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**SCHEDULE 2**

Transition Schedule

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Version: 1.1

Effective Date: 15 January 2021

|                                |           |
|--------------------------------|-----------|
| Domestic Suppliers             | Mandatory |
| Non-Domestic Suppliers         | Mandatory |
| Gas Transporters               | Mandatory |
| Distribution Network Operators | Mandatory |
| DCC                            | Mandatory |
| Metering Equipment Managers    | N/A       |
| Non-Party REC Service Users    | N/A       |

*Change History*

| Version Number | Implementation Date | Reason for Change       |
|----------------|---------------------|-------------------------|
| 1.0            | 28 February 2019    | Version for designation |
| 1.1            | 15 January 2021     | REC1.1                  |

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## 1 Introduction

- 1.1 This REC Schedule sets out transitional provisions that will apply from the date of this Code until the Steady State Commencement Date.
- 1.2 This REC Schedule includes obligations on Users in relation to the designing, building, testing and implementing of Systems relating to the Central Switching Service. It also provides for the migration of data, processes for the management of in-flight switches and processes for remedying defects that arise.

## 2 The Programme Plan and Individual Programme Plans

- 2.1 Each Switching Data Service Provider shall, in accordance with the timetable set out in the Programme Plan, produce a plan in accordance with Good Industry Practice to cover its proposed activities in designing, building, testing and implementing its Switching Data Service and Systems, which plan must be consistent with and complementary to the Programme Plan.
- 2.2 Each Switching Data Service Provider shall design, build, test and implement its Switching Data Service, and the Systems for its Switching Data Service, in accordance with the timetable set out in the Programme Plan.
- 2.3 Each Party shall, in accordance with the timetable set out in the Programme Plan, produce a plan in accordance with Good Industry Practice to cover its proposed activities in designing, building, testing and implementing its Interfacing System, which plan must be consistent with and complementary to the E2E Transition Plan.
- 2.4 Each Party shall design, build, test and implement its Interfaces in accordance with the timetable set out in the Programme Plan, and in accordance with the other requirements of the E2E Transition Plan.
- 2.5 Each such plan produced under Paragraph 2.1 or 2.3 (and any amendments to it) shall be subject to the notification or approval requirements (if any) set out in the Programme Plan. Each such plan as so notified or approved shall be, for each Switching Data Service Provider or Party, its "**Individual Programme Plan**".
- 2.6 Each Switching Data Service Provider and each Party shall comply with the Programme Plan and (subject to the E2E Transition Plan and this Code) its Individual Programme Plan.
- 2.7 In the event of any inconsistency between the Programme Plan and any Individual Programme Plan, the Programme Plan shall take priority.

## 3 Role of Programme Co-ordinator and System Integrator during Design, Build and Testing Phase

- 3.1 Each Party shall, on a timely basis, provide all such information and access, and take all such steps, as the Programme Co-ordinator may from time to time reasonably require to enable it to fulfil its roles and responsibilities as Programme Co-ordinator, as set out in and in accordance with the E2E Integration Plan and Programme Co-ordinator Requirements Document.
- 3.2 Each Switching Data Service Provider shall, on a timely basis, provide all such information and access, and take all such steps, as the SI Provider may from time to time reasonably require to

enable it to fulfil its roles and responsibilities as SI Provider, as set out in and in accordance with the E2E Integration Plan and SI Requirements Document.

- 3.3 Each Switching Data Service Provider shall, on a timely basis, provide all such information and access, and take all such steps, as the Core Systems Assurance Provider may from time to time reasonably require to enable it to fulfil its roles and responsibilities as set out in the Core Systems Assurance Requirements.
- 3.4 Each Switching Data Service Provider (other than the CSS Provider) shall promptly following a request by the Authority (and in any event by no later than the commencement of the Design, Build and Test Phase), enter into an Integration Memorandum of Understanding with the CSS Provider and the SI Provider.
- 3.5 Each Switching Data Service Provider and each Party shall, during the period starting on commencement of the Design, Build and Test Phase and ending on the Steady State Commencement Date, use the Integration Help Desk and the Testing Artefacts for all testing and issue resolution purposes.
- 3.6 With the exception of disputes between the SI Provider and the CSS Provider, disputes relating to the subject matter of this REC Schedule involving any Party and/or Switching Data Services Provider, which arise during the period starting on commencement of the Design, Build and Test Phase and ending on the Steady State Commencement Date, shall be resolved in accordance with the Dispute Resolution Procedure Document.

