

DCG SG3 Terms of Reference-revised

Governance and development of a Smart Energy Code Subgroup.

Purpose

- The purpose of this subgroup is to assist the DCG in providing analysis and advice to the Smart Metering Implementation Programme team (Programme Team) on the content of the Smart Energy Code (SEC) and its governance as proposed within the Smart Metering Prospectus published in July 2010.
- In addition, as agreed at the DCG on 2nd February 2011 this subgroup will consider governance issues relating to the Smart Metering System (SMS) Technical specifications.
- The objectives of the sub group are as follows:
 - to undertake specific tasks allocated by the DCG Expert Group with respect to proposed content, structure and governance of a Smart Energy Code and the potential changes to existing regulatory instruments,
 - actively contribute to identifying regulatory and commercial risks associated with the activities outlined above,
 - actively consider the governance and change control options of the SMS technical specifications
 - actively identify and security and privacy issues related to each of the aspects covered by the subgroup,

The subgroup will operate in an advisory capacity to the DCG Expert group and holds no decision-making powers.

Review Point

- The Terms of Reference and membership of the Smart Energy Code Subgroup (SECSG) may be reviewed at any time by the DCG Expert group and the chair of the SECSG to ensure that they remain appropriate for the requirements of the Smart Metering Implementation Programme (Programme).

Rules of Participation

- Participants should endeavour to provide resources to assist in the development of this subgroup deliverables.
- 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 the 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.
- Subgroup members shall cease to be a member of the subgroup if they:
 - Fail to contribute actively to the group's work programme; or
 - Are otherwise notified by the subgroup Chair.

Membership
Suppliers
ERA
Consumer Focus
ICOSS
AMO
ENA
Central Bodies

Deliverables

The outputs from the subgroup will fall into two areas: (1) Consideration of the high level content of the Smart Energy Code, (2) progress towards the development of a catalogue of changes to existing regulatory instruments and voluntary agreements. Based on information to be gathered and analysis to be conducted by the subgroup the following outputs in the form of papers will be the key deliverables of this group:

- Critique of the boiler plate elements of a Smart Energy Code including its governance and proposed contents including:
 - Governance:
 - Definitions, SEC Panel, Code Secretary, accession/withdrawal process, parties, modification/change process, breach, force majeure, termination clauses, credit arrangements, code party failure, limitation of liabilities, interface with industry agreements;
 - Metering system installation, operation and maintenance:
 - processes for installation/removal/exchanges of devices; supplier responsibilities, network responsibilities;
 - Technical and commercial interoperability requirements and procedures
 - Service descriptions:
 - Registration, access control and authorisation, gateways, data transfer, DCC data services;
 - Service lines:
 - Data privacy, security, performance management, business processes and system assurance;
 - DCC Management:
 - Billing and payment processes, reporting
- Progress towards the development of a catalogue of proposed changes to existing regulatory instruments (licences, codes and industry agreements) and voluntary agreements where appropriate.
- Consider and make recommendations on the options for governance and change control of the SMS technical specifications.

Resources and roles of the subgroup members

The Chair will be a member of the Smart Metering Implementation Programme and will be responsible for:

- Confirmation of each meeting agenda with the Secretary,
- Facilitation of meetings so that they run to agenda,
- Confirmation of working assumptions,
- Agreement of responsibility for actions and resolution of issues,
- Ensuring register of issues and assumptions are complete and up to date,
- Managing the update and discharge of the actions record,
- Acting as the interface to the DCG (the Chair may delegate this activity to a member of the sub group if necessary),

The Technical Secretary will be a member of the Programme and will be responsible for:

- Producing draft agendas,
- Identifying and agreeing agenda items with Chair/Members,
- Capture of actions at meetings,
- Agreement of ownership of issues/actions with Chair,
- Production, circulation and agreement of final (brief) minutes,
- Scheduling of meetings/ attendance,
- Distribution of agendas and any papers,
- Maintaining Action and Issue Registers and follow up as appropriate,
- Maintaining Assumptions Register; and
- Updating websites

Group members will be responsible for:

- Undertaking analysis and evaluations; and
- Producing deliverables in the form of papers.

Meetings

- Meetings will be held at Ofgem's offices at Millbank where possible.
- The subgroup Chair will have the discretion to invite interested parties to attend any meeting to maximise participation in the expert group process.

Transparency

The schedule of meeting dates and times, agendas, minutes and papers for the meetings will be published on the Ofgem website.

Timetable and frequency of meetings

Meetings will initially be scheduled on at least a 2-weekly basis from December 2010 to January 2011. This will be reviewed by the subgroup Chair as appropriate

for consideration