

## Stage 03: Modification Report

System Operator Transmission Owner Code  
(STC)

# CM053 Code Governance Review (Phase 2): Send Back Process

What stage is this  
document at?

01	Initial Modification Report
02	Proposed Modification Report
03	Modification Report

This Modification Proposal seeks to introduce arrangements into the STC to allow the Authority to 'Send Back' reports that it can not make a decision.

This document assists the Authority in their decision of whether to implement the above Modification.

**Published on:** 02 October 2013



***The STC Panel recommends:***

that CM053 should be implemented as it better facilitates applicable STC objectives (a) and (e)



***High Impact:***

None identified



***Medium Impact:***

None identified



***Low Impact:***

Transmission Owners and Developers of Offshore Networks

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### Any Questions?

Contact:

Lucy Hudson



[lucy.hudson@nationalgrid.com](mailto:lucy.hudson@nationalgrid.com)



01926 653509

Proposer:

**Damien McCluskey**

National Grid Electricity  
Transmission plc

## About this document

Further to the submission of the Modification Proposal CM053 and the subsequent wider industry consultation that was undertaken by the STC Modification Panel, this document is addressed and furnished to the Authority in order to assist them in their decision whether to implement Modification Proposal CM053.

## Document Control

Version	Date	Author	Change Reference
0.1	26 September 2013	STC Modification Panel	Draft Modification Report for Authority
1.0	02 October 2013	STC Modification Panel	Modification Report for Authority

CM053 Modification  
Report

02 October 2013

Version 1.0

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## 1 Executive Summary

- 1.1 CM053 proposes changes to facilitate the implementation of Code Governance Review (Phase 2) into the STC. The Send Back process will allow the Authority to formally Send Back a Modification Report to the STC Modification Panel in circumstances where the Authority considers that it is unable to form a decision based on the content of the report.
- 1.2 CM053 was proposed by National Grid Electricity Transmission plc (NGET) and submitted to the STC Modification Panel for their consideration on 24 July 2013. The Panel determined that the proposal should progress to Industry Consultation and sent to the wider industry for a period of 30 business days.

### STC Modification Panel Recommendation

- 1.3 The STC Modification Panel recommends that STC Modification Proposal CM053 be approved for implementation. CM053 will support a more efficient governance process by enabling the Authority to 'send back' Modification Reports that contain a deficiency. This will allow the STC Modification Panel to address the Authorities concerns and avoid a Modification Report being unnecessarily rejected.
- 1.4 Should the Authority approve STC Modification Report CM053, it is provisionally recommended that the STC be modified 10 business days after the Authority decision.

## 2 Description of Proposed Modification and its Effects

### Background

- 2.1 In November 2007, Ofgem initiated Code Governance Review (CGR Phase 1)<sup>1</sup> which sought to address concerns that the existing code arrangements may be too complex and inaccessible to smaller market participants. Following initiation of CGR Phase 1, Ofgem proposed to prioritise changes to the CUSC, UNC and BSC as most major policy reform is achievable through the modification of these codes. Following on from this Ofgem published their final proposals and a consultation on the proposed licence drafting on 31 March 2010<sup>2</sup>. These changes were implemented into their respective codes at the end of 2010.
- 2.2 In April 2012, Ofgem announced their intention to initiate a second Code Governance Review (CGR Phase 2)<sup>3</sup> which would look at introducing the arrangements from CGR Phase 1 into the other industry. Following on from this, Ofgem published a consultation on their CGR Phase 2 Proposals in September 2012<sup>4</sup> and announced their CGR2 Phase 2 final proposals on 27 March 2013<sup>5</sup>.
- 2.3 Alongside the publication of their Final Proposals, Ofgem also published an updated Electricity Transmission Licence drafting to give effect to their CGR Phase 2 Final Proposals.
- 2.4 STC Modification Proposal CM053 was proposed by NGET and was formally submitted to the STC Panel on 26 June 2013<sup>6</sup>, seeking to introduce a new process for Send Back into the STC. The Send Back process will ensure that changes can be facilitated quickly and efficiently, and the proposed changes will also ensure the STC complies with the new revisions set out in the revised Electricity Transmission Licence. It was agreed at the STC Modification Panel meeting by the Panel that this should progress to an Industry Consultation for a period of 30 business days.
- 2.5 National Grid proposes to introduce the Send Back process into the STC to meet the requirements set out in the revised Electricity Transmission Standard Licence Condition B12<sup>7</sup>.

### The Send Back Process

- 2.6 The Send Back process seeks to enable the Authority to formally Send Back a report to the Authority to the STC Modification Panel in circumstances where the Authority considers that it is unable to form a decision based on the content of the report. A flow diagram outlining the Send Back process can be found in Annex 2.
- 2.7 The Send Back provisions will provide an effective safeguard against the Authority being placed in a position where it is unable to approve a Modification owing to deficiencies in the report such as insufficient assessment, incorrect legal text or other technical issues. The Authority can then specify the action that it believes is required and the modification

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<sup>1</sup> <http://www.ofgem.gov.uk/Pages/MoreInformation.aspx?docid=3&refer=Licensing/IndCodes/CGR>

<sup>2</sup> [http://www.ofgem.gov.uk/Licensing/IndCodes/CGR/Documents1/CGR\\_LicenceConDoc\\_310310.pdf](http://www.ofgem.gov.uk/Licensing/IndCodes/CGR/Documents1/CGR_LicenceConDoc_310310.pdf)

<sup>3</sup> <http://www.ofgem.gov.uk/Pages/MoreInformation.aspx?docid=392&refer=Licensing/IndCodes/CGR>

<sup>4</sup> <http://www.ofgem.gov.uk/Licensing/IndCodes/CGR/Documents1/Code%20Governance%20Review%20Phase%202.pdf>

<sup>5</sup> <http://www.ofgem.gov.uk/Licensing/IndCodes/CGR/Documents1/CGR%20%20-%20Final%20Proposals.pdf>

<sup>6</sup> Send Back Modification Proposal:

<http://www.nationalgrid.com/uk/Electricity/Codes/sotocode/Modification+Panel/2013/26th+June/>

<sup>7</sup> <http://www.ofgem.gov.uk/Pages/MoreInformation.aspx?docid=409&refer=LICENSING/INDCODES/CGR>

process will allow for corrective action to be taken, specifying the steps, revisions, analysis or information it requires in order to form an opinion.

- 2.8 The course of action will depend on the Authority's direction. If the direction is detailed and gives specific steps and timescales, the STC Modification Panel will follow this and take actions as appropriate. If the direction is not detailed, the STC Modification Panel will make their own recommendations in terms of the next steps and timescales.
- 2.9 On each occasion that the Send Back process occurs, NGET will also circulate notification to all STC parties to ensure full transparency occurs within the process. National Grid also proposes to monitor this with a KPI and report back to the STC Modification Panel on an annual basis once agreed.
- 2.10 All Modification Reports sent back by the Authority will have full visibility of the STC Modification Panel, and any decisions made would be agreed by the STC Modification Panel either at the Panel meeting or by email circulation.
- 2.11 This process going forward will be embedded within the STC and align to the new requirements under Condition B12 of the Electricity Transmission Licence.
- 2.12 For clarity, the Send Back process will only occur as a last resort to prevent the Modification being rejected by the Authority and consequently starting again from the start of the Modification process when the issue identified can easily be rectified.
- 2.13 Once the necessary changes have been made to the Modification Report, the STC Panel secretary will re-submit the Report to the Authority.

