

Communication Process

Error Notified - The DN will provide the Joint Office with a Notification proforma. The Joint Office will publish the Notification proforma, use the data to populate the Measurement Error Register and issue an email to advise of the error. Where the error is estimated to be above 50GWh an Offtake Arrangements Workgroup will be convened.

MER/SMER in compilation – As soon as possible after the error notification, the DN will notify the Joint Office that a Measurement Error Report (MER) or Significant Measurement Error Report (SMER) is being produced; upon notification the JO will update the status on the Measurement Error Register. A draft MER may be provided by the DN, clearly marked "draft". Where provided, the JO will publish the draft MER on the website, update the Measurement Error Register status and issue an email. The DN must clearly state "draft" on the report and communication to the Joint Office.

Passed to NTS – When the DN issues National Grid NTS with a draft MER the DN will notify the Joint Office and the JO will update the status on the Measurement Error Register. The MER will remain draft until both NTS and the DN accept that the report is final. At this point NTS need to do a sense check before accepting responsibility. The relevant DN is responsible for the process up until the DN and NTS both accept that the report is final.

Final MER/SMER published - Once NTS agree that the draft MER can be finalised or have been provided a SMER, NTS will accept responsibility and manage the next stage of the process applying the correction factors. The DN will either provide a SMER or a Final Measurement Error Report clearly marked "final" to the Joint Office for publication. The JO will publish the SMER/final MER, update the Measurement Error Register status and issue an email.

Invoiced - Once NTS completes its part of the process (applying the daily correction factors) they will pass it on to Xoserve for invoicing. When xoserve receives the information from NTS they take over responsibility. Xoserve will inform the Joint Office (on behalf of the DN) that the error will be invoiced on x date. The JO will publish a copy of the email, issue the email, update the Measurement Error Register and move the error to the closed page on the website.

Closed no rec required - Where no reconciliation is required/can be applied, the DN will need to advise the JO that the error is concluded and that no reconciliation will be progressed. The investigation will then be closed. Upon such notification the JO will issue an email, update the Measurement Error Register status and move the error to the closed page on the website.

In summary:

The DN will use the Notification proforma for the initial notification. The only time the proforma will be updated is when the DN has a significant change to the initial estimate.

The Relevant DN will retain responsibility for an error report until NTS has confirmed that the MER is Final.

When the MER/SMER is Final, NTS will have responsibility until it is passed to Xoserve.

Xoserve will have responsibility once it has received all the correct information from NTS until it appears on an invoice and this timeframe is clear according to when in the month it is received.

DNs will audit the status of every error twice a year to ensure that the Measurement Error Register is accurate.