

Cross Code Self-Governance Guidance

INTRODUCTION

This document has been prepared by the Code Administrators to provide you with guidance on assessing whether a Modification¹ should follow the self-governance route. Below you can find information on self-governance processes and the support that is available to you when progressing a Modification.

TYPES OF CHANGES

Within industry codes change processes, a Modification can be progressed under the following pathways:

- A self-governance route (where Authority consent is not required)²;
- A route which involves Authority consent (before implementation of a solution); or
- An Authority led route (such as changes arising through a Significant Code Review).

Modifications to industry codes should be assessed as to whether they require Authority Consent, i.e. why they are material. If you consider a Modification as material, you must provide reasons for this. The self-governance criteria for each code provide the basis on which to assess whether a Modification should follow the self-governance route or if it is material.

GUIDANCE ON MATTERS THAT MIGHT GIVE RISE TO MATERIAL IMPACTS

Each code has its own materiality criteria. However, a number of the materiality criteria are similar or standard across codes. To help assist you in determining whether a Modification is material and should therefore require Authority consent, the following table offers guidance on those matters that might give rise to material impacts in relation to the standard materiality criteria:

Effect on	Likely to be material (and so require Authority Consent) if your proposal:
Existing or future consumers	<ul style="list-style-type: none">• Changes any activity being considered by a Significant Code Review;• Changes any process/ obligation required for the delivery of Ofgem's Strategic Work Plan (or Strategic Direction); or• Materially increases costs that are passed on to consumers, or may be in the future.
Competition between code parties/users	<ul style="list-style-type: none">• Reduces competition, or choice, in the market;• Prevents code parties/users competing on equal terms; or• Significantly increases complexity of processes (where this

¹ Some codes refer to modifications as Change Proposals.

² Following Ofgem's CGR3 Final Proposals the self-governance route should be the default for all changes across all codes.

	potentially leads to confusion for consumers).
One Party/User or a class of Parties or Users	<ul style="list-style-type: none"> • Entails one or more code parties/users to incur significant additional costs (e.g. > £100k in any one year); • Introduces different treatment according to class of parties; or • Creates, modifies or transfers obligations or rights between a class of parties.
Provisions of the code including the change process	<ul style="list-style-type: none"> • Reduces the rights of industry parties to be engaged in proposed changes to the code; • Changes provisions relating to the constitution or composition of the code Panel or Change Board and the obligations placed on its members (collectively and individually); • Changes the decision-making capacity of the code Panel or Change Board in relation to Modifications; • Changes any decision-making capacity of the Authority; • Changes any decision making capacity of the code Board; • Changes any provisions relating to the constitution of the code company, including vires finances and liabilities; or • Changes provisions relating to the constitution of the code Board of Directors, the powers that the code affords to Board members (collectively and individually) and the accountability of Board members.

Some materiality criteria are specific to the provisions within certain codes. To help you assess your modification against specific materiality criteria further guidance on each code (where appropriate) can be found using the links provided by each Code Administrator (Appendix A below).

PROGRESSION OF A SELF-GOVERNANCE MODIFICATION

All modifications follow a standard Change Process, of which the key processes have been listed below:

- i. where appropriate, the pre-modification process;
- ii. new Modification submitted to the Panel or a Change Board for approval into the Change Process;
- iii. once approved for progression, the modification progresses to the Change Report phase or is issued to a Working Group for development. Most self-governance changes go straight to the Change Report phase due to the solution often already being defined by the Proposer; however, the Panel or Change Board may direct that a Modification be progressed by a Working Group to develop the legal text (where required);

- iv. after finalising the Modification solution, the Modification and Change Report is submitted to the Panel or Board for Voting approval;
- v. Change Report issued to Parties;
- vi. the panel (or in some cases code parties) makes a decision on whether the change should be implemented; and
- vii. the decision on whether to implement the modification is circulated to code parties.

WHEN TO SEEK HELP

There are a number of situations in which the Code Administrator may assist you in providing further guidance in raising a Modification, including:

- If you would like to better understand the Change Process and what information you need to include in the Modification form;
- If you would like to seek wider views on your change from other industry participants before formally raising it;
- If you have an issue and you are unsure what the solution to it should be;
- If you would like help to refine your proposed solution; or
- If you would like to request data or information from other industry participants (e.g. the extent to which they experience the same issue that you do).

WHERE TO FIND SUPPORT

If you would like general support with regards to the Change Process, then please contact the relevant code team via one of the dedicated helpdesks, as set out in Appendix A.

Ofgem has published guidance on the process for appealing a self-governance decision. It is available at:

<https://www.ofgem.gov.uk/publications-and-updates/ofgem-guidance-self-governance-modification-appeals-process>

APPENDIX A - CONTACTS

Balancing and Settlement Code (BSC) – electricity	
ELEXON Ltd	
Email	BSC.change@elexon.co.uk
Call	020 7380 4100
Website	www.elexon.co.uk
Code Specific Guidance at:	https://www.elexon.co.uk/change/

Connection and Use of System Code (CUSC) – electricity	
National Grid Electricity Transmission plc	
Email	CUSC.team@nationalgrid.com
Website	www2.nationalgrid.com/UK/Industry-information/Electricity-codes/
Code Specific Guidance at:	

Distribution Code (DCode) – electricity	
Energy Network Association	
Email	dcode@energynetworks.org
Call	020 7706 5124
Website	www.dcode.org.uk
Code Specific Guidance at:	

Distribution Connection Use of System Agreement (DCUSA) – electricity	
Electralink	
Email	dcusa@electralink.co.uk
Call	020 7432 3017
Website	www.dcusa.co.uk
Code Specific Guidance at:	

Grid Code – electricity	
National Grid Electricity Transmission plc	
Email	grid.code@nationalgrid.com

Grid Code – electricity

National Grid Electricity Transmission plc

Website www2.nationalgrid.com/UK/Industry-information/Electricity-codes/

Code Specific
Guidance at:

iGT Uniform Network Code (iGT UNC) – gas

Gemserv Ltd

Email iGTUNC@gemserv.com

Call 020 7090 1044

Code Specific
Guidance at:

Master Registration Agreement (MRA) – electricity

Gemserv Ltd

Email mrahelpdesk@gemserv.com

Call 020 7090 1029

Website www.MRASCO.com

Code Specific
Guidance at:

Smart Energy Code (SEC) – electricity & gas

Gemserv Ltd

Email SECAS@gemserv.com

Call 020 7090 7755 (SECAS Helpdesk)

Website www.smartenergycodecompany.co.uk

Code Specific
Guidance at: <https://www.smartenergycodecompany.co.uk/modifications/about-modifications>

Supply Point Administration Agreement (SPAA) – gas

ElectraLink

Email spaa@electraLink.co.uk

Call 020 7432 3005

Website www.SPAA.co.uk

Supply Point Administration Agreement (SPAA) – gas	
ElectraLink	
Code Specific Guidance at:	

System Operator – Transmission Owner Code (STC) – electricity	
National Grid Electricity Transmission plc	
Email	STCTeam@nationalgrid.com
Website	www2.nationalgrid.com/UK/Industry-information/Electricity-codes/

Uniform Network Code (UNC) – gas	
Joint Office of Gas Transporters	
Email	enquiries@gasgovernance.co.uk
Call	0121 288 2107
Website	www.gasgovernance.co.uk
Code Specific Guidance at:	http://www.gasgovernance.co.uk/sites/default/files/UNC%20–%20Self%20Governance%20Guidance%20v1.0_1.pdf