



CinC Forums – Minutes and actions

This is a combined minutes and actions for both CinC Forums (for ICPs and IDNOs) hosted by SSEN on 27/02/2019 in Portsmouth and on 20/03/2019 in Perth.

CinC Forum held on 27/02/2019 in Portsmouth (at the Village Hotel)

SSEN attendees:

- Commercial Policy Analyst – Maryline Guinard (MG) – **Host**
- ICE Engagement Team – Neal Hills (NH) / Sian Hughes (SH) / Debbie Watts (DW)
- Stakeholder Engagement Manager – Rebecca Lees (RL) – **Minutes taker**
- Head of Connections South – Rodger Yuile (RY)
- Procedures and Investigations Manager – John Baker (JB)
- Planning Standards Manager – Hui Heng (HH)
- Planning and Investment Engineer – Austen Clark (AC)
- Competitive Connections Operations Manager – Andy Thomas (AT)
- Networks Operational Safety Advisor (South) – Andrew Barker (AB)
- Network Connections Designers – Sam Willett (SW) / Mark Collis (MC) / Andrew Waterston (AW)

ICP/IDNO attendees:

- GTC (IDNO) – David Overman (DO) – **Volunteered Forum Chair**
- Power On Connections (ICP) – Doug Costello (DC)
- Power On Connections (ICP) – Nimesh Modha (NM)
- Triconnex (ICP) – Simon Gallagher (SG)
- Triconnex (ICP) – Eric Chia (EC)
- Connect It (ICP) – Chris Lee (CL)

Guest Attendee:

- Lloyd's Register (NERS accreditation body) – Steve Johnson (SJ)



Minutes and actions:

- **Legal completion cascading to Team Managers/Project Managers**

IDNO's Legal Team completes the legal documents and submits to SSEN's Wayleave Team which is then filtered to the TM/PM so that they know the project is good to go.

Attendees raised that there are some delays in the information being transferred across to the TM/PM.

GTC – DO proposed a new process, involving more direct access from lawyers through to TM/PM.

Action: Maryline Guinard (SSEN) and David Overman (GTC) to contact SSEN Legal Services (Raaj Bains) to discuss this approach for feasibility and report back in next CinC Forum.

- **Jobs triggering reinforcement**

Attendees raised query over how early ICPs/IDNOs received information regarding whether an ICP can undertake reinforcement of SSEN's network.

SSEN – RY clarified that it is clear in the Offer letter that reinforcement of our network is required, and the breakdown of charges on page 4 of the Offer letter details the Reinforcement Cost and the Non-Contestable Cost.

SSEN – MG clarified that the ICP/IDNO would have to apply for the Part-Funded Reinforcement (PFR) trial following the receipt of their original Offer which contains reinforcement work. This would be under the terms of the PFR trial.

Attendees raised query over timescales and contact information in the Quotation/Offer.

SSEN – MG clarified that once we complete the 3-year trial we may review the existing Offer letter if this becomes business as usual. This will depend on the success of the trial.

SSEN – MG also clarified that there is information on the website, and the process is that a new SLC 15 Offer would be issued, which would have the cost-apportioned/part-funded element in it. This would be issued quicker than SLC 15 timescales but ICPs/IDNOs should not wait for the original Connection Offer to expire to notify us that they are interested in doing the reinforcement work.

Attendees raised query over how clear the Quotation/Offer is, in defining whether the reinforcement work meets the PFR trial conditions.

SSEN – MG clarified that for a project to be considered for the trial, the ICP/IDNO must already have a standard Connection Offer which includes DUoS funded reinforcement. There are several conditions associated with the PFR trial, so the project would have to meet these. No-one has officially taken part in the PFR trial yet. The few projects which have been put forward by ICPs so far did not meet the criteria of the PFR trial.



Action: Maryline Guinard will circulate the PFR trial conditions. (by end of March 2019)

Trial requirements:

- The trial will run for three years (started 30/03/2018 – will end 30/03/2021).
- LV and HV large demand projects only (no EHV work or 132kV work).
- Reinforcement must be physically and electrically separate from our existing Distribution System in line with our [Connection Charging Methodology Statement \(CCMS\)](#).
- ICP must be suitably NERs accredited to undertake reinforcement works.
- Any reinforcement work carried out by the ICP must be to the design of SSEN
- Reinforcement asset will be adopted in line with network adoption process for sole use asset.
- The participants of the trial will be appointed on a first come first served basis, restricted to newly quoted connection projects on or after 30th March 2018.
- For each participating project, a single ICP must carry out the sole use contestable works in their entirety as well as any associated reinforcement works.
- We will apply a cap over the entire three-year period based on the number of projects per Distribution area **or** DUoS funded reinforcement costs by Distribution area, whichever occurs first. If the relevant cap is met within the three-year period, no new projects will be considered under the trial.

