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

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

1.1 CDWG Objectives & Scope

As a result of changes to electricity industry settlement systems, processes, and arrangements, there are changes required to the associated industry codes. The CDWG's objective is to centrally manage the delivery of code drafting by the Market-wide Half Hourly Settlement Programme (MHHS Programme) and impacted code bodies, and to provide to the Cross Code Advisory Group (CCAG) the necessary code drafting for approval. This will be undertaken 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 and associated relevant documentation to be defined by the CCAG (such as the MHHS Qualification Strategy)
- Relate to the delivery of required code drafting under MHHS, which may include design clarifications or code process clarifications.

The CDWG shall review any code or subsidiary document drafted under the MHHS Programme, as required and directed by the CCAG at the time.

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

1.2 CDWG Role & Responsibilities

CDWG is a Level 4 working group convened under the Level 3 CCAG. It is a Working Group forum where code drafting will be presented for participant review and feedback following open consultation with industry parties. The CDWG will review the comments and issues raised through industry consultation and determine any changes, additions, or refinements required to code drafting. The outputs of the CDWG's review activities will be submitted to the CCAG for consideration as to whether code drafting can be approved in principle prior to final consultation and submission to Ofgem for designation.

The MHHS Programme will work with code bodies to set the agenda and provide the meeting materials for the CDWG. 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 focused on issues identified or comments raised. It is not a meeting for 'line-by-line' review code/legal text drafting.

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

1.3 Membership

The CDWG membership is open to any Programme Participant or interested party with the relevant skills and knowledge. Members should ideally hold relevant experience in energy industry codes, change management, or energy industry systems and processes.

1.4 CDWG Member Roles and Responsibilities

The MHHS Programme Senior Responsible Owner (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 five working days in advance of the scheduled CDWG meeting. Comments will need to be received at latest the day before the meeting.

A headline report will be issued within one 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 two weeks (ten Working Days), although this period can be amended by CCAG where necessary, for example, due to the subject requiring review or public holidays.

1.5 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.