

Initial Enrolment Project Feasibility Report

DCC Notice: Closing date for Supplier Parties to propose additional Energy Meters for inclusion in the IEPFR



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1.1 Purpose of this notice

On 15th May 2015, DCC issued an Invitation to Supplier Parties for them to provide details of SMETS1 smart meters that Supplier Parties wish DCC to consider for enrolment and adoption ('the Invitation')¹. Background to the Invitation is provided at Annex A. This notice is in accordance with the Direction dated 30th April 2015 received from the Secretary of State², pursuant to Section N3.2 of the SEC, requiring DCC to provide opportunities for each Supplier Party to notify DCC if they wish to include any additional Energy Meters in the Initial Enrolment Project Feasibility Report (IEPFR).

The purpose of this notice is to provide as much notice as possible of the closing date for additional Energy Meters in order to best enable Supplier Parties to respond effectively. DCC will publish the timetable for the IEPFR in the coming month, however this notice specifically outlines the deadlines Supplier Parties must adhere to in order to be included in the IEPFR.

The information required in relation to any additional Energy Meters will be in line with the Invitation and response templates published previously on 15th May 2015.

1.2 Considerations in setting a closing date for responses

DCC will continue to accept responses to the Invitation for as long possible to ensure the most accurate data set is used in production of the IEPFR and to maximise the number of Eligible Meters included.

DCC recognises that some Supplier Parties intending to invest in SMETS1 solutions may not currently have solutions in place and, therefore, that gathering the required information for an early closing date will pose a challenge.

DCC must weigh this against the requirement for a stable cohort of Supplier Parties' meter types and meter volumes in order to complete the concluding stages of technical and commercial design, including volume sensitivity analysis, for a robust IEPFR as defined in Section N4 of the SEC.

Changes to the scope of the IEPFR close to the publication of the report may lead to a substantial amount of re-work on parts of the IEPFR, resulting in an overall delay on the consultation and delivery and potentially increased costs.

DCC recognises that the nature of changes to scope submitted by Supplier Parties will have different levels of impact on the IEPFR and that the introduction of new meter cohorts will have a more significant impact on the IEPFR than additional volumes of existing meter cohorts.

DCC has been mindful of all these considerations when determining the deadline for final submissions to the report.

¹ <https://www.smartdcc.co.uk/about-dcc/future-service-development/enrolment-and-adoption/>

² Letter directing a variation to SEC Section N <https://www.smartenergycodecompany.co.uk/docs/default-source/sec-documents/secretary-of-state-variations/sos-letter-of-designation-for-the-purposes-of-section-n3-2-of-the-sec-for-the-initial-enrolment-project-feasibility-report.pdf>

1.3 Closing dates

Type	Action	Deadline
New submissions	Deadline for Supplier Parties to register intention to submit new solutions and nominate contacts to upload responses to SharePoint	Monday 2 nd November 2015
	Deadline for Supplier Parties to submit new responses i.e. details of additional meters	Friday 27 th November 2015
Existing submissions	Notification of previously submitted solutions to be excluded from scope	Friday 27 th November 2015
	Changes to previously submitted solutions	Friday 27 th November 2015
	Changes to meter volumes for previously submitted solutions	Friday 29 th January 2016

A new response is defined for this purpose as either:

- a first response from a Supplier Party that has previously not responded to the Invitation;
- a supplementary response including a new technical solution, changes to Smart Metering System Operator (SMSO) or Communications provider[s] and/or new meter types from a Supplier Party that has already responded to the Invitation.

Any changes relating to technical solutions and meter types already proposed will need to be submitted to DCC on or before Friday 27th November 2015 in order to be included in scope of the IEPFR.

DCC welcomes updated forecasts of installed SMETS1 meters from Supplier Parties that have already responded to the Invitation, where these forecast updates relate to technical solutions, communications / SMSO providers, and meter types already included in the invitation responses on or before Friday, 29th January 2016. Further details on how to provide updates or additional responses to DCC is included in Annex B of this notice.

1.4 Later modifications

As outlined in the consultation on New Smart Energy Code Content (Stage 4) issued 30th June 2014³, a distinction between the Initial Enrolment Project and any subsequent projects needs to be made. Any solutions which Supplier Parties wish to raise following the 27th November 2015 closing date will need to be raised via the Modification Process as outlined in Section D of the SEC.

