RETAIL ENERGY CODE

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REC CHANGE PANEL MEETING
MEETING MINUTES

MEETING	**RECCP_25_0204**
DATE	**04 February 2025, 13:00**
LOCATION	**By teleconference**

Attendee	Representing	Initials	Role
Lindsay Biginton	Retail Energy Code Company	LB	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
Sebastian Eyre	Independent SME	SE	Committee Member
Jon Dixon	RECCo	JD	Committee Member
Paul Sutherland	RECCo	PS	Committee Member
Lynne Fallon	Independent SME	LF	Committee Member
Paul Gath	Independent SME	PG	Committee Member
Alice Williams	Consumers	AW	Committee Member
Ian Chalfon	Ofgem	IC	Committee Member
Grace Royall	Ofgem	GR	Committee Member
Alice Johnston	Ofgem	AJ	Committee Member
Lorna Mallon	Code Manager	LM	Committee Member
Glenn Sheern	Code Manager	GS	Subject Matter Expert
Paul Witton-Dauris	Code Manager	PWD	Head of Change
Caroline Mettam	Code Manager	CM	Technical Change Analyst
Caroline Freimuller	Code Manager	CF	Change Analyst
Florentina Monea	Code Manager	FM	Change Analyst
Holly Law	Code Manager	HL	Change Analyst
Luke Coyle	Code Manager	LC	Change Analyst
Lydia Bentley	Code Manager	LBE	Change Analyst

James Hardy	Code Manager	JH	Change Analyst
James Rees	Code Manager	JR	Secretariat

1 INTRODUCTIONS

The Chair welcomed attendees to the meeting of the REC Change Panel (RECCP). The Chair advised apologies were received from Cristina at Ofgem, with Alice Johnston attending as the alternate.

2 CONFIRMATION OF AGENDA

The Chair invited any additional items of business for consideration during the meeting; no additional items of business were raised.

3 APPROVAL OF PREVIOUS MINUTES

RECCP Members unanimously approved the draft minutes of the previous meeting held on 21 January 2025. The approved minutes will be published as 'final' and made available via the Portal no later than 05 February 2025.

4 ACTIONS LOG

JR provided Members with an overview of the Actions Log:

RECCP_25_0121_05_01 – Code Manager to investigate whether the implementation of R0096 can be accelerated: JR informed Members this action was raised at the last meeting and although it was answered at the meeting, for completeness, it would be added to the actions log to formally be closed at this meeting. - **Closed**

RECCP_25_0121_05_02 – Code Manager to investigate whether the implementation of R0096 will help resolve historical issues, or just future issues surrounding CSS Message regeneration: JR informed Members this action was raised at the last meeting and although it was answered at the meeting, for completeness, it would be added to the actions log to formally be closed at this meeting. - **Closed**

RECCP_25_0121_13_01 – Code Manager to agree with the proposer to withdraw R0229 and add it to the already scheduled house-keeping change being implemented for February 2024: JR informed Members this action was raised at the last meeting and although it was answered at the meeting, for completeness, it would be added to the actions log to formally be closed at this meeting. – **Closed**

5 R0152 – REVISION TO THE CONSOLIDATED METERING CODE OF PRACTICE (COMCOP)

As the Lead Analyst for R0152, CF provided Members with an overview of the Change.

CF informed Members that following the implementation of the Consolidated Metering Code of Practice (CoMCoP), a number of issues have been identified by RECCo. CF advised the Code Manager has reviewed the issues and determined changes are required.

CF highlighted the first Change Proposal plan submitted to RECCP only went as far as solution development, ending 31 October 2024. CF informed Members the Code Manager submitted an extension to plan to RECCP in October 2024, detailing the Service Provider and Party Impact assessments, and solution refinement ending in January 2025.

CF informed Members the extension details the rest of the plan, up to and including voting. CF advised the Code Manager plans for an extended consultation period, similar to the extended Impact Assessment period, due to the size of CoMCoP and the numbers of changes being proposed.

