is to ensure an acceptable level of robustness and transparency in the facilitation of the EECS Electricity Scheme for all EECS Participants.
- B.1.4. A Domain Protocol promotes quality and clarity, as it:
 - makes local rules transparent;
 - provides clear information to all stakeholders (consumers, market parties, other members, government, the EU Commission etc.);
 - facilitates assessment of compliance and permissible variance from EECS rules;
 - facilitates audit; and
 - translates local rules into a single format and language, supporting each of the above.

B.2 Scope

- B.2.1. This Domain Protocol sets out the procedures, rights and obligations:
 - which apply to the Domain of Brussels, which covers the geographic area of the Brussels Capital Region in Belgium and
 - relate to the EECS Electricity Scheme (as defined in section N of the EECS Rules) and
 - the following EECS Product(s): Guarantee of Origin (= GO, see EECS Fact Sheet 17 "EECS Scheme Members and EECS Products").

B.3 Roles and Responsibilities within the Domain

- B.3.1. The Decree of the Brussels Government of 6 may 2004 relative to the promotion of green electricity and quality cogeneration sets out the roles and responsibilities of the different parties involved in the Brussels system of guarantees of origin:

Authorised Issuing Body

BRUGEL is appointed by the Decree for the issuing, transfer and cancellation of GO. The legislation provides the possibility to designate a third party for these tasks, but this possibility has never been used until now.

Central Monitoring Office (CMO)

BRUGEL is appointed as manager of the EECS registration database “CerVère”. The legislation includes the possibility to designate a third party for this task, but this possibility has never been used until now.

Production Registrars

BRUGEL is appointed to register the production devices following a legally fixed procedure. The legislation includes the possibility to designate certified third party bodies for this task, but this possibility has never been used until now. However, in some cases, BRUGEL appoints subcontractors to perform the physical inspection of a production device at BRUGEL’s cost.

Production Auditors

BRUGEL is appointed to audit production declarations and production devices. The legislation includes the possibility to designate certified third party bodies for this task, but this possibility has never been used until now.

Measurement Bodies

There is no explicit definition of a measurement body in the Brussels legislation. By Decree, the measurement values have to be communicated to BRUGEL on fixed time intervals. Practically, this is done by the owner or operator of the production device.

Approved Measurement Body

BRUGEL is an Approved Measurement Body regarding the metering-values necessary for the purposes of issuing of EECS-GO.

EECS Participant

EECS participant is an Account Holder or a Registrant of a Production Device on the EECS Registration Database.

- B.3.2. “CerVère”, the registry used for registration of production devices and for issuing, transferring and cancelling of EECS-certificates, is an SQL database, developed by the subcontracted IT-company “Arpaweb” on behalf of BRUGEL.

Arpaweb ensures the maintenance, development and updating of CerVère through yearly renewable maintenance-contracts.

The hosting of the CerVère database includes a daily snapshot as backup, which is kept for 30 days.

B.4 General

B.4.1. The EECS Rules and this Domain Protocol are supplemental to the legislation. The EECS Rules and its subsidiary documents take precedence over this Domain Protocol, except as stated in section C.4 of this document.

B.4.2. The definitions used in Domain Protocols shall have the meanings ascribed to them in the EECS Rules except as stated in section C.4 of this document.

B.4.3. Retention of printed and electronic information regarding registries and data

BRUGEL is responsible for retaining all documentation received and produced in relation to handling a EECS Participant. Documentation is stored in a central document management system. There is no official end date determined to the data storage, however BRUGEL keeps information about account holders, production devices, certificates and certificate activities at least for 10 years.

C Overview of national legal and regulatory framework

C.1 EECS Certificate systems

C.1.1. For this Domain, the relevant local enabling legislation is as follows:

The Ordinance of July 1, 2001 relative to the organisation of the electricity market in the Brussels Capital Region, modified by the Ordinances of 1 April 2004, 14 December 2006, 29 November 2007, 4 September 2008, 19 December 2008, 30 April 2009, and the Ordinance of 20 July 2011 (hereafter referred to as "the Ordinance") sets out the basic principles of the GO-system:

- GO-issuing for RES and CHP-production;
- Main items to be mentioned on a GO.

Further, the Decree of the Brussels Government of May 6, 2004 relative to the promotion of green electricity and quality cogeneration, modified by Decrees of July 19, 2007, and May 26, 2011 (hereafter referred to as "the Decree") sets out the system more into detail. The main items contained in the Decree are:

- Application of EECS Participants;
- Registration of production devices;
- Audit of production devices;
- Communication of production declarations;
- Transfer of certificates;
- Recognition of certificates from other regions and countries;
- Disclosure.

Finally, the Ministerial Decree of October 12, 2004 establishing the Metering Code (hereafter referred to as "the Metering Code") sets out the rules and principles applying to metering devices and the metering process. The main items contained in the Metering Code concern the precision class of meters, the way in which the different energy flows should be measured, the accessibility, readability and availability of metering values, the sealing of meters and the handling of malfunctions.

C.1.2. Evidence that the Authorised Issuing Body (Member) has been properly nominated as a Competent Authority:

Article 11 §1 of the Decree states: (unofficial translation)

“A guarantee of origin is issued by the Commission to the holder of a RES-electricity production device and/or a high efficiency CHP, ...”

where the Commission is defined as:

“The Commission for energy-regulation in the Brussels Capital Region, abbreviated BRUGEL”

C.2 National Electricity Source Disclosure

C.2.1. Legislation and regulation:

The Ordinance sets out the basic principle of the disclosure mechanism:

- Each supplier has to deliver yearly to BRUGEL a number of guarantees of origin.

Further, the Decree sets out the system more into detail (Cfr. C.2.2.).

C.2.2. Summary of the disclosure methodology and process:

- Each supplier has to communicate monthly to the grid operator the list of his clients who are supplied with green energy, by detailing for each client the ratio of green electricity in his supply;
- BRUGEL approves the green part of each supplier's fuel mix only by the use of guarantees of origin;
- These guarantees of origin are submitted once a year, before the 31st of March;
- Suppliers may only publish and communicate their green electricity percentage after approval by BRUGEL;
- BRUGEL publishes on his website the percentage of green electricity supplied by each supplier during the concerned year, based on the number of guarantees of origin submitted.

C.2.3. Residual Mix:

For this moment, there is no legal basis, nor procedure, nor involvement of BRUGEL in any residual mix project.

C.3 National Public Support Schemes

Support to renewable electricity production, this is RES electricity production and high efficiency CHP production, is granted through a system of “Green Certificates” (GC), who are issued by BRUGEL.

The whole system is based on the economy of CO₂ that is obtained by the installation compared to classical electricity production. One certificate stands for an amount of 217 kg of CO₂ economised.

For certain technologies, the amount of GC is multiplied by a factor, without which the investment wouldn't be profitable.

These factors are revised at least annually, to adapt them to market conditions regarding the cost of installation, other potential incentives, and electricity prices, in order to maintain an acceptable but not too high level of profitability.

