Meeting Session	Code Administrators Code of Practice (CACoP) January 2019 Meeting
Paper Reference	190129_CACoP Website Proposal (SPAA & DCUSA)
Action	For Decision

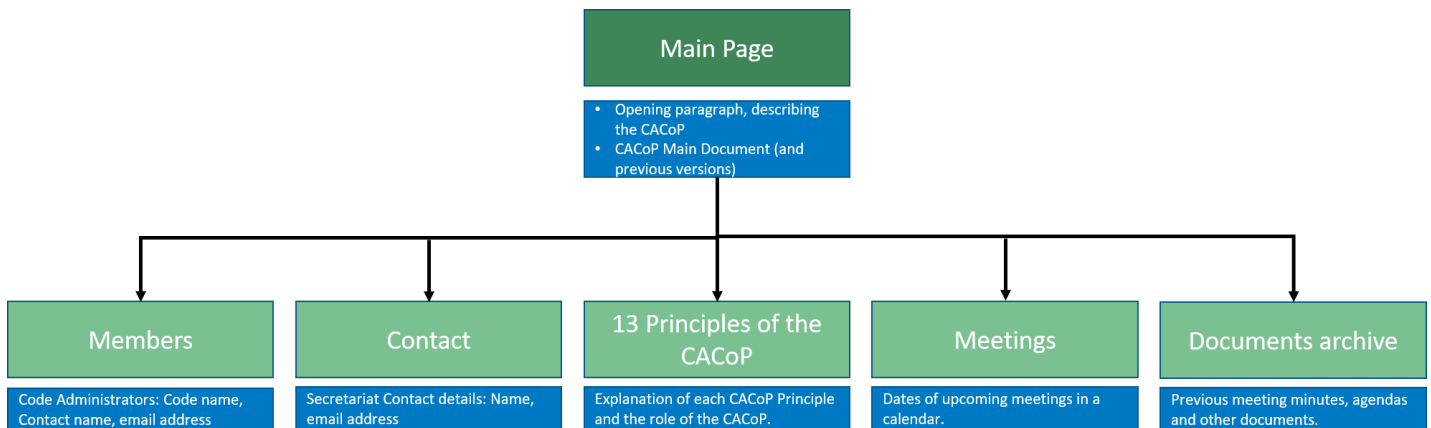# Code Administrators Code of Practice: Central Website Proposal

1. Objective

1.1 At the Code Administrators Code of Practice (CACoP) meeting, held 27 November 2018, the representative of the Supply Point Administration Agreement (SPAA) presented a letter from the SPAA Executive Committee (SPAA EC) expressing a firm desire for a central CACoP website and requesting that a member of the SPAA EC is invited to attend CACoP to understand any objections that CACoP members may have to this.

1.2 CACoP members requested that a formal proposal is tabled at the next meeting to provide a basis for discussion and formal recording of views on the proposal to develop a central CACoP website.

1.3 At the 29 January 2018 CACoP meeting, the DCUSA Code Administrator originally presented a proposal for a central CACoP website. This followed stakeholder feedback, requesting a single source for CACoP information, where users could access:

- More information about the CACoP and topics under discussion;
- Increased transparency of Cross-Code Issues;
- A calendar of cross-code meetings;
- The central modifications register;
- CACoP joint working practice information and other documentation, and;
- Contact information for Code Administrators.

1.4 This paper presents the scope for the CACoP website, with a description of what information the website would hold and how long it would take to create the site following agreement of the group. A high-level overview of the benefits to industry parties and Code Administrators is also provided.

2. Scope

2.1 Having assessed the requirements, we have identified that a simple website would be sufficient to deliver the core objectives. The development of the website, including drafting of the requirements specification, development of the technical specification, design, build and testing phases, would take approximately eight weeks to complete.

2.2 We have identified the following key areas for inclusion on the site:

- Welcome page: Paragraph on the role of the CACoP, a PDF copy of the CACoP document for quick reference and, links to the other pages to appear at the top of the page (they will appear at the top of every page).
- Meetings: Calendar of upcoming meeting dates;

- CACoP Principles: This will detail the principles of CACoP held within the document, for easy reference and provide links to any relevant working practices or other documentation.
- Contact: Contact details for the Secretariat, encouraging visitors to the website to ask questions.
- Members: Detail of the membership of the CACoP by Code, with names and contact information.
- Document Archive: minutes and agendas of past meetings, to include all other meeting documentation.

2.3   A layout map for the website can be found below:

2.4   It is proposed that the cost of building the website will be shared evenly between all the CACoP Members. Responsibility for maintenance of the site will rotate with the CACoP Secretariat every 12 months.

3.   Benefits

3.1   The benefits listed below have been developed following feedback from code parties and discussion between Code Administrators.

3.2   Benefits to industry parties

- Central industry meeting calendar: providing a 'one stop' for industry parties in reviewing upcoming meeting dates or attempting to book future meetings, which is particularly useful in a time of unprecedented change with an unprecedented number of meetings.
- Central modification register: stakeholders have commented that the register is not always up to date and that it can be confusing as to where the register is published (as this is currently published via the Master Registration Agreement (MRA) website).
- Increased visibility of the work of CACoP: assisting in realising the worth of CACoP and proving that outputs are adequate and value is added.
- Definitive information: a central location for information creates certainty over which information is definitive, rather than the current fragmented information across multiple code websites, which makes it difficult for those not familiar with CACoP (and new entrants in particular) to determine what the latest outputs are.
- Better accessibility: currently, a party who wishes to view CACoP information must navigate individual code websites to find information.
- Limiting of duplication: currently, much CACoP information is duplicated through being published via the websites of multiple codes. Stakeholders have commented that this makes it difficult to be certain which information is definitive.

3.3 Benefits to CACoP / Code Administrators:

- Increased visibility of the work of CACoP: if CACoP is to prove it's worth and justify its existence, it is essential that CACoPs outputs become more visible and it's profile given better definition, if industry are to have confidence in the value of the group.
- Central industry calendar: providing administrative benefits to CACoP members in the planning of industry meetings.
- Limitation of duplicated effort: each Code Administrator currently updates their own website following CACoP meetings, meaning the same function is carried out multiple times where a central website would require the function to be carried out just once.
- Increased visibility of existing outputs: CACoP working practices, for example, can be difficult to locate and are not, in general, visible, despite the effort that has gone in to documents such as these and the value they can offer where uncertainty exists.

3.4 CACoP members are invited to consider the proposed benefits of a central CACoP website and whether all prospective benefits have been included.

3.5 Members are then invited to consider whether the above benefits create sufficient justification for progressing the development of a central CACoP website and what action will be taken where members resolve that a joint website is not feasible.

4. Recommendation

4.1 CACoP members are invited to:

- **DISCUSS** the contents of the paper, and;
- **DECIDE** whether to progress the development of a central website.

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