

CACoP Forum meeting 18

8 September 2020, 10:00 – 12:30

Teleconference

Final Minutes

Attendee	Representing
Paul Rocke (PR) (<i>Chair</i>)	IGT UNC (Gemserv)
Holly Burton (HBu) (<i>Secretary</i>)	Gemserv
David Kemp (DK)	SEC
Jessica Davis (JD)	MRA
Jonathan Hawkins (JH) (<i>part</i>)	Gemserv
Miriam Atkin (MA) (<i>part</i>)	Gemserv
Matthew Woolliscroft (MW)	BSC
Jennifer Groome (JG) (<i>part</i>)	CUSC, Grid Code, STC
Helen Bennett (HB)	UNC
Loraine O'Shaughnessy (LOS) (<i>part</i>)	UNC
Richard Colwill (RC)	DCUSA/SPAA
Jonathan Coe (JC)	Ofgem
Greg Johnston (GJ) (<i>part</i>)	Ofgem
Harriet Higgins (HH) (<i>part</i>)	Ofgem
Jon Dixon (JD)	RECCo

1. WELCOME AND INTRODUCTIONS

The Chair welcomed attendees to the meeting.

The Chair noted apologies from Fraser Mathieson (FM), Eugene Asante (EA) and Kirsten Shilling (KS).

2. MEETING 17 MINUTES

The Chair noted no comments were received on the minutes from CACoP meeting 17 which took place on 11 August 2020. The Forum approved the minutes as written.

3. ACTIONS UPDATE

Ref	Action	Update and subsequent discussions	Status
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. This action will remain open and on hold until decisions have been confirmed.	On hold
16/04	The Secretary (HB) to identify possible dates to hold the cross-Code engagement day via webinar in mid-October 2020 that does not impact any industry related meetings.	Code Administrators were reminded on Tuesday 1 September 2020 to provide availability using the ' DoodlePoll ' link previously provided. Since issuing the meeting papers, Ofgem confirmed there could be a potential delay to the Ofgem consultation being released. This would mean the desired date of Thursday 15 October 2020 will most likely be pushed back to November 2020. A further update was held under Agenda Item 9.	Closed
16/09	Gemserv (DK) to produce an article which can be included in the October 2020 CACoP Newsletter that summarises the outcomes of the Forum's discussions on having multiple consultations.	A drafted article will be circulated as part of the draft Newsletter content ahead of the October 2020 CACoP meeting.	Open
17/01	Code Administrators to provide proposed content (using CACoP branding) for their Code updates as part of the engagement day to CACoP@gemserv.com by Tuesday 1 September 2020, with the exception of UNC where it was agreed for slides to be provided by Friday 4 September 2020. These slides are expected to be walked through at the September Forum meeting.	An update was held under Agenda Item 9.	Closed
17/02	Code Administrators to provide details of nominated representatives and presenters that will attend the engagement day in October 2020.	An update was held under Agenda Item 9, where subsequent actions relating to the engagement day were raised.	Closed

Ref	Action	Update and subsequent discussions	Status
17/03	Gemserv (JH and PR) to update the engagement day agenda timings based on outputs from the meeting on 11 August 2020, before providing the finalised agenda to the September 2020 Forum meeting.	Please refer to paper reference 'CACoP_18_0809_10 – Engagement Day (RCC SCR) Draft Agenda' for updated timings. Further discussion were held under Agenda Item 9.	Closed
17/04	Gemserv (JH) to liaise with Ofgem and RECCo Representatives to request engagement at the September CACoP meeting to seek what information they are planning to present, and if they are comfortable to put slides together ahead of the event in October 2020.	Gemserv (JH) has reached out to RECCo and Ofgem to confirm if they are available to attend the next CACoP meeting in September and to present at the scheduled engagement day in October 2020. Andrew Wallace from RECCo has since confirmed he will be attending the engagement day in October alongside the next CACoP meeting in September 2020.	Closed
17/05	The Chair (PR) to forward the Word version of the central CACoP website business case to ElectraLink (FM), in order for FM to include proposed costs associated with the set up.	It was confirmed that the Chair had forwarded the word version business case to ElectraLink. RC highlighted that ElectraLink had not long received updated costs from developers ahead of the meeting, meaning there has not yet been time to digest these costs before incorporating into the business case. RC advised that estimated costs for the website is £40,000 and agreed to provide a Code breakdown cost within the next week.	Closed
17/06	ElectraLink to include a risks and mitigations matrix within the business case by the September 2020 Forum meeting, which will help aid decisions on the business case.	The business case document is currently in progress and the risk/mitigations matrix will be added as requested for review by CACoP members.	Open
17/07	ElectraLink (FM) to provide an update against the Priority Service Register for SPAA by 14 August 2020.	An update on the PSR has been provided to the BSC for inclusion in the Horizon Scanner, noting that the ENA-administered Safeguarding Customers Working Group is currently reviewing whether a new financial 'needs code' should be created for customers suffering with debt.	Closed
17/08	ELEXON (MW) to update the Horizon Scanner before	The Horizon Scanner has been updated and uploaded to the BSC website here .	Closed

