

CACoP Forum meeting 41

9 August, 10:00 – 12:00

Teleconference

Final Minutes

Attendee	Representing
Tina Pearce (TP) (<i>Chair</i>)	Gemserv
Mike Fenn (MF) (<i>Secretary</i>)	SEC
Fiona Murray (FM)	REC
Colette Baldwin (CB)	REC
Sandra Fawzy (SF)	IGT UNC
Ivar Macsween (IM)	BSC
Jennifer Groome (JG)	CUSC, Grid Code, STC
Milly Lewis (ML)	CUSC, Grid Code, STC
Dylan Townsend (DT)	DCUSA
Karen Visgarda (KV)	UNC
Christopher McCann (CM)	D-Code
Jennifer Semple (JS)	Ofgem
Frank Kasibante (FK)	National Grid ESO
Lauren Preston (LP)	National Grid ESO

1. WELCOME AND INTRODUCTIONS

The Chair welcomed attendees to the meeting.

Apologies were made for the absence of Talia Lattimore from IGT UNC.

2. MEETING 40 MINUTES 12/07

MF noted that JS submitted an amendment to the minutes from the meeting on 12 July 2022, clarifying Ofgem's position on the use of a standard modification proposal template rather than a principles-based guidance document. TP advised there were no other changes to the meeting minutes.

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)	Guidance for completing proposal forms shared by KV 14 June 2022.	10 May 2022	Closed
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	Updated table shared, KV awaiting information. DT confirmed release start and finish times. JG confirmed pre the last meeting there was no specific release times.	14 June 2022	Closed
40/01 12 July 2022	Compile suggested principles from each Code and submit for agreement at the next CACoP meeting.	MF	Agenda item 6.	09 August 2022	Open
40/02 12 July 2022	Codes to provide FM with details of nominated representatives for their Release process and Technical process	All	FM to send invites to KV, IM, DT, ML and MF.	22 July 2022	Open
40/03 12 July 2022	Provide a draft of the July 2022 newsletter with the post-meeting documentation	MF	Draft provided on 15 July 2022. One comment received. Newsletter published on 25 July 2022.	15 July 2022	Closed
40/04 12 July 2022	Provide and all Codes to complete a Survey Proposal table	MF	Reminder provided to all Codes.	09 August 2022 06 September 2022	Open
40/05 12 July 2022	Provide website data for the Forum to review against success criteria.	TL	Information being collated – to be circulated soon. Invoices for website build to be submitted to Codes within a week of the meeting.	09 August 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	Currently not workable – will remain under continuous review.	31 May 2022 TBC	Propose to close
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	Already part of internal processes but improvements have been introduced.	12 August 2022	Propose to close
38-0305/04 3 May 2022	Codes to look at ways of digitalising their online platforms	All relevant Codes	TL is investigating but advised that any change would require a contract extension as it is dependent on expanding the scope of IGT UNC duties. No further update.	12 July 2022 Ongoing	Open

The Forum **NOTED** the updates.

4. CROSS-CODE STEERING GROUP UPDATES

CB provided a summary of the changes raised since the last meeting and advised that none had been identified as having cross-code impacts. CB noted that R0057 (raised under the REC) is not currently anticipated to have a cross-code impact, but that it is worth the Forum keeping an eye on it as the change develops.

CB also advised that following a recent workshop the Cross-Code Steering Group (CCSG) intends to run a test case for more collaborative working, by attempting to streamline into one process and documentation set.

5. DIGITALISED WHOLE SYSTEM TECHNICAL CODE

TP introduced FK and LP, who presented an update on the digitalised Whole System Technical Code (dWSTC).

FK summarised the project's timeline to date, including consultations with industry and the formation of the Code Steering Group. FK noted that scope has been approved for three workstreams: the Digitalisation workstream, the Alignment, Simplification and Rationalisation (ASR) workstream, and the Training & Guidance workstream. FK advised the project is now moving into its delivery period, scheduled to last until 2026.