## 3 Impacts & Assessment

### STC Parties' Assessments

#### National Grid

- 3.1 National Grid is supportive of Modification Proposal CM053 and has carried out an Assessment of the Proposed Modification.
- 3.2 The implementation of CM053 would not have any physical impact on National Grid's Transmission system or require any changes to the IS systems. No additional works or monies would be required to implement the proposed change.

#### Offshore Transmission Owners (OFTOs)

- 3.3 The OFTOs are supportive of Modification Proposal CM053, and have completed an Assessment on the Proposed Modification.
- 3.4 The implementation of CM053 would not have any physical impact on OFTOs system(s) or require changes to IS systems. No additional works or monies would be required to implement the proposed changes.

#### Scottish Hydro-Electric Transmission plc (SHET)

- 3.5 SHET are supportive of Modification Proposal CM053, and have completed an Assessment on the Proposed Modification.
- 3.6 The implementation of CM053 would not have any physical impact on SHET system(s) or require changes to IS systems. No additional works or monies would be required to implement the proposed changes.

#### SP Transmission Limited (SPT)

- 3.7 SPT are supportive of Modification Proposal CM053, and have completed an Assessment on the Proposed Modification.
- 3.8 The implementation of CM053 would not have any physical impact on SPT system(s) or require changes to IS systems. No additional works or monies would be required to implement the proposed changes.

### Impact on the System Operator – Transmission Owner Code (STC)

- 3.9 The proposed modification will require changes to STC Section B Governance, and Section J Interpretation & Definitions.
- 3.10 There is also a need to develop a new STCP 25-2 to contain the process detail that will support CM053.

## Impact on the National Electricity Transmission System (NETS)

3.11 The proposed changes will not have an adverse impact on the NETS.

## Impact on STC Users

3.12 The proposed modification to the STC are new processes and will not change current operational process hence the impact is negligible on STC Users.

## Impact on Safety

3.13 The proposed modification will not have an impact on safety.

## Impact on Greenhouse Emissions

3.14 The proposed modification will not have an impact on greenhouse gas emissions.

## Assessment against STC Objectives

3.15 The STC Modification Panel considers that CM053 would better facilitate the STC objective(s):

- (a) efficient discharge of the obligations imposed upon transmission licensees by transmission licences and the Act;

*The proposed changes to the STC will allow the transmission licensees to meet the new obligations imposed upon them through the transmission licence which have resulted from Code Governance Review (Phase 2).*

- (b) development, maintenance and operation of an efficient, economical and co-ordinated system of electricity transmission;

*The proposal is neutral on this objective*

- (c) facilitating effective competition in the generation and supply of electricity, and (so far as consistent therewith) facilitating such competition in the distribution of electricity;

*The proposal is neutral on this objective*

- (d) protection of the security and quality of supply and safe operation of the national electricity transmission system insofar as it related to interactions between transmission licensees;

*The proposal is neutral on this objective*

- (e) promotion of good industry practice and efficiency in the implementation and administration of the arrangements described in the STC; and

*The proposed changes to the STC will promote good industry practice by aligning the STC with other industry codes. The changes will also support a more efficient governance process by enabling the Authority to 'send back' Modification Reports that contain a deficiency. This will allow the STC Modification Panel to address the Authorities concerns and avoid a Modification Report being unnecessarily rejected.*

- (f) facilitation of access to the national electricity transmission system for generation not yet connected to the national electricity transmission system or distribution system;

*The proposal is neutral on this objective*

### **Impact on core industry documents**

3.16 The proposed modification does not impact on any core industry documents.

### **Implementation**

3.17 This STC Modification Proposal proposes CM053 should be implemented 10 business days after an Authority decision. Views are invited on this proposed implementation date.



## 4 Consultation Responses

- 4.1 Views have been invited from Industry Parties upon the Proposed Modification CM053. The Industry Consultation opened on 30 July 2013 and closed 30 working days later on the 11 September 2013.
- 4.2 The STC Modification Panel received no responses from Industry in relation to this Modification Proposal.

## 5 Recommendations

- 5.1 The STC Modification Panel provisionally recommends that STC Modification Proposal CM053 be approved for implementation.
- 5.2 Should the Authority approve Modification Proposal CM053, it is recommended that the STC be modified 10 business days after the Authority's decision.

This section contains the proposed legal text to give effect to the proposals. The proposed new text is in bold and colour coded as shown below. This is based on STC Section B (version 9, 24<sup>th</sup> March 2013).

Due to the nature of the changes required to implement all of the Code Governance Review Phase 2 proposals, the following legal text contains the changes required for:

**CM050: Code Governance Review (Phase 2): Self-Governance and Appeals**

**CM051: Code Governance Review (Phase 2): Significant Code Review**

**CM052: Code Governance Review (Phase 2): Code Administrator and Code Administration Code of Practice**

**CM053: Code Governance Review (Phase 2): Send Back Process**

**CM054: Code Governance Review (Phase 2): Fast Track Self-Governance and Objections**

## Section B

### 4. PARTY DETAILS

4.1 For the purposes of this Code, the "**Party Details**" of a Party, which shall include for the purposes of this paragraph 4, a Party Applicant, are the following details and documentation of the Party:

4.1.1 its full name and contact details;

4.1.2 the name, address, and facsimile number of the person for whose attention notices issued in accordance with Section G, paragraph 12 should be marked;

4.1.3 details for service of process;

4.1.4 a copy of its current Transmission Licence (in the case of an Offshore Transmission Owner a copy of the notice from the Authority shall be provided and following this a copy of its Transmission Licence shall be provided five Business Days after the grant of its Transmission Licence);

4.1.5 the Party's VAT registration number; and

4.1.6 its Party Category.

4.2 Each Party shall:

4.2.1 provide its Party Details to the Panel Secretary; and

4.2.2 ensure that its Party Details for the time being provided to the Panel Secretary remain accurate and complete in all material respects.

4.3 Without prejudice to the generality of paragraph 4.2, if at any time:

4.3.1 a Party wishes to change any of its contact details forming part of such Party Details; or

4.3.2 the Party Details of a Party otherwise cease for whatever reason to be accurate and complete in all material respects,

then such Party shall notify the Panel Secretary as soon as reasonably practicable (and, wherever possible, in advance of such change) and shall provide such further information and supporting documentation as the Panel Secretary may reasonably require to evidence such change.

4.4 The Panel Secretary shall:

4.4.1 maintain an up-to-date list of the contact details forming a part of the Party Details in respect of each of the Parties and ensure that such list is available on the Code Website;

4.4.2 upon receipt of Party Details from a Party pursuant to paragraph 4.2, make available such Party Details to each of the other Parties and the Authority. The Panel Secretary shall update Schedule A of this STC accordingly;:-

4.4.3 promptly update the Party Details pursuant to paragraph 4.3 and notify the Parties and the Authority of any such changes;:- and

**4.4.4 fulfil the role of the Code Administrator for the STC Modification Panel, in which role it shall maintain, publish, review and (where appropriate) amend from time to time the Code Administration Code of Practice approved by the Authority in conjunction with other code administrators.**

## **5. WITHDRAWAL**

### **5.1 Procedure**

5.1.1 Each Party (the "**Withdrawing Party**") shall be entitled to withdraw from the Framework Agreement (including pursuant to an assignment or transfer under Section G paragraph 6) and thereby cease to be a Party from the Withdrawal Date under sub-paragraph 5.1.4.

5.1.2 A Withdrawing Party shall give notice to the Panel Secretary, each of the other Parties and the Authority of its intention to withdraw from the Framework Agreement (a "**Withdrawal Notice**"), which Withdrawal Notice shall include a Proposed Withdrawal Date. In any case where a Party is notified that its Transmission Licence will be revoked, that Party shall be deemed to have issued a Withdrawal Notice on the date of such notice of revocation.

