DCUSA CHANGE REPORT	
CHANGE PROPOSAL	DCP 016 – More Open Website
DATE OF ISSUE	20 August 2008
ISSUED TO	DCUSA Contract Managers
PARTIES ENTITLED TO VOTE	All Supplier, DNO and IDNO Parties
RETURN DEADLINE (Voting End Date)	11 September 2008 – DCUSA@electralink.co.uk

1 PURPOSE

1.1 This document is issued in accordance with Clause 11.20 of the DCUSA. The Change Report details DCP 016 'More Open Website'. The voting process for the proposed variation and the timetable of the progression of the CP through the DCUSA Change Control Process is set out in this document.

1.2 Parties are invited to consider the proposed amendment attached as Appendix A and Legal Drafting attached as Appendix B and submit votes using the form attached as Appendix C to dcusa@electralink.co.uk by 11 September 2008.

2 DCP 016 – MORE OPEN WEBSITE

2.1 DCP 016 was raised following a recommendation by the Panel and direction from Ofgem. DCP 016 seeks to broaden the areas of the DCUSA website which can be accessed by non DCUSA Parties.

2.2 Distribution License condition 9B, which gave effect to DCUSA, states that information about the operation of any of the DCUSA arrangements should be published by the Panel – having regard to s105 of the Utilities Act. s105 states that information which relates to the affairs of any business must not be disclosed without the consent of that business. Legal Advice received by the Panel recommended that the website could only be made accessible to non DCUSA Parties with the consent of DCUSA Parties.

3 CONSULTATION

3.1 The Panel issued a consultation to all Parties to seek further clarification on the areas of the website Parties considered should be made public. Of the 16 responses the majority indicated that, with the exception of 1 area, all areas of the website should be accessible to non Parties. The Panel noted that the key areas of interest to Parties, and of mixed opinion in the

consultation, were the publication of meeting locations, the publication of Contract Manager contact information and the publication of the user directory.

3.2 The Panel Secretary conducted further discussion with a number of respondents which indicated that Parties were generally supportive of access being granted to industry participants with a legitimate interest in the site but did not wish for the website to be opened up to the general public. The Panel considered that a pragmatic solution would be to retain the current password protected site functionality but not to restrict access to signatories.

3.3 The Panel considered that similar mechanisms are used for other industry websites and that this solution minimised the risk of industry information being issued to a wider public audience. The Panel proposed that all Parties continue to given access as standard but that any Interested Industry Parties (IIP) must apply to the Panel for access (via the Panel Secretary) and be sponsored by a DCUSA Party. All IIPs will be required to confirm that they have read and understood the Terms & Conditions of the DCUSA website. The Panel agreed that it would develop a Panel procedure to ensure that each application is dealt with consistently.

4 PROCESS FOR MANAGING WEBSITE APPLICATION REQUESTS

4.1 If DCP 016 is approved and implemented, the following procedure will be followed to determine if access can be granted:

a. The applicant will submit an online registration form.

b. Non DCUSA Parties will be automatically asked to provide details of a DCUSA Party member acting as their sponsor

c. The Panel Secretary will contact the sponsor to confirm that the account can be activated

d. The Panel will consider the application

e. The applicant will be advised of the acceptance / rejection of their application

f. The Panel will receive a monthly report detailing the Interested Industry Participants (IIP) that have applied and been registered during the month

g. An annual review will be carried out to ensure that the IIP website members are still valid

5 PROPOSED AMENDMENT AND LEGAL DRAFTING

5.1 The proposed legal drafting of DCP 016 has been reviewed by Wragge and Co and is set out in Appendix B.

6 IMPLEMENTATION COSTS

6.1 The website service provider has indicated the cost of providing a fully automated service for the consent to the website terms and conditions, the registration of IIP details, the maintenance of sponsor details and an annual audit of IIP users will be £6350 + VAT. The Panel has agreed that, subject to the approval of DCP 016, the implementation costs will be funded from the existing 2008 / 09 Budget which includes provision for such website developments.

7 PANEL RECOMMENDATION

7.1 The Panel approved the DCP 016 Change Report at its meeting on 20 August 2008. The Panel considers that the introduction DCP 016 is neutral when assessed against the relevant DCUSA Objectives but that it falls within the scope of the Agreement and is worthy of consideration by the Parties.

7.2 In accordance with Clause 12.4 of the DCUSA the Panel has determined that DCP 016 should be issued to all Parties for voting for a period of 15 Working Days.

7.3 The timetable for the progression of the Change Proposal is set out below:

Activity	Date
Party Voting	21 August – 11 September
Change Declaration	12 September
Authority Determination	12 September – 17 October
Implementation	06 November

Appendices:

A. DCP 016 v1.0

B. DCP 016 - Legal Drafting

C. DCP 016 - Voting Form