Meeting SECP_17_1302, 13th February 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
	Alex Travell (Alternate)
Small Suppliers	Andrew Campbell
	Mike Gibson
Electricity Networks	David Lane
Gas Networks	Erika Melen
Other SEC Parties	Eric Graham
	Tom Mullens (Alternate)
DCC	Paul French
Consumer Member	-

Representing	Other Participants
Skanska	Ralph Reekie (Observer)
DECC (Secretary of State)	Tim Guy
	Duncan Stone
Ofgem (the Authority)	Nigel Nash
	Roberta Fernie
Meeting Secretary	Alys Garrett
SECAS	Ken McRae
	Sarah Gratte
	Glenn Sheern

Apologies:

Category	SEC Panel Members
Other SEC Parties	Hugh Mullens
Large Suppliers	Simon Trivella

1. Minutes and Actions Outstanding

The SEC Panel noted that the draft minutes from the January SEC Panel meeting were agreed ex-committee on 23rd 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 all of the actions had been closed.

2. Security Sub-Committee Update

SECAS provided the Panel with a confidential update on the discussions held between DECC, the Panel Chair and SECAS regarding the roles and responsibilities of the Transitional Security Expert Group (TSEG) and the Security Sub-Committee (SSC). The discussion has been included in the non-confidential minutes to allow Parties sight of the outcome of the agenda item.

It was proposed that:

- the TSEG continue to meet to discuss those matters which are yet to be concluded on and either still require policy decision or designation into the live SEC text;
- the SSC is established with a limited scope in order to undertake activities as set out in the designated SEC text until further activity is required e.g. support the development of the Security Controls Framework (SCF) (with an amended Terms of Reference for approval); and
- SECAS provide the secretariat for TSEG going forwards to aid knowledge transfer and continuity when the matters begin to transition across to the SSC remit.

The Panel discussed the benefit of establishing the SSC just to undertake the development of the SCF and the Panel Chair noted that it would be preferred for the SSC to support this activity as they would have the overall enduring ownership of the product and would therefore be beneficial to be involved in the development of the framework.

The Panel suggested that TSEG and SSC meetings were held on the same day if possible, due to the likelihood of Members sitting on both groups. SECAS noted that this is currently the arrangements used for the Transitional Policy Management Authority Group (TPMAG) and the Smart Metering Key Infrastructure (SMKI) Policy Management Authority (PMA) and is working effectively.

The Panel:

- **NOTED** the contents of the paper;
- **AGREED** for SECAS to undertake the Secretariat for TSEG as part of the knowledge sharing preparation for the transfer of responsibilities to the SSC;
- **APPROVED** the establishment of the SSC with a limited scope; and
- **APPROVED** the amended Terms of Reference for the SSC as in Appendix A.

ACTION SECP17/01: SECAS to invite nominations for members for the Security Sub-Committee.

ACTION SECP17/02: SECAS to provide the Secretariat support for TSEG going forward.

3. Draft Budget – Consultation Responses

The Panel were presented with the three responses received from the Draft Budget Consultation circulated in January 2015 in accordance with section C8.13 of the SEC. SECAS provided proposed comments for discussion by the SEC Panel prior to finalising the comments for publication on the Website.

The Panel:

- **NOTED** the contents of the paper;
- **APPROVED** the comments to the consultation responses received from Parties subject to a number of minor amendments; and
- **APPROVED** that the Draft Budget be published on the Website to become the Approved Budget for the Regulatory Year commencing 1st April 2015.

ACTION SECP17/03: SECAS to amend the comments to the consultation responses in line with discussion and publish on the SEC Website

ACTION SECP17/04: SECAS to publish the Draft Budget as consulted upon on the SEC Website as the Draft Budget to become the Approved Budget for the Regulatory Year commencing 1st April 2015

4. Firmware Library Feasibility Study

SECAS presented the Panel with a paper outlining a proposal to undertake a feasibility study to research the various elements required to provide a centralised firmware library and the best location for that library. The proposal arose from discussions with Energy UK regarding concerns around Firmware Management and Firmware Updates. In particular, stakeholders have raised concern that there is currently no plan in place to establish a central repository for firmware images so that they are easily accessible and a relationship is not required with the relevant device manufacturers to gain access to the required firmware images.

It was noted that the SEC 3.0 consultation document included provision for the firmware image to be included in the Certified Products List however, this proposal was not included within the designated text.

The Panel highlighted that the concept was well supported and asked whether Party input would be required during the feasibility study. SECAS clarified at this stage, the feasibility study would just be looking at ease, cost and methods of implementation as well as the security requirements. User input may be required if the next stage is taken forward i.e. looking at implementation. The Panel noted that consideration would need to be given to the arrangements that may be required to ensure that firmware releases were submitted to the library.

The Panel also noted that a centralised firmware library would be beneficial for all Suppliers regardless of size as they do not necessarily have the relevant relationships in place with all device manufacturers.

The Panel requested that the study be undertaken as soon as possible in order to keep momentum with the development of the proposal.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** for SECAS to commence the feasibility study as per the resourcing and timescales as set out in the paper.

ACTON SECP17/05: SECAS to commence the feasibility study for a centralised firmware library as per the resourcing and timescales as set out in SECP_17_1302_04.

