Meeting note

ofgem E-Serve

Smart Meter Design Group (SMDG) – Meeting Note

Note of discussion and actions from SMDG Meeting No. 3	From	Paul Newman (Technical secretariat)
	Date and time of Meeting	21 October 2010 9:30-15:00
	Location	Ofgem

1. Present

1.1. Ofgem – Adrian Rudd, Peter Morgan, David Fletcher (Part), Dora Guzeleva (Part), Neil Barnes (Part), Alex Campbell (Part), Paul Newman.

1.2. SMDG members:

AMO	Tom Chevalier
BEAMA	Dave Robinson
British Gas	Steve Briggs
EDF Energy	Ashley Pocock
ENA	Alan Claxton
ENA	Andrew Howard
Engage-consulting (ERA)	Simon Harrison
Eon-UK	Steve James
ESTA	Alan Jones
First Utility	David Wurtzler
Gemserv	Jill Ashby
Good energy	Chris Welby
ICoSS	Steve Mulinganie
Intellect UK	Robert McNamara
RWE Npower	Chris Harris
SBGI	Gary Cottrell
Scottish Power	Grahame Weir
SSE	Martyn Edwards
Utilita	Phil Kettless

1.3. SMDSG1 members:

Consumer Focus	
Ofcom	

2. Introductions

2.1. Round table introductions from each member.

3. Review of previous actions / meeting note

3.1. Ofgem reviewed the actions from the previous SMDG meeting. These have been captured in the actions list at the end of this meeting note.

4. Confirm ToR

4.1. This section is a standing agenda item to review the groups ToR. The ToRs have been published on the Ofgem website and the group is invited to make any comments at this section each month.

4.2. The group wanted to make sure that all possible gaps are covered. The group suggested IHD and prepayment were two areas that cover both SMDG and DCG so there needs to be clarification on who has what roles.

4.3. The group also suggested HAN was an important area that needed to be considered in the groups ToR especially with regards to WAN.

5. Programme update

5.1. Neil Barnes attended the meeting and discussed the rollout team's progress to date with regards to the following areas: Analysing timeline, Operational issues, Codes of practice.

5.2. Timeline questions have been put in the recent consultation and an open letter has been published. The Rollout team are working with the National Skills Academy and will do analysis on all the information compiled on workforce requirements whilst meeting with suppliers individually. A response will hopefully be available in the New Year and there is thinking about a possible working group in future.

5.3. Operational issues have been captured in SG3 and passed over to the Rollout Team. Work is underway and Ofgem will look to join the work that is going on at the moment through MAMCOP, MOCOPA etc. The group would like to understand the materiality of the legacy issues ('old chestnuts') issues to understand the priority of approach.

5.4. There was general agreement to having an installation code of practice although this should not duplicate any existing codes. Thinking has now progressed onto how to implement the code. There is also more work being done on the context of the codes and more workshops will be arranged. It was suggested that a work plan would be useful to understand what is coming. National awareness was also mentioned and Ofgem confirmed that thinking is progressing.

5.5. Dora Guzeleva discussed with the group progress to date with the Data Communications Group (DCG). There have been 2 information requests to CoTEs with information due to be returned soon. There is a 3rd request on interim interoperability which will be circulated shortly. 3 sub groups are. DCG are concentrating on the implementation timeframe.

5.6. It was suggested that we need to get to a consensus on the translation protocols. ERA with help from Ofgem will look to produce a paper on the translation options with a view to try and focus on potential options.

5.7. A specific workshop on Pre-payment was held to discuss issues. SMDSG1 have been briefed on the outcome of this meeting. It was suggested that an exercise should be undertaken to break down prepayment into the different areas where we can then confirm where the issues lie.

6. Sub group update

6.1. SG1 is in the process of receiving a number of technical specifications to consider. The deadline was 22nd October. There are also a number of papers that are being developed for known issues.

6.2. Ways of working was discussed. It was noted that the groups like to meet together and work through issues rather than away from the table. Evidence appears to be more anecdotal.

6.3. It was suggested that the two day sessions were particularly helpful. It was suggested by Ofgem that maybe the need to have intensive sessions to bottom out the technical specifications was required. It was suggested that a resource profile was required for the next 12 months. It was suggested that most of the work will include standards that have already completed in Europe.

6.4. It was suggested that there are three levels that need to be defined – Functional requirements, Technical specification and standards. It was agreed that planning needed to be considered further, something that can be considered at SG1.

6.5. BG was asked how they developed their technical specification. BG noted that it had to work with meter manufacturers. They had to look at their own functional requirements from their own and customers perspective and then they looked at the commercial perspectives.

6.6. It was suggested that we need to decide what we want at the end of the technical specification process. The Chair reminded the group of the three fundamental points; realise the benefits case, meet the IA recommendations and remove any consumer impact at change of supply.

6.7. ERA offered to put together a paper looking at the end to end SMS including the components and interfaces that can be discussed by the groups.

6.8. SG2 are working towards their first deliverable on commercial assurance. There has been an additional meeting to the plan which is now progressing well and a deliverable was expected for the next SMDG meeting.

6.9. SG3 have put together a list of issues and have categorised these into 12 areas. There are now options around each of the issues. The group is working towards its deliverable in early December. It was asked where all the other issues are being dealt with. It was confirmed that Ofgem are working with AMO and ENA to combine a list of issues that cover all areas.

