RETAIL ENERGY CODE

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REC METERING EXPERT PANEL
MEETING MINUTES

MEETING	**RECMEP_22_0209**
DATE	**09 February 2022, 10:00**
LOCATION	**By teleconference**

Attendee	Representing	Initials	Role
Catherine Ward	Code Manager	CW	Committee Chair
Carl Dennis	Suppliers	CD	Committee Member
Steve Mulinganie	Suppliers	SM	Committee Member
David Mitchell	Network Operators	DM	Committee Member
Paul Abreu	Network Operators	PA	Committee Member
Eric Fowler	MEMs	EF	Committee Member
Geoff Huckerby	MEMs	GH	Committee Member
Christopher Day	BSC (ELEXON)	CDa	Observer
Iain Nicoll	BSC (ELEXON)	IN	Observer
Gemma Dixon	Code Manager	GD	Change Analyst
Jonathan Holland	Code Manager	JD	Change Analyst
Bradley Mercer	Code Manager	BM	Committee Secretary

1 INTRODUCTIONS

The Chair welcomed attendees to the REC Metering Expert Panel (RECMEP) meeting. BM advised that apologies had been received from Ann Perry (Code Manager). The Chair advised that CD was attending his first meeting as Supplier Representative and introductions were made.

2 CONFIRMATION OF THE AGENDA

The Chair provided an overview of the agenda; five items of further business was requested, which the Chair agreed to consider after scheduled business. Panel Members advised that they accepted the agenda.

3 APPROVAL OF PREVIOUS MINUTES

The Chair invited Members to provide comments on the Draft Minutes of the meeting which had taken place on 12 January 2022. BM advised that there had been two comments submitted on the minutes ahead of the meeting, BM provided an overview of the comments. Members approved the minutes of RECMEP_22_0112 as Final subject to amendments discussed.

4 REVIEW OF ACTIONS LOG

BM provided an overview of the actions on the RECMEP Actions Log, including:

RECMEP_21_1208_02: Code Manager to investigate creating a guidance document to support Gas parties with bilateral reporting.

BM advised Members that there had been an unforeseen absence within the Code Manager Change Team and as such other activities had been prioritised, BM confirmed that the guidance would be presented at the March 2022 meeting **– Open.**

RECMEP_21_1208_03: Code Manager to add a clarifying line to the Cross Polarity Reporting Guidance Category 3 Document advising parties that it is guidance and not mandatory.

BM advised Members that there had been an unforeseen absence within the Code Manager Change Team and as such other activities had been prioritised, BM confirmed that the amendment would be presented at the March 2022 meeting **– Open**.

RECMEP_22_0112_01: EF to raise non-REC party Gas Meter removals with Gas Safe

EF advised that he had discussed the matter with Gas Safe and it had been identified that there were gaps in the process. EF highlighted that from initial conversations this seemed to be more of an issue for Meter Asset Providers (MAPs) than Meter Asset Managers (MAMs) and it appeared as if there would need to be a Supplier element to any potential change. EF agreed to continue to work on developing a solution ex-committee in collaboration with Gas Safe and MAMs, and provide an update to the RECMEP at a future meeting for review **– Open.**

RECMEP_22_0112_02: Code Manager to add non-REC party Gas Meter removals issue to the Industry Issues and Change Tracker.

BM advised that the non-REC party Gas Meter removals issue has been added to the Industry Issues and Change Tracker **– Open.**

5 METER PRODUCT UPDATES

RT provided an overview of the Meter Product Updates paper advising that two updates had been submitted ahead of the meeting. RT informed Members that MP2022-003 had passed Code Manager validation. Members noted the request and validation and approved the addition of the Meter to the Meter Product Data (MPD).

RT provided an overview of MP2022-004 and advised that the Meter had not passed the Code Manager validation. RT advised that there were questions around the Model Code, Manufacturer Code, and the Meter Mechanism. Members noted the concerns and discussed the Meter specification. Members confirmed that the Model Code of the Meter was G4, and the Manufacturer Code was MTX. RT advised that the Code Manager believed the Meter Mechanism should be S2 rather than the stated CR, Members agreed that the Meter Mechanism was CR. RECMEP Members approved the addition of the Meter to MPD.

RT informed RECMEP Members that a party had asked if MPD was being cross checked with CPL for SMETS Meters. RT advised that the Code Manager had not been cross checking and suggested that a box could be added to the Meter Product Submission Form asking parties if they had updated the CPL, Members agreed. SM suggested that the Code Manager should discuss with the Smart Energy Code (SEC) to understand if MPD and the CPL were aligned, to ensure a seamless process.

ACTION: RECMEP_22_0209_01: Code Manager to add a question to the MPD Update Submission form asking if parties have raised an equivalent update to the CPL.

ACTION: RECMEP_22_0209_02: Code Manager to meet with SECAS to ensure that MPD and the CPL are aligned.

6 METER PRODUCT DATA CHANGE PROPOSALS

RT advised that two Change Proposals were going through the REC Change Process which would have impacts on MPD. RT advised that R0029 – “Mandating Timely MPD Updates” had been raised on 11 January 2022 and was currently at the Initial Assessment phase.

RECMEP Members noted that R0028 – “Review of Category 3 Documents in the REC Baseline Statement” had been raised. RT advised that R0028 would impact MPD governance as it would review the categorisation of REC products and ensure that, as a rule, Category 3 products are non-mandatory guidance and subsidiary operational documents that do not have a material impact on parties and stakeholders. As MPD updates have an impact on parties it is proposed to become a Category 2 product, although the process for update is not expected to change. JH advised that the R0028 Preliminary Change Report was live on the Portal and parties could raise comments until 11 February 2022.

