

CACoP Forum meeting 30

14 September 2021, 10:00 – 11:30

Teleconference

Draft Minutes

Attendee	Representing
Paul Rocke (PR) (<i>Chair</i>)	Gemserv
Holly Burton (HBu) (<i>Secretary</i>)	Gemserv
Josephine Dupont (JD) (<i>Secretary</i>)	Gemserv
David Kemp (DK)	SEC
Colette Baldwin (CB)	REC
Claire Kerr (CK)	BSC
Christopher McCann (CM)	DCode
Jennifer Groome (JG)	CUSC, Grid Code, STC
Richard Colwill (RC)	DCUSA
Sandra FawZy (SF)	IGT UNC
Helen Bennett (HB)	UNC
Jennifer Semple (JS)	Ofgem
Laetitia Wamala (LW) (<i>part</i>)	National Grid (ESO)
Frank Kasibante (FK) (<i>part</i>)	National Grid (ESO)
James Rigby (JR) (<i>part</i>)	Xoserve

1. WELCOME AND INTRODUCTIONS

The Chair welcomed attendees to the meeting.

The Chair stated that there were no apologies for absence.

2. MEETING 29 MINUTES

The Secretary noted no comments were received against the CACoP Forum minutes from 10 August 2021, apart from one correction to the misspelling of a surname. The Forum approved the minutes as modified.

3. ACTIONS UPDATE

Ref	Action	Update	Status
28/01	The UNC (HB) to provide a response on behalf of MB-J, clarifying why the DCode representative and STC representative has not been included on the attendee list that makes up the Energy Industry Panel Chair Code Board, and report back to the Forum.	The UNC (HB) confirmed this has since been rectified and apologised for the oversight. The Panel Chair from the DCode and the STC representative were added to the Panel Chairs meeting invitations, and documentation highlighting attendees of this group have been updated. Both representatives attended the meeting on 6 September 2021.	Closed
29/01	The REC (CB) to hold an offline discussion with the SPAA (FM) to discuss the necessary requirements needed to ensure UNC 0734S is included on the REC's change roadmap.	It was confirmed that the SPAA (FM) had reached out to the REC (CB) offline. The REC is currently in the process of reviewing the proposal to see what action is required.	Closed
29/02	OC to reach out to the Contracts Managers committee at Xoserve and the UNC committee to add an AOB item to the next meeting in order to seek future Xoserve engagement and potential updates to the Central Modification Register, before reporting the outcome back to the Forum.	A request to add AOB items to the Change Management Committee and the Contract Management Committee was completed on 10 August 2021.	Closed
29/03	The Chair (PR) to re-engage with Xoserve representatives via email reminding them of the availability within the group and continue to engage when in a position to do so.	JR provided an update in agenda item 5.	Closed
29/04	Ofgem (JS) to provide their guidance and view on formally expanding the scope of CACoP to include Service Providers.	JS confirmed Ofgem's view is for the CACoP to invite relevant service provider input, this could include on a case-by-case basis depending on the upcoming agenda.	Closed
29/05	Gemserv (DK) to replace all reference of 'Chairman' to 'Chair' within the latest CACoP ToR.	DK provided an update in agenda item 5.	Closed

Ref	Action	Update	Status
29/06	Gemserv (DK) to change the quoracy for decisions incurring cost from 50% to 65% within the CACoP ToR.	DK provided an update in agenda item 5.	Closed
29/07	Ofgem (JS) to investigate whether Ofgem would be comfortable with acting as an appeal body, should an Energy Code make an appeal against a Forum decision.	JS confirmed that Ofgem's view is that the CACoP Forum is an industry lead forum and would encourage CACoP parties to resolve the dispute themselves. PR highlighted there is not a body beyond the CACoP that will be able support any potential conflicts in the future.	Closed
29/08	Gemserv (DK) to further clarify within the CACoP ToR, the route and steps needed for an appeal process, once confirmation has been received by Ofgem whether it is willing to represent as an appeal body.	DK provided an update in agenda item 8.	Closed
29/09	The Forum to provide any further comments or amendments to cacop@gemserv.com by COP Friday 20 August 2021, so that the final draft can be circulated ahead of the September 2021 CACoP Forum for approval.	No further comments were received. The updated terms of reference were discussed under agenda item 8.	Closed
29/10	The Forum to consider the review of Applicable Code Objectives, seeking input from their respective Panels if beneficial, with a request for suggestion or comments to be provided ahead of the October 2021 CACoP Forum meeting.	This is an ongoing item.	Open
29/11	The Forum to provide a list of names and email addresses of those who require login details for the CACoP website, alongside a list of key Panel and Working Group meeting dates for 2021 by COP Friday 27 August 2021.	HBu confirmed that details from the BSC, the UNC and the REC had been received. This action will remain ongoing until all further details have been provided.	Open

