Meeting Session	DCUSA Panel (Open Session)
Paper Reference	Panel_2022_0817_07_CACoP Headline Report
Action	For Information

Code Administrators Code of Practice (CACoP) Update

This paper provides an update to the DCUSA Panel on the work being undertaken by the CACoP Forum.

1. Background

1.1 The CACoP was established following Ofgem's Code Governance Review in 2015, with the aim of ensuring a consistent approach and level of service is delivered by all Code Administrators. The CACoP contains 14 principles to facilitate convergence and transparency in all aspects of Code Administration, particularly focused on ensuring ease of understanding and engagement with the Code change processes. CACoP promotes accessibility, working to improve regulatory engagement with all parties operating in the energy market as well as considering consumers interests.

1.2 This paper is produced by the DCUSA representative on the CACoP Group, to update the DCUSA Panel on meeting discussions and actions arising. It should be noted that the DCUSA representative is normally Richard Colwill but that the August meeting was attended by Dylan Townsend.

2. Update

2.1 The latest CACoP meeting was held on Tuesday, 09 August 2022 and the following items were discussed:

- Last meeting's minutes and review of actions
- Cross-Code Steering Group (CCSG) and cross-code changes update
- Ofgem to update on any significant reviews
- Whole System Technical Code Project update on the progress of the dWSTC project.
- Code Principles for Modification Proposal / Change Proposal form template - to share suggested principles for agreement
- Assigning Task Owners: Horizon Scanner, Forward Work plan, Release etc.

1.2 The following items are highlighted to the Panel as being of likely interest:

Code Principles for Modification Proposal form templates

2.2 The discussion centred around wanting to understand Ofgem's expectations of the previous decision that Change Proposal forms should be consistent across the codes by way of a standardised template. The forum has been discussing moving towards achieving consistency through a set of principles rather than the standardised template due to some divergence between the codes in use of the template. Another reason for the potential change in approach was because of the move towards a more digital way of working, where some codes, like the REC, have an online only form as a way of submitting a change/modification and thus don't use the standard template.

2.3 Ofgem provided a view that any move away from the standardised template should be carefully considered with Code Administrators basing such a move on evidence that shows code stakeholders have been considered and where it can be showed to be a better approach as compared to the status quo.

2.4 Given the above, it was agreed that the forum would not seek to further evaluate the use of a set of principles in place of the standardised template and instead would submit our current templates so we could understand what level of divergence had actually taken place since they were implemented in 2016.

Digitalised Whole System Technical Code (dWSTC)

2.5 Update from the ESO regarding the dWSTC project that they have been working on cover the following points:

What they have done so far

- Collated a scope based on stakeholder feedback to date
- Assembled a small technical team consisting of Product Owner, Business Analyst and User Experience Designer
- Completed initial impact assessments to inform project planning
- Agreement to work in partnership with ENA

What they are doing now

- 3 phased approach to user research including survey, focus groups and individual interviews
- Survey was sent to all subscribers to the Code Administrator distribution lists for Distribution Code and Grid Code
- Focus Groups to be publicised imminently, with regular sessions scheduled for coming months

What they will do next

- Iterative development of prototype through User Research findings
- Findings from User Research to inform and refine requirements
- Development of solution design by Spring 2023

AOB - INVOICE FOR THE CACoP WEBSITE DEVELOPMENT

2.6 It was noted that during 2021, the CACoP website was developed and has been live now for getting close to a year and that an invoice was expected to be issued to the individuals codes in the coming week or so related to the development of the website.

3. Action

3.1 The DCUSA Panel is invited to:

- **NOTE** the content of this paper.

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CACoP Communications Matrix

Communications Matrix

Please see below a CACoP Communications Matrix, with useful links to the CACoP products.

Communication/ Product	Purpose	Medium	Frequency
CACoP Meetings/ CACoP Principles	As part of Ofgem's Code Governance Review the Code Administrator Code of Practice was established which aims to provide a consistent approach and level of service across associated code modifications. It contains 14 principles to facilitate convergence and transparency in code Modification processes and to help protect the interests of small market participants and consumers. The CACoP Principles can be found **here**. Minutes from CACoP meetings can be found **here**.	Face to face/ Teleconference	Monthly
CACoP Newsletter	The CACoP Newsletter provides an overview on recent CACoP activities. The latest newsletter can be found at the following **link**. If you would like to sign-up to the newsletter, visit the link above, open the latest newsletter and click on the link within the newsletter.	Online/ Email	Quarterly
CACoP Central Modification Register	The Central Modification Register details the changes across the Codes and their potential impacts on each other. The Central Modification Register can be found **here**.	Online	Monthly
CACoP Horizon Scan	The Horizon Scan provides the Code Administrators combined view of the key the key legislative and regulatory changes expected to impact the industry. The latest Horizon Scan can be found **here**.	Online	Monthly