

## CACoP Principle 12 - Annual Report (2019)

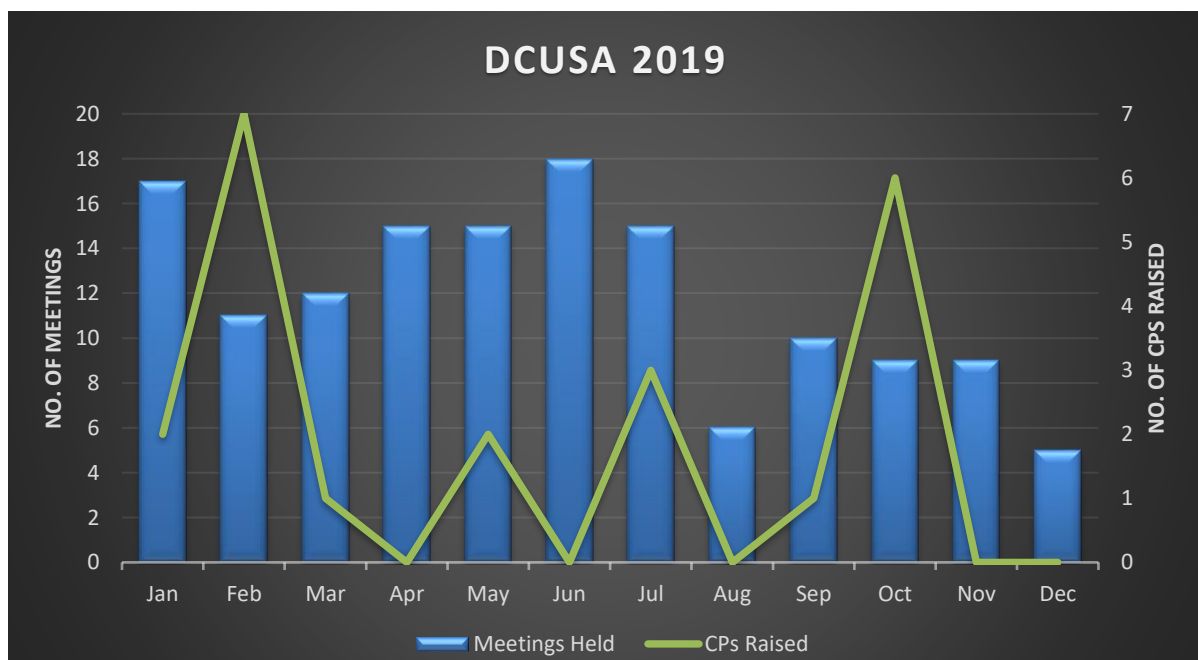
**Code:** Distribution Connection Use of System Agreement (DCUSA)  
**Reporting Period:** 1 January 2019 to 31 December 2019

### 1. Background

- 1.1 The Code Administration Code of Practice (CACoP) was introduced following Ofgem’s Code Governance Review. The purpose of the code is to “facilitate convergence and transparency in code modification processes and to help protect the interests of small market participants and consumers through various means including increased use of plain English in modification reports”.
- 1.2 All energy Code Administrators have committed to operating their Code Administration functions in accordance with the Code of Practice. CACoP Principle 12 requires Code Administrators to assess their efficiency in discharging the roles and responsibilities captured within the principles of the CACoP and the effectiveness of the change management process more generally.
- 1.3 This report sets out the results measured under the Distribution Connection Use of System Agreement (DCUSA) in 2019, against each of the required qualitative and quantitative metrics.

### 2. DCUSA Metrics

- 1.4 The tables on the pages that follow present qualitative and quantitative metrics and their results relating to the administration of the DCUSA over the period 1 January 2019 to 31 December 2019.
- 1.5 The chart below highlights the number of meetings that the Code Administrator has provided services to alongside the number of Change Proposals (CPs) raised by Parties across 2019.



