

DCP 234 Working Group Minutes

Meeting Name	DCP 234 Working Group
Meeting Number	07
Date	05 May 2016
Time	10:00
Venue	Web-Conference

Attendee	Company
Claire Campbell [CC] (Chair)	Scottish Power
Andrew Enzor [AE]	Northern Powergrid
Anika Brandt [AB]	SSE
Chris Ong [CO]	UK Power Networks
Claire Hynes [CH] (Secretariat)	ElectraLink

Apologies	Company
Chris Barker	ENWL
Graham King	SSE
Harminder Basi	UK Power Networks
Jaspreet Houlston Kaur	SSE
John Leonard	ENWL
Lynda Carroll	Ofgem
Pamela Howe	Northern Powergrid

1 ADMINISTRATION

- 1.1 The minutes of the previous meeting were agreed without amendment. The actions log is included as Appendix A.
- 1.2 All Working Group members agreed to abide by the “Competition Law Dos and Don’ts” for the duration of the meeting.

2 REVIEW OF THE DCP 234 CONSULTATION RESPONSES

- 2.1 The Working Group reviewed the DCP 234 consultation responses and commented upon each of the responses as contained in Attachment 1.
- 2.2 The Working Group agreed to remove the notes from the templates cells and request that Reckon provide a document containing where each input table should be populated from.

ACTION 07/01: ELECTRALINK

- 2.3 The Working Group agreed to issue the draft legal text to the DCUSA legal advisor for review and draft a change report for submission to the June DCUSA Panel.

3 WORK PLAN

- 3.1 The DCP 234 Working Group agreed the work plan and next steps as follows:
 - Draft the DCP 234 change report;

ACTION 07/02 : AE, CC & ELECTRALINK

- Circulate the draft change report to the Working Group for review for a period of one week;
- Submit the DCP 234 draft legal text to the DCUSA legal advisor for a period of two weeks;
- Final sign off the change report to be provided ex-committee unless material comments on the change report or legal text are received;
- Where material comments are received, the Working Group will meet on the 26 May 2016 at 10am to address the comments and sign off the change report; and
- Submit the change report to the June DCUSA Panel.

ACTION 07/03: ALL**4 ANY OTHER BUSINESS**

- 4.1 There were no items of any other business.

5 NEXT MEETING

- 5.1 The next DCP 234 Working Group web-conference is a provisional meeting scheduled at 10am on the 26 May 2016.

6 ATTACHMENTS

- Attachment 1 – DCP 234 Consultation Responses With Working Group Comments

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

Action Ref.	Action	Owner	Update
07/01	Remove the notes from the templates cells and request that Reckon provide a document containing where each input table should be populated from.	ElectraLink	
07/02	Draft the DCP 234 change report	AE, CC and ElectraLink	
07/03	<ul style="list-style-type: none"> - Circulate the draft change report to the Working Group for review for a period of one week; - Submit the DCP 234 draft legal text to the DCUSA legal advisor for a period of two weeks; - Final sign off the change report to be provided ex-committee unless material comments on the change report or legal text are received; - Where material comments are received, the Working Group will meet on the 26 May 2016 at 10am to address the comments and sign off the change report; and - Submit the change report to the June DCUSA Panel. 	All	

CLOSED ACTIONS

Action Ref.	Action	Owner	Update
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06/01	<ul style="list-style-type: none"> - Circulate the amended consultation to Working Group members for a period of a week; - Final sign off the consultation to be provided ex-committee; and - ElectraLink to issue the consultation to DCUSA Contract Managers and the DCMF distribution list for a period of 4 weeks. 	All	Completed.
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