

# Document Ref: STCP 11-3 TO Outage Change Costing

## STC Procedure Document Authorisation

Company	Name of Representative	Signed off (date)
Ofgem		
NGT		
SP		
SSE		

## STC Procedure Change Control History

Issue 1 29/3/5

**Outstanding issues to be resolved post company sign-off**

**Outstanding issues to be resolved prior to company sign-off**

## 1. Introduction

### 1.1. Scope

- 1.1.1. This procedure describes the processes for managing any costs payable by NGC to a TO associated with requests by NGC for a change to a TO Outage and any Knock-on Outages.
- 1.1.2. Only changes to TO Outages resulting from NGC initiated Outage change requests after Plan Freeze (in Week 49) may be subject to a cost payment by NGC.
- 1.1.3. For the purposes of this document, TOs are:
  - SPT; and
  - SHETL.

### 1.2. Objectives

- 1.2.1. The objective of this process is to provide for efficient co-ordination and data exchange between NGC and TOs in relation to the management of costs related to NGC requests for a change to a TO Outage after Plan Freeze.
- 1.2.2. To meet this objective, this process specifies the following:
  - the information exchange required between NGC and each TO related to Outage change requests;
  - the information exchange required between NGC and each TO related to Outage Change Cost Estimate requests;
  - NGC responsibilities to record details of Outage Change Costs and Outage Change Cost Estimates submitted by the TO, and any linkage between Outages and Knock-on Outages; and
  - the responsibility of each TO to prepare and submit Outage Change Cost Estimates and out-turn costs as reasonably requested by NGC.

## 2. Key Definitions and Interpretation

### 2.1. *The following definitions apply for the purposes of this document:*

- 2.1.1. **Outage Change Costs** means those actual additional costs, including administrative costs, reasonably incurred by a TO as a result of an Outage change requested by NGC, including but not limited to:
  - the removal of an Outage from the current Plan Year or that Outage Plan issued in Week 49 for the subsequent Plan Year;
  - achieving a requested change to the stated ERTS of an Outage in the current Plan Year or that Outage Plan issued in Week 49 for the subsequent Plan Year;
  - the additional costs incurred in returning an item of Plant or Apparatus on Outage to Service early;
  - the additional costs incurred in moving an Outage to an alternative date within the current Plan Year or that Outage Plan issued in Week 49 for the subsequent Plan Year; and
  - any Knock-on Outage costs.
- 2.1.2. **Knock-on Outage** means an Outage that will need to change as a direct or subsequent result of an Outage change request and which may or may not itself incur Outage Change Costs.
- 2.1.3. **Outage Change Cost Estimate** means a forecast of the Outage Change Costs provided at an individual Outage Change Costs level, where practicable.

- 2.1.4 **Link Code** means the alphanumeric used with the initiating Outage, made up of the Outage number assigned to the initiating Outage in the NGC Outage database together with a two letter suffix, used to identify the specific Outage change under consideration and any linked Outages.
- 2.1.5 **Outage Change Code** means the Unique Change Identifier Code used to associate Knock-on Outages with the initiating Outage.
- 2.1.6 **Unique change Identifier Code** means the STCP 11-2 Appendix C5 change code used by NGC to record the reason for the Outage change.

### 3 Procedure

#### 3.1 **Change Requests to TO Outages**

- 3.1.1 Changes to a TO Outage may be requested by either the TO or NGC. Outage change requests may include but are not limited to:
- a change to a TO Outage start and / or finish date;
  - removal of a TO Outage from within the current Plan Year or that plan issued in Week 49 for the subsequent Plan Year;
  - an increase/decrease to the ERTS time associated with a TO Outage; or
  - an addition of a new TO Outage.

3.1.2 The processes by which additional costs related to NGC requests for Outage Change requests are to be managed are described below.

