

Minutes

Meeting Name	DCP 054 Working Group	Meeting Number	021
Meeting Date	12 January 2012	Meeting Time	10:00
Venue	Institute of Physics, 76 Portland Place, London, W1B 1NT		

Attendee

Glenn Sheern [GS] (Chair)
Angela Mann [AM] [teleconference]
Alex Burford [AB]
Jonathan Purdy [JP]
Jon Spence [JS]
Richard Vernon [RV]
Roger Parnell [RP]
Tony Savka [TS]
Arno Vanden Eynde [AVE] [Secretary]

Company

E.ON UK
E.ON UK
ElectraLink Limited
UK Power Networks
ELEXON
Npower
EDF Energy
Electricity North West
ElectraLink Limited

1. ADMINISTRATION

- 1.1 Apologies were received from Anne Jackson (SSE), Sasha Pearce (Npower) and Andrew Wallace (Ofgem).

2. MINUTES MEETING 020

- 2.1 The minutes of the previous meeting were agreed without amendments.

3. OUTSTANDING ACTIONS

- 3.1 A summary of the outstanding actions is attached as Appendix A.

4. REVIEW OF CODE OF PRACTICE

- 4.1 The Working Group carried out a review of all comments which had been submitted in relation to the Theft of Electricity Code of Practice (CoP) and Appendices 1, 2 and 3.
- 4.2 The Working Group noted that the CoP would be implemented into the DCUSA as a Schedule to the agreement, and agreed that DCUSA definitions will apply unless otherwise stated in the Schedule.
- 4.3 The comments log sets out a full overview of all completed and outstanding actions and is attached as Appendix B. The most up to date version of the CoP 'version 0.4' is attached as Appendix C.
- 4.4 ElectraLink Ltd took an action to update the CoP as per Working Group instructions, and update the comments log with the suggested changes raised during the meeting.

Action: AB

5. NEXT STEPS

- 5.1 The Working Group agreed to set out a timetable outlining its outstanding actions and target completion dates, including implementation of the CP. ElectraLink took an action to draft a timetable and work plan for DCP 054.

Action: AB

- 5.2 The Working Group considered that it would be preferable if the next meeting is attended by Ofgem and asked ElectraLink Ltd to arrange a suitable date on that basis.

Action: AB

6. ANY OTHER BUSINESS

- 6.1 There were no other items of business.

7. DATE OF NEXT MEETING

- 7.1 The date and venue of the next meeting of the Working Group is to be confirmed.

APPENDIX A – ACTIONS**OPEN ACTIONS**

No.	Action / Update	On	Due
005/02	Speak with the Information Commissioner's Office (ICO) to understand the potential for / impact of having a flag placed in Data Collector's systems to highlight theft. Ongoing AM is awaiting response from ICO.	AM	28/11/11
021/01	Update the CoP as per Working Group instructions and circulate for review.	ElectraLink	19/12/11
021/02	Draft a timetable for the implementation of DCP 054.	ElectraLink	19/12/11
021/03	Arrange a suitable date for the next meeting depending on AW availability	ElectraLink	19/12/11
021/04	Following Working Group review split the into best practice and DCUSA obligations and add references to existing legal requirements. Ongoing, action to be completed once Parties have completed their actions associated with updated the CoP.	KW	19/12/11

CLOSED ACTIONS – at this meeting

No.	Action / Update	On	Due
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020/01	Discuss the issue of clarification of DCP 080A – Theft in Conveyance, outside of the meeting. Complete, the CoP has been updated to reflect the discussions.	AW and GS	28/11/11
020/02	Seek permission from the DCUSA Panel to allow DCP 054 Working Group to also consider incentive schemes. Complete, the DCUSA Panel gave the DCP 054 Working Group permission to discuss incentives schemes. The Working Group agreed to take this into consideration during its review of the CoP.	GS	28/11/11
020/04	Update the CoP as per Working Group instructions and circulate for review. Complete , ElectraLink circulated 'version 3' of the CoP to members for review.	ElectraLink	28/11/11