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**Meter Data Services Procedures**

**DRAFT FOR CONSULTATION**

**Version 1.0**  
**10th November, 2004**

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## **IMPORTANT NOTE**

The Commission has directed Bord Gáis Éireann to develop legal drafting of the Unified Code of Operations (“UCOP”) to reflect the Business Rules published by the Commission on 23 July 2004 and the underlying principles of the GMOWG Business Models, and to publish the legal drafting so developed for consultation with industry.

Legal drafting for the General Principles, Capacity, Nominations, Allocations, Balancing, Shrinkage, Administration and NDM Sections of the UCOP was published on 8 October 2004. The remaining sections of the UCOP and the Ancillary Agreements referred to therein is scheduled for publication on or about 19 November 2004. The Procedures, as referenced in the UCOP with respect to the GPRO, FAR and MDS, are based on the relevant GMOWG Business Models.

The attached represents the MDS Procedures which were prepared to give effect to the MDS GMOWG Business Model and is being circulated for consultation with all industry participants including the Commission, Shippers and the Transporter. The Transporter, therefore, reserves its position accordingly.

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**Note:** The definitions presented in the Glossary of Terms below are provided solely for ease of understanding and shall have no legal effect. These definitions are not intended to supplant existing or future definitions contained in the Unified Code of Operations to which the within Procedure relates. Under no circumstances shall the Transporter be liable for any loss or damage (whether direct or indirect) arising from reliance on the definitions or any other information contained in the Glossary of Terms below.

## **Glossary of Terms**

Assigned is the term used to describe a customer recorded at a gas point with an opening read.

Closing/opening read is the term used to describe a non- scheduled meter read requested by the Shipper and required when the current End User is leaving or there is a change of End User at the NDM Supply Point (closing read for the leaving End User, opening Read for the incoming End User).

Dial-a-read service is the term used to describe the service provided by the Transporter to enable the End User to submit a NDM Meter Read to the Transporter by telephone.

Estimated NDM Meter Read is a term used to describe the value generated and used as an estimate of consumption where no NDM Meter Read has been obtained.

Meter lock (Please refer to the Siteworks Procedures.)

Meter unlock (Please refer to the Siteworks Procedures.)

NDM Gas Point meter(s) is the term used to describe the meter equipment comprised at a Gas Point within a NDM Supply Point.

Non-scheduled meter reads is the term used to describe the process for reading NDM Gas Point meters at the request of a Shipper which are outside the read cycle schedule.

Pre-assigned is the term used to describe a customer recorded at a gas point but with no opening read.

Read cycle schedule is the term used to describe the process for reading NDM Gas Point meters and is outlined in Table 1 of these Procedures.

Shipper's Operational Siteworks Services Agreement (Please refer to Siteworks Procedures.)

Special read is the term used to describe a non-scheduled meter read requested by the Shipper required for a Change of Shipper or a NDM Meter Read query resolution.

# 1 MDSP-1 Scheduled Meter Reads Procedures

## 1.1 Purpose /Scope

- 1.1.1 These procedures govern the process for reading NDM Gas Point meters according to a read cycle schedule.
- 1.1.2 This procedure is supported by three Metering Data Services (MDS) ancillary procedures:
- Meter read estimation procedure;
  - Meter read validation procedure; and
  - Dial-a-read procedure.

## 1.2 Related Documentation

- 1.2.1 This procedure relates to the following documents:
- Unified Code of Operations - Part D, Section 5 (*Meter Data Services*)
  - Siteworks Procedures
  - Theft and Fraud Policy
  - Meter Read Query Resolution Policy

## 1.3 MDSP-1 Scheduled Meter Read Procedures

- 1.3.1 The Transporter shall endeavour to provide or shall endeavour to procure the provision of meter read services for all NDM Gas Points in accordance with a schedule of Gas Point meter readings (the read cycle schedule), as published by the Transporter from time to time.
- 1.3.2 The frequency of the NDM Meter Reads shall be in accordance with the read cycle schedule. Details of the read cycle schedule shall be made available to Registered Shippers.
- 1.3.3 The Gas Point consumption shall dictate the frequency of the meter reading as set forth in following table:

**Table 1- Read Cycle Schedule**

| <b>Gas Point Consumption</b> | <b>Read Cycle</b>                                     | <b>Description</b>  |
|------------------------------|---|---|
| 0 to 73,200 kWh              | Bi-monthly readings<br>(3 actual + 3 estimated reads) | The Transporter shall endeavour to physically read meters three times per annum and shall conduct planned estimated reads three times per annum. The estimated NDM Meter Read shall be generated in accordance with the Meter Read Estimation Procedure in Section 3.3. |
| ≥ 73,201 kWh                 | Monthly readings<br>(12 actual reads)                 | The Transporter shall endeavour to physically read meters once a month.   |

