

SEC Panel Meeting 38

Meeting SECP_38_1111, 11th November 2016

10:00 – 13:00, Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

Draft Minutes

Attendees:

Category	SEC Panel Members
SEC Panel Chair	Peter Davies
Large Suppliers	Simon Trivella
	Alex Travell
Small Suppliers	Andrew Green (Alternate)
	Mike Gibson
Electricity Networks	David Lane
Gas Networks	Hilary Chapman
Other SEC Parties	Tim Boyle
Consumer Member	Morgan Wild (observer)
DCC	Paul Hawkins

Representing	Other Participants
BEIS (Secretary of State)	Duncan Stone
Ofgem (the Authority)	Raymond Elliot
Meeting Secretary	Mertcan Agir
SECAS	Sarah Gratte
	Jill Ashby
	Alys Garrett
	David Barber
	George MacGregor (part)
	Sasha Townsend (part)

Apologies:

Category	SEC Panel Members
Large Suppliers	David Ross Scott
Other SEC Parties	Mike Woodhall

1. Minutes and Actions Outstanding

The minutes from the October 2016 Panel meeting were approved via ex-committee decision, noting that suggested changes were included in the final minutes.

SECAS provided the Panel with an update on the Actions Outstanding from previous meetings, noting that the majority of the actions had been closed, with the outstanding actions on target for completion and/or updates to be provided under respective agenda items. A brief update was provided on the following actions:

Action reference	Update
SECP20/04	SECAS informed the Panel that subject to the approval of the Panel Information Policy under agenda item 3, SECAS would update the Terms of Reference for each of the Sub-Committees and undertake a number of other outstanding actions in relation to the Panel Information Policy.
SECP33/02	The Panel were informed that further discussions had taken place with BEIS regarding the handover of the Technical Specifications tooling and management and a paper will be provided in January 2017 setting out the timing and activities required.

2. User CIO Assessment Reports

The Panel were provided with the report, response, and the recommendation of the Security Sub-Committee (SSC) for an organisation following their Full User Security Assessment. This was in order for the SEC Panel to review and set the assurance status of the Party, in relation to its compliance with each of their obligations under SEC Sections G3 to G6 in the relevant User Role. The User Security Assessment Report and User Security Assessment Response are classified as SSC Red and were provided to the Panel via Egress. SECAS reiterated that the information provided is strictly confidential and should not be discussed outside of the Panel meetings.

The Panel's decision on the assurance status is documented in the confidential minutes. It was noted that the Panel's decision will be communicated to the assessed Party.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** upon an assurance status for the Party following the consideration of the confidential documentation (Confidential Appendix 2, User Security Assessment Report, User Security Assessment Response, and SECAS User Response Validation) provided via Egress.

3. Panel Information Policy Update

The Panel were provided an update on the Panel Information Policy, following deferral of approval from the October Panel meeting to allow for further amendment. SECAS highlighted the key changes, including that the policy now proposes that the Red, Amber, Green and White classification scheme will be applied to the SEC Panel, all Working Groups and all Sub-Committees. The Panel were also informed that the wording of the RED level classification has been amended so that, in order for RED information to be provided to the SEC Panel, the originating meeting group must first approve the

release of the information to the Panel. Any RED level information released to the SEC Panel will remain classified as RED. It was also highlighted all Terms of Reference (ToR) will be updated and committee members will be required to sign a confidentiality and non-disclosure agreement.

It was highlighted that a number of minor amendments would be made prior to final publication.

The Panel:

- **NOTED** the contents of this paper; and,
- **APPROVED** the amended Panel Information Policy.

ACTION SECP38/01: SECAS to update the Panel Information Policy with the minor amendments and publish as approved on the SEC Website.

4. DCC Reporting

The Panel were provided with a paper that included reports issued to the Panel from the DCC, as required by the SEC. The DCC Performance Measurement Report – September 2016 (marked DCC Controlled and which the DCC published on 7th October 2016) was provided in Appendix B of the paper, setting out the Service Levels achieved in respect of each Performance Measure.

