Switching Programme – DLS phase
Technical Design Authority (TDA) Terms of Reference

This Terms of Reference ("ToR") document sets out the role, membership and mode of operation of the Switching Programme Technical Design Authority (TDA).	Programme Sponsor	Rachel Fletcher
	Senior Responsible Owner (SRO)	Rob Salter-Church
	Programme Director	Rachel Clark
	Date	11 May 2017

1. Purpose and duties of the Switching Programme Technical Design Authority (TDA)

1.1. The agreed objective of the Switching Programme is

"to improve customers' experience of switching, leading to greater engagement in the retail energy market by designing and implementing a new switching process that is reliable, fast and cost-effective. In turn this will build consumer confidence and facilitate competition, delivering better outcomes for consumers."

1.2. In delivering its contribution to this objective, the Technical Design Authority (TDA) is the body responsible for maintaining the overall design for the new switching arrangements developed by the programme as well as the approval of design products developed during the DLS phase[1].

1.3. The Technical Design Authority is responsible for:

- Ensuring that the detailed design of the end-to-end (E2E) solution is aligned with the approved design blueprints (Design Baselines 1, 2 and 3) and with other products in development that will form Design Baseline 4.

- Assessing design products against the Design Baseline; the design and architectural principles; and the product acceptance criteria and deciding whether they should be accepted into Design Baseline 4.

- Supporting the impact assessment and subsequently approving change requests within the limits of their delegation.

- Providing advice to programme design teams to support product development through the regular review of product progress and assessment and resolution of design issues.

2. Decision-making

2.1. Decisions and recommendations by the Technical Design Authority will be made, in the first instance, by the Chair seeking views from the group. If the chair feels unable to make a decision, the Chair may:

- commission further work and defer the decision to the next meeting of the Technical Design Authority; or

- escalate the decision to the Programme Board

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[1] DLS Phase Product Descriptions will define acceptance criteria, review and approval cycles as well as responsibility for approval. Unless stated otherwise in the Product Description, it is assumed that the TDA Chair will be responsible for approval.

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2.2. Decisions made by the Technical Design Authority during the DLS Phase of the Programme are expected to be:

- o **ACCEPT** a proposal from a work group with the effect that it will go forward for inclusion within Design Baseline 4.

- o **ESCALATE** a proposal where required by the Chair or where the issue falls into one of the categories identified in 2.3 below

- o **REJECT** a proposal as it does not meet either a) the objectives of the Programme b) the Programme Design and/or Architectural Principles, or c) conflicts with the approved blueprint or other constraints identified by the SRO. The Technical Design Authority will provide reasons for the rejection and explain where further work is required on the proposal or if there are dependencies elsewhere in Programme that bear upon the proposal being considered.

2.3. The Technical Design Authority must escalate a decision to the Programme Board when the proposed approach is deemed by the Chair to:

- impact or challenge the current Design Baseline for the programme (i.e. DB1, DB2 or DB3); and/or

- impact the implementation timescales for the DLS Phase or the Programme; and/or

- risk jeopardising the achievement of the Programme's objectives as set out in the Ofgem Business Case; and/or

- result in a significant increase in resource cost (e.g. result in a change to the baseline assumptions within DCC and/or Ofgem Business Cases); and/or

- have a significant impact on other areas of Ofgem's work (e.g. half hourly settlement); and/or

- have significant implications for the way in which customers will be impacted by switching; and/or

- have attracted diverging views from industry stakeholders which cannot be reconciled; and/or

- require additional budget or resources that are not available to the Programme.

3. Membership

3.1. The Technical Design Authority will be chaired by the Ofgem Programme Manager.

3.2. Members are responsible for reviewing, challenging and advising the Chair and design teams on DLS design products within the limits of their delegation (Para 2).

