RETAIL ENERGY CODE

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REC TECHNICAL EXPERT PANEL (TEP)
MEETING MINUTES

MEETING	**RECTEP_22_0330**
DATE	**30 March 2022, 14:00**
LOCATION	**Microsoft Teams**

Attendees	Representing	Initials	Role
Gemma Slaney	Electricity Networks	GS	Committee Member
Jonathan Matthews	Non-Domestic Suppliers	JM	Committee Member
Emslie Law	Domestic Suppliers	EL	Committee Member
Andy Clasper	Gas Networks	AC	Committee Member
Natalie Hitchman	Meter Equipment Managers	NH	Committee Member
Neil Brinkley	Code Manager	NB	Committee Chair
Ann Perry	Code Manager	AP	RPS Representative
Rosalind Timperley	Code Manager	MP	Committee Secretary
Apologies	**Representing**	**Initials**	**Role**
Daryl Rogers	Meter Equipment Managers	DR	Committee Member
Mark Pearce	Code Manger	MP	Committee Chair

1 ADMINISTRATION

The Chair welcomed attendees to the March 2022 Retail Energy Code (REC) Technical Expert Panel (TEP) and introductions were undertaken.

Review of Minutes

The Chair presented the draft minutes from the February 2022 TEP to the group. It was highlighted that a TEP member had suggested an amendment ahead of the meeting, and this was applied to the version circulated in the pre-meeting pack.

It was noted that at its previous meeting, the group had discussed whether legacy DTC (Data Transfer Catalogue), SPAA (Supply Point Administration Agreement) and RGMA (Retail Gas Metering Arrangements) Data Item and Market Message references should be noted when discussing items. The Chair confirmed that going forward the Code Manager will include both the legacy and REC catalogue references in TEP documents.

A TEP member asked for additional information to be provided on R0022 (Amendments to REC Data Access Matrix). In response, the Code Manager provided an update on the current status of the Change Proposal (CP), explaining that a matrix has been developed and the Code Manager is in the process of investigating which data items participants currently have access to and how this aligns to the matrix. The next step will be to go out for Party Impact Assessment.

It was noted that the previous minutes referenced email delivery failures for SGN TEP members. The Chair explained that no further delivery failures has been received but should it occur again, the Members will be contacted via phone to confirm whether the TEP papers have reached them.

A TEP member requested a glossary to help attendees with the terminology used in TEP documentation. In response, it was noted that acronyms are spelled out the first time they appear in each TEP document.

With regards to the TEP Change Proposal Tracker, a TEP member requested that information be included on which Party Category and fuel type each CP relates to. The Code Manager confirmed that this could be done but cautioned that at the early stages of the CP process, there may not be a full view on impacted parties. It was noted that this could create a risk that a party would not appreciate that they were impacted if they looked at the tracker early in the CP process. To avoid this risk, it was agreed that only the fuel type information should be included.

ACTION: RECTEP_22_0330_01 – Code Manager to update the Change Proposal Tracker to include fuel type.

The group approved the minutes with the amendments accepted as final, with the Chair noting a final version will be circulated alongside the Headline Report.

Review of Actions

The Code Manager presented the TEP Actions Log to the group. Updates were provided as follows.

RECTEP_21_1027_01: Chair to circulate Data Specification format for UK Link Market Messages once these have been developed with Xoserve.

- The Chair explained that the REC Code Manager is still working with Xoserve to get the UK Link messages into the REC Data Specification. By next month's TEP meeting, it may be possible to confirm a planned implementation date.
- Action ongoing.

RECTEP_21_1023_01: Chair to discuss recording of constituency voting in meeting minutes with other Code Manager functions.

- Action ongoing.

2 FUTURE CHANGES FOR TEP REVIEW

The Code Manager presented paper RECTEP_22_0330_02 to the group and explained that since the previous TEP meeting, no new CPs have been raised that would be for TEP approval.

With regards to R0011 (Reporting Additional EMR Backing Data to Suppliers) it was explained that this CP had been approved for implementation in November 2022. However, the proposer of this CP, the Low Carbon Contracts Company (LCCC), has now raised R0039 (Revised Implementation Data for R0011) to delay the implementation of R0011 to June 2023, due to concerns about its ability to deliver R0011 in the currently approved timescales.

It was highlighted that R0039 will be progressed as an urgent change, and there will be a party impact assessment to gather information on the impacts of the CP.

A TEP member queried whether there will be a lessons learnt regarding why an urgent change is now required, to mitigate against similar circumstances occurring in the future? In response, the Code Manager confirmed that they had started work to understand the reasoning for the urgent change and whether the change process could be amended to reduce the risk of similar situations in the future. The Code Manager will communicate any interventions or changes made as a result of this review.

There were no further comments or questions from members.

3 MIGRATING TEP TO AN ONLINE COMMUNITY

The Chair explained that the aim of this agenda item is to discuss how future TEP meetings are facilitated. In particular, do TEP members have any views/experience of hybrid meetings or similar that they could share as learning points for the Code Manager. The Chair suggested that for meetings where there is a light agenda, the meeting could be hosted online, with members given a period of, say, five days to share their views via the online tool. This would save on meeting time and give members flexibility on when they look at the papers.

TEP members discussed the proposal and agreed a preference to hold meetings, even where the agenda is very short. The following points were noted during this discussion:

- Having a set meeting time forces prioritisation of the TEP meeting papers over internal work;
- Meetings provide an opportunity for discussion, which enables questions to be answered immediately and for ideas to be bounced off each other;
- Not all TEP members can easily access online documentation due to closed networks; and
- For the Code Manager, it would potentially be more resource intensive to review and respond to individual comments online than discuss them with all members collectively.

The Chair noted the TEP members views agreed that no further action will be taken forward on this proposal.

4 ANY OTHER BUSINESS

No items of AOB were raised.

5 CLOSE OF MEETING

The Chair thanked attendees for their contributions and brought the meeting to a close.

NEXT MEETING	27 April 2022