Review Group 0157: Business Process Work Plan

	BUSINESS PROCESS	SUB PROCESS	PLANNED START DATE	PLANNED END DATE	LEAD PARTY	PARTIES INVOLVED
1.	**Connection Process**	iGT Request For New Connection	August 2007	February 2008	DNs	iGTs and DNs
		DNO Analysis	August 2007	February 2008	DNs	DNs
		DNO Issues Offer	August 2007	February 2008	DNs	DNs
		iGT Accepts Offer	August 2007	February 2008	iGT	iGTs and DNs
		Connection Made	August 2007	February 2008	iGTS and DNs	iGTS and DNs
		Completion Pack Received and Approved by DN	August 2007	February 2008	iGTs and DNs	iGTs and DNs
		DN Records Updated	August 2007	February 2008	DNs	DNs
2.	**CSEP Connection Approved / Rejected by DN and Where Appropriate Recorded by xoserve**		September 2007	February 2008	DNs	DNs and xoserve
3.	**CSEP registration by xoserve**		October 2007	February 2008	DNs and xoserve	iGTs, xoserve and DNs
3.	**iGT Connection of Supply Points**		October 2007	February 2008	iGTs	iGTs, Shippers, DNs and xoserve
4.	**LMN Registration and Update**		September	March 2008	iGTs	iGTs, DNs and xoserve
5.	**LMN Transfers**		January 2008	March 2008	iGTs	iGTs, Shippers, DNs and xoserve

6.	**LMN Reconciliation**		October 2007	March 2008	iGTs	iGTs, Shippers, DNs and xoserve
7.	**AQ Review**		February 2008	April 2008	iGTs and Shippers	iGTs, Shippers, DNs
8.	**iGT Billing**		January 2008	April 2008	iGT	iGT and Shippers
9.	**DNO Billing**		February 2008	April 2008	DNO	DNO, xoserve and Shippers
10.	**Nested CSEPS**		April 2008		iGT and DN	iGT, DN and xoserve

Business Process Issue and Action Log

Process	Issue for Consideration	Action for Consideration / Implementation	Parties Involved	Target Date for Resolution
Connection Process	DN reference numbers should be individual to DN and easily recognisable by xoserve.	DNs to provide xoserve with details of format.	DNs	08.02.08
	DN connection offers only remain open for 90 days.	DNs to chase iGTs where acceptance / rejection not received from iGT within 90 days or close job.	DNs	
	Where iGT accepts offer, DN acknowledges and adds load details to network model.	Timescale for issuing acknowledgement to be confirmed.	DNs	
	Regular feedback required from iGTs to allow DNs to track progress and ensure completion pack received.		DNs and iGTs	
	iGTs have 180 days to complete connection.	DNs to prompt iGTS where 180 day deadline is approaching then has been reached but no	DNs and iGTs	

		completion pack received from iGT. Unless date is amended DN will close project.		
	Do details of closed jobs need to be sent to xoserve ?			
	Following commissioning and completion of construction work iGT must provide DN with connection completion pack.	Timescales to be agreed.	DNs and iGTs	
CSEP Connection Approved / Rejected by DN and Where Appropriate Recorded by xoserve	iGTs trying to register CSEP before connection is Approved by DN and known to xoserve.	Timescales for DN issuing approval needs to be agreed.	DNs and iGTs	
	.	Timescales for DN confirming to xoserve and xoserve loading on system need to be agreed.	DNs, iGTs and xoserve	
iGT Connection of Supply Points	Supply Points are being connected to iGT network before CSEP connection is approved and CSEP is registered by xoserve. As such any gas flow will not be	Connection must be approved and CSEP registered with xoserve before Supply Point can be connected and flowing gas.	iGTs	

	accounted for in DN systems.			
CSEP registration by xoserve	CSP01 Rejection rates are high – predominantly iGTs trying to register LMNs against a CSEP before it is know to xoserve.	As above – process and timescales need to be agreed and followed by DNs and iGTs.		
	CSP01 rejections can remain unresolved for long periods of time, with gas remaining unaccounted for on DN systems.	Xoserve to investigate whether a report can be sent to DNs of CSEP rejections for their network to allow DNs to monitor and chase.		
	No timescales or standards exist for resolving rejections and resubmitting file			
	Xoserve don't recognise project number e.g. iGTs use own reference number	iGTs to include DN reference number in "optional" field to allow xoserve to do manual match.	iGT	
LMN Registration and Update	Read Window Doesn't Match			