#### 3.2 **Outage Changes**

- 3.2.1 NGC may request an Outage change from a TO for reasons such as, but not limited to,:
- a change in weather forecast;
  - GB Transmission System security; or
  - information from another party resulting in a change to an Outage that affects a TO.
- 3.2.2 If NGC believes an Outage change may be required, NGC shall contact the relevant TO to discuss the potential Outage change and, where appropriate, any Outage change options. If, following discussions with the TO, NGC decides that an Outage change is required, NGC shall ask for Outage change requests from the TO together with an Outage Change Cost Estimate. Where the TO considers it not practicable, the Outage Change Cost Estimate for all the Knock-on Outage changes shall be included in the costs of the initiating Outage, and the Knock-on Outages shall be recorded as linked but as zero cost Outages.
- 3.2.3 The TO will provide Outage change requests for the initiating Outage and any Knock-on Outages identified by either NGC or the TO for the chosen option in accordance with STCP 11-1 Outage Planning.
- 3.2.4 Each Outage change request shall identify NGC as the Outage initiator in accordance with the codes provided in Appendix C of STCP 11-2 Outage Data Exchange, Appendices D1 and D2 illustrate how codes and links are used with initiating and Knock-on Outage changes.
- 3.2.5 The TO shall submit the Outage Change Cost Estimate to NGC made up of a forecast of Outage Change Costs in the form of the pro-forma in Appendix A and shall include:
- the forecast costs associated with the Outage change request; and
  - where the TO considers it practicable, separate costs and Outage change details for any Knock-on Outage changes identified by the TO or NGC.

- 3.2.6 The Outage Change Cost Estimate, as determined by the TO, shall be on the basis of a:
- fixed cost;
  - variable out-turn cost;
  - a combinations of these cost types; or

the TO shall confirm there are zero costs

- 3.2.7 The TO shall use reasonable endeavours to submit an Outage Change Cost Estimate to NGC:
- in the 4-49 week ahead period: within 7 working days of receipt; and
  - less than 4 weeks ahead (including the Control Phase): as soon as reasonably practicable.

However, all Parties agree that the timing of the submission of an Outage Change Cost Estimate to NGC by the TO will depend on the complexity and timescales of the request.

- 3.2.8 As soon as reasonably practicable NGC will assess the potential implications of the requested change. This may include NGC, if appropriate:
- liaising with affected parties; or
  - notifying the TO of further Knock-on Outages within the TO's Transmission System.

- 3.2.9 NGC shall submit any queries relating to an Outage Change Cost Estimate to the relevant TO as soon as reasonably practicable, which shall normally be within 2 working days of receipt of that Outage Change Cost Estimate.

- 3.2.10 The TO shall respond as soon as reasonably practicable to any such queries received from NGC regarding an Outage Change Cost Estimate.

- 3.2.11 When providing fixed costs to NGC within an Outage Change Cost Estimate, a TO shall specify the period for acceptance of these fixed costs which, where practicable, shall be not less than 7 working days from submission of the Outage Change Cost Estimate to NGC by the TO.

- 3.2.12 Where further TO Knock-on Outages have been identified by NGC or the TO, NGC shall request that the TO revise its original Outage Change Cost Estimate to include the additional Knock-on Outages. If necessary a number of iterations of Sections 3.2.2 to 3.2.11 may be required before a complete assessment of the original Outage change request can be completed.

- 3.2.13 NGC shall use reasonable endeavours to complete each iteration of the assessment of the Outage Change Cost Estimate.
- in the 4-49 week ahead period: within 5 working days of receipt; and
  - less than 4 weeks ahead (including the Control Phase): as soon as reasonably practicable.

However, all Parties agree that the completion of the Outage change request assessment process by NGC shall depend on the complexity and timescales of the request.

- 3.2.14 On completion of its assessment of the full implications of the original Outage change request, NGC shall either approve or reject the Outage change request (including any associated Knock-on Outage changes of which NGC has been notified). This decision shall be confirmed to the TO in writing as soon as reasonably practicable.

- 3.2.15 NGC will record Outage change cost data. The TO providing an Outage Change Cost Estimate will have access to that data.

