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Action:	For Decision

Retiring Design Notes

1. Background

Design Notes were commissioned and approved by the Transitional Business Design Group (TBDG) and detailed specific areas of interest, be it processes, procedures, activities or events, where industry requested further guidance to aid their understanding. As part of the transitional activities, the responsibility to maintain the Design Notes was then handed over to the TABASC; however, they have not been updated since, with the focus being to generate and update the Business Architecture Document (BAD) and Technical Architecture Document (TAD).

They were originally created to provide an understanding of how things would work before the SEC was finalised and to a lesser extent the BAD and TAD were in place. Therefore, the content of the Design Notes has been largely superseded by formal documentation.

This paper proposes a method of retiring the Design Notes to the TABASC for decision, ensuring that any relevant material is not lost.

2. Options for Maintenance or Retirement

Various options for the maintenance or retirement of the Design Notes exist, which recognise that while some parties have expressed interest in the documents there is a cost and effort of maintenance and that the information can usually be gained from other sources.

SECAS considers that off-line information that could be provided through other means is broadly unhelpful. It is often difficult to find information when multiple sources exist and difficult to know that clarifications or further information exists when reading the primary source of information to which the clarification relates. There is a cost involved in maintenance and alignment of documents.

The options include:

2.1 Transpose Relevant Information & Retire

In practice, most of the information contained within Design Notes exists in the other documents such as the BAD and TAD. This option proposes that SECAS reviews each Design Note, potentially alongside SMETS1 updates to the BAD and TAD and incorporates useful content not captured into the BAD or other identified target. Within this option there are two variants:

2.1.1 Completely Withdraw the Design Note

Having transposed the useful content, completely withdraw the Design Note by removing it from the SEC website. The Design Note webpage could be left available for a period of time pointing readers to the BAD.

2.1.2 Retain the Design Note ‘Problem Statement’

Having transposed the useful content, individual Design Notes could be amended to retain only the summary of the issue, a high-level description of the solution and pointers to the relevant sections of the BAD. The Design Note webpage could be left available for a longer period of time, also pointing readers to the BAD.

Each of these sub-options aim to encourage use of the BAD and BAM and move away from off-line sources of information.

2.2 Retire Immediately

This option assumes that most, if not all, relevant information exists elsewhere and that there is no value in expending further time and money in reviewing or revising the Design Notes. This option proposes that the Design Notes are retired immediately by removing them from the SEC website.

2.3 Agree Ad Hoc Maintenance

This option assumes that there continues to be some value in maintaining the Design Notes in the short term and intends to transition readers to other sources in the longer term to avoid long term need for maintenance. This option proposes that SECAS reviews each Design Note, potentially alongside SMETS1 updates to the BAD and TAD, and:

- Identifies any useful content not captured elsewhere in a user-friendly format;
- Incorporates this information in a target source (primarily the BAD);
- Updates each Design Note as required, signposting readers to the other sources; and
- Attempts to encourage readers to the other sources by other means.

SECAS would expect the TABASC to make further decisions to either retire the Design Notes or to continue to maintain them.

2.4 Agree Indefinite Maintenance

This option assumes that there continues to be value in maintaining the Design Notes. This option proposes that SECAS reviews each Design Note, potentially alongside SMETS1 updates to the BAD and TAD. They would then continue to be maintained, either when Modifications or Releases impact the Design Notes, along with a periodic review to ensure they remain appropriate.

Each of the above option will involve communication to parties to ensure visibility.

3. Extant Design Notes

The table below sets out the Design Notes that have been published on the SEC website, along with the number of downloads of each document since publication in November 2017. Communications Hub Re-use was withdrawn as it conflicted with the provisions within the SEC.

Design Note Title	Description	Downloads
Auxiliary Load Control Switches (ALCS)	Describes how to commission and set schedules on ALCS, as well as providing Change of Supplier scenarios for ALCS	239
Change of Supplier	Change of Supplier Describes the Service Requests involved in Change of Supplier events	221
Install and Commission	Describes how to install and commission smart metering equipment	315

Design Note Title	Description	Downloads
Prepayment (Change of Supplier)	Describes the Service Requests and their usage in relation to Change of Supplier in prepayment scenarios	190
Communications Hub Exchange	Describes the process to be followed in premises and the Service Requests involved in the exchange of a Communications Hub	190
Communications Hub Re-use	Describes the process to be followed in premises and the Service Requests involved in the exchange of a Communications Hub - This Design Note has been unpublished following a significant discrepancy with SEC Section F8.6	N/A
Time Management	Summarises how time is provided to and managed on Smart Metering Devices according to the requirements laid out in the SEC, DUIS, SMETS, CHTS and GBCS	189
Reactive Install and Leave (No Wide Area Network)	Describes how to reactive install and leave smart metering equipment in events where there is temporarily no WAN	231
Firmware Management	Describes the mechanisms for the management of firmware	251

4. Prima Facie Analysis

The number of downloads of the Design Notes appears to suggest that there is interest in the content of the Design Notes. By way of comparison, the download figures for the BAD are:

- Initial version, published in November 2017: 422 downloads
- Second version, published in October 2018: 123 downloads

On initial inspection of the content of the Design Notes, much of the information is included in the BAD and any additional content could be transposed relatively simply. There may be value in transposing some, or all, of the content of Time Management into a DCC-maintained DUIS guidance note. It is expected that the cost of including these Design Notes into the BAM would not exceed £5,000 and would be achieved within the budget of updating the BAD and BAM.

5. Recommendations

The TABASC is requested to **AGREE** to retain the Design Note 'Problem Statement' and transpose the key material in the BAD and BAM, per section 2.1.2, above.

Phillip Twiddy

SECAS Team

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