5.1.3 As soon as reasonably practicable following the date of issue of a Withdrawal Notice under sub-paragraph 5.1.2, each Party Representative shall use its reasonable endeavours to agree the procedures, processes and steps required to be taken by each of the Parties (such agreement not to be unreasonably withheld) such that a remaining Party would not be caused to be in breach of its obligations under the Code as a consequence of the withdrawal of the Withdrawing Party ("**Decommissioning Actions**") after the Withdrawal Date (as defined at sub-paragraph 5.1.4) and such Decommissioning Actions may be

amended as required from time to time upon agreement by the Party Representatives (such agreement not to be unreasonably withheld).

5.1.4 Each Party shall expeditiously undertake such actions as are required of it under and pursuant to the Decommissioning Actions to give effect to their timely completion, following which, the Panel Secretary shall give notice to the Authority of the completion of such Decommissioning Actions on behalf of the Parties following agreement by the Party Representatives of such notice. Such notification shall specify the date upon which the Withdrawing Party shall withdraw from the Framework Agreement which date (subject to sub-paragraph 5.1.5) shall be referred to herein as the **"Withdrawal Date"**.

## 6.2 **Functions of the STC Modification Panel and the Code Administrator's Role**

6.2.1 The functions of the STC Modification Panel shall be the:

6.2.1.1 evaluation and administration of amendments to the Code in accordance with the procedures set out in this Section B;

6.2.1.2 review of the consequences of amendments to the Code;

6.2.1.3 administration of the Code as specified in this Section B; ~~and~~

6.2.1.4 establishment of joint working arrangements pursuant to sub-paragraph 7.2.9.1 below; ~~and~~

**6.2.1.5 consideration of any changes to the Code Administrator Code of Practice that the Code Administrator considers appropriate to raise.**

6.2.2 The STC Modification Panel shall endeavour at all times to perform its functions:

6.2.2.1 in an efficient, economical and expeditious manner, taking account of the complexity, importance and urgency of particular STC Modification Proposals; and

6.2.2.2 with a view to ensuring that the Code facilitates achievement of the Applicable STC Objectives.

**6.2.3 NGET shall establish and maintain a Code Administrator function, which shall carry out the roles referred to in Paragraphs 4.4.4 and 6.2.4.**

**6.2.4 The Code Administrator will undertake, and the STC Modification Panel shall ensure that the Code Administrator will undertake, its functions consistently with the Code Administrator Code of Practice.**

**6.2.5 The procedures set out in the Code, to the extent that they are dealt with in the Code Administration Code of Practice, are consistent with the principles contained in the Code Administration Code of Practice. Where inconsistencies or conflicts exist between the Code and the Code Administration Code of Practice, the Code shall take precedence.**

### **6.3 Structure of STC Modification Panel Meetings**

6.3.1 STC Modification Panel Meetings shall be held on a monthly basis unless otherwise requested by a Party Representative and with the agreement of the other Party Representatives, or as otherwise specifically provided for in this Section B, at such time, at such place in Great Britain and in such form including, without limitation, by way of teleconference as the Party Representatives shall decide.

6.4.7 An omission to send STC Modification Panel Meeting documents to a person entitled to receive them under sub-paragraph 6.3.6.2 shall not prevent a STC Modification Panel Meeting from proceeding unless otherwise directed by the Authority.

6.4.8 As soon as is practicable after each STC Modification Panel Meeting, the Panel Secretary shall prepare and send to the Party Representatives and the Authority the minutes of such STC Modification Panel Meeting, which shall be approved (or amended and approved) by the STC Modification Panel at the next STC Modification Panel Meeting after they were so sent and, when approved, the Panel Secretary shall publish the approved minutes (excluding any matter which it was agreed at such STC Modification Panel Meeting was not appropriate for such publication) on the Code Website.

6.7.8 Where, in respect of a proposal and a Party Category that is specified in the relevant STC Modification Report as being eligible to vote, no Group in that Party Category casts a vote, such Party Category shall, for the purposes of Paragraph 6.8, be treated as if it were not eligible to vote.

## **6.8 Decision**

- 6.8.1 An STC Modification Proposal shall be accepted where, in respect of each Party Category that was eligible to vote, the number of Groups in that Party Category which voted to accept the proposal is greater than 65% of the total number of Groups in that Party Category which voted
- 6.8.2 In all other cases an STC Modification Proposal shall be rejected.
- 6.8.3 The Secretariat shall, as soon as is reasonably practicable after the acceptance or rejection of an STC Modification Proposal, give notice of that decision to:
- 6.8.3.1 each Party Representative;
  - 6.8.3.2 any person or body that is designated in writing by the Authority for the purpose of paragraph 7.2.2.1 (b); and
  - 6.8.3.3 the Authority,

## **7. MODIFICATION OF THE CODE AND CODE PROCEDURES**

### **7.1 General**

- 7.1.1 For the purposes of this paragraph 7 only, references to the "Code" shall be deemed not to include reference to the Code Procedures or to Schedule Two.
- 7.1.2 The process for amending Code Procedures and Schedule Two is set out in paragraph 7.3.
- 7.1.3 The Code and Code Procedures may (and may only) be amended from time to time pursuant to the Transmission Licence.

**7.1.3A Amendments to The Code and Code Procedures may be in response to a Significant Code Review, as provided for in the Transmission Licence.**

#### **7.1.3B Change Routes**

**(a) A STC Modification Proposal may be a Standard STC Modification Proposal, or it may be subject to additional process steps, if raised during a Significant Code Review.**

**(b) If a STC Modification Proposal is deemed by the STC Modification Panel to meet the Self-Governance Criteria, it will be subject to a different process.**



**(c) If a STC Fast Track Modification Proposal is determined by the STC Modification Panel to meet the Fast Track Criteria, it will be subject to the process set out at STCP25-3 and shall become a STC Fast Track Report.**

7.1.4 An amendment to the Code or to a Code Procedure may necessitate amendment to the contents of a relevant TO Construction Agreement (as opposed to the form of the terms which are set out in a Schedule to the Code and therefore a part of the Code) and, in those circumstances, those agreements contain provisions for such alterations to be effected.

7.1.5 Each Party shall keep under review whether any possible change to this Code or any Code Procedure would better facilitate achievement of the Applicable STC Objectives and shall, in accordance with this paragraph 7 and, to the extent that such matter is not covered by a STC Modification Proposal or a proposed amendment to a Code Procedure, propose such change which, in the Party's opinion, would do so.

7.1.6 The Party Representatives shall endeavour at all times to act pursuant to this Section B, paragraph 7:

7.1.6.1 in an efficient, economical and expeditious manner taking account of the complexity, importance and urgency of a particular amendment; and

7.1.6.2 with a view to ensuring that the Code, Schedule Two and the Code Procedures facilitate achievement of the Applicable STC Objectives.

#### **7.1.7 Significant Code Review**

**(a) A Significant Code Review is a code review process initiated and led by the Authority, on one of a number of potential triggers. The Authority will launch a Significant Code Review on publication of a notice setting out matters such as the scope of the review, reasons for it and announcing the start date.**

**(b) A Significant Code Review Phase begins on the start date set out in the Authority's notice, during which time STC Modification Proposals that relate to the subject matter of**

the review are restricted, to ensure the process is as efficient as possible. The Significant Code Review Phase shall end either:

- (i) on the date on which the Authority issues a statement that no directions will be issued in relation to the STC; or
  - (ii) if no statement is made, on the date on which a Party has made a modification proposal in accordance with directions issued by the Authority; or
  - (iii) immediately, if neither a statement nor directions are issued by the Authority within (and including) twenty-eight (28) days from the Authority's publication of its Significant Code Review conclusions.
- (c) A process is set out in this Section B and STCP 25-1 for analysing and consulting on STC Modification Proposals with a view to referring to the Authority those that may be restricted during a Significant Code Review. Subject to Paragraph 7.1.8, those STC Modification Proposals that are not so restricted proceed as Standard STC Modification Proposals and requiring consultation with the industry followed by approval or non-approval by the Authority.