- 3.2.16 For the avoidance of doubt, all TO Outage changes associated with the original NGC Outage change request agreed between NGC and the TO will be subject to a cost payment by NGC in accordance with Section 4 of this procedure and STCP 13-1 Invoicing

and Payment. These costs shall be fixed, variable out-turn, or a combinations of these cost types (as determined by the TO), or the TO shall confirm there are zero costs.

- 3.2.17 NGC shall pay to the TO the Outage Change Costs and any additional costs as set out in the Outage Change Estimate out-turn.

### **3.3 Outage Changes submitted in Control Phase**

- 3.3.1 This section applies to Outage changes submitted in the Control Phase or where the procedure in Section 3.2 is not completed by the start of the Control Phase.
- 3.3.2 In the event that NGC requires a change to a TO Outage in the Control Phase the procedure in Section 3.2 shall be followed as far as possible. However, it is recognised that in the Control Phase, a TO may be unable to provide Outage Change Costs Estimate and/or NGC approve the Outage change request; or the procedures detailed in Section 3.2 may not have been completed before the change has to be implemented for operational reasons. In such circumstances, that TO shall be reimbursed, in accordance with Section 4, for reasonably incurred additional costs associated with an Outage change (including, without limitation, any Knock-on Outages) and any additional costs notified to NGC.
- 3.3.3 All Parties shall notify their respective day staff of any Outage changes made in the Control Phase as soon as reasonably practicable. Outage changes will then be progressed by NGC and TO day staff.

## **4 Payment for Outage Changes**

- 4.1.1 Outage Change Costs and any additional costs shall be cost-reflective and should be agreed by NGC and the TO and provided in the form of the pro-forma in Appendix A. These costs shall be fixed, variable out-turn, or a combinations of these cost types (as determined by the TO), or the TO shall confirm there are zero costs. At the time of submission of the Outage Change Cost Estimate NGC and the TO shall agree a date by which the TO shall submit an invoice.
- 4.1.2 In accordance with STCP 13-1 Invoicing and Payment and Other Charges in Schedule 10 of the STC:
- NGC shall provide a purchase order number at the time of submission;
  - the TO shall issue an invoice to NGC quoting the appropriate NGC Purchase Order number; and
  - the TO invoice will also quote the Unique Change Identifier Code used in the Outage Cost Pro-forma (Appendix A).
- 4.1.3 The TO will despatch the invoice to recover the cost of an Outage change by the date agreed and specified in accordance with the pro-forma in Appendix A. All invoice dates will be no later than the 30 April immediately following the Financial Year for which the Outage change relates, and would normally be no later than 2 months after the latest date involved in the Outage change.

## **5 Outage Change Cost Monitoring**

### **5.1 TO**

- 5.1.1 Each TO shall monitor all variable Outage Change Cost Estimates submitted by that TO to NGC for which out-turn has not yet been achieved.

5.1.2 Each month the TO shall inform NGC in writing of any significant changes or potential changes to the Outage Change Cost Estimates. A significant change is a change that differs to the last value given to NGC by the greater of either 10% of the previous value or a change in excess of £10 000.

## **5.2 NGC**

5.2.1 NGC shall maintain a record of all Outage Change requests made, Outage Change Cost Estimates received and actual Outage Change Costs.

5.2.2 NGC shall maintain a record of any initiating Outage and its links to all Knock-on Outages (for both the initiating TO and any affected TO).

## **6. Dispute Resolution**

6.1.1. [Any Disputes shall be resolved in accordance with the Dispute resolution procedure within STC Section H.]

