Steps for submitting a change request

* Complete all relevant fields in the table(s) below. Please complete first table if you require a text update only to a webpage. Please complete the second table if you require a new webpage to be created. If you require a document to be uploaded, please complete the first/second table (most relevant) and third table which relates to documents;
* Email completed form along with any documents to be uploaded to Websiteapprovers@eirgrid.com;
* Note, a minimum notice of **three working days** is required by Public Affairs in order to allow enough time to process the request.\*

Key information required for update to webpage

|  |  |
| --- | --- |
| Your Name | Karl O’Keeffe |
| Your Directorate | OPI |
| Section requiring update e.g. The Grid | No section available – general publications |
| Page URL to be updated | No page available |
| Is update a regulatory/legal requirement. If yes, please provide brief details | Regulator – SEM11062 decision. |
| Who is the primary audience for this information e.g. general public, customer? (Please be as specific as possible) | Wind industry |
| Visible from date i.e. when does this update need to appear online | As soon as possible |
| Visible to date i.e. if this update is no longer required after a certain time, please specify | Until next publication - Monthly |
| Is additional communications support required e.g. plain English review, design and publication support? | No |

Key information required for addition of new webpage

|  |  |
| --- | --- |
| Section requiring additional page e.g. The Grid | N/A |
| Brief description of request | N/A |
| Who is the primary audience for this information e.g. general public, customer? (Please be as specific as possible) | N/A |
| Visible from date i.e. when does this update need to appear online | N/A |
| Visible to date i.e. if this update is no longer required after a certain time, please specify | N/A |
| Is additional communications support required e.g. plain English review, design and publication support? | N/A |

Key information required when uploading documents

|  |  |
| --- | --- |
| Title  - **No more than 65 characters** | Controllability Status Update |
| Keywords – **Please separate using a comma** | Wind farm Controllability |
| Category e.g. EirGrid, Grid Development etc. (refer to website Library for categories) | Operations, SEM11-062 |
| Subcategory e.g. presentation, outlook report etc. | report |
| Document description – **No more than 170 characters** | Three level hierarchy classification for Wind farms |
| Author | Generator Testing |
| Visible from date | As soon as possible |
| Visible to date | Until next publication – 1 month  Remove the following documents.   * <http://www.eirgridgroup.com/site-files/library/EirGrid/2015-11-November-Controllability-status-update.pdf> * <http://www.eirgridgroup.com/site-files/library/EirGrid/2015-11-01-Notification-List-for-Testing.pdf> |

\*Please note, Public Affairs will review all content and assess suitability for publication on the website. In some instances, content may be deemed unsuitable for publication. The requestor will be notified by Public Affairs in this case.