

***Asset/Work Unbundling Sub group***  
**Business Rules (9a) – Meter Information M3.2**

The following high level principles identify the key changes that will be required to the existing Business Rules for Meter Information.

**IMPACTS:** Significant amendment to relevant provisions contained within section M3.2 is required.

**REASON:** Transco (GT) will no longer be responsible for the procurement of meter asset data, it will however have an obligation to store and provide data to Users.

**DEPENDENCIES:** Supply Meter and other equipment M2.1  
Supply Meter Installation M1.3

When reading this document these terms have the following meanings:

Meter Information – data held on Sites & Meters/data within ONJOB or ONUPD to be applied to Sites & Meters

Notification – C&D Notification

Meter Information Notification – ONJOB

Meter Information Update Notification - ONUPD

NB: Section M2.7 was discussed in the SOS Unbundling sub group.

**Meter Information – Connection & Disconnection Notifications**

1. For the purposes of the Code ‘**Meter Information**’ is the information maintained by Transco on the Supply Point Register in relation to a Supply Meter Installation, comprising the details set out in the UK Link Manual, including (but this list is not exhaustive):

- (i) the location of the Supply Meter Installation at the Supply Point premises.
- (ii) number of dials and serial numbers of the Supply Meter and any convertor.
- (iii) Meter access details, being intended to facilitate the obtaining by Meter Readers of access to the Supply Meter.

*Explanation:*

*Meter Information comprises those data items held by Transco in its Sites & Meters database in relation to a Supply Meter Installation and comprises those details set out in the UK-Link Overview Manual (appendix 5).*

2. The Registered User shall notify Transco with revised **Meter Information** whenever a Supply Meter Installation is installed, removed, exchanged or repositioned:

- Within 6 Business Days of the Registered User receiving notification of such works.

*Explanation:*

*Where the Registered User becomes aware of meter Connection & Disconnection work being undertaken it should submit relevant details of such work to Transco within 6 Business Days.*

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3. Where in accordance with Schedule 2B of the Gas Act pursuant to the conditions in The Gas Meters (Information on Connection and Disconnection) Regulations 1996, a **Notification** is submitted to Transco:

- by the Registered User;
- by the Proposing User where the Supply Point Confirmation has become effective;
- by any other User;
- by the **Meter Worker** where the Supplier is not known.

Transco will record the information on any such **Notification** supplied in accordance with Schedule 2B of the Gas Act pursuant to the conditions in The Gas Meters (Information on Connection and Disconnection) Regulations 1996.

*Explanation:*

*Where an ONJOB file (C&D notification) is submitted by a shipper or a Connection & Disconnection notification is submitted by the Meter Worker, Transco will record such information.*

4. Where such **Notification** is submitted (as a **Meter Information Notification**) together with a **Meter Information Update Notification**, the **Meter Information** will only be accepted from the Registered User for the purposes of updating the Supply Point Register (at the time such works was completed).

*Explanation:*

*Where a combined file of an ONUPD (Meter Information Update Notification) and an ONJOB notification is received by Transco this will only be accepted from the Registered shipper at the time that such works was completed. If the Proposing User submits such it will be rejected. However Transco will update the C&D store with details of the notification.*

5. Any **Notification** provided to Transco by the **Meter Worker or User** will be submitted within 2 Business Days by Transco to the Registered User from the point at which the Registered User is known to Transco. It will be the responsibility of the Registered User to notify the relevant supplier of details provided within the **Notification**, review such data and use best endeavours to provide Transco with appropriate **Meter Information** within 30 Days beginning with the date that the **Notification** is received by the Registered User. Where the Registered User is unable to provide appropriate **Meter Information** it shall advise Transco of such reason as soon as reasonably practicable.

