RETAIL ENERGY CODE

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REC CHANGE PANEL MEETING
MEETING MINUTES

MEETING	**RECCP_22_1220**
DATE	**20 December 2022, 13:00**
LOCATION	**By teleconference**

Attendee	Representing	Initials	Role
Elizabeth Lawlor	Retail Energy Code Company	EL	Committee Chair
Lorna Mallon	Domestic Suppliers	LM	Committee Member
Dan Fittock	Non-Domestic Suppliers	DF	Committee Member
Bryan Heap	Electricity Networks	BH	Alternate Member
Tom Stuart	Gas Networks	TS	Committee Member
Geoff Huckerby	MEMs	GH	Alternate Member
Sebastian Eyre	Independent SME	SE	Committee Member
Paul Gath	Independent SME	PG	Committee Member
Lynne Fallon	Independent SME	LF	Committee Member
Jonathan Coe	Authority	JC	Committee Member
Beth Brown	Code Manager	BB	Technical Design Authority
Michael Taylor	Code Manager	MT	Technical Design Authority
Ryan Dale	Code Manager	RD	Technical Design Authority
Tina Pearce	Code Manager	TP	Head of Change
Colette Baldwin	Code Manager	CB	Regulatory Design Manager
Ann Perry	Code Manager	AP	Change Delivery Manager
Gemma Dixon	Code Manager	GD	Change Analyst
George Barnes	Code Manager	GB	Change Analyst
Harriet Truss	Code Manager	HT	Change Analyst
Elise Handy	Code Manager	EH	Change Analyst
Bradley Mercer	Code Manager	BM	Secretary

1 INTRODUCTIONS

The Chair welcomed attendees to the meeting of the REC Change Panel (RECCP). Apologies had been received from Alex Travell (Committee Member) and Dave Wright (Committee Member).

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

The Chair invited Members to provide comments on the Draft Minutes of the meeting held on 15 November 2022. There were no comments and the Minutes were approved as an accurate reflection of the meeting.

4 REVIEW OF ACTIONS LOG

BM provided an overview of the below actions on the RECCP Actions Log:

RECCP_22_0802_01: Code Manager to investigate where the MPAS Validation Rules will be made available with the BSC in line with R0032 - *MHHS Programme Change to the BSC*.

AP informed Members that work was ongoing with St Clements to make the MPAS Validation Rules available through the REC Portal **– Open.**

RECCP_22_0920_05: Code Manager to provide an update on the progress of the SDEP review.

BM informed Members that an update on the progress of the SDEP review would be provided under agenda item 12 – **Closed.**

RECCP_22_1115_01: Code Manager to develop a communications plan in conjunction with the MHHS Programme on the data cleanse requirements for MEMs as part of R0032.

BM advised Members that the Code Manager would discuss the communications plan with RECMEP Members as part of the release management activity **– Open.**

RECCP_22_1115_02: Code Manager to investigate issues with the Supplier GES view with LM.

BM advised that the Code Manager Operational Account Management Team were investigating the issue with Suppliers ahead of a Change Proposal being raised **– Open.**

RECCP_22_1115_03: Code Manager to develop a communications plan around the CMR sandbox trial.

BM advised that the Crowded Meter Room sandbox trial had been approved at the RECPAB meeting on 29 November 2022 and the change was now progressing through the Alt HAN approval process. BM informed Members that following Alt HAN approval the Code Manager would present an item on the communications required **– Open.**

5 R0066 – INCLUSION OF SMRS DATA ITEMS IN EES

As the Lead Analyst for R0066, GD provided RECCP Members with an overview of the Final Change Report.

GD advised Members that R0066 was seeking to display new BSC owned Data Items in the Electricity Enquiry Service (EES). Members were informed that the Data Items would support the introduction of Registration Service Data Items that will be needed before Market Wide Half-Hourly Settlement (MHHS) migration commences. GD advised that R0066 was a consequential change to the REC following the approval of BSCP 1568 by the Supplier Volume Allocation Group (SVG). GD advised that R0066 was an enabling change for the MHHS Programme.

GD provided an overview of the six Impact Assessment responses received, highlighting that most responses were not in favour of the change as they believed that the change was coming in too early. GD advised that many of the Consultation responses were in relation to BSCP 1568 rather than R0066 with the main one being that two Data Items had been missed from the BSC change. GD advised that the Code Manager had shared the comments with the MHHS Programme; the Programme had added in the missing Data Items, however had decided not to reconsult on the change.

