SGN Third Party Connections Briefing Note 33
(Nested CSEPs and Xoserve CSEP Nominations and Amendments)

1   Introduction

This Briefing Note outlines the process for submission of Nested CSEPs and aims to bring uniformity and a consistent approach to iGT CSEP nominations and amendments and also SGN appraisal of associated files under processes introduced by Project Nexus.

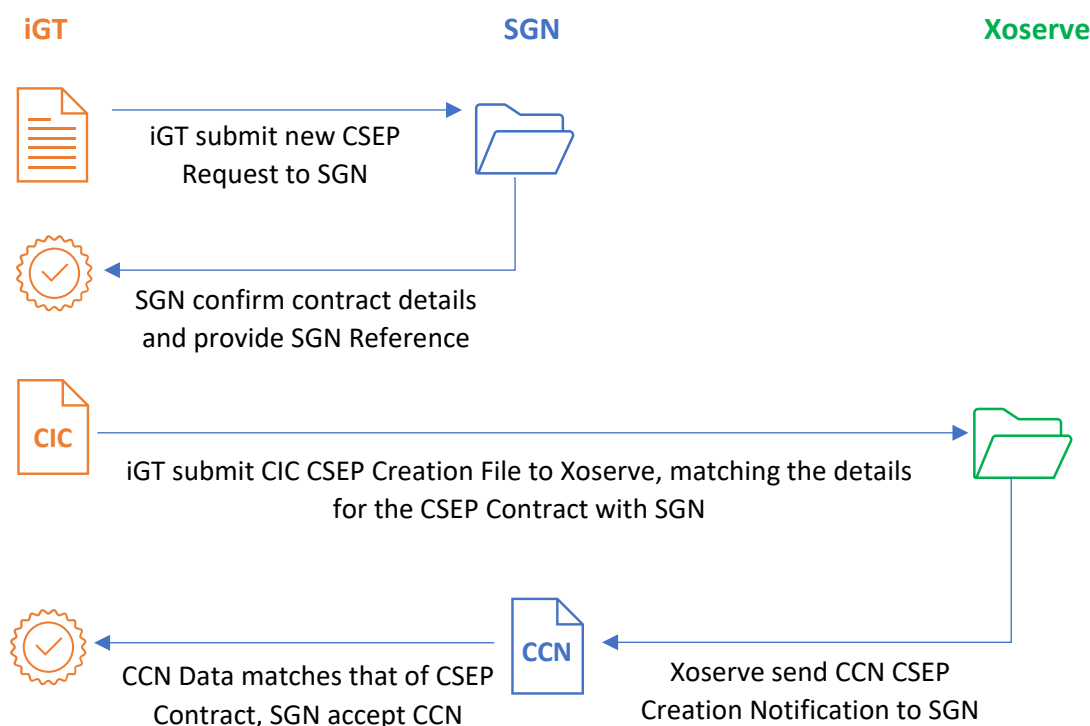# 2   Project Nexus processes

2.1   CCN/CIC – CSEP Creation

Upon receipt of an Acceptance Acknowledgement from SGN or submission of an iGT Fastrack Request to SGN, iGTs should submit a CIC (*CSEP Creation*) to Xoserve. An iGT must not submit a CIC file until a valid DN Reference Number has been received for an Accepted iGT Quotation.

