

Minutes

Meeting Name	DCP 054 Working Group	Meeting Number	002
Meeting Date	11 January 2010	Meeting Time	10:00
Venue	ElectraLink, 2-3 Golden Square, London, W1F 9HR		

Attendee	Company
Kevin Woollard (Chair)	British Gas
Andrew Wallace	Ofgem
Angela Mann (Teleconference)	E.ON UK
Christopher Harding	EDF Energy Customers
Glenn Sheern (Teleconference)	E.ON UK
Jon Spence	ELEXON
Mike Blake	EDF Networks
Nathan Flood	EDF Energy Customers
Paul Coule	Scottish Power
Sasha Pearce (Teleconference)	NPower
Tony Savka (Teleconference)	Electricity North West Limited
Alex Burford (Secretary)	ElectraLink Ltd

1. ADMINISTRATION

- 1.1 Apologies were received from Ian Mann from Scottish Power.
- 1.2 Kevin Woollard was appointed as Working Group Chair due to Glenn Sheern attending the meeting via teleconference.

2. AGREEMENT OF MINUTES OF MEETING 001

- 2.1 The minutes of the last meeting were agreed subject to an amendment to section 4.5 which stated that there is no way to record missing units in Settlement and that there is no audit trail. SP clarified that there is a mechanism for doing so but that the issue identified is that there is no way to tell the total number of missing units in Settlement.

3. OUTSTANDING ACTIONS

- 3.1 An updated Actions Log is attached as Appendix A.

4. REVIEW OF ERA/ENA PAPERS AND GAS MODIFICATIONS

- 4.1 KW noted that there had been a great deal of work done by the ERA and ENA to develop and recommended that the Working Group use the documents developed by them as a starting point for its discussions. The Group agreed to review the documents in further detail at the next meeting.

5. FINAL REVIEW GROUP REPORT ON DETECTION AND INVESTIGATION OF THEFT OF GAS PRESENTATION

- 5.1 KW gave a presentation to the Working Group on Final Review Group 245 Report on Detection and Investigation of Theft of Gas. KW informed the Working Group that Review Group 245 was set up under the UNC to look at the detection and investigation of the Theft of Gas. He noted that the Review Group agreed that the following eight elements of best practice should be incorporated into a gas industry Code of Practice (CoP) and asked the

Working Group to considered the elements to determine whether they are suitable for an electricity Code of Practice.

- Make Safe
 - Costs are to be borne by those that steal
 - Ensure no illegal reconnection
 - Collect and report data
 - Networks collate and issue data
 - Enable theft reporting
 - CoP must be mindful of industry best practice for the management of customer relationships
 - Agree set of principles for calculation of stolen energy
- 5.2 The Working Group agreed to take the eight elements into consideration when discussing the Theft of Electricity Code of Practice.
- 5.3 The Working Group also discussed the current incentives schemes within the gas market. Members noted that under the existing Reasonable Endeavours scheme Suppliers can recoup some of the costs of investigating Theft of Gas incidents. KW informed members that British Gas has also raised UNC Modification Proposal 231 to make changes to Reasonable Endeavours Scheme. AW noted that the P231 Modification Group has met twice and is expected to deliver its final report to the UNC Panel by March 2010.

6. REVIEW OF EXISTING BSC PROCESS FOR REPORTING MISSING UNITS

- 6.1 The Working Group reviewed the existing BSC revenue protection processes for revenue protection and considered the Report of the Theft of Energy Working Groups from the ERA and the ENA. Members noted that the existing process assumes that Revenue Protection adjustments are notified by the Revenue Protection Service (RPS) to the NHHDC. However in practice, notification is usually via the Supplier but the BSCP makes no reference to any interaction between the RPS and the Supplier.
- 6.2 The Working Group discussed the notification of suspected tampering and noted that this issue is not covered in the BSC although the Revenue Protection Code of Practice says the onus is on Suppliers have the onus to enter units into Settlement. KW noted that the revenue protection agent is an agent of the Suppliers. AM noted that the Code of Practice is out of date and should be reviewed. The Group agreed there should be further clarification of the BSC requirements.
- 6.3 JS noted that ELEXON will be conducting technical assurance visits to retrieve further information in relation to revenue protection. The Group agreed to await the outcome of the visits.

