

## **PUBLICATION OF PAPERS FROM BPG December 2004 Meeting**

This note describes the papers that are now being published, in the form of Annexes to this note, arising from the BETTA Progress Group (BPG) Meeting held on 8 December 2004.

BPG 08-12 Papers

The following papers are published

**Agenda** The agenda for the meeting is at Annex 1

**Minutes** The minutes of the meeting are shown at Annex 2

**Go Live decision** This paper is included at Annex 3

**Governance** This paper is included at Annex 4

**User seminars:** This paper is included at Annex 5

**BETTA PROGRESS GROUP MEETING  
10:30AM ON 8 DECEMBER 2004, AT OFGEM LONDON  
AGENDA**

1. Note of Last Meeting
2. Actions Arising
3. Go Live Decision Making Process
4. Baseline 3 Programme Plan
  - a) Pi/EMS Update
  - b) Reporting Pack
  - d) Baseline 3 Update
5. Communications Plan
6. Programme Governance Arrangements
7. Programme Board Reports (*papers to follow*)
8. Timing of BPG Teleconferences (*discussion*)
9. AOB

**BETTA Progress Group**  
**Note of Meeting : 8 December 2004**

<b>Present:</b>	David Halldearn (DH)	Ofgem (Chair)
	Robin MacLaren (RM)	SP
	Dave Thornton (DT)	SP
	Mike Barlow (MB)	SSE
	Dave Densley (DD)	SSE
	Alec Morrison (AM)	SSE
	Angela Pearce (AP)	DTI
	Renata Williams (RW)	DTI
	Adrian Jarvis (AJ)	NGC
	Nigel Williams (NW)	NGC
	Cath Martindale (CM)	Ofgem
	Mark Baldock (MB- Ofgem)	Ofgem
	Liz Parminter (LP)	Ofgem
	Tara McGeehan (TMc)	CDA
	Brian Saunders (BS)	Ellexon

**Apologies :** None

**1. Note of Last Meeting**

1. The note of the teleconference of 25 November 2004 was agreed.

**2. Actions arising**

2. CM reviewed the actions from the last teleconference. All actions were complete or on the agenda.

**3. Go Live Decision Making Process**

3. CM presented a paper on the Go Live decision-making process, noting that it was intended that the decision would be taken in principle in early March.

4. There was a discussion about the nature of the advice to be provided by the companies and the accountability attached to the decision. DH clarified the following points:

- The Go Live decision would be taken by the Secretary of State, informed by advice from Ofgem and the companies
- The DTI would write to Ofgem and the companies to request this advice. The advice would focus on programme readiness and would be in the context of their roles in relation to BETTA e.g. as transmission licensees, not as generators.

5. It was suggested that, in taking the Go Live decision, the Secretary of State would need to take account of British Energy's readiness.

6. AP reported that there would be a further discussion of the Go Live decision making process at the Ministerial meeting on 16 December 2004.

#### **4. Baseline 3 Programme Plan**

##### **a) Pi/EMS Update**

7. It was agreed that testing was proceeding in line with the agreed plan. The companies would continue to keep Ofgem/DTI informed of progress.

##### **b) Reporting Pack**

##### *Key Messages*

8. LP reported that there had been some debate at TIG about resource constraints, particularly in the connections area. The companies had agreed to report to BPG on areas of difficulty.

9. DT presented and circulated to BPG a review of programme status from SP's perspective. This prompted some debate about the scope of activities that were achievable for 1 April.

10. There was some discussion of the STCPs and the extent to which they would be delivered before Go Live. It was agreed that all critical STCPs would be delivered before 1 April, but that some non-critical ones might be delayed beyond this point. NGC would produce a revised STCP plan and agree it with SSE and SP. This would include dates for the production of all STCPs, including any planned for delivery after 1 April. **Action : NGC**

11. On outage planning, it was noted that a manual interface workaround would be developed for Go Live. It was agreed that an automated interface was not a Go Live critical issue.

12. On TO construction offers, MB reported that the dates for SSE remained unchanged and were similar to those set out in the SP report. It was noted that the companies were still discussing the form of the offer. Once that had been agreed, SSE and SP would feed offers through to NGC in phases, rather than in one go at the end.

13. On connections, MB reported that SSE had seen a rush of applications in December - 46 applications for 2.3 GW.

14. DT reported that he would write to Ofgem shortly setting out what he thought that SPT would need in relation to Grid Code and Planning Standard derogations. The applications would follow in January.

