

Draft Modification Report
Supply Metering Unbundling - Meter Information requirements in accordance with the Review of Gas
Metering Arrangements (RGMA)
Modification Reference Number 0673
Version 1.0

This Draft Modification Report is made pursuant to Rule 7.3 of the Modification Rules and follows the format required under Rule 8.9.3.

1. The Modification Proposal

The Meter Asset/Work Unbundling sub-group of the Supply Point & Billing Workstream identified a series of key industry requirements for Meter Information provision which it is intended should be reflected within the Network Code:

The Proposal reflects the changed responsibilities for provision of Meter Information (frequently referred to as 'asset data') to Transco. Such responsibility would move from being that of Transco to become a User obligation and reflects principles established within the remit of the 'Review of Gas Metering Arrangements' (RGMA) regime.

The following are the principal requirements:

- Meter Information - Connection & Disconnection Notifications.

The Gas Act establishes that whenever works are carried out on a Supply Meter Installation (including installation, removal, exchange and repositioning of such equipment), meter asset related data (Meter Information) will be notified to Transco via one of two routes;

- i) by the Registered User; or
- ii) by the Meter Worker (in the event that the supplier is unknown at the time of the works being carried out).

Transco is required to record all such information so provided in accordance with the conditions within the Gas Metering (Information on Connection and Disconnection) Regulations 1996.

In the event of Meter Information being received via the Meter Worker route, Transco would submit such data to the Registered User who would then be responsible for checking for data accuracy and resubmitting revised data to Transco.

Provided Meter Information has been validated by the Registered User, Transco would then record such data on its Supply Point Register

- Meter Information - Provision.

The Registered User would be responsible for providing timely and accurate Meter Information to Transco.

Upon receipt of a notification of a change to Meter Information from the Registered User, Transco would revise the details held in the Supply Point Register as specified in the Meter Information Notification. Transco would ensure the Supply Point Register reflected the Meter Information as supplied by the Registered User.

- Meter Information - Additional Requirements

In addition to the Meter Information 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, either in conjunction with or separate to a Schedule 2B notification, that are required by Transco to operate in accordance with its obligations.

- Meter Information - General

The quality of relevant Meter Information is essential to ensuring the integrity of key Network Code processes.

Where Transco believed that a User was not undertaking its Network Code obligations for the calculation of consumption in conjunction with the validation of meter readings, in the event that the User and Transco were unable to resolve the matter, Transco may require the User to produce evidence of its compliance together with supporting data.

- Meter Information - Impacts on Service Standards

As a result of the change in responsibility for the provision of Meter Information, it is necessary to reflect the requirements within the service standards in both the Network Code and the ancillary documents - 'Network Code Reconciliation Suppression Guidelines' and 'GRE Invoice Query Incentive Scheme Methodology'.

2. Transco's Opinion

This Modification Proposal is one of a suite of, and is complimentary to, seven relating to the Review of Gas Metering Arrangements (RGMA) programme and numbered 0672 - 0678.

It is Transco's opinion that this Modification Proposal should be implemented.

Transco is obligated by its GT Licence and Network Code to store relevant meter asset data. An important component of the new RGMA regime is that Transco be furnished with relevant Meter Information in accordance with the Connection and Disconnection Regulations 1996. However, a key principle is that Transco will not record relevant data on its Supply Point Register (Sites & Meters database) unless this has been validated by the Registered (or in limited circumstances, Proposing) User.

The changes summarised in 'Nature of Proposal' have been developed by the Meter Asset/Work Unbundling and Standards of Service Unbundling sub-groups of the Supply Point & Billing Workstream. Detailed business rules were prepared which are attached.

If this Modification Proposal were not implemented, the Network Code would not reflect the separation of Transco's gas transportation and supply metering activities.

3. Extent to which the proposed modification would better facilitate the relevant objectives

The purpose of this Modification Proposal is to reflect within the Network Code changed responsibilities for the provision of Meter Information and recording of such on Transco's Supply Point Register. This a measure is consistent with Transco's GT Licence Relevant Objective of securing effective competition between relevant shippers and between relevant suppliers.

