

UNIFIED CODE OF OPERATIONS

PART F ADMINISTRATION

REGISTERED SHIPPER

CLASSIFICATION

OFFTAKE POINT ADMINISTRATION

GAS POINT REGISTER OPERATOR

METER DATA SERVICES

SITWORKS

VERSION 1.01

POST CONSULTATION DRAFT

PHASE ONE (18TH FEBRUARY, 2005)

IMPORTANT NOTE

The Commission directed Bord Gáis Éireann to develop legal drafting of the Unified Code of Operation ("**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.

The consultation legal drafting in respect of Part F (*Administration*) was published on the 8th October, 2004. The attached represents the legal drafting of Part F (*Administration*) of the UCOP re-drafted by Bord Gáis Éireann in accordance with the directions of the Commission, following consultation with industry participants including the Commission, Shippers and the Transporter.

PART F

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1. **REGISTERED SHIPPER**

1.1 **Registration**

A Shipper shall apply to become the Registered Shipper at an Entry Point, an Exit Point and/or a Supply Point in accordance with this Part F.

1.2 **Number of Registered Shippers at an Offtake Point**

1.2.1 On any Day only a single Shipper shall be registered at any one TCDM Exit Point, DM Supply Point or NDM Supply Point. More than one Shipper may be registered at a Multiple Shipper LDM Offtake.

1.2.2 Nothing in this Code confers the right on any Shipper to become the Registered Shipper at a Non-TPA Supply Point.

1.3 **Shipper Registration at an Entry Point**

1.3.1 A Shipper shall apply to become a Registered Shipper at an Entry Point by applying for Entry Capacity at that Entry Point in accordance with Part C (*Capacity*) Section 2 (*Entry Capacity*).

1.3.2 A Shipper shall become a Registered Shipper at an Entry Point on the first day of the Capacity Booking Period of such Shipper's Entry Capacity Booking.

1.4 **Shipper Registration at a LDM Offtake**

1.4.1 A Shipper shall apply to become a Registered Shipper at a LDM Offtake by applying for a LDM Agreement in accordance with Part C (*Capacity*) Section 6.2 (*LDM Exit Capacity and LDM Agreement Application*).

1.4.2 A Shipper shall become a Registered Shipper at a LDM Offtake on the LDM Capacity Booking Effective Date.

1.4.3 More than one Shipper may apply to be, and may be, registered at a LDM Offtake.

1.5 **Request to become Registered Shipper to DM Offtake or Proposed DM Offtake**

1.5.1 A Shipper shall apply to become the Registered Shipper at a Proposed DM Offtake by submitting to the Transporter a request for a Meter Fit.

1.5.2 A Shipper shall apply to become the Registered Shipper at a DM Offtake in accordance with the Change of Shipper Procedures.

1.5.3 A Shipper shall apply to become the Registered Shipper at a DM Offtake at which a Meter Lock has been undertaken and in respect of which there is no current Registered Shipper by submitting to the Transporter a request for a Meter Unlock.

1.5.4 A Shipper shall become the Registered Shipper at a:

- (a) Proposed DM Offtake on the first day of the calendar month in which the Meter Fit (requested by such Shipper at the Proposed DM Offtake, or, in respect of which such Shipper is designated to be the Registered Shipper at the Proposed DM Offtake) is completed.;
- (b) DM Offtake on the first day of the calendar month following completion of a DM Change of Shipper submitted by the Shipper; or
- (c) DM Offtake at which a Meter Lock has been undertaken and in respect of which there is no Registered Shipper on the first Day of the calendar month in which a Meter Unlock at such DM Offtake (requested by such Shipper, or, in respect of which such Shipper is designated to be the Registered Shipper at the DM Offtake) is completed .

1.5.5 For the avoidance of doubt, a DM Change of Shipper shall not be completed until it is accepted by the Transporter following the expiry of any relevant notice periods.

1.5.6 A Proposed DM Offtake shall become a DM Offtake on and with effect from the Day on which a Shipper becomes the Registered Shipper to that DM Offtake.

1.6 Request to become Registered Shipper to a NDM Supply Point or Proposed NDM Supply Point

1.6.1 A Shipper shall apply to become the Registered Shipper at a Proposed NDM Supply Point by submitting to the Transporter a request for a Meter Fit.