Qualitative Metrics		
Activity	Metric	Result
<b>CRITICAL FRIEND</b>	Number and percentage of survey respondents who stated they were 'satisfied' or better with the assistance offered by the Code Administrator.	In the 2019 Code Administrators Performance Survey it was noted that the majority (22 out of 32 respondents) or (69%) stated that they were satisfied with the provision of support provided by ElectraLink with respect its role as Code Administrator for the DCUSA. Of those that were aware that such support exists and have proactively sought support (27 out of 31 respondents) or (87%) stated they were satisfied, which has been continuing to trend upwards and is now at its highest levels.
<b>EFFECTIVE COMMUNICATION</b>	Glossary and plain English summary to be provided with reports.	<p>In the 2019 Code Administrators Performance Survey it was noted that 58% (21 respondents) say information from DCUSA is easy to interpret and this has remained relatively stable across the 3 years. At an overall level, those with more experience of industry codes find it easier to interpret related information.</p> <p>With respect to emails issued by ElectraLink its role as Code Administrator for the, there was a relatively high level of agreement that they are easy to understand, with (77%) or (24 respondents) stating they were satisfied. The majority (71%) or (22 respondents) also agree that the emails they receive make it clear when action needs to be taken.</p> <p>All reports are written in a concise manner, clearly setting out the background and context in which changes are being introduced, with industry jargon and acronyms being spelt out when used for the first time.</p>

Quantitative Metrics																																																		
Activity	Metric	Result																																																
QUALITY OF ASSESSMENT	Number of reports 'sent back' by the Authority	No reports were sent back by the Authority in 2019.																																																
	Number and percentage of final decisions on which the Authority's assessment: i) accords with the Panel's recommendation against the Relevant/Applicable Objectives ii) conflicts with the Panel's recommendation owing to wider statutory considerations	<p>In 2019, we received eight Authority decisions, of which, all but one accorded with the Parties recommendation with respect to whether the change better the Relevant/Applicable DCUSA Objectives.</p> <p><b>i) = 7 (87.5%)</b>  <b>ii) = 1 (12.5%)</b></p> <p>It should be noted, that for DCUSA Change Proposals (DCPs), it is in fact the Parties to the Agreement (and not the Panel that provide a recommendation to the Authority as to whether a Change Proposal should be accepted or rejected. This recommendation is formed from of the result of the Party voting mechanism which is detailed within the Agreement.</p> <table border="1"> <thead> <tr> <th>DCP</th> <th>Party Recommendation</th> <th>Authority Decision</th> </tr> </thead> <tbody> <tr> <td>DCP 268</td> <td>Accept</td> <td>Accept</td> </tr> <tr> <td>DCP 295</td> <td>Reject</td> <td>Accept</td> </tr> <tr> <td>DCP 326</td> <td>Accept</td> <td>Accept</td> </tr> <tr> <td>DCP 332</td> <td>Accept</td> <td>Accept</td> </tr> <tr> <td>DCP 333</td> <td>Accept</td> <td>Accept</td> </tr> <tr> <td>DCP 341</td> <td>Accept</td> <td>Accept</td> </tr> <tr> <td>DCP 342</td> <td>Accept</td> <td>Accept</td> </tr> <tr> <td>DCP 345</td> <td>Accept</td> <td>Accept</td> </tr> </tbody> </table>	DCP	Party Recommendation	Authority Decision	DCP 268	Accept	Accept	DCP 295	Reject	Accept	DCP 326	Accept	Accept	DCP 332	Accept	Accept	DCP 333	Accept	Accept	DCP 341	Accept	Accept	DCP 342	Accept	Accept	DCP 345	Accept	Accept																					
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EFFECTIVE COMMUNICATION	Average number of respondents to consultations	<p>DCUSA consultations are issued to DCUSA Parties and other interested parties in order to gather industry opinion on the development of CPs.</p> <p>In 2019, DCUSA issued 16 consultations with an average number of respondents to a consultation of 9.4.</p> <p>The table below details which DCPs were consulted on and how many responses were received for each.</p> <table border="1"> <thead> <tr> <th>DCP</th> <th>DCP</th> <th>DCP</th> <th>DCP</th> <th>DCP</th> <th>DCP</th> <th>DCP</th> <th>DCP</th> <th>DCP</th> <th>DCP</th> <th>DCP</th> <th>DCP</th> <th>DCP</th> <th>DCP</th> <th>DCP</th> <th>DCP</th> </tr> <tr> <th>329</th> <th>313</th> <th>326</th> <th>328</th> <th>332</th> <th>333</th> <th>326</th> <th>343</th> <th>340</th> <th>266</th> <th>341</th> <th>342</th> <th>336</th> <th>344</th> <th>345</th> <th>348</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>8</td> <td>10</td> <td>12</td> <td>12</td> <td>12</td> <td>9</td> <td>8</td> <td>8</td> <td>10</td> <td>13</td> <td>13</td> <td>9</td> <td>8</td> <td>9</td> <td>6</td> </tr> </tbody> </table>	DCP	DCP	DCP	DCP	DCP	DCP	DCP	DCP	DCP	DCP	DCP	DCP	DCP	DCP	DCP	DCP	329	313	326	328	332	333	326	343	340	266	341	342	336	344	345	348	4	8	10	12	12	12	9	8	8	10	13	13	9	8	9	6
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EFFICIENT ADMINISTRATION	Percentage of papers published outside of the Modification rules requirements.	0%																																																