4. The implications for Transco of implementing the Modification Proposal , including

a) implications for the operation of the System:

No implications for the operation of the system have been identified.

b) development and capital cost and operating cost implications:

Transco would incur significant costs in amending its UK-Link system.

c) extent to which it is appropriate for Transco to recover the costs, and proposal for the most appropriate way for Transco to recover the costs:

Transco does not propose any additional cost recovery.

d) analysis of the consequences (if any) this proposal would have on price regulation:

No such consequences have been identified.

5. The consequence of implementing the Modification Proposal on the level of contractual risk to Transco under the Network Code as modified by the Modification Proposal

Implementation of this Modification Proposal would not increase the level of Transco's contractual risk.

6. The development implications and other implications for computer systems of Transco and related computer systems of Users

Transco would be required to be make large scale changes to its UK Link system to facilitate implementation of this Modification Proposal.

Users would be required to undertake significant changes to their computer systems.

7. The implications of implementing the Modification Proposal for Users

Changes to Users' internal processes and procedures would be required.

8. The implications of implementing the Modification Proposal for Terminal Operators, Consumers, Connected System Operators, Suppliers, producers and, any Non-Network Code Party

The measures described within this Modification Proposal are consistent with relevant industry legislation governing the provision of metering data to Transco by meter workers and suppliers.

9. Consequences on the legislative and regulatory obligations and contractual relationships of Transco and each User and Non-Network Code Party of implementing the Modification Proposal

The measures described within this Modification Proposal are consistent with relevant metering provisions contained within the Connection and Disconnection Regulations 1996.

10. Analysis of any advantages or disadvantages of implementation of the Modification Proposal

Advantages:

- Establishes clear responsibilities and accountability with respect to providing and recording relevant Meter Information on Transco's Supply Point Register.
- Ensures that Meter Information recorded Transco's Supply Point Register is furnished only by parties with a direct interest in the relevant Supply Meter Point.

Disadvantages:

No disadvantages have been identified.

11. Summary of the Representations (to the extent that the import of those representations are not reflected elsewhere in the Modification Report)

Representations are now sought.

12. The extent to which the implementation is required to enable Transco to facilitate compliance with safety or other legislation

Implementation is not required to facilitate such compliance.

13. The extent to which the implementation is required having regard to any proposed change in the methodology established under Standard Condition 4(5) or the statement furnished by Transco under Standard Condition 4(1) of the Licence

This Modification Proposal is not required to facilitate any such change.

14. Programme of works required as a consequence of implementing the Modification Proposal

Transco would be required to make significant changes to its UK Link system to facilitate implementation of this Modification Proposal.

15. Proposed implementation timetable (including timetable for any necessary information systems changes)

This Modification Proposal should be implemented effective from 12 July 2004, being the RGMA 'cutover' date.

16. Recommendation concerning the implementation of the Modification Proposal

Transco recommends that this Modification Proposal be implemented.

17. Text

Section E

8.1.1 In relation to Larger Supply Points with effect from the Reconciliation by Difference Date:-

(a) subject to paragraph (c) below, Transco shall investigate Reconciliation Values that have been Suppressed following Individual NDM Reconciliation and DM Reconciliation where such Individual NDM and DM Reconciliation was undertaken pursuant to a Meter Reading obtained by Transco pursuant to Section M3.6 and M4.2 ("**Suppressed Reconciliation Values**"); and

(b) subject to paragraph (c) below, the User shall investigate Reconciliation Values that have been Suppressed following Individual NDM Reconciliation and DM Reconciliation where such Individual NDM Reconciliation and DM Reconciliation was undertaken other than pursuant to a Meter Reading obtained by Transco pursuant to Section M3.6 and M4.2 ("**User Suppressed Reconciliation Values**")-; and

(c) where Meter Information has or was due to have been provided by Users to Transco in accordance with Section M3.2 and Transco informs the User that such Meter Information is incomplete, out of date or otherwise incorrect, the User shall investigate any Reconciliation Values that have been Suppressed following Individual NDM Reconciliation and DM Reconciliation and such Reconciliation Values shall be User Suppressed Reconciliation Values.

