

OFFTAKE COMMUNICATIONS DOCUMENT

1 Introduction

- 1.1 This document is the Offtake Communications Document established pursuant to the Offtake Arrangements Document Section M, Information Flows.
- 1.2 The purpose of this Document is to set out relevant details regarding the required flows of information between Parties to the Offtake Arrangements Document such that Parties can meet their respective obligations under the UNC.
 - 1.2.1 This Document specifies (in relation to each information flow):
 - (a) the information to be provided;
 - (b) the requirement (as provided in or otherwise arising under the UNC) for the information to be provided;
 - (c) the Party by which the information is to be provided;
 - (d) the Party(ies) to which the information is to be provided;
 - (e) the means by which (and in some cases, standby means by which) the information is to be provided;
 - (f) in some cases, the format in which the information is to be provided;
 - (g) the period to which the information relates;
 - (h) the time by and/or frequency with which the information is to be provided
 - (i) in some cases, whether the information is required en-ante for operational purposes, or is provided by way of ex-post reporting.

2 Overview of Contents

- 2.1 Appendix 1 provides a summary of information flows pursuant to specific requirements of the UNC.
- 2.2 Appendix 2 provides details of any specific formats to support certain information flows as set out in Appendix 1.
- 2.3 Appendix 3 provides details of any relevant systems used to support certain information flows as set out in Appendix 1.
- 2.4 Appendix 4 provides details of specific reports to be provided.

Appendix 1. Information Requirements Summary

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
B 1.5.2	Changes in Offtakes	Ensure that Supplemental Agreements are created, changed or terminated when Offtakes are added, altered, modified, changed, relocated, replaced or decommissioned respectively.	Downstream Party	Upstream Party	Minimum of 20 business days before change	Email/Post/ Fax	Relevant Appendix of Supplemental Agreement	IOP 3.6		
B 2.2.2	Request for consent to relocate Connection Facilities	A Party is not entitled to relocate its Connection Facilities to a location on land for which another Party is the Site Owner without the consent of such other Party.	Modifying Party	Site Owner	12 months before modification (or as otherwise agreed)	Email/Post/ Fax	As defined in B2.2.4	IOP 3.6		
B 2.2.4	Notice before alteration, replacement or relocation of Connection Facilities	A Party gives each affected Party prior notice before commencing the alteration, replacement or relocation of its Connection Facilities,	Modifying Party	Affected Parties	12 months before modification (or as otherwise agreed)	Email/Post/ Fax	As defined in B2.2.4	IOP 3.6		
B 2.3.2 (a)	Notice before decommissioning of Offtake or Individual Offtake Point	A Party wishing to decommission facilities gives notice to Upstream Party (and, where it is Site Owner, to each Site User) of its proposal to decommission an Offtake or Individual Offtake Point;	Downstream Party	Upstream Party, other Site Users	6 months before decommissioning	Included in maintenance programme		IOP 3.6		
B 2.4.1	Consent to interfere with another Parties connection facilities	A Party wishing to carry out works that could be deemed to constitute interference, requests the consent of affected Party(s).	Party wishing to carry out works	Affected Parties	As required	Email/Post/ Fax/ Telephone	Details of the offtake, justification for, and nature of interference.	IOP 3.6		
B 2.5.1	Request for Party to alter, replace or	To comply with Legal Requirements a Party may	Party requiring	Affected Parties	As required	Email/Post/ Fax	As per B2.2.4	IOP 3.6		The first Party reimburses the

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
	relocate its Connection Facilities	need another Party to modify its connection facilities.	works							costs incurred by the other Party
B 3.1.2	Request consent to sell or dispose of any part of Offtake Site on which Site User's Facilities located	The Site Owner requests the consent of each Site User if it wishes to sell or otherwise dispose of any part of the Offtake Site on which Site User's Facilities are located, or sell or otherwise dispose of any part of the Offtake Site, or grant to any third party any rights.	Site Owner	Site Users	As required	Email/Post/Fax		IOP 3.6		
B 3.3	Request consent to relocate Site User's Facilities	A Site Owner requests the consent of the Site User for the relocation of its Connection Facilities	Site Owner	Affected Site User	As required	Email/Post/Fax	As per B2.2.4	IOP 3.6		Site Owner reimburses the Site User for the relocation costs.
B 3.4.1	Request consent for Site User to alter, relocate or add to its Connection Facilities	Details of Site Users plans to change its connection facilities require consent of Site Owner.	Site User	Site Owner	As required	Email/Post/Fax	As per B2.2.4	IOP 3.6		
B 3.4.1 (e)	Response to request for consent from Site User to alter, relocate or add to its Connection Facilities	Site Owner needs to reply to Site User request	Site Owner	Site User	60 days after receiving request	Email/Post/Fax		IOP 3.6		
B 3.8.2	Breach of security	The Site Owner notifies the Site User of any breach of security in relation to Site User's Facilities.	Site Owner	Site User	as soon as reasonably practicable	Telephone	Details of the site and nature of the breach.	IOP 4.14		
B 4.1.1/ 4.2.1	Request for consent to alter, replace or relocate connection facilities	A Party needs the consent of the other Party to alter, replace or relocate any of its Connection Facilities if this would result in its Connection Facilities not being compatible with the	Modifying Party	Affected party	As required	Email/Post/Fax	As per B 2.2.4	IOP 3.6		Modifying Party reimburses the other Party the costs incurred by the other Party in

