Meeting SECP_10_1007, 10th July 2014, 14:05 – 16:00

68 King William Street, London, EC4N 7DZ

Final Minutes

Attendees:

Category	Panel Members
Panel Chair	Peter Davies
Large Suppliers	Simon Trivella
	David Ross Scott (via teleconference)
Small Suppliers	Leyton Jones
	Mike Gibson (Alternate)
Electricity Networks	David Lane
Gas Networks	Erika Melen
Other SEC Parties	Helen Boothman (Alternate)
DCC	Paul French
Consumer Member	-

Representing	Other Participants
DECC (Secretary of State)	Rob Thornes
	Tim Guy
Ofgem (the Authority)	Dora Ianora
Panel Secretary	Alys Garrett
SECAS	Jill Ashby
	Ken McRae
	Sarah Gratte

1. Minutes and Actions Outstanding

The Panel noted that the minutes were agreed ex-committee on 27th June 201 in order for them to be sent out to all SEC Parties within 10 Working Days of the meeting.

SECAS provided the Panel with an update on the Actions Outstanding from previous meetings, noting that the majority of the actions had either been closed or were to be discussed under their respective agenda items. The following updates were provided on ongoing actions:

Action	Update
SECP09/02	Comments have been received and the Panel agreed that they should be amended with the Panel Chair providing final sign off.
SECP09/07	SECAS noted that contact details had been provided for the DCC lead on Small Supplier communications and that discussions would begin.

2. Technical Sub-Committee Establishment

SECAS provided the Panel with a background to the paper, noting that it had been brought to the table following the SEC 3 Government Response confirming the requirement on the SEC Panel to establish the Technical Sub-Committee (TSC). The paper provided the Panel with options for establishing the TSC taking into account that key questions still remain regarding the duties and composition of the TSC. SECAS advised that it may be prudent to continue to gather background information on what the TSC will need to consider including the development of the Technical Architecture Document (TAD) which is dependent on outputs from the Programme and the DCC.

A Panel Member highlighted that views from some of the Large Suppliers were that currently, the duties of the TSC remain unclear and that when the Panel do have sight of obligations on the TSC then they will have enough time to establish the Sub-Committee in order for them to fulfil their duties.

The Panel Chair noted that dialogue should continue with DECC in order to have sight of the latest thinking behind when the technical products will be baselined and brought under TSC control. Due to the level of uncertainty regarding the roles and duties of the TSC, the depth and breadth of the expertise that will be required by the Members is still unknown.

DECC highlighted that currently there is still fluidity within the technical documents that will be brought under the control of the TSC. Once there is a level of stability, DECC will work with SECAS and the SEC Panel to develop a plan for the transfer of ownership from the Programme to the TSC.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** for SECAS to remain in communication with DECC in order to provide further clarity around the roles and duties of the TSC and when it will need to be established.

3. Security Sub-Committee Establishment

SECAS provided the Panel with an update on the procurement of security expertise to support the Security Sub-Committee. It was highlighted that discussions remained ongoing with the experts and the Panel will be informed of any developments at the next meeting.

The Panel **NOTED** the update.

4. DCC CIO Scope

SECAS provided the Panel with the background to the DCC CIO Scoping document for Panel approval. The DCC appointed Deloitte as the CIO who will undertake an assurance review of the DCC during design, build and test stages. Deloitte presented the Scoping Document for the Design Phase at TSEG in mid-June and TSEG provided comments which have been included in the paper. SECAS noted that TSEG had undergone a thorough review and the scope had been extended in a number of areas.

The Panel Chair noted that although there was a governance question regarding the Panel's role in approving the document, as the obligation is in the DCC Licence rather than the SEC, the Panel should rely on the TSEG's advice as they have the expertise to undertake a thorough review of the document. The Panel agreed to the TSEG recommendation.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** the DCC Design Phase Scoping Document produced by the CIO and as recommended by TSEG.

5. Legal Procurement Update

The discussions held under this agenda item were deemed as confidential and confidential minutes have been provided to those entitled to receive them.

6. SEC Stage 3 Government Response

SECAS provided the Panel with an overview of the key obligations set out in the Government response to the SEC 3 consultation. The paper followed on from the high level presentation provided to the Panel at the June meeting. It was noted that further work would be undertaken in order to include any Panel activities into the SEC Panel Activity Plan.

SECAS advised that they would start to produce guidance documents for Parties on the consultations and Government responses that are being released by the Programme, in order to outline the key areas of content to be introduced and any impacts this may have on Parties. These guidance papers could be published on the Website separately from issuing Panel papers and could be a blend of both Party and Panel rights and/or responsibilities. Panel supported production of this additional material, noting that SECAS would already be assessing the information to prepare the Panel paper and this was a practical way to improve communications.

The Panel:

- **NOTED** the contents of the paper; and
- **NOTED** that SECAS will update the SEC Panel Activity Plan to include the new SEC obligations placed on the SEC Panel.