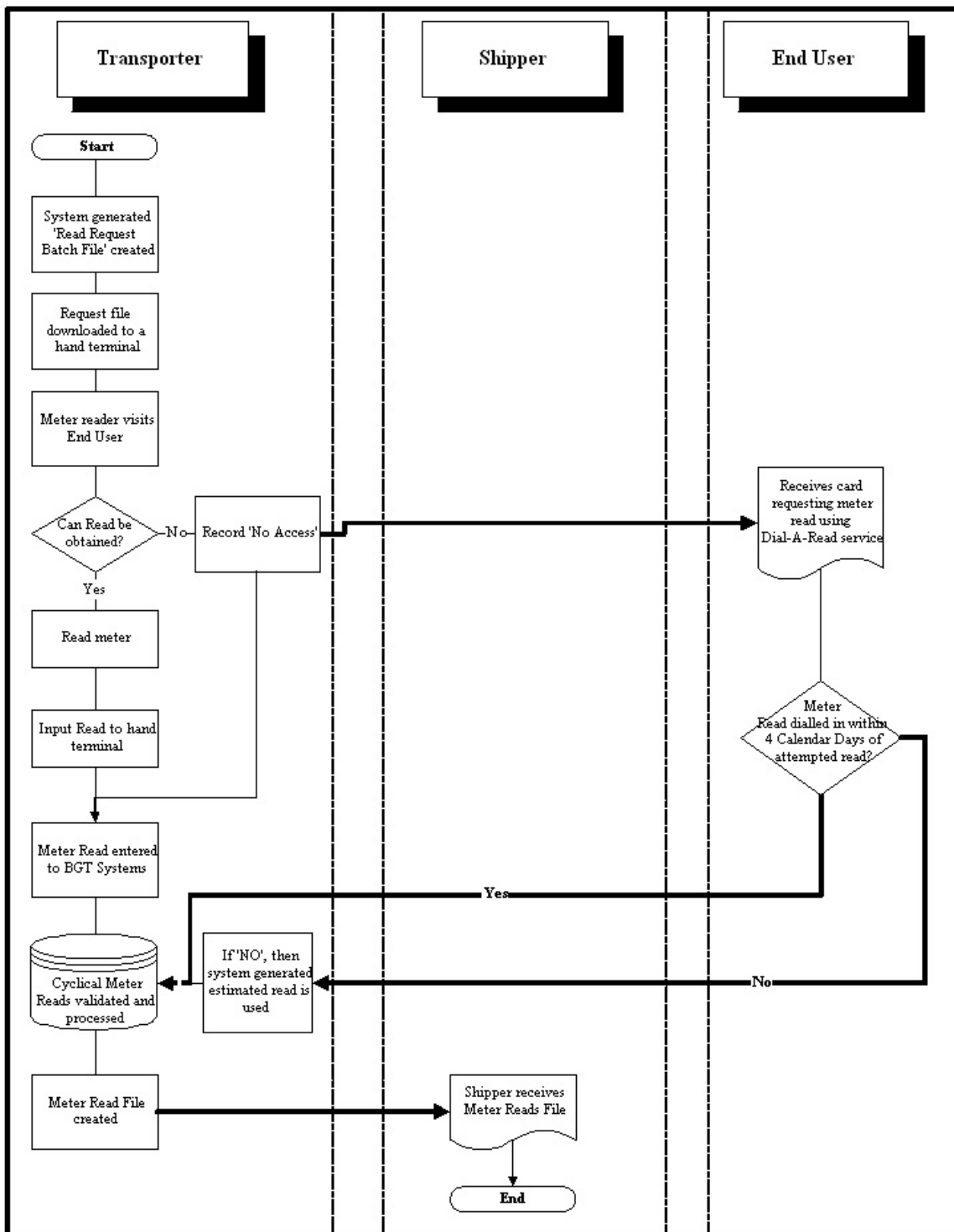
- 1.3.4 The Transporter shall endeavour to obtain at least one (1) NDM Meter Read per year. Where an NDM Meter Read has not been obtained by the Transporter or dialled in by an End User after three consecutive scheduled attempts or within 12 months, the Transporter will carry out an “annual” read outside the read cycle schedule. The read may be made outside normal working hours.
- 1.3.5 The Transporter shall validate the NDM Meter Reads in accordance with the Meter Read Validation Procedure in Section 3.4 (hereafter referred to as the “validation process”) and shall make available the NDM Meter Reads to the relevant Shipper, as follows:
- a) Upon successful completion of the validation process, the Transporter shall make the NDM Meter Read available to the relevant Shipper one (1) Business Day after the NDM Gas Point Meter has been read; or
  - b) Where the NDM Meter Read has failed such validation process, the Transporter shall make the NDM Meter Read available to the relevant Shipper two (2) Business Days after the NDM Gas Point meter has been read.
- 1.3.6 Where the Transporter is unable to obtain access to the NDM Gas Point meter to obtain an NDM Meter Read, the Transporter shall leave a no- access card and request the End User to submit a NDM Meter Read using the dial-a-read service in accordance with the dial-a-read procedure in Section 3.5. In such a case the following schedule shall apply:
- a) Where a NDM Meter Read is dialled in by the End User, the Transporter shall make the NDM Meter Read available to the relevant Shipper one Business Day (1) after the Transporter received the read; or
  - b) Where after four (4) calendar days of the scheduled read date, the End User has not dialled in a NDM Meter Read, the Transporter will use an estimated NDM Meter Read (see meter read estimation procedure) and make it available to the Shipper.
- 1.3.7 Where no Shipper is assigned to a Gas Point but the relevant meter has recorded consumption, the NDM Meter Read shall be recorded and an investigation shall be initiated pursuant to the Theft and Fraud Policy to determine if theft or fraud has occurred.
- 1.3.8 Where no theft or fraud is suspected, the Transporter shall contact the End User and shall inform the End User that they must enter into a contract for supply of Gas with a Shipper within four (4) Business Days of the relevant NDM Meter Read. When a Shipper is assigned to the relevant Gas Point, the NDM Meter Read previously taken shall be considered as the opening read. If the End User does not enter into a contract for the supply of Gas with a Shipper within the said period, the Gas Point valve shall be locked in accordance with the Siteworks Procedure, to prevent the flow of gas at the Gas Point.