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
		other Party's Connection Facilities.								modifying its own Connection Facilities where it elects to do so
B 4.1.4 (a)	Notice to undo modifications	If a Party modifies its Connection Facilities in breach of the requirement in paragraph 4.1.1 the other Party gives notice to the modifying Party requiring it to undo such modification	Affected party	Modifying Party	As required	Email/Post/Fax		IOP 3.6		Modifying Party reimburses the other Party the costs incurred by the other Party in modifying its own Connection Facilities where it elects to do so
B 6.2.1	Notice of site access	A Party gives reasonable notice to the Site Party before exercising any relevant right of access	Site User	Site Owner		Telephone	Site details, date, time, period of access in addition to identity of individuals			
C 2.3.2	Emergency Procedure E1	National Grid NTS provides each other Party with an up-to-date version of Emergency Procedures E1	National Grid NTS	DNOs	As required	Email/Post/Fax	As defined in NEC safety case			
C 2.3.3	Emergency Procedure E2	The DNOs collectively provide each other Party with an up-to-date version of Emergency Procedures E2 and format of Emergency Procedures E3.	DNOs	All other Parties	As required	Email/Post/Fax	As defined in the relevant network operators safety case			
C 2.3.4	Emergency Procedure	Each Party provide each	All Parties	All other	As required	Email/Post/	As defined in			

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
	E3	other Party with an up-to-date version of Emergency Procedures E3.		Parties		Fax	the relevant network operators safety case			
C 2.3.6	Process for review of Emergency Procedures	National Grid NTS notifies each Party of a process, comprising periodic meetings and other steps, for the review of the Emergency Procedures	National Grid NTS	All other Parties	As required	Email/Post/ Fax				
C 2.5.1	Exercises, Tests and other Measures	National Grid NTS will plan, determine and notify each other Party of exercises, tests and other measures to be taken by the Parties for the purposes of testing the consistency, coordination, application and implementation of the Emergency Procedures.	National Grid NTS	All other Parties	As required	Email/Post/ Fax				
C 2.6.2	Notice of Potential Gas Supply Emergencies	Where there is the risk of the occurrence of an emergency, the emergency Party gives notice to National Grid NTS, or to each DNO as applicable.	Emergency Party	National Grid NTS or each DNO as applicable	Where there is a risk of an emergency	Email/Post/ Fax/ Telephone				
C 2.7.4	Notice of block valve operation at any NTS/LDZ Offtake	In a Network Gas Supply Emergency, where the NEC directs National Grid NTS to operate the block valves at any NTS/LDZ offtake, National Grid NTS will notify the DNO of such operation.	National Grid NTS	Relevant DNO	In a network gas supply emergency, where the NEC directs National Grid NTS to operate the block valves.	Email/Post/ Fax/ Telephone				
C 2.7.5	Estimate of aggregate gas quantity	Each DNO shall provide National Grid NTS with an estimate of the aggregate quantity of gas(in kWh) offtaked during that Day	Each DNO	National Grid NTS	In the event of Emergency Curtailment occurring in respect of a Day.	Email/Post/ Fax/ Telephone				

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
C 2.7.6	Revised estimate of aggregate gas quantity	Each DNO shall provide National Grid NTS with a revised estimate of the aggregate quantity of gas(in kWh) offtaked during that Day	Each DNO	National Grid NTS	In the event that further Emergency Curtailment is required in respect of a Day.	Email/Post/ Fax/ Telephone				
C 4.1.2	Provision of Site Emergency Procedures	Each Party to provide each other Party with an up-to-date copy of the Site Emergency Procedures from time to time adopted by the first Party.	Each Party	Each other Party	As required	Email/Post/ Fax				
C 4.2.2	Information required by procedures	Each Party at an Offtake Site provides to the other Party such information as may reasonably be required by the other Party's procedures;	Each Party	Each other Party	As required	Email/Post/ Fax	As prescribed by the relevant procedures			
C 5.2.1	Updated GSSERs	In preparing, reviewing and revising its GSSERs in relation to its Offtakes, each Party consults with the other Parties at that Site	Each Party	Each other Party	As required	Email/Post/ Fax	Not prescriptive but must be consistent with Clause C5.			
D 1.4.3	Modifications to Measurement Equipment	Where any existing Measurement Equipment at the Offtake is at any time substantially modified or replaced, the Parties communicate to ensure that the Supplemental Agreement is amended.	Downstream Party	Upstream Party	As required	Email/Post/ Fax	Appendix D of Supplemental Agreement	IOP 3.6		
D 2.3.1	Provision of Measured Data (NTS/LDZ Offtake)	The downstream DNO transmits measured data by means of the Telemetry Connection Facilities.	DNO	National Grid NTS		Telemetry	In accordance with Section E and Appendix F of the Supplemental	IOP 3.4	Fax/telephone	