#### **7.1.8 Self-Governance**

In addition, Self-Governance Criteria are set out against which STC Modification Proposals must also be evaluated and consulted upon. If a proposal meets the criteria, it may proceed without Authority approval, and the STC Modification Panel may consult on and determine itself whether to implement the STC Modification Proposal.

### 7.1.9 Fast Track

**If the STC Modification Panel unanimously determines that a STC Modification Fast Track Report meets the Fast Track Criteria, it will proceed without Authority approval.**

## 7.2 **Amendment of the Code**

7.2.1 The remainder of this paragraph 7.2 is subject to the Urgent STC Modification Proposal procedures under sub-paragraph 7.2.6.

### 7.2.2 **STC Modification Proposals**

7.2.2.1 A proposal to amend the Code may be made by any of the following:

- (a) a Party; or
- (b) such person or persons having a relevant interest as may be designated in writing for this purpose by the Authority from time to time; or,
- (c) a Party Representative  
(referred to in this Section B as the "**Proposer**").

7.2.2.2 A proposal made pursuant to sub-paragraph 7.2.2.1 shall be submitted in writing to the Panel Secretary and shall contain the following information in relation to such proposal:

- (a) the name of the Proposer;
- (b) a description (in reasonable but not excessive detail) of the issue or defect which the proposal seeks to address;
- (c) a description (in reasonable but not excessive detail) of the proposal and of its nature and purpose;
- (d) where possible, an indication of those parts of the Code and Code Procedures which, in the opinion of the Proposer, would be likely to require amendment in order to give effect to (or would otherwise be affected by) the proposal and an indication of the nature and contents of those amendments or effects (including, where relevant, any need for the establishment of new

Code Procedures or removal of existing Code Procedures);

- (e) the reasons why the Proposer believes that the proposal would better facilitate achievement of the Applicable STC Objectives as compared with the then current version of the Code, together with background information in support thereof;
- (f) where possible, an indication of the potential impact of the proposal on the BSC, CUSC or any Core Industry Document;
- (g) the reasoned opinion of the Proposer as to whether the STC Modification Proposal would have a quantifiable effect on greenhouse gas emissions, where the impact is likely to be material, assessed in accordance with such current guidance on the treatment of carbon costs and evaluation of the greenhouse gas emissions as may be issued by the Authority from time to time;
- (h) where possible, an indication of the potential impact of the proposal on relevant computer systems and processes used by the Parties and on any STC Modification Proposal; ~~and~~
- (i) where a Proposer is a person falling under sub-paragraph 7.2.2.1(b), a statement to the effect that the Proposer acknowledges that, on acceptance of the proposal as a STC Modification Proposal for consideration by the STC Modification Panel (pursuant to sub-paragraph 7.2.2.3) and, notwithstanding that the Proposer is not a Party, the Proposer shall grant a licence and provide a warranty in the same terms as set out in sub-paragraph 7.2.2.5; ~~and-~~
- (j) **the reasoned opinion of the Proposer as to why the proposed modification should not fall within a current Significant Code Review, whether the proposed modification meets the Self-Governance**

**Criteria or whether the proposed modification  
should proceed along the Standard STC  
Modification Proposal route.**

If a proposal fails to contain any information required under this sub-paragraph 7.2.2.2, the Panel Secretary shall notify the Proposer, who may submit a revised proposal in compliance with this sub-paragraph 7.2.2.

**Notwithstanding the Proposer failing to provide the information listed in (j) above, the STC Modification Panel may still determine that a STC Modification Proposal meets the Self-Governance Criteria.**

7.2.2.3 A proposal made pursuant to and in compliance with sub-paragraph 7.2.2.2 shall be processed as a “**STC Modification Proposal**” as further provided in this paragraph 7.2.

7.2.2.4 Upon receipt of a STC Modification Proposal, the Panel Secretary shall as soon as reasonably practicable:

- (a) send a copy of the STC Modification Proposal (including the information set out in sub-paragraphs 7.2.2.2(a) to (h)) to the Party Representatives, the Authority and any other person designated by the Authority under sub-paragraph 7.2.2.1(b);
- (b) subject to the provisions of paragraph 6.3, put the STC Modification Proposal on the agenda for the next STC Modification Panel Meeting; and
- (c) post the STC Modification Proposal on the Code Website or, failing that, publish the STC Modification Proposal in such other manner as the Party Representatives deem appropriate to bring it to the attention of interested third parties.

7.2.2.5 It shall be a condition to the right to make a proposal to amend the Code under this paragraph 7.2 that the Proposer:

- (a) grants a non-exclusive royalty-free licence to all Parties who request the same covering all present and future rights, Intellectual Property Rights and moral rights it

may have in such proposal (as regards use or application in Great Britain and Offshore); and

- (b) warrants that, to the best of its knowledge, information and belief, no other person has asserted to the Proposer that such person has any Intellectual Property Rights or moral rights or rights of confidence in such proposal inconsistent with the Parties' rights to make, publish or use such proposal,

and, in making a proposal, a Party shall be deemed to have granted the licence and given the warranty contained in sub-paragraphs (a) and (b) above respectively.

**7.2.2.6 Save where a STC Modification Proposal has been determined by the STC Modification Panel to fall within a Significant Code Review, the Proposer may withdraw:**

- (a) its STC Modification Proposal on notice to the Panel Secretary at any time;
- (b) its support for a STC Modification Proposal that meets the Self-Governance Criteria by notice to the Panel Secretary at any time prior to the STC Modification Panel Self-Governance Vote undertaken in relation to that STC Modification Proposal pursuant to Paragraph 7.2.6B.10; and**
- (c) its support for an STC Modification Fast Track by notice to the Panel Secretary.**

in which case, the Panel Secretary shall promptly notify the Party Representatives, the Authority and any other person designated by the Authority under sub-paragraph 7.2.2.1(b) and then, six Business Days after issue of such notice by the Panel Secretary, shall (unless a notice is received pursuant to sub-paragraph 7.2.2.7):

- (a) revise the STC Modification Register;

- (b) remove the STC Modification Proposal from the agenda of the next STC Modification Panel Meeting (as relevant); and
- (c) remove the STC Modification Proposal from the Code Website.

7.2.2.7 Each Party, or any other person designated by the Authority under sub-paragraph 7.2.2.1(b), may within five Business Days of the date of a notice from the Panel Secretary under sub-paragraph 7.2.2.6, notify the Panel Secretary that it is prepared to support the STC Modification Proposal in place of the original Proposer. If such notice is received, the name of such Party or other person designated by the Authority under sub-paragraph 7.2.2.1(b) shall replace that of the original Proposer and such Party or other person shall be treated as the Proposer of the STC Modification Proposal and, subject to the provisions of paragraph 6.3 the STC Modification Proposal shall otherwise continue in accordance with this paragraph 7.2. If more than one notice is received under this sub-paragraph 7.2.2.7, the first received notice shall have effect.

