Meeting SECP_20_1505, 15th May 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
	Chris Welby (Alternate)
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)	Duncan Stone
	Tim Guy
Ofgem (the Authority)	Nigel Nash
	Raymond Elliot
	Andrew Wallace (part)
Meeting Secretary	Alys Garrett
SECAS	Jill Ashby
	Sarah Gratte

1. Minutes and Actions Outstanding

The SEC Panel noted that the draft minutes from the April SEC Panel meeting were agreed ex-committee on 24th April 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. A brief update was provided on the following actions:

- **SECP17/09:** SECAS have produced a glossary of acronyms and terms that has now been published on the SEC Website; and
- **SECP19/04:** SECAS have discussed with DECC the intent of the SEC text where the Panel's decision cannot be appealed but the decision does not appear to be binding and an update will be provided under the appeals process agenda item.

2. Revised SIT Approach Document Approval

SECAS presented the paper on the recommendation to the Panel from the Testing Advisory Group (TAG) for approval of the revised Systems Integration Testing (SIT) Approach Document. It was noted that the SIT approach had been approved by the Panel in November and the DCC had made further revisions following further documentation becoming available.

The TAG undertook a thorough review of the revisions included within the document and worked with the DCC to ensure all feedback had been considered during its finalisation.

DECC raised that the DCC were currently consulting on proposed changes to the Implementation Milestones (IM) which includes a proposal related to IM8 to include an annex to the document detailing the functionality to be tested in each phase of SIT. This annex would be required to be approved by the SEC Panel 30 days prior to the start of SIT. It was noted that the DCC would bring the annex for approval but it was proposed that the Panel approve the revised SIT approach subject to a blank template being included as an annex to the document signposting the further revision to be made.

The Panel discussed that they would look to the TAG to undertake a review of the annex and provide a recommendation for approval to the Panel. The DCC highlighted that the annex would not impact the main body of the SIT Approach and therefore would not need a further review.

The Panel:

- **NOTED** the deliberations of the Testing Advisory Group; and
- **APPROVED** the SIT Approach Document noting it may be prudent to reflect the current DCC consultation signposting to an annex to be added to the SIT Approach Document related to Implementation Milestone 8.

3. SMKI and Repository Testing Approach Document Approval

SECAS presented the paper to the Panel with the SMKI PMA's recommendations regarding the SMKI and Repository Testing (SRT) Approach Document submitted by the DCC for SEC Panel approval. SECAS highlighted that the document had undergone a very thorough review process by both the TAG to provide feedback on consistency of approach documents and the SMKI PMA to provide expert SMKI input.

SECAS highlighted that the SMKI PMA met on Tuesday 12th May following the publication of the Panel papers and confirmed their recommendation as laid out in the paper. However, it was noted that subsequent review and approval of the document is expected.

A Panel Member noted that a comment had been raised on the document on a missing word which would be updated prior to publication. The Panel noted that would approve the document subject to that revision being made.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the SRT Approach Document subject to the missing word being amended.

4. End of Regulatory Year Report 2014 – 2015

SECAS presented the Panel with a draft End of Regulatory Year Report 2014 – 2015 that the Panel are required to produce by section C2.3(h) of the SEC. The report sets out the activities that the Panel have undertaken during the past year in supporting the implementation of the Code and sets out their evaluation of whether the SEC continues to meet the SEC Objectives.

The Panel requested a number of minor amendments to the wording and agreed for the publication of the report on the website.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** the End of Regulatory Year Report for the period 2014 – 2015, subject the minor amendments discussed.

ACTION SECP20/01: SECAS to amend the End of Regulatory Year Report with the minor revisions and publish the report on the SEC Website.

5. SEC Party Engagement Day Preparations

SECAS presented an update on the preparations for the SEC Party Engagement Day to be held on Friday 10th July 2015. SECAS confirmed that a venue had been secured (the America Square Conference Centre) and the final cost will be subject to the number of attendees.

SECAS provided a number of potential speakers that could be reached out to for Panel approval. The Panel agreed with the proposed speakers (subject to availability) and suggested that SECAS reach out to the new energy ministers following the general election.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** to the proposed speakers and costs.

ACTION SECP20/02: SECAS to continue the preparations for the SEC Party Engagement Day including sending out invitations to SEC Parties.

6. Establishing the SEC Information Policy

The SEC Panel are required to establish and maintain a policy for classifying, handling and storing Party Data (SEC section M4.13). SECAS provided the Panel with a draft policy for consideration,

noting that this would be an evolving document as further information surrounding what would constitute Party Data becomes available.

Both the DCC and DECC representatives noted they had specific comments that they would submit to SECAS following the meeting. The Panel discussed the following:

- a section should be included covering risk assessment;
- each Sub-Committees' Terms of Reference should be updated so that they cover Members complying with the Information Policy;
- it should be considered that when Party Data is distributed that it is stated in what capacity the recipient is receiving it e.g. SECCo Board Director, Security Sub-Committee Member;
- a review of the document should be undertaken quarterly and when the document is established it may be prudent to get a legal view as to whether the policy meets the Panel's obligations.

