CACoP Forum meeting 14

12 May 2020, 10:00 - 13:00

Teleconference

Minutes

Attendee	Representing
Paul Rocke (PR) *(Chair)*	IGT UNC
Holly Burton (HBu) *(Secretary)*	SEC
David Kemp (DK)	SEC
Eugene Asante (EA) *(part)*	MRA
Matthew Woolliscroft (MW)	BSC
Kirsten Shilling (KS)	CUSC, Grid Code, STC
Helen Bennett (HB)	UNC
Neil Brinkley (NB) *(part)*	SPAA
Richard Colwill (RC)	DCUSA
Natasha Voysey (NV)	ElectraLink
Elliot Firth (EF)	ElectraLink
Jonathan Coe (JC)	Ofgem
Steven Steer (SS)	Ofgem
Miriam Atkin (MA)	Gemserv

1.   WELCOME AND INTRODUCTIONS

The Chair welcomed attendees to the meeting.

2.   MEETING 13 MINUTES

The Chair noted one set of comments was received for the minutes from CACoP meeting 13 which have been incorporated into the minutes and circulated as a tracked changed version. The Forum approved the minutes as modified.

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3. ACTIONS UPDATE

Ref	Action	Update and subsequent discussions	Status
10/02	Gemserv to confirm to ElectraLink if it would be willing to contribute to the cost of the central CACoP website	It was noted in meeting 11 that this is dependent on other factors, including whether other Code Administrators will be contributing. A decision will be made once more details are available. This action will remain on-hold.	Open
10/05	Each Code Administrator to provide information on its market entry process to the Joint Office	This has been superseded by 12/05. This action can now be closed.	Closed
11/05	Each Code Administrator to consider what steps are needed to bring the REC into the process for identifying cross-Code impact.	It was noted in meeting 12 that the integration of the REC would be expedited once Code Managers are appointed beyond June 2020. Elizabeth Lawlor has confirmed a Cross Code Steering Group (CCSG) will be established when the REC goes live and that will be the mechanism for assessing the cross-Code impact of REC change proposals. This action will remain open until decisions have been confirmed.	Open
11/06	ElectraLink to prepare a paper providing the justification, solution and business case for a central CACoP website.	NB apologised to the Forum regarding the delay to preparing a paper providing justification for a central CACoP website. The paper has not yet been progressed, ElectraLink does not see this as a critical activity given the current situation, and so this will be deferred until a later month. The Chair (PR) proposed that Gemserv could adopt this action in order to ensure that momentum on the development of a website business case was not lost. NB agreed this was a sensible approach; however, he requested to first hold an offline discussion with Fraser Mathieson and the Chair to discuss forward ideas.	Open
12/03	National Grid ESO to forward its new templates to the Joint Office	It was confirmed that National Grid ESO provided their new template to the Joint Office offline. HB confirmed this was received, therefore this action can now be closed.	Closed

Ref	Action	Update and subsequent discussions	Status
12/04	The Joint Office to circulate the current Market Entry Guidance Note to the Forum	The Secretary circulated the Market Entry Guidance Note to the Forum on behalf of the Joint Office, requesting for feedback to be sent to HB by Thursday 30 April 2020. This action can now be closed.	Closed
12/05	Forum members to review and provide feedback on the draft Market Entry Guidance Note to help shape discussion at the next meeting	Feedback has been received from several Code Administrators in relation to the Market Entry Guidance Note which has been sent to HB and Loraine O'Shaughnessy for review. This action can now be closed.	Closed
12/07	Code Administrators to consider how their proposal forms can be simplified	An update was provided under Agenda Item 7 to discuss the scope of an ad-hoc workshop to simply Proposal Forms across the board. The view is to confirm when this should be held and what is expected of Code Administrators. Once a date has been confirmed, a paper will be drafted and circulated noting the intended outcomes. This action can now be closed.	Closed
13/01	The Chair to collate potential survey questions to send to Ofgem	The CACoP Chair confirmed no items from Code Administrators have been received to date. Questions raised for consideration from previous meetings are as follows: 1) What do respondents believe is meant by a Code Administrator being a 'Critical Friend'? 2) What are respondents' views on the CACoP Products? (CMR, Horizon Scanner, Newsletter) JC clarified at the last CACoP meeting that work on the survey has been put on hold due to the impact of COVID-19. Ofgem has raised concerns regarding the length of the survey already, and whether adding additional questions to the survey would be beneficial. JC agreed to forward the above questions within Ofgem for consideration even though there is limited appetite to include additional questions at this stage. HB agreed question one regarding 'Critical Friend' would be beneficial to include within the survey. The second question about views on CACoP product could potentially be missed by Users. The Forum proposed to re-word the second question to make more targeted for Users,	Open

