

SPAA Change Process

Switching Significant Code Review (SCR) Guidance

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CHANGE HISTORY

Version Number	Status	Date of Issue	Reason for Change
0.1	Initial Draft	01 December 2019	First Draft
1.0	Final	22 January 2020	Final version published

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1 Introduction

Background

- 1.1 Ofgem has the authority to undertake Significant Code Reviews (SCRs) from time to time. An SCR provides a role for Ofgem to holistically review a code-based issue (for the main commercial industry codes) and speed up industry reform. For the Faster Switching Programme, there are two SCRs: the Switching SCR and the Retail Code Consolidation (RCC) SCR.
- 1.2 Ofgem published its Switching Programme Regulation and Governance consultation document that can be found [here](#). Draft Retail Energy Code (REC) v2 schedules were included as Annexes to this consultation, including several REC Schedules reflecting information currently included within the SPAA.
- 1.3 Following discussions at the SPAA Executive Committee, SPAA completed a thorough review of the Switching SCR Changes which were submitted to Ofgem following legal review. Details of this review and associated documentation can be found on the SPAA website [here](#).
- 1.4 On 29 November 2019, Ofgem launched the Retail Code Consolidation Significant Code Review. The Launch Statement can be found [here](#) and contains Policy Objectives, context and scope of the SCR.
- 1.5 To view the latest SPAA changes impacted by the SCR, click [here](#).
- 1.6 If you have any questions or would like any further information on this document, please contact the SPAA Helpdesk on 020 7432 3005 or email SPAA@electralink.co.uk.

Purpose

- 1.7 This document sets out the process for Change Management in respect of the assessment of changes and the impact on the Switching Significant Code Review (SCR). This guidance is to be used in addition to the SPAA Change Guidelines, published on the SPAA website.

Scope and Objectives

- 1.8 The process complies with all of the obligations in the SPAA relevant to Change Control and is to be used in addition to the SPAA Change Guidelines, published on the SPAA website.

Assessment of the impact of the Switching Significant Code Review

- 1.9 The Secretariat will assess all new, and existing, SPAA Change Proposals (SCPs) as set out in Part A: Generic, section of the SCP Template which is published on the SPAA website. The outcome of the assessment will be recorded in the SCP following the agreement of the Proposer.

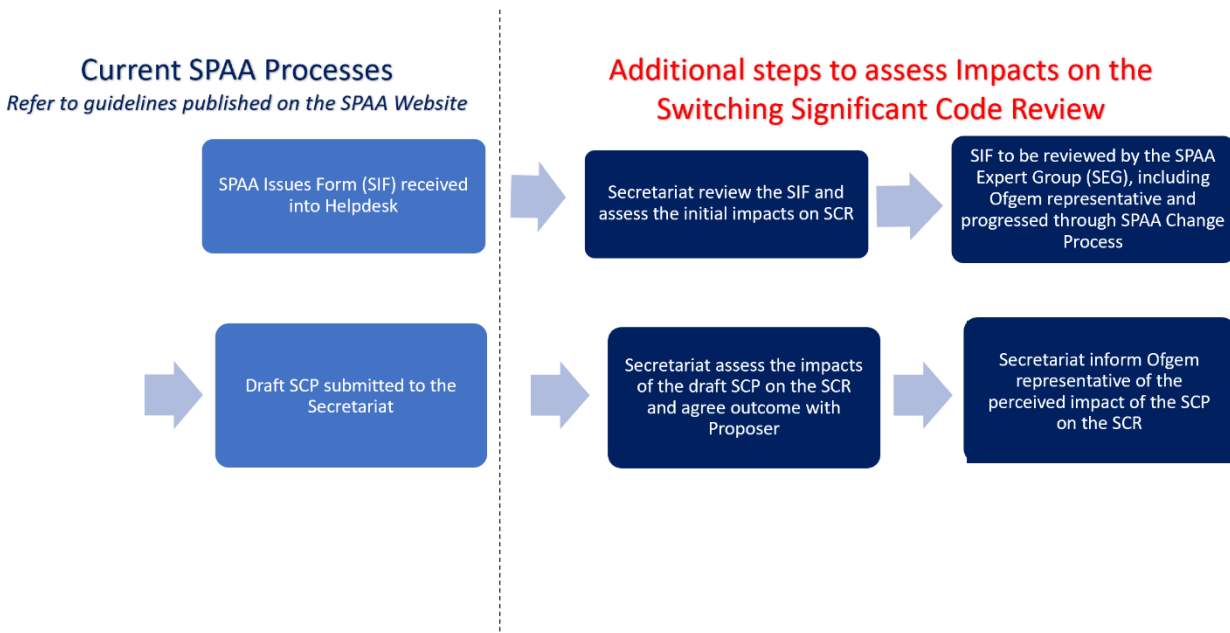
2 SPAA Change Proposal Significant Code Review Process

