

Smart Meter Design Sub Group 2 (SMDSG2) – Meeting Note

Note of discussion and actions from SMDSG2 Meeting No. 8	From	Paul Newman (Ofgem)
	Date and time of Meeting	11 January 2011 10:00-12:00
	Location	Teleconference

1. Present

- 1.1. Ofgem: David Fletcher, Paul Newman, Janet Townsend-Stojic
- 1.2. SMDSG2 members:

AMO	Colin Fraser	Dialled in
BEAMA	Dave Robinson	Dialled in
British Gas	Andrew Pearson	In person
EDF Energy	Dave Crookes	Dialled in
ENA	Jack Walles	Dialled in
Engage-consulting (ERA)	Alastair Manson	Dialled in
Eon-UK	Neil Taylor	Dialled in
ESTA	Kris Szajdzicki	Dialled in
Intellect UK	Neil Lamondy	Dialled in
RWE Npower	Hazel Ward	Dialled in
SBGI	Gary Cottrell	Dialled in
Scottish Power	Graham Smith	Dialled in
SSE	Mark Knight	Dialled in

2. Apologies

- 2.1. SMDSG2 members:

Consumer Focus	
First Utility	
Gemserv	
Good Energy	
ICoSS	
Ofcom	
Utilita	
NMO	

3. Introductions

- 3.1. The 8th meeting of SG2 was run, as previously agreed, as a teleconference (2 hours) due to the shorter agenda and topics which could be discussed by phone.
- 3.2. A role call of attendees was taken of those that had dialled in. Andrew Pearson (BG) had attended a meeting in the area and joined the Ofgem team, as an exception.

4. Review of previous actions

- 4.1. The group discussed actions from the previous meeting. Completed actions are noted below and actions carried forward are included at the end of the meeting note.

To confirm with SMDG whether SG2 should continue and what it should look at.	Ofgem	Completed – Next steps slides were presented to the group today
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5. Deliverable 2: Governance options for functional requirements catalogue and technical specification

- 5.1. The Governance options paper had received comments from SMDG which needed to be considered in the Governance options paper. Neil Lamondy (Intellect) re-drafted the document and changes made were discussed during the meeting. The additional information was found to be helpful.
- 5.2. Some members of the group have taken actions to submit some further information for the deliverable paper. These will be included by the 20th January when it will be circulated to the SMDG for comment.
- 5.3. One member felt that the membership of the governance organisation needs to be considered in addition to the governance structure. It was suggested that this level of detail was not within the group's remit at the moment but should be reconsidered as the governance models develop in later of the programme.

6. SMDG / Sub Group 2 – Next steps (see slides)

- 6.1. Ofgem presented the proposed next step slides to the group. It was confirmed that SMDG were generally happy with the proposal but needed further detail in order to develop the proposed approach further.
- 6.2. Ofgem referred to a separate spreadsheet (Proposed working groups.xlsx) with a revised list of Working groups drawn up in discussion with SG1. This list would be circulated after the meeting and members were asked to review it and feedback to their SMDG representatives
- 6.3. One member of the group suggested the proposed smaller working groups are the only way to make progress given the amount of work to be done in a short timescale.
- 6.4. One member felt that resourcing these groups is likely to be challenging and that some organisations will not be able to send representatives to every meeting in which they would like to participate. Ofgem confirmed that resourcing may be an issue but noted that working groups are meant to operate flexibly (not as a standing group) with members drawn from across organisations rather than solely from SG1, SG2 or SG3.
- 6.5. One member suggested that there remains a risk that the end to end perspective is not considered sufficiently and within the group structures there needs to be good communication between SMDG and DCG with consideration of how this information transfer will happen and who will take it forward. It was confirmed that at a Programme level there is regular communication between the SMDG and DCG programme staff who are part of the same team. One combined SMDG-DCG meeting has been held and further meetings are being considered.
- 6.6. Some members of the group felt that some aspects of governance should be considered as critical path. However, it was noted that there is a greater consensus on the approach to governance than with some of the technical issues so that while

important other topics may need greater focus in the short term. It was suggested that the review planned for February is the appropriate time to review whether the priority placed on developing governance solutions.

7. Any other business

- 7.1. One member suggested that a glossary needs to be written up to make sure that all new experts are informed. It was confirmed that a glossary has been prepared by SG1 which is available on the website.

8. Actions

- 8.1. Actions carried forward

Investigate and report back to SG2 on whether Ofgem Markets section has any existing provisions on SMS items being covered under regulated / non-regulated assets which might have a bearing on SMS commercial interoperability issues.	Ofgem (response is awaited to request for info placed)	No news yet
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- 8.2. New actions

Follow up comments from Digital UK to make sure they are happy for their comments to be published in the SG2 deliverable paper	Intellect	By 20th January
Send over some information on the gas dispute system for inclusion in the deliverable paper	Npower	By 20th January
Amend SG2 deliverable paper formatting before circulation	Ofgem	By 20th January
Circulate SG2 deliverable paper to rollout for comment	Ofgem	By 20th January
Circulate a proposed set of working groups (this is an excel spreadsheet called Proposed working groups)	Ofgem	By 20th January
Consider the proposed working group list and consider which groups SG2 members want to attend / chair	All SG2 members	By 20th January

9. Review of meeting and of overall process

- 9.1. Ofgem will be holding a review session in March where all sub groups will be invited back to feedback how Phase 1a has run.

10. Date of next meeting

- 10.1. SG2 will no longer exist as an entity. Members were thanked for the time and contributions they had made during the meetings.

10.2. Members are encouraged to join the PDOG / working groups by submitting requests to their SMDG representatives.

10.3. Discussions with DCG will explore how SG2's governance work may be incorporated into its work and whether a pan programme governance group should be established.