RETAIL ENERGY CODE

This document is classified as **WHITE**.
Information is for public, unrestricted dissemination and publication.

01	Proposal Plan
02	**Impact Assessment**
03	Consultation
04	Final Recommendation

CHANGE REPORT

I0232 – NON-DOMESTIC CHANGE OF OCCUPIER SDEP SCREENS (R0155 SOLUTION)

DOCUMENT VERSION	V1.0
PROPOSED IMPLEMENTATION DATE	TBC
IMPLEMENTATION APPROACH	BIG BANG

RESPONSIBLE COMMITTEE	CHANGE PANEL	**CHANGE PATH**	SELF-GOVERNANCE
PRIORITY STATUS	MEDIUM	**URGENCY**	STANDARD
IMPACTED STAKEHOLDERS	ENERGY SUPPLIERS		

LEAD ANALYST (SOLUTION LEAD)	SUBJECT MATTER EXPERT
JAMES HARDY	LORNA MALLON
Click to send an email	Click to send an email

OVERVIEW

This Issue has been raised to develop the dedicated Non-Domestic Change of Occupier SDEP screens that were not possible as part of R0155 – Change of Occupier: Evidentiary Standards and Timescales. Should this Issue progress with a developed solution, the new dedicated Non-Domestic Change of Occupier screens would replace the temporary work around provided in the R0155 solution.

RETAIL ENERGY CODE

CONTENTS

1 Summary 3
2 Problem Statement 4
3 Impacts 4
4 Cross-Code Impacts 4
5 Proposal Plan 5
6 Stakeholder Engagement 5
7 Priority Status and Urgency 5
8 Summary of Analysis Undertaken 6
9 Proposed Solution 6
10 Risks, Assumptions, Issues and Dependencies 7
11 Appendix 8
12 Glossary 8

RETAIL ENERGY CODE

BACKGROUND

1 SUMMARY

R0155 – Change of Occupier: Evidentiary Standards and Timescales sets out the requirement to use the Secure Data Exchange Platform (SDEP) in certain circumstances as part of the R0155 solution. SDEP is the REC's secure means of sharing data and for the R0155 solution will act as the secure mechanism for transferring the documents between the Gaining and Losing Energy Suppliers when there is a Change of Occupier with a Switch.

The Code Manager had hoped to introduce new, dedicated Non-Domestic Change of Occupier SDEP Process Type (PT) screens as part of R0155. However, due to the impacts of the MHHS Code Freeze, the SDEP Service Provider is unable to create these for the implementation of R0155 on 27 June 2025. In the interim, Energy Suppliers have been mandated to use existing Process Types (PT) screens (PT0056 and PT0067 Duplicate Meter Point screens) for sending the information and any escalations.

This Issue has been raised to develop the dedicated Non-Domestic Change of Occupier SDEP screens that were not possible as part of R0155. Should this Issue progress with a developed solution, the new dedicated Non-Domestic Change of Occupier screens will replace the temporary workaround provided in the interim solution.

During the R0155 Party impact assessment and consultation, Energy Suppliers raised concerns that the interim solution would create additional workload and risk for their organisations. As such, the Code Manager made a commitment to progress a new Issue/Change Proposal to introduce the dedicated SDEP screens for Non-Domestic Change of Occupier as quickly as possible once the Code Freeze end point is confirmed. This will include a plan for queries raised at cut over and data retention obligations.

To ensure the interim SDEP solution is resolved as quickly as possible, the Code Manager has been continuously engaging with the SDEP Service Provider around dedicated PT screens throughout the process, and this will continue.

Market Participant involvement, in particular from Energy Suppliers, in the creation of these new screens will be of great importance. To assist with the development of these screens and ensure the interim SDEP solution is active for as short a period as possible, the Code Manager discussed the new SDEP screens, and began the solution analysis, at the February 2025 Change Issues Group meeting. As soon as either the Code Freeze has been lifted, and/or the SDEP Service Provider are able to impact assess the development of the dedicated PT screens, the Code Manager intends to progress the Issue into a Change Proposal to amend the SDEP solution for the Non-Domestic Change of Occupier process and REC Schedule.

Further information on the use of SDEP in the Non-Domestic Change of Occupier process, including further details on the temporary workaround SDEP where existing screens are repurposed, and the Code Manager's expectation for the progression of the newly dedicated Non-Domestic Change of Occupier screens, can be found in section 8.5 of the R0155 Change Report (Final Recommendation).

