

By e-mail

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Your ref

Our Ref

Date

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Contact / Extension

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Dear Dora

Open Letter on Low Carbon Networks (LCN) Fund: content and structure of second tier closedown reports

I am writing on behalf of SP Energy Networks in response to the above open letter on the format of the LCNF Tier 2 closedown reports. We agree that guidance on the information of the closedown report would be extremely useful; however this should be viewed as a summary report of the project successes, learning and challenges. We do not regard the closedown report as being the principal document that details how the learning can be replicated and built on due to the sheer scale and complexity of most Tier 2 projects.

Within our existing Tier 2 projects, we intend to develop a suite of information for each of the work packages that are easily accessible to interested parties using a variety of formats. This may include formal reports, fact sheets briefing notes as well as other interactive material like videos or webcasts. Our current expectation is that the closedown report should then summarise the key points and act as a sign posting document for other parties to be able to access the appropriate information. The current Tier 1 project closedown reports have in some instances sought to be exhaustive in detailing all the learning which has resulted in large documents which are not always easily accessible.

Should the closedown report be viewed in the context we describe above, we think the proposed headings are appropriate as a summary of the project.

We agree with the proposal that final reports should be subject to consultation with other DNOs in advance of their publication. This would give DNOs the opportunity to address any questions or particular areas of learning which they do not believe has been suitably shared before the project is closed down. Should this process be applied, the impact on the overall project timescale should be considered as any consultation, feedback and changes may take a number of weeks, if not months to complete.

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I hope that this is helpful, but please contact me if there are any queries.

Yours sincerely

A handwritten signature in black ink that reads "Martin Hill". The signature is written in a cursive, slightly slanted style.

Martin Hill
Future Networks Manager
SP Energy Networks