

DCUSA CHANGE REPORT	
CHANGE PROPOSAL	DCP 015 - <i>Limitation on claiming DCUSA expenses to one attendee per Group within a Party Category per meeting.</i>
DATE OF ISSUE	21 February 2008
ISSUED TO	DCUSA Contract Managers
PARTIES ENTITLED TO VOTE	All Supplier, DNO and IDNO Parties
RETURN DEADLINE (Voting End Date)	06 March 2008 – DCUSA@electralink.co.uk

1 PURPOSE

- 1.1 This document is issued in accordance with Clause 11.20 of the DCUSA. The Change Report details DCP 015 - *Limitation on claiming DCUSA expenses to one attendee per Group within a Party Category per meeting.* The voting process for the proposed variation and the timetable of the progression of the CP through the DCUSA Change Control Process is set out in this document.
- 1.2 Parties are invited to consider the proposed amendment attached as Appendix A and submit votes using the form attached as Appendix C to dcusa@electralink.co.uk by 06 March 2008.

2 BACKGROUND

- 2.1 DCP 015 was raised on 14 January 2008 and submitted to the Panel on 16 January 2008. DCP 015 was assessed as a standard (non urgent) CP. The Panel determined that the CP should be entered into the Assessment Phase and requested that the CP be progressed directly through to the Report Process. The CP impacts Part One Matters and as such is subject to Authority Consent.
- 2.2 The content of the Change Report was approved by the Panel on 20 February 2008.

3 SUMMARY OF DCP 015

Raising Party	Scottish Power Energy Retail Ltd
CP Status	Standard (non urgent)
Change Synopsis	Entitlement to claim expenses for attendance at DCUSA meetings will be limited to one attendee per Group within a Party Category per meeting.

Parties Impacted	Distributors, Suppliers, IDNOs
Part 1 / Part 2	Part 1
Authority Consent	Required
Proposed Implementation	26 June 2008

4 PROPOSED AMENDMENT AND LEGAL DRAFTING

- 4.1 DCP 015 was raised following a recommendation from the Panel to codify a principle agreed under the DCUSA Expenses Procedure Guideline. As it currently stands, clause 8.1 does not specify that claims for expenses incurred in the attendance of meetings is limited to one attendee per Group within a Party Category per meeting. This uncertainty leads to difficulties in accessing the level of budgetary allowance required to meet expenses. The implementation of this change will clarify who is entitled to claim expenses in relation to meeting attendance and as a result will introduce a greater level of certainty when accessing budgetary requirements to cover meeting costs within in a Financial Year.
- 4.2 The proposed amendment to the DCUSA in support of DCP 015 has been drafted by Wragge and Co. The CP seeks to add the following additional wording to Clause 8.1:
- Where a Working Group includes more than one employee (or other representative) of the Parties that comprise a Group, the Working Group related costs and expenses of only one of those employees (or other representatives) shall be capable of being a Recoverable Cost.*
- 4.3 DCP 015 also puts forward a housekeeping amendment to address an incorrect Clause reference. Clause 8.8 refers to "costs or expenses that have been approved in accordance with clause 8.9", but the reference to "8.9" should be to "8.7".
- 4.4 The legal text is set out in context in Appendix B.

5 TIMETABLE

- 5.1 In accordance with Clause 12.4 of the DCUSA the Panel has determined a 10 Working Day voting period.
- 5.2 The timetable for the progression of the Change Proposal is set out below:

Date	Activity	Purpose	Responsibility
21 February	Change Report Issued	Change Report issued to all Parties for 10 WD	Secretariat
06 March	Voting End Date	Last date for submission of votes	Parties
07 March	Change Declaration	Outcome of voting published to Parties and	Secretariat

		Authority	
16 April	Authority Determination	Authority to accept / reject CP following recommendation from Parties	Ofgem
26 June	DCUSA Release	DCUSA updated to reflect CP drafting (if approved by Authority)	Secretariat

Appendices:

- A. DCP 015 v1.0
- B. DCP 015 – Legal Drafting
- C. DCP 015 - Voting Form