After issuing, the GC are sold to suppliers, who are obliged to return to BRUGEL a certain number of GC, which is a percentage (named “quota”) of their electricity supply during the previous year.

The Account Holders, the production devices, the issuing of GC to the producers and the return of GC by the suppliers are all managed in the same database as the guarantees of origin.

However, although the Account Holders and production devices can be the same, GO and GC are managed on separate accounts, and hence, are issued, transferred and cancelled separately.

C.4 Major deviations from the EECS Rules

The face value of 1MWh for each GO and the 12 month lifetime of a GO are not yet explicitly implemented in Brussels legislation. However, this will be done by the end of 2013.

Meanwhile BRUGEL has never accepted, and will not accept any GO with another face value than 1 MWh in its registry/for cancellation purposes, and GOs with a lifetime that is over 12 months after the end of the production period of the related electricity will not be accepted for disclosure purposes.

GO are issued quarterly, even if measurements were performed with a higher frequency.

Cancellation statements actually only include following details concerning the cancelled GO: date of production, technology, date of issuing and domain of issuing. Software modifications will be made during 2013 to include the remaining details

Cancellations can only be performed by suppliers, for their general disclosure obligations. No cancellation request can be introduced, neither cancellation statements can be delivered which identify a specific end consumer.

D Registration

D.1 Registration of participants

D.1.1. Applications

Producers

Every producer who wishes to benefit from GO, has to introduce his request at BRUGEL, through the specific Account Application Form (Cfr. Annex 3).

Within this form, all relevant contact and identification data, including a copy of passport and eventual proof of power of attorney, of the Account Holder and his eventual representatives is mandatory.

BRUGEL can thereby require other documents or information if necessary.

The Standard Terms and Conditions are annexed to the form, and application requires signature of the printed version of these.

Suppliers

The electricity suppliers in Brussels are all well known through their procedure for application for a licence for supply.

In parallel with their application for licence for supply, the suppliers submit all relevant contact and identification data, including a copy of passport and proof of power of attorney, to be able to meet their legal obligations regarding disclosure and Green Certificates (GC), by opening an account for GO and GC.

Furthermore, the application requires signature of the printed version of the Standard Terms and Conditions.

Traders

All applicants who are not producers neither suppliers, are considered traders.

The application procedure for traders is identical to that of producers, except that a "Know Your Customer" questionnaire is mandatory.

Upon receipt of a complete application form, BRUGEL will verify the application. Where such verification is completed successfully, Account Holders receive their account number, as well as a login and password for access to the Extranet, through which all Account Holders can see their contact information as registered in the registry, and consult the history of their account statements.



EECS Electricity Scheme Domain Protocol



D.1.2. Resignation

An Account Holder has to introduce a written request (email or letter) for resignation.

Following this request:

- in case there are any GO left on his account, he will be contacted in order to inform him and to check what he intends to do with these remaining certificates;
- in case there are no GO left on his account, or when the topic of the remaining GO is solved, his account will be closed, and a written confirmation letter will be sent to the former Account Holder.

D.1.3. Maintenance of standing data

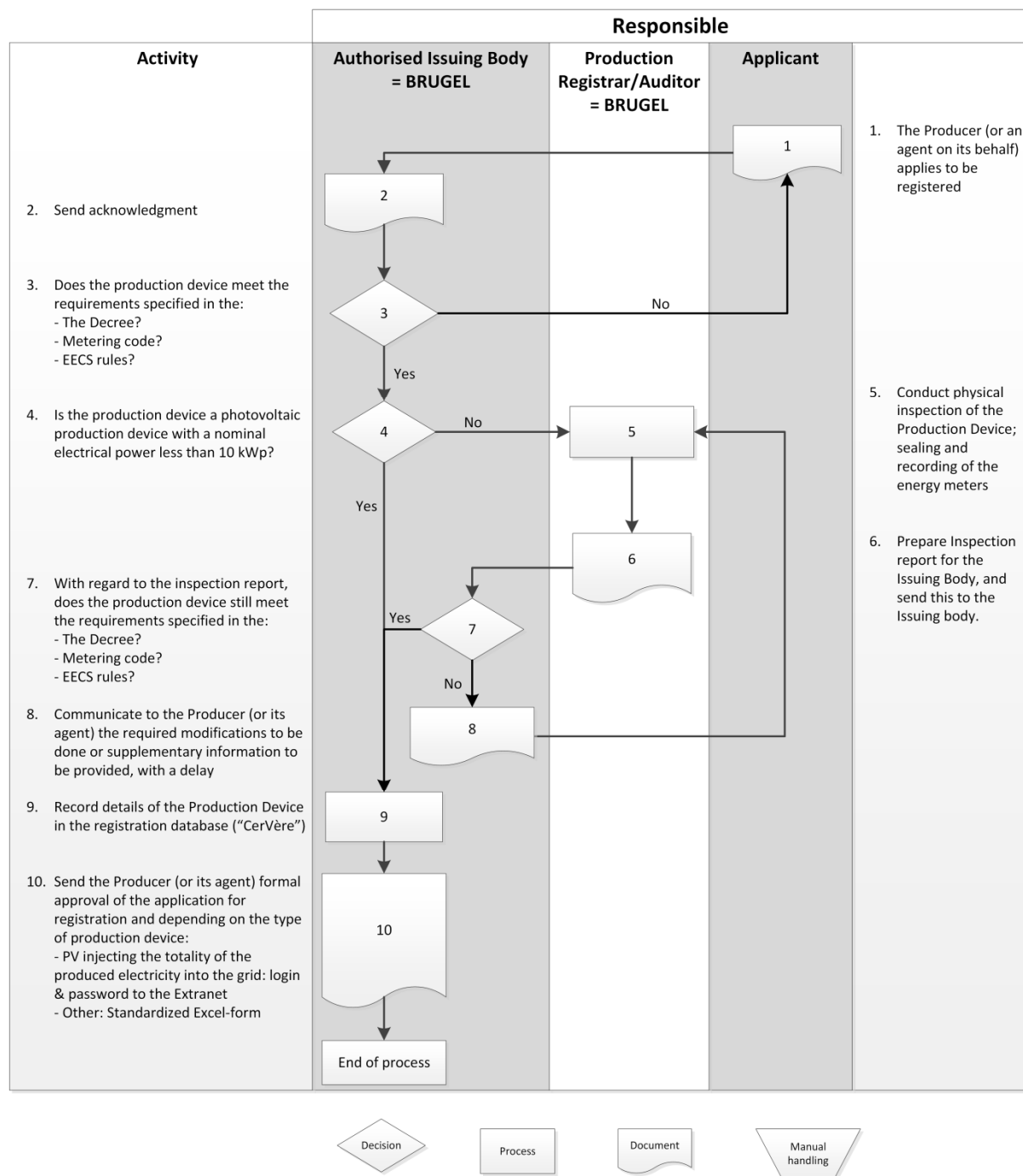
The Account Holder is responsible for notifying BRUGEL of any changes to information registered on the Account Holder in the registry, and to any documents submitted to BRUGEL at the time of application. Any changes must legally be notified to BRUGEL within a delay of 15 days.