7.2.2.8 Each Party, or any other person designated by the Authority under sub-paragraph 7.2.2.1(b), may propose one or more alternatives to a STC Modification Proposal. Such alternative proposal(s) may be so submitted to the Panel Secretary at any time up until the point at which a STC Modification Proposal is referred to the Assessment and Report Phase under sub-paragraphs 7.2.3.3 or 7.2.4.4 and shall be submitted in the same form as a proposal pursuant to sub-paragraph 7.2.2.2 and, upon compliance with which, such proposal shall be referred to as an "**Alternative STC Modification**". An Alternative STC Modification may be withdrawn and supported in the same manner as a STC Modification Proposal pursuant to sub-paragraphs 7.2.2.6 and 7.2.2.7. The Proposer of an Alternative STC Modification shall be deemed to be a Proposer for the purposes of this paragraph 7.2.

### 7.2.3 STC Modification Panel Amendment Meetings

7.2.3.1 Pursuant to sub-paragraph 7.2.2.4, the STC Modification Panel shall consider a STC Modification Proposal or any Alternative STC Modification (unless it or they have been withdrawn under sub-paragraph 7.2.2.6) at the next STC Modification Panel Meeting, in accordance with and subject to the provisions of paragraph 6.3, and at such STC Modification Panel Meeting shall use all reasonable endeavours to decide (as and where relevant) whether:

- (a) the Party Representatives require additional information in order to assess whether the STC Modification Proposal or any Alternative STC Modification would better facilitate achievement of the Applicable STC Objectives;
- (b) pursuant to a recommendation under sub-paragraph 7.2.6.1(a) to recommend to the Authority that the STC Modification Proposal or any Alternative STC Modification should be treated as an Urgent STC Modification Proposal;
- (c) pursuant to sub-paragraph 7.2.3.4, to amalgamate the STC Modification Proposal with any other STC Modification Proposal;
- (d) to recommend whether or not the STC Modification Proposal should fall within a current Significant Code Review (save where there has been an exemption granted by the Authority in respect of the STC Modification Proposal, which the Authority may grant at any time);**
- (e) the STC Modification Proposal satisfies the Self-Governance Criteria or not.**

**7.2.3.1A Notwithstanding paragraph 7.2.3.1 above, during a Significant Code Review Phase the Authority may conclusively determine that a STC Modification Proposal should fall within a current Significant Code Review.**



- 7.2.3.2 Where, pursuant to sub-paragraph 7.2.3.1(a) above, the STC Modification Panel decides that any of the Party Representatives requires additional information or the STC Modification Panel cannot reach a decision on such matter, the STC Modification Panel shall refer the STC Modification Proposal or any Alternative STC Modification for evaluation under sub-paragraph 7.2.4.
- 7.2.3.3 Where, pursuant to sub-paragraph 7.2.3.1(a) above, the STC Modification Panel decides that the Party Representatives do not require additional information, the STC Modification Panel shall refer the STC Modification Proposal or any Alternative STC Modification directly to the Assessment and Report Phase under sub-paragraph 7.2.5.
- 7.2.3.4 The STC Modification Panel may decide to amalgamate a STC Modification Proposal with one or more other STC Modification Proposal(s) where the subject matter of STC Modification Proposal is sufficiently proximate to justify amalgamation on the grounds of efficiency and/or where such STC Modification Proposal(s) are logically dependent on each other.
- 7.2.3.5 Where STC Modification Proposals are amalgamated pursuant to sub-paragraph 7.2.3.4:
- (a) such STC Modification Proposals shall be treated as a single STC Modification Proposal;
  - (b) references in this Section B to a STC Modification Proposal shall include and apply to a group of two or more STC Modification Proposals so amalgamated; and
  - (c) the Proposers of each such amalgamated STC Modification Proposal shall co-operate in deciding which of them shall constitute the Proposer of such amalgamated STC Modification Proposal, failing which agreement, the STC Modification Proposals shall continue separately as before.

**7.2.3.6 Where, pursuant to sub-paragraph 7.2.3.1(d) above, the STC Modification Panel determines that a STC Modification Proposal may fall within the Significant Code Review the process set out in STCP 25-1 shall apply.**

**7.2.3.7 The STC Modification Panel shall evaluate each STC Modification Proposal against the Self-Governance Criteria. The STC Modification Panel shall follow the procedure set out in Paragraph 7.2.6B in respect of any STC Modification Proposal that the STC Modification Panel considers meets the Self-Governance Criteria unless the Authority makes a direction in accordance with Paragraph 7.2.6B.2 and in such a case that STC Modification Proposal shall be a Standard STC Modification Proposal.**

**7.2.3.8 Unless the Authority makes a direction in accordance with Paragraph 7.2.6B.4, a STC Modification Proposal that the STC Modification Panel considers does not meet the Self-Governance Criteria shall be a Standard STC Modification Proposal.**

#### 7.2.4 Evaluation Phase

7.2.4.1 The STC Modification Panel shall use its reasonable endeavours in order to ensure that the Evaluation Phase as set out in this sub-paragraph 7.2.4 shall take no longer than two months (or if a Workgroup is established 4 months) from its referral under sub-paragraph 7.2.3.2 up to the referral to the Assessment and Report Phase under sub-paragraph 7.2.4.4 unless otherwise agreed by the Authority.

7.2.4.2 Following referral of a STC Modification Proposal or any Alternative STC Modification pursuant to sub-paragraph 7.2.3.2, the STC Modification Panel shall invite representations or commission such studies, and other evaluation including through establishing a Workgroup as it deems appropriate in order that each Party Representative is provided with sufficient information such that it can assess whether the STC Modification Proposal or any Alternative STC Modification

would better facilitate achievement of the Applicable STC Objectives.

7.2.4.A1 Where the STC Modification Panel deems it appropriate, it shall establish a Workgroup in accordance with sub-paragraph 7.2.4.2:

7.2.4.A2 A Workgroup shall comprise at least three (3) persons (who may be STC Modification Panel Members) agreed by the STC Modification Panel provided there shall always be at least one member representing

7.2.5.14 NGET shall copy any notice received by it from the Authority following submission of the STC Modification Report in relation to the approval (or otherwise) of a STC Modification Proposal or any Alternative STC Modification to each of the Party Representatives and persons designated by the Authority under sub-paragraph 7.2.2.1(b) and the Panel Secretary shall publish such notice on the Code Website.

**7.2.5.15 If the Authority determines that the STC Modification Report is such that the Authority cannot properly form an opinion on the STC Modification Proposal and any Alternative STC Modification(s), it may issue a direction to the STC Modification Panel:**

**(a) specifying the additional steps (including drafting or amending existing drafting associated with the STC Modification Proposal and any Alternative STC Modification(s)), revision (including revision to the timetable), analysis or information that it requires in order to form such an opinion; and**

**(b) requiring the STC Modification Report to be revised and to be re-submitted**

**and in the event of the Authority making such a direction STCP 25-2 shall apply.**

## 7.2.6 Urgent STC Modification Proposals

7.2.6.1 Any Party or the Proposer (where the Proposer is not a Party) may:

- (a) recommend to the STC Modification Panel that a proposal to amend the Code be treated as an Urgent STC Modification Proposal and provide a suggested timetable in relation to same; or
- (b) request that the Panel Secretary convenes a STC Modification Panel Meeting by such means as are reasonably practicable to obtain the agreement of the STC Modification Panel (or otherwise) that the proposal be treated as an Urgent STC Modification Proposal; or
- (c) where a STC Modification Panel Meeting cannot be arranged pursuant to sub-paragraph (b) above due to lack of agreement on the part of the Party Representatives, itself refer the proposal to the Authority for determination as to whether such proposal may be treated as an Urgent STC Modification Proposal and, if so, as to the procedure and timetable which should apply in respect thereof and, in doing so, shall state that the STC Modification Panel has not considered the matter.