*Explanation:*

*If Transco receives a C&D notification direct from the Meter Worker it will identify the Registered shipper and from the point of identification will submit the notification (CDJOB file) to the shipper within 2 Business Days. The Registered shipper is responsible for informing the current (relevant) supplier of the notification and within 30 calendar days of receiving the notification shall re-submit revised meter details to Transco. Where the Registered shipper is unable to provide a suitable update within these timescales it should notify Transco as above. The responsibility for the shipper to inform the current (relevant) supplier is detailed in Condition 11 of the shipper licence (paragraph 4(b)) which outlines that the shipper is obliged to pass on the information to the relevant supplier where requested to do so from the GT.*

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6. If the Registered User is unknown at the time of such receipt, details of the **Notification** (as provided by the **Meter Worker or User**) will be provided within 2 Business Days to the Proposing User where the Supply Point Confirmation has become effective. Should Transco be in possession of any additional relevant data, Transco will forward such information to the identified Proposing User at the same time as the details of the **Notification** provided by the **Meter Worker or User**. It will be the responsibility of the Proposing User to notify the relevant supplier of details provided within the **Notification**, review such data and use best endeavours to provide relevant Meter Information to Transco within 30 Days beginning with the Day that the **Notification** is received by the Proposing User. Where the Proposing User is unable to provide appropriate **Meter Information** it shall advise Transco of such reason.

*Explanation:*

*If there is no Registered shipper at the time of receipt of a C&D notification from the Meter Worker, Transco will provide details (via CDJOB file) to the Proposing User on or after D-7 (7 days prior to the Supply Point Registration Date (SPRD)). The Proposing shipper is responsible for informing the relevant supplier of the notification and within 30 calendar days of receiving such notification shall re-submit revised meter information details to Transco. Where the Proposing User is unable to provide a suitable update within these timescales it should notify Transco. The responsibility for the shipper to inform the relevant supplier is detailed in Condition 11 of the shipper licence (paragraph 4(b)) which outlines that the shipper is obliged to pass on the information to the current (relevant) supplier where requested to do so from the GT.*

7. In the event that there is a Proposing User and Registered User for a Supply Point, as may be the case during a prospective Supply Point transfer, details of the **Notification** (as provided by the **Meter Worker or User**) will be submitted by Transco to both parties where the Supply Point Confirmation has become effective. It will be the responsibility of the Proposing User, as at the time of Transco forwarding the notification, to provide the revised **Meter Information** to Transco.

Where a User provides the **Notification**, details of such **Notification** shall not be provided to this User by Transco.

*Explanation:*

*Where the Change of Supplier process is in effect Transco will notify details of the Meter Worker Notification (CDJOB file) to both parties following D-7. Where a User who is not the Registered User provides a notification to Transco, should that User subsequently become the Registered User, Transco will not send that information (CDJOB file) back to that User.*

**Meter Information - Provision**

8. The Registered User and Transco are each responsible for providing timely and accurate **Meter Information** (in accordance with these business rules as necessary) to enable each party to comply with its obligations.

*Explanation:*

*Shippers and Transco should provide Meter Information in accordance with these Business Rules.*

9. Transco will provide to the Proposing User on the 7th Business Day before the Proposed Supply Point Registration Date, the **Meter Information** as held on the Supply Point Register.

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*Explanation:*

*Transco will provide the Proposing shipper a U06 file 7 days prior to the SPRD.*

10. Where a Registered User becomes aware that there are material changes to **Meter Information** held by Transco, it will be responsible for validating this and using best endeavours to submit a **Meter Information Update Notification** to Transco within 30 Business Days. Where the Registered User is unable to provide appropriate **Meter Information** it should advise Transco of such reason as soon as reasonably practicable.

*Explanation:*

*Where the Registered shipper is aware of material changes to Meter Information held by Transco on the Sites & Meters database it should check this and use best endeavours to submit an update to Transco within 30 Business Days. Where the Registered User is unable to provide appropriate Meter Information it should advise Transco.*

A **Meter Information Notification** will be accepted by Transco from the Proposing User with respect to a Current Supply Point upon the Supply Point Confirmation becoming effective.

A **Meter Information Notification** will be accepted by Transco from the Proposing User with respect to a New Supply Point upon Supply Point Confirmation.

*Explanation: Transco will accept an ONJOB file from the Proposing User at a Current Supply Point from CO status and for a Supply Point undergoing its first registration (or reconfirmation) from RQ status.*

11. Where a **Meter Information Update Notification** is submitted from the Registered User and:

- The revised **Meter Information** may impact on transportation charges and;
- A Meter Reading is not provided;

Transco will determine a notional Meter Reading for the date at which the **Meter Information Update Notification** was processed (unless a date is provided within the **Meter Information Update Notification**). This will be utilised as;

- the **Meter Information Update Notification** Meter Reading and;
- the Opening Meter Reading (where required in accordance with M3.8) and will be effective at the SPRD.

