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CTG Meeting 08

10:30 – 13:30, 09 October 2023

CTG_08_0910 – Meeting Headlines

Decision, Discussion and Information Items

1. Previous Meeting's Minutes (For Decision)

The Communications Transition Group (CTG) reviewed the minutes from the CTG 07 meeting including proposed amendments and **APPROVED** them as final.

2. Actions Log Update (For Information)

The CTG **NOTED** the actions log update and **AGREED** to close all actions marked as Propose to Close.

3. DCC Update: CH&N Programme (For Information) (**AMBER-STRICT**)

DCC presented an overview of the overall plan for CH&N Transition to 4G Comms Hubs. The DCC provided updates on its programme risks and issues noting that all areas are green with the exception of Test Phases, Order Management System (OMS), and Business Readiness and Transition which are at Amber.

The CTG requested the DCC provide updates to the CTG regarding changes to the T3 roll-out process and the wind-down of the 2G contract, analysis of 4G coverage including the volume of Comms Hubs connected to the Wide Area Network (WAN) mesh gateway nodes, 2G to long-range radio and those connected to pre-payment meters. The DCC will be arranging two workshops to discuss details, risks, options, and potential rules related to mesh. The CTG **NOTED** these updates.

4. CTG Risks and Issues Register – monthly update (For Information) (**RED**)

The CTG **REVIEWED** the updated Risks and Issues Register, **AGREED** to the changes made and baselining of the draft as V6.1 [V7.00](#). The CTG also **AGREED** that from CTG 09, the Risk Register will no longer be redlined, and the summary of changes paper will be used to highlight changes. A closed Risks and Issues tab will be created to track closed items.

5. Draft Overall Transition Plan (For Information) (**GREEN**)

The CTG **REVIEWED** the draft Overall Transition Plan (OTP) and the Plan On A Page (POAP), **NOTED** the updates, and **AGREED** to baselining the draft OTP as v1.5. The CTG also discussed the next steps for capturing Supplier readiness and deployment activities for inclusions on the OTP and POAP and **AGREED** to hold a dedicated session with members on readiness.

6. CTG Factsheets (For Information) (**GREEN**)

The CTG **REVIEWED** the updated Amber v3.1 CTG Factsheets and the new Green v1.1 CTG Factsheets. The CTG discussed sharing both Factsheet versions for comment post-meeting before baselining as v3.2 (Amber) and v1.2 (Green) and publication of the Green version. The CTG

members **AGREED** to review the shared factsheets and confirm any changes needed by Close of Play 17 October 2023.

7. CH Exchange Skills/ Competences (**AMBER-STRICT**)

The CTG Discussed a Comms Hub installer competencies paper provided by the Association of Meter Operators (AMO). The CTG expressed dissatisfaction with the level of clarity shared to date and **AGREED** that understanding the current REC requirements and proposal of a modification to amend these requirements as needed should be prioritised urgently. The CTG **AGREED** that a workshop should be arranged to assess the process steps for CH exchange and establish if changes to the REC are required.

8. Asset Life (**GREEN**)

SECAS summarised the discussions held at an asset life workshop and recent Strategic Working Group (SWG) meeting in response to a CTG action of aligning Device replacement dates to minimise site visits and the impact of 2G/3G switch off on the premature replacement of installed smart assets. The views of the workshop were that there may be value in a central project with an objective of keeping perfectly working kit installed and that the CTG would be the most appropriate owner of the project, escalating broader issues to the SWG as necessary. SECAS will bring a Project Brief to the November CTG meeting. The CTG **DISCUSSED** the objective, **AGREED** CTG should be the responsible group for work in this area and **NOTED** the next steps.

9. AOB

A member raised whether there is a requirement for consumers to be present during CH replacement, which the CTG discussed and will be covered as part of the discussion on skills and competencies. The CTG discussed the proposed meeting dates for 2024 and **AGREED** to confirm suitability by COP 17 October 2023.

Next Meeting Date: 20 November 2023