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
							Agreement.			
D 2.3.2	Provision of Measured Data (LDZ/LDZ Offtake)	Downstream Party transmits measured data by means of Daily Read Equipment (unless otherwise provided in the Supplemental Agreement)	Downstream DNO	Upstream DNO		Daily Read Equipment (unless as otherwise provided in the Supplemental Agreement)	In accordance with Section E.	IOP 3.4	Fax/telephone	
D 2.4.1	Access and Inspection Rights	Upstream Party requests an inspection of the Measurement Equipment and for that purpose to have access to the Offtake Site.	Upstream Party	Downstream Party	Upon giving not less than five Business Days' prior notice	Email/Post/ Fax/ Telephone	Site Details, Details of equipment to be inspected date, time, period of inspection in addition to identity of individuals	IOP 4.16		
D 3.3.3	Exceptional Validation Request and Justification	Upstream Party requests validation of Measurement Equipment (or any component thereof) be carried out	Upstream Party	Downstream Party	4 hours notice for an NTS/LDZ Offtake; 2 Business Days for an LDZ/LDZ Offtake	Email/Post/ Fax/ Telephone	Specifying the Offtake and the Measurement Equipment or component to be validated.	IOP 4.16		
D 3.3.3 (a)	Acknowledgement of receipt of Exceptional Validation request	Downstream Party acknowledges receipt of a request for Exceptional Validation	Downstream Party	Upstream Party	Not later than the required time after receipt of such request	Email/Post/ Fax/ Telephone		IOP 4.16		
D 3.3.3 (b)	Notification of date, time and place of Exceptional Validation	Downstream Party notifies Upstream Party of the date, time and place of the Exceptional Validation	Downstream Party	Upstream Party	As much in advance as is practicable.	Email/Post/ Fax/ Telephone	As per D3.3.3	IOP 4.16		
D 3.3.5	Notification of flow cessation or minimisation during Exceptional Validation	Following a request for Exceptional Validation Downstream Party gives notice to Upstream Party undertaking that the flow of	Downstream Party	Upstream Party	Following a request for Exceptional Validation	Email/Post/ Fax/ Telephone		IOP 4.16		

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
		gas has been and will be ceased or minimised in accordance with paragraph 3.3.5(a).								
D 3.4.2	NTS/LDZ Offtake Validation Report	Downstream Party provides the Validation Report to Upstream Party	Downstream Party	Upstream Party	14 days for Routine Validation; 12 hours for Exceptional Validations	Email/Post/Fax	Consistent with Validation Procedure	IOP 4.16		
D 3.4.2	LDZ/LDZ Offtake Validation Report	Downstream Party provides the Validation Report to Upstream Party	Downstream Party	Upstream Party	14 days for Routine Validation; 5 days for Exceptional Validations	Email/Post/Fax	Consistent with Validation Procedure	IOP 4.16		
D 4.2.1	Notification of Measurement Equipment fault	Downstream Party notifies a fault in Measurement Equipment	Downstream Party	Upstream Party	1 hour after having identified or been informed of the fault or 24 hours for LDZ/LDZ offtake with DRE	Telephone		IOP 4.16		
D 4.2.2	Proposals for Rectification of Measurement Equipment at CV-Directed Offtakes	Where it is not practicable for Downstream Party to rectify a fault, Downstream Party submits proposals to Upstream Party for initiating and carrying out the rectification.	Downstream Party	Upstream Party	Within 8 hours	Email/Post/Fax/Telephone		IOP 4.16		
D 5.2.4	Correction of Readings	Downstream Party provides corrected readings together with an explanation of the basis on which the readings were corrected.	Downstream Party	Upstream Party	Not later than 14 Days after validation	Email/Post/Fax	Hourly corrected readings together with an explanation of the basis on which the readings	IOP 4.16		

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
							were corrected and supporting information			
D 5.3.5	Estimation of Readings	Downstream Party provides estimated readings together with an explanation of the basis on which the readings were estimated.	Downstream Party	Upstream Party	Not later than 5 Days after identification of fault	Email/Post/Fax	Corrected hourly readings together with an explanation of the basis on which the readings were corrected and supporting information	IOP 4.16		
D 6.1.1	Notice of dispute of Validation Report	Upstream Party gives notice of disputed accuracy of a Validation Report or corrected or estimated reading.	Upstream Party	Downstream Party	Not later than 14 days after receipt	Email/Post/Fax	Reasons for dispute including copy of disputed validation report.	IOP 4.16		
D 7.2.1	Copy of Records	Downstream Party provides on request a copy of records.	Downstream Party	Upstream Party	As soon as reasonably practicable	Email/Post/Fax/Telephone	As held by Downstream party	IOP 4.16		Without charge unless Upstream Party requires more than one copy, or a copy on more than one occasion, of records relating to the same matter
D 7.2.2	Notice to inspect Records and Inspection Rights (inspection of	Upstream Party requests inspection of the records of the measured data for any	Upstream Party	Downstream Party	Five Business Days prior notice	Email/Post/Fax/Telephone		IOP 4.16		

