

## Smart Meter Design Group (SMDG) – Meeting Note

Note of discussion and actions from SMDG Meeting No. 1	From	Paul Newman (Technical secretariat)
	Date and time of Meeting	9 September 2010 10:00-16:00
	Location	Ofgem

### 1. Present

1.1. Ofgem / DECC – Adrian Rudd, David Fletcher, Peter Morgan, Shaun Scullion, Dora Guzeleva, Paul Newman, Robert Thornes

1.2. SMDG members:

AMO	Tom Chevalier
BEAMA	Howard Porter
British Gas	Andy Pearson
EDF Energy	Ashley Pocock
ENA	Alan Claxton
ENA	Andrew Howard
Engage-consulting (ERA)	Jason Brogden
Eon-UK	Steve James
ESTA	Alan Jones
First Utility	Andrew Buxton
Gemserv	Anthony Campion
Good energy	Chris Welby
ICoSS	Steve Mulinganie
Intellect UK	Robert McNamara
Ofcom	Richard Moore
RWE Npower	Chris Harris
SBGI	Gary Cottrell
Scottish Power	Grahame Weir
SSE	Paul Clark
Utilita	Bill Bullen

### 2. Apologies

2.1. SMDG members:

Consumer Focus	Zoe Mcleod
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### 3. Introductions

3.1. Round table introduction of each SMDG member.

### 4. Background

4.1. This process will be transparent and open.

4.2. The initial work of SMDG will be in parallel to Prospectus consultation. Contribution to the work does not alter the approach the programme will take to the responses received from individuals to the formal consultation process.

- 4.3. SMDG will be looking at analysis of options and further evidence gathering. Groups will be involved in making recommendations that will be passed to the programme for consideration, along with all other consultation submissions to facilitate future decisions.
- 4.4. Other reviews that are being taken forward at the moment will be fed into the process at the Project Review Board (PRB) to make sure that we are joined up. DECC will also make sure that all government departments are joined up.
- 4.5. Noted that the Programme must make sure that other policy areas such as the "green deal", are incorporated at a strategic level so that the goals of the group don't move. Whilst the Programme will be monitoring this it is also recommended that members bring up any issues whether they are UK market based or in Europe that may influence the group.
- 4.6. Security is a significant cross cutting area. It is very important that this group takes this forward as part of the design rather than a bolt it on later in the process.
- 4.7. There was a short discussion covering data privacy and access to data. As set out in the Prospectus consumers will decide on access to data beyond that required to fulfil regulatory duties. The extent of that data and the approach to gain access, such as permissions and charges, will be considered by the Programme in liaison with stakeholders.
- 4.8. The Programme is looking at the possibility of setting up a separate security group. A final decision is pending whilst Deloitte (Programmes newly engaged consultants) consider the approach. This should include the findings from work done in Brussels (Smart Grids Task Force) which will be circulated by BEAMA.
- 4.9. There was consensus that a group should be set up to look at this issue. Thoughts on security were discussed and logged ready for further analysis in the sub groups.
- 4.10. DECC has asked ENA to work on cyber security regarding smart grids. ENA will look to keep the SMDG in the loop on their findings.
- 4.11. It was suggested that the project needs a Design Authority to provide on-going governance and future proofing. This can be discussed by SMDG and its subgroups as to whether a special group is needed or if other groups such as the Implementation Coordination Group will incorporate this into its work.

## **5. Ways of working**

- 5.1. Issues were raised about stakeholders in expert groups being conflicted if they then decide to bid for certain smart metering contracts. It was agreed that everyone to some extent has commercial or other vested interests. This is a feature of all industry working groups. Ofgem and the group will work to make sure there is not any influence exerted on the groups and that all discussions are open, with details publically available on the website.
- 5.2. It was suggested it would be useful to have ground rules for sub group members. This will help everyone make sure that members are satisfied with the attendance criteria. The ToR for the sub groups will go some way to fulfilling this.

## **6. Terms of Reference**

- 6.1. Circulated on 18<sup>th</sup> August for comment.

- 6.2. Ofgem will be looking to get minutes / material circulated to all attendees within 2 working days. It is difficult to provide assurance this will always be met due to other work commitments however this is the objective.
- 6.3. The group considered the points that were submitted before the meeting. Where agreed they will be incorporated in the next draft. It was also agreed to reflect relevant changes agreed for DCG ToR in the SMDG version.
- 6.4. It is difficult to cover all key activities at this point in the ToR. More will be added at a later date. It was agreed that this should be covered as an agenda item at each meeting.
- 6.5. It was agreed that contact details of the group can be published on the website to aide transparency.
- 6.6. The group confirmed that it will be looking at specifying a minimum specification and this should not inhibit innovation. It was acknowledged that we must look at the smart meter specification now but it must also be possible to feed in new technology as it is produced. Future proofing will be discussed in the sub groups as to how best to deal with different technologies and their needs.
- 6.7. It was agreed by the group that the ToR comments should be included and a final version circulated by the Programme.

## **7. Standing agenda**

- 7.1. The standing agenda was presented to the group for comment
- 7.2. It was agreed by the group that the review of progress against deliverables should be moved up the agenda so the most important comments can be covered.
- 7.3. It was agreed by the group that the Programme should give a 5 minute overview of how each sub group is progressing.
- 7.4. It was agreed by the group that it was also positive to have a 5 min update on DCG regularly and Rollout on an ad-hoc basis.
- 7.5. It was agreed that the round table agenda point should be removed.

