

# CACoP Forum meeting 19

13 October 2020, 10:00 – 13:00

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
Eugene Asante (EA)	MRA
Jonathan Hawkins (JH) ( <i>part</i> )	Gemserv
Debbie Houldsworth (DH) ( <i>part</i> )	Gemserv
Matthew Woolliscroft (MW)	BSC
Kirsten Shilling (KS)	CUSC, Grid Code, STC
Helen Bennett (HB)	UNC
Kate Elleman (KE)	UNC
Richard Colwill (RC)	DCUSA
Fraser Mathieson (FM)	SPAA
Jonathan Coe (JC)	Ofgem
Jon Dixon (JD) ( <i>part</i> )	RECCo

### 1. WELCOME AND INTRODUCTIONS

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The Chair welcomed attendees to the meeting.

The Chair noted apologies from Steven Steer (SS) and Greg Johnston (GJ).

### 2. MEETING 18 MINUTES

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The Chair noted no comments were received on the minutes from CACoP meeting 18 which took place on 8 September 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
16/09	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.	Content regarding Code Administrators undertaking multiple consultations was included as part of the drafted newsletter which was circulated to the Forum on 6 October 2020.	<b>Closed</b>
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 latest version of the business case has been received by ElectraLink where, Gemserv will now adopt subsequent and new actions relating to this case.	<b>Closed – action superseded</b>
18/01	Code Administrators to provide cross-Code updates and newsletter items to <a href="mailto:cacop@gemserv.com">cacop@gemserv.com</a> by 30 September 2020.	Cross-Code update content can be found as part of the drafted newsletter which was circulated to the Forum on 6 October 2020.	<b>Closed</b>
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.	To date, there has not been an opportunity to engage with the appointed REC service providers. There would be value in engaging with them prior to including an article in the newsletter.	<b>Closed</b>
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 <a href="mailto:cacop@gemserv.com">cacop@gemserv.com</a> by <b>COB 15 September 2020</b> .	It has been agreed that all actions relating to the Central CACoP Website Business Case will now be adopted by Gemserv (PR).	<b>Closed – action superseded</b>
18/04	Code Administrators to review the updated business case and provide comments	As Gemserv (PR) will be taking over future activities relating to the business case,	On hold

Ref	Action	Update and subsequent discussions	Status
	offline by 25 September 2020.	this action will remain on hold until further work has been completed.	
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.	As Gemserv (PR) will be taking over future activities relating to the business case, this action will remain on hold until further work has been completed.	On hold
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.	The Chair (PR) noted that the Modification Proposal template with proposed changes was not previously circulated therefore, this will be circulated post-meeting for discussion.	Open
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.	The CACoP Forum agreed that the most desired date to hold the cross-Code engagement day is Thursday 19 November 2020, 10:00-13:00pm.  A further update was held under agenda item 11.	Closed
18/08	Code Administrators to provide proposed content (using CACoP branding) for their Code updates as part of the engagement day to <a href="mailto:CACoP@gemserv.com">CACoP@gemserv.com</a> by Wednesday 30 September 2020. The finalised slide deck will be walked through at the October Forum meeting.	Updated slides have been received from all Code Administrators excluding SPAA, Ofgem and RECCo. SPAA representative (FM) agreed to circulate slides post-meeting.  A further update was held under agenda item 11.	Closed

## 4. CODE UPDATES

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

### UNC

HB provided the following updates:

