RETAIL ENERGY CODE

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# REC METERING EXPERT PANEL
# MEETING MINUTES

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| **MEETING** | **RECMEP_25_0813** |
| **DATE** | **13 August 2025, 10:00** |
| **LOCATION** | **By teleconference** |

| Attendee | Representing | Initials | Role |
|---|---|---|---|
| Steve Brand | Code Manager | SB | Committee Chair |
| Martin Brailsford | Meter Equipment Managers (Electricity) Representative | MB | Committee Member |
| Dean Berry | Meter Equipment Managers (Gas) Representative | DB | Committee Member |
| Steve Mulinganie | Energy Suppliers Representative | SM | Committee Member |
| Tracey Saunders | Gas Transporters (GTs) Representative | TS | Committee Member |
| Warren Lacey | Distribution Network Operators (DNOs) Representative | WL | Committee Member |
| Rebecca Griffiths | Retail Energy Code Company | RG | Subject Matter Expert |
| April Harbour | Code Manager | AH | Senior Technical Services Consultant |
| Caroline Freimuller | Code Manager | CF | Senior Change Analyst |
| Harriet Truss | Code Manager | HT | Senior Change Analyst |
| Lydia Bentley | Code Manager | LB | Senior Change Analyst |
| James Hardy | Code Manager | JH | Senior Change Analyst |
| Francine Peyroux-Sissoko | Code Manager | FPS | Change Analyst |
| Bela Ashworth | Code Manager | BA | Change Analyst |
| Paul Witton-Dauris | Code Manager | PWD | Head of Codes and Modifications |
| Lorna Mallon | Code Manager | LM | Regulatory Specialist |
| Helen Fosberry | Code Manager | HF | Regulatory Specialist |
| Anton Moden | Code Manager | AM | Performance Assurance Lead |
| Brogan McNess | Code Manager | BMc | Secretariat |

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| Lee Walker | Elexon | LW | Observer |
| Shaun McRaith | Ofgem | SMc | Observer |

## 1. INTRODUCTIONS

The Chair welcomed attendees to the REC Metering Expert Panel (RECMEP) meeting.

## 2. APPROVAL OF PREVIOUS MINUTES

RECMEP Members were invited to provide comments on the Draft Minutes of the meeting held on 09 July 2025. The Draft Minutes were approved by the Members.

## 3. REVIEW OF ACTION LOG

The Code Manager updated Members that there are currently no outstanding actions on the actions log at this time.

## 4. METER CONFIGURATION TABLE

RECMEP Members were provided with an update regarding the Meter Configuration Tables.

AH informed RECMEP Members that the Meter Configuration Tables will replace the Standard Settlement Configuration (SSC) and the Time Pattern Regime (TPR) data currently maintained under the Balancing and Settlement Code's (BSC's) Market Domain Data (MDD). These new tables will be hosted under the REC and used by Parties with MHHS metering points in the smart segment, while non-MHHS metering points will continue to use MDD via the Elexon website.

AH advised that the Meter Configuration Tables will go live on the REC Portal on 22 September 2025, using the July 2025 MDD data set as the baseline. Although originally expected to go live on 20 August, AH confirmed that the MDD data was released earlier than planned, on the day of the actual MEP meeting, triggering the transition activities.

AH explained that once live, the Meter Configuration Tables will enter a change freeze period lasting until the end of the Market-Wide Half-Hourly Settlement (MHHS) transition, currently scheduled for May 2027. No updates or changes will be made to the data sets during this time.

AH also presented a visual template of how the data will be displayed on the Portal, confirming that the format is designed to be user-friendly and aligned with existing data structures.

RECMEP **NOTED** the update.

## 5. R0198 - METERING ASSET MANAGER (MAM) COMMUNICATION METHOD REGISTER

RECMEP Members were informed of the updates to the MAM Communication Register.

LB presented the final recommendation for approval by RECMEP Members. LB provided an overview of the Change, which introduces a register to record the preferred communication methods of MAMs. The purpose of the register is to reduce the number of missed Review of Gas Metering Arrangements (RGMA) Market Messages by ensuring that Parties know how to contact each other effectively.

