

STCP 23-1 Issue 001

Party Entry Process

STC Procedure Document Authorisation

Party	Name of Party Representative	Signature	Date
National Grid Electricity Transmission plc			
SP Transmission Ltd			
Scottish Hydro-Electric Transmission Ltd			
Offshore Transmission Owners			

STC Procedure Change Control History

Draft 003	20/10/09	New STCP following implementation of offshore regime
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1 Introduction

1.1 Scope

- 1.1.1 This procedure applies to NGET and each TO. For the purposes of this document, TOs are:
- 1.1.2 SPT;
- 1.1.3 SHETL; and
- 1.1.4 All Offshore Transmission Owners as appointed by the Authority. (For the avoidance of doubt, this includes Preferred Bidders).

1.2 Objectives

- 1.2.1 This procedure has been developed to assist a new TO in understanding what is required in accordance with the STC, to allow such a TO to become an STC Party.
- 1.2.2 To assist the TO, the procedure lists the relevant documents and agreements that need to be developed and agreed together with the timescales appropriate to each document.
- 1.2.3 For the avoidance of doubt, the obligations set down in the STC shall take precedence over this STCP23-1.
- 1.2.4 Within 30 days of acceding to the STC, a Party Applicant shall together with each Party, agree the processes and steps to be taken together with responsibilities and timescales with respect to Appendix A to this STCP 'Party Entry Process Timetable'.
- 1.2.5 Following agreement to the Party Entry Process Timetable, in accordance with the STC, this STCP describes the processes and procedures that a TO is expected to participate in and complete following its accession to the STC to enable the TO to become a Party to the STC.
- 1.2.6 This STCP cross-references a number of other STCPs that are an integral part of the obligations a newly acceded STC Party is to discharge under the STC.

2 Key Definitions

2.1 For the purposes of STCP 23-1:

- 2.1.1 **Party Entry Process Timetable** means the processes and steps to be taken together with responsibilities and timescales with respect to Appendix A to this STCP23-1 'Party Entry Process Timetable'
- 2.1.2 **Site Specific TO Agreements** means the following agreements: include Transmission Interface Agreement, Transmission Site Interface Specification, Interface Agreements, Site Responsibility Schedules
- 2.1.3 **Transmission Works** means works as more fully described in Schedule Eight, Paragraph 1.1.3.2 of the STC

3 Procedure

3.1 Party Entry Process Timetable

- 3.1.1 Within 3 Business Days of accession to the STC, the STC Committee Secretary will send to the TO a draft of the Party Entry Process Timetable substantially in the form of Appendix A to this STCP23-1.

- 3.1.2 The TO shall, within 5 Business Days of receipt of such a draft Party Entry Process Timetable contact the STC Committee Secretary to discuss and agree with the other Parties the content of the Party Entry Process Timetable.
- 3.1.3 Within 30 days of acceding to the STC, the TO and each Party shall agree to the content of the Party Entry Process Timetable by signing the agreed Party Entry Process Timetable.
- 3.1.4 A Party may refer a failure to agree the Party Entry Process Timetable or any other dispute in relation to the scope, content or performance of the Party Entry Processes, to the Authority as a Dispute in accordance with the STC.

3.2 Party Entry Process

- 3.2.1 Following agreement of the Party Entry Process Timetable, a TO shall follow the steps defined in sections below in this STCP23-1 and in the Party Entry Process Timetable in order to complete the Party Entry Process.

3.3 TO Construction Agreement

- 3.3.1 As soon as practicable or in any event, within 3 Business Days of a TO acceding to the STC Framework Agreement, the NGET Named Contact shall send to the TO an NGET Construction Application pertaining to the required Transmission Works.
- 3.3.2 From this point the relevant Parties shall follow the process described in STCP18-1.