Ref	Action	Update	Status
29/12	The Chair, the REC (CB) and the BSC (CK and GC) to determine whether the REC is able to take ownership of specific items on the Horizon Scanner previously owned by the SPAA.	An update will be provided at the CACoP meeting on 12 October 2021.	Open

4. NEW CROSS-CODE CHANGES UPDATES

LW highlighted an ongoing project of the consolidation of the DCode and the Grid Code. The project commenced in April 2021 with an industry-led approach. The feedback from various forums and content from stakeholders has been consolidated into a consultation that will be published on 27 September 2021. LW requested for Code Administrators to provide any comments to the draft consultation to the National Grid ESO by 16 September 2021. LW also requested that members from the CACoP Forum respond to the consultation and for representatives to nominate themselves for the steering group to take the project forward.

JG highlighted [CMP378 'Marketwide Half Hourly Settlement MHHS Implementation and Governance Arrangements'](#). This Modification inserts a new clause into the CUSC to place an obligation on National Grid ESO and upon the CUSC Code Administrator to comply with the obligations insofar as these apply to them under the BSC. JG also raised the modification [GC0152 'Updating the Grid Code governance process to ensure it capture network code on electricity emergency and restoration \(NCER\) change process for Article 4 Terms and Conditions \(T&Cs\)'](#). The proposal aims to ensure that retained EU law functions effectively in the context of the Grid Code following the UK-EU Trade Agreement and the end of the transition period. The modification has been highlighted to Elexon because of legal compliance as the same clauses relate to the BSC.

CM highlighted a current DCode consultation for [DCRP/21/05/PC 'Distribution Code Compliance'](#), seeking the views from stakeholders on proposed modifications to the DCode to formalise the enforcement process Distribution Network Operators (DNOs) would apply to existing customers, including generators. There is a concern that they do not, or might not, comply with the requirements set out in the DCode or its annexes. In such cases, this proposed modification sets out a process by which non-compliance is notified to customers and generators together with the consequences for them of continued non-compliance. CM mentioned a future consultation on G100/21/02 and requested the CACoP Forum for responses when published.

CK highlighted that there are no new cross-Code changes from BSC. However, CK notified the CACoP Forum of [Issue 97](#). Due to a global shortage of materials and the ongoing impacts of COVID-19 on global supply chains, there is a shortage of semi-conductors among other crucial components, which impacts the ability of meter manufacturers to produce meters. Communication with those in the industry has brought to light the impact on the availability of various types of electricity meters including those required for Settlement under the BSC. This shortage of Settlement Meters could

impact on several BSC processes. CK requested email addresses of the CACoP Forum attendees to invite them to the Issue Group.

CB confirmed the REC went live on 01 September 2021 and listed eleven CPs that had been raised since the transition. PR suggested that the Cross-Code Steering Group (CCSG) might be best place to address impacts to the Code. PR suggested further discussion in the next meeting regarding reshaping this agenda item to insure it is not duplicating information shared in the CCSG.

PR noted that Codes that had interactions or impacts through the Meter Operation Code of Practice Agreement (MOCOPA) had been subsumed into the REC and this might be relevant across the board to all Codes.

DK highlight [MP180 'Market-wide Half-Hourly Settlement Implementation'](#) which the SEC Change Sub-Committee has progressed forward for vote.

RC highlighted that the Market wide Half-Hourly Settlement governance changes will be implemented into DCUSA on 15 October 2021. Additionally, an upcoming cross-Code change will be taken to DCUSA Panel on 15 September 2021 seeking permission for meter operators to work on other supplier assets, address consumer unit regulations and ensure code for liability is in place. This is expected to impact the REC.