- The UNC currently has 31 live modifications, eight of which have cross-Code impacts.
- UNC noted a newly modification has been raised to update any specific gender references neutral terms in the Uniform Network Code. In conclusion it was agreed to further discuss this at the November 2020 Distribution Workgroup in order to determine when to raise this as an official modification.
- 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 next Working Group meeting on 21 October 2020 before reporting to the UNC Panel in January 2021.
  - [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 22 October 2020 before reporting to the UNC Panel in December 2020.
  - [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 was issued for Modification Report Consultation on 18 September 2020, with a deadline for responses of 8 October 2020. This modification will be taken to the UNC Panel on 23 October 2020.
  - [UNC 730 'COVID-19 Capacity Retention Process'](#) seeks to allow supply points isolated in accordance with Modification 0732 '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. This modification will be taken to the UNC Panel on 23 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 and 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 taken to the UNC Panel in November/December 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 taken to the UNC Panel in December 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. [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.
- FS and Retail Code Consolidation Significant Code Review (RCC-SCR) drafting was approved by the IGT UNC Panel on 30 September 2020. The RCC drafted changes were also presented to representatives of the November RDUG meeting.
- 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 representative 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.
- [IGT140 'Changes to the IGT Panel Rules'](#) seeks to change the modification panel rules to introduce a flexible approach to accommodate where there is not a full panel of representatives for either the Pipeline Operators or the Pipeline Users. The Draft Modification report was issued for Consultation on 25 September 2020 and will close on 16 October 2020.

## SPAA

RC provided the following updates:

- [SCP503 'Facilitating Gaining Supplier GSoP Payment'](#) seeks to introduce a new process using the Secure Data Exchange Portal (SDEP) to request details from the Old Supplier, to facilitate the New Supplier making Guaranteed Standards of Performance (GSoP) payments to the customer when an Erroneous Transfer (ET) has occurred. This modification is expected to be implemented on 6 November 2020.
- [SCP496 'MAM to CDSP Update of MAP ID and MTD'](#) is required to provide the Meter Asset Provider Identity (MAP Id) to the Central Switching System (CSS) via the Gas Retail Data Agent (GRDA). In order to do so the Meter Asset Manager must provide updates to the Meter Technical Details or MAP Id directly to the CDSP to supplement information received from Shippers. This modification is expected to be implemented on 25 June 2021.
- [SCP499 'TDis – Clarification to the Final Supply Point Market Share \(FSMS\)'](#) seeks to improve the methodology used for rounding the Individual targets issued to Suppliers as ahead of the scheme year and correction of Supplier market share to consider only participating Suppliers as the total population. This will allow the overall aim of the scheme to remain cost neutral to be achieved. This modification supersedes SCP 489, and is due to be implemented on 6 November 2020.
- [SCP500 'ETTOS Escalation Process'](#) seeks to update Schedule 37 of SPAA so that the ETTOS Escalation Process is effective and aligned with the equivalent DCUSA Schedule. The ETTOS escalation process was implemented in December 2018 by issuing correspondence and providing help and assistance where required to enable Suppliers to meet their licence obligations. This modification is due to be implemented on 6 November 2020.

## MRA

EA provided the following updates:

- MIF322 'Sending Automated Communications on the SDEP' is an issue which has been raised as some Parties have automated processes in place today and the requirement to send each communication manually will require additional operational resources and increased costs.
- MIF331 'Review of SDEP Reporting' has been raised to review SDEP Reporting following go-live to determine if new reports or amendments to existing reports are required to support operational processes.
- MIF332 'Change to message ownership in SDEP Initial Review' has been raised to discuss creating new functionality in SDEP that allows a user to bulk assign work to individual team members.
- [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 24 September 2020 where it was voted to accept a modified solution and original implementation date of 25 February 2021.

- IREG was informed that a workshop had been arranged for industry parties' technical teams to discuss the automated communication solutions for MIF322 'Automating Communications with the Secure Data Exchange Process' and to define the specifics of the development. The outputs of the workshop will be discussed further at IREG's next meeting on 14 October 2020.

## 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 and will continue to take 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. At a Working Group meeting on 30 September 2020, it was agreed that a second Consultation would be appropriate based on the proposed changes to the solution. Once finalised, this Consultation will be circulated to the Industry for comment for three weeks. The next Working Group date is yet to be confirmed.

