

DCP 344 Working Group Meeting 06

04 December 2020 at 10:00am
Teleconference

Attendees	Company
Working Group Members	
Jo Brown [JB]	Western Power Distribution
Donna Townsend [DT]	Energy Asset Pipelines
Rebecca Cailles [RC]	BU-UK
Tim Porter [TP]	SSEN
Mark Jones [MJ]	SSE Energy Supply
Karl Maryon [KM]	Haven Power
Peter Waymont [PW]	UKPN
Ian Goudge [IG]	SSE
Kundai Matringe [KM]	BU-UK
Code Administrator	
Richard Colwill [RC] (Chair)	ElectraLink
George Dawson [GD] (Technical Secretary)	ElectraLink

1. Administration

- 1.1 The Chair welcomed the members to the meeting. The Chair noted that the previous meeting was cut short due to a lack of attendees and so thanked the members who attended this 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 meeting and agreed that the minutes were an accurate reflection of the discussions held.

2. Purpose of the Meeting

- 2.1 The Chair noted that the purpose of this meeting was to review the previous position of the Working Group as of the last meeting in March 2020. This meeting was called to decide whether there was enough information to make an informed decision on the Change, or whether a small, extra consultation would be required.
- 2.2 The Chair also introduced Mark Jones as the new proposer of the Change.

3. Overview of Progress to date

- 3.1 The Group noted that as of the previous meeting, the two options below were the last considered solutions for the Change Proposal:
 - Option A: Those not currently using the DUoS e-billing service have the option to use an agreed format/template to ensure consistency with invoicing, e.g. a designated spreadsheet containing all relevant items.
 - Option B: DCUSA Ltd to procure DUoS e-billing service from ElectraLink so that all DCUSA Party's use the e-billing service and the costs of the service is apportioned between Parties via the cost recovery mechanisms set out in the DCUSA.

4. Review of Proposed Solution

- 4.1 The Working Group reviewed the proposed solutions. Key points are detailed below:
 - One member noted that they would be keen to explore the potential of introducing a new Data Transfer Catalogue (DTC) flow that enables billing to be sent across the DTN. Consideration would be needed as to the impacts this would have on existing processes.
 - It was noted that the intent of this change was to as a minimum ensure that there was a more consistent approach to manual billing. IG noted that at present they receive many PDF invoices, in various formats and this makes it very difficult to create an automated process. If all manual invoices were submitted in the same format an automated process would be possible and this is the intent of Option A
 - Regarding Option B, one member queried whether it would be possible to mandate a commercial agreement. Further consideration would be needed if this was the proposed solution.
 - Members noted that there were low numbers of Supplier responses to the previous consultation, particularly, smaller Suppliers. It was agreed that it would be sensible to reissue a consultation to attempt to seek further Supplier feedback. An action was taken to design a more tailored consultation to seek feedback on the three possible solutions.

- A couple of members suggested contacting the Small Supplier reps on the Faster Switching Programme and the Secretariat will ensure these are included in the circulation of the consultation.

ACTION 06/01: Secretariat to draft a tailored consultation to engage with smaller Supplier.

Post Meeting Note

- 4.2 A draft consultation has been produced and emailed to members for review on 10th December 2020, requesting comments by 12pm, Monday, 14th December. The aim will be to submit this consultation early w/c 14th December. The draft consultation can also be found in Attachment 1.

5. Next Steps

- 5.1 The Group agreed that greater small Supplier input would be required, and so with Action 06/01 this should be addressed.
- 5.2 The Group also requested that the Consultation document not only reference Options A and B, but also includes a section on any potential DTC flows solution.
- 5.3 A placeholder was put in for the 7th Working Group meeting on 18 January 2021 at 10am via teleconference.

6. Any Other Business

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

New and open actions

Action Ref.	Action	Owner	Update
01/04	DT and PW to explore the potential of DCUSA procuring the automated DUoS e-Billing data flow from ElectraLink.	Donna Townsend and Peter Waymont	Ongoing
06/01	Secretariat to draft a tailored consultation to engage with smaller Supplier.	ElectraLink	Completed

Closed actions

Action Ref.	Action	Owner	Update
04/01	Secretariat to explore whether the DUoS E-billing data fields can be shared with the Working Group.	ElectraLink	Closed
04/02	Secretariat to update the pros and cons table to include Option A and circulate to Working Group for comments.	ElectraLink	Closed
04/03	Secretariat to explore ways of ensuring appropriate smaller Supplier engagement, which will include engaging with xxx, which meets on xxx November.	ElectraLink	Closed
04/04	CT to consider some tailored questions for the smaller Suppliers to ensure we receive the appropriate feedback required.	Claire Towler	Closed
05/01	Secretariat to provide an update on the status of DCP 344 following SSE internal review	ElectraLink	Closed