Meeting SECP_26_1311, 11th November 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	Hugh Mullens
	Mike Woodhall
DCC	Paul Hawkins
	Paul French (part)
Consumer Member	Daniel Walker-Nolan (observer)

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

Apologies:

Category	SEC Panel Members
Small Suppliers	Eric Graham

1. Minutes and Actions Outstanding

The SEC Panel noted that the draft minutes from the October SEC Panel meeting were agreed ex-committee on 23rd October 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:

Action Reference	Update
SECP25/02	SECAS are holding ongoing discussions with the Information Commissioner regarding Data Privacy Act breaches and setting up a Memorandum of Understanding between the Panel and the Information Commissioner. An update will be provided at the December Panel meeting.
SECP25/04	TSEG[1] and TPMAG[2] discussed the solution for digitally signing the Certified Products List as requested by the Panel. The TSEG Chair had written to the Panel Chair and further discussions between the DCC and SECAS will be taking place to develop the solution. An update will be provided at the December Panel meeting.
SECP25/05	Change Board annual nominations are underway. Action CLOSED.
SECP25/11	SECAS opened a dialogue with the MRA Executive Committee (MEC) regarding sharing the Casewise platform with MRASCo. MEC were supportive of the approach, and SECAS will continue to liaise with the MRA to develop a proposal.

2. Sub-Committee Independent Chair and Expert Resource Update

The Panel were provided with a confidential paper seeking approval for the appointment of an Independent Chair for the Smart Metering Key Infrastructure (SMKI) Policy Management Authority (PMA) and the Security Sub-Committee (SSC).

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the appointment of Gordon Hextall as the Independent Chair for the SMKI PMA and the SSC subject to SECCo Board approval of the contractual arrangements.

3. Panel Release Management Policy

The Panel were presented with the responses to the Panel Release Management Policy consultation undertaken in September. SECAS provided the Panel with an updated version of the Panel Release

[1] Transitional Security Expert Group
[2] Transitional Policy Management Authority Group

Management Policy with a number of considerations for discussion regarding version control and cut-off dates.

The consultation set out three options regarding version control of the SEC and Subsidiary Documents. Option 1 proposed to continue the version control approach used during Transition, i.e. to version control the SEC and Subsidiary Documents together, option 2 proposed to version control each SEC Section and Subsidiary Document separately, and option 3 proposed to version control the whole SEC, with each Subsidiary Document having its own version number. The consultation responses varied, with equal support for options 1 and 3. SECAS and the Panel expressed preference for option 3.

The Panel also discussed the indicative lead times to be set for Modifications, and decided on an indicative lead time of 1 month for documentation-only changes, and 12 months for DCC and SEC Party System impacting changes. The Panel expressed concern about Parties becoming confused and being unclear on the process for initiating and progressing changes for the various levels of documentation. SECAS will produce guidance clarifying how Subsidiary Documents are managed and modified.

The Panel discussed the management of Release 2 and how this was considered in the Release Management Policy. DECC noted that they would provide SECAS with a list of candidate items that would require raising as Modification Proposals. The Panel requested an update on the management of Release 2 in December. SECAS noted that a meeting had been set up between DECC and SECAS to discuss Release 2 activities in the week commencing 16th November 2015.

The Panel:

- **NOTED** the contents of the paper;
- **APPROVED** Option 3 for version control; and
- **AGREED** to set indicative lead times for Modifications to 1 month for documentation-only changes, and 12 months for DCC and SEC Party System impacting changes.

ACTION SECP26/01: SECAS to produce guidance clarifying how the various SEC documents, e.g. Subsidiary Documents, are managed and modified

ACTION SECP26/02: SECAS to provide an update to the December Panel on the management of Release 2.

4. Ofgem Code Governance Review (Phase 3) - Initial Proposals

SECAS presented the Panel with Ofgem's Code Governance Review (phase 3) consultation to discuss its impact on the SEC and determine whether a Panel response is required. Ofgem's proposals set out in the consultation included:

- an alternative route for progressing Significant Code Reviews (SCR) in which Ofgem would be more involved in the Modification Process;
- a change to the existing self-governance modification process that shifts the focus around materiality in order to aid a Party determine whether a modification requires Authority consent; and
- a list of measures for gaining greater consistency and coordination across industry codes when fulfilling the Code Administrators Code of Practice (CACoP).

