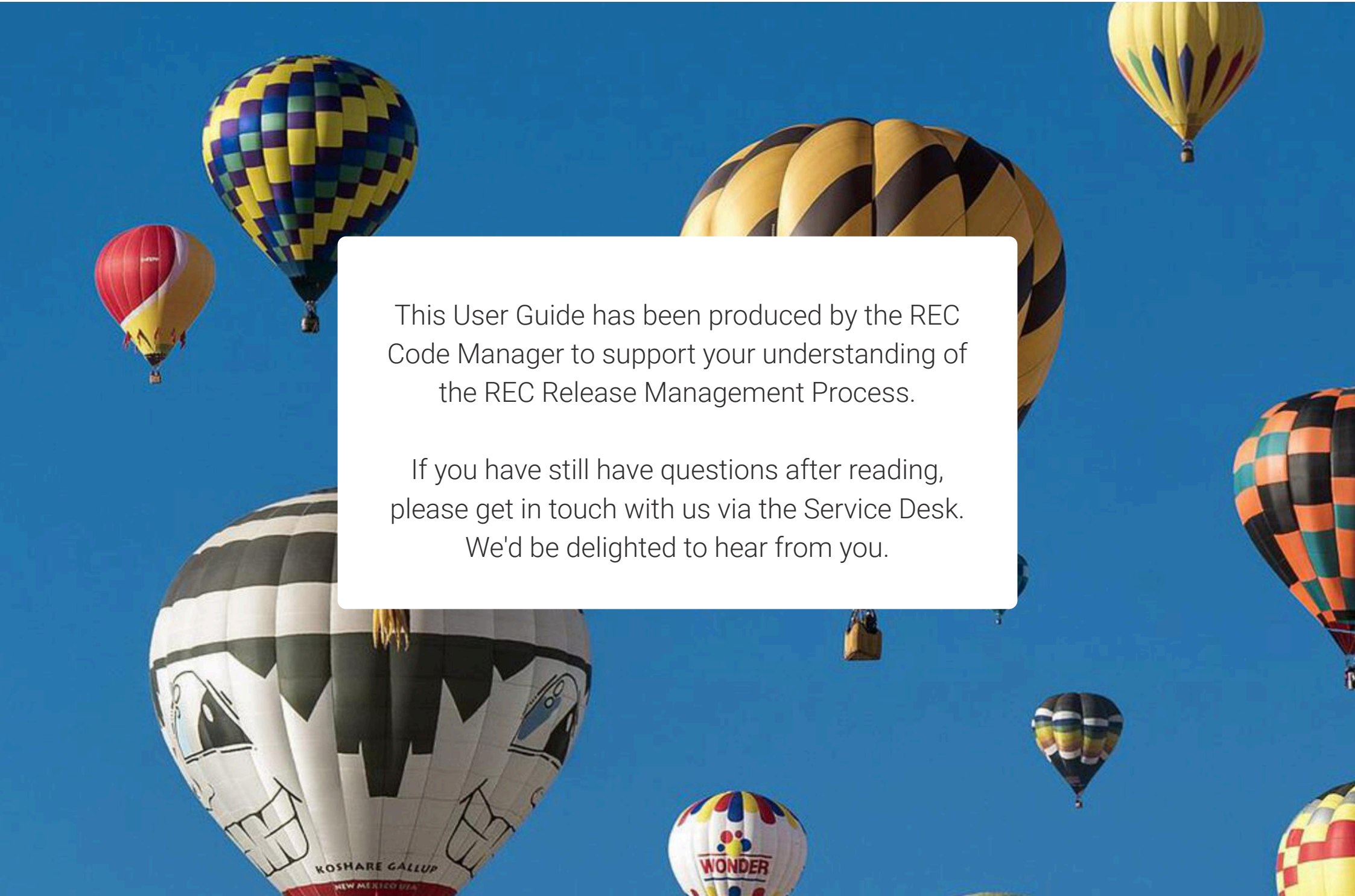
REC Release Management

A User Guide last updated in March 2023

RETAIL ENERGY CODE





This User Guide has been produced by the REC Code Manager to support your understanding of the REC Release Management Process.

