

Terms of Reference DCC Scope & Services Sub Group (Sub Group 1)

Purpose

- The purpose of the DCC Scope & Services Sub-Group (SSSG) is to assist the DCG in providing advice to the Programme team on options for the scope of DCC's activities and the functional and service requirements of DCC's Wide Area Network (WAN).
- The objectives of the sub group are as follows:
 - to undertake specific tasks allocated by the DCG Expert Group with respect to the delivery of detailed analysis on issues relating to the establishment of the DCC,
 - actively contribute to fleshing out the options for DCC's scope of activities as set out in the Prospectus and the collection of evidence to support the evaluation of those options
 - actively contribute to the definition of requirements for DCC's WAN communications services and the collection of evidence to support the evaluation of optional requirements
- The SSSG will operate in an advisory capacity to the DCG Expert group and holds no decision-making powers.

Background

- The programme team outlined proposals as part of the Prospectus published on 27 July 2010. We have identified a number of specific areas where stakeholder input will be required.
- As part of our broader engagement strategy, the programme is setting up two expert groups to draw upon the experience of industry participants and other stakeholders: the Data and Communications (DCG) and the Smart Metering Design Group (SMDG).
- The expert groups will have the discretion to establish sub-groups to undertake specific tasks. The SSSG is one of three subgroups under the auspices of the DCG.

Review Point

- The Terms of Reference and membership of the SSSG may be reviewed at any time by the DCG Expert group and the chair of the SSSG to ensure that they remain appropriate for the requirements of the programme.

Rules of Participation

- Participants should endeavour to provide resources to assist in the development of the outputs.
- Any discussion in meetings and views expressed or implied in such discussion or associated documents are without prejudice to and shall not limit the discretion of the programme team with regard to the government decisions. Equally, views expressed by participants during meetings will not be treated as the formal position of the

organisation they are representing, and will in no way prejudice consultation responses.

Community of data and communications experts

- A community of data and communications companies providing services and expertise may be invited by the programme to express an interest in being available to receive and respond to information requests to assist the DCC in completing its deliverables.

Scope of Work and Deliverables

- The outputs from the subgroup will fall into two areas: analyses of the scope of data services that DCC will be obliged to provide and of the service and functional requirements of DCC's WAN communications network. Based on information to be gathered and analysis conducted by the subgroup the following outputs in the form of papers will be the key deliverables of the SSSG.

Scope of DCC activities

- Analysis to confirm and flesh out the "initial DCC scope" as proposed in the Prospectus – examining the implications of this scope on existing industry processes and systems
- Definition of options for extending the DCC scope to cover the activities identified in the Prospectus as being "enabled by DCC over time" (principally meter registration) and assessment of the costs, benefits, risks and other factors associated with such options
- Consideration of additional activities that might be included within the scope of DCC's activities (e.g. data aggregation).

WAN service and functional requirements

- Definition of scenarios representing the range of options that might be adopted with regards to the service and functional requirements of the WAN (i.e. performance, data volumes, commercial parameters), and the timetable for their provision
- Presentation of evidence to support the assessment of the scenarios and delivery options, including costs, benefits, risks and timing implications.

Resources and roles of the SSSG members

The Chair will a member of the Smart Metering Implementation Programme and will be responsible for:

- Confirmation of each meeting agenda with the secretariat,
- Facilitation of meetings so that they run to agenda,
- Confirmation of working assumptions,

- Agreement of responsibility for actions and resolution of issues,
- Ensuring the register of issues, constraints, dependencies, risks and assumptions is complete and up to date,
- Managing the update and discharge of the actions record,
- Acting as the interface to the DCG presenting the results of the group's work and escalating issues for discussion (the chair may delegate this activity to a member of the sub group if necessary),

The Technical Secretary will be responsible for:

- Producing draft agendas,
- Identifying and agreeing agenda items with Chair/Members,
- Capture of actions at meetings,
- Agreement of ownership of issues/actions with Chair,
- Production, circulation and agreement of final (brief) minutes,
- Scheduling of meetings/ attendance,
- Distribution of agendas and any papers,
- Maintaining Action and Issue Registers and follow up as appropriate,
- Maintaining Assumptions Register; and
- Updating websites

Group members will be responsible for:

- Undertaking analysis and evaluations; and
- Producing deliverables in the form of papers.

Meetings

- Meetings will be held at Ofgem's offices at Millbank where possible. To the extent feasible, meetings will be organised such that Scope issues are covered in the morning and Services issues in the afternoon.
- The subgroup chair will have the discretion to invite interested parties to attend any meeting to maximise participation in the expert group process.

- Membership of the SSSG group is at the discretion of the subgroup chair in agreement with the DCG Expert Group.
- Each organisation will be limited to one Member whose membership must be endorsed by a senior manager in the organisation. This member may also have a designated 'alternate'.
- SSSG members may cease to be a member of the expert group if they:
 - fail to contribute actively to the group's work programme; or
 - are otherwise notified by the DCG through the Chair.

Transparency

- The schedule of meeting dates and times, agendas, minutes and papers for the meetings will be published on the Ofgem website.

Timetable and frequency of meetings

Meetings will be scheduled on a weekly basis through September 2010 with further meetings during October and November. This timetable will be reviewed by the Chair as appropriate.

Members

- Ofgem (Chair)
- Big 6 suppliers (6)
- Small suppliers (2) – Utilita and First Utility
- ENA (1)
- Association of Independent Gas Transporters (1)
- Association of Meter Operators (1)
- ICOSS (1)
- Ofcom (1) (Comms services only)
- ERA (1) – ERA to act as focal point for passing information to/from other small suppliers
- Elexon
- Electralink
- Xoserve
- Gemserv