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SEC Panel Meeting 55

SECP_55_1304, 13th April 2018

10:00 – 14:00, Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

Final Minutes

Attendees:

Category	SEC Panel Members
SEC Panel Chair	Peter Davies
Large Suppliers	Simon Trivella
	Ashley Pocock
Small Suppliers	Mike Gibson
	Karen Lee
Electricity Networks	David Lane
Gas Networks	Leigh Page
Other SEC Parties	Hugh Mullens
	Elias Hana (Alternate)
DCC	Carmen Strickland (Alternate)
Consumer Representative	Rajni Nair

Representing	Other Participants
Ofgem (the Authority)	Michael Walls
	Raymond Elliot
BEIS (Secretary of State)	Duncan Stone
	Robert Thornes
Meeting Secretary	Huw Exley
SECAS	Sarah Gratte
	Kayla Reinhart (Part)

	Nick Blake (Part)
	Harry Jones (Part)
	David Kemp (Part)
	Nikki Olomo (Part)
	Courtney O-Connor

1. Minutes and Actions Outstanding

The minutes from the March 2018 SEC Panel meeting were approved ex-committee and circulated.

The Panel noted that the majority of Actions Outstanding from previous meetings had been closed, with the outstanding actions on target for completion and/or updates to be provided under respective agenda items.

2. SEC Panel Risk and Issue Register Update

SECAS provided the Panel with an update on the SEC Panel Risk Register and Issues Register. There was one new risk proposed in relation to the DCC designing a sufficiently detailed, complete and stable SMETS1 Enrolment and Adoption (E&A) design. This was in response to current design documentation not sufficiently considering Security Sub-Committee (SSC) input on appropriate security controls.

The Panel noted that it had considered the views of the SSC that were set out in the paper. The Panel additionally noted that since the SSC escalation of the matter, there had been some progress made in that a workshop is being held on 1st May 2018 to discuss the outstanding SSC comments. SECAS highlighted that an Impact rating of two and a Likelihood rating of three, resulting in a Severity rating of six was proposed along with a Red, Amber or Green (RAG) status of Amber. The Chair suggested that the proposed Impact of the risk should be raised to a three giving an overall risk rating of nine. The SEC Panel Members agreed with this assessment.

The Panel:

- **AGREED** to accept the proposed new SEC Panel Risk; and
- **AGREED** to an overall Risk Severity rating of nine.

3. Release 2.0 Testing Approach Update

SECAS provided the Panel with details of the Testing Advisory Group (TAG) recommendations to the Panel regarding the DCC's proposal to utilise the Device selection criteria used for Release 2.0 (R2.0) Device Integration Testing (DIT), when approaching manufacturers to support the R2.0 System Integration Testing (SIT) and User Interface Testing (UIT) environments.

The Panel noted the TAG's considerations and recommendation to support the proposal. It was noted that if the Panel chose to support the proposal, the DCC would commence the associated activities to enable the additional Devices to be obtained, and then made available, if required.

The Panel:

- **AGREED** that the DCC should proceed with its proposal for UIT Real Meter Provision and Support.

4. SMETS1 Services Testing Approach Update

SECAS presented a paper providing details of the Testing Advisory Group's (TAG) considerations, and associated recommendations, regarding the SMETS1 Services Interface Testing exit criteria that will form part of the SMETS1 User Testing Services Approach Document.

The Panel Chair noted that the update clarified previous concerns of the Panel from the March 2018 Panel meeting, where the TAG was not able to make a recommendation to the Panel. SECAS noted that at the March TAG meeting, the DCC provided an overview of its approach, which gave the TAG the context required to enable an informed recommendation to the Panel.

The Panel noted that the TAG would also be involved in confirming the potential SMETS1 impact and Severity of certain open testing issues as specified in the SMETS1 Services IT exit criteria. It was noted that the TAG Terms of Reference (ToR) would need to be altered in order to capture the ability for TAG to undertake these activities. The Chair noted that the TAG should be responsible for implementing the changes to the ToR independently and the members agreed.

The Panel:

- **AGREED** to recommend to the Secretary of State the approval of the SMETS1 Services IT exit criteria; and
- **AGREED** for the TAG ToR to be amended to capture any potential role in confirming the status of, and actions to be taken with, SMETS1 testing defects and confirming defect Severity status.

