Applies to Gas Only

Guidance on Submitting Meter Product Changes

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1. What is the Meter Product Data?

You can find the REC Meter Product Data (MPD), on the Rec Portal by clicking on the 'Change & Release' tab and selecting 'Meter Product Table Changes' here. To view the files, locate the header on the table titled 'Link to Submission Form', then find the relevant file and click on "Download" to view the file.

This data was previously published on the SPAA website under the title Market Domain Data (MDD). This data set relates solely to Gas Meters.

The Meter Product Data details gas Meter and Converter attributes including the Model Code; Measuring Capacity, Number of Dials or Digits; Units of Measure and Multiplication Factor. A full list of the data items is contained within the REC Data Specification files themselves.

2. How do I update it?

If you would like to raise a change to the Meter Product Data, you can do so by using the form available on the REC Portal here. Completed forms should be emailed to technicalenquiries@retailenergycode.co.uk. In addition to providing the form, please provide the associated meter manufacture specification documents, highlighting where the information used to populate the change request form has been drawn from. The Code Manager will then validate your change request form against these documents.

Note, changes can be raised by any person, you do not need to be a REC Party.

3. What is the Change process for Meter Product updates?

Changes to these data items are progressed in accordance with the Meter Product Change Calendar, set out in Appendix A below.

In line with the Change Calendar, each month the Code Manager will validate the Change Requests received. Following validation, the Metering Expert Panel, at its monthly meeting, will vote on whether to approve or reject each change.

If required, the Code Manager may contact you to request additional information to enable validation of the proposed change.

4. How do I join the Notification Distribution List?

If you would like to be added to the distribution list, so that you receive notification of approved Meter Product changes, please email technicalenquiries@retailenergycode.co.uk.

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5. Points of note

Please note that meters should only be installed for use if they are valid in the Meter Product Data. If they are not, then the MPD must first be updated, in accordance with the process set out in Section 3 above.

Also, prior to submitting the Meter Product change, the raising organisation must ensure that all relevant regulations and specifications have been met for the meter. For example, whether a meter is suitable for fitting inside a property or not.

6. What if I have an urgent Change?

If you believe that your change needs to be progressed in an expediated timeframe, you can request that it be classed as "urgent". Urgent changes will be progressed outside of the standard change calendar timescales. This may include ex-committee decision on the proposed change.

For a change to be classed as urgent, it must be demonstrated that following the standard Change Calendar timescales would have a material negative impact on Parties and/or energy users. For example, a negative financial impact on Parties and/or a delay in the processing of information that will negatively impact energy users.

If you wish to raise a change with an expediated time frame, please email technicalenquiries@retailenergycode.co.uk providing details on why the proposed change meets the criteria to be classed as urgent. The Code Manager will review your request and, if approved, will agree an expediated timescale with you in consultation with the Metering Expert Panel.

7. Questions

Should you have any questions about the REC Meter Product data, please contact technicalenquiries@retailenergycode.co.uk.

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