CACoP

Code Administration Code of Practice

2021 Forward Work Plan

Version 1.0

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ABOUT THIS DOCUMENT

This document is the Code Administration Code of Practice (CACoP) Forum's forward plan of work for 2021. It lays out the items the Forum plans to complete and the expected dates for their completion.

This document will be periodically reviewed and updated across the year.

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1.   FORWARD WORK PLAN

The following areas have been identified by the CACoP Forum to be progressed during 2021.

IMPLEMENTING AND INTEGRATING THE CENTRAL CACOP WEBSITE

Feedback was received via the 2019 CACoP Survey and Engagement Day that several Parties would be keen to see a central CACoP website for hosting CACoP-related information, in order to facilitate access to information as efficiently as possible. Mixed feedback was received from the different Code Panels, and so the CACoP Forum proceeded with scoping a website and developing the requirements to build a business case for this.

In the first half of 2021, subject to agreement from the Code Panels on the business case, the CACoP Forum will proceed to develop and implement this central website. It will also work to embed this website into Code Administrators' working practices to ensure full and timely updates of website material are provided for users.

COLLATING INFORMATION AND GUIDANCE ON CODE PROCESSES

In 2020, the Forum investigated whether to develop guidance notes to provide Parties with a succinct summary of the processes across the different Codes in one easy-to-read document. This work was put on hold until the central CACoP website was in place, so that any guidance could be effectively integrated into this. The Forum will return to this area in the second half of 2021, following the implementation of the central CACoP website.

The CACoP Forum has initially proposed to develop guidance on the following areas:

- **Entering the market:** This note will guide a new entrant to the Codes that they need to accede to when they enter the market and the high-level steps they will need to undertake.

- **Raising a change:** This note will provide a very simple overview of each Code modification process and provide guidance on how you can initiate and progress a change.

The Forum will also examine how a centralised glossary of industry terms could be produced through the central website.

ASSESSING AND DOCUMENTING THE IMPACTS OF CHANGE

The CACoP Forum will undertake a review of the 'impacts of change' section of the modification proposal form and Modification Report templates. It will examine whether the approach to identifying and documenting the impacts and costs of change, whether on central systems, Parties or other Codes, can be improved. Any identified enhancements will be rolled out across the templates to facilitate a common approach.

EMBEDDING AND REVIEWING THE CONSUMER BENEFIT ANALYSIS APPROACH

In October 2020, the CACoP Forum agreed to implement a common approach to assessing the benefits of change on the end consumer. Its agreed approach was captured in a guidance note which has been published on the Codes' websites, and each Code Administrator updated their templates and working practices to incorporate this.

The Forum agreed to review how this approach was going after six months. The Code Administrators will share their experiences and lessons learnt, and pass on any feedback received from their Code Parties. The Forum will review the approach and the guidance and implement any updates needed. This review will be scheduled to take place in May 2021.

REVIEWING THE APPLICABLE CODE OBJECTIVES

The CACoP Forum will undertake a review of the Applicable Code Objectives, to assess if they continue to align with the current drivers for change. In particular, the Applicable Code Objectives do not make any reference to the benefits for end-consumers, despite this becoming an increasingly important area of consideration.

The Applicable Code Objectives are set out in the corresponding Licences, and so any changes would need to be progressed by Ofgem. The CACoP Forum will complete a review of the current objectives and will provide its recommendations for any changes to Ofgem.

DEVELOPING A CONSISTENT APPROACH TO IDENTIFYING CROSS-CODE IMPACTS

A key goal of the CACoP Forum is to identify cross-Code impacts arising from modifications, and ensure any consequential modifications are raised and progressed in a timely and holistic manner. A variety of different approaches are taken between different subsets of Codes to this, with different degrees of success.

In 2021, the CACoP Forum will review its current approaches to identifying and subsequently co-ordinating cross-Code changes. It will review the benefits and drawbacks of these and seek to develop a best practice approach that all the Code Administrators can then adopt.

REVIEWING THE CACOP FORUM'S TERMS OF REFERENCE

The CACoP Forum's terms of reference were agreed several years ago and have not been reviewed since. The Forum will undertake a full review of the terms of reference to ensure they remain fit for purpose. As part of this review, it will assess if the membership should be expanded to other organisations with substantive control over industry change processes, such as Xoserve and the Data Communications Company (DCC).

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