ACTION COMPLETED

GTC – DO raised query over funding (and potential refund) based on process, and whether have to pay for the Reinforcement Cost up front when they accept their original SLC 15 Offer to secure the Point of Connection (POC), or if they could state on their acceptance that they only pay for the Non-Contestable Cost as they wish to undertake the reinforcement works themselves under the PFR trial, avoiding SSEN to having to refund the Reinforcement Cost.

Action: Maryline Guinard to check with the Business to see if this suggestion is viable and confirm whether is acceptable or not. (by end of March 2019)

Response: No, this is not acceptable, from a regulatory reporting point of view, and the fact that you may or may not accept our additional Offer with PFR terms and conditions, so the original Offer would stand, and full payment must be made at Quote Acceptance. If you were to accept our additional Offer with PFR terms and conditions, then we would cancel the original Offer at your request and refund the reinforcement cost accordingly.

ACTION COMPLETED

GTC – DO suggested that a process map would be helpful.



SSEN – MG pointed out that there is already a process flowchart published on the website at www.ssen.co.uk/CompetitionInConnections/ (i.e. ‘**PFR Trial Quotation and Delivery Process – High Level Flowchart**’), but will look into producing a process map if this helps. (by next CinC Forum)

All agreed that the communication and intent should be sent to the Designer.

- **Use of protection relays on SSEN Ring Main Units**

Attendees queried the use of ‘VIP’ type of protection relays.

SSEN – JB clarified that if it is not on the ‘approved’ list then ICPs/IDNOs would need to follow the usual process for getting it onto the ‘approved’ list in the ‘Plant Catalogue’.

Action: John Baker to check and confirm if this type of protection relays is on the ‘approved’ list or otherwise. (by end of March 2019)

Response: JB confirmed that the ‘VIP400’ is the standard protection relay approved for the SSEN ‘RN6c’ units (our stock code is 088047). For the SSEN ‘RN2c’ units, only ‘Time Limit Fuse’ (TLF) protection is approved.

ACTION COMPLETED

- **Clarity on Earthing data**

Attendees raised a request for standardised data to be site specific to support earthing studies.

SSEN – AC/JB pointed out that this was covered in the earlier breakout session in the ICP/IDNO Engagement event (morning workshop).

SSEN – AC/JB clarified that currently it is available on request. Request to be published has not been raised previously and unsure if appropriate given LTDS timescales. Also noted that if we have the records, providing it is relatively simple. If we don’t have the records it can be difficult to obtain for you.

Action: Austen Clark/John Baker to look at feasibility of providing as standard in Connection Offers (where the data is readily available). (by end of April 2019)

- **Completion of documentation (i.e. BCAs, Access and Adoption Agreements)**

Attendees raised a concern that sometimes the BCA and other agreements are issued at late notice.

SSEN – MG stated that the BCAs and other agreements issued to ICPs/IDNOs are currently populated manually and issued by email, but the plan is to automate this through the new CRM system once this is implemented.

SSEN – MG provided the rationale for timing of the documentation being issued:



- The Network Access Agreement (where required) and the Adoption Agreement are issued up front after the Design Approval/Design Review stage and these require to be signed and in place before the commencement of the works. The Completion Certificate is issued for signature prior energisation once we are satisfied that adoption can take place.
- The BCA is not required to be signed and in place until the site is ready for energisation. The energisation date is recorded in the BCA once known before it is issued to the IDNO for signature. We believe this being most efficient.

SSEN – MG stated that with the CRM system being implemented in the coming years we will have an opportunity to review our internal processes.

Action: Andy Thomas to review the BCA issuing timescales (by next CinC Forum)

GTC – DO suggested that SSEN provide a checklist for all documentation being completed prior to energisation.

SSEN – SH noted that we do have this on the online portal which is why we are promoting the online portal functionality and we will be promoting webinars on how to do this to show customers.

