

CACoP Forum meeting 39

14 June, 10:00 – 13:00

Teleconference

Final Minutes

Attendee	Representing
Tina Pearce (TP) (<i>Chair</i>)	Gemserv
James Rees (JR) (<i>Secretary</i>)	Gemserv
Mike Fenn (MF)	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
Helen Bennett (HB)	UNC
Karen Visgarda (KV)	UNC
Christopher McCann (CM)	DCode

1. WELCOME AND INTRODUCTIONS

The Chair welcomed attendees to the meeting.

Apologies were made for the absence of Jennifer Semple from Ofgem.

2. MEETING 38 MINUTES 10/05 AND FORUM WORKSHOP (03/05)

CB noted comments were received from the IGT UNC on the minutes from the meeting on 10 May 2022. CB elaborated that the comments were received regarding to section 6- Aligning Industry Release Dates. CB highlighted there had been an insertion relating to IGT UNC having 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.

The forum accepted these changes, and the minutes were approved as final.

CB advised comments were received from the IGT UNC on the minutes from the workshop on 03 May 2022. CB mentioned that the comments were made regarding paragraph 4, clarifying iGT UNC push information rather than expecting parties pull information. CB elaborated they also forward information from other codes or stakeholders on request. They only have 2 full time staff on the code and one part time technical expert.

The forum accepted these changes, and the minutes were approved as final.

3. ACTIONS UPDATE

Start date.	Action	Action Owner	Update	Deadline	Status
36/06 8 March 2022	The UNC to raise its proposed changes to the Modification proposal form template as an agenda item as the CACoP Forum meeting on 12 April 2022.	The UNC (HB)	Agenda item 5.	10 May 2022	Open
38/01 10 May 2022	Code Administrators to review the template individually and come back to discuss further at the next Forum meeting on 14 June 2022.	All	Agenda item 5.	14 June 2022	Open
38/02 10 May 2022	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.	Gemserv (TP)	Provided with the minutes 17 May 2022. Agenda item 7	27 May 2022	Open
38/03 10 May 2022	Share the Action Paper from the 2021 Code Administrator Performance Workshop.	Gemserv (TP)	The Chair (TP) provided 17 May 2022 with the minutes	17 May 2022	Complete
38/04 10 May 2022	Add the actions from the Workshop to the CACoP Forum Action Paper to discuss at the next meeting on 14 June 2022.	The Secretary (JD)	Agenda item 3.	14 June 2022	Complete
38/05 10 May 2022	Circulate the REC Cross-Code Impact Considerations Paper to with the minutes.	The Secretary (JD)	Provided 17 May 2022 with the minutes	17 May 2022	Complete

Start date.	Action	Action Owner	Update	Deadline	Status
38/06 10 May 2022	Send the Minutes and Actions Paper from the Cross-Code workshop held on the 3 May 2022.	The Secretary (JD)	Provided 17 May 2022 with the minutes	17 May 2022	Complete
38/07 10 May 2022	Code Administrators to provide information on their considerations on the future direction of the Survey.	All	Agenda item 9	14 June 2022	Open

Open actions Forum workshop (03 May 2022)

Start date.	Action	Action Owner	Update	Deadline	Status
38-0305/01 3 May 2022	The SEC to explore if specific points of contacts can be appointed within the code.	SECAS	No update as of yet.	31 May 2022	Open
38-0305/02 3 May 2022	The UNC to ensure the communications sent out regarding changes are made clearer for stakeholders, using dedicated distribution lists where appropriate and looking at email templates to ensure consistency.	UNC		12 August 2022	Open
38-0305/03 3 May 2022	All codes to reflect on how communications sent out regarding changes are interpreted by stakeholders. All codes to avoid using industry jargon where possible.	All codes		12 July 2022	Open
38-0305/04 3 May 2022	Codes to look at ways of digitalising their online platforms	All relevant Codes		12 July 2022	Open
38-0305/05 3 May 2022	Training Materials – indicated in Mods to help users understand mods.	All Codes	All codes have addressed the comments from the last survey.	14 June 2022	Open

The Forum **NOTED** the updates.

4. CROSS-CODE STEERING GROUP UPDATES

CB highlighted Cross-Code changes raised through the Cross-Code Steering Group (CCSG) for May/June 2022. MF advised that a change had been raised through the SEC which the Forum should be made aware of. MF elaborated the change was DP206 (Allowing Generation License Holders to Apply Export MPANs). MF highlighted the change had been raised to allow Generation License Holders to act as export Suppliers in several capacities. MF mentioned that the proposer thought the license conditions should allow this, but under the SEC there was no DCC user role for Generation License Holder, meaning they would have to come under the umbrella of the export Supplier. MF noted under the SEC this would be a simple change but allowing a party to have this role would have a cross-code impact. MF mentioned this change was currently being reviewed by Elexon but will be reaching out to the REC at the next CCSG meeting. MF noted this change was currently on the waiting list but will be picked up shortly.

CA advised that this change could have bigger implications for the BSC, noting this could lead to a large piece of work. CA highlighted initial conversations had taken place and the worry was around capacity. MF mentioned the discussions were regarding who should be the lead code for this change, and it was implied that the BSC would lead on this change, with support from the SEC as required. CB highlighted this change was highlighted at the last CACoP meeting, but minimal cross-code impact was indicated. CB noted this should have been raised on the CCSG part of the REC portal.

TL noted while IGT159 (Making Amendments to the Must-Read Process) was not a new modification, but as it was being developed, there could be an in-direct impact on the REC. TL highlighted the amended modification was being drafted and it will be uploaded to the CCSG space on the portal for users to review. CB advised the change would mainly impact the UNC if it was regarding settlement, but was keen to understand what the implied implication would be for the REC.

