

## Meeting TSC\_03\_2202, 22<sup>nd</sup> February 2016

13:00 – 15:30, Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

### Technical Sub-Committee (TSC) Final Minutes

#### Attendees:

Category	TSC Members
TSC Chair	Julian Hughes
Large Suppliers	Rochelle Harrison
	Tim Newton
	Julian Fuller (alternate to Ashley Pocock)
	Grahame Weir
	Stephanie Shepherd (via teleconference)
	Colin Rowland
Electricity Networks	Alan Creighton
Gas Networks	Leigh Page (via teleconference)
Other SEC Parties	Andrew Campbell (via teleconference)
	Tim Boyle

Representing	Other Participants
DECC (Secretary of State)	Seamus Gallagher
	Mike Bennett
DCC	Matt Roderick
SECAS (Meeting Secretary)	Joana Esgalhado
SECAS	Alys Garrett

#### Apologies:

Representing	Other Participants
Ofgem	Nigel Nash

## 1. Minutes and Actions Outstanding

A TSC member submitted a comment on the draft minutes from the January 2016 TSC meeting and these were approved with the relevant minor amendment. All actions were marked as completed or on target for completion.

## 2. TSC Activity Planner

SECAS provided the TSC with an Activity Planner covering the period until December 2016. The Activity Planner aims to provide a high level overview of the forthcoming activities to be undertaken by the TSC based on their duties laid out within their Terms of Reference (ToR).

It was noted that scoping work regarding some activities such as reviewing the effectiveness of the Technical Architecture and maintaining the Technical Architecture Document is to be developed. The group discussed whether it would be useful to build a modelling tool capability and agreed that the scoping work would also cover whether tools could be used in the maintenance and review work. It was also noted that a modelling tool may help the TSC when reviewing Modification Proposals for their impact on the End-to-End Technical Architecture. The DCC representative noted that the DCC are currently using and developing a modelling tool for their technical solution and a demonstration could be provided to the TSC of its capabilities.

A TSC member queried how individual Modification Proposals would be referenced in the Activity Planner and it was agreed each Modification Proposal would be referenced but the detail to be included was yet to be determined.

A TSC member noted there are Duties with no planned activity as of yet and the TSC Chair pointed out some areas, such as Disputes, that may not require TSC action until DCC Live. However, the TSC Chair also noted the TSC should gear up to respond to any such issues as they come up.

As work packages are developed, activities will be added to the Activity Planner and this will be made available to TSC members on the SEC Website.

The TSC:

- **NOTED** the contents of the paper; and
- **AGREED** the format of the Activity Planner and the indicative timelines as proposed by SECAS.

**ACTION TSC03/01:** SECAS to upload the Activity Planner onto the SEC Website.

**ACTION TSC03/02:** DCC to provide an example/ demonstration of modelling tools.

## 3. TSC Draft Work Package April – June 2016

The TSC were presented with a paper providing an overview of the estimated activities and resource requirements relating to the TSC for SECAS for April – June 2016. The activities and resource requirements are split into SECAS core team activities and project level activities as per the budget drivers. The project costs refer to the SECAS technical experts that will be supporting the TSC activities.

There was a query regarding the resource estimates for the SECAS technical experts and what these were based on. It was noted that the estimates were provided based on the activities scheduled in the

Activity Planner and the availability of the SECAS technical experts. It was highlighted that the estimates provided were prudent provisions as a recommendation to the Board, not a target level of effort.

It was agreed that the Draft Work Package would be sent to the Board for approval. An out-turn report would be provided at the end of the quarter to show actuals against the forecast and if further draw down was required throughout the quarter then this could be requested from the Board.

A TSC member queried whether it would be possible to include resource allocation in the Activity Planner presented under agenda item 2. It was noted that this detail may be more appropriate within the work package level that would be developed for specific activities, however this approach is to be kept in mind.

The TSC:

- **NOTED** the contents of the paper; and
- **AGREED** to recommend the TSC Work Package to the SECCo Board for approval.

**ACTION TSC03/03:** SECAS to recommend the TSC Work Package to the SECCo Board for approval.

#### 4. Expert Structure Approach and Nomination Process

The group were provided with a paper outlining the agreed approach to TSC's expert support structure following the January meeting. This approach allows for individuals to be drawn from a Technical and Business Expert Community (TBEC) to form dynamic expert groups tailored to specific work packages. It was clarified this does not preclude the standing up of enduring groups if needed.

