IGT AQ Review Procedures Document

An ancillary document to the IGT UNC

Version 1.6

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Change History

Version	Change	Date
1.0	First Issue	July 2007
1.1	Designation as an IGT UNC Ancillary Document	November 2011
1.2	Change in line with IGT051ANC	June 2013
1.3	Change in line with IGT049	November 2013
1.4	Change in line with IGT053	October 2014
1.5	Change in line with IGT071	June 2017
1.6	Change in line with IGT113VV	March 2019

IGT CSEP NExA Table REVIEW PROCESS

General

1 Terms used in this Document but not defined herein shall have the same meaning as in the IGT UNC.

[NB This document replaces the existing Ancillary Document "IGT AQ Review Procedures" and Sections 1 to 8 in that document have been deleted in their entirety]

1. Reporting

The following report is generated for Industry analysis and debate as part of the process to conduct an Annual review of the values held within the CSEP NExA Table.

a) IGT data collation

IGTs will individually collate AQ data using template C1 using the following rules set out within the template.

- Use one tab per licence held, inputting the average AQ per property type for each of the three geographic areas. Next to this value, input the number of individual supply points used to derive that average.
- IGTs should be reporting from the Formula Year Annual Quantity review output files provided by the Pipeline Operator Agency, not from the overall portfolio. If an AQ has not been reviewed, it should not be part of the dataset.
- The AQ used should be the Formula Year Annual Quantity (FYAQ) that was taken as the revised Formula Year Annual Quantity for application from the 1st April of the year in which the CSEP NExA table is being reviewed.
- Where an IGT has no values for a type of property the cell AQ and NUMBER must be left BLANK.

- **The following should be EXCLUDED from the AQ data:**
  - Infill domestic property AQs.
  - Non-domestic property AQs.
  - There was no AQ change because the site became less than 9 months prior to the cut off read date for the potential revision of the FYAQ.
  - There were no reads with which to calculate the AQ.

- **The following should be INCLUDED in the AQ data:**
  - Only properties deemed to be new housing when first connected to a gas connection. **Note that properties outside of the table template, i.e. properties with 9 bedrooms or higher, shall be included in Band G.**
  - All other AQ values calculated as part of the most recently completed revision of the Formula Year Annual Quantity using actual meter reads (for clarity it also includes those above the 2,500 therm threshold).
  - Only house types that are listed in the NExA-Table-reporting-template-C1_IGT113.xls linked below.

IGTs will collate the results of each IGT AQ review to create the Proposed CSEP NExA Table using the NExA-Table-reporting-template-C2.xls linked below by 31st May for inclusion in the IGT UNC Ancillary Document CSEP NExA Tables.

[NExA-Table-reporting-template-C1_IGT113.xls]

[NExA-Table-reporting-template-C2.xls]

2. Annual updates to the AQ values within the CSEP NExA Table

Step 1

Within 5 Business Days of the collation by the IGTs of the results of the IGT data collation as in Section 1 above, the Pipeline Operators will arrange and thereafter request the Code Administrator to notify Pipeline Users of the date of a CSEP NExA Table Review Work Group. This meeting will be scheduled to take place at the following July Workstream. At the meeting the Pipeline Operators will present the outputs of the IGT data collation exercise including the Proposed CSEP NExA Table.

Papers and presentations to be discussed at the meeting should be submitted to the Code Administrator at least seven (7) Business Days ahead of the meeting in order to allow attendees sufficient time to review and consider proposals prior to the meeting.

Step 2

At the CSEP NExA Table Review Work Group meeting the outputs of the AQ data collation exercise including the Proposed CSEP NExA Table will be reviewed and considered. At the meeting, Pipeline Operators and Pipeline Users will be afforded the opportunity to present any evidence or data which challenges the Proposed CSEP NExA Table.

For the avoidance of doubt, any Party who wishes to raise a valid challenge to the Proposed CSEP NExA Table must provide sufficient evidence to do so and must state how this evidence has been produced.

Step 3

The Pipeline Operators will produce a Work Group report for the following July IGT UNC Modification Panel. The report will include the views of the Work Group on whether or not to automatically update the current CSEP NExA Table with the values contained in the Proposed CSEP NExA Table and will include details of any valid challenges that were raised and whether such challenges were withdrawn during the meeting. Following the production of the report a challenge can be withdrawn prior to the consideration of the Work Group report by the Panel, by notice to the Code Administrator.

Step 4

At the July Panel, the Panel will review the CSEP NExA Table Review Work Group report together with any outstanding challenges that have been raised and not withdrawn. The Panel will consider whether the data is largely accurate and reflective of annual consumption patterns. Following such discussion the Panel will be asked to vote on whether there are sufficient concerns for the Proposed CSEP NExA Table not to be implemented. Subject to Step 8, unless there is a Panel Majority against implementation, the Proposed CSEP NExA table will be implemented as a replacement of the current CSEP NExA table in Section 2 Current Table of the IGT UNC Ancillary Document CSEP NExA Tables, in the following February release of the IGT UNC and the Panel will instruct the Code Administrator to circulate an implementation notice to each IGT UNC Operator, each Pipeline User, each Member, each Third Party Participant, each Affected Person (if any) and the Authority within five (5) Business Days of the Panel decision. Such implemntation notice will include a copy of the Proposed CSEP NExA Table.

Step 5

(Explanatory Note - Steps 5, 6 and 7 will only need to be followed where the July Panel cannot agree implementation.)

Where the July Panel does not agree to implement the Proposed NExA, the concerns raised by the Panel will be documented by the Code Administrator within two (2) Business Days and the Panel will request that the Proposed CSEP NExA Table shall proceed to Consultation in accordance with Clause 23.1 of Part L of the IGT UNC on the basis that the Proposed CSEP NExA Table will be considered to be a Self-Governance Modification Proposal where the Panel has agreed that Legal text does not need to be provided.

Step 6

The normal procedures for a Self-Governance Modification Proposal as per the IGT UNC Modification Rules Clause 23 will be applied and the resulting Final Modification Report will be considered by the September IGT UNC Panel. Subject to Step 8, where there is a Panel Majority for implementation, the Proposed CSEP NExA table will be implemented as a replacement of the current CSEP NExA table in Section 2 Current Table of the IGT UNC Ancillary Document CSEP NExA Tables, in the following February release of the IGT UNC and the Panel will instruct the Code Administrator to circulate an implementation notice to each IGT UNC Operator, each Pipeline User, each Member, each Third Party Participant, each Affected Person (if any) and the Authority within three (3) Business Days of the Panel decision. Such implementation notice will include a copy of the Proposed CSEP NExA Table.

Step 7

Subject to Step 8, where the Panel is unable to reach a decision at the September Panel to implement the Proposed CSEP NExA Table, the Table would not be updated for that year and the Panel will instruct the Code Administrator to circulate a non-implementation notice to each IGT UNC Operator, each Pipeline User, each Member, each Third Party Participant, each Affected Person (if any) and the Authority within three (3) Business Days of the Panel decision.

Step 8 (Appeal Procedures)

Any decision taken by the Panel with regard to the implementation or non-implementation of the Proposed CSEP NExA Table will be subject to Clause 30 of Part L of the IGT UNC (Self-Governance Appeal Procedures). For the purposes of the said paragraph 30, the Proposed CSEP NExA Table change will be considered in an exact same manner as though it were a Self-Governance Modification Proposal and the Self-Governance Modification Proposal Determination Date will be the date of the Panel meeting at which the implementation or non-implementation of the Proposed CSEP NExA Table was agreed.