Ref	Action	Update and subsequent discussions	Status
		such as 'do you use/are you aware' and if so 'are they beneficial'. MW noted whether there was a risk from the open ended-ness of the first question, in that a User may respond with high expectations for being a 'Critical Friend' which is far more than what Code Administrators can and are willing to provide as this role. PR agreed there are discrepancies within Codes and what is expected of them, but the Forum needs to draw out and understand these before it can take appropriate action. If this is the case, Codes can then explore why the discrepancy is there and can work towards standardising the expectations. HB requested for the presented slide deck to be circulated post-meeting for reference.	
13/02	EA to liaise with Gemserv/Ofgem Representatives working on the REC programme to seek clarity on Data Transfer Catalogue (DTC) governance during the REC transition period and circulate a response to the Forum.	A response was circulated to the CACoP Forum by the Secretary on 4 May 2020. EA summarised there will be a space for DTC changes subsequent to the June 2020 release, but these will need to meet Ofgem's high bar criteria for changes. Ofgem has confirmed that moving forward, any changes to the DTC will be submitted for review and to ascertain whether this affects the SCR. All changes up to February 2021 will be considered by the MRA, up until the REC takes ownership of the DTC in April 2021. PR noted while there is no working group set up under the REC to explore change, Ofgem expects existing code workgroups to develop changes and manage smooth transition of in-flight solutions. This action can now be closed.	Closed
13/03	Gemserv to prepare a plan for the potential engagement day in June 2020, confirming the scope, outcome and feasible timelines.	An update was provided under Agenda Item 9.	Open

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Ref	Action	Update and subsequent discussions	Status
13/04	The Chair to provide a clear instruction for Forum members on what they need to look at when reviewing each of their Modification proposal forms ahead of an ad-hoc workshop.	An update was provided under Agenda Item 7. This action can now be closed.	Closed
13/05	Ofgem to produce a paper highlighting the specific objectives and outcomes of a potential workshop in order for Code Administrators to seek the right subject matter experts to attend.	Ofgem (JC) has confirmed a workshop is no longer required. Instead, SS provided an introductory update on approach to data under Agenda Item 8. This action can now be closed.	Closed
13/06	CACoP Administrators to inform the Secretary of any final updates or changes to the CACoP document by 12pm on Thursday 16 April 2020.	Updates were received from CACoP Administrators which have since been incorporated into the CACoP Document. JC advised Ofgem is taking a pragmatic approach to publications in light of COVID-19 therefore, this document will look to be published within the next week. Once received from Ofgem, this document will be circulated to Code Administrators. This action can now be closed. *Post-meeting note: Ofgem published the document on 14 May 2020. The Secretary subsequently circulated a note to the Forum informing them they can now update their websites.*	Closed

Action 14/01: ElectraLink (NB) to hold an offline discussion with the Chair to discuss how Gemserv can assist with exploring and creating a business case for the Central CACoP Website.

Action 14/02: The Secretary (HBu) to circulate the meeting slide deck to Forum members for reference.

4.   CODE UPDATES

Each Code Administrator representative provided an update on notable activities under their Code(s).

MRA

EA provided the following updates:

- The MRA Development Board (MDB) recently discussed MAP CP 0328 'Earlier initiation of Supplier Agreed Meter Readings process' which was initially raised to reduce the time a Supplier can invoke the process to chase missing Change of Supply Reads from 30 Working Days to 15 Working Days. This is a BSC-led change which will require changes to MAP08 and has been issued for Impact Assessment (IA). There was an initial concern due to COVID-19 causing a delay to the equivalent BSC Change Proposal (CP). MDB voted to accept the MAP CP on 30 April 2020 with an implementation date of November 2020.