SF highlighted the current modifications from IGT UNC that have cross-Code impacts:

- IGT145 'transfer of sites with low valid meter reading submission performance from classes 2 and 3 into class 4'. This change seeks to create an obligation for Shippers to move Supply Points with low Valid Meter Reading submission performance from Classes 2 and 3 into Class 4, following a consecutive period of poor performance. The Central Data Service Provider (CDSP) will automatically move any Supply Points not moved by the Shipper in such a scenario (after an allowed period of time).
- IGT154 'Introducing the concept of a derogation into the IGT UNC for Net Zero innovation project'. This Modification seeks to introduce derogations for innovation projects related to Net Zero as a concept in the IGT UNC, giving effect to derogations implemented within the UNC (where there is an effect on one or more IGT networks) and enabling additional derogations to be created within the IGT UNC should they be required.

Both have been recommended to proceed to consultation.

- [IGT132V 'Introduction of Code credit rules'](#). On 02 July 2021 Ofgem took the decision to send back the Final Modification Report directing that the report is revised and resubmitted, to address the issues set out. The IGT UNC is currently working on a request for information (RFI) to seek further input from Parties.

JS highlighted that there were no updates on ongoing Significant Code Reviews (SCRs), and thanked those involved in the REC for the successful transition and go live.

ACTION 30/01: Forum members to provide comments to National Grid ESO's draft Technical Code Consolidation consultation by 16 September 2021.

ACTION 30/02: Forum members to notify National Grid ESO of representatives for the steering group to take the Technical Code Consolidation project forward.

ACTION 30/03: National Grid ESO to provide an update on the Technical Code Consolidation work at the 12 October 2021 meeting.

ACTION 30/04: The Secretary (HBu/JD) to provide the BSC (CK) with contact details for the CACoP Forum attendees to invite them to the Issue 97 Group.

ACTION 30/05: Forum members to consider how the New Cross Code agenda item can be reworked to ensure it is not duplicating information shared in the CCSG.

The Forum **NOTED** the updates.

5. XOSERVE CHANGE PROCESS

JR presented an overview of the Xoserve change process. Xoserve is responsible for developing change as the CDSP. Xoserve has split companies, with responsibility for delivering change having been outsourced to Corella.

JR noted the recent discussions by the Forum that there is a gap in the Central Modification Register (CMR). There is visibility of UNC and IGT UNC changes. However, none of the changes progressed by Xoserve are listed, despite being industry-impacting. JR questioned the Forum's expectations as to:

1. What changes should be listed on the CMR;
2. Are non-modification related changes required on the CMR; and
3. If so, the process this entails.

Currently, when Xoserve is made aware of a new modification from the UNC, the IGT UNC or the REC that drives a change, a unique Xoserve reference number (XRN) is created, and this accounts for most changes at Xoserve. However, some of the changes and process do not stem from a Code modification but still feature on the Xoserve register.

PR stated that the Change Proposals are the relevant items and would align with the existing entries on the CMR. They considered the Services Requests would not be relevant.

JR agreed that there would be a benefit in adding Change Proposals and having this information consolidated onto one register.

JR agreed to hold further discussions offline with the UNC, who manages the CMR, to understand the process of adding modifications to the CMR.

PR also extended the CACoP Forum invitation to JR for future meetings

ACTION 30/06: The UNC (HB) to discuss the process for adding Xoserve changes to the CMR with Xoserve (JR).

The Forum **NOTED** Xoserve's change process.

6. CENTRAL CACoP WEBSITE

PR confirmed the revised target date for the central CACoP website to go live by the end of September 2021. The delay has been due to issues identified during testing and populating data. An update will be provided if an extension is required.

PR requested that the CACoP Forum provide code meeting dates for 2021 to populate data on the website.

ACTION 30/07: CACoP Forum to provide industry meeting dates for 2021 to populate on the website to cacop@gemserv.com by 24 September 2021.

The Forum **NOTED** the timelines of implementation for the central CACoP website.

7. OCTOBER 2021 NEWSLETTER

DK provided an update on the content that is currently being drafted for October CACoP Newsletter. The following items have been proposed:

- Central CACoP website launch;
- Principle Focus article focusing on Principle 9; and
- The National Grid ESO consultation on the Technical Code Consolidation work.