7.2.6.2 If the STC Modification Panel decides that such proposal should be treated as an Urgent STC Modification Proposal pursuant to sub-paragraph 7.2.6.1, the STC Modification Panel shall promptly consult with the Authority as to whether such proposal should be treated as an Urgent STC Modification Proposal and, if so, as to the procedure and timetable which should apply in respect thereof.

7.2.6.3 If the STC Modification Panel is not in agreement pursuant to sub-paragraph 7.2.6.1 that a proposal be treated as an Urgent STC Modification Proposal, any Party may itself refer the matter to the Authority but, in doing so, shall state that the STC

Modification Panel do not recommend that the proposal be treated as an Urgent STC Modification Proposal.

7.2.6.4 The STC Modification Panel shall:

- (a) not treat any proposal as an Urgent STC Modification Proposal except with the prior consent of the Authority;
- (b) comply with the procedure and timetable in respect of any Urgent STC Modification Proposal approved by the Authority; and
- (c) comply with any instruction of the Authority issued in respect of such Urgent STC Modification Proposal.

7.2.6.5 For the purposes of this sub-paragraph 7.2.6, the procedure and timetable in respect of an Urgent STC Modification Proposal may (with the approval of the Authority pursuant to sub-paragraphs 7.2.6.2 or 7.2.6.3) deviate from all or part of the STC Modification Procedures (save for this sub-paragraph 7.2.6) or follow any other procedure or timetable approved by the Authority.

7.2.6.6 Any STC Modification Report (unless the Authority states that this is not required pursuant to sub-paragraphs 7.2.6.2 or 7.2.6.3) in respect of an Urgent STC Modification Proposal (as relevant pursuant to sub-paragraph 7.2.6.5) shall include a statement as to why the STC Modification Panel or the Proposer (as relevant) believes that such proposal should be treated as an Urgent STC Modification Proposal and the extent to which the procedure followed deviated from the other STC Modification Procedures that would apply to a STC Modification Proposal.

7.2.6.7 The STC Modification Panel shall respectively take all reasonable steps to ensure that an Urgent STC Modification Proposal is considered, evaluated and (subject to the approval of the Authority) implemented as soon as reasonably practicable, having regard to the urgency of the matter and, for the avoidance of doubt, an Urgent STC Modification Proposal may (subject to the approval of the Authority) result in an

amendment to the Code being made on the day on which such proposal is submitted.

#### **7.2.6A Significant Code Review**

- 7.2.6A.1 The Process set out in the STCP 25-1 shall apply during a Significant Code Review Phase.**
- 7.2.6A.2 The Authority shall publish its Significant Code Review conclusions, and, if within 28 days after such publication the Authority issues to a Party directions, including directions to a Party to make STC Modification Proposals, such Party shall comply with those directions. Where the Party makes a STC Modification Proposal in accordance with the Authority's directions, that STC Modification Proposal shall be treated as a Standard STC Modification Proposal and shall proceed through the process for Standard STC Modification Proposals set out in Paragraph 7. Such Authority conclusions and directions shall not fetter the voting rights of the Panel Members or any recommendation it makes in relation to any STC Modification Proposal or the recommendation procedures informing the STC Modification Report.**
- 7.2.6A.3 Any Party which makes an STC Modification Proposal pursuant to 7.2.6A.2 may not, without the prior consent of the Authority, withdraw such STC Modification Proposal.**

#### **7.2.6B Self-Governance**

- 7.2.6B.1 If the STC Modification Panel, having evaluated a STC Modification Proposal against the Self-Governance Criteria, pursuant to Paragraph 7.2.3.7, considers that the STC Modification Proposal meets the Self-Governance Criteria, the Panel Secretary shall:**
- (a) document the decision in the minutes of the relevant Panel Meeting;**
  - (b) within two (2) days of the Panel Meeting, prepare and send to all Parties, and in the event that the Authority did not attend the Panel Meeting, the Authority, a Self-Governance**

**Statement setting out its reasoning in detail and publish the Self-Governance Statement on the Code Website.**

- 7.2.6B.2 The Authority may, at any time prior to the STC Modification Panel's determination made pursuant to Paragraph 7.2.6B.4, give written notice that it disagrees with the Self-Governance Statement and may direct that the STC Modification Proposal proceeds through the process for Standard STC Modification Proposals.**
- 7.2.6B.3 Subject to Paragraph 7.2.6B.2, after publishing a Self-Governance Statement, the STC Modification Panel shall follow the procedure set out in Paragraphs 7.2.4 and 7.2.5.1 to 7.2.5.7.**
- 7.2.6B.4 The Authority may issue a direction to the STC Modification Panel in relation to a STC Modification Proposal to follow the procedure set out for STC Modification Proposals that meet the Self-Governance Criteria, notwithstanding that no Self-Governance Statement has been submitted or a Self-Governance Statement has been retracted and the STC Modification Panel shall follow the procedure set out in Paragraphs 7 save for this Paragraph 7.2.6B.**
- 7.2.6B.5 Subject to completion of the Evaluation Phase pursuant to Paragraph 7.2.4, the STC Modification Panel shall prepare a report (the "STC Modification Self-Governance Report").**
- 7.2.6B.6 The matters to be included in a STC Modification Self-Governance Report shall be the following (in respect of the STC Modification Proposal):**
- (a) details of its analysis of the STC Modification Proposal against the Self-Governance Criteria;**
  - (b) copies of any/all consultation responses received;**
  - (c) the date on which the STC Modification Panel Self-Governance Vote shall take place, which shall not be earlier than seven (7) days from the date on which the STC Modification Self-Governance Report is furnished**

to the Authority in accordance with Paragraph

7.2.6B.7; and

such other information that is considered relevant by the  
STC Modification Panel.

**7.2.6B.7** A draft of the STC Modification Self-Governance Report will be circulated by the Code Administrator to the Party Representatives (and its provision in electronic form on the Code Website and in electronic mails to Party Representatives, who must supply relevant details, shall meet this requirement) and a period of no less than five (5) Business Days given for comments to be made thereon. Any unresolved comments made shall be reflected in the final STC Modification Self-Governance Report.

**7.2.6B.8** Each STC Modification Self-Governance Report shall be addressed and furnished to the Authority and none of the facts, opinions or statements contained in such STC Modification Self-Governance Report may be relied upon by any other person.

**7.2.6B.9** The Code Administrator shall make available on the Code Website and copy (by electronic mail to those persons who have supplied relevant details to the Code Administrator) the STC Modification Self-Governance Report prepared in accordance with Paragraph 7.2.6B to:

- (i) the Party Representatives;
- (ii) each Panel Member; and
- (iii) any person who may request a copy,

and shall place a copy on the Code Website.

**7.2.6B.10** If the Authority does not give written notice that its decision is required pursuant to Paragraph 7.2.6B.2, or if the Authority determines that the Self-Governance Criteria are satisfied in accordance with Paragraph 7.2.6B.4, then the STC Modification Self-Governance Report shall be tabled at the Panel Meeting following submission of that



**STC Modification Self-Governance Report to the Authority at which the Panel Chairman will undertake the STC Modification Panel Self-Governance Vote based on an assessment against the applicable STC Objectives and the STC Modification Panel shall give notice of the outcome of such vote to the Panel Secretary.**

**7.2.6B.11 If the STC Modification Panel vote to approve the STC Modification Proposal pursuant to Paragraph 7.2.6B.10 (which shall then be an “Approved STC Modification Proposal” until implemented), then subject to the appeal procedures set out in Paragraphs 7.2.6B.14 to Paragraph 7.2.6B.19 the STC Modification Proposal will be implemented in accordance with Paragraphs 7.2.10.2 to 7.2.10.8 by the Code Administrator without the Authority’s approval and brought to the attention of the Parties and such other persons as may properly considered to have an appropriate interest in it.**

**7.2.6B.12 The STC Modification Panel may at any time prior to the STC Modification Panel’s determination retract a Self-Governance Statement subject to Paragraph 7.2.6B.10, or if the Authority notifies the STC Modification Panel that it has determined that a STC Modification Proposal does not meet the Self-Governance Criteria the STC Modification Panel shall treat the STC Modification Proposal as a Standard STC Modification Proposal and shall comply with Paragraph 7.2.5, using the STC Modification Self-Governance Report as a basis for its Proposed STC Modification Report.**

**7.2.6B.13 Except where the Authority has issued a direction pursuant to Paragraph 7.2.6B.10, the STC Modification Panel may remove a STC Modification Proposal from the process detailed in this Paragraph 7.2.6B before making its determination pursuant to Paragraph 7.2.6B.4. In that circumstance, the STC Modification Proposal shall be**

treated as a Standard STC Modification Proposal and shall proceed through the process for Standard STC Modification Proposals.

