

DCP 336 Working Group Meeting 01

15 March 2019 at 10:00am

Web-Conference

Attendee	Company
Working Group Members	
Chris Ong [CO]	UK Power Networks
John Campbell [JC]	SSEN
Karl Maryon [KM]	Haven Power
Kevin Woollard [KW]	British Gas
Code Administrator	
Dylan Townsend [DT] (Chair)	ElectraLink
Hollie Nicholls [HN] (technical secretariat)	ElectraLink

Apologies	Company
Mark James	UK Power Networks

1. Administration

- 1.1 The Chair welcomed the members to the meeting.
- 1.2 The Working Group reviewed the “Competition Law Guidance”. All Working Group members agreed to be bound by the Competition Law Guidance for the duration of the meeting.
- 1.3 The Terms of Reference for the meeting were reviewed and the Working Group agreed that these were a fair and accurate representation of the Working Group’s objectives and agreed to be bound by them for the duration of the Working Group.

2. Purpose of the Meeting

- 2.1 The Chair set out that the purpose of the meeting is to review and analyse the Change Proposal (CP) and review the proposed legal text and draft consultation document.

3. Overview and Review of the DCP 336 Change Proposal

- 3.1 The Proposer provided an overview of the content of DCP 336 which acts as attachment 1 to these minutes.
- 3.2 Currently data is submitted to Energy Networks Association (ENA) who collate and circulate the data in the form of a DVD in July each year. It came to the attention of the Proposer that the majority of laptops no longer have DVD drives and so it can be difficult to access the information.
- 3.3 The Change Proposal (CP) proposes that this task should be transferred from ENA to the DCUSA Secretariat and the data should be published on the DCUSA Website as there is already the ability to enable password protection.
- 3.4 One Working Group member questioned whether each Supplier would only be able to see their data or all of the data. The Proposer confirmed that DNOs submit data for their regions as a whole and so each Supplier would be able to see all of the data.
- 3.5 One Working Group member suggested that the Working Group could use the Electricity Central Online Enquiry Service (ECHOES) platform to share the data as each Supplier can access the data and has the ability to download portfolios. There could potentially be volume constraints and so there could be some limits to using this service, but it would be secure as only the administrators for each company would be granted access. Currently rota disconnections are not included in the ECHOES service so this would need to be added if the Working Group thought that this would be an option to move forward with.
- 3.6 The Proposer highlighted that making changes to ECHOES would require contractual changes and updates to the Data Transfer Network (DTN) and the Master Registration Agreement (MRA) and so a change to DCUSA would be a better route. Working Group members agreed that a change to DCUSA would be the best option.
- 3.7 Currently, the DVD includes two different file formats – an excel spreadsheet and an access database. Both file formats contain the following:
 - Full postcode;
 - Alpha identifiers; and
 - Two digits of the MPAN number.
- 3.8 The DVD also includes another file which has the postcode areas for the whole of Great Britain which consists of over a million rows. The Working Group agreed that this file was not needed as that information can be found online. The Working Group agreed that a consultation question should be included regarding the format of the files that would be uploaded to the DCUSA Website.

4. DCP 336 Draft Legal Text

- 4.1 The Working Group reviewed the proposed legal text and an updated version can be found as attachment 2.
- 4.2 The Working Group agreed that they were content with the way that the legal text was currently drafted, however, suggested that “spreadsheet” should be amended to “file” in (e) of paragraph 3A.

5. Review of the DCP 336 Draft Consultation

- 5.1 The Working Group walked through the draft consultation that was produced based on the CP form provided by the Proposer. An updated version can be found as attachment 3 to these minutes.
- 5.2 The Working Group suggested that more information was required in the background section of the document so that the reader is aware of what the obligations are in regard to the rota disconnections and what is currently included on the DVD provided by ENA. The Proposer of the CP agreed to add in this detail.

ACTION 01/01: CO to update the background section of the draft consultation document to include more detail regarding the current arrangements in regard to rota disconnections and include detail on the Supplier and DNO obligations.

- 5.3 The Working Group also suggested that more information should be included in the Working Group assessment section of the draft consultation document to confirm that Working Group members are happy with the solution as it is proposed and they are seeking views from Parties.
- 5.4 Working Group members also requested that some text commentary be included in the legal text section to explain to readers what has been changed. The Secretariat agreed to update both of these sections to reflect the discussions held.

ACTION 01/02: DCUSA Secretariat to update the draft consultation document to reflect the discussions held.

- 5.5 The Working Group discussed the relative objectives section of the draft consultation document and agreed that they were happy with the Proposers view.
- 5.6 The Working Group also reviewed the Code Administrator impacts section of the draft consultation document and one Working Group member questioned whether there would be any financial impacts. If so, it was suggested that this should be treated similarly to that of the theft arrangements whereby only one DCUSA Party Category funds the service (i.e. DNOs).
- 5.7 The Chair highlighted that this would need to be discussed with the DCUSA Panel. It was suggested that when the Change Report goes to the DCUSA Panel for their approval, a paper should be included to note the costs and the DCUSA Panel will need to decide whether they are comfortable for the Change Report to be submitted to Parties for voting without the costs being consulted on.
- 5.8 It was also questioned whether the DNOs were able to include the data on the website themselves rather than asking the DCUSA Secretariat to. The Chair confirmed that currently no DCUSA Party has any administration rights on the website. However, it can be suggested as part of the procurement exercise for the new website.

ACTION 01/03: The Chair agreed to obtain an idea of the costs for the DCUSA Secretariat to conduct the collation of data and website maintenance.

ACTION 01/04: The Chair to investigate whether it would be possible for DNOs to upload the rota disconnections data to the new DCUSA website themselves.

6. Work Plan and Next Steps

- 6.1 The Chair walked the DCP 336 Working Group through the draft Work Plan and agreed that this would be updated to reflect the discussions held. An updated version of the Work Plan can be found as attachment 4.

ACTION 01/05: The Secretariat to update the DCP 336 Work Plan to reflect the discussion held and submit to the DCUSA Panel at their next meeting on 17 April 2019.

7. Agenda Items for the next meeting

- 7.1 The Working Group agreed to add the following items to the agenda for the next meeting;
- Review of the DCP 336 Collated Consultation Responses; and
 - Review of the DCP 336 Legal Text.

8. Any Other Business

- 8.1 There were no further items of AOB and the Chair closed the meeting.

9. Date of Next Meeting – Tuesday 07 May 2019

- 9.1 The Working Group agreed that the next meeting will be held on Tuesday 07 May 2019 via teleconference.

10. Attachments

- Attachment 1 – DCP 336 Change Proposal
- Attachment 2 – DCP 336 Updated Draft Legal Text
- Attachment 3 – DCP 336 Updated Draft Consultation Document
- Attachment 4 – DCP 336 Updated Work Plan

New and open actions

Action Ref.	Action	Owner	Update
01/01	CO to update the background section of the draft consultation document to include more detail regarding the current arrangements in regard to rota disconnections and include detail on the Supplier and DNO obligations	Chris Ong	
01/02	DCUSA Secretariat to update the draft consultation document to reflect the discussions held	ElectraLink	
01/03	The Chair agreed to obtain an idea of the costs for the DCUSA Secretariat to conduct the collation of data and website maintenance	ElectraLink	
01/04	The Chair to investigate whether it would be possible for DNOs to upload the rota disconnections data to the new DCUSA website themselves.	ElectraLink	
01/05	The Secretariat to update the DCP 336 Work Plan to reflect the discussion held and submit to the DCUSA Panel at their next meeting on 17 April 2019.	ElectraLink	