8.1.2 Those Reconciliation Values in respect of which this paragraph 8 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).

8.1.3 For the purposes of this paragraph 8:

(a) "Investigate" means an investigation:-

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

(ii) by the User of the accuracy of a 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 paragraph 8.1.4 applied;

(c) for each LDZ for each Reconciliation Billing Period the "User LDZ Suppressed Reconciliation Proportion" shall be the User's User Aggregate Reconciliation Proportion for Monthly Individual Reconciliation calculated in accordance with paragraph 7.2.2

8.1.4 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 (Reconciliation Billing Period 'p').

Section S

4.6 Not Used

4.7 GRE Invoice Query Incentive Scheme Methodology

4.7.1 For the purposes of this section:

- (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;
- (b) "**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;
- (c) a "**Valid GRE Invoice Query**" is a GRE Invoice Query which results in a financial adjustment for the overpayment of Reconciliation Clearing Charges;
- (d) a "**month**" for the purposes of this paragraph is the period from the 6th day in one month until and including the 5th day in the following month;
- (e) the "**Query Receipt Month**" shall mean the month in which the GRE Invoice Query is received by Transco;
- (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;
- (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;
- (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;

4.7.2 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.

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

Meter Information – Connection & Disconnection Notifications

Remove existing Network Code text in Section M3.2 and replace with the following text.

3 METER READING: NON-DAILY READ SUPPLY METERS

3.2 Meter Information

3.2.1 For the purposes of facilitating compliance with Code, the Shipper Licence and the Transco Licence, the Registered User and Transco shall in accordance with paragraph 3.2 each provide timely and accurate Meter Information to the other in accordance with the requirements in the UK Link Manual.

3.2.2 The Registered User will provide to Transco Meter Information, which is

- (a) C&D Information by means of a Meter Information Notification;
- (b) not C&D Information by means of a Meter Information Update Notification.

3.2.3 Within 6 Business Days from the Day on which the Registered User receives Meter Information in respect of the installation, removal, exchange or repositioning of a Supply Meter Installation the Registered User shall provide Transco with such information by means of a Meter Information Notification and /or Meter Information Update Notification as appropriate.

3.2.4 Where C&D Information is received by Transco:

- (a) by means of a Meter Information Notification from the Registered User (and that was the Registered User on the date specified in the Metering Information Notification as the date on which such Meter Work was completed) then Transco will record such information and update the Supply Point Register accordingly;
- (b) by means of a Meter Information Notification, from the Proposing User (in respect of a Supply Meter Point comprised in a Proposed Supply Point, in respect of which the Supply Point Confirmation has become effective) Transco will record such C&D Information and update the Supply Point Register accordingly;
- (c) by means of a C&D Notification, from any User, other than a Registered User or Proposing User, Transco will only record such C&D Information;
- (d) by means of a C&D Notification, from a Meter Worker Transco will only record such C&D Information.

3.2.5 Transco will update the Supply Point Register where it receives a Meter Information Update Notification only from a Registered User and no other.

As soon as reasonably practicable after a Meter Information Update Notification is submitted, Transco will revise the Meter Information in accordance with such notification, unless Transco is not satisfied that the details contained in the notification are valid, in which case it will so notify the User and Transco and the Registered User shall co-operate with a view to establishing the correct details, and once such details are established Transco will make any required revision of the Meter Information.

A Meter Information Update Notification shall be "**outstanding**" for the purpose of the Code until the Meter Information has been revised pursuant to this paragraph 3.2.5.

A Meter Information Notification shall be outstanding for the purposes of paragraphs 3.2.6, 3.2.7, 3.2.8 and 3.2.10 until the Meter Information has been revised pursuant to this paragraph 3.2.5.

