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| <b>Paper Reference:</b> | <b>CTG_14_0804_09</b> |
| <b>Action:</b>          | <b>For Decision</b>   |

## CTG Updated Terms of Reference (ToR) Overview of Change

### 1. Purpose

Following the decision made by CTG at CTG\_11, held on 22 January 2024, to include SMETS1 End of Life (EOL) within the scope of CTG, the CTG Terms of Reference (ToR) have been reviewed and updated accordingly. This includes a full review as the ToR for each SEC Panel Sub-Committee is reviewed on an annual basis. This paper outlines a summary of the key changes made to the ToR to be read in conjunction of the updated draft ToR (v1.1).

### 2. Summary of changes

Redlined changes to the ToR include the following:

- References to 'assumed' removed noting 'Migration to SMETS2' is agreed to be occurring for SMETS1 replacement;
- References to 'enabling activities for the transition' included under CTG scope, to cover SMETS1 EOL activities;
- Inclusion of 'Plan on a Page' as a deliverable associated with the Overall Transition Plan (OTP);
- Inclusion of the Fact sheets as a deliverable;
- Reference included to working alongside DCC, Users, DESNZ and key stakeholders to support an efficient and cost-effective Transition, as part of CTG's ongoing role in monitoring costs associated with 4G transition and EOL activities;
- Reference to the DCC's role, alongside DESNZ, in considering costs for 4G CH transition and SMETS1 EOL;
- Updates to references to tasks associated with the establishment of the CTG which are now maintained on an ongoing basis, such as development of a work plan and establishment of a risk register as these have occurred;

- References to 'BEIS' replaced with 'DESNZ';
- Clarification of CTG role in reviewing its ToR prior to SEC Panel approval;
- Clarified CTG's role in considering issues assigned to it arising from the Trust Centre Swap Out (TCSO) pilot activities, working with other Sub-committees, to consider outputs from DESNZ;
- Housekeeping language and grammar amendments for consistency with other SEC Sub-Committee ToR.

### 3. Next Steps

Following review by the CTG and subject to endorsement, the CTG ToR will be presented to the SEC Panel for approval at its April 2024 meeting.

### 4. Recommendations

The CTG is requested to:

- **REVIEW** the contents of updated ToR Version 1.1;
- **PROVIDE** any views and feedback on the updated ToR; and
- **ENDORSE** Version 1.1 of the ToR for SEC Panel approval.

Cady Chappell

SECAS Team

2 April 2024