

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 will be rolled out to all Codes.

1.2 Principle 4 of the CACoP requires that the Code of Practice be reviewed at least annually by its users.

1.3 Code Administrators for the following Codes met with Ofgem 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 (DCode)
- Distribution Connection Use of System Agreement (DCUSA)
- Grid Code
- iGT Uniform Network Code (iGT UNC)
- Master Registration Agreement (MRA)
- 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.

2 RECOMMENDATION

2.1 Code Administrators and Ofgem are invited to:

- AGREE the CACoP Review Group Terms of Reference (Appendix A); and
- AGREE the CACoP Review Process and Timetable (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 and subject to amendment by users.
- 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 HOSTS

- 3.1 Each Code Administrator shall take it in turn to manage and host the annual Review Group meeting. The meeting hosts shall also 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 hosts is documented in Appendix B.

4 FREQUENCY OF MEETINGS

- 4.1 The Review Group shall meet on an annual basis to review feedback from 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 and Ofgem, and shall be published at [[hyperlink to the CACoP page of the Joint Office Website](#)].

6 MEETING CHAIR

- 6.1 The meeting 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 and the Review Process outlined in Appendix B is adhered to.

7 MEETING SECRETARY

7.1 The meeting 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 and submit a report outlining the outcome of the review and any recommendations to Ofgem.

8 DECISION MAKING

8.1 Decisions shall be taken on a majority basis. Where a decision is not unanimous this shall be reported to Ofgem in the final report outlining the outcome of the review and any recommendations.

9 QUORUM

9.1 A minimum of two Code Administrators is required for a meeting to be quorate.

10 PUBLICATION OF INFORMATION

10.1 All information pertaining to the CACoP Review Group and a copy of the latest CACoP shall be published at [[hyperlink to the CACoP page of the Joint Office Website](#)].

10.2 Each Code Administrator shall provide a link on their respective websites to that page.

APPENDIX B – CACOP REVIEW PROCESS AND TIMETABLE

1 REVIEW PROCESS

ACTIVITY	RESPONSIBILITY
CACoP Review added to Code Panel meeting agenda	Each Code Administrator
Consultation of Panel Members / Code Parties conducted to seek feedback on CACoP ¹	Each Code Administrator
Collate feedback and submit to Review Meeting host	Each Code Administrator
Issue notice of the Review Meeting and associated papers including meeting agenda and collated feedback from all Code Administrators	Meeting Host
Attend Annual Review Meeting	Each Code Administrator Ofgem (optional) Other users (optional)
Documentation and distribution of proposed CACoP amendments and recommendations report	Meeting Host
Agreement of proposed CACoP amendments and recommendations report ²	Each Code Administrator
Submission of proposed CACoP amendments and recommendations report to Ofgem	Meeting Host
Determination on proposed amendments ³	Ofgem

¹ It shall be at the discretion of the Code Administrator for each Code, in conjunction with its Code Panel, to determine how this consultation should be conducted e.g. whether the Panel or Parties be invited to participate.

² It shall be at the discretion of each Code Administrator to determine whether this report is also approved by their respective Code Panels

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

Update and circulate revised CACoP	Meeting Host
Publication of revised CACoP	<p>Joint Office to publish centrally at [hyperlink]</p> <p>All Code Administrators and Ofgem to ensure link to [hyperlink to Joint Office page] on their own websites</p>

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 ⁴	Summer
Collate feedback and submit to Review Meeting host	Week 1 - September
Issue notice of Review Meeting and associated papers including meeting agenda and collated feedback from all Code Administrators	Week 2 – September
Attend Annual Review Meeting	Week 1 – October
Documentation and distribution of proposed CACoP amendments and recommendations report	Week 3 – October
Agreement of proposed CACoP amendments and recommendations report ⁵	Week 1 – November

⁴ It shall be at the discretion of the Code Administrator for each Code, in conjunction with its Code Panel, to determine how this consultation should be conducted e.g. whether the Panel or Parties be invited to participate.

⁵ It shall be at the discretion of each Code Administrator to determine whether this report is also approved by their respective Code Panels

Submission of proposed CACoP amendments and recommendations report to Ofgem	Week 2 – November
Determination on proposed amendments ⁶	Week 2 – December
Update and circulate revised CACoP	Week 3 – December
Publication of revised CACoP	Week 1 – January

3 REVIEW HOSTS

HOST CODE ADMINISTRATOR	YEAR
ElectraLink	2014
ELEXON	2015
Energy Networks Association	2016
Gemserv	2017
Joint Office	2018
National Grid	2019

⁶ It shall be at the discretion of Ofgem as to whether it consults before making its determination