

STANDING ISSUES GROUP SUB-GROUP TERMS OF REFERENCE

1 Establishment of the Group

- 1.1 DCUSA Standing Issues Group ("SIG") Sub-Groups are established to develop and propose cost/risk-based solutions to issues under the auspices of the DCUSA Panel, in accordance with Schedule 7 of the DCUSA. SIG Sub-Groups are required to conduct their operations in accordance with the DCUSA Panel Objectives in DCUSA Section 1B Clause 5.2.

2 Scope

- 2.1 The SIG discussed issues associated with the communication of Rota Load Block Alpha Identifiers to consumers, including issues relating to data quality, loading of data, means of communication to consumers, etc.
- 2.2 This SIG Sub-Group is established to review the process by which consumers are informed of the Rota Load Block Alpha Identifier in a more modern and digital world.
- 2.3 The obligation can be found in Schedule 8, Section 13, of the DCUSA:

13. ROTA LOAD BLOCK ALPHA IDENTIFIERS

- 13.1 By 30 June each year, the Company shall provide to the Nominated Central Source the Alpha Identifier for each Postcode within which Customers have connections to the Company's Distribution System.
- 13.2 The Company shall ensure that the Nominated Central Source collates the information referred to in Paragraph 13.1 with the comparable information of other DNO/IDNO Parties. The collated information shall be provided free of charge, and shall be contained in a file in .csv format and shall show each relevant Postcode in one column with the applicable Alpha Identifier and Distributor ID in separate columns. The Company shall ensure that, by 31 July of the relevant year, the Nominated Central Source shall provide the collated information to the Secretariat using the method agreed between the Nominated Central Source and the Secretariat. By the second Working Day of August each year, the Secretariat shall publish, free of charge, the collated information on the Website, in a .csv file format, and upon such publication, the Secretariat shall issue a notification to each User (where it is a Supplier Party) and the DNO/IDNO Parties that such publication has occurred.
- 13.3 During the 12-month period commencing on 1 October of each year, the User shall (where it is a Supplier Party) take reasonable steps to notify each Alpha Identifier provided to it in accordance with Paragraph 13.2 to the User's Customers that have Customer Installations located within the relevant Postcode area. The User shall only be obliged to take such steps to the extent it is reasonably practicable to do so, and shall be taken to have complied with its obligation in respect of a particular Customer Installation where the Bills (or statements of account) sent to the Customer in respect of that Customer Installation, during such 12-month period, display (where reasonably practicable,

in a square box on the front page, and in the uppermost third, of such Bills) the Alpha Identifier made available to the User on the Website during the August preceding that October.

13.4 In this Paragraph 13:

- (a) “Alpha Identifier” means the single letter assigned to each Postcode area covered by the Company’s Distribution System for the purpose of identifying (insofar as reasonably practicable) the Load Block with which Customers in that Postcode area are associated;
- (b) “Bill” has the meaning given to that term in Condition 1 of the Supply Licences;
- (c) “Distributor ID” means the first two-digit numbers of the MPAN;
- (d) “Electricity Supply Emergency Code” means the code of that name designated as such by the Secretary of State from time to time;
- (e) “Load Block” means a geographic grouping of consumer load for the purpose of applying rota disconnections, as such rota disconnections are more fully described in the Electricity Supply Emergency Code;
- (f) “Nominated Central Source” means a person agreed between the majority of DNO/IDNO Parties for the purpose of this Paragraph 13; and
- (g) “Postcode” means the full Post Office postcode (outcode and incode) of up to 8 characters, which will be presented with a space between the outcode and the incode (and no other spaces).

3 Chairmanship of Meetings

- 3.1 All SIG Sub-Group meetings will be Chaired by the Secretariat.
- 3.2 The Chair’s role will be to chair meetings, facilitate discussions and establish a proposed way forward.

4 Duties of SIG Sub-Group Members

General

- 4.1 SIG Sub-Group Representatives should be prepared to:
 - engage and participate fully in the Sub-Group;
 - take actions to be completed outside of the Sub-Group meetings;
 - report back on views and actions taken; and
 - consider and assess the likely impacts of the proposed variation on consumers.

Impartiality

- 4.2 Sub-Group members shall act impartially and shall not be representative of a Party, Group of Parties or Constituency.

Conduct and Communications

- 4.3 Sub-Group members shall conduct themselves in a professional and respectful manner during the course of the Sub-Group; this applies to Sub-Group meetings and all associated correspondence between Sub-Group members and with the DCUSA Panel.

5 Secretariat

- 5.1 The Sub-Group shall, unless determined otherwise by the DCUSA Panel, develop and adopt its own internal working procedures. The Sub-Group will be supported by the Secretariat who shall be responsible for:
- booking, convening and circulating notice of meeting;
 - circulating the agenda for each meeting of the DCUSA Issues Group at least 5 Working Days in advance of the meeting;
 - circulating minutes of the meeting no later than 10 Working Days following the meeting;
 - publishing all non-confidential meeting papers and minutes on the DCUSA website; and
 - providing a report to the Panel from each meeting as appropriate, giving a summary of key issues and progress being made.

6 Consultation with Parties

- 6.1 The Sub-Group may engage in further consultation with Parties and interested third parties before submitting its final Change Report to the DCUSA Panel.
- 6.2 The Sub-Group should adopt appropriate mechanisms where possible to ensure that Parties and interested third parties have a full understanding of the issues and are able to provide an informed consultation response.
- 6.3 If any person serving on the Sub-Group objects to any aspect of the final consultation draft that person may require the Sub-Group to include an alternative(s) solution in the final consultation to allow Parties to comment upon the alternative(s).

7 Reporting to the DCUSA Panel

- 7.1 The Sub-Group will report directly to the Panel. A verbal report will be provided to the Panel giving a summary of key issues and progress made.
- 7.2 Should the Sub-Group identify any required legal text changes, these will need to be developed as a draft Change Proposal which may be sponsored by a DCUSA Party and submitted to the DCUSA Panel for its consideration.
- 7.3 Changes to documentation or processes not under DCUSA governance should be raised through the appropriate channels.