6.10. Ofgem confirmed that there had been a meeting recently to discuss safety and operational issues regarding smart metering.

7. Review of working group deliverables

7.1. ERA presented their draft agenda for the HAN workshop. This meeting is meant to be an educational piece rather than a technical session for experts. The number of attendees will be around 80 and it will become more of a seminar. Published alongside this note is a draft agenda for this workshop. A mix of presentations followed by breakout groups for question and answer sessions was proposed.

7.2. It was suggested that the date could be moved forward although the group understood that due to time pressures this would not be possible. The date has been confirmed as the 19th November.

7.3. It was suggested that the next steps needs to be decided for after the workshop. Trials were suggested as a possible way of going forward. It was proposed that the sub group's deliverables around pilot testing should be amended to make sure it considers the groups thoughts. The group want the requirements to be confirmed swiftly.

7.4. It was agreed that the HAN Workshop should go ahead with the agenda proposed.

7.5. It was suggested that there needs to be a point where end to end SMS is looked at to define assurance. This can be raised at the sub group 2 meeting to work out who and how this testing can be done. It was also suggested that Ofcom should be consulted regarding compliance standards that will be used for the end to end SMS.

7.6. Ofgem fed back what was discussed at both the last PRB meeting and CAG. Overall supportive of the work that has been done. It was however noted that all points raised erode consumer benefits. Five second update capacity was discussed and it was suggested that ten seconds delay was not acceptable when clip-on options do it instantly. Consumer Groups were particularly interested in keeping this functionality with the proviso that the costs do not exceed the consumer benefits. It was suggested that consumer engagement in the sub groups needs to be increased to make sure consumer issues are brought up when creating papers. Including messaging on IHD was broadly accepted although this should be used for information and not advertising unless they want to. 12 months consumption data on the meter was keenly supported for the Programme.

8. Security update

8.1. Alex Campbell presented to the group the Programme's approach to security. The slides are published alongside this note.

8.2. The group were interested in how much resource will be needed from those members that have been invited onto the Security Technical Expert Group. It was suggested that only three meetings will be arranged between now and end-January.

9. Risks and Issues

9.1. Peter Morgan presented a draft map of all the working groups associated with the Programme. The map is looking to show where each group relates to each other with further information on each groups ToR displayed.

9.2. This draft will be finalised by Ofgem and would be published soon.

9.3. It was suggested by the group that dates would be useful to be included in the mapping document. It was however suggested that the dates are not as important now that the process is already in motion.

9.4. The draft risks and issues log was presented to the group. Ofgem are looking to complete this with the help of the group to capture the main high level risks and issues that can affect smart metering design. The log will catalogue points that may fall into the gaps between meeting groups. The sub groups will be used to deal with the lower level items but can use the log to escalate any item as well depending on its severity.

9.5. The log will be published on the Ofgem website and all parties are invited to submit additional items.

10.   Items of discussion from SMDG members

10.1.   BEAMA suggested three items that need to be considered generally by the group – Comms hub, End to end comms, Prepayment. BEAMA agreed to consider how best to deal with these issues in the meetings and will feedback their thoughts.

10.2.   The group discussed prepayment in more depth. It was suggested that the requirement needs to be confirmed before the implications on the IHD design can be assessed. It was also suggested that if one supplier does something and the others do not, then does this create more issues? It was proposed that this issue should be referred back to sub group 1 for consideration before escalating.

11.   Any other business

11.1.   None.

12.   Review of actions

12.1.   The actions from the meeting were discussed and agreed as shown below.

13.   Review of meeting

13.1.   The group suggested that the next meeting will be particularly busy with 3 papers being submitted.

13.2.   It was suggested that a good way of communicating to CAG should be arranged. It was proposed that another CAG member be asked to be a consumer representative if Consumer Focus is unable to attend.

13.3.   The group felt that at some points the group tried to solve the problem before the actual problem was identified.

14.   Actions

To update the SMDG ToRs	Ofgem	11th November
To consider how best to capture the information for the technical specification.	All	11th November
Paper of end to end SMS including components and interfaces (via sub group 1) Translation	ERA	11th November
Set up a combined DCG and SMDG meeting to discuss ERA paper.	Ofgem	Set up after 11th November
Look to publish combined list of issues.	Ofgem, AMO, ENA	11th November
Rollout team workplan for upcoming events.	Ofgem	11th November
To review deliverables with regards to pilot testing and the sub groups.	Ofgem	After 19th November
To decided how best to take HAN issues forward in	Ofgem	After 19th

sub group 3		**November**
To confirm logistics arrangements around HAN workshop (Venue, catering, attendee list)	**Ofgem, ERA, BEAMA**	**By 19th November**
Raise issue of end to end testing to sub group 2 assurance group	**Ofgem**	**16th November**
To consider end to end compliance standards with Ofcom (security)	**Ofgem**	**11th November**
Circulate security presentation slides	**Ofgem**	**11th November**
To finalise and publish the scope map of all working groups associated with the Programme	**Ofgem**	**11th November**
To finalise and publish the risks and issues log.	**Ofgem, Sub groups**	**11th November**
Refer prepayment issues to sub group 1 – Paper for next SMDG meeting	**Ofgem**	**10th November**

15. Date of next meeting

11th November 2010 – 10:00-16:00 – Ofgem, 9 Millbank, London, SW1P 3GE