
DIP Off-Boarding – Guidance Notes

Data Integration Platform (DIP) Manager

Owner/author **DIP Manager**

Purpose of paper **Information**

Classification **Public**

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Summary **This document provides guidance to DIP Users Off-Boarding from the DIP**

Introduction

There are two types of DIP Off-Boarding:

1. [\[DSD002 4.1.1\(a\)\]](#) Voluntary DIP Off-Boarding, where a DIP User may choose to leave the DIP of their own volition, e.g. as part of leaving the electricity market.
2. [\[DSD002 4.1.1\(b\)\]](#) Involuntary DIP Off-Boarding, where the DIP Manager may remove a DIP User's access to the DIP if, for example, the DIP User breaches DIP Rules and/or any Industry Code, or following an Authority decision.

Furthermore, a DIP User may no longer wish to undertake one of their DIP Roles.

Guidance

1. Voluntary DIP Off-Boarding

1.1 [\[DSD002 4.2.1\]](#) If you no longer wish to be a DIP User, email dipmanager@elexon.co.uk with the following information ([DSD002 4.2.2](#)):

- a) reason for no longer wishing to be a DIP User
- b) proposed DIP departure date
- c) if applicable, whether the Code Bodies for the Industry Code(s) to which they are a Party have been informed, and
- d) any other assurances and/or information as required elsewhere in the DIP Rules.

The DIP Manager will

- Log the request
- Liaise with Code Bodies
- Ensure that all outstanding DIP Charges have been paid

1.2 [\[DSD002 4.2.4\]](#) If the DIP Manager and Code Bodies agree an alternative DIP departure date, the DIP Manager shall send you the following email. Reply to the email within the allotted time to indicate whether you agree with the alternative DIP departure date.

N.B., If you do not agree with the alternative DIP departure date, the DIP Manager will consider the objection and act accordingly. Ofgem may be required to mediate the matter.

From	dipmanager@elexon.co.uk
To	<DIP User Contact Email>
CC	
Subject	Involuntary DIP Off-Boarding

Good morning/afternoon

Thank you for your request to Off-Board from the DIP.

In accordance with [DSD002 4.2.4](#), the DIP Manager has agreed with Code Bodies an alternative DIP departure date of <DIP departure date>. Please indicate your agreement or otherwise to the DIP departure date.

Please respond within 5 working days.

Kind regards,

The DIP Manager team

2. Involuntary DIP Off-Boarding

- 2.1 The DIP Manager may consider revocation of your access to the DIP under DIP Rules [DSD002 4.3.2](#), liaising with DCAB, Code Bodies, and Ofgem. In this case, the DIP Manager will send you the following email. Reply to the email within the allotted time to indicate whether you agree with the date for revocation of access.

From	dipmanager@elexon.co.uk
To	<DIP User Contact Email>
CC	
Subject	Involuntary DIP Off-Boarding

Good morning/afternoon

Please be informed that the DIP Manager has determined that your organisation has satisfied a condition under which involuntary DIP Off-Boarding may be considered.

<Reason>

Code Bodies have not objected to the involuntary DIP Off-Boarding (or their objections have been addressed). The date for revocation of access has been agreed between the DIP Manager and Code Bodies as <DIP departure date>.

In accordance with [DSD002 4.3.5](#), please indicate your agreement or otherwise to the date for revocation of access.

Please respond within 5 working days.

Kind regards,

The DIP Manager team

3. Removal of DIP Role

3.1 [\[DSD002 4.4.1\]](#) If you have multiple DIP Roles, and wish to no longer undertake one of those DIP Roles, email dipmanager@elexon.co.uk with the following information:

- the DIP ID
- the DIP Role Code(s) to be removed
- the date that the DIP Role Codes should be revoked

The DIP Manager will

- Log the request
- Liaise with Code Bodies

3.2 [\[DSD002 4.4.2\]](#) If the DIP Manager, Code Bodies and Ofgem agree an alternative revocation date, the DIP Manager shall send you the following email. Reply to the email within the allotted time to indicate whether you agree with the alternative revocation date.

From	dipmanager@elexon.co.uk	
To	<DIP User Email>	
CC		
Subject	Removal of DIP Role(s)	

Good morning/afternoon

With respect to your request for removal of DIP Roles, please be informed that the DIP Manager has agreed alternative revocation dates with Code Bodies and Ofgem:

DIP Role	Your requested revocation date	Revised revocation date
<DIP Role>	<Revocation date>	<Revocation date>
<DIP Role>	<Revocation date>	<Revocation date>
<DIP Role>	<Revocation date>	<Revocation date>

In accordance with [DSD002 4.4.2](#), please

1. confirm or otherwise that you agree with the proposed revocation date(s), and
2. determine any actions by other DIP Users to mitigate the Off-Boarding DIP User's departure

Please respond within 5 working days.

Kind regards,

The DIP Manager team

3.3 [DSD002 4.4.3] Once revocation has occurred, the DIP Manager shall send you the following email.

From	dipmanager@elexon.co.uk
To	<DIP User Email>
CC	
Subject	Removal of DIP Role(s)

Good morning/afternoon

With respect to the revocation of the following DIP Role(s) for your DIP User, please be advised that the DIP has been updated accordingly, as agreed:

DIP Role	Revocation Date
<DIP Role>	<Revocation date>
<DIP Role>	<Revocation date>
<DIP Role>	<Revocation date>

Kind regards,

The DIP Manager team