3.2.6 Where in respect of a Supply Meter Point, C&D Information is received by Transco from a Meter Worker or User in accordance with paragraph 3.2.4 (c) or (d), Transco will provide a copy of such C&D Information to the Registered User within 2 Business Days from the Day on which the identity of the such Registered User is known to Transco, and the Registered User will:

- (a) submit such C&D Information to the relevant supplier;
- (b) review the suppliers response and within 30 Days from the date that such C&D Information was received by the Registered User, by means of a Meter Information Notification, use its best endeavours to provide Transco with the corrected C&D Information (if it is not correct) or confirmation that such C&D Notification is correct;
- (c) notify Transco as soon as reasonably practicable where the Registered User is unable to comply with (b), together with the reasons for such non-compliance.

3.2.7 Where in respect of a Supply Meter Point comprised in a Proposed Supply Point, (whether a New Supply Point or a Current Supply Point) C&D Information is received by Transco from a Meter Worker or User in accordance with

paragraph 3.2.4 (c) or (d), before the Supply Point Registration Date (and therefore the identity of the Registered User is not known to Transco at that time) then within 2 Business Days following the Day on which of such C&D Information was received and after Supply Point Confirmation becomes effective, Transco will provide a copy of such C&D Information (together with any additional relevant data in the possession of Transco at such time) to the Proposing User and the Proposing User will:

- (a) submit such C&D Information to the relevant supplier;
- (b) review the supplier's response and within 30 Days from the date that such C&D Information was received by the Proposing User, by means of a Meter Information Notification, use its best endeavours to provide Transco with the corrected C&D Information (if it is not correct) or confirmation that such C&D Notification is correct;
- (c) notify Transco as soon as reasonably practicable where the Proposing User is unable to comply with (b), together with the reasons for such non-compliance.

3.2.8 Where in respect of a Supply Meter Point comprised in a Proposed Supply Point which is a Current Supply Point, C&D Information is received from a Meter Worker or User in accordance with paragraph 3.2.4 (c) or (d), and at the date of receipt by Transco of such C&D Information there is a Proposing User and a Registered User, then on the Day on which the Supply Point Confirmation becomes effective Transco will submit a copy of such C&D Information to such Proposing User and Registered User and the Proposing User will:

- (a) submit such C&D Information to the relevant supplier;
- (b) review the relevant supplier's response and within 30 Days from the date that such C&D Information was received by Proposing User, by means of a Meter Information Notification, use its best endeavours to provide Transco with the corrected C&D Information (if it is not correct) or confirmation that such C&D Notification is correct;
- (c) notify Transco as soon as reasonably practicable where the Proposing User is unable to comply with (b), together with the reasons for such non-compliance.

3.2.9 In respect of a Supply Meter Point comprised in a Proposed Supply Point in respect of which the Supply Point Confirmation has become effective, Transco will provide to the Proposing User the Meter Information (as held on the Supply Point Register) on the 7th Business Day before the Proposed Supply Point Registration Date.

3.2.10 Where Transco receives C&D Information from any User which subsequently becomes a Registered User then Transco will not resubmit such C&D Information to such User.

3.2.11 In order to ensure that Meter Information is as accurate as practicable, where at any time a Registered User becomes aware that there are material changes to the Meter Information it will:

- (a) validate this and use its best endeavours to submit a Meter Information Update Notification to Transco within 30 Business Days from the Day it first becomes aware of such change; or
- (b) as soon as reasonably practicable notify Transco where the Registered User is unable to so comply together with the reasons for such non-compliance; and
- (c) in accordance with Section G1.9.8 ~~(ii)~~ (b) use reasonable endeavours to secure that it becomes aware of any respect in which Meter Information provided to it is or becomes incorrect or out of date, including giving appropriate instructions to the Meter Reader for the time being.

3.2.12 Transco will update the Supply Point Register in accordance with paragraph 3.2.16 where Transco has received a Meter Information Notification:

(a) in respect of a Current Supply Point (in accordance with paragraph 3.2.7 or 3.2.8) from the User that is the Proposing User on or after the Supply Point Confirmation becoming effective;

(b) in respect of a New Supply Point, (in accordance with paragraph 3.2.8) from the User that is the Proposing User on or after the Supply Point Confirmation.