If you have still have questions after reading, please get in touch with us via the Service Desk. We'd be delighted to hear from you.



The Code Manager aggregates approved Change Proposals into collections which it deploys in Code Releases. The Code Manager is responsible for coordinating Code Release activities and supporting industry in change delivery.



The Code Manager uses the Energy Market Architecture Repository (EMAR) to host information about upcoming Code Releases.

Find out more about how we use EMAR.

For each REC Release, the Code Manager will create a release specific version of the REC in the Energy Market Architecture Repository (EMAR). This is referred to as the **pre-release stream**.

Once a Change Proposal is approved, any legal text and Data Specification changes will be made available in the EMAR pre-release stream.

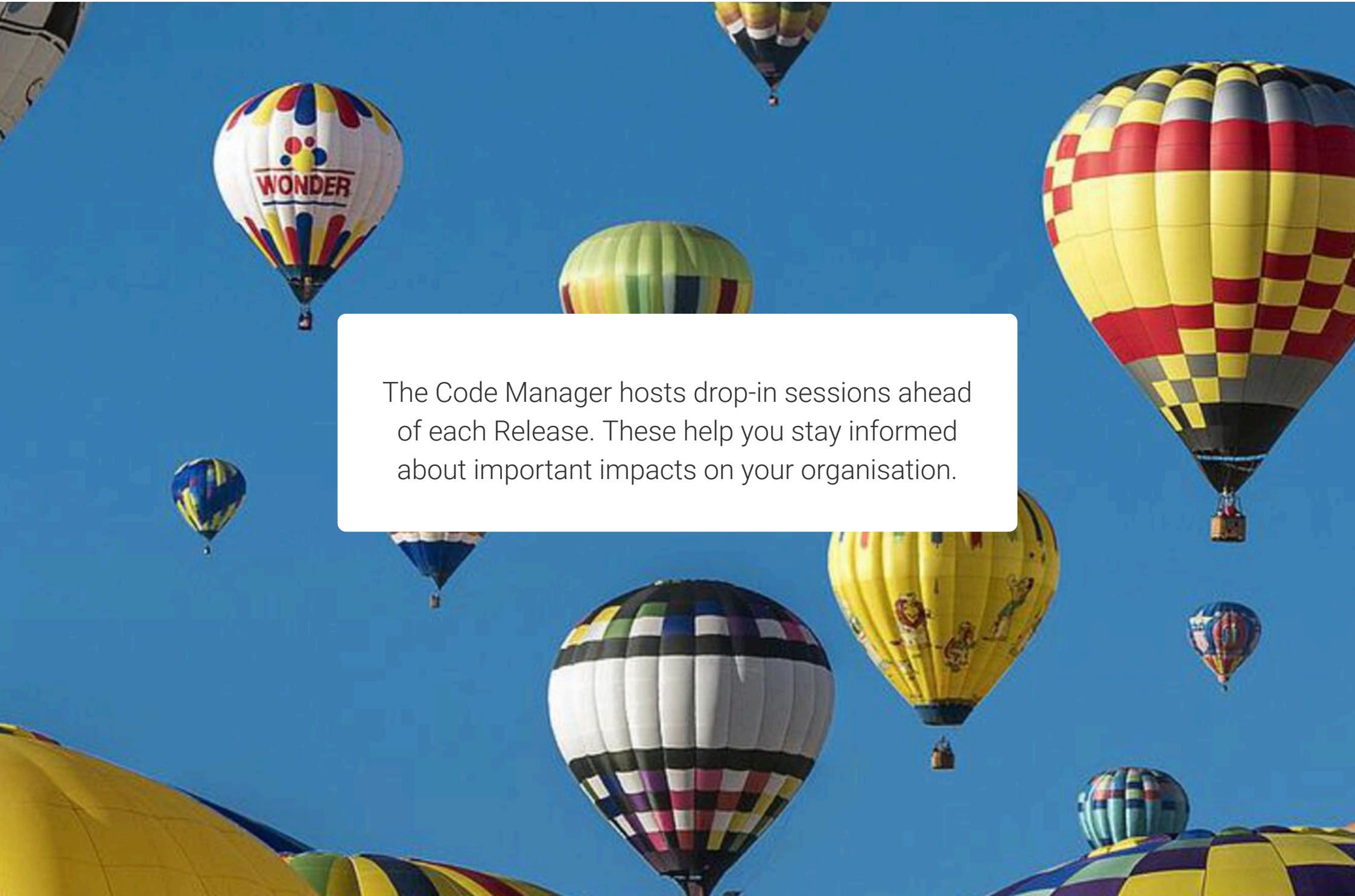
The pre-release stream allows REC Parties to explore the upcoming versions of the REC, view impacted artifacts by comparing versions of the REC, and the view the Data Specification.