iGT CSEP Creations (*CIC*) should match that of the accepted CSEP contract information. SGN will appraise a CCN (*CSEP Creation Notification*) submission from Xoserve (*in response to a CIC from the iGT*) comparing it with contractual CSEP information from SGN's core quotation systems. If discrepancies outside of tolerances are found, as per Section 3, the file will be formally rejected to the iGT via Email.
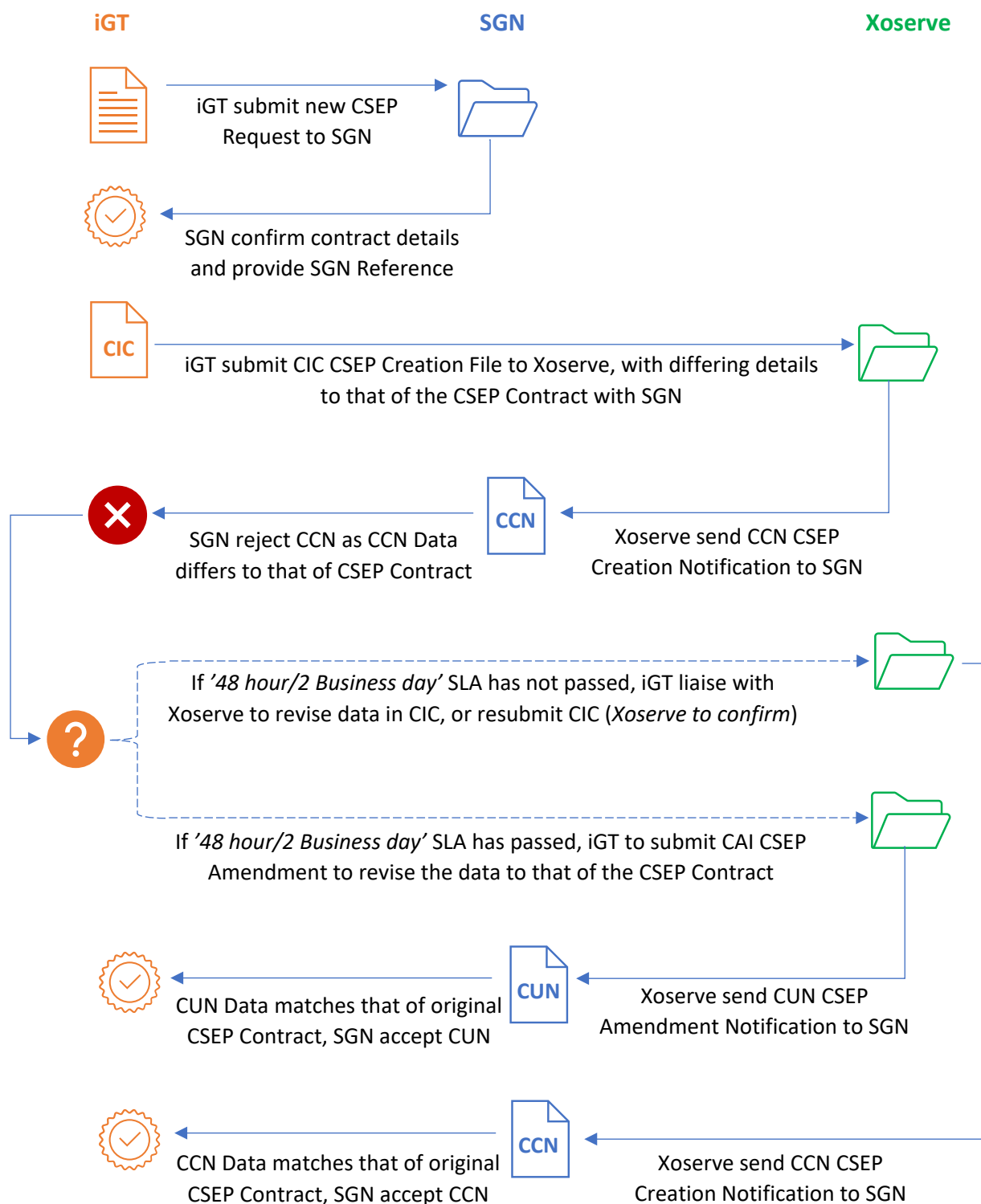
CCN Files have a *'48 hour/2 Business day'* SLA in which they remain pending in Xoserve systems.

Where data submitted to Xoserve by the iGT in a CIC File matches that within the CSEP Contract with SGN, SGN will accept the CSEP Creation, by allowing the SLA to naturally pass:

| iGT | SGN | Xoserve |

iGT submit new CSEP Request to SGN

SGN confirm contract details and provide SGN Reference

iGT submit CIC CSEP Creation File to Xoserve, matching the details for the CSEP Contract with SGN

CCN Data matches that of CSEP Contract, SGN accept CCN

Xoserve send CCN CSEP Creation Notification to SGN

Where data submitted to Xoserve by the iGT in a CIC File differs from that within the CSEP Contract with SGN, SGN will formally reject the CSEP Creation.
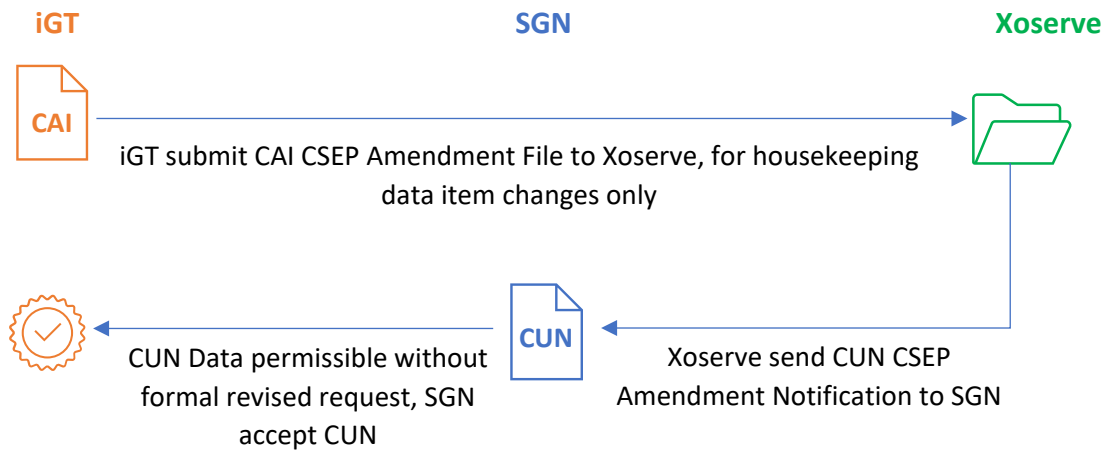
When instructed by SGN, where the iGT is required to interject with Xoserve during the *'48 hour/2 Business day'* period, Xoserve will formally reject the CIC file, requiring a new CIC submission from the iGT to supersede the previous Creation. If the 2 day grace period has passed, the CSEP Creation is automatically accepted by Xoserve systems and the iGT must then revise the CSEP data in Xoserve systems via submission of a CAI CSEP Amendment file:

