

SEC Panel Meeting 30
Meeting SECP_30_1103, 11th March 2016
Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

Final Minutes

Attendees:

Category	SEC Panel Members
SEC Panel Chair	Peter Davies
Large Suppliers	David Ross Scott
	Adam Carden (Alternate)
Small Suppliers	Mike Gibson
	Eric Graham
Electricity Networks	David Lane
Gas Networks	Sara Neal
Other SEC Parties	Mike Woodhall
DCC	Paul Hawkins
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
	Sebastian Rattansen (part)

Apologies:

Category	SEC Panel Members
Other SEC Parties	Hugh Mullens

1. Minutes and Actions Outstanding

The minutes from the February 2016 Panel meeting were approved via ex-committee decision.

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
SECP22/04	The Certified Products List (CPL) was discussed at the Technical Specifications Issue Resolution Sub-Group (TSIRS) on 10 th March 2016. Guidance will be produced and a workshop will be set up in April, early May 2016 to talk manufacturers through the process.
SECP20/04, 23/08 & 28/06	The three actions on the Panel Information Policy will be covered at the April Panel meeting when the revised policy is brought back to the Panel.
SECP22/08	The Time Management Design Note has been published on the SEC Website, and the Firmware Management Design Note is on target to be completed by the end of March 2016.

2. Event of Default Update

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

3. DCC CIO Design Phase 2 Report

The Panel were provided with a confidential final report by the DCC Competent Independent Organisation (DCC CIO) on their assurance review of the DCC's design phase. The report had been previously presented to the Transitional Security Expert Group (TSEG), and was accompanied by a letter from the TSEG Chair along with their comments and recommendations. Further details on this agenda item can be found in the confidential minutes.

4. Privacy Assessment – Decision Making Principles

The Panel were provided with a paper outlining the privacy assessment process along with an appendix proposing a set of Decision Making Principles to help the Panel in setting Parties' privacy assurance status following a Privacy Assessment. These principles are 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 noted that the SSC had met on the 9th March 2016 and requested a number of changes be made to their document. The Panel agreed that the current version of the Privacy Assessment Decision Making Principles is the process the Panel is minded to adopt, but noted that the process will be further developed in line with the SSC document.

It was also noted that the Parties are now able to book their Privacy Assessments as well as Security Assessments through SECAS.

SECAS highlighted that the Full User Privacy Assessment Report Template, set out in Confidential Appendix B, is in line with the Security Assessment template and that guidance had been published on the SEC Website regarding the process. The Panel questioned why the template could not be made public to allow Parties early sight of the report and SECAS agreed to look into making the Full User Privacy Assessment Report Template non-confidential and circulating it to Parties.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the Decision Making Principles as set out in Appendix A; and
- **APPROVED** the Full User Privacy Assessment Report Template as set out in Appendix B.

ACTION SECP30/01: SECAS to look into making the Full User Privacy Assessment Report Template non-confidential and circulating it to Parties.

5. Impacts on SEC Panel and Operations

The Panel were provided with an overview of the consultation on the New Smart Energy Code Content and Related Licence Amendments issued on 25th February 2016, to determine whether a Panel response will be submitted. The Panel discussed the proposals outlined in the consultation, such as SEC amendments for testing as a result of the DCC's Release Strategy. It was highlighted that the Approach Documents will need to be updated in line with the release approach of R1.2 and R1.3. The Panel considered including in their response that the Testing Advisory Group (TAG) and the Smart Metering Key Infrastructure Policy Management Authority (SMKI PMA) would continue to review the Approach Documents and recommend to the Panel when they are ready for approval.

Another amendment discussed was the SEC Panel's role in assessing the DCC's performance against the DCC Live Criteria. The Panel noted the extra responsibility, but that it had no role in developing the criteria. The Panel wish to emphasize in their response that they will require timescales to be built into any decision timeline to allow the Panel to appropriately assess against the criteria including using Sub-Committee and expert support where required.

The Panel:

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

ACTION SECP30/02: SECAS to draft a response to the New Smart Energy Code Content and Related Licence Amendments for approval ex-committee, and submit the response DECC by the 24th March 2016 deadline.

6. SEC Panel Risk Register Update

The Panel were provided with the updated Risk Register following the monthly review by SECAS. There were no new proposed risks added to the March 2016 risk register. The likelihood of risk 16, regarding the proposed Alternative HAN solution and the Panel's interaction with the proposed Alt HAN Governance body, was reduced from 3 to 2 following discussions with DECC.

It was noted that further risks may require to be added regarding the timescales for the approval of testing documentation, including the approach documents and any completion reports.

