

Meeting SECP_29_1202, 12th February 2016

Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

Final Minutes

Attendees:

Category	SEC Panel Members
SEC Panel Chair	Peter Davies
Large Suppliers	Simon Trivella
Small Suppliers	Mike Gibson
	Eric Graham
Electricity Networks	David Lane
Gas Networks	Sara Neal
Other SEC Parties	Hugh Mullens
	Mike Woodhall
DCC	Paul Hawkins
	Bushra Ali (Observer)
	Phil Twiddy (part)

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
Large Suppliers	David Ross Scott
Consumer Member	Daniel Walker-Nolan

1. Minutes and Actions Outstanding

The minutes from the January 2016 Panel meeting were approved via ex-committee decision. A further addition was requested by DECC, and the Panel approved the amendment suggested.

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 with updates to be provided under respective agenda items. A brief update was provided on the following actions:

Action Reference	Update
SECP22/08	<p>Work is continuing on the development of the design notes. The Transitional Business Design Group (TBDG) provided comments on the time management design note at the last meeting, and it has been submitted for the 17th February 2016 for final sign off.</p> <p>The firmware management design note is expected to be completed this financial year.</p>
SECP28/08	<p>The Panel Chair met with DECC to discuss the Routine Live and Enrolment Services Criteria (RLESC) and provided a verbal update. The intention is for the Panel to be involved in considering the criteria, and to make recommendations that would guide DECC's decision on whether the DCC is ready to go live. The Panel Chair suggested basing the Panel's recommendations on discussions with and outputs from the DCC rather than an external auditor.</p>

2. Event of Default Update

The Panel were provided with a confidential paper on the wording of SEC Section M8.6, and an update on the status of the existing Defaulting Party. Further details on this agenda item can be found in the confidential minutes.

3. Draft SEC Panel Response to Alternative HAN Consultation

The Panel were provided with a paper summarising the discussion held between DECC and SECAS regarding the government's December 2015 Consultation on the Alternative Home Area Network (HAN) Solutions. The Panel were also presented with a draft response to the consultation for approval.

At the January Panel meeting, the Panel expressed their views on the two proposed Alternative HAN implementation solutions to inform a consultation response. Following the meeting, SECAS met with DECC to discuss the Panel's observations and clarify DECC's rationale and reasoning behind the proposal. The Panel's observations and the conclusions from the discussion with DECC form the basis for the draft consultation response presented to the Panel for approval.

The Panel welcomed the clarifications from the discussion with DECC and approved the draft response subject to minor amendments being made.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the draft consultation response subject to minor amendments.

ACTION SECP29/01: SECAS to make minor amendments to the draft response to the Consultation on Alternative Home Area Network (HAN) Solutions, and submit to DECC by the 25th February 2016 deadline.

4. Draft Budget 2016 – 2019 Consultation Responses

The Panel were provided with a paper outlining the responses received to the Draft Budget 2016 – 2019 consultation, issued for consultation on 4th January 2016. Two Parties submitted responses, one of whom outlined that they had no comments. The second respondent met with the Panel Chair in the week commencing 8th February 2016 to discuss their comments. At the meeting it was proposed that to increase transparency on the SEC Budget and progress throughout the year, SECAS could set up a six-monthly workshop available to all SEC Parties on budgeting and resourcing, to provide a backwards and forwards look on finances and committed resources.

SECAS provided proposed comments to the consultation response and the Panel agreed for them to be published on the SEC Website. The Panel also approved the draft budget to become the Approved Budget 15 Working Days after its publication.

The Panel:

- **NOTED** the contents of the paper;
- **APPROVED** the publishing of the responses to the SEC Website subject to minor amendments; and
- **APPROVED** the draft budget becoming the Approved Budget 15 Working Days after its publication.

ACTION SECP29/02: SECAS to publish the responses to the draft budget consultation to the SEC Website following minor amendments.

ACTION SECP29/03: SECAS to publish the draft budget to the SEC Website.

