

Unless this is the first year that your organisation has reported, the M&R system will already contain an activity metric and activity metric values for your organisation. To use a different metric, you will need to undertake two things:

- Change the basis for your activity metric (see steps 1-9).
- Report values for your new metric (see steps 10-16)

Step-by-step instructions for changing the basis for your activity metric

1. Login to M&R system.
2. Click '*Submit your 2020 report*'.
3. Go to tile 2 and click '*Show details*'.
4. All public bodies except local authorities: to change the basis for your activity metric, click '*Change the basis for your activity metrics*'. Then skip to step 6 or step 7.
5. Local authorities only:
 - To change the basis for your activity metric for the period from your baseline up to 2013, click '*Change the basis for your activity metrics*'. Then proceed to step 6 or step 7.
 - To change the basis for your activity metric for the period from 2014 onwards, click '*Change the basis for your activity metrics from 2014 onwards*'. Then proceed to step 6 or step 7.
6. If you are not already using a composite metric and:
 - You wish to change to a different single metric that is listed, simply select your preferred metric and click '*Save*'. You have now changed the basis for your activity metric and you can proceed to reporting values for your new metric (step 10).
 - You wish to change to a new single metric that is not listed, click '*Use other activity metric*' and skip to step 8.
 - You wish to change to a composite metric, click '*Use other activity metric*' and skip to step 9.
7. If you are already using a composite metric and:
 - You wish to change the weightings used for the subactivities, edit the percentage fields and click '*Save*'. Note that the percentages must add to 100. You have now changed the weightings for your activity metric.
 - You wish to change to a single metric that is listed, click '*Revert to single activity metric*', select your preferred metric and click '*Save*'. You have now changed the basis for your activity metric and you can proceed to reporting values for your new metric (step 10).
 - You wish to change to a single metric that is not listed, click '*Revert to single activity metric*' and then click '*Use other activity metric*' and skip to step 8.
 - You wish to change to a different composite metric, click '*Revert to single activity metric*' and then click '*Use other activity metric*' and skip to step 9.
8. To create a new single activity metric (i.e. not a composite), complete the '*Activity metric name*' and '*Rationale*' fields and click '*Save*'. Then click '*Save*' again. You have now changed the basis for your activity metric and you can proceed to reporting values for your new metric (step 10).

9. To create a new composite activity metric, click 'Composite activity metric' and then enter each 'Subactivity metric' and its 'Weighting %', clicking 'Add' after each. Remember that your weightings must add up to 100. When you have added all your subactivities, enter a brief explanation of the 'Rationale' and click 'Save'. Then click 'Save' again. You have now changed the basis for your activity metric and you can proceed to reporting values for your new metric (step 10).

Step-by-step instructions for reporting values for your new metric

IMPORTANT: You must change the basis for your activity metric before you can report values (see steps 1-9 above).

10. Login to M&R system.
11. Click 'Submit your 2020 report'.
12. Go to tile 2 and click 'show details' → '...values for your activity metrics'.
13. All public bodies except local authorities: enter values for all of the activity metrics shown in the table, for every year from the start of your baseline onwards.
14. Local authorities only:
 - Enter values for all of the activity metrics shown in the table, for relevant years from the start of your baseline onwards.
 - If you are using different activity metrics for the periods before and after the transition of water services assets to Irish Water you must report values for the pre-2014 metric (or subactivity metrics) for every year from your baseline to 2013 (inclusive). And you must report values for the '2014 onwards' metric (or subactivity metrics) for every year from 2013 onwards, including 2013.
 - You can enter zero for pre-2014 metric values for all years from 2014 onwards. You can enter zero for '2014 onwards' metric values for all years up to and including 2012.
15. (Optionally) enter comments in the 'reason for change' fields.
16. Click 'close'. You have now reported values for your new activity metric(s).

Important notes

- The decision with respect to choice of activity metric to use for an M&R return lies with the public body.
- Each public body is responsible for submitting its own M&R data by the relevant deadline(s).
- Additional information on choosing good activity metrics is available [here](#).
- SEAI offers a suite of integrated supports to help public bodies fulfil their legal obligation to report energy performance data through the M&R system. Information on these supports is available [here](#).