

SMDG - Terms of Reference

This paper sets out draft terms of reference for the Smart Metering Design Group (SMDG).

From Adrian Rudd
To SMDG Members
cc
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Smart Metering Design Group

Purpose

1. The purpose of establishing the Smart Metering Design Group (SMDG) is to inform government decisions by:
 - providing advice to the Smart Metering Implementation Programme team (the programme team) on smart metering design issues raised in the Smart Metering Implementation Programme Prospectus (the Prospectus);
 - providing advice to the programme team on the achievability and implications of relevant consultation proposals set out in 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 Smart Metering Implementation Programme and proposing mitigation measures.

2. The SMDG operates in an advisory capacity and holds no decision-making powers.

Background

3. 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.
4. 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).

Review Point

5. The Terms of Reference and membership of the SMDG may be reviewed at any time by the group leader to ensure that they remain appropriate for the requirements of the programme team.

Rules of Participation

6. Participants should endeavour to provide resources to assist in the development of the outputs.
7. 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

- 8.** 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

- 9.** The key activities are:

- Agree a work plan for the SMDG, including necessary sub-groups, agreed deliverables and a timetable for delivery;
- Critique the Smart Metering System Services as published as part of the Statement of Design Requirements supporting document to the Prospectus;
- Critique the Functional Requirements Catalogue as published as part of the Statement of Design Requirements supporting document to the Prospectus;
- Evaluate and analyse existing smart metering (or other relevant) standards and specifications submitted to the Programme against the Functional Requirements Catalogue for potential use within the Programme's draft technical specifications;
- Prioritise key technical interoperability gaps and consider priorities and arrangements for developing the technical specifications;
- Consider arrangements and define options for short term and enduring technical assurance;
- Consider options and existing technological solutions for assuring security;
- Identify technical issues related to smart meter installation and propose solution options;
- Identify any priority areas for pilot trials and propose an approach to the trial including objectives, timescales, risks/issues, metrics and pass/fail criteria; and
- 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

- 10.** The key deliverables are:

- A draft work plan to deliver the technical specifications by Autumn 2011;
- A technical assessment of the Smart Metering System Services;
- A technical assessment of the Functional Requirements Catalogue;

- A technical assessment of smart metering (or other relevant) standards and specifications submitted to the Programme in consideration of the Functional Requirements Catalogue;
- Outline proposals for the format and scope of the technical specifications for the smart metering system within customer premises;
- 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;
- Description of the smart metering equipment security architecture showing proposed technical solutions (hardware, keys, certificates etc.); and
- Assessment of the technical issues associated with rollout and initial proposals to address or manage.

Resources

- 11.** The SMDG will be led by **Adrian Rudd**.
- 12.** Ofgem E-Serve will provide secretariat support to the group in terms of meeting organisation and the taking of meeting notes.
- 13.** The preparation of deliverables is expected to be undertaken by group members.
- 14.** Meetings will be held at Ofgem's offices at Millbank, London, unless otherwise agreed by the group leader.

Membership

- 15.** Membership is by invitation only.
- 16.** The group leader will have the discretion to invite interested parties to attend any meeting to maximise participation in the expert group process.
- 17.** 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.
- 18.** SMDG 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.

SMDG sub-groups

- 19.** The group leader will have discretion to establish sub-groups with a particular focus on specific deliverables.
- 20.** Sub-groups may not need to be led by a programme team representative but a representative from the programme team will attend any sub-group meeting.

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.
- 22.** Where issues that are out of scope of the SMDG and its Sub-Groups are raised in discussion, these will be noted within the minutes of the relevant group.
- 23.** The contact details of the SMDG members will be published on the Ofgem website.

Timetable and frequency of meetings

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