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Meeting TABASC_21_1708, 17th August 2017

10:00 – 13:45, Gemserv, 8 Fenchurch Pl, London EC3M 4AJ

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

Attendees:

Category	TABASC Members
TABASC Chair	Julian Hughes
Large Suppliers	Stephen Lovell
	Emslie Law
	Ashley Pocock
	Grahame Weir
	Tim Newton
	David Hipwell (alternate)
Small Suppliers	Andy Knowles
Other SEC Parties	Elias Hanna
	Tim Boyle
Gas Networks	Leigh Page (via teleconference)

Representing	Other Participants
DCC	Sylvia Ovie
	Amanda Rooney (part)
SECAS	David Barber
	Kayla Reinhart
	Mike Bennett (part)

Apologies	
Large Suppliers	Rochelle Harrison
Electricity Networks	Alan Creighton

Absent	
Small Suppliers	Kirk Hawksworth

1. Minutes and Actions Outstanding

The draft minutes from the July 2017 TABASC and the August 2017 TABASC ex-committee meeting were approved with a minor amendment and written as final. All actions were marked as completed or on target for completion with a number of verbal updates provided, with relevant amendments to updates and action statuses recorded. The following updates were provided:

Action Reference	Update
TABASC17/02 The DCC to provide the TABASC with a list of defects and change requests currently being progressed.	The DCC provided an update under agenda item 2. This action was closed as it is superseded by TABASC20/01 and TABASC20/01a. Action **CLOSED**.
TABASC18/09 SECAS to further develop the operational risks, including identifying appropriate mitigations in conjunction with TABASC.	SECAS provided an update in relation to an approach to further develop the operational risks at the July 2017 TABASC meeting. A workshop has been scheduled for 12th September 2017. Action **ONGOING**.
TABASC19/02 The DCC to provide the deliverables from the work to define a cloud-based strategy to the TABASC for review and comment.	The DCC informed the TABASC that the business case for the cloud-based strategy is still under review by the DCC governance. A consultation will be issued on the matter and the TABASC agreed to close the action as the DCC agreed to keep TABASC informed on the outcomes. The TABASC agreed that SECAS should update TBDG to indicate that the TABASC are keeping a watching brief on the testing environment development and are looking to TBDG to resolve the testing environment matter. Action **CLOSED**.
TABASC19/03 The DCC to consider whetehr the only the new UIT-B envirnment can be used for for live fixes, to free up the SIT environment for development.	The DCC noted that they are not undertaking work to put in place an addition SIT-B environment. Discussions took place on why live service fixes have to go through SIT and UIT testing, and why they cannot be done just within the UIT-B environment thus releasing the SIT environment for development testing. The action has been reworded to cover the consideration of using the new UIT-B environment for live fixes testing. A new action (TABASC21/01) was agreed for SECAS and the TABASC chair to raise how UIT can be used for live fixes at TBDG. Action **ONGOING**.

TABASC19/08 SECAS to deliver an update once the Working Group meeting for SECMP0037 and SECMP0038 have commenced.	SECAS informed the TABASC that the Working Groups for SECMP0037 and SECMP0038 have met and SECAS will provide an update on the discussions at the September 2017 TABASC meeting. Action **ONGOING**.
TABASC20/01 TABASC20/01a The DCC to provide further information on each change request to the TABASC teleconference meeting for feedback, including identifying if it is SEC impacting. The DCC to provide the TABASC with an update on any change requests that have been already implemented associated with Power Outage alerts.	The DCC provided an update under agenda item 2, with two new actions (TABASC21/02 and TABASC21/03) being raised replacing the TABASC actions 20/01 and 20/01a. Action **CLOSED**.
TABASC20/02 DCC to provide information on the downtime schedule for the next year.	The DCC provided an update under agenda item 2. Action **CLOSED**.
TABASC20/03 SECAS to include the amendments identified as part of the re-designation of the SEC v5.9 to the BAD and BAM prior to publication.	SECAS informed the TABASC that the amendments identified as part of the re-designation of the SEC v5.9 were included in the BAD and BAM. Action **CLOSED**.
TABASC20/04 SECAS to schedule an Operational Risk Register Development Workshop in early September 2017.	SECAS have scheduled an Operational Risk Register Development Workshop for 12th September 2017. Action **CLOSED**.
TABASC20/05 SECAS to provide a list of specific Modification Proposals that will be brought to the August 2017 TABASC meeting at the TABASC ex-committee teleconference meeting on 1st August 2017.	SECAS provided an update at the TABASC ex-committee teleconference meeting on 1st August 2017 confirming the specific Modification Proposals to be brought to the September 2017 TABASC meeting. It was noted that while there was a high number potentially up for discussion, the list would be further reviewed to ensure that the key modifications requiring TABASC input in September 2017 are those that are discussed. Action **CLOSED**.

