



SEC

What stage is this document in the process?

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Stage 01: Initial Modification Report

SECMP0033:

Update to CH Handover Support Materials

This Modification Proposal seeks to update the Consignment labelling and information table as well as the Smart Meter Wide Area Network (SM WAN) Coverage Information section in Appendix H 'CH Handover Support Materials'. This update is to align the 'CH Handover Support Materials' document with the implementation of the Data Communications Company (DCC) Solution.

P3

The recommendation is that this modification should:

- follow Path 3: Self-Governance
- proceed to Modification Report Consultation



Potential Impact on:

- Small Supplier Parties
- Large Supplier Parties

01	Initial Modification Report
02	Refinement Process
03	Report Phase
04	Final Modification Report

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SECMP0033 - Initial Modification Report

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About this document

This document is an Initial Modification Report (IMR) for SECMP0033. It enables the Smart Energy Code (SEC) Panel to carry out its initial consideration on how this Modification Proposal should be progressed through the Modification Process.

The Panel will consider the Initial Modification Report at its meeting on 10th March 2017.

This IMR has four attachments:

- **Attachment A:** SECMP0033 - Modification Proposal Form
- **Attachment B:** SECMP0033 – Draft Legal Text
- **Attachment C:** SECMP0033 – draft Modification Report
- **Attachment D:** SECMP0033 – draft Modification Report Consultation response form

1. Summary

This section provides an overview of [SECMP0033](#). For further details on the Modification Proposal, please refer to subsequent sections. Defined terms and acronyms used in this IMR are listed in the Glossary (Appendix 1) of this document.

1.1 Why Change?

The Proposer (the DCC) believes the current version of the [Communications Hub Handover Support Materials \(CHHSM\)](#) document does not reflect the DCC Solution as it has been implemented, and is therefore not aligned with SEC definitions.

1.2 Solution

This Modification seeks to amend the following sections of the SEC:

To deliver these changes this modification will amend the following parts of the SEC:

- SEC Section A – Definitions and Interpretations
- SEC Appendix H – CH Handover Support Materials
 - Annex A – Table 1 ‘Consignment labelling and information’,
 - ‘SM WAN coverage information’ – 3.3

1.3 Impacts and Costs

The impacts of this Modification Proposal are expected to be minimal as the changes only seek to align the SEC with the implemented DCC Solution.

The costs to implement this change will be limited to the Code Administrator time and effort to make the necessary amendments to the SEC and release a new version to SEC Parties as well as the publication of this new version on the SEC Website.

1.4 Implementation

As this Modification Proposal only involves changes to the SEC, the implementation date of this modification is proposed to be **Five Working Days (WD)** following the end of the 10 WD referral period, which commences following the Change Board vote (subject to the modification being progressed as a Path 3 ‘Self Governance’ Modification Proposal).

1.5 Proposed Progression

The Proposer and SECAS recommend that SECMP0033 is progressed as a Path 3 ‘Self-Governance’ Modification, and that as the changes are fully defined and do not require Refinement, that SECMP0033 proceeds to Modification Report Consultation.

2. Why Change?

2.1 Background

The CHHSM provides information on how Communications Hubs (CHs) will work in the wider smart metering environment. More specifically the CHHSM provides details in relation to ordering and installing a CH.

2.2 What is the issue?

There are historical reasons why changes for efficiency have been made resulting in the CHHSM not reflecting the implemented DCC systems, which have been noted below.

