

CACoP Forum meeting 34

11 January 2022, 10:00 – 11:55

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
Fiona Murray (FM) (<i>part</i>)	REC

1. WELCOME AND INTRODUCTIONS

The Chair welcomed attendees to the meeting.

2. MEETING 33 MINUTES

The Secretary noted one set of comments had been received from TA on the minutes from CACoP meeting which took place on 14 December 2021. The Forum approved the minutes as modified.

3. ACTIONS UPDATE

Ref	Action	Update	Status
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.	Closed
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 7.	Open
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.	Open
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 7.	Closed
32/06	Forum members to provide the REC (AM) with a summary of the SoLR activity relevant to each Code to performanceassurance@recmananager.co.uk by 18 November 2021.	The Forum await an update from the REC.	Open
32/07	Ofgem to confirm whether the REC engaging E-Serve on the SoLR process would be relevant.	Ofgem (JS) to confirm the relevance of the SoLR process with REC (AM)	Closed

4. CROSS-CODE STEERING GROUP UPDATES

CB highlighted the main cross-Code changes from the REC perspective following the Cross-Code Steering Group (CCSG) meeting on 12 January 2022. With respect to [R0021 'Allowing REC accredited MEMs to de-energise and re-energise supply points independent of the Supplier'](#) the BSC impact is being re-examined, to allow Metering Equipment Manufacturers (MEMs) the right to work independently of Suppliers to de-energise and re-energise meter points.

The Forum **NOTED** the updates.

5. JANUARY 2022 CACoP NEWSLETTER

DK provided the drafted 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’.

PR suggested that the REC could provide information regarding changes to its change process.

DK requested input from Code Administrators on news and development items, cross-Code developments, and technical code review input to be provided to cacop@gemserv.com by 14 January 2022. The Newsletter would then be finalised and uploaded on the CACoP website, for distribution by Code Administrators to Code Users.

ACTION 34/01: The REC to provide newsletter content on highlights regarding upcoming amendments to the REC change process.

ACTION 34/02: National Grid ESO and Dcode to provide newsletter content regarding the latest status of the Technical Code Review project.

The Forum **NOTED** the update.

6. 2021 CACoP REPORT

PR provided a review of the progress made against activity in the 2021 Forward Workplan and the following achievements throughout the year:

- implementing and integrating the CACoP website;
- collating information and guidance on Code processes;
- accessing and documenting the impacts of change;
- embedding and reviewing the consumer benefit analysis approach;
- reviewing the applicable code objectives;
- developing a consistent approach to identifying the cross-Code impacts; and
- reviewing the CACoP forum terms of reference.

Due to the delays to the deployment of the CACoP website “Collating information and guidance on Code processes” would be carried over to the 2022 Plan. The creation of a checklist of Party types to aid Code Administrators with identifying impacts of change would also be carried into the next Plan.

The Forum agreed that the report was an accurate summary of achievements made throughout the previous year. The report would be published on the CACoP website alongside the Forward Workplan for 2022.

The Forum **NOTED** the update.

7. RELEASE DATES RFI UPDATE

FM and CA provided an update on the ongoing REC-led proposal to align the standard release date for industry codes. Following a Request for Information (RFI) issued to the Code Administrators, responses had been collated and summarised for presentation to the Forum. FM noted that four detailed responses had been provided to the RFI.

CM and JG reiterated that DCode, CUSC, Grid Code and STC did not follow the same schedule of release dates as the other industry Codes. It was agreed that those Codes should remain outside the scope of this project.

Feedback received in the RFI identified a number of dependencies on service providers, including of the IGT UNC and UNC with Xoserve, that would need to be taken into consideration. There are also existing dependencies on alignment between Codes.

The RFI confirmed that the current release dates are all standard practice that are either defined in Code or determined by Panels but with no additional legal requirement that would otherwise need to be addressed if they were to move.

Responses to the RFI summarised the potential risks to be considered if release dates were to move, including implications on Code User resource capacity and costs, potential change to commercial contracts to allow for weekend working, and potential delays to releases (though through discussion this last risk was deemed to be of significantly low impact).

Identified perceived benefits of the move to align release dates included the proximity of an aligned release to the weekend (providing opportunity to fix issues), minimisation of number of release dates for changes, and simplification of implementing cross-Code changes where previously multiple release dates may have been required to be managed.

The Forum agreed that it would be appropriate to consult widely with Code Parties on any proposed solution before formalising Change Proposals. It was proposed that a single consultation could be issued by CACoP to Code Users and Service Providers once a solution had been identified.

FM stated that the results of the RFI presented no showstoppers and recommend the review of moving release dates should continue onto the next phase. This phase would involve further research into the impacts, risks and creation of a potential solution that could be consulted on.

FM and CA would present the steps for the next phase at the CACoP Forum meeting on 08 February 2022.

The Forum **AGREED** to the next steps.

8. 2022 FORWARD WORKPLAN

PR provided the proposed Forward Work Plan for 2022. This incorporated the actions and objectives that the CACoP Forum would seek to realise during the calendar year, and included:

- Coordination of code release dates;
- Accessing and documenting the impacts of change;

- Replacing the proposal form template with principle-based guidance;
- Reviewing the consumer benefit analysis approach;
- Reviewing the central CACoP website; and
- Collating information and guidance on code processes;

JS noted that Ofgem had previously welcomed the development of a standard modification template to be used across the Codes. Whilst Ofgem encouraged principle-based guidance, JS was keen to ensure that the consistency of process brought forward by a template approach was not lost. PR stated that although there is central modification template, individual code processes had diverged over the past years, diminishing the value of the template approach. In the development of any updated approach, PR confirmed that Ofgem and all Codes would be invited to contribute and would be consulted on any changes to guidance.

The Forum **AGREED** to the 2022 Forward Work Plan, which would be uploaded to the CACoP Website.

9. ANY OTHER BUSINESS

There was one further item of business raised by JG, who queried whether Ofgem could provide an update on the expected publication date for the responses to the 2021 Cross-Code Survey. JS would investigate and provide an update to the Forum.

ACTION 34/01: Ofgem to provide the Forum with an update to when the report from the 2021 Cross-Code Survey was expected to be published.

The Forum **NOTED** the update.

10. SUMMARY AND MEETING CLOSE

The next CACoP Forum meeting will be held on 8 February 2022.

The Chair thanked everyone for attending and closed the meeting.