**MIS Programme Board (MPB)**

**Terms of Reference (v0.1)**

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| **Version** | **Status** | **Date Updated** | **Reason for Change** | **Approval** |
| 0.1 | Draft | 11 Jan 2018 | Created |  |
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1. **Establishment**

The MPB is a joint industry group convened under the auspices of the Master Registration Agreement (MRA) and the Uniform Network Code (UNC) via the Data Services Contract (DSC). Programme structure set out in Appendix A.

1. **Scope**

MPB shall take recommendations made by the Joint MIS Programme Board.

JMDG will submit reports and updates to the MPB.

MPB will consider JMDG identified changes to MRA and or UNC/DSC governance and other industry code arrangements as necessary to deliver the development and evolution of the MIS.

MPB may refer back to JMDG with questions and/or any submissions where clarity of further work is required together with its justification/rationale for doing so. It will set out its expectations for when a response/re submission might be expected by MPB.

1. **MPB Representatives**

|  |  |  |
| --- | --- | --- |
| **Name** | **Works for** | **Represents** |
| [insert] | [insert] | Chair |
| Alex Travell | Eon | MRASCo Board /MRA |
| [insert] | [insert] | DSC |
| Arik Dondi | Ofgem | Faster and Reliable Switching Programme |
| [insert] | Xoserve | Project Delivery/ Design Assurance |
| [insert] | Gemserv | Project Delivery/Design Assurance |

1. **MPB Objectives**

The MPB will:

* Monitor the progress of the overall programme
* Manage and monitor the risk log for the programme and agree mitigation
* Monitor financial commitments with due regard to existing financial and governance procedures
* To ensure the Programme meets its objectives with regard to the Programme Plan milestones, budget, timescales and quality
* Consider the impact of any recommendations made by JMDG with regard to Ofgem’s Faster and more Reliable Switching Programme.
* Approve progression of any Programme deliverables as appropriate through the right channels for consideration / sign off (as deemed appropriate), including but not limited to the MRA and UNC governance mechanisms and where necessary Ofgem

The MPB shall consider recommendations made by JMDG with respect to:

* Robustness of the work undertaken by JMDG with regard to its recommendations, including the basis on which JMDG has made any assessments of the benefits and costs
* The Programme has in place effective mechanisms, procedures and processes to ensure the MIS work is complementary with respect to the Ofgem Faster and Reliable Switching Programme
* Due regard is taken of all competition and consumer impacts and benefits
* Consider whether there has been adequate consultation with stakeholders and advise accordingly

1. **Membership & Attendance**

Members of the MPB will be acting in their capacity as members of their constitutional groups:

* MRA Board
* UNC/DSC Panel
* Ofgem,
* Consumer needs

Alternates can be agreed, with the Chair’s approval, ahead of each meeting.

Xoserve will provide a Chair and will fulfil the role of Secretary for the meetings. Both Gemserv and Xoserve will support the MPB in producing papers, minutes, actions, reports etc.

The Chair will coop experts onto the group as and when required.

1. **Role of the Chair / Secretariat**

The Chair’s role will be to chair meetings, facilitate discussions and encourage consensus. The Chair will be responsible for MPB outputs and ensuring the transition of requirements via industry governance.

1. **Requirement of Members**

Members shall be individuals with sufficient seniority and decision making capability to enable the Programme Objectives to be met.

1. **Meeting Venue and Frequency**

Meetings will be convened as and when required, and as a minimum [3] times per calendar year.

The Secretariat will confirm the meeting dates to the Members as agreed with MPB members. All meetings will be held in person and hosted by either Xoserve or Gemserv:

* Xoserve office (Lansdowne Gate, 65 New Road, Solihull, B91 3DL); or
* Gemserv office (8 Fenchurch Place, London, EC3M 4AJ)

1. **Confidentiality**

It is not expected that any discussions under the MPB will be confidential in nature. If a matter of confidentiality arises the MPB will consider how to manage it.

1. **Governance**

Upon finalisation of any reports to MPB by JMDG, MPB will provide advice and direction on any regulatory and/or governance issues that may arise.

1. **Funding**

The cost of meeting rooms, refreshments and supporting services will be met by the MRA/ UNC. Individual MPB members will meet their personal attendance expenses.

**APPENDIX A – PROGRAMME GOVERNANCE**

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