TECHNICAL DESIGN AUTHORITY (TDA) – TECHNICAL CHANGE WORKSHOP

TERMS OF REFERENCE

VERSION CONTROL

Version	Status	Publication Date	Reason for Change
1.0	Draft	06/01/2026	Initial drafting
1.1	Draft	14/01/2026	Redrafting

1. PURPOSE OF THIS DOCUMENT

1.1 This document outlines the purpose of a REC TDA Technical Change Workshop (TCW) and the processes and responsibilities of relevant parties and attendees that are in place for both before and during the TCWs.

2. STRUCTURE AND COMPOSITION OF TECHNICAL CHANGE WORKSHOP

2.1 The Code Manager shall establish the TCW in accordance with these Terms of Reference

2.2 The TCW is scheduled to take place twice monthly, usually on the 1st and 3rd Tuesday of each month. The meetings are booked to and issued to the relevant distribution list per calendar year to ensure representatives' availability.

2.3 Technical Change Workshop members will be invited by the Code Manager. Individuals from the following organisations will be invited to the Technical Change Workshop:

a. RECCo
b. The Gas Enquiry Service (GES) Provider
c. The Electricity Enquiry Service (EES) Provider
d. The Centralised Registration Service (CRS) Providers
e. The Electricity RetailData Service (EDRS) Provider; and
f. The Electricity Retail Data Agents (ERDA)
g. The Gas Retail Data Service Provider (GRDS); and
h. The Gas Retail Data Agents (GRDA)
i. The REC Code Managers
j. Representatives from the Energy Industry

2.4 The TCW allows the TDA to present REC Change Proposals and Issues that have already been raised, and require assessment and understanding. It additionally allows the representatives to raise Issues for discussion which may not have formally been raised as a REC Change Proposal or Issue.

2.5 The TCW will provide parties with an opportunity to discuss and recommend a resolution path in line with the delivery and operation of the REC for change issues which are technical.

2.6 The TCW facilitates an opportunity to develop the technical perspective and solution development of REC Proposals or Issues, leading to effective conversations and requirements building between those that are developing the technical solutions and those that will be impacted by these solutions.

2.7 Operational requirements associated with to REC Change Proposals or Issues are discussed within TCWs to ensure that Impact Parties are identified and appropriate representation from these parties are included within TCWs to assess and ensure impacts are appropriately defined.

2.8 In addition, there are instances where a *closed* TCW may be held. This is when a select group of TCW representatives will attend the workshop to progress specific aspects of a Change Proposal or Issue's technical solution.

2.9 Any party can chair a *Closed* TCW if there is a particular focus on a set of requirements to be agreed.

2.10 There is no limit to the number of TCWs that can be stood up during a calendar year. The TDA will convene as many sessions as required.

2.11 TCW representatives can request the TDA to add specific points for discussion to be added to the agenda.

Table 1: Key differences between *Open* and *Closed* TCWs

Open TCW	**Closed TCW**
Wide range of representatives invited	Specified individuals invited
Multiple Change Proposals or Issues can be discussed	Individual Change Proposal or Issue to be discussed
Change Proposal or Issue solutioning to be discussed at a high-level.	Change Proposal or Issue solution requirements discussed in detail at a low-level
Only chaired by the TDA	Can be chaired by any party if there is a particular focus on a set of requirements to be agreed

3. PROCEEDINGS OF THE TECHNICAL CHANGE WORKSHOP

3.1 During a TCW, each of the Change Proposals or Issues on the agenda is presented by the TDA. The specific sections below are covered:

a. The Problem Statement
b. The Background
c. Proposed Solutions
d. Any questions for the group to provide clarity on or any questions to prompt debate where relevant

3.2 Representatives are able to discuss and debate if the proposed solution is to the Change Issue or Proposal is appropriate. If multiple solutions are proposed, representatives are encouraged to debate and agree on the best solution.

3.3 The solution can also be refined at this stage, allowing the solution developers to take away the feedback provided by representatives in order to further refine the solution

before proceeding to either the Preliminary Impact Assessment (PIA) or Detailed Impact Assessment (DIA).

3.4 In the final section of the TCW, there is an overview of the all the Technical Changes that are currently in progress as well as an action tracker walkthrough which provides an overview of:

a. Number of actions raised during workshops
b. Status of actions (Completed vs In Progress vs Withdrawn vs New)

3.5 The meeting then ends with AOB to give representatives a final opportunity to voice their opinions or share any relevant updates to the group.

4. EXPECTATIONS OF PARTICIPANTS AT A TCW

4.1 Parties should ensure that their representatives have the appropriate level of knowledge to engage with the TCW materials effectively.

4.2 Participants are expected to come to the TCW with a good understanding of the Change Issues and Proposals to be discussed, prepared to contribute to discussions.

4.3 Participants should engage with the materials presented by the TDA, asking clarifying questions and challenging details or requirements which they don't agree with.

5. ACTION IN ADVANCE OF A TECHNICAL CHANGE WORKSHOP

5.1 The Friday prior to the TCW taking place, an agenda of all the changes that are to be discussed will be sent to the mailing list.

5.2 The TDA then prepares the materials detailed in 3.1 ahead of the TCW.

6. THE TCW'S PLACE IN THE WIDER CHANGE PROCESS

6.1 The TCW acts as a checkpoint for REC Parties and Energy Industry participants to review change proposals and issues before they progress to their next stage e.g. before submitting a PIA or DIA or following receipt of wider Party Impact Assessment and Consultation responses.

6.2 The TCW will be the forum to agree relevant solution checkpoints have been met and members have affirmed understanding ahead of formal Impact Assessment trigger points.