

Agenda and action log for EDAG Meeting 2

Date and time: 11/02/2016, **11:30 to 15:30**
 Location: CR9, Ofgem, 9 Millbank, SW1P 3GE

1.	Introductions	Angelita Bradney (Ofgem)	For information	
2.	Minutes and actions	Angelita Bradney (Ofgem)	Minutes – for review and agreement Actions – for information	See minutes here Updated actions at end of this document
3.	Finalise EDAG Terms of Reference	Angelita Bradney (Ofgem)	For review and agreement	See ToR here
4.	Updated programme plan and highlight report	Janna Wooby (Ofgem)	For information	See meeting slides and highlight report here
5.	Scenario 1 switching case (Level 1 to 3) – Business Process Design Workstream	Jenny Boothe (Ofgem)	For review to inform Business Process Design Workstream discussions	See meeting slides and paper here
6.	Dual fuel switching policy paper – Business Process Design Workstream	Jenny Boothe (Ofgem)	For comment and feedback prior to submission to Design Authority	See meeting slides and paper here
7.	Long list of delivery transition options - Delivery Strategy Workstream	Graeme Barton (Ofgem)	For review to inform Delivery Strategy Workstream discussions	See meeting slides here
8.	Any other business	Angelita Bradney (Ofgem)	Review agenda for next meeting	See meeting slides here

EDAG meeting dates

Meeting	Date
EDAG 3	15 Mar (12:00 to 17:00)
EDAG 4	18 Apr (13:00 to 17:00)
EDAG 5	24 May (12:00 to 17:00)
EDAG 6	16 Jun (12:00 to 17:00)
EDAG 7	25 Jul (12:00 to 17:00)
EDAG 8	18 Aug (09:30 to 13:30)
EDAG 9	15 Sep (13:00 to 17:00)
EDAG 10	13 Oct (12:00 to 17:00)
EDAG 11	21 Nov (12:00 to 17:00)
EDAG 12	13 Dec (12:00 to 17:00)

EDAG action log

No.	EDAG meeting	Action	Responsible party	Update	Status
1	EDAG 1, 14 Jan 2016	Ofgem agreed to publish a list of the members of each of the workgroups in the Switching Programme	Ofgem	Published on Ofgem website 4 Feb 2016 here	Closed
2	EDAG 1, 14 Jan 2016	Ofgem agreed to consider EDAG members' request for sight of relevant programme management materials such as the PID, the programme validation review summary and product descriptions.	Ofgem	Summary of Programme Validation Review, Summary Assurance diagram and Highlight Report published 4 Feb 2016 here Product Descriptions to be provided for EDAG 3 on 15 March	Open
3	EDAG 1, 14 Jan 2016	Ofgem agreed to review requests from EDAG members to publish, on the Ofgem website, an overview of each workstream's progress.	Ofgem	Monthly highlight report to be provided to EDAG. First report published on 4 Feb 2016. here	Closed
4	EDAG 1, 14 Jan 2016	Ofgem agreed to consider requests from EDAG members to provide more clarity around the	Ofgem	To be presented to EDAG 2 on 11 Feb 2016. See meeting slides	Closed

		scope of the Design Authority (DA), specifically on its approval role		here	
5	EDAG 1, 14 Jan 2016	Ofgem to publish a forward work plan for EDAG so that members could better understand what and when issues would be brought them for review	Ofgem	To be presented to EDAG 3 on 15 Mar 2016 after Programme Board sign off plan	Open
6	EDAG 1, 14 Jan 2016	Ofgem agreed to set out future dates so that parties could hold these in diaries	Ofgem	Dates to Dec 2016 included on agenda for EDAG 2	Closed
7	EDAG 1, 14 Jan 2016	Ofgem to consider points made on Design Principles with a view to taking an updated version to the Switching Programme Board for agreement	Ofgem	Updated version of Design Principles agreed by Switching Programme Board on 25 Jan 2016. See paper here	Closed