

Minutes

Meeting Name	DCUSA SIG
Meeting Number	057
Date	30 May 2014
Time	10.00am
Location	Teleconference

Attendee	Company
Richard Vernon [RV] (Chair)	Npower
Alex Greetham [AG]	UK Power Networks
Chris Allanson [CA]	Northern Powergrid
Paul Smith [PS]	MOCOPA Chair
Maria Hesketh [MH]	Scottish Power
Martyn Allen [MA]	Electrical Safety First
Sue Calvert [SC]	Northern Powergrid
Tony Savka [TS]	ENWL
Lesley Ferrando [LF]	Ofgem
Claire Hynes [CH] (Secretariat)	ElectraLink

1 APOLOGIES

- 1.1 Apologies were received from Kevin Woollard (British Gas) and Brian Harris-Ross (EDF Energy).

2 ADMINISTRATION

- 2.1 The minutes of the last meeting were approved without amendment.
- 2.2 The SIG reviewed all outstanding actions. The list of actions closed at this meeting and all open actions are detailed in Appendix A.
- 2.3 The Chair notified the group of the DIF 035 proposers decision to formally withdraw the issue from the DCUSA SIG.

3 QUESTION SESSION ON DIF 037 'THE CASE FOR PROVIDING A MEANS TO ENSURE SAFE TEMPORARY ISOLATION IN DOMESTIC AND SIMILAR PREMISES'

- 3.1 MA queried the scope of the proposal as it does not address the issue of access to the terminals. It was highlighted to the DCUSA SIG that when these consumer units are being changed in a high number of cases the terminals will also need to be changed. Also where the terminals to the consumer unit are loose they will need to be tightened. MA suggested that if each time the terminals need to be modified a third party is required to be contacted then it may undermine the authorisation scheme proposed. PS advised that this question had been discussed at both the MOCOPA and AMO electricity forum and they were generally supportive of the issue of electrician access to the terminals being addressed.
- 3.2 AG advised that the proposer of DIF 037 was seeking to address the risks and liabilities in this proposal and the technical details would be addressed at a later stage in the process. AG did not believe that the proposal ruled out the development of technical details which may include access to the terminals.
- 3.3 The DCUSA SIG agreed that the proposal was not trying to limit the technical scope of the proposed authorisation schemes operational aspect. Furthermore, the commercial solution should not restrict the operational work on site. This proposal engages with the issue of legal and commercial accessibility for the proposed authorisation scheme and not the final solution.
- 3.4 TS provided feedback from Angus Rae (AR) of Scottish and Southern Energy on their authorisation scheme document which was included as Attachment 4 'SSE Procedure for Removal and Replacement of Cut out Seals' to the DIF 037 Request For Information (RFI). AR highlighted an error in the documents wording at paragraph 3.1 which states "Members of the following trade associations are permitted to remove meter seals for routine work" but should state 'cut out seals' as opposed to 'meter seals'. This is an editorial error which would provide a misrepresentation to RFI respondents where the SSE Authorisation scheme is held up as an example scheme.
- 3.5 The DCUSA SIG agreed to contact AR on the issuing of a general communication to clarify SSE's position in regards to meter seals and cut out seals to the DIF 037 RFI distribution list prior to its closing date on the 06 June 2014. Those who have already responded to the RFI will be provided with an opportunity to amend their response prior to the RFI's closing date. Members noted that the scheme is still published on the SSE website with this error intact. AG agreed to inform the Proposer of this development.

ACTION 057/01: RV & AG

- 3.6 The DCUSA SIG requested for the Secretariat to approach the DCUSA Panel on the request to host a face to face meeting on the subject of DIF 037 Request For Information (RFI) responses. This meeting will take place on the 27 June 2014.

ACTION 057/02: ELECTRALINK

4 FEEDBACK FROM THE DCUSA PANEL

- 4.1 The DCUSA SIG considered the feedback received from the Balancing and Settlement Code (BSC) representative in the open session on DIF 039. The representative advised that under the BSC, the Meter Operator (MoP) who is appointed is responsible for the sealing of the meter. If another MoP breaks the seal, the appointed MoP would still be

responsible. The DCUSA Panel suggested that the DCUSA SIG may wish to flag that there will be impacts on other codes in the DIF 039 RFI and address this topic in the RFI. RV advised member that question 6 which had been added to the RFI covered this area.

