

Minutes

Meeting name	Outage Change Management
Meeting number	2
Date of meeting	Thursday 24 th March 2014
Time	10:00 – 15:00
Location	SHET - SSE Offices, One Waterloo Street, Glasgow.

Attendees

Name	Initials	Company
Ivan Kileff	IK	National Grid
Mark O'Connor	MOC	National Grid
Stephen Nyemba	SN	National Grid
Milorad Dobrijevic	MD	SP Transmission
Neil Sandison	NS	SHE Transmission
Mahesh Dayal	MDa	SHE Transmission

Apologies

Graham Wood	GW	SHE Transmission
Ronald Taylor	RT	National Grid

2 Review of last meeting notes and actions

IK apologised for the late circulation of the previous meetings minutes. Editing of the minutes was discussed.

Action 2.1 MOC to circulate first meeting's minutes, updated with edits, within a week and all to comment within 2 weeks.

The previous meetings actions were reviewed:

Action	Details	Target	Status
1.1	MD and GW to prepare presentation on NAP process changes	1/5/14	On-going
1.2	Group to consider TO to generator outage change communications Update 24/4/14 group wished to continue as per the Grid Code process. The TO would communicate with the generator on Safety rule issues and maintenance contracts. SO to remain central communication point.		Complete
1.3	IK to discuss within NG whether it is possible to highlight what future connections there may be to new generators and how likely calling off clauses within the customers' connection agreement may be. Update 24/4/14 This action is out of scope as it relates to Investment Planning		Complete

	(STCP16-1). It was noted that related information is available publicly in the Electricity Ten Year Statement (ETYS) and the Transmission Entry Capacity (TEC) Register. Paragraph to be included to this effect in the final report		
1.4	All to review the outage management section of the STC. Update 24/4/14 No modification identified as far	9/5/14	On-going
1.5	MO to arrange survey of generators with non standard connection agreements to establish which issues are most important to them.		Complete
1.6	GW to confirm venue for next meeting, prospectively SSE's Glasgow Office		Complete
1.7	IK to arrange date for next meeting, prospectively March/April		Complete

There was some general discussion during which NS said that ideally a generator would only have, e.g.: one outage in a year instead of two or three in a year, with the transmission work being co-ordinated in this one outage. MD said that if they knew an outage was going to change they inform the SO to let the SO know what was going on. MOC said that his team is currently proactively informing generators about prospective changes. NS was open to generators suggesting timings that were good for them in the outage co-ordination process.

3 Survey - Scotland generators with non-standard connection agreement

MOC presented the results from the survey to 60 generators in Scotland with non-standard connection agreements. The survey was issued to 13 companies to contact points that are contacted in the current year planning phase. These 13 companies cover all 60 generators in Scotland. 6 companies responded and these were reviewed at a summary level at the meeting.

Action 2.2 MOC to check with the generators that responded that they were okay if their individual responses were shared with all the working group members.

The discussion led onto the outage summary reports that are sent, as per the Grid Code, to generators. MOC produced a report and the discussion that followed agreed that the structure of these reports is good.

Action 2.3 SN to review the National Grid Year Ahead internal Work Instruction as it appeared that the Year Ahead reports sent to the generators don't include the Work Involved column.

Action 2.4 MD / NS / MDa agreed that the TO data could be increased in the "Work Involved" field to include the words (Construction or Maintenance) at the start and then a short description of the work, e.g.: Construction - New generator connection, or Construction - Beaulieu Denny project and continue to include the transmission equipment affected.

It was noted that this will take over 12 months to filter through the system, SHE Transmission explained that the year ahead team have already placed all 2015/16 outages including maintenance into TOGA. It would be a substantial amount of work going back into each individual entry to amend. It was agreed all new outage bookings would include this information.

Post meeting note: Following SHE Transmission review post meeting – NS advised SHE Transmission enter this information in the "Work Type" field using free-codes on TOGA and do not want to duplicate effort and include it in the "Work Involved" field too. TOGA reporting is set up so that the "Work Involved" field is sent to generators.

Post meeting Action 2.4.1 MOC to review whether this impasse can be resolved.

NS suggested that with NGET being the central co-ordinator would it be possible to set up tri party conference calls with all affected parties (SO, TO & Generator) when the SO receives a change request within the current year.

Action 2.5 MOC agreed to discuss with the Scotland team at Wokingham with an initial e-mail similar to the current notification process and question if a tri party call is required to discuss.

The survey responses gave a positive response to the delivery and control time scales. The e-mail confirmation of outages that affected generators was appreciated as it clearly described what the detailed effects on the generator would be for the outage, e.g.: just switching time, duration etc. MOC at this point selected a recent example of this e-mail confirmation at random and the group discussed it. The work group all agreed this was a good descriptive e-mail. The group discussed whether this method should be expanded to all current year change requests. MOC confirmed that he had recently started this and agreed to link this to Action 2.4 above.

