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SEC Modification Working Group Terms of Reference

The Working Group has been established in accordance with SEC Sections D6.2 and D6.7.

Unless otherwise stated, words and expressions that are used in these terms of reference shall have the meanings and application attributed to them under the SEC.

1. Objective

The Working Group will undertake the following parts of the SEC Modifications Process under SEC Section D:

- It will provide input on any Draft Proposal where the Change Sub-Committee (CSC) considers it beneficial to seek such a view.
- It will undertake an assessment of each Modification Proposal submitted to the Refinement Process.
- It will consider any specific instructions or further areas of assessment for individual modifications as directed by the Panel.
- Where the Working Group deems it relevant to do so, it can develop Alternative Solutions for modifications.
- It will assess whether each Modification Proposal better facilitates the General SEC Objectives.

2. Membership

2.1 Chair

The Chair shall be appointed by SECAS. The Chair's role will be to chair meetings, facilitate discussions and encourage consensus.

The Chair shall appoint an Alternate Chair to chair any meeting where they are unable to attend.

2.2 Secretary

The Secretary shall be provided by SECAS. The Secretary will be responsible for taking the minutes, agreeing and circulating agendas and papers, and calling and booking meetings.

2.3 Attendees

Any SEC Party, Smart Metering Implementation Programme (SMIP) stakeholder or interested party may attend and speak at any Working Group meeting. There will be no fixed membership for the Working Group.

Data Communications Company (DCC) representatives, Authority representatives, the Proposer of any modification being discussed, and representatives from SECAS may also attend and speak at meetings.

Attendees will need to provide advanced notice of their attendance at a specific meeting, or part of meeting, to the Secretary.

3. Duties and powers

The Working Group shall provide guidance and feedback to the Proposer on each modification presented to it.

The Working Group shall provide a view on the issue and the impacts it is having for each Draft Proposal submitted to it by the CSC.

The Working Group shall carry out the following assessment on each Modification Proposal submitted to the Refinement Process:

- It will develop, refine and review the solution with the Proposer.
- It will review the business requirements and proposed solution options and put forward any alternative options for consideration.
- It will review the proposed changes to the SEC for the Proposed Solution and any Alternative Solution(s) to ensure these will fully deliver the intent of the solution if approved.
- Where applicable, it will review DCC Assessment responses and comment on the developed solution.
- Where applicable, it will scrutinise the costs of delivery and the costs to complete a DCC Impact Assessment.
- It will assess the lead time to deliver the solution and recommend the potential implementation approach and targeted SEC Release.
- It will assess the impacts of the modification on SEC Parties and other relevant stakeholders if implemented.
- It will provide input to any cost-benefit analysis and the business case for change.
- It will consider any other areas for assessment as directed by the Panel.
- It will provide views on whether the Proposed Solution and any Alternative Solution(s) better facilitate the Applicable SEC Objectives compared to the current baseline and carry out an assessment of the benefits to consumers.

The Working Group will be required to consult the industry on each Modification Proposal and the assessment it has completed on the above areas. It will review the responses and ensure the points raised by respondents have been answered.

The Proposer of a Modification Proposal will retain full ownership of the content of the Proposed Solution, and the Working Group's views on this are advisory. The Working Group may raise one or more Alternative Solutions where it considers such a solution would better achieve the purpose of the Modification Proposal than the Proposed Solution and would better facilitate the Applicable SEC Objectives than the current baseline. Any Alternative Solution(s) is owned by the Working Group collectively and will be progressed in parallel with the Proposed Solution.

4. Proceedings of the Working Group

4.1 Convening meetings

Regular meetings of the Working Group shall be scheduled each month.

The Secretary shall, at the request of the Chair, convene additional meetings for specific modifications by giving notice to attendees at least five Working Days prior to the proposed meeting date.

For each meeting that is convened, the Secretary shall send notice to attendees with details of the time, date and location of the meeting. Unless specified otherwise, meetings will be held at the Code Administrator's offices with teleconferencing facilities made available.

An agenda, papers and other material for a meeting shall be distributed by the Secretary to attendees at least five Working Days before the meeting, to allow attendees to consider these items prior to the meeting. The Secretary shall notify attendees at this time if there will be any late items.

Where a Working Group session needs to be convened at short notice to consider an Urgent Modification, the above timescales may be shortened to meet the requirements of the SEC or any subsequent timetable approved by the Authority.

Working Group meetings will be held in open session, except where it is impractical in the opinion of the Chair to hold said meeting in open session.

The Chair may choose to conduct business via correspondence and not to hold a meeting where they consider the business to be discussed would be more practically resolved in this manner.

4.2 Voting

There is no required quorum for a Working Group meeting to proceed.

Views and decisions of the Working Group will adhere to the following requirements:

- The Working Group shall seek to reach a consensus, acting in the best interests of the majority whilst representing the minority view. In the event of no consensus, there shall be a vote, and each attendee shall state their reasoning, giving due regard to the General SEC Objectives where applicable.
- All attendees present at a meeting may vote except the Chair, the Secretary, and representatives from the DCC, the Authority and SECAS. The outcome will be determined by a simple majority among those attendees who vote. A split vote will be treated as a vote not in favour and any abstentions will be treated as if no vote was cast.
- An advisory vote may be performed to inform the Proposer of the support within the group regarding the Proposed Solution or a part of this.

- A vote may be performed to determine whether an Alternative Solution should be raised or subsequently amended or withdrawn.
- The Chair may call a vote on any other matters they believe should be voted on and which the Working Group has had the opportunity to discuss. Any such matters and the corresponding votes will be noted in the Modification Report.

All views (majority, minority and split) and decisions will be presented in the Modification Report.

4.3 Minutes of Meetings

The Secretary shall take notes of the proceedings and decisions of the Working Group, including the names of those in attendance. Draft meeting notes will be circulated to all attendees for review within five Working Days of the meeting, and attendees will be given at least three Working Days to return comments. The final meeting notes will then be published on the SEC Website.

5. Confidentiality and disclosure

The Working Group is required to abide by the [SEC Panel Information Policy](#).

All matters discussed at Working Group meetings shall be public and classified as White (unrestricted), except for any confidential material received that the Working Group will need to review as part of any decision it makes.

Prior to attending a Working Group meeting, each attendee will be asked to sign declarations to confirm they will:

- abide by the confidentiality and disclosure provisions in relation to each information sharing level as described in the SEC Panel Information Policy; and
- act as a Working Group attendee in accordance with the terms of the SEC.

Attendees who breach the rules of the confidentiality and disclosure provisions under any information sharing level may have their participation in the Working Group ended.