RETAIL ENERGY CODE

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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	V2.0
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		

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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.

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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 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 prior to a R0155 implementation (Authority Approval dependent). 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 intends to discuss the new SDEP screens, and begin the solution development, 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	Completed	Completed
	Party Impact Assessment	Completed	Completed
	Service Provider Impact Assessments	June	September

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 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.

On 17 June 2025, the REC Change Panel voted to approve an update to the Proposal Plan to incorporate the Service Provider impact assessments. The updated Proposal Plan is shown above.

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.

The Code Manager intends to discuss the new SDEP screens, and begin the solution development, at the February 2025 Change Issues Group meeting.

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.

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SOLUTION

8 PROPOSED SOLUTION

The solution will be developed through the Change Issues Group. Attendees will be invited to discuss and determine the requirements for the dedicated Non-Domestic Change of Occupier SDEP screens (a separate screen will be required for both Gas and Electricity). The solution will also require reporting for Performance Assurance and will include a plan for queries raised at cut over and data retention obligations.

To help drive those discussions a starting point could be as follows:

- 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

Auto populate:

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

Escalations screens – as per the standard REC escalations – including 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.

9 RISKS, ASSUMPTIONS, ISSUES AND DEPENDENCIES

9.1 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.	Following the completion of the Definition phase and/or at MHHS M8.

		However, the SDEP Service Provider has reduced capacity to impact assess proposals until after the conclusion of the MHHS Code Freeze.	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.	Ongoing – with Authority following Code Manager referring R0155 to the Authority on 18 December 2024.
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.

10 APPENDIX

CHANGE PROPOSAL	Link
RELATED CHANGE	R0155 – Change of Occupier: Evidentiary Standards & Timescales
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

11 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.