

# System Operations Division Update Registers, Email Notification CANs and Update SO Website

## Document Location Map

- 📁 **Level 3 Document User Domain Procedures**
  - 📁 **Outages and Constraints (OC) /Constraint Management**
    - 📄 **PR-OC-229 Update Registers, Email Notification CANs and Update SO Website**

Document Status: **Approved**

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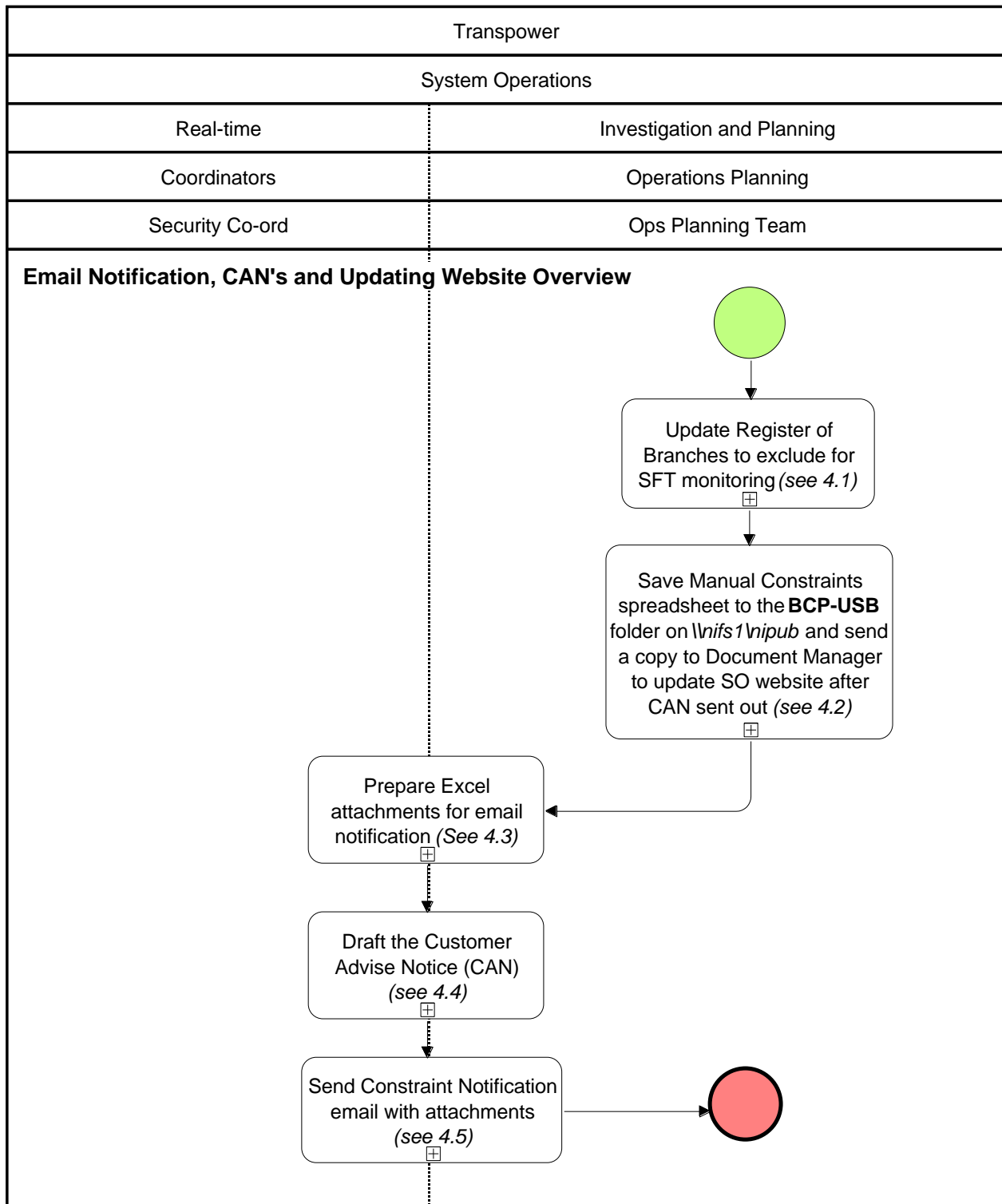
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## Revision History

