

DCP 214 Working Group Minutes

Meeting Name	DCP 214 Working Group
Meeting Number	7
Date	6 March 2015
Time	13:00
Venue	Web- Conference

Attendee	Company
Kevin Woollard [KW] (Chair)	British Gas
Angus Rae [ANR]	SSE Distribution
Lisa Charlesworth [LC]	Ofgem
Peter Waymont [PW]	UK Power Networks
Stacey Buck [SB]	GTC
Tony Savka [TS]	ENWL

Apologies	
Amanda Rooney	Ofgem
Maria Hesketh	Scottish Power
Peter Collinson	Northern Powergrid
Sasha Pearce	Npower

1 ADMINISTRATION

- 1.1 The minutes of the previous meeting were approved with one amendment. A request was made by the Ofgem representative to remove the last sentence of paragraph 3.5. The amended minutes act as Attachment 1.

ACTION 07/01: ELECTRALINK

- 1.2 The Working Group reviewed and updated the actions list which acts as Appendix A.

2 REVIEW THE CHANGE REPORT

- 2.1 The Working Group reviewed the Change Report and comments received from Sasha Pearce prior to the meeting.
- 2.2 A red-lined version of the Change Report containing the suggested amendments acts as Attachment 2 to these minutes.
- 2.3 A question was raised by LC as to whether the Working Group had considered changing the Party Categories to encourage more engagement by smaller Parties. It was noted that the Master Registration Agreement (MRA) is currently reviewing their Party Categories and considering dividing their Supplier Category used for voting. The Working Group did consider this but did not progress any changes related to changing Party Categories.

3 WORK PLAN AND NEXT STEPS

- 3.1 The Working Group agreed that the next steps for progression of the change would be:

- A red-lined and clean version of the Change Report with the agreed amendments would be circulated post meeting to attendees. A clean version of the Change Report is included with these minutes as Attachment 3.

ACTION 07/02: ALL/ELECTRALINK

- A deadline of 9:00 am on 11 March 2015 would be given for Working Group members to suggest amendments to the Change Report.
- The Change Report would be taken to the March DCUSA Panel meeting and be issued on the 20 March 2015 with a deadline of 10 April 2015 for responses.

ACTION 07/03: ELECTRALINK

4 ANY OTHER BUSINESS

- 4.1 LC enquired as to whether the changes to the voting form had been implemented and was advised that the voting form had been amended to highlight that populating the comments box was optional.

ATTACHMENTS

Attachment 1 – DCP 214 Draft Minutes - Meeting 6 V2

Attachment 2 – DCP 214 Change Report V2.0 Redlined

Attachment 3 – DCP 214 Change Report V2.0

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

Action Ref.	Action	Owner	Update
07/01	Amend the minutes of the previous meeting with the agreed modifications suggested in 1.1.	ElectraLink	9 March 2015 – Closed. The amended minutes are circulated with the minutes of this meeting.
07/02	Update the Change Report and circulate a clean version to the Working Group for comments.	ElectraLink	9 March 2015 – Closed. A clean version of the Change Report has been circulated and is also circulated with the minutes of this meeting.
07/03	Progress the change as agreed in the Work Plan.	ElectraLink	

CLOSED ACTIONS

Action Ref.	Action	Owner	Update
06/01	Draft legal text to address the comments discussed at the meeting and provide further text on the DCP 214 solution for inclusion in the change report.	Peter Waymont	6 March 2015 – Closed. PW provided legal text and text for the Change Report in advance of the meeting.
06/02	Check that the consultation response to question 13 which proposes ‘potentially assigning a Working Group member to a small Party’ is correct.	ElectraLink	6 March 2015 – Closed. This was checked and the response was circulated with members of the Working Group before the meeting.