2 PROBLEM STATEMENT

Due to the MHHS Code Freeze, newly dedicated Non-Domestic Change of Occupier SDEP screens could not be implemented as part of the R0155 solution and instead the use of re-purposed, existing screens was proposed as a temporary workaround. Energy Suppliers were clear in their responses to the R0155 impact assessment and consultation that using a temporary work around (with the temporary solution being the use of existing screens PT0056 and PT0067) would create additional workload and risk and that newly dedicated SDEP screens for Non-Domestic Change of Occupiers would still be required.

3 IMPACTS

CONSUMERS
Non-Domestic Gas and Electricity
Microbusiness
Small and Medium Enterprise (SME)
Industrial and Commercial (I&C)

REC DOCUMENTS / PRODUCTS
Non-Domestic Change of Occupier Schedule
Non-Domestic Change of Occupier Guidance Document
Schedule 23 – Registration Services

REC PARTIES AND SERVICE USERS
Energy Suppliers

REC SERVICE PROVIDERS
Secure Data Exchange Service

REC CODE MANAGER
REC Performance Assurance

MHHS DESIGN
No impact on MHHS Design.

MHHS DATA SPECIFICATION
No data specification.

MHHS CODE DRAFTING
Indirect impact – amendments to Non-Domestic Change of Occupier Schedule.

4 CROSS-CODE IMPACTS

No cross-code impacts have been identified by the Code Manager.

5 PROPOSAL PLAN

Milestone	Activity	From	To
Definition		**06 Feb-25**	**31 Dec-25**
	Solution Analysis	February	June
	Update to Responsible Committee	March	March
	Party Impact Assessment	March	April
	Solution Refinement	April	April
	Update to Responsible Committee	June	June

Due to the impacts of the MHHS Code Freeze, the Code Manager is currently only able to complete the Proposal Plan for the solution analysis and related activity. It is still important to ensure this analysis is completed so that the Issue can progress to solution development as quickly as possible following the lifting of the Code Freeze and/or as soon as the required Service Provider impact assessments are possible.

The Code Manager will engage with industry via the Change Issues Group between February and June to complete the solution analysis. The Code Manager will return to the Responsible Committee no later than June to provide an update on the progress of the Issue and the expectation for the next stages of the Proposal Plan.

6 STAKEHOLDER ENGAGEMENT

The Code Manager will engage with the Change Issues Group to determine the requirements for the newly dedicated Non-Domestic Change of Occupier SDEP screens. Market Participants, in particular Energy Suppliers, will be invited to provide their suggestions and requests for what should be included in the screens. Stakeholders will also be provided with the opportunity to engage via a Party impact assessment and industry consultation.

7 PRIORITY STATUS AND URGENCY

PRIORITISATION MATRIX

Category	Significance / Resource impacts / Urgency	Further selection / breakdown	Score (0-3)	Weighting	Weighted Score
Impacts	Consumer Impact	Indirect	2	27	53
	Retail Markets Impact	Innovation and Market Arrangements	1	17	17
	RECCo / REC Party / REC Service Provider Impact	Operational Effectiveness and Efficiencies	2	7	13
		Legal and Regulatory Compliance	1	14	14
Resource	Complexity / Effort / Duration		1	9	9
Strategic Alignment	Contribution to/ Alignment with the objectives of the REC		2	17	17
	Contribution to/ Alignment with RECCo's Forward Work Plan		0		0
Urgency *(The need to progress a change to meet a targeted date)*		Other Planned Activity	1	10	10
				Overall Priority Score (rounded)	133

Priority Status	MEDIUM
Change Proposal Type	STANDARD

This Issue has been provided with a priority status of medium based on a weighted prioritisation score of 133.

RETAIL ENERGY CODE

SOLUTION

8 SUMMARY OF ANALYSIS UNDERTAKEN

The Code Manager has engaged with the Change Issues Group to complete the solution analysis for I0232. At the February Change Issues Group meeting, attendees were invited to discuss and determine the requirements for the dedicated Non-Domestic Change of Occupier SDEP screens. The Code Manager presented a draft list of requirements could be included in the SDEP screens. Attendees agreed with the list presented, and this has now been taken forward as the proposed solution for the Party impact assessment. Further details can be found in Section 9 of this Change Report.

