

Code Governance Frequently Asked Questions

1. How do I raise a modification?
2. What are the process steps a modification can go through under Open Governance in the Grid Code and Connection and Use of System Code (CUSC)?
3. How long does it take for a modification to go through the process?
4. How long does it take for the Authority to make a decision on a modification that they receive?
5. How do I become a Workgroup member?
6. What is an 'Alternative Vote'?
7. I have an alternative solution but am not part of the Workgroup, what can I do?
8. What is a 'Workgroup Vote'?
9. How is the Workgroup Terms of Reference set?
10. If I am a Workgroup member, how many meetings do I need to attend to participate in the Workgroup Vote?
11. What is expected of me if I become a Workgroup member?
12. When are the elections to become a Panel member due to take place?
13. Who are the current Panel members across the codes that National Grid ESO in administer?
14. How do I get in touch with the Code Administrator?
15. I don't have the resource to raise a modification to a code but I have identified an issue that needs resolving what can I do?
16. How do I find out the latest status of a modification?
17. What is self-governance?
18. What is the Code Administrator Code of Practice?
19. When can I feed into the process?
20. What's the difference between a Workgroup Consultation and a Code Administrator Consultation?
21. What is prioritisation?

Modification Process Questions

1. How do I raise a modification?

If you have identified an **issue or 'defect'** within one of the codes that we as the National Grid Electricity System Operator (NGESO) Code Administrator administer, then we would recommend that the following steps are undertaken to make the process as successful as possible;

- **Speak to us** as Code Administrator to make us aware that you would like to raise a change (modification) to the way that one of the codes work. We can offer guidance in whether a code change is the only way forward, whether there are any other modifications currently in the process that are looking to make a similar or same change and advise on likely timescales for the change to go through the process.
- Take the issue to a **forum** to discuss the proposed change with other Industry members. This step aids and informs you, as Proposer, of the general support for the change to be made. Feedback will also be given on any solution you have thought of to date and will give you an idea of other solutions that Industry may raise.

The forums that we administer are the Grid Code Development forum (GCDF) for potential Grid Code changes and the Transmission Charging Methodologies Forum (TCMF) for potential charging modifications (Section 14) and in addition the CUSC Issues Steering Group (CISG) for potential non-charging modifications to the CUSC (all other sections of the CUSC)

- **Draft the modification.** The proposal form that you have to fill in to formally raise a change to our codes can be located at the following link: <https://www.nationalgrideso.com/codes> (the proposal forms are on the respective code area) If you require any guidance on completing this then please get in touch with us as Code Administrator, we are always on hand and happy to assist in our critical friend role.
- **Submit a draft modification to the Code Administrator.** We kindly request that all modifications that are to be tabled at a Panel meeting for discussion are submitted to us as Code Administrator as soon as possible and no later than three business days before papers day (papers day for the Panel is five working days ahead of the meeting) This will allow us to provide feedback on the Proposal and work with you as Proposer to make the process as successful as possible.
- **Attend Panel meeting.** Following the submission of your proposed change you will be required to attend the Panel meeting to talk through the change so the Panel can assess which route the modification should follow. Slides will need to be drafted and submitted to the Code Administrator to be circulated to the Panel members five working days ahead of the meeting.

2. What are the process steps a modification can go through under Open Governance in the Grid Code and Connection and Use of System Code (CUSC)?

Please see **Figure 1** for process flow diagram.

Additional resource: Panel induction pack which can be located

<https://www.nationalgrideso.com/codes/grid-code/meetings/grid-code-panel-24-january-2019>

3.How long does it take for a modification to go through the process?

This can vary depending on several factors (Governance Route, prioritisation of the modification and complexity of the proposed change) which we have drafted into a table below.