Revision	Date	Change	Section
V01	23/3/09	Supersedes PR-OC-046, added flowchart and process chart, and re-arrange appendix (NCS)	
V02	30/6/10	Remove requirement to send email for outage constraints	
V03	13/7/10	Email templates renumbered, now DT-OC-001 and DT-OC-002	
V04	7/9/10	The two week notice period for permanent constraint notification is to be strictly adhered to.	5.1
V05	19/1/11	Further clarification made to the 2 week notice period for permanent constraint notification.	5.1
V06		New procedures to “ <i>Update Register of branches to exclude for SFT monitoring</i> ” and “ <i>Update Manual Constraints Spreadsheet on SO website and BCP_USB drive</i> ” added, procedure for publishing Permanent Constraint CAN’s removed as this process is now automated. Procedure name also changed.	4.1 and 4.2
V07	28/10/11	Further clarification made to the 2 week notice period and CAN detail for permanent constraint notification to ensure we meet compliance requirements	5.1

# 1 Procedure Summary Diagram



NOTE – The diagram above shows how the process in the Update Registers, Email Notification CANs and Update SO Website; document number PR-OC-229, supports the Outages and Constraints (OC) Macro Process of the DMS.

## 2 Purpose

**Purpose and Objectives** This procedure explains how to:

- send an email notification of permanent constraint changes
- draft a Customer Advice Notice (CAN)
- send an update to the System Operator website.

**External Policy/ Rules & Regulations** The 'Code' requires that, whenever possible, the System Operator notifies all market participants before applying new permanent or outage security constraints, or making any changes to an existing security constraint. The System Operator notifies the market of the constraint's:

- equation
- limits
- purpose, and
- whether the constraint is a permanent or outage constraint.

If the constraint is...	the market is notified...
permanent	of the effective date and time.
an outage constraint	of all outage constraints to be applied via COMIT.

