

STCP 17-1 Issue 002 Feasibility Study

STC Procedure Document Authorisation

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

STC Procedure Change Control History

Issue 001	26/05/2005	New procedure following BETTA Go-Live
Issue 002	25/10/2005	Issue 002 incorporating PA034 and PA037

1 Introduction

1.1 Scope

- 1.1.1 This procedure applies to NGET, SPT and SHETL.
- 1.1.2 This procedure describes the process for a Party to assist any other Party in providing a feasibility study to a customer. It defines the tasks, formal documentation, interface requirements, timescales and responsibilities between the Parties.
- 1.1.3 For the purposes of this document, TO's are:
- SPT; and
 - SHETL.

1.2 Objectives

- 1.2.1 The objective of this procedure is to detail how feasibility studies shall be addressed across the NGET - TO interface and the TO - TO interface. It is designed to enable the Parties to discharge their responsibilities under the STC and to ensure that responsibilities are clear.
- 1.2.2 The objective of this procedure is to deal with feasibility studies for major development studies, but it is not intended for this process to be followed for every request, e.g. where minor information is required from another Party. The STCP Information Request Form (STCP 12-1 Data Exchange) can be used for circumstances where this STCP is not deemed appropriate.

1.3 Background

- 1.3.1 A customer may request a feasibility study as either a pre-cursor to a new/modified connection application or as a speculative request. The scope of study may include a detailed analysis of the transmission system to cover all issues such as connection options, infrastructure, construction, project timescales, balancing market issues, costs, charging issues, risks etc. Such a detailed scope may require involvement of TO(s) and NGET.
- 1.3.2 This process covers the identification of the Lead Party who shall act as co-ordinator of the feasibility study process and main customer contact; the initial project discussions; agreeing the scope of works; carrying out the study work; preparing and issuing the Customer Study Report.
- 1.3.3 A customer may engage a TO or NGET as the Lead Party for a feasibility study, the details of the project under consideration may, or may not, be divulged by the Lead Party to the Other Party/Parties depending on the customer's confidentiality requirements.
- 1.3.4 Unless otherwise agreed by Parties, all intellectual property conceived or made by the Party/Parties in the course of providing the Lead Party Study Report/ Customer Study Report shall be and remain the property of that Party/ those Parties and the Lead Party shall grant the customer non-exclusive licence to copy and use such intellectual property for purposes directly related to the project.

2 Key Definitions

2.1 For the purposes of STCP 17-1:

- 2.1.1 **Customer Feasibility Study Offer** – an offer made by the Lead Party to the customer for carrying out the feasibility study.
- 2.1.2 **Customer Study Report** is the report that the Lead Party has agreed to provide the customer in accordance with the Customer Feasibility Study Offer

- 2.1.3 **Feasibility Programme** - a programme to manage the feasibility study process. The Feasibility Programme lists the milestones against which the dates agreed by all Parties are inserted.
- 2.1.4 **Feasibility Steering Group** - a small team made up of named representatives from the Lead Party and other Party/Parties (as appropriate) to oversee the application. The members of the Feasibility Steering Group shall be identified on the Feasibility Programme. The remit of this group is to agree the Feasibility Programme, monitor progress and agree any changes. The Feasibility Steering Group is also responsible for resolving any disagreements relating to a feasibility study at first instance, prior to any necessary escalation. Dialogue shall take place in person, by email, telephone or video conferencing as appropriate.
- 2.1.5 **Lead Party** – the Party who the customer has agreed shall be the lead Party for the feasibility study, who shall act as co-ordinator (i.e. shall liaise, consult, co-ordinate and agree deliverables and timescales with other Parties involved) and main customer contact.
- 2.1.6 **Lead Party Feasibility Study Offer** - an offer made by the Other Party/Parties to the Lead Party for carrying out the feasibility study This may include the staff days required by the Other Party/Parties to carry out the feasibility study; the grade of staff to be used; whether the work can be undertaken within the timescale requested; overhead costs and any data the Other Party/Parties require from the customer to carry out the feasibility study.
- 2.1.7 **Lead Party Study Report** is the report provided by the Other Party/Parties to the Lead Party in accordance with the Lead Party Feasibility Study Offer.
- 2.1.8 **Other Party/Parties** – one or more than one of the Parties to the System-Operator Transmission Owner Code but not the Lead Party.