1.6.2 A Shipper shall apply to become the Registered Shipper at a NDM Supply Point in accordance with the Change of Shipper Procedures.

1.6.3 A Shipper shall apply to become the Registered Shipper at a NDM Supply Point at which a Meter Lock has been undertaken and in respect of which there is no current Registered Shipper by submitting a request for a Meter Unlock.

1.6.4 A Shipper shall become the Registered Shipper at a:

- (a) Proposed NDM Supply Point on the Day on which the Meter Fit at such Proposed NDM Supply Point (requested by such Shipper at the Proposed NDM Supply Point, or, in respect of which such Shipper is designated to be the Registered Shipper at the Proposed NDM Supply Point) is completed.;
- (b) NDM Supply Point on the Day on which the NDM Change of Shipper submitted by such Shipper is completed; or
- (c) NDM Supply Point at which a Meter Lock has been undertaken and in respect of which there is no current Registered Shipper on the Day on which the Meter Unlock (requested by such Shipper at such NDM

Supply Point, or, in respect of which such Shipper is designated to be the Registered Shipper at such NDM Supply Point) is completed.

1.6.5 For the avoidance of doubt, a NDM Change of Shipper shall not be completed until it is accepted by the Transporter following the expiry of any relevant notice periods.

1.6.6 A Proposed NDM Supply Point shall become a NDM Supply Point on and with effect from the Day on which a Shipper becomes the Registered Shipper at that NDM Supply Point.

1.7 Capacity Register Recording of Registration

The Transporter shall record on the Capacity Register the Day on which the Shipper becomes Registered Shipper at an Entry Point, a LDM Offtake, a DM Offtake or a NDM Supply Point respectively.

1.8 De-registration

1.8.1 A Shipper shall cease to be the Registered Shipper:

- (a) at an Entry Point at the end of the Entry Capacity Booking Period or as otherwise specified in this Code and/or any Ancillary Agreement;
- (b) at a LDM Offtake at the end of the LDM Capacity Booking Period specified in the relevant LDM Agreement or as otherwise specified in this Code and/or any Ancillary Agreement;
- (c) at a DM Offtake or a NDM Supply Point with effect from the Day:
 - (i) on which another Shipper becomes the Registered Shipper at the NDM Supply Point or DM Offtake as a result of a completed Change of Shipper;
 - (ii) on which Isolation of the DM Offtake or NDM Supply Point (as the case may be) is completed; or
 - (iii) specified by the Shipper pursuant to a Deregistration Application submitted by the Registered Shipper in accordance with Section 1.8.2 provided always that such Day shall be:
 - (1) not less than six (6) months after a Shipper Requested Lock has been completed at such DM Offtake or NDM Supply Point; and
 - (2) subsequent to the Day on which the Transporter receives the Deregistration Application submitted by the Shipper;
- (d) where the Registered Shipper is in breach of the Code and/or any Ancillary Agreement in accordance with the provisions of Part I (*Legal and Miscellaneous*) Section [4] (*Suspension and Termination*).

- 1.8.2 A Shipper may apply to the Transporter to cease to be the Registered Shipper at a DM Offtake or a NDM Supply Point by submitting to the Transporter an application (“**Deregistration Application**”). The Deregistration Application shall specify the following information:
- (a) confirmation that a Shipper Requested Lock has been undertaken at the relevant Offtake Point at the request of such Shipper.
 - (b) the SPRN in respect of the relevant Offtake Point;
 - (c) the GPRN in respect of each Gas Point configured within such Offtake Point;
 - (d) the Day with effect from which the Shipper wishes to cease to be Registered Shipper, which date shall be not less than six (6) months after a Shipper Requested Lock has been undertaken (at the request of the Shipper submitting the application) at or in respect of such Offtake Point;
- 1.8.3 A Shipper that has ceased to be the Registered Shipper at an Offtake Point shall continue to be liable for all accrued payments or other amounts due to the Transporter notwithstanding that the Shipper ceases to be the Registered Shipper and any payments due and owing in respect of any Siteworks Agreement at or in respect of such Offtake Point shall become immediately due and payable.

2. CLASSIFICATION

2.1 Classification

2.1.1 Each Gas Point shall be classified as a LDM, a DM or a NDM ("**Gas Point Classification**"). Exit Points shall be classified as LDM or DM. Supply Points shall be classified as LDM, DM or NDM.

