

STC Housekeeping Amendments (STCAP001 – STCAP012)**Briefing Paper - Summary of Approval Process**

With reference to the housekeeping amendments (STCAP001-012), it is possible (whilst following the procedures outlined within the STC) to expedite their assessment given their simplistic nature and very low materiality to STC Parties should the STC Committee agree that this is the most appropriate way to develop these proposals. (For reference the full assessment procedure for STC Amendment Proposals is attached at Appendix A to this Paper.) It is therefore proposed that subject to STC Committee approval, the following procedure is followed:

1. As these Amendments are housekeeping amendments it is unlikely that these proposals will require an additional analysis on the proposed changes. It is therefore proposed, subject to STC Committee approval, that the Evaluation Phase for these Amendment Proposals is not required and as such the Amendment Proposals should progress straight to the Assessment and Report Phase pursuant to paragraph B7.2.3.3 of the STC.
2. Given that it is highly unlikely that the amendments will have an impact on the Parties Transmission Systems or have any related cost implications associated with the changes, it is likely that the statement from each of the Parties provided through the Assessment and Report Phase may be restricted to a statement indicating whether they agree or disagree with the proposals. Given this it should be possible for Parties to provide such a statement in a reasonably short period of time. It is suggested therefore that subject to the STC Committee's approval the Parties should provide such statements to the Committee Secretary within two weeks of the April STC Committee meeting i.e. 3rd May 2005.
3. The Committee Secretary on behalf of the STC Committee will prepare a proposed version of the Amendment Report (in accordance with Section B, Paragraph 7.2.5.8) for discussion and approval at the May meeting of the STC Committee i.e. 25th May 2005.
4. The version of the Proposed Amendment Report agreed by the STC Committee will then be circulated to STC Parties and other interested bodies for comment. To facilitate this process the document will be published on the STC Code Website. Any respondents will have a maximum of 10 Business Days to reply (STC Committee to agree exact consultation period although it may be no longer than 10 Business Days).
5. Any comments received may be incorporated into the Amendment Report, a draft version of which will be submitted to the June meeting of STC Committee, by the Committee Secretary, for comment i.e. 21st June 2005.
6. The version of the Amendment Report agreed by the STC Committee will be submitted to the Authority no later than one week after the June meeting of the STC Committee i.e. 21st June 2005

Recommendation

The STC Committee is invited to

- AGREE that the proposed Housekeeping Amendment Proposals follow the timescales and steps as outlined above.

Appendix A

STC Amendment Proposal Procedure

Committee Appraisal

1. An amendment can be proposed by any of the STC Parties or any other person who have been designated by the Authority e.g. Energywatch
2. Committee Secretary checks that all necessary information as detailed in Section B, Paragraph 7.2.2.2 is depicted in the STC Amendment Proposal (STCAP).

If the proposal meets the relevant specifications, the STCAP will be put forward for consideration at the next Committee Meeting.

3. At the meeting the committee will decide whether:
 - a. the parties require additional information to assess whether the STCAP would better facilitate achievement of the Application STC Objectives and thus recommend that the STCAP be referred to the Evaluation Phase and the associated establishment of Working Groups;
 - b. whether or not the STCAP should be treated as an Urgent Amendment;
 - c. whether to amalgamate the STACP with any other Proposed Amendment.

In the case of housekeeping amendment it is unlikely that any of the above scenarios would be applicable and the STC Committee agree that the STCAP should processed directly to the Assessment and Report Phase.

Evaluation

4. Should the STC Committee decide that the Evaluation Phase is required, then it shall take no more than 2 months to complete and may consist of a working group who will look at the Amendment Proposal in greater detail. The scope and terms of reference of the working group will be agreed the Committee. The working group must present their findings back to the Committee who will decide whether sufficient information has been received in order to proceed to the Assessment & Report Phase.
5. Each Party may propose one Alternative Amendment during the Evaluation Phase. No Alternative Amendments may be proposed once the Amendment moves into the Assessment & Report Phase.

Assessment and Report Phase

6. The Assessment and Report Phase should take no longer than 4 months to complete however given the lack of materiality impact on the STC, which housekeeping amendment proposals will have, the duration of this phase could be significantly reduced i.e. 3 weeks maximum.
7. The Committee shall commission from each of the Parties an analysis and impact assessment and should scrutinise the impact of the proposed changes on their Transmission System.
8. Given the lack of impact on a Party's Transmission System which a housekeeping amendment will have, it is likely that the assessment would be based on whether or not the Party agrees that the proposed housekeeping amendment(s) rectify textual error in the code or assist in the servicing of the STC i.e. page numbering, version control, thus better facilitating the achievement of the Application STC Objectives

Proposed Amendment Report

9. Following each Party's assessment of the proposal(s), the Committee shall prepare a Proposed Amendment Report, in accordance with Section B, Paragraph 7.2.5.8. The

report must take into account the view and recommendation of each of the Party's assessment of the proposed amendment(s).

- a. If the Committee cannot reach agreement, each Party shall prepare its own written recommendation, which should be incorporated into the report.

10. The Committee Secretary shall circulate the Proposed Amendment Report to:

- a. each STC Party
- b. any persons designated by the Authority
- c. other parties that have responsibility for progressing changes to the BSC, CUSC and Core Industry Documents
- d. any other interest parties who may have interest in the Amendment

The Proposed Amendment Report will be published on the STC Code Website.

9. The interest parties will have a maximum of ten days (exact duration to be determined by the Committee) to reply to the Proposed Amendment Report.

10. The Committee will consider the representations made in response to the Proposed Amendment and instruct the Committee Secretary to make change to the Proposed Amendment Report.

Amendment Report

11. The Committee Secretary will finalise the Amendment Report in accordance with Section B, Paragraph 7.2.5.11 and will

- a. submit the Amendment Report to the Authority;
- b. provide a copy of the Amendment Report to the STC Parties, any persons designated by the Authority, each owner of the BSC, CUSC and Core Industry Documents;
- c. publish Amendment Report on the STC Code Website

Authority Decision

12. The Authority will have final say on whether or not the housekeeping amendments will be approved for implementation.

13. Upon receipt of such notification, NGC will ensure that all STC Parties, any persons designated by the Authority and each owner of the BSC, CUSC and Core Industry Documents are informed of the outcome.

14. Committee Secretary will ensure that the notification is published on the STC Code Website.

Process Diagram for Housekeeping Amendment Proposals

