

Appendix B – Proposed responsibilities of EV coordination function

Category	Responsibility	Action	Key Stakeholder(s)	Lead
A: Knowledge sharing	1. Act as a first point of contact for London boroughs, the GLA, TfL, existing and new charge point operators, and other relevant stakeholders seeking information about charge point installation in the capital	i) Respond to and, where relevant, signpost queries to relevant guidance documents or contacts within other organisations.	London boroughs, the GLA, TfL & charge point operators	London Councils
		ii) Welcome new market entrants to the capital and provide relevant information on requirements for operation in London.		
		iii) Promote the quickest and best routes to charge point installation.		
	2. Facilitate sharing of best practice and other relevant information amongst London boroughs and other relevant stakeholders	i) Facilitate sharing of best practice. developments in charge point technology and technical requirements for delivery through working groups, events and guidance documents.	London boroughs, TfL charge point operators	London Councils
		ii) Coordinate, promote and attend relevant meetings and training events.		
	3. Collate and share information to encourage Londoners to switch to Evs	i) Share information on EV charging in London and direct Londoners to borough processes to request on-street charge points.	London boroughs, OLEV	London Councils
ii) Lead communications including myth busting and awareness raising of the benefits of EVs. Support marketing by Go Ultra Low campaign.				
B: Support borough delivery	4. Liaise with TfL to provide procurement and contract management support to London boroughs to support delivery of EV charge points	i) Provide procurement advice and support to London boroughs.	TfL, London Boroughs	TfL
	5. Oversee delivery of GULCS programme to the end of 2020.	i) Oversee borough delivery of charge points through the GULCS programme ensuring funding is spent by the end of 2020 and lessons learnt are captured and shared.	TfL, GLA, OLEV, London boroughs	London Councils & TfL
	6. Secure and distribute funding to London boroughs for the delivery of on-street charging points.	i) Identify and bid for funding to continue on-street charging point delivery through the London boroughs.	London boroughs	London Councils
C: Data & monitoring	7. Monitor and support data sharing between charge point operators, London boroughs, TfL and other relevant stakeholders	i) Act as a first point of contact for boroughs and charge point operators seeking information on charge point data requirements and recommendations.	London boroughs, GLA, TfL & charge point operators	London Councils
		ii) Monitor and support a successful flow of data from operators to London boroughs and TfL.		
	8. Analyse charge point usage data. Share and promote key findings with relevant stakeholders.	i) Analyse charge point usage data and share key trends, patterns and other findings f to inform future planning and delivery across the capital.	TfL, GLA, OLEV, London boroughs	London Councils
	9. Collate and share locations of charge points delivered	i) Assist with maximising the utilisation of existing infrastructure, by providing up to date and accurate information on charge point locations, where possible.	Charge point operators	London Councils & GLA
	10. Monitor customer experience and charging behaviour	i) Lead on research to monitor customer experience and charging behaviour. Share findings to inform future delivery.	Charge point users, London boroughs	London Councils
D: Other	11. Identify funding and partnership opportunities to continue the role of the coordination body from 2022	i) Engage with relevant partners to identify funding and partnership opportunities to continue the role of the coordination body from 2022.	London boroughs, charge point operators	London Councils