

Introduction

Welcome to the CACoP Newsletter, the voice of the Code Administration Code of Practice (CACoP). This quarterly newsletter from the CACoP Forum provides you with the latest information on cross-Code issues, important dates and key events.

In this edition, we will be covering:

- Arrangements during the coronavirus pandemic
- Cross-Code changes and projects taking place
- The conclusions from our discussions on best practice approaches to progressing Modifications
- A closer look at how we are achieving CACoP Principle 3

If you have any feedback on this Newsletter or if there are any further items you'd like us to be covering, please contact your Code Administrator – our details are available in the [CACoP](#).

The Latest Forum Discussions

All the approved minutes from the CACoP Forum meetings in 2020 can be found on the IGT UNC website [here](#).



Arrangements during the coronavirus pandemic

Following the outbreak of the coronavirus, we want to assure you that the Code Panels will be acting pragmatically and proportionately in response to any issues that Parties may be experiencing. Code Administrators will be taking steps to provide you with any support you need and point you towards the processes you need to follow.

Please contact your Code Administrator for details on what action they and their Panels have taken to support you during this time. They will also be able to support you with the available processes if you feel you need any derogations are required under the Codes.

All Code Administrators have successfully moved to providing a fully remote service. Teleconferencing and remote participation capabilities are being made available for every meeting, to ensure you can still join meetings during this unprecedented period. All Code Administrators are committed to providing as full a service as possible during this time, within the government's restrictions.

For further details on your Code Administrator's arrangements during this time, please visit their websites or contact them directly.

News and Developments

Update to the CACoP document

The Code Administrators are in the process of updating the CACoP document to include updated contact information. The updated document will soon be available through the CACoP pages on each Code Administrator's website.

Update on the Secure Data Exchange Portal

The Secure Data Exchange Portal (SDEP) is a secure mechanism that will enable Suppliers and Distribution Network Operators to transfer customer personal data between each other to satisfy their obligations in the MRA and SPAA. The MRA mandates that MRA Parties use this when sending operational queries and escalations that contain personal data relating to a consumer. The SPAA requires SPAA Supplier Parties to use the SDEP when sending operational queries and escalations for named SPAA Schedules. You can find details of the MRA changes [here](#), and the SPAA changes [here](#).

On 5 March 2020, Gemserv and ElectraLink hosted a joint webinar to provide an overview of the SDEP and the requirements for completing the accession process. A recording of this webinar, a copy of the slides and the Q&A from the session is available on the MRASCo website [here](#).

If you have any questions regarding this webinar or the SDEP, please contact support.sdep@gemserv.com.

Key updates from the SPAA

Several SPAA Change Proposals (SCPs) with cross-Code impacts have been recently raised or implemented. Brief updates are provided below and support is available at spaa@electralink.co.uk or through the live chat facility on the [SPAA website](#).

[SCP 467 'Market Participant MDD Migration to UNC Governance'](#) – Implemented on 28 February 2020, this change makes Xoserve responsible for assigning market participant IDs in gas, under UNC governance. All requests for new IDs or amendments/deletions of existing IDs should now be requested [here](#).

[SCP 492 'Joint Theft Reporting Review – Reporting Theft of Gas'](#) – Currently at consultation, this change will formally obligate Suppliers to report confirmed theft of gas information to their Shipper. A corresponding change is now required in the UNC to ensure this data is used in settlement.

[SCP 476 'Obligations to pass Transporter compensation payments received from Shippers on to consumers'](#) – Currently at consultation, this change will obligate gas Suppliers to pass voluntary compensation payments from the Distribution Network Operator to consumers.

[SCP 486 'Exempting Large Gas Meters from Display Requirements'](#) – Currently at consultation, this SCP seeks to implement consequential changes arising from SEC Modification Proposal [MP101 'Large Gas Meter Displays'](#). This will exempt 'large gas smart meters' from the requirement that the meter index display five digits as standard

Sharing best practice

One of the actions the CACoP Forum planned to do this year was to hold a workshop to share ideas of best practice, in order to enhance the overall service that we provide you. We held this workshop at the February 2020 Forum meeting, and the notes from this session are available in the meeting's minutes.

Areas we discussed included:

- Being more consistent in how we share information;
- Sharing how we provide subject matter expertise and Critical Friend support to customers; and
- How we can better engage the industry in the Modifications process

CACoP Products

The CACoP Forum has produced several items to help you navigate the cross-Code landscape:

- The [Central Modifications Register](#), updated monthly, lists all the open modifications across all the Codes.
- The [Horizon Scanner](#), updated every few months, summarises all the wider industry initiatives over the next five years which are expected to impact at least two of the Codes.

If there are any other items you would find useful and would like the CACoP Forum to consider, please let your Code Administrator know.

The Forum is now digesting the outputs and determining which actions to take forward, and our initial run-through is available in the minutes from the March 2020 Forum meeting. Areas we have identified to discuss further include:

- Simplifying our Modification proposal forms;
- Drawing out the impacts of changes in Modification Reports; and
- Improving how consequential changes to other Codes are progressed.

We will be looking at these areas further over the rest of the year. Our Forward Work Plan will be updated in due course to reflect this.

Dates for your diary

Upcoming CACoP Forum meetings:

- 12 May
- 9 June
- 14 July

Please email cacop@gemserv.com if you would like to attend and observe any of these meetings.

Principle Focus



The next stop on our look at all the CACoP Principles is Principle 3, which requires information to be made promptly and publicly available to users. Under this principle, Code Administrators need to ensure the information they produce is easily accessible to users through several channels.

All Code Administrators have a website on which they publish all non-confidential information. We email our Parties any notable updates, batching these where possible to minimise the number of emails you receive, and highlighting which are for action and which are for information. Many Code Administrators also issue regular newsletters to highlight information – you can sign up to receive these via their websites.

Our websites also have calendars that show all the upcoming meetings under that Code as soon as they are known. Materials are also made available here five working days before the meeting.

We all have central helpdesks that you can contact with any queries, and you can find these in the CACoP document. As much as we can we provide named contacts for particular topics or

Modifications that you can approach directly, and we are working to make this information as visible as possible on our websites.

We regularly receive feedback on our websites, and continually seek to make it as easy as possible to navigate these. We want you to be able to find what you need as easily as possible, and for this to be the most up-to-date information available.

We know that there is a lot of information issued across all the different Codes, and that sometimes information on a new Modification gets missed. Therefore, we do seek to contact key Parties directly if we feel you will be impacted by a new change, to ensure it is brought to your attention. We also contact relevant industry trade organisations and other Code Administrators if we feel they are likely to be impacted by a Modification.

We always welcome your feedback on how we are doing and if there's more you think we could do. If you have any comments or feedback on this, your Code Administrator will be happy to listen and capture your views.