- **Design Approval and Final Connection in ‘Out of Area’ (OOA) networks**

Power On Connections – DC/NM raised that for OOA embedded networks owned and operated by SSEN, we require Design Approval and Final Connection by SSEN, where ICPs can self-approve their designs and self-connect in SSEN’s ‘Licenced’ areas.

SSEN – MG clarified that under definitions in the Competition in Connections Code of Practice (CiCCoP), SSEN’s OOA embedded networks are excluded from the scope, as are all other embedded networks owned and operated by IDNOs. This refers to both self-design approval and self-connect, as well as POC self-determination.

Action: ICPs/IDNOs to demonstrate how often this comes up and whether it is becoming a priority (by next CinC Forum)

SSEN suggests that if it becomes a priority for ICPs/IDNOs to be able to self-approve their designs for embedded networks in OOA and to self-connect onto OOA embedded networks, then ICPs/IDNOs have the possibility to raise a modification of the Competition in Connections Code of Practice with the CiCCoP Panel via www.connectionscode.org.uk/.

AOB

- Connect It – CL raised a query over permissions across multiple channels (teams). UKPN have a centralised team that deal with everything, but SSEN have regionalised teams.



SSEN – MG/AT clarified this is because we have a regionalised set up rather than a centralised set up like UKPN. However, the business is transitioning to a new structure, so it may well have a positive effect on these processes as well.

Action 1: Andy Thomas to raise this in business re-organisation discussions.

Action 2: SSEN to develop a definitive process (clearly stating what we require) and train out to SSEN staff in regions ([by next CinC Forum](#))

- Connect It – CL raised the possibility of developing a ‘small connections’ tool up to 70kVA (like the UKPN tool), it allows us to get a connection quite quickly within 5 days for a small service. Question for SSEN would you look to do something like this?

Power On Connections – DC pointed out that UKPN do have a process for that and the fact that there is a flowchart – borne out of their street lighting process.

Action: Chris Lee (Connect It) to circulate the UKPN process for 70kVA tool to Sian Hughes ([by end of April 2019](#))

SSEN – JB raised a concern with this approach in that from looking at it, you could do a whole street including Electric Vehicle (EV) chargers on each street light column. Our concern is overloading the system. One connection like this may be fine, but multiple may not be.

- Power On Connection – NM raised an issue regarding the submission of requested asset data: we are now being asked to provide additional information and to use SSEN’s ‘Maximo’ forms, whereas previously we used our own forms, which we use across all DNOs. Is it still acceptable to use our forms if it has all the data you need?

SSEN – JB confirmed that yes if it has the same fields and drop-down boxes that go with it. Ideally, you would use our forms, but we take a pragmatic view that as long as it has all the data we need, we would accept your forms. The ‘Maximo’ forms are just being re-done and will be published on our website in the G81 Library. ‘Maximo’ is a database that holds all our assets data.

Action 1: SSEN/John Baker to provide regional team managers staff with links to new electronic forms once published on the G81 Library ([by next CinC Forum](#))

Action 2: John Baker to disseminate the updated documents using G81 portal automated email ([by end of March 2019](#))

ACTION 2 COMPLETED AND G81 PORTAL AUTOMATED EMAIL NOW LIVE

- SSEN – JB stated that an action on SSEN to upload documents for comment on our G81 Library has been actioned. 2 documents recently uploaded but no comments from ICPs/IDNOs to date.
- Lloyd’s Register – no AOB



- All – Attendees discussed the format of the CinC Forum and agreed that it would benefit from more ICPs to attend but was useful.

Attendees suggested a different location/venue more centralised in the South of England, such as Reading (out of town centre to allow for parking), or Thatcham. Attendees agreed for SSEN to continue holding the CinC Forum on same day as the ICP/IDNO Engagement event, to limit the commitment and time demand.

Attendees prefer for the start time to be earlier and do all in half a day (i.e. 9:00 am start instead of 10:00 am).

These CinC Forums and ICP/IDNO Engagement events are currently on bi-annual basis – all agreed this is appropriate.

All attendees agreed for DO to chair next forum, with a change over for next year.

Action: ICPs/IDNOs to feedback on the value of coming to these CinC Forums (by next CinC Forum)

End of CinC Forum in Portsmouth on 27/02/2019.