15. NW reported that there had been some debate about whether the NSLPA should be a bilateral or trilateral agreement. DH said that Ofgem's view was that it should remain unchanged.

16. In response to a request for clarification, DT confirmed that the limited work he was proposing to existing interface agreements was the work required to conform them into CUSC Exhibit O agreements.

##### *Risks and Issues*

17. LP reported that the key risks had been updated to reflect discussion at TIG.

##### *CDA Report*

18. TMc reported that 5 new assumptions had been raised on charging and that the Connections User Group had raised an assumption on C18.

19. It was noted that User Group 3 (Charging) had just started testing.

#### *Programme Readiness Indicators (PRIs)*

20. AJ presented this report, noting that the key issues had been covered in the earlier discussion. He reported that he planned to do further work with the BPMs on the minimum thresholds and that the NGC internal indicators would be added to the report.

21. As the Go Live decision would be taken in principle in advance, it was agreed that the forecast position for 1 April was particularly important. This would be given more emphasis in future reports. **Action AJ**

#### **c) Baseline 3 Update**

22. MB-Ofgem outlined the timetable for updating the programme plan. A first cut of the cutover plan would be discussed at TIG on 16 December. The plan would be agreed at TIG on 13 January and at BPG on 21 January.

23. DH reported that it was important to ensure that the plan captured the interactions between the work that Ofgem needed to do in relation to the regulatory framework and the technical work that the companies needed to do to implement and cutover the business processes.

24. Noting that the target date for Go Live was still 1 April, DH reported that Ofgem had started to think about contingency planning in case it was necessary to delay Go Live. This might happen in response to an unforeseen event such as severe weather conditions.

#### **5. Communications Plan**

25. TMc reported that she had circulated a milestones view of the communication plan which showed historical and forward looking activities. This plan was being updated on a weekly basis.

26. TMc had also circulated a note on the user seminars that had taken place in November. It was noted that around 40 people had attended the London seminar.

#### **6. Programme Governance Arrangements**

27. CM explained that the paper had been updated to include specifications for all user groups. In addition, in response to comments received, Chris Woodall had checked that the company deliverables were consistent with the Programme Readiness Indicators (PRIs) and confirmed that this was the case.

28. The paper was agreed by BPG for wider circulation among the programme. **Action: CW**

#### **7. Programme Board Reports**

29. The company programme board reports were noted.

#### **8. Timing of BPG Teleconferences**

30. It was agreed that teleconferences would take place at 10am each Friday, starting 17 December.

#### **9. AOB**

31. None

## THE GO LIVE DECISION-MAKING PROCESS

### Issue

At the BPG meeting on 5 November, we outlined the process proposed for taking the Go Live decision. We agreed to bring a paper on this to the December BPG meeting once companies had advised us of their Board meeting dates.

### Background

The companies have now informed us of these dates. In some cases, their Board meetings take place before the date on which we would like to receive Go Live advice. Where this is not the case, the companies have confirmed that they will be able to get together an appropriate subgroup such that they can provide their advice in accordance with the timetable set out in this paper.

### Go Live Decision-Making Process

We expect to take a similar approach to Go Active where the decision was taken in principle some time before the actual Go Active date. For Go Live, we are planning to adopt the following process:

- A discussion of readiness at a BPG meeting in early February. At this meeting, the companies will be asked to indicate the content of their advice to the Secretary of State, including the recommendation, any caveats that will be attached to this and any remaining showstoppers.
- Written advice from the companies to the Secretary of State (copied to Ofgem) a few days before the Authority meeting.
- An Authority discussion of its Go Live advice.
- Submission of the Authority's advice to the Secretary of State around 1 March.
- A Ministerial meeting with the transmission licensees and Elexon in early March at which the Go Live decision will be taken in principle. We are thinking of holding this meeting in Scotland and using it as a publicity opportunity.

An indicative timetable is attached at Annex A. The timetable will be discussed at the Ministerial meeting on 16 December.

We have considered the impact of the “points of no return” on this timetable. As you know, for full BETTA operation to take place from go-live, certain activities need to take place before 1 April and some of these have been characterised as points of no return. It is not appropriate for the Secretary of State to take the Go Live decision in principle after we hit any of these points. Initial analysis suggests that the first point of no return (the point at which Elexon issues market domain data to all participants) will take place on 15 March. This is consistent with the proposed timetable.

### Next Steps

Ofgem and DTI are planning to meet each of the companies in December/early January to discuss the evidence base that will be available to support the Go Live advice. These discussions will be structured around the Programme Readiness Indicators.

