

DRAFT TERMS OF REFERENCE – CODE BODY MEETING

1. General terms and objectives

- 1.1 These are standard terms of reference as agreed by the member organisations and will apply to all Code Body meetings. The members may change these terms of reference from time to time, subject to full agreement of the members. Members shall act in accordance with these terms of reference.
- 1.2 The objective of the Code Body meetings is to achieve greater co-ordination across Codes for identifying and delivering strategic change that benefits consumers and competition.
- 1.3 This will be achieved by:
 - a) developing and maintaining a horizon scanning document for major cross industry change;
 - b) providing updates on forecasted and existing Modifications that are strategically important [in future, as included within Ofgem's Strategic Direction] or impact multiple codes;
 - c) identifying changes and initiatives where cross code groups should be established and proposing these to relevant Code panels;
 - d) identifying initiatives to improve the transparency and user participation in the industry code processes;
 - e) annually reviewing and consulting on the Code Administration Code of Practice (CACoP) [or, regularly reviewing performance against the CACOP and identifying improvements in ways of working.]

2. Duties of members

- 2.1 In conducting its business, the group shall:
 - a) operate in a manner that is consistent with the CACoP principles;
 - b) be guided by Ofgem's future Strategic Direction; and
 - c) work with their relevant Code Panel(s) to implement cross Code initiatives and improvements to code users.
- 2.2 Each member agrees that they will be available to attend group meetings and to carry out work outside meetings as necessary, including but not limited to, confirming meeting availability, reviewing documents and completing actions by the deadline agreed by the group.
- 2.3 Members shall inform the secretary if they do not wish to continue as a member of the group.

3. Membership

3.1 Chairman and secretary

- 3.2 The group shall have a chair who shall be a person nominated by the members.
- 3.3 The group shall have a secretary who shall be a person nominated by the chair.
- 3.4 The chair and the secretary may appoint an alternate to attend a meeting in their place.

3.5 Members

- 3.6 The Workgroup shall comprise of at least one member from each Code Body. The code bodies are:
 - [Data Communications Company]
 - Electralink

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- ELEXON
- Energy Networks Association
- Gemserv
- Joint Office of Gas Transporters
- National Grid
- [Xoserve]

[Group to discuss whether the impact of changes should be considered on a Code Administrator basis or end to end basis.]

- 3.7 The group member shall have relevant suitable experience relating to their area of work, the CACoP and change mechanisms and have the authority to act as a conduit between the Code Body meeting and their organisations/relevant Panels.
- 3.8 The group member may appoint an alternate to attend a meeting in their place.
- 3.9 An Ofgem representative will also attend the meetings to:
- a) encourage participation in line with the CACoP;
 - b) where appropriate, provide a strategic steer in advance of setting its future Strategic Direction.

3.10 Impacted and interested third parties/users

- 3.11 Third parties who are impacted and/or interested by cross Code issues and governance may also attend meetings. Attendance must be notified in advance to the secretary.

4. Meetings

4.1 General

- 4.2 Meetings will be held monthly, unless cancelled by agreement of the members.
- 4.3 Any meeting of the group shall be convened by the secretary by notice to each member setting out the date, time and place of the meeting. These details shall be circulated to all members via email. Meetings will be held at a time and place agreed by the chair.
- 4.4 Meetings will be held in open session, except:
- a) in the case of a meeting held by telephone conference; or
 - b) where there is material which is confidential, as agreed by the Chair, in which case that part of the meeting will be held in closed session.

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- 4.5 Where the chair considers it appropriate, a meeting of the group may be held by telephone conference call (or other similar means). Any decisions taken at such a meeting shall be considered equally as valid as decisions made at meetings conducted in person.
- 4.6 An agenda and any supporting material for the meeting will be issued to group members 3 working days in advance of the meeting.
- 4.7 The proceedings of a meeting of the group shall not be invalidated by the accidental omission to send notice of the meeting or any of the accompanying agenda or supporting material to, or any failure to receive the same by, any person entitled to receive such notice or items.

4.8 Quorum

- 4.9 A meeting of the group is quorate if at least half of the Code Bodies are in attendance.