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
	records)	Day or Days within the preceding 12 months.								
E 2.1.5	Telemetry signals	The DNO provides telemetry signals.	DNO	National Grid NTS	On a continuous and uninterrupted basis	Telemetry	Annex E of Supplemental Agreement	IOP 3.4	Fax/telephone	
E 2.5.1	Notification of failure of Telemetry Facilities	The DNO or National Grid NTS notifies the other Party that Telemetry Connection Facilities or NTS Telemetry Facilities have failed or are failing to function properly	DNO or National Grid NTS	Other Party	Immediately	Email/Post/ Fax/ Telephone		IOP 4.14		
E 2.5.2	Notification of whether Telemetry Facilities functioning correctly following loss of signal	The DNO inspects the Telemetry Connection Facilities to ascertain whether these are functioning properly and informs National Grid NTS whether the Telemetry Connection Facilities are functioning properly	DNO	National Grid NTS	Promptly	Telephone		IOP 4.14		
E 3.2.1	Process for exiting from SOMSA for each offtake	The DNO consults with National Grid NTS to establish an agreed process and timetable for the works to enable NTS direct telemetry installation	the DNO	National Grid NTS	In good time before the expiry of the SOMSA	Transfer Plan agreed with National Grid NTS.	Transfer Plan.	IOP 3.5		The DNO bears the cost, except for NTS Telemetry Facilities
E 4.1.5	Notice of change of telemetry facilities to Daily Read Equipment	Downstream Party gives notice to Upstream Party to replace telemetry facilities with Daily Read Facilities.	Downstream Party	Upstream Party		Email/Post/ Fax	Detailed Design	IOP 3.4		
E 4.2.1	Daily Read Equipment - Sending measured data	Downstream Party provides or permits Upstream Party to obtain, by means of the Daily Read Facilities, measured data.	Downstream Party	Upstream Party,	The intervals specified in Annex E-4	Detailed Design Review		IOP 3.4		
E 4.3.2	Provision of data upon	In the case of any failure of	Downstream	Upstream	As required by	Email/Post/	Daily		Fax/telephone	

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
	failure of Daily Read Facilities	the Telemetry Connection Facilities, the DNO provides measured data in accordance with contingency arrangements	DNO	DNO	TPD section E	Fax	information as prescribed in Annexe E4 pt 2		e	
E Annex E 3.4	Notification of battery failure	The DNO provides notification should back up batteries fail following mains power failure	DNO	National Grid NTS	As soon as possible	Telemetry	Annex F of Supplemental Agreement		Fax/Telephone	
F3.2.1 (d)	CV data for attribution	Where second Party requires CV data from first party to determine daily CV for one or more of its LDZs	First party	Second party	Daily by 6.30	Telemetry	Annex F of Supplemental Agreement		Fax/Telephone	
F3.2.2 (a)	Discontinuance of CV data provision for attribution	The first party gives notice to the second party to discontinue the provision of CV data	First party	Second party	Not less than 6 months	Email/Post/Fax				
F3.2.2 (b)	Imposition of charge for CV data provision for attribution	The first party gives notice to the second party of the intention to impose a reasonable charge for the provision of CV data	First party	Second party	Not less than 6 months	Email/Post/Fax				
F3.2.2 (c)	Notification of amendment to CV measurement apparatus	The first party gives notice to the second party of the intention to modify or replace the apparatus or other facilities for the provision of CV data	First party	Second party	Not less than 6 months	Email/Post/Fax				
F 4.2.1 (a)	Arrangements for determination of daily CVs	To enable National Grid NTS to undertake determinations of daily CVs, each DNO provides a full description of the basis on which daily CVs in respect of its LDZ are to be determined and the arrangements made by the DNO for determination	The DNO	National Grid NTS	Changes to initial version 6 months prior to change or as otherwise agreed	Email/Post/Fax	Statement for determination of daily CVs			
F 4.2.1	Provision of	To enable National Grid	DNO	National Grid	06:30 after the	Telemetry	Annex F of	IOP 8.1	Fax/telephone	

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
(b)	information to allow determination of Daily CVs	NTS to undertake determinations of daily CVs, each DNO provides or cause to be provided to National Grid NTS each Day the information necessary for the determination for each input point and output point		NTS	gas day		Supplemental Agreement		e otherwise previous days information used	
F 4.2.1 (c)	Notice of failure of CV apparatus	DNO required to inform National Grid NTS of any failure of CV apparatus	DNO	National Grid NTS	As soon as possible and in any event prior to 06:30 after the gas day	Telemetry	Annex F of Supplemental Agreement	IOP 8.1	Fax/telephone	
F4.2.4	Provision of determined daily CVs to DNOs	The daily CV determined by National Grid NTS each day, will be provided to the DNO.	National Grid NTS	DNO	11:00 after the gas day	National Grid NTS Website		IOP 8.1	In the event of delays, daily CVs will be published by 16:00 after the gas day and may be faxed/ telephoned to DNO	
G 1.2.3	Changes to flows at specified Offtake(s) due to downstream Maintenance	To inform Downstream Party that flows at the specified Offtake may affect the ability of Upstream Party to operate parts of the upstream System.	Upstream Party	Downstream Party	As required	Email/Post/ Fax		IOP 6.3		
G 2.2.1 (a)	Draft Maintenance Programme	To consult with each affected Party	Each Party	Each Party	Periodically in accordance with (and in relation to the periods, and by the times specified in) the applicable part of	Email/Post/ Fax	Annex G-1 Incl information in G2.2.3 and be consistent with G2	IOP 6.3		