Governance route	Approximate Timescale
<p>Workgroup required to assess with modification going to Ofgem for a decision</p>	<p>Dependent on the prioritisation of the modification raised then when the Workgroup is convened they aim to have completed the Workgroup stage completed in four months for the CUSC and six for the Grid Code. If the modification is complex, then this can lead to the timetable being extended to take into account any further analysis required and other options (alternatives) to be raised. It will then progress to the stage that takes 12-14 weeks. Total = a minimum of 8 months for CUSC and 10 for the Grid Code.</p>
<p>Workgroup required to assess with the respective code Panel determining whether the modification should be made (<i>Self-Governance</i>)</p>	<p>Dependent on the prioritisation of the modification raised then when the Workgroup is convened they aim to have completed the Workgroup stage completed in four months for the CUSC and six for the Grid Code. If the modification is complex, then this can lead to the timetable being extended to take into account any further analysis required and other options (alternatives) to be raised. It will then progress to the stage that takes 10-12 weeks. Total = a minimum of 7 months for CUSC and 9 for the Grid Code.</p>
<p>No Workgroup and modification being submitted to the Authority for a decision</p>	<p>12-14 weeks dependent on the scheduling of Panel meetings</p>

No Workgroup and the respective code Panel determining whether the modification should be made (<i>Self-Governance</i>)	10-12 weeks dependent on the scheduling of Panel meetings.
Fast Track	5 weeks

4. How long does it take for the Authority to make a decision on a modification that they receive?

The Authority works to a KPI of 25 working days.

Workgroup questions

5. How do I become a Workgroup member?

If you have seen a modification be raised and want to become a Workgroup member we, as Code Administrator are on hand to talk you through this if you have any questions on what this would entail. The nomination form (a form which outlines your details and what expertise you would bring to the Workgroup) can be located in the respective code area for each code on the ESO National Grid website. This is also sent out as part of the email we send seeking membership for all workgroups.

You will note that the form requests you to inform us of whether you are on Schedule 1 (list of Users) or whether a party on this list has nominated you to be a Workgroup member. This is a requirement in our codes.

If you cannot obtain a nomination and want to be part of a Workgroup we can assist in helping you gain this nomination or there are additional options such as being an Observer (also great if you want to know what's going on but don't have the time to be heavily involved) or being on the modification mailing list.

6. What is an 'Alternative Vote'

If another option (potential alternative) is brought to a Workgroup, either by a Workgroup member or a respondent to a Workgroup Consultation then the Workgroup have to assess whether to progress the option into a full alternative which would be worked up the same way as the Original Proposal and submitted to either the Panel or Authority for a decision on whether to implement the proposed change.

They make this assessment by carrying out an Alternative Vote. This entails assessing the option against the codes applicable objectives to see whether each Workgroup member is of the view that it would be better facilitated if this change were to be made to the code when compared to what is in the code at the time of the vote.

If the Workgroup do not support the proposed alternative, then the Chair of the Workgroup will also make the assessment and if they do think it does better facilitate the objectives when compared to the respective code today the alternative will be fully worked up.

7.I have an alternative solution but am not part of the Workgroup, what can I do?

When the Workgroup carry out their Workgroup Consultation you can raise a request for the Workgroup to assess the idea you have. This is done by filling in an alternative form as part of the Consultation and your response. If you are not part of the Workgroup, then you will need to add sufficient detail for the Workgroup to assess the option. You can, in addition, attend the next Workgroup to present your idea and see what happens in terms of progressing what you have raised. The alternative form can be located in the respective code areas on the ESO National Grid website.

8.What is a 'Workgroup Vote'?

This is carried out at the end of the Workgroup process to gain the views of each Workgroup member ahead of being issued to the respective code Panel. This is carried out by assessing the proposed change and any other options against the codes applicable objectives.

9.How is the Workgroup Terms of Reference set?

The Terms of Reference for each Workgroup are set by the Panel. The Panel assess the modification and determine the scope for the Workgroup, in essence what the Panel are tasking them to complete ahead of reporting back to them at a specific Panel meeting. There is a standard Terms of Reference which are talked through at the start of the initial Workgroup meeting so all members are clear on the ask for the group. If the Workgroup want to add anything to the scope this can be requested of the Panel.

10.If I am a Workgroup member, how many meetings do I need to attend to participate in the Workgroup Vote?

You as the Workgroup member or an alternate need to attend half of all the meetings held on the modification in order to cast your Workgroup Vote.

11.What is expected of me if I become a Workgroup member?

As a Workgroup member, as Code Administrator we would require, you as a member to;

- Act in the best interest of the **end consumer** and Industry as a whole
- Actively participate in meetings when in attendance
- Feedback and add comments to discussions held within timescales requested (not less than five working days)
- Be respectful of others views within meetings

General questions

12. When are the elections to become a Panel member due to take place?

All of our code elections take place every two years and are due to be held as follows:

Grid Code: *Panel in post until 31 December 2020.* Elections will commence in September 2020.

