Meeting SECP_13_1010, 10th October 2014

Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

FINAL Minutes

Attendees:

Category	SEC Panel Members
SEC Panel Chair	Peter Davies
Large Suppliers	David Ross Scott
	Simon Trivella
Small Suppliers	Andrew Campbell
	Mike Gibson
Electricity Networks	David Lane
Gas Networks	Erika Melen
Other SEC Parties	Eric Graham
	Hugh Mullens
DCC	Paul French
Consumer Member	-

Representing	Other Participants
DECC (Secretary of State)	Robert Thornes
	Tim Guy
Ofgem (the Authority)	Dora Ianora
	Roberta Fernie
	Louise Deighan
Meeting Secretary	Natalia Sandomierska
SECAS	Jill Ashby
	Sarah Gratte
	Ken McRae

1. Minutes and Actions Outstanding

The SEC Panel noted that the draft minutes from the September SEC Panel meeting were agreed via ex-committee on 26th September 2014 to allow SEC Parties to receive the final minutes within 10 Working Days of the meeting.

SECAS provided the SEC Panel with an update on the Actions Outstanding from previous meetings, noting that the majority of the actions had either been closed or were on target for the completion date. The following updates were provided:

Action Reference	Update
SECP11/01	SECAS intends to report back on privacy audit trigger events action in November 2014.
SECP12/02	DECC provided a verbal update, noting the inclusion of content relating to Operational Acceptance Testing in the Interface Test Approach Document DCC has just consulted on; and noting that this should be an area for TAG discussion. DECC will continue to support DCC and TAG in considering the sort of testing that will be needed.

2. Confidential Minutes and Actions Outstanding

The discussions held under this agenda item were deemed confidential and recorded in SEC Panel confidential minutes.

3. Security Update

The discussions held under this agenda item were deemed confidential and recorded in SEC Panel confidential minutes.

4. DCC, Party and User IDs

SECAS presented a paper [SECP_13_1010_04] on the proposed SEC4 obligation on the SEC Panel to establish and maintain identifiers for SEC Parties.

The paper provides a view of the requirements contained in section B2 of the proposed new SEC Stage 4 content. The obligation is for the SEC Panel to purchase a MA-S Registry Entry for the purpose of establishing and issuing EUI-64 Compliant Identifiers for use as DCC IDs, Party IDs and User IDs.

The SEC4 also places an obligation on the SEC Panel to develop and maintain an 'ID Allocation Procedure' document which will set out the procedures to be followed by the SEC Panel and Parties in relation to use and issuing of the different identifiers. It is anticipated that the MA-S Register Entry will need to be purchased in advance of April 2015 to allow for the development and testing of the tool.

The paper also provided an indication of the timescales, activities and resources levels required to deliver these obligations by SECAS for the SEC Panel. The total cost of this work package is estimated at £25,000.

SECAS noted that as this cost has not been budgeted for in the current budget, these costs could be allocated from the Security Sub-Committee budget provision.

Further discussions will be held with DCC to discuss the Party ID requirements and SECAS will update the SEC Panel accordingly.

The SEC Panel:

- **NOTED** the contents of the paper;
- **AGREED** that SECAS purchases the MA-S Registry Entry on behalf of the SEC Panel dependent upon the consultation response; and
- **AGREED** that SECAS undertakes the work package within Table 2 of the appended paper [SECP_13_1010_04].

5. Composition of the Technical Sub-Committee (TSC)

SECAS highlighted that the purpose of paper [SECP_13_1010_05] was to assist with the development of provisions for the Technical Sub-Committee (TSC) in the forthcoming SEC Draft Budget 2015-18, by outlining a proposed composition and structure.

DECC updated the SEC Panel that the SMIP Technical and Business Design Group (TBDG) is establishing a number of TBDG sub-groups, which may mean that the TSC will not be required under the SEC until later than the proposed start date of April 2015. SECAS confirmed that a pro rata budget provision could be applied for a proportion of the year if that was more appropriate. DECC also confirmed that they could provide further information on the potential coverage of any supporting expert groups for the TSC to inform a firmer structure for the SEC arrangements in due course. SECAS confirmed further discussions would be held with DECC on this matter and update the SEC Panel as appropriate.

