RETAIL ENERGY CODE

# DIGITAL REC AND DATA SPECIFICATION USER GUIDE

OCTOBER 2024

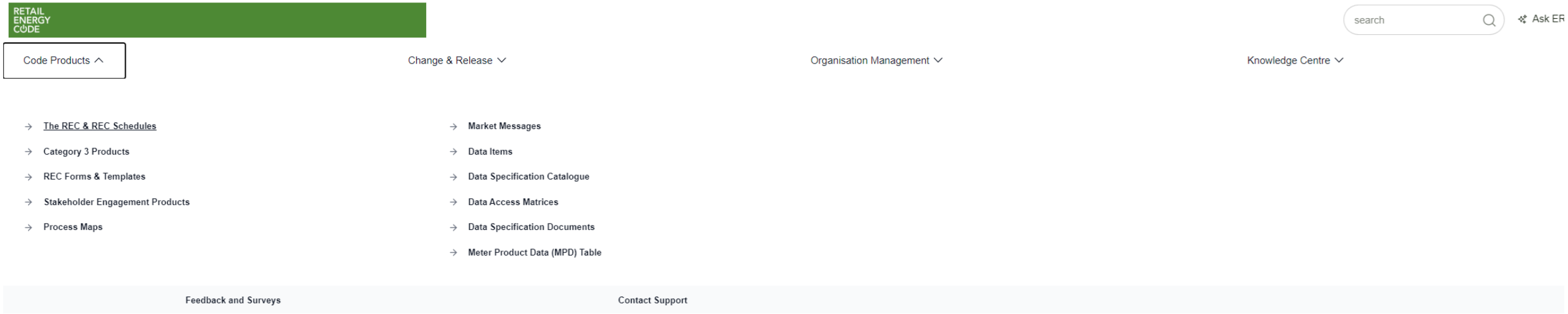
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# ACCESSING THE DIGITAL REC