iGT	SGN	Xoserve

iGT submit new CSEP Request to SGN

SGN confirm contract details and provide SGN Reference

iGT submit CIC CSEP Creation File to Xoserve, with differing details to that of the CSEP Contract with SGN

SGN reject CCN as CCN Data differs to that of CSEP Contract

Xoserve send CCN CSEP Creation Notification to SGN

If *'48 hour/2 Business day'* SLA has not passed, iGT liaise with Xoserve to revise data in CIC, or resubmit CIC (*Xoserve to confirm*)

If *'48 hour/2 Business day'* SLA has passed, iGT to submit CAI CSEP Amendment to revise the data to that of the CSEP Contract

CUN Data matches that of original CSEP Contract, SGN accept CUN

Xoserve send CUN CSEP Amendment Notification to SGN

CCN Data matches that of original CSEP Contract, SGN accept CCN

Xoserve send CCN CSEP Creation Notification to SGN

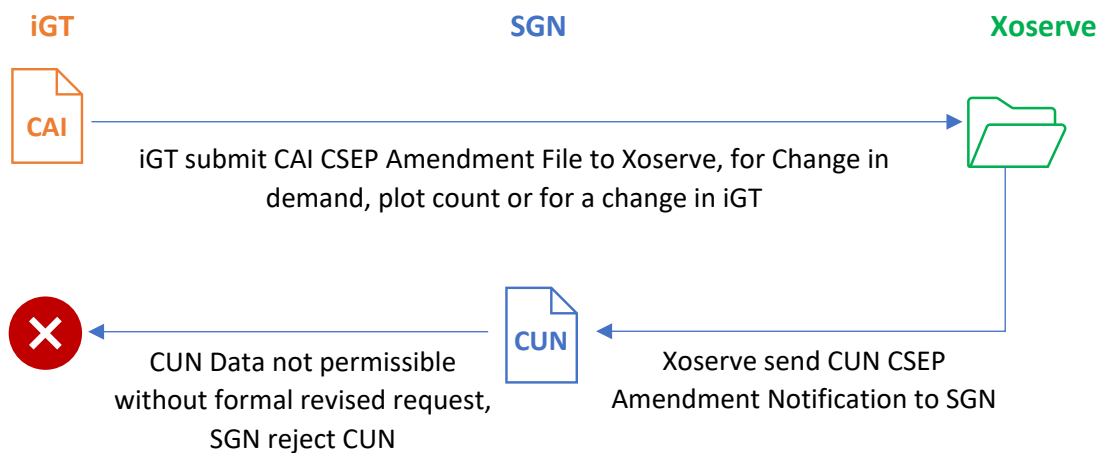## 2.2.1 CUN/CAI – CSEP Amendment

iGTs should submit CAI CSEP Amendments for minor changes to CSEPs which do not contribute to a change in contract, I.E purely '*housekeeping*' changes. A CUN CSEP Amendment File will be accepted and updated in SGN systems without the need for a formal FM153/a Request. '*Housekeeping*' data fields are considered the following:

- iGT reference numbers
- Address information
- Changes to Eastings/Northings in line with pre-agreed tolerances

iGT	SGN	Xoserve

iGT submit CAI CSEP Amendment File to Xoserve, for housekeeping data item changes only