	Number and percentage of reports submitted to the Authority in line with the original timetable	11 CPs were sent to the Authority for final decision in 2019. The DCUSA Change Process takes into account the need for timetable extensions by Working Groups and is flexible in that regard. Where a CP is designated as a Part 1 Matter (meaning it requires Authority approval to be implemented), it is almost always the case that a Working Group will request and be given a timetable extension.	<table border="1"> <thead> <tr> <th colspan="3">CPs sent to the Authority for final decision</th> </tr> </thead> <tbody> <tr> <td>DCP 314</td> <td>DCP 341</td> <td>DCP 295</td> </tr> <tr> <td>DCP 332</td> <td>DCP 342</td> <td>DCP 345</td> </tr> <tr> <td>DCP 333</td> <td>DCP 343</td> <td>DCP 313</td> </tr> <tr> <td>DCP 340</td> <td>DCP 326</td> <td></td> </tr> </tbody> </table>				CPs sent to the Authority for final decision			DCP 314	DCP 341	DCP 295	DCP 332	DCP 342	DCP 345	DCP 333	DCP 343	DCP 313	DCP 340	DCP 326																								
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Number of extensions to timetables requested	Each CP is submitted to the DCUSA Panel for an initial assessment with a fixed timetable for the Working Group to analyse and develop the CP over 6 months. Working Groups are required to agree to a CP progression timetable at their first meeting and this is submitted to the Panel for approval. Where the Working Group fails to meet the Panel's first approved deadline, the Working Group submits a revised timetable requesting for a further extension. The DCUSA Panel reviews each extension request and grants them according to the guidelines set out within the Change Process. In 2019, 26 requests were made for extensions to timetables.	<table border="1"> <thead> <tr> <th>Month</th> <th>Extensions</th> <th>Month</th> <th>Extensions</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>4</td> <td>July</td> <td>2</td> </tr> <tr> <td>February</td> <td>4</td> <td>August</td> <td>2</td> </tr> <tr> <td>March</td> <td>0</td> <td>September</td> <td>1</td> </tr> <tr> <td>April</td> <td>2</td> <td>October</td> <td>2</td> </tr> <tr> <td>May</td> <td>2</td> <td>November</td> <td>2</td> </tr> <tr> <td>June</td> <td>2</td> <td>December</td> <td>3</td> </tr> </tbody> </table>				Month	Extensions	Month	Extensions	January	4	July	2	February	4	August	2	March	0	September	1	April	2	October	2	May	2	November	2	June	2	December	3											
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Average time between a non-urgent proposal being raised and submitted for decision	The DCUSA CPs range in content and vary from simple drafting changes to complex charging methodology changes. Therefore, the CPs vary in time between the type of change it encompasses. In 2019, five Part 1 Matter CPs were raised, voted on by DCUSA Parties and then submitted to the Authority for decision and six Part 2 Matter CPs raised and issued to Parties for voting.	<table border="1"> <thead> <tr> <th>DCP (Part 1)</th> <th>Dates between CP raised &amp; submitted to Ofgem</th> <th>Days between CP raised &amp; submitted to Ofgem</th> </tr> </thead> <tbody> <tr> <td>340</td> <td>21 Feb to 13 Aug</td> <td>120</td> </tr> <tr> <td>341</td> <td>21 Feb to 13 Aug</td> <td>120</td> </tr> <tr> <td>342</td> <td>21 Feb to 13 Aug</td> <td>120</td> </tr> <tr> <td>343</td> <td>21 Feb to 13 Aug</td> <td>120</td> </tr> <tr> <td>345</td> <td>17 May to 15 Oct</td> <td>107</td> </tr> <tr> <th>DCP (Part 2)</th> <th>Dates between CP raised &amp; submitted to Parties</th> <th>Days between being raised &amp; submitted to Parties</th> </tr> <tr> <td>335</td> <td>16 Jan to 19 Mar</td> <td>28</td> </tr> <tr> <td>336</td> <td>16 Jan to 20 Aug</td> <td>140</td> </tr> <tr> <td>337</td> <td>21 Feb to 16 Apr</td> <td>23</td> </tr> <tr> <td>338</td> <td>21 Feb to 25 Mar</td> <td>16</td> </tr> <tr> <td>339</td> <td>20 Feb to 16 Apr</td> <td>23</td> </tr> <tr> <td>346</td> <td>17 May to 09 Aug</td> <td>60</td> </tr> </tbody> </table>				DCP (Part 1)	Dates between CP raised & submitted to Ofgem	Days between CP raised & submitted to Ofgem	340	21 Feb to 13 Aug	120	341	21 Feb to 13 Aug	120	342	21 Feb to 13 Aug	120	343	21 Feb to 13 Aug	120	345	17 May to 15 Oct	107	DCP (Part 2)	Dates between CP raised & submitted to Parties	Days between being raised & submitted to Parties	335	16 Jan to 19 Mar	28	336	16 Jan to 20 Aug	140	337	21 Feb to 16 Apr	23	338	21 Feb to 25 Mar	16	339	20 Feb to 16 Apr	23	346	17 May to 09 Aug	60
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Following the Party vote which during 2019 was set for a period of 15 business days, a Change Declaration is issued to DCUSA Parties within 2 business days. If the CP is classified as a Part 2 Matter (Self Governance), then the Party vote is the deemed to be the decision whether the CP is accepted or rejected, and the Change Declaration would be considered to be publication of the decision. Where the CP is classified as a Part 1 Matter, then the Party vote acts as recommendation to the Authority as to whether to accept or reject. The Change Declaration and supporting documents are then issued to Ofgem for final decision. Ofgem have an internal Key Performance Indicator (KPI) of issuing a final decision within 25 business days. Generally, the final decision will be published on the day it is received. In 2019, Ofgem did not meet their internal KPI for any of the CPs submitted to them for decision.

