RETAIL ENERGY CODE

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REC CHANGE PROPOSAL SUBMISSION FORM (COPY)

1 PERSONAL DETAILS

PROPOSER NAME *(Mandatory)*	James Hardy
COMPANY *(Optional)*	REC Code Manager
COMPANY TYPE *(Optional)*	Code Manager
TELEPHONE NUMBER *(Optional)*	
EMAIL ADDRESS *(Mandatory)*	james.hardy@recmanager.co.uk.

2 ISSUE SUMMARY

CHANGE PROPOSAL TITLE *(Mandatory)*	Review of Schedule 5 – Change Management
WHAT IS THE ISSUE YOU ARE SEEKING TO SOLVE? *(Mandatory)*	Following the implementation of R0167 and the introduction of the REC Issues process, the Code Manager has identified several inaccuracies in Schedule 5 – Change Management relating to the Issue and Change Proposal processes. This Change Proposal has been raised to correct those inaccuracies, enhance clarity for REC Parties, and simplify the associated processes. Additionally, key terms—such as the updated titles of Change Reports (e.g., *Change Report (Proposal Plan)*)—should be included in Schedule 5 and defined in Schedule 1 – Interpretations and Definitions.
WHAT IMPACT IS THIS HAVING? *(Mandatory)*	The current Change Management process outlined in Schedule 5 lacks clarity and, in some cases, provides incorrect guidance to both the Code Manager and REC Parties, creating an ambiguity risk. Additionally, certain procedural steps unnecessarily prolong the Change Process and may place a burden on specific Sub-Committees, reducing overall efficiency and effectiveness of the change process.

WHAT DO YOU CONSIDER TO BE AN EFFECTIVE SOLUTION? *(Mandatory)*	An effective solution would be to amend Schedule 5 following this review to address the following: • Further distinction between Issue and Change Proposal (and Alternatives) • Resolved Issues procedure • Clarity on how a submission will only be accepted as a Change Proposal if it includes a developed solution • The steps for the Code Manager to notify Change Panel if a submission is not accepted. • Clear distinction on meaning of each Change Report between Proposal Plan, Impact Assessment, For Consultation and Final Recommendation. • Responsible Sub Committee-s to have the ability to ratify Updates to Proposal Plans (Paragraph 10.4 – new) • Clarity on Service Provider Impact Assessment timetables • Clarity on how the Code Manager may decide to re-issue a Change Proposal for consultation, and how any changes post consultation will be documented in the Change Report (Final Recommendation)/ • Typographical and terminology corrections An effective solution would also introduce, or update, the following definitions in Schedule 1: • Alternative Issue (*new)* • Change Report • Change Report (Proposal Plan) *(new)* • Change Report (Impact Assessment) (*new)* • Change Report (For Consultation) (*new)* • Change Report (Final Recommendation) (*new)* • Category 3 Change Proposal These have all been addressed and included in the draft legal text provided with this Change Proposal submission. This solution does not seek to introduce or remove any existing Change Management processes, but rather ensure the Schedule is an accurate reflection of the current processes in place and provides enough clarity and guidance for all REC Parties and Sub-Committees.

IS THERE ANY BACKGROUND INFORMATION OR CONTEXT TO THE ISSUE THAT WOULD BE USEFUL? *(Optional)*	N/A
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.	R0167 – Change Process Improvements Following Code Manage Review

3 CONSUMER IMPACTS

WHICH CONSUMER TYPES WILL BE IMPACTED BY THIS CHANGE PROPOSAL? *(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 CHANGE PROPOSAL 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)*	

DOES THIS ISSUE CONTRIBUTE TO THE ACHIEVEMENT OF NET ZERO? *(Mandatory)*	N/A
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 ☐ Schedule 32 - Electricity Supply to Hydrogen Electrolysers ☐ Schedule 33 - Non Domestic Change of Occupier
ADDITIONAL INFORMATION *(Optional)*	

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 ☐ Smart Meter Installer Domestic Customer Survey ☐ Smart Meter Installer Microbusiness Customer Survey
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 ☒ Data Services ☒ Smart Meter Data Retrievers ☒ 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)*	Responsible Sub-Committees

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) ☐ Data Integration Platform (DIP) Rules
ADDITIONAL INFORMATION *(Optional)*	

DOES THIS ISSUE IMPACT A SIGNIFICANT CODE REVIEW? *(Optional)*	No
ADDITIONAL INFORMATION *(Optional)*	

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 CHANGE PROPOSAL? *(Option)*	N/A – Fully formed solution provided.
ARE THERE ANY REQUIRED TIMESCALES FOR THE IMPLEMENTATION OF THIS ISSUE? *(Option)*	Next available REC Release, where possible, due to impacts on REC Change Process and Responsible Sub-Committees. Targeted implementation of November 2025.
ARE YOU AWARE OF ANY DEPENDENCIES ASSOCIATED WITH THIS ISSUE WHICH MAY IMPACT ITS PRIORITY OR PROGRESSION TIMETABLE? *(Optional)*	No

6 ATTACHMENTS

ATTACH/PROVIDE ANY SUPPORTING DOCUMENTS TO BE SUBMITTED WITH THE FORM	Schedule 5 – Change Management (V3.7 Red-Lining Draft) Schedule 1 Amendments