CF highlighted the Code Manager is proposing to amend the responsible committee for this change from RECCP to the Metering Expert Panel. CF informed members when this change was first assessed by the Code Manager, it was unclear how many other documents would be affected by making changes to the CoMCoP. CF advised further analysis has confirmed that COMCoP will be the only document being amended.

CF provided Members with an overview of the extended proposed plan milestones within the Proposal Plan:

Milestone	Activity	From	To
Definition		**01-Dec-23**	**31-Jan-25**
	Solution Development (including Legal Review)	December-23	October-24
	Service Provider Impact Assessment	October-24	November-24
	Party Impact Assessment	October-24	November-24
	Solution Refinement	November-24	January-25
Change Proposal		**01-Feb-25**	**10-Jun-25**
	Business Case Assessment	February-25	February-25
	Consultation	February-25	April-25
	Solution Refinement	April-25	June-25
	Final Determination	June-25	June-25
Voting		**11-Jun-25**	**11-Jun-25**
	Appeal window closes	12-Jun-25	26-Jun-25

RECCP Members noted the contents of the extended proposed plan milestones for R0152 and:

- **AGREED** to approve the extended proposed plan milestones for R0152.

6 R0168 – CLARIFY AND STRENGTHEN CENTRALISED REGISTRATION SERVICES (CRS) PROVIDERS REQUIREMENTS

As the Lead Analyst for R0168, JH provided Members with an overview of the Change.

JH informed Members that following the major switching incident which occurred with the Central Switching Service (CSS) on 06 July 2023, RECCo and the Code Manager completed an end-to-end review. JH advised this was to identify the root cause, consider the effectiveness and efficiency of the incident management response, assess the improvements required, and identify appropriate actions for risk mitigation.

JH informed Members within the RECCo Review Report, several of the recommendations were assigned to the Code Manager and were agreed to be addressed through R0168. JH highlighted through utilising the Change Issues Group (CHIG), the Code Manager has engaged with the relevant parties on how to address these recommendations. JH advised CHIG members expressed a desire to have an outcome that addressed the recommendations without major codification of the requirements. Instead, they expressed support for a Major Switching Incident Best Practice document to be introduced. JH highlighted the Code Manager has begun to develop a solution around a Major Switching Incident Best Practice document that has been drafted.

JH informed Members during the Consultation period, five responses were received, all supportive of the case for change, the new Major Switching Incident Best Practice document and the implementation date of 28 February 2025.

JH provided Members with an overview of the proposed change solution, proposed implementation approach and proposed implementation date for R0168.

Milestone	Activity	From	To
Definition		**06 Jun-24**	**31 Dec-24**
	Solution Development	**Completed**	**Completed**
	Request for Party Feedback	**Completed**	**Completed**
	Legal Review	**Completed**	**Completed**
Change Proposal		**01 Jan-25**	**31 Mar-25**
	Business Case Assessment	**Completed**	**Completed**
	Consultation	**Completed**	**Completed**
	Solution Refinement	**Completed**	**Completed**
	Final Determination	**Completed**	**Completed**
Voting		**04 Feb-25**	**04 Feb-25**
	Appeal Window	04 February	18 February

RECCP Members noted the contents of the proposal plan for R0168 and:

- **AGREED** to approve the proposed change solution
- **AGREED** to approve the proposed implementation approach and:
- **AGREED** to approve the proposed implementation date of 28 February 2025.

7 I0222 – ELECTRICITY SMART METER (ESME) ID UPDATE REJECTIONS

As the Lead Analyst for I0222, LB provided Members with an overview of the Issue.

LB informed Members the issues underlying I0222 result from an unintended consequence of the implementation of the R0033 requirements.

LB highlighted that the ESME ID sent within a Market Message is subject to validation, current ERDA only permit for a single instance of an ESME ID to be used. LB noted validations is conducted at a Distributor level by ERDA, which results in a system where an ESME ID may only appear once in a Distributor's portfolio. LB highlighted this can result in unintentional consequences beyond the intended validation effects.