## 1.4 Procedure Diagrams

1.4.1 A diagrammatic representation of the procedures are set out below, for ease of understanding and shall have no legal effect:

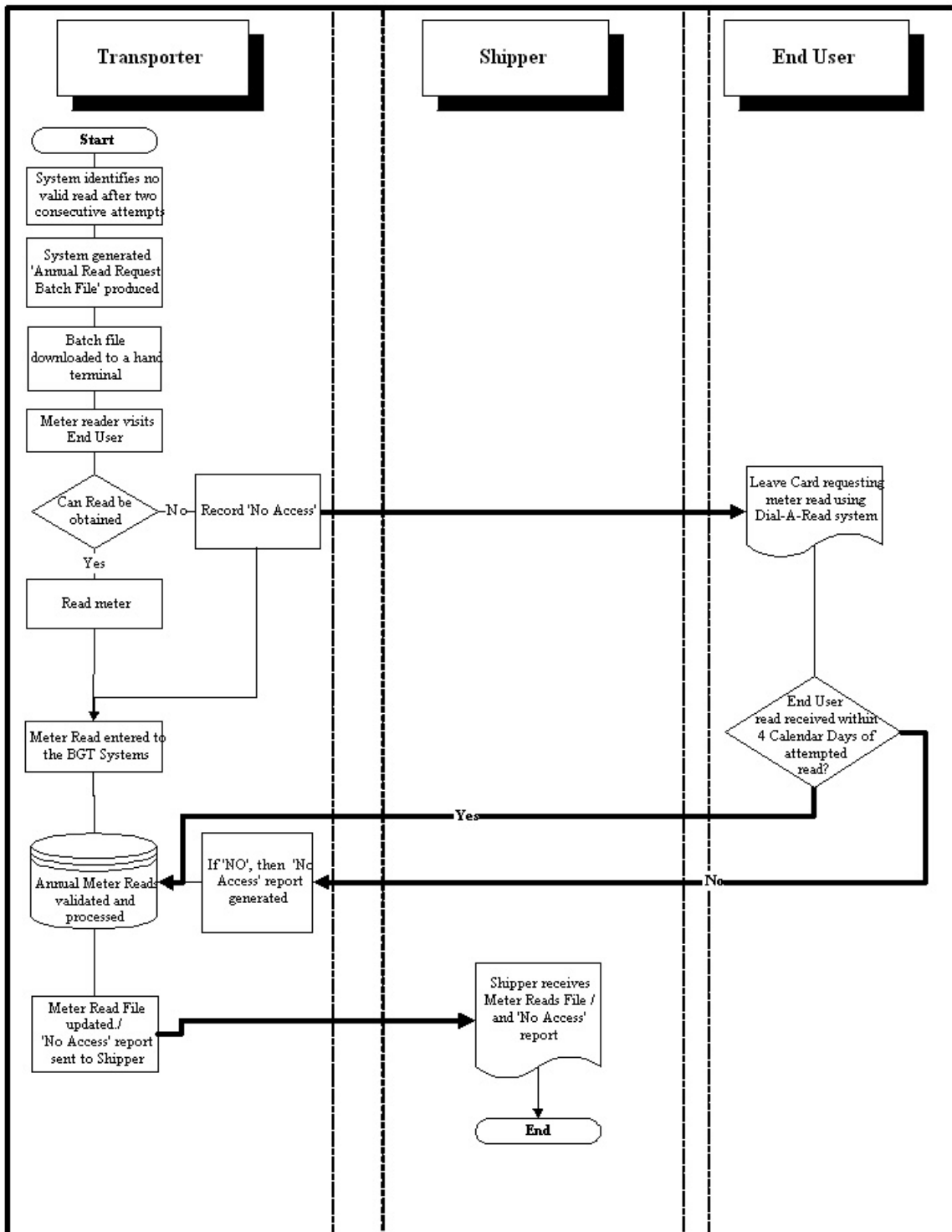
- MDSP-1.1 Scheduled meter read - Cyclical
- MDSP-1.2 Annual meter read (Shipper assigned)
- MDSP-1.3 Annual meter read (No Shipper assigned)