ACTION SECP10/01: SECAS to include any additional SEC3 obligations onto the Activity Plan as required.

7. SEC 4 Consultation

SECAS presented to the Panel an overview of the SEC content consulted upon in the SEC Stage 4 Content consultation, including the key obligations to be placed on the SEC Panel and areas where the SEC Panel may consider responding to the consultation. Headline items were:

- The requirement for the SEC Panel to procure a Central Independent Organisation for security and privacy assurance. An immediate impact other than the procurement is that the charging arrangements surrounding the CIO will need to be considered by the Panel in the forthcoming 3 Year Budget and Business Plan 2015/2016;
- Two new SEC sections:
  - New Section N introduced for the enrolment of SMETS1 meters; and
  - New Section O introduced to cover requirements for Non-Gateway Communications in the case of churn to a Non-User Supplier and the site needs to stay live.

As with the SEC 3 Government Response, SECAS highlighted that further guidance for Parties would be produced and uploaded on the Website, highlighting the key proposals in the SEC 4 consultation.

DECC also noted that they would be holding sessions to walk through the proposed content and the accompanying legal drafting.

The Panel:

- **NOTED** the contents of the presentation; and
- **NOTED** that SECAS would provide a further detailed paper for the August meeting to include a draft response to the consultation for Panel approval.

SECP10/02: SECAS to produce a detailed information paper on the SEC 4 consultation along with a draft response from the SEC Panel for approval at the August Panel meeting.

8. Ofgem Smarter Markets Consultation

SECAS provided the Panel with an overview of the content consulted upon in the 'Moving to Reliable Next-Day Switching' consultation published on 16th June 2014 including areas where Ofgem are asking for views. SECAS noted that currently, it is too early to ascertain the scope of impact and the full implications of the proposed changes, however due to the proposed timescale for central registration under the DCC and SEC, the Panel will need to consider recognition of the exercise in the forthcoming 3 Year Business Plan.

The Panel confirmed they had no comment on the changes proposed however, there will be implications on the SEC so the Panel should respond. This should highlight that Panel welcome working with Ofgem and other Codes on the development of the proposals to ensure that the governance is harmonised.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** for SECAS to draft a response to the consultation on behalf of the Panel to be approved ex-committee.

ACTION SECP10/03: SECAS to draft a response to the Ofgem Smarter Markets consultation for ex-committee Panel approval.

9. Q&A for Engagement Day

SECAS presented the Panel with a list of six questions that had been provided to the SECAS helpdesk prior to the SEC Party Engagement Day for inclusion in the Panel Question and Answer session.

The Panel discussed the questions and nominated Members to provide answers on the day.

10. Customer Satisfaction Survey Report 2013/2014

SECAS provided the Panel with the results of the first Customer Satisfaction Survey undertaken to obtain views on the performance of SECAS in supporting the Smart Energy Code during its mobilisation phase.

SECAS highlighted that the feedback had been positive with an average score of 3.93 out of 5. Some additional comments had also been submitted to some of the questions and SECAS had proposed responses within the paper. The Panel agreed that SECAS should engage with the respondents to provide them with the responses to their comments.

SECAS confirmed that a high-level document would be placed on the SEC Website to highlight the results achieved. It was noted that the SECAS response to the comments formed the basis of the action plan and it was agreed to collate these for discussion with the Panel Chair to cover any areas of concern highlighted in the feedback.

The Panel:

- **NOTED** the results of the survey as set out in the contents of the paper; and
- **RECEIVED** the results of the first CSS as being above the average rating of 3 out of 5 as required by the Key Performance Indicators set out in the SECAS contract.

ACTION SECP10/04: SECAS to produce a high level document with the results of the CSS to upload to the Website

ACTION SECP10/05: SECAS to discuss the action plan with the Panel Chair

11. Panel Elections

SECAS provided the Panel with an overview of the paper, highlighting that the Panel Member elections process will begin on 14th July 2014 for those Panel Members retiring at the end of serving a 12 month term:

- One Large Supplier representative;
- One Small Supplier representative;
- One Electricity Networks representative; and
- One Other SEC Party representative.

SECAS noted that nominations would also be requested for a further Small Supplier representative due to the resignation of Andrew Beasley, the Small Supplier representative initially elected for a 24 month term. It was highlighted that the newly Elected Members would serve a 24 month term apart from one of the Small Supplier representatives who would serve a 12 month term in order to stagger the elections in the coming years.

The paper set out the timetable for the process with the new Members taking office on 23rd September 2014.

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

ACTION SECP10/06: SECAS to commence the Elections Process as per the timetable in the paper.

12. Transition Governance Update

SECAS presented the Transition Governance Update paper which consolidates headline updates from each of the Transition Work Groups attended throughout the month by SECAS and Panel Members to inform the Panel and SEC Parties of activities occurring in the SMIP. Three verbal updates were provided in relation to activities that had taken place since the paper was issued for the Technical and Business Design Group (TBDG), the Smart Metering Steering Group (SMSG) and the Smart Metering Design Group (SMDG).

