Meeting SECP_22_0907, 9th July 2015

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	Mike Gibson
Electricity Networks	David Lane
Gas Networks	Erika Melen
Other SEC Parties	Eric Graham
	Hugh Mullens
DCC	Paul Hawkins
Consumer Member	Conrad Steel (Observer) (via teleconference)

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

Apologies

Representing	Other Participants
Small Suppliers	Chris Welby
Ofgem (the Authority)	Nigel Nash

1. Minutes and Actions Outstanding

The SEC Panel noted that the draft minutes from the June SEC Panel meeting were agreed ex-committee on 26th June 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 or were ongoing with updates to be provided at future meetings. A brief update was provided on the following actions:

- **SECP21/06:** DECC provided an overview of the policy intent in relation to the Event of Default actions. It was noted that in the first designated SEC (SEC 1.0) the drafting reflected the policy intent that the Panel should have discretion in determining appropriate sanctions. Where these sanctions could have an impact on consumers then Authority approval would be required. The content designated in SEC 2.0 moved away from the original policy intent and the drafting for SEC 4.3 rectifies this indiscretion. A Panel Member questioned whether any thought had been given to whether other services such as testing should be included. DECC mentioned that this may be something for the Panel to look at in the longer term and the enduring arrangements.

2. Confidential Minutes and Actions

SECAS confirmed that the contract for the Competent Independent Organisation to produce the Security Controls and Privacy Controls Framework had been signed and an announcement would be made at the SEC Party Engagement Day. As previously agreed, the contract negotiation for the work to undertake the security and privacy assessments of Users will commence whilst the SCF and PCF development is undertaken. SECAS confirmed that the CIO would be attending the Networks Day on 16th July and the Spotlight on the SEC Seminar on 23rd July to provide information that may help to answer Parties' questions. A further detailed security focussed event will be scheduled for combined TSEG and SSC Members in late July/early August.

DECC noted that confidential discussions held by the Panel regarding independence requirements had helped DECC steer the drafting for the consultation. However, it was noted that although the minutes from the discussion indicated that the Panel would take a passive role in determining independence, DECC believe that they should satisfy themselves through evidence provided through the CIO.

3. End-to-End Testing Approach Document

SECAS presented the Panel with the Testing Advisory Group's (TAG's) recommendation on the End-to-End Testing Approach Document (E2E TAD) submitted by the DCC for Panel approval. SECAS extended their thanks to the TAG Members and the DCC for their collaborative efforts to maintain the timescales set out in the SEC to approve the document.

SECAS highlighted that the TAG undertook a thorough review of the document, however there remains some residual concerns including:

- Test Environment Availability: TAG Members have a remaining concern that the planned maintenance window for test environments should be scheduled during weekends or overnight. The DCC representative highlighted that the timing for the planned maintenance

window was prescribed in the CSP contract and so any change to this time may have an impact on costs.

- Testing Issue Resolution Time: It was highlighted that target response times for acknowledging an issue were specified but no target issue resolution times. It was noted that the DCC's Testing Resolution Process document is under development with input from TDEG. DECC noted that the Interface Testing Approach Document referenced target release times providing a timeframe for when the issue will be dealt with.
- Materials that have yet to be developed: TAG Members raised concern that the E2E TAD referred to a number of documents that are yet to be developed. DECC also highlighted that there was reference to other documents such as the CSP Terms and Conditions including Non-Disclosure Agreements etc. that sit outside of the SEC which may make it difficult for participants to negotiate terms.

The Panel approved the document, albeit conditionally on a number of areas being addressed and followed up with the TAG which include:

- Confidentiality for testing participants
- Seeking to address undertaking weekend maintenance
- Providing sight of the issue resolution documents to TAG

A Panel Member also requested that the DCC provide clarification on the costs for setting up and maintenance of remote test labs as they could be seen as prohibitive.

The Panel:

- **NOTED** the deliberations of the TAG; and
- **APPROVED** the E2E TAD V3.0 subject to the remaining concerns being addressed.

ACTION SECP22/01: TAG to monitor the remaining concerns regarding the End-to-End Testing Approach Document and to update the SEC Panel as areas are addressed.

4. Interface Testing Approach Document

SECAS presented the Panel with the Testing Advisory Group's (TAG's) recommendation on the Interface Testing Approach Document (ITAD) submitted by the DCC for Panel approval. SECAS highlighted that the TAG undertook a thorough review of the document, however there remains similar concerns highlighted for the E2E TAD regarding Test Environment Availability and Testing Issue Resolution Times.

The TAG had also raised concern regarding the number of testing issues that may be outstanding whilst meeting the exit criteria for the testing stage. It was clarified that with the current exit criteria a number of testing participants could have up to 5 severity level 3 issues so that there is the potential for the aggregate number of outstanding issues to be high whilst meeting the exit criteria. The Panel discussed the likelihood of this occurring as the outstanding issues would be with the DCC Systems rather than User Systems and it was clarified that although unlikely, each participant would be using their own test scripts so could differ slightly and therefore could have different issues. The DCC confirmed that the Issue Resolution Process could alleviate some of the TAG and Panel concerns.