The SEC Panel discussed whether expert group members should be entitled to claim expenses in line with the SEC Panel Expenses Policy, in particular whether this was relevant to participation or attendance levels. SECAS confirmed that a model with and without expenses had been considered, taking into account the likelihood that expert support might extend beyond organisations who would necessarily be SEC Parties (e.g. manufacturers, protocol bodies, Trade Associations), and whether this should merit inclusion within the expenses policy. The SEC Panel's views were mixed and the consensus was that provision for expenses should not be precluded at this stage of the draft budget provisions.

The SEC Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the assumptions made in the paper regarding the TSC for use in setting the budget.

ACTION SECP13/01: SECAS to liaise with DECC and provide the SEC Panel with an updated view on the structure, composition and timescales for the establishment of the TSC.

6. SEC Panel Finance and Contract Sub-Group (PFCG) Terms of Reference

SECAS presented the SEC Panel with the Terms of Reference (ToR) for the PFCG which has been established in accordance with SEC section C6 to support the SEC Panel and SECCo Board in their duties in relation to the financial and contractual arrangements of the SEC. The PFCG comprises a sub-group of SEC Panel Members, consisting of David Ross Scott (Large Supplier Party), Mike Gibson (Small Supplier Party), David Lane (Electricity Networks) and Eric Graham (Other SEC Party). However, the PFCG membership is open to other SEC Panel Members who wish to participate at any given time.

SECAS noted that the draft ToR was discussed at the PFCG on 30th September 2014 and with minor amendments was recommended for approval by the SEC Panel.

A SEC Panel Member suggested that the requirement to meet 'at least quarterly' should be relaxed to 'quarterly or as otherwise determined by the SEC Panel to prevent unnecessary scheduling of the PFCG when there is insufficient business to justify holding a meeting.

The SEC Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the Terms of Reference as set out in Appendix 1 of the appended paper [SECP_13_1010_06] subject to the amendment noted above.

7. SEC Panel Budget Update

SECAS presented a paper [SECP_13_1010_07] to inform the SEC Panel of the activities undertaken in relation to the preparation of the SEC Panel Budget 2015-18 since the SEC Panel meeting in September 2014.

An outline of the SEC Draft Budget 2015-18 had been presented to the PFCG for a first-line review on 30th September as per the budget timetable presented in September 2014 to the SEC Panel. This review led to some revisions and adjustments and included certain commercial matters which need discussion by the SECCo Board and a further review by the PFCG prior to being presented to the SEC Panel in November 2014. The rest of the timetable remains unchanged with the final Draft Budget to be agreed by the SEC Panel in December 2014 and published for consultation with SEC Parties in January 2015.

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

ACTION SECP13/02: SECAS to provide the SEC Panel with a Draft Budget paper in November 2014.

8. Customer Satisfaction Survey

Following the SEC Panel's decision to proceed with a second Customer Satisfaction Survey (CSS), paper [SECP_13_1010_08] outlined a proposed set of questions for circulation to SEC Parties in November 2014 together with options for the method by which the survey could be conducted.

To meet the objective to compare results against the previous survey, SECAS proposed that the same questions that were asked in the May 2014 CSS are included in the November 2014 survey. SECAS also proposed the inclusion of three new questions whose capability areas, publication of information and the quality of documents produced, relate to new services being undertaken since the last survey which include the 'SEC Party Engagement Day' and the 'Introduction to the SEC Day'.

The SEC Panel discussed the merit in including open-ended survey questions, noting that this could provide new insights and bring to light new suggestions. SECAS confirmed that open-ended questions were used in the feedback survey distributed to the attendees of the Introduction to the SEC Day held 2nd October 2014 and this approach generated suggestions on new ideas for topics to be covered at future stakeholder engagement days. The SEC Panel confirmed that free text fields are included in the November 2014 survey to allow respondents to provide further comments if they wish to. In addition, the SEC Panel suggested that a tick box is included in the CSS, asking whether the respondents would like to be contacted via telephone by SECAS to discuss any of the questions/responses in more detail.

The SEC Panel discussed the two options for the survey method proposed in the paper and agreed for the survey to be conducted via SurveyMonkey as it is believed to provide for a higher response rate and would not result in any additional costs.

The SEC Panel:

- **NOTED** the contents of the paper;
- **AGREED** the questions to be included in the November 2014 CSS; and
- **AGREED** to undertake the November 2014 CSS via SurveyMonkey.

ACTION SECP13/03: SECAS to issue the second bi-annual Customer Satisfaction Survey to all SEC Parties in November 2014.