The Panel:

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

7. Use of the Certified Products List by the DCC

The Panel were provided with a paper suggesting a mechanism by which the DCC could verify that any Device Models removed from the Certified Products List (CPL) had been approved by the Panel for removal. The DCC proposed setting up a standing agenda item at Panel meetings to identify any changes to the CPL, and that SECAS would formally notify the DCC Service Desk when a Device is to be removed from the CPL. The DCC Service Desk would also be able to use the meeting minutes to check the validity of any removals. It was clarified that this would be an internal DCC process, rather than the mechanism by which Parties' would be informed of changes. It was suggested that SECAS look into a mechanism by which Parties could be notified of any changes to the CPL, and whether there would be any security risks involved in doing so.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the suggested mechanism for verifying the removal of a Device from the CPL.

ACTION SECP30/03: SECAS to set up a standing agenda item for changes to the CPL once the CPL has been set up.

ACTION SECP30/04: SECAS to look into a mechanism by which Parties can be notified of changes to the CPL and any potential security risks.

8. Testing Update

SECAS provided the Panel with an update on testing progress, including an update from the Testing Advisory Group (TAG) meeting held on 29th February 2016. The Panel highlighted their concern regarding the approval process undertaken for the Smart Metering Key Infrastructure (SMKI) and Repository Testing (SRT) Approach Document and the SRT Completion Report to enable SMKI Live Certificates to be available from 9th March 2016. They stressed the need to build in contingency into the testing and decision timescales so that robust decision making is not compromised if the testing timescales slip. The Panel supported the proposal by the Panel Chair to document their concerns within a letter to the DCC. There was also discussion on the quality of the documentation produced, including alignment across the documents, and SECAS agreed to put together a checklist for cross-checking the testing documentation as part of the review process.

It was noted that in order to aid transparency and understanding of testing progress, a series of teleconferences between the DCC, TAG and the Implementation Managers Forum (IMF) have been scheduled.

The Panel also discussed the confidential appendix provided by the DCC which outlined their proposal to adapt their current testing approach to R1.0 to optimise progress going forward. The proposed approach would enable the DCC to continue testing on R1.1 code against GBGS v0.8.2 rather than R1.0 code against GBGS v0.8.1. If this approach is agreed, the DCC would provide the Panel, TAG, the SIT Auditor and DECC with a R1.0 Test Report.

Post Meeting Note: Following the meeting, the DCC have notified that they will make the appendix non-confidential and circulate it to Parties.

The Panel requested that the R1.0 test report includes any impacts not exiting R1.0 may have on R1.2 and R1.3. The Panel also noted that they would expect full regression testing to take place following the uplift to the R1.1 code.

The Panel **NOTED** the contents of the paper and **SUPPORTED** the revised testing approach proposed by the DCC.

ACTION SECP30/05: SECAS to put together a checklist for cross-checking what needs to be covered across the testing documentation.

9. Modification Proposals Draft Reporting Template

The Panel were provided with a paper outlining the draft content for a Modification Status Report. The aim of the report is to keep the Panel and the Sub-Committees informed on the status and progress of Modification Proposals going through the SEC Modification Process. SECAS highlighted the Modifications Process Table which shows all active Modifications and their stage within the Modification Process, the Sub-Committees affected, the indicative Change Board vote date, and any areas of interest for the Panel.

The Panel suggested extending the Approvals/Rejections section of the report to include the details of Modification Proposals rejected by Panel or withdrawn by their proposer to allow the Panel to develop a further understanding of the effectiveness of the process. It was noted that the status report would be a public document available to view on the SEC Website. The Panel requested, however, that the On The Horizon section be made confidential as it could contain sensitive information that the potential proposer may want to keep confidential until their Modification is formally raised.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the report, subject to a few amendments.

ACTION SECP30/06: SECAS to amend the Modification Proposals Draft Reporting Template and publish on the SEC Website.

10. DCC Involvement with Modifications

The DCC provided the Panel with a paper outlining how the DCC are planning to support modifications through the Modification Process and the expected timescales for DCC Impact Assessments. The DCC informed the Panel that they are committed to supporting the SEC Modification Process with the resources necessary for the DCC Preliminary and Impact Assessments. They noted however, the Modification Impact Assessments would run concurrently to preparing for the implementation of R1.2 and R1.3, and that their focus has to remain on the DCC Live releases. The DCC highlighted that due to resource constraints, the earliest feasible DCC System release for Modification implementation would be November 2017, followed by February 2018, rather than the current timetabled target of June 2017.

