

CACoP Forum meeting 49

15 August 2023, 10:00 – 12:15

Teleconference

Minutes

Attendee	Representing
David Kemp (DK)	Forum Chair
Bamidele J-Luis (BJL)	Forum Secretary
Ivar Macsween (IMa)	BSC
Milly Lewis (ML)	CUSC, Grid Code, STC
Dylan Townsend (DT)	DCUSA
Isaac Moore (IMo)	IGT UNC
Colette Baldwin (CB)	REC
Bradley Baker (BB) <i>(part meeting)</i>	SEC
Yvonne Reid-Healy (YRH)	UNC
Jennifer Semple (JS)	Ofgem
Michelle Awosoga (MA) <i>(part meeting)</i>	SECAS
Tracy Hardy (TH) <i>(part meeting)</i>	RECCo
Ian Drummond (ID) <i>(part meeting)</i>	DCC
Adhir Ramdarshan (AR) <i>(part meeting)</i>	DCC
Molly Hall (MH)	Gemserv – observing

WELCOME AND INTRODUCTION

The Chair welcomed attendees to the meeting.

The Chair noted apologies from Charlotte Riddick and Christopher McCann.

1. ACTIONS UPDATE

Ref	Action	Discussion	Outcome
47/04	The Chair and RECCo to review the support the Forum can provide on the Open Data & Consumer Consent project	The Forum noted the update and agreed to close the action.	Closed

Ref	Action	Discussion	Outcome
	after the Code Administrator workshop has taken place.		
48/01	The BSC (IMa) to confirm to the Chair if the Forum had agreed not to take forward any changes last year in relation to work item 8.	The Forum noted the update and agreed to close the action.	Closed
48/02	The BSC (IMa) to carry out a review of the Horizon Scanner document and to present this to the Forum at the August 2023 Forum meeting	IMa presented the updated Horizon Scanner containing the updates that had been received from some Codes prior to the meeting to the Forum. Please see item 5 for more details. The Forum agreed to close this action.	Closed
48/03	Gemserv (DK) to review the website layout to improve visibility of the news and newsletter pages	The Forum noted the update and agreed to close the action.	Closed
48/04	Ofgem (JS) to provide a view on the future of the CACoP document following the completion of the Code Reform programme.	The Forum noted the update and agreed to close the action.	Closed
48/05	Forum members to inform the Secretary of any dates that they would not be available for if the Forum meeting date was changed.	The Forum noted the update and agreed to close the action.	Closed
45/06	The Secretary to issue a doodle poll to Forum members seeking availability across shortlisted dates for the Forum meetings to be rescheduled to.	The Forum noted the update and agreed to close the action.	Closed
48/07	The Secretary to add the CCSG meeting dates into the CACoP website calendar	The Forum noted the update and agreed to close this action.	Closed

The Forum **NOTED** the updates and **AGREED** the actions marked 'Propose to Close' can be closed.

2. WORK PLAN UPDATE

The Chair presented the Work Plan update and shared the latest progress on items. The Chair reminded members that feedback on all areas mentioned was welcomed.

The next major update for Code Reform would be the upcoming consultations in the winter.

DT requested an item be added to look at the approaches taken to managing the lists of Code Parties and the distribution lists for communications, to share best practice that other Codes may

have on these. This is to avoid correspondence delays and to allow issues to be resolved by the right departments. The Chair agreed to add this to the work plan.

The Forum:

- **REVIEWED** the progress of items on the work plan; and
- **AGREED** the schedule and next steps for work items.

3. CACOP NEWSLETTER ITEMS

MA updated the Forum on the items to be included in the September 2023 CACoP Newsletter. The following items are currently planned to be included:

- An update on the market-wide half-hourly settlement (MHHS) programme
- An update on the Cross-Code Steering Group (CCSG)
- A piece about the CACoP survey
- A piece on the Forum's input to the Open Data & Consumer Consent work
- The latest update and outputs from the CACoP Forum, including the updated CACoP Forum work plan and the latest CACoP products

Members were encouraged to raise any additional items.