1.4.2 In the event of a conflict between the diagrams in this section and section 1.3, section 1.3 shall prevail.

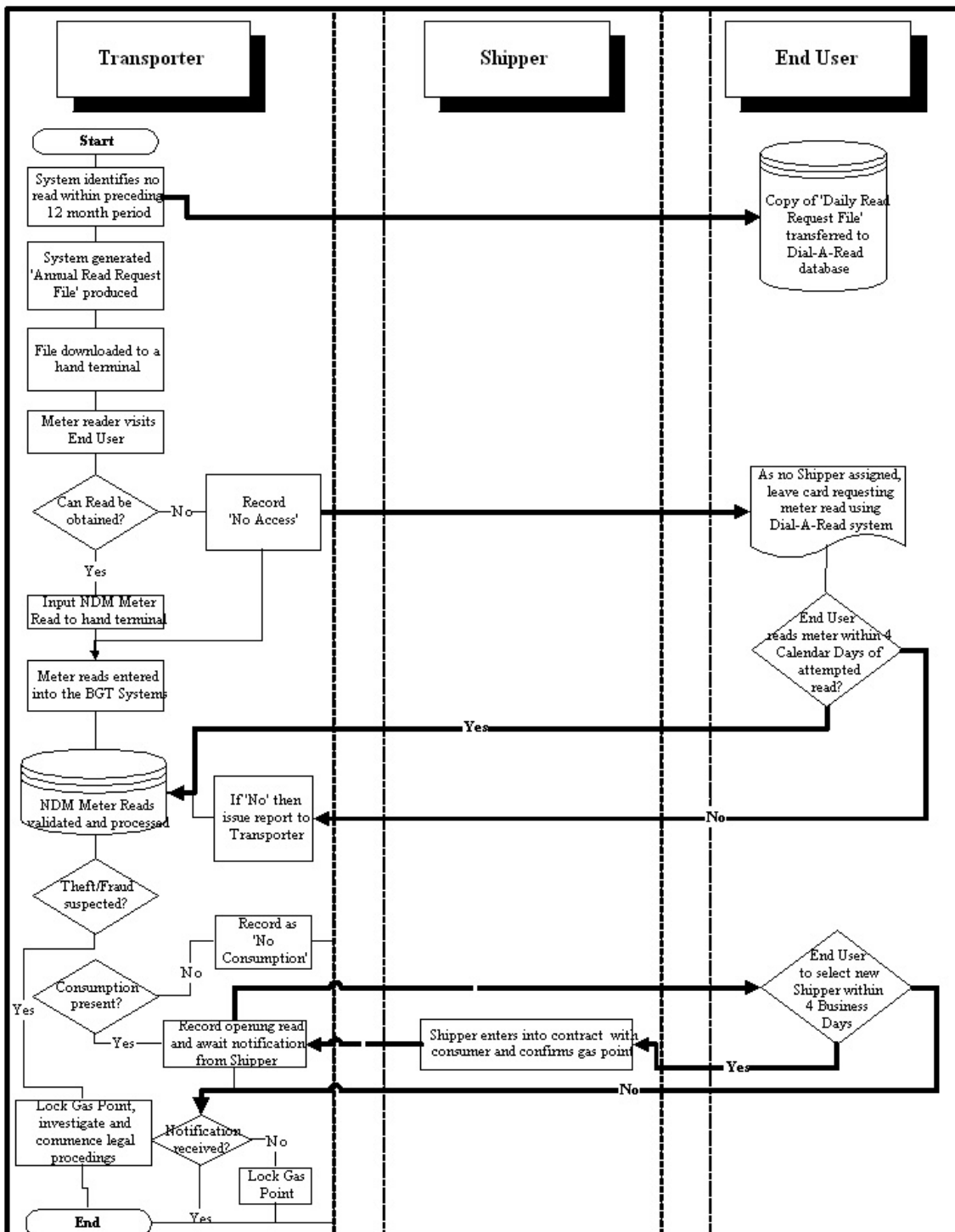


|                         |                                |                      |                     |
|-------------------------|--------------------------------|----------------------|---------------------|
| <b>Procedure Title:</b> | Scheduled meter read -Cyclical | <b>Prepared By:</b>  | BGT                 |
| <b>Issue :</b>          | Version 1.0                    | <b>Release Date:</b> | 10th November, 2004 |





|                         |                                      |                      |                     |
|-------------------------|--------------------------------------|----------------------|---------------------|
| <b>Procedure Title:</b> | Annual meter read (Shipper Assigned) | <b>Prepared By:</b>  | BGT                 |
| <b>Issue:</b>           | Version 1.0                          | <b>Release Date:</b> | 10th November, 2004 |



|                         |   |                      |                     |
|-------------------------|---|----------------------|---------------------|
| <b>Procedure Title:</b> | Annual meter read (No Shipper Assigned) | <b>Prepared By:</b>  | BGT                 |
| <b>Issue:</b>           | Version 1.0                             | <b>Release Date:</b> | 10th November, 2004 |

## **2 MDSP-2 Non-Scheduled Meter Read Procedures**

### **2.1 Purpose /Scope**

- 2.1.1 These procedures govern the process for reading NDM Gas Point meters outside the read cycle schedule.
- 2.1.2 Only the Transporter shall carry out non-scheduled meter reads, in accordance with these Procedures, at the request of a Shipper.
- 2.1.3 Non-scheduled meter reads may be requested by the Shipper in the case of:
- a) Closing /opening read: where there is a change of End User at a Gas Point;
  - b) Special reads: whenever an NDM Meter Read is requested for any other reasonable purpose, for example, in connection with a query resolution process or Change of Shipper.
- 2.1.4 A non-scheduled meter read shall also be required in the event of a meter lock or meter unlock. The locking and unlocking of Gas Point meters shall be carried out by the Transporter in accordance with the Siteworks Procedures.

