

Smart Metering Implementation Programme

Testing Design & Execution Group

Terms of Reference

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1. Purpose

1.1. DCC Testing Objectives

The DCC is accountable, inter alia, for the production, approval and publication of a range of testing-related documents, with the ultimate aims of:

- Ensuring that the DCC Total System is fit-for-purpose and supports the mass roll-out of Smart Metering Systems;
- Ensuring that future Users of the DCC can successfully become Users, thus supporting their obligations for the mass roll-out of Smart Metering Systems and their operation.

1.2. TDEG Support

The TDEG will support the DCC to achieve these objectives by providing:

- Non-binding decision support to the DCC to help define or refine the DCC's analysis prior to formal consultation;
- A forum for two-way discussion with potential Testing Participants on subjects that enable the aims stated above to be achieved; and
- A forum for the DCC to inform potential Testing Participants of the progress or content of testing-related documents where the output is necessary for those Testing Participants but there is no requirement to consult.

2. Functions of the TDEG

The overall objective is to support the DCC to develop testing-related documents such that testing can be completed with the necessary rigour and without unnecessary delay to the DCC or Testing Participants.

The TDEG is expected to support the development, or will be informed of the outcome, of the following documents:

- Joint Test Strategy;
- Testing Approach Documents for the following Phases & Stages:
 - Systems Integration Testing (note, TDEG's involvement has been completed);
 - SMKI & Repository Testing;
 - Interface Testing;
 - Operational Acceptance Testing (for inclusion in the IT Approach Document);
 - End-to-End Testing; and
 - Enduring Testing.
- Test Plans for:
 - Solution Testing;
 - Interface Testing (including OAT);
 - End-to-End Testing;
 - Enduring Testing;
 - Data.
- Test Scenarios for:
 - Common Tests (note, TDEG's involvement has been completed);
 - SMKI & Repository Tests.
- Test Guides for:
 - SMKI;
 - Pre-User Integration Testing;
 - Systems Integration Testing;
 - User Entry Process Testing;
 - End-to-End Testing; and
 - Enduring Testing.

- Other:
 - Pre-User Integration Testing Facility & Plan;
 - Environments;
 - Test Issue Resolution Process & Management;
 - Security Requirements for Testing;
 - CSP & Remote Test Laboratory Solutions.

3. Out of Scope

The role of the TDEG does not include:

- Agreeing policy;
- Activities that do not contribute to the achievement of the DCC's obligations regarding Testing and facilitate the achievement of an efficient, economical, co-ordinated, timely, and secure process of transition to the Completion of Implementation ("the Transition Objective"); or
- Activities that do not contribute to the achievement of the Testing Participants' obligations regarding Testing.

4. Proceedings of the TDEG

4.1. Meetings

The TDEG will meet on a monthly basis for the foreseeable future.

Working Groups of the TDEG will be convened as and when necessary to address specific topics that do not require the presence of the full TDEG (e.g. matters that impact only a subset of Users). Working Groups will report progress and outcomes to TDEG.

The scope and objectives for Working Groups will be set out ahead of the Working Group. Working Groups will be expected to achieve those objectives through a single meeting, or within one month.

4.2. Quorum

This is no requirement to establish a quorum.

4.3. Meeting Notice & Papers

Each meeting shall be convened by the Secretariat. A minimum of five Working Days' notice shall be provided (or such shorter notice as required for special meetings).

Notice of each meeting shall be accompanied by:

- Time, date and location of the meeting;
- Arrangements for those wishing to attend the meeting by means other than in person; and
- Agenda and supporting papers.

4.4. Chair

The DCC shall appoint the Chair and shall review the appointment as necessary.

4.5. Duties and Powers

The DCC does not delegate any powers to the TDEG.

The DCC may call upon the TDEG to support its analysis and decision making ahead of formal consultation. In these circumstances TDEG members will be requested to present non-binding views to help the DCC to develop and refine their thinking. However, the TDEG has no formal decision making powers and views presented by the DCC or members will be non-binding on the DCC, TDEG members or their organisations.

4.6. Duration

The requirement for the TDEG to continue after autumn 2015 will be reviewed in summer 2015. Any decision will be made with support and guidance of DCC, DECC & TDEG.

4.7. Membership

Group membership will be by invitation through the Smart DCC Test Programme.

TDEG membership will be limited to:

- SEC Parties who will be required to become a Testing Participant; and
- Third Parties required by future Testing Participants to fulfil the Testing Participant's duties; and
- Interested Parties who have been invited by the Chair.