- 4.2 The DCUSA Panel directed for the DCP 209 Working Group to review the DCUSA SIG meeting papers so that the same work is not covered twice. This direction will be added to the Working Groups Terms of Reference (ToR) which the DCP 209 Working Group will be required to abide by. The relevant meeting minutes since the introduction of DIF 028 in 2012 will be provided to Working Group members.

5 DCP 209 'RESOLVING UNREGISTERED CUSTOMERS' WORKING GROUP INVITATION TO DCUSA SIG MEMBERS

- 5.1 DCUSA SIG members were invited to join the DCP 209 Working Group. A list of potential first Working Group meeting dates and the assigned Working Group members was read out. Sue Calvert agreed to join the DCP 209 Working Group.
- 5.2 The proposer of the DCP 209 Change Proposal (CP) requested that the first meeting be held as a web-conference so that members could review the DCUSA SIG meeting papers on DIF 028¹ and agree the agenda items for the first in person DCP 209 Working Group meeting.

ACTION 057/03: ELECTRALINK

6 DIF 039 'REMOVAL AND REPLACEMENT OF SEALS BY MOCOPA OPERATIVES' REQUEST FOR INFORMATION

- 6.1 DIF 039 was raised by Npower and seeks to clarify whether MOCOPA Operatives are able to energise and de-energise (within the same day) if they are not appointed by the registered Supplier in the capacity of Meter Operator (MOP). It was noted that a Supplier may only appoint a single MOP at any one time. This creates issues in a number of scenarios, which can add cost and inefficiencies to industry processes that are ultimately borne by the end customer.
- 6.2 The DCUSA SIG Chair invited comments on the DIF 039 Request For Information (RFI) and read out each of the RFI questions in turn. LF requested for the proposer to clarify the purpose of question 4 Do you require any additional clarity on any of the scenarios defined? The proposer advised that there are three or four defined scenarios set out in the document which provides a clear scope of the activities that could be undertaken as part of this change. LF suggested additional wording such as "If so please indicate which scenarios are not clear" to ensure that the question does not receive a monosyllabic response such as 'yes'. The proposer agreed to draft additional wording for this question and circulate it to the group.

ACTION 057/04: RV

- 6.3 One member requested for the wording of question nine "*Are there any outputs you would like to see from the proposed MOCOPA audit?*" to be clarified as it read as if a new MOCOPA audit was being proposed. The proposer advised that they were asking

¹ DIF 028 'Getting Unregistered Consumers Registered By A Supplier'

respondents to advise if they could add value by providing any additional items in the current MOCOPA audit in relation to the work proposed. The proposer agreed to reword question nine.

ACTION 057/05: RV

- 6.4 Members discussed the scenario where a free roving MoP acted on instruction from the Distributor in an area of flooding to check meters. Some members considered that as the Distributor held the right to disconnect for reasons of safety that the solution may be better situated under MOCOPA with an understanding developed with the DNOs. PS proposed to raise this discussion at the next MOCOPA meeting and provide feedback to the DCUSA SIG. This will allow the proposer of DIF 039 to decide whether to incorporate this scenario when developing this issue in to a formal Change Proposal.
- 6.5 Members agreed that the DIF 039 RFI should be sent to the next MOCOPA meeting on 24 July 2014 for comments before it is distributed to DCUSA Contract Managers, MOCOPA and the AMO.

7 ANY OTHER BUSINESS

DCUSA SIG Chair

Members were advised that the term of the current DCUSA Standing Issues Group Chair is coming to a close. It was noted that the secretariat will issue an e-mail to member to self-nominate for the position of DCUSA SIG Chair prior to its next meeting. DCUSA SIG members will then vote on the nominated members on 27 June 2014.

ACTION 057/06: ELECTRALINK

8 DATE OF NEXT MEETING

- 8.1 The DCUSA Standing Issues Group will convene on 27 June 2014.

