

This document is classified as **White** in accordance with the Panel Information Policy. Information can be shared with the public, and any members may publish the information, subject to copyright.

Meeting TABASC_13_1512, 15th December 2016

10:00 – 15:30, Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

Technical Architecture and Business Architecture Sub-Committee (TABASC) Final Minutes

Attendees:

Category	TABASC Members
TABASC Chair	Julian Hughes
Large Suppliers	Emslie Law
	Julian Fuller (Alternate to Ashley Pocock)
	Grahame Weir
	Stephen Lovell
	Rochelle Harrison
Small Suppliers	n/a
Other SEC Parties	Tim Boyle
	Elias Hanna
Electricity Networks	Alan Creighton
Gas Networks	Leigh Page

Representing	Other Participants
BEIS (Secretary of State)	Seamus Gallagher
DCC	Eliot Miles
	Graeme Liggett (part)
SECAS	Alys Garrett
	Kayla Reinhart
	David Barber (part)
	Justine Akers (part)
	Mike Bennett (part)
	Gordon Hextall (part)

Apologies	
Large Suppliers	Tim Newton

Large Suppliers	Ashley Pocock
Small Suppliers	Andy Knowles

1. Minutes and Actions Outstanding

The draft minutes from the November 2016 TABASC meeting were agreed as final. All actions were marked as completed or on target for completion. The following updates were provided:

Action Reference	Update
TABASC09/06	SECAS informed the TABASC that the Panel are continuing work on the approach for enduring Release Management, however they are yet to discuss a formal proposal for an enduring Testing Advisory Group (TAG) function. The TABASC will be updated following Panel discussions at the January 2017 meeting. Action ONGOING .
TABASC12/02	SECAS provided a demonstration of the Business Architecture Document (BAD) model through the online portal under agenda item 7 and noted that an email explaining how to access the portal would be circulated shortly. Action ONGOING .
TABASC12/04	SECAS to confirm with the Panel whether it expects TABASC to manage budget and deliverables for TABASC activities such as the BAD development. Action ONGOING .

2. BEIS Update

BEIS informed the TABASC of consultations and conclusions that have been published or are to be published in the coming months:

- It was noted that the first part of the response to the SEC consultation that closed on 17th October 2016 was partially concluded on. The first part of the response relates to the Initial Enrolment Project Feasibility Report (IEPFR).
- The Early Rollout Obligation (ERO) was agreed to be removed. Subject to no objection being raised in Parliament during the 40 day Parliamentary laying period, and subject to subsequent signature by a Minister, the amendments will come into legal force. The second part, relating to the rest of the SEC consultation was concluded on and reflected in the latest version of the SEC.
- In addition, the conclusion to the local Consumer Access Device (CAD) pairing consultation is expected to be published in the new year.

BEIS noted that a Smart Energy Consultation had been published, with the deadline for comments to be sent on 17th January 2017. BEIS confirmed that feedback provided at the TABASC meeting will be accepted into the consultation. BEIS will present on any focus areas provided and address comments received at the TABASC January 2017 meeting.

BEIS also informed TABASC that they will respond to the DCC's proposals for Release 1.3 consultation.

Post Meeting Note: The final decision from BEIS Senior Responsible Owner was issued 20th December 2016 accepting the DCC's proposals with minor revisions.

The TABASC **NOTED** the verbal update.

3. DCC Update

The DCC informed the TABASC that a response to the Release 1.3 consultation will be submitted to the Secretary of State shortly to allow a decision to be made.

The DCC noted that an engagement workshop was held on 29th November 2016 regarding future releases. A follow up of the session to discuss comments received from the workshop which highlighted what worked and what can be improved upon will occur in January 2017.

The DCC informed the TABASC that the Initial Enrolment Project Feasibility Report (IEPFR) consultation closes on 20th January 2017. The DCC noted that the IEPFR industry clarification workshop addressed User queries and concerns around timeframes for each approach.

The DCC updated TABASC of the internal changes currently in progress. The changes were discussed and the TABASC requested further information on the internal changes at their next meeting to include timeframes for each change. Discussions included whether or not the changes may require a SEC Modification to take forward.

The TABASC **NOTED** the content of the verbal update.

ACTION TABASC13/01: DCC to provide updated DCC internal changes slides to include relative timeframes to TABASC.