## BSC

MW provided the following updates:

- [P413 'Market-wide Half Hourly Settlement Programme Manager'](#) was raised on 7 September 2020 which requires Elexon, as the BSC Company (BSCCo), to provide the Programme Manager function for the implementation of Ofgem's Market-wide Half Hourly Settlement (MHSSCR, to include the roles of Programme Coordinator, System Integrator and Programme Party Co-ordinator.
- [P414 'Allowing a Party to Withdraw from the BSC and transfer outstanding liabilities to another Party'](#) seeks to improve the BSC exit arrangements. It will allow a BSC Party to withdraw from the Code as soon as practicable after serving a notice of withdrawal provided that all liabilities under the Code are satisfied or transferred to another company through a transfer of its BSC party ID to that legal entity. This modification was raised on 29 September 2020.
- [P415 'Facilitating access to wholesale markets for flexibility dispatched by Virtual Lead Parties'](#) seeks to extend the Virtual Lead Party arrangements so that they allow customers to access the Wholesale Electricity Market through this route, independent of their supply

arrangements, in a similar manner to the Balancing Mechanism and TERRE. This modification was raised on 30 September 2020 and is likely to have cross-Code impacts against CUSC and DCUSA.

- [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. A Draft Assessment Report was presented to the SVG on 6 October 2020 where it was agreed that a second Consultation was required. This was issued to Industry on 12 October 2020, with responses due by 6 November 2020.
- [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 Report was presented to the Panel on 8 October 2020 where it was agreed that this modification should be approved and sent to Ofgem for decision. This modification will be issued for Report Phase Consultation in 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. This modification is being presented to the Panel at its meeting on 13 October 2020.

## CUSC AND GRID CODE

KS provided the following updates:

- All nine Targeted Charging Review modifications are currently with the Authority for decision.
- The final report for the Second Balancing Service Task Force was published on 13 September 2020 and expect Ofgem to submit a response by the beginning of 2021. Subsequent CUSC modifications will look to be approved early next year, ready for implementation in April 2023.
- [CMP309 'CUSC changes in the event the UK leaves the EU without an agreement'](#) seeks to ensure that retained EU law will function effectively in the context of the CUSC. In the event the United Kingdom leaves the European Union without an agreement, it will ensure that the CUSC takes into account the provisions in the relevant Statutory Instruments that have been prepared under the European Union (Withdrawal) Act 2018 as well as relevant consequential licence modifications. This modification will be re-consulted upon in November 2020.
- National Grid ESO are currently undertaking a review of the Charging Futures website, which was designed for Electricity Network Users to learn and contribute Great Britain's electricity access and charging arrangements.

## 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. SEC will continue to host joint Working Group meetings to finalise views on the cross-Code impacts against this modification.
- [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.
- [MP088 'Power to raise modifications'](#) was originally raised as there are no provisions for SECAS to raise a Draft Proposal. This is consistent with other Codes and is based on Code Administrators not being able to raise changes to the provisions that govern their functions. This modification was rejected by the Authority on 18 September 2020 on the basis that it would not better facilitate SEC Objective G.
- SEC will be undertaking a full review of SEC Section D 'Modification Process' over the upcoming months whereby the SEC Panel will be asked to sign off the scope of this activity.

## OFGEM

JC provided the following updates:

- JD noted that RECCo have now appointed the three Service Providers, Gemserv will be providing professional services, Deloitte will be undertaking performance assurance and Capgemini will provide technical services. Ofgem will be looking to publish a four-to-six week REC v1.1 consultation in November 2020.
- Ofgem highlighted that the live consultation for the MHHS draft Impact Assessment closed on 14 September 2020 and that work will now begin on the Full Business Case which will look to be issued in Spring 2021.

## 5. USE OF DATA IN THE ENERGY INDUSTRY

Ofgem (JC) thanked the CACoP Forum for their attendance as part of a webinar held by Ofgem and BEIS on 21 September 2020. This was designed to provide deeper context of the modernising energy data programme and, provided an opportunity for Code Administrators to make sure that their suggestions and comments regarding rationalising investments in digital infrastructure were heard and that next steps were drawn from this well-informed baseline rather than imperfect information. The Forum was informed that the next webinar is being held on Friday 16 October 2020 and attendance is welcomed.

