Cross Code Steering Group (CCSG)

TERMS OF REFERENCE

1 Establishment and role

1.1 The Cross Code Steering Group is established pursuant to the Retail Code Consolidation Significant Code Review and incorporated by reference into the modification rules of the industry codes listed in paragraph 2.2.

1.2 The purpose of the CCSG is to support the development of change proposals that impact multiple industry codes.

1.3 The key objectives are to:

- Assess each change proposal (also meaning modification proposal) referred to it, to determine whether there are cross code impacts[1];
- Where cross code impacts are identified, determine which is the 'lead code';
- Determine which industry parties and service providers should be invited to provide an impact assessment and the approach to delivering this impact assessment; and
- Ensure the views of constituent code parties and service providers are represented as part of the change proposal's decision-making process.

1.4 The CCSG will provide a robust mechanism (in accordance with the modification rules of all relevant codes) for assessing cross code changes, which will remove duplication for parties affected via multiple codes, whilst still ensuring that all impacted parties have the ability to engage in the change process.

2 Scope of the CCSG

2.1 The CCSG shall consider any issues and change proposals with a cross code impact that are referred to it by the Code Manager or Code Administrator of any of the codes referred to in paragraph 2.2, or any provider of central systems governed directly or indirectly by those codes; such issues may include but will not be limited to:

- Changes to the metadata for data items and / or messages defined in the REC Data Specification;
- Changes to access arrangements set out in the REC Data Access Matrix;
- Changes to the joint BSC / REC entry assessment provisions;

2.2 The CCSG shall consider issues and change proposals with cross code impacts from any industry code, including but not limited to the:

- Retail Energy Code (REC);
- Balancing and Settlement Code (BSC);
- Distribution Connection and Use of System Agreement (DCUSA);
- Uniform Network Code (UNC);
- Independent Gas Transporters Uniform Network Code (IGT UNC);
- Smart Energy Code (SEC); and
- Data Integration Platform (DIP) Rules.

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[1] Note: this assessment may take place before the change proposal is formally raised e.g. whilst progressing any pre-assessment phase.

3 Members

3.1 Membership of the CCSG will consist of one representative from each industry code referred to in section 2.

3.2 Each code shall determine the appropriate representative to attend the CCSG on behalf of the Parties to that code. The appointed individuals are expected to have the appropriate skills, knowledge and experience to participate.

3.3 In appointing an individual to attend the CCSG, each code body agrees to delegate to them such authority as may reasonably be required with respect to making decisions on the progression of a technical change or such other matter as provided for in these Terms of Reference.

3.4 Where possible, membership should be consistent, with the same individuals participating in the group for a reasonable period of time to ensure consistency of approach and retention of knowledge.

Attendance by non-CCSG members

3.5 In addition to the appointed CCSG members, the following may be invited to attend any meeting of the CCSG and fully participate in any discussion, but not vote:

a) a representative of the Authority; and
b) a representative of any Service Provider with responsibility for systems that may be impacted by any change proposal referred to or otherwise subject to discussion of the CCSG.

Chair

3.6 The Chair of the CCSG (the CCSG Chair) will initially be the REC Code Manager, for a 12 month term.

3.7 At the expiry of the initial CCSG Chair's term, the role will rotate amongst the representatives of the other codes, unless otherwise agreed by the group. The second, and each subsequent CCSG Chair will be determined by a vote of CCSG members.

3.8 The role of the Chair is to facilitate discussion across the group, to enable challenge and to ensure comments from the group are sought, logged and addressed as appropriate, and to act as a single point of contact between the CCSG and such external bodies as may have an interest in the work of the CCSG but are not represented amongst its membership.

3.9 For the avoidance of doubt, the Chair will be a voting party and the code responsible for provision of the Chair will not provide an additional member.

3.10 The Chair shall appoint another CCSG member as the Deputy Chair who will carry out the responsibilities of the Chair in the event they are unavailable.

Secretary

3.11 Unless otherwise agreed by the CCSG, the REC Code Manager shall act as secretary.

3.12 The secretary shall be responsible for convening meetings of the CCSG (as directed by the Chair), publishing relevant meeting documents, drafting minutes of meetings and maintaining the actions log.

