NEW WEBSITE GUIDANCE BOOKLET

1. Naming Conventions

Events:
NTSCMF 00 January 2024
Distribution Workgroup 00 January 2024
Transmission Workgroup 00 January 2024
Workgroup 08xx 00 January 2024
Modification Publications:
Modification 09xx (dd Month 2024)
Modification 09xxS V3.0 (dd Month 2024)
Modification 09xxS V3.0 (Change Marked dd Month 2024)
Workgroup Report 0xxx (dd Month 2024)
Consultation Response Template 09xx (dd Month 2024)
Draft Modification Report 0xxx (dd Month 2024)
Representation - Org Name 0xxx (dd Month 2024)
Mod rules 9.1.2, 9.1.4, 9.3.1 and 12.3 all refer to "make representation"
Final Modification Report 0xxx (dd Month 2024)
Legal Text & Commentary 0xxx (dd Month 2024)
Legal Text 0xxx (dd Month 2024)
Legal Text Commentary 0xxx (dd Month 2024)
Ofgem Decision 09xx (dd Month 2024)
Notice of Implementation 09xx (dd Month 2024)
Revised Notice of Implementation 09xx (dd Month 2024)
Withdrawal Notice 09xx (dd Month 2024)
Variation Request 09xx (dd Month 2024)
Modification Register (dd Month 2024)
Modification Register (PDF dd Month 2024)
Naming Conventions for published meeting papers:
Agenda 09xx (dd Month 2024)
Agenda Distribution (dd Month 2024)
Agenda DSC Credit Committee (dd Month 2024)
Agenda DSC Change/Contract Management Committee (dd Month 2024)
1.0 Publication Title Use Agenda Title (dd Month 2024)
2.0 Publication Title Use Agenda Title (dd Month 2024)
3.0 Publication Title (late paper dd Month 2024)
3.0 Publication Title (late amendment dd Month 2024)
Minutes Distribution Workgroup (dd Month 2024)
Minutes Distribution Workgroup (Amended dd Month 2024)
Minutes DSC Change/Contract Management Committee (dd Month 2024)
Pre-meeting Summary DSC Change Management Committee (dd Month 2024)
Other useful Naming Conventions for publishing:
AB0XX - Offtake Name Measurement Error Closed (dd Month 2024)
AB0XX - Offtake Name Measurement Error Invoiced (dd Month 2024)
AB0XX - Offtake Name Measurement Error Update (dd Month 2024)
AB0XX - Offtake Name Measurement Error Report (dd Month 2024)
AB0XX - Offtake Name Measurement Error Notification (dd Month 2024)
Measurement Error Notification Proforma (dd Month 2024)
Live Measurement Error Register (dd Month 2024)
Measurement Error Register (dd Month 2024)

2. Modifications – Buckets

Modification & Reports	Consultation Response
- Modifications - Workgroup Reports - Final Modification - Rough Order of Magnitude (ROM) - Ofgem Decisions - Implementation Notices - Supplementary Reports - Alternative Mods - Withdrawal Notices	- Consultation Response Templates - Initial Reps and Reps etc
Legal Text	**Other Documents**
- Explanatory Tables - Legal Text etc	Any docs supporting the Modification, such as: - Guidance Documents - Appendices etc

3. Modifications – Timeline and Status Fields

Timeline Heading	Status Field	Notes/Comments
Raised	New Proposal	
Modification	Workgroup Assessment	
Workgroup Report		Panel Workgroup Reporting Date from the Modification
Consultation	Representations Invited	
Final Modification Report	Final Modification Report	Final Modification Report
Decision	Self-Governance Awaiting Implementation Authority Direction Panel recommended Implementation Or Panel did not recommend implementation	Modification Panel Decision Date from the Modification
Implementation	Self-Governance and Authority Direction When set to TBC or Expected the Status field should be set to Awaiting Implementation. When set to Completed the Status field should be set to Implemented	**Self-Governance:** Remains Unset until Panel decision at which point the status needs to be changed to either: • TBC with No Date – if the standard 16 BDs implementation timeline for SG Modifications cannot be met due to e.g. system changes required. • Expected – add Date. • Completed – add date and change Status to Implemented **Authority Direction:** Remains Unset until the Ofgem Decision Letter is published at which point the status needs to be changed to either: • TBC – with no date if we need Transporter to provide an implementation date. • Expected – add Date. • Completed – add date and change Status to Implemented
Rejected	Rejected	This will remain unset until such time Ofgem do reject the Modification. On the Modification Page only want to see (no headings): Ofgem Decision dd/mm/yyyy
Withdrawn	Withdrawn	This will remain unset until such time the Proposer withdraws the Modification, or it is Adopted by another Proposer. On the Modification Page only want to see (no headings): Proposer or Adopted dd/mm/yyyy