The Certificate Signing Request (CSR) Variance Report for September 2016 was provided in Appendix A of the paper. The report sets out the actual number of CSRs issued against the forecasted volumes and, where there are exceptions, the details of the Authorised Subscriber whose actual volumes of CSRs were greater than or equal to 110% of their forecasted volumes. SECAS advised that an exception had been reported in the September report and therefore, the Panel should determine whether to redact the details of the exception prior to publication in accordance with SEC Section L8.10.

Within in the report, the DCC had provided a statement from the Authorised Subscriber, setting out the reasons for their under forecasting. In keeping with remaining transparent with industry, the Panel agreed that no redactions would be required and the report should be published as is.

The Panel:

- **NOTED** the contents of this paper.
- **APPROVED** the publication of the CSR Variance Report – September 2016 with no redactions.

5. SEC Panel Risk and Issue Register Update

The Panel were provided with the updated Risk Register and Issue(s) log, following the monthly review by SECAS. The Panel were informed that there were no new proposed risks for the Panel Risk Register this month.

SECAS highlighted that a number of risks had been updated, with a change to the wording of Risks 19, 23, 24 and 25 in the Risk Register. The Panel Chair also highlighted that risks may need to be amended in line with the view of the Panel Members, following DCC Live and the focus changing to the implementation of R1.3, as it was stated the balance of risks may change.

The Panel:

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

ACTION SECP38/02: SECAS to undertake a full review of the Risk Register following DCC Live (R1.2).

6. Draft SEC Panel Budget 2017 – 2020

SECAS presented the Panel with the latest version of the Draft Budget for the next three Regulatory Years (April 2017 to March 2020). This version included amendments requested by the Panel Finance and Contracts Sub-Group (PFCG) meeting, which was held on 6th October 2016, with the version previously provided as a confidential paper at the October Panel meeting. This allowed Panel members to provide comments in advance of circulating the budget to Parties.

The Panel has developed the Draft Budget over the last two and a half years with the same set of budget categories. It is proposed to use the same categories for this year's budget, however, certain line items may have moved between projects and SECAS Services from last year as they are now operating as Business as Usual (BAU) activities. The Draft Budget has been developed on the assumption that DCC will be live with Release 1.3.

SECAS highlighted that a further paper will be brought back in December for the Panel to approve the figure that will be submitted to the DCC to be included within their Charging Statement to be published in January 2017. At the December Panel meeting, the Panel will also approve the Draft Budget for consultation with Parties in January 2017, as required by SEC Section C8.11.

A Panel Member also noted that with regard to the costs for the Smarter Markets Project it would be beneficial to get confirmation that costs were not likely to exceed those set out within the Draft Budget. SECAS noted that letters had been sent to the MRA Executive Committee and the SPAA Executive Committee regarding requests for further support, however the SEC Panel budget set out currently within the drafting should remain sufficient with no further requests for support expected from Ofgem.

The Panel:

- **NOTED** the contents of this paper; and
- **CONSIDERED** the amendments to the Draft Budget 2017-2020 in Appendix A of this paper.

7. Code Governance Review 3 – Cross-Code Survey Questions

SECAS presented the Panel with an update on the first Code Administrators' Performance Survey, which forms part of the third phase of Ofgem's Code Governance Review (CGR3). Ofgem published a letter setting out the next steps for the survey with feedback requested on the questions to be asked set out in an Appendix.

SECAS highlighted to the Panel that a total of 61 questions could be asked if a participant was associated with one Code, with the potential for over 100 to be asked if the participant was associated with more than one Code. A further observation was raised regarding the questionnaire, recognising that parties may have interactions with Xoserve in addition to, or in place of, the Joint Office of Gas Transporters (the Code Administrator for the UNC). SECAS raised that there should also be

recognition regarding parties' interactions with the DCC in addition to those with SECAS. The Ofgem representative noted that this had previously been raised by other stakeholders and the observation would be taken on board.

SECAS noted that at the last Panel meeting, the Panel had agreed to include a provision within the Draft Budget for the annual SECAS Customer Satisfaction Survey to be undertaken as well as the Code Administrators' Performance Survey. SECAS questioned whether this decision would stand now that the Panel have had sight of the questions. The Panel agreed to keep the budget provision as is, however noted that the position would be that the SECAS survey should be undertaken if there was cause for concern arising from the Code Administrators' Performance Survey. However, it was noted that this could be kept under review, with factors to be taken into account such as how many respondents in regards to the SECAS service were provided. On this point, a Panel Member noted that other Code Administrators had asked for parties to opt out of the survey which may allow for more feedback to be provided than those that have asked parties to opt in. SECAS noted that they had asked Parties to opt in due to having to provide contact details to a third party.

