ofgem E-Serve

Meeting note

Smart Meter Design Group (SMDG) – Meeting Note

Note of discussion and actions from SMDG Meeting No. 7	From	Paul Newman (Technical secretariat)
	Date and time of Meeting	6 January 2011 10:00-16:00
	Location	Ofgem, 9 Millbank, London

1. Present

1.1.   Ofgem – Adrian Rudd, Peter Morgan, Paul Newman, Dora Guzeleva (Part)

1.2.   SMDG members:

AMO	Tom Chevalier
BEAMA	Dave Robinson
British Gas	Steve Briggs
Consumer Focus	Gillian Cooper
EDF Energy	Ashley Pocock
ENA	Alan Claxton
ENA	Andrew Howard
Engage-consulting (ERA)	Jason Brogden
Eon-UK	Steve James
ESTA	Tony Taylor
First Utility	Andrew Buxton
Gemserv	Sarah Gratte
Good energy	Chris Welby
ICoSS	Steve Mulinganie
Intellect UK	Robert McNamara
RWE Npower	Chris Harris
SBGI	Gary Cottrell
SSE	Andrew Monks
Utilita	Bill Bullen
DECC	Rob Thornes

1.3.   Apologies:

Ofcom	
Scottish Power	

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 included within this meeting note. It was noted that due to the small number of working days since the last meeting some of the actions are still to be finalised.

4. Confirm Terms of Reference (ToR)

4.1.   Ofgem suggested that the ToR for the group has been completed and will need to be reviewed going forward.

5. Programme update

5.1.   Ofgem gave a verbal update on the Programme. The group wanted clarification from Ofgem and DECC as to whether the group will be retained and, if so, how it will work going forward. DECC confirmed that there is a transition plan being produced and the group will be informed as soon as it has been completed. DECC suggested that the group has worked well and they will look to keep it going into phase 2.

5.2.   One member of the group suggested that the transition between Ofgem and DECC needs to be considered fully to make the move as seamless as possible. It was suggested that if any members have ideas to aide the transition process they should send these to the Programme and they will be considered.

6. SMDG / sub group planning

6.1.   Ofgem noted that PRB had agreed that initial work on development of technical specifications should move forward.

6.2.   Ofgem presented a set of slides on proposed next steps. Ofgem noted that this was initial thinking and following feedback from SMDG it would be submitted to PRB for approval.

6.3.   There was support for the approach with no objections raised.

6.4.   Some points were noted and would be taken forward when PRB approval was gained. The group suggested that it will be difficult to decide who will make up the Planning, Drafting and Operational Group (PDOG). It was considered that the group may have power so it would be feasible that everyone will want to be able to attend. The group felt that the group should be open to all and then it is up to members to decide not to attend / dial in.

6.5.   The group felt that the plan would generally work well as long as it was facilitated correctly and that all members could have access to all meetings if requested. Ofgem will circulate the slides to the group and will start to organise dates for the next set of meetings (SMDG, PDOG, etc).

6.6.   One member of the group suggested that there should be a review after the first meeting to make sure that the process is working.

6.7.   It was proposed that the CoTEs will be continued and it will be up to working groups to consider the list compiled so far and whether they can use them for relevant work.

6.8.   The proposed dates for forthcoming SMDG meetings were shown to the group. The group were asked to consider the dates and let the Programme know if there were any potential conflicts.

6.9.   It was suggested that the first PDOG meeting would be provisionally booked for the 21st January 2011. The group should consider representatives that would want to and could add value to sitting on the individual working groups. The working groups and membership would then be discussed at the first meeting.

7. Use case working group

7.1.   ERA was asked to give a brief update on how the use case work is progressing.

7.2.   The group had developed a plan on how to break down the use cases and how to deal with them individually. This plan was going to be discussed by SG1 at their next meeting.

7.3.   It was suggested by one member of the use case group that the use cases are at too high level. There needed to be a bit more detail for the use cases to be considered adequate.

7.4.   When the use cases have been finalised it was suggested that the output should be circulated to CoTEs to consider and feedback.

8. SMDG Sub Group 1 Deliverable 4

8.1.   The group suggested that further work needed to be done on the dependencies within the paper.

8.2.   One member suggested that a resource plan for the work would be useful as resource will be an integral issue going forward. This is being considered by SG1 and its work group planning work.