DK requested for Forum members to send content and any further items to cacop@gemserv.com by 29 September 2021. The draft Newsletter content will then be circulated with the October 2021 meeting papers before the Forum approves the content at the Forum meeting on 12 October 2021. A templated copy will then be circulated week commencing 18 October 2021 before finalising and issuing that week.

ACTION 30/08: Forum members to provide cross-Code updates and Newsletter items to cacop@gemserv.com by 29 September 2021.

ACTION 30/09: JG to provide a news article on the National Grid ESO consultation on the Technical Code Consolidation work to cacop@gemserv.com by 29 September 2021.

No further comments were raised.

The Forum **NOTED** the update.

8. CACoP TERMS OF REFERENCE REVIEW

As part of the 2021 Forward Work Plan, the Forum agreed to undertake a review of its terms of reference. Following discussion by the Forum last month, the paper sets out our proposed updated terms of reference for the Forum's approval.

- The Forum suggested amending references to 'Chairman' to 'Chair' to be gender neutral. These changes have made these changes.

- The Forum noted the terms of reference did not cover budget control. Members felt that 50% quoracy did not seem the right threshold for decisions incurring cost. Members felt that the threshold for a decision incurring cost should be 65%. Members also noted that a decision which meets the threshold is a commitment to all those involved in the group regardless of the voting intention. Gemserv subsequently added in provision for any decision that incurs cost to require input from all Code Administrators and Managers and for 65% of members to be in support for the decision to pass.
- Members also questioned the mechanism should an Energy Code feel dissatisfied with the Forum's decision. As there is no body which sits above the Forum, there is no route for appealing a decision. As such, the route of an appeal would be to refer the objection back to the Forum in order for it to consider this before making a further determination. This has been clarified in the terms of reference

JS requested clarification on obtaining Panel member approval on expenditure decisions going forward. PR clarified that the CACoP Forum members are the Code Administrators and Managers, and the Forum sits outside the Panels' terms of references. Given the different relationships from Code to Code, it would be for those Code Administrators and Managers who wanted or needed to consult with their Panels on decisions to do so as needed. PR noted that the Code Panels can dispute any strong feelings against the Forum's decisions. However, the Forum would retain ownership of any decisions it makes. CB noted that not all Code Panels have the power to approve expenditure.

The Forum **APPROVED** the updated CACoP Forum terms of reference.

9. DOCUMENTING THE IMPACTS OF CHANGE

As part of the 2021 Forward Work Plan, the Forum agreed to undertake a review of the 'impacts of change' section of the Modification proposal forms and Modification Reports.

PR requested the input and initial views to feed into the review to make a common approach to templates by improving, impacts on costs, central systems, and Codes.

ACTION 30/10: Forum members to provide initial views and input on the review of the impacts section of Modification Reports for the next meeting on 12 October 2021.

The Forum **NOTED** the update.

10. UPDATES TO THE CACoP

Following the REC v2.0 go-live on 01 September 2021, the MRA and the SPAA have been replaced by the REC. This paper presented updates to the CACoP document to reflect this and asks for the Forum's agreement for this to be submitted to Ofgem for approval.

HBU requested the CACoP Forum to check the contact detail are correct. No changes were flagged for amendments.

ACTION 30/11: Gemserv to submit the updates to the CACoP document to Ofgem for approval.

The Forum:

- **PROVIDED** further updates that are needed to the CACoP document; and
- **AGREED** to submit the updated CACoP document to Ofgem for approval.

11. CACOP 2022 MEETING DATES

HBu advised the 2022 meeting dates will continue to be scheduled for the second Tuesday of every month, and the meeting dates were circulated in the meeting pack.

The Forum **APPROVED** the CACoP Forum meeting dates for 2022.

ACTION 30/12: The Secretary (HBu/JD) to issue the 2022 Forum meeting invites to members.

12. ANY OTHER BUSINESS

DK raised an item of business relating to moving standard release dates from Thursday to Friday for electricity to align with gas. PR confirmed this had been progressed following the REC go-live to have a single date for REC changes. The decision to implement REC releases on a Friday had been taken due to the difficulty there had been for gas to align with electricity. Other electricity Codes were now consulting on amending their release dates to Friday too.

13. SUMMARY AND MEETING CLOSE

The next CACoP Forum meeting will be held on 12 October 2021.

The Chair thanked everyone for attending and closed the meeting.