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
					Annex G-2					
G 2.2.1 (b)	Final Maintenance Programme in accordance with G 2.2.6	To confirm outcome of consultations	Each Party	Each Party	Periodically in accordance with (and in relation to the periods, and by the times specified in) the applicable part of Annex G-2	Email/Post/Fax	Annex G-1 Incl information in G2.2.3 and be consistent with G2	IOP 6.3		
G 2.2.1 (c)	Updated Maintenance Programme	To confirm any amendments to the Final Maintenance Programme	Each Party	Each Party	Periodically in accordance with (and in relation to the periods, and by the times specified in) the applicable part of Annex G-2	Email/Post/Fax and ad-hoc meetings.	Annex G-1 Incl information in G2.2.3 and be consistent with G2	IOP 6.3		
G 2.2.4 (a)	Comments on the Draft Maintenance Programme	Affected Party may comment and the Planning Party may respond to such comments	Affected Party	Planning Party	At any time up to 2 weeks before the Planning Party is to provide a further draft or final Maintenance Programme	Email/Post/Fax and ad-hoc meetings.	Annex G-1 Incl information in G2.2.3 and be consistent with G2	IOP 6.3		
G 2.2.4 (b)	Notification of Safety Relevant Maintenance	Affected Party may notify the Planning Party that it considers particular maintenance to be Safety Relevant Maintenance	Affected Party	Planning Party	At any time up to 2 weeks before the Planning Party is to provide a further draft or final Maintenance Programme	Email/Post/Fax and ad-hoc meetings.	Annex G-1 Incl information in G2.2.3 and be consistent with G2	IOP 6.3		
G 2.2.5	Notification of Safety Relevant Maintenance	To ensure that such Safety Relevant Maintenance is incorporated and identified as such within the final and or updated Maintenance Programme	Either Party	Either Party		Email/Post/Fax	Annex G-1 Incl information in G2.2.3 and be consistent with G2	IOP 6.3		

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
G 2.4.2	Notice of proposed revision to the Maintenance Programme	Revisions proposed by either the affected Party or the Planning Party to the Maintenance Programme	Either Party	Either Party	Not less than 30 Business Days (or such shorter period as the Parties may agree) before the commencement of the relevant Planned Maintenance	Email/Post/ Fax	SCO Procedures.	IOP 6.3		
G 2.4.3	Notice of revision to the Maintenance Programme	To confirm revisions to the Maintenance Programme as requested by the affected Party	Planning Party	Affected Party	As soon as reasonably practicable after such modification being agreed	Email/Post/ Fax	Annex G-1 Incl information in G2.2.3 and be consistent with G2	IOP 6.3		
G 2.6.1	Measurement Equipment Maintenance Reports	To inform upstream Party of maintenance carried out in the preceding month	Downstream Party	Upstream Party	No later than the last Day of each month	Email/Post/ Fax	As prescribed in G2.6.2	IOP 4.16		
G 3.2.3	Notice prior to commencement of relevant maintenance	To inform all affected Parties	Maintenance Party	Affected Parties	Prior to commencement of any Relevant Maintenance	Email/Post/ Fax, telephone	In accordance with SCO Interface Procedures	IOP 4.13 & SCO 1-5		
G 3.3.1	Postponement of Maintenance	Requests for postponement where in the reasonable opinion of the affected Party the carrying out of such Relevant Maintenance in accordance with the Party's Maintenance Programme would compromise the safe operation by the affected party of its System	Affected Party	Maintenance Party	As required	Email/Post/ Fax	As prescribed in G3.3.2	IOP 4.13		
G 3.4.2 (a)	Notification of Urgent Maintenance	Notification by the 'maintenance' Party to an affected Party(ies) that in its reasonable opinion it is	Maintenance Party	Affected Parties	As soon as possible	Email/Post/ Fax/ Telephone	Annex G-1 specifying the maintenance	IOP 4.13		

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
		necessary as a matter of urgency to carry out any Relevant Maintenance on its System which is not planned (or is other than as planned) in the prevailing Maintenance Programme					as urgent.			
G3.5.2	Request for Urgent maintenance at LDZ/LDZ offtakes	Request for Offtake Parameter Values to Support urgent maintenance	Maintenance Party	Affected Parties	As soon as possible	Email/Post/Fax/Telephone	As prescribed in J-1 but for the maintenance period only			
G3.5.2	Confirmation of Urgent maintenance at LDZ/LDZ offtakes	Confirmation of Offtake Parameter Values to Support urgent maintenance	Maintenance Party	Affected Parties	As soon as possible	Email/Post/Fax/Telephone	As prescribed in J-2 but for the maintenance period only			
H 1.3.2	Gas Demand Forecasting Methodology document	Publication of National Grid NTS's application of demand forecasting principles	National Grid NTS	DNOs		National Grid NTS Website				
H 1.6.1	Additional forecasting information	Information or forecasts relating to LDZ demand as may be requested by National Grid NTS in order to comply with its Gas Transporter's Licence	DNO	National Grid NTS	In response to reasonable requests	Email				
H 2.1.1 (a)	Specification of information exchange	To set out the requirements of the information exchange process, and relevant dates, for the purpose of delivering pre-forecast information and exchanging forecast data in accordance with H 2.2	National Grid NTS	DNOs	The end of November in Gas Year 0	Email	Annex H-1, Part 1		If an updated specification is not issued by National Grid NTS, the DNO will use the last available specification	
H 2.1.1	DNO Pre-forecast	To support the demand	DNOs	National Grid	The end of the	Email	Annex H-1,			