CUN Data permissible without formal revised request, SGN accept CUN
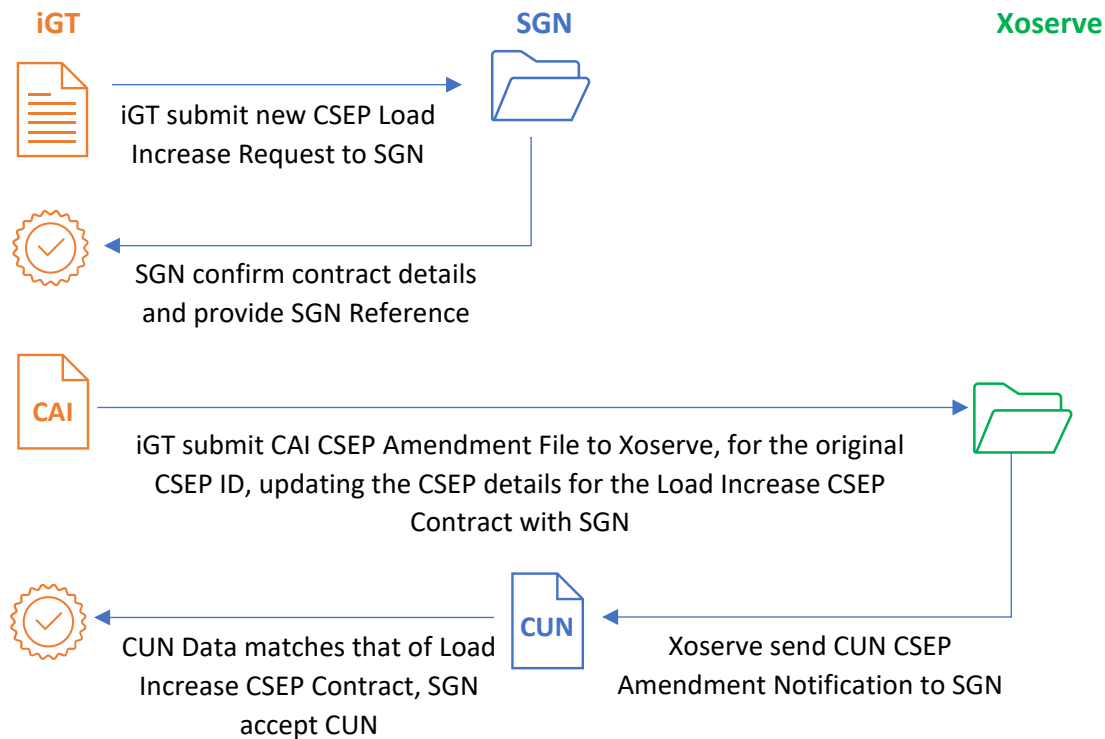
Xoserve send CUN CSEP Amendment Notification to SGN

CAI CSEP Amendments cannot be used to change the following data fields:

- Increase or decrease in demand and plot count
- Change of Connection Point location
- Novation to a new iGT

iGT	SGN	Xoserve

iGT submit CAI CSEP Amendment File to Xoserve, for Change in demand, plot count or for a change in iGT

CUN Data not permissible without formal revised request, SGN reject CUN

Xoserve send CUN CSEP Amendment Notification to SGN

Where a formal Load Increase/Decrease is required for a CSEP site, an FM153/a should be submitted to SGN to produce a new SGN reference number and log the contractual CSEP changes.

Once a new Load Increase/Decrease contract is raised in SGN systems, a CAI should be sent to Xoserve for the revised load and new DN reference number, utilising the existing CSEP ID of the existing original CSEP:

iGT **SGN** **Xoserve**

iGT submit new CSEP Load Increase Request to SGN

SGN confirm contract details and provide SGN Reference

CAI

iGT submit CAI CSEP Amendment File to Xoserve, for the original CSEP ID, updating the CSEP details for the Load Increase CSEP Contract with SGN

CUN

CUN Data matches that of Load Increase CSEP Contract, SGN accept CUN

Xoserve send CUN CSEP Amendment Notification to SGN

3 CCN/CUN file field tolerances

To reduce the amount of CCN and CUN rejections, the below list of tolerances against mandatory and acceptable data fields will be observed by SGN.

Mandatory fields (*formal rejection*):

- Incorrect SHQ, SOQ and AQ (*if outside of tolerance*)
- Incorrect Reference numbers
- Incorrect Exit Zone
- Incorrect Eastings/Northings (*if outside of tolerance*)

  Eastings/Northings tolerances:

  - For historic CSEPs (*pre-2002*) SGN will take a practical approach of looking on SGN mapping systems. If ambiguous, SGN will liaise with the iGT before formally rejecting the file.
  - For new CSEPs, a 10M radius tolerance will be used, only if the surroundings are clear of conflict or ambiguity, I.E. does the new connection point coordinate place the connection on a different main or a different pressure tier? If so, SGN will reject the file. If not, SGN will accept the file.

