

## Meeting SECP\_28\_1501, 15<sup>th</sup> January 2016

Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

### Final Minutes

#### Attendees:

Category	SEC Panel Members
SEC Panel Chair	Peter Davies
Large Suppliers	Adam Carden (Alternate)
	Simon Trivella
Small Suppliers	Mike Gibson
	Helen Boothman (Alternate)
Electricity Networks	David Lane
Gas Networks	Erika Melen
	Sara Neal (Observer)
Other SEC Parties	Hugh Mullens
	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
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 December SEC Panel meeting were agreed ex-committee on the 8<sup>th</sup> January 2016, 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 with updates to be provided under respective agenda items. A brief update was provided on the following actions:

Action Reference	Update
SECP27/03	SECAS will be holding discussions with Energy UK w/c 18 <sup>th</sup> January 2016 regarding raising a Modification Proposal for progressing a solution for a centralised firmware library. The intention is for this to be raised when Modification Paths are activated.
SECP27/08	SECAS will discuss the terms of the shared Casewise service with the MRA Executive Committee (MEC) at the end of January 2016, and will give an update regarding a Memorandum of Understanding (MoU) at the next Panel meeting.

## 2. Impacts on the SEC Panel and SEC Operations

The Panel were provided with an overview of the consultations and Government Responses issued in December that may have an impact on the SEC Panel and Parties. The following consultations and Government Responses were discussed to determine whether a Panel response was required:

### Home Area Network (HAN) Solutions: Implementation of Alternative HAN solutions and Alternative Home Area Network (HAN) Solutions.

This paper draws out the government response to the March 2015 consultation on Alternative HAN solutions and the proposed delivery model and regulatory requirements. The consultation outlines two delivery model options for the implementation of Alternate HAN solutions. Model A proposes a Supplier-led option that would establish a Supplier-only autonomous governance structure within the SEC alongside a new contracting vehicle. Model B proposes the establishment of a new Supplier-led Sub-Committee under current SEC governance structures, with SECCo providing the contracting vehicle. The Panel expressed concern regarding DECC's preference for Model A as responsibility for a section of the SEC would be divested from the Panel. The Panel highlighted the potential for governance risks with Model A, and queried whether the decision was being made for short term expediency rather than good governance. **DECC reminded Panel members that it had engaged suppliers and other stakeholders extensively on a wide range of governance structure options in advance of the consultation, including via E-UK who agreed that Model A was the best compromise between the objectives of ensuring clear accountability for delivery and limiting duplication.** DECC, the Panel and SECAS agreed to arrange a meeting to go through the legal text of the proposal, ensure that the legal text was unambiguous and that all points are understood, after which SECAS would draft Panel's response to the consultation.

### Stage 4 SEC (June 2014), March 2015 and July 2015 SEC Consultation Response

This information paper outlined the Government conclusions issued on the 17<sup>th</sup> December 2015 to four consultations regarding SEC content and the Non-Gateway Interface. The Panel noted the contents of the paper.

### **Aspects of the Implementation of HAN solution and on the operation and remit of the Technical Sub-Committee**

This paper provides an overview of the 17<sup>th</sup> December 2015 government consultation on regulatory drafting for the implementation of the HAN solution, Consumer Access Device (CAD) pairing, and the expansion of the TSC's scope to include oversight of the business architecture and the HAN requirements. The Panel agreed for SECAS to write a response following a discussion with the TSC regarding the practicality of the suggested Consumer Access Device (CAD) pairing solution and expanded TSC scope.

### **Updated DCC Release Management Policy**

This paper outlines the latest DCC consultation on the DCC Release Management Policy, and highlights areas for consideration for a response. This version of the DCC Release Management Policy incorporates comments that SECAS raised on behalf of the Panel while working with the DCC on previous versions of the document. The Panel agreed that the consultation be referred to the TSC for a response.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** to submit a response for two consultations and for one consultation to be referred to the TSC for a response.