## **8. Outline Plan**

- 8.1. There was group agreement that the plan is challenging but the group will be able to make good progress to reflect milestones especially as so much work has already been done. There is a consensus opinion that there is a lot of agreement already in a lot of areas so the group should be able to move forward quickly. It will be important to understand how much detail will be needed from the sub groups for their deliverables and this should be communicated by SMDG members. Ofgem will also be needed to facilitate meetings in a way that makes sure the major issues are dealt with. As the timescales are tight and some of the issues difficult to resolve it was agreed by the group that the work will need to be prioritised so that the most important analysis is completed.
- 8.2. Time has been incorporated into the process for SMDG to read and review deliverables (at least 3 days). It will be important for members to read documentation in advance if possible.

## **9. Adjournment for Lunch**

### **10. Community of technical experts (COTE)**

- 10.1. There is a need to ensure COTE access to the papers on website as well as separate requests for evidence on an ad-hoc basis.
- 10.2. It was mentioned that if SMDG needs cost or other financial evidence then company views rather than personal ones may be required. It was suggested COTE information should be clearly marked as having been provided on a personal / company basis.
- 10.3. It was suggested that COTE members select which subject areas (from a list) they are interest / can provide information in.
- 10.4. It was suggested that rules of engagement letter needs to be circulated by Ofgem so members are aware of what joining the COTE involves.
- 10.5. The SMDG may put specific questions or evidence requests together and circulate this to the COTE as agreed.
- 10.6. It was suggested that interest in joining COTE would be high.
- 10.7. There is no reason to restrict the COTE to UK residents. Anyone that applies can be a member as long as they indicate where their interests and expertise lies.
- 10.8. It was agreed by the group that consideration needs to go into the questions asked of the COTE so that the feedback can be processed efficiently.
- 10.9. It was agreed by the group that members should be suggested by the group, approached through the trade associations, invited by the Programme or are self nominated.
- 10.10. Subject areas need to be included in the COTE invite letter. This will be circulated to the group for comment.

### **11. Sub-group planning**

- 11.1. ToRs for the subs groups will be amended in line with the main SMDG ToR comments. The draft sub group ToR will need to be used for the time being until it is confirmed.
- 11.2. SMDG members are welcome to offer their premises for the upcoming sub group meetings. At the moment all sub group meetings will be taking place in London and details will be circulated in advance.
- 11.3. Sub groups can decide to cancel or shorten meetings depending on the level of work which is needed. Extra meetings can also be arranged if required.
- 11.4. It was agreed by the group that there should be a lead and an alternate from each SMDG member for the sub groups. These leads are then a representative for their organisation and will liaise with their own personal team of experts. As per the original SMDG invitation details nominations should include - 1 lead member, 1 alternate with the possibility for a guest depending on the chair and group agreement.
- 11.5. The possibility of splitting gas and electricity was discussed however it was agreed by the group that this would double the number of people in attendance and would become unmanageable. Instead the representative must come prepared with views from both fields of expertise from their own organisation.

11.6. It was agreed by the group that sub group meeting attendance could be by teleconference for specific agenda items if agreed by the members.

11.7. It was agreed by the group that the Programme should circulate the project plan in pdf and MS project format.

## 12. Risks and Issues

12.1. Ofgem will keep a risk and issues log specific to the SMDG's area of work. Some of the issues that have been raised today will be added to the log. Members should think of the risks that will affect this group and submit them in advance of the next meeting.

## 13. Any other business

13.1. It was noted that there appears to be a lack of expertise regarding HAN. BEAMA stated that its members are capable of providing specialists in this area.

13.2. It was also noted that there were concerns around the WAN and how to incorporate this into work. The chair confirmed that he would be working closely with the DCC workstream on this.

13.3. Commercial and industrial gas are very different and will involve different meter solutions and technologies. It was agreed that this will form part of the work. It was also suggested that it would be useful to see a venn diagram that would explain this.

## 14. Actions

<b>Circulate the Smart Grid EU working group report on security to the group</b>	<b>Howard Porter - BEAMA</b>
<b>Amend the standing agenda to include any ToR amendment suggestions etc</b>	<b>Ofgem</b>
<b>Publish SMDG group contact details</b>	<b>Ofgem</b>
<b>Amend sub group ToR including future proofing etc. and circulate</b>	<b>Ofgem</b>
<b>Finalise (including DCG ToR comments) and circulate SMDG ToR final draft</b>	<b>Ofgem</b>
<b>Update COTE letter and circulate for comment</b>	<b>Ofgem</b>
<b>Organisations to confirm their lead and alternate for each sub group</b>	<b>All SMDG</b>

<b>Confirm sub group meeting venues and circulate</b>	<b>Ofgem</b>
<b>Circulate pdf and MS project plans for SMDG and sub groups</b>	<b>Ofgem</b>
<b>Circulate a risks and issues log template</b>	<b>Ofgem</b>
<b>Consider and Submit risks &amp; issues that will affect the SMDG</b>	<b>All SMDG</b>
<b>Provide Venn diagram of I&amp;C meter types and customers</b>	<b>ESTA – Alan Jones ERA – Jason Brogden</b>

## **15. Date of next meeting**

15.1. 28<sup>th</sup> September 2010 – 10:00-16:00, Ofgem.