

DCP 209 Working Group Minutes

Meeting Name	DCP 209 Working Group
Meeting Number	13
Date	08 September 2015
Time	10:00
Venue	Web-Conference

Attendee	Company
Chris Allanson [CA] (Chair)	Northern Powergrid
Andy Bard [AB]	Gemserv
Elaine Carr [EC]	Scottish Power Networks
Kevin Woollard [KW]	British Gas
Lesley Ferrando [LF]	Ofgem
Maria Hesketh [MH]	Scottish Power
Paul Hart [PH]	UK Power Networks
Richard Vernon [RV]	npower
Sarah McKenna [SM]	Northern Powergrid
Stacey Buck [SB]	GTC
Thomas Cadge [TC]	GTC
Tracey Pitcher [TP]	Western Power Distribution
Claire Hynes [CH] (Secretariat)	ElectraLink

Apologies	Company
Terri Hamilton [TH]	SSE

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 considered the DCP 209 draft legal text reviewed by the DCUSA legal advisor and further reviewed by Working Group members. The updated DCP 209 draft legal text acts as Attachment 1.
- 2.2 The Working Group agreed to not reference Standard Licence Condition 49 in Clause 32 as Parties who are not DNOs may consider that the new Schedule does not apply to them. The new Schedule contains obligations on Distributors and Suppliers.
- 2.3 Members noted that the DCUSA legal advisor had inserted definitions at the front of the code of practice so that the document could act as a standalone document if required. The Working

Group identified further defined terms in the document and requested for the Secretariat to add them to the definitions section.

ACTION 13/01: ELECTRALINK

- 2.4 The Working Group agreed to update the table of contents to reference the appendices at the base of the document and check the disconnection and de-energisation definitions in DCUSA.

ACTION 13/02: ELECTRALINK

- 2.5 CA agreed to review the contents of the code of practice and determine whether any of the information contained in it is of a sensitive or confidential nature in accordance with action 09/08. If the answer is yes then the Working Group will recommend that the code of practice is published on the password protected section of the DCUSA website only.

3 DCP 209 DRAFT CHANGE REPORT

- 3.1 The Working Group reviewed the draft Change Report which acts as Attachment 2.
- 3.2 CA agreed to update the DCP 209 Change Report on the points discussed at the meeting, including:
- In Section 10 add wording such as *following the RFI due to differing views on the template letters it was agreed to publish them on the website for Parties to use*.
 - Review the Request for Information (Rfi) and consultation response summaries to ensure that Parties comments are fairly reflected in the report.
 - At Section 12 review and re-word the consultation introduction paragraph taking in to consideration the multiple mentions of the words 'root causes'.

ACTION 13/03: ELECTRALINK

- 3.3 One member referenced the DCP 195A change which had a phased implementation timescale as opposed to a big bang approach to implementation. The Working Group agreed for the legal text to be implemented on the 01 April 2016 with a six month period for Parties to become compliant. KW agreed to draft legal text and update the change report to set out the implementation approach discussed.

ACTION 13/04: KW

- 3.4 The Working Group requested for the Secretariat to update the DCP 209 work plan to reflect that the DCP 209 change report will be submitted to the October DCUSA Panel. The updated work plan is to be circulated to the Working Group with the meeting minutes.

ACTION 13/05: ELECTRALINK

4 WORK PLAN

- 4.1 The Working Group agreed to:
- Update the draft legal text and change report based on the comments at this meeting;
 - Submit the updated legal text to the DCUSA legal advisor;
 - Circulate the updated documents to the Working Group for review. Finalise the documentation by the 07 October 2015;

- Submit the DCP 209 change report to the DCUSA Panel on the 14 October 2015.

5 ANY OTHER BUSINESS

- 5.1 There were no other items of business.

6 NEXT MEETING

- 6.1 There are no further meetings scheduled for the DCP 209 change.

7 ATTACHMENTS

- Attachment 1 – DCP 209 Draft Legal Text
- Attachment 2 – Draft Legal Text

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	CA agreed to review the content of the code of practice and determine whether any of the content is confidential and should be published on the password protected section of the DCUSA website only.
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.
13/01	Add the Relevant Instrument, Website and MPAN definitions to the draft legal text	ElectraLink	
13/02	Check that the updated disconnection and de-energisation definitions are inserted in the new draft Schedule	ElectraLink	
13/03	<p>Update the DCP 209 Change Report on the points discussed at the meeting, including:</p> <ul style="list-style-type: none"> • In Section 10 add wording such as <i>following the RFI due to differing views on the template letters it was agreed to publish them on the website for Parties to use.</i> • Review the Request for Information (Rfi) and 	Chris Allanson	

	<p>Consultation response summaries to ensure that Parties comments are fairly reflected in the report.</p> <ul style="list-style-type: none"> At Section 12 review and re-word the consultation introduction paragraph taking in to consideration the multiple mentions of the words 'root causes'. 		
13/04	Draft legal text and update the change report to set out the implementation approach discussed (01 April 2016 DCUSA implementation. Legal text to allow six months for Parties to undertake a phased implementation before the full obligations apply).	Kevin Woollard	
13/05	Update the DCP 209 work plan to reflect that the DCP 209 change report will be submitted to the October DCUSA Panel	ElectraLink	

CLOSED ACTIONS

Action Ref.	Action	Owner	Update
10/01	Add how this change best facilitates European legislation to the Change Report	CA	Completed.
10/09	Draft the DCP 209 Change Report and circulate it to members for comments on the 23 July 2015.	CA	

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	Completed.
12/01	Submit the DCP 209 draft legal text to the DCUSA Legal Advisor to review for a period of two weeks.	ElectraLink	Post Meeting Note: Completed. The legal text was submitted to the DCUSA legal advisor on the 11 August 2015.
12/02	Draft a question on referencing Standard Licence Condition (SLC) 49 in proposed Clause 32A for submission to the DCUSA legal advisor.	CA	Post Meeting Note: Completed. The legal text was submitted to the DCUSA legal advisor on the 11 August 2015 with the question drafted by Chris Allanson.
12/03	Add who the change impacts to the start of the change report and set out the new obligations created by this change in the executive summary.	CA	Completed.
12/04	Check that the DCP 209 change report meets Ofgem's requirements before submitting it to the DCUSA Panel.	All	Completed.
12/05	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	Completed.