RETAIL ENERGY CODE

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REC CHANGE PANEL MEETING
MEETING MINUTES

MEETING	**RECCP_23_0919**
DATE	**19 September 2023, 13:00**
LOCATION	**By teleconference**

Attendee	Representing	Initials	Role
Joy Nnamani	Retail Energy Code Company	JN	Committee Chair
Ben Atkinson	Domestic Suppliers	BA	Committee Member
Dan Fittock	Non-Domestic Suppliers	DF	Committee Member
Alex Travell	Electricity Networks	AT	Committee Member
Andy Clasper	Gas Networks	AC	Committee Member
Dave Wright	MEMs	DW	Committee Member
Lynne Fallon	Independent SME	LF	Committee Member
Paul Gath	Independent SME	PG	Committee Member
Sebastian Eyre	Independent SME	SE	Committee Member
Jonathan Coe	Authority	JC	Committee Member
Colin Berry (*Part Meeting*)	Balancing and Settlement Code	CBe	Subject Matter Expert
Colette Baldwin	Code Manager	CB	Regulatory Design Manager
Samantha Briggs	Code Manager	SB	Change Delivery Manager
Holly Law	Code Manager	HL	Release Manager
Harriet Truss	Code Manager	HT	Change Analyst
Elise Handy	Code Manager	EH	Change Analyst
Gemma Dixon	Code Manager	GD	Change Analyst
Lydia Bentley	Code Manager	LB	Change Analyst
Beth Brown	Code Manager	BB	Technical Design Authority
Ryan Dale	Code Manager	RD	Technical Design Authority
Bradley Mercer	Code Manager	BM	Secretary

1 INTRODUCTIONS

The Chair welcomed attendees to the meeting of the REC Change Panel (RECCP).

2 CONFIRMATION OF AGENDA

The Chair invited any additional items of business for consideration during the meeting; no additional items of business were raised. BM advised that there were no open actions and as such a paper had not been provided ahead of the meeting.

3 APPROVAL OF PREVIOUS MINUTES

The Chair invited Members to provide comments on the draft minutes of the meeting held on 05 September 2023. No comments were raised, and the draft minutes were approved as an accurate reflection of the meeting.

4 R0103 - CENTRAL PROVISION OF DCC TECHNICAL CONTACTS FOR REQUESTING TEST CERTIFICATES

As the Lead Analyst for R0103, CB provided RECCP Members with an overview of the Final Change Report.

CB informed Members that R0103 was proposing that the Switching Operator (SO) may nominate one or more Technical Contract(s) for any Central Switching Service (CSS) User or Switching Data Service Provider (SDSP). CB advised this would be for the sole purpose of requesting test certificates for connecting to the CSS test environments and emulating CSS Users or SDSPs during testing.

CB provided Members with an overview of the Consultation Period advising that the Consultation had been issued on 11 August 2023 and two responses were received from a Supplier and a Distribution Network Operator (DNO). CB highlighted that both respondents were supportive of the proposal and agreed with the Code Managers proposed implementation approach.

CB advised Members that the Code Manager recommended that R0103 was approved for implementation on 23 February 2024.

DW asked that should a company decide to use a new SO or switch SO where was the obligation that required them to inform the REC. DW advised that it would be important that the SOs were validated and that a list of approved SOs was available somewhere for parties to view. CB advised that this was not detailed within the solution and agreed to investigate following the meeting and provide an answer to DW.

The Chair asked if the Code Manager was concerned about the small number of Consultation responses and asked if this was expected. CB advised that the number or responses was reflective of the scale of the issue.

The Chair informed Members that they would be voting to approve or reject the Final Change Report for R0103. RECCP Members noted the contents of the Final Change Report and:

- **AGREED** unanimously to approve the proposed change solution.
- **AGREED** unanimously to approve the proposed change solution.
- **AGREED** unanimously to approve the proposed implementation date of 24 February 2024.

5 R0095 - CHANGES TO ALLOW DNOS TO REINSTATE DISCONNECT MPANS

As the Lead Analyst for R0095, LB provided Members with an overview of the Change Proposal Plan and Initial Assessment Report.

LB informed Members that when MPANs are erroneously disconnected, they cannot be reinstated. LB highlighted that as a result, Consumers suffer billing issues and Registered Suppliers cannot settle against the disconnected MPAN. This change seeks to introduce a mechanism to restore erroneously disconnected MPANs. LB provided Members with an overview of the Milestones within the Change Proposal Plan:

	FROM	TO
SERVICE PROVIDER IMPACT ASSESSMENT	18/09/2023	11/12/2023
PARTY IMPACT ASSESSMENT	12/12/2023	12/01/2024
PRELIMINARY CHANGE REPORT ISSUED	02/02/2024	02/02/2024
RESPONSIBLE COMMITTEE REVIEW	13/02/2024	13/02/2024
CONSULTATION	16/02/2024	08/03/2024
FINAL CHANGE REPORT ISSUED	29/03/2024	29/03/2024
RESPONSIBLE COMMITTEE DECISION	09/04/2024	09/04/2024
APPEAL WINDOW CLOSURE	23/04/2024	23/04/2024

DW advised that the title of the change was slightly misleading as it suggested that DNOs could reinstate disconnected MPANs whereas the solution only allowed them to disconnect erroneous MPANs. LB agreed to look in to amending the title of the change to be more reflective of the solution.

AT asked why this change had not been classified as Authority Determined considering the impact on the Consumer. LB advised that the Code Manager had reviewed the impacts of the change and it did not meet the criteria for an Authority Determined change as detailed in the Change Management Schedule.

