

STCP21-1 Issue 001 Offshore Development Information Statement

STC Procedure Document Authorisation

Company	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

Issue 001	xx/xx/2011	Issue 001
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1 Introduction

1.1 Scope

- 1.1.1 This procedure describes the process for producing and publishing the Offshore Development Information Statement.
- 1.1.2 This procedure applies to NGET and each TO. For the purposes of this document, TOs are:
- SPT;
 - SHETL; and
 - All Offshore Transmission Owners as **licenced** by the Authority.
- 1.1.3 This procedure defines the tasks, formal documentation, interface requirements, timescales and responsibilities that apply to NGET and the TOs.
- 1.1.4 NGET shall be responsible for preparing and publishing the ODIS in accordance with its Transmission Licence. This will include:
- submitting proposed changes to the ODIS Form to the Authority for approval;
 - creating the Scenarios;
 - carrying out analysis on the NGET's Transmission System;
 - producing the relevant commentaries;
 - collating and compiling the ODIS document; and
 - making the ODIS publicly available.
- 1.1.5 Each TO shall be responsible for supporting NGET in the producing and publishing the ODIS. This will include:
- carrying out analysis on it's Transmission System;
 - producing the deliverables (tables, figures, text etc.) to be included in the ODIS; and
 - producing the relevant commentaries.

1.2 Objectives

- 1.2.1 The objective of this procedure is to detail how the Offshore Development Information Statement process will be addressed across the NGET ~ TO interface and the TO ~ TO interface, so as to ensure that responsibilities are clear and Transmission Licence conditions are satisfactorily discharged.

2 Key Definitions

2.1 For the purposes of STCP 21-1:

- 2.1.1 **Consultation Freeze Date** means the closing date for the ODIS Annual Review consultation. For the avoidance of doubt this date will be no later than 24th January of each calendar year. This is the date that NGET cease to consider comments from industry participants for that year's publication of the ODIS.
- 2.1.2 **Stakeholders** mean any user of the ODIS including TOs.
- 2.1.3 **ODIS Form** means the scope and format of the Offshore Development Information Statement.
- 2.1.4 **ODIS Form Outline** means the document that NGET shall submit to the Authority which records all the proposed changes that NGET wishes to make to the ODIS Form.

3 Procedure

3.1 Consultation and Contents/Format Approval

- 3.1.1 Following the Consultation Freeze Date, NGET shall evaluate any responses that relate solely to NGET's contribution to the ODIS. NGET and each TO shall jointly evaluate responses that are related solely to the TOs' contributions to the ODIS in an 'ODIS Form Outline' meeting, if required.
- 3.1.2 Not less than 5 Business Days prior to the ODIS Form Outline meeting NGET shall forward any Stakeholders responses to be discussed at the meeting, for consideration by the TOs. The Parties shall endeavour to agree any changes to the ODIS Form that will impact on the TOs ODIS deliverables within 10 Business Days of closure of the Consultation Freeze Date.
- 3.1.3 Following the ODIS Form Outline meeting, NGET shall produce a draft of the ODIS Form Outline document containing the proposed changes to the ODIS Form, highlighting any changes from the previous year's ODIS format. This document will include possible changes to the TOs' deliverables.
- 3.1.4 NGET shall circulate the draft of the ODIS Form Outline to each TO, who shall then submit comments to NGET. NGET shall incorporate comments from each TO into the ODIS Form Outline where appropriate. When the ODIS Form Outline has been finalised and agreed by the Parties it shall be formally signed off by a company representative within 20 Business Days of the Consultation Freeze Date.
- 3.1.5 If NGET and TO fail to agree upon the ODIS Form for the next ODIS, either Party may raise a dispute in accordance with the STC.
- 3.1.6 NGET shall submit the revised ODIS Form Outline document, incorporating the Stakeholder's comments as appropriate, to the Authority for approval by no later than 1st March (of each calendar year).