If you have subscribed to receive Change Management emails, you will be notified when a pre-release is available to access.



For more information about using EMAR, you can access the EMAR User Guide.

To subscribe to receive Change Management emails, raise a ticket via the REC Portal Service Desk or send us an email.



The Code Manager hosts drop-in sessions ahead of each Release. These help you stay informed about important impacts on your organisation.

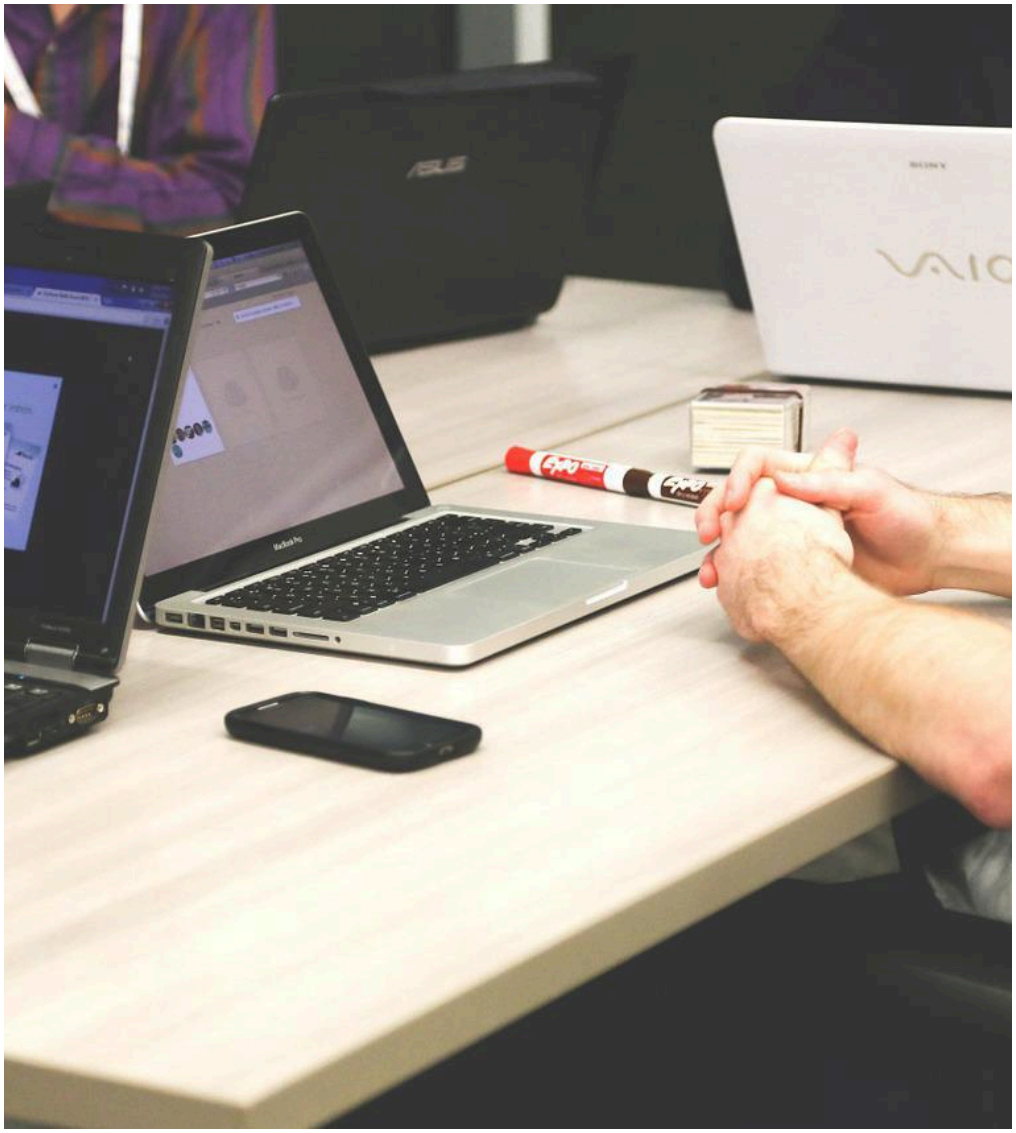
Following the publication of a pre-release, you have the opportunity to raise any questions related to the release to the Code Manager.