9. EU Notification

SECAS presented a paper [SECP_13_1010_09] to inform the SEC Panel of the European Commission (EC) Notification process including an overview of the SEC Documents that have already been submitted and those which may require future EC Notification. Currently, the process is managed by DECC and, once the documents fall under SEC governance, the process of EC Notification will be Ofgem's responsibility.

A question was raised by a SEC Panel Member, about what was meant by SEC documents which may need EC Notification, and whether there was a formal process to decide whether they would fall under this requirement. SECAS clarified that Table 2 in Appendix B of the paper [SECP_13_1010_09] lists documents which at the time of producing this paper, were considered as potential candidates to require EC Notification and the process is that DECC take legal advice on whether they should be submitted whilst Table 1 in Appendix B lists those documents which have undergone EC Notification.

DECC also updated that the DCC User Gateway Interface Specification (DUGIS), listed in Table 2 will need to be notified to the EC. SECAS noted that the information in the appendices to the paper has been provided by DECC as a current view and that an updated version will be provided as new information becomes available.

The SEC Panel **NOTED** the contents of the paper and that SECAS will continue to liaise with Ofgem on how to support them with EC Notifications under the enduring regime.

ACTION SECP13/04: SECAS to keep the SEC Panel updated of the SEC/Subsidiary Documents that will require EC Notification as new information becomes available.

10. Change Board Update

Paper [SECP_13_1010_10] provided the SEC Panel with an update from the Change Board work being undertaken in relation to requirements definition development for the emerging enduring SEC Modification Process.

SECAS informed the SEC Panel of the approaching end of term of office for the current Change Board Members, highlighting the SEC requirement (D8.5) that Change Board Members are to serve for one year, notwithstanding that the same Members may be reappointed. It was noted that the Change Board were of the view that it would be beneficial to have the same Members serving the Change Board whilst the process development work is being undertaken, however the SEC Panel agreed the best approach would be to follow the SEC process and allow each Party Category to decide whether the same Members should be reappointed for another term.

The next Change Board meeting has been scheduled provisionally for the 2nd February 2015.

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

ACTION SECP13/05: SECAS to commence the nominations process for the new Change Board Term in December 2014.

11. SMKI PMA Update

Paper [SECP_13_1010_11] outlined the activities undertaken by the SMKI Policy Management Authority (PMA) at their meeting held 9th September 2014. The meeting agenda covered updates on the SMKI SEC Documents, governance arrangements for SMKI Document and updates from the DCC and DECC on their delivery plans.

The SMKI PMA are also in the process of assessing the SMKI Assurance arrangements, and an updated paper from the DCC is to be considered at the next meeting which will be held 14th October 2014.

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

12. Testing Advisory Group Update

Paper [SECP_13_1010_12] summarised the activities undertaken by the Testing Advisory Group (TAG) since the last SEC Panel meeting. In this period, TAG have been considering the expected dates for the DCC release of testing approach documents, proposed updates to the Systems Integration Testing Approach (SITA) document, volume testing, the auditor appointment and scope the approach for providing the SEC Panel with a TAG recommendation.

SECAS noted that TAG is planning to review the residual comments following the SIT Approach consultation and to consider a recommendation for the November 2014 SEC Panel meeting.

SECAS updated the SEC Panel that the Interface Testing (IT) Approach document has now been released for consultation and that is the plan to provide a recommendation on the document to the SEC Panel in late November 2014, which is likely to require ex-committee consideration. However, this will depend on the stability and robustness of the TAG recommendation.

A SEC Panel Member raised a question on how risks and potential residual risks would be reported in terms of the SIT and IT stages. The SEC Panel Member also suggested that a section on risk is included within the reporting template of TAG's recommendation to the SEC Panel. SECAS noted that

the TAG has been working alongside the DCC, reviewing both documents and providing comments early on in the process to mitigate the risks and concerns before a recommendation is made to the SEC Panel on the Approach documents. Risks arising from testing would be a matter for the broader Programme arrangements, e.g. governance entities and participants. SECAS will draft papers from the TAG to the SEC Panel that will recommend whether the SEC Panel should accept or reject the test approach documents, along with the level of support for the recommendation. Additionally, the papers will document the key areas where TAG members have expressed concern, along with a representation of the level of TAG members' concern.

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

13. Transition Governance Update

The Transition Governance Update is a standing agenda item which is intended to inform the SEC Panel and SEC Parties of the activities occurring in the SMIP. Paper [SECP_13_1010_13] consolidates headline updates from all of the Transition Work Groups attended by SECAS and SEC Panel Members in the last month including an overview of any relevant publications and consultations.

