

Implementing the Microgeneration Strategy

Steering Group

Terms of Reference

Role of Steering Group

The role of the Steering Group is to oversee implementation of the Microgeneration Strategy, ensuring its commitments are implemented in a timely and efficient way and to ensure that the deliverables meet the needs of the industry in a way best calculated to result in a mass market microgeneration industry.

Membership:

Rachel Crisp, DTI Lead on Microgeneration (Chair)
Sally Millward, DTI (Project Manager, implementing the strategy)
Dave Sowden, Micropower Council
Seb Berry, Renewable Energy Association
John Costyn, Ofgem
Caroline Season, Defra
Graham Davis or Shayne Coulson, DCLG
John Newman, DTI Lead on Construction
Graham Tubb, SEEDA
Paul Randle, Treasury

Role of Members

Steering group members will:

- Provide relevant knowledge and expertise to guide the implementation of the strategy
- Be champions for the Microgeneration strategy and help foster awareness among key stakeholders
- Ensure that the Strategy is delivered in a timely and efficient way through:
 - Monitoring progress and receiving reports from project managers/individuals responsible for specified deliverables; and
 - approving key milestones;
- Provide such guidance and take such decisions as necessary to assist the DTI in delivery of its commitments throughout the life of the project.

Project Admin

The Steering Group will meet every quarter until all actions under the Strategy, or any revisions to it, have been fulfilled.

The Steering Group will receive reports and updates from project managers at these meetings and at such other times as are necessary to ensure the timely delivery of the strategy. The precise timing will be decided by the Steering Group.

Monthly summaries of progress will be emailed to Steering Group members

Draft action lists and meeting notes will be circulated by the DTI for comment within one week of meetings taking place, and approved at the subsequent meeting.

Individual Leads for each deliverable will update the Project Manager (Sally Millward) on progress as requested by the Project Manager. This will be monthly or quarterly as necessary

Agenda and papers for the Steering group meetings will be circulated one week prior to each meeting