The Panel:

- **NOTED** the content of the paper and its Appendix; and
- **AGREED** for SECAS to further develop the Information Policy with input from DECC and DCC.

ACTION SECP20/03: SECAS to further develop the Information Policy through discussion with DECC and the DCC.

ACTION SECP20/04: SECAS to update each Sub-Committees' Terms of Reference to refer to the Information Policy.

7. Firmware Feasibility Study

At the April Panel meeting the Panel requested that SECAS undertake a feasibility study looking at the various elements required to provide a centralised firmware library.

SECAS presented the Panel with the feasibility report which focuses primarily on the security concerns associated with the hosting of such a library but currently excludes, amongst others, the operational, commercial and economic considerations. SECAS highlighted that the report states that a risk assessment should be undertaken to fully understand the security aspects of hosting a library if a solution was to be developed.

The report suggested that the DCC would not support the hosting of a library, however the DCC Member clarified that the DCC could host a library however they did not have the capacity to consider it during the DCC replanning activities. It was also highlighted that CESG had initially raised that it may be too much of a concern for a centralised firmware library to sit within the DCC. A Panel Member additionally noted that the report seems to eliminate the possibility of SECAS hosting a centralised firmware library too early.

SECAS noted that DECC had raised some concerns with the paper and will continue to discuss these areas with DECC which may require an updated version of the paper and report to be uploaded to the SEC Website. SECAS have agreed with the suggestion regarding process and in future will run any future security related papers past the appropriate Sub-Committee (e.g. TSEG/SSC).

The Panel requested that SECAS continue to discuss the report with the TSEG and Energy UK, and the DCC offered their support to input in to the report. It was also requested that the scope of the

report was widened so that it covered the wider business need and the potential commercial implications of hosting the library. The report could also look at potential delivery options e.g. SECAS / DCC and the issues associated with each.

The Panel Chair questioned whether having this functionality would be recommended for DCC Live and the beginning of Mass Rollout or whether it could be deferred. If it could be deferred, the Panel Chair proposed that an annex is included to the SEC that details proposed changes for future releases and the Panel could have a list of items to review, such as the firmware library.

The Panel discussed the governance arrangements for determining the scope of future releases following release 1 at DCC Live. SECAS mentioned that they had a meeting planned with DECC to discuss whether it could sit with transitional or enduring governance and an update would be provided to the Panel. The DCC highlighted that consideration of changes for Release 2 would start in the next month or so to meet the timescales in the DCC Release Management Strategy.

The Panel:

- **NOTED** the contents of the paper and its Appendix; and
- **AGREED** that SECAS undertake further scoping work for the hosting of a centralised firmware library.

ACTION SECP20/05: SECAS to further discuss the security aspects of hosting a Centralised Firmware Library with DECC and the DCC.

ACTION SECP20/06: SECAS to undertake further scoping work for the hosting of a centralised firmware library looking at the wider business case and delivery options.

8. SEC Panel Risk Register Update

SECAS presented the monthly review of the SEC Panel Risk Register, highlighting the number of amendments that had been made following discussions at the last Panel meeting.

It was also noted that a review had been undertaken following the publication of the Joint Industry Plan and that although the DCC replan has an effect on the timescales of some Panel obligations it does not affect the nature of the obligations and therefore the associated risk remains the same.

DECC questioned whether the risk impact classification matrix used was the same as that used for the Implementation Managers Forum (IMF) risk register. SECAS agreed to confirm and look to map the risk classification if not.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** no further amendments to the SEC Panel Risk Register were required.

ACTION SECP20/07: SECAS to confirm whether the impact classification matrix used for the risk register maps to that used for the IMF risk register

9. Scoping Support to Ofgem's Smarter Markets Programme

The Panel Chair provided the background to the paper, noting that a formal request for support to the Smarter Markets Programme had been received following the discussions at the April Panel meeting.

The paper presented provides the proposed work package for the Panel to approve which covers supporting the programme in the areas suggested at the last Panel meeting including: business process modelling using Casewise, attendance at working groups and looking at the governance issues and the structure of the Code.

The paper set out a resourcing profile for each quarter of this Regulatory Year with further reviews to take place as more information becomes available.

The Panel approved the work package and Andrew Wallace re-iterated his thanks to the Panel for their support and is looking forward to working with SECAS and the Panel further.

The Panel:

- **NOTED** the contents of the paper;
- **AGREED** the work package and resources outlined in section 3; and
- **AGREED** for SECAS to explore the licensing aspects of Casewise.

ACTION SECP20/08: SECAS to explore the licensing aspects of using Casewise to support the business process modelling work for the Smarter Markets Programme.

10. Draft Alternative HAN Panel Response

The Panel were presented with a draft response to DECC's consultation on Home Area Network (HAN) solutions following the discussions held at the April Panel meeting.

The Panel:

- **NOTED** the content of this paper; and
- **AGREED** the response to the DECC consultation set out in Appendix A of the paper.

ACTION SECP20/09: SECAS to send the Panel's response to the consultation on Home Area Network Solutions by the deadline of 19th May 2015.