Annex A : Indicative Timetable for the Go Live Decision

16 Dec 2004	Discussion of process and timetable for taking the Go Live decision at the Ministerial meeting with transmission licensees and Elexon
4 Feb 2005	Discussion of company readiness at BPG meeting
22 Feb 2005	Companies submit their Go Live advice to the Secretary of State, copied to Ofgem
24 Feb 2005	Authority agrees its Go Live advice
1 Mar 2005	Ofgem submits its Go Live advice to the Secretary of State
Early Mar 2005 (date tbc)	Ministerial meeting with transmission licensees and Elexon where the Go Live decision is taken in principle



# BETTA PROGRAMME

## Programme Governance Document

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Ofgem Policy Group	25.10.2004	
TIG	04.11.2004	
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Approver (s)	Date	Signature
David Haldearn	08.12.2004	
<b><i>Sign-off comments</i></b>		

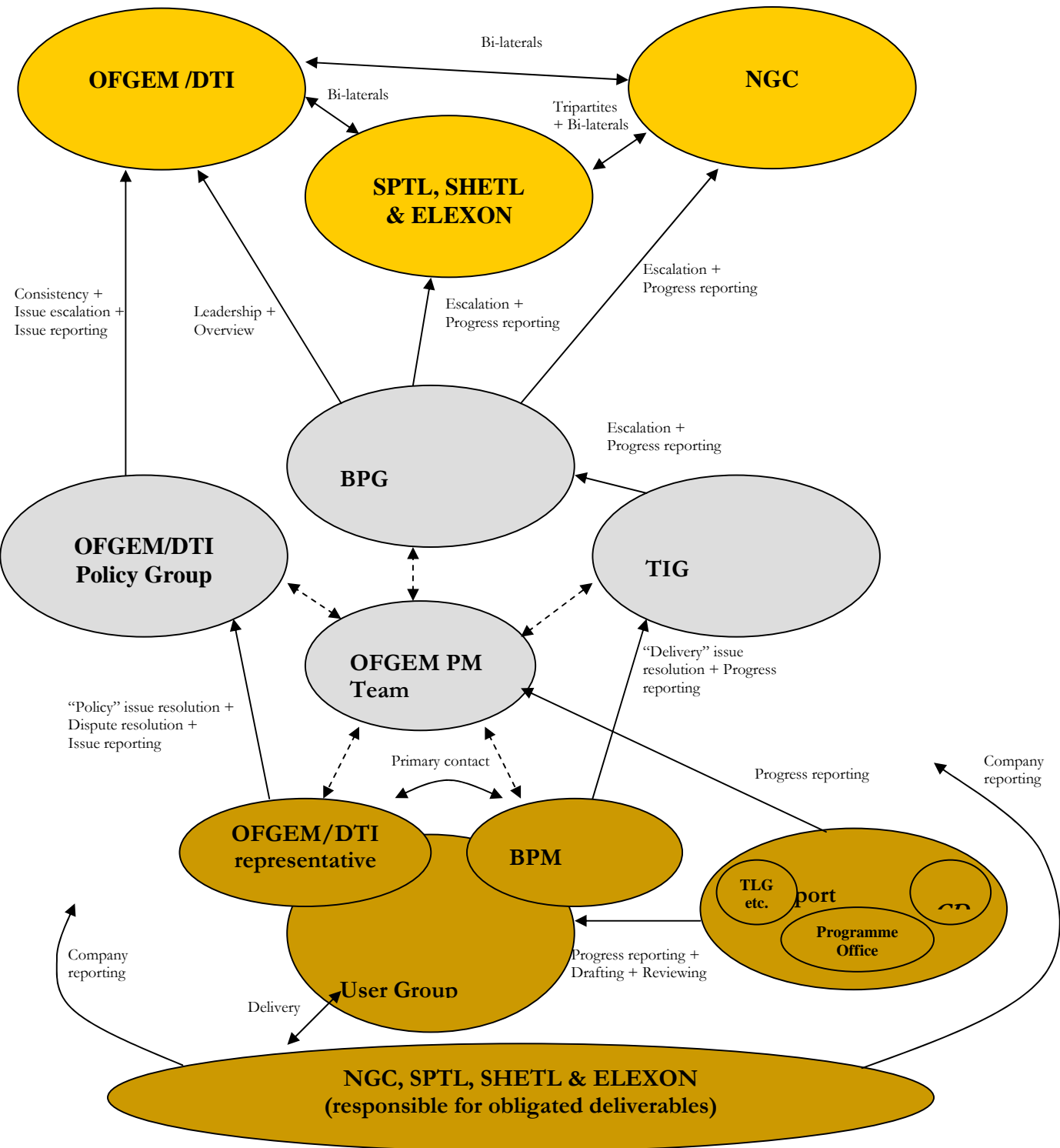
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2.0	03.12.2004	C.Woodall	Final amendments