## Appendix A Outage Change Costs Pro-forma

### Outage Change Cost Estimate (complete this section on page 1 only)

Date ..... Issue No. .... Page of

From Name & Company	SHETL / SPT *	Name & Company of person submitting estimate
Unique Change Identifier Code		Unique Outage number + suffix (See App.C8/C9)
Outage Change Cost Estimate	£	Total cost of initiating Outage + all Knock-on (£)
Outage Move Invoice date		Normally no later than 2 months after latest date involved in Outage change

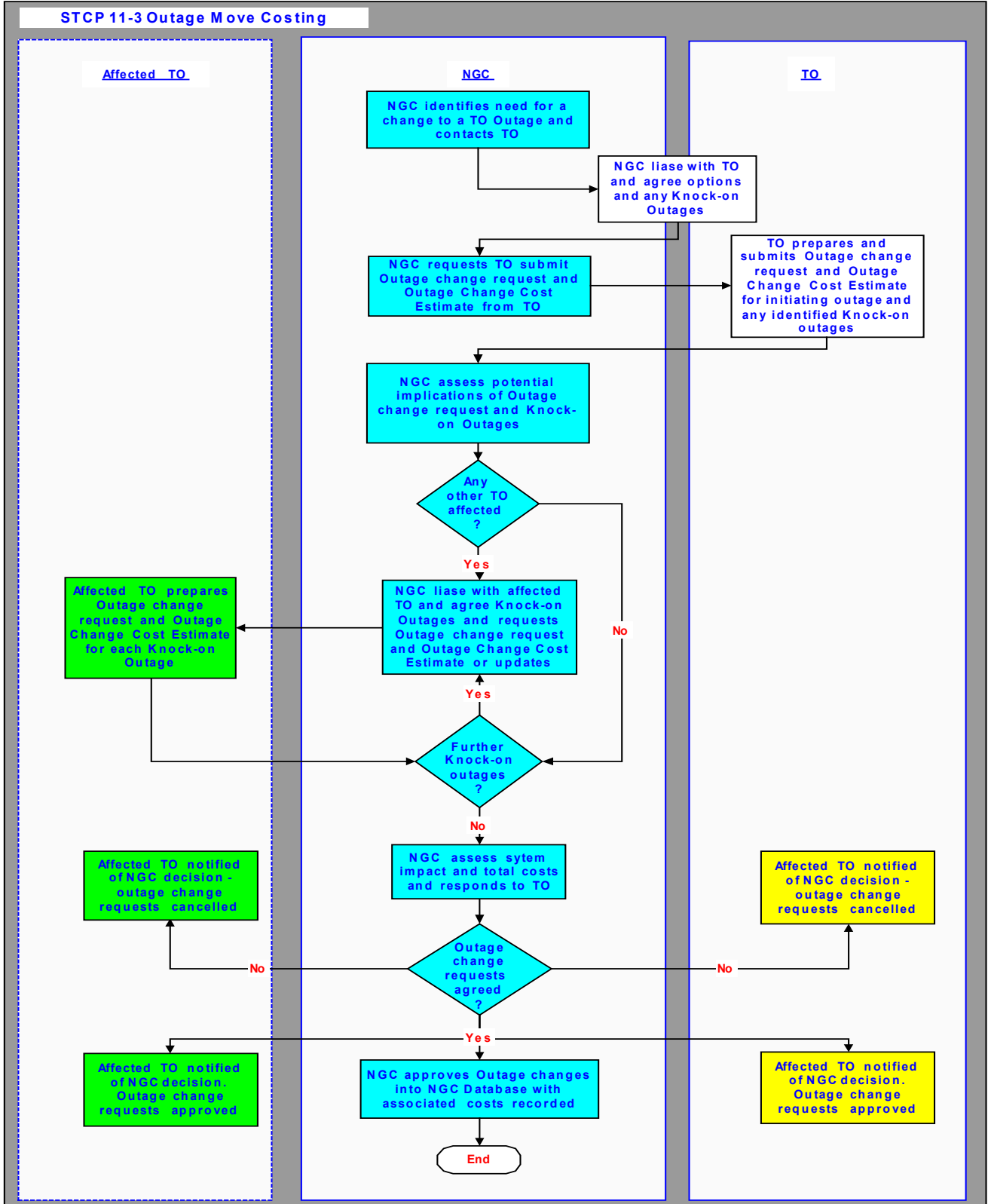
### Outage Change Costs for .....cct

Activity	Input	Notes
<b>Outage information - completed jointly by TO / NGC</b>		
Brief description of Outage change request		Changed item
Date of change request		Date Outage change request made by NGC
Outage Number		As assigned in NGC database
Outage Type	Initiating / Knock-on *	Is this the Initiating or a Knock-on Outage
Unique Change Identifier Code or Link Code		Unique Outage number + suffix (See App.C8/C9)
Outage Change Code		NGC code from App C5 of STCP 11-2. Use OK for Knock-on Outages.
<b>Cost information - completed by TO</b>		
Cost Type	Variable / Fixed / Zero *	TO determines costs as Variable, Fixed or Zero
Duration applicable for Fixed costs	Working days	Duration for which any fixed costs estimate will apply
Outage Change Costs	£	TO additional cost of changing this Outage
<b>Decision information - completed by NGC</b>		
Date received by NGC and by whom	NGC	Date cost information received by NGC and recipient name
Decision	Approve / Cancel *	NGC approve or cancel the Outage request
NGC Order Number		Order number for approved Outage change
Confirmed to TO Date and name (NGC)	NGC	Date decision confirmed to the TO and by whom

\* delete as applicable

## Appendix B Flow Diagram

Note that the Process Diagrams shown in this Appendix 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.