3.4 Other Site-Specific TO Agreements [agreements list still to be completed]

- 3.4.1 In addition to the above TO Construction Agreement, the TO shall also enter into, where relevant, the following agreements and agree to the following specifications:

3.4.2 Transmission Interface Agreement

- 3.4.2.1 This agreement governs the arrangements for the installation of assets, access and the use of services at Transmission Interface Sites. The TO shall be responsible for the initial production of the Transmission Interface Agreement (which shall be substantially in the form of Schedule Fifteen to the STC).
- 3.4.2.2 NGET or the relevant TO who is to be the counterparty to this agreement shall agree the content of the Transmission Interface Agreement with the TO and countersign the agreement within 3 months of receipt of the initial draft.

3.4.3 Transmission Site Interface Specification

- 3.4.3.1 At each Transmission Interface Site, each of the relevant Transmission Interface Site shall have and maintain at all times a specification which sets out:
- a description of their Transmission Interface Assets at the Transmission Interface Site and a clear identification of the boundary between their Transmission Interface Assets and any other Transmission Interface Assets at that Transmission Interface Site;
 - a description of the technical, design and operational criteria which that Transmission Interface Site Party has applied to its equipment in planning and developing its Transmission System.

3.4.4 **Embedded Transmission Interface Agreement**

3.4.4.1 This agreement governs the arrangements for the installation of assets, access and the use of services at Embedded Transmission Interface Sites.

3.4.4.2 The TO shall agree the Embedded Transmission Interface Agreement with the Distribution Network Operator (which shall be substantially in the form of *[Template being drafted could form part of this STCP?]*).

3.4.4.3 NGET or the relevant TO who is to be the counterparty to this agreement shall agree the content of the Transmission Interface Agreement with the TO and countersign the agreement within 3 months of receipt of the initial draft.

3.4.5 **Embedded Transmission Interface Site Specification**

3.4.5.1 Each TO shall have and maintain at all times a specification in relation to each Embedded Transmission Interface Site, which sets out

- a description of the Embedded Transmission Interface Assets at the Embedded Transmission Interface Site and a clear identification of the boundary between Embedded Transmission Interface Assets and Embedded Transmission Counterparty Equipment;
- any information reasonably requested by NGET in order to enable NGET to settle or amend its Embedded Transmission Bilateral Agreement in respect of the Embedded Transmission Interface Site;
- a description of the technical design and operational criteria of the Embedded Transmission Counterparty Equipment at the Embedded Transmission Interface Site which the TO, has used in planning and developing its Transmission System.

3.4.6 **Services Capability Specification**

3.4.6.1 Each TO shall have and maintain at all times a specification of its Transmission Services which includes without limitation:

- Information describing parameters and levels within and to which its Transmission Services have been planned to be provided;
- Identify the technical limits that would normally apply to the provision of its Transmission Services.

3.4.7 **Connection Site Specification**

3.4.7.1 Each TO shall have and maintain at all times a specification in relation to each Connection Site, which sets out

- a description of the Transmission Connection Assets at the Connection Site and a clear identification of the boundary between Transmission Connection Assets and User Equipment;
- any information reasonably requested by NGET in order to enable NGET to settle or amend its bilateral agreement with such a User in respect of the Connection Site;
- a description of the technical design and operational criteria which the TO in planning and developing its Transmission System, had assumed would apply to the User Equipment at the Connection Site.

3.4.8 **Completion Report**

3.4.8.1 In accordance with Appendix S of Schedule 9 of the STC, Each TO shall provide a report addressing the matters set out below:

- Confirmation of Compliance Statement;
- type test results\reports;

- confirmation that the signed CUSC Interface Agreement(s) are in place;
- confirmation that the signed Transmission Interface Agreement/Embedded Transmission Interface Agreement is in place;
- confirmation that the signed Transmission Interface Site Specification/Embedded Transmission Site Specification is in place;
- confirmation that the Services Capability Specification is in place;
- confirmation that Safety Rules have been exchanged;
- confirmation that the Connection Site Specification(s) are complete and in place; and,
- confirmation that the Site Responsibility Schedule is complete and in place.