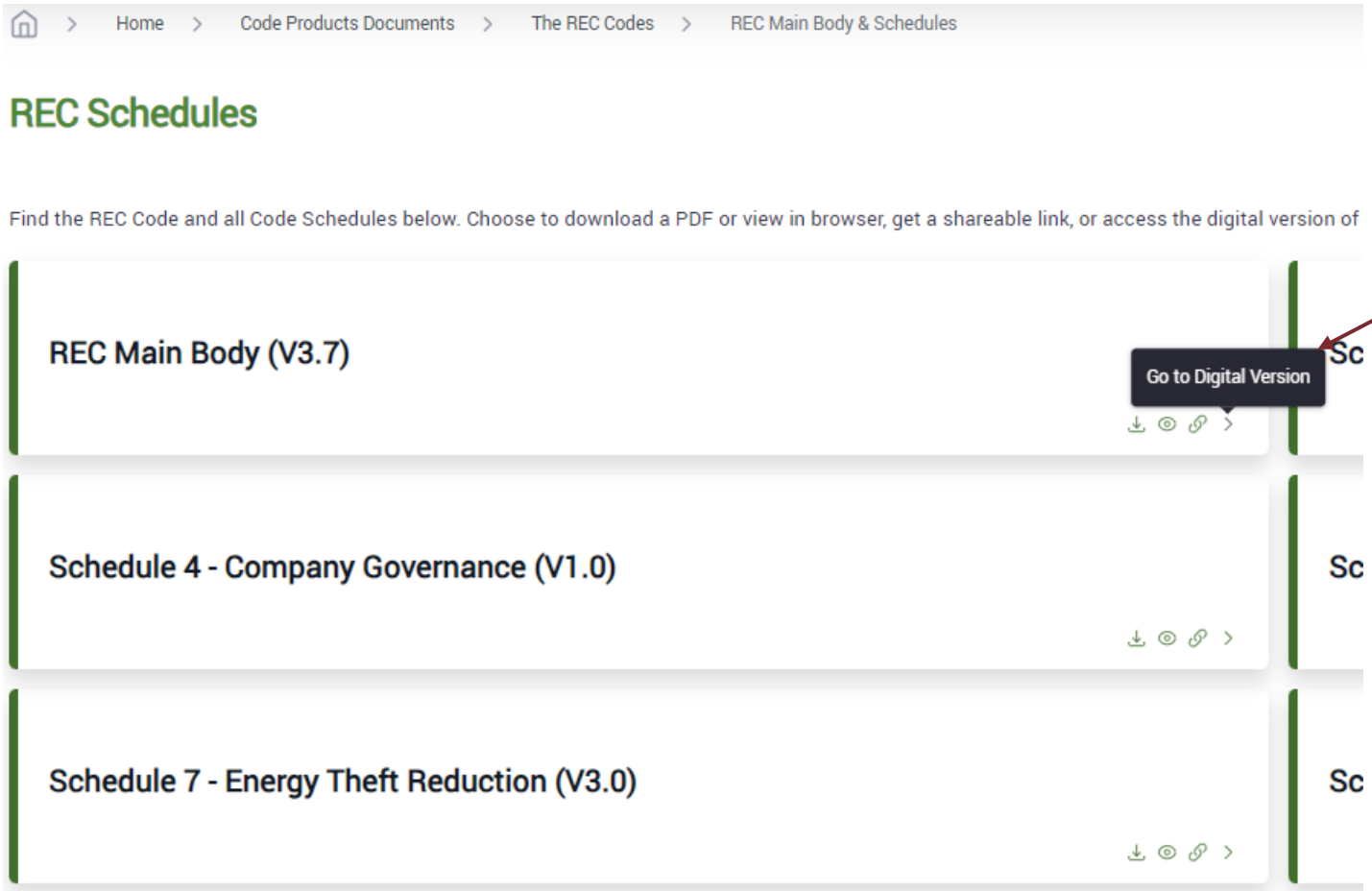
# ACCESSING THE DIGITAL REC

Firstly, access the REC Portal home page: here

Select **Code Products**, and then the first option of **The REC & REC Schedules**



# REC SCHEDULES – DIGITAL FORMAT




Select the > option to open the Digital Version of the REC Schedule.

# LIVE REC SCHEDULES

REC Version: 3.13.0

## Qualification and Maintenance - Schedule 9

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| | Version | Implementation Date | Reason |
|---|---|---|---|
| ☑ | 3.4 | 28 June 2024 | 2024 June Release |
| ○ | 3.3 | 03 November 2023 | 2023 November Release |
| ○ | 3.2 | 4 November 2022 | 2022 November Release |
| ○ | 3.1 | August 2022 | R0046A |
| ○ | 3.0 | July 2022 | 2022 July Release |

| | Main | Appendix 1 |
|---|---|---|
| Domestic Suppliers | Mandatory | Mandatory |
| Non-Domestic Suppliers | Mandatory | Mandatory |
| Gas Transporters | Mandatory | Mandatory |
| Distribution Network Operators | Mandatory | Mandatory |
| DCC | Mandatory | Mandatory |

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| | | |
|---|---|---|
| Metering Equipment Managers | Mandatory | Mandatory |
| Meter Installers | Mandatory | Mandatory |
| Electricity Metering Operatives | Mandatory | Mandatory |
| REC Service Users | Mandatory | Mandatory |

« 6-9 out of 9

Document can be downloaded in .doc format, selecting this will automatically download the file into your browsers download history

The Live REC schedule will be shown on default.

The digital version of the legal text can also be amended to superseded versions, this can be done using the versions table, or the version drop-down menu.

Additionally, the parties impacted table exists which highlights who the REC Schedule is appropriate for, and in what capacity (i.e Mandatory obligated parties)

# NAVIGATING THE REC SCHEDULE

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## Qualification and Maintenance - Schedule 9

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### Main

1 - Introduction 2 - Entry Assessment Requirements 3 - Application Process 4 - Self-Assessment
5 - Business Solution Assessment 6 - Internal Testing Assessment 7 - External Testing
8 - Information Security and Data Protection Assessment 9 - Evaluation, Approval and Controlled Market Entry
10 - Undertakings of REC Service Users 11 - Maintenance of Qualification 12 - REC Service User Compliance Statement
13 - REC Service User External Assessment 14 - Additional Post Qualification Assessment 15 - Appeals

### Appendix 1

1 - Appendix 1 – Sample Access Agreement 2 - Interpretation 3 - Term 4 - Access to REC Services 5 - Charges
6 - Intellectual Property Rights 7 - Confidentiality 8 - Data Protection 9 - Performance Assurance
10 - Limitation of Liability 11 - Assignment and Sub-Contracting 12 - Variations 13 - Termination by RECCo
14 - Third Party Rights 15 - Contract Manager, Party Details and Notices 16 - General
17 - Governing Law and Jurisdiction

The REC Schedule contents is now available directly above the legal text, you can scroll through each individual section or use the contents to navigate directly to the area you wish to view.

The contents in most REC schedules has been wrapped, to open the full contents you will need to select

Selecting a highlighted piece of text within the REC Schedule, will direct you to the REC defined term [in a separate tab], this also includes, where specified, Market Messages.

**(7)External Testing**

7.1 This Paragraph 7 is generally only applicable to Energy Suppliers and Distribution Network Operators. However, all prospective CSS Users must complete external testing as part of the Qualification requirements to access the CSS.

Following completion of Non-CSS Testing, the Code Manager shall provide a report to the applicant within 10 Working Days identifying whether the applicant has successfully completed all aspects of the required Non-CSS Testing. Where the Code Manager"s report identifies aspects of Non-CSS Testing that the applicant has not successfully completed, the Code Manager shall highlight each specific issue and provide a view on whether this should result in the applicant"s Qualification request being rejected, or whether the applicant should be subject to additional monitoring following Qualification.