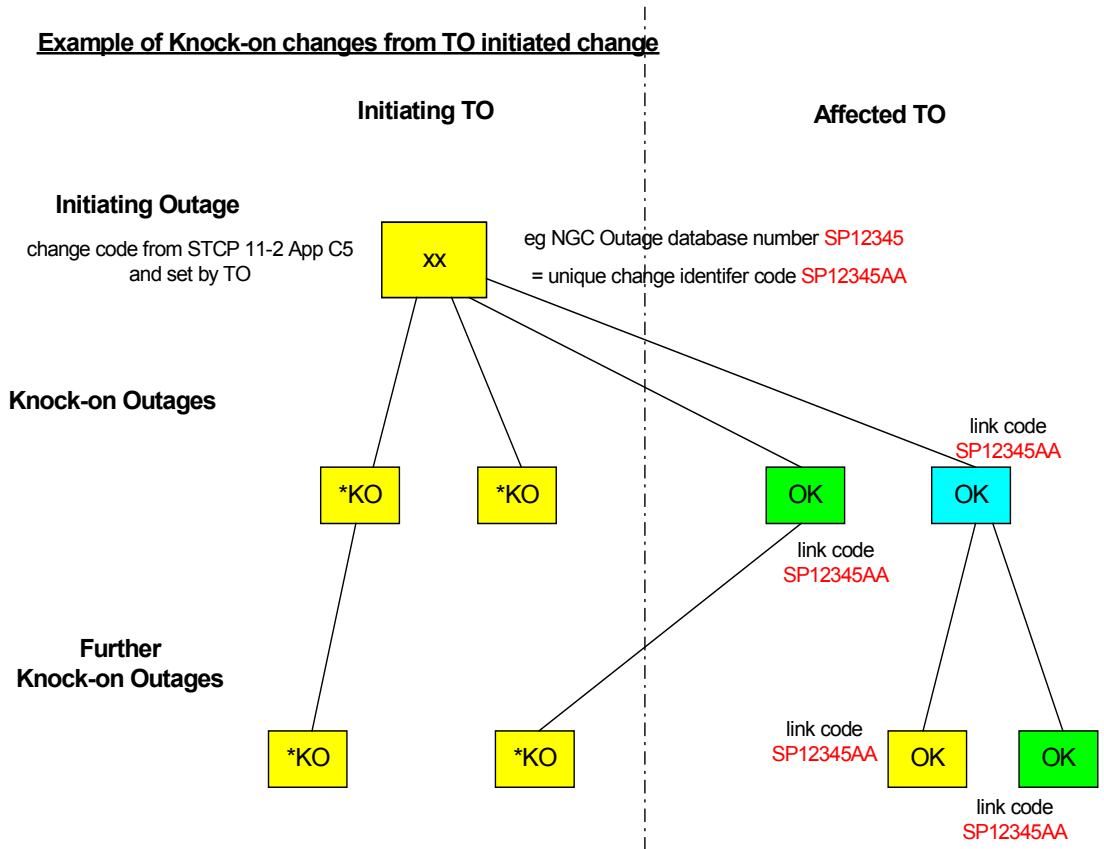


## **Appendix C      Guidance to completing pro-forma**

- C.1 The pro-forma is in two parts, the Outage Change Cost Estimate and the Outage Change Costs. The Outage Change Cost Estimate need only be completed once for the total costs involved for the initiating Outage plus identified Knock-on Outages. An Outage Change Costs section shall, where practicable, be completed for the initiating Outage and for each Knock-on Outage.
- C.2 The Outage Change Cost Estimate can only be completed when the individual Outage Change Costs for the initiating Outage and any identified Knock-on Outages have been completed. The initial Outage Change Cost Estimate shall be Issue number 1.
- C.3 Where only a single Outage change request is involved (i.e. no Knock-on Outages) the single pro-forma sheet can be used to record all the details of the initiating Outage change request.
- C.4 Where more than one Outage change is involved a number of the pro-forma sheets may be required. The first page should be used to record the Outage Change Cost Estimate for all the Outages involved and the Outage Change Costs for the initiating Outage. Where practicable a further sheet should be used for recording Outage Change Cost for each Knock-on Outage and on these the Outage Change Cost Estimate section may be left blank except for the Unique Change Identifier Code.
- C.5 Where it is not practicable to provide separate Outage Change Costs for the initiating and Knock-on Outages a total Outage Change Cost Estimate will be shown on the first page of the submission. However, an Outage Change Costs section shall still be completed for each Outage change and the Cost Information sub-section shall indicate the cost type as zero except for the initiating Outage which will indicate the total Outage costs of initiating plus any Knock-on Outages.