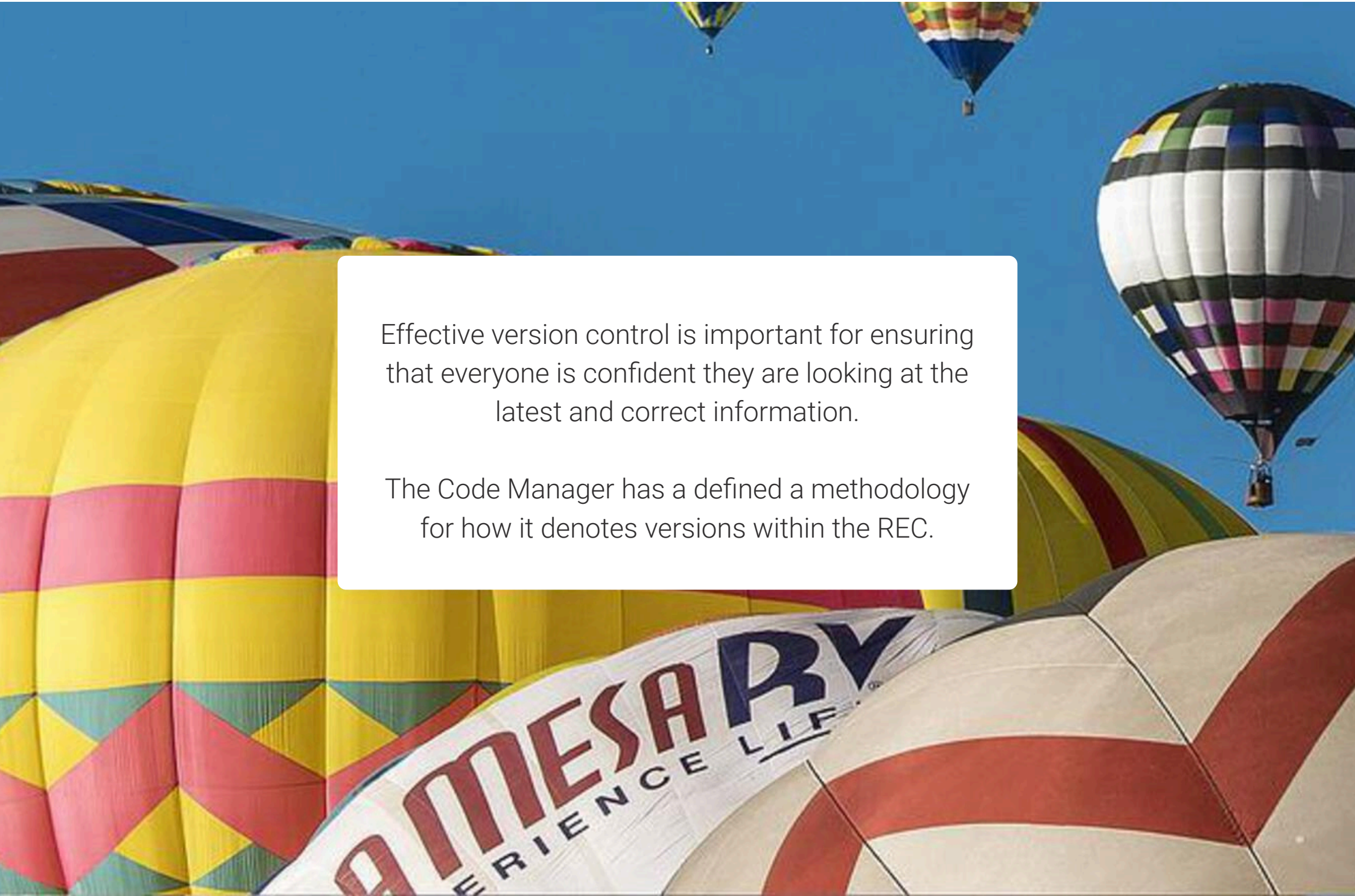
Your questions will be used to inform the agenda for a release drop-in session, as well as supporting us populate FAQs and inform further guidance and training requirements.