Average time between a proposal being submitted for decision and a decision being published

<b>DCP (Part 1)</b>	<b>Dates between being submitted for decision &amp; decision publication</b>	<b>Days between being submitted for decision &amp; decision publication</b>
266	12 November 2019 to TBC (still awaiting)	TBC (36 working days as of 31 December 2019)
268	23 May 2018 to 08 April 2019	229
295	19 March 2019 to 23 April 2019	26
297	22 January 2018 to TBC (still awaiting)	TBC (507 working days as of 31 December 2019)
313	16 April 2019 to TBC (still awaiting)	TBC (186 working days as of 31 December 2019)
314	12 February 2019 to TBC (still awaiting)	TBC (231 working days as of 31 December 2019)
326	16 July 2019 to 30 August 2019	34
332	13 August 2019 to 01 October 2019	36
333	13 August 2019 to 01 October 2019	36
340	13 August 2019 to TBC (still awaiting)	TBC (99 working days as of 31 December 2019)
341	13 August 2019 to 19 December 2019	93
342	13 August 2019 to 19 December 2019	93
343	13 August 2019 to TBC (still awaiting)	TBC (99 working days as of 31 December 2019)
345	15 October 2019 to 19 November 2019	26
<b>DCP (Part 2)</b>	<b>Dates between being submitted for decision &amp; decision publication</b>	<b>Days between being submitted for decision &amp; decision publication</b>
335	21 Feb to 19 Mar	17 days
336	20 Aug to 04 Sep	17 days
337	22 Mar to 16 Apr	17 days
338	01 Mar to 25 Mar	16 days
339	22 Mar to 16 Apr	17 days
346	09 Aug to 04 Sep	19 days