*Explanation:*

*Where the shipper submits an ONUPD file, which changes a billing attribute, does not contain any associated meter readings and where this occurs around COS - no Opening Meter Reading is provided in accordance with current Network Code requirements, then Transco will calculate an estimated reading and apply this reading for both the transfer and the ONUPD at the SPRD.*

12. Where a **Meter Information Update Notification** is submitted by the Registered User and contains a meter reading, and;

- The revised Meter Information may impact on transportation charges; and

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- No Opening Meter Reading is provided in accordance with M3.8;

The Meter Reading provided within the **Meter Information Update Notification** will be utilised by Transco as;

- the Opening Meter Reading and will be effective at the SPRD.

*Explanation:*

*Where the shipper submits an ONUPD file, which changes a billing attribute, contains a Meter Reading but no Opening Meter Reading is provided in accordance with current Network Code requirements, the Meter Reading provided within the ONUPD will be used by Transco as the transfer reading and applied from the SPRD.*

13. The Proposing and/or Registered User shall resolve any known data inconsistencies with the relevant Supplier / **Meter Asset Manager** prior to submission of any **Meter Information** to Transco.

14. Where in accordance with Business Rule (11) Transco has determined a notional Meter Reading, such Meter Reading will be used for the purposes of individual NDM Reconciliation in accordance with Section E6.1.6.

*Explanation:*

*Where Transco has calculated and applied an estimated reading this will be used for NDM reconciliation purposes.*

15. Where Transco becomes aware that the **Meter Information** held in the Supply Point Register is incorrect, other than when the Registered User has notified Transco of this, Transco will advise the Registered User within 6 Business Days from when it becomes aware providing all relevant details. The Registered User will then be responsible for reviewing such data and providing the appropriate **Meter Information** to Transco where necessary as soon as reasonably practicable.

16. The Registered User shall notify Transco of **Meter Information** via a Meter Information **Notification** and/or a **Meter Information Update Notification** in accordance with the requirements in the UK Link Manual.

*Explanation:*

*The Registered shipper shall notify Transco of Meter Information via an ONUPD file or an ONJOB file. The relevant file formats will be included in the UK-Link Manual.*

17. Upon receipt of a change to **Meter Information** from the Proposing or Registered User, Transco will within 2 Business Days revise the details held in the Supply Point Register as specified in the **Meter Information Notification and/or Meter Information Update Notification**. Transco will ensure the Supply Point Register reflects the **Meter Information** as supplied by the Registered User.

18. Upon receipt from the Registered User of a **Meter Information Update Notification** that may impact on transportation charges, Transco will notify such to all relevant previous Registered Users for that Supply Meter Point by the end of the following month.

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*Explanation:*

*Where Transco has received an ONUPD file from the Registered shipper that changes a billing attribute it will notify all previous Registered shippers for that Supply Meter Point via a monthly report. Each monthly report will contain those Supply Meter Points, which had revised Meter Information the previous month.*

19. In addition to the **Notification** provided in accordance with Schedule 2B of the Gas Act pursuant to the conditions in The Gas Metering (Information on Connection and Disconnection) Regulations 1996, the Registered User may be required to submit additional data items relating to the Supply Meter Installation, either in conjunction with or separate to a Schedule 2B Notification, that are required by Transco to operate in accordance with its obligations. Such data items may include (but this list is not exhaustive):-

- Meter serial number, dials and digits
- Metric/Imperial indicator
- converter number of dials (unconverted/converted)
- meter/converter round the clock count
- meter pulse value
- Gas Act Owner
- Meter Asset Manager
- Conversion Factors
- physical works on Converters where not performed in association with physical works on the Meter.

*Explanation:*

*Upon submission of an ONJOB notification the User may submit additional meter information such data items may include ( see list).*

*Meter Asset/Work Unbundling Sub Group – Business Rules /Meter Information*

*Version – v6.0*

*Date: 24 November 2003.*

**Business Rules (9b) – Meter Information Verification M3.2**

The following high level principles identify the key changes that will be required to the existing Business Rules for Meter Information.

**IMPACTS:** Significant amendment to relevant provisions contained within section M3.2 is required.

**REASON:** Transco will no longer be responsible for the procurement of meter asset data, it will however have an obligation to store and provide data to Users.