Each release will have a drop-in session facilitated by the Code Manager. The purpose of the drop-in sessions is to provide you with an opportunity to learn more about the release scope, impacts, and to raise any questions or concerns.

Our drop-in sessions are hosted virtually, via Teams.

For the avoidance of doubt, you can still raise queries with the Code Manager outside of this period. The best ways to get in touch are either through the Service Desk or your Operational Account Manager.





Effective version control is important for ensuring that everyone is confident they are looking at the latest and correct information.

The Code Manager has a defined a methodology for how it denotes versions within the REC.

Updates to the REC are subject to version control following the implementation of a release.

The REC is subject to version control within EMAR, and we operate a 'major.minor.patch' numbering format.

- **Major**: updates that add or entirely remove any Category 1 documents, as defined in the Baseline Statement
- **Minor**: updates that modify existing Category 1 documents or impact Category 2 documents, as defined in the Baseline Statement
- **Patch**: updates to EMAR or the Data Specification that do not impact REC Products

The terms 'major' and 'minor' have no relevance to the materiality of the release or the impact this has on market participants or service providers. This solely relates to the version control methodology.

Access the REC Baseline Statement on the REC Portal.





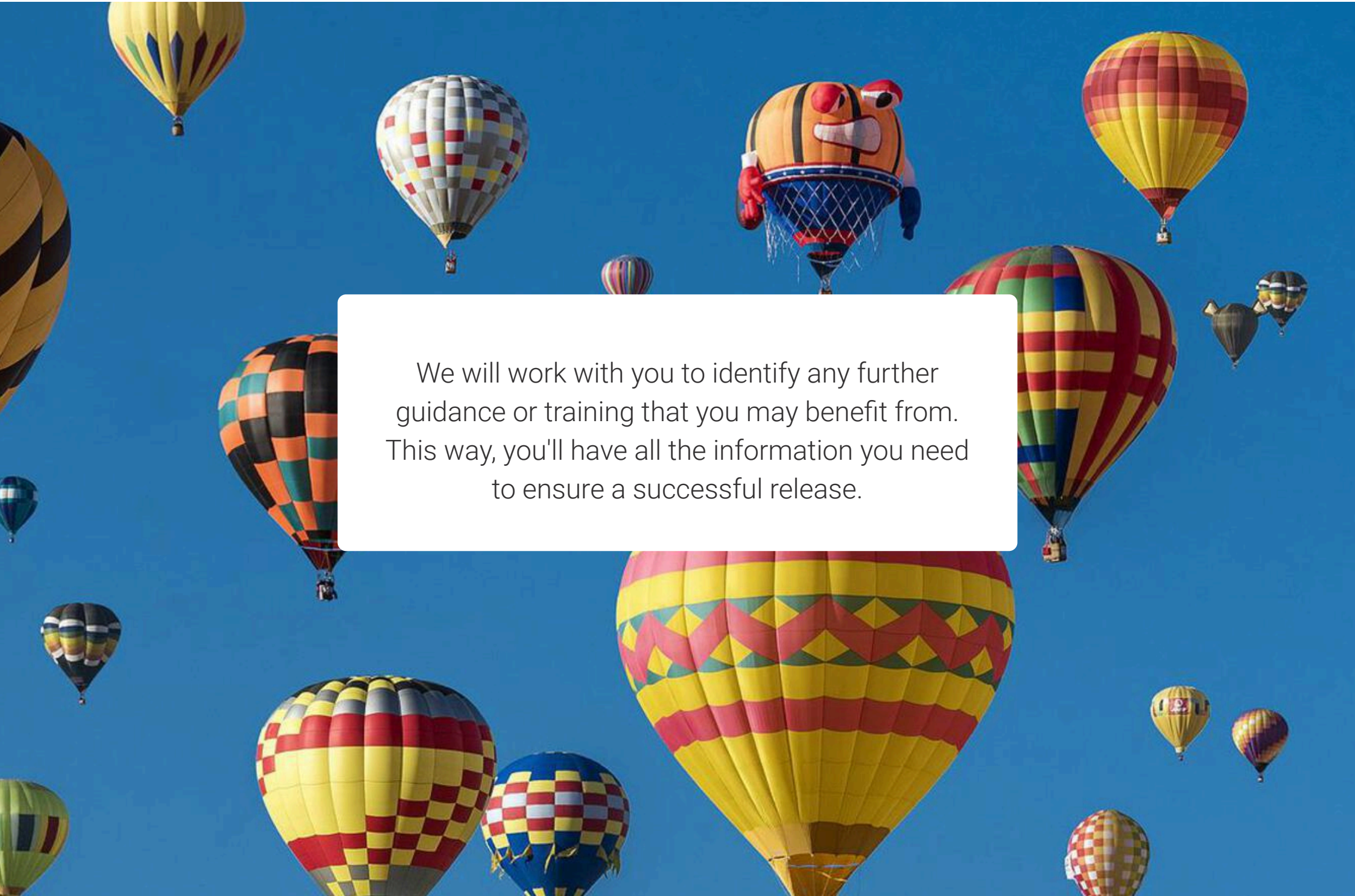
For certain releases, a testing strategy may include code user participation to support validating the accuracy of changes.

Where changes to REC Systems or REC Service Provider systems require a period of user testing, the Code Manager will issue an invitation to participate in testing to relevant stakeholders.

Invitations will include all the relevant details of the testing activities, associated testing period and test plan.

Invitations will also include details of the required participants and skill sets required for testing, any mandatory testing requirements and (where known) expected time commitments.





We will work with you to identify any further guidance or training that you may benefit from. This way, you'll have all the information you need to ensure a successful release.

For each Release, the Code Manager will consider if specific training or guidance is required to support the consistent understanding of the changes across market participants.

