

SMDG sub group 2 (Governance) - Terms of Reference

Purpose

- 1.** The purpose of establishing the Governance Smart Metering Design Sub Group (GSG) is to assist the Smart Metering Design Group (SMDG) in providing advice to the Smart Metering Implementation Programme team (the programme team).:
- 2.** The objectives of the GSG are as follows:
 - To undertake specific tasks allocated by the SMDG with respect to the implications of the proposed technical specification of the smart metering system raised in the Smart Metering Implementation Programme Prospectus (the Prospectus);
 - providing advice to the SMDG on smart metering design issues raised in the Smart Metering Implementation Programme Prospectus (the Prospectus);
 - actively identifying any security and data privacy issues related to each of the aspects covered in the SMDG's scope of work; and
 - actively identifying risks to the SMDG and proposing mitigation measures.
- 3.** The GSG will operate in an advisory capacity to the SMDG and holds no decision-making powers.

Background

- 4.** 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 is required.
- 5.** 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 SMDG and the Data and Communications Group (DCG).
- 6.** The expert groups will have the discretion to establish sub-groups to undertake specific tasks. The GSG is one of three sub-groups under the auspices of the SMDG.

Review Point

- 7.** The Terms of Reference and membership of the GSG may be reviewed at any time by the SMDG and by the chair of GSG to ensure that they remain appropriate for the requirements of the programme team.

Rules of Participation

- 8.** Participants should endeavour to provide resources to assist in the development of the outputs.

- 9.** 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 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 Smart Metering Technical Specialists

- 10.** A community of smart metering technical specialists (including in design, provision, installation and operation) providing services and expertise in the smart metering sector, will be invited by the programme to express an interest in being available to receive and respond to information requests to assist the SMDG in completing its deliverables.

Scope of Work and Deliverables

- 11.** The key activities are:

- Consider arrangements and define options for short term and enduring technical assurance;
- Ensure that options and existing technological solutions for will not impact on assurance of security;
- Consider the proposed governance arrangements for the Functional Requirements Catalogue and Technical Specifications, including the likely impact on the existing regulatory framework, industry systems and processes; and
- Identify technical issues related to smart meter installation for the technical issues sub group or propose solution options directly;

- 12.** The key deliverables are:

- An assessment of the proposed governance arrangements for the Functional Requirements and Technical Specifications, including the likely impact on the existing regulatory framework, industry systems and processes;
- Initial options for short term and enduring technical assurance; and
- A detailed plan to achieve a technical assurance framework for the smart metering equipment including approach, milestones and timelines.

Resources

- 13.** The GSG will be led by the smart metering programme team. .

- 14.** Ofgem E-Serve will provide secretariat support to the group in terms of meeting organisation and maintaining the actions log

- 15.** The preparation of deliverables is expected to be undertaken by group members.

- 16.** Meetings will be held at Ofgem's offices at Millbank, London unless otherwise arranged by the sub group leader.

Membership

- 17.** Membership is by invitation only.
- 18.** The group leader will have the discretion to invite interested parties to attend any meeting to maximise participation in the expert group process.
- 19.** Membership of the expert groups is at the discretion of the group leader and will reflect the issues being addressed and therefore the expertise required.
- 20.** GSG members shall 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 group leader.

Transparency

- 21.** The schedule of meeting dates, agendas, minutes and papers for the meetings will be published on the Ofgem website in a timely manner.

Timetable and frequency of meetings

- 22.** Meetings will be scheduled on at least a frequent basis from September 2010 to January 2011. This will be reviewed by the group leader as appropriate.