SECAS highlighted that since the publication of this paper, a SMDG meeting was held on 9th October 2014 for which a verbal update was provided by the SEC Panel Chair and will be included in the next month's Transition Governance Update.

SECAS highlighted that no response from the SEC Panel is proposed regarding the matters in the DECC consultation on Transition Arrangements in the SEC, which were summarised in the paper.

SECAS also noted that some changes had been made to Appendix A and B of the appended paper compared to the previous month:

- Appendix A which provides an overview of the different Transition Work Groups and their relationship with the SEC Sub-Committees, now shows that the Transitional Policy Management Authority (TPMAG) and Technical and Business Design Group (TBDG) will continue to operate alongside their corresponding SEC Sub-Committees until all their policy matters have been completed. SECAS also noted that Appendix A will be updated to include the TBDG Sub-Groups and an updated timeline for TAG's operations.
- Appendix B which provides an overview of the anticipated SEC4 Part A and Part B content now includes the associated SEC sections for the different policy areas as anticipated by SECAS. It was noted that these are subject to change and SECAS will update these tables as new information becomes available.

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

ACTION SECP13/06: SECAS to update Appendix A for the November 2014 SEC Panel meeting.

14. Operations Report

The Operations Report is a standing agenda item to inform the SEC Panel and SEC Parties of operational activities that have taken place in the last month in support of the SEC.

SECAS provided an overview of paper [SECP_13_1010_14], noting that a pro-forma report of the revised Operations Report was discussed at the PFCG meeting on 30th September 2014. A revised Operations Report will be submitted to the SECCo Board for approval and will be presented to the SEC Panel at the next meeting.

A SEC Panel Member inquired about the content of the documents in Appendix B of the paper. SECAS clarified that these are documents which are anticipated to fall under the governance of the SEC as Subsidiary Documents. SECAS also informed the SEC Panel of configuration management improvements, intended to provide SEC Parties with a comprehensive view of the different SEC Subsidiary documents, version status and dates for baseline and designation.

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

ACTION SECP13/07: SECAS to provide the SEC Panel with a revised Operations Report at the SEC Panel meeting in November 2014.

15. DCC Update

The DCC provided an update on their progress and other activities undertaken since the last SEC Panel meeting which is summarised below:

- The DCC User Gateway Interface Design Specification (DUGIDS) was released 12th September 2014 as a pre-cursor to the DCC User Gateway Interface Specification (DUGIS), which is due to be issued for consultation commencing w/c 20th October 2014. In response to a question raised at the SEC Panel meeting in September 2014, the DCC clarified that the technical content between the two documents will not change although the format will look different since the DUGIS will be a SEC Subsidiary Document. The DCC also explained that DUGIS will include a release note listing any changes that have been made compared to DUGIDS, that is, it will not be issued in the form of a changed marked DUGIDS.
- The full impacts of the GBCS iterations are being finalised with the Service Providers.
- The SEC Subsidiary Documents project is progressing to plan.
- The Interface Testing (IT) Approach document was published for consultation on 3rd October. Other DCC consultations currently open include the Device Selection Methodology SMKI and the re-consultation on Service Management; with SMKI and the DUGIS expected to be issued imminently.
- Both the Parse and Correlate (P&C) and automated GBCS (ATG) solutions are on plan. An API demonstration to SEC Parties is planned for the week commencing 14th October 2014.
- The DCC are currently planning the Service Provider Audits.
- The DCC is holding its next Industry Day on 13th October 2014.

In response to the question raised at the previous SEC Panel meeting, the DCC clarified that the regulatory issues associated with DCC making the automated GBCS available for use to others related to any associated charges to access to this tool.

The SEC Panel **NOTED** the update from the DCC.

16. Accessions Update

SECAS informed the SEC Panel that no applications to accede to the SEC had been completed in the last month, although applications from four organisations are currently being processed.

The SEC Panel **NOTED** the update.

17. Any Other Business

SECAS noted that a paper will be brought to the SEC Panel meeting in November 2014 outlining potential enhancements to the SEC Website.

ACTION SECP13/08: SECAS to provide an overview of proposed improvements for the next release of the SEC Website to the SEC Panel meeting in November 2014.

There was no further business and the SEC Panel Chair closed the meeting