The Party impact assessment will also act as further solution analysis. The Party impact assessment will provide a further opportunity for Parties to input into the design of the screen and confirm if the list of current requirements is sufficient, or if additional items should be included. The Party impact assessment will also allow the Code Manager to provide more details, requirements and expectations, to the SDEP Service Provider as they impact assess, and subsequently develop, the solution.

9 PROPOSED SOLUTION

The proposed solution introduces new dedicated Non-Domestic Change of Occupier SDEP screens, with a separate screen for gas and electricity. The solution will also incorporate reporting for Performance Assurance and will include a plan for queries raised at cut over and data retention obligations.

The Non-Domestic Change of Occupier SDEP Screens will contain the following information:

- Meter Point X Number (MPxN)
- Multi MPxN flag – i.e. are there more than one
- Date of CoO
- Number of attachments
- Accept evidence - Y / N – only available to the receiving supplier
- Additional info – must be populated if N

The Non-Domestic Change of Occupier SDEP screens will also auto populate the following:

- Date of creation, date of response.
- The Service Level Agreement (SLA) is 10 Working Days so it will require the RAG status based on this obligation.

A further two SDEP escalations screens (one for gas and one for electricity) will be created for the Non-Domestic Change of Occupier process. These will be as per the standard REC escalations, and will include the MPxN, date of creation and number of attachments.

As part of any solution, the Code Manager will also update the non-mandatory Non-Domestic Change of Occupier Guidance Document to include further details on the newly dedicated SDEP screens, as well as further training material for Energy Suppliers.

10 ASSUMPTIONS AND DEPENDENCIES

NO.	ASSUMPTION	NOTES	HOW/WHEN TO VALIDATE
I0232.A001	Implementation post MHHS M8	This Issue has been raised with the assumption that it may not be implemented until after MHHS M8. This is due to the requirement of a SDEP Service Provider Impact Assessment. However, the SDEP Service Provider has reduced capacity to impact assess proposals until after the conclusion of the MHHS Code Freeze.	Following the completion of the Definition phase and/or at MHHS M8. The Code Manager has been continuously engaging with the SDEP Service Provider around dedicated PT screens throughout the process, and this will continue.

NO.	DEPENDENCY	NOTES	STATUS
I0232.D001	Authority Approval of R0155.	The progression of the Issue is dependent upon Change Proposal R0155, and the proposal to implement the new Non-Domestic Change of Occupier Schedule and mandate the use of SDEP for the process, receiving Authority Approval.	The Authority provided approval for R0155 on 04 February 2025. This dependency has now been resolved and ensures I0232 will be progressed.
I0232.D002	Service Provider impact assessment following the conclusion of MHHS Code Freeze.	This Issue has been raised with the assumption that it may not be implemented until after MHHS M8. This is due to the requirement of a SDEP Service Provider Impact Assessment. However, the SDEP Service Provider has reduced capacity to impact assess proposals until after the conclusion of the MHHS Code Freeze.	Ongoing. The Code Manager will look to publish an updated Proposal Plan, with expected timescales, following the Party Impact Assessment.

11 APPENDIX

CHANGE PROPOSAL	Link
RELATED CHANGE	R0155 – Change of Occupier: Evidentiary Standards & Timescales
SDEP TRAINING DECK V2.0	Link
ANY OTHER DOCUMENTS / LINKS	Non-Domestic Change of Occupier Schedule Non-Domestic Change of Occupier Guidance Document R0155 Change Report (Final Recommendation) Market Half Hourly Settlement (MHHS) Code Freeze Impact

12 GLOSSARY

TERM	DEFINITION
Change of Occupier (CoO)	means that the Consumer at a premises has changed (or is due to change).
Energy Supplier	means a person which is either or both an Electricity Supplier and/or a Gas Supplier
Meter Point X Number (MPxN)	means the collective description of the MPAN and MPRN when used together.
Performance Assurance	means the activities undertaken by the Code Manager and the REC PAB in accordance with the Performance Assurance Schedule.
Secure Data Exchange Portal (SDEP)	means the portal of that name which forms part of the Secure Data Exchange Service.
Secure Data Exchange Service (SDES)	means the service described in the SDES Service Definition.