



Department
of Energy &
Climate Change

Transition Governance Overview

Smart Metering Implementation Programme

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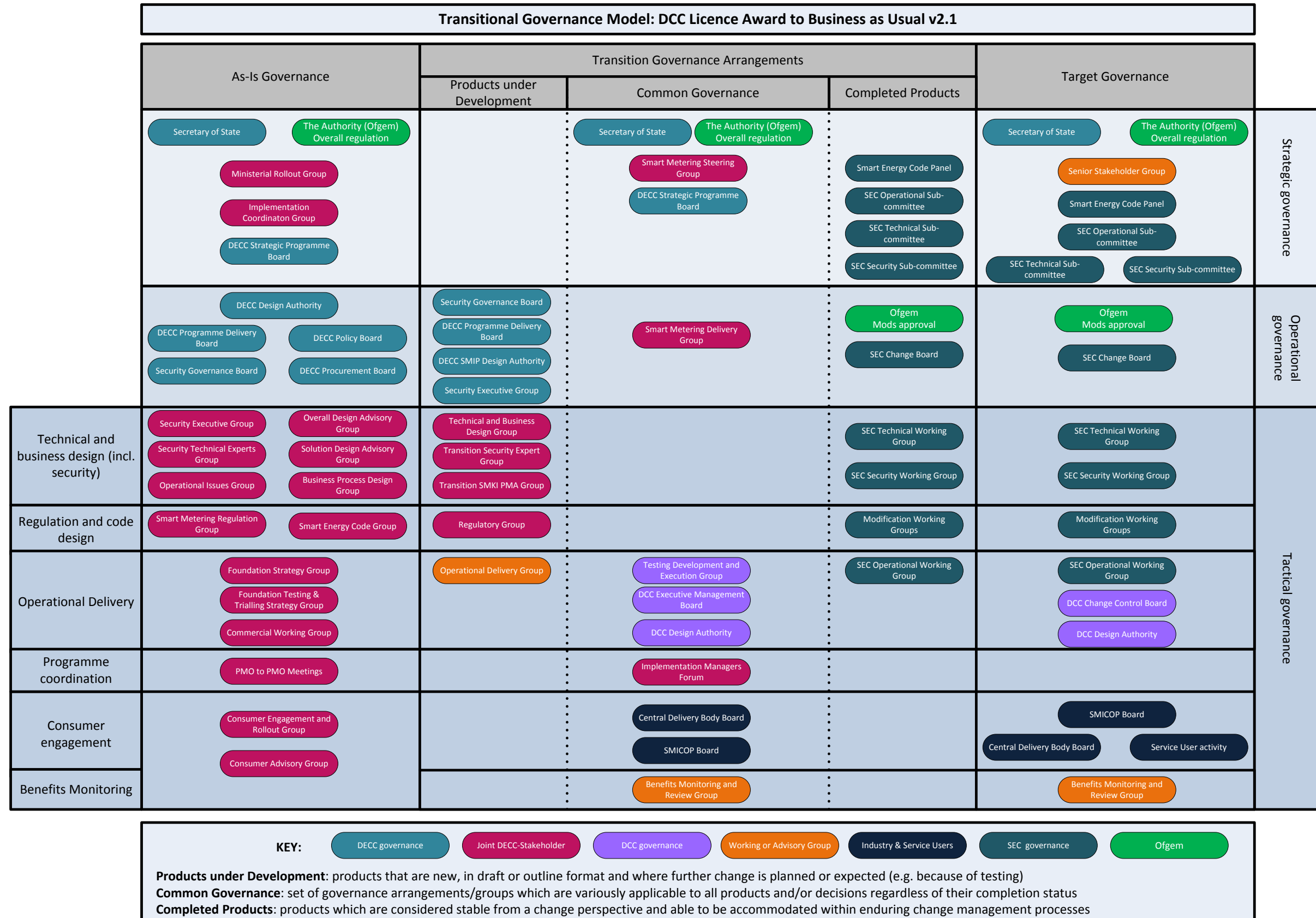
Background

