

SEC Panel Meeting 31

Meeting SECP_31_1504, 15th April 2016

10:00 – 13:00, etc.venues, 8 Eastcheap, London, EC3M 1AE

Final Minutes

Attendees:

Category	SEC Panel Members
SEC Panel Chair	Peter Davies
Large Suppliers	Simon Trivella
Small Suppliers	Mike Gibson
Electricity Networks	David Lane
Gas Networks	Sara Neal
Other SEC Parties	Tim Boyle (Alternate)
	Hugh Mullens
DCC	Paul Hawkins
Consumer Member	Daniel Walker-Nolan (observer)

Representing	Other Participants
DECC (Secretary of State)	Duncan Stone
	Tim Guy
	Stuart Featham (part)
Ofgem (the Authority)	Raymond Elliot
	Nigel Nash
DCC	Jane Eccles (part)
Meeting Secretary	Lucia Halbherr
SECAS	Alys Garrett
	Sarah Gratte
	David Barber
	Sebastian Rattansen (part)

Apologies:

Category	SEC Panel Members
Large Suppliers	David Ross Scott
Small Suppliers	Eric Graham

1. Minutes and Actions Outstanding

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

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

Action Reference	Update
SECP22/04, 30/03 & 30/04	Work continues on the Certified Products List (CPL) guidance, testing requirements and notification of changes. Once design work on the CPL is done, SECAS will set up an educational session to discuss it.

2. Impacts on SEC Panel and Operations

The Panel were provided with an overview of the Competition and Markets Authority (CMA) outcomes, the Ofgem consultation on the review of the DCC Charges, and the latest Code Governance Review 3 (CGR3) publication to determine whether a Panel response will be submitted.

CMA Energy Market Investigation: Provisional decision on remedies

The key findings from the CMA outcomes relevant to governance and code administration include increased powers to Ofgem to initiate and prioritise code changes, introducing licencing for Code Administrators, and investigating the possibility of settling domestic electricity customers based on half-hourly data once on smart metering. An error in the CMA report was highlighted regarding opting-out, rather than opting-in, to half-hourly data collection. As settlement provisions are not set out in the SEC, the proposal would not require any SEC Modification. DECC confirmed that they are engaging with the CMA on these areas.

Ofgem Consultation on DCC Operational Performance Regime: Principles and Objectives

The Ofgem consultation addresses the new Operational Performance Regime (OPR) that will be introduced once the DCC reaches its Implementation Milestones (IM), anticipated later this year. The consultation seeks stakeholder views to feed into the construction of the OPR and a set of complementary reporting metrics. SECAS drew out key points that the Panel may wish to note and consider for a response, such as the proposal that the DCC report on its contribution to the SEC Modification Process, the inclusion of a metric around speedy resolution of Service Desk incidents, and the change from ex post to ex ante price control. The Panel agreed to submit a response before the 6th May 2016 deadline.

CGR3 Final Proposals – Consultation on Licence Modifications

The Final Proposals from Ofgem's latest CGR3 were published on 31st March 2016. The consultation seeks industry views on the proposals for the current code governance arrangements. SECAS highlighted a number of key themes for Panel's attention, such as the need to modify the SEC to reflect proposed changes in relation to the Significant Code Reviews (SCR). DECC clarified that they would be able to direct this change via their Section 88 powers. Other key points included code administrators developing materiality guidance in relation to self-governance to help determine whether a modification requires an Authority decision, and improving code administration to assist in supporting smaller parties. The Panel agreed that no response was necessary.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** for SECAS to prepare a response to the DCC Operational Performance Regime consultation for approval (ex-committee) before the 6th May 2016 deadline.

ACTION SECP31/01: SECAS to prepare a response to the DCC Operational Performance Regime consultation for approval by the Panel (ex-committee) before the 6th May 2016 deadline.

3. Panel Information Policy Update

The Panel were provided with an amended draft Panel Information Policy for approval. The draft Panel Information Policy had been previously reviewed by the Panel at their May and August 2015 meetings, and has been amended to incorporate feedback.

SECAS further proposed the establishment of a Security Policy that contains much of the detailed handling requirements for sensitive information not classed as Party Data. It was highlighted that the Security Sub Committee (SSC) is in the process of undertaking a risk assessment to better understand their information assets and how best to mitigate their handling risk. Once the document has been approved by the SSC, it will be presented to the Panel for final approval before becoming a Panel document. It was suggested that Sub-Committees be bound to abide by the document by setting it out as a requirement within their Terms of Reference. SECAS informed the Panel that they anticipate the Panel Information Policy will need to be amended once the Security Policy is approved.

The Panel expressed the preference to provide further comments on the Panel Information Policy ex-committee, and approve the document at a later date. SECAS agreed to update the Panel Information Policy based on feedback from the Panel and circulate it for approval prior to its subsequent publication.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** to provide comments ex-committee for SECAS to update the Panel Information Policy and circulate to Panel for approval and subsequent publication.

