# SEC Panel Meeting 54

# SECP_54_0903, 9th March 2018

### 10:00 – 12:30, 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 |
| | Carolyn Burns (Alternate) |
| Electricity Networks | David Lane |
| Gas Networks | Leigh Page |
| Other SEC Parties | Kate Frazer (Observer) |
| | Gary Cottrell |
| DCC | Helen Fleming |
| Consumer Representative | Rajni Nair |

| Representing | Other Participants |
|---|---|
| Ofgem (the Authority) | Michael Walls |
| | Raymond Elliot |
| BEIS (Secretary of State) | Duncan Stone |
| | Robert Thornes |
| DCC | Dominic Butt (Part) |
| | Tom Rotherey (Part) |
| | Amanda Rooney (Part) |

| Meeting Secretary | Hollie McGovern |
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| SECAS | Adam Lattimore |
| | David Barber (Part) |
| | Selin Ergiden (Part) |
| | David Kemp (Part) |
| | Courtney O-Connor (Part) |

## 1.    Minutes and Actions Outstanding

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

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

| Action Reference | Update |
|---|---|
| SECP53/05 | The DCC noted it will submit a report for the uplift of SMKI Recovery functionality into production to the SMKI PMA in March. The SMKI PMA will review the test completion report and will provide a recommendation to the Panel in April 2018. |
| SECP53/06 | The DCC noted that it had raised an action with the Operations Group (OPSG) to review plans for outages including how messages are treated during outages at the March 2018 OPSG meeting. |
| SECP53/07 | The Panel were informed that the SECAS Party Support and Operations team are currently engaging with Ofgem and the DCC regarding Supplier market exit processes, and noted that the conversations were focussed on the management of Supplier of Last Resort Procedures from a DCC Systems perspective. |

## 2.    Release 2.0 User Interface Testing Approach Document update

The Panel were provided with recommendations from the Testing Advisory Group (TAG) in regard to the entry and exit criteria within the Release 2.0 (R2.0) User Interface Testing (UIT) Approach Document (AD), to inform the Panel's recommendation to the Secretary of State (SoS).

Following discussions at recent TAG meetings, the Panel were provided with a summary of the TAG discussions and observations on the R2.0 UITAD. It was noted that between December 2017 and March 2018 the TAG were provided with a number of iterations of the R2.0 UITAD. The TAG had agreed that the inclusion of exit criteria in the UITAD would be beneficial, and the DCC agreed to develop this further. At the February TAG meeting, the DCC presented the proposed exit criteria, which the TAG did not support due to concerns that the associated obligations were too strict and inflexible for suppliers. It was noted that the DCC provided the TAG with a revised approach in March, which allowed greater flexibility for suppliers to decide the extent of regression testing they undertake. The Panel noted the TAG's support of the revised approach and agreed to recommend to the SoS the

approval of the entry and exit criteria based on the views expressed by the TAG; subject to the outstanding concerns and areas requiring clarification within the R2.0 UITAD. SECAS noted that it would circulate a draft Panel response to the Panel ex-committee before submitting to BEIS. The Panel:

- **AGREED** to recommend to the Secretary of State the approval of the entry and entry criteria based on the views expressed by the TAG, noting the outstanding concerns and areas requiring clarification within the Release 2.0 UIT Approach Document; and

- **AGREED** to highlight the observations outlined by the TAG and supplemented by the Panel to the Secretary of State.

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**ACTION SECP54/01:** SECAS to prepare a Panel letter to the Secretary of State covering the recommendation to approve the entry and exit criteria within the Release 2.0 User Interface Testing Approach Documents, highlighting the observations outlined by the Panel and circulate it for Panel Member review prior to submission to BEIS.

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## 3. SMETS1 Services Testing Approach Document update

The Panel were provided with recommendations from the Testing Advisory Group (TAG) in regard to the approval of the SMETS1 System Integration Testing (SIT) and the User Testing Services (UTS) Approach Document entry and exit criteria. The Panel noted and discussed the following observations raised by the TAG in regard to the Approach Documents.