TABASC20/06 SECAS to request Panel's consideration and feedback of the SECMP00027 – Amending Service Request Forecasting.	SECAS informed the TABASC that a paper was brought to the August 2017 SEC Panel meeting to consider SECMP00027. The Panel agreed that no formal guidance was necessary on the Service Request Report process and that the minutes for the meeting could be referred to if required. The Panel did not agree to redact any further information from the report at this time and believed that the modification should continue to progress. It was noted that the current 12 month blanket redaction current in place until January 2018, would be reviewed in December 2017. Action **CLOSED**.
TABASC20x/01 SECAS to raise a risk to the TBDG based on TABASC discussions in relation to battery life and Dual Band Communications Hubs.	SECAS provided a verbal update advising the TABASC that the matter was raised at the August 2017 TBDG meeting. The TBDG discussed the matter noting that the battery life issue had been considered as part of the work that led to the 868MHz frequency being agreed and manufacturers are accounting for this. BEIS did agree to look at the final policy position on the matter. Action **CLOSED**.
TABASC20x/02 SECAS to invite the relevant representative from the DCC to present on the development plan to the TABASC at the August 2017 TABASC meeting.	The DCC provide an update under agenda item 2. Action **CLOSED**.

2. DCC Update

The DCC presented to the TABASC on a number of outstanding actions covering:

TABASC20/01

The DCC to provide further information on each change request to the TABASC teleconference meeting for feedback, including identifying if it is SEC impacting.

TABASC20/01a

The DCC to provide the TABASC with an update on any change requests that have been already implemented associated with Power Outage alerts.

The DCC presented to the TABASC a proposed template for Change Requests (CR), which included the following:

- Title
- Description
- Traceability Requirements
- Release

- Status
- Systems Impacted External Interfaces
- Systems – DSP Systems, CSP Systems, Parse and Correlate, TSP, DCC Enterprise Systems and Support Services
- Integration
- Technical Specifications
- Security
- People (resource)
- Process

The TABASC discussed and agreed the proposed template and requested the DCC use this template for each open CR, including those that have and have not been assigned to a release. This information should then be provided to the TABASC, and made available to all SEC Parties by the September 2017 TABASC meeting. The DCC noted that providing all the information may be challenging for all CRs as the information is not currently tracked in the template format. In addition, the DCC noted that it would be a challenge to redact some of the commercially sensitive information to enable it to be provided in the template due to the man-hours required.

The TABASC expressed concern with the DCC's inability to deliver the information in a timely manner and questioned why this information appeared to not be held in one central place. The TABASC also reiterated prior observations, from previous meetings, that the CR information was first requested a number of months ago and is needed to enable the TABASC to fulfil its responsibilities along with enabling, industry, to undertake planning activities.

On the DCC observation around some of the information being commercially sensitive, the TABASC, while noting they do not have a direct involvement in the cost of change, observed that the CR information should not be commercially sensitive, particularly if potential cost range, is provided, and therefore should be available to share with TABASC and industry.

The DCC noted that they are exploring the use of the DCC SharePoint as a means to display the CR information to SEC Parties and also committed to provide a sample CR, within the agreed template by Tuesday 22nd August 2017, to enable TABASC to provide feedback to aid the generation of the full set of information in time for the September 2017 meeting paper day on 14th September 2017.

The TABASC Members questioned whether any open CRs were planned for resolution in Planned Maintenance releases currently, with the DCC indicating that no CRS are currently being taken forward via Planned Maintenance.

TABASC20/02

DCC to provide information on the downtime schedule for the next year.

The DCC informed the TABASC that the Planned Maintenance downtime is still in effect and there have been no changes to this schedule.

In addition, there was a discussion in relation to the Unplanned Maintenance notice, which was circulated to the TABASC on Tuesday 8th August 2017. The DCC provided further information noting that the Unplanned Maintenance, occurred after the DCC's planned operational upgrade to Release 1.3, where the Data Service Provider, Communications Service Providers (CSPs) and DCC Enterprise carried did upgrade activities to DCC Systems between Wednesday 19th July 2017 Friday 21st July 2017, did not complete by 8pm on the 21st July 2017. It was noted that during the upgrade DCC encountered two issues while carrying out over-the-air Communications Hub firmware download to both the North and Central and South CSP regions. As a result, an additional 24 hours on

unplanned outage on top of the original planned maintenance was required to overcome the issues. The DCC noted that the DCC system reopened for use at 8pm on Saturday 22nd July 2017.