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
(b)	information	forecasting process		NTS	second full week of February		Part 1			
H 2.1.1 (d)	DNO Forecast information	To support the demand forecasting process	DNOs	National Grid NTS	The end of the second full week of March	Email	Annex H-1, Part 1			
H 2.1.1 (f)	NTS Forecast (of DN demand) information	To support the demand forecasting process	National Grid NTS	DNOs	The end of the first full week of May	Email	Annex H-1, Part 2			
H 2.1.1 (g)	CV and Wobbe information	To support demand forecasting and capacity planning processes	National Grid NTS	DNOs	Two months after the National Grid NTS forecast information was provided (H 2.1.1(f))	Email				
I 2.1.1	Initial Offtake Profile Notices	National Grid NTS System operational forecasting	DNOs	National Grid NTS	By 1800hrs on the Preceding Day	OPF	Electronic	IOP 4.4	Fax using Appendix 2 – OPN Format	
I 2.3.1	Revision to Offtake Profile Notice	Revision requested by DNO	DNOs	National Grid NTS	In accordance with the provisions of I 2.3	OPF	Electronic	IOP 4.4	Fax using Appendix 2 – OPN Format	
I 2.4.1	Revision to Offtake Profile Notice	Revision requested by National Grid NTS	National Grid NTS	DNOs	In accordance with the provisions of I 2.4	Email, fax or telephone		IOP 4.4		
I 2.5.1	Low Demand Days	Request for the flow of gas at the Offtakes in aggregate for a given LDZ are to be even throughout the Day	National Grid NTS	DNOs	Not later than 17:00 D-1	Email/Fax/ Telephone		IOP 4.4		
I 2.6.2	Waiver Request	Request through submission of a proposed Offtake Profile Notice for a waiver or variation to a restriction (as referred to in I 2.6.1)	DNOs	National Grid NTS		OPF	Electronic	IOP 4.4	Fax using Appendix 2 – OPN Format	
I 2.6.2	Waiver Request Response	Requested waivers need to be responded to by National Grid NTS	National Grid NTS	DNOs		Email/Fax/ Telephone		IOP 4.4		
I 4.2.2	Initial Pressure Request	Specifying the pressure	DNOs	National Grid	By 1800 on the	OPF	Electronic	IOP 4.4	Fax using	

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
		requested for 0600 for Day D		NTS	Preceding Day				Appendix 2 – OPN Format	
I 4.2.3	Agreed Pressure	To confirm pressure requested by DNO pursuant to I 4.2	National Grid NTS	DNOs		Email/Fax/ Telephone		IOP 4.4		
I 4.2.5	Request to Amend Initial Pressure Request or Agreed Pressure	National Grid NTS may request the DNO to reduce the requested pressure in the initial pressure request or (as the case may be) the prevailing Agreed 0600 Pressure, where it would prefer to operate the NTS on the basis of that the reduced 0600 pressure at the relevant Offtake	National Grid NTS	DNOs		Email/Fax/ Telephone		IOP 4.4		
I 4.2.6	Agreement to Amend Initial Pressure Request or Agreed Pressure	The DNO will agree to amend the initial requested 0600 pressure or the prevailing Agreed 0600 Pressure if it considers that the safe and efficient operation of the LDZ (consistent with its obligations under the Transportation Document) would not be significantly prejudiced	DNOs	National Grid NTS		Email/Fax/ Telephone		IOP 4.4		
I 5.1.3 (a) (i)	Gas Year Interruption Rights	To inform National Grid NTS of DNO interruption rights in respect of each Exit Zone in each Gas Year	DNOs	National Grid NTS	In the September of the Preceding Gas Year (as at the start of the Gas Year)	Email	Spreadsheet	IOP 6.4		
I 5.1.3 (b)	Amendments to Interruption Rights Information	Provide an updated statement after any material change to information provided under I 5.1.3 (a) (i) or in any event upon a reasonable request from	DNOs	National Grid NTS	As soon as practicable	Email	Spreadsheet	IOP 6.4		

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
		National Grid NTS								
I 5.1.3 (c)	Cumulative Aggregate of Interruption in Exit Zone	Provide to National Grid NTS a statement of the cumulative aggregate amount (in MWh) of Interruption used in that Exit Zone to date in the Gas Year (that is, the sum, for all Interruptible LDZ Supply Points, of the Supply Point Capacity multiplied by the number of Days for which an Interruption Notice has been given, whether or not pursuant to Interruption Instructions of National Grid NTS);	DNO	National Grid NTS	At such intervals as National Grid NTS may reasonably require, and in any event as soon as practicable after any material change in such information	Email	Spreadsheet	IOP 6.4		
I 5.1.3 (d)	Materially Greater Level of Interruption at individual Supply Points	The DNO shall inform National Grid NTS (in the Gas Year to date) if the DNO has Interrupted some Interruptible Supply Points in an Exit Zone on a materially greater number of Days than other Interruptible Supply Points	DNOs	National Grid NTS	At any time	Email		IOP 6.4		
I 5.1.4	Estimate of Aggregate Daily Gas Flows	LDZs being available for Interruption on D.	Each DNO	National Grid NTS	By 18:00 on D-1	Email	Spreadsheet	IOP 6.4		
I 5.2.1	Instruction to Interrupt within Exit Zone	Where (as described in paragraph 5.1.2) National Grid NTS requires Interruption of LDZ Interruptible Supply Points, National Grid NTS will so instruct the DNO by giving an Interruption Instruction to the DNO	National Grid NTS	DNOs		Email/Fax/ Telephone		IOP 4.12	Email or fax	
I 5.2.2	Response to	Confirmation that	DNOs	National Grid	As soon as	Email/Fax/		IOP 4.12	Email or fax	

