

Working Group Terms of Reference and Membership

TERMS OF REFERENCE FOR DCP 008 WORKING GROUP

RESPONSIBILITIES

1. The Working Group is responsible for assisting the DCUSA Panel in the evaluation of DCUSA Proposal DCP 008 *'Provision of Urgent Metering Services'* tabled by United Utilities Electricity Ltd at the Panel meeting on 19 September 2007.
2. The proposal must be evaluated to consider whether it better facilitates achievement of the applicable DCUSA objectives. These can be summarised as follows:
 - 2.1 The objectives of this Agreement (the **DCUSA Objectives**) shall be:
 - 2.1.1 the development, maintenance and operation by the DNO Parties and IDNO Parties of efficient, co-ordinated, and economical Distribution Networks;
 - 2.1.2 the facilitation of effective competition in the generation and supply of electricity and (so far as is consistent therewith) the promotion of such competition in the sale, distribution and purchase of electricity;
 - 2.1.3 the efficient discharge by the DNO Parties and IDNO Parties of obligations imposed upon them in their Distribution Licences; and
 - 2.1.4 the promotion of efficiency in the implementation and administration of this Agreement.

SCOPE OF WORK

3. The Working Group must consider the issues raised by the Change Proposal and consider if the proposal identified better facilitates achievement of the Applicable DCUSA Objectives.
4. In addition to the overriding requirement of paragraph 3, the Working Group shall consider and report on the following specific issues:
 - Consider the relevance / suitability of procedure documents being developed for the Post Emergency Metering Services (PEMS) process in the Gas industry for the Electricity model;
 - Provide an indication of the volumes of UMetS issues; and
 - Consider the impact of the development of SMART Metering on UMetS
5. The Working Group is responsible for the formulation and evaluation of any Working Group Alternative DCUSA Change Proposal arising from Group discussions which would, as compared with the Change Proposal, better facilitate achieving the applicable DCUSA objectives in relation to the issue or defect identified.

6. The Working Group should become conversant with Section 11 of the DCUSA. This entitles the Group and/or an individual Member of the Working Group to put forward an alternative CP if the Member(s) genuinely believes the Alternative would better facilitate the achievement of the Applicable DCUSA Objectives. The extent of the support for the DCP or any WGADCP arising from the Working Group's discussions should be clearly described in the final Working Group Report to the DCUSA Amendments Panel.
7. The Working Group is to submit its final report to the DCUSA Panel Secretary on 11 December 2007 for circulation to Panel Members. The conclusions will be presented to the DCUSA Panel meeting on 19 December 2007.

MEMBERSHIP

8. It is recommended that the Working Group has the following members:

Chair:	Nigel Menzies
Industry Representatives:	Carole Pitkeathley Gill Burrage Glenn Sheern Jen Daines John Dallimore John Lawton Kevin Woollard Lynne Hargrave Mike Smith Peter Waymont Tom Chevalier
Authority Representative:	Duncan Mills / Ljuban Milicevic
Technical Secretary:	Elizabeth Lawlor

[NB: Working Group must comprise at least 5 Members (who may be Panel Members) and will be selected by the Panel ensuring that adequate expertise is available to the group]

9. The membership can be amended from time to time by the DCUSA Panel.

RELATIONSHIP WITH DCUSA PANEL

10. The Working Group shall seek the views of the DCUSA Panel before taking on any significant amount of work. In this event the Working Group Chairman should contact the DCUSA Panel Secretary.
11. Where the Working Group requires instruction, clarification or guidance from the DCUSA Panel, particularly in relation to their Scope of Work, the Working Group Chairman should contact the DCUSA Panel Secretary.

MEETINGS

12. The Working Group shall, unless determined otherwise by the DCUSA Panel, develop and adopt its own internal working procedures and provide a copy to the Panel Secretary for each of its DCUSA Proposals.

REPORTING

13. The Working Group Chairman shall prepare a final report to the December DCUSA Panel responding to the matter set out in the Terms of Reference.
14. A draft Working Group Report must be circulated to Working Group members with not less than five business days given for comments.
15. Any unresolved comments within the Working Group must be reflected in the final Working Group Report.
16. The Chairman (or another member nominated by him) will present the Working Group report to the DCUSA Panel as required.