### **2.2 Related Documentation**

- 2.2.1 This procedure relates to the following documents:
- Unified Code of Operations – Part D, Section 5 (*Meter Data Services*)
  - Siteworks Procedures
  - GPRO Procedures
  - Shipper's Operational Siteworks Services Agreement
  - Siteworks Charges (NDM) document
  - Meter Read Query Resolution Policy

### **2.3 MDSP-2.1 Closing/Opening Read Procedure**

- 2.3.1 Where there is a change of End User at the Gas Point, the Shipper may request the Transporter to provide a closing/opening read (closing read for the leaving End User, opening read for the new End User) by giving not less than five (5) Business Days notice. The Shipper shall create a work request on the BGT Systems by selecting the appropriate work activity type and an appointment from a schedule of appointment times provided by the Transporter.
- 2.3.2 The Transporter shall endeavour to procure a closing/opening read by reading the NDM Gas Point meter at the End User's premise and shall enter the NDM Meter Read details into the BGT Systems. Upon successful completion of a validation process, the NDM Meter Read shall be made available to the Shipper two (2) Business Days after the date of the relevant NDM Meter Read.
- 2.3.3 Whenever the Transporter cannot gain access to the relevant NDM Gas Point meter, the Transporter shall request the End User to contact the relevant Shipper to arrange another visit. Each time the Transporter cannot gain access to the relevant NDM Gas Point meter, the relevant Shipper shall be invoiced for each such visit.

- 2.3.4 A closing/opening read may only be requested if an End User is preassigned to the Gas Point. Where no End User is preassigned, the Transporter shall terminate the gas supply by locking the emergency control valve and take a NDM Meter Read (as part of the process of locking the meter in accordance with the Siteworks Procedures).
- 2.3.5 The closing/opening read process will not be finalised until an NDM Meter Read is obtained.

## **2.4 MDSP-2.2 Special Read Procedure**

- 2.4.1 A special read may be requested by a Shipper in connection with:
  - a) A NDM Meter Read query resolution process; and
  - b) A Change of Shipper process.
- 2.4.2 The Shipper shall create a work request for a special read on the BGT Systems and select an appointment time from the schedule of appointment times provided by the Transporter on the BGT Systems.
- 2.4.3 The Transporter shall endeavour to procure a special read by reading the relevant NDM Gas Point meter at the End User's premise and enter the read details into the BGT Systems. Upon successful completion of the validation process, the Transporter shall make the NDM Meter Read available to the Shipper two (2) Business Days after the date of the relevant NDM Meter Read.
- 2.4.4 Whenever the Transporter cannot gain access to the NDM Gas Point meter, the Transporter shall request the End User to contact the relevant Shipper to arrange another visit. Each time the Transporter cannot gain access to the relevant NDM Gas Point meter, the relevant Shipper shall be invoiced for each such visit.

## **2.5 MDSP-2.3 Non-Scheduled Meter Read Invoice Procedure**

- 2.5.1 The cost of each non-scheduled meter read shall be payable by the Shipper assigned to the relevant NDM Gas Point in accordance with the Siteworks Charges (NDM) document as follows:
  - a) Where a NDM Meter Read is obtained, the Transporter shall invoice the Shipper in accordance with the Shipper's Operational Siteworks Services Agreement; or
  - b) Where the Transporter has not gained access to a Gas Point and a NDM Meter Read is not obtained, the relevant Shipper shall be invoiced for every attempted visit in accordance with the Siteworks Procedures.
- 2.5.2 The charges for non-scheduled meter reads shall be as approved by the Commission.