- The most recent Issue Resolution Expert Group (IREG) considered MRA CP0262 'Web based solution for sending customer information securely'. This CP seeks to mandate all parties to send escalations and operational queries which include personal data via a web-based platform (the Secure Data Exchange Portal (SDEP)) rather than via email. Parties voiced concerns noting it would be prudent to delay the June 2020 implementation date to allow additional time to plan for onboarding and transition. Subsequently, four CPs were raised which were granted urgent status on 29 April 2020. These changes were issued for five Working Day IAs with the view to vote at an extraordinary MDB meeting on Wednesday 13 May 2020. Two of these CPs proposed to delay the implementation date to November 2020 with the other two proposing alternatives to delay the implementation date to August 2020. The voting on equivalent changes under the SPAA are taking place on 12 May 2020, which could affect the voting at the MDB on 13 May 2020.

- IREG also considered MIF 318 'D0350 Notification of DCC Services at Metering Point Location'. It agreed that a request for information (RFI) should be issued to the industry to understand and provide examples of how the D0350 flow is used. In particular, looking at the DCC service flags and how they are used. Responses of the RFI will be reviewed to ascertain whether this flow should be retired or if information found in the DCC service flag should be included elsewhere, e.g. within ECOES.

SPAA

NB provided the following updates:

- The concerns raised with the implementation date for the SDEP noted above are also being progressed under the SPAA.

- SCP 486 'Exempting Large Gas Meters from Display Requirements' seeks to introduce an exemption for Large Gas Meters from the Register Digit requirements that were implemented through SCP 457 'Standardising the Number of Register Digits (A0121) for SMETS2 Meters'. This has been raised to support SEC Modification Proposal MP101 'Large Gas Meter Displays'. This is expected to be voted upon by the SPAA Change Board on Tuesday 12 May 2020. The expected implementation date for this modification is 26 June 2020.

- Concerns were raised regarding COVID-19 specifically against Theft and Gas arrangements in the SPAA and the DCUSA. It was noted there was an impact on Parties not being able to meet their obligations within Schedule 39 ' Gas Theft Incentive Scheme'. Two derogations

have been raised and were put forward as SPAA-wide derogations. British Gas has raised a two-month derogation from activities within the incentive scheme, with a proposal to review and potentially request another derogation. Gazprom has requested a 12 month derogation meaning there will be no scheme this year; this will return under the REC or under extended SPAA services if REC does not go live on 1 April 2021. The SPAA Executive Committee is scheduled to meet on Monday 18 May 2020 to rationalize these derogations and determine which if any should be taken forward. One option noted was to approve the British Gas option, and defer a decision on the Gazprom option until later in case an extension is needed.

DCUSA

RC provided the following updates:

- DCP350 'Creation of Embedded Capacity Registers' which seeks to require each DNO and IDNO to create a public register of all sites that use their networks and influence the operation of the GB power market was approved by the DCUSA Panel and has since been sent to Ofgem. DCUSA is expecting to receive the Authority's decision by the end of June 2020, and if approved this modification will come into effect 10 Working Days following approval.

- DCP364 'Provision of Information on Suppliers Emergency Metering Service Provisions' requires Supplier Parties to provide and maintain up to date information on their emergency metering service provisions. This CP is currently out for consultation and is deemed a Part 2 matter.

- Four consultations have been released in relation to the Targeted Charging Review (TCR) implementation. These are looking to be progressed to Change Report in June 2020. The Forum was requested to review these consultations via the DCUSA website and contact Dylan Townsend if any of these are of interest.

- Similar Theft derogations have been received to those under the SPAA, and a meeting is scheduled for 12 May 2020 to review two derogation requests. The first request is to delay theft working for a few months based on the current situation with COVID-19; the second requests a 90-day period for Distribution Use of System (DUoS) charges in quarter 2 then 30 days in quarter 3, where Distributors currently have only 14 days to pay these invoices. A similar request was previously raised at the Standard Issues Group where there was a consensus that this should be an industry-wide modification.

