

Meeting TABASC_09_1808, 18th August 2016

10:00 – 14:00, 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	Julian Fuller (alternate to Ashley Pocock)
	Grahame Weir
	Colin Rowland
	Tim Newton
Electricity Networks	Alan Creighton
Other SEC Parties	Tim Boyle

Representing	Other Participants
BEIS (Secretary of State)	Seamus Gallagher
DCC	Stuart Scott
SECAS (Meeting Secretary)	Joana Esgalhado
SECAS	Mike Bennett (part)
	Alys Garrett
	David Barber

Apologies:

Representing	Other Participants
Large Suppliers	Stephanie Shepherd
Large Suppliers	Rochelle Harrison
Gas Networks	Leigh Page
Other SEC Parties	Andrew Campbell
Small Suppliers	Andy Knowles
Ofgem	Nigel Nash

1. Minutes and Actions Outstanding

The draft minutes from the July 2016 TABASC meeting were updated to include minor amendments proposed by BEIS and were agreed as final. All actions were marked as completed or on target for completion. The following updates were provided:

Action Reference	Update
TSC08/01	The DCC noted that this has been raised internally and will be discussed at a future SSC. The action will remain ongoing until the SSC meeting has taken place.
TSC08/02	This action was CLOSED as the information required by the TABASC was provided under action update TSC08/03.
TSC08/03	Update included under agenda item 2.
TSC08/06	SECAS provided the TABASC with an update noting that the Panel had approved a request for Gordon Hextall to undertake an initial piece of work, to determine the scope and methodology for the TABASC to undertake their duty to review the effectiveness of the End-to-End Technical Architecture. An initial update on this piece of work will be provided in September.

2. BEIS (Department for Business, Energy & Industrial Strategy) Update

BEIS provided the TABASC with an update on the Smart Metering Issue Resolution Forum (SMIRF) Terms of Reference (ToR) and scope. The SMIRF will be a senior forum to pro-actively manage and resolve issues in the DCC Live Production Environment (and not those arising during testing). TABASC members queried whether they would need to get involved in the forum at this stage and BEIS informed them TBDG are overseeing the set-up of the SMIRF.

BEIS clarified that the SMIRF is not meant to replace the DCC Enhanced Service Support (ESS). Issues may be escalated from ESS level to SMIRF, however, the expectation is that most issues that impact DCC will be solved via ESS. The TABASC noted their interest in having access to the outcomes of SMIRF meetings and SECAS are to circulate SMIRF slides to TABASC members.

BEIS provided the TABASC with the highlights of the latest TBDG meeting, held on 17th August 2016:

- The consultation on activating SEC provisions required for DCC Live was issued on 16th August 2016 with a closing date for responses of 16th September 2016. This consultation includes the activation of provisions for CPL Live and it was noted that the designation dates being consulted on include a 1 month window as contingency.
- Technical Specifications RFCs:
 - RFC-050 - covering two changes to the Technical Specifications, was approved;
 - New RFC-051 – introduces changes that support the enduring management of the Technical Specifications. Comments were requested on the RFC by the 31st August 2016. A further presentation was provided on the approach to managing the interactions between the Technical Specifications, GBCS and CPA SCs, which include introducing mapping tables within SEC Section A. It was noted that this would be explored further at an EEDIS workshop in September 2016; and