**Energy Supplier Definition**

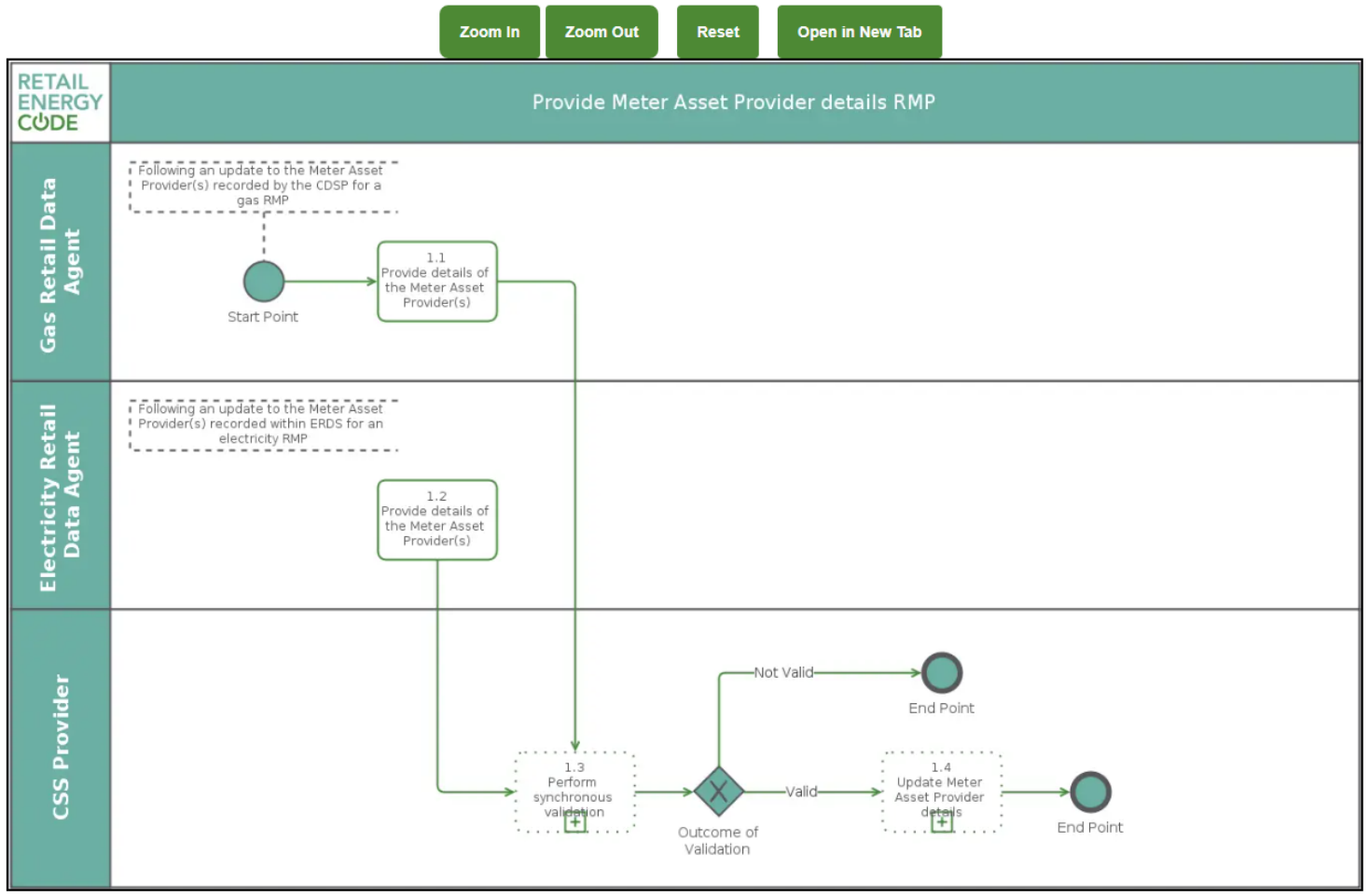
means a person which is either or both an Electricity Supplier and/or a Gas Supplier.

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# REC PROCESS MAPS

## PREVIOUSLY KNOWN AS MARKET SCENARIOS

# REC PROCESS MAPS




The Process Maps (previously known as Market Scenarios) can be found under the **Code Products** section of the REC Portal and cover all the 'interface tables' contained in the REC Schedules.

These can be useful in understanding how processes progress, who is involved at which point, and how processes may diverge at specific points based on the circumstances (e.g different actions or data recipients for different market segments, or where validation passes or fails). The maps don't contain all the detail from the REC Schedule, and the legal text always take precedence, but the maps provide an alternative format.

Selection of the process will open the diagrams, which has functions to allow zoom in/ out to allow for the detail to be seen. Note that larger diagrams may display best when opened in a separate tab.