The DCC has therefore raised SECMP0033 to make two changes to the CHHSM to align it with their current systems. Details of these changes have been reflected below:

Issue One

- Currently, Communications Hub Function (CHF) Identifier (EUI-64 unique number) is included in the delivery note described in CHHSM. However, the Proposer suggests that including CHF Identifier for both CSPs in Table 1 is environmentally wasteful and not of any practical use to the customer. This is because the CH deliveries could contain upwards of 40,000 units and would therefore overwhelm the customer as CHF Identifiers are in paper based form. All deliveries are currently preceded by Advanced Shipment Notification (ASN) files and these will already contain the CHF Identifiers electronically for the customers to use with their business processes/systems. The Proposer suggests that the ASN files contain sufficient information and therefore also including CHF for both CSPs is redundant.
- In terms of the CSP hardware version number for the Central and South Regions solution, the ASN files are intended to be a master source of information and the customer will receive it in advance of any deliveries of the physical units. The Proposer suggests that it is environmentally wasteful and unnecessary to have CH Marking and again believes the ASN file provides sufficient information.
- Device Configuration Identifier (DCI) is a CSP North Region specific attribute and as such cannot be included by the CSP for Central and South Regions.

Issue Two

Currently, the request for SM WAN coverage is not an incident as per the SEC definition and as such the DCC believes that this request is better handled as a Service Management Service Request (SMSR). This is because it will allow the DCC to build automation into relevant workflows to fulfil the request, therefore making the process more efficient.

3. Solution

3.1 What is the solution?

The Proposer seeks to make the following two changes, as noted in the section above:

Change One

The CHHSM currently contains a table in Annex A – Consignment Information called ‘Table 1 – Consignment labelling and information’. This table is used to describe the information provided for each:

- CH;
- carton containing a CH; and
- pallet of CHs for delivery;

depending upon the Region to which the associated Communications Hub Order relates.

The rows in Table 1 requiring updates are as follows:

- **CHF Identifier (EUI-64 unique number)** - Delivery Note for both North Region and Central & South Regions to change from ‘Y’ to ‘N’;
- **Hardware version number** - CH Marking to be split from All Regions into North Region and Central & South Regions. North Region remains as ‘Y’ but Central & South Regions change from ‘Y’ to ‘N’; and
- **Device configuration identifier** - Advanced Shipment Notification for Central & South Regions changes from ‘Y’ to ‘N’.

The following two tables show the current CHHSM content and the proposed changes that are outline above:

Table 1: Current CHHSM consignment information

	CH Marking	Carton Labels	Pallet Labels	Advanced Shipment Notification		Delivery Note	
	All Regions	All Regions	All Regions	North Region	Central & South Regions	North Region	Central & South Regions
CHF Identifier (EUI-64 unique number)	Y	Y		Y	Y	Y	Y
Hardware version number	Y			Y	Y		
Device configuration identifier	Y			Y	Y		

Table 2: Proposed changes to the CHHSM consignment information.

	CH Marking		Carton Labels	Pallet Labels	Advanced Shipment Notification		Delivery Note	
	North Region	Central & South Regions	All Regions	All Regions	North Region	Central & South Regions	North Region	Central & South Regions
CHF Identifier (EUI-64 unique number)	Y	Y	Y		Y	Y	N	N
Hardware version number	Y	N			Y	Y		
Device configuration identifier	Y	N			Y	N		

Change Two

CH Handover Support Materials Section 3.3 'SM WAN coverage information' currently reads as follows:

"Where a Party requires SM WAN coverage information for an Installation Location where there is no associated postcode, the Party may raise an Incident with the DCC and in so doing shall provide the geographic latitude and longitude, for the Installation Location as part of the initial diagnosis information required by the Incident Management Policy. The DCC shall resolve the Incident by providing SM WAN coverage information for the Installation Location and shall additionally allocate the Installation Location to a Region."

SECMP0033 seeks to amend section 3.3 by:

- replacing 'an incident' with 'a Service Management Service Request';
- removing the phrase 'as part of the initial diagnosis information required by the Incident Management Policy';
- replacing 'resolve the incident by providing' with 'provide'; and
- insert 'to the Party' after "...SM WAN coverage information for the Installation Location".

Other related changes

In addition to the changes to the CHHSM, there are also other related changes being proposed as follows:

- SEC Section A – amendments to capture the definition of Service Management Service Request; and
- SEC Section H8 'Service Management, Self Service Interface and Service Desk' – amendments to make reference to raising a Service Management Service Request.

