

SMDG - Terms of Reference

This paper sets out draft terms of reference for the Smart Metering Design Group (SMDG)

From
To
Cc
Date

Adrian Rudd
SMDG Members

17 Feb 2011

Smart Metering Design Group

Purpose

1. The purpose of establishing the Smart Metering Design Group (SMDG) is to inform government decisions by:
 - Providing advice to the Smart Metering Implementation Programme team (the Programme Team) on smart metering design issues raised in the Smart Metering Implementation Programme Prospectus (the Prospectus) and subsequently through the consultation process;
 - Providing advice to the Programme Team on the achievability and implications of relevant consultation proposals set out in the Prospectus;
 - Actively identifying any security and data privacy issues related to each of the aspects covered in the SMDG's scope of work;
 - Actively identifying risks to the Smart Metering Implementation Programme and proposing mitigation measures; and
 - Initiating the development of Technical Specifications as described in the Prospectus.
2. The SMDG operates in an advisory capacity and holds no decision-making powers.

Background

3. The Programme Team outlined proposals as part of the Prospectus published on 27 July 2010. We have identified a number of specific areas where stakeholder input is required.
4. As part of our broader engagement strategy, the programme is setting up two expert groups to draw upon the experience of industry participants and other stakeholders: the SMDG and the Data and Communications Group (DCG).
5. The SMDG group leader (the Group Leader) will be a member of the DECC Smart Metering Implementation Programme team. The Group Leader will chair and lead SMDG meetings.

Review Point

- 6.** The Terms of Reference and membership of the SMDG may be reviewed at any time by the Group Leader to ensure that they remain appropriate for the requirements of the Programme Team.

Rules of Participation

- 7.** Participants should endeavour to provide resources to assist in the development of the outputs.
- 8.** 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 government decisions made by DECC and Ofgem for smart metering implementation other related policy areas. 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.

Community of Smart Metering Technical Specialists

- 9.** A community of smart metering technical specialists (including in design, provision, installation and operation) providing services and expertise in the smart metering sector, will be invited by the programme to express an interest in being available to receive and respond to information requests to assist the SMDG in completing its deliverables.

Scope of Work and Deliverables

- 10.** The key activities are:
- Agree a work plan for the SMDG, including necessary working groups, agreed deliverables and a timetable for delivery – this may be facilitated and coordinated through stand-alone planning, drafting and operational tracking activities;
 - Critique the Smart Metering System Services as published as part of the Statement of Design Requirements supporting document to the Prospectus;
 - Critique the Functional Requirements Catalogue as published as part of the Statement of Design Requirements supporting document to the Prospectus;
 - Evaluate and analyse existing smart metering (or other relevant) standards and specifications submitted to the Programme against the Functional Requirements Catalogue for potential use within the Programme's draft technical specifications;
 - Prioritise key technical interoperability gaps and consider priorities and arrangements for developing the technical specifications;
 - Consider arrangements and define options for short term and enduring technical assurance;
 - Consider options and existing technological solutions for assuring security;
 - Identify technical issues related to smart meter installation and propose solution options;
 - Review any priority areas for pilot trials and propose an approach to the trial including objectives, timescales, risks/issues, metrics and pass/fail criteria;

- Consider the proposed governance arrangements for the Functional Requirements Catalogue and Technical Specifications, including the likely impact on the existing regulatory framework, industry systems and processes; and
- Initiate the development work for technical design options for smart metering equipment design

11. The key deliverables are:

- A draft work plan to deliver the technical specifications by Autumn 2011;
- A technical assessment of the Smart Metering System Services;
- A technical assessment of the Functional Requirements Catalogue;
- A technical assessment of smart metering (or other relevant) standards and specifications submitted to the Programme in consideration of the Functional Requirements Catalogue;
- Outline proposals for the format and scope of the technical specifications for the smart metering system within customer premises;
- An assessment of the proposed governance arrangements for the Functional Requirements and Technical Specifications, including the likely impact on the existing regulatory framework, industry systems and processes;
- Initial options for short term and enduring technical assurance;
- Description of the smart metering equipment security architecture showing proposed technical solutions (hardware, keys, certificates etc.);
- Assessment of the technical issues associated with rollout and initial proposals to address or manage;
- Develop the extended Statement of Design Requirements;
- Document all normative references to existing International and European Standards relevant to smart metering equipment;
- Develop smart metering system Use Cases and smart metering system architecture options; and
- Draft Technical Specification template options.

Resources

- 12.** Ofgem E-Serve will provide secretariat support to the group in terms of SMDG meeting organisation and the taking of meeting notes.
- 13.** The preparation of deliverables is expected to be undertaken by group members.
- 14.** Meetings will be held at Ofgem's offices at Millbank, London, unless otherwise agreed by the Group Leader.

Membership

- 15.** Membership is by invitation only.

- 16.** The Group Leader will have the discretion to invite non-members to attend any particular meeting of the group, where those non-members have relevant expertise and/or experience. .
- 17.** Membership of SMDG is at the discretion of the SMDG leader and will reflect the issues being addressed and therefore the expertise required.
- 18.** SMDG members shall cease to be a member of the SMDG if they:
 - fail to contribute actively to the SMDG work programme; or
 - are otherwise notified by the SMDG Group Leader.

SMDG Working Groups

- 19.** The Group Leader will have discretion to establish working groups with a particular focus on specific deliverables to support the work of the Programme. The identification of working group tasks, deliverables, plans and membership selection will be made in consultation with SMDG and authorised by the Programme.
- 20.** Working groups may not need to be led by a Programme Team representative but a representative from the Programme Team may attend any working group meeting.

Transparency

- 21.** The schedule of meeting dates, agendas, notes and papers for the meetings will be published on the Ofgem website in a timely manner.
- 22.** Where issues that are out of scope of the SMDG and its working groups are raised in discussion, these will be noted within the meeting note of the relevant group. The SMDG leader will forward issues to a relevant colleague within the Programme Team.
- 23.** The contact details of the SMDG members will be published on the Ofgem website.

Timetable and frequency of meetings

- 24.** Meetings will be scheduled on at least a monthly basis from September 2010 to end of March 2011. This will be reviewed by the SMDG leader as appropriate.