ACTION SECP55/01: SECAS to amend the TAG Terms of Reference to capture TAG's role in confirming the status of, and actions to be taken with, SMETS1 testing defects and confirming defect Severity status.

ACTION SECP55/02: SECAS to prepare a Panel letter to the Secretary of State covering the recommendation to approve the IT exit criteria within the SMETS1 User Test Services Approach Document, highlighting the observations outlined by the Panel and circulate it for Panel Member review prior to submission to BEIS.

5. SMETS1 Service consultation

On 27th March 2018 BEIS issued a consultation to gather views on the proposed changes to the SEC, Energy Supply Licence Conditions and the DCC Licence in support of the delivery of the DCC SMETS1 Service. SECAS proposed that the Panel response should focus on the following areas: Changes to the Certified Products List and the Deployed Product List, Security Provisions, DCC Services, Testing Provisions, Transition Provisions and Migration.

Security Provisions

SECAS noted that the consultation looks at extending security provisions to cover systems or functionality required to support the SMETS1 service, whilst maintaining a high overall level of security. There was discussion regarding whether the scope of the User Competent Independent Officer (User CIO) Security assessments would have to be specifically expanded to incorporate the Enrolment and Adoption of SMETS1 Meters whilst maintaining appropriate levels of security assurance, or whether relevant security measures would be captured via internal processes, including compliance with standards such as ISO 27001. The Panel agreed that there was a lack of clarity regarding this point and the Chair noted that the Panel response to the consultation should capture that the Panel would like

further clarification on the scope of SMETS1 responsibilities under SEC Section G, and should highlight that the SMETS1 security will fall under the remit of the SSC.

DCC Services

SECAS noted that activation of SEC Section H7 is proposed for 1st October 2018, to give the DCC six months to prepare. SECAS noted that it would therefore become available between Release 2 and SMETS1 Service Release. The Chair noted that the DCC are currently struggling to deliver change, and that they may be overstretched when considering elective services. A Panel Member questioned how it would be known whether DCC's investigation into elective services is a disruption to their core services. BEIS responded that the DCC were obliged to declare Elective Communications Services requests it receives. The Panel agreed that the establishment of elective services should in no way negatively affect core services, but that there was no reason to specifically delay the activation of the section.

Transition Provisions

SECAS noted that the consultation would look to extend certain SEC Section X provisions to 31st December 2020. BEIS noted that many of its powers under SEC Section X would fall away, including having BEIS as the Authority for modifications. However, powers in SEC Section X5 would be retained, primarily to allow for designation of subsidiary documents.

The Panel also discussed the migration of SMETS1 Meters to the DCC and associated Transitional Arrangements, focussing on the Transition and Migration Approach Document (TMAD). It was noted that a consultation on the TMAD is due in the near future. A Panel Member noted that they had concerns that the TMAD could place a lot of additional obligations on Parties, but these remain unclear. The Chair noted that the TMAD places obligations on the Panel and that they should seek clarity of exactly what those obligations are.

The Panel also noted that the addition of a clause to SEC Section F3 that would give the DCC the power to exclude devices that fail testing, however it wasn't clear what the Panel's role in this process was. The Chair noted that further consideration was required to decide whether to include this in the response to the consultation.

It was also noted that anything that is covered in the SMETS1 Services Release that may need to be included in enduring arrangements is considered, and that those enduring arrangements are established in consultation with the Panel and relevant SEC Sub-Committees.

The Panel **AGREED** that the Panel should submit a response to the consultation. SECAS will prepare the draft response and circulate it to the Panel for review and comment in the week beginning 16th April 2018. The response will then be finalised on or in advance of the consultation response deadline of the 26th April 2018.

ACTION SECP55/03: SECAS to prepare a draft response to the SMETS1 Services consultation and circulate to the Panel for review and comment on 16th April 2018.

6. Privacy Assessment Review (Red)

In accordance with SEC Section I2.23, the Panel are required to consider and set an assurance status for each SEC Party that has undergone a Privacy Assessment for the purposes of becoming a DCC User in the User Role of Other User. SECAS presented the Panel with a Party's Privacy Assessment Report and Privacy Assessment Management Response to support the Panel in reaching its decision.

