

Terms of Reference Solution Design Advisory Group (SDAG)

Background

1. The Solution Design Advisory Group (SDAG) will enable the Smart Metering Implementaiton Programme (SMIP) to continue to draw upon the experience of industry participants and other stakeholders. SDAG will focus on the End-to-End Solution (i.e. ICT solutions, equipment, business processes).

Aim

2. The SDAG will provide a means of obtaining stakeholder input into the work that SMIP indicated it would perform following consultation, and to provide technical expertise to support the formulation of policy responses.

Purpose

3. The SDAG role is to inform SMIP by:
 - providing expertise to analyse the technical implications of consultation responses and other inputs;
 - supporting areas of further analysis where further work is required;
 - reviewing interim and draft final documents that describe the End-to-End Solution in the Smart Energy Code and other deliverables within the regulatory and operational documentation;
 - actively identifying risks to the SMIP and proposing mitigation measures.

Review Point

4. The Terms of Reference and membership of the SDAG may be reviewed at any time by ODAG and the SDAG chair to ensure that they remain appropriate for the requirements of SMIP.

Rules of Participation

Declaration

5. Parties that have been qualified as an applicant (or as part of a bidder group) for the DCC licensee or are bidding to become a DCC service provider will not be permitted to participate in SDAG. Participants will be required to assess and declare (in writing to the SDAG Chair), prior to participating in the SDAG, if they are a qualified applicant (or part of a qualified bidder group) for the DCC licensee or are bidding to become a DCC service provider.
6. Further, it should be noted that any participant in these groups having failed to declare such an interest may prejudice their application for a DCC licence or to become a DCC service provider.

7. The SDAG Chair must be notified immediately of any change, which leads to the participant representing the interests of an applicant or any member (or potential member) of a bidder group in the DCC Licence competition, or a bidder in the a DCC Service Provider competition.

8. General:

- Participants should endeavour to provide resources to assist in the development of SMIP deliverables.
- Any discussion in meetings and views expressed or implied in such discussion or in documents provided for the SDAG are without prejudice to and shall not limit the discretion of the SMIP team with regard to the government decisions. Such discussions and documents are not to be taken as representing the formal position of DECC. Equally, views expressed by participants during meetings will not be treated as the formal position of the organisation they are representing, and will not prejudice any relevant consultation responses.
- It is recognised that in some instances, the group members may be requested to consider policy options, which are not necessarily in line with those being promoted by their participant organisations. While members are encouraged to highlight the reasons why they may disagree with a particular policy line being adopted, they should undertake to engage constructively with the group in such circumstances.

Membership

9. Membership is by invitation only. The Chair will have discretion to invite interested parties to attend any meeting to maximise participation in the SDAG process.

10. SDAG members may be required to cease to be a member of the expert group if they:

1. fail to contribute actively to the group's work SMIP; or
2. are otherwise notified by the chair

11. Each organisation will be limited to one Member whose membership must be endorsed by the organisation's senior management. This member must also have a designated 'alternate'.

12. Membership will include:

- Suppliers (EUK members, ICOSS and small suppliers)
- ENA (GT / DNOs)
- Ofgem
- ESTA
- AMO
- CMAP
- EUA
- BEAMA
- Consumer groups

Deliverables

- 13.** The SDAG will assist SMIP to prepare deliverables. It will review materials drafted by SMIP, provide input and undertake evaluation and analysis against criteria determined by SMIP. From time to time SDAG members may be asked to prepare deliverables in support of SMIP.

Transparency

- 14.** The schedule of meeting dates, agendas, notes and papers for the meetings will be published on the DECC website in a timely manner.
- 15.** The membership of SDAG will be published on the DECC website.

Timetable and frequency of meetings

- 16.** Meetings will be scheduled at least monthly with more frequent meetings being arranged as required. This will be reviewed by the SDAG Chair as appropriate.