

CACoP Forum meeting 33

14 December 2021, 13:00 – 15:15

Teleconference

Final Minutes

Attendee	Representing
Paul Rocke (PR) (<i>Chair</i>)	Gemserv
Josephine Dupont (JD) (<i>Secretary</i>)	Gemserv
David Kemp (DK)	SEC
Colette Baldwin (CB)	REC
Sandra Fawzy (SF)	IGT UNC
Talia Addy (TA)	IGT UNC
Chris Arnold (CA)	BSC
Jennifer Groome (JG)	CUSC, Grid Code, STC
Richard Colwill (RC)	DCUSA
Christopher McCann (CM)	DCode
Jennifer Semple (JS)	Ofgem
Vicky Allen (VA) (<i>part</i>)	National Grid ESO
Fiona Murray (FM) (<i>part</i>)	REC

1. WELCOME AND INTRODUCTIONS

The Chair welcomed attendees to the meeting.

The Chair noted apologies from Anton Moden (REC), Helen Bennett (UNC) and Yvonne Reid-Healy (UNC).

2. MEETING 30 MINUTES

The Secretary noted no comments were received against the CACoP Forum minutes from 9 November 2021. The Forum approved the minutes as written.

3. ACTIONS UPDATE

Ref	Action	Update	Status
31/02	National Grid ESO to provide an update on the Digitalised Whole System Technical Codes project consultation outcomes at the December 2021 CACoP Forum meeting.	National Grid ESO (VA) provided an update under agenda item 6.	Closed
31/06	Gemserv to develop a template checklist of impacted Parties that Codes can adapt within their templates when recording the impacted Parties from a modification.	The Chair (PR) provided an update under agenda item 8 of the approach to developing a list of impacted party types template form.	Open
31/09	Forum members to provide a view of current systems affected by releases and the current cut over times.	The REC (FM) and the BSC (CA) provided an update under agenda item 9.	Open
32/01	Gemserv to provide the website user guide to the Forum.	The guidance was circulated to members on 10 December 2021.	Closed
32/02	The UNC and the D-Code to provide logos for the website.	The UNC and the D-Code have provided their logos. Gemserv will upload these to the CACoP Website.	Closed
32/03	Gemserv to investigate adding a function for duplicating meetings on the website.	Gemserv is looking into an import feature, where a user can upload multiple events using a .csv file. It will continue to investigate this.	Open
32/04	The BSC to revise the current problem statement with regards to the REC proposal to change the standard release date for Electricity Codes from Thursday to Friday based on the feedback received in the November CACoP meeting.	No further comments were received. The REC (FM) and the BSC (CM) provided the updated problem statement under agenda item 9.	Closed
32/05	The BSC to send a request for information to the Code Administrators.	The BSC (FM) and the BSC (CM) provided an update under agenda item 9.	Open
32/06	Forum members to provide the REC (AM) with a summary of the SoLR activity relevant to each Code to performanceassurance@recm	The REC (AM) will provide an update in the next CACoP Forum meeting on 11 January 2022.	Open

Ref	Action	Update	Status
	anager.co.uk by 18 November 2021.		
32/07	Ofgem to confirm whether the REC engaging E-Serve on the SoLR process would be relevant.	Ofgem (JS) will provide an update at the next CACoP Forum meeting on the 11 January.	Open
32/08	The UNC to consider whether a guidance note on how to populate the Central Modification Register would be beneficial.	It was confirmed that the CACoP website would be the central website used as the single source to obtain Code documents such as the CMR.	Closed
32/09	Ofgem to confirm the final publication date for the cross-Code survey results	Ofgem aims to have the cross-Code survey results published early in the New Year.	Closed
32/10	The Secretary to update the December 2021 meeting start time and send an invite to the Christmas drinks.	The invites were updated and issued, however due to updated government advice in the interim, the meeting was held online and the drinks were cancelled.	Closed

When discussing Action 32/08, CB suggested that each Code should review the CACoP sections on its website to ensure it is clear materials are hosted on the central website, pointing to these where necessary, and to remove any historic files. The Chair (PR) agreed.