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# REC DATA SPECIFICATION

# ACCESSING THE DATA SPECIFICATION

The REC Data Specification items can be accessed through the REC Portal, under **Code Products**



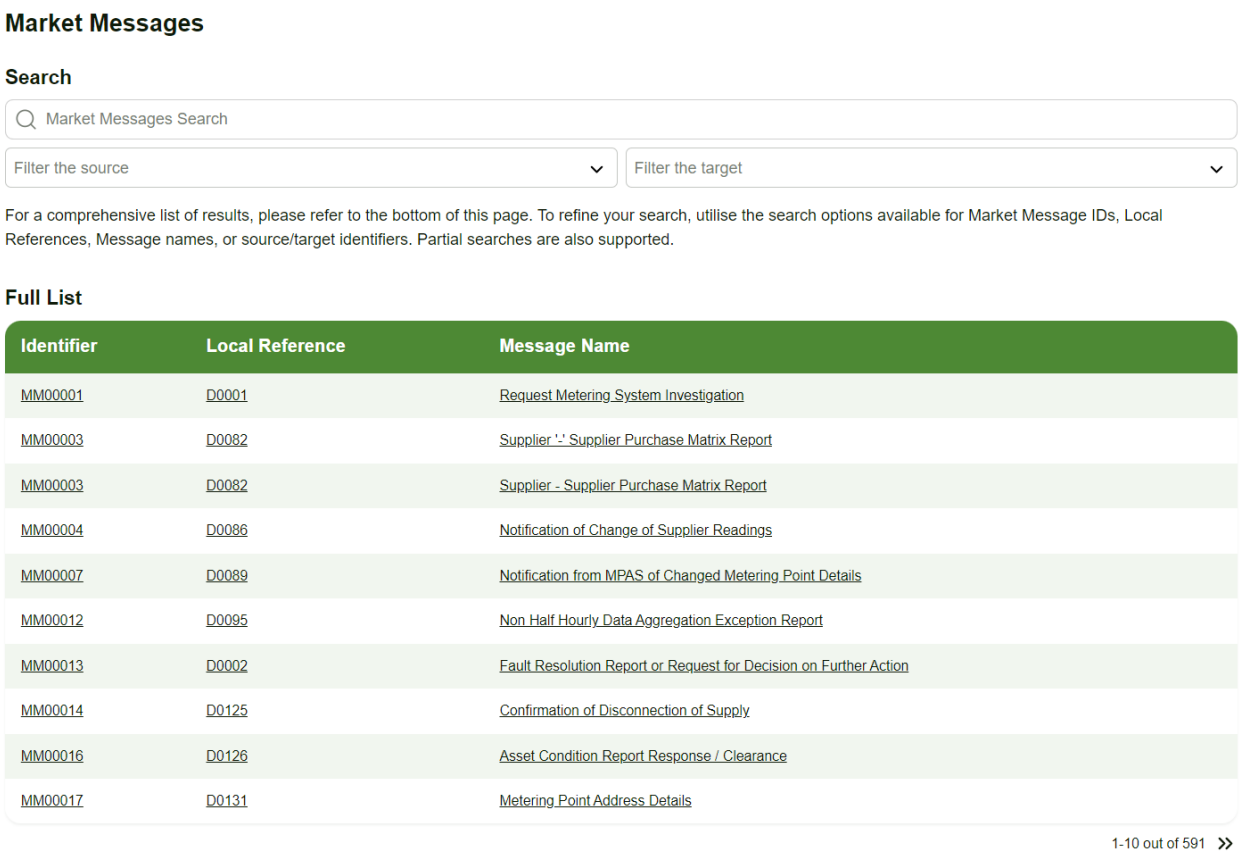

*More information on the Data Specification can be found in the Data Specification User Guide:* Retail Energy Code Data Specification - REC Documents - REC Portal

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# MARKET MESSAGES

# MARKET MESSAGES

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Selecting Market Messages, will take you a new dashboard.

Here, you can search and filter to find the Market Message you are looking for.

Alternatively, you can search through the full list of Market Messages within this dashboard.

Once you have found the Market Message, all you must do is select it.

# MARKET MESSAGE PAGE

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**Request Metering System Investigation - MM00001**

| Legacy Reference/s | Message Version |
|---|---|
| D0001 | 001 |

**Description**

Investigation into suspected metering fault due to possible MAR discrepancies, invalid meter readings, timing device or meter or communications fault.

