

| # | 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 Deferred until December 2017 |
| 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 Deferred until December 2017 |
| 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 ENA will abide with the | Review and update D Code website. Published see link. http://www.dcode.org.uk/critical-friend.html | Aug 2016 | DCRP/ENA Complete |

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| | | 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 |

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| 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 | | | | | |
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| 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 Deferred until December 2017 |
| 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 | | |
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| # | Change | Key Actions | Approach | By When | Who |
| Ofgem Dist Code Survey Recommendations | | | | | |
| 21 | Keeping customers sufficiently informed of any changes or modifications to the code | Review DCRP notification process | New registration process now included on home page of DCode website. https://forms.sign-up.to/4068/3978 | July 2017 | ENA CA Complete |
| 22 | 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. | Consideration will be given to providing additional support for those small organisations or those new to the market. | | November 2016 | |
| 23 | 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. | Review DCRP website | DCRP website has been updated and hopefully now provides the required information in an easy to use format. http://www.dcode.org.uk/ | July 2017 | ENA CA Complete |
| 25 | However, organisations say it can be difficult to attend all meetings due to resource and financial | Noted. | Teleconference facilities and web ex are available and can | Dec 2017 | |

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| | constraints. Meetings are perceived as mainly London centric, which can be problematic for those not based in the Capital. | | be used. Consideration of holding meetings in different parts of GB will be considered | | |
| 26 | Teleconference facilities can be problematic due to audio problems (hearing and being heard), and confusion about who is talking. | Review teleconf facilities | ENA are moving to a new location and this issue will be addressed | Dec 2017 | |
| 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. | Noted and this issue will be reviewed. | | Dec 2017 | |
| 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. | Review DCRP website | DCRP website has been updated and hopefully now provides the required information in an easy to use format. http://www.dcode.org.uk/ | July 2017 | ENA CA Complete |