LB informed Members that the inability to accept more than a single ESME ID means it is not possible for a Supplier to re-use a Metering asset, once removed, in a different property, as the ID remains the same in the new property as the old. This results in operational difficulties for the Supplier, the DNO and the ERDA, as well as a poor Consumer outcome.

LB informed Members three different solutions are currently being explored, with all of them having different timeframes associated to it.

LB highlighted a comment had been received from Brook Green Supply, a REC party, surrounding the potential solutions not addressing certain elements relating to the D0312 Market Message. LB informed Members that Brook Green Supply will be engaged with during solution development; however, it doesn't form part of the plan at the moment.

LB provided Members with an overview of the milestones within the Proposal Plan:

Milestone	Activity	From	To
Definition		**04 Feb 25**	**31 May 25**
	Solution Development	Feb	March
	Legal Review	Feb	March
	Impact Assessment	Feb	May

RECCP Members noted the contents of the Proposal Plan and:

- **AGREED** to approve the Proposal Plan for I0222.

8 I0227 – DOMESTIC ELECTIVE HALF HOUR SWITCHING

As the Lead Analyst for I0227, LC provided Members with an overview of the Issue.

LC informed Members until Market Half Hourly Settlement (MHHS) work is completed, most Domestic Consumers will continue to be settled on a non-half hourly basis. LC advised the choice as to whether or not to offer this is decided by Suppliers.

LC noted because not all energy Suppliers have opted into providing elective Half Hourly (HH), a Supplier has identified an issue, where the gaining Supplier requests the losing Supplier to update the Meter Point Administration Number (MPAN) to Non-Half Hourly (NHH) before they take on the MPAN, rather than following the change of Measurement Class process from HH to NHH and change of Supplier as defined in the Balancing and Settlement Code (BSC). LC highlighted the proposer has requested that guidance is added to the REC, stating this process should be followed.

LC provided Members with an overview of the milestones within the Proposal Plan:

Milestone	Activity	From	To
Definition		**05-Dec-24**	**30-April-25**
	Solution Development	December	April

RECCP Members noted the contents of the Proposal Plan and:

- **AGREED** to approve the Proposal Plan for I0227.

9 I0232 – NON-DOMESTIC CHANGE OF OCCUPIER SDEP SCREENS (R0155 SOLUTION)

As the Lead Analyst for I0232, JH provided Members with an overview of the Issue.

JH informed Members R0155 sets out the requirements to use the Secure Data Exchange Portal (SDEP) in certain circumstances. JH highlighted as part of R0155, SDEP will act as the secure mechanism for transferring the documents between the gaining and losing energy Suppliers when there is a Change of Occupier with a switch.

JH informed members the Code Manager had hoped to introduce new, dedicated Non-Domestic Change of Occupier Process Types (PT) screens, as part of R0155. However, due to the impacts of the MHHS code freeze, the SDEP Service Provider is unable to create these prior to the R0155 implementation.

JH highlighted I0232 has been raised to develop the dedicated Non-Domestic Change of Occupier SDEP screens, that were not possible as part of R0155. Should this issue progress with a developed solution, the new dedicated Non-Domestic Change of Occupier screens will replace the temporary workaround provided in the interim solution.

JH informed Members that during the R0155 Party Impact assessment and Consultation, Energy Suppliers raised concerns that the interim solution would create additional workload and risk for their organisations. As such, the Code Manager committed to progressing a new Issue/Change Proposal to introduce the dedicated SDEP screens for Non-Domestic Change of Occupier as quickly as possible once the code freeze end point is confirmed.

JH informed Members to assist with the development of the new screens and ensure the interim SDEP solution is active for as short a period as possible, the Code Manager intends to discuss the new SDEP screens and begin solution development at the February 2025 CHIG.