The Panel raised concerns regarding the length of time potentially required for the implementation of a modification and that this could result in impacts to the rollout and ultimately, having a customer impact. It was also noted that the timescales for the DCC to provide the required Impact Assessments

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seemed to be disproportionately time-consuming compared to the timescales for the other stages in the Modification Process.

The Panel agreed for the focus to remain on the proposed implementation timetables and for the DCC to confirm via written communication if they could not support this timescale. It was noted that as Modification Proposals are progressed through the Refinement Process that changes to the Implementation Timetables could be proposed.

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

11. Modification Proposals

SECAS presented the Panel a cover paper summarising the nine Initial Modification Reports (IMR) to discuss and determine whether and how they should be progressed through the Modification Process. The Modification Proposals raised are listed below. All were accepted, and the suggested Paths, timescales and Working Groups were agreed.

- **SECMP0002 – Reset Debt Registers:** This proposal seeks to add a new command to allow users to reset any of the debt registers on a meter.
- **SECMP0003 – Deficiencies in the Service Request for setting Maximum demand Configurable Time:** This proposal proposes amending the DCC User Interface Specification (DUIS) service request 6.18.1 to align with the Great Britain Companion Specification (GBCS). This will enable the Electricity Network Operator (ENO) to use one Service Request per year to specify the date range, time range, and days of the week, during which the Maximum Demand Configurable Time Period Value can be recorded.
- **SECMP0004 – Inclusion of Meter Serial Number data item in the Smart Metering Inventory:** This proposal seeks to add the Meter Serial Number to the Smart Metering Inventory to enable mapping between data held in the DCC systems, and industry dataflows.
- **SECMP0005 – Inclusion of Tariff and Register Labels on SMETS2 Devices:** This proposal seeks to include Tariff Label and Register Labels in smart metering devices and to allow them to be published on the HAN for display to the customer via HAN devices (e.g. IHD).
- **SECMP0006 – Specifying the number of digits for device displays:** This proposal seeks to amend SMETS2 to include a specification for the number of meter register digits for smart metering device displays.
- **SECMP0007 – Firmware updates to mandated HAN devices:** This proposal seeks to include the capability to update firmware Over-The-Air (OTA) for mandated HAN devices (IHD / PPMID / HCALCS) via the DCC's infrastructure.
- **SECMP0008 – Provision of a Service Request error response for quarantined Service Requests:** This proposal seeks to provide a new DUIS Service Request error response to give DCC Service Users visibility of quarantined Service Requests following a breach of the DCC's Anomaly Detection Threshold and / or the individual DCC Service User's Anomaly Detection Threshold.
- **SECMP0009 – Centralised Firmware Library:** This proposal seeks to establish a repository of firmware images, with access provided to all Parties responsible for the management of SMETS1 and/or SMETS2 meters.
- **SECMP0010 – Introduction of triage arrangements for Communication Hubs:** This proposal seeks to permit SEC Supplier Parties to carry out basic 'triage' checks on Communications Hubs following their removal from a consumer's property.

It was suggested that the nine Modifications be grouped into four Working Groups to streamline the Refinement Process. The agreed grouping is as follows:

- WG1 - Changes to Service Requests, Responses, and Alerts.
Modifications SECMP0002, SECMP0003, SECMP0005, SECMP0006, SECMP0007
- WG2 - Data Service Provider-only Service Requests that do not have any dependency on Devices.
Modifications SECMP0004 and SECMP0008.
- WG3 - Stand-alone and will focus on the Centralised Firmware Library, which is anticipated to be a large piece of work.
Modification SECMP0009.
- WG4 - Stand-alone on the basis that it would be likely that the Communication Service Providers may support this WG.
Modification SECMP0010.

Additional Working Group considerations

The Panel requested that the Working Groups also consider the following points during the Refinement Process, as well as the considerations set out within the Initial Modification Reports:

SECMP0005:

- Consideration of Welsh language requirements.

SECMP0006:

- Consideration of whether device manufacturers currently specify a default number of digits.

SECMP0007:

- Consideration of the likely frequency and volume of firmware changes to mandated HAN devices that would occur as a result of this modification.

SECMP0009:

- BEAMA input required.
- Consideration of impacts on non-SEC Parties.
- Consideration of how obligations and requirements would be placed on people that are not Parties to the SEC.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the determinations for each Modification Proposal, as set out in the IMRs; and
- **AGREED** that SECAS group the number of Working Groups as outlined above.

ACTION SECP30/07: SECAS to set up Working Groups and initiate the Modification Refinement Process.