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- New RFC-052 – covers the versions of the Technical Specifications (GBCS, CHTS and SMETS) required to support the June 2017 DCC release.
- Initial Enrolment Project Feasibility Report (IEPFR) – BEIS noted that they will consulting on a change to SEC Section N to allow further analysis following the DCC's initial submission of the IEPFR. Furthermore, BEIS will be consulting on a change to require suppliers to provide sight of SMETS1 contracts to the DCC, where they might require that information in order to determine whether the DCC could novate the existing contracts. Consultation will come out in September;
- BEIS are looking to consult on a change to the SEC to include an explicit requirement within the Modification Process to consider testing requirements of implementing any modification. The DCC queried whether it is expected that the DCC would be responsible for the testing strategy for each release and it was confirmed that they would be best placed to produce the required strategy. BEIS is to provide scope for this consultation after the meeting;
- BEIS provided an update on ZigBee and the introduction of Dual Band Communications Hubs (DBCH). It was noted that the specification required for DBCH, Piccadilly 0.7, had passed the ballot. It was updated that the specification was now technically complete and was stable to allow impact assessments and contractual negotiations to take place between the DCC and its Service Providers. The TABASC questioned whether the Technical Architecture Document would be required to be updated with these latest changes. It was confirmed that this would be an activity that would take place following the associated drafting being approved.
- The Design notes 'Install and Leave' and 'Firmware Management' design notes were approved for publication on the SEC Website.

The TABASC **NOTED** the content of the presentation and verbal update from BEIS.

3. DCC Update

The DCC updated the TABASC on their ongoing activities, noting that they remain focused on testing activities in the lead up to DCC Live. The DCC also informed the TABASC they are looking into the expected content of Releases for June and November 2017, namely with regards to the current Modification Proposals in the process, policy changes, and internal changes.

The DCC opened a dialogue regarding potential assumptions that they could use for developing a proposal for release capacity requirements. Discussion was held in relation to whether it was expected that major system changes would be required in each release (three a year) and whether efficiencies could be sought through grouping changes to the same systems into one release a year. The TABASC discussed that it was ultimately down to the industry and the change progressed through modifications. It was noted that frequent change is expected by industry and major system change is likely to occur on a frequent basis, especially in the first releases following the initial DCC Live release. SECAS stated that release implementation is covered by the Panel Release Management Policy and ultimately, the impact of introducing a specific change is assessed through DCC Impact Assessments and industry responses to Modification Report Consultations. This will be considered by Working Groups throughout the Refinement Process. SECAS noted that further clarifications on the above would be provided under agenda items 11 and 12.

The TABASC were informed that the DCC aim to change the number of schemas supported and available to industry through changes to the Service Provider contracts. It was noted that such change does not need to be processed via the SEC Modification Process and that the DCC will raise the matter in a variety of forums prior to taking action.

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

4. Sub-Committee Update

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

- SMKI PMA – it was highlighted that there were no specific items that require TABASC attention. It was noted that currently only Communications Hubs certificates had been issued at the date of the meeting and no device certificates had been issued as of yet.
- SSC – the SSC are continuing to review User Security Assessment Reports for recommendation to the Panel on Parties' Assurance Statuses. There was also discussion on the requirement for service users to notify the SSC on security vulnerabilities and the need for a secure method of exchanging information. The TABASC Chair queried whether the TABASC considered they need a secure means of communications between themselves and members agreed there was no such need.

The TABASC Chair informed the group an alternate is needed to attend the September 2016 SSC meeting as a TABASC representative in his turn. SECAS are to contact the TABASC members and check for availability to do so.

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

ACTION TABASC09/01: SECAS to confirm with TABASC members for availability to attend the SSC as alternate for the TABASC Chair.

5. BAD Update

SECAS provided the TABASC with an update on the status of the Business Architecture Document (BAD), currently under development. An overview of the TABASC obligations in relation to the BAD was provided, specifically in relation to its purpose for assessing change. A high level overview of the document was also provided, which includes a Target Operating Model and the lifecycle functional areas, supported by a business process model.

The business process model is being developed using Casewise. The model will be comprised a number of diagrams to support each Functional Area. It was noted that the relevant Service Requests (SRs), commands, and responses would be associated with the diagrams, as well as linking to the relevant regulatory requirements. An example of a landing page on the Casewise dashboard for one of the functional areas was provided as well as one of the diagrams that would sit within that area.