- 3.1.7 Following the submission of the ODIS Form Outline document to the Authority, NGET and where relevant the TOs, shall make themselves available to the Authority to discuss any aspects of the ODIS Form that may be of concern to the Authority, or which the Authority may wish to alter.
- 3.1.8 NGET shall produce to and submit to the TOs' the draft ODIS Programme and associated list of deliverables based on the previous year's ODIS Programme, updated to reflect any changes required to the submitted ODIS Form. This may also include any updates required to improve the efficiency of the ODIS production, identified from the previous year's experience.
- 3.1.9 The TOs shall respond to NGET within 10 Business Days, with any issues or changes they would like to make to the draft ODIS Programme or list of deliverables.
- 3.1.10 NGET shall revise the draft ODIS Programme and associated list of deliverables to reflect the TOs' comments where appropriate, and re-submit it to the TOs for agreement, within 10 Business Days of receiving the TOs' comments.
- 3.1.11 NGET and each TO may meet to review any outstanding issues associated with the draft ODIS Programme and associated list of deliverables.
- 3.1.12 NGET and TOs shall continue to produce the ODIS taking account of the proposed ODIS Form Outline document and the existing ODIS Form.
- 3.1.13 When NGET has received the ODIS Form conclusions of the Authority and any amendments to the ODIS Form Outline document, NGET shall notify the TOs of these amendments.
- 3.1.14 NGET shall revise the draft ODIS Programme and associated list of deliverables to reflect any changes to ODIS Form and submit the revised ODIS Programme and associated list of deliverables to the TOs as soon as possible after the confirmation of the ODIS Form from the Authority, but not longer than 10 Business Days after that confirmation.
- 3.1.15 The TOs shall respond to NGET within 10 Business Days, with any comments they would like to make to the ODIS Programme and associated list of deliverables.
- 3.1.16 NGET shall revise the ODIS Programme and associated list of deliverables to reflect the TOs' comments where appropriate, and submit it to the TOs' for final agreement, within 10 Business Days of receiving the TOs' comments.
- 3.1.17 NGET shall arrange a meeting with all the TOs' to discuss any changes in detail. When the ODIS Programme and associated list of deliverables have been finalised and agreed by all Parties it shall be signed off by each of the Parties.

3.2 Production and Publication

- 3.2.1 NGET and each of the TOs shall produce outputs from their network analysis including the relevant text, in accordance with the ODIS Programme and associated list of deliverables. Each TO shall submit to NGET the completed outputs in accordance with the ODIS Programme.
- 3.2.2 NGET shall use the outputs from the TOs to prepare a draft of the ODIS, (including the text, figures, tables and appendices) in accordance with the agreed ODIS Form.

- 3.2.3 In accordance with the ODIS Programme, NGET shall send the relevant sections of the draft ODIS document to the relevant TO for comment. The TO shall provide comments back to the NGET within 10 Business Days of receiving the relevant sections of the draft ODIS document.
- 3.2.4 NGET shall evaluate the comments from the TOs and redraft the ODIS document incorporating the TOs' comments as appropriate. NGET shall re-circulate the relevant sections of the document to the TOs for final comments in line with the dates set out by the ODIS Programme.
- 3.2.5 The TOs shall provide to NGET, from the appropriate company representative, agreement to the relevant sections of the ODIS Programme in the form of a company letter (in accordance with the ODIS Programme). If required, NGET shall arrange a meeting with the TOs to discuss any outstanding comments and gain editorial agreement.
- 3.2.6 NGET shall publish the ODIS in accordance with its Transmission Licence.

Appendix A: Abbreviations & Definitions

Abbreviations

SHETL	Scottish Hydro-Electric Transmission Ltd
SPT	SP Transmission Ltd
STC	System Operator – Transmission Owner Code
ODIS	Offshore Development Information Statement
TO	Transmission Owner

Definitions

STC definitions used:

Authority
Business Days
NGET
ODIS Programme
Offshore Development Information Statement
Offshore Transmission Owner
Party
ODIS Scenarios
Transmission Licence
Transmission Owner
Transmission System