STCP Amendment Proposal Form

PA041

1. Title of Amendment Proposal

STCP 12-1 – Incorporating the latest version of the Data Catalogue

2. Description of the Proposed Amendment *(mandatory field)*

Proposal requests the incorporation of the latest version of the data catalogue into STC12-1.

The changes do not posed any new requirements or change the current arrangements within the STCP.

3. Description of Issue or Defect that Proposed Amendment seeks to Address *(mandatory field)*

The data catalogue has been revised to capture the latest data flows between the STC Parties. It is important to ensure that the latest version of the data catalogue is incorporated within STCP12-1.

4. Impact on the STC *(information should be given where possible)*

None

5. Impact on other frameworks e.g. CUSC, BSC *(information should be given where possible)*

None

6. Impact on Core Industry Documentation *(information should be given where possible)*

None

7. Impact on Computer Systems and Processes used by STC Parties *(information should be given where possible)*

None

8. Details of any Related Modifications to Other Industry Codes *(where known)*

None

9. Justification for Proposed Amendment with Reference to Applicable STC Objectives *(mandatory field)*

It is the view of the proposer that should these changes should be incorporated within all STCPs. This would better facilitate the following Applicable STC Objectives:

- the development, maintenance and operation of an efficient, economical and co-ordinated system of electricity transmission
- protection of the security and quality of supply and safe operation of the GB Transmission System insofar as it relates to the interactions between transmission licensees
- promotion of good industry practice and efficiency in the implementation and administration of the arrangements described in the STC.

Details of Proposer Organisation's Name	National Grid Electricity Transmission plc
Capacity in which the Amendment is being proposed (i.e. STC Party or other Party as designated by the Authority pursuant to STC section B7.2.2.1 (b))	STC Party
Details of Proposer's Representative Name Organisation Telephone Number Email Address	Andrew Truswell National Grid 01926 656388 Andrew.Truswell@ngtuk.com
Details of Representative's Alternate Name Organisation Telephone Number Email Address	Ben Graff National Grid Company plc 01926 656368 Ben.Graff@ngtuk.com
Attachments (Yes/No): Yes Attachment 1: Revised Legal Text for STCP12-1	

Notes:

1. Those wishing to propose an Amendment to the STC should do so by filling in this "Amendment Proposal Form" that is based on the provisions contained in Section 7.2 of the STC.

2. The Committee Secretary will check that the form has been completed, in accordance with the requirements of the STC, prior to submitting it to the Committee. If the Committee Secretary accepts the Amendment Proposal form as complete, then she/he will write back to the Proposer informing them of the reference number for the Amendment Proposal and the date on which the Committee will consider the Proposal. If, in the opinion of the Committee Secretary, the form fails to provide the information required in the STC, then he/she may reject the Proposal. The Committee Secretary will inform the Proposer of the rejection and report the matter to the Committee at their next meeting. The Committee can reverse the Committee Secretary's decision and if this happens the Committee Secretary will inform the Proposer.

The completed form should be returned to:

Lilian Macleod
STC Committee Secretary
Commercial Frameworks
National Grid
NGT House
Warwick Technology Park
Gallows Hill
Warwick, CV34 6DA

Or via e-mail to: STCTeam@uk.ngrid.com

Attachment 1: Revised Legal Text for STCP12-1 (Data Exchange Mechanism)

Document Ref : STCP12-1 Data Exchange Mechanism

STC Procedure Document Authorisation

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

STC Procedure Change Control History

Issue 1 18/03/05. Includes Data Catalogue as follows:

The following STCPs were issued at the time issue 1 was completed: 1-1, 2-1, 4-1, 4-2, 4-3, 4-4, 6-1, 6-2, 6-3, 6-4, 9-1, 9-2, 10-1, 11-1, 13-1, 18-1, 18-2, 18-3, 18-6, 19-4, 19-6.

The following STCPs were at a detailed level but not issued at the time issue 1 was completed: 3-1, 4-4, 8-1, 8-2, 8-3, 8-4, 12-1, 14-1, 16-1, 17-1, 18-4, 19-2, 19-3, 20-1, 22-1.