3.5 Other Requirements required prior to Energisation of the Offshore Transmission System

3.5.1 Requirements under other STCPs detail the process for the TO and NGET to undertake prior to Energisation. These include but are not limited to:

- STCP04-4 – Provision of Asset Operational Information
- STCP04-6 – Offshore Datalink Functional Specification for Telecontrol Communication Interface for the establishment and testing of communication arrangements.
- STCP09-1 – Safety Coordination between Parties
- STCP11-2 – Outage Planning Data Exchange
- STCP16-1 – Investment Planning
- STCP18-1 – Connection and Modification Application
- STCP19-2 – Construction Process and Scheme Closure
- STCP19-3 – Operational Notification and Compliance Testing
- STCP19-4 – Commissioning and Decommissioning
- STCP22-1 – Production of Models for NETS Planning

Appendix A: Party Entry Process Timetable

Item/process/Agreements	STC/STCP Reference	Drafting Responsibility	First Draft Due by	Final To be Agreed By	To be Agreed By
Offshore TO Construction Agreement	STC Section D, Part Two	NGET Named Contact	[Date to be agreed 6 months prior to Energisation of TO Assets]	[Date to be agreed prior to Energisation of TO Assets]	[Party Names]
Transmission interface Agreement	STC Section D, PartTwo	Relevant TO	[Date to be agreed 6 months prior to Energisation of TO Assets]	[Date to be agreed prior to Energisation of TO Assets]	[Party Names]
Transmission Site Interface Specification	STC Section D, PartTwo	Relevant TO	[Date to be agreed 6 months prior to Energisation of TO Assets]	[Date to be agreed prior to Energisation of TO Assets]	[Party Names]
Embedded Transmission Interface Site Specification	STC Section D, PartTwo	Relevant O	[Date to be agreed 6 months prior to Energisation of TO Assets]	[Date to be agreed prior to Energisation of TO Assets]	[Party Names]
Services Capability Specification	STC Section C, Part One				
Connection Site Specification	STC Section D, Part One				
Completion Report	STC, Schedule 9				
Provision of Asset Operational Information	STCP04-4	Existing Procedure to be followed			STC Amendments Committee
Communication Arrangements	STCP04-6	Existing Procedure to be followed			STC Amendments Committee
Safety Coordination	STCP09-1	Existing Procedure to be followed			STC Amendments Committee
Outage Planning Information	STCP12-2	Existing Procedure to be followed			STC Amendments Committee

STCP 23-1 Offshore Party Entry Process

Draft 005 – 18/11/09

Connection Process	STCP18-1	Existing Procedure to be followed			STC Amendments Committee
Construction Process	STCP19-2	Existing Procedure to be followed			STC Amendments Committee
Operational Notification Process	STCP19-3	Existing Procedure to be followed			STC Amendments Committee
Commissioning Process	STCP19-4	Existing Procedure to be followed			STC Amendments Committee
Production of Models for NETS Planning	STCP22-1	Existing Procedure to be followed			STC Amendments Committee

The above Party Entry Process Timetable has been agreed by:

Party:STC Committee Representative

Party: STC Committee Representative

Party: STC Committee Representative

Date:.....

Date:.....

Date:.....

Appendix B: Abbreviations & Definitions

Abbreviations

NETS	National Electricity Transmission System
SHETL	Scottish Hydro-Electric Transmission Ltd
STC	System Operator Transmission Owner Code
SPT	SP Transmission Ltd
TO	Transmission Owner

Definitions

STC definitions Used:

Business Day
Embedded Transmission Bilateral Agreement
Embedded Transmission Counterparty Equipment
Embedded Transmission Interface Agreement
Embedded Transmission Interface Site
Embedded Transmission Interface Site Specification
National Electricity Transmission System
NGET Construction Application
Party
Party Entry Process
Transmission Reinforcement Works
TO Construction Agreement
Transmission Interface Agreement
Transmission Interface Assets
Transmission Interface Site
Transmission Interface Site Specification

Definitions used in the document that are covered in other STCPs:

NGET Named Contact (STCP18-1)