- Incorrect Address (*if outside of tolerance*)

  Incorrect Address tolerances:

  - For historic CSEPs (*pre-2002/Pre-SQS*) SGN will use a practical approach, I.E. is the town the same, is the Road Name the same? If so, SGN will accept the file, even if the fields are out of alignment in the column headers of the file. If the Post Code Out code (*first section, I.E. SE1*) is the same, but the In code (*second section, I.E. 4DZ*) is different, SGN will accept the file. If the data is completely different and puts the CSEP in a completely different area, SGN will formally reject the file.
  - For new CSEPs, the address should match, bar the alignment in the column headers, I.E '*Town Name*' and '*Independent Locality*' may be interchangeable, furthermore the last 2 digits of the In code may differ from original CSEP submission to finalised accepted Post Codes, especially if the job is a Request and at the time of submission was speculative. SGN will common-sense check the difference in Post Code, if the difference is wildly out or the former Post Code, the one submitted at initial request doesn't exist, but the latter on the iGT CCN or CUN corresponds with the site, SGN will accept the file and update SGN systems accordingly.

Acceptable fields (*constitute notification to the iGT):*

Remaining data fields within CCN and CUN Files will not constitute a formal rejection of the CSEP nomination or amendment. The iGT will however be notified that acceptable data fields differ to that of CSEP Contract. SGN will update relevant Systems accordingly.

4   iGT/SGN responsibilities

iGTs will ensure:

- CSEP Connection Max AQs on CCN and CUN file submissions will match the total accepted load as part of the CSEP contract with SGN. If a C16 has been accepted then this load will be promoted as the Max AQ of the CSEP, in line with the Condition 16 Max AQ, not the Y10, even if this is yet to be allocated a contract with a developer. The iGT Max AQ, which is a figure SGN do not see as part of CCN and CUN submissions, can relate to the Y10 if required
- Identification of Nested CSEPs will be logged with SGN by the Lead CSEP Owner sending a '*Nested CSEP allocation Email'*, as per the agreed template
- Load decreases/increases will be submitted to SGN as required, in line with Max CSEP AQ breaches and also Nested CSEP submissions that require a load increase as part of the Lead CSEP contractual Max SHQ
- Responses to communication when '*Discrepancy Notification'* Emails are sent by SGN
- CSEPs will not be created in Xoserve systems (*via CIC*) until a valid GT (*SGN*) Reference Number has been received for an Accepted Quotation
- If a request is formally cancelled with the GT (*SGN*) before the Connection is made and a new Project is raised, the new GT Reference Number must be sent to Xoserve, using a CAI / CUN update process
- The GT Reference Number provided for a Nested CSEP must not be the Parent IGT Reference Number and should follow suit of any Load Increase reference numbers
- If the IGT Reference number to be reported to Xoserve does not match the one given to SGN on the Quotation Acceptance, an email must be sent to soe_gtuip_sgn@sgn.co.uk (*see template*)
- The Post Town may be either the Post Town or the Dependent Locality of the Parent CSEP Connection Point, I.E. where the site connects to the SGN Network. (*Counties or other address details are not acceptable*).
- The CSEP Out code must be:
    - The closest one to the connection point to the SGN Network as approved by SGN
    - Current (*no obsolete out codes should be used for new CSEPs or Updates to Existing CSEPs*)
    - If the in code is not known when the CSEP is applied for, then '*1VV*' or '*1AA*' can be used for submission of an FM153 Request and if approved by SGN, can be updated upon acceptance when the actual in code becomes available and subsequently submitted to Xoserve (*CIC*)
- The LDZ and Exit Zone for Parent and Nested CSEPs, must be the relevant ones for the location of the Parent CSEP Connection Point on to the SGN Network, not the address of the development or where a Nest connects to the upstream IGT network
- The Co-ordinates provided on the CIC / CCN file should match those provided on the application, if the actual connection is made in a different position, this should be updated with SGN in the first instance via a revised FM153 or FM183 (*Variation*) and if approved, updated in Xoserve systems via a CAI/CUN
- Identification of Nested CSEPs are to be logged with SGN by the Lead CSEP Owner sending a '*Nested CSEP allocation Email'*, as per the agreed template in Appendix A. This is to be sent to soe_gtuip_sgn@sgn.co.uk

SGN will ensure:

