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SEC Panel Meeting 66

SECP_66_1503, 15 March 2019

10:00 – 13:00, Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

Final Minutes

Attendees:

Category	SEC Panel Members
SEC Panel Chair	Peter Davies (PD)
Large Suppliers	Duncan Carter (DC) (<i>Alternate for Ash Pocock</i>)
	Simon Trivella (ST)
Small Suppliers	Karen Lee (KL)
	Mike Gibson (MG)
Electricity Networks	David Lane (DL)
Gas Networks	Leigh Page (LP)
Other SEC Parties	Gary Cottrell (GC)
	Carmen Strickland (CS) (<i>Alternate for Mike Woodhall</i>)
DCC	Ro Crawford (RC)
Citizens Advice	Ed Rees (ER)

Representing	Other Participants
Ofgem	Michael Walls (MW)
BEIS (Secretary of State)	Robert Thornes (RT)
	Duncan Stone (DS)

DCC	Ben McCauley (BM) (Part)
	Alex Henighan (AHe) (Part) (<i>teleconference</i>)
	Chris Thompson (CT) (Part)
User CIO	Alistair Grange (AG) (Part) (<i>teleconference</i>)
Meeting Secretary	Hollie McGovern (HM)
SECAS	Abigail Hermon (AH)
	Phillip Twiddy (PT) (Part)
	Fiona Chestnutt (FC) (Part)
	David Kemp (DK) (Part)
	Nick Blake (NB) (Part)
	Sarah Gratte (SG) (Part)

Apologies:

Category	SEC Panel Members
Large Suppliers	Ash Pocock
Other SEC Parties	Mike Woodhall

1. Minutes and Actions Outstanding

The minutes from the February 2019 SEC Panel meeting were approved ex-committee and circulated. The following updates were provided.

Action Reference	Action
SECP64/01	SECAS to review the Other User role to review the controls in place for Other Users and determine whether the category needs to be subdivided to cater for different groups within the category that have different requirements.
SECAS and the User IPA reviewed the Other User role and presented their findings to the Panel. A new action was raised on SECAS to investigate the requirements of Other SEC Parties, which this work will feed into (SECP66/01). Action: CLOSED .	

Action Reference	Action
SECP65/09	SECAS to provide an update on the positions of SECMP0007, SECMP0010 and SECMP0013 at the March Panel meeting.
The Panel noted that an update on the positions of the above was detailed in SECP_66_1503_12. Action: CLOSED .	

The Panel **NOTED** the updates in the Actions Paper and **AGREED** that any actions marked as CLOSED could be formally closed.

2. Full User Privacy Assessment Review – Other User ‘L’ (RED)

Any SEC Party wishing to act in the DCC User Role of Other User is required to undertake a Full User Privacy Assessment. In accordance with SEC Section I2.23, the SEC Panel is required to consider the outcomes of the assessment and set an assurance status for each SEC Party that has undergone this process. The SEC Panel considered Privacy Assessment Reports and Privacy Assessment Management Responses of Other User ‘L’. The agenda item was marked as **RED** and therefore recorded in the Confidential Minutes.

The Panel **AGREED** the Assurance Status for Other User ‘L’.

3. Considerations relating to the ‘Other User’ Role

As per a Panel action (SECP64/01), SECAS and the User IPA undertook a review of the potential further categorisation the ‘Other User’ DCC role and presented the Panel with several options for consideration.

A Panel Member (KL) noted that before categorisation and development of a solution for the Other User role can occur, the requirements of the Other SEC Party Category need to be fully understood. The Member noted that the Other SEC Party category includes many different types of organisations who are SEC Parties for different reasons; for example, some Parties may want to become an ‘Other User’, while others may want to become Register Supplier Agent (RSA) users or offer true ‘Other User’ services as seen in previous Privacy Audits. Another Member (CS) was in agreement, noting that she, as an Other SEC Party, would like the opportunity to contribute to the review and provide context on what the business drivers for her organisation would be. It was noted that a review of the Other User role was required to capture the issues that Other SEC Parties were facing, in terms of critical and non-critical Service Requests.