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
	Interruption Instruction	Interruption Instruction has been acted upon in accordance with I 5.2.2		NTS	practicably possible (and in any event within 30 minutes) after receipt	Telephone				
I 5.2.3	Amendments to or cessation of Interruption Instruction	Notification to DNO of reduction to or cessation of the amount of Interruption required	National Grid NTS	DNOs		Email/Fax/ Telephone		IOP 4.12	Email or fax	
I 5.2.4	Response to Amendments to or cessation of Interruption Instruction	Confirmation that amendments to Interruption Instruction has been acted upon in accordance with I 5.2.4	National Grid NTS	DNOs	As soon as practicably possible (and in any event within 60 minutes) after receipt	Email/Fax/ Telephone		IOP 4.12	Email or fax	
I 5.3.3 (b)	Record of LDZ Interruptible Supply Point Interruption	National Grid NTS requires information on LDZ Interruptible Supply Point Interruption	DNOs	National Grid NTS	As soon as practicable after (and upon National Grid NTS's request, from time to time during) the Formula Year	Email		IOP 4.12		
I 6.1.1	Updated Demand Forecasts		DNOs	National Grid NTS	When Forecast LDZ Demand changes by more than 5% or at any time at which National Grid NTS reasonably requires	Email/Fax/ Telephone		IOP 4.2		
I 6.2.1	Nomination Information	National Grid NTS shall each Day notify the DNO of the Nominations made by a User (or by National Grid NTS on a User's behalf) in relation to each LDZ as necessary for the purposes of enabling such	National Grid NTS	DNO						

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
		DNO to carry out the operation of its LDZ(s).								
J 1.3.2	Offtake Parameter Statement	Submission of statement by upstream DNO in respect of an Offtake for Gas Year and 5 following Gas Years	Upstream DNO		In accordance with J 2	Email/Post/ Fax	In accordance with Annex J-2			
J 2.1.2 (a)	Planning and Offtake Parameter Values	Submission, as set out in J 2.1.1, by downstream DNOs (iro each Offtake)	Downstream DNOs	Upstream DNO	1 st October, 1 st January, 1 st April and 1 st July in a Gas Year (J1.2.1 (b))	Email/Post/ Fax	In accordance with J-1			
J 2.1.2 (a)	Planning and Offtake Parameter Values	Submission of any other data.	Either Upstream or Downstream DNOs	Either Upstream or Downstream DNOs	As the Parties may from time to time agree	Email/Post/ Fax	In accordance with J-1 plus any relevant supporting data			
J 2.2.1	Planning Data	Submit in accordance with J 2.2.1	Downstream DNO	Upstream DNO	By each planning submission date	Email/Post/ Fax	In the format specified in Annex J-1			
J 2.2.3 (c)	Offtake Parameter Statement	Submitted consistent with J 2.3	Upstream DNO	Downstream DNO	No later that 12 weeks after the planning submission date	Email/Post/ Fax	In accordance with Annex J-2			
J 2.4.1	Variation of Offtake Parameter Values	To request a temporary variation of the prevailing Offtake Parameter Values in accordance with J 2.4	Either DNO	Either DNO		Email/Post/ Fax	In accordance with J-1 plus any relevant supporting data			
J 3.1.1	Offtake Profile Notices	To be submitted in respect of each Offtake	Downstream DNO	Upstream DNO	Initial submission by 1800 hours each Day	Email/Post/ Fax	Appendix 2 – OPN Format	IOP 4.4		
K 1.3.1	NTS Entry Capacity allocated at the LDZ System Entry Point	DNO requests National Grid NTS to advise of aggregate NTS Entry Capacity allocated at the LDZ System Entry Point	National Grid NTS	DNO	As soon as reasonably practicable	Email/Post/ Fax		IOP 4.10		
K 1.5.2	Notice of application	DNO needs to know of	National	DNOs	Receipt of	Email/Post/		IOP 4.10		