Ref	Action	Update and subsequent discussions	Status
	uploading to the BSC website and issuing this to the Forum for wider circulation.	A couple of updates are still outstanding, and will be addressed as part of ongoing reviews. It was agreed that the Horizon Scanner will be discussed at the November CACoP meeting as part of the quarterly review.	

4. CODE UPDATES

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

CUSC AND GRID CODE

JG provided the following updates:

- Five out of the nine of the Targeted Charging Review modifications are currently with the Authority for decision. The other four modifications are out for Code Administration Consultation, which is due to close on 22 September 2020; the final reports will be submitted to Ofgem on 2 October 2020.
- The CUSC is prioritising the progression of [GC147 'Last resort disconnection of Embedded Generation – enduring solution'](#), [GC145 'Updating the Grid Code to include the manually Activated Reserve Initiative \(MARI\)'](#), and [GSR027 'Review of the NETS SQSS Criteria for Frequency Control that drive reserve, response and inertia holding on the GB electricity system'](#) over the next three months.
- [GC0133 'Timely informing of the GB NETS System State condition'](#) will require the Transmission System Operator (TSO) for GB National Grid Electricity System Operator (NGESO) to inform, in a timely manner, the System State condition of the GB National Electricity Transmission System (NETS) to market participants. This modification was sent back by the Authority who has requested further analysis.
- National Grid has updated its modification proposal forms since the previous CACoP led workshop on 30 July 2020. The draft forms have been shared with the Grid Code, CUSC and SQSS Panels who have provided positive feedback. As such, these forms are looking to be published to the National Grid ESO website in the W/C 14 September 2020.

UNC

HB provided the following updates:

- The UNC currently has 31 live modifications, eight of which have cross-Code impacts.
- An update was provided on the six modifications highlighted previously:
 - [UNC 0674 'Performance Assurance Techniques and Controls'](#) seeks to provide an effective framework for the governance of industry performance that gives industry participants mutual assurance in the accuracy of settlement volume allocation. This

modification will be discussed at the UNC Panel meeting next week to request a short extension in order for various documents to be finalised. This will be taken back for approval at the October UNC Panel meeting.