11. ID Allocation Process

The Panel are required by the SEC (section B2.2) to develop and maintain an ID Allocation Procedure for the purpose of allocating Party and Registration Data Provider (RDP) Signifiers and EUI-64 Compliant Identifiers for use as a User or RDP ID.

SECAS presented a paper which outlines the allocation process for the Panel to endorse in order that SECAS can develop the appropriate procedure for consultation with Parties. The process moves away from the interim signifier procedure put in place to allow access to the interim service desk towards the enduring process.

SECAS also highlighted that the DCC had requested a number of EUI-64 Compliant Identifiers to use for testing purposes by the end of May. SECAS noted that these could be allocated to the DCC using the process proposed, but that this allocation would be outside of the formal allocation procedure.

A Panel Member suggested that if possible, the use of the following characters should be avoided: 5 and S, I and 1, 0 and O.

The Panel requested that the consultation window was extended to 20 Working Days so that the ID Allocation Procedure would be considered at the August Panel meeting.

The Panel:

- **NOTED** the contents of the paper;
- **AGREED** the allocation process as outlined in section 3 of the paper; and
- **AGREED** the timescales in section 6 for the ID Allocation Procedure development, consultation and finalisation subject to an extended consultation window to 20 Working Days.

ACTION SECP20/10: SECAS to develop the ID Allocation Procedure for consultation for 20 Working Days.

ACTION SECP20/11: SECAS to issues the DCC with EUI-64 IDs for testing purposes.

12. Code Administration Code of Practice Update – New Principle 13

The Panel were presented with an update on the proposed new principle to be added to the Code Administration Code of Practice (CACoP). Following request for feedback from Code Administrators, the wording of the new principle covering cross code coordination when modifications may have an impact on other Codes, has been updated and issued for further comment. Any feedback will be incorporated and issued in the version for consultation with stakeholders.

The Panel questioned how this principle would be incorporated into Code Administrators' ways of working, and it was discussed that currently all the Code Administrators are informed of any modifications to all of the Codes and it would mean assessing each change to impact assess whether it may have an impact on each Code.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** that they had no further comments on the revisions to the proposed new CACoP Principle 13.

13. SEC Appeals Process

Following discussion at the April Panel meeting, the Panel requested that the table providing details of Appeals was updated to include whether the Appeals Routes were currently active, inactive or varied.

SECAS presented the updated paper, highlighting that it would be included as an appendix to the Risk Register going forward so the appeal routes can easily be kept under review.

A further update was provided on the action for SECAS to discuss with DECC the intent of the SEC text where the Panel's decision on an appeal cannot be escalated but the decision does not appear to be binding (e.g. SEC F3).

In the case of F3 it was highlighted that the appeal route is provided through the Panel requiring a remediation plan if it determines that any devices do not meet the requirements of SMETS or CHTS. A Panel Member raised that there seems to be a missing appeal route for the Panel's initial determination that the device does not meet the applicable SMETS or CHTS requirements. The Panel requested that SECAS map the decisions to be made in this case and investigate whether there are other areas of the Code where an appeal route is not specified.

The Panel:

- **NOTED** the contents of the paper; and
- **REQUESTED** that SECAS undertake further investigation into the appeal routes available in section F3.

ACTION SECP20/12: SECAS to include the table of appeal routes as an appendix to the Risk Register to remain under review.

ACTION SECP20/13: SECAS to produce a decision tree regarding the appeal routes in section F3

14. SMKI PMA Update

SECAS presented the paper providing an update on the SMKI PMA meeting held on 14th April 2015. It was highlighted that a further meeting was held on Tuesday 12th May and a written update will be provided for the June Panel meeting for completeness.

It was highlighted that the SMKI PMA at this meeting, confirmed their recommendation to the Panel to approve the SMKI and Repository Approach Document. They also approved the SMKI Independent Assurance Scheme as proposed by the DCC.

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

15. 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_20_1505_15] 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 Smart Metering Delivery Group and Testing Design and Execution Group meetings had been held for which verbal updates were provided and will be included in next month's Transition Governance Update.

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

16. 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.

SECAS highlighted that the re-run of the Spotlight on the SEC seminar had taken place in April due to high demand for the March event and noted that the feedback received was very good and highlighted the usefulness of the events. The next event is scheduled for late July.

SECAS also provided an update on the Customer Satisfaction Survey being undertaken by an external research company. The surveys are going well with an aim of completing around 30 surveys by the end of May. The results of the survey will be reported to the Panel at the June Panel meeting.

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

17. 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.

18. DCC Update

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

- The DCC have begun device selection for Systems Integration Testing with devices required to be submitted by 22nd May.
- The Order Management System is ready for use in the live Communications Hub forecasting process
- The Enrolment and Adoption Feasibility Project will be underway by the end of May with the sending of the invitation to Suppliers to provide details of the SMETS1 meters they would like to be included within the project
- An update on Parse & Correlate availability was provided with version 1.1 (to be aligned to GBCS v0.8.1) expected to be available July 2015 and version 2.0 to be available 27th November 2015. The Panel requested clarity on the difference between the two versions.

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

19. SEC Party Update

The Panel **NOTED** that since the publication of the paper, Holley Metering UK Ltd 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.

20. Any Other Business

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