

DCP 209 Working Group Minutes

Meeting Name	DCP 209 Working Group
Meeting Number	11
Date	28 July 2015
Time	10:00
Venue	Web-Conference

Attendee	Company
Chris Allanson [CA] (Chair)	Northern Powergrid
Andrew Bard [AB]	Gemserv
Elaine Carr [EC]	Scottish Power
Kevin Woollard [KW]	British Gas
Paul Hart [PH]	UK Power Networks
Stacey Buck [SB]	GTC
Terri Hamilton [TH]	SSE
Claire Hynes [CH] (Secretariat)	ElectraLink

Apologies	Company
Lesley Ferrando [LF]	Ofgem
Maria Hesketh [MH]	Scottish Power
Richard Vernon [RV]	Npower

1 ADMINISTRATION

- 1.1 The minutes of the last meeting were approved without amendment.
- 1.2 The Working Group updated the open and closed actions as set out in Appendix A.
- 1.3 The Working Group agreed to abide by the Competition Laws Do's and Don'ts for the duration of the meeting.

2 DCP 209 DRAFT LEGAL TEXT

- 2.1 The Working Group agreed to remove the best practice template letters and the tracking schedule from the appendix of the draft legal text. These documents will be published on the DCUSA website and their existence will be captured in the DCUSA should Parties wish to reference them. The Working Group agreed that the cross referencing of this material in the draft legal text would need to be amended and the removed content defined as guidance documents.
- 2.2 The definition of the best practice and reference sections will be re-drafted to capture the content retained in the appendix as being more significant than reference material.

ACTION 11/01: ELECTRALINK

- 2.3 The Working Group noted that under DCP 195A the indicative timelines are sent out to Parties separately by the DCUSA secretariat and that the provision of information is also published separately on the website. Therefore the publishing of the DCP 209 supporting material

separately on the DCUSA website would not be setting a precedent. The Working Group agreed to investigate how the supporting material has been referenced in the DCP 195A legal text and consider how to apply it to the DCP 209 draft legal text.

ACTION 11/02: CA AND CH

- 2.4 The Working Group considered that Parties were obligated to comply with Schedule 23 Revenue Protection Code of Practice in Section 2A Clause 32 and that a similar obligation should be placed in DCUSA for the new schedule. A new Clause 32A will be created which will reference that the new Schedule has been drafted to support DNOs in their fulfilment of Standard Licence Condition 49 and set out the Parties obligations to comply with the new schedule using wording consistent with Clause 32.

ACTION 11/03: CA

- 2.5 Members noticed that the process diagram contained in the appendices was created in Microsoft Visio. A concern was raised that should this diagram need to be updated at a future date the DCUSA secretariat would need to be able to fulfil this functionality and currently do not have access to this software. The Working Group requested that the Secretariat consider which programs the secretariat has access to for the future maintenance of this content which the diagram could be re-created in. Members did not wish to introduce an IT requirement through the introduction of this diagram to the DCUSA document.

ACTION 11/04: ELECTRALINK

3 DCP 209 DRAFT CHANGE REPORT

- 3.1 The Working Group agreed that the decision on those items that were considered to be supporting material and those that are more significant than reference material should be captured in the report. Furthermore the executive summary will be re-drafted to place a greater focus on the content of the proposed unregistered customer process and the new obligations on Parties proposed by this CP.

ACTION 11/05: CA

- 3.2 One member agreed to draft a section on unregistered customer scenarios. This will include scenarios on unauthorised activity at the meter and where the meters are uncertified.

ACTION 11/06: PH

- 3.3 Members considered that recent developments have significantly changed the solution proposed by DCP 209 and that the structure of the DCP 209 change report will need to be adjusted to reflect this work. The Working Group agreed to create a check list of the content that should be contained in the report and to add further section headings to the DCP 209 change report:

- Summary of obligations in the Executive summary
- How this change supports current policy?
 - European Networks Codes
 - Standard Licence Condition 49
- Scenario based approach

- Non-controversial unregistered customers
- Complex cases of unregistered customers
- Supporting Material
 - Best Practice Template Letters
 - Tracking Schedule
 - Where to locate the best practice template letters and tracking schedule on the website?

3.4 The Working Group agreed to review the change report once it has been updated with the Working Groups comments and suggest further amendments to its structure.