JH provided Members with an overview of the milestones within the Proposal Plan:

Milestone	Activity	From	To
Definition		**06 Feb-25**	**31 Dec-25**
	Solution Analysis	February	June
	Update to Responsible Committee	June	June

RECCP Members noted the contents of the Proposal Plan and:

- **AGREED** to approve the Proposal Plan for I0232.

10 I0233 – INTRODUCTION OF AN ENERGY THEFT UNIT (ETU) UNDER THE REC

As the Lead Analyst for I0233, FM provided Members with an overview of the Issue.

FM informed Members that while industry Parties undertake activities to detect, investigate and prevent Energy Theft in line with their licence obligations, consistent feedback suggests they can find it hard to engage with and secure the support of the police to pursue investigations. The lack of police engagement and low level of prosecutions contribute to a low level of deterrence.

FM highlighted the ETU will be provisioned by the City of London Police and will be introduced under REC Schedule 7. I0233 has been raised as an issue with a proposed solution, which has been reviewed by the Code Manager and is currently under a legal review.

JD highlighted the cost of the introduction of ETU is set out in the RECCo Forward Work Plan, which has been issued for Consultation. JD informed Members there will be no obligations on REC parties under I0233, it will give RECCo the ability to operate the ETU as a sponsored service in partnership, with funding.

LF informed Members they had been involved in the development of the ETU and asked whether any activities in the Proposal Plan can be accelerated. LF noted that by issuing the change for Authority Decision a few weeks earlier, would give Ofgem more time to make a decision prior to the implementation date. HL informed the Change Panel members that the Code Manager will look at the possibility of bringing the plan forward. An update will be provided to Change Panel members at the next meeting.

Action: RECCE_25_0204_10_01 – The Code Manager to investigate whether activities within the Proposal Plan can be accelerated.

FM provided Members with an overview of the milestones within the Proposal Plan:

Milestone	Activity	From	To
Definition		**13 Jan-25**	**28 Feb-25**
	Legal Review	January	February
Change Proposal		**28 Feb-25**	**06 May-25**
	Business Case Assessment	February	March
	Consultation	March	April
	Solution Refinement	April	May
	Final Determination	May	May
Voting		**06 May-25**	**06 May-25**
	Issued for Authority Decision	**07 May-25**	**07 May-25**

RECCP Members noted the contents of the Proposal Plan and:

- **AGREED** to provisionally approve the Proposal Plan for I0233, however an update will be provided at the next RECCP Meeting on whether any activities within the Proposal Plan can be accelerated.

11 I0234 – INTRODUCTION OF AN ENERGY THEFT REFERRAL ASSESSMENT SERVICE (RAS) UNDER THE REC

As the Lead Analyst for I0234, FM provided Members with an overview of the Issue.

JD informed Members the creation of the RAS will enable further development in setting out the working practices between RECCo and the REC parties who are submitting RAS cases. This is to ensure the cases are robust and have the best chance of success when they are sent to the City of London Police.

DW asked if a mechanism will be introduced to differentiate between Domestic and Non-Domestic incentives. JD explained the intention is for the RAS to triage the cases as they are raised, and engagement will take place with the City of London Police to identify how many cases can be worked on at the same time. JD noted the prioritisation of cases can be identified during further development, however currently the focus is not on a particular sector.

DW asked if any consideration had been given to engaging with Metering Equipment Manager's (MEM's), to help them identify possible Energy Theft when they arrive at a meter site. JD explained MEM's will be advised of any particular scenarios to look out for when they arrive at a meter site, to enable them to provide as much information as possible from the outset.

SE asked what the consequences would be if I0234 was rejected by the Authority. GR highlighted the Change Report should include the risks and consequences of rejecting I0234. GR and SE agreed to pick this up offline after the meeting.

DTF asked why a REC change is required to introduce an ETU and RAS. JD explained this change is to address the resource gap in Energy Theft and make it a higher priority for the Police to investigate. JD advised as part of the change, funding will be provided to the Police to help them with their investigations of Energy Theft.

