RETAIL ENERGY CODE

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I0200 WORKING GROUP 3 MEETING NOTES

MEETING	**I0200 WORKING GROUP 4**
DATE	**05 October 2026 (14:00-16:00)**
LOCATION	**Via Teams**

Presenter	Representing	Initials	Role
Bela Ashworth	REC Code Manager	BA	Chair; Change Delivery Manager
Lorna Mallon	REC Code Manager	LM	Regulatory Specialist
Victoria Crossan	Data Communications Company (DCC)	VC	DCC Address Management Service Manager

Full attendee list available upon request.

1 INTRODUCTION

The chair welcomed attendees to the third session of the I0200 working group.

2 CONFIRMATION OF AGENDA

The chair presented the agenda for the meeting and invited any additional items of business for consideration, but no items were raised.

BA also reviewed the actions from the previous sessions, confirming actions had been closed since the previous meeting. BA confirmed that the draft Address Guidance Document and the DCC Stop Words list had been issued for members' review and feedback, but no feedback had been received. BA noted that the DCC Stop Words list would be reviewed during the session. Members were encouraged to provide feedback on both the list and the draft Address Guidance Document, particularly providing examples of good practice, bad practice or working instructions to inform the Guidance Document.

3 STOP WORDS REVIEW

LM presented the DCC Stop Words list and clarified that stop words are used by the DCC at the end of the matching process, after multiple match attempts have already been made. Stop words help the DCC understand what addresses are left in the unmatched pot and why they cannot be matched. Members were encouraged to provide feedback on each stop word identified and confirm the use of the words. If members identify a word to be removed from the list, LM clarified that those words should not be corrected in records if already used, but in the future, these words should no longer be used. A key aim of I0200 is to facilitate wider discussions around stop words before agreeing to remove the existing stop words. Members were encouraged to provide feedback on the stop words list.

The working group then reviewed the right-side table of the DCC Stop List_WG comments. One working group member proposed three words to be added to the review: “water tower”, “borehole” and “Hutchesons 3G”.

DNO representatives on the working group noted that some of their systems have OS ABP built into their address management system and will automatically update best matched addresses to a UPRN. One working group member noted that they have their own user-defined stop words added in, but addresses are checked if they can be PAF-validated. If it can’t, it will be flagged in their system to stop auto-updating and confirm no UPRN to be matched to that address. The working group member took an action to collate addresses with a ‘no auto-update’ flag in their system and provide a list to VC (the Code Manager to liaise with the working group member and VC directly). VC took an action to explore this functionality and the lists further with working group members.

During the review, VC and LM took actions to conduct further analysis on the following proposed stop words ahead of the next session’s review:

- Non PAF / NON-POSTAL / Non ABP
- TBS – definition of ‘temporary’ needed? LM took the action to review following round 1 of the Address Prioritisation Matrix (APM).
- Telemetry
- Transmitting Equipment
- Switch room
- Hutchesons 3G – LM took the action to check other names and to standardise types of equipment.

Members were encouraged to review the document and provide feedback ahead of the next working group session – please see the DCC Stop Words_WG comments document.

4 STANDARDISATION

4.1 WHAT CANNOT BE INCLUDED IN AN ADDRESS

LM walked through a non-exhaustive list of types / phrases found in addresses to be discussed with the working group and determined how to deal with them going forward (see slides 16 and 17 of the attached slide pack).

LM explained that some security codes, such as padlock codes or passwords, have been found in addresses, with examples having been provided by DNOs or the CDSP. The working group agreed that as inclusion of these codes present a security issue, these codes should not be included in addresses. Similarly, the working group agreed that account numbers are out of date and not relevant to wider industry, and so should not be included in addresses. Account or Consumer names have also been found in addresses, and these names can go out of date, however, their inclusion may be useful for non-domestic sites. The working group agreed that, for domestic properties, account/Consumer names should not be included in the addresses. However, for non-domestic priorities, account/Consumer names may still be used if it helps to

match the address and UPRN. However, by including business names, the working group recognised that there would be a need to more frequently update these records. A data cleanse may be required in the future to fully cleanse addresses of these records.

The working group then discussed the use of what3words and whether they should be used to support address matching. What3words has previously been discounted by the Code Manager due to licensing issues wherein bulk use of it could not be supported on the free version of the platform. One working group member noted that what3words is helpful especially for meters that are difficult to find.

