

## Consumer Bills and Communications Roundtable

6th meeting of the Consumer Bills and Communications Roundtable Group	Date and time of Meeting	05 February 2013 08:45 – 12:00
	Location	Ofgem, 9 Millbank Room 9

Tea and Coffee 08:45-09:00

### 1. Welcome from the Chair

1.1. Introduction 09:00-09:15

### 2. Purposes of supplier communications

2.1. 1<sup>st</sup> break out session: Bill/ annual statement 09:15-09:45

2.2. Summary 09:45-10:00

2.3. 2<sup>nd</sup> break out session 10:00-10:30

2.4. Summary and next steps 10:30-10:45

2.5. Tea & Coffee 10:45-11:00

### 3. Standardisation of Terms

3.1. Objectives and timelines of the group 11:00-11:30

3.2. Next steps 11:30-11:50

### 4. AOB

5. Closing remarks 11:50-12:00