

# **iGT Guidance Document**

## **Change of Gas Transporter Scenarios**

**December 2017**  
**Version 1.0**

## Introduction

### Background

This Guidance Document has been produced to give Pipelines Users (Shippers) the opportunity to make iGTs aware of potential impacts on Shippers' businesses where networks transfer from one iGT (or GDN) to another iGT (or GDN). The scenarios where a GT may change for one or more MPRNs are:

- Where an iGT sells (or transfers) a licence to another iGT
- Where an iGT sells (or transfers) network assets (infrastructure and meters) to another iGT
- Where an iGT sells (or transfers) network assets to a GDN
- Where a GDN sells (or transfers) network assets to an iGT

Due to the sensitive nature of the commercial discussions surrounding any sale, Shippers (and other industry parties) will often not become aware of the sale until the date of completion/transfer of ownership. Where commercial sensitivities do not exist, communication to affected parties should be made prior to the sale taking place, providing as much notice as possible.

By referring to this document, iGTs will be able to assess the impact on Shippers and put in place any processes or controls that will minimise the impact and disruption to the end users on the affected network.

This document does not provide an exhaustive list of all impacts resulting from a sale of network assets. Where this is the case, any impact identified by a party shall be given due consideration.

This document does not form part of the iGT Uniform Network Code.

### Modification of this Document

Any party may submit a new impact or proposed action through the iGT Modification Workstream. The impact should be sent to the Code Administrator at least 10 business days prior to the iGT Standing Workgroup at which the party wishes the proposed impact to be discussed. The Code Administrator will include the matter on the Agenda of the iGT Standing Workgroup and publish the impact with the Agenda.

All parties will attempt to reach agreement whether to accept, amend or reject an addition or amendment to this document. Where all parties cannot agree, iGTs will be responsible for amending the document to best reflect the proposed modification to the document.

## 1. Shipper Impacts and Gas Transporter Actions

The following table sets out the potential impacts of a change of Gas Transporter (for one or more MPRNs) on the registered gas Shipper(s). Where there is a change of Gas Transporter for one or more MPRNs, the new (i.e. incoming) Gas Transporter should consider the impacts set out below and, where relevant, take the suggested action(s) at the earliest possible opportunity.

Ultimately, each change of Gas Transporter event will be unique and will need to be carefully managed to ensure continuity of all services relating to the relevant MPRNs.

Ref	Impact	Suggested IGT action(s)
1	Treatment of MPRNs – same or change?	a) Write to all registered Shippers of the impacted supply points to notify the Shippers of: <ol style="list-style-type: none"> <li>i. the change of Gas Transporter</li> <li>ii. confirmation of whether the MPRNs for the relevant Meter Points / premises will remain the same or change (e.g. new MPRNs generated)</li> </ol>
2	Invoicing of Transportation and Metering Charges	b) Assess whether gas Shippers will see any change in their ‘all the way’ transportation or metering charges and, where the incoming GT anticipates that charges will change, provide clear rationale to all registered Shippers of the impacted supply points; c) Write to all registered Shippers of the impacted supply points to notify the Shippers of: <ol style="list-style-type: none"> <li>i. confirmation of the gas transportation charges that will apply</li> <li>ii. confirmation of any metering charges that will apply</li> </ol>
3	Management of outstanding Queries	a) Write to all registered Shippers of the impacted supply points to notify the Shippers of: <ol style="list-style-type: none"> <li>i. All outstanding queries that have transferred to the new Gas Transporter</li> <li>ii. How these queries will be taken forwards, including any relevant timescales and operational contacts</li> </ol>
4	Operational query handling	a) Write to all registered Shippers of the impacted supply points to notify the Shippers of: <ol style="list-style-type: none"> <li>i. new operational contacts</li> <li>ii. any changes to how (i.e. the process through which) a Shipper can raise a query to the Gas Transporter against the effected MPRN(s)</li> </ol>

Ref	Impact	Suggested IGT action(s)
5	'In flight' change of Shipper events	<ul style="list-style-type: none"> <li>a) Identify all 'in flight' change of Shipper events associated with the relevant MPRNs</li> <li>b) Work with Xoserve to determine how these will be managed to ensure the change of Shipper event is not delayed or impeded in any way</li> <li>c) Draft a clear communication to all nominated, confirmed or registered Shippers of the impacted supply points detailing how any in flight change of Shipper events will be managed.</li> </ul>
6	Changes to MPRN Look-up table in Shipper systems	<ul style="list-style-type: none"> <li>a) Ensure any notification clearly sets out all MPRNs impacted by the change in Gas Transporter, including where any new MPRNs have been created or old MPRNs withdrawn</li> <li>b) Raise an urgent change to the Code Administrator to amend the iGT MPRN Ranges table to reflect the change in Gas Transporter for all the relevant MPRNs</li> </ul>
7	Emergency response service	<ul style="list-style-type: none"> <li>a) Ensure all registered Shippers of the impacted supply points are aware of how the incoming Gas Transporter will provide emergency services, including: <ul style="list-style-type: none"> <li>a. Whether emergency response services will change in any way; and</li> <li>b. How emergency metering services will be provided (e.g. through PEMS or IGT Emergency Metering Services).</li> </ul> </li> </ul>
8	Any other miscellaneous changes	<ul style="list-style-type: none"> <li>a) Notify all registered Shippers of the impacted supply points of any other impacts – for example, where operational processes may differ between the out-going and incoming Gas Transporter.</li> </ul>