The following STCP has yet to be included: 11-3.

Issue 2 29/3/5. Includes Appendix E summarising the issue no.s of each STCP included in 12-1 on 18/3/5.

Outstanding issues to be resolved post company sign-off

Further updates to Data Catalogue to incorporate issued versions of the remaining STCPs.

STCP 12-1 Issue 003 Data Exchange Mechanism

STC Procedure Document Authorisation

Company	Name of Party Representative	Signature	Date
National Grid Electricity Transmission plc			

SP Transmission Ltd			
Scottish Hydro-Electric Transmission Ltd			

STC Procedure Change Control History

Issue 1	18/03/2005	
Issue 2	29/03/2005	BETTA Go-Live version
Issue 3	25/10/2005	Incorporating PA034, PA037 and PA041

Introduction

1.1 Overview

1.1.1 In the event of any inconsistency between this document and other STCPs, the provisions of those STCPs shall prevail until such times as amendments are agreed and the documents re-aligned.

1.2 Scope

1.2.1 This document applies to the formal exchange of data between Parties. A formal data exchange represents the transfer between Parties of data files or documents, as defined in the STCPs. All formal data exchanged between Parties is considered excepting the provision of data transferred via the SO-TO Datalink as defined in STCP4-1. These formal exchanges shall form the basis under which Parties meet their obligations under the STC and related procedures.

1.2.2 Full details and the context in which data is exchanged are contained within the respective STCPs.

1.2.3 This procedure applies to NGC and each TO.

1.2.4 For the purposes of this document, the TOs are:

- SPT; and

- SHETL.

1.3 Objectives

1.3.1 The objectives of this document are to:

- provide the framework of data exchange for the processes that define the relationship between NGC and TO(s) under BETTA;

- provide a consolidated list of the timing, content and transfer method as defined within other STC processes by presenting a unified listing of the information exchanges as identified within the individual STCPs;

- define the responsibilities of NGC and TO in relation to the transfer of data between Parties;

- define a process for maintaining consistency across all STC processes; and

- to identify the data items to be exchanged and consolidates those data items into specific data exchange transfers.

1.3.2 Also, in the absence of specific individual STCP requirements to provide:

- a default audit process; and

- a default data substitution process.

1.4 Background

1.4.1 Individual STCPs describe the detail of each data exchange. A framework for the exchange of data is required to ensure consistency across all STCPs. It is also necessary to source all the data exchanges within a single document to assist with consistency and co-ordinating the change management process across all STCPs.

1.4.2 The Data Catalogue (in Appendix DC) provides a consolidated list of all required data items and the flows by which the data items are exchanged. The Data Catalogue consists of two inter-dependent documents, the Data Item List (see 1.4.3) and the Logical Interface Catalogue (LIC) (see 1.4.4).

1.4.3 The Data Item List

1.4.3.1 The Data Item List provides a complete list of all data elements that will be exchanged. Each item within the list has:

    a) Data Item Reference – a unique identifier for each data item;
    b) Item Name – a name given to the data item that meaningfully describes the group of Standard Data Attributes being exchanged;
    c) Item Description – a description of the data item being exchanged;
    d) Standard Data Attributes – a list of attributes that must be part of the exchange each time there is a transfer of that data item; and

1.4.3.2 A data item may be transferred by one or many data exchanges as described within the Logical Interface Catalogue.

1.4.4 The Logical Interface Catalogue

1.4.4.1 The Logical Interface Catalogue provides a register of the exchanges between Parties. For each data exchange identified it provides:

    a) Transfer Reference – a reference linking logical exchanges that are transferred within the same exchange;
    b) Lead STCP Reference – the STCP in which the exchange is described.;
    c) Related STCP Reference – the STCP that uses the exchange in addition to the lead STCP. The related STCP will normally refer to the lead STCP within its description of the exchange;
    d) From Party – the Party that provides the exchange;
    e) To Party – the Party that receives the exchange;
    f) Trigger – the action that leads to the exchange;
    g) Mechanism - the method used to transfer the exchange and whether the transfer is of a structured or unstructured type;
    h) Data Item Reference – a link to the Data Item List that identifies the attributes transferred as part of the exchange;
    i) Information – a description of the exchange.

