

# DCP 345 Working Group Meeting 02

28 August 2019 at 10:00am

Face-to-Face Meeting

ElectraLink's Offices, Northumberland House, 303-306 High Holborn, London, WC1V 7JZ

Attendee	Company
<b>Working Group Members</b>	
Alessandra De Zottis [ADZ]	UK Power Reserve
Chris Ong [CO] (Teleconference)	UK Power Networks
Derek Weaving [DW]	British Gas
<b>Observers</b>	
Melissa Kendal [MK]	ElectraLink
<b>Code Administrator</b>	
John Lawton [JL] (Chair)	ElectraLink
Hollie Nicholls [HN] (Technical Secretary)	ElectraLink

Apologies	Company
Peter Waymont	UK Power Networks

## 1. Administration

- 1.1 The Chair welcomed the members to the meeting.
- 1.2 The Working Group reviewed the "Competition Law Guidance". All Working Group members agreed to be bound by the Competition Law Guidance for the duration of the meeting.
- 1.3 The Working Group reviewed the minutes from the last Working Group meeting, held on 05 July 2019 and agreed that these were a true reflection of the discussions held.

## 2. Purpose of the Meeting

- 2.1 The Chair set out that the purpose of the meeting is to review the DCP 345 consultation responses, finalise the legal text and review the draft Change Report.

### 3. Review of the DCP 345 Consultation Responses

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- 3.1 The Working Group reviewed the collated consultation responses document and an updated version can be found as Attachment 1.
- 3.2 The Working Group agreed that all respondents to the consultation understood the intent of DCP 345 and supported the principles of the Change Proposal (CP).
- 3.3 The Working Group reviewed the responses to question three and agreed that there should be a standard pre-Panel consultation period to provide DCUSA Parties with an opportunity to review and include any comments on Sandbox Applications before they are reviewed by the DCUSA Panel. However, if there is commercially sensitive information included this will only be shared with the DCUSA Panel. It was also agreed that the Guidance note should reflect this additional process.
- 3.4 The Working Group considered the responses to question four regarding who should be able to view the Sandbox application and the process documentation supporting it i.e. Sandbox report, consultation, send back documentation and Authority decision documents. The respondents were split as to whether it should be all parties, DCUSA Parties or DCUSA panel. A strong steer emerged that and commercially sensitive information should only be made available to the DCUSA Panel. The rest should be accessible to all on the DCUSA website.
- 3.5 The Working Group discussed the consultation responses to question seven regarding an administration fee being introduced. It was agreed that the administration fees will only be borne by the Applicant and these will be decided by the DCUSA Panel from time-to-time.
- 3.6 It was suggested that it may be beneficial to create a cost table reflecting the fees depending on how much resource the Application process will require. The fees for this service will need to be reviewed by the DCUSA Services Manager and agreed by the DCUSA Panel if it is felt that the administration of the Sandbox Applications goes above and beyond the normal contract.
- 3.7 The Working Group also reviewed the implementation date and raised a concern that the CP may be delayed by 3 months if DCUSA Ltd did not receive the Authority decision in time for the next DCUSA Release on the 07 November 2019. It was agreed that the implementation date should be amended to 5 Working Days following Authority Approval if received after the 07 November, otherwise the next release after Authority approval. The Working Group agreed that this will alleviate any undue delays on the implementation of the change. This is subject to consideration being given to the amount of time needed to update the website (see paragraph 5.3 below).

**ACTION 02/01: The Secretariat to update the draft Change Report to reflect the discussions held.**

### 4. Review of DCP 345 Legal Text

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- 4.1 The Working Group reviewed the DCP 345 legal text and an updated version can be found as Attachment 2.
- 4.2 Two respondents to the consultation suggested minor amendments to the current drafting of the legal text. The first respondent suggested that the legal text needed to pre-define the Authority's process when making their determination on the Application. The Working Group agreed that this did not need to be taken forward as the clause is no different to the send back clause already included in clause 13.10 of DCUSA.
- 4.3 It was also suggested that the Working Group should highlight that length of time the derogation is required, is the end of a two-year period following Authority approval. The Working Group did not have a preference on this and so have requested advice from the DCUSA Legal Advisor.

**ACTION 02/02: The Secretariat to update the legal text and send to the DCUSA Legal Advisor for review.**

## 5. DCP 345 Draft Change Report

- 5.1 The Working Group reviewed the draft Change Report document and an updated version can be found as Attachment 3.
- 5.2 The Change Report was updated to reflect the Working Group comments and conclusions from the collated consultation document. It was agreed that the Working Group conclusions should include further information on the pre-Panel consultation period, accessibility to Sandbox Applications and Legal Text suggestions.
- 5.3 The Working Group also discussed the changes required to the DCUSA Website and the timescales needed to update the DCUSA Website to ensure that there is enough time to be able to process the Sandbox Applications as soon as the CP is implemented. The changes required are to design a new page which includes a Sandbox Register (similar to the Change Register already on the website for CPs), the ability to mark certain documents as confidential and for the DCUSA Panel only (if they concern commercially sensitive information) and a copy of the guidance document needs to be uploaded. The page should also contain information regarding any associated administration fees (if any). It was agreed that the Secretariat would speak with the DCUSA Services Manager and the website developers to obtain an idea of timescales and costs to do this. A paper will then be presented to the DCUSA Panel (closed session) for their approval.