8.3.   It was suggested that a quality plan was needed. The group understood that time lines for this process are tight and review cycles can take some weeks so a plan would help to manage this.

8.4.   The group discussed how long should be spent on "admin" and how long should be spent on producing the work. It was accepted that there has to be a balance between the two as time lines were short.

8.5.   The group suggested that "data availability" needed to be considered as a separate working group. The group were worried that the focus on data and its use could be lost from both a technical and consumer perspective. This issue would be discussed by SG1 to make sure that the work from other working groups was considered.

9. Items of discussion from SMDG members

9.1.   Damaged meter boxes workshop – The invite to this workshop was circulated to SMDG members and expressions of interest were requested.

9.2.   MAMCOP & MOCOPA operational issues list – AMO had circulated an updated list of issues to the group for information.

10.   Non Domestic – Substantive points for discussion

10.1.   It was suggested that a Non domestic working group could be considered as part of the proposed working group structure.

11.   Any other business

11.1.   No other business was discussed.

12.   Review of actions

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

13.   Risks and Issues

13.1.   Availability of industry resource was raised as a major issue and will be added to the risks and issues log.

14.   Review of meeting

14.1.   It was noted that the group was pleased on how work has progressed but would like DECC to be present at all meetings going forward.

15.   Actions

Completed actions

Compile a CBA for DLMS against other proprietary products and a do nothing option	**ERA**	**Early draft completed – Will be considered in a SMDG-DCG meeting**
Include an agenda item within a joint SMDG-DCG meeting in early January on where functions reside (Thick or Thin meter)	**Ofgem**	**Completed – Meeting occurred 20th Dec**
Send in comments on all the papers submitted from SG1, SG2 and SG3	**SMDG**	**Completed**
Publish interfaces and DLMS paper	**Ofgem**	**Completed**
Circulate data storage paper to COTEs / members for comment	**Ofgem, ESTA**	**Completed**
Circulate EU standards slides to group	**Centrica / Ofgem**	**Completed**
Submit Tahi member to be part of the CoTEs	**EDF**	**Completed**
Circulate ICG link when documentation has been published	**Ofgem**	**Completed**
Circulate SMDG next steps slides	**Ofgem**	**Completed**

Ongoing actions

To finalise and publish the risks and issues log.	**Ofgem, Sub groups**	**The log has been completed and will be published soon**
Follow up rollout workplan	**Ofgem**	**Rollout team to be chased again for a plan**
Feedback IHD keypad costs to the group	**Utilita**	**By 16th December**
Take consumer issue around accurate account balancing to The Programme	**Ofgem**	**Is being considered**
Consider a rollout working group	**Ofgem**	**By 24th December**
Circulate revised SG1 (Interoperability) deliverable paper to CoTEs / DCG for comment	**Ofgem**	**By 24th December**
Circulate redrafted documents to CoTEs / DCG for consideration	**Ofgem**	**First week of 2011**
Programme to consider a joint governance working group	**Ofgem**	**By 24th December**
ERGEG paper – Circulate to the group if received	**Ofgem**	**On receipt**

15.1. New actions

Review SMDG ToR	**Ofgem**	**By 27th January**
SMDG members to send in any suggestions to aide the Ofgem/DECC transition process	**All SMDG**	**By 27th January**
Organise and circulate details of the next meetings – SMDG, PDOG, etc.	**Ofgem**	**By 27th January**
SMDG members to consider the SMDG dates and let	**All**	**By 27th**

The Programme know of any clashes	**SMDG**	**January**
SMDG members to consider who should sit on or chair the working groups	**All SMDG**	**In advance of PDOG – 20th January**
Submit some text on data use issue to be considered by SG1.	**Npower**	**Tomorrow**
Complete a resource plan as part of the SG1 work finalising the Detailed design requirements PID	**SG1**	**By 27th January**
Complete a quality plan for the working group next steps	**Ofgem**	**By 27th January**
Consider "Data availability" and "Non domestic" as possible working groups	**SG1, Ofgem**	**By 27th January**
Feedback output from the damaged meter boxes workshop (8th February)	**AMO**	**On 24th February**
Consider resourcing for PMO element and whether industry will need to be used	**Ofgem**	**By 27th January**
Consider further comments on the meeting 6 minutes	**Ofgem**	**By 27th January**

16.   Date of next meeting

27th January 2011 – 10:00-16:00 – Ofgem, 9 Millbank, London, SW1P 3GE