The Panel:

- **NOTED** the contents of the paper
- **CONSIDERED** the feedback to provide to Ofgem on the Survey.

8. DCC Live Decision Making Process Update

The Panel were provided with an update on the outputs of the recent trilateral discussions between the Panel Chair, Department for Business, Energy, and Industrial Strategy (BEIS), SECAS and the DCC regarding the DCC Live Decision Making Process.

SECAS noted that following DCC Live in the Central and South Regions, the DCC were making progress towards completing the testing required in the North Region. The DCC confirmed that good progress had been made towards completion of User Entry Process Testing (UEPT) by two Large Suppliers in the North Region.

SECAS noted that the latest indication on readiness would allow for the Panel to meeting on 24th November 2016 to undertake their decision making activities. It was noted that this was reliant on the DCC providing the relevant documentation at least 5 Working Days in advance of the meeting. It was also confirmed that the Testing Advisory Group (TAG) would meet following submission of the documentation and provide a recommendation to the Panel. The Panel noted that they would be happy to convene via teleconference for the decision meeting.

The Panel **NOTED** the contents of the update and noted that they would receive confirmation of the meeting schedule following submission of the documentation by the DCC.

9. Release Management Update

The Panel were presented with an update in relation to Release Management, including a proposed way forward in relation to the scoping and content of the initial enduring SEC Releases. The paper also included an updated table, providing an overview of the earliest Releases that BEIS led changes, DCC Internal Changes, and SEC Modification Proposals could be included in. This table had been updated in light of Panel's comments during discussions at the October 2016 Panel meeting.

In the contents of the paper SECAS highlighted the approval dates required for Modification Proposals to be included in the February 2018 Release. For DCC system impacting Modification Proposals to be included in the February 2018 Release, they would need to be approved in February 2017. It was noted for the decision on the Modification Proposals that could go into the February 2018 Release, the timescales for completing the later stages of the process have been reviewed (Action: SECP_37/09).

As part of the Panel's considerations of what could go into the enduring releases, one change that was proposed to the Panel was to move of the Technical Specification Group (TSG)2 changes from November 2017 into the February 2018 Release. This would mean the TSG2 changes would occur alongside the Dual Band Communications Hub Technical Specification changes. The Panel recognised that that this would be an ideal schedule and agreed with the correlation between TSG2 and the Dual Band Communications Hub and noted that rather than confirm this position within a letter, the BEIS attendee noted that this was the Panel position.

The Panel discussed the level of granularity of costs provided in the DCC Impact Assessments (IA). SECAS noted that they were working with the DCC on the level of information provided in the IAs with a breakdown of costs being focussed on.

The Panel:

- **NOTED** the contents of this paper; and
- **AGREED** for the TSGS changes to be implemented alongside the Dual Band Communications Hub changes with the BEIS attendee noting the position.

10. Modification and Release Management Thought Piece Update

The Panel were updated with the progress on the agreed action areas arising from the Modification and Release Management Thought Piece ("Thought Piece"). This included a highlight on the areas that have seen progress and/or completed actions.

Action Area 2 – Issues Process

SECAS highlighted that for Action Area 2 – Issues Process, the timing of the transition to the enduring governance arrangements is clearer and provides an understanding of the volume and subject matter of the types of Modification Proposals that have and continue to be raised. Therefore, the utilisation of the pre-modification process could be reconsidered as a mechanism to aid the discussion of issues prior to the Modification Process being initiated. It was noted that, currently the Technical and Business Design Group (TBDG) subgroup (in the form of the Technical Specification Issue Resolution Sub-group (TSIRS)) considers technical issues along these lines, which may inform changes to the SEC requirements or Design Notes (which are owned by TBDG).