CA gave an update regarding GC148 modification and advised the consultation process had closed. CA highlighted the feedback received was currently being assessed.

The Forum **NOTED** the updates.

5. MODEL PROPOSAL FORM TEMPLATE

HB noted that a panel member from the UNC had raised if CACoP had a guidance document which had been produced to support on proposers who are new to the industry, which can also be used for all changes going forward. HB presented an example of a government document which could be used to develop this guidance document. HB mentioned that the UNC had a guidance document on their website but welcomed views from the Forum on it to ensure it was fit for purpose.

CA advised the BSC had a template on a guidance document, but for the process of continuous improvement it would be useful to review. CA asked if as part of the action, all codes should review their guidance documents and bring any thoughts back to the CACoP. HB agreed to send the UNC

guidance document to Forum members for review. TL indicated their support into looking into this further and highlighted the need for a change template form, plus a clean guidance document for parties to be able to refer to.

MF noted it could be useful to have links included in the guidance document. MF elaborated that if a proposer clicks on the link, it would take them to the specific part of the Change Proposal form. JG agreed it would be useful to keep the guidance document separate from the form, as parties tend to overwrite the information written in the form. JG mentioned that Ofgem had previously discussed for all codes to have the same Change Proposal form and asked if this was the end goal for this process. TL advised this was the original thought, but previously codes have moved away from this after feedback from their parties. CB highlighted it might be difficult for all codes to have the same form, however the key elements should be kept for consistency. The Chair asked if any exercises previously looking at the codes and their Change Proposal form. CB mentioned this was last looked at around 2015 and with Ofgem's digital strategy, it was important for all codes to evolve their form into a digital format.

TL mentioned every year, reviewing the Change Proposals came up in discussions but nothing usually gets finalised. CB noted that it would be useful to clarify with Ofgem what their expectations were before any work is carried out. JG asked if this specific task was highlighted on the Forward Work Plan. MF advised having guidance which fitted the CACoP principle is the main task on the Forward Work Plan.

Action 38/08: CACoP members to pick up with Ofgem to understand their expectations of aligning the Change Proposal form, with timescales.

The Forum NOTED the Update.

6. ALIGNING INDUSTRY RELEASE DATES

The Chair highlighted discussions had taken place regarding aligning industry release dates. The Chair mentioned the purpose of this was to gather all other codes release dates and explore the idea of them being aligned in the future.

TL noted that the IGT UNC had 3 standard releases per year, but they were reliant on Xoserve and the UNC for extraordinary releases. TL elaborated that the IGT UNC release dates were always a Friday. JG advised that the Grid Code had no standard release day and that their releases were reliant on the BMRS. JG commented that the releases can happen at any time during the day. JF highlighted this was the same for the CUSC and STC. CB understood this would be the case for text releases but asked if this was the case for system changes.

Action 38/09: JG to understand if there was a specific release time for system changes relating to CUSC, Grid Code and STC.

CA noted that the BSC had a standard release day of Thursday, and this started at 5pm on the day prior to implementation. CM mentioned the D-Code preferred release day would be Friday, but Ofgem ultimately approve the implementation date. RC highlighted that DCUSA's release date is usually Thursday, but they would be comfortable aligning with other codes. RC mentioned that the

DCUSA releases are usually small but had considered if releases happened on a Friday, weekend work would need to be considered.

Action 38/10: RC to understand what time of the day DCUSA start their releases.

The Chair noted that the REC currently had their releases on a Thursday, but this will change to Friday from November 2022. MF advised that the SEC have their releases on Thursday, but the start time had changed to 8pm the day prior to implementation. MF elaborated that DCC system changes finish before 2am and code changes finish before 9am on the day of implementation. HB highlighted that system releases of the UNC were determined by Xoserve. HB mentioned that the usual release days for the UNC were Friday and the start time was 5am on the day of implementation.

CB commented that although they're not specifically a code, it would be good to obtain the release information for the DCC. The Chair noted that the slide regarding industry release dates will be sent to Forum Members following this meeting. The Chair elaborated it would be useful if members could highlight any issues where release times vary across other codes and what steps were being taken to mitigate.

7. JULY 2022 NEWSLETTER

MF noted the draft of the Newsletter will be sent to Forum Members prior to the July meeting for any additions or comments. MF highlighted the keeping up to date section will be included, to promote the CACoP website and LinkedIn page. MF asked if there would be an update from the DCUSA Stakeholder Engagement Survey included in the July Newsletter.

Action 38/11: RC to confirm if an update from the DCUSA Stakeholder Engagement Survey would be included in the July Newsletter.

8. CODE ADMINISTRATOR PERFORMANCE FUTURE SURVEY

The Chair confirmed that Ofgem will not be conducting a Performance Survey this year but would like to review how the survey will fit into the future regime. CA asked what Ofgem's rationale was for not conducting the survey this year. TL advised it was because Ofgem's contract with the Provider had ended. CB highlighted Ofgem were also going to use the time to collate the feedback from the previous survey and decide how it can be progressed. Forum members agreed more time was needed to provide suggestions on the survey and then provide Ofgem with a report of findings.

Action 38/12: All codes to provide suggestions on the Code Administrator Performance Future Survey on 01 July 2022. Suggestions will be discussed at the next CACoP meeting on 12 July 2022.

9. ANY OTHER BUSINESS SUMMARY AND MEETING CLOSE

The next CACoP Forum meeting will be held on 12 July 2022.

The Chair thanked everyone for attending and closed the meeting.