

DCP 312 Working Group Meeting 04

24 April 2018 at 10:00am

Skype Meeting

Attendee	Company
Working Group Members	
Donna Townsend [DT] (part meeting)	ESP
Peter Waymont [PW] (part meeting)	UKPN
Tim Porter [TPo]	SSE
Tracey Pitcher [TP]	WPD
Observers	
Mohamed Khalif [MK]	Ofgem
Code Administrator	
John Lawton [JL] (Chair)	ElectraLink
Dan Fittock [DF] (Technical Secretariat)	ElectraLink

Apologies	Company
Steven Grant [SG]	Scottish Power Energy Networks

1. Welcomes and Apologies

- 1.1 The Secretariat noted the welcome and apologies for this meeting.

2. Administration

- 2.1 The Working Group reviewed the “*Competition Law Do’s and Don’ts*”. All Working Group members agreed to be bound by the Competition Laws Do’s and Don’ts for the duration of the meeting.

- 2.2 The Working Group approved the minutes from the last meeting as an accurate depiction of the discussions held.

3. Purpose of the Meeting

- 3.1 The Secretariat set out that the purpose of the meeting is to review the DCP 312 RFI responses and finalise the legal text and the DCP 312 Change Report.

4. Working Group Review of DCP 312 Request For Information (RFI) Responses

- 4.1 The Working Group reviewed the consolidated RFI responses which can be found as Attachment 1. The main points of discussion have been detailed below:
- The Working Group noted that in response to Question 1 ‘Can you support the formatting requirement of placing multiple MPAN rows at the top of the spreadsheet each month and always using the same lead MPAN on the first row of any invoice and cancel/rebill? If not, why not’, all respondents were able to adopt the proposed approach. It was noted that there may be system impacts for some Parties, but the respondents noted that these impacts would not be material; and
 - In response to Question 2 ‘What is your required lead time for the implementation of DCP 312? Please provide rationale’, the longest required lead time was 3 months. The Working Group considered these together with the consultation responses. It was noted that the maximum lead time requested during the consultation was 5 months, although this was supported at the meeting by a manual workaround could be provided should the change be implemented with less than this time period. On this basis, the Working Group agreed that the implementation date should be the first Release that is a minimum of three months after Authority Approval¹.
- 4.2 The Working Group agreed that this RFI was helpful in answering the required outstanding questions and would be used to finalise the DCP 312 Change Report.

5. Review of Legal Text

- 5.1 Following an email containing proposed amendments to the legal text submitted by Scottish Power, the Working Group agreed it would be prudent to review the current DCP 312 Legal Text in light of the developments since it was drafted. The updated legal text can be found as Attachment 2 and the main points of discussion have been highlighted below:

¹ Based on current timescales, this is expected to be the 01 November 2018 DCUSA Release.

- The Working Group agreed that the proposed revised wording should not be utilised as it included use of the word 'site' which the Working Group were attempting to avoid as it could introduce confusion into the legal text;
- It was agreed that the existing Clause 3.5 should be amended to clarify that each subsequent row following the lead MPAN should be populated with the other MPANs associated with the invoice and their remaining columns being populated with 0;
- The Appendix that forms part of the legal text was updated to reflect the wording used in the example credit/rebill Excel spreadsheet; and
- An additional sentence was added to Clause 3.5 to note that multiple MPAN bills should be placed at the top of the spreadsheet followed by the single MPAN invoices.

5.2 The Working Group agreed that these changes should be issued to the DCUSA Legal Advisor for review before being included in the final Change Report. ElectraLink took an action to complete this.

ACTION 04/01 – ElectraLink

6. Review of the DCP 312 Change Report

- 6.1 The Working Group reviewed the DCP 312 Change Report which can be found as Attachment 3. The main points of discussion have been detailed below:
- Section 5 'Relevant Objectives' was updated to reflect the Working Group's unanimous agreement that General Objective 4 is better facilitated by DCP 312;
 - Following a review of the RFI responses, Section 7 'Implementation' was updated to reflect the newly agreed implementation date;
 - The dates and timescales for Panel approval and voting were updated to reflect the month delay as a result of the RFI being issued;
 - Section 4 'Solution' was updated to include the RFI findings and associated Working Group conclusions; and
 - Section 8 'Legal Text' was updated to include a new bullet point on the introduction of Clause 3.5 in the legal text.
- 6.2 Following these updates, all Working Group members took an action to review the final version of the Change Report and provide any comments to ElectraLink by 04 May 2018.

ACTION 04/02 – All WG Members

7. Work Plan

- 7.1 The DCP 312 Working Group reviewed the Work Plan and made a number of amendments. This has been included as Attachment 4.

8. Next Steps

- 8.1 The Working Group agreed on the following next steps:
- ElectraLink to issue the Legal Text to the DCUSA Legal Advisor and circulate to Working Group Members on 02 May 2018;
 - Working Group Members to review the final Change Report and provide final comments by 04 May 2018;
 - Final amendments to the legal text by 08 May 2018; and
 - The final Change Report Pack to be issued to the DCUSA Panel on 09 May 2018.

9. Any Other Business

- 9.1 DF confirmed that due to leaving ElectraLink, Hollie Nichols will be taking DCP 312 through the voting process.
- 9.2 There were no items of any other business discussed and the Chair closed the meeting.

10. Date of Next Meeting

- 10.1 As the Change Report has been finalised, there are expected to be no further DCP 312 Working Group meetings.

Attachments

- Attachment 1 – DCP 312 Consolidated RFI Responses with Working Group Comments
- Attachment 2 – DCP 312 Updated Legal Text
- Attachment 3 – DCP 312 Draft Change Report with Working Group Comments
- Attachment 4 – Updated DCP 312 Work Plan

Appendix 1: New and open actions

Action Ref.	Action	Owner	Update
04/01	To issue the updated DCP 312 Legal Text to the DCUSA Legal Advisor for review.	ElectraLink	Completed post-meeting
04/02	To review and provide comments on the finalised DCP 312 Change Report.	All Working Group Members	

Appendix 2: Closed Actions

Action Ref.	Action	Owner	Update
03/01	To prepare and issue an RFI to EDNOs regarding the formatting of the spreadsheet and confirm required implementation lead times.	ElectraLink	Completed post-meeting
03/02	To confirm required implementation lead times.	All Working Group Members	Completed