The Panel agreed that before it can reach a decision on a solution, the requirements of Other SEC Parties need to be better understood and requested SECAS to undertake a review of the Other User role, with a specific focus on the requirements and objectives of Other SEC Parties in regard to DCC services.

The Panel therefore **DEFERRED** a decision and requested SECAS to investigate the requirements of Other SEC Parties.

SECP66/01: SECAS to undertake a review of the Other User role, with a specific focus on the requirements and objectives of Other SEC Parties in regard to DCC services.

4. SMETS1 Services Initial Operating Capability SIT Completion Decision

The Testing Advisory Group (TAG) Chair (PT) informed the Panel that the exit criteria for SMETS1 Initial Operating Capability (IOC) Systems Integration Testing (SIT) had not been met.

The Panel were informed that the TAG had considered the IOC SIT completion report over three meetings; the third meeting, which took place on 6 March 2019, was used to finalise the TAG recommendation on IOC SIT completion. The TAG Chair highlighted the following observations:

- Scope of functional testing – the scope of SIT needs to be clearly defined, specifically the DCC's ability to replace an enrolled SMETS1 system with SMETS2;
- Regression testing – the TAG requires detailed contents of the various regression tests;
- Concessions and Test Traceability – it was noted that BEIS had issued a consultation on altering the Testing Baseline Requirements Document (TBRD) on the day of the TAG meeting, as a result, the TAG requested the DCC to confirm that the updated TBRD does justify each of the 121 concessions.

The TAG Chair noted the expectation that these actions would have been completed before the Panel meeting, however it was recognised that the DCC requires more time to successfully complete these tasks.

It was noted that, once the DCC have successfully completed its actions, an ex-committee Panel meeting may be required to agree that IOC SIT has successfully been completed. The Panel noted that it would continue to place reliance on the TAG, noting the value of the group. It was noted that a clean recommendation from the TAG, with sufficient time for review, would be required.

The Panel **NOTED** the update.

5. SMETS1 IOC Live Services Criteria Overview

The DCC provided the Panel with their initial view of how the Live Services Criteria (LSC) for the SMETS1 Initial Operating Cohort will be assured. It was noted that BEIS had not yet provided the criteria, however the DCC have received an early indication of what the LSC may be.

A Member (ST) requested the DCC to ensure that each criterion has detailed sub-criteria, in addition to the DCC's current status against each criterion.

It was noted that the criteria will also be presented to the TAG, Security Sub-Committee (SSC) and Operations Group, who will have the opportunity to raise any concerns regarding the criteria. It was noted that a finalised draft LSC will be presented to the Panel and Sub-Committees, with a decision to be made before the go-live date of 24 May 2019.

The Panel **NOTED** the presentation.

6. Planned Maintenance Proposal (**GREEN**)

DCC representative (AHe) presented the Panel with the DCC's updated Planned Maintenance proposal, following discussions at the February Panel meeting, and March Operations Group (OPSG) meeting. The DCC noted that the OPSG were supportive of the proposal.

The DCC highlighted the following changes had been made to the proposal since the last Panel meeting:

- Functional/non-functional changes –the wording had been revised to customer affecting or non-customer affecting; and
- Communication with SEC Parties – the OPSG had queried how SEC Parties would be made aware of the trial; the DCC confirmed that a notification will be sent to all SEC Parties immediately after the Panel meeting (subject to Panel approval).

The DCC provided an overview of its performance measures and reporting; the Panel Chair requested clarification on the performance measure that stated 'changes re-scheduled within lead time (i.e. rescheduled less than 20 or 10WD). The DCC confirmed that any changes that are within less than that time would be recorded as unplanned maintenance, and that the intention of this performance measure was to be transparent and coherent in change, and to hold DCC to account.

The Panel **APPROVED** the six-month trial of the proposed changes to Planned Maintenance, commencing 2 April 2019.

7. Credit Cover Process (**RED**)

The DCC presented the Panel with an overview of the current Credit Cover arrangements and potential improvements to it.

The Panel discussed the current process for socialising outstanding debt across all SEC Parties, and how this process could be improved. The agenda item was marked as **RED** and therefore recorded in the Confidential Minutes.

The Panel **NOTED** the presentation.