ACTION SECP31/02: SECAS to amend the Panel Information Policy based on the Panel's comments and circulate the updated version for approval and publication.

4. End of Regulatory Year Report 2015 - 16

The Panel were provided with a draft report for review summarising the Panel activities supporting the implementation of the Code in the last Regulatory Year. The Panel highlighted that information on the Smarter Markets Project work should be included within the report and Panel Members agreed to provide any additional comments by the 22nd April 2016. SECAS also proposed to prepare an additional End of Budgetary Year Report for the SECCo Board which will outline and analyse the out-turn of the actual costs against the budget provisions. These two reports would give Parties a transparent view of the Panel and SECCo Board's activities.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the End of Regulatory Year Report subject to agreed additions and comments.

ACTION SECP31/03: SECAS to amend the End of Regulatory Year report based on the Panel's comments and publish it on the SEC Website.

ACTION SECP31/04: SECAS to prepare an End of Budgetary Year Report for the SECCo Board's review prior to publication to Parties.

5. CACoP Annual Review Report

The Panel were provided with the report from the Code Administration Code of Practice (CACoP) annual review meeting which took place on 14th October 2015 to discuss recommended changes to the CACoP document. Following the meeting, a track changed CACoPv4.2 was produced for comment by Code Panels before it is submitted to the Authority for final approval. The SEC Panel agreed that it was unnecessary for them to submit a response.

The Panel:

- **NOTED** the contents of the paper; and
- **AGREED** that no response to the CACoP Annual Review Report is necessary.

6. Customer Satisfaction Survey Update

The Panel were provided with a Quality Improvement Plan (QIP) that incorporates the feedback received from Parties during the November 2015 Customer Satisfaction Survey (CSS). Quality improvement areas include expanding guidance materials, facilitating access to information on the SEC Website, and increasing transparency. The Panel approved the QIP.

The Panel were also provided with a proposed method and timetable for the next survey. SECAS proposed that the next survey be held in May 2016 as a telephone survey, undertaken by an external market research company. Such an approach was used in the May 2015 survey and yielded more numerous and comprehensive responses than the previously employed online surveys. SECAS highlighted that additional Capability Areas may now require assessment due to the switch on of Modifications in February 2016, though it was still considered too soon to ask Parties questions relating to the full scope of questions relating to the Modification Process. SECAS proposed that respondents be asked about SECAS's performance as a critical friend when facilitating Modification Proposals instead. The Panel also suggested including questions on the administration of the security and privacy assessment process by SECAS. The full list of Capability Areas to be assessed were set out in Appendix A of the paper.

The Panel:

- **NOTED** the contents of the paper;
- **APPROVED** the QIP from the November 2015 CSS;
- **AGREED** for the next CSS to be undertaken in May 2016 via an external market research company; and
- **AGREED** for the Capability Areas set out in Appendix A to be assessed.

ACTION SECP31/05: SECAS to confirm costs and question areas with the market research company for the telephone Customer Satisfaction Survey.

7. SEC Party Engagement Day – Outline Preparations

The Panel were provided with a paper proposing the format and timing for the SEC Party Engagement Day to be held in July 2016 for approval. It was suggested that the Engagement Day be held on Thursday 7th July 2016, the day before the July Panel meeting on the 8th July 2016. SECAS proposed that the format follows the format of previous Engagement Days, namely a Question and Answer session, followed by an informal session with speakers. The Panel approved the outlined approach, with the Consumer Representative offering to present on the consumer impact/aspects at the engagement day. SECAS will prepare a more detailed proposal to be presented at the May 2016 meeting for approval.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the approach for the 2016 SEC Party Engagement Day outlined in the paper.

ACTION SECP31/06: SECAS to prepare a more detailed proposal for the SEC Party Engagement Day for the May 2016 Panel meeting.

8. SMKI PMA Update

SECAS provided the Panel with a paper on the Smart Metering Key Infrastructure Policy Management Authority (SMKI PMA) meeting held on 8th March 2016. The SMKI PMA discussed updates to their Terms of Reference (ToR) to align it with SEC 4.9 and the designation of SEC Subsidiary Documents related to SMKI. The ToR were then presented to the Strategic Assurance 16 (SA16) Steering Group for comment. No comments were received and the ToR were presented to the Panel for approval.

The SMKI PMA and the Testing Advisory Group (TAG) also discussed the Approach Document and the DCC's completion report for SMKI and Repository testing (SRT), and whether the exit criteria had been met for SRT Parts 1a, 1b and 2b.

A further meeting was held on 12th April 2016 for which an update will be provided to the May 2016 Panel meeting.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the amendments to the SMKI PMA ToR.