3 Procedure

3.1 Nuclear Site Licence Provision

- 3.1.1 When following this process where this may interact with, impact upon or fall within the boundary of a Nuclear Site Licence holder's site, or may otherwise have any form of affect and/or implication for a nuclear power station, consideration must be given to the relevant provisions of the applicable Nuclear Site Licence Provisions Agreement, the CUSC Bilateral Connection Agreement for that site, paragraph 6.9.4 of the CUSC and Section G3 of the SO/TO Code to ensure compliance with all of these obligations.

3.2 Customer approaches TO or NGET with feasibility request and Lead Party is agreed

- 3.2.1 A prospective customer can send a request for a feasibility study to a Party.
- 3.2.2 The customer shall propose the Lead Party. If the approached Party feels there is a more appropriate Lead Party, then they shall advise the customer accordingly and the customer may choose to approach the more appropriate Party.

3.3 Initial Project Discussions

- 3.3.1 The Lead Party shall establish both the customer's needs and expectations and whether Other Party/Parties shall be involved in the study. The Lead Party shall request Other Party/Parties to attend these discussions where both necessary in the opinion of the Lead Party and agreed with the customer by the Lead Party or ask them to provide information to help respond to the customer.

3.4 Agree scope of study and Customer Feasibility Study Offer

- 3.4.1 The Lead Party may request a Lead Party Feasibility Study Offer from the Other Party/Parties. Such a request shall contain the required scope of the Lead Party

Study Report, timescales and other conditions that may affect the Lead Party Feasibility Study Offer.

3.4.2 The customer may ask for clarification on certain aspects of the Customer Feasibility Study Offer. The Parties (led by the Lead Party) shall provide assistance to answer any queries raised by the customer.

3.4.3 As a consequence of these clarifications, the Lead Party may withdraw or revise its request for Lead Party Feasibility Study Offer(s) and shall inform relevant Other Party/Parties of any withdrawal or revision. Each of the Other Parties may withdraw or revise their Lead Party Feasibility Study Offer(s) as a result of the clarifications or the revised request from Lead Party. The Other Party/Parties shall inform the Lead Party of any withdrawal or revision of their Lead Party Feasibility Study Offer.

3.4.4 The Lead Party shall sign the Lead Party Feasibility Study Offer from the Other Party/Parties, once the customer signs the Customer Feasibility Study Offer.

3.5 Feasibility Programme agreed

3.5.1 The Lead Party and the relevant Other Party/Parties shall agree the following items within 10 Business Days or other timescale as agreed between the Lead Party and the relevant Other Party/Parties of receipt by the Other Party/Parties of their signed Lead Party Feasibility Study Offer:

- the data required to carry out the feasibility study,
- the output required from the Parties and the target dates (Feasibility Programme) for the key activities/milestones to meet the feasibility study report issue date agreed with the customer.

3.5.2 Key milestones may include

- Progress/Review meetings;
- the production of a Lead Party Study Report;
- the production of a final Customer Study Report; and,
- the delivery of Customer Study Report to the customer.

3.6 Data Exchange

3.6.1 The Lead Party shall send to each Other Party/Parties the required data identified in its Lead Party Feasibility Study Offer. However, this may be dependent on the Lead Party receiving the required data from the customer. In accordance with the Feasibility Programme, the Other Party/Parties shall notify the Lead Party, by email, as to whether the data is complete or not. If it is not complete, the Other Party/Parties shall notify the Lead Party as to what data is missing/additional requirements. The Lead Party shall ask the customer to provide the data and once the information has been received, the Lead Party shall send it on to the Other Party/Parties. The Lead Party may ask the Other Party/Parties to contact the customer about the data, where appropriate.

3.6.2 Exchange of data between the Lead Party and Other Party/Parties shall be subject to the general obligations of confidentiality (Section F of the STC).

3.7 Parties carry out the study as per agreed scope

3.7.1 All Parties carry out their part of the agreed study work, in accordance with the Feasibility Programme or other timescales as may be agreed. There is likely to be discussions and/or meetings between the Lead Party and all involved Other Party/Parties, and with the customer where appropriate, within the timeframes set out in the Feasibility Programme.

3.8 *Parties prepare and forward Lead Party Study Reports to Lead Party*

3.8.1 The Other Party/Parties shall prepare and issue a report, containing their study output, by email, to the Lead Party as agreed under the Feasibility Programme.

3.9 *Lead Party compiles Customer Study Report*

3.9.1 The Lead Party compiles the Customer Study Report from all study outputs.

3.9.2 The Lead Party shall request further detail/clarification from the relevant Other Party/Parties if required. The Lead Party and the Other Party/Parties (as appropriate) may need to meet to discuss the Lead Party Study Report or Customer Study Report.