5. Event of Default Update

The Panel were presented with a confidential update on the legal text relating to Event of Default following the designation of SEC 4.0. The detail of the agenda item has been included in the non-confidential minutes to allow Parties sight of the outcomes.

Since the paper had been published, DECC informed SECAS that there was an error in the designated text and therefore, will be consulting on the corrections in the consultation document to be published at the end of March 2015.

In light of this, SECAS recommended that the Panel do not review the current Event of Default until the correction to the designated text had been made.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** to defer the review of the current Event of Default until the corrections to the designated text had been made.

6. Change Board Update

SECAS provided the Panel with the list of Change Board Members resulting from the recent annual Elections Process.

An amended Terms of Reference for the Change Board was also provided for approval in light of the Panel decision to scale back the activities of the Change Board until the Modification Pathways are turned on or the Panel determine otherwise.

The Panel noted that the Terms of Reference still referred to the National Consumer Council rather than Citizens Advice and Citizens Advice Scotland; and other Sub-Committees Terms of Reference required 5 Working Days' notice for meetings rather than 10 Working Days.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** the SEC Change Board Terms of Reference subject to the minor amendments as discussed.

ACTION SECP17/06: SECAS to finalise the Change Board Terms of Reference including amendments discussed.

7. Configuration Management Update

SECAS provided the Panel with a paper outlining the current status of the designated SEC, arising from the designation of SEC 4.0 on 14th January 2015 and SEC 4.1 on 26th January 2015.

The Panel **NOTED** the contents of the paper and requested that the detail included in Appendix A be published on the SEC Website.

ACTION SECP17/07: SECAS to publish the table of SEC content on the SEC Website.

8. SMKI PMA Update

SECAS noted that the paper provided to the Panel included the verbal update presented at the last Panel meeting for completeness. A verbal update on the meeting held on 10th February 2015 was provided and included the following:

- a Draft Test Certificate Policy (for Organisation, Device and IKI Test Certificates) was submitted for review by the SMKI PMA and the final document is to be submitted at the March SMKI PMA Meeting (10th March 2015) for approval; and
- the SMKI PMA approved the SMKI Organisation and Device Certification Practice Statement (Confidential to the SMKI PMA as version 1.0 Final Organisation and Device CPS.

The Panel **NOTED** the contents of the paper and the verbal update provided.

9. 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_17_1302_09] 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.

Although not set out in the paper, SECAS proposed that the Panel consider responding to the Consultation on New Smart Energy Code Content published on 26th January 2015 in relation to certain aspects including the DCC Key Infrastructure (DDCKI) Policy Management Authority (PMA) and informal testing arrangements. The Panel supported this proposal and requested that SECAS produce a draft response for approval.

SECAS highlighted that since the publication of this paper, TPMAG and SMDG 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.

ACTION SECP17/08: SECAS to produce a draft response to the Consultation on New Smart Energy Code Content for approval by the Panel before submitting on 23rd February 2015.

10. 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.

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

11. DCC Update

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

- Currently focussing on the conclusions to the Resetting the DCC Delivery Programme consultation and undertaking re-negotiations with their Service Providers, a proposal would be provided to the Secretary of State by the end of February
- An industry demo of the Automated Testing of GBCS (ATG) had taken place and development of GIT for Industry (GFI) is taking place to provide an early testing opportunity
- A progress update was provided on the DCC Service Providers and Panel Members requested that updates to the coverage checker included information on the changes since the last update and reasons for those changes.
- Consultations on Non User Interface Specification and Threshold Anomaly Detection Procedures are due imminently.

A Panel Member asked whether the DCC was working with the Balancing and Settlement Code in relation to Half Hourly Settlements. The DCC Panel Member confirmed that DCC were attending the Ofgem Working Groups but no additional work was being undertaken.

A Panel Member asked about activities related to dual band Communications Hubs. DECC confirmed that a consultation would be published before the end of March on their latest thinking on the alternate HAN options, highlighting that the priority would remain to provide 2.4GHz solution for DCC Live with work on high and low band 868 solutions continuing.

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

12. Accessions Update

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

- Total Gas & Power Ltd
- Economy Energy
- LoCO2 Energy Limited

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

13. AOB

A Panel Member requested that a glossary of acronyms and terms used be provided on the SEC Website.

ACTION SECP17/09: SECAS to produce a glossary of acronyms and terms and publish on the SEC Website.

A Panel Member noted that Ofgem/DECC were currently consulting on a proposal to create a single GB stakeholder group for European issues formed by the merger of the existing Joint European Standing Group (JESG), DECC-Ofgem EU Electricity Stakeholder Group and European Code Coordination Application Forum (ECCAF). It was suggested that the Panel respond to the proposal outlining that they would like to keep a watching brief on the discussions and outcomes of the new group.

ACTION SECP17/10: SECAS to respond to the consultation on a proposal to create a single GB stakeholder group for European issues on behalf of the SEC Panel

A Panel Member highlighted that there had been interest in the production of an End-to-End industry operating model outlining the various interactions and functions of parties within the end-to-end smart metering arrangements. The Panel noted the value of this model but noted concern that this could undermine work currently being undertaken which involves determining industry relations. SECAS took an action to present a paper to Panel outlining options for the scope of this work to a future Panel meeting.

ACTION SECP17/11: SECAS to present the Panel with options for producing an end-to-end industry operating model.

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