SECAS informed the TABASC that a number of process areas would be ready for review in September 2016 and it was proposed that a workshop should take place, with relevant attendees from the TBEC and EEDIS, to review the content of the business process diagrams, rather than the structure. This workshop could also be used as a forum to discuss prioritisation of the development of the remaining functional areas. It was noted that a higher level update would be provided to the TABASC meeting in September to look at the structure of the document, including some content in a number of areas including the Regulatory Framework. SECAS agreed to establish a workshop in September with the relevant attendees from the TBEC and EEDIS.

The TABASC Chair questioned whether the Casewise tool was proving suitable for the project and SECAS noted that at this stage in the development it seemed to have the functionality required, however a more detailed assessment could be made further into the model development.

The TABASC **NOTED** the contents of the presentation on the BAD.

ACTION TABASC09/02: SECAS to establish a workshop for the review of the BAD in September.

6. TABASC Principles for Assessing Modification Proposals

SECAS provided the TABASC with a paper detailing the final set of principles, as discussed at previous meetings, for use by the TABASC when assessing Modification Proposals. The principles as agreed at the July meeting have been included within a stand-alone document, including a purpose and scope of the principles.

The group approved the principles document as written and SECAS agreed to publish the document on the SEC Website and circulate more widely to the modification Working Groups.

The TABASC:

- **NOTED** the contents of the paper; and
- **APPROVED** the Principles for Assessing Modification Proposals as final for circulation and publication on the SEC Website.

ACTION TABASC09/03: SECAS to publish the TABASC principles for assessing Modification Proposals on the SEC Website.

7. TABASC Activity Planner

SECAS provided the TABASC with an updated activity planner outlining the activities anticipated until March 2017. TABASC members suggested the planner be amended to include the review points for the BAD, as well as the Technical Architecture Document (TAD), which would take into account the oversight of the Secretary of State, modification led and DCC internal changes.

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

ACTION TABASC09/04: SECAS to amend the activity planner to include BAD and TAD review points.

8. TABASC Risk Register

The TABASC were provided with an update on the TABASC risk register along with the SEC Panel Risk Register. These are provided as a monthly agenda item for the TABASC to review and consider any updates or further risks to be included. The group noted the new Panel issue linked to Panel risk 19, raised by the Testing Advisory Group.

The Smart Metering Device Assurance (SMDA) programme was also briefly discussed, as the TABASC Chair queried whether this should be of TABASC's concern. SECAS noted that the SMDA arrangements were not covered by the SEC, although it was discussed that Modification Proposals had the potential to impact the SMDA. It was agreed that at its current stage of development, the SMDA arrangements were not of concern to the TABASC. It was noted that the Technical and Business Design Group (TBDG) were taking an 'interested observer' role and at an appropriate time this may transfer over to the TABASC.

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

9. TABASC Members Election Update

The TABASC were presented with a paper providing an update and relevant timescales for the upcoming elections for the TABASC membership, as terms are due to come to an end on 30th November 2016 for those members serving an initial 12-month term.

The TABASC were informed that invitations for nominations will be circulated by SECAS on the 19th September 2016.

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

10. Testing Oversight Update

The TABASC were provided with an update on the oversight of testing activities in a post DCC-live environment. SECAS informed the TABASC that the oversight of these activities is envisaged to fall under the TABASC's remit in live operations.

It was noted that the Testing Advisory Group (TAG), established in 2014 currently advise and support the Panel with their testing duties up to DCC Live, including reviewing the Testing Approach Documents and testing exit reports. It was noted that it would be appropriate for the TAG to continue with their current duties throughout the R1.x series to ensure continuity.

It was noted that that a potential enduring role for a TAG-like function would include support the release testing under the Panel's Release Management Policy, advising on any gate reviews as part of this release testing and advising on any testing disputes that may arise. The TABASC discussed that the Panel would be responsible for the management of releases following the R1.x series and therefore, this might be an appropriate time for a TAG-like function to be brought under the TABASC.

SECAS informed the TABASC that the upcoming BEIS consultation covering some elements on testing requirements is due in September 2016 and an update would be provided at the next relevant meeting on those requirements. It was also noted that SECAS would look to formalise a proposal for an enduring TAG function for review by the TABASC prior to seeking approval from the Panel.

