

CACoP Forum meeting 38

10 May 2022, 10:00 – 11:00

Teleconference

Final Minutes

Attendee	Representing
Tina Pearce (TP) (<i>Chair</i>)	Gemserv
Josephine Dupont (JD) (<i>Secretary</i>)	Gemserv
David Kemp (DK)	SEC
Colette Baldwin (CB)	REC
Talia Lattimore (TL)	IGT UNC
Chris Arnold (CA)	BSC
Jennifer Groome (JG)	CUSC, Grid Code, STC
Richard Colwill (RC)	DCUSA
Mark Dunk (MD)	DCode
Jennifer Semple (JS)	Ofgem

1. WELCOME AND INTRODUCTIONS

The Chair welcomed attendees to the meeting.

There apologies were made for the absence of Chris McCann, Mark Dunk from the DCode attended in his absence.

2. MEETING 37 MINUTES

The Secretary noted comments were received from DK on the minutes from CACoP meeting 37 which took place on 10 April 2022, the necessary amendments have been made. The Forum approved the minutes as written.

3. ACTIONS UPDATE

Start date.	Action	Action Owner	Update	Deadline
36/02 8 March 2022	The UNC to add a field to the CMR to indicate MHHS impacts.	The UNC (HB)	The UNC has added MHHS to the CMR.	Closed
36/03 8 March 2022	CB to discuss with Andrew Margan the potential benefits of using the CMR to keep up to date with MHHS impacts at the CCSG meeting.	The REC (CB)	The UNC has added MHHS to the CMR.	Closed
36/06 8 March 2022	The UNC to raise its proposed changes to the Modification proposal form template.	All	The information has been provided.	Open
36/05 8 March 2022	JD to arrange a workshop for all relevant Codes to discuss the recommendations from the Cross-Code Survey and share potential improvements and current best practice, and to gauge whether attendees would like the workshop to be an in-person meeting or virtual.	The Secretariat (JD)	Agenda Item 7	Closed
36/06 8 March 2022	The UNC to raise its proposed changes to the Modification proposal form template as an agenda item at the CACoP Forum meeting on 12 April 2022	The UNC (HB)	The UNC were not in attendance of the meeting. This will be added to the agenda on 14 June 2022.	Open

When discussing action 36/06, there was some confusion as to its purpose on the agenda. Here is a reminder of what was stated in the April meeting minutes:

“TL proposed that the Forum conducts a review of the template layout and format to outline if the template is fit for purpose. JG confirmed that a review of the proposal forms was completed in 2021 and that the forms were not completely standardised. However, suggested revisiting the proposal to standardise the forms and separating the guidance template as part of a recommendation from

Ofgem. PR stated that with the aim of innovation and to improve cross-code Steering Group updates”.

In an email sent on 4 May 2022 to the CACoP mailbox, Helen Bennett from the UNC suggested drawing more on the concept of moving to the suggested way forward and utilise the Government documentation that had provided in the March meeting.

TL stated to the Forum that a separate guidance document would be useful, the template would then be a cleaner and more simplified format.

ACTION 38/01: Code Administrators to review the template individually and come back to discuss further at the next Forum meeting on 14 June 2022.

The Forum **NOTED** the updates.

4. CROSS-CODE STEERING GROUP UPDATES

CB highlighted Cross-Code changes raised through the Cross-Code Steering Group (CCSG) meeting in May 2022.

- R0043 is related to [DCP400 Commissioning of Works using a shared Meter Operator services by the Crowded Meter Room Operator](#). To allow Alt HAN Co, acting as a Crowded Meter Room Co-ordinator to commission necessary works, using a shared Meter Operator, to resolve meter room issues that enable the installation of Smart and Alt HAN equipment.
- [R0044 is related to the MHHS Programme Changes required to Central Switching Service](#). This has possible impacts to the BSC and SEC.
 - SEC MP162 assumes that MDR registration data will be sent from the Central Switching Service (CSS) to the DCC Systems to enable the DCC to perform access control to smart meters for the new MDR User Role, to only allow registered MDR parties to successfully collect data from Smart Meters that they are registered against.
 - To assess and implement the changes to CSS necessary for the sourcing of MDR registration data (from the Meter Point Administration Service, MPAS), the reference of that data within MPAS and the subsequent sending of this data firstly to the CSS to record and store and then subsequently forward onto the DCC Systems, a Change Proposal is required

MD highlighted the modifications to the [G8/G9 Generator requirement document](#) and updated references with regards to the EU regulations.