3.2.13 Where a Meter Information Update Notification is received from the Registered User and the Meter Information contained therein has resulted or may result in the amount of Transportation Charges paid or payable by the Registered User being inaccurate and a Meter Reading in respect of the Supply Meter at such Supply Meter Point:

(a) is not received from the Registered User at the time of receipt of such Meter Information Update Notification then Transco will determine a notional Meter Reading in respect of such Supply Meter to be effective upon either:

(i) the date provided within the Meter Information Update Notification); or

(ii) (if such date has not been so provided) the date on which the Meter Information Update Notification was processed by Transco;

and where no Opening Meter Reading is provided in accordance with M3.8.2(ii) or 3.8.5(a) and the notional Meter Reading applies in respect of a Non Daily Read Meter, such notional Meter Reading will be utilised by Transco as the Opening Meter Reading and this will be effective at the Supply Point Registration Date and paragraph 3.8.6 and 3.8.7 will not apply.

(b) is received from the Registered User at the time of receipt of such Meter Information Update Notification but no Opening Meter Reading is provided in accordance with M3.8.2~~(ii)~~(b) or 3.8.5(a) then the Meter Reading provided within the Meter Information Update Notification where it applies in respect of a Non Daily Read Meter, will be utilised by Transco as the Opening Meter Reading and this will be effective at the Supply Point Registration Date and paragraph 3.8.6 and 3.6.7 will not apply.

3.2.14 Prior to the submission of any Meter Information to Transco, the Proposing User and/or Registered User will consider any known data inconsistencies with the relevant supplier (or any person acting on its behalf) and where appropriate ensure that the Meter Information which is submitted has been corrected.

3.2.15 Where at any time in respect of any Supply Meter Point Transco becomes aware that the Meter Information held in the Supply Point Register is incorrect, (other than where Transco has received this information from the Registered User) within 6 Business Days of the Day upon which it becomes aware of this, Transco will so notify the Registered User and provide all relevant details and the Registered User will as soon as practicable review such details, and where necessary update the Meter Information and submit to Transco a Meter Information Notification containing such update in respect of such Supply Meter Point.

3.2.16 Upon receipt of a change to Meter Information from the Registered User, or the proposing User in accordance with paragraph 3.2.12, Transco will within 2 Business Days of such receipt revise the details held in the Supply Point Register as specified in the Meter Information Notification. Transco will ensure the Supply Point Register reflects the Meter Information as supplied by the Registered User or Proposing User.

3.2.17 Where Transco receives from the Registered User a revised Meter Information Update Notification in respect of a Supply Meter Point that has resulted or may result in the amount of Transportation Charges paid or payable by the Registered User or the Previous Registered User (if any) being inaccurate then by the end of the month following the month in which it receives such Meter Information Update Notification Transco will so notify such Registered User and provide to each Previous Registered User (if any) for such Supply Meter Point the revised Meter Information Notification.

3.2.18 Without prejudice to the Meter Information Notification obligations in paragraph 3.2.4, the Registered User will submit as a Meter Information Notification or as a Meter Information Update Notification, additional data items relating

to the Supply Meter Installation, that are required by Transco to operate in accordance with its Code or other obligations. Such data items may include:

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

3.2.19 Where Transco believes that a User is not undertaking its Code obligations for the calculation of consumption in conjunction with the validation of meter readings, then where Transco and such User are unable to resolve such matter Transco may notify the User with reasons for such belief and require the User to provide to Transco evidence of its compliance with such obligations by means of either (a) sufficient data to enable Transco to examine whether the User has so complied or (b) an audit report produced by an external independent Auditor. Where the User has not produced such data or report, or where following examination by Transco of such data, Transco believes it has evidence that the User has not complied with such Code obligations, or the report finds that the User has not so complied then Transco will be entitled to submit a report to the Competent Authority detailing its findings. The cost and expense of such report shall be borne by the User unless the report finds that the User has complied with such Code obligations in which case the cost and expense shall be borne by Transco.