4 Issues Discussion

The discussion continued by looking at the longer term and whether requested outages could be sent to generators at weeks 34 and 49 when the planned outages are sent. SN said that NG communicates all outage requests to affected generators before week 34.

Action 2.6 SN to discuss with the National Grid Year Ahead planning team whether TO outage requests could be sent to generators at week 34 and 49 in year ahead timescales.

MDa described recent improvements in SHE Transmission's long term outage. SHE-Transmission, as part of its RIIO-T1 commitments and Network Access Policy, has produced outage plans showing all the projects for the RIIO-T1 period. This includes the Strategic Wider Works, Connections and Radials projects. The outage plans contain a week 6 format report, with detailed outage schedules and visual representation diagrams. MD said this would be a key focus area for SPT in the coming year. All agree that there should be a dialogue including the affected generators in these timescales.

Given the data available, i.e.: Bilateral Connection Agreement (BCA) documents, Site Responsibility Schedules (SRS), Electricity Ten Year Statement (ETYS), operational diagrams along with OC2 TOGA reporting information, it was discussed whether a training session should be made available to generators so they can access the information they need from that available efficiently. MD also suggested having a basic flow chart of the process within the final report.

Action 2.7 MOC to discuss with generators whether they would be interested in a training session focusing on accessing relevant information as efficiently as possible.

Action 2.8 MOC to produce basic flow charts of current and proposed outage management processes to include in the final report.

MDa said that TOGA is used for specific outages and is suitable for within year and year ahead outage planning. It doesn't lend itself to higher level outages being planned at timescales greater than this. MOC said that mod notices were issued in these timescales, although foundation and tower replacement work wouldn't be picked up by the mod process. MDa also referenced the Transmission Owner Reinforcement Instruction (TORI), which cover wider works which the TO's submit to NGET.

Action 2.9 SN to provide a summary document on the Mod process.

Action 2.10 SN to provide a summary document on the TORI process.

5 Actions and next steps summary

Action 2.11 MOC agreed to draft a report for the generators for the working group to review.

Action 2.12 All to review this draft report and return comments in 2 weeks for release to generators.

Action 2.13 IK to send a holding response to all generators who responded on today's meeting and the next steps.

Action 2.14 MOC and MD agreed to give a verbal update at next week's Full STCP meeting.
Action 2.15 MOC to issue to all surveyed people the following 3 documents with an invite to comment and attend a face to face discussion in July if required: survey summary slides, NAP presentation and draft report.

6 New and Outstanding Action Summary

The actions were reviewed and agreed:

Action	Details	Targets	status
1.1	MD and GW to prepare presentation on NAP process changes	1 st May	
1.4	All to review the outage management section of the STC	1 st May	
2.1	MOC to circulate first meeting's minutes, updated with edits, within a week and all to comment within 2 weeks.	1 st May 9 th May	
2.2	MOC to check with the generators that responded that they were okay if their individual responses were shared with all the working group members.	1 st May	
2.3	SN to review the National Grid Year Ahead internal Work Instruction as it appeared that the Year Ahead reports sent to the generators don't include the Work Involved column.	9 th May	
2.4	MD / NS / MDa agreed that the TO data could be increased in the Work Involved field to include the words (Construction or Maintenance) at the start and then a short description of the work, e.g.: Construction - New generator connection, or Construction - Beaulieu Denny project and continue to include the transmission equipment affected.	1 st May	
2.4.1	<i>MOC to review whether the duplication of effort impasse entering work involved can be resolved</i>		
2.5	MOC agreed to discuss with the Scotland team at Wokingham with an initial e-mail similar to the current notification process and question if a tri party call is required to discuss.	9 th May	
2.6	SN to discuss with the National Grid Year Ahead planning team whether TO outage requests could be sent to generators at week 34 and 49 in year ahead timescales.	9 th May	
2.7	MOC to discuss with generators whether they would be interested in a training session focusing on accessing relevant information as efficiently as possible.		
2.8	MOC to produce basic flow charts of current and proposed outage management processes to include in the final report.	9 th May	
2.9	SN to provide a summary document on the Mod process.	9 th May	
2.10	SN to provide a summary document on the TORI process.	9 th May	
2.11	MOC agreed to draft the report for the working group to review.	13 th June	
2.12	All to review this draft report and return comments in 2 weeks for release to generators.	30 th June	
2.13	IK to send a holding response to all generators who responded on today's meeting and the next steps.	1 st May	
2.14	MOC and MD agreed to give a verbal update at next weeks Full STCP meeting	1 st May	
2.15	MOC to issue to all Surveyed people the following 3 documents with an invite to comment and attend a face to face discussion in July if required. Survey summary slides, NAP presentation and draft report.	14 th July	