

CACoP Forum meeting 35

8 February 2022, 10:00 – 12:00

Teleconference

Final Minutes

Attendee	Representing
Paul Rocke (PR) (<i>Chair</i>)	Gemserv
Josephine Dupont (JD) (<i>Secretary</i>)	Gemserv
David Kemp (DK)	SEC
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
Yvonne Reid-Healy (YRH)	UNC
Michelle Awosoga (MA)	Gemserv
Steve King (SK) (<i>Part</i>)	Savanta
Nadir Hafeez (NH) (<i>Part</i>)	Ofgem
Colin Down (CD) (<i>Part</i>)	Ofgem

1. WELCOME AND INTRODUCTIONS

The Chair welcomed attendees to the meeting. Apologies for absence were made on behalf of Colette Baldwin (REC) and Sandra Fawzy (IGT UNC).

2. MEETING 35 MINUTES

The Secretary noted no comments were received on the minutes from CACoP meeting 34 which took place on 11 January 2022. The Forum approved the minutes as written.

3. ACTIONS UPDATE

Ref	Action	Update	Status
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) will provide an update at the CACoP Forum meeting on the 8 March 2022	Open
32/03	Gemserv to investigate adding a function for duplicating meetings on the website.	Gemserv (DS) will be adding an import feature, where a user can upload multiple events using a .csv file to the guidance notes.	Closed
32/06	Forum members to provide the REC (AM) with a summary of the SoLR activity relevant to each Code to performanceassurance@recmanager.co.uk by 18 November 2021.	The secretary (JD) to chase the REC (AM) for an update.	Open
34/01	The REC to provide newsletter content on highlights regarding upcoming amendments to the REC change process.	The REC (FM) has provided the information.	Closed
34/02	The National Grid ESO and the Dcode to provide newsletter content regarding the latest status of the Technical Review project.	The National Grid ESO (JG) and the Dcode (CM) have provided the information.	Closed
34/03	Ofgem to provide the Forum with an update to when the report from the 2021 cross-Code survey would be published.	The Forum noted that the survey findings had been published since the previous meeting.	Closed

4. CROSS-CODE STEERING GROUP UPDATES

The Forum **NOTED** that there were no cross-Code updates as the Cross-Code Steering Group had not met since the previous Forum meeting.

5. SEC IMPACTS FROM CHANGE CHECKLIST

DK provided the Forum with a checklist consisting of four questions to support assessing possible cross-Code impacts on the Smart Energy Code (SEC) or smart metering arrangements.

DK recommended that the checks may support Code Administrators in identifying when changes raised to their Codes might also impact the SEC. PR noted that it would be a useful resource for Codes and suggested that other Code Administrators might consider the viability of creating their own checklists to support the assessment of changes with respect to their Codes.

Action 35/01: All Code Administrators to consider the viability of producing a checklist which could support other Code Administrators identifying impacts of change on other Codes.

Action 35/02: All Code Administrators to embed the SEC checklist for identifying cross-code impacts into change processes, and to provide feedback indicating whether the checklist has been resourceful.

The Forum **AGREED** to use the SEC Impacts Assessment Checklist to triage whether Modifications and Change Proposals could impact on the SEC or smart metering arrangements and **AGREED** to **CONSIDER** developing similar checklists for other Codes to further support the assessment of potential cross-Code impacts.

6. RELEASE DATES UPDATE

CA **NOTED** that there were no further updates regarding release dates to add at this point. The next update would be provided at the next Forum meeting on 8 March 2022.

7. CENTRAL MODS REGISTER DATA VALIDATION

YRH provided a proposal to improve how data is validated on the Central Modifications Register (CMR) to create consistency in the data quality and submissions across the Codes.

The Forum **AGREED** to the following proposals:

- Status column - restrict free text by implementing a drop-down list of the approved status indicators in the column, this will irradiate errors and keep the status within the agreed scope.
- Modification matrix – automated Modification Matrix in the CMR to track live Modifications metrics. This would support Code parties and Code Administrators understanding the volume of live change within the industry.
- Meeting calendars – removal of the meeting calendars in the CMR, eliminating duplication as the meeting calendar can now be found on the CACoP website.

The Forum **REJECTED** the proposal to reintroduce implemented, rejected, or withdrawn to the Status update, to notify the UNC of ceased or suspended Modifications. DK reminded the Forum that it was

the responsibility of the Code Administrators to take ownership of their submissions and that Changes that were no longer live are not to be included on the CMR.

Action 35/03: YRH to implement agreed changes to the CMR in February 2022 and provided Code Administrators with updated guidance notes on how to complete the submissions.

8. SHARING CACoP NEWS WITH THE INDUSTRY

DK provided a proposal to review the approach of sending CACoP developments and potentially replacing the quarterly CACoP Newsletter with a 'latest news' section on the website.

PR recognised that having a 'latest news' section on the website would support key messages being published on a timelier and more regular basis, as opposed to waiting to share the information in a newsletter on a quarterly basis. TA felt the newsletter acts as a channel that ensures a regular level of communication and reiterated the importance of maintaining a voice. PR suggested strengthening the communications profile of CACoP by establishing a LinkedIn page to raise awareness of content posted to the CACoP website.

PR considered that the establishment of a 'latest news' section on the website and creation of a LinkedIn page could be taken forward at no cost to CACoP Members. Consequently, the Forum **AGREED** to move forward and create a CACoP latest news page and LinkedIn page. The enduring value of the CACoP Newsletter would be reconsidered at a later date.

Action 35/04: PR to establish a Latest News section on the CACoP website to post updates, and a LinkedIn page to ensure updates are socialised with a wider audience.

Action 35/05: PR and DK to consider enduring value of the CACoP Newsletter and potential approaches to differentiation of content.

9. 2021 CROSS CODE SURVEY RESULTS

The Forum welcomed Savanta to the meeting to provide a report on the findings from the 2021 Code Administrator Performance survey.

SK presented the results from the [Code Administrator Performance survey](#), which had been commissioned by Ofgem and had ran during summer 2021. The survey seeks to identify best practice in how Code Administrators carrying out their respective roles and collects research data on the nature of the service, efficiency and levels of satisfaction.

SK summarised the findings and highlighted key suggested improvements outlined on page 67 and 68 of the slides. TA reiterated an issue that has been raised in meetings regarding insufficient funding for IGT UNC to move to a 'Code Manager' approach from Code Administrator. TA suggested the survey meet the distinction between the Code Manager role and those Codes limited to a smaller budget. However, it was noted that this distinction was not formally made within Code, except in the case of the REC. SK reiterated that the purpose of the survey was not to make comparison between Code Administrator organisations given the variable factors in play.

The Forum thanked Savanta for presenting the findings, and agreed to consider the recommendations of the report, including how work could be taken forward through CACoP to ensure best practices were consistently met.

Action 35/06: All Code Administrators to review the findings of the Code Administrator Performance Survey 2021 ahead of the Forum meeting on 8 March 2022. Code Administrators should review against the Forum's Forward Work Plan and propose ways to build on the feedback through CACoP.

10. ANY OTHER BUSINESS

CA sought information from Code Administrators with respect to meeting recording policies. PR confirmed that Codes administered by Gemserv had policies which allowed for meetings to be recorded for the purpose of drafting of the minutes, with all recordings destroyed once minutes were published. TA agreed to share the policy of the IGT UNC with CA.

Action 35/06: TA to send CA the IGT UNC policy regarding recording meetings.

The Forum **NOTED** the update.

11. SUMMARY AND MEETING CLOSE

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

The Chair thanked everyone for attending and closed the meeting.