**ACTION SECP28/01:** SECAS to draft a response for the consultations Home Area Network (HAN) Solutions: Implementation of Alternative HAN solutions and Alternative Home Area Network (HAN) Solutions following discussions with DECC.

**ACTION SECP28/02:** SECAS to arrange a meeting with DECC to discuss concerns regarding the Alternative HAN consultation.

**ACTION SECP28/03:** SECAS to draft a response for the consultation Aspects of the Implementation of HAN solution and on the operation and remit of the Technical Sub-Committee following discussions with the TSC.

**ACTION SECP28/04:** SECAS to refer the Updated DCC Release Management Policy to the TSC for a response.

## **3. SEC Panel Risk Register Update**

The Panel were provided with the updated Risk Register following the monthly review by SECAS. Minor updates were made to risks 2, 6 and 14.

- The amendment to the mitigation of risk 2, which is the inability to deliver specialist SEC activities due to unclear requirements, includes the setup of a new page on the SEC Website clarifying the processes surrounding appeals, Disputes, referrals and Events of Defaults.

- Risk 6, regarding a large volume of SEC Modifications that may not be able to be progressed within timescales, has been mitigated by the establishment of the Technical Sub-Committee and the approval of the Panel Release Management Policy.
- Risk 14 has been amended to take into account the publication of the Alternative HAN solutions consultation, however the Panel requested Risk 14 to be further adjusted to include the concerns raised during the discussion of agenda item 2.

The Panel also asked for future modifications to the risk register to be track changed.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the amendments to the SEC Panel Risk Register and suggested further amendments for SECAS to update.

**ACTION SECP28/05:** SECAS to add the concerns raised to risk 14, in the form of a new Risk, and to track change future amendments.

#### 4. SSC Terms of Reference

The Panel were provided with a paper outlining amendments to the Security Sub-Committee (SSC) Terms of Reference (ToR) for approval. Amendments included changes to confidentiality arrangements, clarifications to conflict of interest provisions, and putting in place a Confidentiality and Disclosure agreement. The new ToR also includes the opportunity for Parties to attend SSC meetings when discussing their User Security Assessment Report.

Regarding confidentiality arrangements, a Panel Member raised that wider coverage should be considered for the Panel Information Policy, to put in place arrangements for how other confidential information is stored and handled. SECAS agreed to look at the types of information that would need to be covered by the information policy, including information received from the DCC, and the arrangements that would need to be put in place.

It was noted that SECAS would present the SSC ToR to the Strategic Assurance 16 (SA16) steering group for comment.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the SSC ToR subject to any comments from the Strategic Assurance 16 (SA16) steering group.

**ACTION SECP28/06:** SECAS to look at wider coverage for the Panel Information Policy's confidentiality arrangements.

**ACTION SECP28/07:** SECAS to present the SSC ToR to the SA16 Steering Group for comment.

#### 5. 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 their upcoming industry day in February.

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

## 6. DECC Update

DECC provided the Panel with a list of recent and upcoming consultations. DECC provided the Panel with an overview of the anticipated content for the February 2016 SEC consultation which includes the Panel role in approving the Routine Live and Enrolment Services Criteria (RLESC). This would entail the Panel being involved in the decision process for whether the DCC has satisfactorily completed Interface Testing and is ready to go live. The Panel noted the proposal and agreed to hold discussions with DECC regarding the decision criteria and their overall involvement.

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

**ACTION SECP28/08:** SECAS to arrange a meeting with DECC to discuss the involvement of the Panel in approving the RLESC and the decision criteria.

## 7. Operations Report – December 2015

The Panel were presented with the operations report for December 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.

## 8. Testing Update

SECAS provided the Panel with an update on testing progress, including an update from the Testing Advisory Group (TAG) meeting held in December. At the meeting, the TAG discussed the SIT progress to date and looked ahead to future SIT stages. The group also reviewed the amendments to the SIT Approach Document functionality annex which added in the SIT3 functionality. They wished to express their concern to the Panel regarding the risk of delaying SIT functionality, which would compress timescales for further testing. The TAG will next be meeting on 25<sup>th</sup> January 2016 to further discuss testing progress and amendments to the testing approach documents.

