ELEXON

Agreement of BSCCo contribution to the Code Administrator Code of Practice (CACoP) website costs

BSC Panel

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Summary | **This paper seeks to ascertain whether the BSC Panel is supportive of Elexon as the BSCCo funding an equitable portion of the development costs of a central CACoP website.**

1. Background

1.1 At the last Code Administrators Code of Practise (CACoP) Forum meeting on 8 December 2020, attendees agreed a business case for a CACoP website, subject to some amendments relating to risk mitigation. These amendments were made, and a finalised business case issued for comment. No comments were received, so Gemserv (in its role as current CACoP Forum Chair) is now seeking confirmation from each Code Administrator on behalf of Code Panels that it will contribute its portion of the costs for the development of the new CACoP website.

1.2 Previously, at the BSC Panel's meeting on 10 December 2020 ([309](#)), Elexon provided a verbal update on CACoP business, which will reoccur on a quarterly basis. Elexon informed the Panel that it would bring the CACoP website business case to the Panel for discussion on funding at a future meeting, which is the purpose of this paper. At this Panel meeting, a member expressed a view that the purpose of the CACoP group should be to align Codes, work together and share best practise for supporting customers, rather than create new structures such as a CACoP website.

2. CACoP website business case

2.1 The CaCoP Central Website business case is attached for information. It has been produced for the benefit of code panels, to support the request for contribution towards shared funding of the development, ongoing maintenance, and management of the website.

2.2 The document sets out a proposal for website content and functionality. Proposed content includes:

- The CACoP document
- Central Modifications register
- Horizon scanner
- Standard Modification template (not to be used to raise Code changes, but to guide best practice)
- Newsletters
- CACoP Forum meeting documentation
- Guidance documents and FAQs

2.3 Currently, these documents sit across the range of Code Administrator web sites. The documents relating to the CACoP forum are hosted by the current CACoP Chair (Chair rotates annually).

2.4   The central website would also facilitate a central CACoP mailbox contact list that users could sign up to via the website.

3.   Costs

3.1   Development costs for initial design, development, test, and implementation of the website have been estimated to total £27,000, to be apportioned to each code administrator (calculated per code administered), as follows:

Code Administrator	Code(s)	Contribution
ElectraLink	DCUSA, SPAA	£4,910
Elexon	**BSC**	**£2,455**
ENA	DCode	£2,455
Gemserv	IGT UNC, MRA, SEC	£7,365
Joint Office	UNC	£2,455
National Grid ESO	CUSC, Grid Code, STC	£7,365

3.2   The cost of ongoing annual maintenance, improvement and support charges is expected to in the region of £4,000 per year, shared among Codes. All CACoP code administrators are expected to share responsibility for all future website costs, through an agreed methodology and updated CACoP terms of reference, which are both yet to be developed. Subject to BSC Panel support of the initial costs, yearly maintenance and development costs would be included in the annual BSC Budget.

3.3   Whilst the above represents the physical costs of funding the website, there will be minor resource considerations at an operational level within Elexon. For example, it is proposed that each code administrator will be able to add its own meetings to the group calendar, requiring a small level of enduring administrative resource.

4.   Contractual arrangements

4.1   It is envisaged that Gemserv will maintain a contract with and ensure payment to the relevant third party developer, and establish a memorandum of understanding between Gemserv and each of the code administrators, invoicing each for its portion of the associated charges.

4.2   Given the relatively low initial cost, Elexon is content with this approach from a legal and financial perspective for the one off set up costs.

4.3   For enduring, recurrent costs, we would recommend that an ongoing maintenance contract is put in place setting out high level service obligations, liability caps and ideally a fixed price (note that the feasibility of a fixed price is unclear in consideration of paragraph 3.2 of this paper).

5.   Panel consideration

5.1   Gemserv has asked for confirmation by 29 January 2021 that each code administrator will contribute its portion of costs for the development of the proposed new central CACoP website. Ahead of this, we believe it appropriate to give the Panel an opportunity to consider the proposal before formally seeking Panel approval of the BSCCo share of the costs.

5.2   The business case states that 'a review of the information held on the website will be carried out after six months to ensure that the website continues to create efficiencies and provide value to code users'. Should the Panel be supportive of the website development, it may wish to stipulate more detail around what the review should include.

6.   Recommendations

6.1   We invite the Panel to:

a) **NOTE** the attached CACoP website business case;

b) **DETERMINE** whether it wishes to approve payment of the BSCCo share of initial set up and development costs (£2,455); and

c) **NOTE** the need to include ongoing running costs in future BSCCo budgets.

Attachments

Attachment A – CACoP website business case

For more information, please contact:

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