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

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The Forum reviewed the draft Newsletter content that had been circulated prior to the meeting.

Content includes an update on the upcoming RCC SCR engagement day which is scheduled to take place in November 2020, information relating to cross-Code developments, multiple consultations update, and a look at CACoP Principle 5, which enables Users to access a 'pre-Modification' process to discuss and develop modifications.

The Forum noted National Grid ESO had circulated information prior to this meeting relating to CUSC Targeted Charging Review modifications which have been sent to Ofgem for final decision alongside DCUSA modifications which have since been approved. It was agreed that this information would look to be included as part of the October 2020 newsletter content.

The intention was to have the newsletter ready for circulation for the week commencing 19 October 2020.

The Forum noted that there was a potential need to advertise Code Panel vacancies due to the current lack of quoracy with IGT UNC meetings. As a result, SEC (DK) agreed to liaise with the IGT UNC Secretariat to draft a short article advertising current vacancies.

The Forum agreed the content of the October 2020 CACoP Newsletter. This will now be finalised and issued next week subject to comments being received from Code-Administrators .

**ACTION 19/01:** SEC (DK) to liaise with IGT UNC Secretariat (RC) to include a piece which can be included as part of the October 2020 newsletter relating to vacant seats.

**ACTION 19/02:** SEC (DK) to include content raised by CACoP (KS) within the October 2020 newsletter relating to CUSC and DCUSA Targeted Charging Review modifications.

## 7. CONSUMER BENEFITS ASSESSMENT GUIDANCE

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SEC (DK) provided an update based on previous discussions where National Grid ESO have developed guidance to collect evidence about how they develop modifications and the changes they introduce impact end consumers.

The guidance document sets key areas being explored with the intent for Code administrators to agree and adopt this approach and include associated guidance in Modification Reports. This should look to include an explanation of the current consumer experience, what would the new consumer experience be, and the five consumer benefit objectives.

The Forum considered whether there was something that could be added into each Code template that would cover the consumer benefit assessment but noted, the reason this has not been done to date is due to the fact that each Code Administrator has different processes in place however, there is some work to be done before aligning cross-Code templates.

Ofgem (JC) questioned based on previous discussions with Citizens Advice, was there a potential modification being raised to standardise an approach for raising modifications. To date, nor the Chair or SEC Representative have been informed of such modification being raised.

CACoP (FM) noted the assessment is a good idea however, the current message being portrayed is as if Code Administrators are assessing as if it were a relevant objective. Instead, objectives arise from progressing codes therefore, it should remain clear that this assessment is more of a guidance note to assess against different criteria as opposed to assessing against an objective. Moving forward, Code Administrators should work to incorporate this guidance within modification templates which will aid and support Panels/Authority in undertaking an assessment and making a decision on future modifications.

Next steps will see all Code Administrators presenting these changes to their Code Panels before agreeing to implement the changes. Before doing so, the Chair (PR) agreed to draft a mock template highlighting how a table (including the assessment criteria) would fit into existing templates to uphold consistency.

**ACTION 19/03:** The Chair (PK) to provide a re-drafted modification template to include a table highlighting the consumer benefit guidance which should work to aid Panels and the Authority in making modification decisions.

**ACTION 19/04:** Code Administrators to present the Consumer Benefits Guidance Document to their relevant Codes before making appropriate changes to their templates from whatever mechanism is used to do so. Code Administrators will then be requested to report back at the next CACoP meeting in November 2020 advising on progress and whether further work should be progressed.

**ACTION 19/05:** SEC (DK) to replace the word 'Objective' with more appropriate terminology within the Consumer Benefits Guidance document to avoid confusion. The document should provide clarity that Code Administrators will be assessing against criteria as opposed to objectives.