While the proposals of the consultation do not directly reference the SEC, some proposals are likely to impact elements of the SEC, SEC Panel and SECAS activities. Therefore, the SEC Panel agreed for SECAS to draft a response covering the areas likely to impact SEC activities.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** for SECAS to draft a response to the consultation.

ACTION SECP26/03: SECAS to draft a response to the consultation for approval at the December Panel meeting.

5. DCC Performance Measurement Methodology Consultation

SECAS presented the Panel with a paper outlining the DCC's Performance Measurement Methodology consultation, which outlines the methodology that will be used to calculate whether the DCC and its Service Providers have achieved the Target Service Levels for each Performance Measure within a Performance Measure Period. Within the consultation, the DCC are seeking feedback on the methodology used for calculating whether the targets have been achieved.

The Panel discussed whether any action would be required if the DCC or its Service Providers were reported to not meet a Minimum Service Level. The Panel agreed that they had no feedback to provide on the proposed methodology and that, while the Panel was a forum for the DCC to engage with stakeholders, the Panel had no specific requirement to act upon the report.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** it is unnecessary to submit a response.

6. Sub-Committee Terms of Reference

SECAS presented the Panel with amended Terms of Reference for the SMKI PMA and the Testing Advisory Group (TAG). The amendments include provisions to provide further testing support to the Panel and to state that Members of these two Sub-Committees will be provided with the relevant testing reports, through the various testing stages, to enable them to provide support to the Panel.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the amended Terms of Reference.

ACTION SECP26/04: SECAS to present the amended Terms of Reference to the SMKI PMA and the TAG.

7. SEC Panel Risk Register Update

The Panel were provided with the updated Risk Register following the monthly review by SECAS. A new risk (risk 16) was developed following a request at the October 2015 meeting in relation to the Panel not being able to fulfil their responsibilities at the commencement of DCC Live. The Panel discussed the wording and relevance of the risk and decided it was unnecessary and should be removed.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the amendments to the SEC Panel Risk Register and suggested further amendments for SECAS to update, such as removing risk 16.

ACTION SECP26/05: SECAS to remove risk 16 from the Risk Register.

8. Transfer of Responsibilities Implementation Plan

DECC provided the Panel with an update on the plan outlining the transfer of responsibilities from transitional governance to enduring governance. It was highlighted that the project steering group set up to manage the transfer of responsibilities are working on finalising the Transfer of Responsibilities Implementation Plan document. Clarity was requested from DECC regarding the future content they may add through their Section 88 powers, and SECAS noted that they would be producing guidance on the transitional Modification Process with support from DECC.

Updates will be provided at following meetings and the finalised plan documentation will be supplied to SECAS to circulate to the Panel.

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

ACTION SECP26/06: SECAS to provide updates and finalised documentation at following Panel meetings.

9. Data Quality Update

The Panel were presented with an update from the Address Data Quality Dual Fuel Working Group (ADWG) on their work on improving the quality of address data for accurate switching purposes.

The working group met on three occasions and released their conclusions in a report published in November 2015 for consultation, which garnered 33 responses. The consultation discussed the possibility of harmonising all address formats into one uniform format, but concluded that the task was too momentous for the value gained.

Other possibilities were explored, such as the use of Unique Property Reference Numbers (UPRN) and Meter Point Administration Numbers (MPAN), but shortcomings were highlighted in both. In order to facilitate switching and avoid requiring complex data input from the consumer, the MRA Executive Committee (MEC) is looking at granting third parties ECOES access.

The Panel expressed support of third parties gaining access to ECOES if the appropriate measures are taken to ensure appropriate use of data.

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

10. Testing Update

SECAS provided the Panel with an update on Testing progress and noted that the TAG and Testing Participants are being provided with regular testing reports throughout the test stages. TAG members expressed concern to the Panel regarding progress through Systems Integration Testing (SIT) and have asked for more information to accompany the Testing reports. The DCC noted that further information will be included in the Testing Reports from the commencement of SIT2.