GH asked if the benefits of implementing R0066 had been made clear to parties when they were completing the IA. GH highlighted that the responses were similar to R0015 which had been rejected by the RECMEP, asking that for future MHHS Programme enabling changes that the benefits were clearly stated within the change documentation. AP advised that the benefits and the fact that the change was an MHHS Programme enabling change had been called out in the FCR. However, as this was a consequential change to the REC, the case for change was the same as the BSC change. AP reiterated that many of the IA and Consultation responses were more in relation to the BSC change rather than R0066.

LM questioned the route that the change had taken, considering that due to the earlier SVG vote on BSCP 1568 it was effectively as if RECCP Members had no choice but to vote to approve the change. LM asked why the SVG vote had been taken ahead of the RECCP Members vote and asked if the decision dates could be closer together in future. CB advised that the Cross Code Steering Group (CCSG) rules required decisions to be made within 30 days of each other for cross code changes to allow the Codes to appeal decisions. LM advised that whilst not the Code Manager's decision in this instance she would have liked the BSC change to be reissued for IA or Consultation following amendments to the solution to give parties confidence.

GD advised Members that the Code Manger was recommending that R0066 was approved for implementation on 30 June 2023. The Chair informed Members that they would be voting to accept or reject the proposed solution, proposed implementation technique and the proposed implementation date of 30 June 2023. RECCP Members confirmed that they had sufficient information to vote on the change and:

- **AGREED** to approve the proposed solution.
- **AGREED** to approve the proposed implementation approach.
- **AGREED** to approve the proposed implementation date of 30 June 2023.

6 R0048 – DCC SERVICE ORGANISATION CONTROL 2 ASSESSMENTS

As the Lead Analyst for R0048, GB provided RECCP Members with an overview of the Change Proposal Plan (CPP) and Initial Assessment Report (IAR).

GB advised Members that currently within the Central Switching Service (CSS) Service Definition document there was a requirement for the CSS Provider to arrange for and undertake system organisation control type 2 (SOC2) assessments on the CSS's cloud-based infrastructure.

GB informed Members that R0048 was seeking to determine if it is appropriate for the requirement for assurance on the CSS's cloud-based infrastructure to be changed from 'SOC2 Type 2' to 'independently assessed'

	FROM	TO
SOLUTION ANALYSIS AND DEVELOPMENT	21/12/2022	10/02/2023
SERVICE PROVIDER IMPACT ASSESSMENT	16/01/2023	06/02/2023
PCR AND CONSULTATION ISSUED	17/02/2023	10/03/2023
FINAL CHANGE REPORT ISSUED	17/03/2023	17/03/2023
RESPONSIBLE COMMITTEE DECISION	29/03/2023	29/03/2023
APPEAL WINDOW CLOSURE	12/04/2023	12/04/2023

GH advised that security obligations for CSS were codified within the Smart Energy Code (SEC) and asked if there had been consideration of potential consequential changes to the SEC. GB advised that through Solution Analysis and Development the Code Manager would investigate any impacts on the SEC.

RECCP Members confirmed that they had sufficient information to deliberate on the CP. RECCP Members:

- **AGREED** unanimously to approve the Change Proposal Plan for R0048 – "*DCC Service Organisational Control 2 Assessments*".

7 R0063 – ADDITION OF KEY INFORMATION TO ALL SERVICE NOW TICKETS

As the Lead Analyst for R0063, GB provided RECCP Members with an overview of the CPP and IAR.

GB informed Members that Service Now (SNOW) tickets sent by the Switching Operator to ERDAs and the GRDAs currently did not contain sufficient information for the ERDA or GRDA to identify the rejected CSS message and resolve any underlying issue. GB advised that the proposed solution would add this key information to the change to allow for identification. GB provided Members with an overview of the CPP advising that the plan would be allowing for a period of Solution Development and Analysis before presenting an updated plan to Members:

	FROM	TO
SOLUTION ANALYSIS AND DEVELOPMENT	07/12/2022	07/02/2023
PRESENT APPROACH TO CHANGE PANEL	21/02/2023	21/02/2023

RECCP Members confirmed that they had sufficient information to deliberate on the CP. RECCP Members:

- **AGREED** unanimously to approve the Change Proposal Plan for R0063 – *"Addition of Key Information to All Service Now Tickets"*

8 R0064 – CREATING A METER OPERATOR AGENT AND MOCOP INSTALLER

As the Lead Analyst for R0064, HT provided RECCP Members with an overview of the CPP and IAR.