D.1.4. Error handling:

The Account Holder is responsible for the correctness of the data of his company that is provided to BRUGEL. When an error in the Account Holder data is detected, BRUGEL will manually correct the data within the shortest possible delay.

D.2 Registration of production devices

D.2.1. Processes:



D.2.2. Application

1. The producer, or an agent on its behalf, applies to register a production device. This has to be done through the form established by BRUGEL and made available on their website (Cfr. Annex 2; This form refers to Green Certificates because at present all Production Devices are registered for Green Certificates prior to being registered for GO, and a valid registration of a Production Device for Green Certificates is also considered valid for GO).

Only devices that produce electricity from renewable energy sources and high efficiency CHP devices, are eligible to apply for GO.

2. Upon reception, BRUGEL immediately sends an acknowledgment for the reception and treatment of the form.
3. Verification is performed of the completeness and compliance with the:
 - a. The Decree;
 - b. Metering code;
 - c. EECS rules.

The form requires, amongst others, following information:

- Detailed contact information of the:
 - Applicant;
 - Account Holder;
 - eventual representatives of the Account Holder.
- Full description of the production device:
 - detailed location information;
 - basic technical description: technology, combustion fuel, brand and type of the machine, nominal power (electrical, heating, cooling, ...), fuel consumption, date of commissioning, etc...;
 - specific technical information on the energy meters (electrical, heating, fuel, ...): brand and type of the meter, serial number, precision class, MID-certified, etc...
- The following annexes, amongst others:
 - Proof that the applicant is the owner of the production device, or holds power of representatives for the owner;
 - Copy of the passports of the Account Holder and his eventual representatives;
 - Electrical scheme of the production device, which depicts the electrical meter in a clear way;
 - If applicable, a "Piping and Instrumentation Diagram" (PID) of the production device, which depicts the eventual heating and fuel meters;
 - SPECS sheet of each of the energy meters;
 - MID-certification document of each of the energy meters;
 - Calibration report of each of the energy meters;
 - SPECS-sheet of the used fuel
 - Documentation on the origin of the used fuel

- Report of the independent accredited inspection body on Electrical Safety, according to the standard 'Algemeen Reglement op de Elektrische Installaties'.

BRUGEL has to check within one month upon reception whether or not the application is complete and in accordance with the legal requirements. In the latter case, the applicant is required to provide the missing information, or eventually to carry out modifications on his production device (for example regarding the energy meters).

If the application is complete and in accordance with the legal requirements, the applicant is informed that a physical inspection will be conducted by BRUGEL or a certified body appointed by her. This inspection has to be carried out within one month upon the declaration of completeness of the application.

4. A physical inspection by BRUGEL is not carried out for photovoltaic installations with a nominal electrical power below 10 kWp. For these installations, BRUGEL will rely on the report of the independent accredited inspection body on Electrical Safety, according to the legal standard 'Algemeen Reglement op de Elektrische Installaties', which contains the meter value on the date of the report, which will act as the starting value for the issuing of certificates.
5. For all other installations, BRUGEL (or a certified body appointed by her) will conduct a physical inspection within one month upon the declaration of completeness of the application. During this inspection, the following tasks are performed:
 - Verification whether the application form and documents provided are in accordance with the reality;
 - Sealing of the relevant energy-meters;
 - Recording of the relevant meter-values as start-values for the calculation of GO.
6. The inspection report is made following a model that is created and provided by BRUGEL, and handed over to BRUGEL in the case the inspection has not been carried out by BRUGEL herself.
7. After inspection, re-appraisal is made whether or not the production device meets the requirements mentioned above under point 3.
8. In the latter case, the applicant is required to provide complementary information, or eventually to carry out modifications on his production device (for example regarding the energy meters).
9. In the case the physical inspection didn't reveal any mismatch or discrepancy, the production device is registered in the registration database "CerVère".
10. A confirmation is sent to the applicant that the production device is now registered and eligible for the granting of GO.

Reporting of the production (Cfr. E.6.) of a photovoltaic production device injecting the totality of the produced electricity into the grid can be done directly on the Extranet. In all other cases, a special purpose standardized Excel-form, customised to the specificities of the production device, is sent to the producer and/or his representatives.

D.2.3. Resignation

An Account Holder has to introduce a written request to deregister its production device.

Upon receipt of this request, BRUGEL will ask for a “closing” production declaration. This last production declaration contains the closing energy meter values and the date of these values. A last calculation and issuing of GO will be carried out based on these closing values.

After the closing issuing has been performed, the production device will be deregistered, and a written confirmation letter will be sent to the Account Holder.

D.2.4. Automatic termination of registration

- After a period of 5 years of registration, a production device will automatically be deregistered and hence no longer qualifies for GO, unless the Account Holder re-applies successfully for the registration of the relevant production device, or if a positive audit has been conducted by BRUGEL (Cfr. D.2.5), in which case a new registration period of 5 years starts from the successful re-application or audit.
- Should BRUGEL cease to provide services for GO, the registration of production devices for GO will terminate on the same date as the service ceases.

D.2.5. Initial inspection and subsequent audit of production devices:

Initial inspection

Cfr. D.2.2. 4 & 5:

A physical inspection by BRUGEL is not carried out for photovoltaic installations with a nominal electrical power below 10 kWp. For these installations, BRUGEL will rely on the Report of the independent accredited inspection body on Electrical Safety, according to the standard ‘Algemeen Reglement op de Elektrische Installaties’, which contains the meter value on the date of the report, which will act as the starting value for the issuing of certificates.

For all other installations, BRUGEL (or a certified body appointed by her) will conduct a physical inspection within one month upon the declaration of completeness of the application. During this inspection, the following tasks are performed:

- Verification whether the application form and documents provided are in accordance with the reality;
- Sealing of the relevant energy-meters;
- Recording of the relevant meter-values as start-values for the calculation of GO.

Subsequent audit

The Decree states that *“at any time and at least once every five years, BRUGEL, or a certified body appointed by her, can carry out an inspection audit of a registered production device, to verify if this is still in accordance with the conditions who have led to its registration.”*

D.2.6. Maintenance of standing data

The Account Holder is responsible for notifying BRUGEL of any changes to information registered on the Production Device in the registry, and to any documents submitted to BRUGEL at the time of registration. Any changes must legally be notified to BRUGEL within a delay of 15 days.

Upon reception, BRUGEL will analyse if an additional inspection is needed, or if any correction on the calculation of GO has to be performed.