4. Sub-Committee Update

The TABASC Chair provided the TABASC with an update on the other SEC Sub-Committees most recent activities:

- Security Sub-Committee (SSC) – the group are progressing through User Competent Independent Organisation (User CIO) User Security Assessments, and are improving efficiency and volume of the assessments. There were discussions on the potential change to the Consumer Access Device (CAD) threat landscape due to it becoming evident that CADs are being developed to be internet connected. The SSC will undertake a risk assessment to identify any required actions. Once the SSC has determined the risks, the TABASC will further discuss the matter and provide input on the risk assessment and possible technical solutions to mitigate the risks.
- SMKI Policy Management Authority (SMKI PMA) – it was noted that the DCC are currently developing exercises for a SMKI Recovery Event Desktop Exercise Workshop. The SMKI PMA has also agreed to support a decision to move the SMKI backup Hardware Security Module (HSM) to ensure it is further from the primary HSM therefore providing greater resilience.

The TABASC **NOTED** the content of the verbal update.

5. Draft SEC Modification Proposal - DCC Demand Management

The DCC presented the TABASC with a draft Modification Proposal on demand management prior to formally submitting it to the Modification Process. The TABASC discussed the proposal and suggested the DCC include in the proposal further detail on any potential technical solutions that could be considered by the Working Group. Previous work was completed by BEIS and the DCC which addressed these matters; however, this was not included in the proposal. The DCC noted this and agreed to confirm to the TABASC the reason for the exclusion.

The TABASC discussed the beneficiary of the modification and raised that if DCC Service Providers are currently contracted to provide services at a defined cost and this modification seeks to reduce operating costs for those Service Providers, then the cost for implementation should be borne by the Service Providers. DCC agreed that the cost and beneficiary arguments would need to be considered in the Modification Proposal.

BEIS indicated that some work had been undertaken previously to look at potential solutions to Demand Management, including proposed legal drafting, yet this was not referenced in the Modification Proposal Form. It was noted that this may be a good starting point for providing the Working Group with something to work with as the modification goes through the Refinement Process.

The TABASC:

- **NOTED** the contents of the draft Modification Proposal Form; and
- **PROVIDED** feedback and comments to the DCC on the content of the draft Modification Proposal.

6. Certified Products List - Adding Device Models to CPA Certificates

SECAS informed the TABASC of a query submitted by a SEC Party Supplier to seek views on a potential change to allow non-Supplier parties, such as Manufacturers, to add device models to Commercial Product Assurance (CPA) Certificates. It was noted that the potential change did not align with the original policy intent behind the requirements as the Supplier should always remain responsible for the devices to be certified. It was agreed that a level of assurance should be provided around who is responsible for informing the Panel that a new Device Model is added to an existing CPA Certificate. The TABASC suggested SECAS provide feedback to the party and seek further input from the SSC if required.

The TABASC **NOTED** the contents of the paper and provided input.

7. Business Architecture Document Content Update

SECAS presented the second iteration of the Business Architecture Document (BAD) and requested TABASC's feedback by 17th January 2017. SECAS provided background to the development of the BAD, outlining that in June 2016, SECAS took on the development of the BAD and a first draft of the main document was made available in September 2016. This further iteration delivered five outline Process Descriptions to complete the set required for modelling covering the following areas,

- Inventory Management;
- Install and Leave;
- Post Commissioning Obligations;

- Configuration;
- Prepayment;
- Read;
- Customer Contact;
- Change of Tenant;
- Manage Supply;
- Remove and Decommission Devices;
- Transitional Change of Supplier;
- Threshold Anomaly Detection;
- Service Request Processing; and
- Incident Management;

It was noted that a workshop is scheduled on 17th January 2017 with the Technical and Business Expert Community (TBEC) attendees to undertake a thorough review of the business process model which will accompany the main document. The TABASC requested that following this review and after any amendments are made that the areas of the model that are finalised are made publically available as soon as possible.

The TABASC proposed that SECAS seek the views from other sub-committees, such as SSC and SMKI PMA on the process areas that relate to the SMKI and Security aspects of the SEC.

SECAS provided a demonstration of the model through the online portal that has been developed to publish the model. It was noted that a number of further updates had to be made to publish the models for the 17 Functional Areas that had been developed to date, with user accounts to be made available following the updates.