9. SEC Panel Risk Register Update

The Panel were provided with the updated Risk Register following the monthly review by SECAS. There were two new proposed risks added to the April 2016 risk register. The first new risk identifies that the Panel may be challenged on decisions relating to Test Approach Documents or Test Completion Reports, if they have insufficient time to make an informed decision. The Panel

emphasised the need to set clear timescales for processes, and it was highlighted that SECAS are preparing a decision timeline with key dates for testing reports. The Panel have also scheduled additional ex-committee meetings to discuss any necessary matters. It was suggested that the decision timeline be added to the Panel Paper SEC Panel Role in DCC Live.

The second risk identifies that the progression of Modification Proposals may not meet their expected implementation timescales due to delays in Impact Assessments or other requested information. It was questioned whether the risk was supposed to capture more than the DCC impact assessments as is currently implied. The Panel agreed that the risk accurately captured the discussion at the previous Panel meeting although noting that there were wider risks to the Modification Process.

The Panel:

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

10. Critical Alert Handling for Non-DCC Users

The Panel discussed the potential involvement of SECAS in Critical Alert handling for non-DCC Users. It was realised that in the early days of DCC Live, Suppliers who are not yet DCC Users would be unable to communicate with the meters of joining customers who had smart meters already installed. This would cause problems as security credentials on meters would not be changed and any Critical Alerts would be received by the installer or old Supplier rather than the current Supplier. A workaround via the DCC called the Non-Gateway Interface (NGI) was initially suggested but not taken up.

Suppliers have proposed an alternative solution whereby the old Supplier or installer receiving Critical Alerts can notify the new Supplier. It was suggested that SECAS hold and administer contact details for all Suppliers to enable them to contact each other in such a case. The Panel noted that this would be a short term solution of around a year as all Suppliers are obliged to become DCC Users. The Panel agreed to the principle of SECAS providing such a service.

The Panel **NOTED** the contents of the update and supported SECAS' involvement in the process.

11. Modification Status Report – April 2016

The Panel were provided with an update on the status and progress of Modification Proposals going through the Modification Process. In April, nine Modifications were undergoing the Refinement Process, and one Modification Proposal was at the stage of the Initial Modification Report (IMR). SECAS informed the Panel that Working Groups 1 and 2 had met at the beginning of April, and that there would be a workshop on Monday 18th April 2016 to cover Modification SECMP0007.

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

12. Modification Proposals

SECAS presented the Panel with an IMR to discuss and determine whether and how the Modification Proposal should be progressed through the Modification Process. The Modification Proposal raised is detailed below:

- **SECMP0011 – Including the MAP ID, MOP ID, and MAM ID in the Smart Metering Inventory:** This proposal seeks to include the Meter Asset Provider (MAP) ID, Meter Operator (MOP) ID and Meter Asset Manager (MAM) ID in the Smart Metering Inventory.

A Panel Member questioned whether the intent of this Modification Proposal will be picked up and resolved through the Smarter Markets work and requested that SECAS and the Working Group engage with Ofgem to see if there is any overlap between the two pieces of work. The IMR was accepted, and the suggested Paths and timescales were agreed. The Panel also agreed to incorporate the Modification into Working Group 2, which covers Modifications to Data Service Provider-only Service Requests that do not have any dependency on Devices.

A Panel Member questioned whether the Panel could prevent Modification Proposals from entering the Modification Process. SECAS clarified that the only instances where the Panel could refuse a Modification Proposal were if the Modification Proposal form was incomplete, which would be picked up by SECAS while undertaking the 'critical friend' activities, or if a similar Modification Proposal had already been approved or rejected during the preceding two months.

The Panel:

- **NOTED** the contents of the paper; and
- **APPROVED** the determinations for the Modification Proposal, as set out in the IMR.

13. DCC Live Criteria and Decision Making

The Panel were provided with an update by DECC on the work undertaken so far to define the decision making process for DCC Live. DECC outlined the obligations and expectations on the key parties, as well as the requirements of and impacts on each stakeholder group. It was noted that the DCC Live decision could take one of four forms, namely proceed, proceed with caveats, minor delay and don't proceed – replan. DECC highlighted that in order to ensure that the DCC Live decision process is robust, a set of criteria will be created to guide the decision making process. This criteria was originally known as the Routine Live Enrolment and Communications Criteria (RLECCS), but would now simply be called the DCC Live criteria. Suggested criteria headings were listed for the Panel's information, based on an initial discussion session between DECC and the DCC and previous work on the RLECCS. DECC highlighted that they were engaging with SECAS and the DCC on ensuring a robust plan and would provide a further update at the May 2016 Panel meeting.

Regarding the Interface Testing phase, the Panel Chair highlighted that a change to the Integration Testing Exit Criteria was currently being considered by DECC through the SMDG. Concern was expressed on changing the criteria at this late stage leading up to the testing phase.

