



SMART WORKING ISSUES GROUP TERMS OF REFERENCE

1 BACKGROUND

- 1.1 A Smart Energy Code (SEC) will be established to provide for arrangements for the introduction and ongoing operation of smart metering. The document is being developed by DECC under the government led Smart Metering Programme.
- 1.2 DECC has identified that industry participants will need to consider what consequential amendments to codes and other regulatory instruments, and what legacy system changes, are required and has established SMRG WG4 'Consequential Changes' for this purpose. The Working Group is required to deliver, by June 2012, a catalogue of the potential consequential changes to other industry codes and regulatory instruments.
- 1.3 DECC has also requested input from the Central Bodies / Code Administrators to SMRG WG4. In accordance with Supply Point Administration Agreement (SPAA) Clause 6.51, the SPAA Executive Committee (EC) has established the Smart Working Issues Group (SWIG) to meet this requirement. The SPAA EC, the Uniform Network Code (UNC) Panel and the iGT UNC Panel have decided that this requirement is best met in a coordinated way, and that the SWIG should comprise members of each code.

2 INTERACTION BETWEEN SPAA/UNC/IGT UNC SWIG AND SMRG WG4

- 2.1 The Smart Metering Implementation Programme (SMIP) will submit policy papers and requirements to SMRG WG4. SMRG WG4 will then identify the impacted Codes and potential consequential changes required to facilitate the requirements.
- 2.2 The SWIG is required to consider the best way of achieving the required changes before reporting back to DECC. SMRG WG4 will consider the recommendations from each of the impacted Codes before making a final recommendation to the SMIP.
- 2.3 In order to facilitate the communication between SPAA, UNC and iGT UNC and DECC, support SMRG WG4 and facilitate the development of the SEC:
 - ElectraLink Ltd shall attend SMRG WG4 on behalf of SPAA Parties; and
 - ElectraLink Ltd shall report the policies / proposals from SMRG WG4 for consideration to the SWIG

3 DELIVERABLES

3.1 The SWIG shall review and carry out an impact assessment of the policies / proposals from SMRG WG4, and set out recommendations for:

- Proposed changes;
- Costing;
- Timetable for implementation; and
- Testing/trialling considerations

3.2 ElectraLink shall subsequently present the SWIG's findings to SMRG WG4 for consideration / recommendation to the Programme.

4 MEMBERSHIP

4.1 The Working Group shall comprise of at least one representative of each Code who each has relevant experience and expertise in relation to the subject matter and whose background is broadly representative of the persons likely to be affected by the proposed variations to the Codes.

5 CHAIRMANSHIP OF MEETINGS

5.1 The Working Group Chair will at all times be a representative of one of the Codes and will be appointed by majority vote of attendees at the first Working Group meeting.

5.2 The Chair's role will be to chair meetings, facilitate discussions and establish a proposed way forward.

5.3 If the Chair is not present after the time for which a Working Group Meeting has been convened, the Working Group Members present may appoint one of the members to chair the meeting.

6 DUTIES OF WORKING GROUP MEMBERS

6.1 Working Group members will be required to provide technical input and analysis, supported by ElectraLink Ltd, through attendance the SWIG and responding to RFIs / Consultations.

6.2 Representatives should be prepared to:

- Engage and participate fully in the Working Group.

- Take actions to be completed outside of the Working Group meetings.
- Report back on views and actions taken.

6.3 Working Group members will be expected to equally share the hosting of the meetings.

7 SECRETARIAT

7.1 ElectraLink Ltd will act as the Secretariat for the SWIG and facilitate the communication between SPAA, UNC and iGT UNC, and DECC as set out in Section 2.

7.2 The Secretariat shall be responsible for:

- Informing all Code Administrators of the booking and convening of meetings.
- Circulating to all Code Administrators the agenda for each meeting of the Smart Working Issues Group at least 5 Working Days in advance of the meeting.
- Circulating to all Code Administrators the minutes of the meeting no later than 10 Working Days following the meeting.

8 CONSULTATION WITH PARTIES

8.1 The Working Group may engage in further consultation with Parties and interested third parties as required to fulfil its duties.

9 DECISION MAKING

9.1 Decisions will be by majority consensus of those Working Group members present at the meeting where the decision is taken. Unresolved issues among Working Group members present at the meeting will be reported to the SMRG WG4 for further consideration.

10 APPROVAL OF EXPENDITURE

10.1 The Working Group shall seek the views of the SPAA Executive Committee before taking on any significant amount of work.