

## DCUSA Change Proposal Form

This form is issued in accordance with Clause 10.5 of the DCUSA.

Completed forms should be returned to [dcusa@electralink.co.uk](mailto:dcusa@electralink.co.uk) for assessment by the DCUSA Panel. Failure to complete all parts of the form may result in it being rejected by the DCUSA Panel.

PART A – Mandatory for all Change Proposals  
 PART B – Mandatory for Non Charging Methodologies Proposals  
 PART C – Mandatory for Charging Methodologies Proposals  
 PART D – Guidance Notes

### PART A - MANDATORY FOR ALL CHANGE PROPOSALS

Document Control	
CP Status	Draft
CP Number	[Assigned by the Panel Secretary]
Date of submission	
Attachments	DCUSA - ETTOS Secure Email User Allocation Redline Text
Originator Details	
Company Name	
Originator Name	
Category	DG / DNO / IDNO / OTSO / SUPPLIER / OTHER
Email Address	
Phone Number	
Change Proposal Details	
CP Title	Allocation of Users to the ETTOS Secure Email Service
Impacted parties	Suppliers and Distributors
Impacted Clause(s)	New ETTOS Schedule
Part 1 / Part 2 Matter	Part 2
Provide your rationale why you consider this change is a Part 1 or Part 2 Matter	This change proposal does not meet the requirements to be a part 1 matter
Related Change Proposals	An equivalent SPAA CP to introduce the corresponding changes into SPAA is also being progressed
Change Proposal Intent	
This CP seeks to include the rules for allocation of user accounts for the ETTOS secure email service in the DCUSA	
Business Justification and Market Benefits	
<p>The ETTOS Service Provider is contacted to receive and disseminate tip offs to the relevant suppliers and will establish a secure email service for this purpose. Access to the secure email service will be by named user account. Within the ETTOS contract the Service Provider has allowed for a single user account for each ETTOS Recipient. Following discussions at the ETTOS Working Group it was determined that a single user account was insufficient to meet business practices and provide cover for holiday and sickness etc.</p> <p>The DCUSA Panel agreed at a meeting on the 27<sup>th</sup> June to amend the ETTOS Contract to increase the number of user accounts available to ETTOS Recipients and asked that the rules for allocation of users be included with the DCUSA ETTOS Schedule.</p>	

**Proposed Solution and Draft Legal Text**

It is proposed that an appendix be added to the new ETTOS Schedule which sets out the rules for allocation of users to the ETTOS secure email service as follows:

- Supplier Parties with 1 million or more Metering Point registrations may have up to 5 user accounts
- DNO Parties may have up to 5 user accounts
- All other ETTOS Recipients may have up to 2 user accounts

Full legal text is included in the attachment to this change proposal form.

**Proposed Implementation Date**

Earliest available release after approval

**Impact on Other Codes**

Please tick the relevant boxes and provide any supporting information.

BSC	<input type="checkbox"/>
CUSC	<input type="checkbox"/>
Grid Code	<input type="checkbox"/>
MRA	<input type="checkbox"/>
SEC	<input type="checkbox"/>
Other	<input type="checkbox"/>
None	<input checked="" type="checkbox"/>

If other please specify

**Consideration of Wider Industry Impacts**

[See Guidance Note 6] None

**Environmental Impact**

[See Guidance Note 7] None

**Confidentiality**

[See Guidance Note 8] No

**PART B – MANDATORY FOR NON CHARGING METHODOLOGIES CHANGE PROPOSALS**

## DCUSA General Objectives

### General Objectives:

Please tick the relevant boxes. [See Guidance Note 9]

- ☐ 1 The development, maintenance and operation by the DNO Parties and IDNO Parties of efficient, co-ordinated, and economical Distribution Networks
- ☐ 2 The facilitation of effective competition in the generation and supply of electricity and (so far as is consistent therewith) the promotion of such competition in the sale, distribution and purchase of electricity
- ☐ 3 The efficient discharge by the DNO Parties and IDNO Parties of obligations imposed upon them in their Distribution Licences
- ☐ 4 The promotion of efficiency in the implementation and administration of this Agreement
- ☐ 5 Compliance with the Regulation on Cross-Border Exchange in Electricity and any relevant legally binding decisions of the European Commission and/or the Agency for the Co-operation of Energy Regulators.

## Detailed rationale for better facilitation of the DCUSA Objectives identified above

[See Guidance Note 10]

## PART C – MANDATORY FOR CHARGING METHODOLOGIES CHANGE PROPOSALS

Charging Methodology Change Proposals should only be assessed against the DCUSA Charging Methodology Objectives and the General Change Proposals should be assessed on DCUSA General Objectives.

Only Change Proposals impacted by both Charging and General objectives are to be assessed on both General and Charging Objectives.