3.2.20 For the purposes of the Code:

- (a) **“C&D Information”**: is information obtained in respect of Meter Work;
- (b) **“C&D Notification”**: is a notification (which is not a Meter Information Notification) containing C&D Information;
- (c) **“Meter Information”**: is the information maintained by Transco in the Supply Point Register in relation to a Supply Meter Installation, comprising the details (insofar as Transco has been informed of or otherwise holds such details) set out in the UK Link Manual, including:
 - (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;
 - (iv) C&D Information.
- (d) **“Meter Information Notification”**: is a notification in accordance with the UK Link Manual containing Meter Information that is C&D Information;
- (e) **“Meter Information Update Notification”**: is a notification in accordance with the UK Link Manual containing Meter Information that is not C&D Information;
- (f) **“Meter Work”**: is work performed in respect of which a notice has been served under Schedule 2B of the Gas Act in accordance with the Gas Meters (Information on Connection and Disconnection) Regulations 1996;
- (g) **“Meter Worker”**: is a person that has performed Meter Work;
- (h) **“Previous Registered User”**: is any Registered User (other than the existing Registered User) who was the Registered User at the Supply Meter Point at any time within a period of 18 months preceding the date upon which Transco records such Meter Information Update Notification or, if earlier, the date upon which Transco revised Meter Information which was capable of affecting the amount of the Transportation Charge at such Supply Meter Point.

~~3.2.1 For the purposes of the Code, “Meter Information” is the information maintained by Transco in the Supply Point Register in relation to a Supply Meter Installation, comprising the details (insofar as Transco has been informed of or otherwise holds such details) set out in the UK Link Manual, including:~~

- ~~(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 converter;~~
- ~~(iii) meter access details, being details intended to facilitate the obtaining by Meter Readers of access to the Supply Meter~~

~~3.2.2 In respect of a Supply Meter Point comprised in a Proposed Supply Point in respect of which the Supply Point Confirmation becomes effective, Transco will provide to the Proposing User the Meter Information on or as soon as reasonably practicable after the 7th Business Day, but not later than the 4th Business Day, before the Proposed Supply Point Registration Date.~~

~~3.2.3 After providing Meter Information to a User pursuant to paragraph 3.2.2, Transco will not be required to resubmit such information to the User; and accordingly.~~

~~3.2.4 A User may inform Transco of any respect in which the User considers that the Meter Information is incorrect by submitting a notification (“**Meter Information Notification**”) in accordance with the UK Link Manual specifying what the User believes to be the correct details.~~

~~3.2.5 In order to ensure that Meter Information is as accurate as practicable, the Registered User shall:~~

- ~~(i) in accordance with Section G1.9.8 (ii), use reasonable endeavours to secure that it becomes aware, insofar as it might reasonably be expected to become aware, of any respect in which Meter Information provided to it by Transco is or becomes incorrect or out of date, including giving appropriate instructions to the Meter Reader for the time being;~~
- ~~(ii) submit to Transco a Meter Information Notification as soon as reasonably practicable if, at the time at which Transco provides the Meter Information or at any later time at which the User remains the Registered User, the User becomes aware that the Meter Information is or has become incorrect or out of date.~~

~~3.2.6 As soon as reasonably practicable after a Meter Information Notification is submitted, Transco will revise the Meter Information in accordance with such notification, unless Transco is not satisfied that the details contained in the notification are correct, in which case it will so notify the User and Transco and the User shall co-operate with a view to establishing the correct details, and once such details are established Transco will make any required revision of the Meter Information; and a Meter Information Notification shall be “**outstanding**” for the purpose of the Code until the Meter Information has been revised pursuant thereto or it has been established that the details in such notification were incorrect.~~

~~3.2.7 Without prejudice to paragraph 2.7, if Transco becomes aware that any Meter Information is incorrect, Transco will as soon as reasonably practicable so inform the Registered User and revise the Meter Information accordingly.~~

Representations are now sought in respect of this Draft Report and prior to Transco finalising the Report

Signed for and on behalf of Transco.

Signature:

Chris Train
Director

Support Services

Date:

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.

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.

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.

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
- 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.

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 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.

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

Version – V2.0

Date: 1 March 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)

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:

(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*)

SOS Unbundling Sub Group – Business Rules /GRE Incentive Scheme

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

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)

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