Alternates

3.13 Any CCSG member may, upon notice to the CCSG secretary and subject to no objection being raised by the relevant code body, nominate an alternate to attend the CCSG on their behalf; such alternate will be entitled to vote and have such rights and responsibilities as the CCSG member who they replace.

Quorum

3.14 Meetings of the CCSG are not subject to a quorum.

3.15 The CCSG Chair may exercise discretion to defer one or more decisions or agenda items to a later meeting at which one or more particular CCSG members are expected to attend.

4 Ways of working

4.1. CCSG members will determine the most appropriate method of communication; however it is expected that the majority of interactions will take place via email or the REC Portal, with teleconference facilities utilised where additional discussion is required. Meetings of the CCSG will be convened as and when required, being no later than five Working Days of a matter being referred to it.

4.2 Actions will be shared between members and should be delivered to meet agreed deadlines.

4.3 In determining the lead code for change proposals, members should consider the following principles:

a) Where the change proposal impacts Market Messages or Data Items in the Data Specification, the main Meta Data Owner for those Market Messages and Data Items should be the lead code;

b) Where a code body will have primary responsibility for the development of the solution, and other codes are responsible for developing consequential changes required to enact the primary solution, the code with responsibility for the core solution should be the lead code.

c) The origin of the Change Proposal should be considered as the drivers and rationale for the proposed change may indicate who should be the lead code.

d) Where the purpose or intent of the change proposal clearly aligns with the relevant objectives of a particular code, that code should be the lead code. For instance:

   a. Governance of retail energy market and consumer experience – REC;

   b. Maintenance, operation and use of electricity distribution systems – DCUSA;

   c. Gas transportation and shipping arrangements – UNC/IGT UNC;

   d. Electricity balancing and settlement arrangements – BSC; and,

   e. Operation and efficiency of smart metering arrangements – SEC.

4.4 Once the lead code has been determined, the representative for that code shall ensure the relevant change proposal(s) are raised and impact assessed. Where change proposals are

required under multiple codes, representatives from each code shall co-ordinate discussions and facilitate a single cross code impact assessment.

4.5 Ofgem will be invited to send a representative to the CCSG, and where appropriate may be invited to provide views, or otherwise advise that group on any relevant positions that may affect the development and eventual likelihood of acceptance of cross code change proposals.

4.6 An actions log shall be maintained clearly setting out who is responsible for delivery against each action and associated timescales. Where meetings are convened, minutes shall be drafted and circulated to all members for review within five Working Days of the meeting. Minutes will be deemed to be approved where no comments are received within five Working Days.

4.7 The Chair shall produce a quarterly report for the Panels of each code listed in paragraph 2.2, detailing the activities and outputs of the CCSG in the previous Quarter, within 15 Working Days of the end of that Quarter.

5 Decision making

5.1 The CCSG is expected to act in a co-operative manner to achieve consensus where possible.

5.2 Where consensus cannot be reached, decisions and recommendations will be passed by simple majority of the CCSG members present. Where there are varying views, the secretary will capture these in the minutes.

5.3 Where members of the CCSG cannot reach a majority to decide on the lead code, the Chair will have a casting vote. Where the Chair represents a code involved in the dispute, the casting vote will be deferred to the Deputy Chair.

5.4 Where necessary, the CCSG may seek a view from Ofgem on which Code it considers would be best placed to be designated as the lead code to progress the change.

6 Amending these Terms of Reference

6.1 These Terms of Reference are a Category 2 document under the Retail Energy Code.

6.2 Changes to the Terms of Reference may be proposed by submitting a REC Change Proposal.

6.3 Ofgem may at any time request the CCSG Chair to undertake a review of these Terms of Reference and/or the efficacy of the cross code working arrangements which they seek to facilitate.

6.4 The REC Code Manager shall ensure that any proposed amendments to these Terms of Reference are considered a cross code matter and the Code Manager or Code Administrator for each code listed in paragraph 2.2 are appropriately consulted as part of the change proposal.