**7.2.6B.14** A STC Party or a Materially Affected Party may appeal to the Authority the approval or rejection by the STC Modification Panel of a STC Modification Proposal and any Alternative STC Modification (s) in accordance with Paragraph 7.2.6B.10, provided that the Panel Secretary is also notified, and the appeal has been made up to and including fifteen (15) Business Days after the STC Modification Panel Self-Governance Vote has been undertaken pursuant to Paragraph 7.2.6B.10. If such an appeal is made, implementation of the STC Modification Proposal shall be suspended pending the outcome. The appealing STC Party or Materially Affected Party must notify the Panel Secretary of the appeal when the appeal is made.

**7.2.6B.15** The Authority shall consider whether the appeal satisfies the following criteria:

- (a) The appealing party is, or is likely to be, unfairly prejudiced by the implementation or non-implementation of that STC Modification Proposal or Alternative STC Modification(s);  
or
- (b) The appeal is on the grounds that, in the case of implementation, the STC Modification Proposal or Alternative STC Modification(s) may not better facilitate the achievement of at least one of the Applicable STC Objectives; or
- (c) The appeal is on the grounds that, in the case of non-implementation, the STC Modification Proposal or Alternative STC Modification(s) may better facilitate the achievement of at least one of the Applicable STC Objectives; or

- (d) it is not brought for reasons that are trivial, vexatious or have no reasonable prospect of success and if the Authority considers that the criteria are not satisfied, it shall dismiss the appeal.

**7.2.6B.16** Following any appeal to the Authority, a **STC Modification Proposal or Alternative STC Modification(s)** shall be treated in accordance with any decision and/or direction of the Authority following that appeal.

**7.2.6B.17** If the Authority quashes the **STC Modification Panel's** determination in respect of a **STC Modification Proposal or Alternative STC Modification(s)** made in accordance with Paragraph **7.2.6B.10** and takes the decision on the relevant **STC Modification Proposal** and any **Alternative STC Modification(s)** itself, following an appeal to the Authority, the **STC Modification Panel's** determination of that **STC Modification Proposal** and any **Alternative STC Modification(s)** contained in the relevant **STC Modification Self-Governance Report** shall be treated as a **STC Modification Report** submitted to the Authority pursuant to Paragraph **7.2.5.12**.

**7.2.6B.18** If the Authority quashes the **STC Modification Panel's** determination in respect of a **STC Modification Proposal or Alternative STC Modification(s)** made in accordance with paragraph **7.2.6B.10**, the Authority may, following an appeal to the Authority, refer the **STC Modification Proposal** back to the **STC Modification Panel** for further re-consideration and a further **STC Modification Panel Self-Governance Vote**.

**7.2.6B.19** Following an appeal to the Authority, the Authority may confirm the **STC Modification Panel's** determination in respect of a **STC Modification Proposal or Alternative STC Modification(s)** made in accordance with Paragraph **7.2.6B.10**.

## **7.2.6C Fast Track**

- 7.2.6C.1** Where a Proposer believes that a modification to the Code which meets the Fast Track Criteria is required, a STC Modification Fast Track Report may be raised. In such case the procedure in STCP 25-3 shall apply.
- 7.2.6C.2** In the event that a STC Modification Fast Track Report is to be implemented pursuant to STCP 25-3, then the processes for implementation in 7.2.10.2 to 7.2.10.8 shall apply as if the STC Modification Fast Track Report were an Approved STC Modification.
- 7.2.6C.3** Up to and including 15 business days from the publication of a STC Modification Fast Track Report approving implementation of a modification pursuant to STCP 25-3, a Party may object to the STC Modification Panel's determination by email to the Panel Secretary at [STC.Team@nationalgrid.com](mailto:STC.Team@nationalgrid.com) who shall inform the Parties and the Authority of the objection and that the proposal shall not be implemented.

## **Annex B1 – Election of Offshore Transmission Owner Party Representatives**

### **B1.1 General**

#### **B1.1.1 Introduction**

B1.1.1.1 This Annex B1 sets out the basis for election of Offshore Transmission Owner Party Representatives and Offshore Transmission Owner Alternate Representatives for the purpose of Paragraphs 6.1.2 and 6.1A.1.

B1.1.1.2 This Annex B1 shall apply:

(a) in relation to each year (the “Election Year”) in which the term of office of Offshore Transmission Owner Party Representatives and Offshore Transmission Owner Alternate Representatives expires, for the purposes of electing Offshore Transmission Owner Party Representatives and Offshore Transmission Owner Alternate Representatives to hold office with effect from 1<sup>st</sup> April in that year;

(b) subject to and in accordance with Paragraph B1.4, upon a Offshore Transmission Owner Party Representative and/or Offshore Transmission Owner Alternate Representatives ceasing to hold office before the expiry of his term of office.

B1.1.1.3 For the purposes of an election under Paragraph B1.1.1.2(a) references to Offshore Transmission Owner are to persons who are Offshore Transmission Owner as at 20th December in the previous year.

B1.1.1.4 The Panel Secretary shall administer each election of Offshore Transmission Owner Party Representatives and Offshore Transmission Owner Alternate Representatives pursuant to this Annex B1.

#### **B1.1.2 Election timetable**

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B1.1.2.1 The Panel Secretary shall not later than 7<sup>th</sup> January in the election year prepare and circulate to all Offshore Transmission Owners (by publication on the [Panel Secretary Code](#) Website and, where relevant details are supplied, by electronic mail), with a copy to the Authority, an invitation to nominate candidates who must be willing to be either a Offshore Transmission Owner Party Representative or an Alternate Representative and a timetable for the election (the “Election Timetable”), setting out:

- (a) the date by which nominations of candidates are to be received, which shall not be less than three (3) weeks after the timetable is circulated;
- (b) the date by which the Panel Secretary shall circulate a list of candidates and voting papers;
- (c) the date by which voting papers are to be submitted, which shall not be less than three (3) weeks after the date for circulating voting papers;
- (d) the date by which the results of the election will be made known, which shall not be later than 15th March in the Election Year.