FK also noted two other workstreams which are not currently in scope: Code Consolidation, which is on hold pending BEIS/Ofgem progress with the Energy Code Reform, and the Security and Quality of Supply Standard (SQSS) workstream which currently has no support from industry.

FK advised that the ASR workstream has invited collaboration from Grid Code and Distribution Code Administrators, holding two working group sessions to review Operating Code No.2 and identify areas of improvement. The workstream has also agreed to prepare and send out a Code User survey, and will continue to collate all ASR ideas generated from both industry and the ASR team in order to develop a strawman solution which can be tested against.

LP advised that the Digitalisation workstream has assembled a technical team consisting of Product Owner, Business Analyst and User Experience Designer, and has completed initial impact assessments to inform its project plan. The workstream is taking a three-phase approach to User research including survey, focus groups and individual interviews. The survey, sent to all subscribers to the Code Administrator distribution lists for Distribution Code and Grid Code, has now been completed, and focus groups will be publicised shortly. Through findings from its User research, the workstream will develop requirements for a prototype and intends to develop the solution design by H1 of 2023.

FK and LP agreed to forward invitations to the CACoP Forum members to attend the next focus group meeting on 16 August 2022.

6. CODE PRINCIPLES

MF provided an update on which Codes had submitted their change proposal forms and associated guidance documents. DT requested clarification on the aims of agreeing principles for the basis of proposer guidance. JG queried whether this approach was worth pursuing currently, as the steer from Ofgem was that a standard change proposal form should be used across all Codes. JS agreed that Ofgem wished to see evidence that a standard change proposal form was undesirable to Code Users before it would consider the benefits of principle-based guidance.

DT noted that the Codes' change proposal forms may be more closely aligned than the Forum has presumed, and that the main differences may be in their presentation. CB agreed to collate and analyse the differences between each Code's proposal forms and bring the findings to the September meeting.

Action 41/01: All Codes to provide change proposal forms and associated guidance to CB as soon as possible; CB to assess differences and present findings at September meeting.

7. ASSIGNING TASK OWNERS

TP raised items for the Forum to review ownership and ensure broader actions are being carried forward.

The Forum agreed that the Forward Work Plan couldn't have one owner, and that it was the responsibility of the entire Forum to ensure this was discussed periodically and the smaller actions necessary to achieve the wider targets assigned and completed.

TP advised that CB had previously noted the CACoP Horizon Scanner document was overdue to be updated and queried who would coordinate this activity. JG advised they believed this was managed by Elexon. IM noted this and agreed to investigate, as they are new to the Forum and unfamiliar with this action. All Codes agreed to update their relevant sections of the Horizon Scanner before the next meeting.

Action 41/02: All Codes to provide their updates to the Horizon Scanner document by **Monday 5 September 2022**.

8. ANY OTHER BUSINESS, SUMMARY AND MEETING CLOSE

Lessons Learnt Log

FM advised that as part of the ongoing work to assess the impacts of aligning Code release dates they have created a lessons learnt log and invited Codes to submit any information about what went well or what could have been improved when implementing cross-Code changes.

MF queried whether submissions would be welcome which relate to single-Code changes, if the Code Administrator felt the lessons would be valuable for others. FM confirmed they would.

CB advised they would discuss the log with the CCSG and request their input.

CACoP Forum distribution list

TP displayed the current distribution list for CACoP Forum communications and requested input from each of the Code representatives on whether any of these required amending. Each Code provided updated contacts, and several Code representatives (CB, JS and MF) agreed to discuss with their teams and confirm back to TP.

Action 41/03: Remaining Codes to confirm correct points of contact and TP to amend distribution list.

Thank you to Jennifer Groome

The Chair noted that this would be JG's final CACoP Forum meeting, as ML will be taking over as the representative for CUSC, Grid Code and STC. The Chair expressed thanks on behalf of the Forum for JG's valuable input during their time with the Forum, and wished them all the best with their future plans.

The next CACoP Forum meeting will be held on 13 September 2022.

The Chair thanked everyone for attending and closed the meeting.