

Meeting: STCP 19.4 - Commission and De-Commission Working Group Meeting 2

Date of meeting: 16th October 2014

Venue: National Grid, Wokingham

Prepared by: Sade Onajobi

Attendance Chair - Mark O'Connor (MOC)
Technical Sec - Sade Onajobi(SO)

Technical Experts
Milorad Dobrijevic (MD), Fiona Moir (FM) – SP
David Hearn – Transmission Investment
Nicola Bruce (NB), – NGET

Apologies Graham Wood (GW) – SSE

<u>OUTSTANDING ACTIONS FROM LAST MEETING MINUTES</u>			
Title	Description	Who	Action Status
ITEM 3 Commissioning Practices in SHET	HVSCC process needs to be reviewed in terms of when it should be submitted to NGET and how it is submitted. Acceptance certificates, exceptions and the part 1 & 2	ALL	Ongoing
ITEM 7 Reviews Required	STCP 11.1, 2, 3 needs reviewing For SP For NGET	MD NB	Ongoing Ongoing
ITEM 8	Speak to KD regarding STCP 18.1 to understand connection with STCP 19.4 and update STCP 19.4 accordingly.	MOC	Ongoing
ITEM 9	SHET to provide examples of final HVSCC with associated documentation.	GW	Ongoing
ITEM 10	STCP 11.2 to be reviewed and changed for electronic submission.	MOC	Ongoing
ITEM 12	Check STCP 04-1 & 04-4 timescales align with the requirement of STCP 19-4	NB	Ongoing

ACTIONS FROM THE MEETING HELD ON THE 16th OF OCTOBER, 2014

Title	Description	Who	Action Status
ITEM 1	<p>Update the membership list on the TOR – remove Mike Lee.</p> <p>Update section 8 of the TOR by replacing ‘customers’ with ‘users’ within the sentence ‘Clarity of TO communication with customers within the STCP’.</p> <p>Following updates above, publish the TOR on National Grid website.</p>	<p>MOC</p> <p>MOC</p> <p>MOC</p>	
ITEM 2	<p>Following updates made, reissue the minutes for meeting 1.</p>	SO	
ITEM 3	<p>Email the project tracker for the Beauly – Denny as an example of a project across the Boundary of Influence.</p>	MD	
ITEM 4	<p>Confirm the Act from which the ‘user’ definition was copied from to update section 2.1.17 of STCP 19.4</p>	SO	
ITEM 5	<p>Raise a MOD paper to present the updates on STCP 19.4 to the panel for review by Jan 2015.</p>	MOC	
ITEM 6	<p>Include the titles of the relevant STCP’s listed within section 1.3 of STCP 19.4</p>	SO	
ITEM 7	<p>Review STCP 01-1 in relation to section 2.1.3 of STCP 19-4</p>	NB	
ITEM 8	<p>Review the Decommissioning Report at the next meeting.</p> <p>Provide the paper work SP prepared for the Decommissioning process using Inverkip an example.</p>	<p>ALL</p> <p>MD</p>	
ITEM 9	<p>NB confirms NG is missing a number of SRS’s and an audit will be conducted within NG to identify all the outstanding SRS’s.</p> <p>MD confirmed that SP will provide the relevant SRS’s to NG</p> <p>GW to provide the SRS’s for SHET to NG</p>	<p>NB</p> <p>MD</p> <p>GW</p>	

ITEM 10 Next Meeting Date	Thursday 20 th Nov, 2014. 10:00am – 15:00pm, National Grid, Wokingham.	ALL	
--	---	-----	--

MINUTES FOR THE MEETING HELD ON THE 16th OF OCTOBER, 2014

MD proposed that within section 8 of the TOR ‘customers’ should be replaced with ‘users’ to allow for consistency with the STCP.

It was suggested that the minutes from meeting 1 is updated to reflect the closed actions and circulated for review.

All discussed and agreed that it would be good for the working group to review an example of a project tracker for a project across the Boundary of Influence.

MOD pointed out the need to raise a MOD paper to present the updates on STCP 19.4 to the panel for review by Jan 2015.

All agreed to review the Decommissioning report at the next meeting o ensure that the correct requirements are stated within the report.

MD suggested bringing the decommissioning report used for Inverkip substation as an example for the team to review.

All discussed the issues around the site responsibility schedules (SRS) and NB confirms National Grid is missing a number of SRS’s and that an audit will be conducted within National Grid to identify all the outstanding SRS’s.

Date of next meeting agreed.