- [UNC 692 'Automatic updates to Meter Read Frequency'](#) seeks to place an obligation on the Central Data Service Provider (CDSP) to automatically update the Meter Read Frequency of a Class 3 or 4 Supply Meter Point to Monthly, if: (a) the Annual Quantity (AQ) increases to 293,000 kWh or above; or (b) the Supply Point Register is updated to show that either Smart or Advanced metering equipment is in place. In addition a one-off exercise will be undertaken to update the Meter Read Frequency of all current registered Supply Meter Points to monthly, where they meet at least one of the two criteria above. This modification is currently with the Authority for decision.
- [UNC 693R 'Treatment of kWh error arising from statutory volume-energy conversion'](#) seeks to review the treatment of the error in kWh that arises from statutory volume-to-energy conversion factors in order to mitigate the impact on gas settlement, reconciliation and AQs. This modification will be discussed at the next Working Group meeting on 24 September 2020 before reporting to the UNC Panel in October 2020.
- [UNC 697S 'Alignment of the UNC TPD Section V5 and the Data Permissions Matrix'](#) seeks to rationalise UNC TPD Section V5 and remove inconsistency with the Data Permissions Matrix. This modification was issued for consultation on 20 August 2020 with final responses due by 11 September 2020, before reporting to the UNC Panel the following week.
- [UNC 710 'CDSP provision of Class 1 read service'](#) proposes that the CDSP provides the Class 1 Supply Meter Point read service. It will remove the Transporter obligation to provide a Daily Read service to Shippers for non-telemetered Class 1 Supply Meter Points. This does not affect arrangements for directly connected telemetered Supply Meter Points on Distribution Network Operators (DNOs) or National Transmission System networks. This modification will be reporting to the UNC Panel in September 2020.
- [UNC 730 'COVID-19 Capacity Retention Process'](#) seeks to allow sites (supply points) isolated in accordance with Modification 0732 (Urgent) 'Use of the Isolation Flag to identify sites with abnormal load reduction during COVID-19 period' to be subject to a rebate of 50% of their LDZ Capacity Costs. The urgent status was rejected by Ofgem and will therefore be taken to the UNC Panel in October 2020.
- [UNC 731S 'Introduction of an Annual Modification Panel Report'](#) seeks to facilitate continuous improvement and ensure the efficient and effective operation of the Modification Panel & Uniform Network Code Committee (UNCC), it is proposed to put in place a requirement for an Annual Report on such matters produced by the Independent Chair of the UNC Modification Panel. This modification will be discussed as part of the next Working Group meeting on 24 September 2020.
- [UNC 734S 'Reporting Valid Confirmed Theft of Gas into Central Systems'](#) seeks to introduce a new process to help ensure that valid confirmed theft data, received from Suppliers, is

appropriately reported into central systems. This modification will be discussed as part of the next Working Group meeting on 24 September 2020.

PR was interested in UNC 7315, and asked if Ofgem had any plans to make use of this information. He noted it can be time consuming to produce reports such as these and wondered what value it would provide and what it would be used for. JC agreed to investigate this within Ofgem ahead of the next meeting.

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. [IGT144U 'Ability to Reflect the Correct Customer Network Use and System Off take 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 IGT UNC has received verbal confirmation from Ofgem that both of these modifications are likely to be rejected, although official letters are yet to be received.
- [IGT135 'Alignment of the IGT UNC Part K and the Data Permissions Matrix'](#) which seeks to rationalise IGT UNC Part K and ensure it aligns with the UNC as well as removing inconsistencies with the Data Permissions Matrix, was issued for a 15 Working Day consultation on 2 September 2020.
- [IGT145 'Transfer of Sites with Low Valid Meter Reading Submission Performance from Classes 2 and 3 into Class 4'](#) seeks to create an obligation for Shippers to move Supply Points with low Valid Meter Reading submission performance from Classes 2 and 3 into Class 4, following a consecutive period of poor performance. This modification was raised by SSE and will be taken for initial consideration by the Working Group on 10 September 2020.
- The IGT UNC Panel is now facing quoracy issues following the end of E.ON's term on the Panel. This is something that has been highlighted to industry over the past months and means that the Panel now only has one Shipper rep out of the three available seats. There is a clause in the Code which means that Panel business can continue; however, the Shipper vote is grossly underrepresented. The IGT UNC is continuing to advertise the roles and is working with Ofgem to find a solution.
- A meeting is being held on 14 September 2020 for Industry to walk through the IGT UNC Significant Code Review (SCR) draft changes ahead of the Panel meeting on 23 September 2020. This will provide an opportunity for input before being signed off at the September meeting ready to submit to the Authority thereafter.

SPAA

RC advised updates will be provided at the October 2020 Forum meeting.