BSC

MA provided the following updates:

- P407 'Project MARI' notes the Manually Activated Reserve Initiative (MARI) is the pan-European project to deliver a platform for manually-activated Frequency Restoration Reserve (mFRR) as per Article 20 of the European Balancing Guideline (EBGL). P407 represents the changes to the BSC that are part of the joint ELEXON/National Grid ESO (NGESO) work to enable GB participants to use the platform as well as providing a further balancing product for NGESO. This was raised by National Grid ESO and the Initial Written Assessment will be presented to the BSC Panel on 14 May 2020.

- P408 'Simplifying the Output Usable Data Process' has been raised as a consequential BSC Modification to Grid Code Modification GC0130 'OC2 Change for simplifying 'output useable' data submission and utilising REMIT data'. The modification aims to deliver continued alignment of the Grid Code and BSC processes and improved market transparency and efficiency through provision of additional Output Usable, Margin and Surplus data in the two- to three-year ahead timescale. This has been raised by National Grid ESO with the Initial Written Assessment being presented to the BSC Panel on 14 May 2020.

- P409 'Aligning BMRS Reporting Requirements with the Clean Energy Package' was raised on 12 May 2020 by National Grid ESO. This modification seeks to align the indicative data reporting deadline with the requirements introduced as part of the Clean Energy Package. The BSC's system functionality already aligns to these requirements, going over and above those defined in BSC Section V; P409 will provide clarity to market participants and have no operational impacts.

- Issue 90 'Could Elexon (under BSCco) administrate a tendered Market Maker (tMM)?' has been raised for an Issue Group to review the case for ELEXON, as BSCCo, administrating a tendered Market Maker (tMM) on behalf of the market and, if ELEXON could tender, what sort of service market participants would want a tMM to provide. It is also an opportunity to discuss if ELEXON is not the right party to run a tender for, and administer, a MM, who else could be considered to undertake this role if required. This modification was raised on 5 May 2020, and ELEXON is actively seeking participants to form the Issue Group and intend to hold the first meeting in June 2020.

- P406 Temporary disapplication of Supplier Charge Serials SP08 and SP04 due to COVID-19' proposes that Supplier Charges for the SP08 and SP04 Serials are suspended from the March 2020 Performance Assurance Reporting and Monitoring System (PARMS) reporting period and set to £0, until further notice, to help to support Suppliers cash-flow and enable them to concentrate on business critical activities. The Authority approved this modification on 5 May 2020 and was implemented on 11 May 2020 as part of an ad-hoc BSC Release.

SEC

DK provided the following updates:

- SECMP0046 'Provision of Information on Suppliers Emergency Metering Service Provisions' proposes changes to the SEC to enable electricity Distribution Network Operators to use Smart Meter infrastructure to modify Electric Vehicle charging load within a household. This is in order to avoid the risk of overloading low voltage circuits from secondary substations to properties, and therefore avoid power outages. The Proposer has agreed to raise the corresponding DCUSA Change Proposal to address the governance needed to facilitate this modification. A series of meetings will be held over coming weeks with SECAS, DCUSA, Ofgem and BEIS to agree the way forward, and this modification was discussed at the SEC Modification Working Group meeting on 6 May 2020.

- It was previously noted that SECAS agreed in principle with the MRA that MP077 'DCC Service Flagging' would be targeted for the June 2021 release. The impact will now need to be reviewed in light of updates on the DTC governance in 2021.

- MP101 'Large Meter Gas Displays' proposes to amend Section 4 of the Smart Metering Equipment Technical Specifications (SMETS) to make Large Gas Meters exempt from the User Interface requirements for consumption information. The Modification Report will be reviewed by the SEC Panel on Friday 15 May 2020 with the aim to implement in the November 2020 SEC Release.

CUSC AND GRID CODE

KS provided the following updates:

- As previously noted, the TCR modifications' implementation date have been delayed by one year by Ofgem, meaning the modification timescales for these will now need to be re-profiled with other Codes.

- Prioritisation of CUSC modification still continues, with a large volume of modifications being administrated. Consultation timelines have been extended where appropriate whilst ensuring that no delays are incurred.

- GC0145 has been raised this month in relation to Project MARI.

