RETAIL ENERGY CODE

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01	Initial Assessment Report
02	Preliminary Change Report
03	Final Change Report

INITIAL ASSESSMENT REPORT

R0017 – INVALID REQUESTS FOR SITE TECHNICAL DETAILS

DOCUMENT VERSION	1.0
DATE ISSUED	20/01/2022
DOCUMENT APPROVAL STATUS	APPROVED BY REC CHANGE PANEL
RESPONSIBLE COMMITTEE	METERING EXPERT PANEL

CHANGE OVERVIEW

This Change Proposal seeks to provide clarity to Distribution Network Operators (DNOs) and Metering Equipment Managers (MEMs) on the process for requesting and sending Site Technical Details as part of Meter Asset Installation, Switch or Change of Agent processes.

	High Impact: N/A
	Medium Impact: Metering Equipment Managers, Distribution Network Operators
	Low Impact: Energy Suppliers

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1 SUMMARY

Distribution Network Operators (DNOs) have reported that they are receiving a high volume of requests for Site Technical Details for Domestic or Microbusiness sites from newly appointed Metering Equipment Managers (MEMs) following a Switch (agent appointment) or a Change of Agent. The proposer believes the majority have no operational value.

Section 6.6 of the Metering Operations Schedule requires the DNO to provide the Site Technical Details, using the D0215 Market Message (MM00117), to the MEM following receipt of a D0170 Market Message (MM00075) where a Half Hourly (HH) Metering Asset is installed. A MEM can also request Site Technical Details, at any time following its appointment, for any Metering Point registered after 6 November 2008, e.g to gain data where there is a Measurement Transformer at the site.

Both the Proposer and other DNOs, through the BSC's Technical Assurance of Metering Expert Group (TAMEG), have reported that they are receiving high volumes of requests for Site Technical Details following a Switch or Change of Agent, resulting in increased workload for DNOs to validate and process these requests. It is not clear if these requests are all necessary or required by the MEMs.

The process for requesting Site Technical Details is also set out in the BSC Procedure 515 - Licensed Distribution. To effectively resolve the issues raised, a single industry solution needs to be developed and implemented in both the BSC and the REC.

This Change Proposal seeks to clarify MEM and DNO obligations when requesting and providing Site Technical Details. It is expected that an aligned BSC Change Proposal will be progressed under the BSC to make the associated updates to BSCP515 and the BSC-owned Market Messages, including the D0170, where necessary. Any consequential updates to the REC in relation to Market Messages, such as the D0215 and D0382, will also be included in this Change Proposal.

2 PROBLEM STATEMENT

Distribution Network Operators (DNOs) have reported that they are receiving a high volume of requests for Site Technical Details for Domestic and Microbusiness sites following a Switch or Change of Agent, resulting in increased workload for DNOs to validate and process these requests. It is not clear if these requests are all necessary or required by the MEMs and justify the effort required by the DNO to process these requests.

3 USER STORIES

REF.	USER STORIES
CONSUMER USER STORIES	
C1	As a Consumer I want my existing or new meter to be read regularly to ensure I receive accurate bills.
MARKET PARTICIPANT USER STORIES	
M1	As a Distribution Network Operator I want to receive appropriate Requests for Site Technical Details.
M2	As a Distribution Network Operator I want the difference between my obligations and best practice to be clear in relation to provision of Site Technical Details for sites with and without Measurement Transformers.
M3	As a Metering Equipment Manager I want to be provided with Site Technical Details for all relevant sites so I can correctly install, commission and maintain the Metering Equipment.

4 IMPACTS

REC PARTIES AND SERVICE USERS
Energy Suppliers
Distribution Network Operators
Metering Equipment Managers

CONSUMERS
Electricity Consumers

REC DOCUMENTS / PRODUCTS
Data Item Catalogue – depending on the final agreed solution it is possible that specific data items may be impacted.
Market Message Catalogue • MM00075 (D0170) • MM00117 (D0215) • MM00369 (D0382)
Schedule 14 - Metering Operations

The impacts captured above are based on the Proposer's solution and do not pre-empt what may be proposed as a solution following further analysis and alignment with the issue being discussed under the BSC. The BSC discussions have identified that amendments to BSC-owned commissioning Market Messages may form part of their solution recommendation:

- D0383 (MM00370) – Notification of Commissioning Information
- D0384 (MM00372) – Notification of Commissioning

The D0170 (MM00075), but not the D0215 (MM00117), is included in the Performance Assurance Report Catalogue (PARC). Depending on the final agreed solution, and if there are

any changes to the processes in the Metering Operations Schedule, there may be performance assurance impacts. The Code Manager will further assess the impact when the solution is fully formed.

4.1 CROSS CODE IMPACTS

This change addresses an end-to-end process for requesting and providing Site Technical Details. The Change Proposal highlights an area of dual governance across the REC and the BSC where the process and obligations for DNOs and MEMs are set out in both BSCP515 - Licensed Distribution and in the REC Metering Operations Schedule. To resolve the issues raised, one industry solution needs to be developed and implemented across the BSC and the REC. Cross code collaboration and engagement is essential to the success of the solution developed and the subsequent consultation and approval of this change.