D.2.7. Error handling

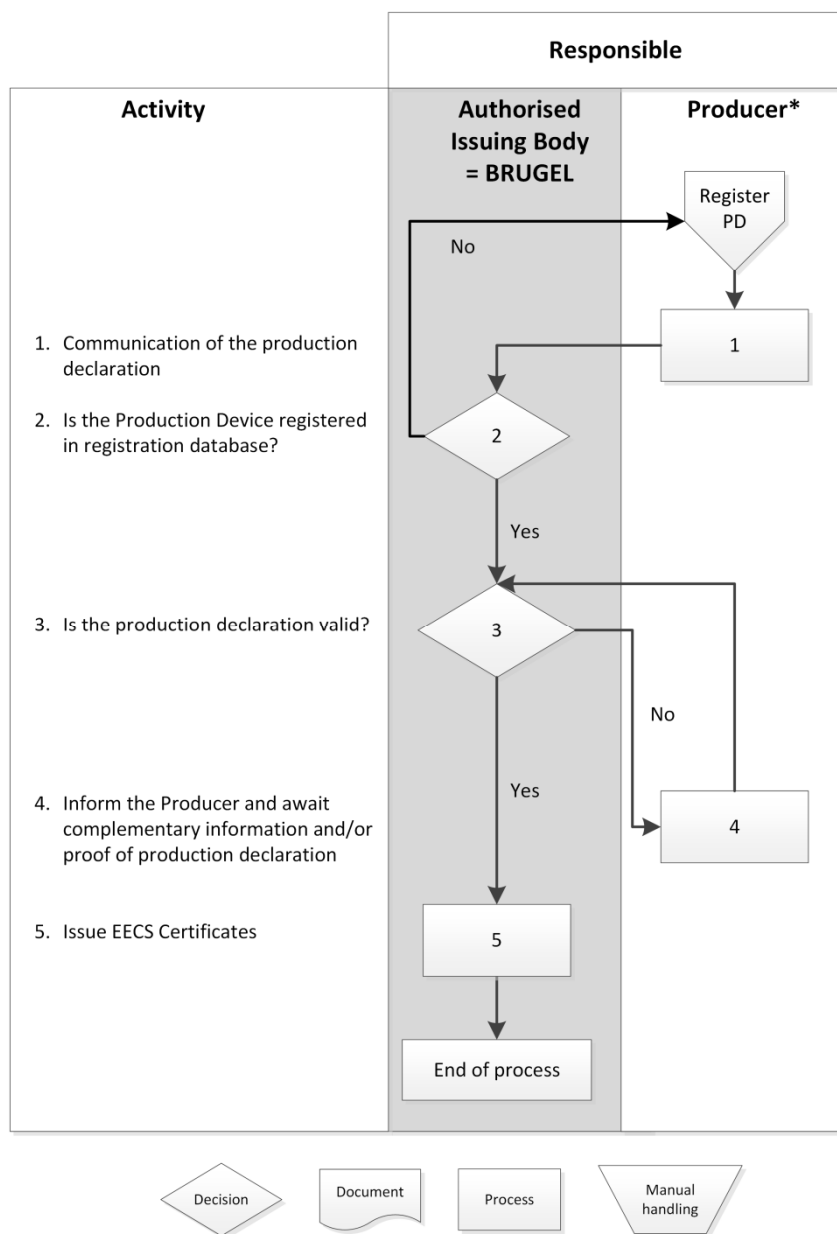
The Account Holder is responsible for the correctness of the data of his production device that is provided to BRUGEL. When an error in the Production Device data is detected, BRUGEL will manually correct the data, and, when applicable, make the necessary rectifications in the amount of certificates issued.

D.2.8. Production devices located on border between domains

For the time being this is not relevant in the Brussels Domain. By Decree, BRUGEL may only issue GO under the EECS Electricity Scheme for production devices located in the Brussels Capital Region of Belgium.

E Certificate Systems Administration

E.1 Processes



* The “producer” is the generic term for the party which requests certificates, and might include production aggregators, portfolio managers etc.

1. Production declarations of registered production devices are sent to BRUGEL during the last month of each quarter.
2. Verification is made that the production device is registered in the registration database.

3. A validation is made of the production declaration: this means for example:
 - For photovoltaic installations, the production declaration is compared to the theoretical declaration of an ideal installation in the same period;
 - For CHP, the efficiencies are checked on plausibility compared to historical values and similar production devices.
4. If the production declaration is judged non-valid, the producer is informed and asked to provide:
 - Complementary information; for example, this can be a documented explanation for the production exceeding theoretical values;
 - Proof of his production declaration; for example, this can be through photo's of the relevant energy meter values.
5. If the production declaration is valid, GO are issued.

E.2 Measurement

As set out in D.2.2., the application to register a production device includes the conformity of the energy measurement principles and the energy meters themselves to the Brussels Metering Code.

The Brussels Metering Code imposes mainly the following items on each energy meter:

- Compliance with the European "Measurement and Instrumentation Directive 2004/22/CE" hereafter referred to as "**MID**";
- Installation according to the recommendations of the meter-manufacturer;
- Compliance of the precision classes with the MID;
- Identification by a unique marking, which is applied to the meter itself and on the electrical scheme and eventual other plans;
- Accessibility without special equipment;
- Availability of a local readable output;
- Sealing, if not redundant, by BRUGEL.

Each breaking of sealing, unavailability, failure, maintenance or intervention on a metering device must be reported immediately to BRUGEL, together with the causes and undertaken actions.

The Decree states that the measurement values have to be communicated to BRUGEL during the last month of each quarter. Practically, this is done by the owner or operator of the production device.

Depending on the energy flow diagram, either the nett energy is measured directly, either calculations are made in order to subtract the energy consumed on-site, by auxiliaries and eventual pumping from the gross energy produced.

In the case of Cogeneration using fuels burned directly by the Production Device:

- where the Production Device produces High-Efficiency Cogeneration only, the amount of High-Efficiency CHP determined for the purposes of GO shall be the amount of electrical Output produced by that Production Device from fuels burned at the same site; and
- where the Production Device produces High-Efficiency Cogeneration and electricity which is not High-Efficiency Cogeneration, the amount of High-Efficiency CHP determined for the purposes of GO shall be calculated in accordance with Annexes I and II of the Cogeneration Directive taking into account only energy produced from Inputs at the same site.

E.3 Energy storage (including pumped storage)

Electricity produced in pumped storage hydro power plants is not regarded as produced from renewable energy sources or any other specifically identifiable energy source, and therefore does not qualify for issuing of GO.

E.4 Combustion fuels (e.g. biomass)

Measurement of combustion fuels must comply with the Brussels Metering Code, as do the output metering devices.

As stated in the Decree, when a production device produces electricity from renewable energy sources, including biomass, GO are only issued for the part of the electricity that is produced from renewable energy sources.

