
Cross-Code Advisory Group (CCAG) Terms of Reference (Level 3)

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

CCAG Role

The CCAG role is to oversee the development, management and implementation of MHHS Programme related Code changes to all MHHS impacted Codes to ensure Code reflects how the new MHHS TOM process and systems operate.

CCAG Objectives

- To be the primary authority for coordinating, monitoring and managing MHHS impacted Code changes, unless a decision is above Ofgem thresholds.
- To oversee the Programme Code change management and progression against objectives, that ensures compliance with MHHS system and operational changes.
- Ensure different programme participant, especially Code body perspectives are appropriately represented.
- Enable transparency of Code changes for all impacted parties and stakeholders and ongoing monitoring of relevant Code Body Code change management and Code change implementation.
- Delegate appropriate tasks and activities to Level 4 Cross Code Working Groups (e.g. Code Drafting Working Group).
- Receive escalations from lower level workgroups and reach consensus on decisions, so the Programme Code changes progresses to plan.
- Escalate to the PSG issues and decision making when consensus cannot be reached at the CCDG.
- Provide detailed advice to the SRO, PSG and other groups if required.

Membership

The CCAG Membership is constituted from senior management representatives from each Programme impacted Code Body, programme participant constituency representatives, Ofgem as an observer and the MHHS Programme – a)

SRO - Chair

- b) SRO Governance Manager
- c) Lead Delivery Partner (LDP) Programme/Design Manager
- d) Independent Programme Assurance (IPA) Manager
- e) Elexon Representative (as central systems provider)
- f) Elexon Representative (as BSC/BSCCo Manager)
- g) DCC Representative (as smart meter central system provider)
- h) Smart Energy Code (SEC) Representative
- i) RECCo Representative
- j) Connection and Use of System Code (CUSC) Representative
- k) Distribution Connection and Use of System Agreement (DCUSA) Representative l) National Grid ESO
- m) Supplier Representative (Domestic Representative)

- n) Supplier Representative (I&C Representative)
- o) Supplier Agent Representative (Independent Supplier Agent)
- p) Supplier Agent Representative
- q) DNO/iDNO Representative
- r) Consumer Representative
- s) Ofgem (Observer, to attend as appropriate)
- t) The PMO will attend to act as meeting secretariat.

Purpose and Duties of Cross-Code Advisory Group

CCAG purpose is to oversee the central coordination, monitoring and management of 'farmed-out' Code change requests and modifications to all impacts MHHS impacted Code Bodies.

CCAG duty is to ensure MHHS impacted Codes are updated and comply with the new MHHS arrangements.

CCAG Scope, Deliverables, Roles and Responsibilities

- CCAG is responsible for overseeing the development of the Code Modifications and redlined legal text production that delivers MHHS Code compliance.
- The SRO (or someone delegated by the SRO from within the MHHS Implementation Manager function) will chair the meetings.
- The PMO will maintain and communicate up to date meeting documentation.
- The PMO will issue a headline report within one working day of the meeting, with full minutes, actions and decisions issued within five working days of the meeting.
- The PMO will maintain an up to date Programme plan, RAID log and actions log.
- The PMO will centrally monitor and provide related Code change programme management.
- The PMO will provide all meeting management services and deliver all regular and ad hoc meetings.
- CCAG Members (or nominated alternatives) will attend every meeting.
- CCAG Members will be fully meeting prepared before the meeting starts.
- CCAG Members should be a mix of Code Body and regulatory experts.

Decision-making

The CCAG will make Level 3 decisions and Level 2 decisions when delegated from the PSG. (Level 1 decisions will be escalated to Ofgem by the SRO or IPA via the PSG).

The CCAG can delegate decisions to another Level 3 group or a lower level work group.

The CCAG will ensure that any decisions are based on full transparency with programme participants and appropriate consultation. CCAG decisions will be by consensus and if consensus cannot be reached the Chair will make an informed decision.

Where parties raise significant concerns with a CCAG decision, the concern should be escalated to the PSG via their constituency representative or the SRO.

Consultation will be carried out on an ongoing basis, with the CCAG taking decisions based on information developed by the Cross Code Working Group(s).

Where the CCAG is presented with recommendations from lower level Cross Code Working Group(s) they will have the ability to:

- i) Accept the recommendation – the proposal/recommendations are aligned to the TOM and overall objectives.
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- ii) Reject the recommendation – the proposal/recommendations does not align to the TOM, programme principles or requires further work/clarity.
- iii) Refer the recommendation for additional work or analysis.
- iv) Accept the recommendation, subject to additional work being completed.
- v) Refer to the PSG when the recommendation meets the threshold for Ofgem intervention or CCAG cannot reach consensus.

Decisions and outputs of the CCAG will be published within five working days of the meeting.

Cross Code Working Group(s) (Level 4)

The CCAG will convene Level 4 Working Group(s) to progress the code drafting and manage regulatory issues.

The first Working Group is the Code Drafting Working Group (CDWG). The Code Drafting Working Group reports to CCAG who will agree and define the scope of each group on its creation. Work and output from the Code Drafting Working Group will be subject to review and action by the CCAG. The CCAG will manage, consult, approve and recommend the Code related decisions from the Code Drafting Working Group. The Code Drafting Working Group may not be required to remain active throughout the Programme delivery.