- C.6 When making an Outage change request NGC shall indicate the reason for change Outage code applicable to the initiating Outage. All Knock-on Outages from an NGC initiated change shall have an Outage Change Code of 'OK' in accordance with STCP 11-2 Appendix C5.(See example in Appendix D2).
- C.7 Where a change request affects another TO (irrespective of if it is an NGC or TO initiated change) NGC will liaise with the affected TO and agree the Outage Change Codes as 'KO'. In this case all affected TO changes will be considered as Knock-on Outages. (See example in Appendix D1).
- C.8 The Unique Change Identifier Code applied to the initiating Outage will be made up the Outage number as used in the NGC Outage Database plus a two letter suffix. The two letter suffix shall be assigned by the TO at the time of the request, starting with AA for each new Outage request. This Unique Change Identifier Code will be applied to the initiating Outage and as the Link Code to all Knock-on Outages.
- C.9 If the same Outage is subsequently involved in a further change the two letter suffix will be incremented (eg to AB then AC etc.) and this will form the Link Code to a Knock-on Outages.
- C.10 Where further Knock-on Outages are identified following an Outage Change Estimate submission then NGC shall request that the TO revise the Outage Change Cost Estimate. The Issue number of the revised estimate shall also be incremented.

# Appendix D1

## Example of Knock-on changes from TO initiated change



### Key

Cost type examples shown in colour



Zero cost - applied to all initiating TO changes



Zero cost )



Fixed cost ) nominated by affected TO



Variable cost )

### Change code category

use \*KO code where \* is suffix allocated to initiating TO in STCP 11-2 Appendix C5

