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REC TECHNICAL EXPERT PANEL (TEP)
MEETING MINUTES

MEETING	**RECTEP_21_1124**
DATE	**24/11/2021, 14:00**
LOCATION	**Microsoft Teams**

Attendees	Representing	Initials	Role
Andy Clasper	Gas Networks	AC	Committee Member
Daryl Rogers	Meter Equipment Managers	DR	Committee Member
Emslie Law	Domestic Suppliers	EL	Committee Member
Gemma Slaney	Electricity Networks	GS	Committee Member
Jonathan Matthews	Non-Domestic Suppliers	JM	Committee Member
Mark Pearce	Code Manager	MP	Committee Chair
Neil Brinkley	Code Manager	NB	Committee Secretary
Gemma Dixon	Code Manager	GD	R0011 Lead
Jonathan Hawkins	Code Manager	JH	Head of Change
Paul Rocke [Item 4 only]	Code Manager	PR	Head of Committees
Apologies	**Representing**	**Initials**	**Role**
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1 ADMINISTRATION

The Chair welcomed attendees to the November 2021 Retail Energy Code (REC) Technical Expert Panel (TEP) and introductions were undertaken.

There were no apologies received.

Review of Minutes

The Chair presented the draft minutes from the October TEP to the group. The Chair noted that there were some suggested amendments to the group and that the redline version was available in the meeting papers. There were no further amendments suggested during the meeting.

The group approved the minutes with the amendments accepted as final, with the Chair noting a final version will be circulated alongside the Headline Report.

Review of Actions

The Code Manager presented the TEP Actions Log to the group. Updates were provided as follows.

RECTEP_21_1027_01: Chair to circulate Data Specification format for UK Link Market Messages, once these have been developed with Xoserve.

- REC Technical Service (RTS) is currently working with Xoserve to load the UK Link messages into EMAR.
- Action ongoing.

RECTEP_21_1027_02: Code Manager to make proposed changes to the TEP Terms of Reference and upload to the REC Portal.

- The amendments to the TEP Terms of Reference were agreed by the REC Change Panel. Version 1.1 of the TEP Terms of Reference were uploaded to the REC Portal on 04 November 2021.
- Action closed.

2 FUTURE CHANGES FOR TEP REVIEW

The Code Manager presented the paper RECTEP_21_1124_02 to the group and explained a number of changes that the TEP have been nominated as the Responsible Committee for.

The change plan for R0013 (Electricity Enquiry Service API Service Status) was approved by the REC Change Panel (RCP). R0013 was raised by Switchcraft and concerns the addition of an Application Programming Interface (API) 'health check' feature to determine if the Electricity Enquiry Service (EES)/Secure Data Exchange Service (SDES) is functional. The Code Manager explained that it is currently uncertain if R0013 will progress further, as other solution options may be available. Switchcraft are keen to understand if other industry parties would like an API health check feature but may withdraw R0013 if alternative options come to fruition.

The Code Manager explained that R0012 (Housekeeping Amendments to REC V2) is a housekeeping change, with the RCP being the responsible committee, however, highlighted that two components of the change may impact the Data Specification. One component is regarding the electricity Supply Number, whilst the other is regarding padding of readings for SMETS 2 gas meters. Both of these documents were omitted from the REC v2.0 drafting and will be added by R0012.

The Code Manager ran through minor updates, to the following effect:

- R0007 (Changes to message ownership in SDEP) change plan was approved.

- R0008 (Consequential New and Amended Market Messages for BSC Modification P375) is out for industry consultation, closing on 06 December 2021.
- R0011 (Reporting of additional EMR Backing Data to Suppliers) is on the agenda for TEP discussion and approval at today's meeting.
- R0004 (Electricity Enquiry Service (EES) Master Administration User (MAU) Access) is still in solution development stage.

There were no questions from group.

3 R0011: REPORTING OF ADDITIONAL EMR BACKING DATA TO SUPPLIERS

The Chair introduced the item to the group explaining that the Preliminary Change Report (PCR) for R0011 was brought to the TEP for approval to proceed to the consultation stage.

The Code Manager presented the paper RECTEP_21_1124_03 and its attachment to the group, explaining that they will be addressing the comments submitted by a member prior to the meeting, before R0011 is issued for consultation.

A member questioned where the documents are within the Energy Market Architecture Repository (EMAR) and requested that all artefacts are stored within a downloadable package, noting that there were 34 individual artefacts within the R0011 change pack.

ACTION: RECTEP_21_1124_01 REC Professional Services (RPS)/REC Technical Services (RTS) to investigate how better to present information regarding change proposal documents in EMAR/or on the Change Proposal page.

The member also expressed concern that the Master Registration Agreement (MRA) Solution Pre-Assessment Form (SPF) was not included in the R0011 documents, explaining that given that this was the pre-requisite to the change, it would seem prudent that this is added for context.