The TABASC provided feedback around the layout of the homepage and proposed a lifecycle approach to ensure more of a user friendly and intuitive portal. The TABASC also noted that where errors can occur in each of the processes, these should be identified and mapped accordingly. It was also suggested an appendix with schedules and matrix of the reference content would be beneficial.

The TABASC **NOTED** and **AGREED** the contents of the updated Business Architecture Document Content.

ACTION TABASC13/02: SECAS to circulate word version of BAD to TABASC Members.

ACTION TABASC13/03: TABASC Members to provide feedback on the BAD by 17th January 2017.

ACTION TABASC13/04: SECAS to request views from the SSC and SMKI PMA on specific areas of the BAD relevant to them.

8. Business Architecture Document Project Update – November 2016

SECAS provided the TABASC with the monthly Business Architecture Document (BAD) project update, focussing on activities undertaken in November 2016. A high level dashboard was included in this paper setting out project status and high level risks. SECAS informed the TABASC that the BAD project and Business Process Model status' to date have delivered to time and budget, with future planned activities at a Green status for overall project out-turn. TABASC also noted the actual effort for November 2016 was in line with budgeted amounts.

Following the request from TABASC last month, the project update now includes a project status against the key delivery areas and/ or milestones.

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

9. Business Architecture Document Project Lessons Learnt Report

Following TABASC's feedback, SECAS updated the Business Architecture Document Project Lessons Learnt Report to include an overview of project team setting out requirements and relevant skills and added a new lesson in relation to the TABASC role in setting up the project, including providing direction. Discussions followed around the added Significant Lesson Learnt and TABASC's request to be involved in the establishment of the Project including involvement in the outlining of responsibilities.

The TABASC also noted that it would be worthwhile for the Panel to actively question whether projects should go out for procurement in the future, referencing the seventh General SEC Objective which is to facilitate the efficient and transparent administration and implementation of this Code. The TABASC require SECAS to update the Business Architecture Document Project Lessons Learnt Report with the above.

The TABASC:

- **NOTED** the contents of the paper; and
- **AGREED** the contents of the updated Business Architecture Document Project Lessons Learnt Report to be provided to the Panel in January 2017 for information including the additional update following the TABASC discussions.

ACTION TABASC13/05: SECAS to update the Business Architecture Document Project Lessons Learnt Report following the TABASC discussions and provide to the Panel in January 2017.

10. Risk Based Approach to TABASC Reviews

The TABASC confirmed the updated strategic risks following the review at the TABASC meeting on 17th November 2016. It was highlighted that there are 21 recorded strategic risks. A TABASC Member raised a comment on risk 11 to replace 'meters' to 'Smart Meter equipment'.

The TABASC;

- **NOTED** the contents of the paper; and
- **AGREED** the updated strategic risks, subject to a minor amendment, to enable the draft questionnaires to be drafted for TABASC consideration.

ACTION TABASC13/06: SECAS to take into account the minor edit to wording on risk 11 and develop questionnaire to be issued to Users and other relevant Parties.

11. Release Management and Thought Piece Update

SECAS updated the TABASC on developments relating to enduring releases and other areas captured within the Thought Piece Update presented to the Panel at their November 2017 meeting. The group were informed that the forward look of Release content is published on the SEC Website and that the Panel are developing amendments to the Release Management Policy for consultation in relation to Release frequency.

SECAS updated the TABASC on the development of content for enduring Releases. The use of EUI-64 Identifier (User ID) variation end-date is currently set at 29th June 2017; however, based on Panel discussions and input from the DCC, the earliest the DCC can resolve this matter is November 2017. BEIS advised Panel to undertake a consultation before the variation end date is changed. This consultation will be issued early January 2017. SECAS also advised that the indicative Release Content Overview is now available on the SEC Website. This includes a Technical Specifications Group (TSG) 2 list, dates, references, target dates of when changes could be implemented.

SECAS informed the TABASC that the Panel did not agree to establish the Issue Resolution Sub-group (IRS) (TSIRS equivalent) as discussed at the November 2016 Panel. The Panel considered the Terms of Reference and need for the Sub-group at its December 2016 meeting and concluded it is too soon to establish a new group given that transitional governance is still operating. The Panel did agree to an 'Issue' form and this will be made available on the SEC Website. Issues will be designated and addressed by SECAS to the relevant Sub-Committees. SECAS agreed to provide the form to the TABASC January 2017 meeting for input. The need for IRS will be revisited again at the end of Q1 2017.