UK Power Networks (UKPN) are in the process of raising a BSC Issue on the D0215 (MM00117), following discussions held at the TAMEG. An Issue Group is expected to be established following formal submission of the BSC Issue Form.

5 CHANGE PATH AND RESPONSIBLE COMMITTEE

CHANGE PATH	SELF-GOVERNANCE
RESPONSIBLE COMMITTEE	METERING EXPERT PANEL

This Change Proposal impacts the Metering Operations Schedule and the Data Specification. Changes to the Metering Operations Schedule would normally be the responsibility of the Metering Expert Panel (MEP), while Data Specification changes would normally be the responsibility of the Technical Expert Panel (TEP). The Change Proposal is mainly seeking to address the process set out in the Metering Operations Schedule but may have consequential impacts on Market Messages if these are required to enact the revised process. We consider that the relevant expertise for assessing this change sits better with the Metering Expert Panel at this stage.

As the solution is further developed, we will review this to consider if the Metering Expert Panel remains the appropriate Responsible Committee.

6 PRIORITY STATUS AND URGENCY

PRIORITY STATUS	LOW
URGENCY	STANDARD

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PRIORITISATION MATRIX

Significance	Score	Weighting
Legal/Regulatory Compliance	0	30
Strategic Direction	0	20
Cost Benefits / Value	0	10
Consumer Impacts	1	30
Operational Efficiency	1	10

Urgency				
3	N/A	13	23	33
2	02	12	22	32
1	01	11	21	31
0	00	10	20	N/A
				Significance

Weighted Significance Score	0
Urgency	1
Overall Priority Score	**01**

Effort	2 - High

Priority Score	Priority Status
23 - 33	Critical
13 - 22	High
11 - 21	Medium
00 - 10	Low

PRIORITY STATUS
Low

The Priority Status for this Change Proposal is ‘Low’ based on a ‘Significance’ score of ‘0’ and an ‘Urgency’ score of ‘1’. This is broken down as below:

Significance:

- Consumer Impacts – score of 1 to reflect a potential minor improvement to the consumer experience. While this Change Proposal does not directly influence the consumer experience, it supports the efficient operation of Metering and Distribution processes, including Switching. This will be validated during the analysis phase.
- Operational Efficiency – score of 1 to reflect a minor improvement to the operational process followed by Metering Equipment Managers and Distribution Network Operators when requesting and providing Site Technical Details.

Urgency:

- This Change Proposal has been given an urgency score of 1 to reflect that there is no immediate priority to progress this change.

7 SUMMARY OF CHANGE PROPOSAL PLAN

We consider that there is no immediate priority to progress this Change Proposal due to its low prioritisation and the current volume of higher priority change in the work plan. Wider consideration of the value of the process for requesting and sending Site Technical Details is expected to be addressed under a BSC issue. We consider it appropriate to wait for the BSC Issue Group to commence activity and offer a re-baselined Change Proposal Plan once we understand the scope and views of the BSC Issue Group.

The Code Manager will engage with the BSC Issue Group in order to contribute and understand at source the development of the group's recommendations.

	FROM	TO
ANALYSIS AND ENGAGEMENT WITH BSC	01/02/2022	08/04/2022
PRESENT UPDATED CHANGE PROPOSAL PLAN TO CHANGE PANEL	19/04/2022	19/04/2022

8 GLOSSARY

TERM	DEFINITION
Balancing and Settlement Code (BSC)	means the Balancing and Settlement Code, as defined in the Electricity Supply Licences.
BSC Procedure (BSCP)	means the document of that title as established or adopted in accordance with the Balancing and Settlement Code.
Data Specification	means the document of that name forming part of the Technical Specification.
Distribution Network Operator (DNO)	means a person holding an Electricity Distribution Licence.
Market Message	means a structured communication sent between two Market Participants in the form and with the content required (and as otherwise specified) by the Data Specification.
Measurement Transformers	means either a Current Transformer (CT) or a Voltage Transformer (VT) or a device carrying out both such functions, whose purpose is to enable the Metering Equipment to operate at a more convenient current and/or voltage than otherwise present.
Metering Equipment Managers (MEM)	means, as applicable, either: (a) for electricity, the Meter Operator Agent (as defined in the BSC) Appointed by an Electricity Supplier; or (b) for gas, the Meter Asset Manager (as defined in the UNC) Appointed by the Gas Supplier.
Performance Assurance	means the activities undertaken by the Code Manager and the REC PAB in accordance with the Performance Assurance Schedule.
Retail Energy Code (REC)	means this Code, including its Schedules and the Technical Specification, maintained pursuant to the electricity supply licences granted under the Electricity Act 1989 and the gas supply licences granted under the Gas Act 1986, as such code is modified from time to time in accordance with its provisions.