## 8. MODIFICATION PROPOSAL FORM UPDATES

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The Chair (PR) expressed his apologies based on an incomplete action to update the modification proposal template based on changes previously agreed at the workshop on 30 July 2020, before circulating to the Forum. As a result, it was agreed that this agenda item should be deferred to the next CACoP Forum meeting in November 2020.

**ACTION 19/06:** The Chair (PK) to circulate an updated modification proposal form template W/C 19 October 2020 which will help aid discussion at the next CACoP Forum meeting in November 2020.

## 9. CENTRAL CACOP WEBSITE BUSINESS CASE

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The Forum noted that since the last update in September 2020, ElectraLink had forwarded the business case to Gemserv, highlighting thoughts and recommended areas for consideration whilst confirming they are unable to progress the work at this moment in time. As such, the Forum agreed that future work and actions should be adopted by Gemserv (PR) therefore, work will now resume.

The Website business case has not been progressed to the stage that was originally anticipated due to the issue noted above; however, Genserv would look to seek quotes from website developers before working to finalise the business case. The updated information will then be presented to the Forum, before hopefully presenting to Code Panels in November 2020.

Ofgem (JC) advised Ofgem appreciates this is an industry led piece of work which will have proven benefits, therefore, are very supportive of the work being taken forward.

**ACTION 19/07:** Genserv (PR) to adopt all open actions from ElectraLink relating to the Central CACoP Business case such as updating the CACoP website business case to include a breakdown of associated Code costs per annum, alongside a risks and mitigations matrix.

**ACTION 19/08:** Genserv (PR) to seek third party quotes from website developers to design a centralised CACoP Website and update the business case with associated outcomes ready for discussion at the next CACoP Forum in November 2020.

## 10. CENTRAL MODIFICATION REGISTER REVIEW

MRA (EA) noted a series of updates to the Central Modifications Register (CMR) last year in response to feedback at the engagement day in 2019. As part of the Forward Work Plan, the Forum agreed to review these changes and determine if any further changes are needed.

Feedback was received from one stakeholder who is responsible for engagement on all the industry Codes and agreements for their Party, who believed the CMR has the potential to make a significant contribution in managing these Codes.

After internal review and taking stakeholder feedback into consideration the following changes have been proposed:

- **General changes:** the CMR should be populated using agreed standardised formatting conventions, for example the date format. We will set the Excel spreadsheet to automatically use a single style.
- **Proposer & Proposing Organisation:** this field should just include the Proposing organisation (for example 'Scottish Power').
- **Other Codes Impacted Field:** this field should only include a list of the Codes where cross-Code impacts have been identified. These should be written in a consistent way (for example 'MRA' or 'Grid Code'), using 'None' for no impact.
  - The Chair suggested rather than splitting each Code into a different field, the 'Party Impacted Field' should look to include other Codes also impacted. In addition, this field should also include a cross-Code reference as opposed to an 'X'.
- **Party Impacted Field:** this field should be split into multiple columns, one for each main type of Party operating in the industry. If the Party type is impacted, an 'X' would be added to the relevant column or would be left blank if no impact. This will allow a user to easily filter changes by their Party type.