## 4 Testing Activity during the Design, Build and Test Phase

### General

- 4.1 The testing provided for under the E2E Testing Plan sets out phases (each a "Test Phase") which includes:
  - (a) Pre-Integration Testing;
  - (b) Systems Integration Testing;
  - (c) User Integration Testing;
  - (d) Data Migration and Transition Testing;
  - (e) Operational Testing; and
  - (f) Live Proving.
- 4.2 The SI Provider shall, in accordance with the E2E Testing Plan, produce or procure production of a plan (which plan must be consistent with and complementary to the E2E Testing Plan) for each Test Phase (other than Pre-Integration Testing) in accordance with Good Industry Practice which shall cover:
  - (a) its proposed activities and those of the Switching Data Service Providers in designing, building, testing and implementing its and their Systems insofar as relevant to that Test Phase; and

- (b) identify the requirements for Users in testing their Systems insofar as relevant to that Test Phase.
- 4.3 The plan produced under Paragraph 4.2 in respect of each Test Phase, and any amendments to that plan, shall be subject to the notification or approval requirements (if any) set out in the E2E Testing Plan. The plan as so notified or approved shall be, for each Test Phase, the "**Test Plan**".
- 4.4 Each Test Plan shall set out the matters required by the E2E Testing Plan for that Test Phase, which may include:
- (a) the Users that are required to, or eligible to, participate in the Test Phase (i.e. the Testing Participants);
  - (b) the objectives for the Test Phase (or each stage of the Test Phase) and pass/fail criteria;
  - (c) the Test Tools, Test Data and Test Environments to be made available;
  - (d) the timetable for the Test Phase including specific stages within the Test Phase;
  - (e) the entry criteria for the start of the Test Phase (and for each test stage of the Test Phase);
  - (f) the reports required to be produced by Switching Data Service Providers or Testing Participants;
  - (g) the exit criteria for completion of the Test Phase (or each stage of the Test Phase); and
  - (h) the process by which the Test Phase (or each stage of the Test Phase) will be determined to be complete.
- 4.5 Each Switching Data Service Provider and Party required by the Test Plan to participate in a Test Phase shall so participate.
- 4.6 Each Switching Data Service Provider and each Testing Participant shall comply with the Test Plan for each Test Phase.
- 4.7 To the extent that a Party is dependent upon the co-operation of a third party in order to discharge its obligations under this REC Schedule, that Party shall ensure that such third party performs such tasks as may be required.
- 4.8 Each Switching Data Service Provider and each Testing Participant shall, in relation to its participation in each Test Phase, act reasonably, fairly, co-operatively and in accordance with Good Industry Practice.
- 4.9 Each Switching Data Service Provider shall facilitate the completion (in a timely manner) of tests pursuant to each Test Phase by each Testing Participant. To the extent it is reasonably practicable to do so, each Switching Data Service Provider shall allow all Testing Participants to undertake tests pursuant to that Test Phase concurrently; or shall (otherwise) determine, in a non-discriminatory manner, a reasonable order in which the Testing Participants will be allowed to undertake such tests.
- 4.10 Each Party shall, at the request of the Authority or the SI Provider, provide to one or more of the Switching Data Service Providers, such Test Data as is reasonably required to facilitate testing pursuant to a Test Phase.

- 4.11 Each Switching Data Service Provider required to do so under the relevant Test Plan shall produce the test reports required to demonstrate its successful completion of the Test Phase (or a stage of the Test Phase), and shall submit those reports to the SI Provider and Core Systems Assurance Provider.
- 4.12 Each Testing Participant required to do so under the relevant Test Plan shall produce the test reports required to demonstrate its successful completion of the Test Phase (or a stage of the Test Phase), and shall submit those reports to the Programme Co-ordinator and the Core Systems Assurance Provider or Licenced Party Assurance Provider as appropriate.

### **Pre-Integration Testing**

- 4.13 "**Pre-Integration Testing**" is further described in the E2E Testing Plan, and involves the separate testing in isolation of each Switching Data Service Provider's Switching Data Service and Systems by that Switching Data Service Provider, and of each Testing Participant's Interfacing System by that Testing Participant.
- 4.14 Each Switching Data Service Provider and Testing Participant shall, in accordance with the timetable set out in the E2E Testing Plan, produce its own plan in accordance with Good Industry Practice to cover its proposed activities in designing, building, testing and implementing its Switching Data Service and Systems insofar as relevant to Pre-Integration Testing, which plan must be consistent with and complementary to the E2E Testing Plan.
- 4.15 Each Switching Data Service Provider and Testing Participant shall (subject to this Code) comply with its own testing plan produced under Paragraph 4.14.