- 2.1 Following submission of an SCP from the Proposer, the Secretariat will assess its impacts on the SCR. In addition to the steps set out in the existing SPAA Change Guidelines document, the assessment will include the following checks:
 - Comparison of the SCP impacted schedules against the specific SCR impacted schedules listed in [Appendix 1](#);
 - SCP impacts on core Switching requirements;

- SCP creates a new schedule within the SPAA Main Body; and
- Schedules impacted by the SCP have an existing live change in progress that is already impacted by SCR.

2.2 SCPs perceived as being impacted by the SCR will be updated on the SCR Change Register and published on the SPAA website [here](#).

2.3 The image below sets out the high-level additional steps to be followed upon receipt of any new SPAA Change Proposals in conjunction with the SPAA Change Process Guidance:



2.4 Where an SCP has been identified as falling within the scope of the SCR, the SPAA Change Board shall not vote to determine whether the change will be accepted or rejected. The SCP will be progressed via Ofgem in line with the process set out in clause 9.39¹ in the Supply Point Administration Agreement published on the SPAA website.

3 Ofgem Engagement

3.1 The nominated SPAA Ofgem representative will be required to review the SCPs identified as being impacted by the SCR. This is presumed to be required at the following stages:

- SPAA Change Board (CB) Pre-meet: this is an internal Secretariat pre-meet where Ofgem will be invited to discuss any potential SCR SCPs and provide feedback, both to the Secretariat and to wider Ofgem stakeholders where required;
- Publication of the SCP on the SPAA website: the SCP will be published as per SPAA Change process and can therefore be further reviewed if necessary; and
- Attendance at the SPAA CB at voting stage.

3.2 It is expected that Ofgem would provide any comments to the Change Board and proposer at the relevant change process windows, for instance Impact Assessment and publication of the Final Change Report.

¹ Authority-Led Modifications

3.3 Further to the engagement with Ofgem and SPAA stakeholders noted above, the Secretariat will flag any SCR changes to the SPAA Executive Committee (EC) in the headline reports. Ofgem also have the opportunity to add any comments or attend this meeting.

4 Timeline

4.1 The Switching SCR and the RCC SCR are closely linked and will take place on similar timelines. Ofgem have indicated the following plan for the SCRs which is set out in calendar quarters:

	Switching SCR	RCC SCR
Q1 2020	Maintenance period.	
Q2 2020		Three-month consultation on the consequential code change drafting.
Q3 2020		Maintenance period.
Q4 2020	Ofgem submits modification proposals to relevant code panels.	Ofgem submits modification proposals to relevant code panels.
Q1 2021	- Early January: Panel recommendation to Ofgem; - Late January: Decision on modification proposals issued; and - SCR complete.	- Early January: Panel recommendation to Ofgem; - Late January: Decision on modification proposals issued; and - SCR complete
Q2 2021	RECV2 implemented with Switching Provisions brought into force later, at go live of systems.	