Industry input on these changes

Details of the changes proposed in this paper were presented and discussed in detail at the November DCC Communications Hub & SM-WAN Forum. No concerns were expressed in the forum by those that attended and no comments or concerns were raised by the industry when the slides were issued requesting feedback. The DCC presented the changes again at the December DCC Communications Hub & SM-WAN Forum and a request for any remaining concerns was made but again the forum attendees did not raise concerns or comments

3.2 Draft proposed legal text

The proposed legal drafting to deliver the proposed solution is provided in **Attachment B**.

3.3 Requested Implementation

The Proposer has requested that this modification be implemented as soon as possible.

With this in mind, the following implementation approach is recommended:

- **5 Working Days (WD)** following the end of the 10 WD referral period, which commences following the Change Board vote.

This is subject to SECMP0033 being progressed as a Path 3 'Self Governance' Modification Proposal. Further information on proposed progression can be found in section 5 below.

3.4 Views against SEC Objectives

The table below highlights the Proposer's views on how this Modification Proposal will better facilitate the achievement of the applicable SEC Objectives.

Proposers views against the SEC Objectives	
General SEC Objective	Proposer views
(a) To facilitate the efficient provision, installation, and operation, as well as interoperability of Smart Metering Systems at Energy Consumers' premises within Great Britain.	The Proposer believes that SECMP0033 will allow Parties to have accurate information on the receipt of Communications Hub orders.
(b) To enable the DCC to comply at all times with the General Objectives of the DCC (as defined in the DCC Licence), and to efficiently discharge the other obligations imposed upon it by the DCC Licence.	The Proposer believes that SECMP0033 will align the terminology used within the CHHSM document with the current SEC definitions; providing accurate information for Parties that require SM WAN coverage information to be sent to them by the DCC.

For the avoidance of doubt the Proposer believes that SECMP033 is neutral against SEC Objectives (c), (d) and (e).

4. Potential Impacts and Costs

4.1 Impacts

The following section sets out the assessment of the likely impacts arising from SECMP0033.

Potential Impacts of SECMP0033	
Smart Energy Code Parties	
Suppliers	SECMP0033 will have a low impact on Supplier Parties, as they are the only category that will be ordering Communications Hubs and therefore be impacted by any changes made to the CHHSM. No impacts have been identified at this stage.
Networks	
DCC	
Other Users	
Systems	
DCC Systems	No specific impacts on the DCC Systems have been identified No impacts have been identified at this stage.
User Systems	
Smart Metering Systems	
Other	
SEC and Subsidiary Documents	
SEC Sections	The following two SEC Sections are impacted by SECMP0033: - SEC Section A – Definitions and Interpretations - SEC Section H – DCC Services
Subsidiary Documents	The following SEC Subsidiary document is impacted by SECMP0033: SEC Appendix H – CH Handover Support Materials
Other Industry Codes and Documents	
No impacts have been identified at this stage.	
Greenhouse gas emissions	
No impacts have been identified at this stage.	
Impact on Consumers	
No impacts have been identified at this stage.	

4.2 Costs

The costs to implement this change will be limited to the Code Administrator time and effort for:

- making the necessary amendments to the SEC;
- releasing a new version of the SEC to SEC Parties; and
- the publication of it on the SEC Website.

The associated amendments to the Terms of Reference will also be required; and as per existing processes will be actioned and agreed by the Panel following implementation.

The table below sets out the estimated working day effort to implement this change.

Implementation activities, cost and effort		
Implementation activities	Effort	Cost
- Application of approved changes to the SEC - Publication of the new version of the SEC on the SEC Website and issuance to SEC Parties - Review and update any impacted SEC guidance materials	Two Man Days maximum	£1200 ¹

¹ Based on a blended rate of £600 per day

5. Proposed Progression

5.1 Modification Path

None of the criteria that would define this modification as having a material impact are met. The proposed changes only relate to amending the relevant SEC Sections. Furthermore, the Path 2 'Authority Determination Modification'² criteria are not met. Therefore, SECAS proposes that this modification is progressed as a Path 3 'Self Governance' Modification Proposal.