2 Key Definitions and Interpretation

2.1 For the purposes of STCP12-1:The following definitions apply for the purposes of this document

2.1.1 **Data Co-ordinator** means the contact(s) provided by each Party for the receipt and issuing of data under STCP12-1.

3 Procedure

3.1 Data Exchange

3.1.1 Each Party shall provide Data Co-ordinator(s) for the receipt and issuing of data. If appropriate, this can be achieved by allocating a different contact for specific transfers. The Data Co-ordinator will be referenced within each exchange.

3.1.2 When issuing data, the Data Co-ordinator shall ensure:

- the data to be transferred is in the format agreed between the transferring Parties;

- all data required for a transfer flow is available;
- the data is the latest version available unless a specific version of the data is requested;
- that the contents of the exchange are validated by the originating Party as accurate and consistent with existing transfers and their STCPs;
- transfers are recorded in accordance with the requirements of individual STCPs or, in the absence of such requirements, the default change control procedure defined in this document;
- the information passed between STC Parties is limited to that permitted under the STC; and
- the data is provided within the required timescale.

3.1.3   When receiving data, the Data Co-ordinator shall ensure:

- that the data submitted is complete in accordance with the relevant STCPs and fit for use (i.e. the data is not corrupted, drawings are clean and clear etc). For clarity, this does not extend to validating the content of the exchange;
- the information held is updated in a timely manner;
- that the data is distributed internally, notifying relevant persons of changes to that data and ensure that the data is available to them; and
- that receipts are recorded in accordance with the requirements of individual STCPs or, in the absence of such requirements, the default change control procedure defined in this document.

3.2   Change Control

3.2.1   As data items are amended a new version of the data transfer file which holds the data item will be issued to all relevant Parties via the Data Co-ordinator.

3.2.2   In the absence of any specific STCP requirements, the nominated Data Co-ordinator for transfers within each Party shall be responsible for recording and acknowledging transfers as outlined below:

3.2.2.1   On issuing a transfer of information the issuing Data Coordinator shall:

- record the date and time of issue;
- record the name of recipients of the exchange;
- send an effective start date and time with the exchange;
- retain a copy of the information provided;
- manage the archiving of superseded data.

3.2.2.2   On receipt of an information transfer, the receiving Data Coordinator shall:

- acknowledge receipt of the file indicating their acceptance/rejection of the information contained therein. Acceptance of receipt is tacit agreement to use the information from the effective start date and time stated provided said date and time is sufficiently in advance of the receipt date and time to permit the recipient to sensibly act upon it. If not, the recipient shall raise the issue with the initiating Party indicating the earliest opportunity that it can be acted upon. If rejecting the exchange, a reason for the rejection shall be provided;
- record the name of issuing contact along with date and time received;
- and if exchange accepted, retain a copy of the latest information provided;
- and if exchange accepted, ensure that the information held is updated and internally available in a timely manner;
- internally, communicate to relevant working groups the revision to the information; and
- manage the archiving of superseded data.

3.2.3   In the absence of STC or other STCP specific requirements previous submissions may be retained by each Party in accordance with internal data retention and archiving policies.

3.3   Audit

3.3.1   This section relates to the checking of the consistency of the data held by each Party against the formal submission process. Unless stated within individual STCPs, no regular audits of data are envisaged. The provisions of individual STCPs take precedence over the default arrangements outlined within this procedure.

3.3.2   Parties shall be responsible for their own internal audit procedures.

Where a Party has a concern over the accuracy or consistency of the data pertinent to them and held by another Party, they may request an audit of this information, in which case, they will provide an explanation as to why the audit is required. The timing and duration of any such audit will be by mutual consent. In the absence of agreement, a Party may raise a dispute in accordance with the STC.