The TSC discussed the proposed nomination process for the TBEC and agreed the nomination window should remain open after the initial nominations submission phase. It was also agreed the TBEC's composition would not be limited in number or solely to SEC Parties and that it may be appropriate to provide some idea of time commitment that the experts can be called on during a month. An independent chair should sit in the expert groups and the TSC agreed that these independent chairs would be provided by SECAS.

Because of the breadth of people the Request for Nominations is aimed to reach, it was proposed the TBEC Nominations Form should require a higher level of detail, particularly in regards to candidates' expertise. It was also proposed that a comprehensive Request for Nominations Letter should be sent together with the Form in order to provide information on the TBEC and scope of the TBEC members' role. The group discussed what would be the best manner to circulate the Request for Nominations beyond SEC Parties and the DECC representative confirmed DECC would be able to use their distribution list to circulate it.

It was suggested that at some stage there should be a gap analysis to assess whether knowledge is missing from any key areas and the TSC Chair noted that there may be the need to actively procure experts for specific work packages. The group agreed to review all submitted nominations at their next meeting and decide on their next steps accordingly.

The TSC:

- **NOTED** the contents of the paper; and
- **AGREED to** review TBEC nominations at the March meeting.

**ACTION TSC03/04:** SECAS to draft TBEC Request for Nominations Letter and Nominations Form and circulate them to TSC members for review before sending it out to the industry.

**ACTION TSC03/05:** DECC to circulate the TBEC Request for Nominations beyond SEC Parties using their distribution list.

## 5. TSC Response to Consultation on Implementation of HAN Solutions and Changes to the TSC

SECAS presented a paper to the TSC providing a draft response to the DECC Consultation on Aspects of the Implementation of Home Area Network (HAN) Solutions (868MHz legal drafting and approach to pairing devices locally) and on the operation and remit of the TSC. The draft response, as discussed in the January meeting, includes a supporting statement with emphasis on the need to work closely with DECC on the handover of responsibilities.

DECC informed the group the Consultation's outcome should be published by the end of April/ start of May and that in the meantime the TSC would be updated on its developments at their March meeting.

A TSC member queried whether the Technical and Business Design Group (TBDG) have scoped the handover from the End-to-End Design Issues Subgroup (EEDIS)<sup>1</sup> to TSC and DECC replied scoping work is still underway.

The TSC:

- **NOTED** the contents of the paper;
- **AGREED** submit the response to the consultation as drafted.

**ACTION TSC03/06:** SECAS to submit the response as approved by the TSC by 25<sup>th</sup> of February.

**ACTION TSC03/07:** DECC to update the TSC on their likely position on the outcome of the Consultation of HAN Solutions and Changes to the TSC at their next meeting in March.

## 6. Prepayment in Enrolment and Adoption

The TSC discussed industry concerns raised by a TSC member in relation to the DCC questionnaire requesting industry feedback on, amongst other areas, prepayment services required for Enrolment and Adoption.

The discussion was centred on the lack of centralised prepayment services provided for SMETS1 meters when enrolled, particularly that of Unique Transaction Reference Number (UTRN) generation.

The DCC clarified they are currently looking at options and gathering data for the Initial Enrolment Project Feasibility Report (IEPFR) and that the questionnaire does not demonstrate DCC's definitive position on what prepayment services will be provided by the DCC in Enrolment and Adoption. The TSC members appreciated this update and noted the above might not be clear to all SEC Parties, to which the DCC representative replied the DCC would publish a clarification of its current position on prepayment services in Enrolment and Adoption.

The group expressed their interest in providing input to the Draft IEPFR once it is finalised and sent out to Panel for Consultation.

<sup>1</sup> A sub-group of the Technical and Business Design Group (TBDG)

The TSC:

- **DISCUSSED** the contents of the paper; and
- **AGREED** that no further action was necessary.

**ACTION TSC03/08:** DCC to publish a clarification of its current position on prepayment services in Enrolment and Adoption.