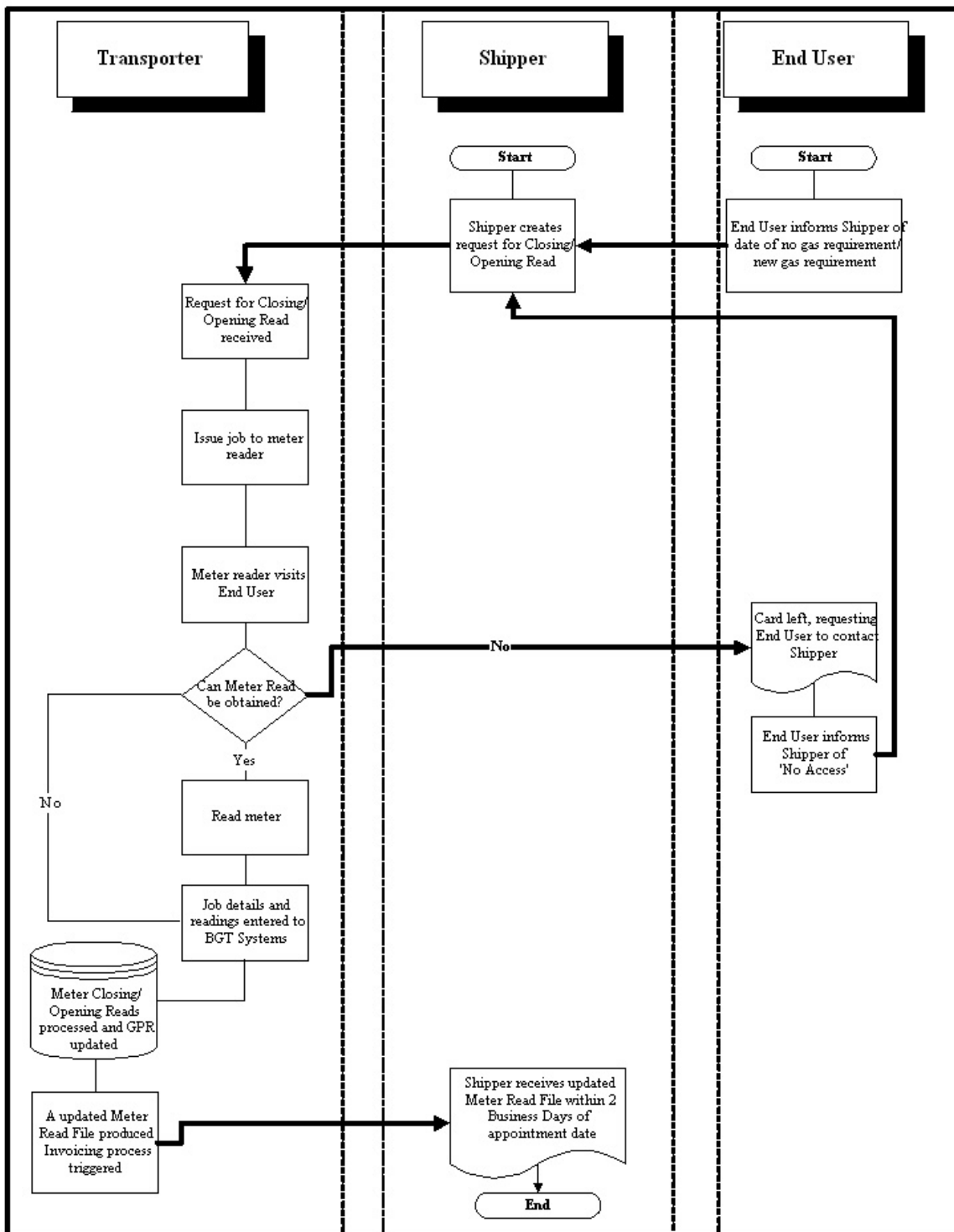
## **2.6 Procedure Diagrams**

2.6.1 A diagrammatic representation of the procedures are set out below, for ease of understanding and shall have no legal effect:

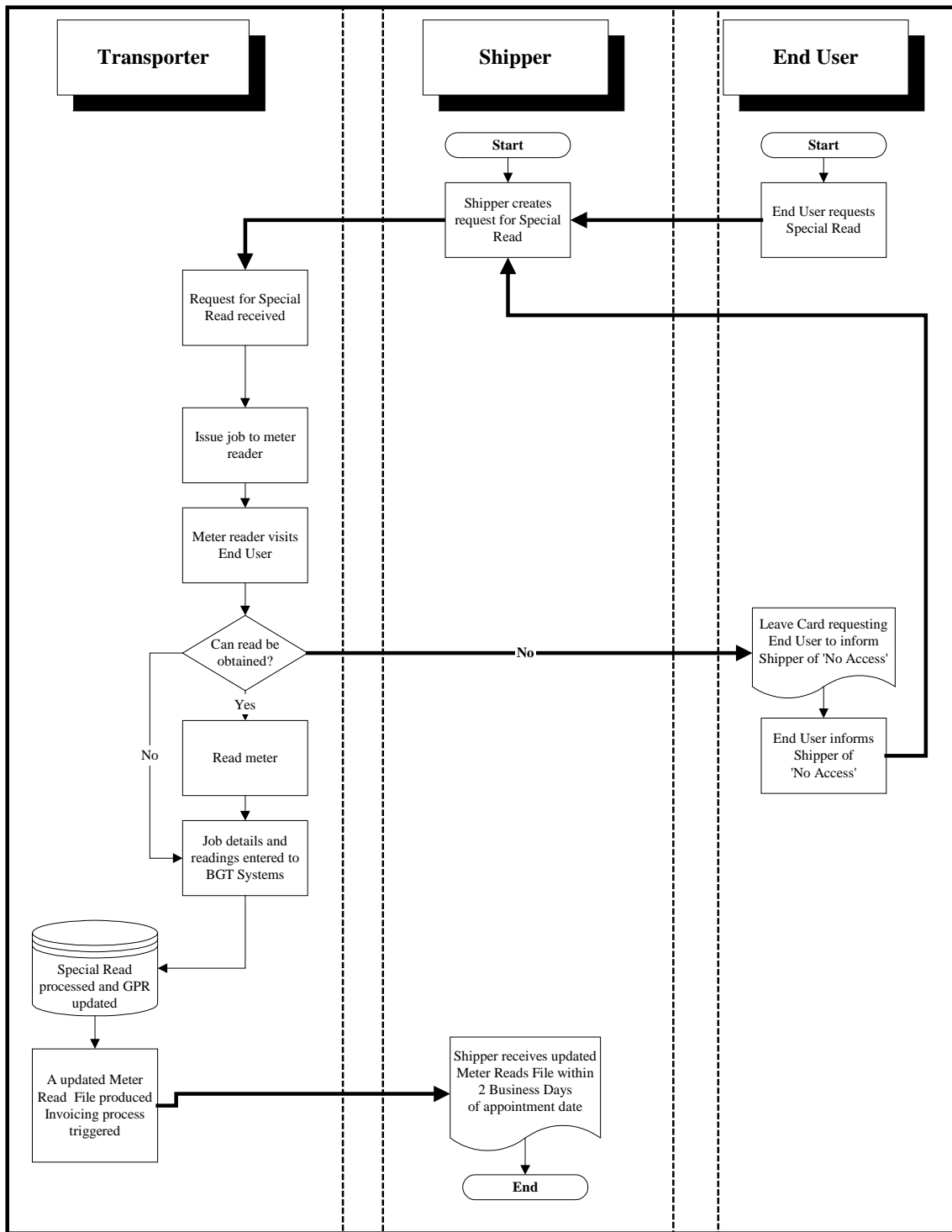
MDSP-2.1 Closing/opening Read

MDSP-2.2 Special read

2.6.2 In the event of a conflict between the diagrams in this section and sections 2.3 and 2.4, section 2.3 and 2.4 shall prevail.