### **Systems Integration Testing**

- 4.16 "**Systems Integration Testing**" is further described in the E2E Testing Plan, and:
- (a) involves the testing of the CSS Provider's System together with the Systems of the other Switching Data Service Providers; and
  - (b) includes testing of each component of the CSS Provider's System together, and (subsequently) with the Systems used to provide the other Switching Data Services, to ensure (in each case) that they are integrated and can interoperate to allow delivery of the Central Switching Service and other relevant requirements of the E2E Design Products.
- 4.17 Each Switching Data Service Provider shall provide all such information and access and co-operate with the SI Provider during Systems Integration Testing, and act in accordance with the reasonable instructions of the SI Provider in respect of Systems Integration Testing.
- 4.18 The SI Provider shall provide assistance to the Switching Data Service Providers in performance of their assigned test preparation, test execution and defect resolution activities (as further described in the Test Plan for Systems Integration Testing), ensuring that they have the requisite information to undertake those activities.

### **User Integration Testing**

- 4.19 "**User Integration Testing**" is further described in the E2E Testing Plan, and:
- (a) involves the testing of each Testing Participant's Interfacing Systems in conjunction with the Systems of the Switching Data Service Providers;

- (b) includes Testing Participants undertaking User Entry Process Testing and End-to-End Testing; and
  - (c) includes provision of Test Tools and Test Environments by the Switching Data Service Providers to facilitate testing by each Testing Participant of its Interfacing Systems.
- 4.20 Each Testing Participant shall ensure that it participates in and completes User Entry Process Testing before it uses its Interfacing Systems to connect to the CSS.
- 4.21 A Testing Participant shall only be eligible to participate in End-to-End Testing once it has completed User Entry Process Testing.
- 4.22 Each Large Supplier shall ensure that it is, and that its Interfacing System is, ready to commence the User Entry Process Testing as soon as the User Entry Process Testing is made available. However, a Large Supplier may apply to the Authority for a derogation from this Paragraph 4.22, and the Authority may grant a Large Supplier a derogation from this Paragraph 4.22, subject to such conditions as the Authority may impose. The Authority may retract any such derogation, or amend or add to the conditions applicable to any such derogation, on notice to the relevant Large Supplier.
- 4.23 Each Large Supplier is obliged to participate in End-to-End Testing, but participation in End-to-End Testing during User Integration Testing shall be optional for all other Parties.
- 4.24 Each Energy Supplier which participates in either or both of User Entry Process Testing and/or End-to-End Testing shall ensure that such testing includes testing in respect of the Systems of the Shippers, Supplier Agents and (to the extent reasonably practicable) Meter Asset Providers for the Meter Points for which that Energy Supplier is the Registered Supplier at the relevant time. This shall include ensuring that such persons are ready to interface with the Central Switching Service, and that the interfaces used by these persons have been subjected to appropriate testing.

### Other

- 4.25 "**Data Migration and Transition Testing**" is further described in the E2E Testing Plan, and involves verification of the approach to data migration and the planned transition into live operation. The SI Provider shall lead Data Migration and Transition Testing, and will involve the Switching Data Service Providers.
- 4.26 "**Operational Testing**" is further described in the E2E Testing Plan, and involves verification of whether the Systems of the Switching Data Service Providers can be operated in live configuration.
- 4.27 "**Live Proving**" is further described in the E2E Testing Plan, and includes:
- (a) verification of whether the Systems of the Switching Data Service Providers are fit for purpose;
  - (b) production acceptance checks on System configuration and function and data population;
  - (c) pre-go-live stability testing by conducting a full regression test;
  - (d) verification of the Central Switching Service's ability to function in the event of disaster recovery; and



- (e) a live-rehearsal stage organised by the SI Provider at the direction of the Authority, with the participation of Switching Data Service Providers and Parties.