7. STRAW MAN DOCUMENT FOR A SOLUTION OUTSIDE SETTLEMENT

- 7.1 The Working Group reviewed a straw man document developed by JS and MB. MB noted that the main consideration is whether and how missing units should be entered into Settlement.
- 7.2 The document outlined the problems with the current process of revenue protection. Once missing units have been processed by NHHDC, they are not identifiable by "downstream" processes (NHHDA, SVAA) and the Revenue Protection Service cannot confirm that all units identified as missing are accounted for in Settlement. MB suggested that collecting data could be done for each successful RP case where the Supplier and Distributor agree the MPAN, the units stolen and the period of theft with the units broken down by month. Each Supplier and DNO could then submit a report at monthly/quarterly intervals to ELEXON setting out the revenue protection cases that have been resolved.
- 7.3 MB also outlined a number of other options including: tightening up RPS-Supplier-NHHDC interfaces so that existing process is more robust; and separately identifying missing unit adjustments so that they are traceable at NHHDC, NHHDA and SVAA (which would require system changes in all 3 systems and a Modification).
- 7.4 AW outlined the following incentive mechanisms and the Working Group agreed to consider them in detail at the next meeting:
- Reasonable Endeavours scheme
 - Loss adjustment sets scheme
 - National revenue protection scheme
 - Mechanism of ensuring data into settlement
- 7.5 ElectraLink took an action to add the incentive schemes to the next meeting agenda.

Action: ElectraLink.

8. REVIEW OF THE THEFT OF ELECTRICITY CODE OF PRACTICE

- 8.1 The Group reviewed the Code of Practice for the Theft of Electricity and noting that it is draft document and not used in practice. AM noted that the ENA has ownership of the CoP but that the Working Group can propose amendments. It was also noted that the DCUSA makes reference to the code as something that should be complied with. ElectraLink took an action to distribute the Code of Practice to the Working Group in a word document for them to comment on and discuss at the next meeting.
- 8.2 AW noted that Ofgem is currently drafting a guidance document to identify disconnections in relation to gas and electricity. ElectraLink took an action to add the Ofgem publication to the agenda for the next meeting.

Action: ElectraLink

Action: ElectraLink

9. REVIEW OF THE UK RPA MANURAL

- 9.1 The Group noted concern over the ownership of the UK Revenue Protection Association's (UK RPA) manual. AW noted that UK RPA owns the manual and that it is happy for the Working Group to review the document. ElectraLink took an action to distribute RPA manual to the Working Group for their comments.

Action: ElectraLink

10. PROGRESSION OF DCP 054

- 10.1 TS noted the amount of work required to progress is the CP is greater than originally anticipated and that the Working Group may need to seek an extension from the Panel The Working Group agreed to consider the work schedule and timetable at the next meeting.

11. ANY OTHER BUSINESS

- 11.1 There was no other business.

12. DATE OF NEXT MEETING

- 12.1 The next meeting of DCP 054 Working Group will take place on 2nd February 2010.

APPENDIX A – ACTIONS**OPEN ACTIONS**

No.	Action	On	Due
002/01	Add the incentive schemes to the next meeting agenda.	ElectraLink	19/01/10
002/02	Distribute the code of practice to the Working Group in a word document for them to comment on and discuss at the next meeting.	ElectraLink	19/01/10
002/03	Review Code of Practice.	All	19/01/10
002/04	Add the Ofgem publication on the Agenda of the next meeting.	ElectraLink	19/01/10
002/05	Distribute RPA manual comments to the Working Group	ElectraLink	19/01/10

CLOSED ACTIONS

No.	Action	On	Due
001/01	Circulate ERA/ENA papers and gas modifications to members	KW	27/11/09 Complete
001/02	Map out existing BSC processes for reporting missing units	JS	Complete
001/03	Draw up a straw man document for a solution outside Settlement and consider how it could interact with the BSC	MB / JS	27/11/09 Complete
001/04	Review the Code of Practice for discussion at the next meeting	All	27/11/09 Complete
001/05	Circulate UK RPA manual	AM	27/11/09 Complete