1. The transition phase of the Smart Metering Implementation Programme (SMIP) is primarily concerned with the implementation of the commercial, technical and regulatory arrangements that will enable energy suppliers to commence the roll-out of smart meters supported by Data Communication Company (DCC) services.
2. Transition commenced in September 2013 with the award of the DCC licence and contracts to its Data Service Provider (DSP) and Communication Service Providers (CSP). The start of transition also coincided with designation of the Smart Energy Code (SEC).
3. During transition, parties will be focussed on implementation activities including the design, build and test of systems as well as the design of various business and operational processes.
4. Success of the SMIP Transition is dependent on many complex and interdependent components requiring close coordination to ensure successful customer deployments and the realisation of the forecast smart metering benefits.
5. To meet these challenges, DECC has worked with industry¹ to develop a SMIP Transition Governance Model (see Appendix A). The key assumptions and principles that underpin the model are listed below:
 - Ultimate formal decision making authority lies with the Secretary of State or Ofgem.
 - Transition governance is needed as there are products, where changes are likely to have commercial implications, but which are not yet governed by the enduring governance processes.
 - Transition governance is built on a federated model, seeking agreement on actions and recommendations at the level required for the subject concerned – where required matters are escalated for decision ultimately to Secretary of State and/or Ofgem.
 - Transition governance bodies transfer responsibility as enduring governance functions are established AND as products are sufficiently stable to enter the enduring governance process.
 - Transition governance aims to mirror the enduring governance (e.g. SEC) arrangements but must not conflict with the legal and regulatory framework.
6. The core role of the Transition Governance Groups included in the model is to support DECC decision making by providing advice and recommendations on issues including planning, risk and issue management and change control for design and regulatory documents.
7. The core groups involved in transition governance are the:
 - Smart Metering Steering Group (SMSG)
 - Smart Meter Delivery Group (SMDG)

¹ Via the Transition Working Group (TWG)

- Technical and Business Design Group (TBDG)
 - Implementation Managers Forum (IMF)
8. A summary of the groups' Terms of Reference are provided at Appendix B and full terms are available on the Huddle knowledge-sharing site.
 9. These groups will be supported by Administration and Secretariat (Admin & Secretariat) teams. The Admin & Secretariat teams will carry out the operational and day-to-day product management tasks and provide advice to the governance groups on impact assessments and next steps.
 10. A high level model of how the governance groups will work together is provided at Appendix C.

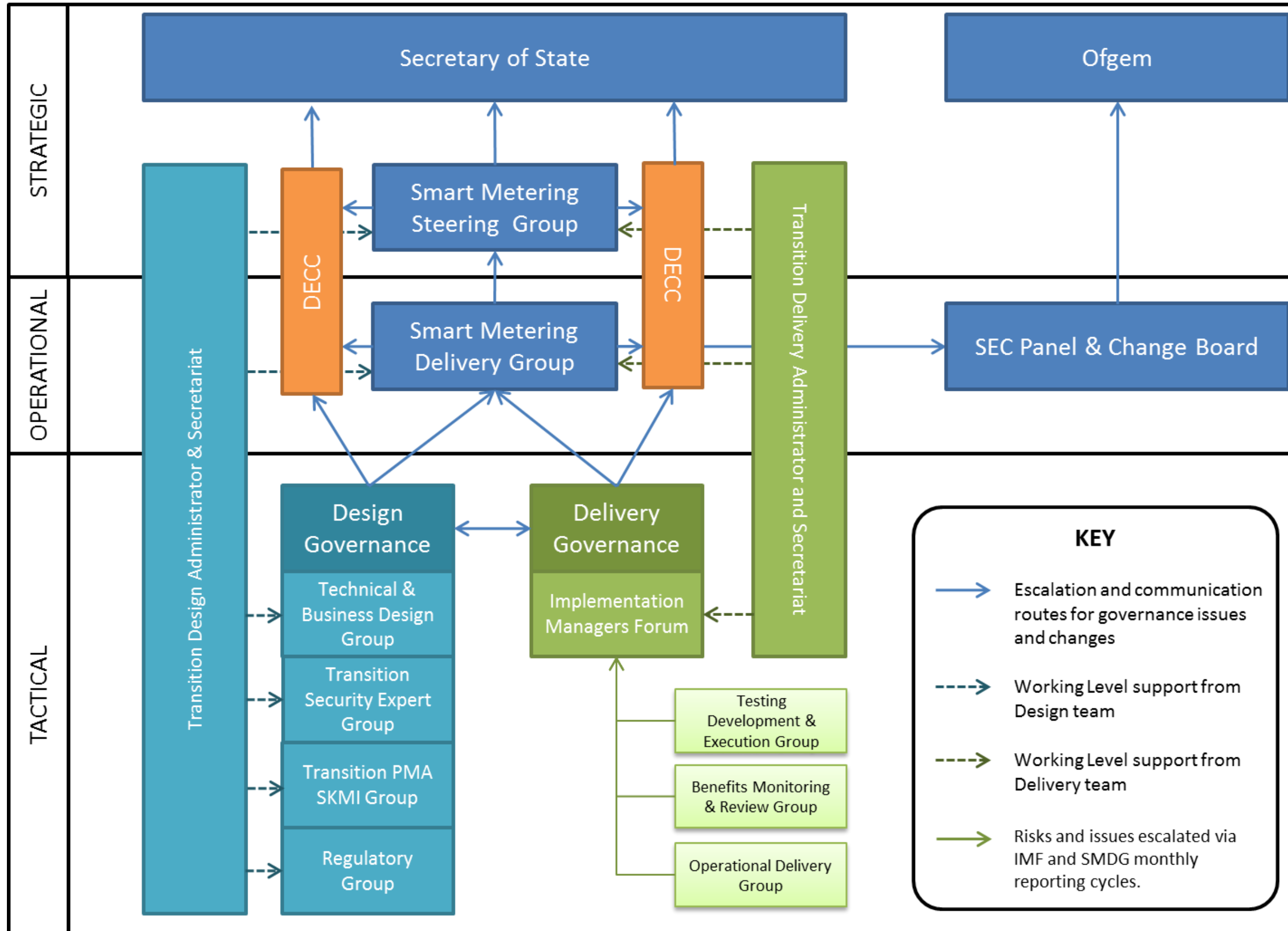
APPENDIX A – SMIP Transition Governance Framework