- Amendments to historic CSEPs where SGN reference numbers are formatted differently to current SQS reference formats will not trigger rejections - SGN will reformat where applicable.
- SGN will include the Exit Zone identifier on correspondence for all accepted CSEPs, where available
- Files are only rejected when falling outside of agreed tolerances - accepted files containing incorrect data within tolerance will be sent to the iGT on '*Discrepancy Notification*' Emails
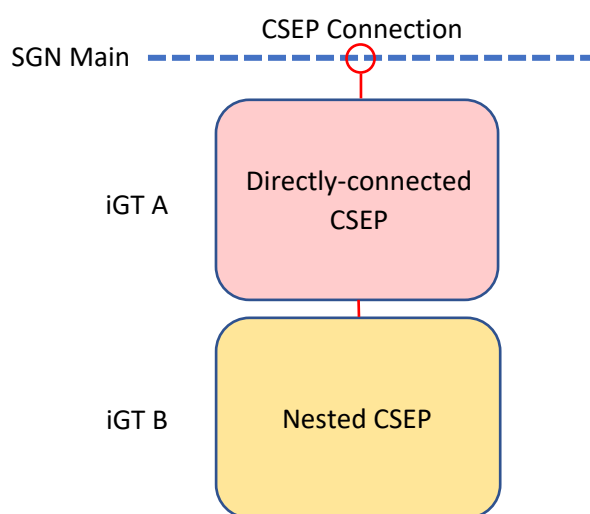
5 Nested CSEPs

5.1 Nested CSEP Outline

A Nested CSEP is a CSEP site that does not directly connect onto SGN's Gas Distribution system, but onto a main owned by an Independent Gas Transporter, which itself is directly connected onto SGN's network via a directly-connected CSEP.
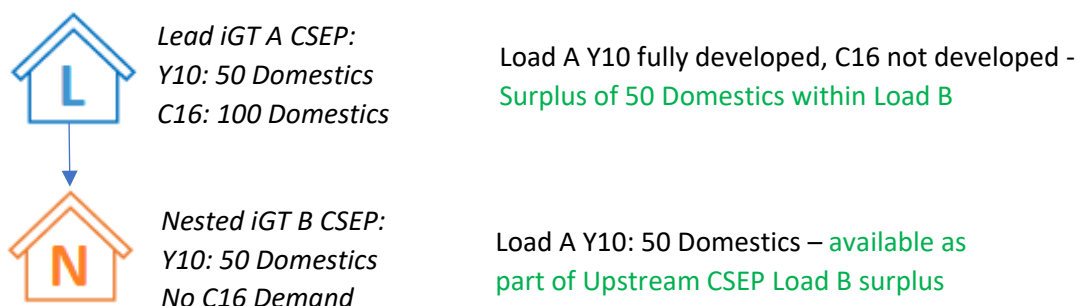
Nested CSEP Load is allocated by and the responsibility of the Lead iGT A, being that who owns the upstream CSEP directly-connected to the SGN Network.

Where a new CSEP requires a connection from a main owned by an iGT different to the new CSEP owner, iGT B should approach the upstream iGT A to ensure capacity and load is available.

5.2 Nested CSEP Process

The Lead iGT should assess the requirement of allocating load from existing directly-connected CSEP to a new Nested CSEP. The Lead iGT can, upon confirmation to SGN, allocate surplus Y10 or C16 load toward the downstream Nested CSEP, without the need for a formal Load Increase:

Lead iGT A CSEP:
Y10: 50 Domestics
C16: 100 Domestics

Load A Y10 fully developed, C16 not developed - Surplus of 50 Domestics within Load B

Nested iGT B CSEP:
Y10: 50 Domestics
No C16 Demand

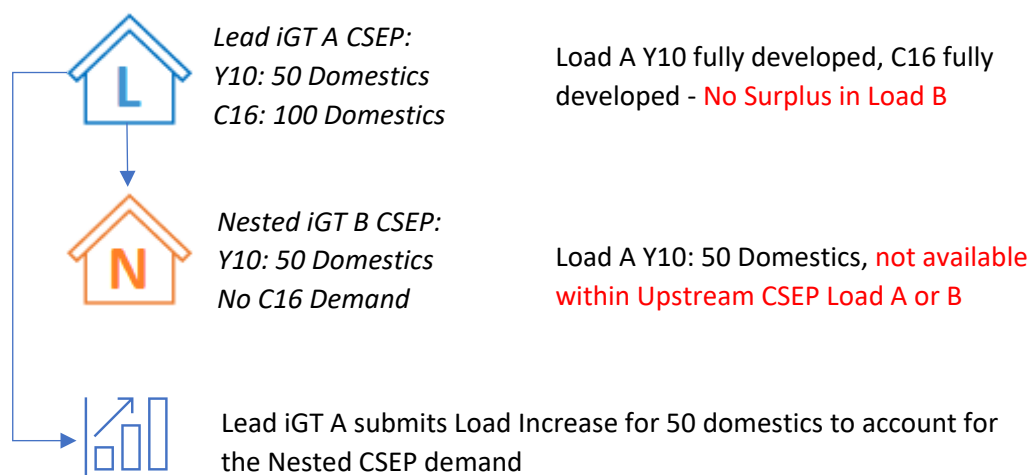Load A Y10: 50 Domestics – available as part of Upstream CSEP Load B surplus

In the above example, the directly-connected CSEP has a contract for 100 Domestic properties, of which 50 of those are allocated to the Y10 Load. The remaining 50 are allocated to the C16 Load, which will not be utilised by the upstream iGT A. The Nested CSEP, belonging to the downstream iGT B, accounting for an additional 50 Domestic properties, can apportion the load against the 50 domestic property surplus from the Upstream CSEP C16 Load, which has not been used by iGT A.