E.5 Issuing of certificates

- GO are issued for electricity production from renewable energy sources and high-efficiency CHP;
- A GO has a face value of 1 MWh;
- GO are issued for the amount of nett electricity produced by a production device (i.e. Gross electricity production minus auxiliaries energy consumption minus eventual pumping);
- Auxiliary energy consumption and pumping do not qualify for GO issuing;
- For the on-site electricity consumption, the number of corresponding GO are cancelled immediately after issue; as a consequence, these GO cannot be transferred, neither used for disclosure;
- All GO issued by BRUGEL will be EECS GO;
- Only one GO can be issued for the same MWh;
- For a high-efficiency CHP-plant fuelled by RES, only one GO is issued per MWh, which carries both characteristics of RES energy source in the energy source-field, and CHP in the type of technology-field;

- For a high-efficiency CHP-plant fuelled by fossil fuel, only one GO is issued per MWh, which carries both characteristics of fossil energy source in the energy source-field, and CHP in the type of technology-field;
- GO are issued per quarter;
- GO-issuing is not full-automatic:
 - For photovoltaic production devices injecting the totality of their produced electricity into the grid, BRUGEL validates the online declared production before automated issuing;
 - For all other production devices, BRUGEL validates the production declared through the production declaration form, before issuing the GO manually.
- Any identifiable residual kWh will be carried forward to the next issuing period;
- A GO can only be issued:
 - for output for which the related production period is not more than 13 calendar months;
 - when the last day of the related production period is not more than 12 calendar months before the date of issuing.
- The GO are allocated to the account of the Account Holder linked to the production device which has produced the energy eligible for the relevant GO;
- After issuing, a statement of account (i.e. an automatically generated pdf-file attached to an email) is sent to the Account Holder, and is available through the Extranet as well;
- Following items are mentioned on a GO:
 - Energy source
 - Face Value
 - Location of production
 - Production period, i.e.:
 - ✓ The first day on which the Output to which it relates was produced
 - ✓ The last day on which the Output to which it relates was produced
 - Production device:
 - ✓ Name and the unique number which has been assigned to the Production Device according to section "A2.4 Coding of Production Devices", of "Annex A - EECS Identifiers" of subsidiary document "AIB-EECS-SD03; EECS Registration Databases"
 - ✓ Location of the production device
 - ✓ Type

- ✓ Capacity
- Support:
 - ✓ Type
 - ✓ Amount
 - ✓ Period
- Date on which the production device became operational, as verified by the Production Auditor during the Registration Process for that production device
- Date and country of issue
- Unique identification number
- Identity of the Originating Member
- The purpose for issuing, being a GO and whether it is a GO in relation to the energy source for the Output to which it relates or the technology type used in producing such Output
- Moreover, if the technology type is CHP, following items will be mentioned in addition to the previous items:
 - Use of heat
 - Lower calorific value of the fuel used
 - Primary energy savings
 - CO2 emissions

E.6 Form

The form of the production declaration depends on the type of production device:

- Photovoltaic production devices injecting the totality of the produced electricity into the grid: Production is declared online through the Extranet;
- Other: the production is declared through a special purpose standardized Excel-form, customised to the specificities of the production device (Cfr. Annex 4).

E.7 Transferring EECS Certificates

E.7.1. Imports

When a transfer request is received from the AIB HUB, verification of the details of the transferred certificates is made. Upon successful verification, an Acknowledge message is sent to the HUB, and full details of the imported certificates are inserted in the Account of the buying party.

E.7.2. Exports

An export is ordered by the selling Account Holder by written request through the dedicated transfer-form (Cfr. Annex 6).

Upon receipt, BRUGEL carries out the transfer within a delay of 5 working days. The transfer request is sent to the AIB HUB. From that moment, the concerned certificates are not available anymore for any other purpose.

When a Acknowledge message is received from the AIB HUB, the concerned certificates are removed from the Account of the selling party and receive the status "Sold" in BRUGEL's registry, which make them unavailable for any other purpose.

When a Not-Acknowledge message is received from the AIB-HUB, the concerned certificates are returned to the account of the selling party, and hence are available again for other purposes.

E.7.3. Intra-domain transfers

An intra-domain transfer is ordered by the selling Account Holder by written request through the dedicated transfer-form (Cfr. Annex 6).

Upon receipt, BRUGEL carries out the transfer within a delay of 5 working days. The details of the concerned certificates are inserted in the account of the buying party. In parallel, the concerned certificates are removed from the account of the selling party, and receive the status "Sold" in BRUGEL's registry, which make them unavailable for any other purpose for the selling party.

E.7.4. Confirmation of transfer

Upon successful treatment of a transfer, a statement of account (i.e. an automatically generated pdf-file attached to an email) is sent to the selling party, as well as to the buying party if the latter is an Account Holder in the Domain of Brussels. These statements of account are available through the Extranet as well.

E.7.5. Where it is impossible to transfer for technical reasons, this can be overcome by cancelling certificates for use in another domain, with the agreement of the importing issuing body. Any such cancellations are notified to the "importing" issuing body and the AIB Secretariat.

E.8 End of life of EECS Certificates

E.8.1. Cancellation of certificates

Once every year before the 31th of March, suppliers have to prove the renewable part of their electricity supplied in Brussels during the previous year, by cancelling the corresponding amount of GO.

Only cancellation for disclosure purposes in the Brussels Region are allowed, except if:

- transfer of GO via the HUB to another Domain is impossible due to technical reasons, and
- a Cancellation Agreement exists between BRUGEL and the Scheme Member for the Domain to which the GO would have been transferred.

A cancellation is ordered by the cancelling Account Holder by written request through the dedicated cancellation order-form (Cfr. Annex 5).

Upon receipt, BRUGEL carries out the cancellation within a delay of 5 working days. In the case the Account Holder didn't detail which GO should be cancelled, the oldest GO are cancelled first.

Cancelled GO no longer reside in the account of that or any other Account Holder, and are therefore not transferrable anymore. Further, cancelled GO have a status "Cancelled" in BRUGEL's registry, which prevents any other activity on these GO.

E.8.2. Expiry

GO expire 1 year after the last day of the production period.¹

Expiry is automated, and an expiry is confirmed by the issuing body by sending a statement of account (i.e. an automatically generated pdf-file attached to an email) to the Account Holder. These statements of account are available through the Extranet as well.

Expired GO no longer reside in the account of that or any other Account Holder, and are therefore not transferrable anymore. Further, expired GO have a status "Expired" in BRUGEL's registry, which prevents any other activity on these GO.

E.8.3. Withdrawal

BRUGEL may withdraw a GO held in its EECS Registration Database to give effect to an agreement reached with the Account Holder under provisions of the Standard Terms and Conditions, thereby invalidating it.

Withdrawals of certificates are done in relation to obvious errors, such as issuing of too many certificates due to incorrect production data. Withdrawal for any purpose has to be done manually and can only be done by the system administrator, BRUGEL.

Withdrawn GO no longer reside in the account of that or any other Account Holder, and are therefore not transferrable anymore. Further, withdrawn GO have a status "Withdrawn" in BRUGEL's registry, which prevents any other activity on these GO.

