

TERMS OF REFERENCE

Implementation Co-ordination Group

Purpose

1. The purpose of establishing the Implementation Co-ordination Group (ICG) is to provide a forum through which the programme can work together with key industry and other delivery partners:
 - to input into the Programme's implementation planning to identify delivery risks and issues at a strategic level and consider potential solutions;
 - to capture the practical experience of industry participants in relation to smart meter deployments and consider the deliverability of the programme's proposals and plans;
 - to consider dependencies between the central programme and individual supplier programmes in order to inform Programme planning;
 - to help ensure effective operation of, and support for, the programme's expert groups.
2. The ICG will operate in an advisory capacity and will hold no decision-making powers.

Scope

The scope of issues to be considered by the ICG will include:

- Delivery planning, risks and issues for the programme;
- Experience of early smart meter deployments;
- Progress of individual supplier deployment programmes; and
- Interaction with related government policies; and
- Progress and resourcing of expert groups.

Resources

3. The ICG will be led jointly by DECC and Ofgem.
4. Ofgem E-Serve will provide secretariat support to the Group in terms of meeting organisation and minute taking.
5. Meetings will be held at Ofgem's offices at Millbank, London.

Membership

6. Membership is by invitation only.
7. Membership of the ICG is at the discretion of DECC/Ofgem and will reflect the purpose of the Group and the scope of its remit.

8. DECC/Ofgem will have the discretion to invite interested parties on an ad hoc basis to attend any meeting to discuss specific issues.

Review Point

9. The Terms of Reference and membership of the ICG may be reviewed at any time to ensure that they remain appropriate for the requirements of the programme.
10. The Terms of Reference, and the future role of the group more generally, will be reviewed at the end of Phase 1 of the programme to reflect the transition to delivery in Phase 2.

Rules of Participation

11. 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 final government decisions. Equally, views expressed by participants during meetings will not be taken as the formal position of the company they are representing, and will in no way prejudice consultation responses.

Transparency

12. The schedule of meeting dates, agendas and minutes will be published on the Ofgem website.

Timetable and frequency of meetings

Meetings will be scheduled on a monthly basis from September 2010. This can be reviewed by DECC/Ofgem in discussion with the ICG membership as appropriate.

Background

13. On 27 July 2010, DECC and Ofgem set out proposals for how smart metering will be delivered. The remainder of Phase 1 of the smart metering programme will involve consultation on these proposals and culminate in the Government's response to consultation and the launch of Phase 2.
14. The programme has a wide range of stakeholders, including from industry, consumer groups and others. The programme team is committed to continuing and extending our engagement with these stakeholders as the programme moves to its next stage of work. In addition to the establishment of the ICG, our approach to this closer collaboration for the remainder of Phase 1 will include:
 - The establishment of two expert groups to draw upon the experience of industry participants and other stakeholders (the Smart Metering Design Group and the Data and Communications Group);
 - Issues relating to the rollout and consumer protection will be taken forward through a number of workshops;
 - Continuation of work with existing groups, including the Consumer Advisory Group and the Privacy and Security Advisory Group.