## *Summary*

This document describes the governance arrangements for the BETTA Programme and it forms the basis for the control and monitoring of the implementation phase of the Programme. In summary it sets out the following principles:

- Ofgem/DTI are responsible for programme leadership, co-ordination of the programme activities and reporting requirements.
- Ofgem will chair the high-level programme review groups (BPG and TIG) and have editorial control over programme reporting. The escalation and resolution process for delivery issues (e.g. testing and trialling of systems and processes) is via these programme review groups, whilst for policy issues (e.g. manmarker treatment of EELPS) this is via the Ofgem/DTI Policy Group.
- Ofgem/DTI are also responsible for completing the enduring GB legal framework and ensuring the legal cutover is facilitated.
- As GBSO, NGC have a lead role in the implementation of the programme.
- NGC, SPTL, SHETL and ELEXON are responsible for implementation of the supporting BETTA business processes and systems, as outlined in the Baseline 3 Programme Plan, and for ensuring that other obligations outlined in the legal framework are met. NGC, SPTL, SHETL and ELEXON are individually responsible for ensuring that they are in a position to discharge their obligations under the transitional and enduring legal framework. The business processes, which must be consistent with the legal framework, will be jointly defined and implemented by the companies where they involve an interface between them, or individually within the companies where they do not.
- The Business Process Managers will take on the role of the lead Manager for the end to end delivery of each of the business processes identified in the programme plan;
- NGC, SPTL, SHETL and ELEXON will also implement internal company systems and processes that support the implementation of the BETTA arrangements.
- NGC will provide Programme Office support, including production of the draft Ofgem programme reports. The CDA will also provide key programme support.

## 1.0 Programme Relationship Diagram



The diagram shows the various parties involved in the Programme and their relationship/requirements of each other, grouped as Programme Direction (Gold), Programme

Management & Design (Silver) and Programme Delivery (Bronze). The following sections describe these relationships and the responsibilities of the parties.

## **2.0 Programme Direction**

### **2.1 Ofgem/DTI**

Ofgem/DTI are responsible for leadership of the programme, as the authority responsible for the legal and regulatory framework. The Director (Scotland & Europe) will fulfil the role of Programme Director and will establish programme review groups, governance and reporting arrangements appropriate to the phase of the programme. Dispute and issue resolution are also Ofgem/DTI responsibilities.

The Director will be supported by the Implementation Co-ordination Manager, who will co-ordinate the activities required to deliver the programme plan. This role will involve liaising with the companies, the Ofgem policy team and other bodies to ensure that progress to Go-Live is monitored and risks to Go-live are managed. This role does not include responsibility for the companies' deliverables, which ultimately sit with them.

Ofgem are responsible for programme reporting at the review group level (BPG and TIG) and will produce progress commentaries, as well as deciding the status of key programme milestones and risks.

Key deliverable activities managed by Ofgem include:

- determining the approach to be taken on key policy and design issues;
- completing the enduring GB legal framework e.g. STC, CUSC, Grid Code, BSC and licenses described above (which documents are described as the Tier 1 documents);
- refining the transitional legal framework as required;
- facilitating legal cutover to the enduring GB arrangements (where appropriate).

### **2.2 NGC**

As GBSO, NGC have a lead role in the implementation of the programme. Specific responsibilities include the delivery of business processes, systems and discharging its obligations in the legal framework, to enable BETTA Go-Live and the operation of an enduring regime. Where these deliverables involve interfaces with the Scottish TOs and/or ELEXON, NGC will jointly define and oversee the delivery with these parties, leading the work where appropriate. Interfaces solely between NGC and Users will be managed bi-laterally.

Key deliverable activities managed by NGC include:

- implementing transmission despatch and outage planning processes;
- establishing energy balancing and balancing services contracts;
- implementing GB charging arrangements;
- establishing enduring network investment processes and GB connection agreements, including the transition of existing agreements;
- delivering key control systems and hardware

- actively participating in process definition, testing and trailing.

