



Commission for Energy Regulation

An Coimisiún um Rialáil Fuinnimh

CER Standard Decision Paper Template
<Insert Title Here>

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CER – Information Page

Abstract:

This section will contain brief details of the purpose of the paper.

Target Audience:

The Commission’s intended audience will be indicated here.

Related Documents:

- This section will provide hyperlinks to related documents

For further information on this decision paper, please contact **XXX at the Commission.**

Executive Summary

- This section will outline at a high level what is being proposed in the Consultation Paper.
- Where possible bullet points or tables will be used.

Table of Contents

- All documents will have a table of contents with direct links to each section of the document.

Executive Summary	3
1.0 Introduction	5
1.1 The Commission for Energy Regulation	5
1.2 Purpose of this paper	5
1.3 Comments Received	5
1.4 Background Information.....	6
1.5 Structure of this paper	6
1.5 Other Relevant Information.....	6
2.0 Substantive Section 1	8
2.1 Introduction	8
2.2 Detail of the topic	8
2.2.1 Sub-Heading	8
2.2.2 Commissions Response to Comments.....	8
2.2.3 Commission’s Decision	8
2.3 Detail of the topic	9
2.3.1 Sub-Heading	9
2.3.2 Commission’s Response to Comments.....	9
2.3.3 Commission’s Decision	9
2.X Summary	9
3.0 Substantive Section 2	10
4.0 Conclusions and Next Steps	11
4.1 Summary	11
4.1.1 Sub-Heading	11
4.2 Next Steps	11
4.2.1 Summary of Next Steps.....	11
4.2.2 Timetable of Implementation	11
Appendix A – List of Decisions outlined in this paper.....	12
Appendix B – Glossary of Terms	13
Appendix C – Z – Substantive Issues Appendices.....	14

1.0 Introduction

1.1 *The Commission for Energy Regulation*

Standard Introduction – *The Commission for Energy Regulation* (‘the Commission’) is the independent body responsible for overseeing the regulation of Ireland's electricity and gas sector's. The Commission was initially established and granted regulatory powers over the electricity market under the Electricity Regulation Act, 1999. The enactment of the Gas (Interim) (Regulation) Act, 2002 expanded the Commission's jurisdiction to include regulation of the natural gas market, while the Energy (Miscellaneous Provisions) Act 2006 granted the Commission additional powers in relation to gas and electricity safety. The Commission is working to ensure that consumers benefit from regulation and the introduction of competition in the energy sector.

1.2 *Purpose of this paper*

Standard text – The purpose of this paper is to outline and describe the Commission's decision with regard to **<insert topic>**. This Commission has carried out a full public consultation on this topic (<insert relevant dates>) and has considered fully the comments and submissions received. Issues raised throughout the consultation process will be addressed in this paper, as well as outlining the final decision on this topic.

1.3 *Comments Received*

The Commission received **XX** submissions to the consultation paper (cer/08/XXX). Submissions were received from the following organisations or individuals:

- Company A
- Company B
- Company C
- Individual A

On **Day Month** 2008, the Commission published each of the responses received as well as a summary of responses received (where applicable) – reference: CER/08/XXX

1.4 Background Information

This section will provide an outline of the background to this paper including details of any related papers which have been published e.g. Consultation papers. Where relevant, hyperlinks will be included to documents on the internet. If appropriate, legislative background which may be of relevance to the consultation will be outlined.

1.5 Structure of this paper

Standard text – This paper is structured in the following manner:

- **Sections 2.0 to X.0** will outline the detail of the substantive issues which the Commission sought views on and is now making its decision on;
- The topic on which the decision is being made will be introduced briefly in each section followed by details or an explicit outline of the decision as appropriate;
- Response to key questions – The Consultation paper will have outlined a list of questions that the Commission was seeking the views of respondents on. Where relevant, the Commission will outline its response to the issues raised in the key questions. This is dependent on the nature of questions which were asked and the accompanying answers.
- Any questions or alternative options which were raised during the consultation phase will also be clearly responded to.
- **Section Y.0** contains an overall summary of the decision being made in this paper and the Commission's conclusions in this area;
- **Section Z.0** outlines the Commission's next steps with regard to this topic and the timetable for implementation of this decision. The timetable should be specific, identifying specific dates where possible.