**ACTION TSC03/09:** SECAS to communicate to Panel the TSC wish to provide input on the IEPFR in due course.

## 7. Modification Proposals and the Technical Sub-Committee

The TSC were provided with an overview of the recent activation of non-urgent Path 2 and Path 3 modifications and a high level forward look at potential Modification Proposals that may require TSC's input, subject to them being raised.

SECAS informed the group the Panel will consider any Modifications raised in February at their March meeting and that the TSC will be updated accordingly in case their input is expected. The Panel will also approve the format of a modification report that will be provided to all Sub-Committees to provide sight of the active Modification Proposals and their status.

It was noted it is likely that the Modification Proposals identified as requiring TSC's input at the Panel meeting in March will require input to be provided in April.

The group agreed to further discuss this topic when they next convene once SECAS have a better understanding of what Modification Proposals require their input.

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

**ACTION TSC03/10:** SECAS to provide the TSC with the Modification Proposals Report following the March Panel meeting.

## 8. DCC Update

The DCC provided the TSC with an update on the DCC's progress, namely on activities being undertaken on Release 2.0 and testing progress, including that 7 organisations had successfully completed SMKI and Repository Entry Process Testing. It was noted that Systems Integration Testing was currently focussed on the SMKI Apex Recovery Key testing to allow for live certificates to be available from 9<sup>th</sup> March 2016. It was also noted that work was continuing on the development of dual band communications hubs and there would be a future consultation on the dimensions. It was also noted that communications hubs developed for use on the mesh network would have larger dimensions.

The DCC representative also noted that work was continuing on a number of areas that may be of interest to the TSC:

- Demand Management – DCC is currently developing an engagement plan and holding bi-laterals with Users. TSC may also be requested to input;
- Business Plan / Strategy
- Target Response Times – current testing has proven that these targets are being met albeit through a testing network with no congestion

Administered by

- Power Outage and Restore Alerts – work was continuing with Networks to further develop the functionality that could be developed following Live operations.

The DCC representative agreed to provide the TSC with further details on demand management and the business plan / strategy at future meetings.

It was also noted that Pre-UIT testing<sup>2</sup> is due to start on the 18<sup>th</sup> April and a communication should be released shortly on what this would contain.

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

**ACTION TSC03/11:** DCC to update the TSC on Demand Management and on the DCC's business plan and strategy at a future meeting.

## 9. DECC Update

DECC provided the TSC with an overview of the forthcoming consultations and conclusions that may be of interest to the TSC. It was mentioned EEDIS will meet on the 24<sup>th</sup> of February to discuss the development of the scope of the Business Architecture Document.

DECC also updated the TSC on some of the outcomes of their meeting with the Zigbee Alliance on the 868MHz Home Area Network solution delivery plan.

A TSC member questioned when DECC would issue their response to the non-domestic opt-out Consultation and the DECC representative agreed to provide this clarification.

**Post Meeting Note:** *The DECC representative provided clarification that they are not able to publish their response on non-domestic opt-out in February as planned and they have raised a Request for Change with the Implementation Managers Forum proposing to extend this date to May.*

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

## 10. Sub-Committee Update

The TSC Chair provided the TSC with an update on the Security Sub-Committee and SMKI PMA's recent activities, highlighting areas of specific relevance to the TSC.

Security Sub-Committee:

A proposal was put forward to the SSC for them to carry out work on industry wide Security Incident Management. It was noted that the TSC may want to provide input on this work depending on its nature, particularly in areas where expedient decisions may be required of a technical nature to rectify a security incident.

SMKI PMA:

The TSC were updated on the amendments being made to the SMKI and Repository Testing Approach Document and on Key Custodian nominations, namely on the meeting of the threshold necessary to hold the Apex Key Ceremony.

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

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<sup>2</sup> Pre-UIT testing aims to enable Users to test their ability to send DUIS Service Requests to DCC and receive responses from DCC.

## **11. Any Other Business (A.O.B.)**

It was noted that the TBDG slide deck had been circulated to the TSC members following their meeting on 17<sup>th</sup> February 2016. A TSC member noted the TBDG remit seemed to cover areas that are not covered by the TSC Terms of Reference. The TSC Chair noted that some areas will not be handed over and the TSC ToR covers duties that will be required in enduring arrangements and that this will be clearer once handover scoping work is concluded.

The TSC Chair also provided the TSC with an overview of the Technical Specifications release timeline, as per the TBDG slides.

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