8. Current Events of Default (**RED**)

The Panel were provided with an update on four existing Events of Default and two new Events of Default, and actions taken since the last SEC Panel meeting. The agenda item was marked as **RED** and therefore recorded in the Confidential Minutes.

The Panel **AGREED** the recommendations for each Event on Default.

9. Panel Information Policy Update

The Panel considered proposed amendments to the Panel Information Policy, following instruction from the SECCo Board at its February 2019 meeting.

SECAS (HM) highlighted the key changes, including that the policy now allows Panel Members only to download confidential documents. In relation to the disposal of confidential documents, a Member (MG) suggested amending the wording to reflect that confidential documents must be destroyed within 5 Working Days of the relevant meeting.

SECAS noted that the wording for the Traffic Light Protocol (TLP) Green classification had been amended to allow Green documents to be published but not made publicly available.

The Panel **APPROVED** version 3.1 of the Panel Information Policy.

SECP66/02: SECAS to publish the Panel Information Policy v3.1 on the SEC Website.
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10. Code Administration Code of Practice Overview

SECAS presented the Panel with an overview of the Code Administration Code of Practice (CACoP), including the CACoP background, principles and cross-code working.

A Member (KL) questioned whether CACoP would be an appropriate forum to raise the Supplier of Last Resort (SoLR) work that is currently underway, noting that a unified process would be positive demonstrating consistency across all the codes.

SECAS suggested including a CACoP update in the monthly Panel Operations Report, to make the Panel aware of any developments that may affect the work of the Panel or SECAS, and the Panel endorsed this suggestion.

The Panel **NOTED** the update.

SECP66/03: SECAS to include a CACoP update in the monthly Panel Operations Report.

SECP66/04: SECAS to seek input and best practice from CACoP Members on Credit Cover.

11. Change Status Report – March 2019

The Panel were provided with an update on the status and progress of Modification Proposals.

SECAS (DK) informed the Panel that the Authority had sent [SECMP0025 'Electricity Network Party Access to Load Switching Information'](#) back, requesting clarifications on the post Pre-Integration Testing (PIT) costs, and the cost effects of alternate implementation dates.

SECAS presented the Panel with these clarifications, as provided by the DCC, and noted that if the Modification Report for SECMP0025 were updated to include these clarifications, and be approved by the Panel, it would be resubmitted to the Report Phase. It was noted that as the only change to the report is clarification on the costs, SECAS did not believe there would be any benefit in re-consulting the industry on the updated report and recommended that the Panel send the modification directly to the Change Board for a new vote. SECAS recommended that the Change Board vote be performed via correspondence.

The Panel Chair queried the governance around a vote by correspondence; SECAS confirmed that there is nothing in the Change Board Terms of Reference to prohibit it.

The Panel:

- **NOTED** the report;
- **APPROVED** the updated SECMP0025 Modification Report to include the clarifications on costs provided by the DCC;
- **AGREED** to issue the updated Modification Report directly to the Change Board for vote;
- **CONFIRMED** the implementation approach; and
- **CONFIRMED** that SECMP0025 remains an Authority Determined Modification.

12. SEC Modification Timetables

SECAS provided an update to the Panel on the timetables for all Modification Proposals currently in the Refinement Process.

SECAS highlighted to the Panel that, following consideration of the Preliminary Assessment response by a Working Group for [SECMP0062 'Northbound Application Traffic Management – Alert Storm Protection'](#), SECAS have now issued the industry consultation. SECAS noted that, following the implementation of [SECMP0049 'Section D Review: Amendments to the Modification Process'](#), sign-off of the costs for an Impact Assessment now sits with the Change Board. SECAS requested the Panel to agree to incur the Impact Assessment costs prior to completion of the industry consultation, to allow SECAS to request the IA immediately, to ensure that the modification does not miss the cut-off date for inclusion in the November 2019 SEC Release. The Panel agreed to request an Impact Assessment for SECMP0062.

The Panel:

- **AGREED** the programmes of work and the progression timetables presented; and
- **AGREED** to incur the Impact Assessment costs for SECMP0062.

