

Meeting notes & actions.

Discussion points.

Review of Outstanding Actions

- Refer to slide 4 of the slide pack.
- The Chair noted that only one action (C1-030) remains outstanding from previous CJF meetings – for discussion during today's session.

Topics Completed and anything outstanding

- Slide 6. An overview was provided of the CJF Work Plan, which is now complete.
- All topics areas (and associated risks) have been discussed.

Final Review of Risk Register

- The Chair walked through the latest version of the Risk Register
- Only one risk remains outstanding (linked to the outstanding action) – Risk 025.
- The Chair advised that based upon the previous information captured, it has not been possible to fully progress the risk.
- Keith Foster (DCC) provided an update on the general engagement/activity that is ongoing between the Switching Programmes and SECAS in relation to any smart metering related issues.
- It was noted that the Forum can therefore be confident that this risk, if relevant, will have already been picked up this late in the programme
- It was subsequently agreed that this risk should be closed.
- Norma Wood asked how we can ensure that the contents of the Risk Register and the work done to date by the CJF, will not be lost and be further progressed as required. The Chair advised that this would be included within the PCW/Supplier Forum 'next step' activities being progressed with the RECCo Code Manager.
- **Action:** *The Chair to circulate a revised, final version of the Risk Register.*

PCW/Supplier Forum update

- An update was provided as detailed within slides 15 & 16.
- Norma Wood noted that it would be helpful for any future work/activity to be appropriately badged such that reference was clearly made to the consumer.
- **Action:** *The Chair agreed to flag and progress this within the 'next steps' activity.*

AOB

- Retail Energy Location
- Keith Foster noted that the programme will be holding a REL Seminar in March (possibly w/c 21 March) and that it would be helpful for parties to provide any additional scenarios or use cases for consideration.
- The Chair noted that information regarding the seminar was being presented at the Data Working Group today and talked through the content of the slide being presented, which included a draft agenda.
- It was noted that the DWG is inviting programme parties to comment on the proposed agenda.
- A Forum member flagged that w/c 21 March feels like quite a long way off, given that Suppliers are progressing their readiness activities now (build & test etc) and asked whether it would be possible to do this sooner.
- **Action:** *Norma Wood agreed to take this as an action and raise these concerns with the programme.*
- CJF Closure
- Norma Wood and The Chair thanked everyone for their positive engagement with the CJF over the past two years.