¹ Draft legislation implementing this expiry-rule to be confirmed in Autumn 2013

E.8.4. Confirmation of cancellation, expiry or withdrawal

A cancellation, expiry or withdrawal is confirmed by the issuing body by sending a statement of account (i.e. an automatically generated pdf-file attached to an email) to the concerned Account Holder (Cfr. Annex 7). These statements of account are available through the Extranet as well.

E.9 Administration of corrections and errors

E.9.1. As a result of issuing

Where an error is introduced (subsequent to its Issue) into, or with respect to, a GO held in an Account Holder's Transferables Account in BRUGEL's Registry:

- (a) in the course of its Transfer into that Account; or
- (b) during such time as it is in such Account,

BRUGEL shall correct the error in or with respect to that GO and any errors replicated in GO(s) split from it, provided that GO(s) have not been transferred out of that Transferables Account.

BRUGEL may alter a GO held in its Registry so as to rectify an error which occurred prior to its transfer into the Account in which it is held at such time, provided:

- (a) the Account Holder has agreed to such alteration;
- (b) it is reasonably satisfied that any unjust enrichment of an EECS Participant as a consequence of such error has, to the extent reasonably practicable, been nullified; and
- (c) it is reasonably satisfied that the alteration itself does not give rise to undue enrichment of the Account Holder.

If BRUGEL becomes aware of erroneously issued certificates having been exported out of Brussels, BRUGEL will notify the operator of the domain to which such certificates have been exported without undue delay.

E.9.2. As a result of transfers

If BRUGEL becomes aware of (partially) failed transfers from or to his Domain:

- The log of the HUB-activity will be consulted, to investigate the status and reason of the failed transfer;
- Contact will be made with the operator of the Domain to which or from which the GO are to be transferred, to analyse the status of the transfer and to propose a solution;
- Status of the concerned GO in both Registries are checked, to make sure no GO is lost or duplicated.

F Audit of Production Devices

The Decree states that *“at any time and at least once every five years, BRUGEL, or a certified body appointed by her, can carry out an inspection audit of a registered production device, to verify if this is still in accordance with the conditions who have led to its registration.”*

During this audit, following items are verified amongst others:

- Energy Flow diagram;
- Nominal capacities of the production device;
- Location and installation of the energy meters;
- Actual metering values of the energy meters.

If the audit establishes a discordance between the actual production device and the conditions who have led to its registration, the production device is temporarily suspended in the registry.

Depending on the nature and the severity of the discordance, GO will be withdrawn, and/or the production device owner will be asked to provide complementary information, or eventually to carry out modifications on his production device, in order to be able to re-activate his production device for the issuing of GO.

G Change Control

G.1 Complaints and Disputes

In that order, three steps can be followed to introduce a complaint:

1. The complainer should contact the person who handles his file at BRUGEL.
2. If that has no result, should introduce an official complaint at the “Dispute Department” of BRUGEL
 - Form to use to introduce a complaint:
<http://www.brugel.be/fr/publications/formulaires> : “*Formulaire de dépôt de plaintes auprès de BRUGEL*”
 - Contact details to send the complaint: Avenue des Arts 46 - 1000 Brussels or info@brugel.be
3. If there is still no solution, he should send an e-mail to the Federal Energy Mediator (www.mediateurenergie.be / +32022111060).

A complaint is handled by the Dispute Department of BRUGEL through the following steps:

The complaints handler sends an acknowledgment of receipt within 7 calendar days.

Within 21 calendar days of receipt, after a first analysis, the Dispute Department will judge on the admissibility of the complaint by BRUGEL.

Within two months of receipt, after a detailed analysis, the Dispute Department will take his decision.

The delays can be stretched in case of complementary information to be asked. In any case, the complaint should be addressed in a maximum of 6 months upon receipt.

G.2 Change requests

G.2.1. Any modifications to this Domain Protocol are subject to approval by the AIB that such changes do not conflict with the AIB EECS-rules.

G.2.2. One of the core values BRUGEL holds up, is to maintain an open attitude with all stakeholders. BRUGEL is therefore open for suggestions to improve the current system, and will investigate them on desirability and feasibility.

Annex 1: Contacts List

**Authorised Issuing Body, Competent Authority, Central Monitoring Office,
Registry support, Production Registrar, Production Auditor:**

BRUGEL

Avenue des Arts 46

1000 Brussels

www.brugel.be

Contact Person: Régis Lambert

Tel gen: 0032 02 563 02 00

Tel dir: 0032 02 563 02 08


email: rlambert@brugel.be

Annex 2: Production Device Registration Form

<http://www.brugel.be/fr/publications/formulaires> :

- “Formulaire de demande de certification pour installations photovoltaïques”
- “Formulaire de demande de certification pour les cogénérations”

Annex 3: Account Application Form



LE PRODUCTEUR BRUGELLOIS POUR L'ÉNERGIE
ET L'ÉQUILIBRE ÉCONOMIQUE DE LA RÉGION

Formulaire de demande d'ouverture d'un compte de Garanties d'Origine (GO) transférables

Formulaire à renvoyer, accompagné de ses annexes, à l'adresse suivante :

BRUGEL
Avenue des Arts, 46
1000 Bruxelles
E-mail : rlambert@brugel.be

Le dossier sera traité dans la langue du présent formulaire. Si vous souhaitez que le dossier soit traité en néerlandais, veuillez utiliser la version néerlandophone du formulaire de demande.
Als u wenst dat uw dossier in het Nederlands behandeld wordt, gelieve het Nederlandstalige formulier in te vullen.

Informations utiles avant de compléter ce formulaire :

Qui peut introduire une demande ?
La demande doit être introduite par le titulaire du compte si le titulaire est une personne physique ; par un mandataire du compte si le titulaire est une personne morale.

Quand introduire la demande ?
La demande doit être introduite et avoir été acceptée par BRUGEL avant de pouvoir bénéficier de garanties d'origine pour une installation de production d'électricité verte et/ou d'importer des Garanties d'Origine de ou d'en exporter vers d'autres Régions.

Y a-t-il un lien avec les Certificats Verts (CV) ?
Si le titulaire du compte GO est déjà titulaire d'un compte CV, les numéros de compte GO et CV seront identiques. Dans ce cas, comme il n'y a qu'un seul numéro de compte, le titulaire et les éventuels mandataires gérant les CV et les GO seront les mêmes personnes (physiques ou morales). Excepté pour le numéro de compte, les GO et les CV sont traités de manière complètement séparée.