The Panel:

- **NOTED** the deliberations of the TAG along with their concerns; and
- **APPROVED** the ITA Document subject to the remaining concerns being monitored and a plan for addressing the concerns provided to the Panel within one month.

ACTION SECP22/02: TAG to monitor the remaining concerns regarding the Interface Testing Approach Document and to update the SEC Panel as areas are addressed.

5. Overlap of Interface and End-to-End Testing Report

SECAS presented the DCC's report requesting the Panel's agreement to overlap Interface and End-to-End testing in accordance with Section T4.2 of the SEC. It was highlighted that the TAG undertook a review of the proposal and although it was noted that there are risks involved, the TAG felt that the DCC were in the best position to assess those risks. The TAG had highlighted that they had a concern regarding the management of the risks and the DCC confirmed that these risks would be dealt with under the wider risk management piece.

The Panel:

- **NOTED** the contents of this paper and the attached DCC report; and
- **APPROVED** the DCC's proposals to start E2E Testing in parallel with IT, in accordance with Section T4.2 of the SEC.

6. Certified Product List Update

SECAS provided the Panel with an update on the development of the Certified Products List (CPL) that the Panel are required to establish and maintain in accordance with Section F2 of the SEC. SECAS produced an example CPL for approval to be published on the SEC Website so that wider stakeholders can become familiar with the CPL information requirements.

The Panel discussed that manufacturers should be able to feed in to the format of the CPL as they will be entitled to add devices to the list along with Suppliers. The Panel also noted that they had feedback from manufacturers that there was some concern over the information included in the release notes so seeking input from manufacturers would be beneficial to alleviate any concerns.

The Panel:

- **NOTED** the contents of the paper;
- **AGREED** to seek input from device manufacturers prior to publishing the example CPL on the SEC Website; and
- **AGREED** for SECAS to prepare guidance materials regarding the format and use of the CPL.

ACTION SECP22/03: SECAS to seek input from device manufacturers on the format of the CPL.

ACTION SECP22/04: SECAS to prepare guidance materials for the processes involved in the CPL.

7. ID Allocation Procedure Consultation Response

SECAS presented an update on the consultation on the ID Allocation Procedure carried out in accordance with Section B2.2 of the SEC. Following approval by the Panel, SECAS drafted the ID Allocation Procedure for consultation. A number of responses were received, with the majority agreeing with the process set out in the consultation document.

The format of the Identifier was queried by a respondent questioning whether it would be more flexible if the Organisation Number was four digits with the remaining three digits being provided to Parties to prescribe themselves, rather than the Organisation Number being three digits. The reasoning would be that a larger number of organisations could be allocated Identifiers if required without the need to procure a further MA-S Value. The Panel discussed that they were indifferent with the format and SECAS clarified that the format was proposed to allow organisations more flexibility with their range of values. In the event that more organisations request an EUI-64 ID than anticipated, SECCo can procure an additional MA-S Identifier at a cost of around £500.

SECAS highlighted that the DCC response also indicated that there may be an impact due to the transfer from the interim process to the enduring process for Signifiers. SECAS confirmed that the enduring process was proposed as the interim process did not provide a robust method for providing unique identifiers which is a requirement under the Code. It was also highlighted that the proposed format did not differ from that used in the interim process, just the method for calculating the number had differed.

The Panel agreed that the DCC should provide an impact assessment on adopting the new proposed process or maintaining the interim process.

The Panel also requested that SECAS engage with respondents and SECAS agreed to do so as per the timetable indicated in the paper.

The Panel agreed to approve the process for the issuance of the EUI-64 Identifiers and deferred the approval of the Signifier process until the DCC could provide the Impact Assessment.

The Panel:

- **NOTED** the contents of the paper;
- **AGREED** to the timetable as outlined in Table 2;
- **APPROVED** the allocation procedure for EUI-64 Identifiers; and
- **DEFERRED** the approval of the allocation procedure for Signifiers.

ACTION SECP22/05: SECAS to issue EUI-64 Identifiers as outlined within the paper when requested.

ACTION SECP22/06: The DCC to provide an impact assessment of adopting the new Signifier format for current and future Identifiers or maintaining the current process for those already issued but adopting the new Signifier for Signifiers issued going forwards.

8. Code Administration Code of Practice Update

SECAS presented an update on the Code Administration Code of Practice (CACoP) highlighting the following:

- The new Principle 13 had been reviewed by Code Administrators and the changes were presented for final comment prior to submitting to the Authority; and
- The 2015 Annual CACoP Review commenced on 22nd June 2015 with discussion on a central consultation with Code Panels requested to provide comment on the proposed set of questions.

The Panel had no further comments on either the drafting for Principle 13 or the Annual Review consultation questions.

The Panel:

- **NOTED** the contents of the paper; and
- **CONSIDERED** the new CACoP Principle 13 and the 2015 annual CACoP review questions.

