

DCP 210 Working Group Minutes

Meeting Name	DCP 210 Working Group
Meeting Number	02
Date	4 November 2014
Time	10:00
Venue	Web-conference

Attendee	Company
Alex Greetham [AG] (Chair)	UKPN
Raymond Elliot [RE] (part meeting)	Ofgem
Angus Rae [AR]	SSE
John Lawton [JL]	ENWL
Maria Hesketh [MH]	Scottish Power
Katherine Rushton [KR]	ElectraLink
Rosalind Timperley [RT] (Secretariat)	ElectraLink

Apologies	Company
Sue Calvert [SC]	Northern Powergrid
Amanda Rooney [AR]	Ofgem

1 ADMINISTRATION

- 1.1 The Working Group agreed the minutes of the previous meeting with no amendments.
- 1.2 All Working Group members agreed to the terms set out in the “Competition Law Dos and Don’ts” document.
- 1.3 A list of all actions opened and closed at this meeting is attached as Appendix A at the end of this document.

2 REVIEW OF DCP 210 CONSULTATION RESPONSES

- 2.1 The Working Group reviewed the responses to the DCP 210 consultation. The responses received, along with the Working Group’s comments, are provided as Attachment 1.
- 2.2 Based on the consultation responses received, the Working Group agreed to progress legal text option 3 and further refined this text in light of the consultation responses received. In particular, the group agreed that “a maximum of six months” was a reasonable value to set for the initial assessment process timescale. The latest version of the legal text, which includes the amendments agreed at the meeting, is provided as Attachment 2.
- 2.3 During the review of the consultation responses it was agreed that the following should be included within the DCP 210 Change Report:
 - The analysis provided as Attachment 3 (which was initially prepared for the DCP 210 consultation) should be included in the Change Report as this shows the time it takes

to progress CPs through the definition phase and supports extending the assessment timescales.

- It should be clearly documented in the Change Report that DCP 210 should be part of a set of changes, including updates to the standard Working Group Terms of Reference (TORs) and a requirement on Working Groups to produce and work to a defined timetable.

Action 02/01: ElectraLink

- 2.4 The Working Group prepared suggested amendments to the TORs for the consideration of the DCUSA Panel. These are provided as Attachment 4.

3 NEXT STEPS

- 3.1 The work plan was agreed as follows:

No.	Event	Target Date
1	Electralink to draft consultation document and circulate to Working Group members for review. JL to prepare draft legal text for inclusion in the consultation document	30 Sep 2014
2	Working Group to review the consultation document and submit comments to ElectraLink	7 Oct 2014
3	ElectraLink updates consultation document and circulates to group for final sign off	10 Oct 2014
4	Consultation Document issued for a period of two weeks	13 Oct 2014
5	Consultation Responses due (based on two week consultation period)	27 Oct 2014
6	Electralink collates consultation responses and circulates to Working Group members	30 Oct 2014
7	Meeting to review consultation responses via webinar	10am on 4 Nov 2014
8	Implement changes to legal text in light of consultation responses	4 Nov 2014
9	Legal text issued to the DCUSA legal consultant for review	4 Nov 2014
10	Electralink to draft Change Report and circulate to Working Group	14 Nov 2014
10a	ElectraLink to circulate draft legal text to Working Group members once received from legal advisor	tbc -circa 18 Nov 14
11	Meeting to review draft Change Report and DCUSA legal consultant comments on the legal text	w/c 18 Nov 2014 24 Nov 2014
12	Change Report submitted to DCUSA Panel (Panel paper day)	10 Dec 2014
13	DCUSA Panel approves Change Report	17 Dec 2014
14	Change Report issued for voting	19 Dec 2014
15	Voting Closes	9 Jan 2015
16	Change Declaration issued	13 Jan 2015
17	Ofgem Decision	17 Feb 2015
18	Subject to option progressed, DCUSA Panel to consider amending the CP form and Working Group terms of reference. Also, to prepare proposed work plan template.	17 Feb to 31 Mar 2015
19	Implementation Date	1 April 2015

- 3.2 In the above work plan item 10a was added and the date of item 11 was amended. Items 1 to 8 are complete and, as such, the change proposal is on track. Item 9 will be completed post this meeting later today.
- 3.3 It was agreed that Working Group members should review the Change Report and submit comments prior to the next Working Group meeting.

Action 02/02: All

4 ANY OTHER BUSINESS

- 4.1 There were no items of any other business.

5 NEXT MEETING

- 5.1 The next DCP 210 Working Group meeting is at 2pm to 4pm on Monday 24 November 2014 via webinar.

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

Action Ref.	Action	Owner	Update
02/01	Include the timescale analysis spreadsheet in the DCP 210 Change Report. Also, clearly document that DCP 210 should be part of a set of changes, including updates to the standard Working Group Terms of Reference (TORs) and a requirement on Working Groups to produce and work to a defined timetable.	ElectraLink	
02/02	Working Group members to review the draft DCP 210 Change Report, once circulated by ElectraLink, and provide comments before the next DCP 210 meeting	All	

ACTIONS AGREED CLOSED AT THE MEETING

Action Ref.	Action	Owner	Update
01/01	Prepare legal text for the three options identified by the Working Group	John Lawton	Closed
01/02	Include the DCUSA Panel Change Register paper as part of the consultation document	ElectraLink	Closed
01/03	Include the 210 work plan within the consultation document to give respondents view of what Working Groups could be asked to submit to the DCUSA Panel	ElectraLink	Closed