I. Identification de l'activité concernant les Garanties d'Origine	
Veuillez indiquer ici en quelle qualité vous introduisez une demande de bénéficier d'un compte de GO ; plusieurs réponses sont possibles.	
<u>Fournisseur</u> souhaitant transférer des GO pour l'obligation de son fuel mix en RBC	oui / non
<u>Producteur</u> souhaitant bénéficier de GO pour son (ses) installation(s) de production d'électricité à partir de sources d'énergie renouvelable ou de cogénération de qualité	oui / non
<u>Trader ou intermédiaire</u> voulant acheter et revendre des GO	oui / non

2.a) Coordonnées du titulaire du compte de Garanties d'Origine c'est-à-dire la personne physique ou morale au nom duquel le compte sera ouvert

Les Garanties d'Origine seront inscrits sur un compte au nom du titulaire.
Seul le titulaire et le(s) mandataire(s) sont habilités à gérer les Garanties d'Origine (GO) et à effectuer des transactions.
Dans le cas où un compte Certificats Verts (CV) existe déjà ou sera attribué dans le futur, le titulaire et le(s) mandataire(s) seront identiques pour le compte GO et le compte CV. Dans ce cas, le numéro de compte GO sera également identique au numéro de compte CV.

Etes-vous déjà titulaire d'un compte de Certificats Verts ? oui / non

Si « oui », quel est le numéro du compte CV :

3	4	X	0	0	0
---	---	---	---	---	---	-----	-----	-----	-----

Personne morale - à remplir uniquement si le titulaire est une personne morale :

Nom de l'entreprise et forme juridique :	
Numéro d'entreprise ou de TVA :	
Adresse de l'entreprise :	Rue N° Boîte Code postal Localité
Tél général de l'entreprise :	
Fax de l'entreprise :	
E-mail général de l'entreprise :	

Personne physique - à remplir uniquement si le titulaire est une personne physique :

Titre :	<input type="checkbox"/> Madame <input type="checkbox"/> Mademoiselle <input type="checkbox"/> Monsieur
Nom et Prénom :	
Adresse :	Rue N° Boîte Code postal Localité
Tél :	
GSM :	
Fax :	
E-mail ¹ :	

Conformément aux dispositions de la loi du 8 décembre 1992 relative à la protection de la vie privée à l'égard des traitements de données à caractère personnel, il vous est permis en tout temps d'accéder à vos données, de les corriger et vous avez le droit de vous opposer gratuitement à leur traitement et à leur communication à des tiers. Il vous suffit pour cela d'écrire à BRUGEL, Avenue des Arts 46 à 1000 Bruxelles.

¹ Adresse e-mail à laquelle nous vous enverrons les documents (accusé de réception, extrait de compte, informations,...)

2.b) Coordonnées du mandataire du compte

Pour les titulaires personnes morales, cette section est à remplir obligatoirement avec les coordonnées de la personne physique mandatée à gérer les certificats verts

Pour les titulaires personnes physiques, cette section est uniquement à remplir si un mandat est accordé à une personne autre que le titulaire

*Seul le titulaire et le(s) mandataire(s) sont habilités à gérer les garanties d'origine et à effectuer des transactions.
Un mandat peut être accordé à deux personnes au maximum.*

Un mandat est-il accordé ?	oui / non <i>Si « oui », veuillez compléter les informations ci-dessous Si « non », passez à la rubrique 3</i>
Mandataire 1	
Titre :	<input type="checkbox"/> Madame <input type="checkbox"/> Mademoiselle <input type="checkbox"/> Monsieur
Nom et Prénom :	
Adresse :	Rue N° Boîte Code postal Localité
Tél :	
GSM :	
Fax :	
E-mail ² :	
Mandataire 2	
Titre :	<input type="checkbox"/> Madame <input type="checkbox"/> Mademoiselle <input type="checkbox"/> Monsieur
Nom et Prénom :	
Adresse :	Rue N° Boîte Code postal Localité
Tél :	
GSM :	
Fax :	
E-mail ² :	

² Adresse e-mail à laquelle nous vous enverrons les documents (accusé de réception, extrait de compte, informations,...)

3. Unités de production

Dans cette rubrique, les éventuelles unités de production pour lesquelles des Garanties d'Origine (GO) sont demandées, sont identifiées.
Attention : seules les unités de production certifiées peuvent bénéficier de GO. Si ce n'est pas le cas, veuillez entreprendre les démarches nécessaires afin de faire certifier votre unité de production par BRUGEL.
S'il y a plusieurs unités de production pour lesquelles vous sollicitez des GO, veuillez copier et remplir cette page autant de fois que nécessaire.

Cette rubrique ne doit pas être complétée si vous sollicitez un compte GO uniquement en qualité de fournisseur et/ou de trader/intermédiaire.

Souhaitez-vous bénéficier de GO pour une installation de production d'électricité verte ? oui / non

Si « non », vous ne devez pas compléter cette rubrique; veuillez passer à la rubrique 4

Si « oui », veuillez compléter ci-dessous les détails de(s) l'installation(s) :

Adresse complète de l'installation :	Rue N° Code postal Localité
Code EAN prélèvement :	5 4 1 4 4 8 9
Code EAN injection :	5 4 1 4 4 8 9
Technologie :	Photovoltaïque, Cogénération, Eolien, Autre : ...
Puissance électrique totale [kWe] :	
N° de dossier ou numéro(s) de compteur(s) attribués par BRUGEL lors de la certification de l'installation :	
Production électrique annuelle estimée [MWh] :	MWh
Injection sur le réseau électrique annuelle estimée [MWh] :	MWh
Type(s) d'aide(s) dont bénéficie / à bénéficié l'installation :	Aide à la production (Certificats Verts) : oui / non
	Aide à l'investissement : Primes, avantages fiscaux, ... : oui / non
	Autre : ...

4. Engagements et signature

Je m'engage à informer BRUGEL de toute modification des données de ce formulaire.

Je déclare avoir lu, compris, et approuvé le « **Domain Protocol** » pour Bruxelles, qui définit entre autres les règles et procédures concernant l'octroi, le transfert et l'annulation des garanties d'origine.

Je déclare avoir lu, compris, et approuvé les « **Standard Terms and Conditions** », qui lient contractuellement le titulaire et BRUGEL, et qui rend le « **Domain Protocol** » contraignant.

Le soussigné déclare que les informations contenues dans le présent formulaire sont sincères, complètes et véritables. Il déclare également qu'il peut engager le titulaire dans les démarches en vue de l'octroi d'un compte de GO transférables.

