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REC CHANGE ISSUE FORM (COPY)

1 PERSONAL DETAILS

PROPOSER NAME *(Mandatory)*	Lorna Mallon
COMPANY *(Optional)*	REC Code Manager
COMPANY TYPE *(Optional)*	Code Manager
TELEPHONE NUMBER *(Optional)*	
EMAIL ADDRESS *(Mandatory)*	Lorna.Mallon@recmanager.co.uk

2 ISSUE SUMMARY

ISSUE TITLE *(Mandatory)*	Non-Domestic Change of Occupier SDEP Screens (R0155 Solution)
WHAT IS THE ISSUE YOU ARE SEEKING TO SOLVE? *(Mandatory)*	R0155 – Change of Occupier: Evidentiary Standards and Timescales sets out the requirement to use SDEP in certain circumstances as part of the R0155 solution. However, due to the MHHS code freeze the new SDEP screens could not be developed as part of the R0155 solution and will need to be developed through a separate REC Issue/Change Proposal – as detailed in the R0155 Change Report.
WHAT IMPACT IS THIS HAVING? *(Mandatory)*	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.
WHAT DO YOU CONSIDER TO BE AN EFFECTIVE SOLUTION? *(Mandatory)*	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.

	To help drive those discussions a starting point could be as follows: • MPXN • Multi MPXN flag – ie are there more than • 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 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. The solution will also require reporting for Performance Assurance and will include a plan for queries raised at cut over and data retention obligations.
IS THERE ANY BACKGROUND INFORMATION OR CONTEXT TO THE ISSUE THAT WOULD BE USEFUL? *(Optional)*	Please see section 8.5 of the R0155 – Change Report (Final Recommendation) for further details on the use of SDEP in the Non-Domestic Change of Occupier process.
DOES THIS ISSUE RELATE TO AN EXISTING ISSUE RAISED OR AN EXISTING CHANGE PROPOSAL? IF SO, PLEASE PROVIDE DETAILS OF THE ISSUE OR CHANGE PROPOSAL.	R0155 – Change of Occupier: Evidentiary Standards and Timescales

RETAIL ENERGY CODE

3 CONSUMER IMPACTS

WHICH CONSUMER TYPES WILL BE IMPACTED BY THIS ISSUE? *(Mandatory)*	☐ All ☒ Electricity ☒ Gas ☐ Domestic Prepayment ☐ Domestic Credit ☒ Microbusiness ☒ Small and Medium Enterprise (SME) ☒ Industrial and Commercial (I&C) ☐ Other (please specify in the Additional information box below)
WHAT IMPACT WILL THIS ISSUE HAVE FOR THESE CONSUMERS? *(Mandatory)*	☒ Switching experience ☒ Billing accuracy ☒ Trust and confidence ☐ Safety ☐ Security of supply ☐ Ability to pay ☐ On site experience ☐ Other (please provide details in the Additional information box below)
ADDITIONAL INFORMATION *(Optional)*	

4 CODE IMPACTS

Does this Issue relate to or impact:

THE REC OR REC SCHEDULES? *(Optional)*	☐ Main Body ☐ Schedule 1 - Interpretations and Definitions Schedule ☐ Schedule 3 - Accession Agreement ☐ Schedule 4 - Company Governance ☐ Schedule 5 - Change Management ☐ Schedule 6 - Performance Assurance ☐ Schedule 7 - Energy Theft Reduction ☐ Schedule 8 - Unbilled Energy Code of Practice ☐ Schedule 9 - Qualification and Maintenance ☐ Schedule 10 - Charging Methodology ☐ Schedule 11 - Prepayment Arrangements

	☐ Schedule 12 - Data Access ☐ Schedule 13 - Transfer of Consumer Data ☐Schedule 14 - Metering Operations ☐ Schedule 15 - Metering Accreditation ☐ Schedule 17 - Secure Data Exchange ☐ Schedule 18 - Green Deal Arrangements ☐ Schedule 19 - Market Exit and Supplier of Last Resort ☐ Schedule 22 - Market Stabilisation Charge ☐ Schedule 23 - Registration Services ☐ Schedule 24 - Switching Data Management ☐ Schedule 25 - Central Switching Service ☐ Schedule 26 - Switching Service Management ☐ Schedule 27 - RMP Lifecycle Schedule ☐ Schedule 28 - Related Metering Points ☐ Schedule 29 - Address Management ☐ Schedule 30 - Resolution of Consumer Facing Switching and Billing Issues ☐ Schedule 31 – Prepayment Method Levelisation Reconciliation
ADDITIONAL INFORMATION *(Optional)*	Non-Domestic Change of Occupier Schedule (New Schedule proposed under R0155)

OPERATIONAL DOCUMENTS *(Optional)*	☐ Consolidated Metering Code of Practice (CoMCoP) ☐ Cross Code Steering Group Terms of Reference ☐ Performance Assurance Board Terms of Reference ☐ Performance Assurance Report Catalogue ☐ REC Change Panel Terms of Reference
ADDITIONAL INFORMATION *(Optional)*	