Note – the above example works on property count, based on standard domestic loads, however KWH Load should be used to assess allocation for Nested CSEPs.

Note – Surplus demand can be assigned to a Nested CSEP from both Y10 or C16 Loading from the Upstream CSEP, depending on how far the CSEP is developed.

Where the Upstream CSEP is fully developed, with no remaining capacity within the constraints of the contract, a Load Increase must be submitted by the Upstream iGT owner, for a load matching that the Nested CSEP:

Lead iGT A CSEP:
Y10: 50 Domestics
C16: 100 Domestics

Load A Y10 fully developed, C16 fully developed - No Surplus in Load B

Nested iGT B CSEP:
Y10: 50 Domestics
No C16 Demand

Load A Y10: 50 Domestics, not available within Upstream CSEP Load A or B

Lead iGT A submits Load Increase for 50 domestics to account for the Nested CSEP demand

In any instance of a Nested CSEP being required, both the Lead iGT A and the Nested iGT B must communicate certain site details to identify and allocate Load for the Nested CSEP and also ensure the Nested CSEP has an Emergency Cover contract and on site drawing digitised on SGN's mapping systems.

5.2.1 Load Increase required

Lead iGT A submits Formal Load Increase (*FM153/Fm153a*) to account for the Nested CSEP demand, as per Appendix A.2, to soe_gtuip_sgn@sgn.co.uk

Nested iGT B submits an '*Emergency Cover Application*' for the Nested CSEP site to igt.schedule.5@sgn.co.uk

5.2.2 Nested CSEP loading permissible within existing Lead CSEP contract

Lead iGT A submits Email notifying SGN of Nested load being within Lead CSEP site, as per Appendix A.1, to soe_gtuip_sgn@sgn.co.uk
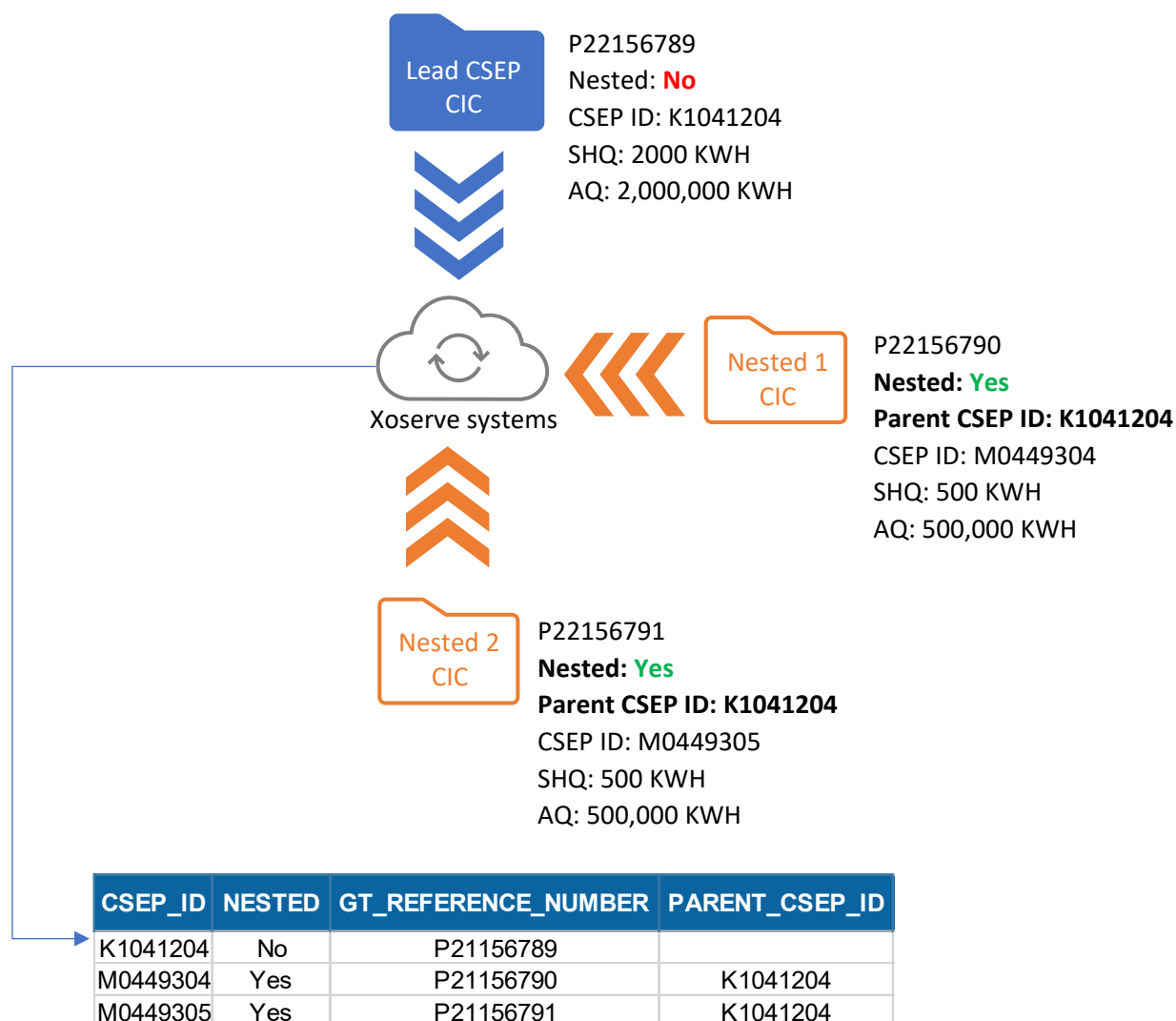
Nested iGT B submits an '*Emergency Cover Application*' for the Nested CSEP site to igt.schedule.5@sgn.co.uk