5. DCC Consultation on Service Provider Performance Measures – SMKI

The Panel were provided with a paper outlining the DCC consultation published on 2nd February 2016 on the Proposed Changes to DCC Service Provider Contracts, which alter Service Provider Performance Measures to align with the SEC. As the changes proposed would affect the Smart Metering Key Infrastructure (SMKI) Performance Measures, the consultation was discussed at the SMKI Policy Management Authority (SMKI PMA) meeting on 9th February 2016. The SMKI PMA welcomed the changes and provided no additional comments. The Panel agreed for SECAS to incorporate the SMKI PMA's feedback and respond to the consultation by the 16th February 2016 deadline. The Panel also highlighted that a two week consultation period is a very short amount of time to submit a considered response and requested that the DCC clarify in the document summary that the proposed changes align with the code.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** to respond to the consultation using the feedback received from the SMKI PMA as the basis to their response.

ACTION SECP29/04: SECAS to draft a response for the Proposed Changes to DCC Service Provider Contracts consultation by the deadline of 16th February 2016, incorporating SMKI PMA's feedback.

6. Information Commissioner Memorandum of Understanding

The Panel were provided with the draft Memorandum of Understanding between SECCo Ltd and the Information Commissioner's Office (ICO). This draft sets out the flows of information regarding Data Protection Act breaches identified during the Privacy Assessment process. The Panel discussed whether it would be a requirement for SECCo to automatically alert the ICO of all breaches, including minor ones. It was highlighted in section 15 of the MoU that the decision to inform the ICO is at SECCo's discretion. The Panel agreed to recommend the draft MoU to the Board subject to minor amendments and SECAS will continue to liaise with the ICO to develop the necessary procedures for notifying the ICO of breaches.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** for the draft Memorandum of Understanding to be recommended to the SECCo Board subject to minor amendments.

ACTION SECP29/05: SECAS to amend the draft MoU between SECCo Ltd and the Information Commissioner, and present it to the SECCo Board for approval.

7. Privacy Assessment Processes

The Panel were provided with a paper proposing that SECAS develop a set of decision making principles to aid the Panel in setting Parties' privacy assurance status following a Privacy Assessment. These principles would be similar to the decision making principles the Security Sub-Committee (SSC) are currently developing to aid them in providing recommendations to the Panel following Security Assessments.

It was also determined that further thought would be required after the approval of the Privacy Controls Framework to develop the Random Sample Privacy Assessment process. SECAS will continue work on that with the User Competent Independent Organisation (CIO).

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** for SECAS to develop a set of principles for the Panel to review and approve at a future meeting.

ACTION SECP29/06: SECAS to develop a draft set of decision making principles to aid the Panel in setting Parties' privacy assurance status following Privacy Assessments.

8. TSC Terms of Reference

The Panel were provided with the amended Terms of Reference (ToR) for the Technical Sub-Committee (TSC) for approval, following its review by the TSC and the Strategic Assurance 16 (SA16) steering group. The ToR amendments include the addition of a number of SEC definitions for clarity, and the addition of a clause that enables the TSC to send a representative to the SMKI PMA and other Sub-Committees as needed. It was highlighted that the definitions in the ToR would need to be updated as and when the definitions in the SEC are changed, as was the case for release SEC 4.8.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the TSC ToR subject to some minor amendments to align the ToR with the latest version of the SEC.

ACTION SECP29/07: SECAS to update the SEC definitions in the TSC ToR and publish as approved.

9. SEC Panel Risk Register Update

The Panel were provided with the updated Risk Register following the monthly review by SECAS. Following the Panel's concerns at the January meeting, a new risk was added regarding the proposed Alternative HAN solution and the Panel's interaction with the proposed Alt HAN Governance body. A few minor amendments were made to the mitigation of other risks.

The Panel:

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

10. 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 (SIT). The DCC also highlighted a number of upcoming key consultations.

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

11. Message Demonstration

The DCC presented the Panel with a demonstration of a message traveling through the testing systems.

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

12. DECC Update

DECC provided the Panel with a list of recent and upcoming publications, highlighting the following documents:

- Guidance on how DECC will exercise its transitional role in regards to the Modifications Process, on 27th January 2016;
- Response to the consultation on IHD requirements and trials, on 4th February 2016;
- Guidance to help applicants in writing proposals of trialling IHD alternatives, in Spring; and
- Response to DCC Opt Out consultation for non-domestic premises; in Spring.