Remarques :

Fait à le ... / ... /

Nom et prénom :

Signature :

Annexes indispensables pour constituer un dossier complet, à fournir dans tous les cas :

1. Copie recto verso de la carte d'identité du titulaire et des mandataires
2. Exemple des « Standard Terms & Conditions », dûment complété, signé et daté

Annexes à fournir, uniquement dans certains cas :

3. Document de mandat de la personne morale envers le(s) mandataire(s), **si le titulaire est une personne morale** (statuts de la société, délégation de signature publiée au moniteur, ...)
4. Formulaire « Know your Customer » dûment complété, signé et daté, **si le demandeur effectue sa demande en qualité de trader/intermédiaire**

Annex 4: Production/Consumption Declaration

CHP

Nom de l'installation		Calcul pour l'octroi de Garanties d'Origine - COGEN - année 2012													
P _{sc} : XX		= cases à compléter par BRUGEL				= cases automatique de calcul				= cases à compléter par le gérant de l'installation					
P _{sc} : XX		dec/11	jan/12	feb/12	mrt/12	apr/12	mei/12	jun/12	jul/12	aug/12	sep/12	okt/12	nov/12	dec/12	Total 2012
INDEX	Date de prise d'index														
	Nombre d'heures du moteur	CX													
	Electricité														
	Produite par l'installation (kWh)	CX													
	Consommée par l'installation (kWh)	CX													
	Injectée sur le réseau (kWh)	CX													
	Chaleur														
	Chaleur produite (MWh)	CX													
COMBUSTIBLE															
	Consommation gaz naturel (m3)	CX													
PCI	Pouvoir Calorique Inférieur (kWh/Nm3)														
CONSUMPTION & PRODUCTION	Rapport de tension des TI's														
	Electricité produite (kWh)														0
	Electricité auxiliaires(kWh)														0
	Electricité nette produite (kWh)														0
	Electricité injectée (kWh)														0
	Chaleur produite (kWh)														0
	Pertes ballons: XX kW														0
	Chaleur produite - pertes ballons (kWh)														0
	Gaz Naturel consommé (m3)														0
	Facteur correcteur														0
η	Electrique net		-	-	-	-	-	-	-	-	-	-	-	-	-
	Thermique net		-	-	-	-	-	-	-	-	-	-	-	-	-
	Global		-	-	-	-	-	-	-	-	-	-	-	-	-
CV's & LGO's	Certificats verts		-	-	-	-	-	-	-	-	-	-	-	-	-
	Taux d'économie en CO2		-	-								-	-		-
	CV par trimestre				0,0			0,0			0,0			0,0	
	GO par trimestre - autoconsommés				0			0			0			0	
	GO par trimestre - transférables				0			0			0			0	

PV

Nom de l'installation		Calcul pour l'octroi de Garanties d'Origine - PV - année 2012													
Pc: XX		= cases à compléter par BRUGEL				= cases automatique de calcul				= cases à compléter par le gérant de l'installation					
Psc: XX		dec/11	jan/12	feb/12	mrt/12	apr/12	mei/12	jun/12	jul/12	aug/12	sep/12	okt/12	nov/12	dec/12	Total 2012
INDEX	Date de prise d'index														
	Electricité														
	Produite par l'installation (kWh)	CX													
	Consommée par l'installation (kWh)	CX													
	Injectée sur le réseau (kWh)	CX													
CONSUMPTION & PRODUCTION	Rapport de tension des TI's														
	Electricité produite (kWh)														0
	Electricité auxiliaires(kWh)														0
	Electricité nette produite (kWh)														0
	Electricité injectée (kWh)														
CV's & LGO's	Certificats verts		-	-	-	-	-	-	-	-	-	-	-	-	-
	Taux d'économie en CO2		-	-	-	-	-	-	-	-	-	-	-	-	-
	CV par trimestre				0,0			0,0			0,0			0,0	
	GO par trimestre - autoconsommés				0			0			0			0	
	GO par trimestre - transférables				0			0			0			0	



EECS Electricity Scheme Domain Protocol



Annex 5: EECS Electricity Cancellation Order Form



FORMULAIRE DE RETOUR DE GARANTIES D'ORIGINE POUR LE FUEL MIX 2012 EN REGION DE BRUXELLES-CAPITALE

A envoyer par courrier à l'adresse : BRUGEL
Avenue des Arts 46 / 14
B-1000 Bruxelles

Nom du fournisseur:										
Numéro de compte BRUGEL :	3	4	X							
Données de contact de la personne mandataire auprès du fournisseur										
Nom / Prénom :										
Fonction :										
Adresse :										
Téléphone :										
Email :										
Nombre de GO à annuler ¹ :										

Le fournisseur certifie que les informations ci-dessus sont sincères et complètes et déclare assumer toutes les conséquences dommageables que des informations fausses, inexactes ou incomplètes engendreraient pour BRUGEL ou des tiers.

Fait à le

Nom et signature du mandataire

¹ Nombre de GO que vous souhaitez annuler pour l'approbation de votre fuel mix vert 2012 en Région bruxelloise.
Les GO doivent se trouver sur le compte du fournisseur au moment de la demande.
Sauf indication contraire, les GO annulés seront les plus anciens sur le compte ; si souhaité, une annexe contenant le détail des GO à annuler doit être jointe en complément au présent formulaire de retour.

Avenue des Arts 46/14 – B-1000 Bruxelles
Fax: 02/563.02.13 – www.brugel.be

Annex 6: EECS Electricity Transfer Order Form



FORMULAIRE DE TRANSFERT DE GARANTIES D'ORIGINE

A envoyer par courrier à l'adresse : BRUGEL
Avenue des Arts 46 / 14
B-1000 Bruxelles

Ou par email, en annexe format pdf, à l'adresse : greenpower@brugel.be

	VENDEUR	ACHETEUR
Nom :		
Numéro de compte :	3 4 X	
Pays :	Belgique - Bruxelles	
Organisme de gestion des garanties d'origine :	BRUGEL	
Données de contact de la personne mandataire auprès du vendeur/acheteur		
Nom / Prénom :		
Fonction :		
Adresse :		
Téléphone :		
Email :		
Nombre de GO à transférer ¹ :		
Prix unitaire [€/GO] ² :		

Le vendeur certifie que les informations ci-dessus sont sincères et complètes et déclare assumer toutes les conséquences dommageables que des informations fausses, inexactes ou incomplètes engendreraient pour BRUGEL ou des tiers.

Fait à le

Nom et signature du mandataire du vendeur

¹ Sauf indication contraire, les GO transférés seront les plus anciens sur le compte ; si souhaité, une annexe contenant le détail des GO à transférer doit être jointe en complément au présent formulaire de transfert.

² Les données de prix figurant dans le présent formulaire seront traitées de manière confidentielle dans le seul but de déterminer des moyennes de prix sur une période donnée.

Annex 7: Cancellation statement

Hereunder one finds an example of a statement of account in the case of cancellation of GO for disclosure purposes:

A l'attention de [Redacted]

GARANTIE D'ORIGINE

EXTRAIT DE COMPTE DE [Redacted]

Date : 17/4/2013
Extrait : 2013/2

Numéro de compte : 34X0 [Redacted]
Page : 1/1

Solde de Certificats au 15/04/2013 :	+22,0
<hr style="border-top: 1px dashed black;"/>	
Type de transaction : <u>Retour de Certificats</u>	
Période de production : 01/07/2012 - 30/09/2012	
Date de la transaction : 17/04/2013	
Technologie : Hydraulique	
Date d'octroi : 08/11/2012	
Domaine : BEW	
Année de quota : 01/2012 - 12/2012	
Nombre de certificats Renouvelable :	-22,0
<hr style="border-top: 1px dashed black;"/>	
Solde de Certificats au 17/04/2013 :	+0,0

Annex 8: Know your Customer Form

Cfr. the AIB "Know Your Customer Form"