B1.1.2.2 If for any reason it is not practicable to establish an election timetable in accordance with Paragraph B1.2.1.1 or to proceed on the basis of an election timetable which has been established, the Panel Secretary may establish a different timetable, or

## Section J

<b>“Code Administration Code of Practice”</b>	means the code of practice approved by the <b>Authority</b> and: (a) developed and maintained by the code administrators in existence from time to time; (b) amended subject to the <b>Authority</b> 's approval from time to time; and (c) re-published from time to time;
<b>“Code Administrator”</b>	means NGET carrying out the role of Code Administrator in accordance with Section B;
<b>“Fast Track Criteria”</b>	means that a proposal, if implemented. (a) would meet the Self-Governance Criteria; and (b) is properly a housekeeping modification required as a result of some error or factual change, including but not limited to: (i) updating names or addresses listed in the Code; (ii) correcting minor typographical errors; (iii) correcting formatting and consistency errors, such as paragraph numbering; or (iv) updating out of date references to other documents or paragraphs.
<b>“Materially Affected Party”</b>	means any person or class of persons designated by the Authority as such;
<b>“Self-Governance Criteria”</b>	means that a proposal, if implemented: (a) is unlikely to have a material effect on: (i) existing or future electricity consumers; and (ii) completion in the generation, distribution or supply of electricity or any commercial activities connected with the generation, distribution or supply of electricity; and (iii) the operation of the national electricity transmission system; and (iv) matters relating to sustainable development, safety or supply, or the management of market or network emergencies; and (v) the Code's governance procedures or modification procedures; and (b) is unlikely to discriminate between different classes of Parties.
<b>“Self-Governance Statement”</b>	means the statement prepared and sent by the Panel Secretary pursuant to Section B paragraph 7.2.6B;

<b>"Significant Code Review"</b>	<p>means a review of one or more matters which the Authority considers is likely to:</p> <p>(a) relate to the Code (either on its own or in conjunction with other industry codes); and</p> <p>(b) be of particular significance in relation to its principal objective and/or general duties (under section 3A of the Act), statutory functions and/or relevant obligations arising under EU law, and</p> <p>concerning which the Authority has issued a notice to a Party or the Parties (among others, as appropriate) stating:</p> <p>(i) that the review will constitute a significant code review;</p> <p>(ii) the start date of the significant code review; and</p> <p>(iii) the matters that will fall within the scope of the review;</p>
<b>"Significant Code Review Phase"</b>	has the meaning set out in Section B, paragraph 7.1.7 (b);
<b>"Standard STC Modification Proposal"</b>	means an STC Modification Proposal which does not fall within a Significant Code Review, satisfy the Self Governance Criteria or the Fast Track Criteria which shall be dealt with in accordance with Section B paragraphs 7.1.4 to 7.1.6 and 7.2.1 to 7.2.6.
<b>"STC Modification Fast Track Report"</b>	has the meaning set out in STCP 24-3 paragraph 2.1;
<b>"STC Modification Self-Governance Report"</b>	has the meaning set out in Section B, sub-paragraph 7.2.6B.5;
<b>"STC Modification Panel Self-Governance Vote"</b>	means the vote of the STC Modification Panel undertaken pursuant to Section B paragraph 7.2.6B.10;



Since the Industry Consultation this section has been updated to STCP 25-2 in line with the changes made within Section B.

STCP 25-2 Send Back Process  
Draft 001 – 18/09/2013

***STCP 25-2 Issue 001***  
***SEND BACK PROCESS***  
***STC Procedure Document Authorisation***

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

***STC Procedure Change Control History***

Draft 001	18/09/13	New STCP following implementation of CM053
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## 1 Introduction

### 1.1 Scope

1.1.1 This procedure applies to NGET, the Code Administrator and each TO. For the purposes of this document, TOs are:

SPT;

SHET;

All Offshore Transmission Owners as appointed by the Authority. (For the avoidance of doubt, this includes Preferred Bidders); and

The Code Administrator.

### 1.2 Objectives

1.2.1 The objective of this document is to set out the Process that shall apply in respect of a STC Modification Proposal which is the subject of a direction from the Authority pursuant to Section B 7.2.5.15.

1.2.2 The Send Back process seeks to enable the Authority to formally Send Back a Modification Report to the Authority to the STC Panel in circumstances where the Authority considers that it is unable to form a decision based on the content of the Report.

1.2.3 The Send Back provisions will provide an effective safeguard against the Authority being placed in a position where it is unable to approve a Modification owing to deficiencies in the report such as insufficient assessment, incorrect legal text or other technical issues. The Authority can then specify the action that it believes is required and the Modification process would allow for corrective action to be taken, specifying the steps, revisions, analysis or information it requires in order to form an opinion.

1.2.4 For clarity, the Send Back process will only occur as a last resort to prevent the Modification being rejected by the Authority and consequently starting again from the start of the Modification process when the issue identified can easily be rectified.

## 2 Key Definitions

### 2.1 For the purposes of STCP 25-2:

**Process Diagram** means the diagrams at Appendix A to this STCP 25-2.

**Send Back Letter** means the notification to the Code Administrator from the Authority issued under paragraph 3.2.1 below.

**Send Back process** means the process set out in this STCP.

## 3 Procedure

3.1 The Parties shall follow the process set out in this STCP 25-2 in respect of a STC Modification Proposal which is the subject of a direction from the Authority pursuant to Section B paragraph 7.2.5.15. The Process Diagram illustrates this process and form part of this STCP 25-2, but in the event of any conflict between the main body of this STCP 25-2 and the Process Diagram, then the main body of this STCP 25-2 shall prevail.

3.2 Following submission of a Modification Report to the Authority, upon which the Authority determines that it cannot properly form an opinion and in respect of which the Authority issues a direction to the STC Modification Panel pursuant to Section B paragraph 7.2.5.15:

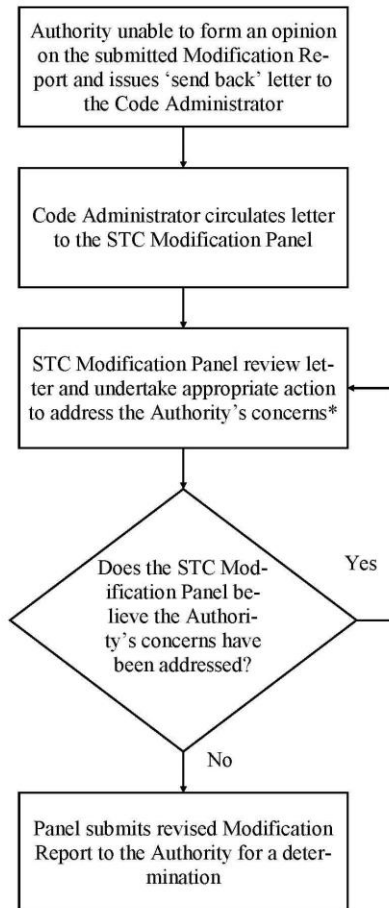
STCP 25-2 Send Back Process

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- 3.2.1 The Authority will notify the Code Administrator that it cannot form an opinion on the Modification Report and make appropriate directions in a Send Back Letter;
- 3.2.2 The Code Administrator will circulate the Send Back Letter to the Parties.
- 3.2.3 The STC Modification Panel will consider the Send Back Letter and the Authority's direction at its next STC Modification Panel Meeting and make a direction on the course of action required and the appropriate timetable.
- 3.3 The course of action would depend on the Authority's direction. If the direction is detailed and gives specific steps and timescales, the STC Modification Panel will follow this and take actions as appropriate. If the direction is not detailed, the STC Modification Panel will make their own recommendations in terms of the next steps and timescales.
- 3.4 Once the necessary changes have been made to the Modification Report, the STC Panel Secretary would re-submit the Modification Report to the Authority pursuant to Section B paragraph 7.2.5.12.
- 3.5 The Code Administrator will monitor use of the Send Back Process and report back to the STC Modification Panel on an annual basis.

DRAFT

**The Send Back Process**



\*Appropriate action includes but is not limited to:

- Report text changes
- Legal text changes (material changes would require further industry consultation)
- Send back to Workgroup
- Establish Workgroup
- Further consultation
- Further analysis