**ACTION 02/03: The Secretariat to obtain an idea of timescales and costs for updating the DCUSA Website and include any administration fees (if any).**

**ACTION 02/04: The Secretariat to produce a paper for the DCUSA Panel Closed Session to present any associated costs for updating the DCUSA Website and any associated administration fees for the Sandbox Applications (if it is out of scope of the original administrator contract).**

## 6. DCUSA Sandbox Guidance Document

- 6.1 The Working Group reviewed the DCUSA Sandbox Guidance document and an updated version can be found as Attachment 4.
- 6.2 The Working Group agreed that a further section needed to be included within the DCUSA Sandbox Guidance Document to highlight the process of a pre-Panel consultation period before a Sandbox Report is taken to the DCUSA Panel (see paragraph 3.3 above).

**ACTION 02/05: The Secretariat to update the DCUSA Sandbox Guidance Document to reflect the discussions held.**

## 7. Work Plan and Next Steps

- 7.1 The Working Group reviewed the DCP 345 Work Plan and an updated version can be found as Attachment 5. The following next steps for the Change Proposal were as follows:
  - The Secretariat to update the legal text and sent to the Legal Advisor for review;

- The Secretariat to update the draft Change Report and DCUSA Sandbox Guidance Document to reflect the discussions held; and
- The Secretariat to consult with colleagues to determine the timescales needed to update the DCUSA Website and any costs associated with this. A paper will also need to be presented to the DCUSA Panel in their closed session on 21 September 2019.

## 8. Any Other Business

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- 8.1 There were no further items of AOB, and the Chair closed the meeting.

## 9. Date of Next Meeting

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- 9.1 The Working Group agreed that there will not be another meeting of the DCP 345 Working Group, and the Change Report and legal text review (post legal advisor review) can be finalised via email.

## 10. Attachments

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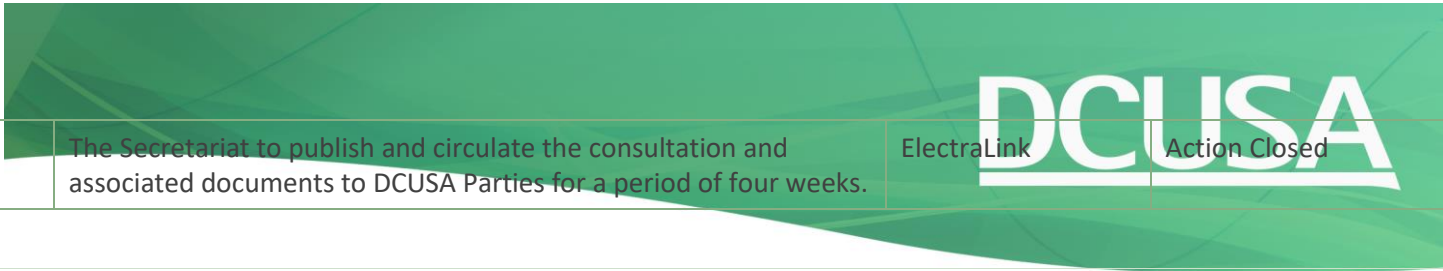
- Attachment 1 – DCP 345 Updated Collated Consultation Responses Document
- Attachment 2 – DCP 345 Updated Legal Text
- Attachment 3 – DCP 345 Updated Change Report
- Attachment 4 – Updated DCUSA Sandbox Guidance Document
- Attachment 5 – DCP 345 Updated Work Plan

## New and Open Actions

Action Ref.	Action	Owner	Update
<b>02/01</b>	The Secretariat to update the draft Change Report to reflect the discussions held.	ElectraLink	
<b>02/02</b>	The Secretariat to update the legal text and send to the DCUSA Legal Advisor for review.	ElectraLink	
<b>02/03</b>	The Secretariat to obtain an idea of timescales and costs for updating the DCUSA Website and include any administration fees (if any).	ElectraLink	
<b>02/04</b>	The Secretariat to produce a paper for the DCUSA Panel Closed Session to present any associated costs for updating the DCUSA Website and any associated administration fees for the Sandbox Applications (if it is out of scope of the original administrator contract).	ElectraLink	
<b>02/05</b>	The Secretariat to update the DCUSA Sandbox Guidance Document to reflect the discussions held.	ElectraLink	

## Closed Actions

Action Ref.	Action	Owner	Update
<b>01/01</b>	The Secretariat to update the legal text to reflect the discussion held and ensure that only one set of track changes are included within the document.	ElectraLink	Action Closed
<b>01/02</b>	The Secretariat to update the consultation document to reflect the discussions held.	ElectraLink	Action Closed
<b>01/03</b>	The Secretariat to update the DCUSA Sandbox Guidance Document to reflect the discussions held.	ElectraLink	Action Closed
<b>01/04</b>	Working Group members to provide feedback on the consultation, legal text and guidance document by close of play on 19 July 2019.	Working Group Members	Action closed



01/05

The Secretariat to publish and circulate the consultation and associated documents to DCUSA Parties for a period of four weeks.

ElectraLink

Action Closed