7 R0019 – CONSEQUENTIAL CHANGES FOR BSC CP1532

GD provided an overview of R0019, advising it was seeking to deliver the consequential changes to REC Schedule 14, following the approval of BSC CP1532 on 01 September 2021. GD advised that the change would update the Switch timescales, to align the Half Hourly (HH) and Non-Half Hourly (NHH) Supplier Agent Appointment and De-Appointment timescales and to facilitate the achievement of the Switching Programme objectives.

GD advised that the Change Proposal Plan and Initial Assessment Report had been approved at the REC Change Panel (RECCP) meeting on 21 December 2021 and subject to RECMEP agreement, a 15-day industry consultation would take place commencing on 11 February 2022. GD noted that R0019 and BSC CP1532 would both be implemented on 30 June 2022.

CD asked when the REC V3 documents would be updated with the new requirements for the release, advising that parties would need to use this information to prepare for implementation. GD advised that under the BSC documents were checked and updated when the solution passed through its change process and that the Code Manager had done the same. GD agreed to investigate when the documents would be released to parties.

RECMEP Members acknowledged receipt of the Preliminary Change Report and:

- **AGREED** unanimously that the Preliminary Change Report contained suitable information for the consultation period to begin.

8 INDUSTRY ISSUES AND CHANGE TRACKER

RECMEP Members noted the industry issues and change tracker. GH asked if DCP 394 would be added to the tracker. GD advised that the equivalent REC CP R0021 was present on the Tracker. GH asked if R0031 would be added to the tracker. GD highlighted that it would be added to the tracker and was not currently present due to the date which the CP was raised. BM advised that R0031 would be discussed at the Cross Code Steering Group (CCSG) meeting on 14 February 2022 and any outputs from the meeting would be added to the tracker.

9 AOB

The Chair invited attendees to raise AOB:

9.1 GAS MEM OPERATIONAL FORUM

issues. MEMs have obligations to share and stay up to date with industry developments. EF advised that IGEM was looking to create an operational forum to fill this gap and was seeking REC support in order to provide contact information or share communications to advertise the forum. PA and GH advised that they could see the benefit of having an operational forum for Electricity metering.

SM queried why there was no operational forums for MEMs under the REC. He considered that if an operational forum is required and potentially could support the Code Manager when reviewing Metering changes, it should be considered by RECCo. EF noted that a forum under

REC would be inclusive of all parties, whereas outside REC it would not necessarily have full coverage, SM advised that he intended to raise the issue with the RECCo Board.

ACTION: RECMEP_22_0209_03: Code Manager to confirm if contact information could be shared to advertise the IGEM Gas Metering operational forum.

ACTION: RECMEP_22_0209_04: SM to raise the formation of Metering Operational Forums under the REC with the RECCo Board.

9.2 MOCOPA DOCUMENTS

PA advised that he had raised a ticket into the REC Service Desk requesting a MOCOPA document which he was unable to find on the REC Portal. PA advised that he was due to meet with the Code Manager and asked RECMEP Members if they had not been able to locate legacy code documents on the Portal. The Chair advised that all MOCOPA documents were available to the REC.

9.3 R0021 - ALLOW A REC MEM TO DE-ENERGISE AND RE-ENERGISE ANY METERING POINT WITHOUT THE NEED TO BE INSTRUCTED BY A SUPPLIER

SM advised that a Member of the RECCP had informed him that they were unsure of the path that R0021 would be taking through the REC Change Process and asked for clarification. JH advised that the Change Proposal Plan and Initial Assessment Report for R0021 had been discussed and approved at the RECCP meeting on 01 February 2022. JH informed Members that comments had been raised against the solution at the meeting which would be picked up as part of the solution development of the change. JH confirmed that RECCP Members had agreed that the RECMEP would be the responsible committee for the change. JH advised that the below plan would be followed for the change:

	FROM	TO
SOLUTION DEVELOPMENT	03/02/2022	19/04/2022
PARTY IMPACT ASSESSMENT ISSUED	22/04/2022	17/05/2022
DEADLINE FOR ALTERNATIVE CHANGE PROPOSAL SUBMISSION	27/05/2022	27/05/2022
PRELIMINARY CHANGE REPORT ISSUED	27/05/2022	27/05/2022
CONSULTATION ISSUED	10/06/2022	1/07/2022
FINAL CHANGE REPORT ISSUED	04/07/2022	04/07/2022
RESPONSIBLE COMMITTEE DECISION	19/07/2022	19/07/2022
APPEAL WINDOW CLOSURE	04/08/2022	04/08/2022

JH advised that the Lead Analyst for R0021 was Colette Baldwin, and she could be contacted using the hyperlinks on the Change Proposal should parties wish to provide feedback on the change or the solution.

9.4 DCP 400

CD advised that his organisation had raised DCP 400 to the DCUSA on behalf of AltHAN. CD highlighted that the change was focused on a co-ordinator role to address crowded meter rooms in properties such as flats. CD highlighted that this CP may have an impact on the REC. BM advised that this would be discussed at the CCSG meeting on 14 February 2022 and that he would inform RECMEP Members of any outputs from the discussions.

10 CLOSE OF THE MEETING

The Chair determined that the meeting was closed.