

DCP 209 Working Group Minutes

Meeting Name	DCP 209 Working Group
Meeting Number	12
Date	11 August 2015
Time	10:00
Venue	Web-Conference

Attendee	Company
Chris Allanson [CA] (Chair)	Northern Powergrid
Elaine Carr [EC]	Scottish Power
Helen Fosberry [HF]	E.ON
Maria Hesketh [MH]	Scottish Power
Paul Hart [PH]	UK Power Networks
Stacey Buck [SB]	GTC
Terri Hamilton [TH]	SSE
Tracey Pitcher [TP]	Western Power Distribution
Claire Hynes [CH] (Secretariat)	ElectraLink

Apologies	Company
Lesley Ferrando [LF]	Ofgem
Kevin Woollard [KW]	British Gas
Richard Vernon [RV]	Npower
Sarah McKenna [SM]	Northern Powergrid

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 reviewed and finalised the DCP 209 draft legal text to be submitted to the DCUSA Legal Advisor to review for a period of two weeks. The finalised DCP 209 draft legal text acts as Attachment 1.

ACTION 12/01: ELECTRALINK

- 2.2 The Working Group noted that the DCP 195A change referenced documents not included in its legal text. These documents are referenced as being located on the 'Website' in the DCP 195A legal text. The 'Website' is a defined term under DCUSA Clause 1.1. It means a dedicated website established at the direction of the Panel for the purposes of this Agreement.
- 2.3 The Working Group agreed to use the term 'Website' in relation to the draft template letters and the customer tracking schedule. These documents will be published on the DCUSA

website for best practice purposes but not incorporated in to the DCUSA as part of the DCP 209 legal text.

- 2.4 The Working Group reviewed the proposed Clause 32A which uses the text in Clause 32 as a template. Clause 32 obligates Parties to comply with Schedule 23. Clause 32A seeks to obligate Parties to comply with the new Schedule proposed by DCP 209.
- 2.5 The Working Group agreed to ask the DCUSA legal advisor whether the proposed Clause 32A should reference Standard Licence Condition (SLC) 49 as this new Schedule is drafted to help Distributors meet this obligation. SLC 49 is expected to exist for seven and a half years and referencing it may introduce a need to raise a housekeeping change at a future date to remove it. CA agreed to draft a question on this point for submission with the draft legal text to the DCUSA legal advisor.

ACTION 12/02: ELECTRALINK

- 2.6 The Working Group considered proposed Clause 32A.3 which advises Parties that they can choose to go beyond the minimum standard (obligations) set out in the new draft Schedule. The Working Group discussed whether the Clause would introduce higher expectations on Parties or whether it would allow flexibility for Parties such as Western Power Distribution who prefer to contact their unregistered customers by phone. The Working Group agreed to ask the DCUSA legal advisor on this point.

3 DCP 209 DRAFT CHANGE REPORT

- 3.1 The Chair thanked Working Group members for their comments on the structure of the Change Report and the headings proposed. The Working Group agreed that at the start of the report it should state who it impacts and the executive summary should clearly set out the new obligations created by this change.

ACTION 12/03: CA

- 3.2 The Working Group agreed to check with the Ofgem attendee assigned to this change, that the Change Report meets their requirements before submitting it to the DCUSA Panel in September.

ACTION 12/04: ALL

- 3.3 The Working Group agreed to review the Change Report by e-mail. A provisional meeting date of the 21 August has been booked should a Working Group meeting be required to finalise the Change Report.

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 by e-mail;
 - 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 12/05: 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 21 August 2015.

8 ATTACHMENTS

- Attachment 1 – DCP 209 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	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.
11/05	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	On-going
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	CA	Post Meeting Note: Completed. The legal text was submitted to the DCUSA legal advisor on

	to the DCUSA legal advisor.		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	
12/04	Check that the DCP 209 change report meets Ofgem's requirements before submitting it to the DCUSA Panel.	All	
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	

CLOSED ACTIONS

Action Ref.	Action	Owner	Update
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	Completed.
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	Completed. See paragraph 2.2.
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	Completed. See the attached draft DCP 209 legal text.

11/04	Investigate software currently available to the Secretariat for the maintenance of the DCUSA Process diagram proposed by this change.	ElectraLink	Completed. The DCUSA Secretariat advised that internal members of staff had access to Microsoft Visio and would be able to amend the process diagram if necessary. This would not be setting a precedent as Microsoft Visio is used on RGMA flows under the Supply Point Administration Agreement ((SPAA).
11/06	Draft a section on unregistered customer scenarios	Paul Hart	Completed.
11/07	Review the change report and suggest further amendments to its structure	All	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.
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	Completed.