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

## 9. 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 testing timeline appendix and expected due dates have now been updated based on the DCC's Contingency Request.

It was highlighted that the next testing activities for the Panel will be approving the updates to the SIT Approach Document and the IT Approach Document.

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

## 10. Change Board Update

The Panel were provided with the results of the Change Board elections that concluded in December 2015. It was highlighted that all places had been filled except for two Large Supplier seats. These seats will remain available for the two Large Suppliers to nominate a representative in the future.

The 2016-2017 term of the Change Board will begin on the date of the first meeting, which will be held on 15<sup>th</sup> February 2016 following the activation of additional Modification Paths. The Change Board will meet as and when necessary to discuss Modification Proposals that are raised and updates to the Panel will be provided on the Change Board activities.

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

## 11. Technical Sub-Committee (TSC) Update

SECAS provided the Panel with a verbal update regarding the agenda of the upcoming TSC meeting on 21<sup>st</sup> January 2015. The second TSC meeting will follow on from the points raised at the December 2015 meeting, and will cover further aspects of the structure and membership of the TSC expert groups, the TSC ways of working and a revised Terms of Reference for discussion. Following a TSC recommendation, SECAS will present the amended ToR to the Panel for approval.

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

## 12. Security Sub-Committee Update

The Panel were provided with a paper update on the SSC meeting held on 16<sup>th</sup> December 2015. A verbal update was provided on the meeting held on 13<sup>th</sup> January 2016 where the SSC discussed timeframes around the Security Controls Framework (SCF). The User Competent Independent Organisation (CIO) also presented the SSC with draft agreed interpretations for some specified defined terms within the SEC pertaining to User Security Assessments, and the SSC agreed to submit their feedback before the next meeting.

A further meeting will be held on 10<sup>th</sup> February 2016 to continue discussions on the processes around security assessments.

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

## 13. 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 8<sup>th</sup> December 2015. A verbal update was provided on the meeting held on the 12<sup>th</sup> January 2016 which covered key custodian nominations, SMKI Repository Entry Process Tests (SREPT) and the approval of an amendment to the Device Certificate Policy (CP).

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

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

## 14. 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. The three workstreams that Panel are supporting are now up and running, with two workgroups due to start shortly. SECAS highlighted that, given the Code changes that will be brought about by the Significant Code Review (SCR), it would be beneficial for Codes to begin liaising with each other to discuss potential impacts. SECAS also informed the Panel that they are readying the infrastructure to share Casewise with the Master Registration Agreement Service Company (MRASCo).

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

## 15. 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 14<sup>th</sup> January 2016 which will be included in the February Transition Governance Update paper.

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

## 16. 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.

## 17. 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:

- TUV SUD Product Service Division (Other SEC Party);
- SmartestEnergy Ltd (Small Supplier);
- Our Power Energy Supply Ltd (Small Supplier); and
- So Energy Trading Ltd (Small Supplier).

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

## 18. Any Other Business

The Panel received a letter regarding the next phase of the DCC design phase report, including management responses and an action tracker. It was noted that a Transitional Security Expert Group (TSEG) recommendation would accompany a Panel paper requesting approval of the report. This matter will be added to the February Panel meeting agenda.

The Panel Chair informed the Panel that a letter had been received from the SMKI PMA Chair regarding key custodian nominations. The Panel Chair noted that the matter had been raised at the

SMDG meeting held on 14<sup>th</sup> January 2016 where the Large Suppliers yet to provide any nominations had been encouraged to provide nominations to allow the key ceremony to take place in February 2016.

The SEC Panel would like to express their gratitude to Erika Melen, who will be leaving the SEC Panel, for her contribution to the governance of the SEC. The Panel wishes her all the best in her career.

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