

Cross Code Steering Group (CCSG)

(DRAFT) TERMS OF REFERENCE

1 ESTABLISHMENT AND ROLE

- 1.1 The purpose of the CCSG is to support the development of change proposals that impact multiple industry codes.
- 1.1 The key objectives are to:
- Assess each change proposal to determine whether there are cross code impacts¹;
 - Where cross code impacts are identified, determine which is the 'lead code';
 - Determine which industry parties / 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 / service providers are represented as part of the change proposal's decision-making process.
- 1.2 The CCSG will provide a robust mechanism (initially pursuant to the REC Change Management Schedule and then 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 with cross code impact that are referred to it by the Code Manager or Code Administrator of any of the codes referred to in paragraph 2.1, 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;

3 MEMBERS

- 3.1 Membership of the CCSG will consist of one representative from each industry codes referred to in section 2.
- 3.2 The governance body (i.e. the Panel or executive Committee) of 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.

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

- 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

- 3.4 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

- 3.5 The Chair of the CCSG (the CCSG Chair) will initially be the REC Manager, for a 12 month term.
- 3.6 At the expiry of the initial CCSG Chair's term, the role will rotate amongst the representatives of the other Codes, with the appointment of the second, and each subsequent CCSG Chair being determined by a vote of CCSG members until such time as each representative who does not wish to be exempted from the role has served a term.
- 3.7 The role of the lead 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.
- 3.8 For the avoidance of doubt, the lead will be a voting party and the code responsible for provision of the lead will not provide an additional member.

Secretary

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

Alternates

- 3.10 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

- 3.11 Meetings of the CCSG are not subject to a quorum, though the CCSG chair shall ensure that no decision shall be taken which has a direct and material impact upon a given Code if the CCSG member who represents that Code or their alternate is not present.
- 3.12 The CCSG Chair may exercise discretion to defer one or more agenda items to a later meeting at which one or more particular CCSG members are expected to attend

4 Ways of working

- 4.1 Meetings of the CCSG will be convened as and when required, being no later than [5] Working Days of a matter being referred to it. CCSG members will determine the most appropriate method of communication; however it is expected that the majority of interactions will take place via email, with teleconference facilities utilised where additional discussion is required.
- 4.2 Actions will be shared between members and should be delivered to meet agreed deadlines.
- 4.3 In determining the Lead Code for changes relating to data definition and / or data access, members should consider the REC Data Specification which defines metadata owners for each data item and message.
- 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 The Ofgem lead should share information regarding policy positions affecting the development of cross code change proposals to ensure a consistent understanding across the group.
- 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 and approval. Minutes will be deemed to be approved where no comments are received within the stated timescales.

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 administrator will capture these in the headline reports to the relevant panels.
- 5.3 Where members of the CCSG cannot agree on the lead code, they should raise the issue with their respective Panels. The panel may choose to escalate the issue by initiating a discussion with other industry panels.
- 5.4 Where necessary, the panel(s) 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 will initially be progressed and given effect by Ofgem as part of the Retail Code Consolidation Significant Code Review.
- 6.2 Changes to the Terms of Reference may be proposed by any Party to to the Codes listed in Paragraph 2, or any CCSG member.
- 6.3 Changes to the Terms of Reference may be agreed by simple majority of the CCSG, providing that no change to these Terms of References would of itself require a consequential change to the relevant Code. For the avoidance of doubt, should a conflict between these Terms of Reference and the prevailing Codes be identified, the provisions of the Code shall take precedence.
- 6.4 Ofgem may request the CCSG Chair to undertake a review of these Terms of Reference at any time.