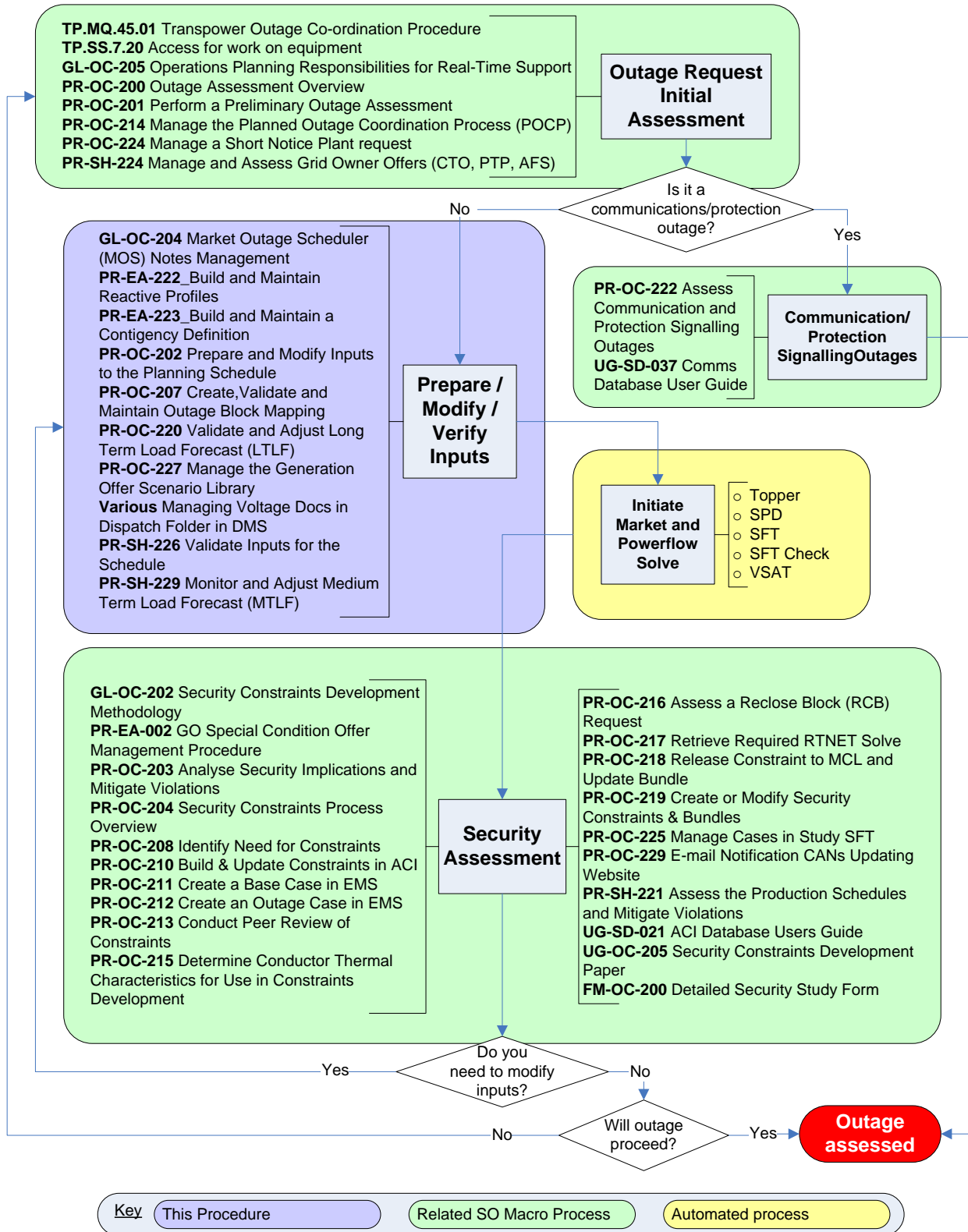
**Related Internal Policies, Processes and Procedures** Transpower or DMS Procedures that people must be aware of when they follow this procedure.

Reference	Title
PR-OC-204	Security Constraint Process Overview
PR-OC-208	Identify Need for Constraints
PR-OC-210	Build and Update Constraints
PR-OC-213	Conduct Peer Review of Security Constraints
PR-OC-229	Email Notification, CANs and Update Website
PR-OC-219	Create or Modify Security Constraints & Bundle Names

**Listed on the web site** All current security constraints, both permanent and outage, are listed on the Transpower System Operator Web site as soon as reasonably possible after the notification of the constraint. The Web site also contains the information provided in the notification.

### 3 Related Procedure/Processes

#### Outage Assessment Process Documents



## 4 Procedures

### 4.1 Update Register of branches to exclude for SFT monitoring

<b>Inputs</b>	A new or updated constraint has been released to MCL.
<b>Outputs</b>	Details of new or updated constraints added to the Register of branches to Exclude for SFT monitoring.
<b>Overview</b>	A list of manual constraints used post SFT go live is maintained in the Register of branches to exclude for SFT monitoring the list is used by the SAS team to identify manual constraints to apply post SFT go live.
<b>Responsibilities</b>	Operations Planning Engineer
<b>Instructions</b>	

Step	Action
1	Go to ACI and enter a search for the constraint name into the constraints extract form. When the results of the search are displayed then select the appropriate constraint and press the export to excel button.
2	Open the Register of Branches to exclude for SFT monitoring to gain write access the password is SFT - note only the SFT SME should write to the Register of Branches to exclude for SFT monitoring. Go to the Manual Constraints tab, and go to the Review top menu and select unprotect sheet the password is SFT.
3	Copy the constraint data from the ACI excel export to the Manual Constraints spreadsheet When complete go to review and select protect worksheet with the password SFT.

