

Paper Reference	CACoP Website Proposal_180319_05
Action	For Decision

Code Administrators Code of Practice central website

1. Objective

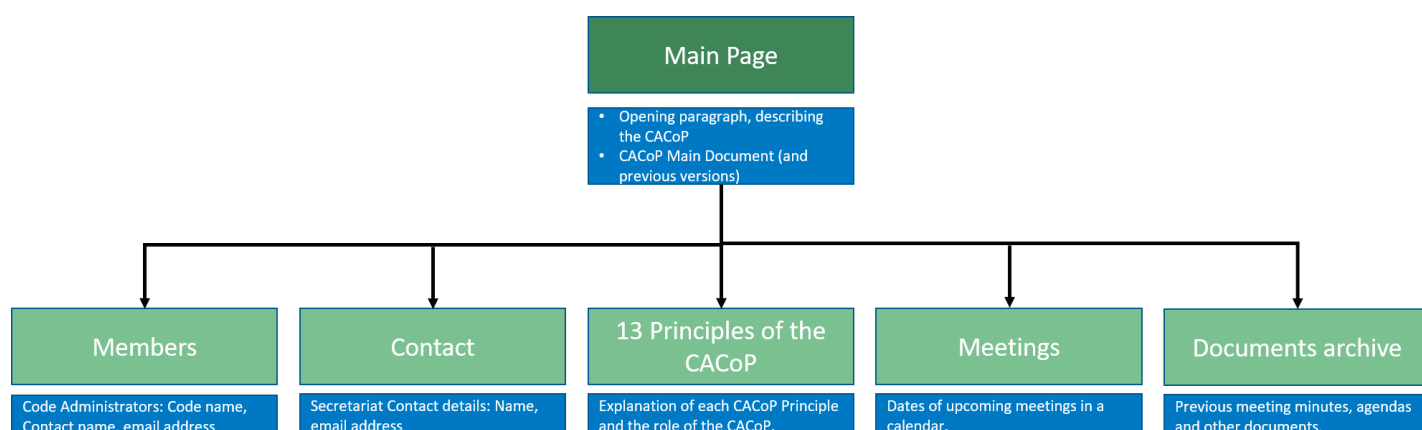
- 1.1 At the 29 January 2018 meeting, the DCUSA Code Administrator discussed that the CACoP should have its own, centrally held website. This had followed stakeholder feedback requesting a single source where users could access:
 - More information about the CACoP and topics under discussion;
 - Increased transparency of Cross-Code Issues;
 - A calendar of cross-code meetings;
 - The central modifications register; and
 - Contact information for Code Administrators.
- 1.2 As requested at the meeting, this paper presents the scope for the CACoP website, with a description of what information the website would hold and how long it would take to create the site following agreement of the group.

2. Scope

- 2.1 Having assessed the requirements, we have identified that a simple website would be sufficient to deliver the core objectives and that the end to end process, including drafting of the requirements specification, development of the technical specification, design, build and testing phases, would take eight weeks to complete.
- 2.2 We have identified the following key areas for inclusion on the site:
 - Welcome page: Paragraph on the role of the CACoP, a PDF copy of the CACoP document for quick reference and, links to the other pages to appear at the top of the page (they will appear at the top of every page).
 - Meetings: Calendar of upcoming meeting dates;
 - 13 CACoP Principles: This will detail the principles of CACoP held within the document, for easy reference.
 - Contact: Contact details for the Secretariat, encouraging visitors to the website to ask questions.
 - Members: Detail of the membership of the CACoP by Code, with names and contact information.

- Document Archive: minutes and agendas of past meetings, to include all other meeting documentation.

2.3 A layout map for the website can be found below:



2.4 It is proposed that the cost of building the website will be shared evenly between all the CACoP Members. Responsibility for maintenance of the site will rotate with the CACoP Secretariat every 12 months.

3. Recommendation

3.1 Members are invited to provide feedback on the proposed scope of the website and seek confirmation from their Code Panel's that they are willing to support this initiative.

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