

DCUSA Change Proposal Form

This form should be used by DCUSA Parties who wish raise a draft or formal Change Proposal and for DCUSA members and other interested parties to return their comments on DCUSA Change Proposals which have been circulated for consultation.

Originators - please complete Section A of this form and submit to DCUSA@electralink.co.uk.

Respondents – please complete Section B of this form and return it to DCUSA@electralink.co.uk your response should include your assessment of the solution and comments on the Change Proposal drafting. If you reject the solution then please supply your reason for rejection and an alternative solution. Even if you reject a solution your responses should state whether the proposed implementation date is acceptable to your organisation. If it is not acceptable, please indicate the reasons why and an alternative date.

SECTION A: To be completed by originator

Document Control	
CP Status	Standard
Date Submitted	05 December 2007
CP Number*	DCP 013
Version Number	1.0
CP Ref*	12/07
Attachments	n/a

* Assigned by DCUSA Secretariat

Originator Details	
Party Name	ScottishPower Energy Retail Ltd
Originator Name	Marie Clark
Party Category	Supplier
Email Address	Marie.clark@scottishpower.com
Telephone Number	0141 568 3209

Change Proposal Details	
CP Title	Limitation on claiming DCUSA expenses
DCUSA Parties believed to be impacted	Distributor / Supplier / IDNO
Proposal to Change	Section 1B - Governance

	Clause: 8.7
Summary of Change	Insert a requirement within Clause 8.7 that all costs and expenses need to be claimed within 20 working days of the end of Financial Year.
Related CPs	<i>Please indicate if this CP is related to or impacts any other CP already in the DCUSA or other industry Change Process</i> None

Proposed Solution

Proposed Legal Drafting

8.7 " Where the Panel, the Panel Secretary, any Working Group, the Secretariat or DCUSA Ltd wishes to recover any cost or expense under this Clause 8, details of the cost or expense in question shall be submitted to the Panel (or a named person approved by the Panel) for approval. Such cost or expense shall only be approved to the extent that it is a Recoverable Cost provided for in an Approved Budget. *Recoverable Costs require to be claimed within 20 Working Days of the end of the Financial Year*". Once approved, details of the cost or expense shall be submitted to the Secretariat or DCUSA Ltd (as directed by the Panel or such named person) for payment".

Proposed Implementation Technique

Phased Implementation / Big Bang

Proposed Implementation Date

Please specify and give a reason if proposed date is outside the release schedule

February Release Year: 2008

Other:

DCUSA Objectives

Please state which DCUSA Objective(s) will be better facilitated by this CP

1. The promotion of efficiency in the implementation and administration of this Agreement.

As it currently stands, clause 8.7 sets no time restrictions on the period of time that can elapse before Parties submit expense claims. This can result in expense claims straddling Financial Years. This leads to difficulties in accessing the level of over/under recovery position against budget forecast and when attempting to prepare budget estimates for the forthcoming Financial Year. The implementation of this change will ensure that all expenses incurred are claimed in a timely manner following the end of a Financial Year.

Business Justification Including Market Benefits

Reducing the uncertainty in costs associated with the administration of the DCUSA by ensuring that claims are submitted within 20 Working Days after the end of the Financial Year.

Authority Consent

Yes (Part One)