The Forum **NOTED** the updates.

5. MODEL PROPOSAL FORM TEMPLATE

The UNC were unable to provide any information at this meeting, this will be a matter of discussion at the next Forum meeting on 14 June 2022.

The Forum **NOTED** the Update.

6. ALIGNING INDUSTRY RELEASE DATES

TP reminded the Forum that at the previous meeting on the 12 April 2022 there was a proposal to close this item. The Forum members felt this item should be pursued and that the impacts on the misalignments of dates on the consumer/industry required more clarity and required further investigation.

MD noted that the DCode release dates are restricted to a Friday. TL stated that IGT UNC have a dependency of aligning with Xoserve and the UNC, they have no set release dates which means extraordinary releases can be required for the IGT UNC. TL felt it is important to align release dates when Modifications/changes are cross-Code impacting and also suggested that we address why we need to coordinate release dates. CA stated that at an Exelon and CACoP consultation there was interest in aligning release dates. However, felt that more detailed feedback is required, for example, the issues this causes to Service Providers. CB stated that the REC is a dual fuel Code and cannot have multiple release dates, the original intention of this investigation was to find how to align where possible and necessary for the Service Providers. CB felt that there was a lack of understanding of the impacts on release changes that coincide. DK stated that the question is if Electricity Codes want to shift and align release dates from Thursday to Friday to meet with Xoserve and other Gas Codes. DK suggested producing a document of our findings formally concluded from CACoP, so that going forward we do not have to look on previous discussions if required to revisit the matter.

TP felt the approach going forward would be to set out a document, providing details of Code release dates and understanding when there is a misalignment that impacts the industry and consumer. TP felt that the objective would be that Codes work together to align release dates during a cross-Code impact as the ability to align all release dates would prove too difficult. TL suggested once the information is collated that it is publicised on the CACoP website.

ACTION 38/02: TP to provide a document for Code Administrators to complete, Code Administrators are to provide their release dates, release times and impacts of cross-Code misalignment. The Forum Members are to provide this information to cacop@gemserv.com by Friday 27 May 2022.

The Forum **AGREED** to the approach going forward.

7. REFLECTION OF THE CROSS-CODE SURVEY WORKSHOP

The cross-Code Survey Workshop took place on the on 3 May 2022. The workshop entailed a thorough delve into the 2021 Code Administrator Performance survey, to share best practice between the Codes, particularly those who scored well and for Codes to consider this information to agree any improvements going forward. The forum felt that it was a useful session, the debate was constructive and are providing some the ideas from the session to their teams. JG felt it proved to be a good opportunity to share feedback and suggested that we work as a Forum to work on themes going forward.

TP reminded the Forum of the actions recorded during the workshop, these will be shared after the meeting and will be discussed in the future Forum meetings.

ACTION 38/03: TP to share the Action Paper from the 2021 Code Administrator Performance Workshop.

ACTION 38/04: JD to add the actions from the Workshop to the CACoP Forum Action Paper to discuss at the next meeting on 14 June 2022.

The Forum **NOTED** the Update.

8. ANY OTHER BUSINESS

CB had an item of business regarding 2021 Code Administrator Performance survey the REC cross-Code impact considerations. This was also in relation to DK work earlier in year with regards to potential SEC impacts. CB provided a Paper outlining common areas in REC that are likely to have impacts to other Codes, who to contact from the REC with information regarding cross-Code changes and outlining information on the CCSG.

ACTION 38/05: JD to circulate the REC Cross-Code Impact Considerations Paper to with the minutes.

JS had an item of business stating that Ofgem will not be conducting the Code Administrator Performance Survey this year as they would like to review how the survey will fit into the future regime. However, would like an agenda item to be added to the Forum meeting on the 14 June 2022 to discuss how the survey could work in the future.

ACTION 38/06: JD to send the Minutes and Actions Paper from the Cross-Code workshop held on the 3 May 2022.

ACTION 38/07: All Code Administrators to provide information on their considerations on the future direction of the Survey.

The Forum **NOTED** the updates.

9. SUMMARY AND MEETING CLOSE

The next CACoP Forum meeting will be held on 14 June 2022.

The Chair thanked everyone for attending and closed the meeting.