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CTG Meeting 04

13:00 – 16:00, 19 May 2023

CTG_04_1905 – Meeting Headlines

Decision, Discussion and Information Items

1. Previous Meeting's Minutes (For Decision)

The Communications Transition Group (CTG) reviewed the minutes from CTG 02 meeting, **AGREED** the changes 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, with the exception of CTG 03/03 which will remain open.

3. DESNZ Update on Trust Centre Swap-Out programme (**GREEN**)

DESNZ updated the CTG on the progress made with Trust Centre Swap Out (TCSO). DESNZ noted that testing is mostly to ascertain outcomes via the 'happy path' and that overall, Devices were working before entry. CTG members **NOTED** the update.

4. DCC Update: CH&N Programme – (For Information) (**GREEN**)

The DCC provided an update on the CH&N Transition to 4G Comms Hubs and confirmed that seven updates had already gone through. The DCC noted that two documents had been produced, one for the next IPV workshop on 25 May and one to be presented at a forecasting and ordering workshop on 21 June. The DCC noted that documents will be reviewed and shared with stakeholders and will be included in the final conclusions document which will be published on 30 June. The DCC noted that high level and low level designs are split and that an internal review was completed on 9 May and that they were looking to come back to industry to confirm plan at the end of June. The DCC presented activities on assurance on Comms Hubs and noted they were split on three items: HW design assurance, PIT Test and Build. The CTG **NOTED** these updates.

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

CTG **REVIEWED** the updated Risks and Issues Register, **AGREED** to the changes made and **SUGGESTED** feedback. One suggestion provided included adding an additional column with an outline of why changes have been made to Risk Ratings, it was agreed that this would be added.

6. Draft Overall Transition Plan (For Information) (**RED**)

CTG **REVIEWED** the draft Overall Transition Plan, **NOTED** the updates and **AGREED** to the next steps. CTG members suggested that a non-sensitive version of the Overall Transition Plan would be useful for sharing when necessary, it was agreed that the Plan would remain red in classification but that a green or amber plan would be provided alongside it.

7. CTG Stakeholder Engagement Register (For Information) (**GREEN**)

CTG **REVIEWED** the Stakeholder Register and the CTG was asked to provide comments on the draft register by close of play Friday 26 May. It was also agreed that Cornwall Insight would be added as a stakeholder.

8. CTG Factsheets (For Information) (RED)

The CTG **NOTED** the CTG Factsheets and that a less sensitive version would be published on the SECAS website. The CTG was asked to provide comments on a less sensitive document of the Factsheets by close of play Friday 26 May.

9. Any Other Business (AOB)

The CTG discussed that at a DCC workshop it was asked if there was the need for a consistent Comms message on the installations during an IPV. The CTG **NOTED** this discussion and they agreed to discuss this further at CTG 05.

Next Meeting Date: 16 June 2023