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

14. DECC Update

The Panel were provided with an update on the forthcoming consultations and response documents, and upcoming key milestones. DECC highlighted the In Home Display (IHD) Alternative Trials publication that was published on 1st April 2016, and the initial response to the February SEC consultation that included R1.2/R1.3 testing provisions. DECC also informed the Panel that a paper would be released that day to the Technical and Business Design Group (TBDG) on options for no-WAN.

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

15. DCC Update

The Panel were presented with an update on the activities undertaken by the DCC since the last Panel meeting, including an update on testing progress and the status of releases. The DCC informed the Panel that R1.0 testing had been closed, and a closure report was provided and discussed. The Panel requested that the report could be made public for Parties' information. The DCC noted that R1.1 is on track, that Early Integration Testing commenced on 11th April 2016, and that they are confident that the necessary tests can be executed before R1.2 Go Live. The DCC informed the Panel that if there are a significant volume of defects they will not be able to exit R1.2, though it was highlighted that 70% of known defects relating to core motorway systems will be resolved by new code base.

The DCC highlighted that 21 participants have already provided notification of their intent to undertake User Entry Process Tests (UEPT), and that the DCC plans to provide the Early Connectivity Testing element of Pre-UEPT from 18th April 2016.

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

ACTION SECP31/07: DCC to send SECAS a version of the R.10 closure report that could be made public, for SECAS to circulate to Parties.

16. RDP Entry Criteria for SIT

The Panel were provided with a confidential DCC paper informing them of the expected timescales for Registration Data Providers (RDP) meeting SIT Entry Criteria. The DCC will notify the Panel if it considers that any RDPs are not ready for SIT. The DCC noted that these dates may be subject to change as a result of DCC refinement of the plans for RDP testing, welcoming the engagement of the RDPs. The DCC explained that test artefacts and test plans had not been provided to RDPs in timescales to allow the RDPs to meet the original dates set out in the paper and that this was the fault of the DCC not the RDPs. It was highlighted that Large Suppliers have the obligation to be ready to start UEPT at the start of Integration testing (IT), however it appears UEPT will not be available after the start of IT. The DCC agreed to clarify the position post meeting.

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

17. Testing Update

SECAS provided the Panel with an update on testing progress, including an update from the Testing Advisory Group (TAG) meeting held in March 2016. The Panel noted that TAG are being thorough in the review of a number of Test Approach Documents (TADs) which are being updated as a result of the phased release strategy and aligned with SEC requirements. The updated documents were discussed at the 7th April 2016 TAG meeting prior to submission at a future SEC Panel meeting for approval. The TAG will next be meeting on 5th May 2016 to further discuss testing progress and amendments to the TAD.

The DCC provided the Panel with an in depth explanation of the testing environments, including how defects will be resolved. The Panel expressed a concern that there will be a two month window where the test and production environment will have a different code base, which runs the risk of the DCC being unable to replicate a defect in a mirror environment. A Panel Member highlighted that this should be considered as an enduring application support issue, not only a testing issue for R1.2 and

R1.3. The DCC highlighted to the Panel that they are taking measures to manage the risk for R1.2 and R1.3 and noted that this should only be a risk for a short period of time between the two releases.

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

18. Operations Report – March 2016

The Panel were presented with the operations report for March 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 due to the switch on of additional Modification Paths, Modifications now have their own reporting section. 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.

SECAS highlighted that activities were ongoing around the booking of security and privacy assessments. It was noted that a number of the Large Suppliers have booked their Stage 1 full security assessments and that the first assessment report is expected in June/July 2016.

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

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

20. 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 March 2016. The newest SEC version released in March was SEC 4.9, and it was highlighted that the next update would be released on 18th April 2016.

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

21. 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.

22. Technical Sub-Committee Update

SECAS provided the Panel with a paper on the TSC meeting held on 17th March 2016. The TSC discussed the nominations for the Technical and Business Expert Community (TBEC) received to date and looked over the first Modification Status Report. A further meeting will be held on 21st April 2016 for which an update will be provided to the May 2016 Panel meeting.

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

23. Security Sub-Committee Update

The Panel were provided with an update on the SSC meeting held on 9th March 2016. Bookings for security and privacy assessments have been open since February 2016 and SECAS and the User CIO have been holding engagement sessions/surgeries to help guide Parties through the process. A further meeting was held on 13th April 2016 for which an update will be provided to the May 2016 Panel meeting.

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

24. 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.

25. 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.

26. SEC Party Update

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

- Robin Hood Energy Ltd (Small Supplier)
- Generis Technology Ltd (Other SEC Party)
- Landis + Gyr (Other SEC Party)

Post meeting note: It was also resolved at the SECCo Board meeting that the following Parties would be withdrawn from the SEC due to licence revocations:

- British Energy Direct Limited (Large Supplier)
- Seaboard Energy Limited (Large Supplier)

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