- GC0143 'Last Resort disconnection of Embedded Generation' sets out that under emergency conditions and as a last resort the Electricity System Operator (ESO) may instruct a Distribution Network Operator (DNO) to disconnect embedded generators connected to its system. The requirement for this is due to the unprecedented societal changes brought about by the COVID-19 pandemic which has led to demands out-turning up to 20% lower than predicted. This modification was raised on 30 April 2020, progressed as Urgent, and implemented on 7 May 2020.

UNC

HB provided the following updates:

- Five urgent modifications relating to COVID-19 have been raised in the past week, three of which were implemented at 5am on 12 May 2020:

  - Modification 0721 'Shipper submitted AQ Corrections during COVID-19' seeks to authorise the Central Data Services Provider (CDSP) to accept requests from Shippers who submit Annual Quantity (AQ) corrections to amend the AQ in response to the changing consumption of the End User as a result of the COVID-19 crisis, by including this as a reason to do so. There is no cross-Code impact but is currently outstanding with Ofgem.

  - Modification 0722 'Allows Users to submit Estimated Meter Reading during COVID-19' seeks to allow Users to submit Estimated Meter Readings as Actual Meter Readings for Non-Daily Meter sites during COVID-19 "lock-down". There is no cross-Code impact and was implemented at 5am on 12 May 2020.

  - Modification 0723 'Use of the Isolation Flag to identify sites with abnormal load reduction during COVID-19 period' seeks to enable Shipper Users to utilise the central systems Isolation flag, under specific circumstance, without warranted activities taking

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place, during a COVID-19 period. Allowing for sites where businesses have closed due to COVID-19 to be excluded from the Annual Quantity (AQ) calculation, and therefore from UIG allocation during the relevant period. This modification was implemented at 5am on 12 May 2020.

- Modification 0724 'Amendment to Ratchet charges during COVID-19 period' proposes to make Ratchet charge changes during COVID-19 period to avoid the application of incentive charges where consumption at specific sites is increased above the agreed booked capacity to support local/national needs during the COVID-19 pandemic. This modification was implemented at 5am on 12 May 2020.

- Modification 0725 'Ability to Reflect the Correct Customer Network Use and System Offtake Quantity (SOQ) During COVID-19' seeks to enable consumers to have their site SOQ updated to more accurately reflect their network use during the COVID-19 pandemic and to authorise the CDSP to temporarily accept Shipper User SOQ update requests outside of the normal period. The deadline for consultation responses closes on 13 May 2020.

- Nine final Modification Reports are being presented to UNC Panel on 22 May 2020.

IGT UNC

PR provided the following updates:

- IGT141U 'Pipeline User submitted AQ Corrections during COVID-19' seeks to authorise the CDSP to accept requests from Pipeline Users who submit AQ corrections to amend the AQ in response to the changing consumption of the end user as a result of the COVID-19 crisis, by including this as a reason to do so. This modification mirrors UNC 0721 and will be voted on by the IGT UNC Panel on 14 May 2020.

- IGT142U 'Allow Users to submit Estimated Meter Reading during COVID-19' seeks to allow Pipeline Users to submit Estimated Meter Readings as Actual Meter Readings for Non-Daily Meter sites during COVID-19 "lock-down". This modification mirrors UNC 0722 and will be voted on by the IGT UNC Panel on 14 May 2020.

- IGT143U 'Use of the Isolation Flag to identify sites with abnormal load reduction during COVID-19 period' seeks to enable Shipper Users to utilise the central systems isolation flag, under specific circumstance, without warranted activities taking place, during a COVID-19 period. Allowing for sites where businesses have closed due to COVID-19 to be excluded from the AQ calculation, and therefore from UIG allocation during the relevant period. This modification mirrors UNC 0723 and will be voted on by the IGT UNC Panel on 14 May 2020.

- IGT140 'Changes to the IGT Panel Rules' has been raised to change the Panel rules to introduce a flexible approach to accommodate where there isn't a full Panel of representatives for either the Pipeline Operators or the Pipeline Users. This change will be reviewed by the Working Group in June 2020.