3.9.3 The Lead Party may request an updated Lead Party Study Report from the Other Party/Parties to reflect any necessary changes made.

3.9.4 The Lead Party shall send the relevant sections of the Customer Study Report to the Other Party/Parties asking them to review the contents and provide any comments within a specified timescale agreed between the Lead Party and the relevant Other Party/Parties.

3.9.5 Following this review, any agreed updates are made and the relevant sections of the final Customer Study Report circulated to the Other Party/Parties for approval.

3.9.6 The Other Party/Parties shall send their agreement to the contents and publication of the relevant sections of the Customer Study Report to the Lead Party.

3.10 *Lead Party issues Customer Study Report*

3.10.1 Following the issue of the Customer Study Report to the customer, a copy or extract of the Customer Study Report shall be sent to the Other Party/Parties, as appropriate.

3.10.2 The Lead Party and Other Party/Parties (as appropriate), shall accommodate any reasonable request for a meeting by the customer, at the convenience of all relevant parties.

3.11 *Invoicing*

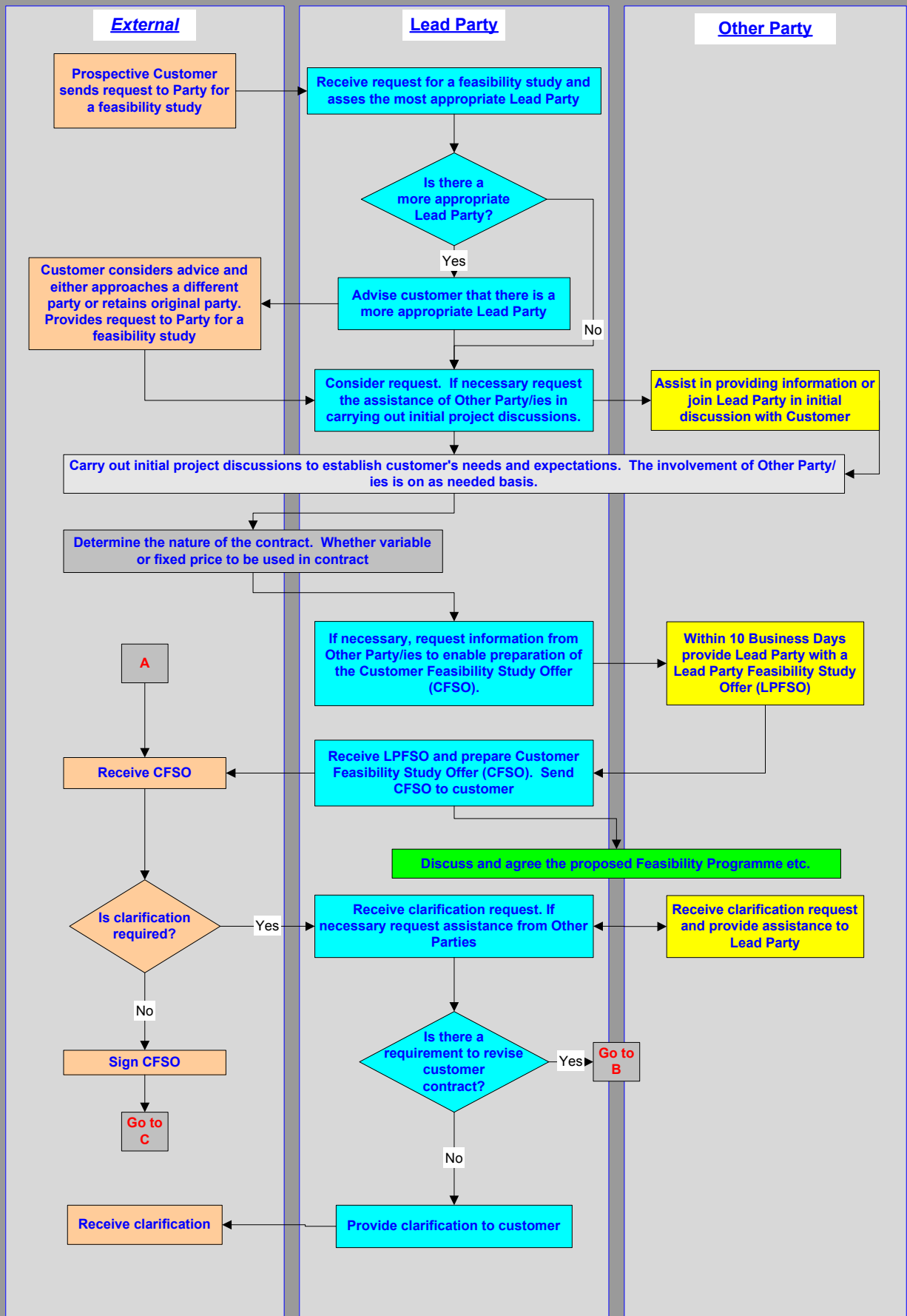
3.11.1 Invoicing and payment shall be carried out in accordance with STCP 13-1 Invoice and Payment.