## 4.2 Update Manual Constraints Spreadsheet on SO website and BCP\_USB drive

<b>Inputs</b>	A new or updated constraint has been released to MCL. Register of Branches to Exclude for SFT monitoring\ Manual Constraints spreadsheet has been updated
<b>Outputs</b>	The latest copy of the Manual Constrains spreadsheet is published to the SO website and saved in the BCP_USB directory.
<b>Overview</b>	A list of manual constraints used post SFT go live is maintained in the Register of branches to exclude for SFT monitoring a copy of the list is published to the SO website and saved to the BCP_USB directory.
<b>Responsibilities</b>	Operations Planning Engineer
<b>Instructions</b>	

Step	Action
1	Go to the Register of Branches to Exclude for SFT monitoring – Manual Constraints tab, copy the entire worksheet
2	Go to NIPUB\BCP_USB and open the Manual Constraints Post SFT spreadsheet select all cells and delete by selecting delete in the context menu. Paste the spreadsheet copied from the Register of Branches to Exclude for SFT monitoring. Save the spreadsheet and close.
3	Update the name of the spreadsheet to include the current date using the following format: Manual Constraints Post SFT (updated yyyyymmdd).xlsx
4	Create an email use the template email file DT-OC-003 for Update to Manual Constraints Spredsheat stored in DMS. Its location is: <a href="#">DT-OC-003 Update to Manual Constraints Spreadsheet.oft</a> See appendix 5.3 for a sample template. Attach a copy of the Manual Constraints Post SFT spreadsheet saved in the BCP_USB directory

### 4.3 Prepare Attachments for Email Notification

<b>Inputs</b>	A new or updated permanent constraint has been released to MCL.
<b>Outputs</b>	An Excel spreadsheet report showing new permanent constraints that supersede older constraints is available for attaching to an email notification.
<b>Checks</b>	<p>On completion of this procedure the following checks are to be carried out to confirm the task has been completed with the expected result.</p> <ul style="list-style-type: none"> <li>▪ Check that all relevant details of permanent constraints, bundles, superseding and superseded constraints are correct and complete.</li> </ul>
<b>Overview</b>	<p>An excel spreadsheet showing permanent constraint and constraint bundles is created using the <b>Constraint Extract</b> form, located under Reports in the Constraints Database.</p> <p>In this current procedure, a report is created in Excel to show new permanent constraints that supersede older constraints. This report is very similar to the existing Constraints Extract report, but only shows permanent constraints that have superseded other constraints or have been superseded.</p> <p>An email to notify new and superseded outage constraints is not required.</p>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Operations Planning Engineer</li> <li>▪ Security Co-ordinator</li> </ul>
<b>Instructions</b>	

Step	Action
1	In ACI select Superseded Constraints from the Reports Menu. <b>Result: The Query Superseded Constraints</b> form displays. See Appendix 5.2 for a description of the fields on this display.
2	Enter the name of the new permanent constraint in the New Constraint Name field.
3	Press the Show Superseded Constraints button. <b>Result: The List Superseded Constraints</b> report displays. The report shows both the superseded constraint and the superseding constraint. <b>Important Note:</b> This report will not return: <ul style="list-style-type: none"> <li>▪ any constraints that do not have a supersede relationship, or</li> <li>▪ constraint bundles.</li> </ul>
4	Use the check boxes to select permanent constraints to export to excel. Make sure both the child and parent constraint are checked. <b>Notes:</b> The two check boxes at the top of the form can be used to select or de-select all of the superseding constraints or superseded constraints simultaneously. Clicking on the Constraint name displays the constraint. Clicking back on the browser returns the report.
5	Enter some scheduling information in the Schedule From field.
6	Click the Export to Excel button. <b>Result:</b> The report opens in Excel.
7	Save the report.

