

Paper Reference	CACoP_46_1402_05
Action	For Decision

CACoP Forum approach for 2023

1. SECTION HEADING

This paper sets out the intended approach for the Code Administration Code of Practice (CACoP) Forum for 2023, provides the updated terms of reference to reflect this, and provides the proposed dynamic Forum work plan for adoption moving forward. The CACoP Forum is invited to agree this approach and the updated terms of reference and agree items to add to the work plan.

2. THE FORUM'S PURPOSE

The Forum was originally established to provide a place for the Code Administrators subject to the CACoP to discuss how to better work together and achieve the Principles the CACoP sets out. The Forum is not required by the CACoP or within the relevant Energy Codes; instead, it was established at the initiative of the Code Administrators at the time.

Over time, the CACoP Forum has become seen by external Parties as the authority group for progressing cross-Code changes. With the Cross-Code Steering Group (CCSG) now formally established under the relevant Energy Codes for that purpose, this presents an opportunity for the CACoP Forum to focus more on its original intent as a more 'informal' discussion and knowledge-sharing group. We note that these types of items have tended to be seen as the most successful and valuable by members both recently and in previous years.

3. APPROACH FOR 2023

We intend for the CACoP Forum to place more focus on sharing knowledge, ways of working and lessons learnt, to help improve consistency between our processes and procedures for the benefit of our customers. We also note the upcoming Code Reform and Consolidation work and believe that the Forum can help with this by working with the Authority to progress initiatives to support the principles and aspirations of this work. We will be discussing Code Reform and how the Forum can support with this with Ofgem at this meeting. We therefore believe these areas should be added as Forum objectives.

We will be asking members to proactively bring forward such items for discussion and be prepared to be open when discussing topics in meetings. We also ask members to be open to taking forward

and implementing others' ideas and lessons, to help improve consistency between the different Codes' processes for the benefit of industry participants.

To facilitate this, the Forum agreed in December 2022 to move to a bi-monthly frequency in 2023. This will allow members more time between meetings to prepare for upcoming discussions and follow up or deliver any outputs and actions from previous meetings. We note a concern that members may not make use of this time and continue to leave things until close to the subsequent meeting. We will therefore be taking a more active role between meetings to work with and follow up with members on actions and work items.

The current approach around membership is for each Energy Code to send one representative. We recognise that the potential range of topics we could discuss may mean this person may not be the best placed person to effectively contribute to all topics. We have therefore proposed that Energy Codes may instead have multiple representatives, sending those to each meeting who would be best placed to contribute to the topics on the agenda.

All members need to actively contribute for the Forum to be successful. We note a tendency previously for a lot of the preparation and subsequent work on items and discussion pieces to fall on the Chair. This places additional pressure on the Chair, whose main role is to make sure meetings take place successfully and to facilitate discussions. We will therefore be ensuring that the lead for work items and other discussion pieces are shared across members this year, to better balance the load. We ask members who raise items for discussion to be prepared to take the lead or for other Energy Codes to volunteer to work collaboratively on progressing work on those between meetings.

We have updated the terms of reference to reflect these changes, which are attached to this paper. We are asking the Forum to approve these changes.

4. DYNAMIC WORK PLAN

In previous years, the Forum has agreed a work plan at the start of the year, setting out around half-a-dozen work items members proposed be progressed that year. We consider that a more flexible and dynamic approach be taken moving forward. Rather than a single plan agreed once a year, we will be implementing a dynamic work plan. Items can be raised by members at any point and added to the plan (along with expected timescales). The Chair and the Forum will also periodically review the plan to determine the schedule for taking each item forward and ensure that those currently being worked on remain on track for completion. This will also be published on the website with the Forum's agreement. This will enable a more flexible approach to taking work forward, allowing the Forum to continually review the items that will add value and ensure these can be prioritised.

We have attached the proposed dynamic work plan to this paper. We invite any further items members wish to add to this, which can then be planned out for subsequent meetings. Once agreed, we will publish this on the CACoP website.

5. DISCUSSION OF CROSS-CODE CHANGES

The CCSG was established in September 2021 and its terms of reference is a document managed under the Retail Energy Code (REC). This group's main objectives are to assess each Modification raised under relevant Energy Codes for potential cross-Code impacts. Where such impacts are identified, the CCSG will assign a 'lead Code' and ensure all relevant Parties and service providers input to the change.

The CACoP Forum has also received a standing update on cross-Code changes. To improve efficiency, we intend to separate cross-Code changes out such that the CCSG takes sole responsibility for reviewing and discussing 'day-to-day' cross-Code change business. We therefore intend to remove this from the CACoP Forum's scope.

However, the CCSG currently only considers changes raised under the Balancing and Settlement Code (BSC), the Distribution Connection and Use of System Agreement (DCUSA), the Independent Gas Transporters Uniform Network Code (IGT UNC), the REC, the Smart Energy Code (SEC) and the Uniform Network Code (UNC). It does not consider changes from or impacts on the Connection and Use of System Code (CUSC), the Distribution Code, the Grid Code or the System Operator Transmission Owner Code (STC). This means that the CCSG would be unable to fully consider cross-Code impacts across all the CACoP Codes, as we would envision it doing. To remedy this, we intend that the CACoP Forum Chair will work with the REC to incorporate the remaining CACoP Codes into the CCSG, as changes to the CCSG's terms of reference will require a REC Change Proposal.

We considered whether the Central Modifications Register and Horizon Scanner should also move to become CCSG products. However, after discussion with the REC, we consider that these should remain classed as Forum products for the time being. This is because these items cover a wider scope of work than just cross-Code changes, which would be wider than the current scope of the CCSG.

6. RECOMMENDATIONS

The CACoP Forum is invited to:

- **AGREE** the approach for the CACoP Forum for 2023;
- **AGREE** the updates to the terms of reference; and
- **AGREE** further items to add to the dynamic work plan.

David Kemp

CACoP Forum Chair

7 February 2023

Attachments:

- **Attachment A:** CACoP Forum terms of reference v4.1
- **Attachment B:** CACoP Forum dynamic work plan