- The Chair questioned whether these fields needed to be separated by fuel or, could this simply include Generators, Suppliers, Shippers and Network Operators. In addition, Gas Suppliers should look to be included as a separate field.
- CACoP (FM) noted from a SPAA perspective, Gas Transporters and Gas Suppliers are considered but when undertaking further assessments of who is impacted, the levels are broken down into Domestic Supplier, INC Supplier, Large Supplier, Network Operator and Small Networks. The Chair acknowledged SPAA's approach but noted not all Codes will review against this criterion. It could mean more work is created in order to provide that level of granularity. Keeping to a higher level will make the process simpler but still effective for Parties. SPAA provide oversight to the Metering Registration Scheme (MRS) which contain Meter installers and Meter Asset managers, the question was put to MRA on whether Metering agents would look to be included within this field. MRA (EA) advised this is simply for the Forum to think about and agree what Parties see the CMR in its beneficial right. It was agreed that Party impacted field will be updated to include those that fall within a 'Supplier Agent' category. In addition, the CMR will be updated to combine Data Aggregators, Data Collectors and Meter Operators within the Supplier Agents field.
- **Impacts on SCR field:** this field should contain either 'Yes' or 'No'.
- **Category of Modification field:** this field should be split into two fields. One will be marked 'Self-Governance?' and the other 'Urgent?'. These columns would then be populated with either 'Yes' or 'No'.
- **Workgroup Website field:** we propose removing this field and instead the Modification Reference field will be hyperlinked to the related modification webpage.
- **Current Status:** this field should be standardised to specify the stage of the corresponding process that the change is currently in (e.g. 'Assessment Procedure', 'Report Phase', 'With Authority', 'Pending Implementation' etc.).
  - The Chair questioned whether the statuses could be simplified even further by stating whether a change is currently in development, the change is in consultation or it has been agreed for implementation. These are simply for live modifications as withdrawn, closed, or rejected modifications will no longer show. The four agreed statuses are:
    - Under Development
    - Within Consultation
    - Awaiting Authority Consent
    - Agreed for Implementation

The Forum noted modifications that have been implemented are kept on the report for at least three months however, it has since been agreed that only live modifications should be included. All closed modifications or implemented modifications should now be removed from the register.

The timelines still stand in that, Code Administrators have five Working days to complete updates. If register is circulated after the deadline then, updates will not be included for that particular month.

In addition, if any information does not correlate to the current structure then the register will be sent back.

Lastly, the Forum considered whether Xoserve should be represented at future CACoP meetings. Representation at CACoP meetings were discussed last year where it was agreed that any Party that has a substantive to play in the Industry (in particular activities that relate to Codes) should have some feed into CACoP. Xoserve currently side outside of Codes, however, play a substantial role in Gas changes therefore, ElectraLink (FM) agreed to work with UNC (HB) on seeking representation.

**ACTION 19/09:** MRA (EA) to incorporate agreed changes to the Central Modifications Register which should be made effective from the next update in November 2020.

**ACTION 19/10:** ElectraLink (FM) to work alongside UNC (HB) and the Chair (PR) in starting conversations to seek future representation from Xoserve, which will in turn feed into future update requests for the CMR.

## 11. CROSS CODE ENGAGEMENT DAY PROPOSAL UPDATE

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The Chair (PR) thanked the Forum for circulating proposed content for their Code updates as part of the engagement day however, noted that slides are still to be received from SPAA, Ofgem and RECCo.

Each Code Administrator ran through their proposed content, highlighting specific key points. Code Administrators agreed to finalise proposed content and make any necessary tweaks to make sure user friendly ahead of the next meeting in November 2020. In addition, a meeting will look to be scheduled at least one week before the engagement day so that presenters can run through the updates, finalise timings and ask any questions or raise concerns.

The Forum agreed to hold the engagement day on 19 November 2020, following feedback received from relevant Code Administrators on availability.

**Action 19/11:** The Secretary (HB) to issue an invite to hold the cross-Code engagement day on Thursday 19 November 2020, 10:00am-13:00pm.

**Action 19/12:** Code Administrators to provide updated content for their Code updates as part of the engagement day to [CACoP@gemserv.com](mailto:CACoP@gemserv.com) by Tuesday 27 October 2020. The finalised slide deck will be walked through with presenters at least one week before the engagement day.

## 12. ANY OTHER BUSINESS

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SEC (DK) raised one item of business in that, a SEC Sub-Committee representative raised concerns relating to general inconsistent terminology between different Codes (particularly the SEC and REC). This was previously discussed at a CACoP workshop at the beginning of 2020 however, this should be revisited over the upcoming months to make sure most (if not all) terminology is aligned across Codes.

No further items of business were raised.

### 13. SUMMARY AND MEETING CLOSE

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The next CACoP Forum meeting will be held on 10 November 2020.

The Chair thanked everyone for attending and closed the meeting.