



CACoP Website Requirements

Date: 13 August 2019

1. Overview

The purpose of this document is to provide a basis for discussion on the detailed requirements of a CACoP website. The document provides an overview of the proposed base provisions for such a website and provides discussion points for CACoP members in relation to the functionality and content of the site. Following discussion on the minimum functionality and content of the site, costings will be obtained and presented to CACoP members.

2. Background

CACoP held an industry engagement event on 16 July 2019, with over twenty industry representatives in attendance. During interactive and breakout sessions, parties in attendance consistently expressed a desire for a central CACoP website. A sample of this feedback, provided via Slido and Menti respectively, is provided below:

Slido Feedback
Why don't you have a single CACoP website to make finding information simpler? Would seem to be directly related to your stated objectives.
Will you please commit today to creating a central CACoP website? This could be of great value to industry
Cacop website would be really helpful
Menti Feedback
central CACoP website would be useful
Central website would be useful, contain central information sources in one place in one format.
1 website with all the mods with filters

3. Minimum Requirements for CACoP Website

The table below provides an overview of the proposed requirements for a central CACoP website. CACoP members are invited to discuss the below and agree whether the proposed requirements are minimum or 'nice to have'. This will enable a specification to be provided to developers and costings returned to CACoP for discussion.

Requirement	Specification	Discussion Points	Discussion Outcome
Pages	<ul style="list-style-type: none"> • Home page <ul style="list-style-type: none"> ○ Opening paragraph, describing CACoP ○ Link to CACoP main document ○ Central meetings calendar • Central Modification Register (searchable list) 	Central calendar – already provided via CMR – is a function required to upload CMR central calendar, so it displays on CACoP website? Or should individual CAs access site and input meetings directly?	

	<ul style="list-style-type: none"> • Members and Contacts (code admin contact info) • 14 Principles of CACoP (explanation of each principle and role of CACoP incl. link to forward work plan) • Meetings (page for each CACoP meeting, with documents available) • Admin section <ul style="list-style-type: none"> ○ Members login ○ CMR upload section ○ Meeting calendar upload/events creator section ○ Page content editor ○ Document upload 	<p>CMR (content) – review of existing CMR columns and agreement of standard/minimum columns with redundant columns removed and required ones added. Agreement required on interpretation of each column.</p> <p>CMR (updates) – how could updates be made? Industry wish for register to be ‘live’ – should each CA login and upload via spreadsheet whenever changes occur (similar admin burden to current CMR)?</p> <p>Responsibility for managing site (e.g. current Chair; individual CAs; single CA).</p>	
Easy to create new pages	Functionality to add pages ad hoc and determine structure and content	Core functionality or nice to have?	
Clear User-Friendly Navigation	Logical set up for users and administrators	Core functionality?	
CMS - Content Management System	Ability to add files on an everyday basis (core functionality) e.g. excel, PDF, word, PowerPoint, etc.	Core functionality?	
Public and private sections	<p>Registration process for code admins and auto-account creation (based on company email)</p> <p>Private section for administration of site – visible only to registered website users (i.e. code admins)</p>	<p>If site to be maintained by all CAs, suggest auto-registration required. If Chair or single CA, suggest only admin login required.</p> <p>Auto-account creation?</p> <p>Password reset functionality?</p>	
Logical Sitemap	Flow between different functionalities e.g. calendar to meetings page.	Core functionality?	

Security	Data protection and web security required	Core functionality – web security. What (if any) data protection risks exist?	
Cross Platform / Web Browser Compatibility	The websites should function in all common use browsers Internet Explorer, Chrome, Safari, Firefox, mobile phone, etc.	Mobile phone ready? Core functionality or nice to have?	
Website search	Site search functionality (e.g. Google Custom Search Engine)	Core functionality or nice to have?	
Website Analytics	Website Metrics (e.g. Website Traffic, Bounce Rate, Top Pages, etc.) High Google / Search Engine Listing Audit logs (e.g. created by, last update by, etc.)	Core functionality or nice to have? Audit log minimum if multiple admins for site.	

4. Ownership, Funding and Management

CACoP members are invited to discuss the potential ownership and management models for the CACoP website.

Funding

It is proposed that the central website is funded by each code on an equal cost split basis. It is noted that each code is funded and managed differently and the funding options for the CACoP website can be reviewed further once there is more certainty over the potential cost, to ensure an equitable and proportionate solution is found.

A framework similar to that adopted for the annual Ofgem Code Survey is proposed to manage payments. Namely, that a single code administrator would pay any invoice from prospective web developers and reclaim this via a Memorandum of Understanding (MoU) signed between each code administrator.

Ownership

The CACoP website will require an ‘owner’ to act as the vehicle with which any prospective web developer would contract – this would for contractual purposes only and the owner would not necessarily be considered responsible for managing the website content. It is proposed whomever acts as the ‘lead administrator’ for the purposes of the funding MoU, would also act as the owner.

Management

Responsibilities for managing and updating the website will need to be determined and the precise procedural arrangements agreed. Three options are provided below for discussion:

Option 1: Site managed by CACoP Chair on rotating basis, with responsibilities defined.

Option 2: Site managed collectively by all code admins, with parties responsible for managing and updating content relevant to them (e.g. CMR and events calendar) and current Chair holding responsibility for communal areas of site and expectations/responsibilities defined.

Option 3: Site managed by single code admin with expectations/responsibilities defined.

The group are invited to discuss the above options and consider whether other models may exist for the management and update of the website.