OFGEM

JC provided the following updates:

- Ofgem is consulting on issues relating to the introduction of market-wide Half Hourly Settlement (MHHS) across the electricity market. Due to the current situation with COVID-19, no deadline for consultation responses is being set at the time of publishing. On 30 April 2020, a drafted Impact Assessment Consultation was circulated for transparency purposes. Alongside this, a paper was circulated to highlight Supplier impacts and clarify data access issues. A deadline, once set, will be given with 10 weeks' notice.

- Ofgem is looking to delay the Retail Code Consolidation (RCC) SCR with the view to issue a decision by the end of this week. A revised plan will be issued alongside this.

- Ofgem no longer plans to release the Switching Programme Consultation in June 2020; this SCR will be pushed back until further notice.

5.   MARKET ENTRY GUIDANCE NOTE

An update was provided by HB. As part of an action raised at the last CACoP meeting, Code Administrators were requested to review the circulated Market Entry Guidance Note and provide feedback to HB by 30 April 2020.

HB highlighted there didn't seem to be any scope attached to this work when picking this up, and noted she wasn't aware of the history. HB proposed that at a future CACoP meeting, the Forum needed to define the scope of the document, agree the intended audience, which will in turn determine what and how much information is to be included, and to agree the governance.

The Chair suggested to revisit the area where the need for this document was raised due to being under the impression that had always been led by the Joint Office. DK noted that the original proposal for this document had arisen last year when the Forum was considering the feedback received from the Engagement Day. The idea was to produce a quick and easy document for new market entrants to pick up any helpful Code links and information to support their market entry. However, it was noted a lot of the Forum's membership has changed since then.

RC questioned whether this document could be linked into the Central CACoP website. He felt there is consensus that this would be a better digital approach that could be split to incorporate different levels of guidance. HB highlighted the importance of Parties having access to one place of contact, whether this being a note, a document or a website. MW underlined the view to keep this document high level, almost like a directory, as the lower level of detail is higher to maintain which could risk both duplication of information and for that information to be out of sync. The Chair replied not only is there a risk of duplicating what information is already displayed but, there is also a risk the document would not be an accurate reflection of reality, if several updates are missed.

Another member (KS) stressed the importance for keeping the document as high level as possible, , this could easily become outdated if a static document. Another key point highlighted that changes to a website would be immediate, whereas changes to a document would require several review

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stages whilst keeping track of version control. Members strongly supported the integration of the guidance into proposed website functionality.

The Chair thanked the Joint Office for their work to date, noting the document provides a solid basis for information that could be added to a central CACoP website. This work can be used to support a business case for this website, with any guidance being provided through there. For now, no further work on guidance will be progressed.

6.   CENTRAL WEBSITE BUSINESS CASE

Based on the update provided for Action 11/06, RC agreed to circulate an email to the Forum post meeting confirming timeframes and next steps.

HB requested that the previous discussion regarding the Market Entry Guidance Note being put forward as a business case for the central website be included in this email.

Action 14/04: ElectraLink (RC) to circulate an email to the CACoP Forum providing an update on timescales and next steps for the central CACoP website business case.

7.   SIMPLIFICATION OF PROPOSAL FORMS

DK noted previous discussions were held as how to Modification proposal forms could be simplified. He proposed scheduling an ad-hoc workshop to discuss the proposal forms and agree a baseline template.

Before agreeing a date, the Chair and DK agreed to send confirmation of the points that Code Administrators should consider before attending. This will give Parties time to deep dive what proposal forms should look like within their Codes. Members are also asked to liaise with their Panels before the next meeting to seek what the baseline level of information should be required within the proposal forms to carry out their expected roles.

HB requested for clarification regarding expected questions being put to the Panel to maintain consistency. The Chair agreed to circulate questions post-meeting to highlight specifically, what is the minimum information a Panel needs on the form to be able to develop a solution.

The Chair noted the next scheduled Forum meeting is on 9 June 2020 and proposed to hold the ad-hoc workshop on the following week, on 16 June 2020 from 10:00 to 12:00. The Forum agreed with this date and time.

Action 14/05: The Secretary (HBu) to schedule the ad-hoc workshop to discuss the simplification of proposal forms for 16 June 2020 between 10:00 – 12:00.

