

## **1. DEFINITIONS AND INTERPRETATION**

<b>DCUSA Issue Form or DIF</b>	means a form used to submit a DCUSA Issue to the DCUSA Issues Group
<b>DCUSA Issues Group or DIG</b>	means a Working Group of technical experts representing a cross-section of industry participants brought together to consider solutions to operational issues. The DCUSA Issues Group acts under the direction of the DCUSA Panel and reports to it.

7.26 With the exception of the DCUSA Issues Group, which shall be subject to the terms of reference and procedures given in Schedule XX, each Working Group shall be subject to such written terms of reference and such written procedures as the Panel may specify from time to time, and shall otherwise conduct its business as it sees fit. No Working Group may further delegate any of its duties, powers and functions unless expressly authorised to do so by such terms of reference.

## **SCHEDULE XX - DCUSA ISSUES GROUP**

### **Scope**

The DCUSA Issues Group provides an opportunity for DCUSA Parties or any party entitled to raise Change Proposals in accordance with Clause 10.2 of this Agreement to raise and discuss DCUSA issues and, where appropriate, undertake a pre-assessment of proposed solutions prior to raising a formal Change Proposal. Issues for discussion by the Issues Group will be either raised by DCUSA Parties or referred from the DCUSA Panel.

The Issues Group will act under the auspices of the Panel but will have no powers to enforce changes to the DCUSA or any existing industry agreements or associated systems.

### **Objectives**

- To review, under the auspices of the DCUSA, issues relating to the DCUSA document;
- To discard issues as requiring no further action or to develop and propose cost / risk based solutions to issues;
- To identify the impact of such solutions on the DCUSA document;

- To recommend to the Panel where further groups should be established to facilitate issue resolution;
- To provide the DCUSA Panel with an early view as to the potential impact of changes that may be proposed to the DCUSA document;
- To review, on behalf of the DCUSA Panel, industry developments and their possible impact on the DCUSA document.
- To carry out any other activity and required and requested by the DCUSA Panel

## **Membership**

The DCUSA Issues Group shall be open to all DCUSA Parties.

Interested industry parties may attend with agreement of the Chair.

The membership shall comprise, but is not limited to:

- The Chairman – Elected by the representatives;
- The Secretary – provided by the secretariat;
- Participant representatives nominated by the DCUSA Parties;
- Experts as required and agreed / invited by the Chair; and
- An Ofgem observer

## **Chairman**

The Chair will at all times be from a company that is also a DCUSA Party and will be appointed by majority vote of attendees at the DCUSA Issues Group.

The Chair's role will be to chair meetings, facilitate discussions and encourage consensus on issues for decision.

## **Requirements of Members**

Members shall be individuals who have a good knowledge of operational matters within the DCUSA and who understand the business and technical impact of the matters being discussed. Members shall act as technical experts and not representatives of their individual companies.

Those parties entitled to attend the DCUSA Issues Group, and who chose to appoint a representative, shall, where reasonably possible, be expected to ensure their attendance on a consistent basis and ensure their commitment toward making the DCUSA Issues Group a success.

Representatives should be prepared to:

- Act in accordance with Clause 7.24 of the DCUSA;
- Engage and participate fully in the Issues Group;
- Take actions; and
- Report back on views and actions taken.

## **Meeting Frequency**

The DCUSA Issues Group will meet at the request of the Panel but will normally meet on a monthly basis. The frequency of any meetings of the group will be on an as required basis depending on the number of issues on the table and the urgency for the resolution of them.

The Chair of the DCUSA Issues Group may convene an emergency meeting of the Issues Group where necessary, for the purpose of debating urgent operational difficulties and, where appropriate, developing Change Proposals to overcome these.

The Chair will be required to give a minimum of 5 days notice of any such emergency meeting. Where practical, and expedient, emergency meetings of the Issues Group may be conducted wholly, or partly, by conference call.

The Chair of the DCUSA Issues Group will be entitled to cancel any scheduled meeting if, in their sole opinion, there are insufficient items of importance for debate at the meeting to warrant holding it.

## **Secretariat**

The Panel shall appoint a Secretary to the DCUSA Issues Group who shall be responsible for:

- Booking, convening and circulating notice of meetings;
- Logging DCUSA Issue Forms and validating them for completeness;
- Circulating the agenda for each meeting of the DCUSA Issues Group at least 5 days in advance of the meeting;
- Writing minutes of the meeting in a style and level of detail specified by the Chair;
- Circulating minutes of the meeting no later than 5 working days following the meeting;
- Publishing all meeting papers and minutes on the DCUSA Website; and
- Providing a report to the Panel from each meeting as appropriate, giving a summary of key issues and progress being made, and including the task list or work plan for the group.

## **Summary of Process**

The DCUSA Issues Group will consider issues as directed by the DCUSA Panel or as raised by any Party entitled to raise Change Proposals in accordance with Clause 10.2

of this Agreement. Issues will be submitted to the Issues Group via the Secretary using the DCUSA Issues Form (Appendix A).

Where a form has been submitted to the Secretary, the secretary shall add the matter to the next scheduled meeting. Issue forms submitted less than 5 Working Days before the next scheduled meeting will be accepted at the discretion of the Chair.

The DCUSA Issues Group has a responsibility to consider and recommend to the DCUSA Panel or raising Party solutions to issues within its scope.

The DCUSA Issues Group will actively seek to cluster issues for consideration together where a single solution may be viable.

The DCUSA Issues Group may recommend that changes to the DCUSA document be proposed for the resolution of these issues. These changes will be taken forward by Parties as defined in Section 1C of the DCUSA document (Change Control).

### **Decision Making**

Recommended solutions to issues may be agreed at the meeting.

The recommendations may include, but are not limited to, changes to the DCUSA document and best practice guidance to Parties.

Recommendations are agreed by majority consensus of participants.

Where there is not majority consensus, this is minuted.

### **Reporting**

The DCUSA Issues Group reports directly to the DCUSA Panel. A report will be provided to the Panel from each meeting, as appropriate, giving a summary of key issues and progress being made and including the task list or work plan for the group.

### **Funding**

DCUSA will be responsible for the costs of secretariat services and ancillary charges such as teleconferencing charges

Members' expenses will be managed in accordance with Clause 8.1 of this Agreement.

### **Appendix A - DCUSA Issue Form (DIF)**

This form should be used by parties to submit matters for consideration at the DCUSA Issues Group.

The completed form should be issued to [DCUSA@electralink.co.uk](mailto:DCUSA@electralink.co.uk).

<b>Document Control</b>	
Date Submitted	
Issue Title:	
Issue Number*:	
Meeting Ref*:	
Attachments:	

*\*Assigned by DCUSA Secretariat*

<b>Originator details</b>	
Party Name	
Originator Name	
Party Category	Distributor / Supplier / IDNO / DG
Email Address	
Telephone Number	

<b>Nature of Issue</b>

<b>Solution Overview – if known</b>	
Solution description:	
Timescale/ Lead time for Implementation:	