CB sought clarity on the information that was required for the CCSG item. MA noted they were anticipating an update on the group and any key activities it has been undertaking. DT noted positive feedback they had received for the cross-Code engagement on the Future System Operator (FSO) work and considered this work should also be highlighted in the newsletter.

The Chair requested that any content and additional items should be sent to SECAS by Friday 1 September.

MA also reminded members of the CACoP Forum's LinkedIn platform and encouraged members to follow this and to highlight this to others to do the same.

The Forum **AGREED** the items to include in the September 2023 Newsletter and who will provide these.

4. OPEN DATA & CONSUMER CONSENT PROJECT

TH provided an update on the Open Data & Consumer Consent project.

The discovery phase was completed at the end of March 2023, and the collated data was being reviewed in the metadata catalogue. The data was separated into four clarifications: always open data; conditionally open data; personal data items; and prohibited data items (this wording may be changed to restricted). The phase one paper was recently published on the RECCo website and has been shared with members. The next version of the metadata catalogue is expected to be available

by the end of August 2023. RECCo has also raised two REC Change Proposals which aim to simplify the ways data is accessed. TH agreed to return to the Forum at its October 2023 meeting to provide a full update.

The Forum had no comments and questions. The Chair thanked TH for the update.

The Forum **NOTED** the update.

5. HORIZON SCANNER UPDATES

IMa presented the updated Horizon Scanner document following a call for input sent out to members and took the Forum through the changes received so far. IMa noted that updates had not been received from all the Codes and requested that those that had not yet responded to do so within the next few days. DT requested the document be resent without the items that had been agreed to be removed to make it clearer when providing further input, which IMa agreed to do.

ACTION 49/01: Forum Members that did not provide updates to the Horizon Scanner prior to the meeting to provide these to the BSC by Tuesday 22 August

ACTION 49/02: The BSC (IMa) to finalise the Horizon Scanner with the remaining updates for publication on the CACoP website

IMa asked members if they had any comments on the changed format of the document. The Forum was content with the document as it is currently laid out.

The Forum:

- **REVIEWED** the updated Horizon Scanner; and
- **AGREED** to publish this following the updates being received from the remaining Codes.

6. PROPOSED NEW CACoP PRINCIPLES

The Chair presented an update on the proposed new CACoP principles discussed at the previous Forum meeting covering assessments of the impact of Modifications on consumers and on net zero, and on supporting on Code Reform. Some feedback had been received on these from members, which the Chair felt should be discussed as a group before the CACoP survey is issued.

DT highlighted the proposed assessments of the impacts on consumers and net zero, with concerns that these would not be considered in the decisions made by the Authority. JS clarified that during the decision-making process for a Modification, Ofgem assesses the suitability of the proposed solution and considers if the change aligns with its principal objectives and statutory duties. JS also noted that Ofgem agreed with the proposed changes and stated that creating clear principles with supplementary guidance on compliance would provide clarity and consistency across Code Modifications.

ML noted that they do a high-level assessment currently as parts of the benefits assessment on a change, but asked at what point a review on the impacts on net zero would be completed. They also

asked how this may work for consequential Modifications. They considered that if these assessments were to be codified the wording needed to ensure flexibility and that the approach could be adhered to.

The Chair proposed that some wording on completing these assessments on a 'best endeavours' basis be added. The Forum supported proceeding to consultation on this principle if that change was included, with several Codes noting they already do these assessments. DT was content with this, although also noted that the DCUSA operates differently to other Codes in that the decision on Modifications is made by Parties not by the Code Panel.

YRH queried the overlap between the net zero assessment and the current assessment on the impacts of a change on greenhouse gas emissions. They also noted that if changes were made then the common Modification template may need to be reviewed. The Chair acknowledged this and considered that the Forum could review the template following Ofgem's decision on introducing the principle.