### Change code category

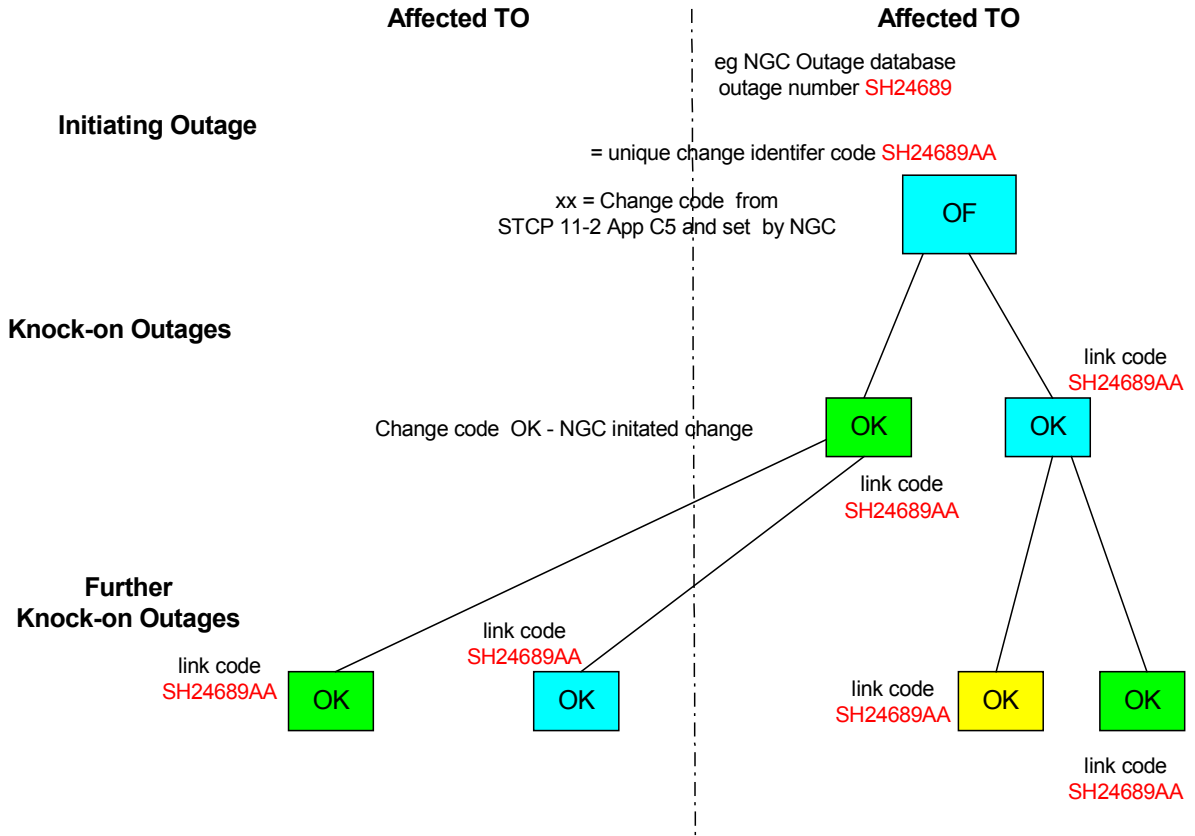
use OK code where change will be consequential change due NGC request

**Unique change identifier code** eg **SP12345AA**

a field where a code made up of the NGC database outage number for the initiating outage and the suffix that is unique for each change of the initiating outage is stored

# Appendix D2

## Example of Knock-on changes from NGC initiated change



### Key

Cost type examples shown in colour - to be set by affected TO

- Zero cost
- Fixed cost
- Variable cost

### Change code category

shown in cost type box - TO use code 'OK' where change is result of NGC initiated change

### Unique change identifier code eg SH24689AA

a field where a code made up of the NGC database outage number for the initiating outage and the suffix that is unique for each change made to the initiating outage

**Link code** a field where the the unique identifier code for the initiating change outage is stored for Knock-on Outages

## **Appendix E      General Terms/Conditions**

### ***E1      Terminology/Abbreviations***

- NGC          National Grid Company
- TO          Transmission Owner

### ***E2      Definitions***

#### **Other STCPs**

- Opportunity Outages          STCP11-1
- Plan Freeze                      STCP 11-1
- Outage Request                  STCP 11-2
- Plan Year                          STCP11-1

#### **STC**

- User
- Transmission System
- Outage Change
- Outage
- Outage Plan

#### **CUSC definitions**

none

#### **Grid Code definitions**

- Apparatus
- Plant