	Average time between decision and implementation (separately identifying systems and non-system changes)	<p>14 Change Proposals were implemented in 2019. The DCUSA has three standard releases per year in February, June and November. In addition, there was one Special release on the 01 April and one extraordinary release on 26 November.</p> <p>In order to ensure consistency across the industry the publication dates for the three scheduled releases are kept in line with those published in the other industry codes such as the Balancing and Settlement Code (BSC) and the Master Registration Agreement (MRA). The table sets out the implementation date and which CPs were implemented in each DCUSA release.</p> <p>Further to this, it should be noted that due to the 15-month lead time required for changes to the charging methodologies, the time taken from decision to implementation may appear longer than other Codes and thus there is no proper average on which to evaluate this parameter.</p>	<table border="1"> <thead> <tr> <th>Date</th> <th>Count</th> <th colspan="2">DCPs Implemented</th> </tr> </thead> <tbody> <tr> <td>28 February</td> <td>= 2</td> <td colspan="2">DCP 330 + DCP 331</td> </tr> <tr> <td>01 April</td> <td>= 3</td> <td colspan="2">DCP 338 + DCP 335 + DCP 324</td> </tr> <tr> <td>27 June</td> <td>= 4</td> <td colspan="2">DCP 334 + DCP 337 + DCP 339 + DCP 295</td> </tr> <tr> <td>07 November</td> <td>= 4</td> <td colspan="2">DCP 295 + DCP 346 + DCP 336 + DCP 329</td> </tr> <tr> <td>26 November</td> <td>= 1</td> <td colspan="2">DCP 345</td> </tr> </tbody> </table>				Date	Count	DCPs Implemented		28 February	= 2	DCP 330 + DCP 331		01 April	= 3	DCP 338 + DCP 335 + DCP 324		27 June	= 4	DCP 334 + DCP 337 + DCP 339 + DCP 295		07 November	= 4	DCP 295 + DCP 346 + DCP 336 + DCP 329		26 November	= 1	DCP 345	
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07 November	= 4	DCP 295 + DCP 346 + DCP 336 + DCP 329																												
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Number of Fast Track Self-Governance Modifications raised	<p>The DCUSA does not specifically cater for 'Fast Track' Self-Governance CPs, however there is an ability to cut down on the normal administrative timelines where it is deemed to be required. DCUSA Self Governance CPs are designated as Part 2 Matters, meaning that they do not require a final decision from the Authority. Instead, the CP will be implemented if for the majority of Party Categories that vote on a CP, more than 65% of Parties within each Party Category that is eligible to vote, votes to approve the CP. In 2019, 13 Self-Governance CPs were raised, and these are detailed in the table below.</p>	<table border="1"> <tbody> <tr> <td><b>DCP 335</b></td> <td><b>DCP 339</b></td> <td><b>DCP 351</b></td> <td><b>DCP 354</b></td> </tr> <tr> <td><b>DCP 336</b></td> <td><b>DCP 346</b></td> <td><b>DCP 352</b></td> <td><b>DCP 355</b></td> </tr> <tr> <td><b>DCP 337</b></td> <td><b>DCP 347</b></td> <td><b>DCP 353</b></td> <td><b>DCP 356</b></td> </tr> <tr> <td><b>DCP 338</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				<b>DCP 335</b>	<b>DCP 339</b>	<b>DCP 351</b>	<b>DCP 354</b>	<b>DCP 336</b>	<b>DCP 346</b>	<b>DCP 352</b>	<b>DCP 355</b>	<b>DCP 337</b>	<b>DCP 347</b>	<b>DCP 353</b>	<b>DCP 356</b>	<b>DCP 338</b>												
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<b>IMPLEMENTATION COSTS</b>	Number and percentage of reports for which implementation cost estimates were available for consultation	None of the CPs submitted in 2019 required implementation cost estimates.																												
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