

**iGT UNC Modification 072 iGT Single Service Provision, non-effective Days for cutover**  
**Supporting report**

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[Appendix 1 Illustration of day by day impacts \(also published on website\)](#)

Appendix [13](#) Matters to be taken forward by the iGT Shipper Workgroup

Version	Status	Comments
0.1	Draft	First draft following 6 <sup>th</sup> February 072 meeting
0.2	Draft	Second draft following review comments and 23 <sup>rd</sup> February 072 meeting
<a href="#">0.3</a>	<a href="#">Draft</a>	<a href="#">Third draft following review comments at 17<sup>th</sup> March 072 workgroup meeting</a>

## 1. Introduction

This report has been prepared in support of iGT UNC Modification 072. Its purpose is to document the intention and system and process implications of the modification. In addition it provides information on the selected approach and some background as to why this is required. ~~Appendix 2 details the questions submitted for the 6<sup>th</sup> February workgroup and the answers or relevant paragraph in this report where the topic answer is presented.~~

During workgroup discussions a series of questions and answers were prepared. These were used to compile this report and the questions and answers can be found on the iGT UNC website under the Modification 072 documents - <http://www.igt-unc.co.uk/ewcommon/tools/download.ashx?docId=2843>.

A spreadsheet detailing the day by day activities has been prepared, this is also on the iGT UNC website under the Modification 072 documents - <http://www.igt-unc.co.uk/ewcommon/tools/download.ashx?docId=2844>

Some matters arising, whilst very important, cannot be accommodated within the modification. These are process and other activity reconciliation matters. These are to be monitored and progressed as required, by the iGT Shipper Workgroup. These matters are detailed in Appendix ~~13~~.

## 2. Outstanding actions/issues

### 2.1 Meter read validation submission window

UNC M 3.3.4 (b) meter readings may be provided by the 25th Supply Point Systems Business Day after the Meter Read Date. Check whether it is possible to extend the 25 day period for a short period so read submissions are not impacted by the six non-effective day requirement. See section 5.2.1. Action Xoserve.

23<sup>rd</sup> February update – The 25 day period is parameterised and can be extended. This requires a modification to the GT UNC and is being progressed at the GT Nexus Workgroup. Note that this modification would only apply to Class 4 supply points and would be a transitional modification for a set period.

### 2.2 Scope of modification 072 and daily metered supply points

The intention of modification 072 is associated with supply points held on the iGT supply point register. There are a small number of daily metered supply points on iGT networks for which the gas transporters provide the daily read service and Xoserve maintains some supply point register data. These daily metered supply points will be migrating to UK Link. It is still being assessed whether this modification has any impact on these daily metered supply points, daily read service and supply point register information.

### 2.2.1 Daily meter read service

The meter reading service for iGT daily metered supply points is provided by the relevant Distribution Network. The reads are submitted to Xoserve and then processed and issued to Shippers.

The iGT daily metered supply points are to be migrated / cutover within the GT daily metered population, and will be subject to any outage / non-effective requirements of this exercise.

The meter reading arrangements for iGT daily metered supply points are therefore **NOT in scope** of modification 072. If there any specific iGT UNC requirements for daily metering services these will be the subject of a separate modification.

### 2.2.2 Change of Shipper events

Change of Shipper events currently require the Shipper to submit files to both the iGT and Xoserve for the same event to ensure both iGT and Xoserve systems are updated. This process is impacted by modification 072 and therefore Change of Shipper events for daily metered supply points are **IN scope** of modification 072.

### 2.2.3 Asset updates

Asset updates are provided to both iGT and Xoserve. This process is impacted by modification 072 and therefore asset updates for daily metered supply points are **IN scope** of modification 072.

## 3. UK Link Programme requirements

Central to the UK Link Programme is the delivery of the iGT single service provision initiative developed under iGT modification 039 - Use of a single Gas Transporter agency for the common services and systems and processes required by the iGT UNC, and GT modification 0440 - Project Nexus iGT Single Service Provision.

Part of the UK Link Programme work involves the preparation of iGT supply point register data in order that it can be migrated to the UK Link system to enable the provision of single service provision services.