**SIT entry and exit criteria**

The Panel noted that the TAG had reviewed the entry and exit criteria provided at its February meeting and had no major concerns. When discussing the SIT Approach Documents, BEIS clarified that it did not intend to designate the SIT Approach Document in the SEC, and the DCC noted that it will incorporate the SIT entry and exit criteria content into the SMETS1 Services SEC Variation Testing Approach Documents (SVTAD).

The Panel noted that these documents had a fixed term of endurance, and could be removed in the future, however it was noted that some of the content of the documents would need to be maintained for continuity of service, particularly in relation to any testing of new entrants would need to undertake before utilising the SMETS1 Services.

The Panel agreed to recommend to the SoS the approval of the SMETS1 Services SIT exit and entry criteria.

**Overlapping of the SMETS1 SIT and Pre-Integration Testing (PIT) phases**

The Panel noted that the DCC had requested an overlap of PIT and SIT activities, for each of the three operating capability phases. The Panel noted that the TAG had no major concerns with the principle of overlapping, and that the TAG expects that any issues or defects encountered during PIT and SIT would be resolved prior to any testing in the Interface Testing and User Eligibility Testing phases. It was noted that as the DCC are building the code in increments, the TAG expected clarification on the code management plan to identify and fix defect.

The Panel agreed that the DCC should be able to overlap PIT and SIT activities across the three iterations of operating capability releases, on the condition that these DCC testing activities do not overlap with User Eligibility Testing activities and clarification on the code management plan and the potential impact to User Eligibility Testing is provided.

**SMETS1 IT criteria**

The Panel noted that the TAG could not provide an informed recommendation on the approval of the exit criteria for SMETS1 IT, as the final solution is still being developed by transitional groups, and the TAG did not feel confident in the stability of the final solution. The DCC noted that it was working to provide more information at the next TAG meeting to inform a recommendation, to allow the process to move forward and complete the development of the User Testing Services Approach Document.

The Panel agreed to highlight the concerns alongside the recommendations on the SMETS1 SIT exit and entry criteria.

The Panel and DCC expressed thanks to the TAG for their input over the past few months, noting that the expertise provided has been invaluable in informing the Panel's decisions regarding the Testing Approach Documents.

The Panel:

- **AGREED** to recommend to the Secretary of State the approval of the SMETS1 SIT exit and entry criteria and to allow the DCC to overlap PIT and SIT phases during the three iterations of operating capability activities;

- **AGREED** to note to the Secretary of State that it is unable to make a recommendation to approve the SMETS1 IT entry and exit criteria outlining outstanding concerns and observations summarized by the TAG; and

- **AGREED** to highlight to the Secretary of State the general observations outlined by the TAG, supplemented by any additional Panel observations.

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**ACTION SECP54/02:** SECAS to prepare a Panel letter to the Secretary of State covering the recommendation to approve the entry and exit criteria within the SMETS1 System Integration Testing Approach Document, highlighting the observations outlined by the Panel and circulate it for Panel Member review prior to submission to BEIS.

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## 4. SEC Panel and Panel Sub-Committee roles in Transitional Governance

Following discussions at the February Technical Architecture Business Architecture Sub Committee (TABASC) meeting, the Panel were provided with an update on its role in transitional releases.

The Panel noted that the TABASC had previously discussed proposed approaches to how it could ensure that its Risk Register is complete in relation to the current live arrangements, transitional releases and enduring releases. In discussing the TABASC's role in transitional releases the Panel noted and supported the view that beyond ensuring that the Business Architecture and Technical Architecture Documents were updated to reflect transitional release content, it would not undertake additional activities.

However, the Panel agreed with the view of the TABASC that following R2.0 and SMETS1 going live, there is a need for an appropriate degree of handover from BEIS to the Panel and its Sub-Committees. It was noted that the TABASC wished to highlight to the Panel that the following should be provided in the handover; any open un-mitigated risks, any open issues and details of any existing workarounds and work-off plans that have not been resolved or are in the process of being resolved.