**Notes**

Sufficient information to identify the nature of the fault must be given. This flow only to be used where the metering point is currently energised. ' Where an AMVLP (Asset Metering Virtual Lead Party) is involved, the MPAN Core must contain an AMSID (Asset Metering System Identifier) and not an MPAN

| | Variant Id | Name | Source | Target | Owner |
|---|---|---|---|---|---|
| ✓ | SV00001 | Request Metering System Investigation | Distribution Network Operator | Half Hourly Data Collector | Balancing and Settlement Code Company |
| ○ | SV00002 | Request Metering System Investigation | Electricity Supplier | Electricity Meter Equipment Manager | Balancing and Settlement Code Company |
| ○ | SV00112 | Request Metering System Investigation | Distribution Network Operator | Non Half Hourly Data Collector | Balancing and Settlement Code Company |
| ○ | SV00223 | Request Metering System Investigation | Distribution Network Operator | Electricity Supplier | Balancing and Settlement Code Company |
| ○ | SV00334 | Request Metering System Investigation | Half Hourly Data Collector | Electricity Meter Equipment Manager | Balancing and Settlement Code Company |
| ○ | SV00387 | Request Metering System Investigation | Half Hourly Data Collector | Electricity Supplier | Balancing and Settlement Code Company |
| ○ | SV00398 | Request Metering System Investigation | Non Half Hourly Data Collector | Electricity Meter Equipment Manager | Balancing and Settlement Code Company |
| ○ | SV00409 | Request Metering System Investigation | Non Half Hourly Data Collector | Electricity Supplier | Balancing and Settlement Code Company |
| ○ | SV00420 | Request Metering System Investigation | Non Half Hourly Data Retriever | Non Half Hourly Data Collector | Balancing and Settlement Code Company |
| ○ | SV00431 | Request Metering System Investigation | Electricity Supplier | Half Hourly Data Collector | Balancing and Settlement Code Company |

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**Structure (SV00001)**

| Group ID | Group Description | Range | Condition | L1 | L2 | L3 | L4 | L5 | L6 | L7 | L8 | Data Item Name | Data Item Rule |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001 | Metering Points for Investigation | 1 - * | | G | | | | | | | | | |
| | | | | | 1 | | | | | | | MPAN Core | 0 |
| | | | | | O | | | | | | | Appointment Date | 0 |
| | | | | | O | | | | | | | Earliest Appointment Time | 0 |
| | | | | | O | | | | | | | Latest Appointment Time | 0 |
| 002 | Meters to be Investigated | 1 - * | | | G | | | | | | | | |
| | | | | | | 1 | | | | | | Meter Id (Serial Number) | 0 |
| 003 | Meter Registers to be Investigated | 1 - * | | | | G | | | | | | | |
| | | | | | | | 1 | | | | | Meter Register Id | 0 |
| | | | | | | | 1 | | | | | Reason for Request | 0 |
| | | | | | | | 1 | | | | | Date Fault Suspected/Detected | 0 |
| | | | Additional Information is Mandatory if Reason for Request data item value does not provide sufficient information to identify the reason for the suspected fault. | | | | C | | | | | Additional Information | 0 |
| 759 | Site Visit Information | 0 - * | | | G | | | | | | | | |
| | | | | | | 1 | | | | | | Site Visit Check Code | 0 |
| | | | | | | O | | | | | | Additional Information | 1 |

The Market Messages page will provide full details of the message, including name, references and versions. This page now also includes a full list of associated Scenario Variants applicable for the message.

You can select from the list of Scenario Variants and the message flow structure will be defined. Within the structure table you can find all the information related to building the flow, including all associated data items and rules. If you select a data item within the structure table, you will be redirected to that Data Item's page.

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# DATA ITEMS

# DATA ITEMS

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## Data Items

### Search

Data Items Search

For a comprehensive list of results, please refer to the bottom of this page. To refine your search, utilise the search options available for Data Item IDs, Local References, or Message names. Partial searches are also supported.

### Full List

| Identifier | Local Reference | Message Name |
|---|---|---|
| DI40001 | A0001 | Address Id |
| DI40002 | A0002 | Not Used |
| DI40003 | A0003 | Address Text |
| DI40004 | A0004 | Sub Building Name Number |
| DI40005 | A0006 | Building Name Number |
| DI40006 | A0007 | Dependent Thoroughfare |
| DI40007 | A0008 | Thoroughfare |
| DI40008 | A0009 | Double Dependent Locality |
| DI40009 | A0010 | Dependent Locality |
| DI40010 | A0011 | Post Town |

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Selecting Data Items, will take you a new dashboard.

Here, you can search and filter to find the Data Item you are looking for.

Alternatively, you can search through the full list of Items within this dashboard.

Once you have found the Data Item, all you must do is select it.

# DATA ITEMS PAGE

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## DI51025 - Priority Services Category

| Legacy Reference/s | Data Type | Owner |
|---|---|---|
| J1699 | String | Retail Energy Code Company |

**Description**

A code to report the category(s) regarding Priority Services

| Logical Length | Logical Decimal Length | Physical Length | Data Type Format Rule | Notes |
|---|---|---|---|---|
| 2 | 0 | 2 | Edifact Level B DTS Variant | See Annex C for Data Item Notes. For guidance on PSR codes please refer to the Energy Networks Association website. |

**Data Enumerations**

| Value | Description |
|---|---|
| 01 | Nebuliser and apnoea monitor |
| 02 | Heart, lung & ventilator |
| 03 | Dialysis, feeding pump and automated medication |
| 04 | Oxygen concentrator |
| 08 | Blind |

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**Found in Market Messages**

| Market Message Id | Local Catalogue Reference | Message Name |
|---|---|---|
| MM00128 | D0225 | Priority Services Details |

The Data Items Page provides full details, including references and the appropriate data formatting conditions, plus any notes.