SECAS highlighted the two proposed approaches for taking the 'Issues Process/Forum' forward. SECAS informed the Panel that likely membership of the issues group/forum could be more open than other Sub-Committees, allowing input from non-SEC Parties, e.g. meter manufacturers. Following the comments by Panel Members it was decided to proceed with Approach 1:

- **Approach 1** – A combined Sub-Group with appropriate Panel Sub-Committee oversight (e.g. the TABASC)

This combined group would cover matters that:

- May result in a Modification Proposal being raised as per the 'pre-modification work' contemplated in SEC Section D8.2(a); and
- Require collaborative consideration to clarify understanding and interpretation of SEC requirements and provisions, and which may then lead to a Modification Proposal or a clarification to an existing guidance document or design note.

As part of the next steps SECAS noted that they will prepare an initial ToR for consideration at the next Panel meeting. Input would also be sought from the Sub-Committee Chairs in the drafting of the ToR with consideration also given to the TSIRS ToR. As part of the consideration and preparation of the ToR, the best approach for convening such Groups/Forums will also be considered, which will include in what capacity attendees operate in, i.e. independent expert members or representative members of organisations and bodies.

In addition, any associated impacts (such as budgetary impacts) will also be considered and provided to the Panel for consideration.

Action Area 14 – Release and Implementation of Change

Current Release Frequency

SECAS highlighted that, as per the Panel Release Management Policy and in line with other industry Codes, the release cycle in place currently for all enduring releases (post the Release 1.x sequence) follows the three releases a year approach. This means that there are releases scheduled in February, June and November each year.

If there are no changes approved for inclusion in a scheduled release, then no changes to the SEC (and associated DCC Systems) would be released.

During the consideration of the content of the first enduring releases, and as noted in the October 2016 Release Management Update Panel paper (SECP37_1410_13), there may be challenges from a release testing perspective and/or Device impacting perspective of such modifications being implemented in each of the three scheduled releases each year. In recognition of the unique complexity of the SEC and associated DCC and User Systems, consideration could be given to taking an approach to SEC releases that differs from the standard approach taken under other industry Codes.

SECAS brought forward the potential options for the Panel to consider:

- **Option 1** – No change – Modification Proposals are implemented in the first release available, subject to necessary SEC Party and DCC lead times for implementation activities.
- **Option 2** – Retain the existing three releases a year cycle (February, June and November) but specifically state that Modification Proposals with a DCC System Impact and/or Device impact should normally be targeted at either the November and/or June releases each year.
- **Option 3** – Change the release frequency entirely and deploy a new approach that is suited to the requirements and needs of SEC Parties.

The Panel discussed the above options, noting that the preferred option would be Option 1, however due to the complexity of introducing changes to systems and devices, Option 2 is likely to be the most practical. The Panel agreed that the impact on Users should be considered as part of any move towards Option 2. SECAS noted that they would draft up the potential changes required to the Panel Release Management Policy if the Panel were to adopt Option 2. The changes would be considered at the December Panel meeting prior to consultation with Parties to get user input.

The DCC noted that they are currently considering the testing environments that are required to support enduring releases. The Panel discussed that even if they moved towards a release management approach that allows for only two releases per year to include system changes, the Panel Release Management Policy would need to include flexibility to allow for urgent change. Therefore, the DCC should ensure that they have the appropriate environments to support this policy. It was further noted that the DCC were considering a consultation with stakeholders on environment availability and it was confirmed that the DCC and SECAS should discuss a combined consultation.

Prioritisation of Modifications within Releases

The Panel discussed the potential for a mechanism to be introduced to manage the prioritisation for implementation of Modification Proposals within Releases. It was noted that current processes should support a level of prioritisation informally and this process should continue unless indication is given that the arrangements set out within the Code do not enable the efficient prioritisation for Modification Proposal implementation.

Action Area 10 – Working Group Member Pack

The Panel were informed that SECAS are continuing to develop a Working Group Member Pack with the details and content to be provided to the Panel for comment at the December 2016 meeting. In addition, other Working Group improvements will be highlighted that aim to aid the progression of modifications through the process.

The Panel:

- **NOTED** the contents of this paper;
- **AGREED** which approach to take forward in relation to Action Area 2, and for appropriate Terms of Reference to be prepared for consideration at the December 2016 Panel meeting; and
- **CONSIDERED** the revisions to the Panel Release Management Policy in relation to Action Area 14 (in relation to release frequency and content type).

ACTION SECP38/03: SECAS to draft the changes to the Release Management Policy and provide the documentation to the Panel for comment.