2.1.2 The Gas Point Classification shall be determined by the Annual Quantity associated with each Gas Point as follows:

(a) where the Annual Quantity on the first day of the Capacity Booking Period of a LDM Agreement in respect of a Gas Point is greater than or equal to fifty seven million five hundred thousand (57,500,000) kWh, the classification shall be "**LDM**" or "**Large Daily Metered**";

(b) where the Annual Quantity of a Gas Point is greater than or equal to five million five hundred and fifty thousand (5,550,000) kWh and less than fifty seven million five hundred thousand (57,500,000) kWh, the classification shall be "**DM**" or "**Daily Metered**"; and

(c) where the Annual Quantity of a Gas Point is less than five million five hundred and fifty thousand (5,550,000) kWh, the classification shall be "**NDM**" or "**Non-Daily Metered**".

2.1.3 An Offtake Point shall have the same classification as the Gas Point(s) which are configured within such Offtake Point.

2.2 Reclassification

2.2.1 Gas Points may be reclassified by the Transporter on an annual basis in accordance with Section 2.1.2.

2.2.2 The Transporter shall determine annually whether a Gas Point shall be reclassified in advance of the Gas Year.

2.2.3 Gas Point reclassification shall become effective:

(a) on the first Day of a Gas Year following notification by the Transporter of reclassification to the Registered Shipper at the Offtake Point within which the Gas Point is configured; or

(b) on the first Day of a calendar month following the Month in which any Siteworks required at or in respect of the relevant Gas Point (configured within an Offtake Point) have been completed.

2.2.4 Where a Gas Point configured within an Offtake Point is reclassified the Offtake Point shall be reconfigured pursuant to Section 3.

3. **OFFTAKE POINT ADMINISTRATION**

3.1 **Configuration of Offtake Points**

- 3.1.1 An Offtake Point shall comprise one or more Gas Points.
- 3.1.2 All the Gas Points within an Offtake Point must:
- (a) have the same Gas Point Classification;
 - (b) be classified as TPA or Non-TPA;
 - (c) be within a Common Curtilage;
 - (d) have the same End User;
 - (e) have the same Registered Shipper in respect of a DM Offtake or a NDM Supply Point; and
 - (f) have the same Registered Shipper(s) in the case of a LDM Offtake.
- 3.1.3 A Shipper may request a change to the configuration of Gas Points comprising a DM Offtake or NDM Supply Point, as the case may be, in respect of which the Shipper is the Registered Shipper by submitting a request (a "**Change of Configuration Request**") to the Transporter.
- 3.1.4 The Shipper submitting the Change of Configuration Request shall be the Registered Shipper for all DM Offtakes and/or NDM Supply Points affected by the Change of Configuration Request.
- 3.1.5 A Change of Configuration Request shall specify:
- (a) the identity of the proposing Shipper;
 - (b) the date from which the change of configuration is required;
 - (c) each relevant Supply Point Registration Number ("**SPRN**");
 - (d) each relevant Gas Point Registration Number ("**GPRN**"); and
 - (e) details of the proposed reconfiguration.
- 3.1.6 The Transporter shall determine whether or not a Change of Configuration Request shall be accepted or rejected and shall inform the Registered Shipper of its determination.
- 3.1.7 Any reconfiguration that is to take place shall be subject to completion of any necessary Siteworks, in accordance with Section 6.
- 3.1.8 Where the Gas Point Classification of any Gas Point configured within a DM Offtake or a NDM Supply Point is reclassified in accordance with Section 2 the relevant DM Offtake or NDM Supply Point shall be reconfigured by the Transporter.

- 3.1.9 The Transporter shall amend the Capacity Register to reflect any changes in the configuration of a DM Offtake or a NDM Supply Point pursuant to this Section 3.
- 3.1.10 A Change of Configuration Request that is accepted by the Transporter in respect of a DM Offtake or a NDM Supply Point shall be effective from the first day of the calendar month following reconfiguration pursuant to such Change of Configuration Request.
- 3.1.11 The Transporter shall reject any Change of Configuration Request where a Change of Shipper Request in respect of the same DM Offtake or NDM Supply Point is being processed. Any reconfiguration required to facilitate a Change of Shipper must take place prior to the Change of Shipper Request being submitted.
- 3.1.12 For the avoidance of doubt, following a reconfiguration where a new SPRN is created, the Registered Shipper shall remain the Registered Shipper in respect of all DM Offtakes or NDM Supply Points arising from such reconfiguration.