Another working group member noted that what3words has been discredited fr reasons of accuracy and misspelling, and using grid references would be more useful. LM advised that the REL data already includes latitude and longitude points, but this is not published due to issues with OS licencing. VC further clarified that although all REL records have a real-world UPRN and grid references, this is difficult for unmatched addresses which may not have grid references. LM noted that this is one of the main drivers for related REC Issue I0218, which would provide users with all parts of the REL data, not just the UPRN, and for purposes beyond Switching.

A working group member noted that use of what3words would require further cost-benefit analysis and took the action to review it with internal teams. They raised concerns around who creates the what3word entry and who maintains it, whether a central log of what3words entries would be shared across industry or whether it is a tool for internal purposes only. Another working group member noted that what3words is proprietary and may be costly, and an open source alternative with grid references would be preferred. LM took the action to further review what3words licencing and include it on the agenda for a future session.

The working group discussed the use of dummy postcodes, which should not currently be used. Dummy postcodes are difficult to find and can further complicate identifying the property. LM noted the APM work on invalid postcodes include no postcodes and half post-codes, so LM will review the data from APM and provide a further update in a following working group meeting.

The working group discussed the use of ‘EXPORT’ as part of the MPL. One working group member noted that it would not generally be used in the address, but there are exceptions, including where pseudo-MPANs have been created for a large site and there is a need to differentiate between the pseudo-MPAN, the Import and the Export MPANs. The volumes of these are less than a dozen, but can be used in naming conventions for pseudo-MPANs. Another working group member noted that they tend to put EXPORT in the free text box to identify an Export MPAN, but only when the free text box is available.

4.2 EXAMPLES OF NON-PAF ADDRESSES

Working group members were encouraged to provide examples of non-PAF addresses for discussion at a future working group. LM walked through the current REC obligations under the Address Population Rules, which will be updated as part of the output of I0200.

5 ANY OTHER BUSINESS

A working group member asked to include the D0381 process in a future agenda. LM confirmed that a review of the D0381 process was planned for Meeting 5, but feedback provided ahead of the meeting could be used to support the agenda item. The working group member noted that some Energy Suppliers may only provide brief comments on issues with addresses, and may be uncooperative in updating the address or further engagements with the customer. Standardisation was needed to support disconnection teams, especially where energised MPANs may be stuck in the system and cannot be disconnected. They are reliant on the Energy Supplier to send the data flow, otherwise the address is stuck in the DNO's internal systems waiting for an address update. Clarity is needed around standardised formatting of the D0381 as poor data will lead to rejections and disputes over SDEP.

Another working group member asked about clarity around the acceptance and rejection criteria for a D0381 and Supplier/DNO obligations in the process. LM took the action to amend the agenda for Meeting 5 to focus on new connections and the D0381 process.

6 NEXT STEPS AND MEETING 5 AGENDA ITEMS

BA presented the agenda for the next meeting, focusing on standardisation and new connections process. Members then voted on the preferred date for the next meeting.

BA confirmed the next meeting would be held on Tuesday, 17 November 2026 (10:00-12:00). Calendar invitations and the agenda for the next session will be sent out by 10 November 2026.

7 ACTIONS RAISED

Item	Responsible	Status
All working group participants to review the updated Address Guidance Document and provide feedback to changemanagement@recmanager.co.uk before or during the next meeting.	All Working Group Members	To be completed before next meeting
All working group participants to review and feedback on the list of DCC Stop Words_WG comments reviewed at the last session and the proposed stop words, ahead of the next meeting, including providing suggested additions.	All Working Group Members	To be completed before next meeting.
All working group participants to provide any examples of good practice, bad practice, working instructions etc to help inform future discussions.	All Working Group Members	Ongoing
Confirm how the indicator of a "Non PAF" address is communicated with industry, including CSS	GRDA	To be completed

Item	Responsible	Status
		before next meeting.
Provide examples of stop words used for gas MPXNs.	GRDA	To be completed before next meeting.
Review list of stop words for validity and whether they refer to a live site as noted on the DCC Stop Words_WG comments.	Lorna Mallon and Vic Crossan.	To be reviewed at a future meeting.
Explore what3words licencing and review it in a future meeting.	Lorna Mallon	To be reviewed at a future meeting.
Explore 'ADQM' functionality used by some working group members to flag non-PAF addresses, check system requirements and validation process.	Lorna Mallon and Vic Crossan.	To be reviewed at a future meeting.

8 DATE AND TIME OF NEXT MEETING

The next meeting is scheduled for Tuesday, 17 November 2026 (10:00-12:00).