## 5 Data Migration

- 5.1 Each Switching Data Service Provider and any Party which is identified as a data master in the Data Model shall comply with the E2E Data Migration Plan and the CSS Data Migration Plan. The following paragraphs are without prejudice to the general obligation to comply with the E2E Data Migration Plan and the CSS Data Migration Plan.
- 5.2 Each Switching Data Service Provider (other than the CSS Provider) shall provide data for data migration purposes in accordance with the timetables set out in the E2E Data Migration Plan and CSS Data Migration Plan and in accordance with the other requirements of the E2E Data Migration Plan and the CSS Data Migration Plan.
- 5.3 Each Switching Data Service Provider shall undertake the migration and synchronisation of data in accordance with the timetables set out in the E2E Data Migration Plan and in accordance with the other requirements of the E2E Data Migration Plan, and shall comply with the requirements of each of the Data Model and the CSS Data Migration Plan.
- 5.4 Each Switching Data Service Provider, and each Party to the extent it is required to do so pursuant to the Database Remedy Document and the Design Products, shall provide data to the CSS Provider in the timetable required by and otherwise in accordance with the requirements of Database Remedy Document and the Design Products, so as to enable the CSS Provider to develop the Retail Energy Location Data.

## 6 Management of In- Flight Switches

- 6.1 Each Energy Supplier shall create design, execute and test business processes for retaining and queuing In-Flight Switches in accordance with the timetable in and which meet the requirements of the E2E Transition Plan: In-Flight Switches Approach.
- 6.2 Each Gas Retail Data Agent shall create design, execute and test business processes for retaining and queuing In-Flight Switches in accordance with the timetable in and which meet the requirements of the E2E Transition Plan: In-Flight Switches Approach.
- 6.3 Each Electricity Retail Data Agent shall create design, execute and test business processes for retaining and queuing In-Flight Switches in accordance with the timetable in and which meet the requirements of the E2E Transition Plan: In-Flight Switches Approach.

## 7 Defect Management

- 7.1 The SI Provider shall, by no later than such date as the Authority may direct, develop a Defect Management Plan.
- 7.2 The process for reporting and managing defects arising during the period beginning on commencement of the Design, Build and Test Phase and ending on the Steady State Commencement Date shall be dealt with in accordance with the relevant Defect Management Plan.
- 7.3 Each Switching Data Service Provider, each Supplier Agent and each Party shall comply with the Defect Management Plan.

- 7.4 Each Switching Data Service Provider shall ensure that any defects it identifies during Pre-Integration Testing shall be resolved in accordance with the Defect Management Plan.

## 8 Post Go-Live Date Requirements

- 8.1 During the Post Implementation Period, each Switching Data Service Provider, each Party, each Supplier Agent, each Meter Asset Provider and each Shipper shall comply with the requirements of the E2E Post Implementation Plan.
- 8.2 Each Switching Data Service Provider, each Party, each Supplier Agent, each Meter Asset Provider and each Shipper shall (to the extent required by the E2E Post Implementation Plan), in accordance with the timetable set by the E2E Post Implementation Plan, produce a plan in accordance with Good Industry Practice which shall detail how it will, during the Post Implementation Period, provide early life support and care to its System and ensure its effective interaction with the Systems of all other Switching Data Service Providers, Parties, Supplier Agents, Meter Asset Providers and Shippers with which its System must interact, which plan must be consistent with and complementary to the E2E Post Implementation Plan.
- 8.3 Each Switching Data Service Provider shall make the plan produced pursuant to Paragraph 8.2 (to the extent required by the E2E Post Implementation Plan) available to the CSS System Integrator on request.
- 8.4 Each Party, each Supplier Agent, each Meter Asset Provider and each Shipper shall make the plan produced pursuant to Paragraph 8.2 (to the extent required by the E2E Post Implementation Plan) available to the Programme Co-ordinator on request.
- 8.5 Without prejudice to its general obligation to comply with the E2E Post Implementation Plan, during the Post Implementation Period, each Switching Data Service Provider, each Party, each Supplier Agent, each Meter Asset Provider and each Shipper shall, to the extent required to comply with its obligations under this Code:
- (a) maintain adequate personnel to provide early life support and care to its System, and shall take all steps necessary to transfer knowledge relating to its obligations under this Code to personnel to be involved in the management and operation of its System after the Steady State Commencement Date; and
  - (b) maintain all assets and facilities (including but not limited to Test Environments, Test Data, and Test Tools) used by it for the purposes of the Switching Programme during the Design, Build and Test Phase in place.
- 8.6 Without prejudice to its general obligation to comply with the E2E Post Implementation Plan, during the Post Implementation Period, each Switching Data Service Provider, each Party, each Supplier Agent, each Meter Asset Provider and each Shipper shall participate in, and comply with, the Programme Management and Reporting Framework to the extent the same applies during the Post Implementation Period.
- 8.7 Each Switching Data Service Provider shall:
- (a) co-operate with and act in accordance with instructions received from the CSS System Integrator; and

- (b) provide status and progress reports to the SI Provider in respect of activities undertaken by it during the Post Implementation Period in the form and in accordance with the timetable required by the E2E Post Implementation Plan.

