Meeting SECP_24_1109, 11th September 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	Andrew Beasley (alternate)
Electricity Networks	David Lane
Gas Networks	Erika Melen
Other SEC Parties	Helen Boothman (alternate)
	Hugh Mullens
DCC	Paul Hawkins

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

1. Minutes and Actions Outstanding

The SEC Panel noted that the draft minutes from the August SEC Panel meeting were agreed ex-committee on 28th August 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 action:

- **SECP23.09:** Following approval of the Signifiers Enduring Process at the last Panel meeting. SECAS updated the spreadsheet on 10th September 2015 with signifiers for all Parties.

2. Confidential Minutes and Actions Outstanding

The confidential minutes from the August meeting were agreed by the Panel and SECAS provided a verbal update on the outstanding confidential action.

3. Privacy Controls Framework

SECAS presented the Panel with the feedback from the data privacy expert who reviewed the Privacy Controls Framework in addition to Panel Members. The Panel agreed to issue a consultation on the draft Privacy Controls Framework to Parties, Citizens Advice, Citizens Advice Scotland and the Authority in line with SEC Section I2.14.

4. Establishment of the Technical Sub-Committee

The Panel discussed further considerations to the structure and composition of the Technical Sub-Committee (TSC), following on from the paper presented at the August Panel meeting.

SECAS proposed a composition mirroring the Security Sub-Committee (SSC), however with two Other SEC Parties rather than one, due to the technical discussions that may require a wider spectrum of knowledge. It was recommended that one of the Other Users should be a DCC User rather than just an Other SEC Party, and suggested that this be drafted into the Terms of Reference.

The Panel agreed that the TSC should operate at a broad steering group level, and would provide advice and guidance to the Panel. The Panel also agreed that the Independent TSC Chair should have a level of technical and business architecture knowledge and also an industry and code understanding, with a community of specialised expert supporting the TSC with detailed technical knowledge.

The Panel agreed the indicative structure and composition of the TSC to allow SECAS to issue an invitation for nominations. It was highlighted that the Panel Chair will have the final consideration of the suitability of any candidate.

Draft Terms of Reference were provided which the Panel approved, subject to the following amendment in Section 3.8: “security matters” being renamed to “technical matters.”

The Panel:

- **NOTED** the contents of the paper;

- **APPROVED** Draft Terms of Reference subject to minor amendments; and
- **AGREED** the TSC structure and composition to allow SECAS to issue an invitation for nominations

ACTION SECP24/01: Amend Draft Terms of Reference error in Section 3.8 and issue invitations for TSC nominations

5. SIT Approach Document – Functionality Annex

The DCC provided the Panel with a request for approval for the amended Functionality Annex to the Systems Integration Testing (SIT) Approach Document. The proposed additions to the Annex provide the functionality to be tested in phase 2 of SIT with an expected commencement date of 2nd November 2015.

The proposed amendment had been circulated to TAG members with no comments or concerns raised.

The Panel queried how SIT2 could be completed one month after Interface Testing commences since SIT2 covers core functionality, and requested clarity from the DCC regarding all SIT dates. A full testing timeline with key milestones was requested from the DCC as a one page reference document to aid the Panel's understanding of test phase timings.

Another query was the meaning of SIT3 not being the same as User Integration Testing (UIT), and it was clarified that SIT3 will not involve users whereas UIT will.

Following these points, the Panel approved the proposed additions to the SIT Approach Document Functionality Annex.

It was noted that the SEC Panel should have five days to review any related revisions to SIT documents and that time should be factored in for a TAG review to help inform the Panel's decision.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the proposed additions to the SIT Approach Document Functionality Annex and requested further clarification regarding the timing of each SIT phase.

ACTION SECP24/02: DCC to provide a test phase timeline for the Panel

6. SEC Panel Budget Timetable

SECAS provided the Panel with a timetable for the development of the Draft Budget in accordance with SEC Section C8.

SECAS proposes to engage with the Panel Finance and Contracts Sub-Group (PFCG) in developing the Draft Budget in October prior to initial review by the Panel, with a first draft being presented in November 2015 which is a revision to the original proposed timetable in the paper.

The Panel confirmed the membership of the PFCG, noting that other Panel members are welcome to attend PFCG meetings.

SECAS were asked to provide the assumptions used for preparing a Draft Budget for discussion with the PFCG.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** the timetable for development and the meeting of the Panel Finance and Contracts Sub-Group to support the production of the Draft Budget.

ACTION SECP24/03: SECAS to prepare and provide assumptions used for preparing a Draft Budget

7. SEC Panel Risk Register Update

The Panel were provided with the updated Risk Register following the monthly review by SECAS along with a summary of amended mitigations and risk ratings.