**DEPENDENCIES:** Supply Meter and other equipment M2.1  
Supply Meter Installation M1.3

NB: Section M2.7 is being discussed in the SOS Unbundling sub group.

1. Where Transco has accumulated information which has led it to believe that a shipper is not undertaking its Network Code obligations for the calculation of consumption in conjunction with

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the validation of meter readings, it may approach the shipper for further evidence of its compliance.

2. Evidence of compliance may take the form of discussion and submission of documentation or audit by an external and independent body at the User's expense.

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*Version – V2.0*  
*Date: 1March 2002*

***SOS Unbundling Sub Group***  
**Business Rules (2) – GRE Invoice Query Incentive – S4.7**

**STANDARD OF SERVICE – TS0S15**

The following business rules provide a brief summary of the existing Network Code provisions for the GRE Incentive Scheme. Further to a review of these rules for meter asset unbundling the impacts on the standard of service for GRE Incentives (TS0S15) are as follows:

**IMPACTS:** Changes to the current version of the GRE Invoice Query Incentive Scheme Methodology dated September 2002.

**REASON :** Transco will no longer be responsible for providing meter information for the purposes of the Network Code.

**DEPENDENCIES:** **GRE Invoice Query incentive Scheme Methodology Document**  
**GRE Invoice query Incentives (Mod 0514/0565 Rules will be required)**  
**Meter Information M3.2 (see Asset Unbundling Business Rule 9)**  
**Provision by Transco M2.2 (see Asset Unbundling Business Rule 13)**

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**ANCILLARY DOCUMENT: GRE Invoice Query Incentive Scheme Methodology**

**IMPACTS:** Page 4, Rule 1. To reflect the position in that Users will provide Transco with Meter Information post Unbundling.

**REASON:** See above reason for business rules

**GRE Invoice Query Incentive Scheme Methodology.**

1. In relation to GRE Invoice Query Incentive Scheme Methodology during the period **from [Modification Implementation Date](the “Period”)** the provisions in this paragraph shall apply.

***(Network Code Reference S4.7.1(a) - unchanged)***

2. For the purposes of this paragraph:

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(a) the "**GRE Invoice Query Incentive Scheme Methodology**" is a document prepared by Transco and agreed with the Authority dated [February 2003] setting out the methodology for the calculation of Incentive Payments;

*(Network Code Reference S4.7.1 (b) - revision of document date required)*

(b) a "**GRE Invoice Query**" shall mean an Invoice Query raised by a User for the overpayment of Reconciliation Clearing Charges as determined in accordance with the GRE Invoice Query Incentive Scheme Methodology;

*(Network Code Reference S4.7.1 (b) - Unchanged)*

(c) a "**Valid GRE Invoice Query**" is a GRE Invoice Query which results in a financial adjustment for the overpayment of Reconciliation Clearing Charges;

*(Network Code Reference S4.7.1 (c) - Unchanged)*

(d) a "**month**" for the purposes of this paragraph is the period from the 6th day in one month until an and including the 5th day in the following month;

*(Network Code Reference S4.7.1 (d) - Unchanged)*

(e) the "**Query Receipt Month**" shall mean the month in which the GRE Invoice Query is received by Transco;

*(Network Code Reference S4.7.1 (e) - Unchanged)*

(f) the "**Service Standard Adjustment Month**" shall mean the target month for the processing of financial adjustments in respect of a valid GRE Invoice Query and this will be the third month following the **Query Receipt Month**

*(Network Code Reference S4.7.1 (f) - No changes required)*

(g) the "**Relevant Month**" shall mean the month in which the financial adjustment for the overpayment of the Reconciliation Charge is paid by Transco to the User in accordance with the service standard as defined within the **GRE Invoice Query Incentive Scheme Methodology**;

*(Network Code Reference S4.7.1 (g) - Unchanged)*

(h) the "**Incentive Payment**" shall mean the amount payable by Transco to the User and such amounts will be determined in accordance with the "**GRE Invoice Query Incentive Table**" contained within the GRE Invoice Query Incentive Scheme Methodology;

*(Network Code Reference S4.7.1 (h) - Unchanged)*

3. For the purposes of Section V13, the rules in this paragraph are Compensation Rules within Compensation Group F; and in relation thereto the payment month is the second month following the Relevant Month.

