

DCUSA CHANGE REPORT	
CHANGE PROPOSAL	DCP 013 - <i>Limitation on time frame for claiming DCUSA expenses</i>
DATE OF ISSUE	09 January 2008
ISSUED TO	DCUSA Contract Managers
PARTIES ENTITLED TO VOTE	All Supplier, DNO and IDNO Parties
RETURN DEADLINE (Voting End Date)	22 January 2008 – DCUSA@electralink.co.uk

1 PURPOSE

- 1.1 This document is issued in accordance with Clause 11.20 of the DCUSA. The Change Report details DCP 013 - *Limitation on time frame for claiming DCUSA expenses*. The voting process for the proposed variation and the timetable of the progression of the CP through the DCUSA Change Control Process is set out in this document.
- 1.2 Parties are invited to consider the proposed amendment attached as Appendix A and submit votes using the form attached as Appendix B to dcusa@electralink.co.uk by 22 January 2008.

2 BACKGROUND

- 2.1 DCP 013 was raised on 05 December 2007 and submitted to the Panel on 19 December 2007. DCP 013 was assessed as a standard (non urgent) CP. The Panel determined that the CP should be entered into the Assessment Phase and requested that the CP be progressed directly through to the Report Process. The CP impacts Part One Matters and as such is subject to Authority Consent.
- 2.2 The content of the Change Report was approved by the Panel on 08 January 2008.

3 SUMMARY OF DCP 013

Raising Party	Scottish Power Energy Retail Ltd
CP Status	Standard (non urgent)
Change Synopsis	The CP seeks to insert an obligation within Clause 8.7 of the DCUSA for parties to claim all costs and expenses within 20 working days of the end of Financial Year to which they relate.
Parties Impacted	Distributors, Suppliers, IDNOs

Part 1 / Part 2	Part 1
Authority Consent	Required
Proposed Implementation	28 February 2008

4 PROPOSED AMENDMENT AND LEGAL DRAFTING

- 4.1 DCP 013 has been raised following a recommendation by the DCUSA Finance and Audit Committee. As it currently stands, Clause 8.7 sets no time restrictions on the period of time that can elapse before Parties submit expense claims. This may result in expense claims straddling Financial Years and leads to difficulties in accessing the level of over/under recovery position against budget forecast and when attempting to prepare budget estimates for the forthcoming Financial Year. The objective of the CP is to ensure that all expenses incurred are claimed in a timely manner following the end of a Financial Year.
- 4.2 The proposed amendment to Clause 8.7 of the DCUSA in support of DCP 013 has been drafted by Wragge and Co as follows:

Payment of Costs Incurred

Where the Panel, the Panel Secretary, any Working Group, the Secretariat or DCUSA Ltd wishes to recover any cost or expense under this Clause 8, details of the cost or expense in question shall be submitted to the Panel (or a named person approved by the Panel) for approval. Such cost or expense shall only be approved to the extent that it is a Recoverable Cost provided for in an Approved Budget and only if it is submitted in a timely manner (and in any event on or before the 20th Working Day following the end of the relevant Financial Year). Once approved, details of the cost or expense shall be submitted to the Secretariat or DCUSA Ltd (as directed by the Panel or such named person) for payment.

5 TIMETABLE

- 5.1 In accordance with Clause 12.4 of the DCUSA the Panel has determined a 10 Working Day voting period.
- 5.2 The timetable for the progression of the Change Proposal is set out below:

Date	Activity	Purpose	Responsibility
09 January	Change Report Issued	Change Report issued to all Parties for 10 WD	Secretariat

22 January	Voting End Date	Last date for submission of votes	Parties
23 January	Change Declaration	Outcome of voting published to Parties and Authority	Secretariat
24 January – 27 February	Authority Determination	Authority to accept / reject CP following recommendation from Parties	Ofgem
28 February	DCUSA Release	DCUSA updated to reflect CP drafting (if approved by Authority)	Secretariat

Appendices:

- A. DCP 013 v1.0
- B. DCP 013 - Voting Form