DCUSA

RC provided the following updates:

- [DCP371 'Last Resort Arrangements for Distributors to manage specific Consumer Connected Devices'](#) seeks to provide the governance arrangements regarding Distributors ability to manage Consumer Devices such as EV Charges connected to Smart Meter Infrastructure, to prevent Network overloads in emergency scenarios as a last resort measure. This is a cross-Code impact arising from [SECMP0046 'Allow DNOs to control Electric Vehicle chargers connected to Smart Meter infrastructure'](#). Several Working Groups sessions have taken place to scope views between Distributors and Suppliers.
- [DCP349 'Effectiveness of the current provision of unsecured cover under Schedule 1'](#) seeks to mitigate the financial risk associated with supply business failures by strengthening the criteria around the provision of unsecured cover and protect customers from increased socialised failure costs. A meeting is being held on 30 September 2020 before issuing for consultation.

MRA

JD provided the following updates:

- On 21 August 2020, four CPs were implemented which allowed the Secure Data Exchange Portal (SDEP) to go live:
 - [MRA CP0262 'Web based solution for sending customer information securely'](#)
 - [MAP CP0318 'Introduction of new MRA Agreed Procedure for Crossed Meters'](#)
 - [MAP CP0322 'Changes to existing MAPs required for the implementation of the Secure Data Exchange Portal'](#)
 - [MAP CP0323 'Introduction of new MRA Agreed Procedure for the Secure Data Exchange Portal'](#)

There are a few issues that have been identified with Parties transitioning to the new system/process, which could potentially require some future changes. The MRA is currently impact assessing options for automating communications on the SDEP through the use of robotics and the introduction of an API.

- [MAP CP0337 'Differentiating between Residential and Business queries received via SDEP'](#) seeks to introduce a new mandatory requirement for Suppliers to include whether a Meter Point Administration Number (MPAN) is Domestic or Non-domestic when sending escalations for Erroneous Transfers and Disputed Meter Readings on the SDEP. This modification was presented to the MRA Development Board (MDB) on 27 August 2020 and, will be taken for vote at the MDB meeting on 24 September 2020.
- [MRA CP0268 'UMSO Validation rules in MRA Schedule 9'](#) seeks to amend the registration validation rules in Schedule 9 to improve data quality by only allowing the registration of the Distributors own Unmetered Supply Operator (UMSO) role. There is no BSC change required,

however this does affect the BSC validation requirements within the MRA. This modification is being voted upon at the MDB on 24 September 2020.

- [DTC CP3576 'Introduction of Valid Sets for J0454 \(CT Ratio\) and J0455 \(VT Ratio\)'](#) seeks to amend the Valid Sets for the J0454 and J0455 Data Items to state that the valid values are described by the BSC Agent. This was issued for Impact Assessment before being reported upon at the MDB meeting on 27 August 2020. It was agreed that this Change Proposal needed further development and was not appropriate to vote upon this before knowing the outcome of the equivalent BSC change.
- [DTC CP3578 'Sending UMS HH data from the Meter Administrator to HHDC'](#) seeks to improve the robustness of the process for the submission of unmetered Half Hourly data from the Meter Administrator to the Half Hourly Data Collector (HHDC) by using the D0379 Data Flow. This modification will be voted upon at the MDB meeting on 24 September 2020.

BSC

MW provided the following updates:

- [P412 'Ensuring non-BM Balancing Services providers are responsible for their imbalances'](#) seeks to introduce imbalance charges for non-Balancing Mechanism (BM) Balancing Services providers, where their delivery does not match instructed volumes. This will mean the GB market more effectively meets the requirements of the Clean Energy Package. This modification was raised on 3 September 2020 with the Initial Written Assessment being taken to the BSC Panel for consideration on 10 September 2020.
- [CP1537 'Extending the Timescales for agreeing Technical Assurance of Performance Assurance Parties \(TAPAP\) Findings Reports'](#) seeks to increase the time allowed to respond to a TAPAP findings report from two working days to five working days. It also proposes to clarify the timescale allowed for providing evidence in support of an appeal, providing an additional five working days for this step. This modification was presented to the Performance Assurance Board (PAB) on 27 August 2020, and to the Supplier Volume Allocation Group (SVG) on 1 September 2020. CP1537 was issued for consultation on 7 September 2020 with responses due by 2 October 2020.
- [CP1530 'Introduction of a formalised process for the validation of measurement transformer ratios by Elexon'](#) seeks to create a valid list of transformer ratios and introduce a process, documented in Balancing and Settlement Code Procedure ([BSCP](#)) 515 '[Licensed Distribution](#)', where Licenced Distribution System Operators (LDSOs) submit transformer ratios to ELEXON.
- [CP1531 'Additionally provide the TUoS Report to National Grid ESO at the II Settlement Run'](#) seeks to generate and publish the Transmission Use of System (TUoS) Report (P0210 file) at the Interim Information (II) Settlement Run, and make it available on the ELEXON Portal and deliver to National Grid ESO. The TUoS Report is already generated and published for subsequent Settlement Runs. The assessment report was presented to the SVG at its meeting on 1 September 2020, where the Change Proposal was unanimously approved.
- [P398 'Increasing access to BSC Data'](#) seeks to increase accessibility to data held by ELEXON and BSC Agents. It will better align the BSC with the United Kingdom's Industrial Strategy.