Additionally, if there are relevant Data Enumerations that can be used a table identifying those values will be displayed.

Lastly, a table referencing all market messages which the data item can be issued in will be found. If you select on any of these messages, you will be automatically redirected to the Market Messages page.

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# DATA SPECIFICATION CATALOGUES

# DATA SPECIFICATION CATALOGUES

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**Data Specification Documents**

| | | |
|---|---|---|
| **DTC Data Specification - Access Format (v3.12.0)** Download | **Full REC Data Specification - BACPAC Format (v3.12.0)** Download | **Full REC Data Specification - HTML Format (v3.12.0)** Download |
| **Data Specification Model** Download | **Performance Assurance Report Catalogue (PARC)** Download | **Standards Definition Document** Download |

Full versions of the Live REC Data Specification catalogues are also available to download in SQL, HTML and Access Database formats. These catalogues are found under **Code Products** in the REC Portal. If you wish to use the BAPAC format, and installation of SQL BACPAC is required, a guidance document is available to support you with this, that guidance document is found under the **Knowledge Centre** section of the REC Portal, selecting the REC Data Specification Guidance Documents option will direct you there.

Additionally, you will find the Data Specification Model, the Performance Assurance Report Catalogue (PARC) and the Energy Data Market Specification (EMDS) Standards Definition document.

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# DATA ACCESS MATRICES

# DATA ACCESS MATRICES

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**Data Specification Documents**

| Electricity Data Access Matrix (Category 3) | Gas Data Access Matrix (Category 3) | Data Access Matrix - Appendix 1 |
|---|---|---|
| Download | Download | Download |

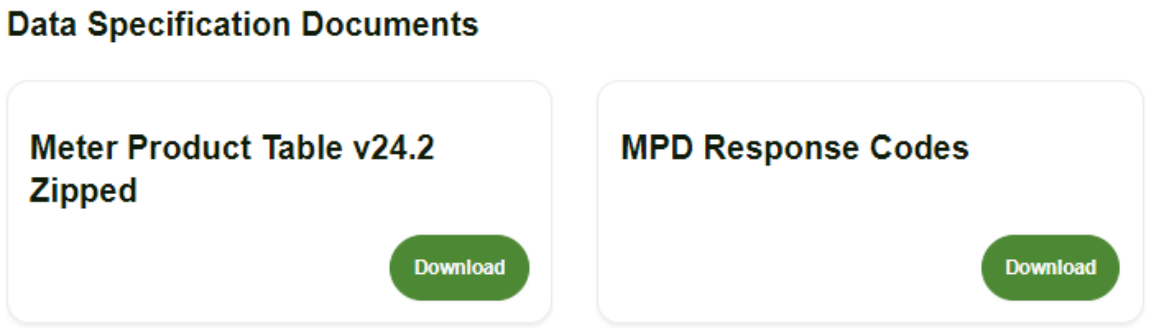
The Data Access Matrices can be found under the **Code Products** section of the REC Portal.

These documents contain both the Electricity and Gas Data Access Matrices. Schedule 12 – Data Access defines the obligations that market participants must adhere too and the data access matrix sets out the data items that each category of Enquiry Service User can access.

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# METER PRODUCT DATA

# METER PRODUCT DATA (MPD) TABLES




The Meter Product Data (MPD) tables can be found under the **Code Products** section of the REC Portal.

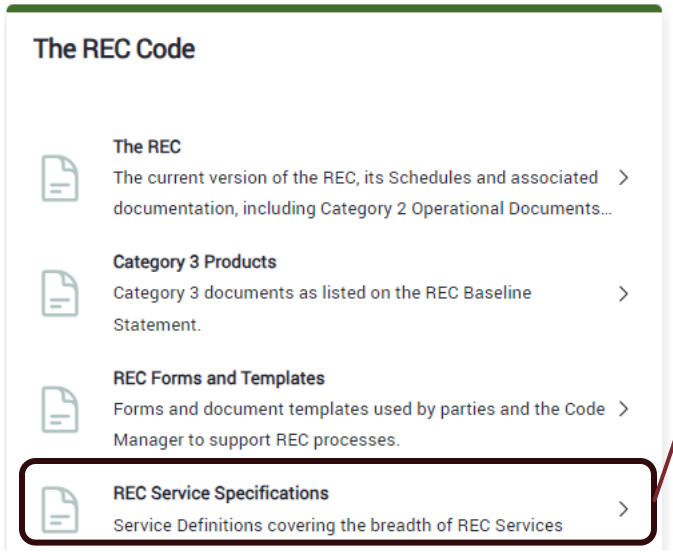
The meter product data relates to Gas meters and consists of:

