Meeting SECP_16_1601, 16th January 2015

Teleconference, 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
Other SEC Parties	Hugh Mullens
DCC	Paul French
Consumer Member	-

Representing	Other Participants
DECC (Secretary of State)	Tim Guy
	Duncan Stone
Ofgem (the Authority)	Nigel Nash
Meeting Secretary	Alys Garrett
SECAS	Jill Ashby
	Sarah Gratte

Apologies:

Category	SEC Panel Members
Other SEC Parties	Eric Graham
Gas Networks	Erika Melen

1. Minutes and Actions Outstanding

The SEC Panel noted that the draft minutes from the December SEC Panel meeting were agreed ex-committee on 5th January 2015 to allow SEC Parties to receive the final minutes prior to the next Panel meeting.

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

Action Reference	Update
SECP13/05	SECAS noted that the Change Board nominations close on 16th January 2015 and a vote will need to take place for the Other SEC Party category. The Panel agreed that as the majority of the Modification Pathways remain switched off, then the Change Board should remain in place albeit in a dormant capacity. If an Urgent Modification is raised then they will be called upon to deal with the matter.
SECP15/01	The Panel Chair informed the Panel that a meeting had taken place with SECAS and DECC in order to discuss the roles of the Transitional Security Expert Group (TSEG) and the Security Sub-Committee (SSC) and the transition of responsibilities. It was noted that a paper would be produced for the February Panel meeting outlining their discussions, proposing that the establishment of the SSC takes place with limited scope, relating to the security controls framework, whilst the majority of the security work relates to ongoing Programme matters and as a result will remain with TSEG.
SECP15/03	SECAS published the SEC Panel Draft Budget for consultation on 5th January 2015 with the deadline for responses on 30th January 2015.

2. Confidential Minutes and Actions Outstanding

The Panel noted that the Confidential Minutes had been finalised ex-committee and there were no actions outstanding.

3. Privacy Audit Considerations

This item related to the obligations placed on the SEC Panel relating to data privacy audits and the paper presented the Panel with three options for discharging their obligations:

1. Panel to remain the decision body regarding privacy matters
2. Establish a Privacy Sub-Committee
3. Extend the scope of the Security Sub-Committee to cover privacy matters

The Panel discussed their options with support shown for both option 1 and option 3. A Panel Member noted that the skillset required for privacy and security matters are different therefore it would not be appropriate for the scope of the Security Sub-Committee to be expanded. The Panel decided that they should remain the decision making body and SECAS highlighted that there are privacy specialists within the community of experts that could be called upon to assist the Panel if required.

The Panel discussed that this should remain under review and if there is a need for a dedicated group to look at privacy matters then this could be established at a later date.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** that the Panel should remain the data privacy governance entity.

4. TAG Terms of Reference

The Panel were presented with an amended Terms of Reference for the Testing Advisory Group (TAG) following their decision to use the TAG to review the SMKI & Repository Testing Approach Document.

A Panel Member highlighted that there may be other testing documents that the TAG could assist with in their review. SECAS confirmed that they would keep this under review and apprise the Panel of any further testing documentation that the TAG could support.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the amendments to the TAG Terms of Reference.

5. Party and RDP Signifiers

In December 2014, the DCC communicated information to Parties regarding the interim service desk required to be in place by 19th January 2015 primarily so that Parties can request their Gateway Connections. In order for Parties to interact with the service desk, the DCC requested that the Panel proceed with the allocation of Party Signifiers to Parties ahead of the conclusions being set out on the legal text relating to this obligation.

SECAS noted that the proposed legal text requires the Panel to consult with Parties on the allocation procedure for Party and Registration Data Provider Signifiers and EUI 64 IDs. It was proposed that the Panel approves the distribution of Signifiers to enable the interim service desk activities and the overall allocation procedure will be consulted on at a later date.

SECAS highlighted to the Panel that Parties had been apprised of the proposed format previously and had been supportive.

A Panel Member asked if an organisation has more than one licence would they require more than one Signifier. SECAS highlighted that this had been discussed at previous DCC Design Forums and guidance would be provided in the email communication sent out to Parties including the form for Parties to complete requesting their Signifiers.

The Panel:

- **NOTED** the contents of the paper;
- **AGREED** the format of Signifiers as laid out in the paper; and
- **APPROVED** the allocation process for the initial tranche of Signifiers.

ACTION SECP16/01: SECAS to undertake the allocation procedure for the initial tranche of Signifiers and send all Parties the Party Signifier Application Form.

6. Customer Satisfaction Survey Report

SECAS presented the Panel with a report on the results from the Customer Satisfaction Survey that was undertaken in November/December 2014. It was highlighted that the average rating was 3.91 out of 5 which met the contractual obligation to achieve an average rating of over 3 out of 5. SECAS also noted that a response had been provided in the paper to each of the comments received.

A Panel Member requested that SECAS should look to increase the response rate when undertaking the next survey and SECAS confirmed that this would be explored with the potential for telephone interviews to be included. The Panel also requested that they were made aware of the spread of responses that were received across the Party Categories.

Post Meeting Note: *SECAS can confirm that the following number of organisations responded to the survey from each Party Category:*

- *Large Suppliers – 5*
- *Small Supplier – 5*
- *Networks – 2*
- *Other SEC Parties – 2*
- *Not Stated - 3*

The Panel congratulated SECAS on the results and noted that it was well deserved.

The Panel:

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

7. SMKI PMA Update

SECAS provided a verbal update on the activities undertaken by the SMKI PMA since the last Panel meeting and noted that the PMA discussed the following items of business at their meeting on Tuesday 13th January 2015:

- An ongoing review to ensure that all assurance requirements are capable of being met by the SMKI Independent Assurance Service Provider that the DCC has selected – this review is likely to be completed next month
- The Certificate Practice Statements are currently under review and once approved they will form a confidential section of the SEC.

The Panel **NOTED** the verbal update provided.

8. 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_16_1601_08] 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, TPMAG, IMF and TDEG meetings had been held for which verbal updates were provided by SECAS and will be included in the next month's Transition Governance Update.

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

9. 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 highlighted that the website project was on track with the testing phase scheduled to begin shortly. The Panel Chair requested that the requirements document be circulated to the Panel for them to comment on and so they are aware of the changes that are currently being incorporated into the website.

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

ACTION SECP16/02: SECAS to circulate the requirements document for the website amendments to the Panel

10. DCC Update

The DCC provided an update on its progress and other activities undertaken since the last Panel meeting:

- Currently focussing on the conclusions to the Resetting the DCC Delivery Programme consultation and undertaking re-negotiations with their Service Providers
- Work has commenced on a Release Management Strategy
- The Interim Service Desk will be available from 19th January 2015 for Parties to order their Gateway Connections.
- Initial conversations are being held regarding introducing dual band communications hubs and the enrolment and adoption of SMETS1 Meters.

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

11. Accessions Update

SECAS noted that I Supply Energy Ltd would be admitted as a Small Supplier Party following the execution of an Accession Agreement by the SECCo Board:

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

12. AOB

SECAS informed the Panel that through the designation of SEC 4, all Large Suppliers are now required to declare themselves as such to the DCC by 14th February 2015 for the purpose for Section T.

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