The Assessment Procedure Consultation was issued on 24 August 2020 and is due to close on 14 September 2020. The Workgroup will meet following the consultation to review responses and make its final recommendation for the Panel to consider on 8 October 2020.

- [P375 'Metering behind the Boundary Point'](#) proposes using Metering Equipment 'behind' the defined Boundary Point for Balancing Services ('behind the Meter') for Settlement purposes, rather than the Boundary Point Meter. The Assessment Procedure Consultation was published on 24 August 2020, with responses due by 14 September 2020. Following this, the Workgroup will meet to discuss consultation responses and finalise its recommendations to the BSC Panel, which will consider P375 on 8 October 2020.

PR queried the progress made with the Brexit changes noted at the last meeting. MW responded that ELEXON was waiting for the government to lay the statutory instruments first, so it can ensure the BSC changes align. PR also asked if the REC had been written to account for Brexit. JD responded that a lot of the text had been carried over from the MRA and the SPAA, and so anything reflected in those Codes should be reflected in the REC.

SEC

DK provided the following updates:

- [SECMP0046 'Allow DNOs to control Electric Vehicle chargers connected to Smart Meter infrastructure'](#) proposes changes to the SEC to enable DNOs to use Smart Meter infrastructure to modify Electric Vehicle charging load within a household. The DCUSA is now initiating meetings to discuss the consequential governance changes required for this change. A joint Working Group meeting is going to be held within the next two weeks to finalise views on the impacts.
- [MP077 'DCC Service Flagging'](#) proposes a simple and reliable mechanism for identifying where smart Devices are, or are not, present at a location. This information is necessary for Suppliers to establish whether there is a smart metering system they can communicate with at that location, and for Distributors to correctly handle Alerts. The DCC Impact Assessment will be requested once the Preliminary Assessment has been updated in line with cross-Code impacts from Xoserve and MRA. The MRA has agreed in principle this modification be targeted for the June 2021 Releases, although this is subject to change and will be continually reviewed to ensure this remains appropriate. Xoserve has confirmed that the impacts would be limited to changes to the UK Link Manual to set out guidance surrounding the changes to any flags and consequential impacts on RDPs. To mirror the impacts of this modification, a proposal has been raised through Xoserve to ensure that all impacted Codes facilitate their changes on the same date. This proposal is called XRN 5142 'New Allowable Values for DCC Service Flags in DXI File from DCC', and as of August 2020 is in its Initial Review stage.

OFGEM

JC provided the following updates:

- Ofgem highlighted that the live consultation for the Market-wide Half Hourly Settlement (MHHS) draft Impact Assessment is due to close on 14 September 2020; responses are invited before this deadline.

- JD noted that dates for the Retail Code Consolidation (RCC) have moved based on re-planning in light of various team members being re-deployed. The switching programme has been delayed; the start date of the REC will now be 1 September 2021 as opposed to April 2021. The procedurals leading up to this have been delayed, and Ofgem will be looking to publish a four-to-six week REC v1.1 consultation in October 2020.