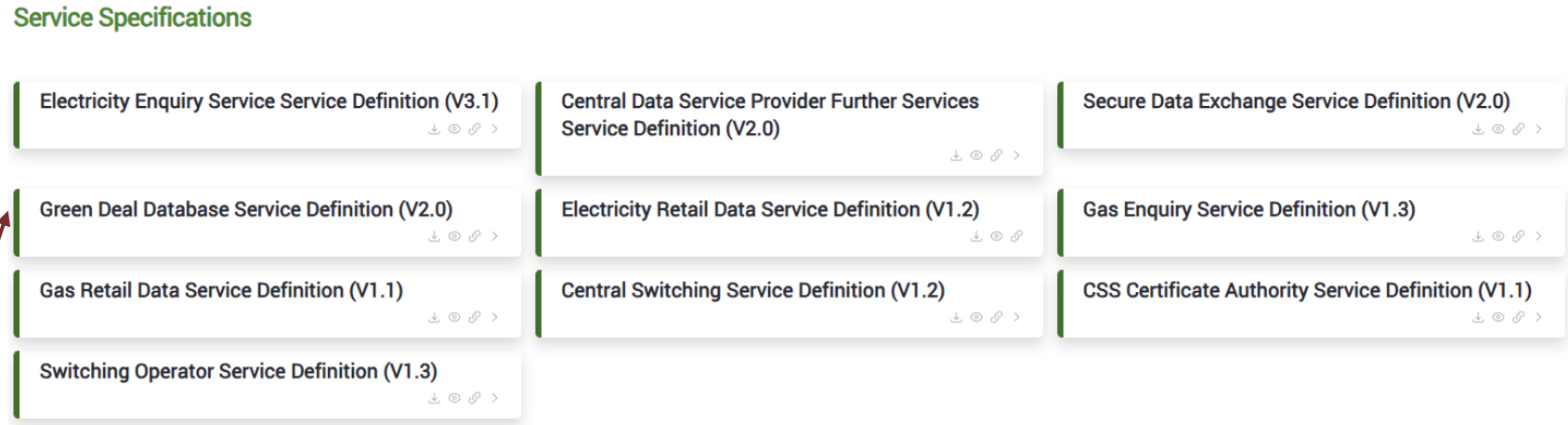
- A zip file containing the following spreadsheets:
  - Meter Product General
  - The Meter Product Table
  - The Converter Product Table
  - The Meter Product Shadow Log
  - The Converter Product Shadow Log
- The MPD Response Codes. If you select this option you will be automatically re-directed to EMAR.

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# REC SERVICE SPECIFICATIONS

# REC SERVICE SPECIFICATIONS



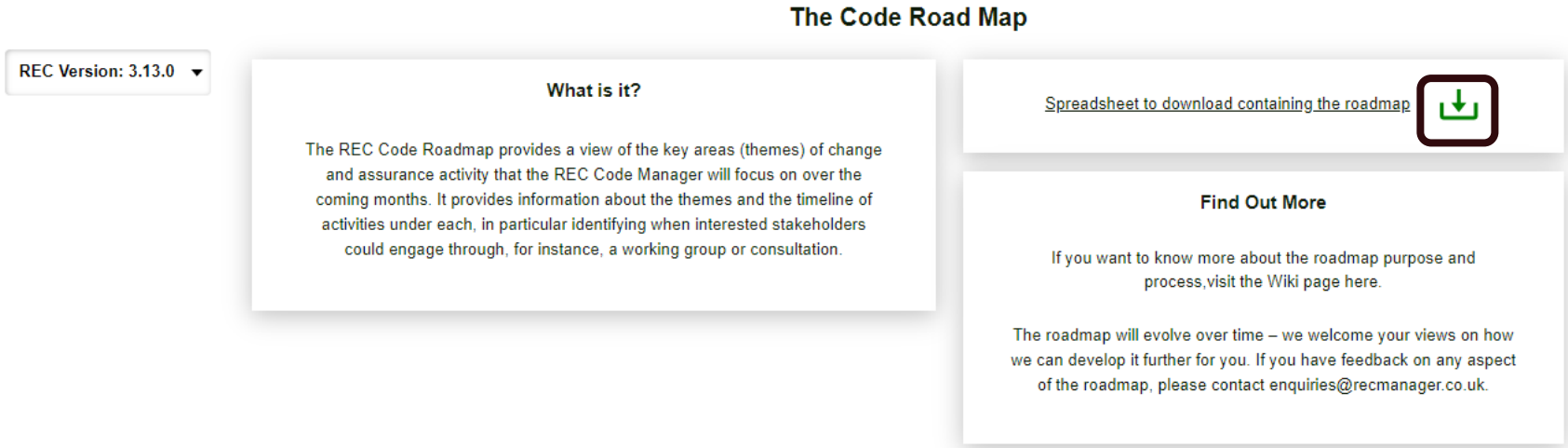




REC Service Specifications can be found in the REC Portal Homepage, under the REC Code. These documents provide the Service definitions for the array of different services governed under the REC. Such as the Enquiry services, Central Switching Service, and Switching Operator.