HT advised Members that the Change Proposal was seeking to clearly differentiate the metering obligations and the associated qualification obligations, set out in the REC for the various electricity metering service providers. HT provided an overview of the CPP:

	FROM	TO
SOLUTION ANALYSIS AND DEVELOPMENT	03/01/2023	21/02/2023
SERVICE PROVIDER IMPACT ASSESSMENT	24/02/2023	05/04/2023
PARTY IMPACT ASSESSMENT	21/04/2023	16/05/2023
PRELIMINARY CHANGE REPORT ISSUED	09/06/2023	09/06/2023
RESPONSIBLE COMMITTEE REVIEW	20/06/2023	20/06/2023
CONSULTATION	23/06/2023	14/07/2023
FINAL CHANGE REPORT ISSUED	04/08/2023	04/08/2023
RESPONSIBLE COMMITTEE DECISION	15/08/2023	15/08/2023
APPEAL WINDOW CLOSURE	31/08/2023	31/08/2023

RECCP Members confirmed that they had sufficient information to deliberate on the CP. RECCP Members:

- **AGREED** unanimously to approve the Change Proposal Plan for R0063 – *"Creating a Meter Operator Agent and MOCoP Installer"*

9 R0070 – PROVISION OF ENDURING TEST ENVIRONMENTS

As the Lead Analyst for R0070, GD provided RECCP Members with an overview of the CPP and IAR.

GD advised that R0070 was seeking to introduce updates into the REC, to ensure the relevant testing responsibilities are mandated. GD highlighted that the introduction seeks to include the provision of enduring test environments and test data for use by REC Parties, when making necessary system changes for REC Change Proposals or internal system updates. GD provided an overview of the CPP:

	FROM	TO
SOLUTION ANALYSIS AND DEVELOPMENT	25/11/2022	31/01/2023
IMPACT ASSESSMENT PERIOD	02/02/2023	12/04/2023

RECCP Members confirmed that they had sufficient information to deliberate on the CP. RECCP Members:

- **AGREED** unanimously to approve the Change Proposal Plan for R0070 – *"Provision of Enduring Test Environments"*

10 RE-BASELINE OF R0015 - REMOTE COMMUNICATION OBLIGATIONS ON ELECTRICITY ADVANCED METERS

HT provided an overview of the paper advising that R0015 had previously been discussed and voted on by RECMEP Members. HT informed Members that RECMEP had voted to reject the FCR, and the Code Manager had submitted an appeal against the decision to the Authority. HT informed Members that, on 28 November 2022, Ofgem published the decision to Send Back Modification R0015 'Remote communication obligations for electricity Advanced Meters' Ofgem. HT advised that the Authority had designated the RECCP as the Responsible Committee for the change and had provided the following direction:

- The vote made by the Metering Expert Panel on the 10 August 2022 on R0015 shall be considered null and void.
- That henceforth the modification will be developed as an Authority-approved modification and that, once a recommendation is made on the modification, it is resubmitted to the Authority for a decision on whether to approve or reject it.

HT advised that the Authority had requested that some further work was completed by the Code Manager on the solution including providing a robust case that the timescales for R0015 were necessary and to clarify the impact of R0015 on migration irrespective of BSC P432.

HT advised that the Code Manager was proposing a re-baseline to the CPP for this activity to be completed which included a 10 Working Day Consultation period:

	FROM	TO
SOLUTION REFINEMENT AND STAKEHOLDER ENGAGEMENT	12/12/2022	13/01/2023
CONSULTATION ISSUED	20/01/2023	03/02/2023
UPDATE PROVIDED TO PANEL	07/02/2023	07/02/2023
FINAL CHANGE REPORT ISSUED	14/02/2023	14/02/2023
RESPONSIBLE COMMITTEE DECISION	21/02/2023	21/02/2023
AUTHORITY DETERMINATION REQUESTED	28/02/2023	28/02/2023

The Chair asked for clarification on what RECCP Members would be voting on when the FCR came back to the Panel asking if it was just the implementation date or the solution as well. HT advised that the previous implementation date had been referenced within the legal text as such a decision would be required on both the solution and the implementation date.

