

Commission and De-commissioning Working group
TERMS OF REFERENCE

Governance

1. The Commission and De-commissioning Workgroup was established by System Operator -Transmission Owner Code (STC) Modification Panel at the 25th June 2014 STC Modification Panel meeting.
2. The group shall formally report to the STC Modification Panel.

Membership

3. The Workgroup shall comprise a suitable and appropriate cross-section of experience and expertise from across the industry, which shall include:

Name	Role	Representing
Mark O'Connor	Chair	
Sade Onajobi	Technical Secretary	
Nicola Bruce	National Grid Representative	National Grid
Milorad Dobrijevic	Industry Representative	SP Transmission
Fiona Muir	Industry Representative	SP Transmission
Graham Wood	Industry Representative	SSE (Transmission)
David Hearn	Industry Representative	Transmission investment

4. The following have expressed an interest in being included in correspondence:

Name	Role	Representing
Angela Quinn	Off-shore review	National Grid
Stephen Wood	ENCC lead	National Grid
Andrew Kensley	Customer Network Data Manager	National Grid

Meeting Administration

5. The frequency of Workgroup meetings shall be defined as necessary by the Workgroup chair to meet the scope and objectives of the work being undertaken at that time.
6. National Grid will provide technical secretary resource to the Workgroup and handle administrative arrangements such as venue, agenda and minutes.
7. The Workgroup will have a dedicated section on the National Grid website to enable information such as minutes, papers and presentations to be available to a wider audience.

Scope

8. The Workgroup shall consider and report on the following:

- With regard to generators concerns about inclusion, whether:
 - There can be more earlier engagement
 - There can be improved notification of any changes
 - Outages affecting these generators can be planned further in advance in the interest of efficiency and costs to these generators
- With regard to existing working practices and processes:
 - Updates to the STCP 19- 4 that are required and may also include STCP11-1, 19-3 and 18-1
 - Improvements that can be incorporated into the STCP 19-4 to improve the process and customer involvement.
- Clarity of TO communication with Users within the STCP

Deliverables

9. The Workgroup will provide updates and a Workgroup Report to the STC Modification Panel which will:
 - Detail the findings of the Group;
 - Draft, prioritise and recommend changes to the System Operator -Transmission Owner Code and associated documents in order to implement the findings of the Group; via a procedure Amendment
 - Highlight any consequential changes which are or may be required,

Timescales

10. It is anticipated that this Workgroup will report back to the February 2015 Full STCP meeting.
11. If for any reason the Workgroup is in existence for more than one year, there is a responsibility for the Workgroup to produce a yearly update report, including but not limited to; current progress, reasons for any delays, next steps and likely conclusion dates.