

Terms of Reference – v0.1
UNC Modification Reference Number 0217

Review of Gemini Code Contingency arrangements

Purpose

A Uniform Network Code Review Group is required to:

1. Review the contingency procedures in place for a Gemini related code contingency to ensure they meet both Transporter and User requirements;
2. Clarify responsibilities and obligations placed on Transporters and Users during a Code Contingency;
3. Review the governance arrangements around the management of a Code Contingency;
4. Update documentation associated with a Code Contingency and review how this documentation is made available to Users;
5. Define a testing regime associated with industry preparedness for a Code Contingency;
6. Identify where changes are required to UNC and UK Link Manual to better facilitate the management of a Code Contingency;
7. Address issues associated with appropriate access to all Code Contingency documentation, consider the merits of sourcing all relevant documentation in one area.

Background

The existing Code Contingency arrangements have been in place for a number of years without any significant review of their appropriateness being undertaken in that time. The recent Gemini failure in October 2007 highlighted to the industry the importance of having clear, accessible, well understood and tested contingency arrangements that reflect the differing needs and priorities of Users and Transporters.

The aim of the Proposal is to review the procedures in place for Gemini given the experiences of October 07, and also to review the governance arrangements around the management of Code Contingency in general. It is not the aim of this Review Group to review the specific contingency procedures around the other elements of the UKlink suite at this time, but they will be impacted by any changes in governance recommended by the group. A key element of the group will be to develop a clear understanding among Users and Transporters of the

balance between the risk of a prolonged Code Contingency occurring and the costs of the various contingency options available.

Scope and Deliverables

The Review Group is asked to consider:

- Defining the commercial processes that are seen as key by the industry
- Review and revise existing Gemini Code Contingency procedures and develop a new suite of contingency procedures for all of these key processes, where required
- Clarify each parties responsibilities, authorities etc, in operating to these Gemini Contingency procedures
- Defining whether separate procedures are required for different severities and periods of contingency operation
- Clarifying responsibilities, and communication procedures etc invoking a Gemini Code Contingency and implementing a specific Contingency procedures
- Defining a process for managing contingencies which are not defined within a specific procedure, or where the procedure cannot be met (decision making, responsibilities, rights), or where NG Transmission believes that there are options for managing a contingency which are at variance to the defined procedure, but which deliver an improved result for the Users
- Defining processes for appropriately manage After the day issues (invoicing, reconciliations etc)
- Defining arrangements for testing Gemini Code Contingency arrangements and procedures
- Clarifying overall Code Contingency governance arrangements and flexibility provided to NG Transmission to interpret procedures
- Defining required changes to UNC, UKLink manual and other industry documentation required to facilitate commercial operations during a Code Contingency period

Limits

The Review Group will consider:

1. Potential changes to the Uniform Network Code

2. Potential changes to UKLINK Manual
3. Potential changes to the Code Contingency procedures for GEMINI
4. Introduction of a new UNC ancillary document

Changes to these will be recommended prior to the completion of the Review Group meetings where a distinct requirement has been identified and developed by the Group.

Reports of progress will be made to the Modification Panel and the Transmission Operations Forum

The Review Group will not concern itself with:

- Contingency procedures for any systems of the UKLINK suite except GEMINI

Composition

Name Organisation

Steve Pownall	National Grid Transmission
Paul Gallagher	National Grid Transmission
Claire Thorneywork	National Grid Transmission
Caroline Watson	xoserve

A Review Group meeting will be quorate providing at least X Transporters and X Users representatives are present.

The Review Group may invite specialists to attend as necessary

Information Sources

- Uniform Network Code
- UK Link Manual

Timetable

- Frequency of meetings – at least monthly. The frequency of meetings will be subject to review and potential change by the Review Group.
- Meetings will be administered by the Joint Office and conducted in accordance with the Chairman's Guidelines.