APPENDIX B – Summary Terms of Reference for Core Groups

Group	Purpose	Membership	Chair and Secretariat	Normal Meeting Frequency
Smart Metering Steering Group (SMSG)	A strategic level forum to review overall progress of the GB smart metering programme, discuss key challenges and resolve significant escalated issues. The SMSG will advise on the high level direction of the overall GB smart metering programme in the context of policy and implementation objectives and benefit realisation.	Members are expected to be Executive level or equivalent, and have sponsorship responsibility for the smart metering programme within their respective organisations. Six large energy suppliers; two smaller energy suppliers; Energy UK; ENA; Consumer Futures; Ofgem; DCC Licensee; SEC Panel; CDB; Critical Friend; DECC SRO and DECC Minister .	Chair – Daron Walker (DECC) Secretariat – DECC	Quarterly (Where required can also meet on an ad-hoc basis)
Smart Metering Delivery Group (SMDG)	An senior operational level forum through which DECC can work together with key industry and other delivery partners to monitor and drive the delivery of the overall portfolio of GB smart metering programmes, and agree actions required to mitigate key risks and resolve issues that could impact the delivery of the joint programme plan and planned benefits.	Members are expected to be Programme Director level or equivalent, and have significant smart metering delivery responsibilities within their respective organisations. Six large energy suppliers; two smaller energy suppliers; Energy UK; CDB; ENA; DCC Licensee; Ofgem; SEC Panel; metering equipment manufacturers (trade association level) . In addition Consumer Futures and the DECC SRO will have a standing invitation to attend.	Chair – Jim Hayward Secretariat - DECC	Monthly
Technical and Business Design Group (TBDG)	A working level forum through which DECC can work together with key industry and other delivery partners to pro-actively manage changes to the baseline technical and business design products prior to their inclusion in the SEC, thereby ensuring that the integrity of the end-to-end solution is maintained during transition.	Members are expected to be Design Lead/Lead Technical Architect level from their respective organisations, and have a detailed understanding of the technical and business design baseline and the impact of changes. Six large energy suppliers; two smaller energy suppliers; electricity and gas network operators; Energy UK; DCC Licensee; Ofgem; SECAS; energy services providers; metering equipment manufacturers; MAP's and meter operators (trade association level).	Chair – Alan Over Secretariat - DECC	Monthly
Implementation Managers Forum (IMF)	A working level forum through which DECC can work together with key industry and other delivery partners to review progress of the portfolio of individual contributor projects and programmes towards the delivery of planned milestones and benefits. Where possible it will commission action to mitigate delivery risks and resolve issues.	Members are expected to be Programme Manager/Implementation Manager level from their respective organisations, and have a detailed understanding of both their own programme and how it fits into the overall portfolio of smart metering programmes. Six large energy suppliers; two smaller energy suppliers; Energy UK; CDB; electricity and gas network operators; DCC Licensee; Ofgem; SECAS; metering equipment manufacturers (trade association level).	Chair – Tony Cooper Secretariat - DECC	Monthly

APPENDIX C – High Level Model for Transition Governance



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