

Distribution Code Review Panel

Meeting 64 – 8 June 2017

Code Administrator Update

Paper by Secretary

The purpose of this paper is to provide the Panel with a brief update on the several issues relating to the provision of the Code Administration service to the Distribution Code Review Panel.

Issues

1. DCode CGR3 Work plan Update

An updated DCode CGR3 work plan is attached as appendix 1. Most of the objectives have been delivered or ongoing. The plan has been updated and includes the findings from the January 2017 Code Administrators Survey. Copy of the plan is attached as appendix 1

2. Code Administrators Forward Work Plans

ENA and the other Industry Code Administrators have been working collaboratively to develop a joint Forward work plan. A plan is now available and can be found [here](#). The objective of the forward work plan is to coordinate the project management of major industry change through on going oversight of the end to end delivery of significant programmes and central systems change for example the implementation of EU Network Codes.

3. Central codes modification register

A new central codes modification register developed by ENA has now been adopted by all industry Code Administrators and is available to view on their respective websites. You can find it [here](#) on the DCode website.

4. Future DCRP Meetings

In light of the changes to the GCRP following the Open Governance changes and its proposal to hold meetings on a monthly basis to primarily assist with the expected high volume of modifications.... Is there a need for the DCRP to consider likewise and also increase Panel meetings schedule. Currently 4 x DCRP meetings per year three by telecom one by physical meeting Proposal to increase to six meetings per annum all physical at ENA?

The Panel is requested to offer its thoughts on this proposal.

5. DCode Website Upgrade

ENA have been working on the new Distribution Code website and are now in a position to provide a preview of the site (link below). We hope you agree that the new site looks much better and is more user friendly. This new site is mobile/ tablet friendly and therefore will make it much easier to access documents when out on site. The site has all of the content that was held on the previous site such as archived versions of the distributions code, details of DCRP meetings, working group minutes/ updates etc. The new site also offers a simple sign-

DCode

DCRP_17_02_10

up page, where interested parties can sign-up to get Distribution Code and Qualifying Standards updates. <https://c0312.paas2.ams.modxcloud.com>

The Panel is invited to review the new website.

#	Change	Key Actions	Approach	By When	Who
Individual Code modifications					
1	Modifications to codes to implement SCR proposals	Undertake modification to Distribution Code where required to implement the SCR proposals	Code Modification DCode Modification DCRP/17/02	March 31 2017	DCRP/ENA Complete
2	Modifications to codes such that Industry assesses whether a modification is material, and therefore requires the consent of the Authority, in deciding whether to use the self-governance route	Undertake a modification to Distribution Code to include a requirement in the Code that the Panel should assess whether a modification is material, and therefore requires the consent of the Authority, in deciding whether to use the self-governance route	Code Modification Changes to Distribution Licence required or Implement Open Governance. Paper submitted to DCRP 8/6/17	September 2017	DCRP/ENA Ongoing
Code administrators to develop and/or implement proposals to individual codes or processes					
3	All codes to make better use of the self-governance provisions	This requirement will be included in the Distribution Code	Code Modification Changes to Distribution Licence required or Implement Open Governance. Paper submitted to DCRP 8/6/17	September 2017	DCRP/ENA Ongoing
4	Code administrators to publish and follow Critical Friend 'Top 5'	The D Code website currently includes a section for Code Administration and the Critical Friend Top 5 will be published to it. The	Review and update D Code website. Published see link. http://www.dcode.org.uk/critical-friend.html	Aug 2016	DCRP/ENA Complete

		ENA will abide with the Critical Friend Top 5			
5	All codes to have a dedicated CACoP web page	The D Code website already has a section for Code Administration including CACoP. This will be reviewed to ensure	Review and update D Code website Published see link. http://www.dcode.org.uk/code-administrators-code-of-practice-(cacop)-2.html	August 2016	DCRP/ENA Complete
6	All new Modification Proposals to follow the new standard modification templates (including a consumer impacts section)	The D Code website will include the new standard modification templates (including a consumer impacts section). Users will also be provided with simple instructions on how the modification process works.	Publish new modification form to D Code website include User instructions Published – See Link http://www.dcode.org.uk/modification-proposal-form.html	November 2016	DCRP/ENA Complete
7	All cross-code Modification Proposals to follow the new joint process	The DCRP and ENA will ensure that any cross-code Modification Proposals follow the new joint process. This new requirement will be included within the modification section of the Distribution Code	Code Modification	November 2017	DCRP/ENA Ongoing
8	The development of Forward Work plans by code administrators and ensure that they are consistent across all codes	The DCRP and ENA will develop Forward Work plans ensuring they are consistent across all codes. The final DCRP agreed/approved plan will be published to the Distribution Code website	Final plan will be published on D Code Website. Possible modification may be required to D Code. Published. See Link http://www.dcode.org.uk/code-administrators-forward-work-plan.html	August 2016	DCRP/ENA Complete

