

SP Energy Networks
RAdAR Working Group
Wednesday 30th June 2021



Thank you for your time today

SP Energy Networks RAdAR Working Group Wednesday 30th June 2021



Agenda

Thank you for taking the time to attend today.

We value your opinions, and we are keen to generate an open session with opportunities to hear your feedback.

14:00 – Welcome, Housekeeping and Safety Contact

14:05 – Overview of existing RAdAR Guidance

14:15 – Open Discussion – Improvements Required

14:45 – Feedback Session and Propose Next Steps

15:00 – Close

SPEN attendees today:

- ▶ Kenny Bowie – Head of Design
- ▶ Wagas Ahmed – Design Engineer
- ▶ Grant Ebrey – Design Engineer
- ▶ Pam Baker – Commercial & Performance Analyst
- ▶ Nigel Evans – Commercial & Performance Engineer
- ▶ Kevin Anderson – Land Rights
- ▶ Matthew Mason – Delivery Engineer
- ▶ Vinny Allan – Centre of Excellence
- ▶ Susanne Burton – Centre of Excellence

Safety Contact

SPEN ICP / IDNO Safety Seminar

Following the success of the Safety Seminar on Wednesday 24th March 2021, we plan to host another session during the 2021/22 ICE Year.

We are keen to receive feedback and guidance on the type of discussion, format and information you would like to discuss during the 2021/22 Safety Seminar.

Please provide any suggestions or feedback to Stuart and Louise and we will plan the next session accordingly.

Overview of RAdAR Guidance currently available

- ▶ Rachel Shorney
- ▶ SP Manweb Stakeholder Engagement Manager

- ▶ Stuart Walker
- ▶ SP Distribution Customer Engagement Manager

Guidance on how to apply for an ICP connection

www.spenergynetworks.co.uk/userfiles/file/SPEN_Customer_Journey.pdf

Connections ICP Customer Journey

Correct from March 2020

SP ENERGY NETWORKS

1. ICP Enquiry

SP ENERGY NETWORKS

ICP's registered on RADAR ICP's not registered on RADAR

ICP to use RADAR to submit online POC application.

First time ICP's need to complete RADAR Application form [click here](#), and if any assistance required contact the following email address:

North: [Click here](mailto:ICPADMINORTH@scottishpower.com)
South: [Click here](mailto:ICPADMINOUTH@scottishpower.com)

SPO - ICPADMINORTH@scottishpower.com
SPM - ICPADMINOUTH@scottishpower.com

2. Quotation Request Received

SP ENERGY NETWORKS

Stage 1
SP Energy Networks check the enquiry for competency.

Stage 3
POC quote issued. This is valid for 3 calendar months showing the point of connection and all costs.

Stage 2
Designer reviews request and makes contact with ICP if any additional information is required.

Stage 4
We will contact you to discuss your Quote (if necessary), answer any questions you have and explain Acceptance next steps.

3. Acceptance and Payment

SP ENERGY NETWORKS

Stage 1
Upload Acceptance and Proof of Payment to RADAR POC Module including nominating ICP to progress with project.

Stage 2
ICP submits request through RADAR for approval of their design.

Stage 3
SPEN issue approval confirmation including uploading Adoption Agreement and B1. Lateral Connection Agreement (where applicable) through RADAR.

Stage 4
If necessary a call is made regarding any alterations to the design required before approval grant.

Customer Action
Customer to nominate an energy supplier and set up a supplier agreement if required.

ICP Action
ICPs are required to arrange a Meter Point Admin Number (MPAN) in order to get a meter fitted.

4. Delivery Stage

SP ENERGY NETWORKS

Stage 1
ICP to complete any onsite works which are required prior to SPEN involvement.

Stage 5
On receipt of a request SP Energy Networks will complete the following activities within the timescales below (or at a later date if agreed by both parties):

Timescales:
LV Complete Connection within 10 working days.
HV Complete Connection within 20 working days.
EHV Agree proposed dates within 20 working days.

Stage 6
5 days before agreed delivery connection date, ICP must complete and upload all relevant documents detailed in RADAR.

Stage 7
ICP or SP Energy Networks to carry out their works required to complete the connection.

Stage 8
If ICP/ICNO is completing the connection, the ICP is to Submit 'As Laid' information through RADAR within 5 working days of completing the connection.

ICP Action
Submit whereabouts into RADAR when undertaking any works before connection.

ICP Action
Where applicable post connection the ICP must upload CT tests documentation.

5. Project Closure

SP ENERGY NETWORKS

Stage 1
ICPs upload all the information specified in CON-04-006 Project Completion Process for Contestable Works into the Project Closure section of the RADAR project.

Stage 2
When all of the information has been uploaded by the ICP and submitted via the Conditions Precedent section then the ICP can request closure of the project.

Stage 3
SPEN assesses the information provided by the ICP in the Project Closure Module.

If satisfied the project will be changed from 'Open' to 'Closed'.

If the project and/or closure information does not meet SPEN's requirements the RADAR Project will be left as 'Open' by SPEN and the ICP advised to re-view.