ACTION SECP38/04: SECAS to prepare an initial Terms of References (ToR) for consideration at the next Panel meeting.

11. SEC Modification – DCC Assessments

The DCC provided the Panel with an update on the progress with the production of Preliminary Assessments (PAs) and Impact Assessments (IAs) (together 'DCC assessments') for SEC Modification Proposals currently in the Refinement Process. This is a standing monthly update that provides the expected delivery dates of DCC Assessments and any applicable rationale for any changes, as requested by Working Groups in accordance with SEC D6.9.

The DCC advised that the two Target Modification Proposal dates had been delayed. This included SECMP007 (Firmware Updates to mandated HAN (Home Area Network)) and SECMP0010 (Introduction of triage arrangements for Communication Hubs) which now have a revised Target PA delivery date of 2nd December 2016.

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

12. Modification Status Report – November 2016

The Panel were provided with an update on the status and progress of Modification Proposals going through the Modification Process.

In November 2016, 17 modifications were undergoing the Refinement Process, two modifications were brought to the Panel as Initial Modification Reports (IMR) and one as a Draft Modification Report. The Panel were also informed that amendments were made to Section 3 - Modification Proposal Progress timetable following feedback from the pre-panel modification meeting held in October 2016. Although noting that it was not part of the Modification Process, the Panel requested that Section 4 included other changes e.g. Issue Resolution Proposals (IRP) and Change Requests (CR), to be included within the releases to provide the full picture.

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

ACTION SECP38/05: SECAS to include the changes within Section 4 – Releases as part of the Modification Status Report.

13. Modification Proposals

SECAS presented the Panel with two Initial Modification Reports (IMRs) to discuss and determine how they should be progressed through the Modification Process. The modifications raised are listed below:

- SECMP0023 – Correct Units of Measure for Uncontrolled Gas Flow Rate
- SECMP0024 – Enduring Approach to Communication Hub Firmware Management

SECAS advised that it has recommended that both of the proposals be progressed as Path 2 'Authority Determined' modifications.

The Proposer of SECMP0023 joined the meeting to provide an overview of the modification and to provide further detail on the rationale. It was highlighted that the modification seeks to amend the level of granularity that can be submitted to set the Uncontrolled Gas Flow Rate. The Panel confirmed that the Modification Proposal should be submitted into the Refinement Process.

SECAS provided an overview of the proposed solution for SECMP0024. It was highlighted SECMP0024 seeks to develop and implement an enduring solution for a supplier controlled release of firmware to Communication Hubs (CHs). The DCC noted that this Modification Proposal may require different solutions for each Communications Service Provider (CSP) which would need consideration at the Working Group. It was recommended this would be progressed as a Path 2 'Authority Determined' modification.

The Panel discussed the pathways for both of the Modification Proposals, and questioned whether they could be progressed as Path 3 'Self-Governance'. The Panel noted that the criteria for progressing modifications as Path 2 were set out within the SEC. It was noted that they should both progress as Path 2, however, as they go through the Modification Progress it may become appropriate to amend the pathway to Path 3.

SECAS presented the Panel with the Draft Modification Proposal for SECMP0016, including a presentation, giving an overview of the Panel's role in the Modification Report phase. SECAS provided an overview of the problem, solution and Working Group consultation and responses. The

Panel noted the detailed description that was provided and approved the Draft Modification Report (DMR) for consultation.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the determinations for the Modification Proposals, as set out in the IMRs for SECMP0023 and SECMP0024, DMR for SECMP0016.

14. DCC Update

The DCC presented the Panel with an operational update on the activities undertaken by the DCC since the last Panel meeting based on the Smart Metering Delivery Group (SMDG) meeting held on 10th November 2016, including the progression towards DCC Live in the North and the proposals for the Release 1.3 plan. It was highlighted that the drivers for the change in testing approach to R1.3 was in relation to enabling earlier entry into End-to-End Testing without reducing the level of assurance offered. It was noted that the DCC will report on progression through the Implementation Managers Forum (IMF), with SMDG calls by exception.

The DCC also confirmed that they would be holding a workshop on 29th November 2016 in relation to how the DCC would support the enduring release management processes.