Further information on this item is recorded in the Confidential Minutes.

The Panel noted that this was the first Party that to have received the assurance status of 'Approved' for a Privacy Assessment.

The Panel:

- **NOTED** the contents of the Privacy Assessment Review; and
- **AGREED** to set an Assurance Status of Approved.

7. SEC Party Engagement Day Preparations

SECAS presented the Panel with details for the upcoming SEC Party Engagement Day, noting that they were proposing a similar approach to last year with input from the SEC Panel, the DCC, BEIS, Smart Energy GB, Citizens Advice, Ofgem and SECAS in the morning followed by an education session in the afternoon.

The Chair questioned whether it would be possible to stream the education session in some way, perhaps dividing it up to reflect the attendees from different parts of the industry. A Panel member noted that at a recent DCC engagement session they had different choices of seminars from which you could choose and noted that it had worked well. Another member pointed out it may be helpful to enquire with Parties before the date on topics that would be of interest to them. SECAS acknowledged these suggestions and noted that they would look into implementing them.

The Panel **AGREED** the outlined approach for the SEC Party Engagement Day.

8. Change Status Report - April 2018

The Panel were provided with an update on the status and progress of SEC Modifications and Releases.

SECAS requested a 14-month extension to the progression timetable for SECMP0009 '[Centralised Firmware Library](#)', noting that a Working Group meeting was scheduled for 20th April 2018. The Panel noted that the problem being addressed under this Modification Proposal constitutes a significant risk to Suppliers if they cannot comply with their License obligations, and that gaining a solution, even if it is a compromise, in the quickest time possible was the priority. It was noted that a 14-month extension may be too long, and the Panel agreed to a two-month extension, noting that the Working Group could refocus their attention on delivering an interim solution in a shorter timeframe. It was noted that the general consensus from MAPs was that the simplest remedy would be a centralised library on the SECAS website listing meter manufacturers and the lead contact for each.

The Chair noted that the Panel meeting was not the forum to form a solution to the problem but that it should be agreed that the timetable is suspended, the matter of delivering a solution on a much shorter timescale should be discussed at the April 2018 Working Group meeting and SECAS should report back with conclusions at the May 2018 Panel meeting.

SECAS noted that SECMP0010 '[Introduction of triage arrangements for Communication Hubs](#)' and SECMP0013 '[Smart meter device diagnostics and triage](#)', are looking at the same issue and the two solutions could be interlinked. SECAS requested a nine-month extension to the progression timetable for SECMP0010 and a seven-month extension to the progression timetable for SECMP0013, in order to align the progression timetables. SECAS noted that the Draft Modification Reports (DMRs) will be presented to the Panel in February 2019.

SECAS requested an eight-month extension to the progression timetable for SECMP0012 '[Channel selection to support Shared HAN solutions](#)' and therefore the Modification Report will be presented to Panel in January 2019.

SECAS presented on the Section D review focussing on the relaxation of the five person quorum for Working Groups as specified in the SEC. SECAS noted that the difficulty of reaching quorum for each Working Group meeting had slowed down the Modification process. The Panel noted that gaining representation across User Roles could be problematic with such low numbers in the meetings. The Chair noted that it is important not to lose engagement with the Working Group members that cannot attend by informing them of outcomes of Working Group meetings they have missed. It was noted that this approach was acceptable to the Panel, but that its effectiveness should be monitored by SECAS.

SECAS noted that SECMP0043 '[Modification to Services Force Majeure Provisions](#)' was likely to fail in its current form. The DCC noted that it would consider whether to proceed with the modification, withdraw it or amend it, and would update the Panel following the Working Group meeting on 19th April 2018.

SECAS provided a verbal update on [SECMP0018: Standard Electricity Distributor Configuration Settings](#) and SECMP0019 '[ALCS Description Labels](#)'. DMRs were due to go to Panel in May 2018. Due to delays in preparing the Working Group Consultations, a one month extension was requested.

