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~~Working Group Terms of Reference~~

~~1. Purpose~~

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~~This document contains the standard Terms of Reference for~~

~~SEC Modification Working Groups as agreed by the SEC Panel. All Group Terms of Reference~~

~~The Working Group members must act~~ as been established in accordance with ~~the agreed Terms of Reference~~ 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.

~~Working Groups are established by the Panel in accordance with SEC Section D6. Working Groups are responsible for assisting the Panel with developing and assessing Modification Proposals, developing alternative solutions for modifications and ensuring that the Modification Proposals facilitate the General SEC Objectives.~~

1. Objective

~~The specific areas for assessment for each Modification Proposal being considered by the Working Group will be agreed by the Panel. The Panel will also agree any specific instructions or variations to these Terms of Reference when forming each Working Group.~~

~~If a participant wishes to propose a change to this document, they can submit this request to the Panel through SECAS for due consideration.~~

~~2. Duties of Working Group Members~~

~~A Working Group is expected to undertake the following tasks and activities as part of its assessment of each Modification Proposal~~ parts of the SEC Modifications Process under SEC Section D:

- ~~The Working Group shall review the areas listed in SEC Section D6.8 as part of its assessment of each Modification Proposal.~~
- ~~The Working Group shall prepare the changes to the SEC that would be required to deliver the Modification Proposal, and will attach this to the Modification Report.~~
- ~~The Working Group shall consult the industry in accordance with SEC Sections D6.12-D6.14.~~
- The Working Group shall perform 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 the costs and the benefits of each Modification Proposal and will include the results of this in the Modification Report.~~

~~The Working Group may raise alternative solutions if members believe there are other solutions submitted to that put forward by the Proposer that would deliver the intent of the Modification Proposal, and the Working Group shall provide an assessment of each solution raised.~~

~~The duties and responsibilities of Working Group members are outlined below.~~

- ~~Working Group members are required to act in an efficient and economical manner when considering Modification Proposals, whilst factoring in the complexity, potential impact and urgency of each Modification Proposal.~~
- ~~Working Group members are required to act impartially while participating in a Working Group.~~
- ~~When joining the Working Group, members shall confirm their availability for attending Working Group meetings and undertaking any additional work that is required (including reviewing documentation produced by or on behalf of the Working Group) throughout the Refinement Procedure for each relevant Modification Proposal Process.~~
- ~~Working Group members shall inform SECAS if they do not wish to continue participating in the Working Group.~~

~~3.1. Working Group~~ It will consider any specific instructions or further areas of assessment for individual modifications as **Membership**

~~Chairperson and secretary~~

- ~~The Working Group shall have a chairperson who, unless otherwise 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.

The

2.3 Attendees

Any SEC Party, Smart Metering Implementation Programme (SMIP) stakeholder or interested party may attend and speak at any Working Group shall have a secretary (usually the Lead Analyst) who shall be provided by SECAS.

The chairperson and secretary meeting. There will not count towards the minimum be no fixed membership of a for the Working Group.

Industry Parties and participants

The Working Group is required to comprise of a minimum of five members, each from different organisations, and each having experience and/or expertise relevant to the subject concerning the Modification Proposal. It is the responsibility of the SEC Panel to ensure that Working Groups meet appropriate standards of experience and expertise required to progress a Modification Proposal. The SEC Panel reserves the right to add further members to a Working Group and replace or remove a Working Group member if in the SEC Panel's opinion this member is unable to fulfil their duties as a Working Group member and/or acts detrimentally to the work of the Working Group.

The Working Group membership will include the Proposer of each Modification Proposal being considered. A Proposer may appoint a representative to be a member of the Working Group in their place.

DCC and Authority representation

The DCC may appoint one or more Data Communications Company (DCC) representatives to the Working Group to provide input and guidance on the impact each Modification Proposal will have on the DCC Systems.

The Authority may appoint one or more representatives to the Working Group.

