

# Meter Reconciliation Process

## Briefing Note

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National Grid  
Gas Transmission

April 2014

### Target audience

Ofgem and other interested industry parties

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### About this document

If you have any feedback or questions on this document please get in contact with us at:

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At the February 2014 Offtake Arrangement Workshop, it was requested that National Grid provide a “brief summary document” outlining its role in the meter reconciliation (non SMER<sup>1</sup>) processes. This briefing note is intended to comply with that request.

## **1. Background**

Following the implementation of Modification 0185VV (June 2008), all “Measurement Errors” are to be treated as defined in the Measurement Error Notification Guidelines for NTS and LDZ measurement installations”<sup>2</sup>.

While the Significant Meter Error, SMER process (defined as an individual meter error in excess of 50GWh) is the subject of a separate review outside the scope of this briefing not. Nearly all reconciled meter errors fall well below the 50GWh SMER trigger.

A meter error is defined as *‘a measurement system measuring with a systematic bias of greater than 0.1% of the end of day (EoD) Offtake quantities.’*

The reconciliation process as described by the Process Flow Diagram in Appendix 1 describes the National Grid process and the interactions with the DNOs and Joint Office.

This process, with notes and clarifications, is presented in the following sections. Each section is highlighted by the numbered circles in the Process Flow Diagram in Appendix A.

## **2. Meter Error Reconciliation Process (non SMER)**

### **① Meter Error Notification & Publication on Joint Office Website**

The Joint Office will publish the latest list of potential Meter Error notifications. National Grid will take no action at this stage although it does give an indication of possible workload.

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<sup>1</sup> SMER Significant Meter Error as defined in The Measurement Error Notification Guidelines. See Reference 2 for details.

<sup>2</sup><http://www.gasgovernance.co.uk/sites/default/files/Measurement%20Error%20Notification%20Guidelines%20v4.pdf>

Upon publication of the Meter Error Report (MER), National Grid will begin to review the report and supporting information. At this point the MER is entered on to the National Grid tracking system and assigned an engineer to complete the internal analysis. Should additional data or information be required this will be sought from the Distribution Network (DNO).

## **2 National Grid Meter Error Report Analysis**

National Grid will undertake a comprehensive analysis of the presented Meter Error Report. This will usually follow two paths:

- a. If there is an alternative way of assessing the data this will be compared with the presented data in the MER.
- b. If there are no alternative options to assess the MER, a full data analysis will ensure that the proposed methodology has been applied appropriately.

If, following analysis, there are some issues that need further clarification, irrespective of analysis path employed, these will be discussed with the DNO and in some instances directly with the report author if this is acceptable with the responsible DNO.

In cases where there are significant differences in interpretation, these will be resolved by an iterative series of review and challenge of the data. If this is unable to resolve the discrepancies, a formal meeting with the respective parties will be sought.

## **3 Meter Error Report**

Following a full analysis, National Grid will compile an internal MER summary report that includes all the necessary supporting technical and financial reconciliation data. This report will be compiled such that a non-technical auditor will be able to follow the logic and analysis path. The financial data will

be presented so that the final returns for Xoserve can be derived without additional effort.

#### **4 Checking**

An experienced engineer will check the internal Meter Error Report to ensure that the analysis method and data quality are appropriate. If any discrepancies are highlighted the National Grid report author will be responsible for clarifying and resolving these. In some instances this can involve seeking further clarification from the DNO.

#### **5 Final Review and Sign Off**

Once the internal MER has cleared all the necessary checking, it will be presented to National Grid management for final sign off. There is still the opportunity for further clarifications to be sought at this stage.

Once the MER is signed off the financial information will be prepared for Xoserve so that the necessary invoicing process can be initiated.

The DNO will be informed that the MER has been closed and presented for invoicing.

## **APPENDIX 1**

### **Meter Error Process Flow Diagram**

# Meter Error Process Flow Diagram

Joint Office

MER Notification  
on JO web site

MER Publication  
on JO web site

Publish  
Closure Notification on  
JO web site

Distribution  
Network  
Operator

Supplementary  
Data Request

Clarification

Notification of  
Reconciliation of  
MER

National Grid

1

Is  
Sufficient Data  
Supplied

No

Yes

MER Analysis

2

Clarification  
Required

Yes

No

MER Report

3

Clear Checking

Yes

No

Final Review &  
Sign Off

5

Final Sign Off

Yes

Checking

4

Financial Returns  
Processed for  
Xoserve and sent  
for invoicing

No