The Panel:

- **AGREED** a two-month extension to the SECMP0009 timetable, with the DMR to be presented to the Panel in June 2018;
- **AGREED** a nine-month extension to the SECMP0010 timetable, with the DMR to be presented to the Panel in February 2019;
- **AGREED** an eight-month extension to the SECMP0012 timetable, with the DMR to be presented to the Panel in January 2019;
- **AGREED** a seven-month extension to the SECMP0013 timetable, with the DMR to be presented to the Panel in February 2019;
- **AGREED** a one-month extension to the SECMP0018 timetable, with the DMR to be presented to the Panel in June 2018;
- **AGREED** a one-month extension to the SECMP0019 timetable, with the DMR to be presented to the Panel in June 2018; and
- **AGREED** to relax the quorum requirement as applied to individual Working Group meetings (noting that the overall membership requirement regarding quorum was unchanged).

9. Modification Proposal - Draft Modification Report SECMP0023

SECAS presented the Panel with the Draft Modification Report (DMR) for SECMP0023 '[Correct Units of Measure for Uncontrolled Gas Flow Rate](#)'. SECAS noted that this modification seeks to alter/increase the level of accuracy to which Uncontrolled Gas Flow Rate is measured in accordance with the Great Britain Companion Specifications (GBCS). The Panel discussed whether this could be progressed as a Path 3 Modification and BEIS considered that it could be, subject to the modification not needing European Union notification. *[Post meeting note: BEIS confirmed that it did not believe EU Notification would be required. Therefore, this will progress as a Path 3 Modification Proposal.]*

The Panel:

- **AGREED** that SECMP0023 should be progressed as a Path 3 Modification Proposal subject to BEIS confirmation that the modification would not require EU notification;

- **AGREED** that the draft legal text delivers the intention of the modification;
- **AGREED** the recommended implementation approach; and
- **AGREED** that this modification should be submitted to Modification Report Consultation.

10. Modification Proposal – Initial Modification Report for SECMP0047

SECAS presented the Panel with the Initial Modification Report (IMR) for SECMP0047 '[Default Provisions for Other SEC Parties](#)'. It was noted that this Modification seeks to prevent SEC Parties listed under "Other SEC Parties" being automatically placed into Default for not becoming DCC Users or otherwise taking up DCC services.

The Panel:

- **AGREED** that this modification should be submitted to Modification Report Consultation;
- **AGREED** that the progression timetable for the Modification set out in Section 6 is reasonable; and
- **AGREED** that SECMP0047 should be progressed as a Path 3 Modification Proposal.

11. Modification Proposal – Initial Modification Report for SECMP0048

SECAS presented the Panel with the Initial Modification Report (IMR) for SECMP0048 '[Extension of SMETS gas Valve exemption to include U16 large Gas Meters installed at Domestic Premises](#)'.

The Proposer informed the Panel that this Modification seeks to extend the current Smart Metering Equipment Technical Specifications (SMETS) gas Valve exemption to also cover any U16 Large Gas Meter installed at a domestic premises. It was noted that this Modification does not oblige anyone to do anything new or additional, but simply eliminates a SMETS obligation that exists for Domestic premises but not for Non-Domestic premises. A Panel Member questioned whether the presence of a valve was a health and safety consideration, and the Proposer noted that this was not the case, but rather a SMETS obligation. The Chair noted that if a second Working Group could be avoided this would speed up the process as the Modification seems unproblematic.

The Panel:

- **AGREED** that this modification should be submitted into the Refinement Process to be assessed by a Working Group;
- **AGREED** the Working Group Terms of Reference;
- **AGREED** that the progression timetable for the Modification set out in Section 6 is reasonable; and
- **AGREED** that SECMP0048 should be progressed as a Path 2 Modification Proposal.

12. Modification Proposal - Initial Modification Report SECMP0049

The proposer of SECMP0049 '[Section D Review: Amendments to the Modification Process](#)' attended the meeting, and informed the Panel that this Modification is interlinked with SECMP0050 '[Section D Review: Moving the Working Group Terms of Reference to a separate document](#)' and SECMP0051 '[Section D Review: Amendments to the Fast Track Modification process](#)'. The Proposer noted that the

intention of the Modifications was to streamline the Modifications process and noted that all three Modifications could go through the process together.

The Panel discussed whether all three Modifications should proceed as Path 2 Modifications or whether SECMP0050 and SECMP0051 could be changed to a Path 3 Modification in order to speed up the process. It was agreed that SECAS would consult with BEIS and Ofgem before the Panel could reach a decision.