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# CODES ROADMAP

# CODES ROADMAP




The Codes Roadmap can be found under the **Change and Release** section of the REC Portal. By selecting the download button, your browser will automatically download the spreadsheet.

Further information can be found on the Code Roadmap processes by using the link to the REC Portal Wiki Page.

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# RELEASE MANAGEMENT

# RELEASE MANAGEMENT

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**Present Release**

**Version 3.13.0**

| Release Date | Status | EMAR Version |
|---|---|---|
| 06/09/2024 | Live | 3.13.0_Live |

| Change Proposal Number | Change Proposal Name | Affected REC Items |
|---|---|---|
| R0192 | Housekeeping Amendments | • Schedule 1: Interpretations and Definitions<br>• Schedule 5: Change Management<br>• Schedule 11: Prepayment Arrangements<br>• Schedule 12: Data Access<br>• Schedule 14: Metering Operations<br>• Schedule 15: Metering Accreditation<br>• Schedule 19: Market Exit and Supplier of Last Resort<br>• Schedule 27: RMP Lifecycle<br>• Schedule 30: Resolution of Consumer Facing Switching and Billing Issues<br>• CoMCoP<br>• Main Body<br>• ERDS Service Definition<br>• GES Supply Point Switching API Technical Specification |
| R0177 | Change Smart Meter Installation Consumer Survey Specification survey questions to a REC Category 2 document | • Smart Meter Installer - Domestic Customer Survey<br>• Smart Meter Installer - Microbusiness Customer Survey |
| R0188 | Changes to Terms of reference following acceptance of R0167 | • Change Panel ToR<br>• PAB ToR |

Review Release Notes

Release Management data is contained under the **Change and Release** section on the REC Portal. This will provide a full overview of Present and Past REC releases, and the information contained and implemented as part of the release. This includes a view of the Change Proposal Number/ Name and the Affected REC Item.

Additionally, you will be able to see associated release notes. Selecting the release notes will navigate you into the IBM Jazz platform of EMAR where full details of the release are contained.

**COMING SOON! release notes will be downloadable in .doc format**

# PAST RELEASES

**Past Releases - 2024** 2023 2022 2021

## Version 3.12.0

| Release Date | Status | EMAR Version |
|---|---|---|
| 23/08/2024 | Superseded | 3.12.0_Superseded |

| Change Proposal Number | Change Proposal Name | Affected REC Items |
|---|---|---|
| R0121 | SDEP Review Improvements (1) - Process Types | • Schedule 8 - Unbilled Energy Code of Practice<br>• Schedule 29 - Address Management<br>• Schedule 14 - Metering Operations<br>• Schedule 11 - Prepayment Arrangements<br>• Schedule 28 - Related Metering Points<br>• Schedule 30 - Resolution of Consumer Facing Switching and Billing Issues<br>• Schedule 27 - RMP Lifecycle<br>• Secure Data Exchange Service Definition |
| R0181 | Schedule 14 - Metering Operations Footnote Review | • Schedule 14 - Metering Operations |
| R0146 | Data Specification Update for Refresh Functionality | • SDEP Review Improvements (1) - Process Types |
| R0164 | Removing the Enumerations from Communications Method Data Item (J0386) to align with BSC CP 1594 | • Data Specification |
| R0166 | Removal of the Green Deal Panel | • REC Change Panel Terms of Reference |

Review Release Notes

## Version 3.11.1

| Release Date | Status | EMAR Version |
|---|---|---|
| 19/07/2024 | Superseded | 3.11.1_Superseded |

| Change Proposal Number | Change Proposal Name | Affected REC Items |
|---|---|---|
| R0167 | Change Process Improvements following Code Manager review | • Schedule 1 - Interpretation and Definitions<br>• Schedule 5 - Change Management |

Review Release Notes

Details of past releases are contained within the same page, containing the same information as the present release.

You can scroll through or if you are looking for a release which has occurred in a previous year, select the year from the top tab.

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# DATA SPECIFICATION PRE-RELEASE INFORMATION

# DATA SPECIFICATION PRE-RELEASE INFORMATION

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The Data Specification Pre-Release information is contained under the **Change and Release** section of the REC Portal.

For any approved Change Proposals which require changes to the Data Specification, these will be issued via a pre-release implementing the changes within the whole catalogue.

They will be set out in the defined three formats of: SQL BACPAC, HTML and Access Database.

A notification will be issued to those on the Data Specification mailing list when a new pre-release is published. This will also be confirmed within a REC weekly bulletin.

Each pre-release will include details of what is to change and a database that you can use to automatically load the changes into your systems.