13. November 2019 SEC Release update

SECAS informed the Panel that, following the consideration of the proposed scope of the November 2019 SEC Release at the February Panel meeting, SECAS had issued a Request for Information to industry, seeking views from Parties on the impacts and timing of this release. The Panel considered the views that SECAS received from Parties regarding the November 2019 Release.

Several Panel Members noted their surprise that so few Parties had responded. A Member (ST) noted that a lack of understanding of Middle Operating Capability (MOC) and Full Operating Capability (FOC), and what this will mean for Users in terms of DCC User Interface Specification (DUIS) and Great Britain Companion Specification (GBCS), may have been the reason for the low level of responses.

A Member (ST) questioned what the benefits of implementing these changes at this time would be, compared to implementing them in a later release, and noted the challenge the Panel faced in making a decision with so few Party responses.

The DCC (RC) noted the benefit would be in showing the industry that the DCC can successfully deliver a SEC Release, and noted that not delivering the November 2019 SEC Release will put more pressure on the June 2020 SEC Release.

The Panel discussed mandatory User testing which will be required for the November 2019 Release, noting that the DCC is seeking at least two Users to test functionality. A Member queried what would happen if the DCC failed to recruit two Users to test; DCC confirmed that the functionality will remain untested and as a result will sit in the UIT environment and never be used. The Panel Chair queried which changes oblige Parties to make changes to their systems, to which the DCC confirmed none of the changes are mandatory, as the changes are made through a new version of DUIS (version 3.1), and therefore it is up to Parties when they want to upgrade to this new version.

A Member (ST) queried whether SECMP0062 was a two-part modification; the DCC confirmed that it was, due to complexity of capability and the Code. The Member requested that SECAS and the DCC ensure that this is clear in the modification in terms of implementation.

The Panel agreed to proceed with the November 2019 SEC Release, noting that they should not be shying away from implementing change now that they have an opportunity to do so, but recognised the risk towards the implementation of these changes due to testing participants' availability. It was noted that assurance from the TAG will be obtained before the changes go live, as has been the case with previous releases.

The Panel noted a concern that had been raised by the TABASC over the number of different dates on which new GBCS versions were being released. SECAS recommended that all GBCS-impacting modifications be implemented in the November 2019 SEC Release, and noted this would mean requesting a new implementation date for [SECMP0018 'Standard Electricity Distributor Configuration Settings'](#) from the Authority. The Panel agreed with this approach.

The Panel:

- **AGREED** to proceed with a November 2019 SEC Systems Release;
- **AGREED** the modifications (that impact the DCC Systems) to be included in the scope of the November 2019 SEC Release; and
- **AGREED** to request a revised implementation date from the Authority for SECMP0018 of 7 November 2019.

14. SECMP0058 'Changes to the Governance of the Self-Service Interface' Modification Report

The Panel were informed that [SECMP0058 'Changes to the governance of the Self-Service Interface'](#) had undergone the Refinement Process, and the Working Group had completed its assessment of the areas requested by the Panel and prepared the Modification Report.

The Panel:

- **AGREED** that SECMP0058 should be progressed to the Report Phase;

- **APPROVED** the Modification Report;
- **APPROVED** the implementation approach; and
- **AGREED** that SECMP0058 should be progressed as a Self-Governance Modification.

15. SECMP0060 'Amend Requirements to remove 'Pending' devices from SMI' Modification Report

The Panel were informed that [SECMP0060 'Amend Requirements to remove 'Pending' devices from SMI'](#) had undergone the Refinement Process, and the Working Group had completed its assessment of the areas requested by the Panel and prepared the Modification Report.

The Panel:

- **AGREED** that SECMP0060 should be progressed to the Report Phase;
- **APPROVED** the Modification Report;
- **APPROVED** the implementation approach; and
- **AGREED** that SECMP0060 should be progressed as a Self-Governance/Modification.

16. Change Process Improvements Update

SECAS provided the Panel with an update on feedback that they have received from participants in relation to the Modifications Process. They were also informed of the activities being undertaken and the next steps in delivering improvements and solutions to the issues identified.

A Member (KL) noted that the update was very encouraging and acknowledged SECAS' work to enhance and improve the change process.

The Panel **NOTED** the update.

17. BEIS Update

BEIS provided the Panel with an update on recent publications, forthcoming consultations and key milestones.