12. 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 and its Service Provider's progress, Systems Integration Testing (SIT) progress and any upcoming consultations and events. The Panel was informed that they would start receiving monthly SMKI Forecast Variance reports from the DCC as of April 2016 and a draft report would be circulated to allow the Panel to provide feedback on the format of the report.

The DCC provided the Panel with an update on the Enrolment and Adoption of SMETS1 meters project. A request for information regarding SMETS1 meter types was sent out to the industry in May 2015, and the DCC are currently analysing the 13 responses received and engaging in dialogue with Suppliers to determine what enrolment options are feasible. The DCC informed the Panel that a consultation on the Initial Enrolment Project Feasibility Report would then go out during the summer, and that an updated report would be provided to the Secretary of State in November 2016. It was highlighted that the Panel, with input from the SSC, has a role in directing security redactions and that the redaction proposals would be issued to them in June 2016.

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

13. DECC Update

The Panel were provided with an update on the forthcoming consultations and response documents, and upcoming key milestones. DECC highlighted the Common Test Scenarios Document (CTSD) & DCC Gateway Code of Connection (CoCo) consultation that closed on 9th March 2016, which calls for Users to notify the DCC of their desire to commence Systems Integration Testing (SIT). It was emphasised that Large Suppliers need to get in touch with the DCC by the 15th March 2016.

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

14. Operations Report – February 2016

The Panel were presented with the operations report for February 2015. The report provides an outline of SECAS activities undertaken in support of the SEC. SECAS introduced the new members of the SECAS team and highlighted that February was the first month in which all Sub-Committees held meetings. 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.

15. Configuration Management Update

SECAS presented the Panel with a paper providing a configuration management update on the new SEC content designated by the Secretary of State in February 2016. The two SEC versions released in February were SEC 4.7 and 4.8.

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

16. 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. A timeline based on the milestones set out in the final decision from the DECC Senior Responsible Owner to the DCC's SMIP Contingency Request is included in the appendix.

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

17. Change Board Update

The Panel were provided with an update on the first Change Board meeting of the 2016-2017 term, held on 15th February 2016. The dormant status of the Change Board, in place since September 2014, was lifted by the Panel at their October 2015 meeting. The Change Board approved their Work Package, which sets out the estimated activities and associated resource requirements for the following quarter (April – June 2016), for recommendation to the SECCo Board.

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

18. Technical Sub-Committee Update

SECAS provided the Panel with a paper on the TSC meeting held on 22nd February 2016. A further meeting will be held on 17th March 2016 for which an update will be provided to the April 2016 Panel meeting. SECAS informed the Panel that nominations for the Technical and Business Expert Community (TBEC) are now open to Parties and non-Parties. The TBEC is intended to be a community of experts the TSC can draw members from in order to form dynamic expert groups. The TSC approved their Work Package, which sets out the estimated activities and associated resource requirements for the following quarter (April – June 2016), for recommendation to the SECCo Board.

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

19. Security Sub-Committee Update

The Panel were provided with an update on the SSC meeting held on 10th February 2016. A further meeting was held on 9th March 2016 for which an update will be provided to the April 2016 Panel meeting. The SSC approved their Work Package, which sets out the estimated activities and associated resource requirements for the following quarter (April – June 2016), for recommendation to the SECCo Board.

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

20. SMKI PMA Update

SECAS provided the Panel with a paper update on the SMKI PMA meeting held on the 9th February 2016. A further meeting was held on 8th March 2016 for which an update will be provided to the April 2016 Panel meeting. The SMKI PMA approved their Work Package, which sets out the estimated activities and associated resource requirements for the following quarter (April – June 2016), for recommendation to the SECCo Board.

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

21. 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 informed the Panel that representatives from the Ofgem Smarter Markets team have been invited to the Panel's April meeting to provide a detailed overview on the progress to date and forthcoming activities.

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

22. 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.

23. 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.

24. 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:

- Kaifa Technology UK Ltd (Other SEC Party);
- Business Power & Gas Ltd (Small Supplier);
- Octopus Energy Ltd (Small Supplier);
- Switch Business Gas & Power Ltd (Small Supplier); and
- Contract Natural Gas Ltd (Small Supplier).

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

25. Any Other Business

The Panel considered that it may be necessary for them to meet more than once a month in the period leading up to DCC Live to take account of decisions required in a timely manner for example on the outcome of Parties Security and Privacy Assessments as part of the User Entry Process. The Panel **AGREED** to meet more often if necessary, whether in person or via teleconference.

ACTION SECP30/08: SECAS to send out placeholders for additional Panel meetings in the lead up to DCC Live.

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

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