RETAIL ENERGY CODE

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CHANGE PROPOSAL PLAN

R0157 – REMOVAL OF FACSIMILE AS A CODE COMMUNICATION METHOD

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RESPONSIBLE COMMITTEE	CHANGE PANEL

CHANGE PATH	SELF GOVERNANCE

DEADLINE FOR ALTERNATIVE CHANGE PROPOSALS	09/02/2024

LEAD CHANGE ANALYST



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CHANGE OVERVIEW

The Public Switched Telephone Networks (PSTN) will be switched off in December 2025 by all telecom companies and will be replaced with an Internet Protocol (IP) digital network, resulting in fax machines becoming obsolete. Retail Energy Code (REC) communication methods referencing fax or facsimile will need to be removed and replaced with electronic mail (email) (where this is not an existing option), unless an alternative form of communication is needed, and this will also provide the REC an opportunity to standardise references to electronic mail.

KEY MILESTONES

	FROM	TO
PRELIMINARY CHANGE REPORT AND CONSULTATION ISSUED	09/02/2024	09/02/2024
CONSULTATION	09/02/2024	23/02/2024
FINAL CHANGE REPORT ISSUED	12/03/2024	12/03/2024
RESPONSIBLE COMMITTEE DECISION	19/03/2024	19/03/2024
APPEAL WINDOW CLOSURE	02/04/2024	02/04/2024

1 SCOPE

1.1 IN SCOPE

This Change Proposal seeks to make the necessary changes required to remove facsimile (hereby referred to as fax) as a method of Code Communication in the REC and to standardise the references to electronic mail as 'email'.

1.2 OUT OF SCOPE

Analysis and Solution Development are out of scope of this Change Proposal Plan as the Change Proposal has been raised with a fully formed solution.

The plan does not include a Party Impact Assessment. This decision was made following engagement with the REC Issues Group where the Code Manager sought advice on whether this Change could proceed without a Party Impact Assessment and industry agreed.

2 REQUIRED ACTIVITIES AND STAKEHOLDER ENGAGEMENT

2.1.1 CROSS CODE ENGAGEMENT

Whilst this is not formally a cross-code change, due to all other codes completing their own relevant change proposals because of the PSTN switch off, the Cross Code Steering Group (CCSG) has asked Code Managers to engage with each other throughout their change process. This is to ensure alignment of the change and implementation dates and to raise awareness of any implications that may arise.

2.1.2 SOLUTION DEVELOPMENT

This Change Proposal comes with a fully formed solution, The problem statement, and the solution had previously been discussed and clarified as part of the Cross Code Steering Group prior to the Change Proposal being raised.

The REC Issues Group have also been consulted to validate the proposed plan, including what aspects of the Change Process could be deemed out of scope for this change because of the fully formed solution, that was also presented to the group for comments.

2.1.3 PRELIMINARY CHANGE REPORT DEVELOPMENT AND CONSULTATION

As this Change Proposal has a fully formed solution, the Preliminary Change Report will be shared with industry for immediate consultation.

A shortened consultation period of 10 Working Days has been included in the plan.

2.1.4 FINAL CHANGE REPORT

Following the review and assessment of impacts from the Consultation responses, the Final Change Report will be issued on 12 March 2024 detailing the Code Manager's recommendation. A decision on the Change Proposal will be requested from the Change Panel at its meeting on 19 March 2024.

2.2 RAID

2.2.1 RISKS AND ISSUES

No risks or issues have been identified that could impact the plan.

2.2.2 ASSUMPTIONS AND DEPENDENCIES

REF.	ASSUMPTION	NOTES	HOW/WHEN TO VALIDATE
R0157.CPP.A001	Due to the fully formed solution as part of the Change Proposal, this change can proceed without an Impact Assessment.	As the fully formed solution includes replacing fax with alternative communication methods that are already in place, the Code Manager did not believe a Party Impact Assessment would be required. The Code Manager engaged with the REC Issues Group to understand if there were any concerns.	Closed – engagement with the REC Issues Group in January 2024 to confirm.

REF.	DEPENDENCY	NOTES	STATUS
R0157.CPP.D001	Cross-Code Alignment on Change Process and Implementation	Since all Codes are making a similar change, the preferred approach agreed at the Cross Code Steering group was to align individual processes and implementation. However, this is only a preferred approach, and is not essential to the success of implementation.	On going – regular engagement with the Cross Code Steering Group to take place.