The TABASC noted the DCC update and expressed concern with the incident and that the impact would have been significant if the systems were being more widely used. In addition, the TABASC noted that the DCC failed to meet their SEC requirement per SEC Section H8.6 to 'as soon as reasonably practicable' notify the Technical Architecture and Business Architecture Sub-Committee, Parties Registration Data Providers of such Unplanned Maintenance.

The TABASC also raised concern around the Incident Resolution Process and the timeframe involved in getting Incidents fixed, and improvements are expected. It was noted that incidents such as these will fall under the Operations Group's remit and for the DCC Service Management to liaise with industry to resolve the Incidents, with the exception of any interactions they may have with the TABASC remit on impacts on the Technical and Business Architectures.

TABASC20x/02

SECAS to invite the relevant representative from the DCC to present on the development plan to the TABASC at the August 2017 TABASC meeting.

The DCC informed the TABASC that the development plan is still being developed and that no further content is available to be shared currently. The TABASC agreed that since they are aware of the development plan following previous DCC presentations, that the action is left open and marked as 'ongoing'. The DCC informed the TABASC that the content of the Development Plan will be ready to be presented in December 2017.

ACTION TABASC21/01: SECAS and the TABASC Chair to raise how UIT can be used for live fixes at TBDG.

ACTION TABASC21/02: The DCC to provide the template populated with an example of a Change Request (CR) by 22nd August 2017 for TABASC consideration and feedback.[1]

ACTION TABASC21/03: The DCC to provide the TABASC with a completed template for each open Change Request by the September 2017 TABASC meeting.

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

3. Sub-Committee Update

Security Sub-Committee (SSC)

The TABASC Chair provided the TABASC with an update on the SSC recent activities, highlighting areas of specific relevance to the TABASC. It was noted that the SEC Panel have agreed to delegate the decision activities relating to the setting of Security Assessment assurance statuses, partly to increase the efficiency of the Security Assessment process by two to four weeks and in recognition of the fact that the Panel have agreed with the SSC's recommendations on the Security Assessment status recommendations. In addition, the Panel also delegated the setting of the timescales for meeting changes to the various internal standards. A third area relating to the setting of the Service Organization Control (SOC)2 is being explored further and will be considered again at the September 2017 Panel meeting.

[1] SECAS on behalf of the DCC circulated to the TABASC a Change Request Proposal template using the SECMP0002 as an example on Tuesday 22nd August 2017. The TABASC are requested to provide any feedback on the form by Wednesday 30th August 2017.

The delegated activities will be captured in a published delegation register, which will be updated whenever other activities are delegated to Sub-Committees. The register will also set out referral or escalation routes to the Panel if concerns are raised around the delegated decision by the Sub-Committee.

It was also noted that a confidential agenda item was further discussed by the SSC on the scope of the Data Communication Company's (DCC) Service Organization Control (SOC)2 assessment.

Smart Meter Key Infrastructure Policy Management Authority's (SMKI PMA)

The TABASC Chair noted that there were no specific areas of relevance to the TABASC from the SMKI PMA recent activities.

The SSC and Smart Metering Information Exchange (SMIE)

A TABASC Member noted that there have been discussions between the SSC and SMIE in relation to security, which will have broader impacts on the Technical and Business Architecture in Release 3. It was noted that fundamental consequences of the Technical and Business Architecture may develop into issues and it was recommended for the TABASC to keep a watching brief on the discussions to determine whether involvement is necessary. In order to do so, it was recommended for the TABASC Chair to liaise with the SMIE to understand the requirements in relation to sharing information from the group.

Smart Metering Operations Group (SMOG)

A TABASC Member provided an update from the August 2017 SMOG meeting, highlighting areas of interest or where the Technical or Business Architecture may be impacted. This included Ofgem led work on Feed in Tariffs (FiTs) processes that may have an impact on the Technical or Business Architecture. It was noted that an Ofgem led workshop is being held in mid-September on FiTs compliance and how it interacts with Smart Metering and the use of the DCC. The TABASC agreed for SECAS to request further details on the September workshop, including the date and the scope of the session to help inform whether attendance from SECAS and/or the TABASC is required. In addition, it was agreed for SECAS to request that Ofgem provide an update on the workshop and any outcomes to the TABASC at the October 2017 meeting. This is so that the TABASC can determine if they need to take any action in relation to any impacts on the Technical Architecture or Business Architecture.

ACTION TABASC21/04: The TABASC Chair to liaise with the Smart Metering Information Exchange (SMIE) to understand the requirements in relation to sharing information from the group.