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

11. SEC Panel Role in DCC Live

SECAS provided the Panel with the standing agenda item providing an overview of the duties to be performed by the Panel through the Testing phases leading up to DCC Live. It was noted that this would be updated following the outcome of the Contingency Request submitted by the DCC.

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

12. Configuration Management Update

SECAS provided the Panel with a configuration management update on the new SEC content designated by the Secretary of State (SoS) in October 2015. Appendix K was designated on 21st October 2015 and Section A1 has been modified with updated definitions The SoS also activated the provisions contained with Section L7 'SMKI and Repository Entry Process Tests' with an effective date of 21st October 2015.

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

13. Security Sub-Committee Update

SECAS provided the Panel with a paper update on the Security Sub-Committee (SSC) meeting held on 6th November 2015. The Sub-Committee discussed and provided input on the work on the processes around the security assessments. The SSC also discussed the handling of the User Competent Independent Organisation's (CIO) outputs and ensuring that sensitive information is being exchanged correctly.

SECAS will produce process flows and guidance materials to aid SEC Parties through security assessments which will be uploaded on the SEC Website when finalised.

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

14. SMKI PMA Update

SECAS provided the Panel with a paper update on the Smart Metering Key Infrastructure (SMKI) Policy Management Authority (PMA) meeting held on 13th October 2015. The Sub-Committee discussed the possibility of the Transitional Policy Management Authority Group (TPMAG) and the SMKI PMA Members fulfilling the role of Key Custodians for the initial Key Ceremony.

The November update will be provided in a paper for Parties at the December Panel meeting.

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

15. Smarter Markets Project Update

SECAS provided the Panel with the monthly update on the activities undertaken in support of the Smarter Markets project, currently in the Blueprint Phase. SECAS are supporting Ofgem through the design of the Target Operating Model (TOM) for next day switching and the Central Registration Service (CRS), with design leads and process modellers. SECAS are part of a wider pool of resource comprising other code administrators providing Ofgem with the depth and breadth of expertise necessary. Ofgem are expecting to issue the updated TOM later in November, and have proposed to send a representative to the December Panel meeting with an update on the revised TOM. The Panel accepted the invitation.

SECAS informed the Panel that the Master Registration Agreement Service Company (MRASCo) are supportive of sharing Casewise to support business process modelling activities for Smarter Markets. An update will be provided at the December Panel meeting following discussions regarding commercial details.

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

16. Transition Governance Update

SECAS presented the Panel with an update from all of the transition governance entities and other smart metering related meetings and workshops attended by SECAS and the SEC Panel Chair in the last month.

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

17. Operations Report – October 2015

The Panel were presented with the operations report for October 2015. The report provides an outline of SECAS activities undertaken in support of the SEC. The Panel **NOTED** the contents of the paper, which includes a breakdown of days by driver, product and grade and provides commentary related to the activities undertaken by the SECAS team.

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

18. SEC Panel Activity Planner

The Panel were presented with the SEC Panel Activity Planner as the standing agenda item providing a high level overview of the forthcoming SEC Panel activities and a forward look at Panel agenda items for the next three months based on the latest information available.

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

19. DCC Update

The Panel were provided with an update on the activities undertaken by the DCC since the last Panel meeting, including an update on the DCC progress and Service Provider progress with particular regard to progress through Systems Integration Testing. A further update was provided on the contingency request submitted to DECC by the DCC.

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

20. Accessions 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:

- Presciense Ltd (Other SEC Party); and
- Bristol Energy & Technology (Supply) Services Ltd (Small Supplier).

The Panel were informed that the following Party had requested withdrawal from the SEC effective from 1st December 2015 due to the revocation of its supplier licence:

- SWALEC Gas Ltd

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

21. Any Other Business

DECC provided an update on a forthcoming consultation on Alternate-HAN, and the publication of their Annual Report before Christmas. The review of the impact assessment for the core program is currently in development and will be ready in the New Year.

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