SECAS provided an update around release frequency and whether the concept of three releases a year is achievable. The DCC is undertaking work on the testing environments to evaluate risks and its impacts on User systems. The Panel requires this prior to making its decision on how to proceed on whether a change to the release frequency is required (when they contain DCC/User system changes).

SECAS discussed with the TABASC the need for a SEC Design Authority or similar body (potentially TABASC) to provide an architectural point of view. This body would,

- Address questions of enduring policy and content of Technical Specifications;
- Identify appropriate ways to implement requirements or policy intent;
- Interact with cross industry programmes; and
- Consider Modification Proposals.

The TABASC agreed to consider the SEC Design Authority matter further at the TABASC January 2017 meeting where the below questions identified by the SEC Panel will be given further consideration:

- What is missing from the current provisions?
- What is the issue that is being addressed?
- Why it is needed?

The TABASC **NOTED** the contents of the verbal update.

ACTION TABASC13/07: SECAS to circulate the Release Management and Thought Piece Update presentation to TABASC Members.

12. TABASC Activity Planner

SECAS provided the TABASC with an updated activity planner outlining the activities anticipated until March 2017. It was noted that the reporting period will be extended beyond March 2017 in the TABASC January 2017 meeting.

The TABASC **NOTED** the contents of the Activity Planner.

13. TABASC Risk Register

The TABASC were provided with a paper documenting the TABASC risks, the risks and issues included in the Panel Risk Register.

It was noted that the amendments to Appendix A, risk 2 mitigations reflected work on the effectiveness of the TABASC. The amendments to Appendix B reflect the outcomes of DCC Release 1.2. The TABASC was informed that Panel agreed all the amendments in Appendix B.

The TABASC were also provided with the risks that had been developed by the Smart Metering Issue Resolution Forum (SMIRF) that had been assigned to the TABASC. The TABASC discussed a number of the risks and noted that they should remain aware of the risks; however, agreed that further action on the risks was not required at this time.

The TABASC requested the monthly DCC Performance Measurement Report to be circulated by SECAS to TABASC Members for information.

The TABASC **NOTED** the contents of the Risk Register.

ACTION TABASC13/08: SECAS to provide the monthly DCC Performance Measurement Report to TABASC Members.

14. Modification Development Update

The TABASC were provided with an update on the Modification Proposals currently going through the SEC Modification Process. In addition, SECAS informed the TABASC of a new Modification Proposal going through the Refinement Process:

- SECMP0025 – ‘Electricity Network Party Access to Load Switching Information’

SECAS noted that this Modification was raised by a Network Party and accepted by the Panel into the Modifications Process. The allocated Working Group is scheduled to meet in January 2017.

The TABASC were also informed that the below Modification Proposals have been sent back to the Working Group by the Panel for clarification in three areas including, granularity of DCC costs, testing requirements and further narrative on the case for change.

- SECMP0004 – ‘Inclusion of Device Serial Number data item in the Smart Metering Inventory’
- SECMP0008 – ‘Provision of a DCC Alert (formerly Service Request Error Response) for Quarantined Service Requests’
- SECMP0011 – ‘Including the MAP ID in the Smart Metering Inventory’

The TABASC was informed that for SECMP0005 – ‘Include Tariff and Register Labels in SMETS2 Devices’ discussions took place at the SSC on 14th December 2016 from a security perspective around how the Parse and Correlate software should act in relation to part of the SECMP0005 solution on how price and tariff labels should be treated. The TABASC noted that the SSC were comfortable with the option taken forward following the discussions.

SECAS advised that following the SSC input the SECMP0005 technical solution captured within the Solution Design Document will be updated and then submitted to the DCC to initiate the full DCC Impact Assessment.

The TABASC **NOTED** the contents of this paper.

15. Any Other Business

No items were noted this month under this section.

16. Modification Status Report

The monthly Modification Status Report was provided to the TABASC to update them of the status and progress of Modification Proposals going through the SEC Modification Process.

The TABASC **NOTED** the contents of this paper.