3.3.3   When performing an audit, data consistency checks will be undertaken by the following points:

1)   Each affected Party will provide to the instigating Party a record of the latest versions of information which they are using.

2)   These records will be examined by the instigating Party who will provide confirmation or otherwise that the correct information is being utilised.

3)   Where instances are discovered of inconsistent data new data transfer files will be issued and the recipient must notify when their existing files have been updated as described within the relevant STCP or within the guidelines outlined within this document.

3.4   Data Not Supplied

3.4.1   The provisions of individual STCPs take precedence over the default arrangements for the estimation of data outlined within this procedure.

3.4.2   If data is not supplied when required by an STCP then that data will be estimated if and when it is necessary to do so.

3.4.3   Such estimates will, in each case, be based upon data supplied previously under the STCPs or other such data that may be reasonably assumed for that purpose.

3.4.4   In the event of data not being supplied the proposed user shall notify the appropriate Data Co-ordinator of any estimated data, which it intends to use.

3.5   Supplementary Information Request (SIR)

3.5.1   This section provides for the formal exchange of supplementary information between NGC and the TO(s) which are not covered by the existing STC or STCP provisions but which may be required to better facilitate the meeting of licence, STC or other requirements identified by NGC or the TO(s).

3.5.2   Data exchanged under an SIR shall have the same status and standing as all other exchanges covered by the STC and related STCPs.

3.5.3   On identifying the need for supplementary data, the nominated Data Co-ordinator for the originating Party shall raise and send a formal request using the Supplementary Information Request form (see Appendix B).

3.5.4   The identifier for the SIR shall combine an identifier for the initiator (e.g. NGC, SPT, SHETL) followed by an incremental number.

3.5.5   Dates shall be provided for the formal response to the SIR and when the actual data provision is required (fields "Date Response Required" and "Originator Date for Data Provision")

3.5.6   Where discussions have already taken place, the originating Party may also indicate the names of those resolution contacts.

3.5.7   The originator shall indicate on the form whether the information requested is required on an on-going basis and therefore requires an STCP amendment. In such cases it is the responsibility of the originating Party to raise such amendments as are necessary and in accordance with the change management process.

3.5.8   The recipient(s) shall assess and reply to an SIR either indicating acceptance and the limits (including form of transfer) to which such request can be met, or rejection of the request stating the basis for its rejection. The actual data may be transferred with the SIR response or at a later date as agreed and indicated on the SIR form.

3.5.9   On satisfactory transfer of the agreed data, and where there is no proposed STCP modifications, the SIR shall be closed. Where it has been indicated that an STCP modification is required the SIR shall remain in effect and timely updates to the data provided (in accordance with the SIR) until such times as the STCP modifications are incorporated into those documents.

3.6   STCP Information Request and Acknowledgement

3.6.1   Requests for information shall have the same status and standing as all other exchanges covered by the STC and STCPs and therefore require a response. This response will be provided on the same form as the request. Furthermore, the detail contained within the form will be dictated by the business context as described in the STCP that triggers the exchange of the form.

3.6.2   In the absence of a specific form within the STCP that requires the exchange, a form (see Appendix B) is available to either accept or reject the exchanged information. The detail contained within the form will be dictated by the business context within which the form is exchanged as described in the STCP that triggers the exchange of the form.

3.7   Data Co-ordinators

3.7.1   Data is exchanged between the Data Co-ordinators who are appointed by each company. A change to a Data Co-ordinator will require the changing company to inform both other companies of that change.

4   Maintenance of this STCP

4.1   As stated above, one objective of this document is to provide a process for maintaining consistency between STC Processes.

4.2   Where a change is proposed to an individual STCP, the following principal steps shall be followed to assess the impact on other STCPs and ensure consistency between documents.