5.2 Progression to Modification Report Consultation

SECAS considers that refinement by a Working Group is not needed as the Proposed solution requires no further refinement. Thus, the modification can be submitted for Modification Report Consultation prior to a Change Board vote. A draft Modification Report, provided in Attachment C, has been prepared. Furthermore, attached to this IMR is the proposed Modification Report Consultation response form, provided as Attachment D.

5.3 Indicative Progression Timetable

The following is a high level indicative progression timetable for SECMP0033. The detail in this plan is subject to change. However, changes to the overall timetable are subject to a Panel review.

Modification Timetable		
Stage	Start	Finish
Modification Proposal Raised	22 nd February 2017	N/A
Panel initial consideration of the Modification Proposal	3 rd March 2017	10 th March 2017
Refinement Process	N/A	N/A
Modification Report Consultation	15 th March 2017	5 th April 2017
Change Board vote	12 th April 2017	19 th April 2017
Implementation	5 Working Days after end of the 10WD referral period (estimated date = 10 th May 2017)	

² as per SEC Section D2.6 (a), (b), (c), (d) and (e)

6. SEC Panel Decisions

The SEC Panel is requested to:

- **AGREE** for SECMP0033 to progress as a Path 3 modification (Path 3 – Self Governance);
- **AGREE** to submit SECMP0033 for Modification Report Consultation; and
- **AGREE** that SECMP0033 should be progressed per the timetable set out in Section 5.3.

7. Further Information

More information is available in:

- **Attachment A:** SECMP0033 Modification Proposal Form
- **Attachment B:** SECMP0033 Draft Legal Text
- **Attachment C:** SECMP0033 Draft Modification Report
- **Attachment D:** SECMP0033 Modification Report Consultation Response Form.

For further information, please see the [Modification Register](#) page of the SEC website or contact SECAS at secas@gemserv.com.

Appendix 1 – Glossary and References

Glossary		
Acronym	Term	Plain English Summary
ASN	Advanced Shipment Notification	Means, in relation to a Region, the notification containing the information listed in Annex A of this document under ‘Advanced Shipment Notification’ and identifies as being provided in relation to that Region.
	Central Region	Means the Region which covers the majority of Wales and the majority of central England.
	CH Handover Support Materials	Means, in respect of each Region, the SEC Subsidiary Document of that name set out in Appendix H and applying to that Region, which document is originally to be developed pursuant to Section X8 (Developing CH Support Materials).
CH	Communications Hub	Means a physical device that includes a Communications Hub function together with a Gas Proxy Function; save that, when such expression is used in relation to the following provisions, such expression shall be interpreted in accordance with the definition of that expression in the DCC Licence: a) The definitions of “CH Defect” and “Test Communications Hub”; b) Sections F5 (Communications Hub Forecasts & Orders), F6 (Delivery and Acceptance of Communications Hub Orders) and F10 (Test Communications Hubs)
CHF	Communications Hub Function	
	CHF Identifier	Has the meaning given to that term in the CHTS
CSP	Communications Service Provider	
DCC	Data and Communications Company	
	DCC Systems	Means the Systems used by the DCC and/or the DCC Service Providers in relation to the Services and/or this Code (Section A1, SEC Stage 3.0). The Proposer may wish to consider anticipated impacts on the DCC Licensee’s enterprise systems (e.g. billing) or the Data Service Provider or Communications Service Providers.
	Delivery Note	Means, in relation to a Region, the documentation containing the information listed in Appendix A under