|                         |                      |                      |                     |
|-------------------------|----------------------|----------------------|---------------------|
| <b>Procedure Title:</b> | Closing/opening read | <b>Prepared By:</b>  | BGT                 |
| <b>Issue :</b>          | Version 1.0          | <b>Release Date:</b> | 10th November, 2004 |



|                         |              |                      |                     |
|-------------------------|--------------|----------------------|---------------------|
| <b>Procedure Title:</b> | Special read | <b>Prepared By:</b>  | BGT                 |
| <b>Issue :</b>          | Versin 1.0   | <b>Release Date:</b> | 10th November, 2004 |

### **3 MDSP-3 Metering Data Services Ancillary Procedures**

#### **3.1 Purpose /Scope**

- 3.1.1 This section governs the ancillary procedures that support both the scheduled and non-scheduled meter read procedures.
- 3.1.2 The ancillary procedures are intended to ensure that:
- a) these NDM Meter Read are of sufficient accuracy; and
  - b) an estimated NDM Meter Read is calculated by the BGT Systems, as and when required.
- 3.1.3 The procedures described in this section are:
- Meter read estimation;
  - Meter read validation;
  - Dial-a-read.

#### **3.2 Related Documentation:**

- 3.2.1 This procedure relates to the following documents:
- Unified Code of Operations – Part D, Section 5 (*Meter Data Services*)
  - Unified Code of Operations – Part G , Section 3 (*Measurement*)
  - Unified Code of Operations – Part G , Section 4 (*Measurement Equipment Verification*)
  - Meter Read Query Resolution Policy
  - FAR Procedures
  - GPRO Procedures

#### **3.3 MDSP-3.1 Meter Read Estimation Procedure**

- 3.3.1 The purpose of the meter read estimation process is to generate a calculated value where no NDM Meter Read has been obtained. An estimated NDM Meter Read will be generated in the following circumstances:
- a) Where after 4 calendar days of the scheduled read date, the End User has not dialled in a NDM Meter Read;
  - b) where a planned estimated NDM Meter Read is scheduled as for the bi-monthly read cycle schedule;
  - c) where the NDM Meter Read is rejected after failing the validation process; and
  - d) in connection with the NDM Meter Read validation process.
- 3.3.2 The BGT Systems will generate an estimated NDM Meter Read for the NDM Gas Point as part of the overnight system update. Where the NDM Meter Read has failed the validation process or a planned estimated NDM Meter read is required, the BGT Systems' generated estimate shall be used instead of a NDM Meter Read.
- 3.3.3 The estimated NDM Meter Read shall be generated by the Transporter. The Transporter shall calculate estimates based on historic consumption values, where available. Where a historic consumption data for the relevant Gas Point is not available, an average gas consumption value will be generated based on similar consumption patterns.