### **2.3 SPTL and SHETL**

The two companies are also responsible for delivery of business processes, systems and other obligations in the legal framework to enable BETTA Go-Live and the operation of an enduring regime. Where these deliverables involve interfaces with NGC, ELEXON and/or each other, they will jointly define and oversee the delivery with these parties, leading the work where appropriate.

Key deliverable activities of the Scottish companies in respect of their transmission businesses include:

- managing the run off of existing arrangements within the Scottish market;
- managing the Scottish TO-User interfaces arrangements;
- developing a TO charging methodology and statements;
- actively participating in the development of the interface with the GBSO;
- actively participating/manage the Business Process User Groups;
- participating in testing and trailing as Scottish TOs.

### **2.4 ELEXON**

Responsible for delivering the GB Settlement & Metering Business Processes (as GB BSCCo) as directed by the Authority.

Key deliverables include:

- ensuring that the settlement systems, metering and data which support the market are extended to cover Scotland;
- developing BSC subsidiary documentation;
- participating in testing and trailing.

### **3.0 Programme Management & Design**

#### **3.1 Ofgem/DTI Policy Group**

With regard to governance, responsible for:

- Policy definition and policy issue resolution (including consultations);
- Policy dispute resolution;
- Delivery of key policy documents (Tier 1);
- Decisions on potential changes to Tier 1 documents & requesting initiation of impact assessments on affected Tier 2 documents (where appropriate);
- Advising on DTI High-level Go-Live indicators.

Membership will include the Ofgem Programme Director, the Ofgem/DTI representatives and members of the Ofgem Programme Management Team (OPMT).

#### **3.2 Ofgem Programme Management Team (OPMT)**

Including the Implementation Co-ordination Manager, responsible for:

- ensuring that progress across the various components of the programme plan continues to be aligned between the licensees;
- ensuring that risks and issues associated with programme delivery are being managed effectively by the relevant parties;
- managing the process of analysing any proposed changes to Tier 1 documents;
- high level programme reporting.

#### **3.3 BETTA Progress Group (BPG)**

As the forum for the provision of high level advice to Ofgem/DTI on the progress of the programme, this group has responsibility for:

- Oversight of the programme plan;
- High level monitoring;
- Discussion and resolution of delivery issues meriting executive attention;
- Providing advice to Ofgem/DTI on key delivery issues;
- Deciding on the deployment of resources to correct any failures in the programme.

Membership will include Ofgem (chair), DTI, NGC, SPTL, SHETL, ELEXON and CDA.

#### **3.4 Transition & Implementation Group (TIG)**

As the forum for co-ordinating programme management of the transition and implementation phase of the BETTA programme, this group is responsible for:

- maintaining and, as necessary, refining the transition and implementation elements of the overall programme plan;

- monitoring the progress of transition and implementation and updating BPG;
- managing the resolution of delivery issues concerning transition/implementation, including referral to the appropriate decision-making body and/or BPG;
- co-ordinating the development of contingency arrangements;
- developing programme readiness indicators and arrangements for monitoring and reporting against these.

Membership will include Ofgem (chair), DTI, NGC, SPTL, SHETL, ELEXON and CDA.

## **4.0 Programme Delivery**

The companies' deliverables fall into three categories:

- those that involve an interface between the GBSO, one or more TOs and/or ELEXON;
- those that only involve an interface with Users;
- those that are internal to the companies.

The first category will be defined and co-ordinated by a User Group, led by a Business Process Manager (BPM) and including experts from the three Licensees (where appropriate, an Ofgem/DTI representative, ELEXON where necessary, and relevant users where appropriate. The slight exception to this being GB Settlement, which has a Project Board.

The second category will also be led by a BPM, but delivery will involve bi-lateral meetings with relevant users rather than a user group. Generic terms of reference and scope for each of the business processes is provided in Appendix A.

The third category, those deliverables internal to the companies, will be managed and delivered in a manner determined by the respective companies (e.g. BPMs may include the deliverables within the scope of their business process or delivery responsibility may sit with line management). In terms of governance, the relevant organisations will be responsible for ensuring that elements that are critical for go-live are included in the programme plan and for reporting progress. Furthermore, these deliverables will be monitored by TIG/BPG (where they are critical to Go-live and appear in the programme plan) and/or by the company Programme Boards.

### **4.1 Business Process Managers (BPM)**

Within the Programme, Business Process Managers (BPMs) will take on the role of lead Manager for the 'end-to-end' delivery of each of the business processes identified in the programme plan. This is a key role, leading on all the activities that make up delivery, as set out in Section 4.3.