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
(a)	for Obligated Incremental NTS Entry Capacity	applications	Grid NTS		application	Fax				
K 2.1.3 (a)	Authorisation for National Grid NTS to invite applications for and allocate Incremental NTS Entry Capacity	DNO(s) give authorisation for application and allocation of NTS Entry Capacity	DNOs	National Grid NTS	As early as practicable before the start of the relevant period (and in any event no less than 7 days before National Grid NTS is required to act under the TPD Section B2)	Email/Post/ Fax		IOP 4.10		
K 3.2.1 (a)	Instruction to issue Interruptible Curtailment Notice	DNO(s) needs to instruct National Grid NTS to issue interruptible curtailment notice on its behalf	DNOs	National Grid NTS	As early as practicable (and in any event no less than 2 hours) before the curtailment effective time	Email/Post/ Fax		IOP 4.10		
K 3.3.1 (a)	Instruction to accept daily capacity offers	DNO(s) instruction to accept daily capacity offers	DNOs	National Grid NTS	As early as practicable (and in any event no less than 1 hour) before the capacity selection period	Email/Post/ Fax	As per K3.3.1 (c)	IOP 4.10		
L 2.3.1 (a) & (b)	Recoverable costs	Notice of costs to be recovered	Recovering Party	Reimbursing Party	Reimbursing Party may request a meeting within 5 Business Days of such notice	Email/Post/ Fax	As prescribed in L2.3.1			
L 2.3.1 (c)	Recoverable costs	Submission of invoice	Recovering Party	Reimbursing Party	Recovering Party may submit an Invoice in respect of the	Email/Post/ Fax	As required by L3.1			

OAD Clause	Information to be exchanged	Reason for information exchange	From	To	Frequency / Timing	Means	Format	Industry Operating Procedure reference	Contingency	Costs
					recoverable costs within 10 Business Days after sending its notice under paragraph L 2.3.1 (a)					
L 3.3.2	Bank Details	Notification of changes to banking details	Each Party	Each Party	within five Business Days after the date of the Framework Agreement (or, where relevant, the DNO Accession Date), and of any change in such details not less than 30 Days before such change occurs	Email/Post/ Fax	As required by L3.3.2			
L 3.7.1	Disputed Payments	Giving notice of dispute	Payor	Payee	as promptly as reasonably practicable after identifying matter	Email/Post/ Fax	As prescribed by 3.7.1			
N 4.2.2 (a)	Admission of a DNO	Submission of application	New DNO	National Grid NTS		In such form as the Offtake Committee may from time to time prescribe	As prescribed in N4.2.2			
N 5.1.2 (a)	Withdrawal of a DNO	Notice of withdrawal giving date from which it wishes to cease to be a Party	DNOs	Offtake Committee		Email/Post/ Fax	As prescribed by N5.1.2			

Appendix 2. Data Formats

Proformas for exchanging OPN and pressure data in the event of unavailability of electronic systems are included in this section.

**Form of Offtake Profile Notice
(NTS/LDZ Offtakes)**

To: Network Manager
National Grid NTS

From: Network Manager
[Insert DNO]

Tel:

Tel:

Fax:

Fax:

Cc:

LDZ Destination:

Notification Date: *dd/mm/yyyy*

Notification Time: *hh:mm*

Gas Day: *dd/mm/yyyy*

Planning Calorific Value: MJ/m³

Offtake:	[<i>Offtake</i> <i>1</i>]	[<i>Offtake</i> <i>2</i>]	[<i>Offtake</i> <i>3</i>]	[<i>Offtake</i> <i>n</i>]	LDZ Aggregate	Comments
Time (hh:mm)	Volume (mcm)	Volume (mcm)	Volume (mcm)	Volume (mcm)	Volume (mcm)	
06:00						
07:00						
08:00						
09:00						
10:00						
11:00						
12:00						
13:00						
14:00						
15:00						
16:00						
17:00						
18:00						
19:00						
20:00						
21:00						
22:00						
23:00						
24:00						
01:00						
02:00						
03:00						
04:00						
05:00						
Total:						
Pressure (barg) 06:00:						
Pressure (barg) 22:00:						

**Form of Offtake Profile Notice
(LDZ/LDZ Offtakes)**

To: Network Manager
[Upstream DNO]

From: Network Manager
[Downstream DNO]

Fax:

Fax:

LDZ: [eg. NT]

Offtake: [eg. LUXB (Luxborough Lane)]

Notification Date: *dd/mm/yyyy*

Notification Time: *hh:mm*

Gas Day: *dd/mm/yyyy*

End of Day Quantity: mcm

Low pressure: Barg

Assumed CV:MJ/m³

[Within-Day information only to be provided by agreement between the parties for specific LDZ/LDZ Offtakes.]

Time (hh:mm)	Volume (mcm)	Comments
06:00		
07:00		
08:00		
09:00		
10:00		
11:00		
12:00		
13:00		
14:00		
15:00		
16:00		
17:00		
18:00		
19:00		
20:00		
21:00		
22:00		
23:00		
24:00		
01:00		
02:00		
03:00		
04:00		
05:00		
Total:		

Appendix 3. Systems

The following communication systems are used to transfer information between National Grid NTS and DNOs:

OPF – “Offtake Profiler”, used for exchange of OPNs.

SC2004 – Used for exchanging interruption related data.

National Grid Gas website – For publication of certain data items by National Grid NTS on behalf of the DNOs

Appendix 4. Reports

1. Detailed Measurement Data Reports

The Ofgem approved software running on the site computer of each CV-Directed offtake will generate four reports in the form of secure data files containing compliance data. Three are daily files and the fourth is a monthly test file. The daily files contain:

- a) Detailed analysis data
- b) End of Day (average CV + validity) data
- c) Metering data
- d) Monthly file (Ofgem test results)

These secure files will be converted into a suitable format by each DNO for daily collection by National Grid NTS by remote data transfer software via a dial-up connection. The recovered files will be archived by National Grid NTS on a central data server before transfer into a compliance database (HPMIS) for validation.