The Panel:

- **AGREED** that this modification should be submitted into the Refinement Process to be assessed by a Working Group;
- **AGREED** the Working Group Terms of Reference;
- **AGREED** that the progression timetable for the Modification set out in Section 6 is reasonable; and
- **AGREED** that SECMP0049 should be progressed as a Path 2 Modification Proposal.

13. Modification Proposal - Initial Modification Report SECMP0050

See agenda item 12 for discussion of this modification.

The Panel:

- **AGREED** that this modification should be submitted into the Refinement Process to be assessed by a Working Group;
- **AGREED** the Working Group Terms of Reference;
- **AGREED** that the progression timetable for the Modification set out in Section 6 is reasonable; and
- **AGREED** that SECMP0050 should be progressed as a Path 3 Modification Proposal, subject to BEIS/Ofgem advice.

14. Modification Proposal - Initial Modification Report SECMP0051

See agenda item 12 for discussion of this modification.

The Panel:

- **AGREED** that this modification should be submitted into the Refinement Process to be assessed by a Working Group;
- **AGREED** to the Working Group Terms of Reference;
- **AGREED** that the progression timetable for the Modification set out in Section 6 is reasonable; and
- **AGREED** that SECMP0051 should be progressed as a Path 3 Modification Proposal, subject to BEIS/Ofgem advice.

15. SEC Releases Update

SECAS presented the Panel with a paper detailing their work on a number of items in relation to the enduring SEC Release process following the approval of the Panel Release Management Policy (RMP) in February 2018. This included developing the Release Implementation Document (RID), preparing for

the June 2019 SEC Release and developing an enduring process for allocating Modifications to Releases.

SECAS noted that there is a total of six Issue Resolution Processes (IRPs) that BEIS has already incorporated into the SEC for the June 2019 SEC Release and they would expect to see these included in the RID. Based on the Panel comments regarding seeing the contents of a RID 12 months in advance of a Release, SECAS noted that they would produce a draft RID for the June 2019 Release to be presented at the May 2018 Panel meeting. The Chair noted that the RID will become a project initiation document, laying out the delivery approach, which will be reviewed by the Sub-Committees, and they can comment on whether they are happy with the Releases as proposed before feeding back to the Panel. A Panel Member noted that where a new version of the DUIS is referenced in the RID and pointed out this should be referenced as the version number to prevent confusion in the future.

SECAS noted that there are four systems-impacting Mods that could be included in the June 2019 Release, subject to their approval. These are SECMP0002 '[Add New Command to Reset Debt Registers](#)', SECMP0018 '[Standard Electricity Distributor Configuration Settings](#)', SECMP0023 '[Correct Units of Measure for Uncontrolled Gas Flow Rate](#)' and SECMP0025 '[Electricity Network Party Access to Load Switching Information](#)'.

16. BEIS Update

The Panel were provided with an update on recent and upcoming BEIS publications.

The Panel **NOTED** the update.

17. DCC Update

The DCC presented the Panel with an update on the activities undertaken since the last Panel meeting. Updates were provided on Live Operations, R2.0, SMETS1 E&A, SMKI Repository Testing, Release management, and the Self-Service Interface change approach.

The DCC informed the group of their upcoming events noting that they are hosting a Smart DCC monthly WebEx on 26th April 2018 and that the Common Issues Workshop on 31st May 2018 was now at capacity but there was 'standing room' still available if people were interested.

The Panel noted that the update did not include the Ready to Scale (R2S) project. The Panel noted that there was no project dashboard or critical path available to the Panel for review or monitoring purposes. The Panel expressed that it wished to have sight of deliverables relating to individual proposals, the costs associated with them, and the relative importance of each proposal with regards to ensuring stability of infrastructure and services at scale

The DCC agreed that it would present on its R2S Project at the May 2018 Panel meeting.

The Panel **NOTED** the update.

ACTION SECP55/04: DCC to present on its Ready to Scale Project at the May 2018 Panel meeting.
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18. Security Assessment Survey Feedback

SECAS informed the Panel they a survey had been sent out in January 2018 to all SEC Parties that had completed the CIO User Security Assessment. SECAS has received 14 responses to date.