TBDG

Headlines from the TBDG on 9th July 2014:

- **Baselining of documentation:** The Great Britain Companion Specification (GBCS), Smart Metering Equipment Technical Specification (SMETS) and Communications Hub Technical Specification (CHTS) were agreed for issue to SMDG for approval. GBCS will be consulted on from 10th July 2014 and will be submitted for European Commission notification alongside the SMETS), the CHTS and the Security Characteristics on 31st July 2014.
- **Communications Hubs:** DECC have confirmed that the size issue cannot be accommodated without implications for Initial Live Operations however it could be considered for Tranche 2 Communications Hubs.

SMSG

Headlines from the SMSG on the 8th July 2014:

- The lack of procurement for SMETS2 meters was discussed however it was noted that there may be movement with the publication of the GBCS.
- An update was provided on the CDB rebranding as Smart Energy GB campaign and a launch event to introduce the campaign approach.

SMDG

Headlines from the SMDG on the 10th July 2014:

- An update was provided from the IMF which included an update that Energy UK have commenced the SMDA project by looking at the scope and budget and the procurement for the Scheme Operator is now underway.

- DECC provided a delivery update and an overview of the governance arrangements that will transfer to the SEC and responsibility of delivery will move away from DECC to the DCC and the SEC.

The Panel **NOTED** the contents of the paper and the verbal updates which will be included in next month's Panel paper for completeness.

13. Operations Report

The Operations Report is a standing agenda item to inform SEC Parties and the Panel of the SEC operations activity that has taken place in the past month. SECAS provided the Panel with an overview of the paper noting that the SECAS Output section (section 5) had now been split out into the output of the Core Team and of the Community of Experts.

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

14. DCC Update

The DCC Member provided an update on the activities undertaken since the last Panel meeting.

Progress Update

- The CSPs are currently progressing to plan with the CSP North's network currently having 12% coverage.
- Other Service Providers (DSP, SMKI and Parse & Correlate) are also on target.
- Contract being finalised for the GBCS Interface Testing (GIT) Service Provider with the automated testing of the GBCS now included in the DCC Scope.

Consultations

The SMKI consultations have been delayed and it is currently unknown when they will be published. It was highlighted that the DCC are currently looking into the communication of slippage to Parties and updating the plan on a regular basis.

The Common Test Scenarios and the Systems Integration Test Approach document are due to be published for consultation on 21st and 22nd July 2014.

Change Management

The DCC Member highlighted that they are currently looking into proposing a change moratorium to the design documentation so that there is a stable baseline for delivery and will be issuing a statement of intent shortly.

DECC asked whether the thresholds for assessing proposed changes were well defined in order to assess whether changes should be managed internally or discussed with industry through TBDG. The DCC Member noted that the assessment is usually determined by whether it is a change to the industry baseline or not. It was also noted that DCC and DECC change references should be aligned.

The DCC are also in discussion with Ofgem to help develop initial policy around centralised registration. It was noted that currently the DCC are holding monthly updates with Ofgem.

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

15. Crossing Supplier Party Category Thresholds

SECAS presented the paper regarding the implications for Small Suppliers when they cross the threshold in to the Large Supplier category as requested by the Panel at the last meeting.

The Panel discussed whether Party Category declarations were required and if so, whether it should be actively monitored or whether self-declaration would suffice. SECAS highlighted that the SEC4 consultation proposes that the SEC4 designation date will be the date by which Suppliers will need to indicate whether they are small or large for the purposes of User Integration Testing (UIT).

The Panel indicated that there was no current need for this to be actively monitored, however agreed that a self-declaration should be required on any voting forms e.g. Panel Member Elections in order for them to declare that they remain in the Category for which they are voting.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** for Parties to provide declarations on any voting forms.

16. SEC Party Update

SECAS highlighted that no accession applications had been completed since the previous Panel meeting.

17. Any Other Business

DECC noted that at the last Panel meeting, providing guidance for Small Suppliers was discussed and enquired whether there was any update on this. The DCC Member highlighted that the DCC are working closely with Small Suppliers to support their engagement with the Programme. SECAS noted that they had been provided with the contact details for the person leading on this at the DCC and will be in touch shortly. SECAS also noted that they had been working on guidance documents for Small Suppliers as well as other Party Categories. Panel expressed an interest in having sight of these guides before they were issued.

SECAS highlighted to the Panel that a briefing paper had been received from Energy UK on the Supplier Requirements for Firmware Management. SECAS agreed to circulate to Panel Members for feedback.

ACTION SECP10/07: SECAS to circulate guidance materials produced for Small Suppliers.

ACTION SECP10/08: SECAS to circulate the Firmware Requirements paper from Energy UK for Panel Member feedback.

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