Supplier Parties should note that, at the time of writing this document, only Modification Proposals that are either an Urgent Proposal or a Fast-Track Modification may be raised. The SEC Modification Process is currently out for consultation as issued on 16th July 2015⁴, and DCC advises Supplier Parties to refer to the consultations available on www.gov.uk for the latest details.

³ See in paragraphs 396 and 397, section 15.1:
[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/329306/SEC4 - Consultation Document.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/329306/SEC4_-_Consultation_Document.pdf)

⁴https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/446617/15_07_17_Summer_2015_SEC_and_Supply_Licence_Consultation_Doc_Final_revised_version.pdf

1.5 Contacting DCC

If you have any questions regarding this notice or the IEPFR please contact the DCC Enrolment and Adoption team at: enrolment.adoption@smartdcc.co.uk

Annex A: Background

DCC will provide the shared infrastructure that links energy suppliers, network operators and other users with smart meters in both homes and small businesses. From the point at which DCC live operations commence in 2016, all energy suppliers should be able to use DCC's infrastructure to operate smart meters based on Smart Metering Equipment Technical Specifications Version 2 ('SMETS2').

In 2011, DECC initiated a Foundation Stage in which some energy suppliers have started to install smart meters prior to the commencement of DCC live operations. The Foundation Stage was designed to enable energy suppliers to build learning and experience of installing and operating smart meters, accelerate customer benefits and bring forward industry savings. These meters are typically based on Smart Metering Equipment Technical Specifications Version 1⁵ ('SMETS1'), an initial standard created by the Government.

In order to communicate with SMETS1 meters, energy suppliers have each put in place their own data and communications infrastructure arrangements. This means that SMETS1 meters will be operating outside DCC at the point at which DCC live operations commence.

The Government's policy position is that DCC should assess how it could provide data and communications services for SMETS1 meters. Section N of the Smart Energy Code ('SEC')⁶ sets out a requirement that DCC will prepare an IEPFR which assesses options for how SMETS1 smart meters and the associated communications contracts could be incorporated into DCC's communications infrastructure in order to:

- enable more efficient and effective switching for customers with SMETS1 meters
- reduce the risk of meters being replaced before the end of their operating lives.

In order to provide data and communications services for SMETS1 meters, DCC would be required to enrol meters that are compliant with the SMETS1 technical specification and consider the feasibility of adopting communications and SMSO⁷ arrangements established during the Foundation Stage. SEC Section N includes the process by which DCC will assess the feasibility of enrolling and adopting SMETS1 meters.

On 30th April 2015 DCC received a direction that varies Section N of the SEC so that Sections N4.7-4.9 no longer apply. The variation instead requires DCC to:

- provide, with reasonable notice to Supplier Parties, appropriate opportunities, as defined by the DCC, for each Supplier Party to notify the DCC if they wish to include any additional Energy Meters, or exclude some or all their Energy Meters, from the scope of the Initial Enrolment Project Feasibility Report prior to the DCC consulting on the draft Initial Enrolment Project Feasibility Report in accordance with Section N4.5 of the Code; and,
- include or exclude (as applicable) from the scope of the Initial Enrolment Project Feasibility Report those Energy Meters notified in accordance with the requirement in paragraph (a) above (and, where no such notification is received from a Supplier Party, the

⁵ <https://www.gov.uk/government/publications/smart-metering-implementation-programme-technical-specifications>

⁶ SEC Section N <https://www.smartenergycodecompany.co.uk/sec/sec-and-guidance-documents>

⁷ In accordance with Section N4.4 (n) of the Smart Energy Code <https://www.smartenergycodecompany.co.uk/sec/sec-and-guidance-documents>

DCC shall assume that all of the Energy Meters previously notified as being within the scope of the report remain within scope.⁸

On 15th May 2015, DCC issued an Invitation to Supplier Parties for them to provide details of SMETS1 smart meters that Supplier Parties wish DCC to consider for enrolment and adoption ('the Invitation')⁹. Supplier Parties were required to respond to this invitation by no later than 26th June 2015. Nine Supplier Parties to date have submitted information for 13 solutions for inclusion in the scope of the Report in accordance with DCC requirements.