DW asked whether the Crown Prosecution Service (CPS) will be made aware of these changes and see Energy Theft as a higher priority for them. JD advised the REC changes wouldn't be able to address CPS priorities, however the appropriate channels will be explored to try and make Energy Theft a higher priority for the CPS.

FM provided Members with an overview of the milestones within the Proposal Plan, noting the plan is only proposing the activity of 'Solution Development',as additional information is needed to propose an adequate change proposal plan.

Milestone	Activity	From	To
Definition		**13 Jan-25**	**28 Feb-25**
	Solution Development	January	February

RECCP Members noted the contents of the Proposal Plan and:

- **AGREED** to approve the Proposal Plan for I0234.

12 R0239 – HOUSEKEEPING FEBRUARY 2025

As the Lead Analyst for R0239, HL provided Members with an overview of the Issue.

HL informed Members the Code Manager has identified several typographical and formatting errors, as well as opportunities to provide clarity, improve consistency and accuracy across REC products and services. These changes have been assessed as meeting the criteria to be progressed via a Housekeeping Change Proposal.

RECCP Members noted the Final Recommendation for R0239 and:

- **AGREED** to approve the Final Recommendation for R0239 for implementation on 28 February 2025.

13 CHANGE PROPOSAL TRACKER

13.1 R0087 – MAP GES DATA ACCESS

HL informed Members this Change Proposal has been withdrawn at the Proposers request, as this will be progressed under data access process following implementation of R0118.

13.2 R0238 – PERFORMANCE ASSURANCE REPORTING CATALOGUE (PARC)– ANNUAL REVIEW

HL informed Members this is a new Change Proposal which has been raised, due to the requirements that the PARC is reviewed on an annual basis to identify any changes required. This exercise has been completed and a small number of minor changes have been identified.

13.3 R0229 – SUPPLY POINT ENQUIRY API TECHNICAL SPECIFICATION UPDATES

HL informed Members this Change Proposal has been withdrawn and is instead being progressed as a housekeeping change under R0239.

13.4 R0144 – ALLOWING DIFFERENT METERING EQUIPMENT MANAGERS (MEMS) TO BE APPOINTED TO IMPORT AND EXPORT METERING POINTS

HL informed Members this Change Proposal has been withdrawn at the Proposers request, alongside it's joint BSC Change P459, as they cannot be progressed prior to MHHS. The proposer will look to re-raise both changes in the future, with the adoption window for this change closing on 14 February 2025.

13.5 R0125 - SDEP REVIEW IMPROVEMENTS (5) – MULTILATERAL ERRONEOUS SWITCHES

HL informed Members this Change Proposal has been withdrawn at the Proposers request, with the requirements being progressed under I0237.

13.6 I0240 – DATA ALIGNMENT OF METER INFORMATION THROUGH MHHS MIGRATION

HL informed Members this is a new issue which looks to address that, when meter updates are made during an MHHS migration, whilst the Meter Technical Details (MTD's) will be shared between participants, there will be no update sent to the Registration Service as the gaining Meter Operator Agent (MOA) will not know that they need to send a D0312 (for reverse migration) or IF005 (for forward migration) and the losing MOA cannot sent the message.

13.7 I0241 – MHHS INCREMENTAL CHANGES FOR GO LIVE

HL informed Members this is a new issue which looks to assess and confirm the scope to be taken forward into the Change Proposal that will deliver critical updates to the REC MHHS Code Drafting.

14 QUARTERLY UPDATE ON ISSUES

HL informed Members that 46 Issues have been raised since the improvements following the Code Manager review was implemented in June 2024.

HL informed Members 15 are currently at Initial Assessment, 22 are currently as Solution Development, 3 are currently out for Party Impact Assessment, 2 have progressed to Change Proposals and 4 have been withdrawn.

15 ANY OTHER BUSINESS

No additional business was discussed. The Chair closed the meeting.