The DCC also notified the Panel that Jonathan Simcock will be stepping down as Managing Director in early February 2017.

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

15. BEIS Update

BEIS presented the Panel with an update on the forthcoming consultation and response documents, and upcoming key milestones. It was noted that the conclusions on the SEC content consultation would be published in two parts over the coming month to cover the Initial Enrolment Project Feasibility Report (IEPFR) content and the position on Local Consumer Access Device (CAD) Pairing. The Non-Domestic DCC Opt-out conclusion is also expected to be published by December 2016.

It was also noted that BEIS would shortly be consulting on the removal of the Early Rollout Obligation. The Large Supplier User mandate was also confirmed as six months following DCC Live for Release 1.2 in the North Region. BEIS also mentioned that a Smart Metering Steering Group (SMSG) meeting had been held at which the commitment to the 2020 date was confirmed, however the current progress of the programme was noted.

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

16. Operations Report – October 2016

SECAS presented the Panel with the Operations Report for October 2016. The report provides an outline of SECAS activities undertaken in support of the SEC and includes a breakdown of days by driver, product, and grade.

SECAS outlined the changes that have been made to Figure 1 of the report (SECAS core functions resources). It was noted the vacant Operations Analyst vacancy has now been filled.

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

17. SEC Panel Role in DCC Live

SECAS presented the Panel with an overview of the duties to be performed by the Panel through the testing phases leading up to DCC Live and beyond during the Release 1.x sequence. The Panel were informed that the paper will be updated with the revised dates for R1.3 for the upcoming December Panel meeting.

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

18. Configuration Management Update

SECAS provided the Panel with a paper providing a configuration management update on the new SEC content designated by the Secretary of State in October 2016. The latest SEC versions released in October 2016 were SEC 4.16 and SEC 4.17. These took effect on 20th October 2016 and 27th October 2016, respectively.

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

19. Change Board Members Election Update

SECAS provided the Panel with a paper on the Change Board Election Update. This included the proposed election process in November 2016, with new or reappointed members taking office from February 2017.

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

20. SMKI PMA Update

SECAS presented the Panel with a paper on the Smart Metering Key Infrastructure Policy Management Authority (SMKI PMA) meeting held on 11th October 2016. A further meeting was held on 18th November 2016, for which an update will be provided at the December 2016 Panel meeting.

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

21. TABASC Update

SECAS provided the Panel with a paper on the Technical Architecture and Business Architecture Sub-Committee (TABASC) meeting held on 20th October 2016. The TABASC's main focus was a status update on the Business Architecture Document (BAD) content and on the proposed approach for the TABASC to review the effectiveness of the End-to-End Technical Architecture.

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

22. Security Sub-Committee Update

SECAS presented the Panel with a paper on the Security Sub-Committee (SSC) meetings held on 28th September and 12th October 2016. The SSC provided an update on the Security Controls Framework (SCF) and agreed Interpretations (AIs) and the Security Incident and Vulnerabilities.

The Panel discussed the SEC Section G4.3 requirement on Users, which requires them to screen User Personnel to the British Standard BS 7858:2012 or equivalent if they meet the criteria defined in SEC Section G4.2.

It was noted that this had been considered by the SSC and that legal advice had been sought as to its applicability to Network Operators. This is due to the SEC obligation referring to being able to impact the quantity of gas or electricity supplied to a consumer premises and whether or not Network Operators have the capacity to do so, given the Service Requests available to them. The Panel confirmed that consideration should also be applied as to whether this could also apply to those in the Other User Role and SECAS agreed to provide a further update at a future meeting to confirm the legal position and the position of the SSC in relation to the applicability of the BS7858 requirement in relation to different User Roles.

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

ACTION SECP38/06: SECAS to provide an update on the applicability of the SEC Section G4.3 requirement for certain User Roles.

23. Testing Update

SECAS presented the Panel with a paper providing an update on the testing progress occurring within the last month. The Panel Members expressed their gratitude for the efforts by the SECAS TAG team.

Similar to the procedure of DCC Live (Release 1.2) Central and South Regions, the Panel were informed a Testing Advisory Group (TAG) meeting will take place for DCC Live (Release 1.3) once IT and SIT reports have been submitted. The Panel Chair noted a TAG meeting for DCC Live (Release 1.2 North Region) is expected to take place week commencing 21st November 2016.