4.3   For each change proposal that impacts on the transfer of any data items:

a)   Check the Data Item List to see if the data item is already transferred

b)   If the data item is already transferred, assess the impact against the Item Description, Standard Data Attributes and Detailed Attributes. Check the LIC to identify each instance that the data item is transferred and consider the impact on those entries. Add the entry to the LIC.
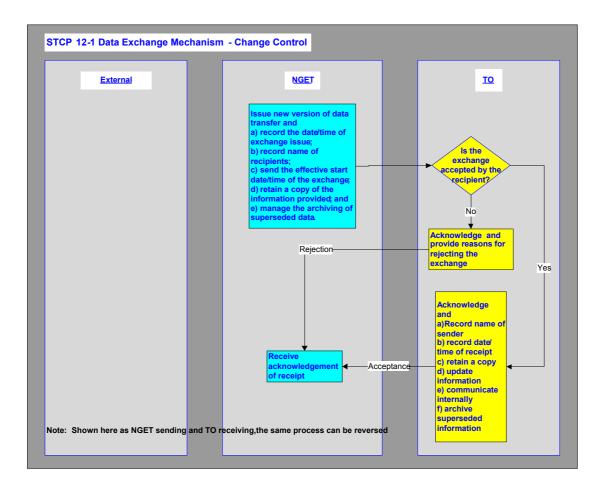
c) If the data item is not already transferred, then add the transfer to the Data Item List and a corresponding entry in the LIC.
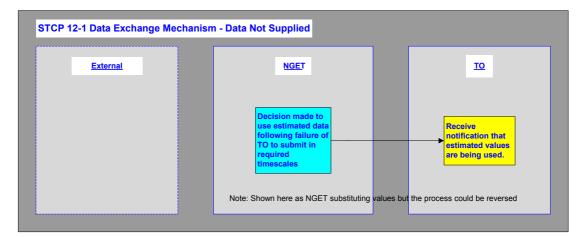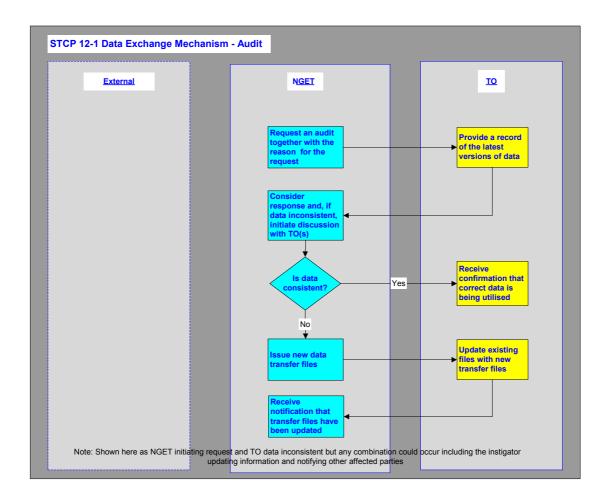
~~Appendices~~