### **3.4 MDSP-3.2 Meter Read Validation Procedure**

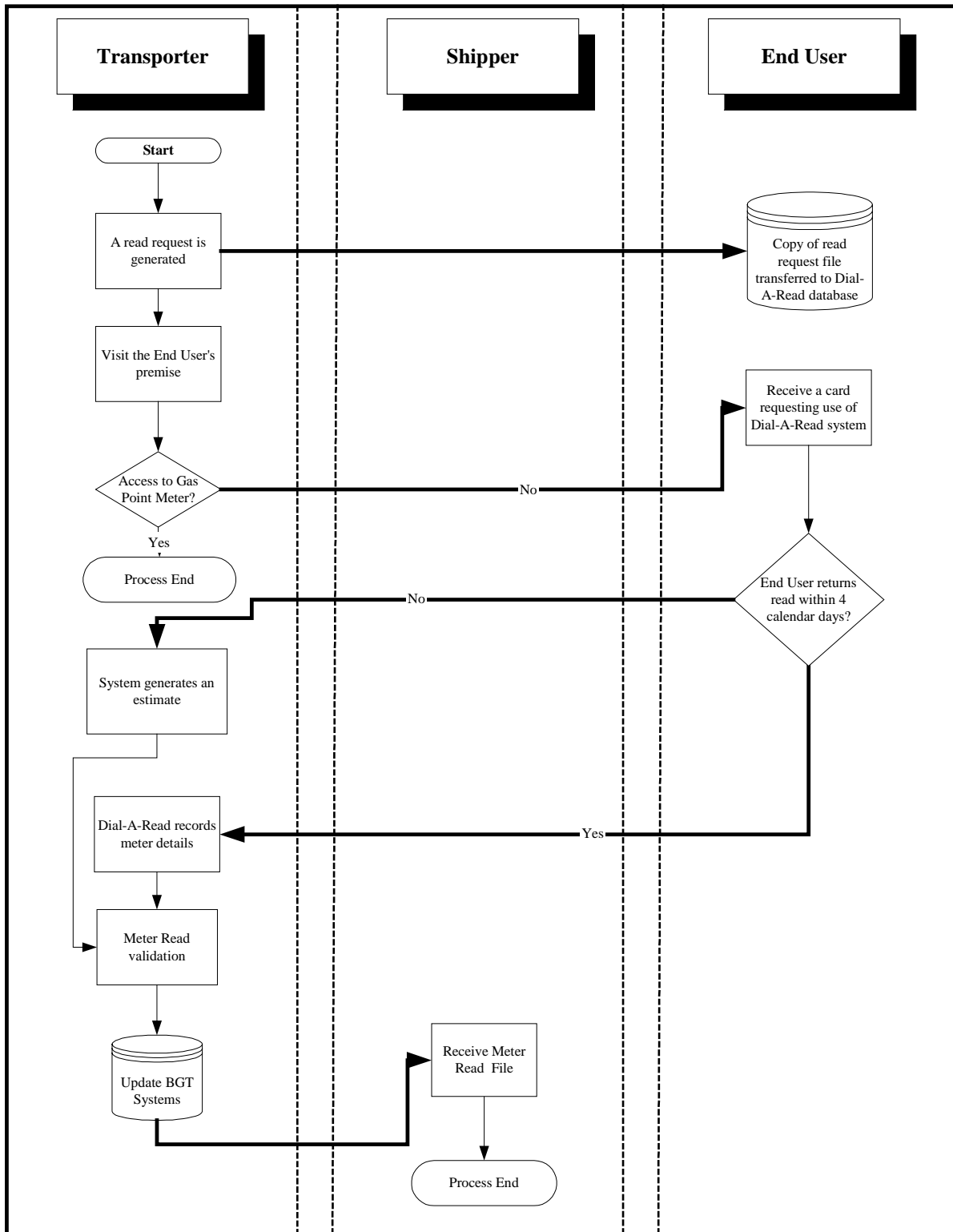
- 3.4.1 The meter data services validation Procedure (i.e. “validation process”) is intended to ensure that only accurate NDM Meter Reads at a Gas Point are made available to the relevant Shipper. There will be two types of validation applied:
- a) Consumption-related validation: intended to ensure that the gas consumption generated by the NDM Meter Read is within a pre-defined range; and
  - b) Physical validation: intended to ensure that the Transporter has entered the correct meter number and meter type.
- 3.4.2 The consumption related validation of NDM Meter Reads shall be based upon an estimated consumption range for an individual Gas Point. This range establishes a maximum and minimum consumption range against which the NDM Meter Read value is to be validated. As the Transporter collects NDM Meter Reads, physical validation of the NDM Meter Read will be carried out on site and checked against the estimated consumption range by the meter reader.
- 3.4.3 The Transporter shall enter the NDM Meter Reads onto the BGT Systems. The NDM Meter Reads that are accepted using the validation process will be recorded on the BGT Systems and made available to the Shipper within two (2) Business Days of reading the NDM Meter Read.
- 3.4.4 NDM Meter Reads that are outside of the consumption-range shall be rejected and shall not be recorded on the BGT Systems. The Transporter shall manually review and may subsequently accept and record on the BGT Systems a certain number of these reads. The Transporter shall ensure that this process shall be completed within two (2) Business Days of the NDM Meter Read.
- 3.4.5 If the Transporter rejects a NDM Meter Read:
- a) it may undertake a special read; or
  - b) an estimated NDM Meter Read may be used in place of the NDM Meter Read.

### **3.5 MDSP-3.3 Dial-A-Read Procedure**

- 3.5.1 When the Transporter cannot gain access to a premise to read the NDM Gas Point meter, the Transporter shall leave a card at the premises requesting the End User to submit a NDM Meter Read. The End User shall be requested to read the meter and submit a NDM Meter Read by telephone availing of the dial-a-read service.
- 3.5.2 Where a NDM Meter Read is submitted to the Transporter using the dial-a-read service within four (4) calendar days after the date of the attempt of the Transporter to read the NDM Gas Point meter, the dialled in NDM Meter Read shall be validated in accordance with the meter read validation process in Section 3.4.
- 3.5.3 Where after four (4) calendar days of the scheduled read date, the End User has not dialled in a NDM Meter Read the Estimated NDM Meter Read will be used.
- 3.5.4 The End User may at any time submit a read in respect of their NDM Gas Point meter by availing of the dial-a-read service. Such NDM Meter Read shall be validated in accordance with the “meter read validation process” in Section 3.4. If a read is dialled in ten (10) or less Business Days prior to the scheduled read date for the NDM Gas Point, the scheduled read will not take place and the NDM Meter Read submitted through the dial-a-read will be made available to the Shipper.

### **3.6 Procedure Diagrams**

- 3.6.1 A diagrammatic representation of the procedures are set out below, for ease of understanding and shall have no legal effect:
  - MDSP-3.1 Dial-a-read
- 3.6.2 In the event of a conflict between the diagrams in this section and section 3.5, section 3.5 shall prevail.



|                         |             |                      |                     |
|-------------------------|-------------|----------------------|---------------------|
| <b>Procedure Title:</b> | Dial-a-read | <b>Prepared By:</b>  | BGT                 |
| <b>Revision:</b>        | Version 1.0 | <b>Release Date:</b> | 10th November, 2004 |