

Paper

Paper Title	Process for Industry-Led Review and Amendment of CACoP
Purpose of Paper	For Agreement
Synopsis	This paper sets out the proposed process to be followed by Code Administrators to discharge Principle 4 of the CACoP

1 INTRODUCTION

1.1 The Code Administration Code of Practice (CACoP) was originally implemented in 2010 and on 31 December 2013 was rolled out to all electricity and gas industry Code Administrators.

1.2 Principle 4 of the CACoP requires that the Code of Practice be reviewed by the Code Administrators [periodically](#) (at least annually) taking into account the views of the users of the Codes. Personal representations from [Users](#) can be made upon request.

1.3 [A list of Code Administrators involved in the CACoP review process can be found in Annex Annex B Section 2 'Review Hosts': Code Administrators for the following Codes and Ofgem met on 24 September 2013 to agree the process by which this review will be conducted:](#)

- [Balancing and Settlement Code \(BSC\)](#)
- [Connection and Use of System Code \(CUSC\)](#)
- [Distribution Code \(DCoD\)](#)
- [Distribution Connection Use of System Agreement \(DCUSA\)](#)
- [Grid Code](#)
- [iGT Uniform Network Code \(iGT UNC\)](#)
- [Master Registration Agreement \(MRA\)](#)
- [Smart Energy Code \(SEC\)](#)
- [Supply Point Administration Agreement \(SPAA\)](#)
- [System Operator – Transmission Owner Code \(STC\)](#)
- [Uniform Network Code \(UNC\)](#)

1.4 This paper sets out the proposed CACoP Review process and the Terms of Reference for the CACoP Review Group for agreement by the Code Administrators and Ofgem. The 'CACoP Review Process and the Terms of Reference' document is provided as Appendix A. The proposed process review timetable is provided as Appendix B [Section 1 'Review Process and Timetable'](#).

2 RECOMMENDATION

2.1 Code Administrators and Ofgem are invited to:

- [AgreeGREE](#) the CACoP Review Group Terms of Reference (Appendix A); and
- [AgreeGREE](#) the CACoP Review Process and [Timetable Meeting Review Hosts](#) (Appendix B).

APPENDIX A – CACoP REVIEW GROUP TERMS OF REFERENCE

1 SCOPE AND PURPOSE

- 1.1 The CACoP Review Group shall be convened to discharge Principle 4 of the CACoP – that the document will be reviewed periodically ([at least annually](#)) and subject to amendment by [a group consisting of Code Administrators, Code Users and other](#) interested parties.
- 1.2 The review shall be conducted in accordance with the CACoP Review Process documented in Appendix B.

2 MEMBERSHIP

- 2.1 Any user of the CACoP and Ofgem shall be entitled to attend Review Group meetings.
- 2.2 It is expected that as a minimum the Code Administrator for each of the Codes covered by the CACoP will send a representative to each meeting of the Review Group.

3 ~~MEETING REVIEW~~ HOSTS

- 3.1 Each Code Administrator shall rotate the management and hosting of the annual Review Group meeting. The ~~meeting-review~~ hosts shall provide the meeting chair and meeting secretary and be responsible for issuing notice of the meetings and the associated meeting papers.
- 3.2 The proposed cycle of ~~meeting-review~~ hosts is documented in Appendix B.

4 FREQUENCY OF MEETINGS

- 4.1 The Review Group shall meet [periodically \(at least on an annual basis\)](#) to review feedback from ~~u~~Users and develop proposed amendments to the CACoP.
- ~~4.2 Proposed meeting dates for 2014 are documented in Appendix B.~~

5 NOTICE OF MEETINGS

- 5.1 Notice of meetings, including the proposed agenda and any meeting papers, shall be issued by the meeting secretary no later than 10 Working Days before each Review Group meeting.
- ~~5.2~~ Notice shall be issued to the Code Administrators for each of the Codes covered by the CACoP, [Code Users](#) and Ofgem, and shall be published at [on the Host Code Administrator's website for that relevant year.](#) ~~[hyperlink to the CACoP page of the Joint Office Website].~~
- ~~5.25.3~~ [Each Code Administrator shall be responsible for issuing the notice of meeting, including the proposed agenda and any meeting papers, to their relevant Code Users.](#)

6 MEETING CHAIR

- 6.1 The ~~meeting-review~~ host shall provide a suitably skilled meeting chair for each meeting of the Review Group.

- 6.2 The role of the chair shall be to ensure that all items of business are duly considered, any action identified shall be assigned an owner [and completion date where possible](#) and [that](#) the Review Process outlined in Appendix B is adhered to.