APPENDIX A: SUMMARY OF ACTIONS**NEW AND OPEN ACTIONS**

Action Ref.	Action	Owner	Update
050/03	Determine which clauses and paragraphs in the DCUSA would need to be changed to facilitate DIF 037 being raised as a Change Proposal.	MA & DWN	On-going. DIF 037 has been raised as a RFI.
052/06	Draft an e-mail on the incomplete rota disconnection data and circulate to DCUSA SIG members and the DCUSA Contract Managers	Julia Haughey	On-going. TS to contact Julia Haughey to confirm that this action is required.
054/04	Locate the bilateral connection agreements between the DNO and NETSO.	Alex Haffner	Next Meeting: The secretariat to contact Alex to check when the information will be available for discussion at the DCUSA SIG.
055/01	Contact SPAA members in order to align the approach to a public version of the Revenue Protection CoP draft Change Proposal.	Richard Vernon	Next Meeting –Being discussed by the gas code of theft on 04 June Thursday. RV Feedback at next DCUSA SIG
055/03	Insert a question on how many electricians would be willing to sign up to a regulatory governed authorisation scheme in order to officially undertake work and if so how much would they be prepared to pay as a registration fee in a draft consultation being issued to electricians and their trade associations.	Martyn Allen	Next Meeting. The DCUSA SIG Chair agreed to contact Martyn Allen to confirm that this action has been completed.
056/02	Note in the draft DCUSA Change Proposal form 'Resolving Unregistered Customers' that this change will not be covering back billing.	Chris Allanson	Next Meeting.
057/01	Contact AR on the issuing of a general	Richard Vernon	Prior to the 06 June 2014

	communication to clarify SSE's position in regards to meter seals and cut out seals to the DIF 037 RFI distribution list prior to its closing date on the 06 June 2014. Inform the Proposer of this development.	and Alex Greetham	
057/02	Request permission from the DCUSA Panel to host a face to face meeting on the subject of the DIF 037 Request For Information (RFI) responses.	ElectraLink	Next Meeting
057/03	Set up the first DCP 209 Working Group meeting as a web-conference in order to review the DIF 028 DCUSA SIG meeting papers.	ElectraLink	Next Meeting
057/04	Draft additional wording in question four of the DIF 039 RFI	Richard Vernon	Next Meeting
057/05	Reword question nine of the DIF 039 RFI	Richard Vernon	Next Meeting
057/06	Issue an e-mail to DCUSA SIG member to self-nominate for the position of DCUSA SIG Chair before its next meeting.	Claire Hynes	Prior to the next DCUSA SIG meeting

ACTIONS AGREED CLOSED AT THE MEETING

Action Ref.	Action	Owner	Update
046/01	With regards to DIF 035 draft a DCUSA Change Proposal and circulate it to SIG members for review.	Glenn Sheern	Closed: The DCUSA SIG Chair notified the group of the proposer's decision to withdraw DIF 035.
051/02	Draft a DIF 036 RFI.	ElectraLink	Closed: Members noted that DIF 036 had been withdrawn by the proposer at the preceding meeting.
055/02	Provide the DCUSA SIG with the amount of cover	Martyn Allen	Completed: The relevant figures were added to

	for each registrant and an Authorisations schemes overall insurance costs to act as a benchmark for respondents in the DIF 037 RFI.		the DIF 037 RFI.
055/06	Issue the RFI to DCUSA contract managers, Ofgem, HSC, DECC, trade bodies and ECA with a closing date of the 16 May 2014.	ElectraLink	Completed.
056/01	CA to discuss the appetite for DIF 0036 to be raised as a formal CP at the COG meeting on the 07 May 2014 and provide feedback at the next DCUSA SIG meeting.	Chris Allanson	Completed: Members noted that DIF 036 had been withdrawn by the proposer at the preceding meeting.
056/03	Update the draft DCUSA Change Proposal form 'Resolving Unregistered Customers' based on comments at this meeting.	Chris Allanson	Completed. The updated DCP 209 Change Proposal was issued to the DCUSA Panel for its initial assessment.
056/04	Exchange e-mails with the proposer of DIF 039 in order to help expand upon the circumstances where this change may be beneficial.	Chris Allanson, Richard Vernon and David Smith	Completed.
056/05	Issue the DIF 037 RFI to for review by DCUSA SIG members, Paul Smith, the MOCOPA chair and Martyn Allen of the Electrical Safety Council (ESC) by the 02 May 2014.	ElectraLink	Completed.