

CACoP Forum meeting 42

13 September, 10:00 – 13:00 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
Chris Arnold (CA)	BSC
Milly Lewis (ML)	CUSC, Grid Code, STC
Dylan Townsend (DT)	DCUSA
Yvonne Reid-Healy (YR-H)	UNC
Christopher McCann (CM)	D-Code
Jennifer Semple (JS)	Ofgem

1. WELCOME AND INTRODUCTIONS

The Chair welcomed attendees to the meeting.

Apologies were made for the absence of Ivar Macsween (IM) from BSC and Talia Lattimore (TL) and Sandra Fawzy (SF) from IGT UNC.

2. MEETING 41 MINUTES 09/08

MF noted that SF submitted an amendment to the minutes from the meeting on 9 August 2022, advising that action 40/05 should be attributed to TL rather than TP. TP advised there were no other comments on 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
40/01 12 July 2022	Compile suggested principles from each Code and submit for agreement at the next CACoP meeting.	MF	Agreed to investigate uniform proposal form.	09 August 2022	Closed
40/02 12 July 2022	Codes to provide FM with details of nominated representatives for their Release process and Technical process	All	FM has sent invites to KV, IM, DT, ML and MF.	22 July 2022	Closed
40/04 12 July 2022	Provide and all Codes to complete a Survey Proposal table	MF	Reminder provided to all Codes.	06 September 2022	Closed
40/05 12 July 2022	Provide website data for the Forum to review against success criteria.	TL	TL to update with the August stats and validate – intending to send with meeting minutes	21 September 2022	Open
41/01 9 August 2022	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.	All	Item 5	13 September 2022	Closed
41/02	All Codes to provide their updates to the Horizon Scanner document	All	Mixed progress; all Codes agreed to confirm updates by October meeting	11 October 2022	Open
41/03	Remaining Codes to check points of contact for distribution list	CB, JS, MF		13 September 2022	Closed

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.	TBC	Closed
38-0305/02 3 May 2022	The UNC to ensure the communications sent out regarding changes are made clearer for stakeholders, using	UNC	Already part of internal processes but improvements have been introduced.	12 August 2022	Closed

Start date.	Action	Action Owner	Update	Deadline	Status
	dedicated distribution lists where appropriate and looking at email templates to ensure consistency.				
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.	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. CB specifically noted that Ofgem have requested that BSC address an issue with voltage charging in P432.

DT advised that DCUSA may have interest in MP206 (SEC) and R0064 (REC). MF confirmed they would check with the SEC representative on the Cross-Code Steering Group (CCSG) to ensure there was no interest in 819 (UNC) and to ask if MP162 (SEC) needed to return to the CCSG.

CA noted that Elexon has set up an issues group to look at credit arrangements and asked if this was something other Codes were discussing internally. DT advised there was a live DCUSA change relating to credit arrangements in Supplier of Last Resort (SoLR) scenarios.

ML noted that GC156 – a modification being jointly progressed between Grid Code and D-Code – is proceeding to the working group stage and legal text is being drafted which may have impacts on CUSC. CA queried when the working groups would close; ML advised mid-October, following which reports would be distributed and a CUSC modification raised off the back of the 'Markets' subgroup work. CM confirmed there are D-Code representatives on the GC156 working group but they will have no specific updates prior to consultation responses being received.

ML also advised there is likely to be a cross-Code change raised in the coming months looking into offshore generation.

CB advised that following a recent workshop the CCSG is assessing the consultations process as part of the ongoing efforts to improve cross-Code working.

5. CODE CHANGE ANALYSIS

CB shared a matrix with the Forum showing shared characteristics across different Code change proposal forms.

MF confirmed the SEC process by which Proposers are not initially asked to provide all of the same information as was covered in the matrix, but develops this within the modification report with the assistance of the Proposer and the relevant technical experts and sub-committees.

JS confirmed that Ofgem doesn't require any further information from the Forum unless it proposes to make changes to the existing change proposal format.

TP summarised the action taken by stating that the analysis undertaken by the CACoP Forum has given confidence that its members are meeting their obligations under Principle 2 and that any divergence from a standardised proposal form is due to digitalisation of processes. Codes are to continue looking at best practice and listening to feedback from Users to ensure their needs are being met.

Action 42/01: CM to send proposal form to CB to be incorporated into the matrix and distributed as final to all Codes.

6. CODE SURVEYS

MF advised that feedback had been received from several members with suggestions for CACoP guidance on Code surveys. MF advised they will draft this into a guidance document, share with members prior to the next meeting and capture any feedback at the meeting before publishing.

Action 42/02: MF to provide guidance document to members prior to the October CACoP meeting.

7. CODE IMPROVEMENTS SHARING

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

TP presented the REC's Change Management Improvement Plan. This included the promotion of 'change lifecycle' statistics, showing an average lifecycle lower than the industry average. DT and CA queried the source of the changes and the sample size used for the averages. TP noted the feedback and advised this would be considered in future publications.

