

Best Practice Guidance Note for a CUSC Urgent Amendment Proposal

This Best Practice Guidance Note was prepared by the CUSC Governance Standing Group and presented to the CUSC Panel on the 31st of July 2009. This note has been prepared with the intention of assisting parties who are considering raising an Urgent CUSC Amendment Proposal.

It should be noted that:

- this Best Practice Guidance Note on urgency does not form part of the CUSC, nor does deviation from the outlined best practice constitute contravening of CUSC provisions
 - in applying the principles of this Best Practice Guidance Note, the CUSC provisions take precedence
 - depending on the nature of the Amendment Proposal under consideration not all of the recommendations outlined in this Best Practice Guidance Note will be followed
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- Before raising an Amendment Proposal with request for urgency
 - At the earliest opportunity notification should be given to the Panel Secretary that a recommendation for urgency may be made
 - Upon notification from a potential proposer of an Amendment Proposal that a request for urgency may be made, the Panel Secretary should inform all Panel Members by email
 - The party requesting urgent treatment should indicate a proposed timetable for urgency that is requested for the Amendment Proposal to follow (detailing which steps of the standard Amendment Procedure, as outlined in section 8 of the CUSC, they believe should/should not be followed and why) – please contact the Panel Secretary for assistance if required

- Following receipt of an Amendment Proposal with request for urgent treatment
 - The Panel Secretary should prepare for the CUSC Panel the following timetables detailing which steps of the standard Amendment Procedures are and are not to be followed (the timetable(s) may be the same or different to the timetable requested by the proposer):
 - the timetable which would be followed were urgency not to be recommended by the CUSC Panel
 - a proposed urgent timetable which includes Working Group development (including a meeting timetable for the Working Group)
 - a proposed urgent timetable which proceeds straight to consultation by the Company
 - Following a request that an Amendment Proposal be treated as urgent the Amendment Proposal, the urgent request and the proposed timetables should be forwarded without delay by email to the CUSC Panel
 - Following forwarding of the above information by email the Panel Secretary should endeavour to contact all Panel Members by phone to advise that the urgent request has been received and the suggested next steps
 - The Panel Secretary should then forward all material to the industry
 - Included in the circulation of the material to the industry, the Panel Secretary should invite representation for a possible Working Group (responses to be received within a maximum of 5 Business Days following circulation of the material)

- Consideration by the CUSC Panel of an urgent request
 - The CUSC Panel should take account of the Authority urgency guidelines as available on the CUSC website (http://www.nationalgrid.com/NR/rdonlyres/B5A44AD0-0795-417E-8C0E-5A9B1B4DF314/36275/PostPanel_UrgencyGudanceagreed.pdf),

however note should be given to the fact that the guidelines are not exhaustive

- Due consideration should be given to the complexity, importance and urgency (in line with 8.16.4(b) of the CUSC) when considering the associated timetable
 - Following a decision by, or on behalf of, the CUSC Panel with regards the urgency and timetable, the Panel Chairman (or Panel Secretary) should confirm the CUSC Panel recommendation in writing to the Authority, with the expectation that the Authority will provide a direction in writing
 - The view on urgency and the recommended timetables should be posted on the relevant Amendment Proposal section (linked to the urgency section <http://www.nationalgrid.com/uk/Electricity/Codes/systemcode/amendments/urgentproposals/index.htm>) of the CUSC website, together with details as to whether the Authority has consented to the urgency recommendation and the terms of any direction received from the Authority
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- Development of an Urgent Amendment Proposal
 - For the avoidance of doubt, an Urgent Amendment Proposal may deviate from all or part of the standard Amendment Procedures (as set out in the CUSC)
 - Where no Working Group is included in the directed timetable (received from the Authority), no opportunity for raising Working Group Alternative Amendments (WGAAAs) exists
 - Where development by a Working Group is included in the directed timetable the usual procedures apply (unless otherwise directed) including the opportunity for raising WGAAAs
 - Following designation of an Amendment Proposal as urgent – Panel Members and CUSC Parties shall take all reasonable steps to ensure the consideration, evaluation and (subject to Authority approval)

implementation of the Urgent Amendment Proposal is undertaken as soon as practicable

- Following implementation of an Urgent Amendment Proposal the CUSC Panel may initiate a Standing Group to determine if any alternative amendment would better facilitate the Applicable CUSC Objectives