Code Administration Code of Practice Forum

Forward Work Plan 2019

Contents

Version History

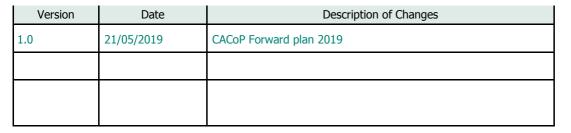| Version	Date	Description of Changes
1.0	21/05/2019	CACoP Forward plan 2019

About This Document

This document was produced following the outcome of a CACoP Forum workshop on 8 March 2019 to establish a Forward Work Plan for 2019. It has been produced by all Code Administrators for the industry to have visibility of the CACoP Forum deliverables and objectives for 2019.

1   Introduction

The Code Administrator Code of Practice (CACoP) was established following Ofgem's Code Governance Review in 2010.

The purpose of CACoP is to facilitate best practice and transparency in the code modification processes also helping protect the interests of small market participants and consumers through the adoption of key code administration principles.

CACoP is underpinned by 14 principles available here on Ofgem's website with additional information regarding CACoP.

Alongside the CACoP document introducing the 14 principles a Forum was created for Code Administrators to meet and discuss cross code changes and to facilitate joint working.

The CACoP Forum met on the 8th March 2019 to discuss the Forward Work Plan for 2019. This document sets out the aims of the CACoP Forum, our mission statement and what we intend to do in 2019.

2   Why does the CACoP Forum exist?

To support the CACoP Forum, consideration was given to why the Forum existed and what value it was offering to the industry.

Why does CACoP Forum Exist?

- To identify Cross Code impacts, facilitate joint workgroups including
    - Reviewing knock-on changes including recommendations and suggestions
    - To discuss impacts across multiple Codes
- To use the CACoP Forum for sharing best practice for Critical Friend discussions
- To strive for continuous improvements across the Codes and Code Administrators (outside of the Code (s)review)
- To innovative Code practices
- To collaborate
- To show Code transparency

CACoP Forum Mission Statement

We are here for energy Code Administrators to collaborate, share best practice and make navigation of all energy codes easier for all industry participants

3   Aims of the CACoP Forum

To support the CACoP Forum consideration was given to the aims of the group, and what we are trying to achieve, in line with the mission statement, also considering how the CACoP Forum can give the best benefit to the industry.

The following aims cover the intentions of the CACoP Forum.

Aims

- Co-ordination across all the industry Codes considering cross-code impacts, cross code working and aligning the modification process to make the process as consistent and easy as possible for all market participants
- Acting as, and communicating, as a Critical Friend, in line with the CACoP principle, encouraging ease of interpretation
- Sharing best practice across the Codes, and between Code Administrators including:
    - Responding to queries from market participants in a consistent manner
    - Engagement with stakeholders, including methods of communication and the various channels that can be utilised
- Raising standards so all services offered are the best quality for the industry
- To raise the profile of CACoP and to be available for the industry, by actively engaging at events; promoting the work that CACoP undertakes, building relationships and our reputation
- Considering approaches to other code activities the CACoP Forum could facilitate including:
    - How to share information to support the transformation of the market as required
    - Entry / exit to Codes
    - How to enact Principle 14 regarding the innovation process

4   Deliverables for the Forward Work Plan 2019

Having identified the aims of the CACoP Forum the following were developed as deliverables for 2019.

Deliverables

- CACoP to produce forward looking documentation including information and recommendations to industry e.g. white papers identifying key industry issues as and when required
- CACoP to issue joint communications and direction when needed; a previous example of joint communications from CACoP being Brexit where all CACoP Forum members have the same message and deliver it consistently
    - Increased communication with industry to include a newsletter being published to industry every 4 months. These are scheduled for May 2019, September 2019 and January 2020
    - Branding to be considered within 2019 – whether it is required and what this would look like
- CACoP be open and transparent, frequently engaging with stakeholders and keeping the industry informed. Independent industry representative to be invited to the CACoP Forum (as well as making industry welcome to attend the forum) to increase CACoP awareness of industry needs and ensure CACoP Forum is acting and delivering in the interests of the industry

- CACoP to attend industry events e.g. Energy UK breakfast session to engage with the industry, solicit feedback from industry participants and provide industry ongoing support
- CACoP to document case studies of success e.g. Brexit, bilateral working between codes through CACoP and include lessons learnt for continuous improvements
- All CACoP Forum members to promote CACoP within internal organisations, to communicate and implement the CACoP principles and to seek buy-in for the Forward Work Plan deliverables
- CACoP to meet regularly to achieve all the desired outputs. Bi-monthly WebEx meetings where appropriate and bi-monthly face to face meetings aligned to updates to the Central Modification register (CRM) and Horizon Scan
- All Code Administrators to review the 14 CACoP principles across all Codes to share learning and best practices across Codes where appropriate.