Within the UK Link Programme development there reaches a point when the iGT data needs to be “closed-out” to enable the data to be finally prepared and then migrated. The closed-out period means that no further updates may be made to the data until the UK Link system goes live. This close-out period also means that in-flight change of shipper events can be effectively transitioned from iGT systems to the UK Link system. This is explained further in section 5.

In order to achieve this close-out a modification is required to the iGT UNC to create a period during which no updates may be made to iGT supply point register data. This “non-effective” period is a period during which Shippers and iGTs may not make any updates (create, update or delete activities) to the supply point register data. Files are not permitted to be sent by any iGT UNC party that would give effect to an update to the supply point register (see section 3 regarding response file timings). This non-effective period will have an impact on the change of shipper timescales currently set out in the iGT UNC.

Having assessed the requirements for the UK Link Programme cutover and go-live, it has been established that six non-effective days are required. These are September 25<sup>th</sup> to September 30<sup>th</sup> inclusive.

The iGT supply point register will close at the end of business on 24<sup>th</sup> September and will re-open as part of the UK Link Programme on 1<sup>st</sup> October.

#### **4. iGT business day timings, file processing timing and response files**

The iGT business day ends at 17:00 hrs. Any Shipper files to be processed for that business day must be received by the iGT before 17:00 hrs. Any file received after this time is deemed to have been received on the following business day.

Generally an iGT will have 2 business days to process files. It is recognised that iGTs will need to process all files received by 17:00hrs on the 24<sup>th</sup> September either on the 24<sup>th</sup> or the 25<sup>th</sup> in order to submit final supply point register data to Xoserve for Xoserve to then prepare the final data for migration and cutover to the UK Link system. Whether this shortened processing timescale is required to be set out in the iGT UNC or not is not known at this stage.

All files received by iGTs before 17:00hrs on 24<sup>th</sup> September will be processed and the action intended by the file will be given effect to. Some of the files may be processed by iGTs on the 25<sup>th</sup> September and the response file will be issued on this day, a response file is not a file that updates the supply point register.

Files received after 17:00hrs on 24<sup>th</sup> September will be rejected as they will in effect be files received on the 25<sup>th</sup> September – a non-effective day.

#### **5. Non-Effective day impacts**

The ~~charts in appendix 1~~ [day by day impacts in the chart on the iGT UNC website](http://www.igt-unc.co.uk/ewcommon/tools/download.ashx?docId=2844) <http://www.igt-unc.co.uk/ewcommon/tools/download.ashx?docId=2844> set out the illustration day by day of the implications of the six non-effective days. Further explanation is provided in this section, it will aid the reader if ~~the charts in appendix 1~~ [this chart is](#) ~~are~~ to hand when reading this section.

## **5.1 Change of Shipper file flows and timescales**

### **5.1.1 Change of Shipper assessment of scale of impacts**

Data is not readily available for the number of change of shipper events on iGT networks. Data is available for GT networks and the following provides an indication of the scale of impacts of the six non-effective days.

On the GT networks in October 2014 247,000 change of shipper events were effective. If this is averaged as a flat daily profile then 7,967 change of shipper events were effective each day. 7,967 as a percentage of the 21,000,000 GT supply points is 0.0379%.

0.0379% of 1,500,000 iGT supply points is 568. This is the scale of impact of each of the non-effective days.

The actual figure will be different, but as a guide to the scale of the impact this provides useful information.

### **5.1.2 Change of Shipper effective date (of the transfer)**

The non-effective days do not stop a change of shipper transfer date becoming effective on any of the non-effective days. Where a confirmation file is submitted 15 calendar days in advance of the relevant non-effective day, the transfer will still be effective on that day even though it is classified as a non-effective day.

### **5.1.3 Preserving in-flight change of Shipper events**

By utilising non-effective days, all in-flight change of Shipper events will be migrated to UK Link in the correct status. This ensures continuity of the change of Shipper event.

A consequence of this is that Shippers may receive “unsolicited files”. These are files that their systems may not be expecting to receive as the event commenced under one process/system and will be ending under another process/system. See also iGT Shipper Workgroup matters in appendix [13](#).

