RETAIL ENERGY CODE

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# REC METERING EXPERT PANEL
# MEETING MINUTES

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| **MEETING** | **RECMEP_25_0409** |
| **DATE** | **09 April 2025, 10:00** |
| **LOCATION** | **By teleconference** |

| Attendee | Representing | Initials | Role |
|---|---|---|---|
| Steve Brand | Code Manager | SB | Committee Chair |
| Richard Hill | Meter Equipment Managers | RH | Alternate Member |
| Paul Abreu | Network Operators | PA | Committee Member |
| Tracey Saunders | Network Operators | TS | Committee Member |
| Eric Fowler | Meter Equipment Managers | EF | Committee Member |
| Steve Mulinganie | Energy Suppliers | SM | Committee Member |
| Rebecca Griffiths | Retail Energy Code Company | RG | Subject Matter Expert |
| Glenn Sheern | Code Manager | GS | Subject Matter Expert |
| April Harbour | Code Manager | AH | Change Analyst |
| Lydia Bentley | Code Manager | LB | Change Analyst |
| Brogan McNess | Code Manager | BMc | Secretariat |
| Lee Walker | Elexon | LW | Observer |
| Zubair Iqbal | Ofgem | ZI | Observer |

## 1. INTRODUCTIONS

The Chair welcomed attendees to the REC Metering Expert Panel (RECMEP) meeting.

## 2. APPROVAL OF PREVIOUS MINUTES

RECMEP Members were invited to provide comments on the Draft Minutes of the meeting held on 12 March 2025. The Draft Minutes were approved by the Members without amendment.

## 3. REVIEW OF ACTION LOG

The Code Manager updated Members that there were no outstanding actions at this time.

## 4. METER PRODUCT DATA CHANGES (MPD2025_0205)

RECMEP Members were provided with an overview of the Meter Product Data Changes. Members were informed of the MPD2025_0205 ex-committee Documentation that was sent out on the 24 March 2025 and has yet to get approval from Members.

SM flagged that he has not received any emails regarding the change and is unable to access the portal to see the ex-committee change request. BM advised that multiple emails were sent on both the 24 March and the 31 March 2025 to Members and would investigate the issue. RECMEP Members noted the request and agreed to vote on the change ex-committee.

RECMEP_25_0409_01 – The Code Manager to check with IT on ensuring that SM has the correct access to the portal. **CLOSED –** SM should now have access to the Portal.

RECMEP_25_0409_02 – The Code Manager to resend reminder of the MPD2025_0205 ex-committee decision so Members can vote accordingly. **CLOSED –** The Code Manager resent out communication regarding the Ex-Committee on the 09 April. This was later followed up by an email from the Chair to remind Members to vote.

RECMEP members voted to **APPROVE** the MPD2025-0205 Change post the meeting with the votes as followed:

- SM - Energy Supplier – **Approved**;
- RH – Meter Equipment Managers (MEMs) – **Approved**;
- EF – MEMs – **Approved; and**
- PA – Network Operators – **Approved.**

## 5. METER CONFIGUATION TABLES

RECMEP Members were provided with an update regarding the Meter Configuration Tables.

RECMEP noted the update.

## 6. METERING HUB AND BULLETINS

The Chair updated the RECMEP Members with an overview of the meter hub and the process for deleting outdated bulletins.

The Chair informed Members that it would be good practice to review bulletins before posting them on the Portal. The Members agreed that all new bulletins would continue to be uploaded onto the Portal and that at the end of the calendar year the owner of the bulletin would be contacted to check if the bulletin was still valid.

SM questioned if a standard disclaimer should be added to the bulletins to inform users about the archiving process. SM expressed concern that the originators might feel that their bulletins have not been properly reviewed if they are removed after one month. RH agreed with SM, suggesting that a governance note with a standard disclaimer should be added to advise

originators of the process. The Members also suggested that a documented process should be developed to provide guidance to organisations sending bulletins and the governance of the bulletin process.

**RECMEP_25_0409_03** – The Code Manager to provide an update on how this guidance will be produced and managed.

RG questioned whether RECMEP Members had reviewed outstanding bulletins on the Portal and provided advise on which ones should be archived.

**RECMEP_25_0409_04** - The Chair requested that all Members review the outstanding bulletins and return to RECMEP with recommendations of which bulletins/documents could be archived.

The RECMEP noted the update and:

- **AGREED** Members to review outstanding bulletins, however, checks would still be made with the originators before archiving or deletion.

## 7. METERING HUB FEEDBACK

RECMEP Members were provided with an overview and update on the work RECCo and the Code Manager are undertaking on the metering hub.

RG advised the RECMEP Members that the updates from last month are now live on the portal. RG continued to show Members that the tiles have been re-aligned, the Safety and Technical Bulletins have been prioritised and placed first. There is now a tile that is linked directly to the MEP documentation folder. RG also advised that there is a tile with updates on recent news dating back to December, with news related to Metering tagged together. RG explained that high-level plans are being put into place, with sections split into Audit and Accreditation, Engagements, Safe Isolation Providers and Industry Improvement.

RG explained the updates for the coming months, including plans to ensure FAQs and information are stored in one place for easier access. There are also plans to change the Communications Hub accreditation logo.

EF questioned whether all Bulletins should be stored under their respective topics to ensure easier access. RG agreed that it would be a good idea and mentioned the need to inform the REC Team, who should be happy with the update. GS suggested that it could be useful to store the Bulletins in the same way as the Distribution Network Operator (DNO) documents to facilitate filtering, RG agreed that this would be beneficial. PA queried whether all new alerts should go onto the Portal or be filtered to be appropriate for just the Metering Portal to ensure they do not affect the Metering Equipment Managers (MEMs). The Chair agreed that this is a conversation that needs to be had. PA confirmed that the STIRG group should determine whether it is appropriate for the metering hub. RH agreed that filtering would be appropriate, as it allows emails to be filtered to relevant information.

RG advised that there is now an option to subscribe to the metering hub, allowing notifications when items like the MEP agenda are uploaded. Users can set up their own email filters. There are ongoing discussions about the filtering option to ensure only necessary documents are sent to users.

RG thanked the Chair for the recent presentation to the Association of Meter Operators (AMO), which helped increase the number of clicks on the Portal.

RECMEP Members noted both the overview and the update and were offered the opportunity to make further suggestions for improvement.

## 8. INDUSTRY ISSUES AND CHANGE TRACKER

RECMEP Members were provided an overview of the REC issues and changes including an update on two items on the change tracker that impacted the Panel.

RECMEP Members noted both the overview and the update.

## 9. RECMEP ELECTIONS

RECMEP Members were provided an overview on the upcoming 2025 RECMEP Elections.

RECMEP noted the update.

## 10. AOB

### 10.1 CLARIFICATION ON INTENT OF R0021/R0101

The Code Manager updated the RECMEP members on the clarification on the R0021/R0101.

PA advised that the MEMs have their own unique identifiers and should act similarly to Members when identifying issues with define equipment. PA advised that they communicate within the category and use the free text field to describe the issue they have encountered.

RECMEP members noted the update.

### 10.2 REMINDER OF THE NEXT E & G-OMF'S

The Chair informed RECMEP Members of the next Electric Operational Forum (E-OMF) is taking place in May and the next Gas Operational Metering Forum (G-OMF) is taking place in June and invited Members to bring any topics they wish to discuss.

RECMEP members noted the update.

**Next meeting date: 14 May 2025**