CinC Forum held on 20/03/2019 in Perth (at the Black Watch Museum)

SSEN attendees:

- Commercial Policy Analyst – Maryline Guinard (MG) – **Host**
- ICE Engagement Team – Neal Hills (NH) / Helene Fosse (HF) – **Minutes taker**
- Stakeholder Engagement Manager – Rebecca Lees (RL)
- Procedures and Investigations Manager – John Baker (JB)
- Wayleave Policy Manager – Iain Richmond (IR)
- System Operations Manager (Distribution North) – Brian Morrissey (BM)
- Network Connections Manager – Lynda Maxwell (LM)
- Regional Connections Delivery Manager (South Caledonia) – Traci Kidd (TK)
- New Connections ICP Lead (South Caledonia) – Geanina Ciupitu (GC)

ICP/IDNO attendees: {No volunteered Forum Chair}

- GTC (IDNO) – John Brown (JB)
- GTC (IDNO) – John Pugh (JP)
- FES Support Services Limited (ICP) – Margaret Jamieson (MJ)
- FES Support Services Limited (ICP) – Tracey Warnock (TW)
- FES Support Services Limited (ICP) – William Milligan (WM)



Minutes and actions:

- **Connection Offer Expenses (COE)**

FES Support Services Limited – WM stated: we made an application and thought we could cancel the application without being charged the COE fee, but we didn't know how this works and we had to pay for the COE fee. *"We were hoping for another formal offer stating: "this is what the quote is going to cost."*

SSEN – MG stated that customers only have 14 calendar days to cancel their application before being charged the COE fee. If customers are cancelling the application after the 14-day cooling period, then the COE fee is due. This is from the Regulations. We have a guide published on our website which details the process at www.ssen.co.uk/connections/ConnectionOfferExpenses/.

FES Support Services Limited – WM asked if number of applications has dropped since the introduction of COE.

SSEN – LM stated that we have not really seen a drop in the number of applications made in the North of Scotland yet since the introduction of COE.

GTC – JP stated that Scottish Power only charge COE for Generation, not for Demand and has no intention of doing so.

SSEN – MG stated that there are ongoing discussions between all DNOs and Ofgem regarding COE and the way forward. These discussions are taking place via the ENA Commercial Operations Group (COG) meetings.

- **Land Rights and Wayleaves**

SSEN – IR asked the attendees if they use the land rights requirements page on our website. **Attendees confirmed that they do.**

SSEN – IR asked if the information and documentation provided on the land rights requirements web page is helpful. **Attendees said yes.**

SSEN – IR stated that the current contact details for the Wayleave Officers may change as we are going through a re-structure of the business.

Action: SSEN/ICE Team are working on updating the 'Contacts' guides and will have the new version published on our website soon. *(by next event)*

- **G81 Library**

SSEN – MG asked the attendees if they have any comments regarding the G81 documents published on our website.



FES Support Services Limited – WM stated that the G81 Library is straight forward, documents are easy to find and get a hold of. *“If we do have an issue, we just pick up the phone.”*

- **Energisation notifications and interaction with the Control Room**

FES Support Services Limited – MJ asked how much notification the Control Room needs before energisation and where shutdowns are required.

SSEN – BM said that ICPs/IDNOs should come and talk to us as early as possible. We have a lot of Generation connections and we try and engage with already connected Generators customers quite early where we plan shutdowns. Some 11kV networks are quite complicated, so we will do anything we can to assist with the shutdown and energisation.

AOB

- SSEN – MG stated that due the very small number of attendees at the CinC Forum in Scotland and the fact that no one has volunteered to be the Forum Chair, then maybe the CinC Forum in the South of England could represent both ICPs/IDNOs operating in both SEPD and SHEPD areas. It may be best not to have a separate forum in Scotland. There is always the possibility of hosting a webinar type of forum if this works better in Scotland, depending on what ICPs/IDNOs prefer/wish for.

Action: ICPs/IDNOs to feedback on the value of coming to these CinC Forums and whether they want the CinC Forum to carry on in Scotland, or to have a webinar type of forum instead, or to have a joint forum in the South of England ([by next event](#))

- GTC – JB/JP asked for the possibility of hosting joint events with other DNOs on same days to avoid having to spend too much time travelling/out of the office.

SSEN – RL stated that SSEN have held several Engagement events in coalition with other DNOs already which can be viewed on our events calendar. We hosted a joint ICP/IDNO Engagement event with Scottish Power at the end of August 2018 in the HVDC Centre in Cumbernauld.

Action: SSEN/ICE Team will endeavour to approach Scottish Power regarding the possibility of another joint ICP/IDNO Engagement event with them. ([by next event](#))

End of CinC Forum in Perth on 20/03/2019.