



DCUSA STANDING ISSUES GROUP BRIEFING NOTE

BACKGROUND

DCP 043 'Creation of DCUSA Standing Issues Group' was implemented on 25 June 2009. The Change Proposal (CP) allows the Panel to establish a Standing Issues Group (SIG) for the purpose of discussing and debating industry issues relating to the operation of the DCUSA, developing solutions and making recommendations to Parties about their progression (e.g. through a formal Change Proposal, internal process changes or an industry workaround).

OPERATION OF THE SIG

The Terms of Reference for the SIG are set out in Schedule 7 of the DCUSA. In summary:

- Any person with sufficient experience and expertise in the issues being discussed may become a member of the group.
- The Chair of the SIG will be appointed by SIG members and will serve for 12 months.
- The SIG will convene on a monthly basis where there is sufficient business to warrant a meeting.
- Agenda items (DCUSA Issues) must be submitted 10WD before the scheduled meeting.
- SIG members will be expected to attend meetings on a consistent basis, engage and fully participate at meetings, take actions to be completed outside meetings and report back on actions taken.
- Recommendations will be made by majority consensus of members present at a meeting.
- Secretarial support will be provided by the DCUSA Secretariat.
- The SIG will provide a report including a work plan to the Panel after each meeting.

RAISING A DCUSA ISSUE

Any DCUSA Party can raise a DCUSA Issue by completing a DCUSA Issues Form (available on the DCUSA website) and submitting it to the DCUSA Secretariat. Forms should be submitted at least 10 Working Days before a scheduled meeting of the SIG. Forms submitted after this date will be accepted only at the discretion of the Chair.

MEETINGS

The Panel has agreed that the Standing Issues Group will convene on a monthly basis where there is sufficient business to warrant a meeting to be held. In order to reduce cost and maximise efficiency more than 1 issue will be considered at each SIG meeting wherever possible. Meetings will convene at the ElectraLink offices in London and teleconference facilities will be provided on request.

The provisional dates for the 2015 SIG meetings and the latest submission dates for DCUSA Issues are as follows:

Issue Submission Deadline	SIG Meeting Date
Friday, January 23 rd	Friday, January 30 th
Friday, February 20 th	Friday, February 27 th
Friday, March 20 th	Friday, March 27 th
Friday, April 17 th	Friday, April 24 th
Friday, May 22 nd	Friday, May 29 th
Friday, June 19 th	Friday, June 26 th
Friday, July 24 th	Friday, July 31 st
Friday, August 21 st	Friday, August 28 th
Friday, September 18 th	Friday, September 25 th
Friday, October 23 rd	Friday, October 30 th
Friday, November 20 th	Friday, November 27 th
Friday, December 11 th	Friday, December 18 th

NOMINATING SIG MEMBERS

Any person with sufficient experience and expertise in the issues being discussed may become a member of the SIG. If you wish to sit on the SIG or nominate a group member please notify dcusa@electralink.co.uk.

FURTHER INFORMATION

If you have any questions about the Standing Issues Group or the DCUSA Change Process please contact the Helpdesk: dcusa@electralink.co.uk / 020 7432 3017.