

DIP CHANGE AND ADVISORY BOARD (DCAB)

Guidance Note

Public

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Role of DCAB

The DCAB are a specialist user group to advise the DIP Manager in relation to the Data Integration Platform (DIP) and, in limited circumstances, make determinations. The principal roles of the DCAB are:

- Advisory role:
 - Act as a critical friend to the DIP Manager, offering expert advice, especially in areas where the DIP Manager may lack experience;
 - Advise on the scope of the DIP Manager Audit;
 - Review the outcomes of the DIP Manager Audit.
- Decision-Making Role:
 - Determine whether to approve material (Tier One) DIP Change Requests;
 - Decide on changes to the DIP Manager's Terms of Reference;
 - Act as the adjudicator for appeals against DIP Manager decisions.

DCAB Members

DCAB Membership Composition

The DCAB is made of the following types of members:

- Support members:
 - DCAB Chair – nominated from the DIP Manager, non-voting except to break ties;
 - DCAB Secretary – nominated by the DIP Manager to provide secretariat support, non-voting;
- Constituency Representatives, elected by constituents, voting:
 - Supplier (SUP) – two members, one representing large and medium Suppliers and one representing small Suppliers;
 - Data Services (ADS, SDS, UMSDS) – two members, one representing independent DIP Users within the Data Services constituency that are not affiliated with another DIP User and one representing non-independent DIP Users;
 - Meter Services (MSA, MSS, MRS, MAP) – two members, one representing independent DIP Users within the Meter Services constituency that are not affiliated with another DIP User and one representing non-independent DIP Users;
 - Distributor (LDSO, REGS, UMSO) – two members, one representing Independent Distribution Network Operators (IDNOs);
- Independent Industry Members – represent general industry interests, elected by DIP Users, voting;
- Additional Members:
 - Consumer Representative – nominated by Citizen's Advice or Citizen's Advice Scotland, voting.
 - Code Body Representatives – nominated by each Industry Code that requires parties to that code to be a DIP User, voting;
 - DIP Manager Representative – nominated by DIP Manager, non-voting;
 - Licence Holder Representative – nominated by National Grid ESO (as the DIP Rules are given effect by National Grid ESO's electricity Transmission Licence), non-voting.

DCAB Member Role

DCAB Members should:

- Utilise their knowledge and expertise to provide relevant advice to the DIP Manager;
- Act as experts in their field;
- Seek and consider the broader views of their constituents before making decisions (constituency representatives only).

The expectation is that the constituent representatives act on behalf of their constituents, potentially including their employer, while the independent industry DCAB Members act on behalf of the industry, not their employer. DCAB Members are expected to declare any conflicts of interest.

DIP Change and Advisory Board (DCAB)

All DCAB Members should endeavour to attend DCAB meetings having read the relevant papers. Where a DCAB Member is unable to attend, they are expected to nominate an Alternate where possible.

DCAB Members are also expected to behave suitably, listening in meetings, contributing appropriately, and generally furthering the endeavours of the DCAB.

Meetings

DCAB meeting dates are published online by the DCAB Secretary. The DCAB will aim to meet at least once a month. However, where no decisions or advice are needed, the DCAB Chair can cancel a meeting. The DCAB Chair can also call urgent meetings where required, with as much notice as possible.

DCAB meetings are held online by default but can be in person in the Elexon offices with at least five working days' notice.

The agenda and materials for each meeting are published five working days in advance.

Non-confidential decisions are published after each meeting.

Meeting minutes are approved in the following meeting, with non-confidential minutes published within 10 working days of approval.

Attendance

DCAB meetings are open by default, with anyone able to attend. However, some items may require confidentiality, as determined by the DCAB Chair. Where part of a DCAB meeting is required to be closed due to confidentiality, only DCAB members and relevant attendees will be present.

Guest attendees are invited to DCAB meetings as required for decision-making or advisory purposes.

Quorum

For the DCAB to be quorate, at least seven voting members, excluding the DCAB Chair, must be in attendance.