Within the Programme, each BPM has responsibility for managing the delivery arrangements for the process, but is only accountable for the delivery of the necessary arrangements within their organisation. Accountability for delivery of the work for the other companies will be with the

members of the supporting 'User Group'. In some cases the BPM and/or company representatives will co-ordinate this delivery with line managers within their organisation, however, for the governance arrangements they will themselves be held accountable for delivery.

When the BPM needs work undertaking, they will be responsible for articulating their requirements but will not be responsible for the actions of individuals from the other companies. Any issues that the BPM cannot resolve will be escalated to TIG/BPG.

The BPM will report to TIG on progress (via the company Implementation Managers in the case of NGC BPMs) and will decide the status of key milestones (subject to overview by the OPMT), with the companies having the opportunity to dispute this at TIG/BPG. On specific issues, TIG may request the BPM to attend the meeting if this would aid effective and efficient resolution of the issue.

The BPM will develop the Terms of Reference for their User Group, e.g. developing detailed test plans, providing test data, providing resources for undertaking tests, reviewing test results, supporting resolution of issues following testing.

#### **4.2 Ofgem/DTI Representative (ODR)**

Acting as the first point of contact for the BPM, the Ofgem/DTI representative's (ODR) role is to assist in the work being undertaken within each Business Process/User Group (UG) to facilitate the timely introduction of BETTA. They will:

- respond to policy issues raised by or through the BPM where further clarity is considered to be needed and where the relevant policy issue impacts directly on the Business Process and the work of the User Group, or on the delivery of the BETTA arrangements more generally;
- seek to assume the role of 'honest broker' (to the extent practicable given Ofgem's potential role in determining certain formal disputes) in respect of disputes brought to their attention by the BPM or other party that cannot be resolved through agreement amongst the companies;
- liaise with the BPM regularly (which may be fulfilled in part through attendance at UG meetings) to ensure that Ofgem/DTI are aware of any issues that arise and the rate of progress. Where a UG is in place, Ofgem/DTI attendance is at the discretion of the ODR, who will decide how best to fulfil their responsibilities.

Where the ODR is aware that the approach being adopted by the user group for transitioning the business process is inconsistent with Ofgem/DTI policy, which would include inconsistency with the legal framework, they will bring this to the attention of the BPM. However, the absence of this advice should not be taken as assurance of consistency by the BPM/UG as it is the responsibility of each company to ensure it is consistent with policy, the legal framework and that obligations within codes and licenses are met.

Responsibility for monitoring the progress of implementation (and against the plan generally) will lie with the Ofgem Programme Management Team (OPMT), although the ODR will report back to the OPMT where they are aware of any issues which might impact on the plan. In addition, the ODR



will update the Ofgem/DTI Policy Group every two weeks in line with the BPM fortnightly report, including a summary of any meetings or conversations with BPMs/User Groups and any issues that have arisen.

### **4.3 User Group Members**

Responsible for their own company's actions and for supporting the BPM in the following activities:

- Continue to develop the detailed plan for the transitioning of business processes and ensure that the appropriate milestones for the business process are included in the Baseline 3 plan.
- Ensure that the testing and trailing strategy for the business process is robust.
- Ensure that all data requirements have been articulated and a plan for delivery has been agreed with the providers of the data and is reflected in Baseline 3.
- Ensure completion of any Level 2 processes. Oversee the production, agreement and testing of Level 2 processes and STCPs.
- Develop and implement appropriate cutover arrangements (gaining approval to the approach from Ofgem/DTI and the companies).
- Develop contingency arrangements for the business process and gain approval to the approach from Ofgem/DTI and the companies.
- Identify risks and issues that may need resolution by TIG/BPG or the ODR and ensure that those relating to the group's process are managed.
- Ensure that resource requirements are identified and provided, both for transition and the commencement of the enduring operation.
- Ensure the Change Management process is followed within the business process.
- Provide technical advice for the process, to enable each company to make its own "Go-Live" recommendation.

### **4.4 Programme Support**

#### **4.4.1 Central Design Administration (CDA)**

Responsible for:

- Maintaining registers of Risks/Issues/Assumptions.
- Administration of the Change Management process for Category 2 documents including impact assessments and support to the Change Management Board.

- Consistency checking of Level 2 processes; internally, against each other and against Tier 1 documents.
- Assisting in the drafting of STCPs in support of the central NGC drafting team.
- Providing reports to the Ofgem Programme Management team, TIG and BPG.

