Meeting SECP_21_1206, 12th June 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
Electricity Networks	David Lane
Gas Networks	Erika Melen
Other SEC Parties	Eric Graham
	Hugh Mullens
DCC	Paul French
Consumer Member	Conrad Steel (Observer)

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

Apologies

Representing	Other Participants
Small Suppliers	Mike Gibson
	Chris Welby

1. Minutes and Actions Outstanding

The SEC Panel noted that the draft minutes from the May SEC Panel meeting were agreed ex-committee on 29th May 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 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:

- **SECP18/03:** SECAS have published the Change of Supplier and Parse and Correlate process guidance for feedback on the website. Some feedback had been received and the documents were updated in line with the comments. Any further feedback is welcomed;
- **SECP19/04:** SECAS have discussed with DECC the intent of the SEC text where the Panel's decision cannot be appealed and provided a decision tree regarding Section F3. DECC confirmed that the internal view was that there was a missing appeal route and that this would be contemplated within the forthcoming SEC content consultation expected in July 2015;
- **SECP20/08:** Regarding using Casewise to support the business process modelling work for the Smarter Markets Programme, SECAS are currently awaiting a decision from Ofgem and licensing aspects will be explored when their decision is confirmed on their preferred tool.

2. Competent Independent Organisation: Confidential Update

SECAS presented the Panel with a confidential paper on discussions that had been held with the preferred bidder for the Competent Independent Organisation since the last Panel meeting. It was also noted that the contract discussions were progressing with the aim of completing contract signatures by the end of the month following Board approval.

The detailed discussions held under this agenda item are provided in the confidential minutes.

3. Impacts on the SEC Panel and SEC Operations

SECAS presented a paper, highlighting to the Panel any policy movements and programme updates from recent consultations and discussions with DECC and the DCC over the last month. The paper covered two areas: the consultation on the Proposed Changes to DCC's Implementation Milestones and Release Management.

3.1 Proposed Changes to DCC's Implementation Milestones

The paper outlines the areas of the DCC's consultation which may have an impact on the Panel. Included are the Implementation Milestones (IMs) regarding readiness for Systems Integration Testing (SIT) and Integration Testing (IT), and the Panel will have a role in approving the proposed annexes to the Test Approach Documents which will outline the functionality to be tested in each phase. It was confirmed that the IM would be deemed to be met on the commencement of the first stage of each testing phase.

The Panel will also be impacted by the proposed changes to IM12 (Provision of Live Enrolment and Communication Services) as they will have a role in agreeing the Routine Live Enrolment and Communication Services Criteria. DECC noted that they are currently undertaking an exercise to determine what assurance would be required and the scope of the criteria that the Panel would be involved in approving.

3.2 Release Management

The paper outlined that the DCC had published their Release Management Strategy in March 2015 for feedback which indicated that the first major release following DCC Live would occur in June 2017. Initial discussions had been held between SECAS, DECC and the DCC to determine the governance arrangements for enduring releases and the paper requested that these discussions continue.

The DCC noted that the DCC Release Management Strategy will be re-published for consultation and the amendments including further detail on the interactions with SEC Governance (e.g. through the Change Board). The paper highlighted that the Panel are required to establish a Panel Release Management Policy and the Panel confirmed that it would be useful to start thinking around structure and content of this document whilst the wider release management discussions were continuing.

DECC noted that they were supportive of the Panel having a key role in the arrangements for managing Release 2.

Alan Over (AO) provided an update from a wider programme perspective, highlighting that following the outcome of the General Election, the Government had reaffirmed their commitment to delivering their manifesto and the rollout by 2020. AO also provided the Panel with an outline of DECC's intent to further develop the transition planning to the Panel with particular regard to business process and technical assurance. The position is currently that to execute the original plan, there would be a progressive handover with joint capabilities with final handover aimed at the end of 2016.

The Panel Chair highlighted that discussions should take place with DECC in order to plan required resources and timing and to allow the Panel to build in to their activity planner.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** for SECAS to continue discussions with DECC and the DCC regarding the governance arrangements for subsequent DCC Releases;
- **AGREED** for SECAS to begin initial thinking on the Panel Release Management Policy for discussion at a future Panel meeting; and
- **AGREED** for discussions to occur with DECC to determine the plan for the handover of responsibilities to the Panel.

ACTION SECP21/01: SECAS to continue discussions with DECC and the DCC regarding the governance arrangements for subsequent DCC Releases

ACTION SECP21/02: SECAS to look at structure and content for Panel Release Management Policy for discussion at a future Panel meeting

ACTION SECP21/03: SECAS and Panel Chair to hold discussions with DECC on the handover of responsibility to the enduring arrangements

4. Ofgem Code Governance Open Letter

SECAS presented the Panel with an overview of the content of an Open Letter issued by Ofgem on 15th May 2015, on a further review of industry code governance. The paper set out a draft response for the Panel to consider and Ofgem highlighted feedback would be welcomed.

The Panel requested that a slight amendment was made to the response so that it came across more positive about the inclusion of the Smart Energy Code in the possible review, so that Parties could have sight of the outcomes and the potential to feed into the review.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the response to the Ofgem Open Letter subject to the amendment requested.

ACTION SECP21/04: SECAS to update the Panel response to the Ofgem open letter and send to meet the deadline for responses on 26th June 2015.