### **5.1.4 Change of Shipper event commencement**

To commence a change of Shipper event the incoming Shippers submits a confirmation to the relevant iGT. The iGT submits a response file to the incoming shipper and a ceased responsibility notice to the incumbent Shipper.

A confirmation cannot be sent on a non-effective day. If a gas consumer wishes to set a date of October 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup> or 14<sup>th</sup> for the Shipper transfer to be effective, then the incoming Shipper must submit the confirmation on or before the 24<sup>th</sup> September (a confirmation may be submitted up to thirty supply point system business days ahead of the effective date).

A confirmation cannot be sent on a non-effective day. If a Shipper receives a customer request to transfer to them on any of the non-effective days then the incoming Shipper cannot send the confirmation file until 1<sup>st</sup> October (this will be to the UK Link system). This means that Shippers will experience extended change of Shipper timescales of:

- 15 days if the confirmation request was to have been submitted on 30 September
- 16 days if the confirmation request was to have been submitted on 29 September
- 17 days if the confirmation request was to have been submitted on 28 September
- 18 days if the confirmation request was to have been submitted on 27 September
- 19 days if the confirmation request was to have been submitted on 26 September
- 20 days if the confirmation request was to have been submitted on 25 September

In each case the confirmation request cannot be submitted until 1<sup>st</sup> October. Based upon the estimated change of Shipper events this may affect circa 568 change of Shipper events per day.

#### **5.1.5 Objection window**

The objection window opens on the day after the confirmation file is submitted. The incumbent Shipper may object to the transfer. The matter is then for the two Shippers to resolve.

Presently the minimum period for a change of shipper to be effective is fourteen calendar days from the day after the confirmation file is submitted by the incoming Shipper. This fourteen day period is shown in the [appendix 1 illustrations day by day chart on the iGT UNC website http://www.igt-unc.co.uk/ewcommon/tools/download.ashx?docId=2844](http://www.igt-unc.co.uk/ewcommon/tools/download.ashx?docId=2844). The period comprises an objection window and a confirmation period of two business days. During normal business there are seven business days in the objection window, however, when there is a bank holiday (a non-business day) the objection window is shortened by each of the bank holidays (non-business days).

A non-effective day is a non-business day for the purpose of the change of shipper process. The six non-effective days will impact the objection window period reducing it to three supply point system business days where the confirmation file is submitted on the 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> September.

This shorter period could be mitigated by extending the change of shipper timescales from fourteen days to [eighteen] days. This would provide for a longer objection window. This mitigation is not included within the scope of modification 072.

#### 5.1.6 Confirmation cancellations

Any confirmation cancellations need to be submitted to the iGTs by 17:00hrs on 24<sup>th</sup> September. During the non-effective days Shippers will not be able to submit confirmation cancellations to the iGTs.

#### 5.1.6.1.7 Opening meter reading

Following the change of Shipper event the newly incumbent Shipper is required to submit an opening meter reading. This is the change of shipper reading, the closing position for the previous Shipper and the starting position for the newly incumbent Shipper. The Shipper has until the transfer effective date (D) plus ten business days to submit the opening meter reading.

Where the newly incumbent Shipper submits an opening meter reading, this reading is sent to the previous Shipper.

Where the newly incumbent Shipper does not submit an opening meter reading by D+10 the gas transporter will provide an estimated read for the change of shipper date. This estimated reading is sent to both the newly incumbent Shipper and the previous Shipper.

Where a change of shipper date is September 11<sup>th</sup> or later the D+10 window will extend to the 1<sup>st</sup> October or later (D+10 is 10 business days i.e. excluding weekends and the six non-effective days). This means that the newly incumbent Shipper may submit the opening meter reading to the iGT (up to the 24<sup>th</sup> September but no later) or to UK Link from the 1<sup>st</sup> October onwards.

#### 5.1.6.1.7.1 Submission of opening meter reading

Where the newly incumbent Shipper submits the opening meter reading to the iGT, the iGT will provide a response file (and assuming acceptance) the read file to the previous Shipper.