5. USE OF DATA IN THE ENERGY INDUSTRY

Ofgem (GJ) noted an invite was previously circulated to the Forum for a webinar being hosted by Ofgem and BEIS on 21 September 2020. This will look to provide deeper context of the modernising energy data programme. This workshop is an opportunity for Code Administrators to make sure that their suggestions and comments regarding rationalising investments in digital infrastructure are heard and that next steps are drawn from this well-informed baseline rather than imperfect information. A number of non-CACoP bodies will be in attendance, such as the DCC, with a focus on organisations with data platform. The focus of the session is getting people together to initiate discussions.

PR queried if the other people that Forum members had identified within their organisations had been invited. GJ believed this was the case, and noted each organisation had at least one person engaging with Ofgem following the invite.

The Forum was informed that [RIIO-2 Draft Determinations for Transmission, Gas Distribution and Electricity System Operator](#) was recently published, and Ofgem are now looking at license conditions within different Companies. Ofgem is considering the right time to consult upon these license conditions and updating the best practice guidance, with January 2021 proving a realistic timeline.

Ofgem has recognised that CACoP Forum members are useful stakeholders that Networks should be considering when looking at their strategies, therefore input is welcomed.

6. OCTOBER 2020 CACOP NEWSLETTER

DK provided an update on the content that is currently being drafted for October's CACoP Newsletter. The following items have been proposed:

- The upcoming RCC SCR Engagement Day
- Cross-Code Working updates:
 - [SECMP0046 'Allow DNOs to control Electric Vehicle chargers connected to Smart Meter infrastructure'](#) and interactions with DCUSA/BSC
- Multiple Consultations update (Action 16/09)
- Principle Focus on CACoP Principle 5 (which relates to pre-modification processes)

DK requested for Code Administrators to send content and any further items to cacop@gemserv.com by 30 September 2020. The draft Newsletter content will then be circulated with papers on 6 October 2020 before the Forum approves the content at the Forum meeting on 13

October 2020. The Chair suggested bringing the target publication date forward so that Industry is aware of the intended Engagement Day, depending on the date this ends up being held on. DK agreed and confirmed this will be reviewed accordingly.

The Chair (PR) noted that by the time the content for this newsletter is due, the new REC managers would have been appointed. He believed there is an opportunity to highlight the strategy for introducing a new Code under the CACoP, and agreed to prepare a draft article for the Newsletter.

ACTION 18/01: Code Administrators to provide cross-Code updates and newsletter items to cacop@gemserv.com by 30 September 2020.

ACTION 18/02: The Chair (PR) to provide content which can be included within the draft Newsletter highlighting a potential strategy for adopting a new Code under the CACoP.

7. CENTRAL CACOP WEBSITE PROGRESSION

RC advised that once ElectraLink is able to break down associated per-Code costs, then the business case can be updated including a risks and mitigations matrix within the business case before finalising and circulating to the Forum.

PR requested the updated business case to be circulated to the Forum for comment by 15 September 2020. Once Forum members had commented offline, the business case should then be circulated to various decision groups such as Code Panels/management teams to seek commitment to support funding for the central website.

ACTION 18/03: ElectraLink to update the CACoP website business case to include a breakdown of associated Code costs per annum, alongside a risks and mitigations matrix and send to cacop@gemserv.com by **COB 15 September 2020**.

ACTION 18/04: Code Administrators to review the updated business case and provide comments offline by 25 September 2020.

ACTION 18/05: Code Administrators to discuss the business case with Code Panels and/or management teams in October 2020 to seek commitment for funding the central website.

8. OUTPUTS FROM MODIFICATION PROPOSAL WORKSHOP

PR highlighted key outputs from the modification proposal workshop held on 30 July 2020, which looked at principles that can be adopted across Codes to maximise data at certain stages of the change process. As the Forum could not come to a definitive agreement on the proposed principles, it was agreed this would be put on hold until further notice.

DK provided an update on progress relating to the presentation of the way consumer impacts are captured. There have been recent discussions between the SEC, National Grid GT and Citizens Advice regarding the different approaches. National Grid is starting to develop guidance around how this would work. In early 2020, the SEC undertook work to draw out consumer impacts where a framework was put in place. National Grid has noted it is looking to draw out these key questions

such as what the impacts on consumers are and what the new process or experience would be under the new modification in its guidance.