ACTION 33/01: All Code Administrators to review their CACoP webpages to ensure it is clear CACoP products are now hosted on the central website, pointing to these where necessary, and to remove any historic files

4. CROSS-CODE STEERING GROUP UPDATES

CB highlighted that two main cross-Code changes from the REC perspective following the Cross-Code Steering Group (CCSG) meeting on 13 December 2021. [R0021 'Allowing REC accredited MEMs to de-energise and re-energise supply points independent of the Supplier'](#) will allow Metering Equipment Manufacturers (MEMs) the right to work independently of Suppliers to de-energise and re-energise meter points. Also, CB highlighted [R0019 'Consequential REC Changes for BSC CP1532'](#), where the REC is looking into changes made by the BSC with regards to metering arrangements of how aggregators and future Suppliers manage onsite generation.

CM highlighted [DCRP/21/04/PC 'EREC G12 Issue 4 Amendment 2 - Requirements for the Application of Protective Multiple Earthing to Low Voltage Networks'](#). This modification proposes that all current and prospective manufacturers, developers, installers, owners and operators of generation (and storage) and controllable demand of any size connecting to distribution networks and where agreed control of the maximum import or export. This consultation has recently closed and had positive feedback, and the modification is to be implemented.

The Forum **NOTED** the updates.

5. JANUARY 2022 CACoP NEWSLETTER

DK provided an update for content that is currently being drafted for the CACoP Newsletter due to be published in January 2022. The following items have been proposed:

- Spotlight on the Forward Work Plan for 2022;
- Major cross-Code updates; and
- Principle Focus on CACoP Principle 'Modifications will be consulted upon and easily accessible to users, who will be given reasonable time to respond'.

DK requested for Code Administrators to send content and any further items to cacop@gemserv.com by 31 December 2021. The draft Newsletter content will then be circulated with papers on 4 January 2022 before the Forum approves the content at the Forum meeting on 11 January 2022.

The Forum **NOTED** the update.

6. TECHNICAL CODE CONSOLIDATION UPDATE

VA updated the Forum that the [Digitalised Whole System Technical Codes](#) (WSTC) review consultation has now closed. VA confirmed that there were 12 written responses, eight verbal responses and five parties responded both written and verbally.

Users were given the option to:

- Align the Codes on key issues;
- Develop an overarching single Code whilst retaining their system Code; or
- Develop a single whole system technical Code.

The respondents favoured having one single technical Code. There was a negative response of having an overarching Code as this was deemed to be unmanageable. One single Code will be taken forward, and in the short-term modifications will be taken forward to keep the Codes aligned.

The first Steering Group meeting will take place on 16 December 2021, where a decision will be made on whether to continue with the project.

The Forum **NOTED** the update.

7. SUPPLIER OF LAST RESORT PROCESSES

The Supplier of Last Resort (SoLR) process guidance will be discussed in a future meeting.

8. IMPACTED PARTIES CHECKLIST TEMPLATE

PR discussed the approach to developing a checklist of impacted Code Parties and for capturing Code Parties that may expect to be impacted by the implementation of a modification's proposed solution. The current approach makes it challenging to identify all party types, particularly before a consultation or solutions.

PR suggested having a comprehensive list of industry roles available on the CACoP website as a resource derived from the Market Domain Data (MDD). Code Administrators could use the resource to consider potentially impacted stakeholder types when developing proposals, the template list will be linked to the party types on the website.

JG suggested that the list of users to also be used in the Central Modifications Register (CMR) for consistency. JG questioned the rational between wording "*significant impacted parties*" and "*other impacted parties*" in comparison to using the terminology 'high', 'medium' or 'low' currently used. CA suggested having guidance on what is meant behind the grades of impact, as interpretation of these could be subjective. PR raised concerns that miscalling impacts could impact Codes and that guidance notes could be implemented in the future. Changes to this had been discussed in 2020 when the Forum had last reviewed modification proposal form template.