9	The development of Project Management and Assurance provisions by code administrators	The ENA will consider the development of Project Management and Assurance provisions	ENA to develop Project Management and Assurance process	September 2017	DCRP/ENA Ongoing
10	All parties to ensure that clear reasons are given in modification reports	The requirement to ensure all parties provide clear reasons in modification reports will be included in a revised modification section within the Distribution Code	Code Modification Published. See Link http://www.dcode.org.uk/modification-proposal-form.html	November 2016	DCRP/ENA Complete
11	The Code Administrator to act as Workgroup Chair (unless there is a conflict of interest)	The ENA will act as Workgroup Chair. (unless there is a conflict of interest)	Ensure all future workgroups are chaired by ENA DCRP Working Groups are chaired by Technically competent persons	June 2016	DCRP/ENA Complete
12	All relevant Code Administrators to ensure better use of the pre-modification process for charging methodologies	Not applicable to Distribution Code			
13	DCUSA and SPAA Panels to review Panel Voting	Not applicable to Distribution Code			
14	All relevant papers to be made available on the DCUSA website	Not applicable to Distribution Code			
15	DCUSA Panel to explore the role of panel sponsors	Not applicable to Distribution Code			

Code administrators to work together to develop proposals					
16	The development of guidance in respect of materiality for self-governance	DCRP/ENA will develop guidance in respect of materiality for self-governance	Guidance will be developed. Changes to Distribution Licence required or Implement Open Governance. Paper submitted to DCRP 8/6/17	September 2017	DCRP/ENA Ongoing
17	Code administrators to implement the use of the Lead Code Administrator	ENA will implement the use of the Lead Code Administrator	ENA will fulfil its role as a lead code administrator ENA fulfilling its role as lead administrator for 2016-2017	June 2016	DCRP/ENA Complete
18	Code administrators to capture CACoP minor changes on an ongoing basis	ENA will capture CACoP minor changes on an ongoing basis and ensure they are included in the regular review by Code Administrators	ENA will include on its website a means for Users to provide comments on use of CACoP. Comments will then be fed into the Code Administration regular review process. Link on website providing advice to those who wish to submit comments.	June 2016	DCRP/ENA Complete
19	Code administrators to develop and implement a cross-code Modifications Register	ENA will assist in the development and implementation of a cross code Modifications Register.	ENA will publish to its website a final cross code register. http://www.dcode.org.uk/overview.html	August 2016	DCRP/ENA Complete
20	Development of a process to ensure consistency in code Forward Work plans where appropriate	ENA will assist in the development and implementation of consistent Code	DCRP forward work plans will be published to the D Code website. Link on website	August 2016	DCRP/ENA Complete

		Administration Forward Work Plans.	http://www.dcode.org.uk/code-administrators-forward-work-plan.html		
Ofgem Dist Code Survey Recommendations					
21	Keeping customers sufficiently informed of any changes or modifications to the code				
22	Helping organisations with interpreting information				
23	Generally, organisations acknowledge the need for comprehensive detail from administrators. However additional support in interpreting this information is appreciated, particularly for small organisations or those new to the market.				
24	Of the small number of respondents who have used the ENA's website, perceptions are positive. All customers said they were able to easily find information on the website and the majority (five out of six) say the information on the website is easy to understand. By contrast, only three of the six organisations who have been to the ENA website said it kept them sufficiently informed of any changes or modifications to the code.				
25	However, organisations say it can be difficult to attend all meetings due to resource and financial constraints. Meetings are perceived as mainly London				

	centric, which can be problematic for those not based in the Capital.				
26	Teleconference facilities can be problematic due to audio problems (hearing and being heard), and confusion about who is talking.				
27	There is scope to improve the ease of interpreting information for organisation. Improving this aspect of service may increase overall satisfaction with the service ENA is providing in relation to the DCode.				
28	There are aspects of the website that are identified as in need of attention; particularly keeping customers informed of any changes or modifications to the code.				