5.3 Nested CSEP nomination process (*Xoserve*)

Nested CSEPs form part of a Hierarchy within Xoserve systems, which must be appropriately managed by iGTs to ensure CSEP IDs, MPRNs and transportation revenue are correctly aligned to all parties included within the CSEP hierarchy.

Nested CSEPs must be nominated to Xoserve via the Nested CSEP owner, identified as being '*Nested'* and linked to the '*Parent CSEP ID'* in which it connects, on a CIC '*iGT CSEP Creation File'*.

The below example shows a Lead CSEP, with 2 subsequent Nested CSEPs from different iGTs:

Lead CSEP CIC

P22156789
Nested: **No**
CSEP ID: K1041204
SHQ: 2000 KWH
AQ: 2,000,000 KWH

Xoserve systems

Nested 1 CIC

P22156790
Nested: Yes
Parent CSEP ID: K1041204
CSEP ID: M0449304
SHQ: 500 KWH
AQ: 500,000 KWH

Nested 2 CIC

P22156791
Nested: Yes
Parent CSEP ID: K1041204
CSEP ID: M0449305
SHQ: 500 KWH
AQ: 500,000 KWH

CSEP_ID	NESTED	GT_REFERENCE_NUMBER	PARENT_CSEP_ID
K1041204	No	P21156789	
M0449304	Yes	P21156790	K1041204
M0449305	Yes	P21156791	K1041204

CSEP IDs for Lead CSEPs start with a K and Nested CSEP IDs start with an M.

When correctly nominated as '*Nested'* and linking to the Lead '*Parent CSEP ID'* of the Lead CSEP on the CIC File.

Where Lead CSEPs and Nested CSEPs are related as part of a Hierarchy, the '*Total IGT System Max AQ'* must not be greater than the combined CSEP contracts that are in place between the Lead iGT and SGN.

Appendix A   Nested CSEP allocation Email templates

A.1

Dear SGN,

Lead iGT A *have been approached by **iGT B** to connect into our existing, directly connected CSEP under SGN Reference: _____ and **Lead iGT A** Reference: _____.*

*The new load for **iGT B's** CSEP is: _____kwh SHQ, _____kwh AQ.*

*The address for **iGT B's** CSEP is: _____.*

iGT B's *Nested CSEP is within the contractual max loading for **Lead iGT A's** directly connected CSEP and will not require a load increase from **iGT A.***

iGT B *have been notified that an Emergency Cover Schedule 5 application is required for the accepted Nested CSEP, to be sent in due course to igt.schedule.5@sgn.co.uk*

A.2

Dear SGN,

iGT B's *Nested CSEP is outside the contractual max loading for **Lead iGT A's** directly connected CSEP and a load increase from **Lead iGT A** is attached.*

iGT B *have been notified that an Emergency Cover Schedule 5 application is required for the accepted Nested CSEP, to be sent in due course to igt.schedule.5@sgn.co.uk*