

CACoP

Code Administration Code of Practice

2022 Forward Work Plan

Version 1.0

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ABOUT THIS DOCUMENT

This document is the Code Administration Code of Practice (CACoP) Forum's forward plan of work for 2022. It lays out the items the Forum plans to complete and the expected dates for their completion.

This document will be periodically reviewed and updated across the year.

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1. FORWARD WORK PLAN

The following areas have been identified by the CACoP Forum to be progressed during 2022.

CO-ORDINATING CODE RELEASE DATES

Most of the CACoP Codes have a set of scheduled releases each calendar year where approved modifications, particularly those that impact on central and Party systems, can be delivered in batches. However, the standard dates for electricity and gas Codes are slightly misaligned, and the Retail Energy Code (REC), formed from the merger of the Master Registration Agreement (MRA) and the Supply Point Administration Agreement (SPAA), has proposed aligning its releases to the standard gas dates.

The CACoP Forum began work to review and align the standard release dates. It will gather data from each affected Code and use this to understand the issue and business case for change, to determine if action is required. If it is, the Forum will develop a co-ordinated approach and delivery plan to implement any changes to the standard release dates within 2022.

ASSESSING AND DOCUMENTING THE IMPACTS OF CHANGE

In 2021, the CACoP Forum undertook a review of the ‘impacts of change’ section of the modification proposal form and Modification Report templates. It looked at whether the approach to identifying and documenting the impacts and costs of change, whether on central systems, Parties or other Codes, can be improved. It concluded that including a consistent ‘check-list’ of Party types that could be impacted by a modification would be beneficial.

The Forum began work at the end of 2021 to develop a central list of Party types that can be published on the central website. Code Administrators will then be able to draw from this to develop appropriate checklists in their templates. This list will also be used when populating the Central Modifications Register (CMR). This will be developed and implemented in early 2022.

REPLACING THE PROPOSAL FORM TEMPLATE WITH PRINCIPLE-BASED GUIDANCE

The CACoP Forum has previously developed a central template for modification proposal forms, to provide a more consistent approach across Codes. However, several Codes have deviated from this template due to the nature of their Code and Modification processes. Such an approach also prevents innovation by Code Administrators. With the Code Manager-led approach to change being taken under the REC, further deviation is expected going forward.

The Forum has proposed replacing the central templates with principle-based guidance. This approach will enable a degree of consistency to be maintained across different Codes’ processes, while also allowing each Code to flex its templates to meet its approach and Code requirements. The Forum will develop and agree such an approach during 2022.

REVIEWING THE CONSUMER BENEFIT ANALYSIS APPROACH

In October 2020, the CACoP Forum implemented a common approach to assessing the benefits of change on the end consumer. Its agreed approach was captured in a guidance note available on the central CACoP website, and each Code Administrator updated their templates and working practices to incorporate this. In June 2021, the Code Administrators shared their feedback, experiences and lessons learnt. Noting this, the Forum agreed that the approach is working well and that no changes were required.

The Forum will undertake a further review during 2022 to ensure this approach continues to deliver the intended benefits. It will also consider any further enhancements to assessing the impacts and benefits of change on consumers, such as a common cost-benefits analysis approach, and a review of the different priorities under each Code that may cause conflict with delivering benefit to consumers.

REVIEWING THE CENTRAL CACOP WEBSITE

The central CACoP website was implemented in October 2021. This website is now the home of the CACoP products such as the Central Modifications Register, the Horizon Scanner and the Newsletter, and hosts a central calendar covering all Code Panel and Modification Workgroup meetings.

Prior to go-live, the Forum agreed a set of success criteria for this website, to be reviewed six months after go-live. The Forum will carry out a review of the website against these criteria in May 2022. It will also consider what further enhancements can be introduced to the website to deliver value to Code Parties.

COLLATING INFORMATION AND GUIDANCE ON CODE PROCESSES

In 2020, the Forum investigated whether to develop guidance notes to provide Parties with a succinct summary of the processes across the different Codes in one easy-to-read document. This work was put on hold until the central CACoP website was in place, so that any guidance could be effectively integrated into this. Now that the website has been implemented, the Forum will revisit this area in 2022.

The Forum had initially proposed to develop guidance on the following areas:

- **Entering the market:** This note will guide a new entrant to the Codes that they need to accede to when they enter the market and the high-level steps they will need to undertake.
- **Raising a change:** This note will provide a very simple overview of each Code modification process and provide guidance on how you can initiate and progress a change.

The Forum will also examine how a centralised glossary of industry terms could be produced through the central website.