5. SEC Panel Risk Register Update

SECAS presented the monthly review of the SEC Panel Risk Register, highlighting the proposed changes to take account of new and completed mitigations.

SECAS noted that the action to determine whether the risk impact matrix was used was that used for the Implementation Managers Forum (IMF) Risk Register highlighted that it was similar however there were some differences. The Panel requested that the Risk Register be updated to align with the IMF risk impact matrix.

The Panel questioned the severity of risk 13 (DCC replan impact on SEC Panel Budget) as the impact would mainly be reputational. SECAS noted that they could update this risk to point to Programme delays rather than the specific DCC replanning activities.

SECAS also noted that the table of Appeal Routes in the SEC was now appended to the Risk Register as requested by the Panel. It was questioned whether work should begin to look at the working practices behind appeals with the aim towards establishing the formal appeals process. SECAS agreed to provide further material on the appeals, looking at potential criteria for determination, potential expertise required to support the Panel and timescales for each appeal route.

The Panel:

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

ACTION SECP21/05: SECAS to provide the Panel with further material regarding the appeals routes in the SEC, including potential determination criteria, timescales and expertise required to support.

6. Testing Advisory Group Update

SECAS provided the Panel with an update on the activities undertaken by the Testing Advisory Group (TAG) and its progress in the review of the Testing Approach Documents which are required to be approved by the Panel.

The paper highlighted that both the Interface Testing Approach Document and the End-to-End Testing Approach Document should be received by the Panel in July accompanied by a recommendation by the TAG. It was noted that the TAG could not undertake a thorough review of the End-to-End Testing Approach Document without sight of the guidance for testing participants as it was heavily referred to in the document. Following the publication of the guidance document, the TAG would complete their review.

The Panel:

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

7. Event of Default Arrangements

The Panel were provided with a paper outlining the proposed changes to the arrangements for the Suspension of DCC Services (M8.6) in an Event of Default situation. The changes were consulted on in the March 2015 SEC consultation.

The Panel agreed that they would undertake a review of the current Event of Default in place when the new arrangements were designated.

The Panel discussed the arrangements in place for the suspension of services, with the aim of protecting other Parties. The Panel requested that DECC provide further insight into the policy intent behind the restriction of Services and the intended services, to allow determination as to other services such as testing services and security assessments were intended to be captured.

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

ACTION SECP21/06: DECC to confirm the policy intent behind the Suspension of DCC Services arrangements in SEC Section M8.6

8. SEC Party Engagement Day Preparations

SECAS provided the Panel with an outline of the draft agenda for the SEC Party Engagement Day to be held on Friday 10th July 2015. The agenda includes speaking slots for DECC, the DCC, Ofgem, SECAS and the SMDA Chair.

The Panel requested if a Consumer Representative would be able to present on the day as it seemed as though the consumer perspective was missing from the agenda. SECAS agreed to liaise with Citizens Advice.

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

ACTION SECP21/07: SECAS to liaise with Citizens Advice regarding attending and speaking at the SEC Party Engagement Day.

9. SMKI PMA Update

SECAS presented the paper providing an update on the SMKI PMA meeting held on 12th May 2015. It was highlighted that a further meeting was held on Tuesday 9th June and a written update will be provided for the July Panel meeting for completeness.

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

10. 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_21_1206_10]

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.

SECAS highlighted that since the publication of this paper a Smart Metering Delivery Group meeting had been held for which a verbal update was provided and will be included in next month's Transition Governance Update.

SECAS also provided an update on the Change of Supplier Expert Group meeting held on 8th June 2015 as part of the commissioned Smarter Markets Project work. The Panel agreed that updates on the Smarter Markets project work should be provided in a separate paper going forward.

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

11. Operations Report – April 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.

DECC indicated that the dates within the Document Release Timeline included in Appendix B should be reviewed. DECC also highlighted the process for baselining Subsidiary Documents, noting that following submission to the Secretary of State the document would go through a quality review (the Gate 2 process). Once the document is deemed of sufficient quality it will be baselined ready for designation.

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

ACTION SECP21/08: SECAS to review the Document Release Timeline and update for the next meeting.

12. 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.

13. DCC Update

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

- The DCC are pressing on with the Solution Build and Pre-Integration Testing phase of the DCC Programme following successful completion of the solution design.
- The DCC will be holding their next Industry Day on Monday 13th July 2015.
- The DCC have released a beta version of their new website with it expected to go live w/c 15th June 2015.

- The progress of the DSP through Pre-Integration Testing has been slower than expected due to a number of defects hindering further progress. A plan has been put in place for actions to resolve them.
- A number of documents are out for consultation with the Enduring Test Approach consultation upcoming.

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

14. SEC Party Update

SECAS noted that Global-365 PLC would be admitted to the SEC as an Other SEC Party following the execution of an Accession Agreement by the SECCo Board.

The Panel also **NOTED** that since the publication of the paper, Itron Metering Solutions UK Limited had submitted a complete application to become an Other SEC Party and would be admitted to the SEC as a Party following the execution of an Accession Agreement by the SECCo Board.

15. Any Other Business

The DCC Member highlighted that this was his last meeting and that Paul Hawkins would be the DCC Panel Member going forward. The Panel Chair thanked Paul French for his commitment to the Panel since its establishment in September 2013.

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