## 4.4 Drafting a Customer Advice Notice (CAN)

<b>Inputs</b>	A new or updated permanent constraint has been released to MCL.
<b>Outputs</b>	A CAN is ready for attaching to an email notification.
<b>Checks</b>	<p>On completion of this procedure the following checks are to be carried out to confirm the task has been completed with the expected result.</p> <ul style="list-style-type: none"> <li>▪ Check that all relevant details are correct and complete.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ The Operations Planning Engineers draft CAN (Customer Advice Notices) for permanent constraints only. These CANs should be peer reviewed by an Operations Planning Team Leader before emailing.</li> <li>▪ The Security Coordinator drafts CANs for planned and unplanned outages using the Market Reporting Tool.</li> </ul>
<b>Instructions</b>	

Step	Action
1	<p>Create a draft CAN. Include relevant information about the new or updated constraint, e.g.:</p> <ul style="list-style-type: none"> <li>▪ constraint name(s)</li> <li>▪ constraint build(s)</li> <li>▪ constraint descriptions(s)</li> </ul> <p>Free text can also be entered. See an example CAN in Appendix 5.1.</p>
2	Peer Review by Operations Planning team leader
3	<p>Create an email use the template email file DT-OC-004 CAN for issue. Its location is: <a href="#">DT-OC-004 CAN for issue.oft</a></p> <p>See appendix 5.4 for a sample template. Attach a copy of the Draft CAN for Issue by the Security Coordinator.</p>

## 4.5 Send New/Amended Constraint Notification Email

<b>Inputs</b>	All attachments are prepared.
<b>Outputs</b>	The email and attachments are sent to appropriate recipients.
<b>Checks</b>	<p>On completion of this procedure the following checks are to be carried out to confirm the task has been completed with the expected result.</p> <ul style="list-style-type: none"> <li>▪ Check that the contents of the email and attachments are complete and correct.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Operations Planning Engineer</li> <li>▪ Security Coordinator</li> </ul>
<b>Instructions</b>	

Step	Action
1	Create a new email. Use the template email file DT-OC-001 for New Constraints Email Notification stored in DMS. Its location is: <a href="#">DT-OC-001 Changes to Constraints Email Notification.oft</a> See Appendix 5.5 for a sample of the template.
2	Attach the 'New and Superseded Constraint' spreadsheet. from 4.3
3	Insert your signature and designation at the bottom of the email.
4	Send the email to the list of notification recipients included in the email template. <b>Note:</b> The email notification will be filed in Outlook/Operations Planning Mailbox/Constraints Advice by the person in charge of the Operations Planning Mailbox.

## 5 Appendix

### 5.1 Customer Advice Notices (CANs)

#### CANs

In general:

- Operations Planning Engineers draft a Customer Advice Notice (CAN) to inform the industry that new permanent constraint(s) will be required due to grid changes and two weeks notice period shall be given to the industry prior to applying the constraint(s).

However, if there is a potential need for new permanent constraint(s) within a 2 week timeframe due to grid security issue, the Operations Planning Engineer shall draft a 'CAN Potential New Permanent Constraint' (see example) to inform the industry that new permanent constraint(s) may be required within a short timeframe **including the reasons why the constraint is required**. The Draft CAN shall be sent to NCC Ops Managers for review and subsequent issue by the NCC Ops Manager. If the new constraints are determined to be required, the Operations Planning Engineer shall follow up with an update to this CAN detailing information about the new temporary constraint(s) and when the constraint(s) will be applied. Note that when a constraint, intended to be a permanent constraint, is applied within 2 weeks we refer to it as a temporary constraint - from the 2 week notice point onwards it is referred to as a permanent constraint.

- Security Coordinators to issue all CANs.

See Sample CANs below.

#### **Timing of permanent constraint notification**

When there is the need for a new permanent constraint, the industry will normally be given two weeks notice. This allows time for consultation with market participants, and to determine the effects of the constraints.

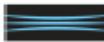
The minimum 2 weeks notice shall strictly be adhered to where possible.