The Code Manager noted that they would need to check on the Intellectual Property Rights (IPR) of the SPF, as it is an MRA document, however, would endeavour to find out prior to distributing the documents for consultation.

A member questioned if new versions of the messages amended via R0011 would be created, to which the Code Manager confirmed they would.

A member noted that a list of all changes within the PCR would aid in the preparation of Impact Assessment (IA) responses. The Code Manager offered to share the list of changes with members.

The Chair proposed agreement to approval of R0011 and issuing for consultation, following changes being made that reflected discussions at the meeting. A member questioned this and requested a further review due to the nature of the changes, before sending to consultation. The Code Manager stated that these weren't material changes to which the member agreed, however, would still like to review the report. The group discussed whether the PCR should be redistributed following changes being made, however, the group agreed this was not necessary.

The Code Manager confirmed they would be updating the PCR to reflect the discussion before issuing for consultation, to which the group gave their approval for R0011 to proceed for consultation.

4 NEW REC PORTAL FUNCTIONALITY

The Code Manager explained there had been a new deployment of functionality in the committee area of the REC Portal and gave a walk-through. The Code Manager noted that alongside the walk-through today, a user guide will be published to help understand the new functionality.

The Code Manager explained the functions were quality of life improvements for committee members and include a space for ex-committee voting, a virtual action log, and a collaboration space for discussions to be held with other members and the Code Manager.

A member questioned whether email would continue to be used, as notifications within the Portal may get missed, to which the Code Manager confirmed that email will continue to be used.

A member questioned when they would receive the 'REC-FLIX' profile badges from the 'model office' sessions. The Code Manager confirmed they would look into this for the member.

5 DATA SPECIFICATION WORKSHOP OUTPUT

The Chair explained that the feedback from the data spec workshop on 03 November 2021 had been analysed and collated. The Chair presented a slide deck and noted that these would be made available in the post-meeting papers.

The Chair ran through the output explaining that two key themes had been identified. The Data Specification needs to be 'Human Readable' and 'Machine Readable'.

The Chair explained that slide 3 showed the 'rich picture', a visual representation of the feedback received at the workshop and moved on to note that slide 4 shows the future format of what the data specification may look like. The Chair explained that Microsoft Access databases will be made available in the Data Transfer Catalogue (DTC) format for the November and February releases, whilst the MRA DTC website will be extended until February 2022.

The Chair added that the RTS is working on developing an Access database in the REC Data Specification format, including Market Messages and Scenario Variants from all REC datasets, not just the DTC format. The longer-term objective on the machine-readable theme is an API suite for real time requests in certain formats, such as JSON.

There were no questions from members.

The Secretary ran through demonstration of a new format for presenting Data Specification information within the EMAR, explaining that a link to the demonstration files will be included within the slide deck. The Secretary welcomed members feedback following the conclusion of the demonstration.

A member noted that their initial view was that the presentation format is better than the current as it feels familiar to the legacy DTC format. The member added that they believed this was a step in the right direction and thanked the Code Manager.

A member questioned if a gas message could be developed in this format, to which the Code Manager agreed, noting that this will be made available before the post-meeting papers are published.

ACTION: RECTEP_21_1124_02 Code Manager to create a gas Market Message and Data Item in the proposed new format, for review by TEP members.

A member questioned the need for Scenario Variants (SV), asking if there were any where the structure is different depending on the Source/Target for the SV, to which the Chair confirmed that within the legacy DTC Messages, the SVs are currently are the same, however, this does allow innovation from a design perspective. The key dependency on this would be for the Data Transfer Service (DTS) to allow validation of the SV.

The Chair added that SVs have value across the catalogue at the moment, for example, there are subtle differences within the SVs contained within Retail Gas Metering Arrangements (RGMA) Messages, depending on the Source/Target, or scenario that the SVs is used for.

In response to a point made by the Secretary within the demonstration, members agreed that the Market Message reference should be the primary reference and be displayed on the top row. The Chair explained that the Code Manager does not intend for the MM reference to replace the DTC reference any time soon, this would require a large change as MM references over the DTS would not work.

Members collectively thanked the Code Manager for their work on the output from the workshop, highlighting the quick turnaround and overwhelmingly positive feeling about the steps that the Code Manager is taking. In particular members were appreciative that the feedback they had given was being listened to.

Members agreed that work should progress to enhance the Data Specification, on both the human and machine readable side, and that the good work should be shared outside of the immediate group to ensure that ongoing work isn't lost to others who aren't involved.

The Chair agreed that the Code Manager will publicise the output widely.

6 ANY OTHER BUSINESS

The Chair asked members if they had any other business, to which no items were raised.

7 CLOSE OF MEETING

The Chair thanked attendees for their contributions and brought the meeting to a close.

NEXT MEETING	22 December 2021