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BEIS welcomed working together with SECAS to formulate a handover plan, noting that it would share its decisions and issues log with the Panel and TABASC as required.

The Panel **AGREED** to seek confirmation from BEIS, that following each transitional release going live, that outstanding risks, issues and defects will be provided to the Panel to oversee and manage under enduring governance.

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**ACTION SECP54/03:** SECAS and BEIS to liaise to identify and confirm which materials will be handed over to enduring governance following a release going live.

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## 5.    DCC Production Proving Consultation

SECAS presented the Panel with a draft response to the BEIS consultation on 'Changes to the Smart Energy Code to permit DCC to develop and use a Production Proving Capability', which was issued on 14th February 2018.

The Panel noted that R2.0 is the first major release where any unresolved issues arising from testing (or delivery of the R2.0 functionality) is likely to directly affect the end consumer experience of smart metering, and that the delivery of Production Proving should not interfere with the delivery of R2.0. The Panel noted that the DCC and BEIS would need to consider the resulting process activities that would need to occur if a major issue arose during Production Proving.

The Panel **AGREED** to submit the proposed consultation response to BEIS.

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**ACTION SECP54/04:** SECAS to submit the agreed SEC Panel response to the proposed DCC Production Proving consultation on or before the response deadline of 14th March 2018.

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## 6.    SEC Panel Risk and Issue Register Update

SECAS presented the Panel with the proposed updates to the Risk Register, which included an amendment to an existing risk and an existing issue.

The Panel **AGREED** the updates to the SEC Panel Risk Register and SEC Panel Issues Log.

## 7.    Modification and Release Status Report – February 2018

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

SECAS requested a one-month extension to SECMP0018 'Standard Electricity Distributor Configuration Settings' and SECMP0019 'ALCS Description Labels', with the Draft Modification Reports to be presented at the May Panel meeting.

SECAS requested a two-month extension to SECMP0044 'User Security Assessment of a Shared Resource', with the Draft Modification Report to be presented at the June Panel meeting. A Panel Member noted that this would not be fair to Suppliers who will be affected by Year 2 assessments prior to the modification's implementation. The Panel noted that it was not within their right to change the scheduling window for assessments. The Panel noted that the modification should be in place as

soon as possible, and queried whether there was any way to rearrange assessments so that they would be held after the modification was implemented.

SECAS informed the Panel that SECMP0043 'Modification to Services Force Majeure Provisions' was currently out for industry consultation, and the Panel noted that it would act as a Working Group if there were not enough members.

The Panel were informed that SECMP0006 'Specifying the number of digits for device display' and SECMP0008 'Provision of a DCC Alert (formerly Service Request Error Response) for Quarantined Service Requests' were originally approved for implementation on 28th June 2018, which was the Go-Live date for Release 2.0 (R2.0) at that time. Subsequently, the R2.0 go-live date has been moved back to 30th September 2018. The DCC noted that it will not be able to complete the testing of the SECMP0008 system changes until after R2.0 testing is underway, and that the SECMP0008 testing would only be completed after R2.0 had gone live. The Panel were asked to request the Authority set a revised implementation date for SECMP0008.

The DCC proposed that it will deploy the SECMP0008 coding into the live environment alongside R2.0, but not activate it until after testing had been completed. Following the necessary testing, SECMP0008 would be activated in the live environment as part of the following planned maintenance release, which the DCC expects to be several weeks after R2.0 goes live.

The Panel also noted that while SECMP0006 does not impact DCC core systems, it does make changes to the Smart Metering Equipment Technical Specifications (SMETS), which is also being amended as part of R2.0. It would therefore be pragmatic to deliver it in parallel with R2.0 so that all the changes to SMETS can be set live at once.

The Panel AGREED to write to the Authority requesting a revised implementation date for SECMP0006 and SECMP0008 of 30th September 2018.