5 Appendices

Appendix 1: Schedules Impacted by the Significant Code Review

SPAA Schedule	Schedule Title	Schedule Summary
Schedule 8	Process for Customer requested Objections	<p>Currently included in the SPAA Transitional REC schedule changes therefore would have an impact on core Switching requirements.</p> <p>Covers the existing objection process, therefore provisions will be superseded by the new switching provisions. However, some principles will be reflected in REC Schedules e.g. Registration Services and CFSB</p>
Schedule 9	Process for the assignment of debt in relation to PPM	<p>Currently included in the SPAA Transitional REC schedule changes therefore would have an impact on core Switching requirements.</p> <p>Includes the debt assignment process which will be included in the REC CFSB Schedule</p>
Schedule 10	Procedure for Resolution of erroneous transfers	<p>Currently included in the SPAA Transitional REC schedule changes therefore would have an impact on core Switching requirements.</p> <p>Includes the process for resolving erroneous switches which will be included in the REC CFSB Schedule</p>
Schedule 11	The Procedure for Agreement of change of Supplier Reading and the resolution of disputed change of supplier readings.	<p>Currently included in the SPAA Transitional REC schedule changes therefore would have an impact on core Switching requirements.</p> <p>Includes the process for managing missing or disputed CoS reads which will be included in the REC CFSB Schedule</p>
Schedule 20	The procedure for Domestic Supplier to Supplier use of the “notification of old supplier information” flow during registration	<p>Currently included in the SPAA Transitional REC schedule changes therefore would have an impact on core Switching requirements.</p> <p>Sets out the requirements for sending the NOSI flow which will be included in the REC Registration Service Schedule</p>
Schedule 21	The Procedure for Supplier submission of and early reading (POS) or old supplier estimated reading (OSER) during supply point registration	<p>Currently included in the SPAA Transitional REC schedule changes therefore would have an impact on core Switching requirements.</p> <p>Sets out requirements relating to the provision of exception meter readings which are expected to transfer to the UNC</p>

Schedule 22	SPAA Metering Schedules	Sets out the requirements regarding RGMA data flows. This will be included in the REC Meter Data and Process Schedule together with the RGMA Baseline document which will be amended at CSS go live to reflect the new switching provisions.
Schedule 24	Publication of Operational and Escalation Contact Information	<p>Currently included in the SPAA Transitional REC schedule changes therefore would have an impact on core Switching requirements.</p> <p>Sets out the requirements for providing contact information under the SPAA which will be included in the REC CFSB Schedule</p>
Schedule 30	The Procedure For Resolution Of Duplicate Meter Points (RDM) For The Same Gas Supply	<p>Currently included in the SPAA Transitional REC schedule changes therefore would have an impact on core Switching requirements.</p> <p>Sets out the process for resolving duplicate meter points which will be included in the CFSB Schedule.</p>
Schedule 31	Procedure for the resolution of Crossed Meters	<p>Currently included in the SPAA Transitional REC schedule changes therefore would have an impact on core Switching requirements.</p> <p>Sets out the process for resolving crossed meters which will be included in the CFSB Schedule.</p>
Schedule 32	Meter Asset Manager Arrangements	Details the provisions relating to Meter Asset Managers and will transfer to the REC as part of the RCC SCR (noting that provisions may be amended to reflect the new metering governance arrangements).
Schedule 33	Theft of Gas Code Practice	Sets out the requirements regarding theft prevention, detection and investigation and is not impacted by the new switching arrangements.
Schedule 34	Theft Risk Assessment arrangements	Details provisions relating to TRAS and is not impacted by the new switching arrangements
Schedule 37	Energy Theft Tip-Off Service	Sets out the requirements in relation to the Energy Theft Tip Off Service and is not impacted by the new switching arrangements

Schedule 39	Gas Theft Incentive Scheme	Sets out the requirements in relation to the theft detection incentive scheme and is not impacted by the new switching arrangements
Schedule 40	Approved Meter Installer Arrangements	Details the provisions relating to AMIs and will transfer to the REC as part of the RCC SCR (noting that provisions may be amended to reflect the new metering governance arrangements).
Schedule 42	The Procedure for Sharing Priority Services Data	Covers transfer of Priority Services Data between Suppliers and GTs and is not impacted by the new switching arrangements.
Schedule 43	Smart and Legacy Prepayment Activities	Provides a set of consolidated prepayment provisions that will migrate to the REC dual fuel REC Prepayment Schedule and be amended at CSS go live to reflect the new switching provisions.
SPAA Product	MAMCoP	Details the operational requirements on Meter Asset Managers and will transfer to the REC as part of the RCC SCR (noting that provisions may be amended to reflect the new dual fuel metering arrangements).
SPAA Product	AMICoP	Details the operation requirements on Approved Meter Installers and will transfer to the REC as part of the RCC SCR (noting that provisions may be amended to reflect the new dual fuel metering arrangements).