1.5 Other Relevant Information

This section will include any other information which is important in the context of this decision paper.

- Name and full contact details of person to whom any queries on this decision should be directed, including telephone, email, fax and postal contact details;
- Further information – any other ad-hoc information which may be of relevance e.g. the Commission is holding a workshop on this topic on **XX/YY/ZZZZ**.

2.0 Substantive Section 1

2.1 Introduction

A brief introduction to the topic which will be outlined in this section will be provided.

2.2 Detail of the topic

Full detail of the topic or decision will be outlined here.

- Where possible, headings in this section will clearly link back to the headings used in the consultation paper. For example, if Section 2.2 of the Consultation Paper dealt with “*Proposals for Domestic Tariffs*” then Section 2.2 of the Decision paper should deal with “*Decision on Proposals for Domestic Tariffs*”.

2.2.1 Sub-Heading

Sub-headings will be used as appropriate.

2.2.2 Commissions Response to Comments

This section will outline the Commission’s response to issues raised during the consultation process, indicating clearly whether issues raised have been accepted for rejected.

2.2.3 Commission’s Decision

The Commissions decision will be clearly outlined.

Reason for Decision

The Commission’s underlying rationale or reason for making this decision will be clearly stated. This section will also indicate which, if any points that were raised during the consultation process influenced the Commission’s decision. It will also outline why an alternative course of action was not taken where relevant.

2.3 Detail of the topic

Further text as required to outline a second decision or a second part of the first decision.

2.3.1 Sub-Heading

Headings and sub-headings will be used as relevant until the full detail of the topic is outlined in a clear manner.

2.3.2 Commission’s Response to Comments

As above

2.3.3 Commission’s Decision

As above

Response to Decision

The Commission has taken this decision because of the following factors

2.X Summary

This section will outline a summary of the issues outlined in the section above and sum up the section by re-stating the Commission’s position or the key decision which has been taken.

3.0 Substantive Section 2

Where necessary further sections on substantive issues will follow until the full detail of each topic or decision has been outlined.

4.0 Conclusions and Next Steps

4.1 Summary

This section will provide a brief summary (one – two paragraphs) of the purpose of the paper and the key decisions that have been outlined in the paper. Where relevant reference will be made to influencing comments which were received.

4.1.1 Sub-Heading

Sub-headings will be used as necessary

4.2 Next Steps

4.2.1 Summary of Next Steps

Brief summary (in bullet point format) of the next steps to be taken with regard to this issue.

4.2.2 Timetable of Implementation

This section will provide a comprehensive timetable. Depending on the issue involved, section 4.2.1 and section 4.2.2 may be combined into one table outlining the likely next step and probable dates.

The timetable will outline the date (day/month/year) on which the decision (s) is implemented. If the decision is for a specific length of time (e.g. 6 months, one year), this will also be made clear. Any other relevant dates with regard to this issue or decision will also be listed.

Please note – This section (4.0) will be numbered appropriately based upon the number of substantive sections which precede it.

Appendix A – List of Decisions outlined in this paper

If a number of decisions were made in the paper, these will be clearly listed in bullet point format. This appendix is only necessary if a number of decisions were made; otherwise it will be omitted.

Appendix B – Glossary of Terms

This appendix will outline a glossary of any technical terms or acronyms complete with their definition. Terms will be listed in alphabetical order.

Appendix C – Z – Substantive Issues Appendices

All remaining appendices will be reserved for substantive issues which were raised in the Decision paper and referenced to an appropriate appendix.