RETAIL ENERGY CODE

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# CHANGE PROPOSAL PLAN

## R0033 – MICRO-BUSINESS SMART METER INSTALLATION REPORTS

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| **RESPONSIBLE COMMITTEE** | CHANGE PANEL |

| **ASSURANCE LEAD** |
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## CHANGE OVERVIEW

This Change Proposal seeks to introduce the Micro-Business Smart Meter installation consumer survey reports under the Retail Energy Code (REC) and for retrospective reports to be produced for intervening quarters since REC V2.0 go live.

## KEY MILESTONES

| | FROM | TO |
|---|---|---|
| **LEGAL TEXT DRAFTING** | 02/05/2022 | 16/05/2022 |
| **SERVICE PROVIDER IMPACT ASSESSMENT** | 20/05/2022 | 14/06/2022 |
| **PARTY IMPACT ASSESSMENT** | 20/05/2022 | 14/06/2022 |
| **DEADLINE FOR ALTERNATIVE CHANGE PROPOSAL SUBMISSION** | 01/07/2022 | 01/07/2022 |
| **PRELIMINARY CHANGE REPORT ISSUED** | 01/07/2022 | 01/07/2022 |
| **CONSULTATION** | 01/07/2022 | 22/07/2022 |
| **FINAL CHANGE REPORT ISSUED** | 05/08/2022 | 05/08/2022 |
| **RESPONSIBLE COMMITTEE DECISION** | 16/08/2022 | 16/08/2022 |

# 1 SCOPE

## 1.1 IN SCOPE

This document details the plan for assessment and consultation of the Change Proposal to introduce the production and publication of Micro-Business Smart Meter installation consumer survey reports.

## 1.2 OUT OF SCOPE

This plan does not consider any Performance Assurance activities initiated following the publication of the reports.

This Change Proposal does not propose changes to the Domestic Consumer Survey Reports or the Smart Meter Installation Consumer Survey Specification, as defined in Appendix 1 of the Smart Meter Installation Schedule.

# 2 PROJECT STRUCTURE AND ORGANISATION

## 2.1 POINTS OF CONTACT

| | | | |
|---|---|---|---|
| **LEAD ANALYST** | Ann Perry | EMAIL | 07738023015 |
| **ASSURANCE LEAD** | Cristina Bermudez Alvarez | EMAIL | n/a |

## 2.2 REQUIRED ACTIVITIES AND STAKEHOLDER ENGAGEMENT

### 2.2.1 SOLUTION DEVELOPMENT

We deem the solution for this Change Proposal to be simple; to update the legal text within Schedule 16 – Smart Meter Installation, therefore no solution analysis or development is required.

The drafted legal text will be the only expected output from the solution development phase.

### 2.2.2 IMPACT ASSESSMENT

The introduction of a new Micro-Business report would result in changes to the REC Code Manager (Performance Assurance) processes and may potentially result in contractual changes to the service provision.

A Service Provider impact assessment will be completed to clarify the impacts and determine if a change is required to the Code Manager's contract with RECCo.

Although it is assumed there will be no direct impact on REC Parties from the implementation of this change, a REC Party impact assessment will be completed in parallel to the Service Provider impact assessment.

Impact assessments will be issued on 20 May 2022 for 15 Working Days.

### 2.2.3 PRELIMINARY ASSESSMENT

Based on the simplicity of the solution we propose the Preliminary Change Report will be issued for a standard 15 Working Day consultation on 01 July 2022, without first being presented to the Change Panel for review.

### 2.2.4 FINAL ASSESSMENT

Following a standard consultation period, time has been included in the plan for a review of any consultation responses received and for these to be addressed prior to publishing the Final Change Report for decision on 16 August 2022.

## 2.3 RAID

### 2.3.1 RISKS AND ISSUES

| No. | RISK | NOTES | MITIGATION |
|---|---|---|---|
| **R1** | REC Change Panel need to agree with the prioritisation of the Change Proposal and the Code Manager's proposed start date for legal text drafting. | | The Change Proposal Plan would be reviewed following discussion at the Change Panel meeting |

No issues have been identified that would affect the progression of the Change Proposal.

### 2.3.2 ASSUMPTIONS AND DEPENDENCIES

| No. | ASSUMPTION | NOTES | HOW/WHEN TO VALIDATE |
|---|---|---|---|
| **A1** | The Smart Meter Installation Consumer Survey Specification does not require reviewing as part of the development of Consumer Survey Reports for Micro-Business Consumers | | This would be validated during the Service Provider impact assessment. |

## 2.4 DEADLINE FOR ALTERNATIVE CHANGE PROPOSALS

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|---|---|
| **SUBMISSION DEADLINE** | 01/07/2022 |