Glossary		
Acronym	Term	Plain English Summary
		'Delivery Note' and identified as being provided in relation to that Region.
	Device	Means one of the following individual devices: (a) an Electricity Smart Meter; (b) a Gas Smart Meter; (c) a Communications Hub Function; (d) a Gas Proxy, € a Pre-Payment Meter Interface Device; (f) a HAN Connected Auxiliary Load Control Switch; and (g) any Type 2 Device.
	Fast-Track Modifications	Means Modification Proposals (Path 4 Modifications) to correct typographical or other minor errors or inconsistencies to the Code (Section D2.8, SEC Stage 3.0).
	General SEC Objectives	Has the meaning given to that expression in Section C1 (SEC Objectives) (Section C1, SEC Stage 3.0). The SEC Objectives are those objectives that the SEC has been designed to achieve.
	Greenhouse Gas Emission	Means emissions of Greenhouse Gases, as defined in section 92 of the Climate Change Act 2008 (Section A1, SEC Stage 3.0).
	Installation Location	Means the location of the premises at which a Communications Hub is planned to be, or has been, installed.
	North Region	Means the Region which covers the majority of Scotland and the majority of northern England
	Path Type	Means the Modification Path to be followed in respect of a Modification Proposal. The type of Path will depend upon the nature of the variation proposed in the Modification Proposal (D2.1, SEC Stage 3.0). The four Modification Paths under the SEC are: • Path 1 Modifications: Authority-led (Section D2.4/D2.5, SEC Stage 3.0) • Path 2 Modifications: Authority Determination (Section D2.6, SEC Stage 3.0) • Path 3 Modifications: Self-Governance (Section D2.7, SEC Stage 3.0) • Path 4 Modifications: Fast-Track Modifications (Section D2.8, SEC Stage 3.0)
	Party Category	Means one of the following categories: (a) the Large Supplier Parties collectively; (b) the Small Supplier Parties collectively; (c) the Electricity Network Parties collectively; (d) the Gas Network Parties collectively; or (e) the Other Sec Parties collectively. (Section A1, SEC Stage 3.0).
	Service Desk	Has the meaning given to that expression in Section H8.19 (Service Desk).

Glossary		
Acronym	Term	Plain English Summary
SR	Service Requests	A command issued by a DCC User to a device or the DCC.
	Smart Metering Systems	Means a system installed at premises for the purposes of the Supply of Energy to the premises that, on the date it is installed, as a minimum; (a) consists of the apparatus identified in; (b) has the functional capability specified by; and (c) compiles with the other requirements of, the Smart Metering Equipment Technical Specification that is applicable at the date (Section A1, SEC Stage 3.0). In summary, this includes: • Gas Smart Metering Equipment; • Electricity Smart Metering Equipment; • In Home Display; • Prepayment Interface Device; and • HAN Connected Auxiliary Load Control Switch.
SM WAN	Smart Meter Wide Area Network	Means the means by which the DCC sends, receives and conveys communications to and from Communications Hub Functions.
	South Region	Means the Region which covers the majority of southern England.
	Threshold Anomaly Detection Procedures	Means the SEC Subsidiary Document of that name set out in Appendix AA, which: a) Has the purpose described in Section G6.1 (Threshold Anomaly Detection Procedures); and b) Is originally to be developed pursuant to Section X10 (Threshold Anomaly Detection Procedures).
	Urgent Proposal	Means a Modification Proposal deemed an Urgent Proposal where the Authority directs the Panel to treat the Modification Proposal as an urgent Proposal (whether following a referral by the Panel pursuant to Section D4.5, or at the Authority's own initiation) (Section D4.5/D4.6, SEC Stage 3.0).
	User Systems	Means, in respect of each User (DCC User), the Systems of that User (including, where relevant, those of its Supplier Nominated Agent) used in relation to the Services and/or Smart Metering Systems (Section A1, SEC Stage 3.0). The Proposer may wish to consider Suppliers; Network Operators; Registration Data Providers; Other DCC Users (e.g. Authorised Third Parties / Switching Sites); Supplier Nominated Agents.