Action 14/06: The Chair (PR) to circulate the questions that Code Administrators need to consider ahead of the proposal forms workshop.

Post Meeting Note: The following questions were circulated to the CACoP Forum on 12 May 2020:

- *What is the minimum amount of information a Proposer would need to provide to allow a modification to be initiated and progressed under your Code? (input should be sought from Code Panels)*

- *How much of this needs to be provided before the modification is raised and how much could be provided later in the process? (input should be sought from Code Panels)*

- *What does your Code currently require a Proposer to provide when raising a modification?*

- *How easy would it be to change these requirements?*

8. USE OF DATA IN THE ENERGY INDUSTRY

SS provided an update in that the use of data was previously raised within the Energy Data task force last year, and the report for this was published in June 2019. Since then, both BEIS and Ofgem have stated their support for the task force's recommendations. They have been working together to bring its recommendations and additional work to realisation.

Ofgem has been focusing on core recommendations whilst liaising with RIIO regulated network companies. Ofgem now has a clear programme in place meaning technical framework discussions can be held with wider industry.

In support of this, Ofgem has been working alongside a newly established Energy Network Association working group.

The aim is to work together to define what tasks should be coordinated by both Codes and the government, and ensure that new government practices does not affect the work being undertaken or that has already been undertaken by the industry. A digital industry is being built, and the industry needs to be co-ordinated in this to ensure it is beneficial for consumers.

The Chair noted the Forum's objectives are aligned to making the Code landscape easier for Parties to navigate, whilst remaining aware of the increasing conversions between industry and data. Discussions at the Forum are often held around the issues and challenges Code Parties face to date, and the Forum plays a strategic role in how they facilitate improving accessibility. The Forum's strategy for 2020 takes the first step to engage in conversations with people through the energy data taskforce on how Ofgem believes there is a vision for changing Codes to have access to data.

RC highlighted interest in sharing energy data, and advised Ofgem to get in touch to share practices. DCP350 arose from the data working group which is the creation of embedded capacity registers. This modification was to help better facilitate the markets with sharing data, and there will be further detailed CACoP discussions alongside other Codes.

SS noted a lot of work has already taken place to make data available. The general feedback from the energy sector highlights it can be a "minefield" for those who are not familiar with the industry. Even a small effort will be valuable to highlight what work has already been done and what services are currently being provided to help the visibility of data.

Work is underway where the NOS are conducting research for what the data service should look like, what it should serve and whether to continue with what the task force are recommending. RC agreed several industry participants seem to raise the subject around the risks of open data. An

example is around what data can be share openly, for example MPAN data being shared with National Grid is very different to this being openly available. Topics regarding the risk of data arose in the data task force. Since then Ofgem has been producing best practice guidance to tackle the issue around structured data triaging processes.

The Chair suggested having a standing agenda item at future CACoP meetings for discussions regarding the use of data in the energy industry. The Chair was content for Ofgem to prepare their own agenda for this slot. He stressed that having foresight of what is going to be discussed not only allows the Forum to make progress but also makes sure the right subject matter experts can attend as the regular members may not be the right people to feed into these discussions.

SS informed the Forum that BEIS is hosting a workshop on 13 May 2020 which looks to discuss modernising energy data with representatives from the following organisations attending:

- BEIS
- Ofgem
- Innovate UK
- Energy Networks Association

SS confirmed there will be future opportunities to review and discuss the programme; this is not a one-off workshop. The Forum noted interest for the workshop being led by BEIS on Wednesday 13 May 2020. Dependent on questions and ideas raised by the Forum, SS agreed to collate some early topics for discussion at the next CACoP Forum meeting.

Action 14/07: The Secretary (HBu) to circulate the webinar link provided by Ofgem for the BEIS-led workshop around the use of data in the energy industry on Wednesday 13 May 2020.

Action 14/08: The Secretary (HBu) to add Use of Data in the Energy Industry as a standing agenda item for all future CACoP meetings and invite Steven Steel to each.

9.   CROSS CODE ENGAGEMENT DAY

The Chair highlighted a paper was previously circulated to the Forum containing a proposal for the Forum to host a cross-Code engagement event in June 2020 to provide an overview of the consequential changes to codes for the RCC SCR.

