




DCUSA Change Report		At what stage is this document in the process?
<h2>DCP 310</h2> <h2>ENA Office Move</h2> <p><i>Raised on 14 September 2017 as a Standard Change</i></p>		01 – Change Proposal
		02 – Consultation
		03 – Change Report
		04 – Change Declaration
<b>Purpose of Change Proposal:</b> DCP 310 seeks to amend the ENA's address details due to their forthcoming office move.		
	This document is issued in accordance with Clause 11.20 of the DCUSA, and details DCP 310 – ENA Office Move	
	DCP 310 is considered a Part 2 matter and Parties are invited to consider the proposed amendment (Attachment 1) and submit their votes using the Voting form (Attachment 2) to <a href="mailto:dcusa@electralink.co.uk">dcusa@electralink.co.uk</a> by <b>10 November 2017</b> .	
	The voting process for the proposed variation and the timetable of the progression of the Change Proposal (CP) through the DCUSA Change Control Process is set out in this document.	
	If you have any questions about this paper or the DCUSA Change Process, please contact the DCUSA by email to <a href="mailto:dcusa@electralink.co.uk">dcusa@electralink.co.uk</a> or telephone 0203 3191 851.	
	Parties Impacted: <b>Distribution Network Operators (DNOs), Independent Distribution Network Operators (IDNOs) and Suppliers</b>	
	Impacted Clauses: <b>Schedules 2A and 2C</b>	

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Any questions?

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## Timetable

The timetable for the progression of the CP is as follows:

### Change Proposal timetable

Activity	Date
Initial Assessment Report Approved by Panel	20 September 2017
Change Report Approved by Panel	18 October 2017
Change Report issued for Voting	20 October 2017
Party Voting Closes	10 November 2017
Change Declaration Issued to Parties	14 November 2017
Implementation	01 April 2018

## 1 Executive Summary

### What?

- 1.1 The address for the ENA in Schedules 2A and 2C need to be changed.

### Why?

- 1.2 The ENA is moving office.

### How?

- 1.3 Update Schedules 2A and 2C to quote the new address.

## 2 Governance

### Justification for Part 2 Matter

- 2.1 The Panel reviewed DCP 310 and noted that the Proposer's opinion was that the change should be treated as a Part 1 matter. The Panel considered the change to be a formality and there is no reason for the Authority to make a final decision. It was also agreed that as the change is being progressed to the Change Report stage there is no need for it to be considered to be an Urgent change and will most likely be presented to the Panel for approval at their October meeting.

### Requested Next Steps

- 2.2 The Panel considered that the Proposer has carried out the level of analysis required to enable Parties to understand the impact of the proposed amendment and to vote on DCP 310.
- 2.3 The DCUSA Panel recommends that this CP:
- Be issued to Parties for Voting.

## 3 Why Change?

### Background of DCP 298

- 3.1 The ENA is moving offices over a phased period. Post will be redirected. Supplier contracts are obliged, via Schedule 2A, to direct customers to methods by which they can obtain the NTC and writing to the ENA is one of them. The address is also quoted in Schedule 2C. Therefore, the address should be updated.

## 4 Solution

### DCP 310 Assessment

- 4.1 The DCUSA Panel recommended that the CP be progressed to the Change Report Phase.
- 4.2 This change seeks to amend Schedules 2A and 2C to quote the new address.

## 5 Relevant Objectives

### Assessment Against the DCUSA Objectives

- 5.1 For a DCUSA Change Proposal to be approved it must be demonstrated that it better meets the DCUSA Objectives.
- 5.2 The CP form provided as Attachment 3, details which of the DCUSA Objectives the Proposer considers DCP 310 better facilitates.

#### Impact of the Change Proposal on the Relevant Objectives:

Relevant Objective	Identified impact
General Objective Four - The promotion of efficiency in the implementation and administration of this Agreement	Positive

- 5.3 DCUSA General Objective 4 is better met as this change will ensure the DCUSA reflects the environment in which it operates.

## 6 Impacts & Other Considerations

### Does this Change Proposal impact a Significant Code Review (SCR) or other significant industry change projects, if so, how?

- 6.1 Not applicable

### Consumer Impacts

- 6.2 No consumer impacts have been identified.

### Environmental Impacts

- 6.3 In accordance with DCUSA Clause 11.14.6, the Proposer assessed whether there would be a material impact on greenhouse gas emissions if DCP 310 were implemented. The Proposer did not identify any material impact on greenhouse gas emissions from the implementation of this CP.

## 7 Implementation

- 7.1 The proposed implementation date for DCP 310 is 01 April 2018 as this is a scheduled DCUSA release date within the phased office move with enough lead time for suppliers to amend their templates.
- 7.2 The date chosen is within the ENA's phased move period while giving suppliers time to change their stationery.

## 8 Legal Text

- 8.1 The legal text for DCP 310 has been reviewed by the DCUSA legal adviser and is provided as Attachment 1.
- 8.2 The legal text sets out the amendments made to the legal text, specifically the amendment of the text within Schedules 2A and 2C to quote the new address.
- 8.3 The Proposer is satisfied that the legal text meets the intent of the change.

## 9 Code Specific Matters

### Modelling Specification Documents

- 9.1 Not applicable.

### Reference Documents

- 9.2 Not applicable.

## 10 Recommendations

### Panel's Recommendation

- 10.1 The Panel approved this Change Report on 18 October 2017. The Panel considered that the Proposer has carried out the level of analysis required to enable Parties to understand the impact of the proposed amendment and to vote on DCP 310.
- 10.2 The Panel have recommended that this report is issued for Voting and DCUSA Parties should consider whether they wish to submit views regarding this Change Proposal. The Voting Form can be found in Attachment 2.

### Attachments

- Attachment 1 – DCP 310 Legal Text

- Attachment 2 – Voting Form
- Attachment 3 – DCP 310 Change Proposal