RETAIL ENERGY CODE

This document is classified as **WHITE**.
Information is for public, unrestricted dissemination and publication.

REC METERING EXPERT PANEL

TERMS OF REFERENCE

This Category 3 document may be revised by the REC Change Panel. The following table sets out the history of changes made to this document.

Version	Status	PublicationDate	ReasonforChange
0.1	Draft		Initial draft of document
0.2	Draft		Updated following RECCo comments
0.3	Draft		Updated following RECCo comments
0.4	Draft		Updated to ensure consistency across ToRs
1.0	Final	7 May 2021	Published
1.1	Final	4 November 2021	Updated following review by the Metering Expert Panel and addition of responsibilities for Category 3 products and Market Domain Data tables.
1.2			Update following Cat 3 C3-0091 change

1 ESTABLISHMENT AND ROLE

1.1 RECCo shall establish the REC Metering Expert Panel in accordance with these Terms of Reference.

1.2 The Metering Expert Panel shall discharge the functions and responsibilities assigned to it as a sub-committee under the REC, or otherwise required by RECCo. These functions and responsibilities will include:

- Receive Preliminary Change Reports for Change Proposals from the Code Manager where these relate to metering provisions of the REC, and confirm the plan for consultation;
- Vote to approve or reject (or recommend approval of rejection to the Authority, where relevant) such REC Change Proposals, considering the recommendation of the Code Manager;
- Discuss operational issues relating to REC metering provisions and propose industrywide solutions, escalating risks with the REC Change Panel, Code Manager and other impacted industry stakeholders as may be appropriate;
- Vote to approve or reject Change Proposals to amend Market Domain Data tables; and

- Maintain Category 3 operational products and guidance documents assigned to it in the REC Baseline Statement.

1.3 In order to enable the Metering Expert Panel to fulfil its functions and responsibilities, the RECCo Board and/or (with the consent of the RECCo Board) the Change Panel, as appropriate, shall delegate certain of their own powers, rights or responsibilities assigned to them by the REC, as further described in these Terms of Reference.

2 COMPOSITION OF THE PANEL AND APPOINTMENT OF MEMBERS

MEMBERS

2.1 Metering Expert Panel members shall be appointed by the Code Manager following a nomination and selection process.

2.2 Each member must have relevant experience and expertise either of the energy industry or a comparable sector.

2.3 The Metering Expert Panel members to be appointed will be made up of the following voting members:

- Two members nominated by REC Parties who are Gas Suppliers and/or Electricity Suppliers;
- One member nominated by REC Parties who are Gas Transporters;
- One member nominated by REC Parties who are Distribution Network Operators;
- One member nominated by REC Parties who are Meter Operator Agents; and
- One member nominated by REC Parties who are Meter Asset Managers.

2.4 The following non-voting members will also be appointed:

- The Metering Expert Panel Chair ('the Chair');
- The Code Manager; and
- The Metering Expert Panel Secretary (to the extent that the Code Manager and the Metering Expert Panel Secretary are different).

2.5 Any Metering Expert Panel member appointed as a REC Party nominee shall act impartially and independently of the interests of their employer (and of any person or class of persons) when exercising functions assigned to it under the REC.

2.6 Metering Expert Panel members shall acknowledge that in carrying out their duties and functions they may be in receipt of confidential information. For the avoidance of doubt, each Metering Expert Panel member shall not disclose any confidential information (including, but not limited to, restricted meeting papers, meeting minutes, consultation or impact assessment responses, passwords and data) received in their capacity as a Metering Expert Panel member to any person except where required under the REC or, where relevant, these Terms of Reference.

2.7 Any Metering Expert Panel member appointed as an REC Party nominee shall remain in office until:

- Their resignation has been submitted in writing to the Metering Expert Panel Secretary;
- They have reached the end of their tenure, being no longer than [two] years from initial appointment; or
- They are removed by the RECCo Board in accordance with 2.10.

2.8 A Metering Expert Panel member coming to the end of their tenure will not be precluded from standing for nomination for a further term.

2.9 The Code Manager will endeavour to stagger the tenure of Metering Expert Panel members so that as far as practicable no more than half of the Metering Expert Panel will be replaced in a given calendar year.

2.10 The RECCo Board may remove and seek the replacement of such Metering Expert Panel members from time to time if the RECCo Board consider them unwilling, unable, unfit or otherwise incapable for any reason to carry out their duties as a member in accordance with the REC of these Terms of Reference.

CHAIR

2.11 Unless otherwise determined by RECCo, the Code Manager shall act as the Chair of the Metering Expert Panel

2.12 The Chair is not a voting member and will not hold a casting vote.

SECRETARY

2.13 Unless otherwise determined by the RECCo Board, the Code Manager shall act as Secretary to the Metering Expert Panel; the role of Secretary and Chair shall not be performed by the same person.

ALTERNATES

2.14 Any member nominated to the Metering Expert Panel shall be entitled but not required to nominate an Alternate in the event they are unable to attend all or part of any meeting of the Metering Expert Panel during the term of their appointment.

2.15 The Metering Expert Panel member will be expected to nominate their Alternate to the Metering Expert Panel Secretary upon, or as soon as reasonably practicable after, their own appointment.

2.16 The Alternates of REC Party members must not be employed by the same organisation as the REC Party.

2.17 If a Metering Expert Panel member will be absent from all or part of a meeting the Metering Expert Panel Secretary will invite their Alternate to attend in their stead.

2.18 All aspects of these Terms of Reference will apply to the Alternate as if they were a Metering Expert Panel member until such time as the original Metering Expert Panel member becomes available to resume their position.