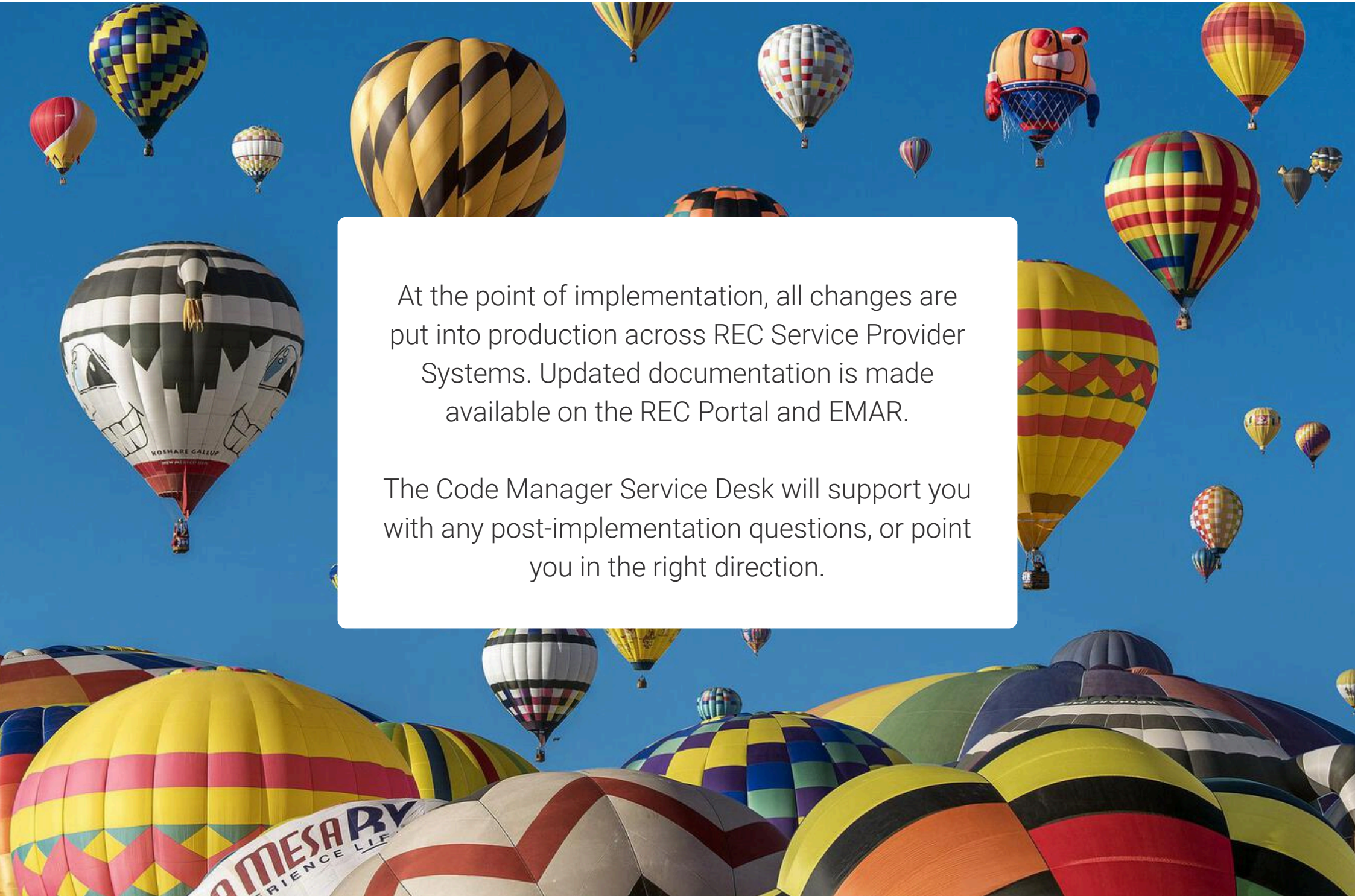
Training content will be targeted, relevant and proportionate to the change being implemented.

Training will not be required for all REC changes; we'll provide this where stakeholders may need more understanding of how a new process or system will impact their businesses, or where there is a particular need for consistent understanding and interpretation.

Training can be provided through the provision of new materials such as user guides, pre-recorded audio or visual recordings, live webinars, remote workshops, or - in extraordinary cases - in person events.

The Code Manager will notify stakeholders of plans to provide training or guidance following a review of all comments received during the questions and clarification period for each Release.





At the point of implementation, all changes are put into production across REC Service Provider Systems. Updated documentation is made available on the REC Portal and EMAR.

The Code Manager Service Desk will support you with any post-implementation questions, or point you in the right direction.

Thank you for reading

REC Release Management User Guide

enquiries@recmanager.co.uk



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