SEC Panel Meeting Headlines 12 April 2019
10:00 – 12:15
Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

SECP_67_1204 – Meeting Headlines

Decision, Discussion and Information Items

1.   Minutes and Actions Outstanding (For Information)

The Panel noted that the minutes from the March 2019 Panel meeting had been approved ex-committee. It was noted that all actions marked as complete could be closed.

The Panel **NOTED** the update.

2.   Random Sample Privacy Assessment Scheduling (For Decision)

SECAS presented the Panel with proposed amendments to the Privacy Controls Framework (PCF), which related to Random Sample Privacy Assessment Scheduling. The Panel provided feedback to be incorporated into the PCF.

The Panel **AGREED** the amendments to the PCF v2.4.

3.   Other SEC Party Requirements (For Decision)

The Panel were presented with a questionnaire that SECAS are proposing to issue to Other SEC Parties to better understand the requirements and objectives of this Party category.

The Panel **AGREED** SECAS to issue the questionnaire to all SEC Parties.

4.   CPA Methodology for Modifications to Security Characteristics (For Information)

The Panel were informed that SEC obligations have been placed on the Security Sub-Committee (SSC) in respect of the Commercial Product Assurance (CPA) Scheme and were presented with the CPA Security Characteristics Methodology that was developed by the SSC to meet these obligations.

The Panel **NOTED** the methodology developed by the SSC.

5. SMETS1 Services Initial Operating Capability SIT Completion Decision (For Decision)

The Testing Advisory Group (TAG) Chair informed the Panel that the TAG had considered that the exit criteria for SMETS1 Initial Operating Capability (IOC) Systems Integration Testing (SIT) had been met at its meeting on 4 April 2019.

The Panel **AGREED** that the IOC SIT exit criteria have been met and that IOC SIT is complete.

6. Release 2.0 Lessons Learned (For Information)

The DCC provided the Panel with an overview of the lessons that were identified throughout the implementation of the Release 2.0 programme. It was noted that the document would be circulated to SEC Parties.

The Panel **NOTED** the Release 2.0 lessons learned.

7. Business Continuity Disaster Recovery Report (For Information)

The DCC provided the Panel with an update on the progress with the current Business Continuity and Disaster Recovery Test cycle, noting that two key issues had been identified and needed to be resolved. The DCC noted that it had consulted the Operations Group; the majority of Members were of the view that BCDR retest activities should take place in May 2019. The DCC noted that it was in the process of confirming dates, after which notification will be provided to industry.

The Panel **NOTED** the update.

8. Notifying Parties of Socialisation Costs (For Discussion) (**RED**)

The Panel discussed the Event of Default process, and considered how to provide SEC Parties with advance notice of costs to be socialised following the expulsion of a Party from the Code. It was agreed that SECAS and the DCC would work together to finalise the process and present to the Panel for final consideration. The agenda item was marked as **RED** and therefore recorded in the Confidential Minutes.

The Panel **NOTED** the presentation.

9. End of Regulatory Year Report 2018-19 (For Decision)

SECAS presented the Panel with a confidential draft of the End of Regulatory Year Report for the 2018/19 period, as required by SEC Section C2.3 (h).

The Panel **APPROVED** the End of Regulatory Year Report, subject to some agreed additions and any further comments received.

10. SECAS Contract update (For Decision) (**RED**)

The Panel discussed amendments to the Smart Energy Code Administrator and Secretariat (SECAS) contract. The agenda item was marked as **RED** and therefore recorded in the Confidential Minutes.

The Panel **AGREED** the amendments to the SECAS contract.

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Change Items

11. Change Status Report – April 2019 (For Information)

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

The Panel **NOTED** the report.

12. SEC Modification Timetables update (For Decision)

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

The Panel **AGREED** the work packages and timelines proposed.

13. Change Process Improvements update (For Information)

SECAS provided the Panel with an update on the delivery of improvements to the SEC Modification Process since the March 2019 Panel meeting, in addition to an overview of the workstreams that will be delivered this quarter.

The Panel **NOTED** the update.

14. Interim approach to reporting SEC release costs (For Decision) (**GREEN**)

The DCC provided the Panel with an overview of its proposal for how costs incurred during the testing of Modification Proposals should be accounted for and reported on, on an interim basis until an enduring methodology is developed and agreed. It was proposed that DCC Assessments will now include Post-Pre-Integration Testing (PIT) costs, including System Integration Testing (SIT) and User testing, based on an assessment of each modification as a 'standalone release', which should provide the Panel with the DCC's best estimate of the standalone cost that could be incurred during the implementation of each modification.

The Panel **AGREED** that the cost accounting model presented by the DCC may be used on an interim basis until an enduring approach has been developed and agreed with the Panel.

Standing Agenda Items

15. BEIS Update (For Information)

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

The Panel **NOTED** the update.

16. DCC Update (For Information)

The DCC presented the Panel with an update on the activities undertaken since the last Panel meeting, including:

- Operational updates;

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- Release 2.0 Transition;
- Dual Band Comms Hubs; and
- SMETS1.

The Panel **NOTED** the update.

17. SEC Panel Sub-Committee Report (For Information)

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

The Panel **NOTED** the update.

18. SEC Panel Risk and Issue Register update (For Decision) (GREEN)

The Panel were provided with an update on the SEC Panel Risk Register and the SEC Panel Issues Register, which included a proposed new risk, and amendments to mitigations for six existing risks and two existing issues.

The Panel **AGREED** the amendments to the Risk and Issues Register.

19. DCC Reporting (For Decision)

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

The Panel **NOTED** the report.

20. Operations Report (For Information)

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

The Panel **NOTED** the report.

21. Smarter Markets Project Update (For Information)

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

The Panel **NOTED** the update.

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22. Transitional Governance Update (For Information) (**GREEN**)

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

The Panel **NOTED** the update.

23. Any Other Business (AOB)

A Panel Member requested that SECAS provide an update on the work that is being undertaken with Ofgem relating to the consequential changes to the SEC, as a result of Ofgem publishing its revised rules on Supplier licensing. It was agreed that an update will be provided at the May 2019 Panel meeting.

SECAS requested that the Panel provisionally approve the budget for the SEC Party Engagement Day in July 2019. The Panel approved the budget to enable SECAS to book a venue ahead of the May Panel meeting.

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

Next Meeting: 10 May 2019

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