Following ongoing discussions and workshops under the SEC Section D Review, SECAS presented the Panel with a strawman of how the modifications process could work. Part of the strawman proposed setting up a new Change Sub-Committee. The Panel did not agree with forming a new Sub-Committee and considered instead that the Change Board should be more involved in the early discussions on new modifications, to provide continuity. A Panel Member queried if there were similar processes under other codes in the industry, and SECAS noted that the Issue Resolution Expert Group (IREG) followed a similar process under the Master Registration Agreement (MRA). It was noted that it may be beneficial for some modifications to undergo discussions with the Change Board before being formally raised, while others would be able to go straight to a Working Group for discussion. The Panel noted that if the Change Board was involved with a modification early on in the process, they would have more interaction with the Proposer, and could recommend to them whether the modification would be worth taking forward. This would consequentially prevent modifications that would never come to fruition from being proposed in the first place.

SECAS agreed to take the Panel's feedback on board and noted it would be issuing a consultation soon to gather wider views.

The Panel **AGREED** the following extensions:

- A one-month extension to the progression timetables for SECMP0018 and SECMP0019; and
- A two-month extension to the progression timetable for SECMP0044;

The Panel were also provided with an update from the DCC on the current progression of SEC Modification Proposals as they undergo Preliminary Assessments and Impact Assessments.

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## 8.  Modification Proposal – Draft Modification Report for SECMP0002

SECAS presented the Panel with the Draft Modification Report for SECMP0002 'Add New Command to Reset Debt Registers'.

The Panel noted that the benefits case for the modification appeared thin when compared to the implementation costs. SECAS noted that this had been one of the modifications highlighted last month that SECAS had been struggling to get quoracy for. It did not believe that any further meaningful information around benefits would be gained as there appeared to be little industry interest in this modification. SECAS therefore recommended the Panel approve the modification to be sent through to the Change Board for vote, and that if the Change Board or the Authority did not believe the case for change had been made then they should reject the modification rather than send it back.

The Consumer Representative queried if the modification could be raised again in the future, and if it did then would it be required to go through the whole process again. It was noted that it could be raised again in the future and it would need to go through the process, but a lot of the work that had been done under SECMP0002 could be re-used under any future modification.

The Panel:

- **AGREED** that SECMP0002 is a Path 2 Modification Proposal;

- **AGREED** that the draft legal text delivers the intention of the modification;

- **AGREED** with the recommended implementation approach; and

- **AGREED** that this modification proceed to the Modification Report Consultation.


## 9.  Modification Proposal – Draft Modification Report for SECMP0029

SECAS presented the Panel with the Draft Modification Report for SECMP0029 'Business Continuity and Disaster Recovery Testing Amendments'.

The Panel:

- **AGREED** that SECMP0029 is a Path 3 Modification Proposal;

- **AGREED** that the draft legal text delivers the intention of the modification;

- **AGREED** with the proposed implementation date of **28th June 2018,** with a fall-back date of 1st November 2018; and

- **AGREED** that this modification proceed to the Modification Report Consultation.


## 10.  Modification Proposal – Initial Modification Report for SECMP0046

SECAS presented the Panel with the Initial Modification Report for SECMP0046 'Allow DNOs to control Electric Vehicle chargers connected to Smart Meter infrastructure', noting that it was raised on 21st February 2018.

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The Panel discussed the two proposed solutions identified in the Modification Proposal and the proposed Terms of Reference. The Panel agreed that the Terms of Reference should specifically include questions about: impacts on customers, cross-code impacts, the cost and benefits of developing the solution as a modification proposal or an Elective Communication Service; the resilience of the solution to technological advances and change.

The Panel agreed that the modification be submitted into the Refinement process, and noted that the timescale set was long, but optimistic given the complexity of the proposal. SECAS noted it would provide regular updates to the Panel.

SECAS noted that it would need to engage with other codes and secretariats across the industry, and the Panel noted that the Proposer of the modification would need to be fully engaged in the process as well.

