

Paper Reference	CACoP_48_1306_05
Action	For Decision

CACoP survey planning

1. PURPOSE

The Code Administration Code of Practice (CACoP) Forum has agreed to carry out a review of the CACoP document. This paper sets out the proposed approach for this review, for the Forum's agreement.

2. REVIEW OF THE CACoP DOCUMENT

The Forum's objectives include an intent to annually review and consult on the [CACoP document](#). CACoP Principle 4 also envisions the relevant Code Administrators reviewing this on a regular basis through a group such as the Forum.

The Forum carried out a review in 2021 that proposed minor housekeeping changes for the introduction of the Retail Energy Code (REC) but did not consider any material changes were needed.

We ask the Forum's views on any changes that members feel are needed or should be considered further.

3. CONSULTING WITH CUSTOMERS

The Forum has not consulted Code Parties on the CACoP for several years. We therefore consider it would be helpful to seek any feedback from users directly on the CACoP. This will also allow us an opportunity to engage customers directly on the Forum and its services and products, which has not been possible through the Ofgem-led surveys.

We believe questions should be asked on the following:

- Parties should be asked for any thoughts and feedback on the CACoP principles or other supporting content within the document. Any proposed changes raised by the Forum will also be flagged for consideration.
- Parties should be asked for any feedback on how the Forum and Forum members are meeting these principles.

- We should gauge Parties' awareness of the Forum's products (e.g. the Central Modifications Register and the Horizon Scanner) and communications (e.g. the website, the Newsletter and the LinkedIn page) and how helpful they find these.
- We can also ask Parties for any thoughts on what other matters they believe the Forum should be looking at.

We welcome any further thoughts from members on these and any other questions we should ask.

4. PROPOSED TIMELINE

We have set out the following timeline for this work:

Activity/event	Details	Date
Prepare consultation document and questions	The SEC will prepare the documentation for the consultation and give Forum members a chance to comment before this is issued	Jul 23
Issue consultation to Code Parties	This will be published on the CACoP website and a link will be sent to Forum members to distribute to their Parties	Late Jul 23
Consultation closes	We propose to leave this open for at least six to eight weeks to give Parties sufficient chance to respond, noting the low priority of this compared to other industry activities	Early or mid Sep 23
Responses discussed with the Forum	The collated responses and proposed redlined changes to the CACoP document will be presented to the Forum for agreement	10 Oct 23
Issue proposed changes to Ofgem for approval	Any proposed changes to the CACoP document agreed upon by the Forum will need to be issued to Ofgem for approval	Mid Oct 23

5. RECOMMENDATIONS

The CACoP Forum is invited to:

- **PROPOSE** any changes that may be needed to the CACoP document;
- **AGREE** the questions to be asked of Code users; and
- **AGREE** the timetable for carrying out this review and consultation.

David Kemp
Forum Chair
6 June 2023