# Code Drafting Working Group (CDWG) Terms of Reference (Level 4)

The CDWG Terms of Reference (“ToR”) sets out the role, membership and mode of operation.

## CDWG Objectives & Scope

As a result of changes to the electricity industry settlement system, process and arrangements, there are changes required to the associated industry Codes. CDWG objective is to centrally manage the delivery of code drafting by MHHSP and impacted code bodies to send to CCAG as recommended for approval. This will be done through development of drafts for wider industry review through CDWG review and update.

CDWG is convened to review items that:

* Are required to progress, update, amend and complete the cross code changes that ensure each impacted code correctly reflects the MHHS Programme Design Baseline.
* Relate to the code drafting work, which may include design clarifications or code process clarifications.

The impacted codes extend to the Retail Energy Code (REC), Smart Energy Code (SEC), Balancing Settlement Code (BSC), Connected Use of System Code (CUSC), Distribution Connection Use of System DCUSA and the Grid Code.

## CDWG Role & Responsibilities

CDWG is a Level 4 working group convened under the Level 3 Cross Code Advisory Group (CCAG). It is a Working Group forum where code drafting will be presented for participant review and feedback before being sent for open consultation.

The MHHS Programme will work with code bodies to set the agenda and provide the meeting materials. CDWG attendees will be expected to have reviewed the meeting materials before the meeting, and provide feedback by correspondence in advance of the meeting, so the meeting is a focus on issues identified or comments raised. It is not a meeting to ‘line-by-line’ review code/legal text drafting.

The Programme Management Office (PMO) will provide meeting management and secretariat.

## Membership

The CDWG membership is open to any Programme Participant or interested party with the relevant skills and knowledge.

## CDWG Member Roles and Responsibilities

The SRO (or someone delegated by the SRO) will chair the meetings.

Code Bodies and the MHHS Programme will be responsible for drafting and presenting their respective code changes for wider review.

CDWG members will review the changes and provide proactive feedback to ensure the code/legal text reflects the design solution.

The PMO will distribute meeting documentation and manage the consultation process.

The PMO will provide all meeting management services and deliver all regular and ad hoc meetings.

The PMO will publish CDWG documentation on a SharePoint site.

CDWG attendees will be fully meeting prepared before the meeting starts. To facilitate this readiness, papers will be distributed 5 working days in advance of the scheduled CDWG meeting. Comments will need to be received at the latest the day before the meeting.

A headline report will be issued within 1 working day of the CDWG meeting.

Headline updates will be presented to the CCAG for information purposes. Any issues should be escalated to CCAG for resolution.

Open consultations will issue the code drafting text for industry review. The standard consultation period will be 2 weeks (10 WDs), although this period can be amended by CCAG. For example due to the subject or bank holidays.

## Decision Making

CCAG will retain overall accountability and responsibility for approval of the code artefacts, post consultation and pre Smart Meter Act Power (SMAP) designation.

CCAG will delegate the consultation process responsibilities to the CDWG.