SECAS noted that the responses had been positive overall, and noted their plan going forward to action feedback and monitor future responses. SECAS noted that they would update the Panel every quarter on the feedback from the survey moving forward.

The Panel **NOTED** the update.

19. SEC Panel Sub-Committee Report

The Panel were provided with an update on recent activities from all the Panel Sub-Committees.

The Panel **NOTED** the update.

20. DCC Reporting

The Panel were provided with a paper that includes reports issued to the Panel from the DCC as required by the SEC. The Chair noted that the appendix to this paper specified which Reports would remain in the remit of the SEC Panel and which Reports are delegated to the Operations Group Sub-Committee for consideration. The Chair further noted that this appendix would not be included in the papers moving forward but would be hosted on the SEC website for reference.

The Panel **NOTED** the update.

21. Operations Report

The Panel were presented with the Operations Report for March 2018. The report provided an outline of the activities undertaken by the SECAS team in support of the SEC, in addition to a breakdown of days by driver, product and grade.

The report informed the Panel of the Parties that have officially completed the User Entry Process as described in SEC Section H1.10 and confirmation of Parties that have completed various testing activities as required by the SEC. The Chair noted that the paper format had been changed, with only the previous months SMKI and Repository Entry Process Tests (SREPT) and User Entry Process Test (UEPT) completions appearing in the paper with the historic log of all completions now being hosted on the SEC website.

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:

- B Global Metering Limited (Other SEC Party);
- Blue Square Utilities Ltd (Other SEC Party);
- Energy Assets Limited (Other SEC Party);
- Murphy Gas Networks Limited (Gas Networks);
- Murphy Power Distribution Limited (Electricity Networks);
- Vattenfall Networks Ltd (Electricity Networks);
- AvantiGas On Ltd (Small Supplier);
- Crown Oil Limited (Small Supplier);
- Cabra Energy Supply Limited (Small Supplier);
- Camaro Energy Supply Limited (Small Supplier);

- Emzo Energy Supply Limited (Small Supplier);
- Skylane Energy Supply Limited (Small Supplier);
- Vanquist Energy Supply Limited (Small Supplier);
- Venga Energy Supply Limited (Small Supplier);
- Viper Energy Supply Limited (Small Supplier)

The Panel **NOTED** the report.

22. Smarter Markets Project Update

The Panel were provided with an update on the activities currently being undertaken to support the project. The Panel Chair noted that the SECAS Security resource has been requested to support the Faster Switching project, noting that this will ensure continuity between the SEC and the Retail Energy Code (REC). This was supported, but it was noted that the resource would be allocated from existing budget provisions. The Panel also noted that there is a consultation proposed for Smarter Appliances.

The Panel **NOTED** the update.

23. Transitional Governance Update

SECAS presented the Panel with an update from the transitional governance entities and other smart metering related meetings and workshops attended by the Chair and/or SECAS in the last month. The Chair noted that he had attended Smart Meter Design Group (SMDG) and that discussion had centred around the SMETS 1 consultation, the transition to SMETS 2 and how large Suppliers will be benchmarked against each other. SMDG briefly discussed some negative press the Smart Metering Implementation Programme had received and BEIS noted that they have taken action to respond and suggested that industry have their communications teams ready to respond as appropriate.

The Panel **NOTED** the update.

24. SEC Panel Activity Planner

The Panel were presented with the SEC Panel Activity Planner. The Activity Planner provides a high-level overview of the forthcoming 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 update.

25. Any Other Business

The Panel noted that discussions regarding Wide Area Network (WAN) LED functionality for Communications Hubs have been occurring at a range of smart metering groups for some time. The group declined to discuss the technical aspect of the matter, focusing on whether the issue could constitute a SEC non-compliance, and the appropriate mechanism from a governance perspective.

The Panel's view was that the matter itself could likely be resolved from a technical perspective and supported a customer-focussed resolution of this matter. However, if this cannot occur, the Panel may need to consider if this matter should be escalated through dispute process identified in SEC Section F3: Panel Dispute Resolution Role.

ACTION SECP55/05: SECAS to investigate further into the issues relating to Wide Area Network (WAN) LED functionality for Communications Hubs and consider whether to discuss the matter further at the May 2018 Panel meeting.