5   Timeframe for Deliverables

To ensure delivery of the Forward Work Plan for 2019 the following timelines have been set for the deliverables and engagement with the industry. This includes the Code Administrator who is responsible for each activity.

Month	Deliverable	Responsibility
MAY	Industry Newsletter including first invite to a face to face engagement event	Gemserv
	Each Code Administrator to self – audit against the CACoP principles	All
JUNE	Each Code Administrator to engage with industry and Panel to advertise the face to face engagement event	All
JULY	Face to Face engagement event	Elexon
	Post Engagement Event Review; review the Forward Work Plan to ensure fit for purpose against industry feedback	All
AUGUST	Webinar for industry participants unable to attend the face to face event	Elexon
	Podcast to be made available for industry participants	National Grid ESO
SEPTEMBER	CACoP Forum to review the CACoP Survey Results (Ofgem lead CACoP Survey)	All
	Second industry newsletter to be issued to industry	Gemserv
OCTOBER	-	-
NOVEMBER		
DECEMBER	Review the work completed in 2019; consideration of 2020 Forward Work Plan	All

Appendix 1: List of Code Administrators

iGT Uniform Network Code (iGT UNC) – gas Gemserv Ltd

Email	iGTUNC@gemserv.com
Call	020 7090 1044
Website	www.igt-unc.co.uk

Balancing and Settlement Code (BSC) – electricity ELEXON Ltd

Email	elexon.change@elexon.co.uk
Call	020 7380 4100
Website	www.elexon.co.uk

Connection and Use of System Code (CUSC) – electricity National Grid Electricity System Operator

Email	CUSC.team@nationalgrideso.com
Call	07811762440
Website	www.nationalgrideso.com/codes

Distribution Code (DCode) – electricity Energy Network Association

Email	dcode@energynetworks.org
Call	020 7706 5124
Website	www.dcode.org.uk

Distribution Connection Use of System Agreement (DCUSA) – electricity Electralink

Email	dcusa@electralink.co.uk
Call	020 7432 3017
Website	www.dcusa.co.uk

Grid Code – electricity National Grid Electricity System Operator

Email	grid.code@nationalgrideso.com
Call	07811762440
Website	www.nationalgrideso.com/codes

Master Registration Agreement (MRA) – electricity Gemserv Ltd

Email	helpdesk@gemserv.com
Call	020 7090 1029
Website	www.MRASCO.com

Smart Energy Code (SEC) – electricity & gas Gemserv Ltd	
Email	SECAS@gemserv.com
Call	020 7090 7755 (SECAS Helpdesk)
Website	www.smartenergycodecompany.co.uk

Supply Point Administration Agreement (SPAA) – gas ElectraLink	
Email	spaa@electraLink.co.uk
Call	020 7432 3005
Website	www.SPAA.co.uk

System Operator – Transmission Owner Code (STC) – electricity National Grid Electricity System Operator	
Email	STCTeam@nationalgrideso.com
Website	https://www.nationalgrideso.com/codes

Uniform Network Code (UNC) – gas Joint Office of Gas Transporters	
Email	enquiries@gasgovernance.co.uk
Call	0121 288 2107
Website	www.gasgovernance.co.uk

Appendix 2: Glossary & References

Acronyms

Acronyms used in this document are listed in the table below.

Acronym	Definition
BSC	Balancing and Settlement Code
CACoP	Code Administrator Code of Practice
CUSC	Connection and Use of System Code
DCode	Distribution Code
DCUSA	Distribution Connection Use of System Agreement
iGT UNC	iGT Uniform Network Code
MRA	Master Registration Agreement
SEC	Smart Energy Code
SPAA	Supply Point Administration Agreement
STC	System Operator – Transmission Owner Code
UNC	Uniform Network Code

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21 May 2019

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