Only one representative from each SEC Party, who must be endorsed by the senior management of that organisation, may attend TDEG. Designated alternates may attend only if the prime attendee is not present or with permission from the Chair. Likely reasons for permitting additional attendees include supporting the handover of activities between an organisation's staff and enabling staff with specific expertise to support the meeting.

Any diversion from these criteria must be approved by the Chair.

Group members may be required to cease to be a member of TDEG if they:

- Obstruct the effectiveness of the TDEG; or
- Are otherwise notified by the Chair.

4.8. Views Expressed by Members

Any discussion in meetings and views expressed or implied in such discussion or associated documents are without prejudice to, and shall not limit the discretion of, the Smart DCC Test Programme with regard to the government decisions.

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.

Members are expected to express views, and to operate in such a manner, that support the testing objectives to be achieved.

5. Deliverables

There are no specific deliverables for TDEG, although the output from TDEG will support the functions listed in section 2.

6. Secretariat

DCC will provide the secretariat for the TDEG. The role of the secretariat is to:

- Provide prior notice to attendees regarding future meeting dates and ensure facilities are provided;
- Circulate agendas and papers for consideration at each TDEG meeting 5 Working Days in advance of that meeting date;

- Prepare and circulate the Minutes as soon as is reasonably practicable following each meeting;
- Administer the circulation list for TDEG papers and minutes;
- Manage the TDEG recommendations record; and
- Support the operation of the TDEG.

7. Review

These Terms of Reference, membership and operation of TDEG may be reviewed at any time.

Amendments to these Terms of Reference will be approved solely by the DCC.

8. Transition Governance Framework

The following two diagrams are taken from DECC's document '[Transition Governance Overview](#)', published in May 2014 and set out:

- The SMIP Transition Governance Model, showing the TDEG alongside other Transition Governance Groups (Annex 1); and
- A high level model of how the TDEG will work together with other Transition Governance Groups (Annex 2)

Annex 1: SMIP Transition Governance Framework

	As-Is Governance	Transition Governance Arrangements			Target Governance	
		Products under Development	Common Governance	Completed Products		
	Secretary of State The Authority (Ofgem) Overall regulation Ministerial Rollout Group Implementation Coordination Group DECC Strategic Programme Board		Secretary of State The Authority (Ofgem) Overall regulation Smart Metering Steering Group DECC Strategic Programme Board	Smart Energy Code Panel SEC Operational Sub-committee SEC Technical Sub-committee SEC Security Sub-committee	Secretary of State The Authority (Ofgem) Overall regulation Senior Stakeholder Group Smart Energy Code Panel SEC Operational Sub-committee SEC Technical Sub-committee SEC Security Sub-committee	Strategic governance
	DECC Design Authority DECC Programme Delivery Board DECC Policy Board Security Governance Board DECC Procurement Board	Security Governance Board DECC Programme Delivery Board DECC SMIP Design Authority Security Executive Group	Smart Metering Delivery Group	Ofgem Mods approval SEC Change Board	Ofgem Mods approval SEC Change Board	Operational governance
Technical and business design (incl. security)	Security Executive Group Security Technical Experts Group Operational Issues Group Overall Design Advisory Group Solution Design Advisory Group Business Process Design Group	Technical and Business Design Group Transition Security Expert Group Transition SMKI PMA Group		SEC Technical Working Group SEC Security Working Group	SEC Technical Working Group SEC Security Working Group	Tactical governance
Regulation and code design	Smart Metering Regulation Group Smart Energy Code Group	Regulatory Group		Modification Working Groups	Modification Working Groups	
Operational Delivery	Foundation Strategy Group Foundation Testing & Trialling Strategy Group Commercial Working Group	Operational Delivery Group	Testing Development and Execution Group DCC Executive Management Board DCC Design Authority	SEC Operational Working Group	SEC Operational Working Group DCC Change Control Board DCC Design Authority	
Programme coordination	PMO to PMO Meetings		Implementation Managers Forum			
Consumer engagement	Consumer Engagement and Rollout Group Consumer Advisory Group		Central Delivery Body Board SMICOP Board		SMICOP Board Central Delivery Body Board Service User activity	
Benefits Monitoring			Benefits Monitoring and Review Group		Benefits Monitoring and Review Group	

KEY:	DECC governance	Joint DECC-Stakeholder	DCC governance	Working or Advisory Group	Industry & Service Users	SEC governance	Ofgem
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Annex 2: High Level Model for Transition