3.2 Gas Point Isolations

- 3.2.1 A Shipper may request the Transporter to carry out an Isolation of a Gas Point(s) within a DM Offtake or a NDM Supply Point in respect of which it is the Registered Shipper, subject to and in accordance with this Section 3.2.
- 3.2.2 A Shipper may only request an Isolation of all the Gas Points within a DM Offtake or NDM Supply Point. If a Shipper wishes to request the Isolation of one or more Gas Points but not all of such Gas Points, the Shipper shall at or prior to submission of the request for Isolation submit a Change of Configuration Request to the Transporter. Any reconfiguration must take place prior to the Isolation of the DM Offtake or the NDM Supply Point.
- 3.2.3 Where a Shipper requests an Isolation, the Shipper warrants to the Transporter that it has complied with any Legal Requirement or code of practice relating to the cessation of supply at the DM Offtake or NDM Supply Point which is subject to the Isolation.
- 3.2.4 The Transporter shall not carry out the Isolation of a DM Offtake or NDM Supply Point in the event that the Shipper requesting the Isolation is not the Registered Shipper on the Day on which the Isolation is to be carried out.
- 3.2.5 The Shipper shall subject to Section 1.8 cease to be the Registered Shipper at a DM Offtake with effect from the end of the Month in which the Isolation requested by such Shipper is completed.
- 3.2.6 The Shipper shall subject to Section 1.8 cease to be the Registered Shipper at a NDM Supply Point with effect from the end of the Day on which the Isolation is completed.

- 3.2.7 The Transporter shall be entitled to carry out an Isolation or such other activity as the Transporter may consider appropriate at a DM Offtake or a NDM Supply Point in respect of which a Registered Shipper has submitted a Deregistration Application in accordance with Section 1.8.2.
- 3.2.8 Where an Isolation of a DM Offtake or a NDM Supply Point has been completed the relevant DM Offtake or NDM Supply Point may become a Proposed DM Offtake or a Proposed NDM Supply Point as the case may be.

4. **GAS POINT REGISTER OPERATOR**

- 4.1 The Transporter shall establish, operate and maintain a service known as the Gas Point Registration Operator ("**GPRO**").
- 4.2 The GPRO shall establish and maintain a register of Gas Points (the "**Gas Point Register**" or "**GPR**"), which shall be administered in accordance with the GPRO Procedures.
- 4.3 The Transporter shall keep, maintain and publish the GPRO Procedures.
- 4.4 A Change of Shipper shall be conducted in accordance with the GPRO Procedures.
- 4.5 Each Shipper shall be responsible for updating any changes to the data in respect of an Offtake Point for which it is the Registered Shipper in accordance with the GPRO Procedures.
- 4.6 Each Shipper shall be required to comply with the GPRO Procedures.

5. **METER DATA SERVICES**

- 5.1 The provisions of this Section 5 shall only apply in respect of NDM Gas Points.
- 5.2 The Transporter shall keep, maintain and publish the Meter Data Services Procedures.
- 5.3 The provision by the Transporter of Meter Data Services shall be conducted in accordance with the Meter Data Services Procedures and this Section 5.
- 5.4 Any query in respect of a NDM Meter Read shall be dealt with in accordance with the Meter Read Query Resolution Policy.
- 5.5 Each Shipper shall be required to comply with the Meter Data Services Procedures.

6. **SITWORKS**

- 6.1 The provisions of this Section 6 shall only apply in respect of TCDM Exit Points, DM Supply Points, DM Gas Points, NDM Supply Points and NDM Gas Points.
- 6.2 Each Shipper which is registered at a DM Offtake or a NDM Supply Point shall enter into a Shipper's Operational Siteworks Services Agreement with the Transporter pursuant to which certain Siteworks shall be requested and/or provided.
- 6.3 The Transporter may develop further Siteworks Procedures (which shall be in addition to the Operational Siteworks Services Procedures as referred to in the Operational Siteworks Services Agreement) with the approval of the Commission. The Transporter shall keep, maintain and publish the Siteworks Procedures.
- 6.4 Each Shipper shall be required to comply with the Siteworks Procedures.