The Panel **NOTED** the update.

18. DCC Update

The DCC presented the Panel with an update on the activities undertaken since the last Panel meeting.

Operational update

The DCC provided an overview of a Major Incident that occurred in February. The DCC noted that the root cause had been identified and a number of actions had been completed. A Member (ST) queried who is responsible for reviewing the Major Incident Reports, and it was confirmed that the responsibility was delegated from the Panel to the Operations Group in February 2018.

The DCC noted a number of upcoming DCC events, including an Enrolment and Adoption Customer Engagement Day scheduled for 27 March 2019. The DCC noted that Panel engagement would be greatly appreciated.

Dual Band Communications Hub

The DCC provided an update on the Dual Band Communications Hub (DBCH) Mass Manufacturing, noting that the second Meter Manufacturer (MM2) required for full Device Integration Testing (DIT) is not available to support the current plan to DBCH Mass Manufacturing. The DCC noted that it is looking into how to proceed, noting that it is engaging with two meter manufacturers for confidence testing, ahead of a confirmation of suitability for MM2 in DIT. The DCC noted that it is conscious of the costs associated with continuing this level of testing.

SMETS1

The DCC provided an update on the SMETS1 Licence Condition (LC) 13 re-plan for IOC. It was noted that SIT exit had largely been delivered, with no Severity 2 incidents occurring. It was noted that the DCC are proposing to extend SIT until SMETS2 Devices have been fully regression tested using the DUIS 3 compliant version of Parse and Correlate, which will likely cause a delay. The DCC noted that it has the requisite Suppliers to proceed through eligibility testing; the DCC noted that while it only required two Suppliers, a large number of Parties had volunteered, and the DCC noted their appreciation to those who had volunteered.

A Member queried how the LC13 plan update will be communicated; it was noted that the plan would be communicated shortly after discussions between DCC and BEIS had taken place on 18 March 2019.

The Panel **NOTED** the update.

19. SEC Panel Sub-Committee Report

SECAS provided the Panel with an update on recent activities from all the SEC Panel Sub-Committees.

The Panel Chair highlighted that concerns had been raised at the OPSG meeting on 5 March 2019, in relation to the DCC's Self Service Interface (SSI) enhancement and adoption, whereby the costs of the proposed Sprint 12 were outside of the agreed value range to enforce the agreed low risk

incremental approach. It was noted that the DCC would be providing a view to the OPSG of options to split the implementation of Sprint 12.

SECAS (NB) also provided a confidential update relating to an identified non-compliance for Small Supplier 'B'. The discussion was marked as **RED** and therefore recorded in the Confidential Minutes.

The Panel **NOTED** the update.

20. SEC Panel Risk and Issue Register Update

The Panel were provided with an update on the SEC Panel Risk Register and the SEC Panel Issues Register, which included amendments to five existing risks and two existing issues.

The Panel **AGREED** the amendments to the Risk and Issue Registers.

21. DCC Reporting

The Panel were provided with the Post Commissioning Information Report from the DCC as required by the SEC. The Panel also considered observations raised by the Operations Group (OPSG) against the reports currently delegated to them.

The Panel **NOTED** the report.

22. Operations Report – February 2019

The Panel were presented with the Operations Report for February 2019. The report provided an outline of the activities undertaken by the SECAS team in support of the SEC.

The Panel noted that the following organisation would be admitted as a Party to the SEC following countersignature of their Accession Agreements by the SECCo Board:

- Fulcrum Metering Services Limited (Other SEC Parties)

The Panel **NOTED** the report.

23. Smarter Markets Project Update

The Panel were provided with an update on the activities currently being undertaken to support the project.

The Panel **NOTED** the update.

24. Transitional Governance Update

SECAS presented the Panel with an update from the transitional governance entities and other smart metering related meetings and workshops attended by SECAS in the last month.

The Panel **NOTED** the contents of the paper.

25. Any Other Business

The Panel were informed that Electricity Networks Representative, David Lane, will be retiring from the Panel as of 18 March 2019. The Chair thanked David for his valuable contribution to the Panel since its inception in 2013.

There was no further business and the Chair closed the meeting.