TA stated the MDD is retail focus and is geared towards operation of electricity. TA suggested using Xoserve for gas data.

PR queried if it is in the best interests of the Forum to allocate time producing a template when Codes have developed their new modern processes. DK supports a principal approach. This will be considered further in the 2022 forward work plan.

ACTION 33/02: The BSC (CA) to confirm if the MDD includes generation roles.

The Forum **DISCUSSED** the proposed approach to the consistent capture of impacts within amended Modification Proposal guidance.

9. RELEASE DATES RFI UPDATES

FM and CA provided an update on the ongoing REC proposal to change the standard release date for Electricity Codes from Thursday to Friday. FM and CA have been researching if there is a need to align the dates and, if so, should this be managed by a project to align industry dates. The BSC has previously completed a request for information (RFI). However, there was not enough information to provide a problem statement. An RFI template has been created for CACoP members to complete with their relevant stakeholders, to determine whether there is a problem with multiple industry Release dates that should be resolved. CA requested that any specific compliance requirements that could involve coordination between Codes or governance impacts around releases should be added to the processes section.

TA noted that release date changes had been looked at before and issues had been encountered with the Data Communications Company (DCC). CB confirmed that Xoserve and the DCC have been consulted regarding the matter. A formal consultation has been completed by Xoserve and had a positive response, FM to provide the details and views from the outcome of this consultation.

FM and CM will email the RFI to the relevant Codes and will expect all response by Friday 7 January. The information collected will be shared at the next CACoP Forum meeting on Tuesday 11 January; this will solidify if there is problem statement that requires investigating.

ACTION 33/03: CACoP members to provide response to the RFI by 7 January 2022.

ACTION 33/04: FM to provide an update on the change of industry release dates RFI responses at the January 2022 CACoP Forum meeting.

ACTION 33/05: FM to provide the views of those who responded to the Xoserve and the DCC consultation.

The Forum **NOTED** the update.

10. 2022 FORWARD WORKPLAN

PR informed that forum that the Chair of the Forum, provided by the REC, is yet to be confirmed for the new year. PR requested feedback from the Forum to help shape the Forward Work Plan for 2022.

PR suggested reviewing how impacted parties are captured with regards to modifications will be concluded in the new year. PR proposed investigating the possibility of moving away from standardised templates to principle-based guidance. The work on co-ordinating release dates will also be continued.

JG suggested obtaining feedback for the Consumer benefits section of proposal forms and reviewing the CACoP website launch. JG confirmed their Panel members were interested in having a wider view of industry events (not just forums and Panels etc) to help to avoid meeting clashes.

ACTION 33/05: Forum members to provide ideas to for the 2022 Forward Work Plan for the January 2022 Forum meeting.

11. ANY OTHER BUSINESS

There were two items of business raised.

PR reminded the Code Administrator of their responsibility to populate meetings on the CACoP website, and that the 2022 meetings should be populated by the end of December 2021. JG commented that it was useful to check this website for any potential clashes before scheduling Workgroup meetings.

ACTION 33/06: Code Administrators to populate the central CACoP website calendar with their 2022 meetings.

JG highlighted an issue that had been raised regarding the documentation of the consumer benefit analysis, considering the original intent was for it to be included in the proposal forms at the start of modifications being raised. However, Proposers are struggling to do this at the very beginning DK and TA confirmed that the SEC and the IGT UNC include the CBA on the final Modification Report,

and that this information is sometimes populated as modifications progress; it is not always clear when first raising a modification what the consumer impacts may be. CA confirmed that the BSC discuss this matter during the Workgroup meetings.

The Forum **NOTED** the update.

12. SUMMARY AND MEETING CLOSE

The next CACoP Forum meeting will be held on 11 January 2022.

The Chair thanked everyone for attending and closed the meeting.