7 MEETING SECRETARY AND DECISION MAKING

- 7.1 The [meeting-review](#) host shall provide a suitably skilled meeting secretary for each meeting of the Review Group.

- 7.2 The role of the secretary shall be to issue notice of the meeting and distribute meeting papers, record the minutes of the meeting, document any proposed amendments to the CACoP, distribute any proposed amendments to attendees for approval.

- 7.3 Decisions at the meeting shall be taken on a majority basis of all members present. ~~All decisions taken during the meeting shall follow a timeline which will take into account all members' views. Any views from Code Administrators not present at the meeting will be included within the Final Report.~~ Where a decision is not unanimous this shall be reported to the Authority in the final report outlining the outcome of the review and any recommendations.

- ~~7.4~~ Once the attendees of the meeting have agreed the documents, these will then be -submitted as a draft report outlining all the outcomes of the review group meeting and any recommendations to all code administrators for a period of 15 working days for comments by all code administrators.

- ~~7.5~~ Following the 15 day period, the ~~final version draft report~~ will be [circulated to Code Administrators by the review host](#).

- ~~7.6~~ [Code Administrators will be issued the draft report for consultation to their respective Code Panels and Code Users by their relevant Code Administrator for a period of {15?} working days. Any responses to the consultation will be submitted directly to the review host for inclusion within the final report. The responses to the consultation Any further suggested amendments will be considered at the next CACoP review meeting.](#)

- ~~7.7~~ [Following the consultation, the final report will be circulated to Code Administrators by the review host and issued to their relevant Code Panels for comment. The final report will be published on the ~~meetingreview~~ host's website.](#)

- ~~7.8~~ [Any comments on the final report will be fed back to the review host and included within the final ~~report~~version to be issued to Ofgem.](#)

- ~~7.47.9~~ [The final report will be issued to Ofgem by the review host. the individual code Panels for final comments and consideration of whether a consultation is issued, or whether it is only issued to the Authority.](#)

8 QUORUM

- ~~8.1~~ [In order for a meeting to be quorate, a minimum of six Industry Codes should be represented, or a minimum of 3 Code Administrators be present at the meeting.](#)

9 PUBLICATION OF INFORMATION

9.1 All information and documents pertaining to the CACoP Review Group will be published on the review host's website for the relevant year.

9.2 Each Code Administrator shall provide a link on their respective website to CACoP Principle 4 and the ~~meeting~~review host's website for the relevant year.

9.19.3 ~~and~~Aa copy of the latest CACoP shall be published on the Ofgem website. at <https://www.ofgem.gov.uk/licences-codes-and-standards/codes/industry-codes-work/code-administration-code-practice-cacop> ~~[hyperlink to the CACoP page of the Joint Office Website].~~

9.29.4 Each Code Administrator shall provide a link on their respective websites to ~~that~~ the CACoP page on the Ofgem website.

APPENDIX B – CACOP REVIEW PROCESS AND TIMETABLE MEETING REVIEW HOSTS

1 REVIEW PROCESS AND TIMETABLE

ACTIVITY	RESPONSIBILITY	<u>TIMETABLE</u>
CACoP <u>Open Letter Consultation Review</u> added to <u>next</u> Code Panel meeting agenda	Each Code Administrator	<u>April</u> <u>June</u>
<u>CACoP Open Letter consultation agreed by Code Panels</u>	<u>Individual Code Panels</u>	<u>May - June</u>
<u>CACoP Open Letter Consultation of issued to Panel Members/ Code Parties Code Users and other interested parties conducted to seek feedback on CACoP</u>	Each Code Administrator	<u>Summer</u> <u>June - July</u>
Collate <u>feedback-Open Letter consultation responses</u> and <u>submit-circulate to Review Meeting host</u> Code Administrators	<u>Each Code Administrator</u> <u>Meeting Review Host</u>	<u>Week 1- September</u> <u>August</u>
Issue notice of the Review Meeting, <u>including the proposed agenda -and associated and any meeting papers (including all Open Letter consultation responses) including meeting agenda and collated feedback from all Code Administrators to Code Administrators, Code Users and Ofgem</u>	<u>Meeting Review</u> Host	<u>Week 2 – September</u> <u>August</u>
Attend Annual Review Meeting	Each Code Administrator Ofgem (optional)	<u>Week 1 – October</u> <u>Week 1- September</u>