Where a DCAB meeting is not quorate, the DCAB Chair may:

- Delay the meeting start time to later the same day;
- Delay the meeting to another day, as soon as possible, with the new date published;
- Delay the decision to the next scheduled DCAB meeting;
- Organise 'ex-committee' determinations, where the voting DCAB Members shall inform the DCAB Secretary of their determination within the required timescale.

Alternates

If a DCAB Member is unable to attend a DCAB meeting, they may nominate an alternate and should inform the DCAB Secretary of their Alternate before the meeting starts.

Alternates have all the powers and responsibilities of the DCAB Member they replace.

A DCAB Member may nominate another DCAB Member, including non-voting members, or someone from their own organisation.

If the Alternate is already a voting DCAB Member, they can vote twice: once as themselves and once for the DCAB Member they represent. For the second vote, they should consider the views and provisional intent of the DCAB Member they are replacing, including, where relevant, the views of their constituency.

A DCAB Member can act as an Alternate for only one other member, casting a maximum of two votes.

Conflict of Interest

If a conflict of interest arises (perceived, implied, or otherwise), the DCAB Member must inform the DCAB Chair before or during the meeting.

DIP Change and Advisory Board (DCAB)

The DCAB Chair will address the conflict by considering options such as:

- Appointing an Alternate to handle the matter;
- Having the conflicted DCAB Member leave the meeting during the discussion of the conflicted matter; or
- Discussing with other DCAB Members on how to proceed, which may include allowing the conflicted member to participate and vote on the matter.

Determinations

The DCAB will make determinations as needed, including, but not be limited to, decisions relating to:

- Approval of Tier One DIP Change Requests – changes that have a material impact;
- Appeals of DIP Manager decisions;
- Formal response to consultations; and
- Formal agreement on advice given to the DIP Manager.

Decisions are made by a simple majority of voting members present. Abstentions do not count towards the majority. For example, if nine members are present and two abstain, then the majority is based on the seven who vote.

To be eligible to vote on a decision, the DCAB Member or their Alternate must be present for the related discussions.

The DCAB must consider the DIP Applicable Objectives when making their determination.

When making decisions, the DCAB is not obliged to follow the DIP Manager's advice but must consider it.

Constituency Voting

DCAB Members that are representing their constituency must consider the views of their constituents.

Constituent views are gathered via simple online polling, with minimal questions.

Where possible, consultations start as soon as DCAB papers are issued and close the working day before the DCAB meeting.

DCAB Members do not have to vote in the same way as the majority of constituents, they can use their judgment for the best interest of their constituency, DIP Users, and the DIP as a whole.

If voting against the majority view of their constituents, DCAB Members must provide written explanations to be shared with the constituency.

In urgent situations, every effort should be made to gather votes, but it may not always be possible. If it is not possible to gather votes in time, then the DCAB Chair may decide to delay the determination until views are gathered (either at the next regular or an additional meeting), or allow a preliminary determination without constituency guidance, with an option to confirm or amend later if possible.

DCAB Elections

The first DCAB elections will be held to ensure that new members will be able to assume their roles on the 1 October 2024.

Subsequent DCAB elections will be held to ensure that new members assume their roles on April 1st, with outgoing members stepping down on March 31st. This means that elections should conclude by the fifth working day of March. The results should be published within two working days of the election closure.

Only the constituency representatives and independent industry representatives are elected by DIP Users.

Nominations

Nominations will be organised by the DCAB Secretary and held online.

Constituency candidates need nominations from at least two individuals from DIP Users within their constituency. Independent industry members can be nominated by any two DIP Users. The nominators and nominee must not be from the same company.

DIP Change and Advisory Board (DCAB) Election

DCAB elections will be organised by the DCAB Secretary and held online.

Each Corporate Group gets one vote per constituency and one vote for an independent industry member.

If a tie occurs, the DCAB Secretary will draw lots to determine the winner.

If no candidates are available, the DCAB Chair may consult the constituency and propose a candidate.