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

ACTION TABASC09/05: SECAS to provide an update on the upcoming BEIS consultation at the September 2016 meeting.

ACTION TABASC09/06: SECAS to produce a proposal for an enduring TAG function for TABASC to review.

11. Release Management Update

SECAS presented the TABASC with an update on Release Management as set out within the SEC. The SEC requirements enforce two Release Management Policies: a Panel Release Management Policy to manage the release of approved Modification Proposals; and a DCC Release Management Policy to manage internal DCC change and the Parse and Correlate software.

SECAS informed the TABASC that a thought piece on the Modification Process and Release Management was discussed by the Panel on 12th August 2016, which included feedback on the processes and potential areas for improvement. Prioritisation of change was also considered in the thought piece, including both prioritisation in progression through the Modification Process and prioritisation relating to the release aspect. It was noted that a further paper would be taken to the September Panel meeting setting out an action plan to take some agreed improvements forward.

SECAS agreed to circulate the thought piece and provide a further update at the next TABASC meeting.

A potential role for the TABASC was discussed in relation to approving or recommending the contents of a release and it was noted that this suggestion would be taken forward through the Panel's further work.

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

ACTION TABASC09/07: SECAS to provide a further update on Release Management at the September 2016 meeting.

12. Modification Development Update

The TABASC were provided with an update on the Modification Proposals currently going through the SEC Modification Process. It was noted that the majority of Working Groups are due to meet prior to the September TABASC meeting so a more detailed update will be provided at that meeting. As such, SECAS informed the group there were only two significant updates at the time of meeting:

- SECMP0006: Specifying the number of digits for device display – WG1 have agreed an approach to a solution that was sufficient to enable the drafting of the necessary changes to key technical specifications and is due to go out for consultation shortly.
- SECMP0014: Standardise Formatting of Device ID – withdrawn by Proposer. Expected to be confirmed as closed on 22nd August 2016.

The TABASC **NOTED** the contents of this paper and that a further more detailed update would be provided at the next TABASC meeting.

13. 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.

14. Any Other Business

SECAS informed the TABASC that the Panel had approved the SSC Chair (Gordon Hextall) to be the alternate for the TABASC Chair (Julian Hughes) and vice versa.

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

APPENDIX A: TABASC Modification Tracker

Modification Proposal	Impact		EC Notification requirement	Notes/Concerns	Interest Level
	Technical	Business			
SECMP0002 Add New Command to Reset Debt Registers	Yes – DUIS / GBCS / SMETS		Potential	Has been submitted for DCC Preliminary Assessment (PA).	Watching Brief
SECMP0003 Deficiencies in the Service Request for setting Maximum Demand Configurable Time	Yes	Yes – Limited to DNOs		Old service requests are likely to remain to support existing installed equipment.	Watching Brief
SECMP0004 Inclusion of Meter Serial Number data item in the Smart Metering Inventory	Yes	Yes		DCC PA to be discussed by Working Group 2 on 20 th June 2016. Will be considered together with SECMP0011 regarding MAP ID, for efficiency of implementation.	Medium
SECMP0005 Include Tariff and Register Labels in SMETS2 Devices	Yes	Yes	Potential	This Modification Proposal was not discussed further at this meeting.	High
SECMP0006 Specifying the number of digits for device display			Potential	TSC did not express interest in inputting towards this solution, as the change is simply about the display on a meter.	Watching brief

