Switching Programme Delivery Group – Meeting 1

1. **Welcome and introductions**
   - RSC welcomed all attendees to the first meeting of the Switching Programme Delivery Group (SPDG).

2. **Terms of Reference (ToR) review and agreement**
   - Members reviewed the terms of reference highlighting several minor changes to the detail of the ToR
   - The group agreed the Terms of Reference pending the minor amendments to be made by Ofgem.
   - Members discussed the type of programme documentation it would like to see to be able to adequately track progress and monitor risks and issues. Suggestions from members included sight of timelines for other major industry projects; forward look of programme key dates; detailed updates from workstreams; and presentations from Ofgem programme teams on specific and relevant topics.

Action: *Ofgem to update ToR to reflect the following comments raised by members*

Action: *Ofgem to develop highlight report addressing views from members and bring to next meeting*

3. **Blueprint phase plan review**
   - AB talked members through the high level plan and explained the risks, mitigations and assumptions behind the plan.
   - Members highlighted the need for ongoing stakeholder engagement and the use of different channels of communication. Suggested ways to continue to engage with smaller suppliers included holding industry workshops on the Switching programme and providing regular updates or snapshots at key decision points.
   - Members asked for further information on key decision points and milestones for SPDG
   - Members asked to see overall plan to be aware of when need to mobilise resource for implementation.

Action: *Ofgem to consider and bring to SPDG forward look of key decision points and milestones for SPDG*

Action: *Ofgem to bring to next meeting high level overall look at programme phases*

4. **Open discussion**

   4.2 Members key risks and issues.
   - Members discussed their views on key programme risks and issues. Key points raised include;
     - The need to ensure the design of the new switching does not stifle innovation and is sufficiently flexible.
     - Ensuring that relevant stakeholders are appropriately engaged with the programme

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- o Ensuring potential impacts of CMA remedies and other related policies are considered in switching policy development. e.g. objections are considered
- o Ensuring the range of changes across industry including that of the regulatory framework are considered

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