

Terms of Reference Interim Interoperability Sub Group (Sub Group 2)

Purpose

- The purpose of the Interim Interoperability Sub-Group (IISG) is to assist the DCG in providing advice to the Programme team on the options for commercial and technical arrangements to facilitate the proposed staged implementation approach of the programme, including any necessary interoperability arrangements.
- The objective of the sub group is to define options in response to the following questions:
 - Are there any measures that should be put in place to support the staged approach to implementation set out in the “Implementation Strategy” supporting document?
 - Do any measures need to be put in place to facilitate the transition to provision of services by DCC, for example requiring DCC to take on communications contracts meeting certain pre-defined criteria?

that will ensure that the consumer interests are protected, including through facilitating competition.

- The IISG 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 IISG is one of three subgroups under the auspices of the DCG.

Review Point

- The Terms of Reference and membership of the IISG may be reviewed at any time by the DCG Expert group 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 experts 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 DCG in completing its deliverables.

Scope of Work and Deliverables

- The outputs from the subgroup will cover: the interim interoperability arrangements to be put in place:
 1. the interim interoperability arrangements to be put in place following the availability of the technical specification until DCC Go-live
 2. any necessary measures necessary to facilitate transition to DCC following DCC Go-live
- 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 IISG.

Options for interim interoperability arrangements, which will include consideration of the following:

- The maintenance of commercial interoperability and the Change of Supplier process during the pre-DCC Go-live phase. This would, for example, deal with the following questions:
 1. Would a new supplier be able to communicate with a smart meter installed by a previous supplier? How would this occur?
 2. How will a new supplier, and the relevant customer, be able to access the full range of functionality supported by the smart meter installed by a previous supplier?
 3. How will a new supplier be able to support a display device and the relevant customer be able to access the device?
- Which arrangements for managing the privacy and security of the consumer's data and control of the smart meter functionality should be developed?
- Are there any other measures which need to be put in place to facilitate rollout and interim interoperability?
- The options for interim interoperability arrangements should be assessed against a comprehensive criteria including consumer interests, practicality, timescales and cost.

Options for measures necessary to facilitate transition to DCC following DCC Go-live. This should include consideration of the following:

- To what extent, and for what reasons, may interim arrangements have to endure beyond the Go-Live date?

Resources and roles of the IISG members

The Chair 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 register of issues and assumptions are complete and up to date,
- Managing the update and discharge of the actions record,
- Acting as the interface to the DCG (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

Group members will be responsible for:

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

Meetings

- Meetings will be held at Ofgem's offices at Millbank where possible or at another location in London.

Membership

- Membership to the IISG will be approved by the DCG. The IISG will have three work areas that will consist of different participants for the different deliverables.
- Each organisation will be limited to one Member whose membership must be endorsed by a senior manager in the organisation. This member must also have a designated 'alternate'.
- Members will be as follows:
 1. Suppliers (Big Six and small suppliers)
 2. ERA
 3. AMO
 4. ICOSS

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 initially be scheduled on a weekly basis from September 2010 to early October 2011. This will be reviewed by the group leader as appropriate.