Based on the information provided by Supplier Parties, DCC will develop the Report which will analyse and evaluate the feasibility, cost and risk of various options for enrolling eligible smart meters and adopting the associated communications and SMSO contracts. DCC will consult with the Panel, the Parties and other interested persons¹⁰ on the draft Report before submission to the Secretary of State.

On receiving a direction from the Secretary of State, DCC will prepare and consult on the Initial Enrolment Code Amendments ('Code Amendments') required to enable delivery of one or more options for enrolment and adoption. DCC will then commence implementation via one or more Enrolment Projects. The high level process for the IEPFR is illustrated in figure 1 below.



Figure 1: High Level IEPFR process

In considering implementation options DCC will take into account the timing of the end of SMETS1 installations. DECC have advised that the outcome of the Smart Metering Rollout Strategy consultation¹¹ confirmed "that the SMETS1 end date should be 1st August 2017 (i.e. DCC Live plus 12 Months), after which point the installation of SMETS1 meters will no longer meet the requirements of the rollout licence condition".

⁸ Letter directing a variation to SEC Section N <https://www.smartenergycodecompany.co.uk/docs/default-source/sec-documents/secretary-of-state-variations/sos-letter-of-designation-for-the-purposes-of-section-n3-2-of-the-sec-for-the-initial-enrolment-project-feasibility-report.pdf>

⁹ <https://www.smartdcc.co.uk/about-dcc/future-service-development/enrolment-and-adoption/>

¹⁰ ¹⁰ In accordance with Section N4.5 (n) of the Smart Energy Code <https://www.smartenergycodecompany.co.uk/sec/sec-and-guidance-documents>

¹¹ Paragraphs 19 – 21,

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/450167/Smart_Meters_Rollout_Strategy_Government_response_FINAL.pdf

Annex B: Supplier updates to information

Introduction

This section outlines how Supplier Parties should contact DCC to amend information previously provided or to inform DCC of new meters to be considered for inclusion in the scope of the IEPFR.

Changes to existing meter cohorts previously raised to DCC

If there are any changes to the meter solutions from the originally submitted documents, DCC requests that each Supplier Party updates the original Word response using tracked changes along with a new version of the Excel Spreadsheet with shaded cells to denote changes made. The revised documents should then be uploaded with a clearly labelled revision date, to the Supplier Upload SharePoint site in addition to notifying DCC via email to the enrolment.adoption@smartdcc.co.uk mailbox. If Suppliers would like to make further amendments, simply follow the same process using the most recently submitted document. Supplier Parties are asked to submit any changes no later than **27th November 2015**, and changes to volumes no later than **29th January 2016**.

If you have any difficulties accessing your confidential folder or need to set up a SharePoint account for a new individual, please contact DCC at enrolment.adoption@smartdcc.co.uk.

Once these amendments have been received, these will be impact assessed by DCC for inclusion in the IEPFR.

De-scoping meters

If you have previously provided DCC with details of meters you no longer wish to be part of the IEPFR, please advise DCC via email, to enrolment.adoption@smartdcc.co.uk, as soon as you have this information available. Please note that the last date DCC can accept requests for meters to be excluded from scope is **27th November 2015**, else the timescales as quoted within this document will not be achievable.

Additional meter cohorts for inclusion in the IEPFR

As per Section N.4 of the SEC, DCC invite Supplier Parties to raise additional meter cohorts to be considered for inclusion in the scope of the IEPFR.

Supplier Parties are reminded that they may only propose Eligible Meters for inclusion in the scope of the IEPFR. An Eligible Meter “means, in respect of each Supplier Party, an Energy Meter which is:

- either a SMETS1 Meter or subject to an upgrade plan which will result in it being a SMETS1 Meter prior to its Enrolment; and
- installed at premises (or planned to be installed at premises) for which that Supplier Party is an energy supplier.” (SEC N1.1)

Supplier Parties should note that the Invitation and any subsequent proposal by Supplier Parties to include Eligible Meters in the scope of the IEPFR is not deemed to be a binding commitment on either party. Supplier Parties should, however, only propose Eligible Meters

where there is a clear intention to enrol the proposed meters should a feasible option be established.