Appendix A: Flow Diagram~~Note that the following flow diagrams are for information only. In the event of any contradiction between the process represented in the flow diagrams and the process described elsewhere in the STCP, then the text elsewhere in the STCP shall prevail.~~
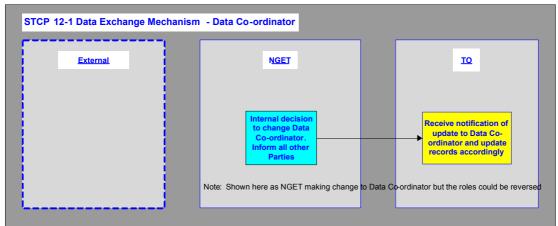
Note that the Process Diagrams shown in this Appendix A are for information only. In the event of any contradiction between the process represented in this Appendix and the process described elsewhere in this STCP, then the text elsewhere in this STCP shall prevail.
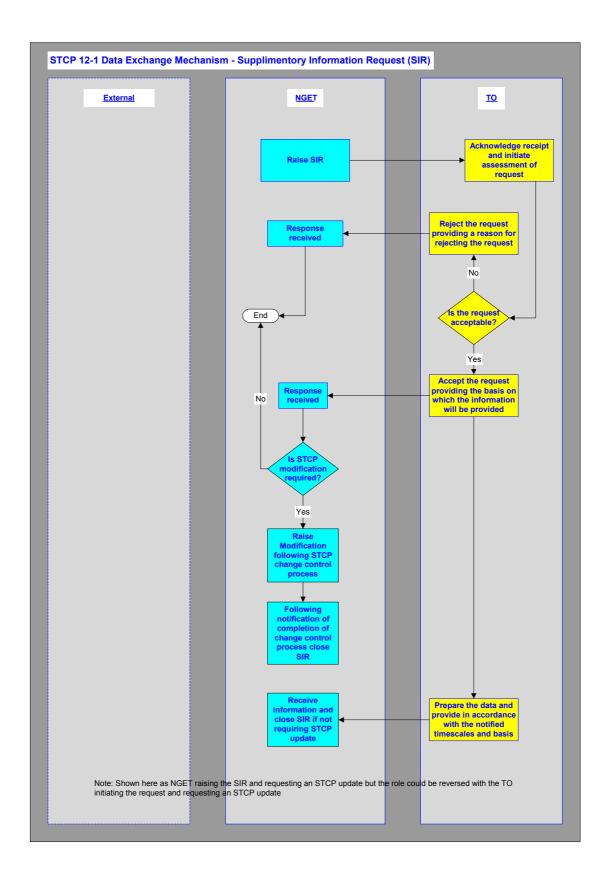
STCP 12-1 Data Exchange Mechanism - Change Control

External

NGET

TO

Issue new version of data transfer and
a) record the date/time of exchange issue;
b) record name of recipients;
c) send the effective start date/time of the exchange;
d) retain a copy of the information provided; and
e) manage the archiving of superseded data.

Is the exchange accepted by the recipient?

No

Yes

Acknowledge and provide reasons for rejecting the exchange

Rejection

Acknowledge and
a)Record name of sender
b) record date/time of receipt
c) retain a copy
d) update information
e) communicate internally
f) archive superseded information

Receive acknowledgement of receipt

Acceptance

Note: Shown here as NGET sending and TO receiving, the same process can be reversed

STCP 12-1 Data Exchange Mechanism - Data Not Supplied

External

NGET

TO

Decision made to use estimated data following failure of TO to submit in required timescales

Receive notification that estimated values are being used.

Note: Shown here as NGET substituting values but the process could be reversed

STCP 12-1 Data Exchange Mechanism - Audit

External	NGET	TO

Request an audit together with the reason for the request

Provide a record of the latest versions of data

Consider response and, if data inconsistent, initiate discussion with TO(s)

Is data consistent?

Yes

Receive confirmation that correct data is being utilised

No

Issue new data transfer files

Update existing files with new transfer files

Receive notification that transfer files have been updated

Note: Shown here as NGET initiating request and TO data inconsistent but any combination could occur including the instigator updating information and notifying other affected parties

STCP 12-1 Data Exchange Mechanism - Data Co-ordinator

External	NGET	TO

Internal decision to change Data Co-ordinator. Inform all other Parties

Receive notification of update to Data Co-ordinator and update records accordingly

Note: Shown here as NGET making change to Data Co-ordinator but the roles could be reversed

STCP 12-1 Data Exchange Mechanism - Supplimentory Information Request (SIR)

External

NGET

TO

Raise SIR

Acknowledge receipt and initiate assessment of request

Response received

Reject the request providing a reason for rejecting the request

End

No

Is the request acceptable?

Yes

Response received

Accept the request providing the basis on which the information will be provided

No

Is STCP modification required?