The original proposal was to organise this event for June 2020 following the planned Spring consultation from Ofgem. Due to the current situation regarding COVID-19, Ofgem has advised it does not plan to release this consultation in the Spring and will instead take a phased approach to releasing documents for review by industry until August 2020.

As such, it was proposed to arrange the event for a later date towards the end of Summer, as a cross-Code engagement day to explain changes being made by the RCC SCR would offer value. It would likely be a web conference meeting with full interaction and recorded for future reference. The Forum was supportive of this approach and requested an agenda and supporting materials be produced so that members could raise this with their Panels. The Chair agreed that, given the support, more detail can now be prepared.

Action 14/09: Gemserv (PR) & (JH) to produce a drafted agenda ahead of a cross-Code engagement day with supporting papers in order for Forum members to seek subject matter experts.

10. COVID 19 ARRANGEMENTS

The Chair noted a letter was issued by Ofgem summarising its priorities and its views on Code activities during COVID-19, specifically highlighting Ofgem publications and statements regarding COVID-19. This letter also explains its views on Code change work related to COVID-19, including its approach to the joint office Ofgem/BEIS Energy Code review.

The Chair noted that business will continue as usual for the Gemserv-managed Codes until otherwise notified. HB confirmed business as usual under the UNC; however, one meeting has been rescheduled due to the volume of Modification Reports needing to be processed. As a result of COVID-19, the UNC has migrated to Microsoft Teams for teleconference calls.

MW confirmed business as usual continues under the BSC, excluding the strategic changes to Supplier Charges and supporting industry through this. Prioritisation changes were raised by Parties which were agreed at the BSC Panel in April 2020 to ensure staggered consultation timelines.

KS noted a similar situation for the NGESO-led Codes, and that they too have moved to Microsoft Teams for teleconferences. The Chair noted that everyone seems to be using Microsoft Teams now, which is good for providing consistency.

Several Forum members agreed that quoracy for some groups has improved since COVID-19 with positive feedback being received.

MA noted in light of the recent letter and recent Government guidance, Gemserv is looking to host a strategic workshop with senior regulatory people, up to director level, to discuss how the industry can be better supported. Outputs can be fed back to the Forum in the coming weeks.

The Forum noted the update.

11. ANY OTHER BUSINESS

MW noted the CACoP Horizon Scanner and apologised that no work had been done on this for a few months. It was agreed that this will be reviewed and updated in the coming weeks before circulating to help shape discussion at a future Forum meeting.

RC noted the DCUSA is in the process of digitising documents, which is the first step of its digitalisation strategy. The first step is to set up the platform which will use either Adobe Frame Maker or WordPress. These platforms are highly established document management processes which provide structure of controlled documents. These will be used as a foundation to build the Code navigator to simplify the user's interaction with complex text. ElectraLink is aware of other technology platforms being used in the market, and was keen to understand if the industry is leaning towards a preferred technology to improve the transition of a digital Code document. RC confirmed the risks of using specified technology is understood and may set a precedent and could seem anti-competitive.

PR noted Gemserv has been working on a digitisation tool 'CodeWorks' that has been rolled out across its Codes. RC questioned the respective output of 'CodeWorks' and whether this included HTML to which MA clarified this platform works to improve search functionality. Individuals can tag data and provide comments which is presented in small sections/clauses. This platform also provides the option to link documents and data to relevant sections within and is an adaptable platform. PR suggested a discussion should be held offline with MA internally to potentially demonstrate the functionality of this tool at a future Forum session.

Action 14/10: Gemserv (PR) & (MA) to investigate and arrange a demonstration of its CodeWorks platform to the Forum at a future meeting.

NB was not concerned about people using different tools as long as the output was consistent, e.g. in HTML. SS noted this was a good example of following best practice rather than strict rules, drawing upon one of the conclusions of the energy data task force.

No further items of business were raised.

12. SUMMARY AND MEETING CLOSE

The Chair confirmed the next meeting would be on 9 June 2020.

The Chair thanked everyone for attending and closed the meeting.