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## CTG Meeting 10

### 10:30 – 13:30, 11 December 2023

### CTG\_10\_1112 – Meeting Headlines

#### Decision, Discussion and Information Items

##### 1. Previous Meeting's Minutes (For Decision)

The Communications Transition Group (CTG) reviewed the minutes from the CTG 09 meeting including proposed amendments and **APPROVED** them as final.

##### 2. Actions Log Update (For Information) (**GREEN**)

The CTG **NOTED** the actions log update and **AGREED** to close all actions marked as Propose to Close with the **EXCEPTION** of CTG08/04, which remains open due to CTG Members request for DCC's Outline Business Case (OBC) on 4G Communication Hubs and Replacement Activity costs to be shared at CTG as well as with SEC Panel. This will be discussed with the DCC and the SEC Panel Chair.

##### 3. DCC Update: CH&N Programme (For Information) (**AMBER**)

DCC presented an overview of the overall plan for CH&N Transition to 4G Communication Hubs (CHs). The DCC provided updates on its programme risks and issues noting that all areas are green with the exception of PIT Exit/SIT Entry Test Phases currently tracking as Red, and Order Management System (OMS), and Business Readiness and Transition which are at Amber. DCC advised CTG that PIT Exit and SIT Start Milestones have been delayed due to testing issues found in CH firmware therefore requiring further testing cycles, however provided assurance that this should not impact Initial Pallet Validation (IPV) timescales.

DCC presented an overview of the First Phase 2 Mesh Workshop delivered on 29 November 2023 which discussed options for 2/3G Mesh swap-outs and highlighted a second Mesh Workshop will be held on 13 December 2023. DCC presented an overview of engagement for 2024 and **AGREED** to update the Chair on when the detailed engagement plan would be available for review, for the purpose of planning relevant CTG discussions.

The CTG **DISCUSSED** which forum was best suited to hold 4G discussions related to OMS, noting that there is some cross over between CTG, OPSG, the Supply Chain Working Group and DCC Workshops. CTG **AGREED** for SECAS to work with the Independent Chairs and DCC to clarify for each agenda item on the topic which part of the solution (medium term, enduring or IPV) is being discussed and how it is governed.

DCC provided an update on CH financing and advised DCC is developing a draft Outline Business Case (OBC) covering the funding of both 4G CH assets and CH Exchange costs, which would be shared with Industry in early 2024. The CTG **DISCUSSED** the most appropriate forum to consider CH costs, and **NOTED** concerns on whether the OBC would sufficiently capture costs and benefits for Users. The CTG **AGREED** that CTG, in addition to the SEC Panel and Quarterly Finance Forum, would be an appropriate forum for cost discussion which the Chair will discuss with the DCC and the SEC Panel Chair.

DCC provided an overview of the Changes to the Intimate Communications Hub Interface Specification Consultation which will close on 4 January 2024. CTG **DISCUSSED** the limitations of the Consultation only focusing on new installs. The Chair advised a SEC consultation response would be provided which summarised Sub-Committee views and **AGREED** that the response would highlight the expectation that further analysis should be carried out on Radio Frequency noise requirements for existing assets.

The CTG **NOTED** these updates.

#### 4. CTG Risks and Issues Register – monthly update (For Decision) (RED)

The CTG **NOTED** changes made to the Risks and Issues Register and **AGREED** to the changes and baselining of the draft as V8.1.

#### 5. Draft Overall Transition Plan (For Decision) (AMBER)

Engage provided an overview of the changes made to the Draft OTP, which included updates on Energy Supplier Milestones based on discussions at the Supplier Readiness Session held on 8 November 2023, changes made to align milestones with the latest information presented at the Implementation Managers Forum (IMF), and various maintenance updates. Engage noted that there were no changes to the Plan-on-a-Page (POAP) as a result of the OTP changes, but the POAP will also be baselined to maintain consistent version numbers with the OTP.

The CTG **NOTED** the updates and **AGREED** to the baselining of the Overall Transition Plan (OTP) and POAP as v1.6.

#### 6. CTG FACTSHEETS (For Decision) (AMBER)

The CTG **NOTED** changes made to the Green and Amber versions of the Factsheets, which included amendments covering 4G CH dimensions, and **AGREED** to the changes and baselining of the drafts as v3.3 and v1.3 respectively.

#### 7. Asset Life Brief Project (For Decision) (AMBER)

SECAS provided an overview of the Asset Life Project Brief and requested CTG agree to the scope of the project and recommend the project for approval by the SEC Panel and to SECCo Board for release of funds. SECAS noted the project aim to provide a view on the overall picture for SMETS1 and SMETS2 and produce a range of estimated costs for 4G transition activities based on different transition strategies and timescale modelling.

CTG **DISCUSSED** the proposed project and **REQUESTED** SECAS develop and circulate a paper that clarifies the problem statement and provides an illustrative example of a data set to give an indication of the project output, based on which CTG Members could then consider whether to recommend progression of the project.

#### 8. AOB (CLEAR)

##### CTG 11 – January Meeting Date

SECAS proposed moving the next CTG meeting scheduled for 8 January to 22 January due to the short timescales between meetings over the Christmas period. CTG **PROVISIONALLY AGREED** to change the meeting date subject to CTG Members confirming their availability with SECAS post-meeting.

**Next Meeting Date: 22 January 2024 (TBC)**