## DCUSA Charging Objectives

Please tick the relevant boxes. [See Guidance Note 11]

### Charging Objectives:

- ☐ 1 that compliance by each DNO Party with the Charging Methodologies facilitates the discharge by the DNO Party of the obligations imposed on it under the Act and by its Distribution Licence
- ☐ 2 that compliance by each DNO Party with the Charging Methodologies facilitates competition in the generation and supply of electricity and will not restrict, distort, or prevent competition in the

transmission or distribution of electricity or in participation in the operation of an Interconnector (as defined in the Distribution Licences)

- ☐ 3 that compliance by each DNO Party with the Charging Methodologies results in charges which, so far as is reasonably practicable after taking account of implementation costs, reflect the costs incurred, or reasonably expected to be incurred, by the DNO Party in its Distribution Business
- ☐ 4 that, so far as is consistent with Clauses 3.2.1 to 3.2.3, the Charging Methodologies, so far as is reasonably practicable, properly take account of developments in each DNO Party's Distribution Business
- ☐ 5 that compliance by each DNO Party with the Charging Methodologies facilitates compliance with the Regulation on Cross-Border Exchange in Electricity and any relevant legally binding decisions of the European Commission and/or the Agency for the Co-operation of Energy Regulators.

**Detailed rationale for better facilitation of the DCUSA Objectives identified above**

[See Guidance Note 10]

**Has this issue been discussed at any other industry forums? If so please specify and provide supporting documentation**

**PART D – GUIDANCE NOTES FOR COMPLETING THE FORM**

Guidelines for Working Group Members and Working Group Terms of Reference are available on the DCUSA Website and provide more information about the progression of the Change Process. [www.dcusa.co.uk](http://www.dcusa.co.uk)

Ref	Data Field	Guidance
<b>1</b>	<b>Attachments</b>	Append any proposed legal text or supporting documentation in order to better support / explain the CP.
<b>2</b>	<b>Part 1 / Part 2 Matter</b>	A CP must be categorised as a Part 1 or Part 2 matter in accordance with Clause 10.4.7 of the DCUSA. All Part 1 matters require Authority Consent.
<b>3</b>	<b>Related Change Proposals</b>	Indicate if the CP is related to or impacts any CP already in the DCUSA or other industry change process.
<b>4</b>	<b>Proposed Solution and Draft Legal Text</b>	Outline the proposed solution for addressing the stated intent of the CP. The Change Proposal Intent will take precedence in the event of any inconsistency. A DCUSA Working Group may develop alternative solutions. The plain English description of the proposed solution should include the changes or additions to existing DCUSA Clauses (including Clause numbers).

		Insert proposed legal drafting (change marked against any existing DCUSA drafting) which enacts the intent of the solution. The legal text will be reviewed by the Working Group (if convened) and is likely to be subject to legal review as part of its progress through the DCUSA change process.
<b>5</b>	<b>Proposed Implementation Date</b>	<p>The Change can be implemented in February, June, and November of each year or as an extraordinary release. For Charging Methodology CPs, select an implementation date which takes in to consideration the deadlines for publishing indicative tariffs.</p> <ul style="list-style-type: none"> <li>• Submission of Company indicative tariffs is 31 December of each year.</li> <li>• Final tariffs are published on 1 April of each year.</li> </ul> <p>Please select an implementation date that provides sufficient time for the change to be incorporated into the appropriate charging model and the DCUSA in order to be reflected within the December indicative tariffs.</p> <p>Contact the DCUSA helpdesk for any further information on the releases <a href="mailto:dcusa@electralink.co.uk">dcusa@electralink.co.uk</a>.</p>
<b>6</b>	<b>Consideration of Wider Industry Impacts</b>	Indicate whether this Change Proposal will be impacted by or have an impact upon wider industry developments. If an impact is identified, explain why the benefit of the Change Proposal may outweigh the potential impact and indicate the likely duration of the Change.
<b>7</b>	<b>Environmental Impact</b>	Indicate whether it is likely that there would be a material impact on greenhouse gas emissions as a result of the proposed variation being made. Please see <a href="#">Ofgem Guidance</a> .
<b>8</b>	<b>Confidentiality</b>	Clearly indicate if any parts of this Change Proposal Form are to remain confidential to DCUSA Panel (and any subsequent DCUSA Working Group) and Ofgem.
<b>9</b>	<b>DCUSA General Objectives</b>	Indicate which of the DCUSA Objectives will be better facilitated by the Change Proposal.
<b>10</b>	<b>Detailed Rationale for DCUSA Objectives</b>	Provide detailed supporting reasons and information (including any initial analysis that supports your views) to demonstrate why the CP will better facilitate each of the DCUSA Objectives identified.
<b>11</b>	<b>DCUSA Charging Objectives</b>	Indicate which of the DCUSA Charging Objectives will be better facilitated by the Change Proposal. Please note that a CDCM or EDCM change may also facilitate the DCUSA General objectives.

