TRAM REVIEW GROUP
TERMS OF REFERENCE

1. Formation and Scope

The Theft Risk Assessment Methodology (TRAM) Review Group has been established as a sub-committee of the TRAS Expert Group (TEG).

The scope of this Review Group is to review the Theft Risk Assessment Methodology residential and commercial consumption models and prepare a report recommending potential improvements.

2. Objectives

The objectives of the TRAM Review Group are to:

1. Review the responses to the Request for Information (RFI) regarding suggestions on how to further enhance the TRAM and the scorecards produced by Experian;
2. Carry out a bottom up review of consumption models in the TRAM;
3. Produce a report to be presented to the TEG setting out a set of potential improvements and/or re-modelling recommendations;
4. Produce any draft Change Proposals as may be required, including associated legal text; and
5. Make recommendations as appropriate to the Theft Steering Group of any consumption data/analytics requirements that could be included in a future procurement.

3. Outputs

The Review Group shall provide a report to the TEG setting out its recommendations.

Industry Consultation

Should it deem it appropriate, the TRAM Review Group may carry out an industry consultation. Such consultation will enable the group to ensure, in as far as is reasonably practicable, that any proposed solutions are fit for purpose.

4. Membership and Representation

Membership will be open to the below parties:

- All SPAA Parties;
- All DCUSA Parties;
- Ofgem;

- The CDSP; and
- Other Interested parties (with prior agreement of the Chair).

Any DCUSA or SPAA Party may also invite an interested party to attend a meeting by prior agreement with the Chair.

Review Group Members shall be individuals who have knowledge of the SPAA, DCUSA and/or TRAM.

5. Chair

The Chair shall be provided by ElectraLink and will be required to:

- Chair the meeting;
- Be independent and represent the views of the industry as a whole;
- Ensure adherence to the agenda and workplan;
- Ensure discussion remains focused; and
- Facilitate decision-making.

The Chair shall not be entitled to vote unless there is a deadlock, in which case the Chair shall hold the casting vote.

6. Secretariat

Secretariat services will be provided by ElectraLink. The Secretariat will be responsible for:

- Circulating the agenda for the meeting and any related papers at least 5 Working Days in advance of meetings;
- Producing minutes following each meeting in a style and with a level of detail specified by the Chair, for approval by members of the Working Group; and
- Circulating minutes and any post-meeting papers to attendees no later than 5 Working Days following each meeting.

7. Decision-Making

The Review Group will act in a co-operative manner to achieve consensus where possible. Where consensus cannot be reached, decisions and recommendations will be passed by simple majority of the members present eligible to vote. Members eligible to vote shall include all DCUSA and SPAA Parties and, where deadlock occurs, the Chair. Where there are varying views, the relevant Secretariat will capture these in the minutes and / or the Review Group report.

Any solution or draft legal text recommended by this Group will be subject to the usual change control process and the decision of the SPAA Change Board/DCUSA Parties and, where required, the Authority.

8. Meeting

Meetings will be hosted by the Secretariat and web-conference or teleconference facilities will be provided as appropriate.

The Chair of the Review Group may convene an urgent or short-notice meeting of the group if necessary, in order to meet any required timescales or deadlines.

The Chair of the Review Group will be entitled to cancel a scheduled meeting if, in their sole opinion, insufficient industry representatives are able to attend for all or part of the meeting.

9. Funding

DCUSA Ltd and SPAA Ltd will be responsible for the costs of relevant Secretariat services, other meeting facility costs and ancillary charges such as teleconferencing charges.

Participants will be responsible for their own costs of attending meetings.

The Review Group shall not incur any other costs unless approved by both the DCUSA Board and SPAA Board, or the TRAS Steering Group.

10. Request for Legal Advice

Where the Review Group determines that it requires legal advice in relation to its activities it shall first seek approval from a representative of both the DCUSA Board and SPAA Board.