#### **4.4.2 Programme Office**

This function is provided by NGC and includes responsibility for maintenance of the plan and initial reporting against it. Reports are produced from BPM discussions/reports and presented in draft form to Ofgem/DTI for editing and publication.

This team are also responsible for the timely production of a range of detailed reports of progress on areas such as STCPs, Data, Testing and Connections. Again, these are produced in draft for Ofgem/DTI to edit and publish.

## **Generic User Group Terms of Reference**

### **Business Process:**

### **BPM:**

#### *Objectives*

To provide a means for the BPM and User Group members to seek support and input from NGC, Ofgem and the Scottish Licensees associated with activities under the business process (as per Baseline 3 plan). Main activities are support for the:

1. completion of any Level 2 processes (CDA consistency checks);
2. production and agreement of STCPs;
3. testing and trialling of processes;
4. provision of data;
5. any other activities as identified in the business process of Baseline 3 plan; and
6. identification, agreement and resolution of any issues and risks, including the actioning and agreement of mitigating actions;
7. Co-ordination of user-related matters.

#### *Membership*

The group will be chaired by the BPM, who will provide a list of key decisions/actions agreed at each meeting. The three Licensees, Ofgem and, in some cases ELEXON, will be invited to send a representative to the group. Where agreed by the BPM, other experts may be invited (e.g. CDA).

Each Licensee will provide updates to the meeting on:

- Progress of activities that fall under the business process of Baseline 3 plan; and
- Issues and risks and mitigating actions.

#### *Frequency and Location of Meetings*

Meetings to be held as required by the activities under the business process. Location to be rotated. Additional tele-conferences to be held as required. Sub-group meetings may also be required as specified by the BPM.

### **Membership Names**

BPM & Chair:

NGC:

Scottish Power:

Scottish and Southern:

Ofgem:

CDA:

*Other experts as required by BPM*

## **Specific User Group Scope Descriptions**

### ***1. Objectives***

The objective of the User Groups is to provide a means for the BPMs and User Group members to gain support and input from the other Licensees associated with activities under the respective business processes in line with the baselined plan. The User Group meetings will be chaired by the BPM or a nominated deputy, and each meeting will agree the list of key decisions and actions agreed.

### ***2. Transmission Despatch***

- Transmission Despatch covers activities/processes such as transmission switching, data provision and change management (including SCADA links), incident management, black start and islanding, post event review and reporting.
- completion of any remaining TD Level 2 allocated processes (DPs)
- commenting on and agreeing TD STCPs as they are produced/required
- testing of the TD processes covered by the relevant DPs / STC-Ps
- co-ordinating with other user groups in any cross testing or STC-P commenting required.
- confirming and monitoring of data readiness
- any other activities as identified under the TD process in the Baseline plan
- creation of the Black Start plans and where relevant Desynchronised Island Procedures.
- Communicating with and preparing Users for BETTA Go-live
- Transitioning / cut-over preparations work for each process
- Agreeing prioritising of work and achieving required companies resource input
- establishing enduring interface/liaison meetings (bi or tripartite)
- reporting progress and readiness for GL to the BPG and TIG meetings; and
- identification, agreement and resolution of any issues and risks, including the actioning and agreement of mitigating actions

### ***3. Outage Planning***

- Outage Planning covers activities/processes such as outage planning data exchange, outage placement, year ahead plan handover, within year outage change management and opportunity outage placement, TO asset testing requirements, static data provision and change management (Service Capability Specification management), user outage and testing.
- commenting on and agreeing OP STCPs as they are produced/required
- testing of the OP processes covered by the relevant DPs / STC-Ps
- co-ordinating with other user groups in any cross testing or STC-P commenting required.
- confirming and monitoring of data readiness
- any other activities as identified under the OP process of Baseline 3 plan
- Communicating with and preparing Users for BETTA Go-live

- Transitioning / cut-over preparations work for each process
- Agreeing prioritising of work and achieving required companies resource input
- establishing enduring interface/liaison meetings (bi or tripartite)
- reporting progress and readiness for GL to the BPG and TIG meetings; and
- identification, agreement and resolution of any issues and risks, including the actioning and agreement of mitigating actions

#### **4. *Charging***

- Review, agree and test L2s: STCP 13-1, 14-1, 14-2, 14-3, 19-6.
- Review, agree and test STCPs: STCP 13-1, 14-1, 14-2, 14-3, 19-6.
- Co-ordinate data collection for charging: Appendix A and associated data (CH01-CH07).
- Resolve any issues associated with the production of GB charges for 2005/6.