SERVICE SPECIFICATION *(Optional)*	☐ Central Data Service Provider Further Services Service Definition ☐ Central Switching Service Definition ☐ CSS Certificate Authority Service Definition ☐ Electricity Enquiry Service - Service Definition ☐ Electricity Retail Data Service Definition ☐ Gas Enquiry Service Definition ☐ Gas Retail Data Service Definition

	☐ Green Deal Database Service Definition ☐ Secure Data Exchange Service Definition ☐ Switching Operator Service Definition
ADDITIONAL INFORMATION *(Optional)*	

API TECHNICAL SPECIFICATION *(Optional)*	☐ EES API Technical Specification ☐ GES Meter Asset Enquiry API Technical Specification ☐ GES Supply Point Switching API Technical Specification ☐ GES Supply Point Enquiry API Technical Specification
ADDITIONAL INFORMATION *(Optional)*	

THE DATA SPECIFICATION *(Optional)*	☐ Data Access Matrix ☐ Data Item Catalogue ☐ Market Message Catalogue ☐ Standards Definition ☐ Supply Number Format
ADDITIONAL INFORMATION *(Optional)*	

CENTRAL SYSTEMS OR REC SERVICES? *(Optional)*	☐ Central Data Service Provider Further Services ☐ Central Switching Service (CSS) ☐ CSS Certificate Authority ☐ Electricity Enquiry Service ☐ Electricity Retail Data Service ☐ Electricity Theft Tip Off Service ☐ Gas Enquiry Service ☐ Gas Retail Data Service ☐ Green Deal Central Charging Database ☒ Secure Data Exchange Service ☐ Switching Operator
ADDITIONAL INFORMATION *(Optional)*	

REC PARTIES AND/OR MARKET PARTICIPANTS? *(Optional)*	☐ AMR Service Providers ☐ Data Aggregators ☐ Data Collectors ☐ DCC ☐ Distribution Network Operators ☒ Energy Suppliers ☐ EES Users ☐ Gas Transporters ☐ GDCC Users ☐ GES Users ☐ Green Deal Finance Parties ☐ Green Deal Providers ☐ Meter Asset Providers ☐ Metering Equipment Managers ☐ Shippers ☐ Third Party Intermediaries ☐ Virtual Lead Party ☐ Other (please provide details in the Additional Information box)
ADDITIONAL INFORMATION *(Optional)*	

OTHER INDUSTRY CODES? *(Optional)*	☐ Balancing & Settlement Code (BSC) ☐ Distribution Code Use of System Agreement (DCUSA) ☐ Smart Energy Code (SEC) ☐ Uniform Network Code (UNC) ☐ Independent Gas Transporter Uniform Network Code (IGT UNC)
ADDITIONAL INFORMATION *(Optional)*	

DOES THIS ISSUE IMPACT A SIGNIFICANT CODE REVIEW? *(Optional)*	Yes
ADDITIONAL INFORMATION *(Optional)*	This Issue has been raised with the assumption that it is most likely not going to be implemented until after MHHS M8.

5 ISSUE PROGRESSION

DO YOU BELIEVE THIS ISSUE PROPOSAL MEETS THE CRITERIA FOR 'URGENCY' AND SHOULD BE PROGRESSED UNDER AN URGENT TIMETABLE? **IF SO, PLEASE PROVIDE JUSTIFICATION?** *(Optional)*	No
ARE THERE ANY REQUIRED TIMESCALES FOR THE DEVELOPMENT OF THIS ISSUE? *(Option)*	No. However, the Code Manager committed in the R0155 Change Report to progress the Change Proposal 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. To do this, within the Definition phase of the Issue, and the solution analysis and development, will have needed to be completed. As also noted in the R0155 Change Report, the Code Manager intends to discuss the Issue of the new SDEP screens and begin the solution analysis and development at the February 2025 Change Issues Group meeting.
ARE THERE ANY REQUIRED TIMESCALES FOR THE IMPLEMENTATION OF THIS ISSUE? *(Option)*	No. However, the Code Manager made a commitment in the R0155 Change Report to progress the Issue to introduce the dedicated SDEP screens for Non-Domestic Change of Occupiers as quickly as possible once the Code Freeze end point is confirmed.
ARE YOU AWARE OF ANY DEPENDENCIES ASSOCIATED WITH THIS ISSUE WHICH MAY IMPACT ITS PRIORITY OR PROGRESSION TIMETABLE? *(Optional)*	1) The progression of this Issue is dependent upon Change Proposal R0155 receiving Authority Approval. 2) The impact of the MHHS Code Freeze on the timeline for the SDEP Service Provider to impact assess the proposal.

6 ATTACHMENTS

ATTACH/PROVIDE ANY SUPPORTING DOCUMENTS TO BE SUBMITTED WITH THE FORM	R0155 – Change of Occupier: Evidentiary Standards & Timescales R0155 Change Report (Final Recommendation) Market Half Hourly Settlement (MHHS) Code Freeze Impact