SB informed Members that the Code Manager was proposing that the RECCP was the Responsible Committee for the change. The Chair advised Members that they would be voting to approve or reject the Change Proposal Plan. RECCP noted the contents of the Change Proposal Plan and:

- **AGREED** unanimously to approve the Change Proposal Plan and Initial Assessment Report for R0095 - *Changes to allow DNOs to Reinstate Disconnect MPANs.*

6 R0132 - CHANGE THE LOGICAL FORMAT OF J0001

As the Lead Analyst for R0132, HL provided RECCP Members with an overview of the Change Proposal Plan and Initial Assessment Report.

HL informed Members that R0132 was looking to implement changes to REC Market Messages impacted by the change in the logical format of the J0001 (DI50001) '*Market Participant Role Code*' from a character length of one to a character length of two. HL provided Members with an overview of the Milestones within the Change Proposal Plan:

	FROM	TO
SOLUTION ANALYSIS AND DEVELOPMENT	14/08/2023	11/09/2023
SERVICE PROVIDER IMPACT ASSESSMENT PERIOD	15/09/2023	08/11/2023
PARTY IMPACT ASSESSMENT	06/10/2023	27/10/2023
PRELIMINARY CHANGE REPORT ISSUED	15/11/2023	15/11/2023
RESPONSIBLE COMMITTEE REVIEW (EX-COMMITTEE)	22/11/2023	22/11/2023
CONSULTATION	24/11/2023	08/12/2023
FINAL CHANGE REPORT ISSUED	22/12/2023	22/12/2023
RESPONSIBLE COMMITTEE DECISION (EX-COMMITTEE)	11/01/2024	11/01/2024
APPEAL WINDOW CLOSURE	26/01/2024	26/01/2024

HL advised that the primary change would be progressed through the Balancing and Settlement Code (BSC) would be leading on the change as they owned the Data Item. HL added that the change had been discussed at the Cross Code Steering Group (CCSG) where it had been agreed that the BSC would be the lead code. Members were informed that the Milestones within the Change Proposal Plan were as closely aligned with the BSC change as possible.

BA advised that he had received lots of feedback from Suppliers advising that five months for implementation was putting them under pressure to deliver the technical system changes required for a change of logical format. DF echoed the point advising that whilst he could understand the necessity of the change Suppliers would appreciate more time to implement the change. PG suggested that the Code Manager could look into working with Electralink to open up a testing environment as soon as practicable.

CBe advised that there was an impact of R0132 on R0043 – *Crowded Meter Room Coordinator* in that a Role Code was required for the solution of R0043. CBe advised that the BSC was working with the Code Manager and the Proposer to find a way to allocate an existing Role Code to the Crowded Meter Room Coordinator which would de-couple the changes and would remove the time dependency on R0132 and allow Suppliers more time to implement the solution.

HL informed Members that the Code Manager was proposing that the RECTEP was the Responsible Committee for the change. The Chair advised Members that they would be voting to approve or reject the Change Proposal Plan. RECCP noted the contents of the Change Proposal Plan and:

- **AGREED** unanimously to approve the Change Proposal Plan and Initial Assessment Report for R0132 - *Change the Logical Format of J0001*.

7 R0140 - HOUSEKEEPING AMENDMENTS

As the Lead Analyst for R0140, HL provided Members with an overview of the Change Proposal Plan and Initial Assessment Report.

HL informed Members that R0140 was a Housekeeping Change Proposal subject to the Housekeeping Change Proposal process, rather than the standard change process. HL advised that the nature of the change is that it makes non-material changes to the REC Products to correct typographical and consistency errors. It also provides an opportunity to introduce necessary clarifications. HL provided Members with an overview of the proposed housekeeping amendments and advised that the Code Manager recommended that Change Proposal R0140 is approved for implementation on 03 November 2023.

HL informed Members that they would be voting on whether the changes detailed within the solution of R0140 met the criteria of a Housekeeping change under the REC as well as to approve the Code Manager's recommendation. RECCP Members noted the contents of R0140 and:

- **AGREED** unanimously that the proposed changes meet the requirements for a Housekeeping Change.
- **AGREED** unanimously to approve the proposed change solution.
- **AGREED** unanimously to approve the proposed change solution.
- **AGREED** unanimously to approve the proposed implementation date of 03 November 2023.

8 CHANGE PROPOSAL TRACKER

8.1 R0043 - COMMISSIONING OF WORKS BY THE CROWDED METER ROOM COORDINATOR (CMRC) TO RESOLVE ISSUES IN CROWDED METER ROOMS

GD advised that R0043 has a dependency on R0132 due to the Crowded Meter Room MEM (CMRM) requiring a new Role Code. GD advised that Consultation responses on R0043 were predominantly supportive of the solution, however expressed concern that R0132 has much bigger impacts than R0043 on parties. The Code Manager proposes to push out the final decision from 03 October to 19 December. GD informed Members that this will allow R0132 to progress to Impact Assessment and Consultation so that an informed decision can be made. Should an alternative role code solution be obtained for the CMRM, the Code Manager will bring the decision date forward to a November 2023 Change Panel.

8.2 R0092 - DCC SERVICE LEVEL AGREEMENTS FOR THE SWITCHING INCENTIVE REGIME

EH advised that following a workshop held on 07 September 2023, the Code Manager has begun drafting the Impact Assessment for circulation early October 2023. Throughout the workshops and the feedback provided from industry representatives, the DCC's proposal has evolved. The Impact Assessment will include an overview of the DCC's proposal, any challenges or concerns raised by the work group and then some targeted questions.

EH informed Members that there is a risk that we won't get sufficient engagement from the rest of industry on this Change Proposal so this Impact Assessment will be communicated differently to normal and will utilise industry forums such as Switching Operational Issues Forum (SOIF) and REC Issues Group (RIG).

9 AOB

The Chair invited attendees to provide any additional business for consideration. There was no additional business.