8.8 Each Party, Supplier Agent, Meter Asset Provider and Shipper shall:

- (a) co-operate with the Programme Co-ordinator;
- (b) co-operate with the Licenced Party Assurance Provider; and
- (c) provide status and progress reports to the Programme Co-ordinator and the Licenced Party Assurance Provider in respect of activities undertaken by it during the Post Implementation Period in the form and in accordance with the timetable required by the E2E Post Implementation Plan.

8.9 Each Switching Data Service Provider, each Party, each Supplier Agent, each Meter Asset Provider and each Shipper shall implement in accordance with Good Industry Practice, arrangements for knowledge capture during the Design, Build and Test Phase of the Switching Programme and continue to implement such arrangements throughout the Post Implementation Period.

## 9 Use of the Central Switching Service

Notwithstanding any other provision in this Code, there is no obligation on the CSS Provider to provide, or right for Users to use, the Central Switching Service prior to the CSS Go-Live Date.

## 10 Energy Theft Consolidation

### Designation for Energy Theft Consolidation

10.1 Energy Theft Consolidation shall occur with effect from the time and date designated by the Authority.

### Supply Point Administration Agreement (SPAA)

10.2 With effect from Energy Theft Consolidation, a number of processes and procedures that were previously governed by the SPAA shall become subject to this Code, as set out in the Energy Theft Reduction Schedule. In respect of those processes and procedures:

- (a) the rights and obligations of each Gas Supplier and Gas Transporter in connection with those processes and procedures shall cease to be subject to the SPAA (as described in the SPAA), and shall instead be treated as rights and obligations under and subject to this Code;
- (b) the rights and obligations of SPAA Ltd (or the SPAA EC or the SPAA secretariat) in respect of those processes and procedures and the period prior to Energy Theft Consolidation shall (with effect from Energy Theft Consolidation) be treated as the rights and obligations of RECCo (or the REC Board or the Code Manager, respectively);
- (c) anything done or not done in respect of those processes and procedures and the period prior to Energy Theft Consolidation shall (with effect from Energy Theft Consolidation) be treated as having been done or not done under this Code, and processes that were started but not finished under the SPAA shall continue under this Code (including to the extent

this includes time periods that look back over the period prior to Energy Theft Consolidation); and

- (d) without limiting the generality of paragraph (c) above, the contact details provided by each Gas Supplier and Gas Transporter for use by the ETTOS Service Provider under the SPAA shall be treated as having been provided for use by the ETTOS Service Provider under the Energy Theft Reduction Schedule.

10.3 RECCo shall provide all reasonable co-operation and assistance requested by SPAA Ltd concerning the transition of the processes and procedures that are subject to Paragraph 10.2 from the SPAA to this Code.

#### **Distribution Connection and Use of System Agreement (DCUSA)**

10.4 With effect from Energy Theft Consolidation, a number of processes and procedures that were previously governed by the DCUSA shall become subject to this Code, as set out in the Energy Theft Reduction Schedule. In respect of those processes and procedures:

- (a) the rights and obligations of each Electricity Supplier and DNO in connection with those processes and procedures shall cease to be subject to the DCUSA (as described in the DCUSA), and shall instead be treated as rights and obligations under and subject to this Code;
- (b) the rights and obligations of DCUSA Ltd (or the DCUSA panel or the DCUSA secretariat) in respect of those processes and procedures and the period prior to Energy Theft Consolidation shall (with effect from Energy Theft Consolidation) be treated as the rights and obligations of RECCo (or the REC Board or the Code Manager, respectively);
- (c) anything done or not done in respect of those processes and procedures and the period prior to Energy Theft Consolidation shall (with effect from Energy Theft Consolidation) be treated as having been done or not done under this Code, and processes that were started but not finished under the DCUSA shall continue under this Code (including to the extent this includes time periods that look back over the period prior to Energy Theft Consolidation); and
- (d) without limiting the generality of paragraph (c) above, the contact details provided by each Electricity Supplier and DNO for use by the ETTOS Service Provider under the DCUSA shall be treated as having been provided for use by the ETTOS Service Provider under the Energy Theft Reduction Schedule.

10.5 RECCo shall provide all reasonable co-operation and assistance requested by DCUSA Ltd concerning the transition of the processes and procedures that are subject to Paragraph 10.4 from the DCUSA to this Code.