

## **SCHEDULE 7 – DCUSA STANDING ISSUES GROUP**

### **1. SCOPE**

- 1.1 The DCUSA Standing Issues Group provides an opportunity for the Panel or any person identified in Clause 10.2 to raise (and have discussed) issues relating to the operation of this Agreement. Where appropriate, the DCUSA Standing Issues Group will undertake a pre-assessment of proposed solutions prior to a formal Change Proposal being raised.
- 1.2 The DCUSA Standing Issues Group will act under the auspices of the Panel but will have no powers to enforce changes to this Agreement or any existing industry agreements or associated systems.

### **2. OBJECTIVES**

- 2.1 The objectives of the DCUSA Standing Issues Group shall be to:
- (a) review issues relating to the operation of this Agreement that are submitted to it in by the Panel or by way of DCUSA Issue Forms;
  - (b) discard issues as requiring no further action or to develop and propose cost / risk based solutions to issues;
  - (c) identify the impact of such solutions on this Agreement;
  - (d) consider such solutions in the light of the DCUSA Objectives;
  - (e) provide the Panel with an early view as to the potential impact of Change Proposals that may be proposed from time to time;
  - (f) review, on behalf of the Panel, industry developments and their possible impact on this Agreement;
  - (g) consult outside the DCUSA Standing Issues Group where appropriate; and
  - (h) carry out any other activity requested by the Panel.

### **3. MEMBERSHIP**

- 3.1 The membership of the DCUSA Standing Issues Group shall be composed in accordance with Clauses 7.28 to 7.31.

### **4. CHAIR**

- 4.1 The WG Chair for the DCUSA Standing Issues Group (the Chair) will at all times be an independent appointment and will be appointed by the Panel for a 12-month term.
- 4.2 Should the Chair resign, for whatever reason, before the expiry of that 12-month term, the Panel will appoint a new Chair.
- 4.3 The Chair's role will be to chair meetings, facilitate discussions and establish a proposed way forward.

### **5. REQUIREMENTS OF MEMBERS**

- 5.1 Members of the DCUSA Standing Issues Group shall be required to act in accordance with Clause 7.33.
- 5.2 Those Parties entitled to attend the DCUSA Standing Issues Group, and who chose to appoint a representative, shall, where reasonably possible, be expected to ensure their attendance on a consistent basis and ensure their commitment toward making the DCUSA Standing Issues Group a success.
- 5.3 Representatives should be prepared to:
- (a) provide the confirmation referred to in Clause 7.24;
  - (b) engage and participate fully in the DCUSA Standing Issues Group;
  - (c) take actions to be completed outside of the DCUSA Standing Issues Group meetings; and
  - (d) report back on views and actions taken.

## 6. MEETING FREQUENCY

- 6.1 The DCUSA Standing Issues Group will schedule meetings on a monthly basis. The convening of any meetings of the group will be on an as required basis depending on the number of issues on the table and the urgency for the resolution of them.
- 6.2 The Chair may convene an emergency meeting of the DCUSA Standing Issues Group where necessary, for the purpose of debating urgent operational difficulties and, where appropriate, developing Change Proposals to overcome these.
- 6.3 The Chair will be required to give a minimum of 5 days notice of any such emergency meeting. Where practical, and expedient, emergency meetings of the DCUSA Standing Issues Group may be conducted wholly, or partly, by conference call.
- 6.4 The Chair will be entitled to cancel any scheduled meeting of the DCUSA Standing Issues Group if, having consideration to the views of the group, the Chair considers there are insufficient items of importance for debate at the meeting to warrant holding it.

## 7. SECRETARIAT

- 7.1 The DCUSA Standing Issues Group will be supported by the Secretariat, who shall be responsible for:
- (a) booking, convening and circulating notice of meetings;
  - (b) logging DCUSA Issue Forms and validating them for completeness;
  - (c) circulating the agenda for each meeting of the DCUSA Standing Issues Group at least 10 days in advance of the meeting (or as far in advance as reasonably practicable in the case of emergency meetings);
  - (d) writing minutes of the meeting in a style and level of detail specified by the Chair;
  - (e) circulating minutes of the meeting no later than 10 Working Days following the meeting;

- (f) publishing all meeting papers and minutes on the Website; and
- (g) providing a report to the Panel from each meeting as appropriate, giving a summary of key issues and progress being made, and including the task list or work plan for the DCUSA Standing Issues Group.

## **8. SUMMARY OF PROCESS**

- 8.1 The DCUSA Standing Issues Group will consider issues as:
- (a) directed by the Panel; or
  - (b) raised by any person entitled to raise Change Proposals in accordance with Clause 10.2, which issues must be submitted by way of a completed DCUSA Issues Form.
- 8.2 Where a DCUSA Issues Form has been submitted to the Secretariat, the Secretariat shall add the matter to the next scheduled DCUSA Standing Issues Group meeting. Issue forms submitted less than 10 Working Days before the next scheduled meeting will be accepted at the discretion of the Chair.
- 8.3 The DCUSA Standing Issues Group shall consider and recommend to the Panel or raising Party (as appropriate) solutions to issues within the DCUSA Standing Issues Group's scope.
- 8.4 The DCUSA Standing Issues Group will actively seek to cluster issues for consideration together where a single solution may be viable.
- 8.5 The DCUSA Standing Issues Group may recommend that changes be proposed to this Agreement for the resolution of these issues.

## **9. DECISION MAKING**

- 9.1 Recommended solutions to issues may be agreed at the meeting. The recommendations may include, but are not limited to, changes to this Agreement and best practice guidance to Parties.

- 9.2 Recommendations are to be agreed by majority consensus of those attending the relevant DCUSA Standing Issues Group meeting.

## **10. REPORTING**

- 10.1 The DCUSA Standing Issues Group reports directly to the Panel. A report will be provided to the Panel from each meeting, as appropriate, giving a summary of key issues and progress being made and including the task list or work plan for the group.

## **11. FUNDING**

- 11.1 The Panel will be responsible for the costs of Secretariat services and ancillary charges such as teleconferencing charges.
- 11.2 The expenses of those serving on the DCUSA Standing Issues Group will be managed in accordance with Clause 8.

## **12. OTHER MATTERS**

- 12.1 Save as set out in this Schedule, the procedures of the DCUSA Standing Issues Group shall be in accordance with any direction by the Panel from time to time.