

Minutes and Actions Arising from Meeting No.1 Held on 18th January 2005 via Teleconferencing

Present:

Richard Court	Committee Chairman
Lilian Macleod	Committee Secretary
David Coan	National Grid Company Representative (NGC)
Mark Duffield	National Grid Company Representative (NGC)
Alec Morrison	Scottish Hydro-Electric Transmission Limited Representative (SHETL)
David Thornton	SP Transmission Limited Representative (SPTL)
John Grady	SP Transmission Limited Representative (SPTL)
David Edward	Authority Representative
Anthony Mungall	Authority Representative

1 Introductions/Apologies for Absence

1. Apologies for absence were received from Iain Anderson (SHETL Representative)

2 Role of Committee

2. NGC described the role of the Committee as stated in the STC. All parties were in agreement of the process as laid out in the STC, Section B (Governance).

3 Transitional Issues - STC Procedures

3. The Central Design Authority (LogicaCMG) will continue to contribute to the development of the STC Procedures (STCP's) throughout the transition phase. At Go-Live, the STC Committee will take ownership of the procedures that have received full company sign-off.
4. Following Go-Live, the STC Committee will need to formally direct the STC Committee Secretary to incorporate the 'signed off' STCP's within Schedule 2 of the STC.

Action: Committee Secretary at appropriate Committee Meeting

5. The Committee suggested that the eight outstanding STCP's should be progressed in accordance to the existing methodology i.e. developed by the BPM/User Group representatives. The CDA would therefore retain their involvement in the 8 outstanding SCTP's until the procedures have been agreed and formally signed off.
6. NGC will present a paper to the next Committee meeting formalising the agreed approach and setting out the cost implications.

Action: NGC

4 Transitional Issues - STC Schedules

7. It was noted that the licensees were awaiting a response from Ofgem regarding Schedule 3, due February 2005.
8. Ofgem were asked by the Scottish's licensees to clarify the process for formally responding on the draft TO Charging Methodology statement (Schedule 10).

Action: Ofgem

5 Interaction with Other Codes

9. All Committee members agreed that it was important to have in place a process that would identify the potential impact of other code modifications (CUSC, BSC, Grid Code and Charging Methodology) on the STC.
10. It was noted that NGC were in a good position to provide guidance on this and the request was that interactions with the STC were flagged as soon as possible so that account could be taken of this in consultations responses to the other codes.
11. The agenda will be expanded to list all relevant codes and an indication of any live amendments, which may have an impact on the STC.

Action: Committee Secretary

12. It has been identified that CAP76 (Treatment of System to Generator Intertripping Schemes) and CAP48 (Firm Access and Temporary Physical Disconnection), may impact the STC. NGC will provide summary of the potential impact of both CUSC modifications on the STC.

Action: NGC

6 Publication

13. The STC sets out that the discussions, decisions and documentation of the STC Committee are to be made as transparent as possible. Unless otherwise specified by the Committee, all documentation pertaining to the STC and STCPs will be available to other parties via the Code website.
14. A request has been submitted that Appendices C and D of STCP 4.2 remain confidential. NGC will present a paper to next Committee formalising the requirement.
15. The agenda will be expanded to include criteria under which to discuss any documentation that should remain confidential.

Action: NGC

Action: Committee Secretary

16. All parties to identify any data they believe should remain confidential for the next meeting.

Action: ALL

7 Future Meetings

17. Meeting will be scheduled on a monthly basis unless otherwise agreed by the Committee and will held at alternative locations e.g. SP, NGC or S&SE
18. The Committee Secretary is to circulate the proposed future meeting dates, times and locations.

Action: Committee Secretary

8 Record of Decisions - Headline Reporting

19. The Committee Secretary would circulate an outline Headline Report after the meeting.

Action: Committee Secretary

20. At the next meeting the Committee is to decide whether the Headline Report should be published on the Code website.

Action: ALL

9 Date of Next Meeting

21. The next meeting will be held on Tuesday, 22nd February 2005 via teleconferencing, commencing at 10:30am.