

Agenda and action log for EDAG Meeting 3

Date and time: 15/03/2016, **12.00-15.00**
 Location: Main Room, BIS Conference Centre, 1 Victoria Street, London, SW1H 0ET

1.	Introductions	Angelita Bradney (Ofgem)	For information
2.	Minutes and actions	Angelita Bradney (Ofgem)	Minutes – for review and agreement Actions – for information
3.	Updated programme plan and highlight report	Janna Wooby (Ofgem)	For information
4.	Scenario 1 switching case (Level 1 to 3) – Business Process Design Workstream	Jenny Boothe (Ofgem)	For comment and feedback prior to submission to Design Authority
5.	Scenario 2 switching case (Level 1 to 3) – Business Process Design Workstream	Jenny Boothe (Ofgem)	For comment and feedback prior to submission to Design Authority
6.	Query log	Andrew Wallace (Ofgem)	For comment and feedback ahead of tool going live
7.	Any other business	Angelita Bradney (Ofgem)	Review agenda for next meeting

EDAG meeting dates

Meeting	Date
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
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 Product Descriptions for Baseline 1 and RFI published on web. Others to be provided prior to EDAG 3 on 15 March	Open
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	Forward work plan published on 8 March	Closed
8	EDAG 2, 11 Feb 2016	Ofgem agreed to follow up with those members who were unable to access links in the EDAG 2 Agenda.	Ofgem	Links to documents also included in cover email	Closed
9	EDAG 2, 11 Feb 2016	Ofgem agreed to consider including information on current problems with the switching process in documentation produced by the Workstreams.	Ofgem	Included in template for papers to EDAG	Closed
10	EDAG 2, 11 Feb 2016	Ofgem will aim to bring an updated plan to Baseline 1 which includes	Ofgem	See agenda item 3	Closed

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		dates, pending Programme Board approval, for EDAG 3.			
11	EDAG 2, 11 Feb 2016	Ofgem will define Red, Amber, and Green in the context of the level of risk in the Highlight Report.	Ofgem	Definition included on Highlight report (see agenda item 3)	Closed
12	EDAG 2, 11 Feb 2016	Ofgem will consider what further information can be provided within the Highlight Report to provide EDAG with greater visibility over risks and issues.	Ofgem		Open
13	EDAG 2, 11 Feb 2016	Ofgem will circulate the list of switch Scenarios that will be modelled by BPD for review by EDAG.	Ofgem	List published on web	Closed
14	EDAG 2, 11 Feb 2016	Ofgem to consider giving EDAG access to Huddle.	Ofgem		Open
15	EDAG 2, 11 Feb 2016	Engage with DECC on ECoS and TCoS to request attendance at the relevant UG meeting.	Ofgem	Meeting scheduled for 9 March to meet with DECC to discuss ECoS/ TCoS	Closed
16	EDAG 2, 11 Feb 2016	Ofgem will provide a summary document with the business process models to identify key issues, content and materiality.	Ofgem	See agenda items 4 and 5	Closed
17	EDAG 2, 11 Feb 2016	Ofgem will consider altering the dotted line convention, and the linearity of Scenario 1, 1.2, and including 'data in/out' items in the Level 3 documentation.	Ofgem	Updated the scenarios with 'greyed-out' boxes and for scenario 3 onwards we will aim to include the potential data items that could be included in each flow	Closed