It was highlighted that Risk 6 has been increased from likelihood level 2 to 3 following the switch-on of Modification Proposals in December, raising the overall risk level to 9. For Risk 9, a discussion of TSC and the transition of TBDG duties to it was added to the mitigation, and for risk 11, the mitigation was updated to flag the monitoring of delays to UIT.

A Panel Member checked whether the appropriate processes are in place for appeals and SECAS will present a guidance paper at the October Panel.

The DCC Member queried the impact risk of Ofgem's Faster Switching project, and suggested that it may be worth monitoring as it could cause significant disruption.

Following the discussion, the Panel approved the amendments to the SEC Panel Risk Register.

The Panel:

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

8. SEC Website Amendments.

SECAS presented the Panel with a Website amendment proposal including the work package required to support the updates and the cost of development.

Accommodating modifications will be a large change to the Website. All Modifications will be accessible for Parties to view, with each Modification having its own page showing progress with any relevant documentation.

A number of minor housekeeping improvements that have been raised with SECAS will also be included with this change. The Panel considered the provided quote for the Website amendments and requested SECAS challenge the cost, or at least request a more detailed breakdown of the charges.

Further to discussions held on the cost of implementation, the Panel agreed to the development and implementation of the work package for the website amendments.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** to the development and implementation of the work package for the website amendments subject to further discussions held on the cost of implementation.

ACTION SECP24/04: SECAS discuss the cost and request a further breakdown of the charges

9. Customer Satisfaction Survey Timeline

SECAS presented the Panel with a proposed timeline for the SECAS six monthly Customer Satisfaction Survey.

It was previously agreed that the month of May would be a more substantial qualitative survey conducted by an external research company, whereas the month of November would be lighter and conducted via Survey Monkey.

The Panel approved the proposed method and timetable for November's Customer Satisfaction Survey.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the proposed method and timetable for the next Customer Satisfaction Survey to be undertaken in November 2015

ACTION SECP24/05: SECAS to draft survey questions

10. Smarter Markets Project Update

The Panel were provided with an update on the work being undertaken to support the Smarter Markets Project. Ofgem had noted at the concluding Change of Supplier Expert Group meeting that they are now focussed on developing materials for the establishment of new workstreams, which will provide a 'Level 0' sequence of key activities and assumptions as a foundation for the following design work. Ofgem are currently assembling their project team and until these are up and running, work will mainly remain in the background.

The Panel also discussed the use of Casewise as a modelling tool, including the possible Casewise licence options, such as the DDC making use of MRASCo's licences or SECCo having its own licence. The Panel agreed for SECAS to propose a business case for the use of Casewise for modelling.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** for SECAS to propose a business case for the use of Casewise under the SEC

ACTION SECP24/06: SECAS to prepare and propose a business case for the use of Casewise

11. Panel Release Management Policy

The Panel were presented with a draft Panel Release Management Policy for discussion and to receive approval for issuing for consultation.

The Panel discussed adding clarifying revisions around release cut-offs, Secretary of State powers in relation to releases (including release 2), and a further version control option for consultation. It was also proposed to add clarity around release notes for any DCC system changes associated with a release.

The Panel discussed whether the DCC's Release Management Strategy could be released for consultation along with the Panel Release Management Policy, but it was agreed that the Panel

should circulate the consultation on the 14th September as the DCC's Release Management Strategy was still in development.

SECAS clarified that all three releases could involve system changes, and that, should a release be frozen, all approved Modification Proposals within that release would go ahead. However, there are provisions within the SEC that enables the Panel to request that the Authority agree to delay the implementation of any Modification if required.

Lead time expectations for a system change would be set out at 12 months prior to the release. However, the appropriate implementation timeline and date would be considered as part of the progression of each Modification Proposal. So, as appropriate, a Modification with system impact could be included in a release with less than 12 month release time.

A Panel member queried the three months typical minimum Release cut-off time. It was explained that three months is the industry standard, but that lead times are not prescriptive and could be longer or shorter as necessary. The Panel requested that the Panel Release Management Policy clarified that quick and easy Modification Proposals would not need to subscribe to this implementation time period.

It was agreed to amend the consultation document regarding Release 2 to expand that the Secretary of State could direct other outstanding transitional matters to be included in Release 2.

A Panel Member suggested a third version control option for the consultation, whereby the SEC (comprising the Sections and Schedules) has one overall version number and each individual SEC Subsidiary Document has its own version number. It was agreed to add this option to the consultation document.

A Panel Member queried the timing of the scheduled release go live dates. It was clarified that the Master Registration Agreement and Balancing and Settlement Code go live dates are the first or last Thursdays of the respective release months.