LB informed RECMEP Members that the register will include options for escalation contacts and will be published on the REC Portal. The Change was developed in response to feedback from industry Parties and aims to improve operational efficiency and reduce message failures.

SM emphasised the importance of maintaining flexibility in communication methods due to the competitive nature of the market. SM suggested enhancements to the escalation contact feature, such as clickable links to contact details, and requested a high-level implementation plan. LB confirmed that this would be considered as part of the implementation of the register at a technical level. WL asked why three communication methods were allowed instead of a default; LB responded that it allows industry flexibility and commercial arrangements.

LB agreed to return with a high-level implementation plan and clarified that parties would be contacted to populate the register before go-live.

**RECMEP_25_0813_01 –** The Change Analyst to prepare and present a high-level implementation plan for R0198, detailing engagement with parties and proposed digital enhancements, at September 2025 Meeting.

Consultation responses were supportive, and minor updates were made to the proposal to reflect stakeholder feedback. LB confirmed that the implementation will follow a standard approach and timeline.

RECMEP **NOTED** the update and;

- **APPROVED** the proposed solution;
- **APPROVED** the proposed implementation date of **27 February 2026;**
- **APPROVED** the proposed implementation approach of '**big bang'.**

## 6. METER OPERATION AGENT (MOA) APPOINTMENT GUIDANCE

RECMEP Members were provided with an update on the MOA Appointment Guidance.

HT presented the definitive version of the MOA Appointment Guidance Document, which had previously been introduced to support MHHS processes. HT confirmed that the document had undergone consultation and that feedback received was generally supportive.

HT advised that minor updates were made to improve clarity and ensure alignment with other MHHS guidance documents. These included refinements to process steps and terminology, as well as formatting updates to meet REC publication standards.

RECMEP **NOTED** the update and;

- **APPROVED** the proposed 'MOA Appointment – MHHS Guidance' as a new Category 3 REC document under the responsibility of the Metering Expert Panel, effective from MHHS Milestone M8.

## 7. I0266 - REC DATA SPECIFICATION CLARIFICATIONS

RECMEP Members were updated and questioned regarding the REC data specification clarifications.

CF informed RECMEP Members that the REC Change Team is undertaking a review of the Annex B and Annex C documents, which includes legacy rules and conditions for populating data flows and items. The purpose of the review is to identify areas which did not transition into the REC (or any other industry code) and determine what is still required/relevant.

CF requested expert input from RECMEP Members to help identify any known issues or areas of confusion within the current specification. CF noted that some rules may be outdated or unclear and welcomed feedback to support the improvement process.

Members agreed to provide any feedback they had outside of the meeting after consulting with operational experts within their business, and flagged that certain areas, particularly those relating to legacy flows, may require further review and discussion. Members also suggested this paper be presented at the REC Technical Expert Panels and Change Issues Group (CHIG).

RECMEP **NOTED** the update.

## 8. QUARTERLY ISSUES UPDATE

RECMEP provided an update on the RECMEP Quarterly Issues.

LB informed RECMEP Members that the quarterly review of metering-related issues had been completed, with updates provided on outstanding items logged in the REC Issues Register.

LB confirmed that several issues had been resolved or progressed since the last review, and that the register had been updated accordingly. No specific issues were raised during the meeting for discussion, but LB encouraged members to continue submitting any operational concerns or recurring problems via the standard REC channels to ensure they are captured and addressed in future reviews.

RECMEP **NOTED** the update.

## 9. INDUSTRY ISSUES AND CHANGE TRACKER

RECMEP Members were provided with an overview of the REC issues and changes including an update on two items within the change tracker that impacted the Panel.

LB provided an update on R0216. LB confirmed that a REC change aligned with the BSC change DC2419. The consultation for R0216 had recently closed, and responses had been received regarding its impact and the proposed solution. LB stated that the change would return to the RECMEP in September 2025 for a final recommendation and vote.