If the 2 weeks notice period cannot be met due to a grid issue and an urgency to maintain grid security, a CAN shall be sent to advise the industry of a potential new permanent constraint to be applied within a short **timeframe with as much notice as reasonably practicable**. A constraint within 2 hours of notifying the industry does not allow the industry to react to the constraint. Therefore more than 2 hours notice shall be given on a best endeavours basis given system security still comes first.

Security Coordinator to review and issue all CANs to the industry, and to confirm that the constraint(s) and bundles have been scheduled in SPD.

**Note** that should an urgent case arise it would be the intention that real time and planning staff work in parallel to achieve the above – Real time to be sending appropriate CAN's to advise the industry while the planning team focus on building the required constraint(s).

Sample CAN


**TRANSPOWER**
SYSTEM OPERATOR

## Customer Advice Notice

**To:** CAN Energy Traders

**Sent:** 06-dec-2010 12:48

**Ref:** 412716185

**From:** The System Operator

**Telephone:** 0800 488 500

**Facsimile:** 07 843 7178

**Revision of:**

**New permanent constraints**

As a result of circuit rating changes for the circuits MGM\_WDV1 and MGM\_MST1, the following constraints will be applied in SPD to maintain security on the Bunnythorpe\_Woodville circuits during DC south transfer with low Te Apiti generation and the Te Apiti Runback Disabled: -

**BPE\_WDV\_1&2\_TAP\_Runback\_Disabled\_S\_P\_2**  
 $1.05 * BPE\_WDV1.1 + 0.84 * BPE\_WDV2.1 \leq 54$   
 The effect of this constraint is to manage flows through Bunnythorpe\_Woodville 1 or 2 for a contingency of either Bunnythorpe\_Woodville circuits during HVDC south transfer, high Wellington load and/or low TAP and Wellington generation with Te Apiti Runback Disabled.  
 This constraint will be applied permanently in SPD from 20 December 2010 07:00.

**BPE\_WDV\_1&2\_TAP\_Runback\_Disabled\_M\_P\_2**  
 $1.05 * BPE\_WDV1.1 + 0.85 * BPE\_WDV2.1 \leq 63$   
 The effect of this constraint is to manage flows through Bunnythorpe\_Woodville 1 or 2 for a contingency of either Bunnythorpe\_Woodville circuits during HVDC south transfer, high Wellington load and/or low TAP and Wellington generation with Te Apiti Runback Disabled.  
 This constraint will be applied permanently in SPD from 20 December 2010 07:00.

**BPE\_WDV\_1&2\_TAP\_Runback\_Disabled\_W\_P\_2A**  
 $1.05 * BPE\_WDV1.1 + 0.85 * BPE\_WDV2.1 \leq 69$   
 The effect of this constraint is to manage flows through Bunnythorpe\_Woodville 1 or 2 for a contingency of either Bunnythorpe\_Woodville circuits during HVDC south transfer, high Wellington load and/or low TAP and Wellington generation with the Te Apiti Runback Disabled.  
 This constraint will be applied permanently in SPD from 20 December 2010 07:00.

For further information on current outage and permanent constraints go to:  
<http://www.systemoperator.co.nz/default.fh?fileid=1>

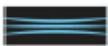
A revision of this notice will be issued if there is any change to the situation advised above.  
 ...

A revision of this notice will be issued if there is any change to the situation above.