ML queried the proposed changes to Principle 8 and sought clarity on the definition of 'central systems'. Other members considered these would be systems such as the Central Switching Service (CSS), the REC systems, the Data Transfer Service (DTS) and Elexon's central settlement systems. CB considered it would be different for each Code and didn't want to define this too prescriptively but felt each Code would have a good understanding of what a central system was for them. DT noted that the DCUSA does not have any central systems.

ML was concerned that removing 'seek to' from two of the guidance points would inadvertently result in the National Grid ESO Code Administrator being required to do more analysis on the impacts of change on wider systems. The Forum agreed to revise the wording to retain these words.

ML queried the Modification process timetable listed in the common Modification process section. They agreed with the flow of steps in the table but considered that many of the expected timescales are not currently achieved by many Codes. Several other members agreed with this, noting these haven't been properly reviewed since the CACoP was first issued. The Forum initially considered simply removing this table but felt there was benefit in retaining this. The Chair requested each Code review the timescales and provide an updated view for their Code to them. The Chair will then collate these and prepare a revised set of timescales for the document, which members will be asked to review outside of the meeting. The Forum agreed to this approach.

ACTION 49/03: Each Code Administrator to review the Modification process timetable in the CACoP document and provide an updated view on the timescales for their Code(s) to the Chair by Friday 25 August

ACTION 49/04: The Chair to circulate proposed Modification process timescales to include in the CACoP document to members for comment before the CACoP survey is issued

The Chair noted that this would delay the CACoP survey being issued. They would like to keep the survey open for at least six weeks, and so it is unlikely this will close in time for the October 2023 Forum meeting. The Chair recommended the Forum decide at the October 2023 meeting whether to wait until December 2023 to review the responses or schedule an ad-hoc meeting in November 2023 to do this. The Forum agreed with this approach.

The Forum:

- **REVIEWED** the proposed changes to the CACoP document to be issued for consultation in the CACoP survey; and
- **AGREED** the next steps and timeline for issuing these for consultation.

7. MEETING DAY CHANGE REQUEST

The Chair provided an update on the meeting day change request discussed at the previous meeting. There was no universally supported date in the poll responses, but the first Friday of the month was the best supported. The Chair asked members if they would support moving the meetings to the first Friday of the month, or if they would prefer leaving these on the second Tuesday. All members agreed they could accommodate moving these meetings to the first Friday of the month, and so agreed to this change. Members requested the meetings continue to be held in the morning.

This will mean the remaining Forum meetings for 2023 will now be on Friday 6 October 2023 and Friday 1 December 2023, and will continue to start at 10:00.

ACTION 49/05: The Secretary to revise the remaining CACoP Forum meeting invites for 2023 to the first Friday of the month

JS thanked the Forum for accommodating this change.

The Forum **AGREED** to change the Forum meeting dates to the first Friday of the month.

8. CSS INCIDENT OVERVIEW AND NEXT STEPS

ID presented an update on the recent incident with the CSS and the next steps.

ID highlighted that there was one major incident on 6 July 2023 which had a large impact and affected over 200,000 different transactions in the switching service. 193,000 switching and 8,000 registration messages were affected. This was a result of the business continuity and disaster recovery fail back, where a data replication issue matching two databases together was unsuccessful. Three of the switches required further investigation while the others were rectified. The data reconciliation process has taken place to ensure that data records match. It was stated that the incident and initial cause would be explored at the REC Performance Assurance Board (PAB) on the 5 September 2023, with updates to relevant Code Panels also being made at their September 2023 meetings.

The Forum had no comments or questions. The Chair thanked ID for the update.

The Forum **NOTED** the update.

9. ANY OTHER BUSINESS

ML queried the FSO Code Change Process (CCP) call for volunteers, requesting further understanding of what was being asked of Code Administrators. The Chair understood that Ofgem was seeking a representative from each Code Administrator for the workgroup and also thoughts on suitable candidates for the other seats. However, they suggested reaching out to Ofgem for further clarity.

SUMMARY AND MEETING CLOSE

The next CACoP Forum meeting will be held on Friday 6 October 2023.

The Chair thanked everyone for attending and inputting to the discussions and closed the meeting.