Ensuring Continuity

To ensure that all DCAB members are not replaced at the same time, elections will occur in alternating years:

- Odd-numbered years – election of Large Supplier, independent Data Services, non-independent Meter Services, Independent Distributors, and one independent industry member;
- Even-numbered years – election of Small Supplier, non-independent Data Services, independent Meter Services, non-independent Distributors, and the other independent industry member.

Term Limits

DCAB Members serve for two years following election and may seek re-election for one additional term. After two consecutive terms (four years of service), a member must take a two-year break before they can be re-elected.

A DCAB Member will be removed from the DCAB at the end of their term unless they are re-elected.

Sub-DCAB Groups

The DCAB may decide to form sub-groups for specific purposes. This may be done if, for example, specialist attention or knowledge is required to make a determination, or to reduce the burden on the DCAB. However, the DCAB cannot delegate decision making on DIP changes.

The creation of a sub-group will be considered a DCAB determination and will be subject to the usual voting rules. The decision and reasoning will be published.

The DCAB must set the Terms of Reference for the sub-group and a date for when the DCAB will review whether the sub-group needs to continue.

Divergence from Standard Operation

Leaving the DCAB

A DCAB Member may voluntarily be removed from the DCAB before their term limit if they inform the DCAB Chair they can no longer attend meetings.

Where an elected DCAB Member moves jobs but remains within the industry they shall not be required to leave the DCAB unless several constituents voice concerns. In that case, the DCAB Chair should consider triggering an interim election.

DCAB Member Non-Compliance

Should a DCAB Member not meet the expectations placed on them then the DCAB Chair may take action.

For example, elected members not attending meetings and using an Alternate frequently (six consecutive meetings or nine times in 12 months) will prompt the DCAB Chair to consult constituents about their potential removal and election of a new representative. Non-elected members doing the same will prompt the Chair to consult the member's employer about their removal and the nomination of a new representative.

A DCAB Member will be removed from the DCAB if they miss six consecutive meetings without nominating an Alternate.

DIP Change and Advisory Board (DCAB)

If a DCAB Member is exhibiting disruptive behaviour in meetings, the DCAB Chair may choose to exclude the DCAB Member from discussions, appoint an Alternate, or seek their expulsion from the DCAB.

Expulsion from the DCAB

A DCAB Member may be removed from the DCAB as a result of not meeting the expectations placed upon them.

The expulsion of a DCAB Member requires agreement from at least two-thirds of all voting DCAB Members, not just those present. The DCAB Secretary will collect votes from any absent members.

Interim Elections

An interim election will be needed if a DCAB Member leaves the DCAB mid-term. If this occurs, the election will take place as soon as possible.

The incoming DCAB Member taking up their appointment mid-term (i.e. part way through a two-year cycle) will serve until the date that the DCAB Member they are replacing would have served. This time will not count towards the restrictions on re-election and years of service.

DCAB Member Expenses

Each DCAB Member is entitled to reimbursement of any reasonable costs incurred to carry out their role, including travel and accommodation costs within the UK.

For DCAB Members employed by a company, expense claims should be submitted to the employer using the employer's procedures. The company should then raise an invoice for Elexon for the claim amount.

For DCAB Members working in an individual capacity and registered for VAT, an invoice for Elexon should be raised for the amount to be claimed.

DCAB expense invoices must include meeting type and date, amount claimed for each item (train fare, taxi fare, airline ticket, hotel, mileage etc.) and supporting receipts or copies.

For DCAB Members working in an individual capacity that are not registered for VAT, a letter should be sent to the DCAB Secretary at Elexon (Elexon Ltd, 4th Floor, 350 Euston Road, London, NW1 3AW), with the supporting schedules.

DCAB Members employed as a consultant by a DIP stakeholder should specify which company they attended the meeting on behalf of.

Elexon mileage rates are 40 pence per mile or 25 pence per mile if your cumulative mileage total exceeds 10,000 miles.

Please be mindful that all expenses are ultimately paid for by DIP Payees. Guidance provided to Elexon employees recommends the use of second class travel, except for those instances when confidential material is being reviewed.

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