Yes

Raise Modification following STCP change control process

Following notification of completion of change control process close SIR

Receive information and close SIR if not requiring STCP update

Prepare the data and provide in accordance with the notified timescales and basis

Note: Shown here as NGET raising the SIR and requesting an STCP update but the role could be reversed with the TO initiating the request and requesting an STCP update

Appendix B: Standard Forms / Certificates

Supplementary Information Request (SIR)

Originator Ref:	
From:	
To:	
Date:	
Date Response Required[1]:	
Resolution Contacts – Originator:	
Recipient:	

Information Required (please state all data required)**:**	

Is information to form part of an STCP?	**Yes/No**	

Purpose / Reason:	

Originator Date for Data Provision[2]:	

Response:	

Data effective from Date/Time[3]	**Date:**	**Time:**
Provision Target Date[4]:		**Date SIR Closed:**

---

[1] The date the instigator of the request requires a response from the receiving party as to whether the request can be serviced.

[2] The preferred date by which the instigator of the request requires the information.

[3] If data provided as part of the response the date from which the data becomes effective.

[4] The date by which the data will be provided.

STCP Information Request

STCP Information Request		STCP IR Reference[5] (if any)
To:	**From:**	**STCP Reference:**
Date of Request:	**Date Response required by:**	**Response to be sent to:**
Information required (Please state all data required):		
STCP Information Response		
Date of Response:	**Responder:**	**Response sent to:**
Information Provided (describe all data and any attachments):		
Data effective from Date/Time	**Date:**	**Time:**

---

[5] As a minimum, a prefix identifying the company shall be inserted

STCP Data Exchange Acknowledgement Form

STCP Data Exchange Acknowledgement	
Exchange Accepted/Rejected	
Data Transfer Number Received:	
Date of Receipt:	
Time of Receipt:	
Received By:	
Passed to:	
If Rejected then give reason:	

Appendix C: Definitions

Abbreviations

BETTA British Electricity Trading and Transmission Arrangements
NGC   National Grid Company
SHETL Scottish Hydro-Electric Transmission Limited
SPT   Scottish Power Transmission (Limited)
SIR   Supplementary Information Request
SO   System Operator
STC   SO-TO Code
STCP   SO-TO Code Procedure
TO   Transmission Owner

Definitions

STC Definitions Used:

Party (or Parties)

Appendix ~~D~~C: Data Catalogue

The Data Catalogue consists of two elements, the Logical Interface Catalogue, described in section 1.4.4 and the Data Item List, described in section 1.4.3. The Logical Interface Catalogue contains entries against the latest version of each of the STCPs at the time of issue of this STCP. The following Excel object contains the details of the Data Catalogue.

Data_Catalogue.xls

Appendix D: Abbreviations & Definitions

Abbreviations

BETTA British Electricity Trading and Transmission Arrangements
SHETL Scottish Hydro-Electric Transmission Ltd
SPT Scottish Power Transmission Ltd
SIR Supplementary Information Request
SO System Operator
STC SO-TO Code
STCP SO-TO Code Procedure
TO Transmission Owner

Definitions

STC Definitions Used:
NGET
Party (or Parties)*Appendix E STCP Issues available and included in this issue of STCP12-1*

E.1 This appendix lists the issue number for each STCP included in the Data Catalogue (in Appendix D) and those STCPs that remained at a detailed level process stage or were unavailable at the time at which Issue 1 of this procedure was issued (18/3/5). This appendix shall be updated from time to time as the Data Catalogue is updated.

E.2 STCP Issue numbers as of 18/3/5:

STCP	Issue included in STCP12-1
1-1	1
2-1	1
3-1	1
4-1	1
4-2	1
4-3	1
4-4	1
6-1	1
6-2	1
6-3	1
6-4	1
9-1	1
9-2	1
10-1	1
11-1	2
13-1	1
18-1	1
18-2	1
18-3	1
18-6	1
19-4	1
19-6	1

E.3 The following STCPs are included in the data catalogue, but were at a detailed level process stage (not issued as STCPs) on 18/3/5:

3-1, 4-4, 8-1, 8-2, 8-3, 8-4, 12-1, 14-1, 16-1, 17-1, 18-4, 19-2, 19-3, 20-1, 22-1.

E.4 The following STCP was unavailable on 18/3/5 and not included in the data catalogue:

11-3