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** the progression timetable; and

- **AGREED** that SECMP0046 should be progressed as a Path 2 Modification Proposal.

## 11.    BEIS Update

The Panel were provided with an update on the forthcoming consultations and upcoming key milestones from BEIS.

It was noted that BEIS expected to publish both a response to the Non-Domestic Package consultation and the redacted versions of the SMETS1 end date derogation direction letters by the end of March 2018.

The Panel **NOTED** the update.

## 12.    DCC Update

The DCC presented the Panel with an update on the activities undertaken since the last Panel meeting. The following updates were provided:

**General Update**

The DCC noted that the meter interference issue was currently being worked on, noting that testing of Communications Hubs to support noise testing had been dispatched to the lab in February.

The DCC noted that R2.0 testing remains on track and it is confident it will meet delivery timescales.

**Major Incident**

The DCC updated the Panel on the Major Incident that occurred in February 2018. It was noted the incident related to a planned cable swap as part of a scheduled planned maintenance activity and was resolved quickly.

**Business Continuity and Disaster Recovery (BCDR) Proving Exercise**

The DCC informed the Panel that the first annual cycle of BCDR proving has concluded and noting that the failover time for each Fundamental Service Provider was achieved in the four hour Recovery Time Objective. The Panel noted that a full report will be issued to the Operations Group for review.

**Release Management Update**

The DCC noted that it had begun work for the Release Implementation Document and expected to present the document to the Panel in June 2018. The DCC noted it was working towards implementing a fixed capacity model for processing modifications, noting that agreeing a component of fixed capacity with DCC's major service providers could provide a stable understanding for the processing of modification analysis and delivery. The DCC noted it would provide the Panel with a further update in April 2018.

The Panel **NOTED** the update.

## 13. SEC Panel Sub-Committee Report

SECAS provided the Panel with an update on recent activities from all the SEC Panel Sub-Committees. In addition, a confidential update was provided on the assurance statuses that the Security Sub-Committee (SSC) have set for Parties during February 2018.

SECAS highlighted that the SSC have been discussing the Event of Default Process and have identified potential improvements to the process.

The Panel **NOTED** the update.

## 14. DCC Reporting

Following the February 2018 Panel meeting, where the Panel delegated a number of reports provided by the DCC to the Operations Group for review, the Panel were provided with the Certificate Signing Requests (CSR) Forecast Variance Report and the Service Request Variance and Metrics Panel Report issued to the Panel from the DCC as required by the SEC.

The Panel Chair requested that a list of all DCC Reports required by the SEC be uploaded to the SEC Website, to provide details of their contents, frequency, and whether they are to be provided directly to the Panel or the Operations Group.

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

## 15. Operations Report

The Panel were presented with an enhanced version of the Operations Report for February 2018. The Panel **NOTED** that no organisations had applied to accede the SEC in February 2018.

SECAS acknowledged industry participation at the recent Section D Review Workshop that was held 13th February 2018. It was noted that SECAS intended to present the Panel with a draft Release Implementation Document at the April meeting.

## 16. Smarter Markets Project Update

SECAS provided an overview of the developments and work undertaken in January 2018 in support of the Smarter Markets project.

The Panel **NOTED** the update.

## 17. 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 SECAS in the last month.

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

## 18. 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 contents of the paper.

## 19. Any Other Business

The Panel Chair informed the Panel that there is currently a Transitional Variation on SEC Section M8.1 (a) that is due to expire on 31st October 2018. The Chair noted that from this date, any SEC Party that is not a DCC User or otherwise taking Services or Elective Communications Services will be in Default. It was noted that this would have a significant impact on the Other SEC Party category, particularly on SEC Parties that may have no intention to use DCC Services, such as meter manufacturers, industry bodies (EUA, AMO) and others.

The Panel **AGREED** that a Modification would need to be raised, to amend or remove this clause. SECAS noted it would provide the Panel with a paper for further discussion at the April meeting, before a modification is raised.