A Panel Member asked whether the developing SEC section would continue post DCC Live on the Website once the enduring SEC has been released. SECAS confirmed that it would remain for historic reference purposes. Each release would have its own set of legal text and a consolidated version of the SEC would feature all approved changes. A Panel member also queried whether Secretary of State variations will also be included in the development version. It was confirmed that SECAS is in the process of adding in the variations as footnotes and it will be published shortly.

Subject to the aforementioned minor amendments, the Panel agreed to issue the draft Panel Release Management Policy for consultation with Parties.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** to issue the draft Panel Release Management Policy for consultation with Parties subject to some minor amendments

ACTION SECP24/07: SECAS to amend the Panel Release Management Policy and circulate for consultation on 14th September 2015

12. Modification Progression Timelines

SECAS provided the Panel with sample indicative timelines for progressing different types of Modifications to aid understanding prior to the proposed switch on of further Modification Pathways. It

was highlighted that the timelines were developed for information and are indicative based on the assumptions set out in the paper.

The indicated lead times start at the raising of the Modification to implementation, with the timescales differing between the three different Modification types. Timescales for specific activities such as consulting Sub-Committees, Impact Assessments, production of legal text and analysis are also included.

The Panel reacted positively to the timeline and suggested that it become a guidance document and added to the website, subject to a number of improvements. The Panel requested that SECAS produce an additional Level 1 detail timeline that is at a higher level for ease of understanding, and asked that end-to-end maximum timescales be included.

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

ACTION SECP24/08: SECAS to make suggested amendments to timelines and publish

13. SEC Panel Role in DCC Live

SECAS provided the Panel with an overview of the duties to be performed by the Panel through the testing phases leading up to DCC Live that sets out the testing stages and includes completion dates and references. The paper also documents where the Panel will receive reports on each of the testing phases.

The Panel requested that the information contained in the tables be expanded to include an expected due by date which prompted a further request for a timeline to be produced to provide a visual version of what was contained in the paper.

The Pane agreed that the paper will become a standing agenda item with further information provided as requested by the Panel.

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

ACTION SECP24/09: SECAS to update the table in line with the comments from the Panel and add as a standing agenda item for the Panel

14. SMKI PMA Update

SECAS provided the Panel with a paper update on the Smart Metering Key Infrastructure Policy Management Authority (SMKI PMA) held in August.

A verbal update was provided for the meeting held on 8th September 2015 where the Test Certificate Policy was approved by the SMKI PMA and the SMKI Recovery Key Guidance timetable was discussed.

A paper containing the update will be provided at the October meeting for completeness.

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

15. Security Sub-Committee

SECAS provided the Panel with a paper containing the update on the on the first Security Sub-Committee meeting held on 12th August 2015 that was verbally presented at the August Panel meeting.

The next meeting of the SSC is scheduled for 23rd September 2015

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_24_1109_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 SEC Panel Chair provided an update from the Smart Metering Delivery Group meeting on 10th September which will be included in the October paper.

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

17. Operations Report – August 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 Panel were provided with an update on the activities undertaken by the DCC since the last Panel meeting, including entry into Systems Integration Testing and SMKI and Repository Testing and a status on the baselining of SEC Subsidiary Documents. The Panel were also provided with a subset of the reporting provided to the Implementation Managers Forum to aid transparency on the progress towards DCC Live.

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

20. DECC Legislative Proposals

DECC provided the Panel with an outline of their proposals to primary legislation changes for Smart Metering. These include making provision for a Special Administration Regime (SAR) for the DCC in the unlikely event of it becoming insolvent and extending the ability of the Secretary of State to direct the smart metering roll-out by another five years.

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

21. 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:

- Extra Energy (Small Suppliers)
- British Natural Gas (Small Suppliers)

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

22. Any Other Business

Following the conclusion of the SEC Panel Member Scheduled Elections that were undertaken this summer, the following candidates have been selected by their Party Categories to undertake the role of SEC Panel Member:

Party Category	Panel Member	Organisation	Length of Term
Large Supplier	David Ross Scott (re-elected)	Scottish Power	24 months
Small Supplier	Eric Graham	TMA Data Management	24 months
Other SEC Party	Mike Woodhall	Chameleon Technology	24 months
Gas Networks	Erika Melén (re-elected)	SGN	24 months

The above Panel Members will take office from 23rd September 2015 and will attend their first Panel meeting on Friday 9th October 2015.

The Panel agreed to provide a consultation response to Ofgem's consultation regarding the DCC's licence changes. These licence changes are to prepare the DCC for the code changes that will arise in support of the centralised registration service, part of Ofgem's Smarter Markets work.

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