Modification Proposal	Impact		EC Notification requirement	Notes/Concerns	Interest Level
	Technical	Business			
SECMP0007 Firmware updates to mandated HAN devices	Yes	Yes	Potential	<p>TSC noted that future developments that may impact the long term benefits of the modification should be considered.</p> <p>The following concerns were raised: Are there going to be more suitable solutions available in a short period of time, affecting the cost vs. benefit of the change? By the time the modification is implemented (if approved), would it still be needed?</p> <p>It was also suggested that the WG could consider a broader "Type 2 device" solution to factor in CADs, rather than constraining it to IHD or PPMIDs.</p> <p>The TSC noted the discussions that were still needed in relation to liabilities around the application of firmware updates on IHDs and PPMIDs, where there is more than one associated supplier, in the event that a firmware update stops functionality.</p>	High
SECMP0008 Provision of a DCC Alert (formerly Service Request Error Response) for	Yes	Yes		<p>Proposed change so that an Alert is sent to DCC Users following a breach of the DCC's Anomaly Detection Threshold and/or the individual DCC Service User's Anomaly Detection Threshold. The modification impacts the DUIS schema.</p>	Medium

Modification Proposal	Impact		EC Notification requirement	Notes/Concerns	Interest Level
	Technical	Business			
Quarantined Service Requests				<p>DCC Only supports the current Schema and current minus one so if changes keep being introduced, Users would have to adapt their systems fast enough, so implementing DUIS impacting changes together in a single DCC Release could minimise impact on the User.</p> <p>Following principle 2, the TSC would like to see this change grouped together with other modifications for implementation efficiency and noted that the WG is looking into the implementation approach for the individual modification, but would note if similar DUIS affecting modifications could be implemented concurrently for efficiency.</p>	
SECMP0009 Centralised Firmware Library		Yes		<p>Proposed change to establish a repository where SEC Parties can access Firmware Images. Questions around security were raised in regards to: access control, maintenance (DCC/ SECAS), and responsibility (Suppliers/ Manufacturers/ both). The TSC were informed contractual issues between manufacturers and suppliers have been identified.</p> <p>The TSC expressed their desire to see any associated business architecture for the modification once developed, and requested</p>	Medium

Modification Proposal	Impact		EC Notification requirement	Notes/Concerns	Interest Level
	Technical	Business			
				sight of it following WG development. The TSC also emphasised a simple Business Architecture outcome would be preferable.	
SECMP0010 Introduction of triage arrangements for Communication Hubs	Yes	Yes		This Modification Proposal was not discussed at the meeting.	Watching Brief
SECMP0011 Including the MAP ID in the Smart Metering Inventory	Yes	Yes		Similar to SECMP0004.	Medium
SECMP0012 Channel selection to support Shared HAN solutions	Yes	Yes		<p>TSC raised a concern that this change relates to alternative HAN solutions being developed under separate processes and activities.</p> <p>The TSC were informed that an RFI for products and services for the alternative HAN solution is being developed by the project team and shortly to be released. TSC is interested to understand whether this modification is in-line with the RFI.</p> <p>The TSC are interested to keep a watching brief on developments in order to understand</p>	Watching Brief

Modification Proposal	Impact		EC Notification requirement	Notes/Concerns	Interest Level
	Technical	Business			
				whether there are wider benefits or issues to this Modification Proposal.	
SECMP0013 Smart meter device diagnostics and triage	Yes	Yes		This Modification Proposal was not discussed at the meeting.	Watching Brief
SECMP0014 Standardise Formatting of Device ID	Yes	Yes		Modification Proposal withdrawn by Proposer	High
SECMP0015 GPF timestamp for reading instantaneous Gas values	Yes			This change seeks to provide certainty/ accuracy in regards to when the reading was taken on GSME by providing a timestamp on the information held in the GPF. The TSC support the modification and are interested in keeping a watching brief on its progression.	Watching Brief
SECMP0016 Consideration of "Maximum Credit" value in credit cover calculation				Changes to the SEC Credit Cover calculation.	No interest
SECMP0017				Changes to Modification Proposal Working Group chairing provisions in SEC Section D. No technical aspects to the change; with the	No interest

Modification Proposal	Impact		EC Notification requirement	Notes/Concerns	Interest Level
	Technical	Business			
CGR Phase 3 outcomes: Code Administrator to chair modification Working Groups				change mirroring what has been operating in practice since February.	