3.11.2 In the event that the customer queries the costs, the Other Party/Parties shall provide details/substantiation of their man hours, charges etc, requested by the Lead Party.

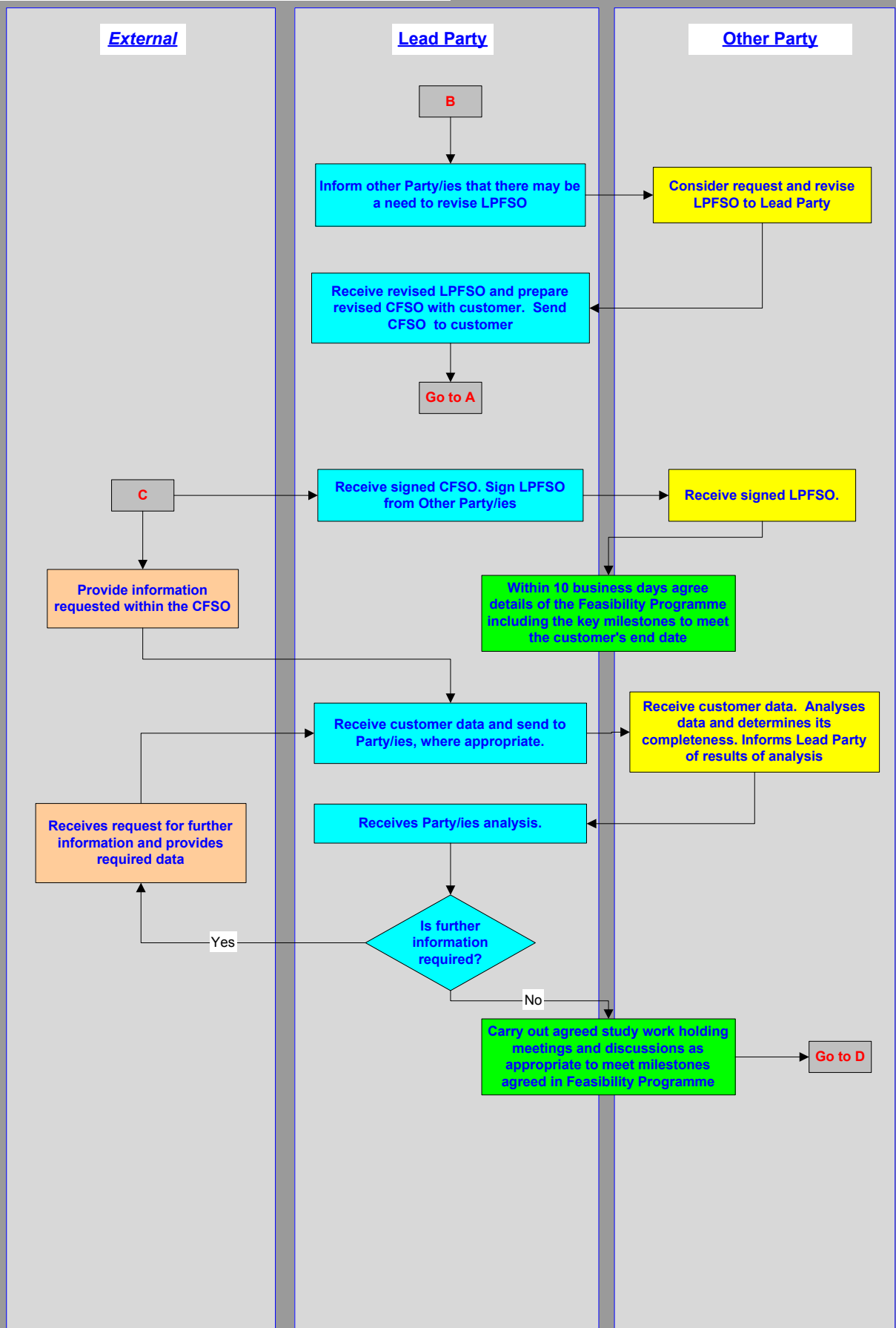
Appendix A: Flow Diagram

Note that the Process Diagrams shown in this Appendix A are for information only. In the event of any contradiction between the process represented in this Appendix and the process described elsewhere in this STCP, then the text elsewhere in this STCP shall prevail.