RAdAR Training Materials

www.spenergynetworks.co.uk/pages/radar_training_materials.aspx

Videos available:

1. System Admin
2. Point of Connection Application
3. Design Application
4. Daily Whereabouts

Revised User Guides:

Tracking Your Project – Applicants

- Design
- POC

Tracking Your Project – DNO

- Design
- POC

Original User Guides:

Captivate Video Demonstrations

- [DNO1 POC Check Min Admin](#)
- [DNO2 Check Min Info Designer](#)
- [DNO3 Formal Offer Issue Designer](#)
- [DNO4 Acknowledge Offer](#)
- [DNO5 Design Min Info Admin](#)
- [DNO6 Process Design Application](#)
- [DNO7 Assign Inspector Construction](#)
- [DNO8 Site Inspection](#)
- [DNO9 Conditions Precedent](#)
- [DNO10 Connection Min Inf](#)
- [DNO11 Project Closure](#)
- [ICP1 POC Application](#)
- [ICP2 Offer Acceptance](#)
- [ICP3 Design Application](#)
- [ICP4 Whereabouts](#)
- [ICP5 View Inspections](#)
- [ICP6 Resolution Whereabouts](#)
- [ICP7 Conditions Precedent](#)
- [ICP8 Connection Request](#)
- [ICP9 Request Closure](#)

Standard Format

- [RAdAR Overview](#)
- [Connection](#)
- [Design](#)
- [POC](#)
- [Construction](#)
- [Connection part 1](#)
- [Connection part 2](#)
- [Design part 1](#)
- [Design part 2](#)
- [POC Request part 1](#)
- [POC Request part 2](#)
- [POC Additional Information](#)
- [Construction - Weekly Whereabouts](#)
- [System Admin](#)

Open Discussion:

Feedback welcomed from existing RAdAR users

Which part of the process needs improvement?

www.spenergynetworks.co.uk/userfiles/file/SPEN_Customer_Journey.pdf

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Stage 3 POC quote issued this is valid for 3 calendar months showing the point of connection and all costs.

Stage 2 Designer reviews request and makes contact with ICP if any additional information is required.

Stage 4 We will contact you to discuss your Quote (if necessary), answer any questions you have and explain Acceptance next steps.

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SP ENERGY NETWORKS

Stage 1 Upload Acceptance and Proof of Payment to RADAR POC Module including nominating ICP to progress with project.

Stage 3 SPEN issue approval confirmation including uploading Adoption Agreement and B1. Lateral Connection Agreement where applicable through RADAR.

Customer Action Customer to nominate an energy supplier and set up a supplier agreement if required.

ICP Action ICPs are required to arrange a Meter Point Admin Number (MPAN) in order to get a meter fitted.

Stage 2 ICP submits request through RADAR for approval of their design.

Stage 4 If necessary a call is made regarding any alterations to the design required before approval grant.

4. Delivery Stage

SP ENERGY NETWORKS

Stage 1 ICP to complete any onsite works which are required prior to SPEN involvement.

Stage 5 On receipt of a request SP Energy Networks will complete the following activities within the timescales below (or at a later date if agreed by both parties):

Timeline:

- LV Complete Connection within 10 working days.
- HW Complete Connection within 20 working days.
- EHV Agree proposed dates within 20 working days.

ICP Action Submit whereabouts into RADAR when undertaking any works before connection.

ICP Action Where applicable post connection the ICP must upload CT tests documentation.

Stage 2 If there are any SP Energy Networks enabling work we will contact you to explain the Delivery Process in detail, including:

- The design of your project
- Land concerns (if applicable)
- Equipment lead times
- Site visit (if required)
- Expected delivery dates.

Stage 3 ICP submits connection request for ICP or SPEN to connect to the network. This date being agreed by both parties.

Stage 4 SPEN produce a 'notification' when the delivery date has been agreed.

Stage 6 5 days before agreed delivery connection date, ICP must complete and upload all relevant documents detailed in RADAR.

Stage 7 ICP or SP Energy Networks to carry out their works required to complete the connection.

Stage 8 If ICP/ICNO is completing the connection, the ICP is to Submit 'As Laid' information through RADAR within 5 working days of completing the connection.

5. Project Closure

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Stage 1 ICPs upload all the information specified in CON-04-006 Project Completion Process for Contestable Works into the Project Closure section of the RADAR project.

Stage 3 SPEN assesses the information provided by the ICP in the Project Closure Module.

If satisfied the project will be changed from 'Open' to 'Closed'.

If the project and/or closure information does not meet SPEN's requirements the RADAR Project will be left as 'Open' by SPEN and the ICP advised to re-view.

When all of the information has been uploaded by the ICP and submitted via the Conditions Precedent section then the ICP can request closure of the project.

Agree Next Steps

- ▶ Rachel Shorney
- ▶ SP Manweb Stakeholder Engagement Manager

- ▶ Stuart Walker
- ▶ SP Distribution Customer Engagement Manager

Suggested Dates for RAdAR Working Group

Suggest further Quarterly Sessions:

- Wednesday 25th August 2021
- Wednesday 17th November 2021
- Wednesday 9th February 2022

We will be analysing the feedback from today's session and will be proposing some solutions at the next session in August.

We be looking to align any improvements required into our digitalisation plans for ED2.

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Thank you for your time today.

*Your feedback has been
useful and we will follow up
and incorporate your
comments when planning
our next session.*

Upcoming events for the calendar:

- **Customer Contact Focus Group**
 - Wednesday 4th August – 10:00 to 12:00
- **iIdentify Webinar**
 - Wednesday 11th August – 10:00 to 12:00
- **RAdAR Working Group**
 - Wednesday 25th August – 14:00 to 15:30
- **Preparing for Net Zero Conference**
 - Wednesday 8th September 2021
- **Connections Stakeholder Panel**
 - Wednesday 15th September – 10:00 to 12:00