TP advised that a review of the REC process documentation had resulted in a reduction from four documents to three, as well as the removal of duplicated and unnecessary materials. The REC has agreed new priority weightings to ensure the right criteria are driving change forward, and will raise a new change to the REC drafting to include processes for fast-track and housekeeping changes.

TP noted that the REC intends to hold a new operational working group, open to all Parties, to discuss data cleanse activities, change process pain points and sharing of knowledge and best practice. ML asked if it was known what kind of Parties and how many were intending to attend the

operational group. TP advised that it is open to all Parties but if the numbers are high enough the meeting could be parsed into groups to ensure that those who raise the issues are well represented.

TP also advised that the planning phase for longer-term changes is underway.

8. HORIZON SCANNER DOCUMENT

TP advised there is more work to be done by several Codes to bring the Horizon Scanner document fully up to date.

ML queried what level of detail Codes are expected to provide within the document, and how frequently the updates are required. ML and CA also asked if there is a demand for this work, since it has not been updated in some time. CB shared these concerns and suggested that maybe this should sit at a Code level rather than a CACoP level.

DT advised that the document was originally updated quarterly, and queried whether it might be more beneficial to provide a monthly report to Panel rather than the broader view given by the Horizon Scanner.

TP provided some data on download rates following the last Horizon Scanner update. In the month the updated document was published it was downloaded 17 times. This dropped to 11 times the month after and continued downwards over the following months.

TP agreed to catch up with former CACoP Forum members who were present for the introduction of the Horizon Scanner document to validate its purpose and the demand for it.

ML noted that they saw value in maintaining the document but queried the detail that is currently included. ML agreed to share suggested revisions to the template.

Action 42/03: TP to catch up with former CACoP Forum members to validate the purpose of introducing the Horizon Scanner.

Action 43/03: ML to share revised template and all Codes to provide feedback.

9. CODE CHANGE LANDSCAPE

MF advised that the Smart Energy Code Administrator and Secretariat (SECAS) took an action from a SEC Change Board meeting to explore the broader Code change landscape and asked the Forum to consider what might be done in this space that isn't already covered by the actions of the CCSG, the CACoP and the maintenance of the Horizon Scanner document.

ML suggested several things that individual Codes could do, including:

- recording potential cross-Code impacts on the change proposal form and in the 'critical friend' process with the Proposer;

- ensuring cross-Code impacts are drawn out for consideration at all modification working groups;
- maintenance of a cross-Code tracker to be checked by Code Panel representatives;
- cross-Code impacts logged against modifications on internal change trackers;
- monthly catch-ups with Panel representatives to manage any pushback.

MF agreed to discuss adopting these initiatives for the SEC and to report back to the Forum with the outcomes of any discussions.

10. ANY OTHER BUSINESS

CACoP newsletter

MF advised that the next edition of the CACoP newsletter will be published next month (October 2022) and requested suggestions for content. CB suggested that an update be provided on the Market-wide Half Hourly Settlement (MHHS) programme; MF agreed to include this.

Aligning Release dates

FM advised that multiple Codes had advised of their internal decision to not make the permanent move to their scheduled release dates, and therefore it would be inefficient for them to attend the planned detailed impact assessment sessions. FM proposed that without the input of all Codes this action could not proceed and has come to its natural closure.

CA highlighted that the discussions on this issue have been ongoing for a long time, during which BSC has undertaken comprehensive stakeholder research and uncovered no benefits to aligning release dates. CA noted that the consultations also contained a lot of detail on impacts and potential blockers which made the benefits of further work unclear.

FM advised that subsequent work undertaken with the REC and BSC was a high-level impact assessment, and that the next stage was to conduct the detailed impact assessments to determine greater detail on benefits and blockers. FM advised that the work so far had identified a potential for costs in changes to commercial contracts and while there were some potential benefits these were not tangible. FM advised that if Code Administrators have decided internally that they won't change release dates then we cannot continue with the assessments.

CB noted that the concern remains around the implementation of changes affecting dual fuel Suppliers where the changes are released on different days. FM believed any issues would be mitigated during impact assessments and consultations with Parties in the progression of individual changes. CB queried whether this would work on a case-by-case basis with set release dates. CA advised this concern was covered in the high-level impact assessments and there was no feedback which suggested this way of working would cause issues.

FM further stated that Codes have flexibility to set implementation dates as needed; if a specific cross-Code change requires a non-standard release date this is already possible.

TP requested all Forum members to confirm they were happy to close the action to investigate aligning release dates with the outcome that all Codes have given sufficient consideration to the proposal, but that due to certain Codes providing evidence of little or no expected benefit and the inability to proceed without the engagement of all Codes, the decision has been reached to leave scheduled release dates as they are.

All Codes responded in the affirmative, except CB (REC) who abstained on the basis that they are not responsible for their Code's releases. CA (BSC) specified that they were happy to close the action on the basis that the high-level impact assessments were sufficient to determine that no further work was required.

The next CACoP Forum meeting will be held on 11 October 2022.

The Chair thanked everyone for attending and closed the meeting.