3.3. The table below lists the members of the Technical Design Authority with effect from March 2017.

Role	Responsibilities
Chair	- Chairs the Technical Design Authority. - Accountable for ensuring that products are delivered to a high standard, taking into account relevant views and that

	overall alignment of products (across DLS development and with Blueprint) is achieved. • Ensures that recommendations and decisions are made, and issues escalated according to the TDA's terms of reference. • Formally accepts/rejects the relevant programme deliverables
Secretariat	• Provides secretariat function to the Technical Design Authority – organises meetings, sends out meeting papers, and records and circulates minutes. • Manages the flow of papers into the Technical Design Authority for consideration and approval.
Ofgem - Programme Manager	• Advises on impacts on Programme deliverables – particularly time, cost and quality – of issues discussed at the Design Authority.
Ofgem - Programme Architect	• Accountable for providing architectural expertise and challenge to the TDA and in product review and approval. • Advises on formal acceptance/rejection of the relevant programme deliverables
Ofgem - Design and Impact Assessment Team	• Reports on progress with blueprint baselines • Accountable for alignment of TDA decisions with approved blueprint
Ofgem - Design Team	• Accountable for delivery and quality for Ofgem led design products. • Advises on formal acceptance/rejection of the relevant programme deliverables
DCC	• Accountable for delivery and quality for DCC led design products. • Accountable for ensuring that products are appropriate for procurement activity. • Advises on formal acceptance/rejection of the relevant programme deliverables
Supplier x2	• Accountable for ensuring that the needs of gas and electricity suppliers are reflected in TDA and in product review and approval. • Advises on formal acceptance/rejection of the relevant programme deliverables
Networks x2	• Accountable for ensuring that the needs of gas and electricity distribution network companies are reflected in TDA and in product review and approval. • Advises on formal acceptance/rejection of the relevant programme deliverables
[Independent x1]	• [Accountable for providing independent expertise and challenge to the TDA and in product review and approval. • Advises on formal acceptance/rejection of the relevant programme deliverables]

3.4. Subject Matter Experts and workgroup leads will attend on an ad-hoc basis to provide technical input and present design products /issues papers on behalf of the relevant workgroup/activity.

3.5. Substitutes will be acceptable on an exceptional basis, and with agreement from the Chair.

4. Working methods

4.1. During the DLS Phase, the group will meet approximately every 2 weeks or as needed. The TDA may also meet "virtually" over video/teleconference or email as

necessary. The meeting frequency will be reviewed by the Chair as appropriate and may increase towards the end of the DLS Phase.

4.2. The role of the Chair is to facilitate discussion across the Group, to enable challenge and to ensure decisions and recommendations are made, or issues escalated, in accordance with the group's terms of reference.

4.3. Members are responsible for driving forward their own contributions to the Programme and are expected to take action on decisions that are agreed and assigned by the Group.

4.4. The Switching Programme team (PMO) will provide the Secretariat for the meetings.

4.5. The Secretariat will aim to provide agendas and papers at least 3 working days in advance of each meeting and summarise key decisions and actions within 3 working days of each meeting.

4.6. Decisions of the Technical Design Authority will be published on the Ofgem website, with reasons for the decision, within 10 working days of the relevant meeting.

4.7. The Design and DIAT leads together with PMO will review and agree the agenda with the Chair before each agenda is finalised.

4.8. The Technical Design Authority will first consider products for initial discussion, familiarisation and comment and later for decision. The agenda will be structured to ensure clarity concerning what the purpose of any given agenda item is, and a logical flow of items through these stages. It will be the responsibility of workstream leads to ensure that products brought to TDA are ready for TDA discussion or decision-making.

4.9. All papers and products taken to Technical Design Authority will have a recommendation drafted with supporting evidence and rationale. This group is primarily intended to be a decision-making body, rather than a group to generate ideas or for general discussion, but it may identify issues for the Design and Impact Assessment Team or design teams to review.

4.10. The Ofgem Design and Impact Assessment Team will support the Technical Design Authority in relation to its alignment role.

4.11. DLS phase Product Descriptions will specify the acceptance criteria and stakeholder engagement for the product. Therefore, specific external stakeholder groups or other assurance routes will provide expert advice and input on issues before they are taken to the Technical Design Authority.

5. Review

5.1. The Terms of Reference and membership of the Technical Design Authority will be reviewed prior to the commencement of each subsequent programme phase (Enactment & DBT) and also may be reviewed at any time to ensure that they remain appropriate for the requirements of the Programme.