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Sample CAN

	<b>TRANSPOWER</b>	<b>SYSTEM OPERATOR</b>
<h2>Customer Advice Notice</h2>		
<b>To:</b> CAN Energy Traders	<b>From:</b> The System Operator	
<b>Sent:</b> XX-XXX-20XX XX:XX	<b>Telephone:</b> 0800 488 500	
<b>Ref:</b> XXXXXXXXX	<b>Facsimile:</b> 07 843 7176	
<b>Revision of:</b>		
<b>Potential new permanent constraint</b>		
<p>This is to advise that the System Operator is currently assessing requirements for new permanent constraint in the XXX region due to urgency in maintaining grid security. Therefore, please be informed that new permanent constraint could be applied in a short notice period.</p> <p>An update to this advice will follow when further information is available.</p> <p>For further information on current outage and permanent constraints go to: <a href="http://www.systemoperator.co.nz/default.fmh?fileid=1">http://www.systemoperator.co.nz/default.fmh?fileid=1</a></p> <p>A revision of this notice will be issued if there is any change to the situation advised above. ...</p>		
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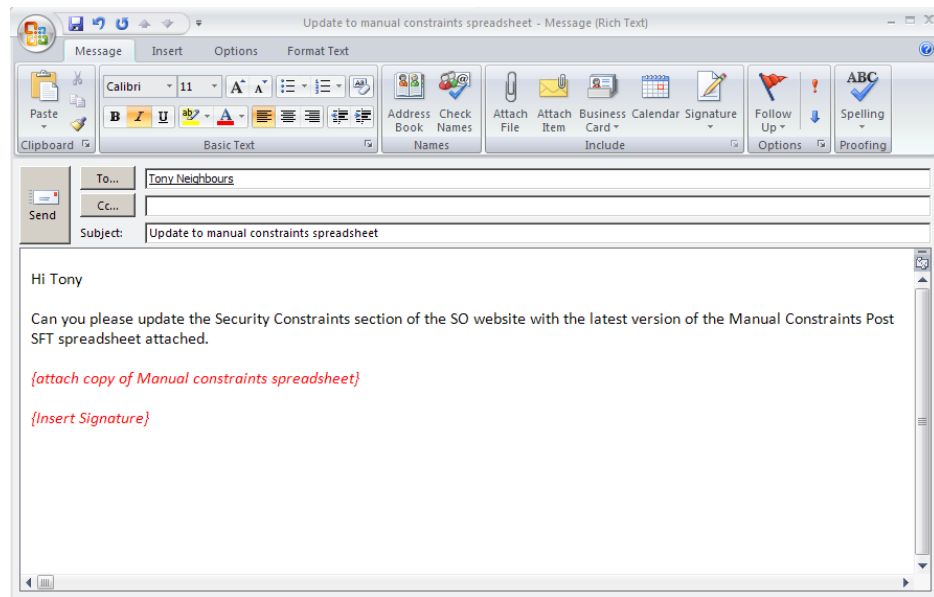
## 5.2 Fields on Query Superseded Constraints form

The Query Superseded Constraints form allows constraints that have a supersede relationship (constraints that have been superseded or constraints that supersede another constraint) to be found.

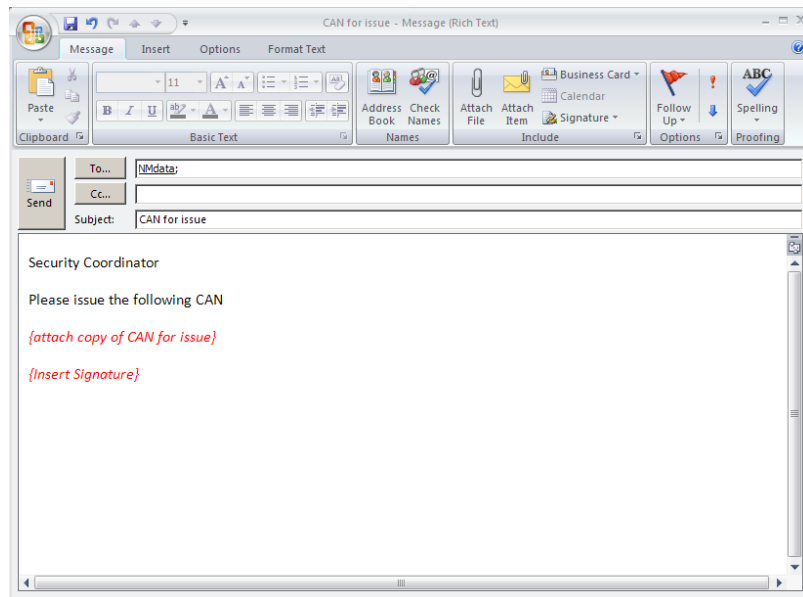
The table below shows the fields on the **Query Superseded Constraints** form.

