
Meeting Name	DCUSA Panel
Meeting Date	16 January 2008
Paper Title	Initial Assessment Report – DCP 015
Purpose of Paper	For Decision
Synopsis	This paper presents a Change Proposal that has been submitted to the DCUSA Secretariat this month and requests agreement on its progression.

1 INTRODUCTION

- 1.1 This paper refers a DCUSA Change Proposal (DCP) to the DCUSA Panel for agreement on its progression.
- 1.2 The CP has been assessed by the Secretariat in accordance with Section 10.11 of the DCUSA. The CP has met the requirements and ElectraLink has prepared a recommendation for consideration by the Panel.

2 SUMMARY OF CHANGE PROPOSAL FOR CONSIDERATION

- 2.1 DCP 015 - *Limitation on claiming DCUSA expenses to one attendee per Group within a Party Category per meeting* is attached as Appendix A. The following table shows a summary of the CP:

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, DGs
Part 1 / Part 2	Part 1
Authority Consent	Required
Proposed Implementation	26 June 2008

- 2.2 DCP 015 has been raised following a recommendation by the DCUSA Panel at its meeting on 19 December 2008. 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.
- 2.3 DCP 015 has been assessed as a standard (non urgent) change impacting Part 1 matters in accordance with Clause 9.5 of the agreement as it impacts Section 1B – Governance.
- 2.4 It is recommended that this should be entered into the Assessment Phase and that the CP should be progressed directly through to the Report Phase
- 2.5 A proposed timetable is outlined below:

Activity	Date
Panel Meeting – IA Report agreed	16 January 2008
Legal Text and Change Report drafted	08 February – 18 February 2008
Panel Meeting – Change Report agreed	20 February 2008
Party Voting	21 February – 06 March 2008
Change Declaration	07 March 2008
Ofgem Determination	07 March – 16 April 2008
Implementation	26 June 2008

3 RECOMMENDATIONS

The DCUSA Panel is invited to:

- Accept the referral of DCP 015;
- Agree that the CP should be entered into the Assessment Procedure;
- Agree that the CP should be treated as a Part 1 matter;
- Agree that the CP should be progressed through the Report Process in accordance with the timetable set out in Section 2.5; and
- Agree that the Change Report will be issued for approval ex-committee by email or by teleconference.

4 APPENDICES

- Appendix A – DCP 015