RECCP Members confirmed that they had sufficient information to deliberate on the CP. RECCP Members:

- **AGREED** unanimously to approve the re-baselined Change Proposal Plan for R0015 – *"Remote Communication Obligations on Electricity Advanced Meters"*

11 RE-BASELINE OF R0067 – INTRODUCTION OF CSS REFRESH FUNCTIONALITY

GB provided an overview of the re-baseline paper advising that the previous iteration of the CPP included the Code Manager's intention for solution development and analysis as well as impact assessment for the CSS Provider and GRDA. Members were informed that this re-baselined plan extended the period for solution development and sets out all the steps that will be taken up to the decision point from the RECTEP on 22 February 2023. GB advised that this was now possible as the Code Manager had the information it required to complete solution development. However, the Code Manager requests further time to finalise this before it is suitable for consultation and decision. GB provided an overview of the updated CPP milestones:

	APPROVED DATES		PROPOSED DATES	
	FROM	TO	FROM	TO
SOLUTION ANALYSIS AND DEVELOPMENT	19/10/2022	17/01/2023	**19/10/2022**	**13/01/2023**
SERVICE PROVIDER IMPACT ASSESSMENT	04/11/2022	09/12/2022	N/A	N/A
UPDATED PLAN PRESENTED TO CHANGE PANEL FOR CONSIDERATION	25/01/2023	25/01/2023	**20/12/2022**	**20/12/2022**
PRELIMINARY CHANGE REPORT ISSUED	N/A	N/A	**13/01/2023**	**13/01/2023**
RESPONSIBLE COMMITTEE REVIEW EX-COMMITTEE	N/A	N/A	**13/01/2023**	**20/01/2023**
CONSULTATION	N/A	N/A	**20/01/2023**	**03/02/2023**
FINAL CHANGE REPORT PUBLISHED	N/A	N/A	**10/02/2023**	**10/02/2023**
RESPONSIBLE COMMITTEE DECISION	N/A	N/A	**22/02/2023**	**22/02/2023**
APPEAL WINDOW CLOSURE	N/A	N/A	**22/02/2023**	**08/03/2023**

RECCP Members confirmed that they had sufficient information to deliberate on the CP. RECCP Members:

- **AGREED** unanimously to approve the re-baselined Change Proposal Plan for R0067 – *"Introduction of CSS Refresh Functionality"*

12 SDEP UPDATE

RD provided Members with an overview of the SDEP Update. RD advised that the SDEP Review was coming towards its end and it was looking highly likely that the current system could be amended to meet the user needs; however, the return on investment was less certain. RD advised that the final part of the review would be looking in to understanding the benefits of if/when another system would better meet the criteria.

RD informed Members that the next steps for the review were focused around raising a CP to allow for a Service Provider IA and to determine the costs and timescales for developing changes as well as finalising conclusions and preparing a business case paper. LM asked what the timescales were for the release of the business case, RD confirmed the plan was for the paper to be available by April 2023. LM highlighted that Suppliers were very interested in the change and would need to be consulted with outside of the REC Change Panel asking that they were kept involved in the process. RD agreed to ensure that Suppliers were involved in the process.

ACTION: RECCP_22_1220_01: Code Manager to ensure that Suppliers were involved and engaged in the SDEP review.

13 CHANGE PROPOSAL TRACKER

13.1 R0026 – WHOLE CURRENT/CURRENT TRANSFORMER CERTIFICATES

AP advised that this change would impact the new Metering Scheme Auditor, which is due to be appointed in early January 2023. Members were advised that until the auditor is appointed the Code Manager was not able to understand when and how we will be able to engage with the auditor to develop the solution .It is expected that the auditor would be able to support the development of the CP alongside the readiness activity for the implementation of the new Metering Scheme Audit process, however we will need to agree an approach in January.

AP advised that the Code Manager was proposing to put the plan on hold and bring an update back to the Panel by 07 February 2023, RECCP Members approved the approach.

13.2 R0009 – INTRODUCTION OF SDEP AND EES USER MAINTAINENCE API

JH advised that the Preliminary Change Report (PCR) would be presented to at the REC Technical Expert Panel on 21 December 2022. JH advised that, should the PCR be approved, the Consultation would be published on 23 December 2022 and would be closing on 27 January 2023. JH informed Members that the RECTEP Members would be voting on the FCR at their meeting on 22 March 2023.

13.3 R0025 – SERVICE PROVIDER PERFORMANCE CHARGES (DCC)

GD advised that REC Performance Assurance Board Members had voted to approve the FCR for R0025 at the meeting on 20 December 2022.

14 AOB

14.1 CODE REFORM

JC advised that Ofgem had released a Call for Input from industry on the Energy Code Reform on 14 December 2022. JC advised that responses would be accepted until 01 February 2023 and encouraged Members to submit a response.