RETAIL ENERGY CODE

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REC CHANGE PANEL MEETING
MEETING MINUTES

MEETING	**RECCP_24_0521**
DATE	**21 May 2024, 13:00**
LOCATION	**By teleconference**

Attendee	Representing	Initials	Role
Joy Nnamani	Retail Energy Code Company	JN	Committee Chair
Ben Atkinson	Domestic Suppliers	BA	Committee Member
Dan Tarasco-Fittock	Non-Domestic Suppliers	DTF	Committee Member
Alex Travell	Electricity Networks	AT	Committee Member
Andy Clasper	Gas Networks	AC	Committee Member
Dave Wright	MEMs	DW	Committee Member
Lynne Fallon	Independent SME	LF	Committee Member
Sebastian Eyre	Independent SME	SE	Committee Member
Grace Royall	Authority	GR	Committee Member
Alice Williams	Citizens Advice	AW	Committee Member
Lorna Mallon	Code Manager	LM	Subject Matter Expert
Samantha Briggs	Code Manager	SB	Change Delivery Manager
Caroline Freimuller	Code Manager	CF	Change Analyst
James Hardy	Code Manager	JH	Change Analyst
Ryan Dale	Code Manager	RD	Change Analyst
Bradley Mercer	Code Manager	BM	Secretary

1 INTRODUCTIONS

The Chair welcomed attendees to the meeting of the REC Change Panel (RECCP). BM advised that apologies had been received from Paul Gath (Committee Member) and Elise Handy (Code Manager).

BM informed Members that Jonathan Coe had stepped down from the RECCP as the Authority Representative and that Grace Royall would be taking over. Members welcomed GR to the Panel.

2 CONFIRMATION OF AGENDA

The Chair invited any additional items of business for consideration during the meeting; one additional item of business was raised and would be addressed at the foot of the agenda. BM advised that currently there was no open actions on the Actions Log and as such it would not be discussed.

3 APPROVAL OF THE PREVIOUS MINUTES

The Chair invited Members to provide comments on the draft minutes of the meeting held on 07 May 2024. BM advised that following a comment from DW in advance of the meeting a typo had been corrected in the attendees list. RECCP Members approved the minutes as an accurate reflection of the meeting.

4 R0119 – ANNULMENT DEFINITION

As the Lead Analyst for R0119, JH provided RECCP Members with an overview of the Change Proposal Plan and Initial Assessment Report.

JH informed Members that the REC Code Manager had identified Parties using annulments when they should be using other processes. JH advised that the lack of a clear definition of what an annulment is could be a contributing factor to its misuse.

JH confirmed that this Change Proposal would provide an amendment to Paragraph 10.1 and 10.2 of Schedule 23 – *Registration Services* to clarify when the annulment process should be used, and the requirements for Suppliers. JH provided Members with an overview of the Milestones within the Change Proposal Plan:

	FROM	TO
PRELIMINARY CHANGE REPORT AND CONSULTATION ISSUED	31/05/2024	31/05/2024
CONSULTATION	31/05/2024	21/06/2024
FINAL CHANGE REPORT ISSUED	05/07/2024	05/07/2024
RESPONSIBLE COMMITTEE DECISION	16/07/2024	16/07/2024
AUTHORITY DETERMINATION REQUESTED	17/07/2024	17/07/2024

DTF asked if the instances of misuse had come from a single Supplier or multiple Suppliers. JH advised that there had only been a small number of cases of misuse reported from the REC Performance Assurance Team, however, did not know if they were from a single Supplier.

DW asked if there was a clear rejection policy if the incorrect process was triggered. JH advised that there was a process, JH agreed to investigate the process and consider adding to the legal text.

DTF advised that within the solution there was reference to receiving specific consent from the customer, DTF asked if there was an example of what that explicit consent would look like to perceive an annulment. BA confirmed that this was already detailed within Schedule 23.

JH informed Members that the Code Manager was proposing that the RECCP was the Responsible Committee for the change. The Chair advised Members that they would be voting to approve or reject the CPP. RECCP noted the contents of the CPP and:

- **AGREED** unanimously to approve the Change Proposal Plan for R0119 – *Annulment Definition.*

5 R0069 – AMENDMENTS TO SAMPLE ACCESS AGREEMENT

As the Lead Analyst for R0069, CF provided RECCP Members with an overview of the Change Proposal Plan and Initial Assessment Report.

CF informed Members that R0069 was seeking to make amendments to appendix 1 Sample Access Agreement in Schedule 9 – *Qualification and Maintenance*. CF advised that the amendments had been identified by the Central Registration Service (CRS) Provider. CF provided Members with an overview of the Milestones within the Change Proposal Plan:

	FROM	TO
PARTY IMPACT ASSESSMENT	24/05/2024	17/06/2024
PRELIMINARY CHANGE REPORT ISSUED	18/07/2024	18/07/2024
RESPONSIBLE COMMITTEE REVIEW	30/07/2024	30/07/2024
CONSULTATION	02/08/2024	23/08/2024
FINAL CHANGE REPORT ISSUED	12/09/2024	12/09/2024
RESPONSIBLE COMMITTEE DECISION	24/09/2024	24/09/2024
APPEAL WINDOW CLOSURE	08/10/2024	08/10/2024

Members had no questions or comments on the Change Proposal Plan or Initial Assessment Report. CF informed Members that the Code Manager was proposing that the REC Performance Assurance Board (RECPAB) was the Responsible Committee for the change. The Chair advised Members that they would be voting to approve or reject the CPP. RECCP noted the contents of the CPP and:

- **AGREED** unanimously to approve the Change Proposal Plan for R0069 – *Amendments to Sample Access Agreement*

6 R0113 – DATA SPECIFICATION UPDATES AND CLARIFICATIONS

CF provided RECCP Members with an overview of the Change Proposal Plan and Initial Assessment Report for R0113.