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

13. Testing Update

SECAS provided the Panel with an update on testing progress, including an update from the Testing Advisory Group (TAG) meeting held in January. At the meeting, the TAG discussed the progress of Systems Integration Testing (SIT) to date and the relevant Test Approach Document updates to reflect the revised DCC plan. It is expected that the updated documents will be brought to the next TAG meeting for review. It was also noted that a number of Parties had successfully passed SMKI and Repository Entry Process Tests (SREPT).

The Panel discussed the letter written by the SMKI PMA Chair to the Panel Chair recommending that the Panel approve the SRT Approach Document subject to SMKI PMA Members' comments being addressed. The Panel approved the recommendation from the SMKI PMA. The Panel agreed to meet ex-committee if required on the 7th March 2016 at 10am to consider the TAG and SMKI PMA's recommendation on the SRT Interim Completion Report.

The TAG will next be meeting on 29th February 2016 to further discuss testing progress and amendments to the Testing Approach Documents.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the SRT Approach Document based on the SMKI PMA's recommendation.

***Post meeting note:** It has been identified that further discussion may need to take place on potential outstanding items relating to the SRT Approach Document, discussion will take place at the teleconference scheduled for 7th March 2016.*

14. Operations Report – January 2015

The Panel were presented with the operations report for January 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.

15. SEC Panel Role in DCC Live

The Panel were presented with the standing agenda item showing progress through the testing stages from a Panel perspective. The consultation on the revised End-to-End Testing Approach Document was published this month and will be approved shortly.

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

16. Technical Sub-Committee Update

The Panel were provided with a paper update on the TSC meeting held on 21st January 2016 where the TSC discussed its ToR, remit and structure and ways of working between the TSC and its expert groups. It was agreed that instead of having standing groups beneath it, the TSC could call upon expert group members from a community of technical and business experts (TBEC). The nomination process for TBEC members will be developed for the next TSC meeting.

The TSC also agreed to submit responses to two consultations, the December 2015 consultation on expanding the remit of the TSC to cover oversight of the HAN requirements and business architecture, and the updated DCC Release Management Policy (RMP) consultation.

A further meeting will be held on 22nd February 2016 for which an update will be provided to the March 2016 Panel meeting.

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

17. Security Sub-Committee Update

The Panel were provided with a paper update on the SSC meeting held on 13th January 2016. A verbal update was provided on the meeting held on 10th February 2016 where the SSC discussed developing an agreed strategy for the coordinated management of Security Incidents.

The User Competent Independent Organisation (CIO) provided the SSC with an updated version of the Agreed Interpretations of some SEC Section G defined terms, which are being developed to aid Parties in their understanding and to ensure a consistent approach to Security Assessments. Minor amendments and refinement work were suggested for the next meeting. In the meantime however, the current version of the interpretations will be uploaded to the SEC Website for the benefit of SEC Parties, with a disclaimer that a finalised version is to be published shortly.

The February update will be provided in a paper for Parties at the next Panel meeting.

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

18. SMKI PMA Update

SECAS provided the Panel with a paper update on the Smart Metering Key Infrastructure Policy Management Authority (SMKI PMA) meeting held on the 12th January 2016. A verbal update was provided on the meeting held on the 9th February 2016, which confirmed that the necessary number of Key Custodians had been appointed.

The February update will be provided in a paper for Parties at the next Panel meeting.

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

19. 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 providing expert resource in three design teams that provide support to the following workstreams: Business Process Design, Delivery Strategy and Regulatory Design. The current focus is on the design of process models, which are made available to the Programme User Groups once approved. SECAS informed the Panel

that they are intending to go ahead with the purchase of Casewise licences following the approval of the Memorandum of Understanding with MRASCo regarding the shared service.

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

20. 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 Chair provided a verbal update on the SMDG meeting held on 11th February 2016, which will be included in the March Transition Governance Update paper.

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

21. 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.

22. SEC Party 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:

- SwarmOnline Ltd (Other SEC Party)
- Secure Meters (UK) Ltd (Other SEC Party)
- National Grid Smart Ltd (Other SEC Party)

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

23. Any Other Business

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