~~Except where they are, the Proposer of a Modification Proposal, the DCC any modification being discussed, and Authority representatives will not count towards the minimum membership of a Working Group from SECAS may also attend and speak at meetings.~~

~~4. Working Group Meetings~~

~~Working Group meetings will adhere to~~ 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 general 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.
- ~~Working Group meetings shall be held as required~~ It will review the proposed changes to the SEC for the Working Group to fulfil its obligations Proposed Solution and objectives 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 to achieve comment on the timetable agreed 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 for.
- 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 ~~relevant~~ 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 ~~any Working Group each~~ meeting that is convened, the ~~secretary~~Secretary shall send notice to ~~each Working Group member~~attendees with details of the time, date and location of the ~~Working Group~~ meeting. Unless specified otherwise, meetings will be held at the Code Administrator's offices. ~~Telephone conferencing facilities will be provided at all meetings and the details will be provided in the notice issued to members; 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 ~~chairperson~~Chair to hold said meeting in open session;.
- ~~Working Group meetings will be held on the basis of majority availability of Working Group members in the event that not every Working Group member is able to attend a proposed time and date for a Working Group meeting, subject to the quoracy arrangements of the Working Group;~~
- ~~The chairperson may hold Working Group meetings via telephone conference (or similar telecommunications) where all present Working Group members will be able to communicate effectively with one another. The outcomes and decisions at such a meeting will be considered equally valid as decisions made at meetings conducted in person;~~

- ~~An agenda and any additional supporting material for a Working Group meeting will be distributed to the Working Group members as required by the Lead Analyst to allow Working Group members to consider these items prior to the Working Group meeting. Wherever possible, such materials should be provided at least five Working Days prior to the meeting; the secretary shall notify the Working Group where this is not possible; and~~
- ~~The chairperson~~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. ~~Working Group members may object to such a decision and require a meeting to be convened to discuss the business.~~

4.2 Voting

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

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

- ~~A vote may be performed at Working Group meetings among the~~The Working Group members who are~~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. ~~All Working Group members at a meeting~~ may vote ~~other than~~except the Chair, the Secretary, and representatives from the DCC, the Authority and SECAS ~~(except where they are. 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). ~~These votes include: of the support within the group regarding the Proposed Solution or a part of this.~~
- ~~Whether~~A vote may be performed to determine whether an Alternative Solution should be raised ~~to progress an alternative solution to that proposed by the Proposer (and the Working Group may raise any number of such Alternative Solutions as long as each has received the required support); and/or subsequently amended or withdrawn.~~
- ~~Any~~The Chair may call a vote on any other matters ~~the chairperson believes~~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.
- ~~Any vote that takes place at a Working Group meeting will be decided by a simple majority of those present at the meeting (whether in person or by telephone conference or other telecommunication method), subject to quoracy arrangements of the Working Group. Unless otherwise stated by the Panel, there shall be no minimum quoracy for a vote to take place;~~
- ~~Working Group members will provide their views and rationale on whether the Proposed Solution and each Alternative Solution would or would not overall better facilitate the SEC~~

~~Objectives compared to the current baseline. Where there is one or more Alternative Solution, each member will specify which solution they prefer and the rationale for this; and~~

All views (majority, minority and split) and decisions will be presented in the Modification Report ~~produced by the Working Group. Where possible, the secretary will seek the views.~~

4.3 Minutes of Meetings

- ~~The Secretary shall take notes of the proceedings and decisions of members who were not present at 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 ~~for inclusion in this report~~ notes will then be published on the SEC Website.

5. Confidentiality and ~~Disclosed~~disclosure

The Working Group ~~shall operate in accordance with~~ 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 ~~joining~~attending a Working Group ~~meeting~~, each ~~member~~attendee will be asked to ~~undertake in writing 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 policy.~~SEC Panel Information Policy; and
- ~~act as a~~ Working Group ~~members~~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 ~~membership revoked.~~

~~ended.~~