Where the newly incumbent Shipper submits the opening meter reading to UK Link (i.e. on or after 1<sup>st</sup> October), UK Link shall provide a response file (and assuming acceptance) the read file (URN) to the previous Shipper. Note: the opening meter reading will be subject to the new meter reading validation rules developed as part the industry requirements under GT modification 0432.

#### **5.1.6.25.1.7.2 Failure to submit an opening meter reading, estimated opening reading determined**

For all change of shipper events that are effective on 11<sup>th</sup> September and later, the opening estimated reading will be provided by UK Link to the newly incumbent Shipper and the previous Shipper.

For change of shipper events effective on 10<sup>th</sup> September or before, the relevant iGT shall provide the opening estimated reading.

## **5.2 Supply Point Register updates**

### **5.2.1 Shipper submitted meter readings**

Meter readings are not permitted to be submitted on a non-effective day. Any meter readings need to be submitted to the relevant iGT by the 24<sup>th</sup> September or to UK Link from the 1<sup>st</sup> October onwards. Meter reading types include (but are not limited to):

- Cyclic
- Replacement
- Customer

One of the existing (and continuing) meter reading acceptance validation criteria on UK Link is that the meter reading update to the supply point register is within 25 supply point systems business days after the meter reading date (UNC M 3.3.4 (b)).

This raises an issue that the six iGT UNC non-effective days applies only to the iGT UNC, not the GT UNC and hence not to the rules in UK Link. The effect of this issue is that Shipper iGT meter point reads submitted to UK Link from 1<sup>st</sup> October, where the meter reading date is 20<sup>th</sup> August through to 27<sup>th</sup> August, would not be accepted as they would fail this 25 day validation rule. Xoserve has an action to determine if this 25 day validation rule can be extended so that iGT meter readings are not impacted by this six non-effective day requirement.

It should be noted that any meter readings where the meter reading date pre-dates the 1<sup>st</sup> October will not lead to the outcomes created by modification 0432. This is to say that they will not instigate reconciliation or AQ review

activities, only meter readings where the meter reading is 1<sup>st</sup> October or later will lead to reconciliations and AQ review processes.

### **5.2.2 Shipper submitted supply point register data**

Any updates to the supply point register data need to be submitted to the relevant iGT by 24<sup>th</sup> September, or held back and submitted to UK Link from 1<sup>st</sup> October in the new UK Link file formats.

Unlike meter readings, where the supply point register data requires an effective date for the data update e.g. the date of the meter installation, there is no time limit validation. For example, if a meter asset is exchanged on 24<sup>th</sup> August and the asset update file is sent to UK Link on 2<sup>nd</sup> October, provided other validations are passed, the asset exchange will be accepted and the asset exchange date will show as 24<sup>th</sup> August on UK Link.

### **5.2.3 iGT updates to the iGT supply point register**

The non-effective days apply to updates to the iGT supply point register to be made by iGTs.

iGTs may only update their iGT supply point register up to 24<sup>th</sup> September, no later. Any updates that miss this date must be submitted to UK Link from 1<sup>st</sup> October.

This applies to all iGT generated supply point register updates, including, but not limited to:

- must reads
- estimated opening meter readings
- meter asset updates
- address updates
- MPRN creation
- CSEP creation

## **5.3 Daily metered supply points**

As referenced in section 2.2 the following are the modification 072 scope for daily metered supply points:

- Meter reading – Not in scope
- Change of Shipper events – In scope
- Asset updates – In scope

## **6. Explanation of the need for six non-effective days**

## **6.1 Overall aim of cutover**

### **6.1.1 Competitive gas market**

There is an industry requirement that the competitive market must remain in place during the cutover period i.e. a shipper transfer can be effective on any day of the year. It is accepted that six non-effective days impact duration of the shipper transfer process but they do not suspend it.

### **6.1.2 Data accuracy and cutover to new arrangements**

To maintain accurate data records on iGT, Shipper and UK Link systems the cutover needs to occur at a single point in time. If in flight activities were allowed to complete in their original system, the data across the industry would become unreliable.