The Panel:

- **NOTED** the contents of this paper;
- **NOTED** the contents of confidential Appendix A for SREPT; and
- **NOTED** the contents of confidential Appendix B for UEPT.

24. Smarter Markets Project Update

SECAS provided the Panel with the monthly overview on the activities undertaken in support of the Smarter Markets project, including developments of the design period, as well as an update on the three design teams set up to support the Blueprint Phase. These are the Business Process Design, Delivery Strategy, and Switching Regulatory Design. The Panel were informed that Ofgem are focused on getting the Request for Information (RFI) prepared, and models will be part of the information provided to assist the industry in considering the RFI questions. The Panel were also informed a total of 22.83 days had been expended to the project this month, with the existing codes sent to (MRA Executive Committee) and Supply Point Administration Agreement (SPAA).

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

25. Transitional Governance Update

The Panel were provided with an update of the transition governance entities and other smart metering related meeting and workshops attended by SECAS and the Panel Chair in the last month.

This included a verbal update, provided by the Panel Chair, on the Smart Metering Delivery Group (SMDG) meeting held on 10th November 2016, which will be included the December Transition Governance Update Paper.

The Panel Chair provided an update on the proposals for Release 1.3 which will be published for consultation by 18th November 2016. It was noted that the approach to assurance was to remove the User Entry Process Testing aspect of the testing criteria to enable earlier entry into End-to-End Testing for industry participants. The Panel Chair raised significant concerns regarding a move away from a system release without any user input through the testing process. The DCC noted that the consultation document would outline the reasoning for doing so, noting that the approach was not to decrease the assurance level achieved.

It was noted that a consultation on the proposals would have a 2-week window for comments and therefore, the Panel agreed to discuss the consultation at their ex-committee meeting to determine the nature of their response. It was noted that despite the Panel Chair's concerns on the level of assurance, a Panel response should focus on a SEC requirements perspective.

ACTION SECP38/07: SECAS to add the R1.3 consultation to the ex-committee Panel decision agenda.

26. SEC Panel Activity Planner

The Panel were provided 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 two appendices to this paper.

27. SEC Party Update

The Panel **NOTED** that the following organisations would be admitted as Parties to the SEC following countersignature of their Accession Agreement by the SECCo Board:

- ECO Green Management Limited (Small Supplier)
- Corona Energy Retail 1,2,3,4 Limited (Small Supplier)
- Pozitive Energy Ltd (Small Supplier)

This also included a verbal update of Energy Assets Pipelines Limited (Gas Transporter License) who were admitted as a Party to the SEC. The Panel were informed Utilita Energy Limited now fall under the Large Supplier Category and Seeboard Energy Gas Limited have withdrawn from the SEC after the Gas Supply Licence was revoked on 15th August 2016.

The Panel also **NOTED** that Extra Energy Limited have declared themselves as a Large Supplier Party.

28. Any Other Business (AOB)

SECAS informed the Panel of a concern that had been raised by the User Competent Independent Organisation (CIO) regarding progressing the large volume of Small Supplier Parties through the Security Assessment process in a year following DCC Live in the North Region in line with their DCC User Mandate. It was noted that further discussions would take place with the User CIO regarding their scheduling and capacity concerns and these discussions would feed into a thought piece to provide potential approaches for management.

A Panel Member queried the procedure for notifying the Code Administrator of completion of the User Entry Process. SECAS confirmed that an evidence form and guidance material would shortly be available on the SEC Website and an email would be circulated to Parties.

Ofgem informed the Panel that following the latest publication in relation to the implementation of the CMA recommendations, an update would be provided at the next Panel meeting.

A Panel Member noted that in relation to the Registration Data that is required to be provided to the DCC, there are classes of Meter Point Reference Number (MPRNS) that are not within the scope for smart metering and therefore, are not included within the data set provided to the DCC. As the SEC was silent on whether or not they should be included, the Panel noted and **AGREED** that Interconnector, Unique and Twin Stream Metering Sites would not be required to be include within the Registration Data provided to the DCC.

ACTION SECP38/08: SECAS to provide a thought piece for Panel consideration in relation to capacity and scheduling implications for the Security Assessment process.

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