ACTION 11/07: ALL

4 WORK PLAN

- 4.1 The Working Group agreed to:
- Submit the DCP 209 draft legal text to the DCUSA legal advisor for review for a period of two weeks;
 - Update the DCP 209 change report and circulate to Working Group members to review and propose structure changes and sections headings;
 - Schedule a meeting on the 11 August 2015 to review the DCP 209 change report and a meeting on the 21 August 2015 to review the legal advice received on the DCP 209 draft legal text; and
 - Submit the DCP 209 change report to the September DCUSA Panel.

5 AGENDA ITEMS FOR THE NEXT MEETING

- 5.1 The Working Group agreed to add the following item to the next meeting's agenda:
- Review of the DCP 209 Draft Change Report

ACTION 11/08: ELECTRALINK

6 ANY OTHER BUSINESS

- 6.1 There were no other items of business.

7 NEXT MEETING

- 7.1 The next DCP 209 Working Group meeting is scheduled as a web-conference at 10:00am on 11 August 2015.

8 ATTACHMENTS

- Attachment 1 – DCP 209 Draft Schedule With Working Group Comments

APPENDIX A: SUMMARY OF ACTIONS

NEW AND OPEN ACTIONS

Action Ref.	Action	Owner	Update
09/08	Consider whether some of the steps in the process and visit procedure elements could be placed in an appendix which would not be available on the public section of the DCUSA website but would be available on the password protected section only once the final version of the draft legal text is complete.	All	On-going.
10/01	Add how this change best facilitates European legislation to the Change Report	CA	On-going.
10/05	Circulate the process diagram and the template letters with the Authority decision letter if the DCP 209 change is rejected.	ElectraLink	On-going.
10/09	Draft the DCP 209 Change Report and circulate it to members for comments on the 23 July 2015.	CA	On-going.
11/01	Re-draft the definition of best practice and reference sections in the proposed new Schedule to capture the content retained in the appendix as being more significant than reference material.	CA	
11/02	Investigate how the supporting material has been referenced in the DCP 195A legal text and consider how to apply it to the DCP 209 draft legal text.	ElectraLink & CA	

11/03	Draft a new Clause 32A to place an obligation on Parties to comply with the proposed new Schedule and reference that it will aid DNOs in their fulfilment of Standard Licence Condition 49.	CA	
11/04	Investigate software currently available to the Secretariat for the maintenance of the DCUSA Process diagram proposed by this change.	ElectraLink	
11/05	Re-draft the executive summary to focus on the obligations on Parties and the content of the proposed unregistered customers process being proposed by this CP.	CA	
11/06	Draft a section on unregistered customer scenarios	Paul Hart	
11/07	Review the change report and suggest further amendments to its structure	All	
11/08	Add the following item to the next meeting's agenda: <ul style="list-style-type: none"> Review of the DCP 209 Draft Change Report 	ElectraLink	

CLOSED ACTIONS

Action Ref.	Action	Owner	Update
10/02	Add Ofgem's preferred website link to the template letters https://www.citizensadvice.org.uk/consumer/energy-supply/	SM	Completed
10/03	Make a recommendation to the DCUSA Panel member Kevin Woollard that these template letters be circulated with the Authority decision letter if the DCP 209 change is	ElectraLink	Completed. Kevin Woollard is happy for this recommendation to be sent to the DCUSA Panel. We can either provide the recommendation when

	rejected.		the DCP 209 change report is submitted to the Panel or during the change register cover paper at the next meeting.
10/04	Check with Kevin Woollard whether the updated process diagram has adequately addressed his points and whether as a Supplier they object to the tab 2 description of each process step as either best practice or obligations.	ElectraLink	Completed. Kevin Woollard has confirmed that he is happy with the updated process diagram in his e-mail of the 16 July 2015.
10/06	Add the DCP 176 definition of 'Disconnect' to the definitions section of the DCP 209 draft Schedule.	ElectraLink	Completed.
10/07	Review Section 2A 2(A), 2(C) and 2(D) in the de-energise definition in Section 2 of the DCP 209 draft Schedule	CA	Completed.
10/08	Address Paul Hart's comments via e-mail on the draft Schedule and best practice letters.	CA	Completed. Text inserted.
10/10	Add the following item to the next meeting's agenda: <ul style="list-style-type: none"> • Consider the legally reviewed DCP 209 Draft Legal Text; and • Review the DCP 209 draft Change Report. 		Completed.