CUSC: *Panel in post until 31 September 2019.* Elections will commence in summer 2019.

STC: *Only Offshore Transmission Owner elections.* Panel in post until 31 March 2019. Code Administrator notified of seats being taken so no elections until January 2021.

SQSS: *Only Offshore Transmission Owner elections.* Panel in post until 31 March 2020. Elections in January 2020.

If you are interested in becoming a Panel member we are on hand to talk you through the role and responsibilities, please get in touch.

13. Who are the current Panel members across the codes that National Grid ESO in administer?

The current Panel members can be found at the following links:

CUSC: <https://www.nationalgridesocom/codes/connection-and-use-system-code-cusc?panel>

Grid Code: <https://www.nationalgrideso.com/codes/grid-code?panel>

STC: <https://www.nationalgrideso.com/codes/system-operator-transmission-owner-code?panel>

SQSS: <https://www.nationalgrideso.com/codes/security-and-quality-supply-standards?panel>

14. How do I get in touch with the Code Administrator?

You can contact us by either emailing the respective .box which can be located below or alternatively, if you wish to talk to us on the phone please give the Panel Secretary a call anytime. The phone numbers are also below:

Grid Code: Grid.code@nationalgrid.com

Emma Hart (Technical Secretary) 07790 370027

Matthew Bent (Code Administrator representative) 07785428175

CUSC: cusc.team@nationalgrid.com

Shazia Akhtar (Technical Secretary) 07787 266972

Rachel Hinsley (Code Administrator representative) 07811 762440

STC: stcteam@nationalgrid.com

Ren Walker (Technical Secretary) 07976 940855

Chrissie Brown (Chair) 07866 794568

SQSS: sqss@nationalgrid.com

Rashpal GataAura (Technical Secretary) 07790 370039

Chrissie Brown (Chair) 07866 794568

15. I don't have the resource to raise a modification to a code but I have identified an issue that needs resolving what can I do?

Please let us know. We maybe hearing a lot of feedback on the same area and know that it's going to be addressed in the future for instance or we can provide assistance in drafting modifications or tabling the issue at our forums.

16. How do I find out the latest status of a modification?

We know that there is a lot of change with the status of modifications and have developed a new modification tracker which shows all of the changes that we are managing with the latest status of the modification and whether it is on track to meet the current timeline agreed with our Panels. You will also notice that there is some commentary within the spreadsheet to assist with understanding any blockers and next steps within the process. We are again on hand to answer any questions on the modifications and where they are in the process.

17. What is self-governance?

This means that the Panel will make a decision on whether a modification is implemented rather than Ofgem. This is only done with modifications that will not have a material effect. Guidance on this can be located on our website and is titled 'materiality guidance' Please note that modifications default, when raised, to this unless the Proposer can state how it will have a material impact.

18. What is the Code Administrator Code of Practice?

This is the set of rules that we work to as Code Administrator and its published on the Ofgem website at the following link:

<https://www.ofgem.gov.uk/licences-industry-codes-and-standards/industry-code-governance/code-administration-code-practice-cacop>

19. When can I feed into the process?

There are a number of ways you can feed in;

- **Feed into** the Panel members on each code any feedback on the modifications raised
- **Respond** to Workgroup Consultations
- **Become** a Workgroup member or Observer at Workgroups
- **Respond** to Code Administrator Consultations
- **Tell us** where we can improve and how our communication is working

20. What's the difference between a Workgroup Consultation and a Code Administrator Consultation?

The Workgroup Consultation is the Workgroup gaining views from all of Industry on what solution to arrive at and whether there are any other options that they haven't thought off. Your response here can really shape where the proposed change goes to and ensures all views have been considered.

The Code Administrator Consultation is carried out once the solutions have been finalised to gain all of Industry's views on whether they are better than what is in the code today. This is done by assessing against the code objectives.

21. What is prioritisation?

More information on prioritisation (the why and how) of modifications on the codes we administer can be located at the following link; <https://www.nationalgrideso.com/codes/code-administration-code-practice>

