RETAIL ENERGY CODE

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

CHANGE PROPOSAL PLAN

R0020 – ETTOS REPORT DISSEMINATION

DOCUMENT VERSION	1.0
DATE ISSUED	03/12/2021
DOCUMENT APPROVAL STATUS	APPROVED BY REC CHANGE PANEL

RESPONSIBLE COMMITTEE	CHANGE PANEL

LEAD ANALYST
Ann Perry
EMAIL

CHANGE OVERVIEW

The Energy Theft Tip Off Service (ETTOS) Service Provider have upgraded their security for report dissemination services and will be decommissioning their onsite servers by 31 January 2022. Consequently, the ETTOS web portal will no longer be used to provide the ETTOS Service Data (tip-off reports) to ETTOS Recipients. This change will make the ETTOS web portal obsolete. Instead, encrypted emails will be used to send tip-off reports directly to ETTOS Recipients. Updates are required to the REC to reflect these changes.

KEY MILESTONES

	FROM	TO
PRELIMINARY CHANGE REPORT ISSUED	10/12/2021	10/12/2021
PRELIMINARY CHANGE REPORT APPROVAL	21/12/2021	21/12/2021
CONSULTATION ISSUED	22/12/2021	12/01/2022
FINAL CHANGE REPORT ISSUED	14/01/2022	14/01/2022
RESPONSIBLE COMMITTEE DECISION	18/01/2022	18/01/2022
PUBLISH CHANGE DECISION	19/01/2022	19/01/2022
APPEAL WINDOW CLOSURE	01/02/2022	01/02/2022

1 SCOPE

1.1 IN SCOPE

This document details the plan for the assessment and consultation for this Change Proposal.

1.2 OUT OF SCOPE

This plan for engaging with ETTOS Recipients to obtain nominated email addresses for the receipt of tip-offs is not included in this document. This will be managed as a separate activity by the Code Manager and ETTOS Service Provider.

2 PROJECT STRUCTURE AND ORGANISATION

2.1 POINTS OF CONTACT

LEAD ANALYST	Ann Perry	EMAIL	07738023015

2.2 REQUIRED ACTIVITIES

2.2.1 ANALYSIS AND SOLUTION DEVELOPMENT

No analysis or solution development activity is required as there is a fully formed solution defined.

2.2.2 IMPACT ASSESSMENT

There is no impact assessment activity required. The change is fully formed, and the solution has already been developed. The REC needs to be updated to reflect this solution.

There will be a period of consultation for stakeholders to raise any unforeseen impacts.

2.2.3 PRELIMINARY ASSESSMENT

The drafting of associated legal text updates will be completed ahead of the Preliminary Change Report publication on 10 December 2021. A short period of consultation will follow this.

2.2.4 FINAL ASSESSMENT

Following a reduced 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.

2.3 STAKEHOLDER ENGAGEMENT PLAN

2.3.1 CONSULTATION PLAN

Although a fully formed solution has been defined, the timetable allows for a short consultation period to allow any material representations to be made.

2.4 RAID

2.4.1 RISKS AND ISSUES

No.	RISK	NOTES	MITIGATION
R1	An Alternative Change Proposal may prevent the required timetable from being achieved.	It is unlikely that an Alternative Change Proposal will be submitted or accepted. However, in the event that a valid Alternative Change Proposal requires assessment, this could impact the timetable for progression.	There is a limited period where Alternative Change Proposals can be submitted, and this will be monitored following publication of the Initial Assessment Report. As this solution has already been developed and implemented by the ETTOS Service Provider, the Code Manager would need to review whether an Alternative Change Proposal had any reasonable grounds for success if accepted, or if this would need to be considered as a separate Change Proposal.

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

2.4.2 ASSUMPTIONS AND DEPENDENCIES

No.	ASSUMPTION	NOTES	HOW/WHEN TO VALIDATE
A1	The requirement to establish a nominated email address to receive tip offs, instead of logging in to the ETTOS web portal, is not complex and is achievable within the short lead time available.	It is assumed there will be changes required to manual processes used by ETTOS Recipients. ETTOS Recipients will be required to provide/confirm an email address to which encrypted emails will be sent.	This will be validated in the consultation on the Preliminary Change Report.

No.	DEPENDENCY	NOTES	STATUS
D1	The Change Panel will need to be comfortable with the timetable for progression in order to meet the required implementation date.	If the Change Proposal does not follow the required timetable, it may not be approved in time to implement the necessary changes prior to the removal/closure of the ETTOS portal.	Open

2.5 DEADLINE FOR ALTERNATIVE CHANGE PROPOSALS

SUBMISSION DEADLINE	10/12/2021