



Commission for Energy Regulation

An Coimisiún um Rialáil Fuinnimh

## **Guidance Notes on Progress Reports**

**Version 1**

**January 2013**

The following provides Guidance Notes on the Progress Report requirements for holders of an Authorisation to Construct granted by the CER pursuant to section 16 of the Electricity Regulation Act 1999 (“the 1999 Act”). Progress Reports are 3-monthly reports to be submitted from generators to the CER, consistent with Section 11.2 of Authorisation to Construct.

This guidance note applies to all generators with an installed capacity of 10MW and over.

**Note:** An Authorisation to Construct a power station has a term of 5 five years. If the holder of an authorisation expects its power station will not be constructed in that timeframe it may have to seek an extension to the term of the Authorisation from the CER.

## **Background**

- Any person wishing to construct or reconstruct a power station greater than 1 MW must hold an Authorisation to Construct issued by the CER pursuant to Section 16 of the 1999 Act.
- As a holder of an Authorisation to Construct you must comply with the requirements as detailed in your Authorisation and these must be complied with and reported to the CER as required.
- These guidance notes are to assist you with compliance with one element of the Authorisation to Construct: Progress Reports under section 11.2, and to answer common questions that may arise from time to time.
- We may amend these notes from time to time to include changes and improve clarity. These guidance notes are available on our website at [www.cer.ie](http://www.cer.ie). Although every effort has been made to ensure the accuracy of the material contained in this document complete accuracy cannot be guaranteed. The CER cannot accept responsibility for failure to comply with conditions of an Authorisation.
- Note that non-compliance with Authorisation conditions and reporting requirements may result in a review, and if necessary a revocation, of your Authorisation to Construct.

## **Progress Reports**

### **If a generator is building a power station with an installed capacity of between 10 and 40 MW:**

- The Progress Report should contain an update on general progress of constructing the power station, in particular providing information on the stage of

the project i.e. site clearance, pouring foundation, turbine erect, commissioning, etc. Also photographs of the site showing the progress should be provide.

- It should include its expected commercial operational date.
- If the generator has not started construction, it should specify the issues preventing construction from commencing, when construction is expected to commence and its expected commercial operation date.
- A progress report to the CER is required every 3 months going forward until the power plant is commissioned and in commercial operation.

**If a generator is building a power station with an installed capacity of 40 MW or greater:**

- If the generator has not started construction, it should specify the issues preventing construction from commencing, when construction is expected to commence and its expected commercial operation date.
- Regardless of whether construction has started or not a progress report to the CER is required every 3 months going forward until the power plant is commissioned and in commercial operation.
- The Progress Report should contain an executive summary providing an update on general progress of constructing the power station, highlighting its expected commercial operation date.
- An indication of the level of detail expected by the CER in a progress report is given below.

Example of table of contents of a progress report (Gas fired CCGT):

- Executive Summary including overall progress, expected commercial operation date and a health & safety update.
- Introduction
- Planned activities for next 1 – 3 month
- Project Programme
  - EPC Activities
    - Centreline – Gas/Steam Turbine, Alternator etc
    - HRSG and Feed Pumps
    - DCS, Instrumentation, Switch gear and Cabling
    - Main Transformer, Auxiliary transformer
    - Condenser
    - Water Treatment Plant
    - Effluent Treatment Plant
    - Main and Auxiliary Pipe Racks
    - Gas Compressors and Reduction Stations

- Fire Water System
- Main Circuit Breaker System
- Administration Building
- Workshop & Stores Building
- Auxiliary Boiler
- Underground Systems – Water drainage, underground piping, electrical conduits
- Water Tanks
- Distillate tanks
- Electricity transmission connection
- Gas Connection
- Distillate Arrangements
- Commissioning Programme
- Consents
  - Foreshore Licence/Water Abstraction
  - IPPC Licence
  - CO2 Emissions Trading
- Operations & Maintenance
- Project Photographs
- Construction Snapshots
- Health & Safety
- Environment
- Project Costs / Financing