If you wish to submit new meters, please complete the invitation documents provided on the website and follow the instructions below.

In order to enable submission of Supplier Parties' responses in a timely and appropriate manner and to allow DCC to set up a private SharePoint folder for your response, Supplier Parties are required to register their interest in responding to the DCC Enrolment and Adoption Project team (via enrolment.adoption@smartdcc.co.uk), and provide details - including name, role, email address and telephone number - of up to two nominated contacts who will be responsible for uploading information in response to the Invitation.

In order to access SharePoint, nominated contacts will be required to agree to DCC's Usage Policy, if they have not already done so. Note that Supplier Parties may only nominate Supplier Party contacts and may not nominate contacts from supply chain organisations.

Having registered your details, DCC will set up a private SharePoint folder for your response and email your nominated contact(s) with the details. Access to your response folder will be strictly limited to named individuals.

Supplier Parties are asked to upload their documentation no later than **27th November 2015** in the format requested in this document. Once complete, please notify the DCC Enrolment and Adoption Project team (via enrolment.adoption@smartdcc.co.uk) confirming that documentation is complete and ready for DCC review.

Failure to respond by the Invitation deadline may result in Supplier Parties' meters being excluded from consideration in the IEPFR.

Format of responses

All responses should be provided in the format requested in each question and using the DCC templates provided. Attachments may be included as part of Supplier Parties' responses. In the file name of any attachments, please clearly identify the name of the Supplier Party and, where applicable, the solution number.

Supplier Parties are requested to provide a full set of information about each meter solution proposed for inclusion in the scope of the IEPFR.

DCC recognises that a number of different meter types may be supported by a single solution and that the solution operates in the same way for those meters and supports the same set of SMETS1 services.

To avoid the need to repeat information when responding to the Invitation, Supplier Parties may provide a set of information about a group of meter types that are supported by a single solution, where the solution operates in the same way for those meters and supports the same set of SMETS1 services for those meters. This is illustrated in figure 1 below.

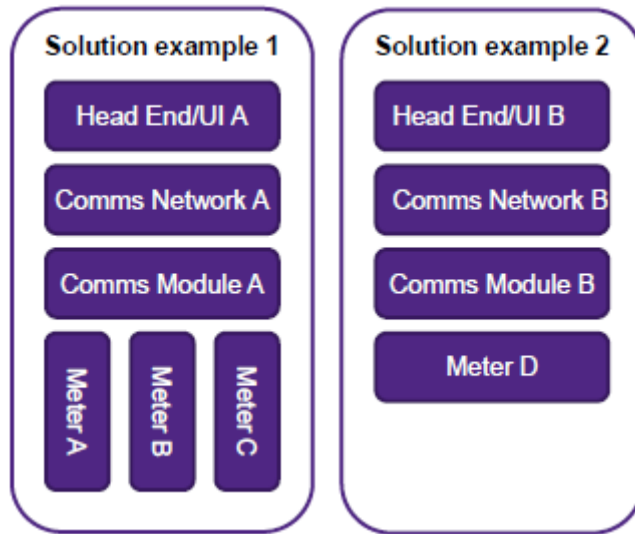


Figure 2: Solution Examples

Response templates

Two response templates are provided alongside the Invitation.

Please complete one copy of the spreadsheet, which will cover all solutions. Please complete one copy of the Word template for each solution proposed. This is illustrated in the diagram below. Please clearly identify the solution covered on the front page of the Word document.

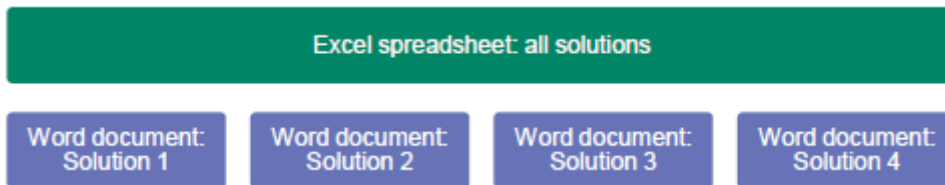


Figure 3: Response templates