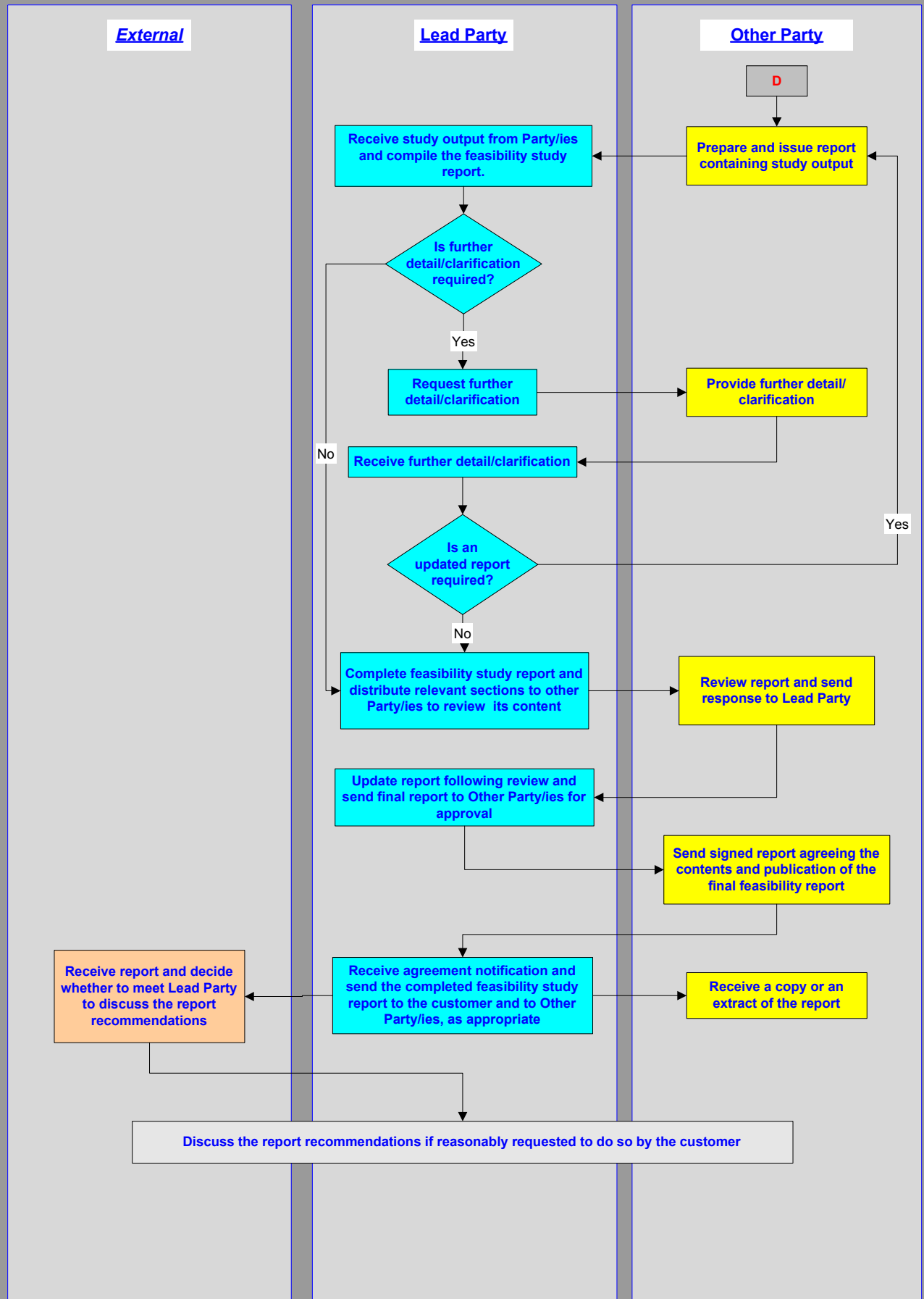
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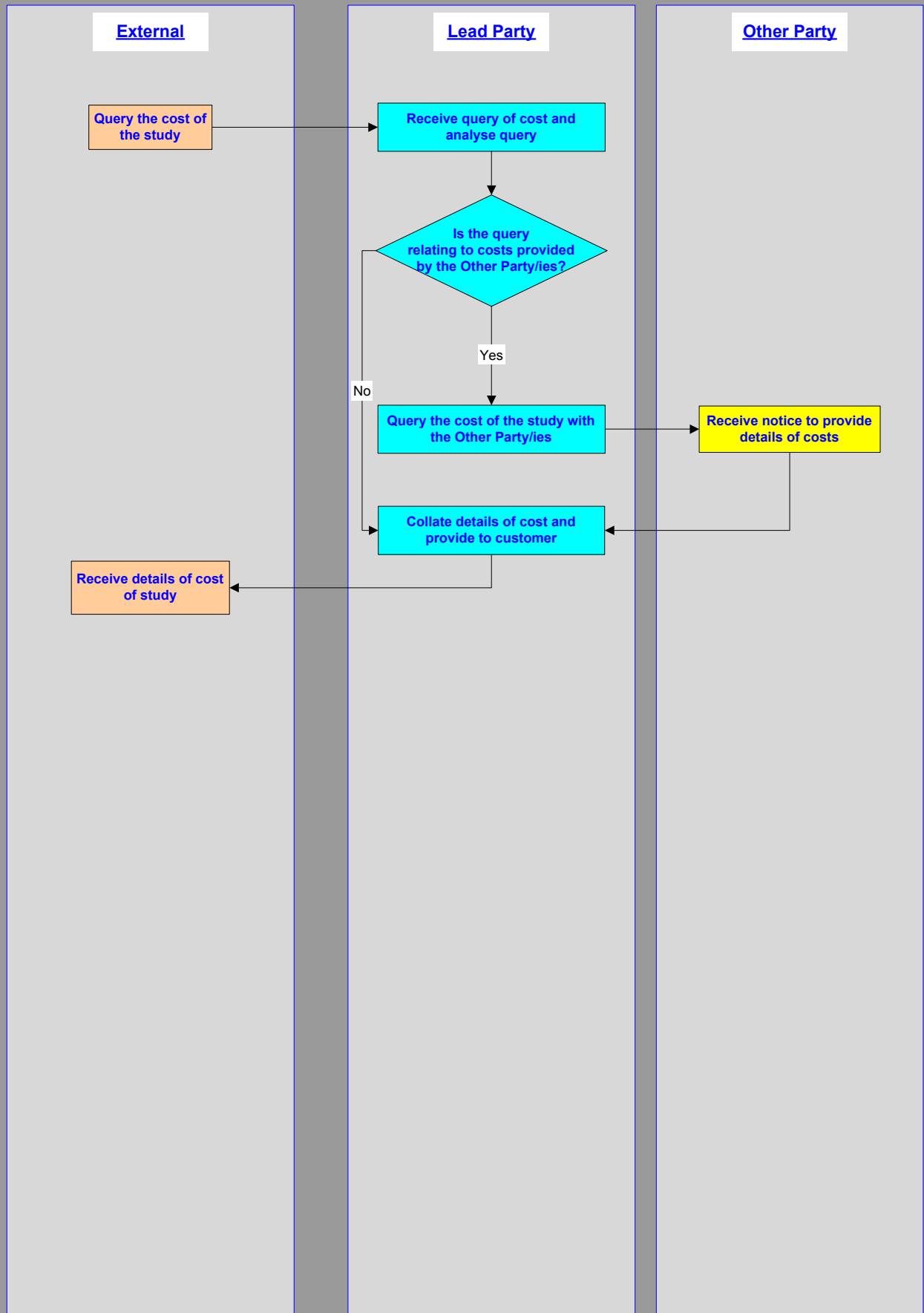
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Appendix B: Abbreviations & Definitions

Abbreviations

SHETL	Scottish Hydro-Electric Transmission Ltd
SPT	SP Transmission Ltd
STC	System Operator –Transmission Owner Code
STCP	System Operator –Transmission Owner Code Procedure
TO	Transmission Owner

Definitions

STC definitions used:

Business Day

CUSC

NGET

Party

Transmission Owner

CUSC definitions used:

Bilateral Connection Agreement

Nuclear Site Licence Provisions Agreement

Statement of Use of System Charges