CF informed Members that R0113 was seeking to fill any identified gaps or misaligned references within the Data Specification. CF provided Members with an overview of the Milestones within the Change Proposal Plan:

	FROM	TO
PRELIMINARY CHANGE REPORT AND CONSULTATION ISSUED	24/05/2024	24/05/2024
CONSULTATION	24/05/2024	05/07/2024
FINAL CHANGE REPORT ISSUED	24/07/2024	24/07/2024
RESPONSIBLE COMMITTEE DECISION	31/07/2024	31/07/2024
APPEAL WINDOW CLOSURE	13/08/2024	13/08/2024

Members had no questions or comments on the Change Proposal Plan or Initial Assessment Report. CF informed Members that the Code Manager was proposing that the REC Technical Expert Panel (RECTEP) was the Responsible Committee for the change. The Chair advised Members that they would be voting to approve or reject the CPP. RECCP noted the contents of the CPP and:

- **AGREED** unanimously to approve the Change Proposal Plan for R0113 – *Data Specification Updates and Clarifications*.

7 R0148 – CLASSIFICATION-BASED ACCESS MODEL

CF provided RECCP Members with an overview of the Change Proposal Plan and Initial Assessment Report for R0148.

CF informed Members that R0148 was seeking to improve, extend and simplify access to Enquiry Services data securely and efficiently through the categorisation of Data Items. CF provided Members with an overview of the Milestones within the Change Proposal Plan:

	FROM	TO
SOLUTION ANALYSIS AND DEVELOPMENT	21/05/2024	28/06/2024
SERVICE PROVIDER IMPACT ASSESSMENT	01/07/2024	09/09/2024
PARTY IMPACT ASSESSMENT	20/09/2024	11/10/2024
PRELIMINARY CHANGE REPORT AND CONSULTATION ISSUED	25/10/2024	25/10/2024
CONSULTATION	25/10/2024	15/11/2024
FINAL CHANGE REPORT ISSUED	26/11/2024	26/11/2024
RESPONSIBLE COMMITTEE DECISION	03/12/2024	03/12/2024
APPEAL WINDOW CLOSURE	17/12/2024	17/12/2024

DW asked if there was a risk surrounding GDPR with this change as data could now be used for a purpose distinct from the purpose stated in the original request for the data. CF confirmed that the request had been reviewed by the lawyers and there had been no comments on GDPR. DW asked if the change could be reviewed from a GDPR perspective, CF agreed to pick up with the Lead Analyst following the meeting.

CF informed Members that the Code Manager was proposing that the RECCP was the Responsible Committee for the change. The Chair advised Members that they would be voting to approve or reject the CPP. RECCP noted the contents of the CPP and:

- **AGREED** unanimously to approve the Change Proposal Plan for R0148 – *Classification-Based Access Model.*

8 CHANGE PROPOSAL TRACKER

8.1 INTRODUCE A PROCESS TO CHANGE THE GUID AFTER A SMART METER HAS BEEN INSTALLED

SB advised that the Code Manager had rejected the proposed Change Proposal and a new issue had been raised and accepted in its place (I0172 – *New Build Commissioning Process Review*).

8.2 R0164 - REMOVING THE ENUMERATIONS FROM COMMUNICATIONS METHOD DATA ITEM (J0386) TO ALIGN WITH BSC CP 1594

SB informed Members that R0164 had been proposed by Elexon and had been raised with a fully formed solution, and as such, proceeded directly to REC Party Impact Assessment. SB confirmed that the Impact Assessment had closed on 17 May 2024, and this Change will now proceed to Consultation on 2023 May 24.

SB advised that the Code Manager was targeting an August 2024 implementation, which the Code Manager felt was achievable as in real terms there would be minimal impact for REC parties as the permissible enumeration list would not be changing as a result of the proposed solution.

8.3 ADDING A 4TH GENERATION MOBILE TELEPHONY STANDARD (4G) AS A VALID SET TO ITEM J0386

SB informed the Panel that the Code Manager had rejected this Change Proposal. SB advised that BSC CP1594 had been raised to move the valid set from the flow data item to MDD (or what MDD will become). SB confirmed that the equivalent REC change (R0164) had been raised.

9 AOB

9.1 RECPAB SUPPLIER REPRESENTATIVE ELECTION

BM advised that following the completion of the RECPAB Supplier vacancy nomination period the Code Manager had launched an election to determine the new Member. BM advised that Supplier Contract Managers had been sent an election form and were invited to submit a vote to committees@recmanager.co.uk before 17:00 on 29 May 2024.