	Other Code #Users (optional)	
The meeting-review host will circulate the draft -report outlining all the outcomes of the review group meeting to all code administrators for a period of 15 business days.	Meeting-Review Host	Week 3 – OctoberSeptember
Following the 15 day review period, the meeting-review host will circulate a final-draft version of the report to all e Code a Administrators and publish on their website. Code Administrators to who should then issue for consultation this to their respective Code Panels and Code Users for a period of 15 working days.	Meeting-Review Host and all Code Administrators	Week 23 – NovemberOctober
Collate draft report consultation responses and create final report. Circulate final report to Code Administrators and publish on the meetingreview host’s website. Code Administrators to issue to relevant Code Panels.	MeetingReview Host	Week 1 - November
The individual Code Panels should discuss the report and determine whether a further consultation is needed, or if they are happy for the recommendations to be submitted to the Authority.	Individual Code Panels	November - December
All Code Administrators to feed back any Code Panel comments on the final confirm back with the meeting host whether they are happy with the finalised report, to be submitted to the Authority. Once a majority has been reached, the meeting host will issue the report to Ofgem, explaining if there is not	Code Administrators and Meeting Review Host	Week 1 – December Week 2 - January

unanimous decision.		
Submission of final report to Ofgem proposed CACoP amendments and recommendations report to the Authority	Meeting Review Host	Week 4 – January
Proposed CACoP amendments issued sent to by the Authority for approval ¹ . Publication of revised CACoP on website.	Ofgem	Week 4 - February Week 2 – December
Update and circulate revised CACoP	Meeting Host	Week 3 – December
Publication of revised CACoP	Joint Office to publish centrally at [hyperlink] All Code Administrators and Ofgem to ensure link to [hyperlink to Joint Office page] on their own websites	Week 1 – January
All Code Administrators to ensure updated link to revised CACoP on their website. Advise Code Panels, Code Users and other interested parties of revised CACoP.	All Code Administrators	Week 4 - February

¹ It shall be at the discretion of Ofgem as to whether it consults before making its determination

2 REVIEW TIMETABLE

ACTIVITY	TIMETABLE
CACoP Review added to Code Panel meeting agenda	June
Consultation of Panel Members / Code Parties conducted to seek feedback on CACoP ²	Summer
Collate feedback and submit to Review Meeting host	Week 1 – Sep
Issue notice of Review Meeting and associated papers including meeting agenda and collated feedback from all Code Administrators	Week 2 – Sep
Attend Annual Review Meeting	Week 1 – Oct
The meeting host will circulate the draft report outlining all the outcomes of the review group meeting to all code administrators for a period of 15 business days.	Week 3 – Oct
Following the 15 day review period, the meeting host will circulate a final version of the report to all code administrators who should then issue this to their respective Panels	Week 2 – Nov
The individual Code Panels should discuss the report and determine whether a further consultation is needed, or if they are happy for the recommendations to be submitted to the Authority.	November
All Code Administrators confirm back with the meeting host whether they are happy with the finalised report to be submitted to the Authority. Once a majority has been reached, the meeting host will issue the report to Ofgem, explaining if there is not unanimous decision.	Week 1 Dec

² It shall be at the discretion of the Code Administrator for each Code, in conjunction with its Code Panel, to determine consultation should be conducted e.g. whether the Panel or Parties be invited to participate.

Proposed amendments sent to the Authority for approval ³	Week 2 – December
Update and circulate revised CACoP	Week 3 – December
Publication of revised CACoP	Week 1 – January

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HOST CODE ADMINISTRATOR	YEAR
BSC – ELEXON – <u>Balancing and Settlement Code (BSC)</u>	2014
CUSC – National Grid Electricity Transmission plc – <u>Connection and Use of System Code (CUSC)</u>	2015
DCode – Energy Networks Association – <u>Distribution Code (DCode)</u>	2016
DCUSA – ElectraLink – <u>Distribution Connection Use of System Agreement (DCUSA)</u>	2017
Grid Code – National Grid Electricity Transmission plc – <u>Grid Code</u>	2018
iGT UNC – Gemserv – <u>IGT Uniform Network Code (iGT UNC)</u>	2019
MRA – Gemserv – <u>Master Registration Agreement (MRA)</u>	2020
SEC – Gemserv – <u>Smart Energy Code (SEC)</u>	2021

³ It shall be at the discretion of Ofgem as to whether it consults before making its determination

SPAA ElectraLink – <u>Supply Point Administration Agreement (SPAA)</u>	2022
STC National Grid Electricity Transmission plc – <u>System Operator – Transmission Owner Code (STC)</u>	2023
UNC Joint Office – <u>Uniform Network Code (UNC)</u>	2024