*(Network Code Reference S4.7.2) - Unchanged).*

4. Any amount payable by Transco pursuant to this GRE Invoice Query Incentive Scheme Methodology will be invoiced and payable in accordance with Section S.

*(Network Code Reference S4.7.3 - Unchanged)*

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*Version – v1.0*  
*Dated : 10 February 2003*

***SOS Unbundling Sub Group***  
**S.O.S. Draft Business Rules (1) – Suppressed**  
**Reconciliation Values**

STANDARDS OF SERVICE – TS0S12, TS0S13

The following business rules provide a brief summary of the existing Network Code provisions for Suppressed Reconciliation. Further to a review of these rules for meter asset unbundling the impacts on the standard of service for Suppressed Reconciliation (TS0S12 & TS0S13) are as follows:

**IMPACTS:**            **Suppressed Reconciliation Values (SRV's) for must reads and DM reads will become User Suppressed Reconciliation Values (USRV's) where relevant meter information provided to Transco by shippers is absent or found to be incorrect or missing.**

**REASON:**            Transco will no longer be responsible for providing relevant meter information for the purposes of the Network Code.

**DEPENDENCIES:** **Meter Information M3.2 (see Asset Unbundling Business Rule 9a)**  
**Network Code Suppression Guidelines**

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**ANCILLARY DOCUMENT:**    **Network Code Reconciliation Suppression Guidelines**

**IMPACTS:**            **Changes required to pages 3, 5, 8, 9 & 10 to reflect the above impacts.**

**REASON:**            As detailed above

1. In relation to larger Supply Points with effect from the Reconciliation by Difference Date:-

(i) ***Subject to rule 1 (ii)***, Transco shall investigate Reconciliation Values that have been suppressed following individual NDM and DM Reconciliation where a meter reading has been obtained by Transco pursuant to Section M3.6 (Must Reads) and M4.2 (DM Reads).

(ii) ***Where relevant Meter Information provided or which should have been provided by Users in accordance with Asset/Work business rules 9a & 9b (Section M 3.2 'Meter Information) is absent or is subsequently found to be out of date or incorrect, these Reconciliation Values will be sent to the User for investigation in accordance with 1 (iii) and become User Suppressed Reconciliation Values.***

(iii) ***Subject to Rule 1 (ii)***, the User shall investigate Reconciliation Values that have been Suppressed following individual NDM and DM Reconciliation where such reconciliation was undertaken other than those pursuant to Section M3.6 (must Reads) and M4.2 (DM Reads) (“User Suppressed Reconciliation Values”).

***(Network Code Reference E8.1.1 – Provisions revised to reflect the change in responsibility for the provision of Meter Information)***

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2. Those Reconciliation Values in respect of the above will apply (Reconciliation Values that have been “Suppressed”, being Suppressed Reconciliation Values and User Suppressed Reconciliation Values) shall be identified in the “**Network Code Reconciliation Suppression Guidelines**”, the document so entitled prepared and revised from time to time by Transco (in consultation with Users).

3. For the purposes of these business rules

(a) “Investigate” means investigation:-

- (i) by Transco of the accuracy of a Suppressed Reconciliation Value; or
- (ii) by the User of the accuracy of the User Suppressed Reconciliation Value

(b) “relevant Reconciliation Billing Period” is the Reconciliation Billing Period in respect of which a Reconciliation Invoice would have contained an Invoice Item derived from a Suppressed Reconciliation Value had not business rule 4 applied;

(c) for each LDZ for each Reconciliation Billing Period the “User LDZ Suppressed Reconciliation Proportion” shall be the Users User Aggregate Reconciliation Proportion for Monthly Individual Reconciliation calculated in accordance with E7.2.2 (Definition and calculation of relevant terms).

***(Network Code Reference E8.1.3 – Provisions remain unchanged)***

4. Where as a result of carrying out individual NDM Reconciliation or DM Reconciliation a Reconciliation Value is suppressed, neither the Suppressed Reconciliation Value nor the User Suppressed Reconciliation Value will be used for the purposes of calculating the relevant Invoice Items in a Reconciliation for the relevant Reconciliation Billing Period.

***(Network Code Reference E8.1.4 – Provisions remain unchanged)***

*SOS Unbundling Group – Business Rules /Suppressed Reconciliation Values*

*Version – V1.0*

*Dated : 8 April 2003*