9. SEC Panel Risk Register Update

SECAS presented the monthly review of the SEC Panel Risk Register, highlighting the adoption of the risk impact matrix used for the Implementation Managers Forum, adapted to take account of the SEC activities. A number of alterations to the severity or RAG status were also proposed due to the completion or addition of mitigation activities.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** the amendments to the SEC Panel Risk Register.

10. Customer Satisfaction Survey Report

SECAS presented a report to the Panel on the feedback received from Parties through the Customer Satisfaction Survey which took place during May 2015. The report included responses from SECAS where appropriate.

SECAS noted that an action plan would be put in place and would be discussed with the Panel Chair for sign off and would be circulated to the Panel.

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

11. Configuration Management Update

SECAS provided the Panel with an update on the configuration of the SEC following the designation of new content laid before Parliament in March 2015, which took effect on 1st July 2015 (SEC 4.3).

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

12. SEC Panel Member Elections

SECAS presented the Panel with the process and timetable for the Scheduled Elections due to take place to fill the Members seats arising from the termination of 24 month terms.

A Panel Member raised an observation on requesting candidates to provide a biography to accompany the candidate list when published for voting. It was suggested that SECAS and the SEC Panel would want to ensure that a disclaimer is provided to ensure that responsibility for the contents lies with the candidate and the biographies are not endorsed by either SECAS or the SEC Panel. SECAS highlighted that guidelines for the biographies would be provided in the elections guidance to be issued with the invitation for nominations.

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

13. SEC Party Engagement Day Preparations

SECAS provided the Panel with the final agenda for the SEC Party Engagement Day on Friday 10th July 2015. The Panel were also provided with the one question submitted in advance from an attendee which was to be answered during the Panel Question & Answer session.

14. SMKI PMA Update

SECAS presented the paper providing an update on the SMKI PMA meeting held on 9th June 2015. A verbal update was provided at the June Panel meeting and the paper had been provided for completeness.

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

15. Smarter Markets Project Update

SECAS presented the Panel with a project update on the work being undertaken to support the Smarter Markets Ofgem workstream as agreed by the SEC Panel.

The update provides an overview of the work undertaken in the reporting period as well as a forward look at the work to be undertaken in the coming months.

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

16. 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. The paper [SECP_22_0907_16] consolidates headline updates from all of the Transition Work Groups attended by SECAS and the SEC Panel Chair in the last month including an overview of any relevant publications and consultations.

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

17. Operations Report – June 2015

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 and the total amount of resource effort.

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

18. SEC Panel Activity Planner

SECAS presented the Panel with the standing agenda item which provides an overview of the forthcoming SEC Panel activities and a forward look at the Panel agenda items for the next three months based on the latest information available to SECAS.

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

19. DCC Update

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

- The DCC are currently analysing responses from the Enrolment and Adoption Invitation with feedback expected in September
- 9 devices have been selected for SIT in accordance with the Device Selection Methodology and have been published on the DCC website.
- An updated 2016/17 Indicative Charging Statement has been published. The Panel noted that there has been concern from the supplier community around the high rise in costs and the DCC confirmed that a teleconference would be held to explain the charges and answer any questions.

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

20. SEC Party Update

SECAS noted that the following organisations would be admitted as Parties to the SEC following the execution of an Accession Agreement by the SECCo Board:

- MA Energy Ltd (Small Supplier Party)
- Places for People Energy Limited (Small Supplier Party)
- Aprose Solutions (Other SEC Party)

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

21. Any Other Business

SECAS raised that further to the approval of the SIT Approach Document by the Panel in May 2015, an annex including the functionality to be tested as part of the first phase of SIT is required to be approved by the Panel 30 Working Days in advance of the start of SIT in line with the proposals set out in the recent DCC Implementation Milestone consultation[1]. SECAS confirmed that the annex had been consulted on with Registration Data Providers (RDPs) and the responses and annex had been submitted to the TAG for comment.

SECAS highlighted that a concern had been raised by the TAG regarding the future phases of SIT functionality and when industry would be made aware. The DCC noted that they would provide

[1]Proposed changes to DCC's Implementation Milestones – 8th May 2015

updates to the Annex as further functionality phases are finalised to give visibility and clarity to industry.

The Panel agreed that they could approve the annex via ex-committee following the circulation of a recommendation paper by SECAS in advance of the deadline of 20th July 2015.

SECAS raised that DECC had requested whether SECAS would be able to take forward the development of the design notes initially produced by Energy UK. It was initially indicated that the design notes on firmware management and time management would need developing and to be maintained and hosted on the SEC Website. SECAS highlighted that the development of these two documents should be completed for approval in the Autumn. The Panel agreed for this work to be scoped and undertaken.

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

ACTION SECP22/07: SECAS to provide the Panel with an ex-committee paper for approval regarding the SIT Functionality Annex to the SIT Approach Document.

ACTION SECP22/08: SECAS to continue the development of the Design Notes and to maintain and host them on the SEC Website.