Terms of Reference (24 September 2009)

UNMETERED SUPPLIES USER GROUP (UMSUG)

1 Purpose of the UMSUG

1.1 The UMSUG has been set up by the Supplier Volume Allocation Group (SVG) to provide expert advice on the Unmetered Supplies (UMS) arrangements under the BSC. In particular matters relating to the operation of UMS within Settlement as described by BSCP520 'Unmetered Supplies Registered in SMRS', the Unmetered Supplies Operational Information document (OID) (including Charge Codes) and any issues relating to Unmetered Supplies as directed by the SVG.

2 Membership

2.1 The Chairman will be appointed by BSCCo.

2.2 The UMSUG will be constituted as an expert group and not a representative committee. The Chairman will also be empowered to recommend the establishment of sub groups to consider specific issues or change proposals, where appropriate. These sub groups will be approved by SVG.

2.3 Membership will be open to Suppliers, Distributors, Unmetered Supplies System Operators (UMSOs), Meter Administrators, the UK Lighting Board, County Surveyors' Society, and Customers. The Chairman will appoint members to the UMSUG and will aim to ensure the UMSUG has a balanced membership. It is anticipated that the UMSUG will normally have no more than 12 members.

2.4 Appropriate experts may be invited by the Chairman as required by the business under discussion. Delegates from the SVG and Ofgem are also invited to attend.

2.5 UMSUG members will contribute as industry experts and will not represent the interests of their employers/constituents. An ability to maintain such independence is essential.

2.6 The Chairman will appoint a Technical Secretary.

3 Frequency of Meetings

3.1 The frequency of meetings will be determined by the SVG and will be driven by the business need as directed by the SVG and BSCCo.

3.2 The Chairman will be responsible for arranging meetings, providing a Technical Secretary and distributing an agenda and paperwork before the meeting.

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3.3 The Chairman will be entitled to cancel any scheduled meeting, if in their sole opinion there are insufficient items of importance to consider at the meeting to warrant holding it, or if there are insufficient members available.

4 Decision Making

4.1 The UMSUG will make recommendations to SVG for approval. The UMSUG may also provide advice to SVG and BSCCo on UMS operational matters.

4.2 Wherever possible, recommendations/advice will be based on a consensus view of the UMSUG members present. However, where a different minority view exists, this shall also be reported to the SVG.

5 Agenda/Papers/Reporting

5.1 The Technical Secretary shall, at the request of the UMSUG Chairman, convene meetings by giving notice, at least 5 Working Days prior to the meeting (or such other period so determined by the UMSUG Chairman), to all members and attendees. Such notice shall set out:

- the date, time and place of the meeting; and
- an agenda of the matters for consideration at the meeting and any supporting papers available to the Technical Secretary at the time the notice is given.

5.2 UMSUG Members can request that items be added to the agenda. This would be via the UMSUG secretary in the form of a paper and subject to approval by the UMSUG Chairman.

5.3 The Technical Secretary shall circulate minutes of the meeting no later than 5 Working Days following the meeting.

5.4 The Chairman will report UMSUG recommendations/advice to the SVG.

6 Duties of the UMSUG

6.1 The duties and priorities of the UMSUG will be determined by BSCCo as directed by the SVG, and may include items such as:

- Non-standard Charge Code Applications (not yet entered into the Market Domain Data (MDD) process as these are separately governed by BSCP509);
- Central Managed Systems (CMS) applications;
- New types of UMS apparatus;
- Advice on changes to UMS documentation, e.g. BSCP520, OID, etc;
- load research on Unmetered Supplies; and
- matters relating to Equivalent Meters.

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