INDEMNITY AND LIABILITY

2.19 RECCo shall indemnify all Metering Expert Panel members in accordance with Clause 8 of the REC.

EXPENSES

2.20 The reasonable costs and expenses incurred by Metering Expert Panel members and for which a claim is duly submitted to the Secretary, and all other amounts incurred on behalf of

the Metering Expert Panel in association with its functions and responsibilities, shall be paid by RECCo and considered to be RECCo operational costs.

2.21 Any query or dispute over the validity of an expenses claim under 2.20 shall be determined by the Metering Expert Panel Chair and shall be final and binding.

3 CONFLICT OF INTEREST

3.1 Whilst it is not expected that any conflict of interest should prevent any Metering Expert Panel member from fulfilling their role, it shall be each Metering Expert Panel member's responsibility to declare any financial interest that they and/or their employer may have in the outcome of any matter brought before the Metering Expert Panel before any determination on that matter if made.

3.2 The Metering Expert Panel Secretary will record any declaration of interest in the minutes, but the Metering Expert Panel member will otherwise be free to continue participation in the Metering Expert Panel business, including the casting of a vote on any matter in which they have declared an interest.

4 POWERS AND FUNCTIONS OF THE METERING EXPERT PANEL

4.1 The Metering Expert Panel shall act in accordance with the REC, any subsidiary document of the REC or maintained by RECCo in accordance with the REC, and with these Terms of Reference.

5 PROCEEDINGS OF THE METERING EXPERT PANEL

MEETINGS

5.1 Meetings of the Metering Expert Panel shall be held at least once a month, whether in person (by exception) or by video/teleconference.

5.2 Face to face meetings will be held at such time and place as may be notified to members at the start of each reporting year. Other Metering Expert Panel meetings may be convened at such time and via such means as may be notified to the Metering Expert Panel Members by the Metering Expert Panel Secretary.

5.3 If a matter arises requiring the immediate attention of the Metering Expert Panel which cannot reasonably await the next scheduled meeting, an extraordinary Metering Expert Panel may be convened by the Chair. Such meeting would be held by video/teleconference at not less than five (5) working days' notice.

ATTENDANCE BY NON-METERING EXPERT PANEL MEMBERS

5.4 In addition to the Metering Expert Panel members, the following will be entitled to attend any meeting of the Metering Expert Panel and fully participate in any discussion, but not vote:

- RECCo Chair or other Director with REC Board responsibility for the Metering Expert Panel;
- Any member of the RECCo executive;
- A representative of the Authority;
- Such other external experts, including legal advisors to RECCo, as may be considered necessary; and
- Any other interested person, upon invitation and/or agreement of the Chair.

QUORUM

5.5 Any meeting shall be considered quorate at which at least one of each Party category mentioned in 2.3 and those members in 2.4 are present.

5.6 Notwithstanding that a quorum is present, the Chair may exercise discretion to defer one or more agenda items to a later meeting at which more Metering Expert Panel members are expected to attend.

VOTING

5.7 In deciding any matter which requires determination, each voting Metering Expert Panel member or appointed Alternate shall cast one vote.

5.8 All matters will be decided by a simple majority, providing that a majority of votes in two of the three representative categories (Suppliers, Network Operators, MEMs) are in support of the majority position.

5.9 This paragraph applies to decisions regarding amendments to the Guidance for Service Termination Issues Reporting document. An amendment will only be approved if all of those representing Distribution Network Operators and Meter Operator Agents vote in favour of the amendment. Where possible and/or in the case of disagreements, the Electricity Operational Metering Forum shall be used to discuss changes before moving to the Metering Expert Panel for voting.

5.10 Before putting any matter to the vote, the Chair will confirm that all Metering Expert Panel members have enough information on which to base a vote. If any Panel member indicates that further information would allow them to cast a vote rather than abstain, the Chair may at their sole discretion delay the vote to a later time or date if they consider that the requested information would reasonably be available within that time. Should the matter proceed to a vote, any subsequent abstentions shall not be counted as votes and will therefore not prevent a majority being reached, whether directly or following the exercise of a casting vote.

MINUTES

5.11 The Secretary shall ensure that within five (5) working days of each meeting that all discussions are minuted (including any determinations and failure to make any determinations) and that such draft minutes are to be distributed to only Metering Expert Panel members and any other persons present at the meeting (or part thereof) for approval.

Any comments on the accuracy of the draft minutes shall be returned to the Secretary no less than five (5) working days before the next scheduled meeting of the Metering Expert Panel, at which they will be formally approved. In the absence of any further meeting taking

place within five (5) calendar weeks of the minuted meeting, the minutes may be accepted as final by the Chair, having taken into account any comments received by the Secretary.

5.12 To the extent that the minutes relate to matters of a confidential nature, no person other than those who were entitled to attend the meeting (or part thereof) shall be entitled to receive a copy of the minutes (or part thereof).

5.13 The Secretary shall also prepare a headline report detailing key decisions and such other non-confidential information so agreed by the members that can be publicised within one (1) working day of the meeting. Any such headline report will be published on the REC Portal.

5.14 Any actions that are assigned to Committee Members, the Committee Chair, the Committee Secretary or any other stakeholder will be captured both in the meeting minutes and in the Actions Log on the REC Portal. The Committee Secretary will ensure that the Actions Log is updated within three (3) working days of the meeting.

6 CONDUCT

6.1 Metering Expert Panel members and other attendees will be expected to conduct themselves in a professional manner, refraining from any comments or behaviour that could be considered unreasonable or hinder the proper functioning of the Metering Expert Panel.

6.2 If any unreasonable or disruptive behaviour persists, the Chair may at their sole discretion ask that individual to leave the meeting and/or take steps to restrict their future attendance.

7 AUTHORITY OF THE RECCO BOARD

7.1 Nothing in these Terms of Reference will preclude the RECCo Board from delegating additional duties to the Metering Expert Panel from time to time.