JH provided an update on Issue 240, which concerns the alignment of metering data during the MHHS migration. JH explained that during the migration process, updates to metering technical details may not be communicated to the registration service because the gaining Meter Operator (MO) may not know to send the necessary flows (D0312 or D0505), and the losing MO cannot send them either.

JH outlined three potential solutions:

- **Introduce a new data flow** – a standardised but costly and time-consuming option that would not be ready in time for the MHHS go-live milestone (M10).
- **Use the REC Secure Data Exchange Portal (SDEP)** – also costly and complex, with access and training implications for MO's.
- **Create a guidance document** – a low-cost, flexible solution that could be implemented quickly and amended easily.

JH confirmed that the CHIG supported the third option, given the limited number of cases expected and the time-bound nature of the issue. JH noted that drafting of the guidance document would begin shortly, with a draft to be shared with both the Change Issues Group and MEP in September. The final version is expected to be published in October or early November, ahead of the M11 milestone.

LM added that the low volume of affected cases is due to the recommendation that metering jobs be completed before migration, meaning only emergency jobs should fall into this scenario.

RECMEP **NOTED** both the overview and the update.

## 10. METERING HUB UPDATE

RECMEP Members were provided with an update on the Metering Hub including the plans of a six monthly review of outdated bulletins.

SB provided an update on the Metering Hub, noting that he and RG had been working to review and remove outdated DNO bulletins. Feedback from the DNOs led to the removal of over twenty bulletins, improving the relevance of the site for technical and health and safety issues. It was agreed that this review process would be repeated every six months. SB encouraged all Parties to ensure that any new bulletins issued by their organisations are also sent to REC for inclusion.

WL questioned whether a vetting process was in place to ensure bulletins were appropriate before being uploaded, referencing a previous procedure under Meter Operation Code of Practice (MOCoP). RG confirmed that a vetting process had been agreed and would be managed via the REC service desk. RG acknowledged that the process had previously lapsed but had now been reinstated. RG also expressed concern that few bulletins had been submitted since July of the previous year, suggesting that important updates may not be reaching the Hub.

RECMEP **NOTED** the update.

## 11. AOB

### SERVICE TERMINATION ISSUE REPORTING (STIRG) DOCUMENT QUALITY & RELEASE PLANNING

RECMEP Members raised concerns about formatting and missing images in recent STIRG versions.

WL requested a preview of the updated STIRG document before its February 2026 release, emphasising the need to verify that previously agreed changes were correctly implemented. MB raised concerns about formatting issues and missing images in the current version (v4.2), noting that some relevant visuals had been removed and that the release lacked proper communication. SM questioned who within REC was responsible for correcting formatting errors. SM advised that MEP Members should not be expected to perform administrative tasks and suggested that REC Secretariat support should be available given the scale of the REC's operations. RG clarified the practical process, stating that MEP Members are responsible for making and approving changes, which are then submitted to the REC change team for upload.

CF responded that the redlined changes for February had already been approved and would be implemented as planned. CF confirmed that MEP owns the document and must approve any further changes, and that REC would not make content edits but could assist with formatting if clear instructions were provided. LM supported this, explaining that REC could help with layout adjustments, such as repositioning text or reinserting images, provided MEP specifies what needs to be done. CF added that any new content changes would require a Category 3 change proposal.

**RECMEP_25_0813_02** – MEP Members to review the STIRG document and provide clear instructions for formatting corrections. REC Change Team to assist with implementation ahead of February 2026 release.

RECMEP **NOTED** the outcome.

### ELECTRICITY OPERATION MEETING FORUM

RECMEP Members were informed of the upcoming Electricity Operation Metering Forum (EOMF) would be held in the afternoon of 13 August 2025 starting at 2:00 PM. Members were also informed that the Gas Operation Metering Forum (G-OMF) would be held on the 10 September 2025.

RECMEP **NOTED** the reminder.

## Next meeting date: 10 September 2025