

## Proposed Terms of Reference

### UNC / SPAA Change of Supplier (COS) Smart Meter Read Working Group

#### Introduction

The Uniform Network Code (UNC) and Supply Point Administration Agreement (SPAA) joint Change of Supplier (CoS) smart meter read Working Group is convened by the SPAA Executive Committee (EC) to support Ofgem's CoS Project. This is in line with the request outlined in the open letter published by Ofgem on the 17th December 2013: [open letter on potential reforms to the change of supplier \(COS\) meter read process for smart gas meters](#).

#### Objective

The objective of the Working Group is:

*to consider any relevant changes to the COS meter read process for smart gas meters, to improve its efficiency in the context of smart meters and align outcomes for consumers when switching either fuel*

#### Intended Outcomes of any Changes

- Where possible, a party should not be reliant on competitors for the data it requires to meet its own and its customers' needs
- The new supplier should be able to get the information it needs to complete the CoS without needing to appoint, and rely upon, agents to do so
- Where dependencies cannot be avoided, there should be effective measures in place to ensure the CoS process progresses as efficiently as possible and any potential detrimental impact on competition is minimised
- Alignment of outcomes for customers such that they benefit from efficient and co-ordinated switching and billing across fuels

#### Responsibilities of the Working Group

- Review the smart gas CoS meter read arrangements and the emerging proposed reforms in electricity<sup>1</sup>
- Consider any relevant changes to the gas CoS meter read process to improve its efficiency in the context of smart meters. This could include consideration of:
  - Whether replicating the electricity reforms in gas would be an appropriate way of removing the old supplier's existing dependency on the new supplier for the CoS read
  - Whether there are any other reforms which could improve efficiency
- Consider any relevant changes to the gas CoS meter read process to support co-ordinated switching and billing for smart meter customers changing gas and/or electricity supplier (including dual-fuel switches). This could include consideration of:

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<sup>1</sup> As well as the core reforms as set out in the [electricity open letter](#), this should include consideration of the range of (and Issue 53 solutions for) 'associated issues' set out on page 4 of that letter, many of which will also apply to gas.

- Whether replicating the electricity reforms in gas would be the most effective way of supporting co-ordinated switching and billing across fuels
- Maintain a watching brief on the discussions held under, and output from, the Balancing and Settlement Code's (BSC) Issue 53 group with the aim of achieving efficient processes across fuels and aligning outcomes for consumers when switching either fuel. This would include:
  - Feeding thoughts into the BSC Issue 53 group and report as appropriate
  - Reviewing the discussions and outputs of the Issue 53 group and feeding relevant findings into the UNC and SPAA joint CoS smart meter read working group discussions
- Identify what changes would be necessary to the UNC and SPAA, and any other industry governance or processes, to implement any reforms recommended by the workgroup
- Identify and consider risks, issues, dependencies and assumptions associated with any reforms
- Agree a timetable, with a view to providing an interim report to Ofgem, by summer 2014 (described further below)
- Support the change processes of impacted codes
- Act in a co-operative manner to achieve consensus where possible
- Complete actions in a timely manner
- Act in accordance with its ToR and necessary confidentiality requirements

## **Outputs**

Provide an interim report to the SPAA EC and UNC / iGT UNC Panels to endorse for submission to Ofgem, by summer 2014. This should include analysis and recommendations on the implications of implementing proposed smart electricity meter read arrangements in gas, and any other improvements that may have been identified to meet the objective of the work group and intended outcomes set out above.

## **Working Group Governance**

The Working Group is convened by the EC and will report to the EC, in open session where possible, on progress. Progress reports will also be submitted to the UNC Panel and iGT UNC Panel on a periodic basis. The reports will contain sufficient detail to allow the committees to understand the group's work, to support the committees' endorsement of the output report (see above).

## **Membership and Representation**

Members will be industry experts nominated by SPAA and UNC Parties. Given the ongoing work to incorporate the relevant activities of the iGTs under a Single Service Provision, it is considered likely that any proposals brought forward by a joint working group would in due course apply to iGTs. iGT participation is welcomed to the extent that there may be implications, particularly in the short term, beyond those that would be dealt with by Single Service Provision.

Ofgem will be invited to attend all meetings as will a representative of the BSC's Issue 53 group.

Members may nominate an alternate to attend meeting on their behalf. Alternatives should be notified to the Chair and Secretary in advance of the meeting.

Other persons may attend at the discretion of the Working Group Chair.

### **Chair**

The Chair and vice-Chair will be appointed by the SPAA Executive Committee (EC). In the event that no Working Group member is nominated, ElectraLink (as the SPAA Secretariat) will provide a Chair. The Chair's role is to:

- chair meetings
- ensure adherence to the agenda
- ensure discussion remains focussed
- take the lead on decision-making
- attend the forthcoming BSC issue 53 group meetings with a view to maintaining links between the two groups

In absence of the Chair, the vice-Chair will chair meetings.

### **Decision-Making**

The Working Group will act under the auspices of the SPAA EC. Decisions and recommendations will be passed through simple majority. Where there are varying views, the Secretariat will capture these in the minutes and / or final report.

Members may elect to empower their alternate with decision-making rights. In the absence of a Member (or alternate) to submit their position on a proposal for decision, Members (or their alternate) will be given a period of time to submit their position on the proposal(s). The response time will be that which is considered reasonable by Chair and the Working Group members in attendance. Every effort will be made to contact the relevant person(s) at the earliest opportunity, however, failure to respond within the time specified will be deemed acceptance of the proposal(s).

### **Secretariat**

ElectraLink as SPAA Secretary will provide secretariat services to the Working Group. This will include circulating the minutes of the meetings to attendees, UNC and SPAA Parties, the BSC Issue 53 group chair and Ofgem. The secretariat will endeavour to publish any papers for discussion a week in advance of meetings.

### **Meetings**

The meetings will be hosted primarily by Working Group members or the Secretariat / Ofgem depending on room availability. The host should endeavour to provide web-conference or teleconference facilities wherever possible.

The Chair of the Working Group may convene an emergency meeting of the Working Group where necessary, in order to meet project timeframes or deadlines. Where practical, and expedient, emergency meetings of the Working Group may be conducted wholly, or partly, by conference call.

The Chair of the Working Group will be entitled to cancel any scheduled meeting if, in their sole opinion, there are insufficient items of importance for debate at the meeting to warrant holding it, or insufficient members able to attend for all or part of the meeting.

### **Funding**

Participants will be responsible for their own costs of attending Working Group meetings, and are encouraged to offer meeting room facilities for the group's use.

The Working Group shall not incur any other costs unless approved by the SPAA EC.