National Grid and the SEC discussed how the five areas would apply in practice and are working together to get a copy ready which can be circulated alongside papers ahead of the CACoP meeting in October 2020. PR summarised there is still an evolution of ideas and this is not yet ready to be formalised across all Codes.

The consensus from the Forum suggested members were more comfortable agreeing what should be included within a proposal form template as opposed to updating the front page, as Codes will prioritise different information. PR noted the principle was to give a common understanding of what people want to see up front in a form, drawing things to attention in a common way. The CACoP about providing greater consistency across Codes, and the Forum should strive to meet that principle.

ACTION 18/06: Gemserv (PR and DK) update the modification proposal template based on changes previously agreed at the workshop on 30 July 2020, before circulating to the Forum on 6 October. Members will be asked to agree a suitable approach to standardising these templates across all Codes.

9. CROSS CODE ENGAGEMENT DAY PROPOSAL UPDATE

PR noted there is a potential delay to the Ofgem consultation being released, meaning this will have an impact on the date for the cross-Code engagement day. HH informed the Forum that Ofgem's consultation is now looking to be published early December 2020. PR questioned whether the consultation needed to have been launched before holding the engagement day, or if this could this be held before the consultation is released to give industry preparatory information to manage the consultation effectively.

JH advised it would be useful to hold the engagement day towards the end of November 2020, so that there is enough time for Parties to attend. In the case where the consultation could potentially be delayed by another week or two, waiting until December could mean running into the Christmas period. Various Parties also have end of year regulatory reports to complete in December 2020 alongside other consultations being released.

LOS questioned when Code Administrators would receive the final baseline of changes if the engagement day takes place in November 2020. JH noted cross-Code changes, excluding the BSC, will be made available in late September 2020; these changes will aim to be firmed up in October 2020.

The Forum agreed that the third or fourth week in November would be an appropriate time to hold the cross-Code engagement day, given the Ofgem consultation is due to be released early December 2020.

The Forum was asked to provide updated slides that will be used as part of the engagement day to cacop@gemserv.com as soon as practically possible. As part of the October 2020 meeting, the Forum will walk through the completed slide deck to make sure there is no overlap with information being presented.

Action 18/07: The Secretary (HB) to re-issue possible dates to hold the cross-Code engagement day via webinar late November 2020, in order to accommodate the publication of Ofgem's consultation in December 2020.

Action 18/08: Code Administrators to provide proposed content (using CACoP branding) for their Code updates as part of the engagement day to CACoP@gemserv.com by Wednesday 30 September 2020. The finalised slide deck will be walked through at the October Forum meeting.

10. ANY OTHER BUSINESS

Ofgem (JC) noted that following recent discussions with Code Panels and the CACoP Forum regarding the viability of running the annual cross-Code survey, Ofgem has decided not to carry this out this year. Most Panels suggested that now is not the right time due to the ongoing impacts with COVID-19. Ofgem has concerns that, if carried out, too few responses would be received for the data to be robust and could distract Industry from focusing on priorities at this time. Ofgem is hoping to run the next survey in 2021, although this will be reassessed closer to the time.

Another item of business was raised by MA noting that the next Steering Group is due to take place on 16 September 2020. PR has been invited to provide insight from the CACoP Forum. Following on, PR will provide outputs from the Steering Group to the Forum in October 2020.

JD highlighted one item of business in relation to development of change management procedures for the REC. Ofgem will be looking at how to try and improve cross-Code working as the REC will be working with other Codes on various different issues. In order for this to be effective, equivalent changes need to be made within Codes to make sure that where there are consequential impacts, these can be progressed by Code bodies themselves rather than expecting the Proposer to raise these changes. Ofgem suggested to hold an ad-hoc meeting towards December 2020 to work through suggested changes to the Codes and make sure drafted text aligns across Codes.

No further items of business were raised.

11. SUMMARY AND MEETING CLOSE

The next CACoP Forum meeting will be held on 13 October 2020.

The Chair thanked everyone for attending and closed the meeting.