Field	Description
<b>New Constraint Name</b>	This field allows the user to query the new constraint of a supersedes relationship by name. A '%' symbol can be used as a wildcard if the full name of the constraint is not known. This will only query constraints that have superseded another constraint, not constraints that have been superseded.
<b>New Constraint ACI Process State</b>	This allows constraints to be queried on the ACI process state of the superseding constraint.
<b>Old Constraint ACI Process State</b>	This allows constraints to be queried on the ACI process state of the superseded constraint.
<b>Modified By</b>	This field allows the user to query new constraints on the last user to save changes to them.
<b>Show New Constraints Created After and Show New Constraints Created Before</b>	These fields allow new constraints to be queried by their creation date. The calendar buttons on the right hand side of the field will open a calendar from which a date can be selected.
<b>Show Superseded Constraints</b>	When this button is pressed, the List Superseded Constraints report opens, showing the queried constraints.

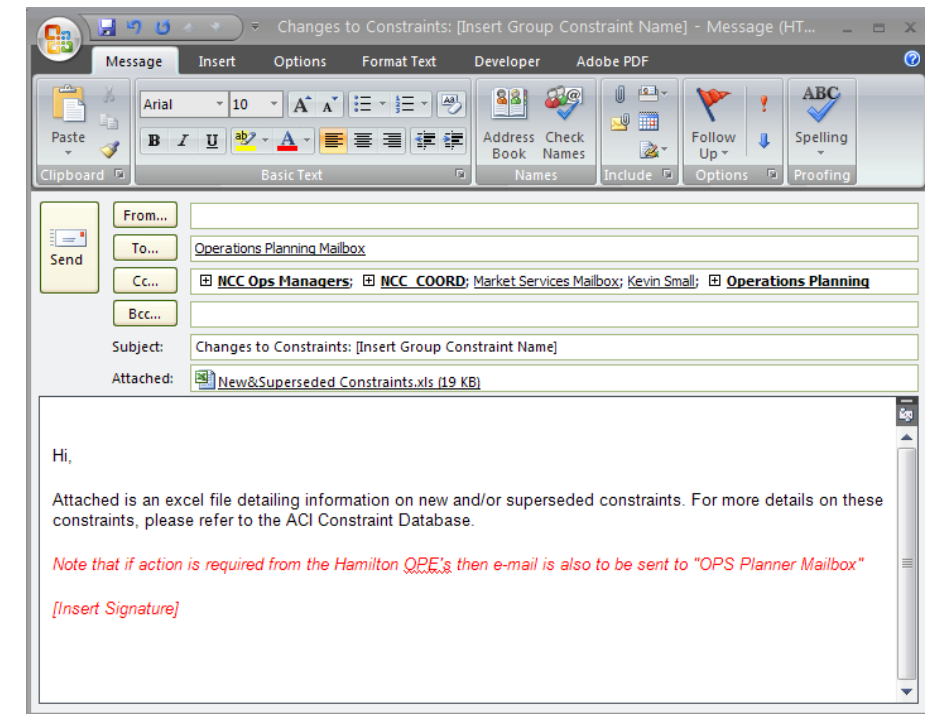
### 5.3 Sample Template DT-OC-003 Update to Manual Constraints Spreadsheet



### 5.4 Sample Template DT-OC-004 CAN for issue



## 5.5 Sample Template DT-OC-001 for New Constraints Email Notification



## 6 Document Information

### 6.1 Metadata

#### Document ID Information

*Document ID number:* PR-OC-229  
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*Issue no: (version)* V07  
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*Frequency of use* Daily  
*Level of Risk:* Medium

#### DMS Structure

*DMS Level:* Level 3 Document User Domain Procedures  
*Macro-Process:* Outages and Constraints (OC)  
*Process:* Constraint Management  
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*Document Complexity Rating* 4W

#### Document Control

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