

Email: smartmetering@ofgem.gov.uk

Date: 10 March 2010

Dear Stakeholders,

**Smart Metering Implementation Programme – Implementation Strategy
Workshop 15 March 2010**

We have attached a summary of information that we plan to use as the basis for our Smart Meter Implementation Strategy Workshop.

The following information is included: -

- information about the context of the implementation strategy for the smart metering implementation programme, and
- information about workshop structure.

Invitations were issued for this event which is now fully subscribed. We ask that workshop participants consider this material and familiarise themselves with the key deliverables required from the smart metering implementation programme set out in DECC's impact assessments, before the workshop¹.

We would also welcome views from other stakeholders, who are invited to submit written comments to us at smartmetering@ofgem.gov.uk ahead of the workshop.

Yours sincerely

BRIDGET MORGAN
Head of Smart Metering Delivery

¹ To be found at http://www.decc.gov.uk/en/content/cms/consultations/smart_metering/smart_metering

- **Implementation Strategy**

The implementation strategy is intended as a subset of the overall plan for the smart metering implementation programme (the “Programme”). The implementation strategy will focus on activities that the Programme needs to deliver, to facilitate and guide delivery of each element of the smart metering solution by industry participants in a manner that best enables the delivery of the forecast benefits. It is recognised that the deliverables from the Programme during the detailed design phase include implementation of framework arrangements for the smart metering solution and its interfaces with the existing industry rules and business processes.

One expected end point for the Programme implementation strategy is the point at which all arrangements that are needed for full commencement of the smart metering delivery phase are in place (Go-Live). We also note that there will need to be a period of overlap between the Programme implementation strategy timelines and the timelines of individual participants’ plans for delivery of the smart metering solution. Therefore we consider that it is important to consider the Programme implementation strategy as part of the overall Programme plan.

- **Workshop Structure**

We plan to use this workshop as an initial brainstorming session to inform the definition of Programme plan activities and to enable us to develop a Programme implementation strategy. In light of our proposed approach, we are not intending to present detailed information ahead of or at this workshop.

During the day, time will be allowed for full workshop plenary sessions but also smaller breakout group sessions. There will be three breakout sessions. Each workshop participant will be allocated in advance to a specific breakout group. Our aim is to ensure that a range of interests are represented in each breakout group.

Each breakout group will be asked to consider activities needed to deliver the Programme from a specific, scenario based viewpoint. The key difference between these scenarios is the start point for the smart meter roll out. The three scenarios are:

1. Smart meter roll out does not start until all other smart metering solution elements are in place (Go-Live Start)
2. Smart meter roll out starts when roles and responsibilities (framework) are defined, but not all smart metering solution elements are in place (Go-Active Start)
3. Smart meter roll out start date ahead of full smart metering solution definition is facilitated by interim measures (Early Start)

The focus for the morning session will be to identify activities that are within the overall Programme plan or closely dependent on it and consider options for delivery of these activities including potential roles and responsibilities for taking tasks forward. During this session, each breakout group will be asked to consider activities within the scoping phase, as well as those during subsequent phases of the Programme.

We would like to use the remainder of the workshop to explore the timetable dependencies between the main elements of the smart metering solution. The focus for the afternoon session will be to analyse the activities identified during the morning session and assemble them into an outline timeline. Each breakout group will be asked to identify:

- a. Key deliverables and dependencies;
- b. Interdependencies between activities;
- c. Critical path activities and the reasons for classifying activities as critical path;
- d. Key decision points and any associated dependencies within plans for delivery of activities required by the Programme, and
- e. Key risks.