### **6.1.3 In flight shipper transfer events must be not be impacted in the transition from iGT supply point register to UK Link**

To ensure the competitive gas market is subject to minimum impact, anything starting in an iGT system needs to migrate in that status and continue its process in UK Link.

## **6.2 Industry processes in UK Link**

### **6.2.1 Gemini**

Gemini is the system through which energy balancing (amongst other things) is conducted. Demand estimation is processed before each gas day. To perform this activity data has to be provided to Gemini at D-2 business days. This data is the future Shipper portfolio, including AQ, which will be effective in two days time.

In preparing the iGT data for use in UK Link the iGT data must be in a finalised position at D-3 (28<sup>th</sup> September) for transfer to Gemini in readiness for D-2 activities . The data must be present in Gemini on the 29<sup>th</sup> September.

## **6.3 Finalising the iGT supply point register and then preparing the data for UK Link.**

The iGT supply point register will be in a finalised position after all files received by 17:00hrs on 24<sup>th</sup> September have been processed and response files provided to Shippers (as mentioned earlier some response files may be issued on the 25<sup>th</sup> September).

Once each iGT has completed all supply point register updates they will send a delta file of updates to Xoserve. This is expected to be sometime on the 25<sup>th</sup> September.

Xoserve will then apply the delta updates to the data preparation database. This is expected to be on the 25<sup>th</sup> and 26<sup>th</sup> September.

Xoserve then needs to prepare the final version of the data for migration to UK Link, and provide portfolios of the final data to each Shipper and each iGT. This is expected to be on 27<sup>th</sup> and 28<sup>th</sup> September. The preparation of the data includes formatting to the UK Link structure and populating the data items needed by UK Link but not held by iGTs e.g. on UK Link there is a meter link code (used for prime and subs meters), every UK Link meter point has meter link code either P,F or S. Prime and sub configurations are not permitted on iGT networks and so the data item is not present on their supply point registers. So to prepare the data for readiness for UK Link the meter link code needs to be added.

#### **6.4 Six non-effective days**

Six non-effective days are required to cutover to the UK Link system and meet the requirements that in-flight shipper transfer events are accurately managed and the integrity of the iGT supply point register and UK Link is maintained.

Anything less than six non-effective days will put at risk the data migration exercise. The industry is faced with a small number of customers experiencing a longer change of shipper event (by a maximum of six days) in order to preserve the integrity of 1.5m supply points and deliver the full benefits to be accrued by moving to an iGT single service provision arrangement.

## Appendix 13 iGT Shipper Workgroup

The following are the matters arising as a result of modification 072 that cannot be accommodated within the modification and associated legal text. These are process and validation matters that need to be managed to ensure a successful cutover.

### 1. iGT Shipper portfolio as at close of business on 24<sup>th</sup> September

Shippers have requested a final portfolio report from the iGT supply point register. This will enable Shippers to compare the report from the Xoserve Data Preparation database and iGT systems.

### 2. In-flight change of Shipper event status as at 1<sup>st</sup> October

The purpose of the non-effective days is to allow in-flight change of Shipper events to migrate in their correct position within the change of Shipper process. Shippers will need to know the status and the next expected action in order to be ready to receive any “unsolicited” files. For example, if the supply point is at RQ status on 24<sup>th</sup> September it will become CO status on 1<sup>st</sup> October at which point UK Link will generate and issue the TRF file to incoming and outgoing Shippers. Both Shippers will need to be aware of this event.

It is not yet known how these event status will be communicated to Shippers and so this cannot be included within the modification at a detailed level. The matter needs to be developed and this will be done through the iGT Shipper Workgroup.

### 3. iGT, iGT MAM work in progress, and PEMS work reconciliation

There is a requirement to ensure that all work in progress is completed and the relevant records updated. Work completed during the non-effective period will require supply point register updates to UK Link. Some form of reconciliation will be needed to ensure all physical works result in the relevant system updates.

### 4. Isolations

Physical isolations work will still continue during the non-effective day period. Isolations can still be requested, but any supply point register updates cannot be made until after 1<sup>st</sup> October. The isolation request process may need to be refined during the non-effective day period.