#### **5. *Network Investment***

- Produce review and agree approach to allocation of access rights. Produce the technical aspects of access and construction appendices (incl. H1 and H2).
- Co-ordinate production of Interim SYS (SoO).
- Support production of Offers, Appendices C & F and compliance issues.
- Review, agree and test L2s: STCP 16-1, 17-1, 18-1, 18-2, 18-3, 18-4, 18-5, 18-6, 19-1, 19-5, 20-1, 22-1.
- Review, agree and test STCPs: STCP 16-1, 17-1, 18-1, 18-2, 18-3, 18-4, 18-5, 18-6, 19-1, 19-5, 20-1, 22-1.
- Co-ordinate data collection for model production (NI01-NI30, incl. fault level analysis).
- Co-ordinate the production of necessary investment planning derogations.
- Co-ordinate production of GB SYS (agree form and content, data collection, model production, benchmarking, network analysis).
- Produce and agree boundary of influence.

#### **6. *Connections***

- Co-ordinate information gathering exercise to transit agreements for connected users, those with an agreement to connect, but not yet connected and new applications (CA01-CA13) (Agree timescales and data).
- Co-ordinate production of Connection Site specifications and TO Construction Offers (Agree timescales and data).
- Resolve any issues with the production of TO Offers and GBSO Offers.
- Monitor progress on the shadowing of new Applications from 1<sup>st</sup> January 2005 and resolve any issues.
- Co-ordinate Communication with users on connection transition.

#### **7. Run-Off**

- To provide a means for the BPM, Licensees and Ofgem to resolve any issues associated with activities under the “Run-Off” business process.
- The main focus will be on the legal, commercial and administrative aspects relating to the run-off of the existing Scottish TO contractual framework and any Transmission Licence interface contractual arrangements (i.e. Scotland – England interface). Specific tasks will include:
  - Identify the Codes and Agreements that make up the existing contractual framework and that require to be run-off (refer to attached table);
  - Agree the approach and necessary plans to enable Run-Off and to assist the Transmission Licensees to secure compliance with the BETTA Run-Off Arrangement Scheme;
  - Where necessary, co-ordinate any run-off activity with the run-up of any associated enduring process being developed by other User Groups;
  - Identify, agree and resolve any issues and risks, including the actioning and agreement of mitigating actions; and
  - Provide progress reports against the agreed plans to the Transition and Implementation Group (TIG).
  - Provide advice and input to Ofgem / DTI to inform the drafting of the BETTA Run-Off Arrangement Scheme.

#### 8. TO User Arrangements

- To develop and deliver an appropriate governance arrangement, which will enable the introduction of business processes to facilitate the effective operation of the Transmission Owner and User interface.
- The main focus of the governance arrangements will be around the TO-User Interface Agreements included in the CUSC and the safety arrangements included in the Grid Code while the operational interface will be developed around existing practices.
- There are three main areas for delivery namely Safety Framework, Site Responsibility Schedules and CUSC Interface Arrangements:
- Safety Framework
  - OC7 consultation - actively support the consultation process.
  - TO-User Operational Guidance - Develop existing operational practices to accommodate new working arrangements. Deliver an operational guidance document to all Users.
  - Local Switching Procedures - Develop local switching procedures.
  - Presentation to Users - Develop an appropriate communication plan for all Users.

- Users training - Participate in the delivery of an appropriate training package.
- Site Responsibility Schedules
  - Form of SRS - Agree the format of the SRS.
  - Deliver a validated SRS for each connection site.
  - Issue relevant SRS to Users and NGC.
- CUSC Interface Arrangements
  - Interface Agreements - Develop interface agreements
  - Discuss with Users - Discuss and agree content with Users

## Feedback on User Seminars in November

### *User Seminars on Transition of Connection Agreements*

User Seminars on Transition of Connection Agreements went well and met the objective of kick starting the transition process with users and communicating the key elements of the transition process. We have received positive feedback from many users.

The contractual arrangements for embedded generators was the main area debated at both seminars. Ofgem's consultation on this issue was published on 9th Nov (day of first seminar) and discussions highlighted that further clarity is required on the arrangements through the consultation process.

### *User Facing Arrangements Seminars (SP Clients)*

The main comments were on the impact the new liaison model may have on efficiency by introducing a 3rd party into the process and questions over possible delays in getting plant switched out of service.

The message has certainly got through that NGC is the primary contact for Users and the TO should be contacted directly in emergencies. It was also emphasised that there will be no change to safety rules.