ACTION TABASC21/05: SECAS to request further details on the scope of the Ofgem led Feed in Tariffs (FiTs) Workshop to inform whether attendance from SECAS and/or the TABASC is required in relation to any impacts on the Technical Architecture or Business Architecture.

The TABASC **NOTED** the verbal updates provided.

4. TABASC Activity Planner

The TABASC were provided with the updated activity planner outlining future anticipated activities. SECAS provided a high-level overview of the ongoing activities from August 2017. SECAS noted that based on the Modification Proposals Working Group having met, several modifications are at a stage where they can be brought to the TABASC for consideration and feedback. The TABASC discussed and identified a number of key Modification Proposals that were of interest for discussion at the September 2017 TABASC meeting. Due to the amount of content and background information that is associated with each of the Modification Proposals, TABASC requested SECAS to provide any

background information on the Modification Proposals that will be discussed in September, 10 working days in advance of the next TABASC meeting.

The TABASC also suggested the following updates to be made to the activity planner for clarity on the content and readability of the document:

- indicate the open and closed actions;
- update the Enrolment and Adoption date to include Release 3 dates; and
- format lines to each activity/duty.

The September 2017 TABASC meeting agenda was discussed at a high level. Due to the lengthy agenda, the TABASC Chair recommended that SECAS request that BEIS present on the outcomes of the Call for Evidence 'A Smart, Flexible Energy System' at the October 2017 TABASC meeting instead.

ACTION TABASC21/06: SECAS to provide the key outputs of the Modification Proposals that will be brought to the September 2017 TABASC meeting 10 working days in advance of the meeting to allow enough time for TABASC Members to review.

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

5. TABASC Members Election Update

The TABASC were provided with an update outlining the nomination process and timescales for the upcoming TABASC membership election. The TABASC noted that the 30th November 2017 signals the end of term for those TABASC Members serving a 24-month term. As a result, a number of vacancies will be arising, as detailed below:

- 3 seats for persons elected by the Large Supplier Parties:
  - Grahame Weir
  - Emslie Law
  - Stephen Lovell
- 1 seat for person elected by the Small Supplier Parties:
  - Kirk Hawksworth
- 1 seat for a person elected by the Electricity Network Parties:
  - Alan Creighton
- 1 seat for a person elected by the Other SEC Parties:
  - Elias Hanna

SECAS provided clarity around the election process in the following points:

- The above list indicates vacancies for the Party Category seat. It was noted that the persons listed above may have come into office part way through a term; however, are subject to the timeframes specific to that seat's terms of office.

- It was clarified that to ensure continuity of the Sub-Committee, the TABASC was set up with half of the TABASC Members from each Party Category serving a 1 year term and the other

a 2 year term. This then prevents the scenario where the entire TABASC membership changes in one nomination and election process.

- Although a person's seat may be up for nomination, that person, can be re-nominated for a second term and there is no restriction on the number of terms a person can hold.

An invite for nominations for candidates for the role of TABASC Member for each Party Category will be issued on 18th September 2017.

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

6. Business Architecture Document (BAD) Project Update – July 2017

SECAS provided the TABASC with the monthly update on the Business Architecture Document (BAD) Project, focussing on the activities undertaken in July 2017. A high-level dashboard was included in this paper setting out project status and high level risks. It was noted that the BAD and Business Architecture Model (BAM) to date have been delivered to time and budget, with the remaining future planned activities set at Green status for the overall project out-turn. SECAS noted that the final version of the BAD includes amendments to reflect the most recent version of the Smart Energy Code (SEC5.9), specifically the recent changes that resulted in the designation of the DCC User Interface Schedule (DUIS) version 1.1.

The TABASC **NOTED** the contents of the Business Architecture Document Project Update – July 2017.

7. Business Architecture Document and Business Architecture Model Update

The TABASC were provided with the finalised version of the Business Architecture Document (BAD) and Business Architecture Model (BAM). It was noted that following feedback requested from the TABASC, SSC and SMKI PMA, non-material amendments were incorporated as part of the final version. In addition, the final version of BAD and BAM includes amendments to reflect the most recent version of the Smart Energy Code (SEC5.9). SECAS noted that the SEC referencing links have been included within the BAD provided to TABASC and are in the process of being added to the BAM. These references are aligned to the most recent version, SEC version 5.9. SECAS noted that minor navigational and visual amendments are also being worked through and will be in place prior to the final version of the BAM being issued to the SEC Panel for approval.

The TABASC commented on how the BAD and BAM will be updated with changes in future releases. SECAS noted that work would be taken in advance of a release going live, based on the content of baseline documents, to identify where changes occur that have impact on the BAD and BAM. These impacts would then be captured in the BAD and BAM to enable the changes to be applied at the release go-live date.

Subject to the TABASC approval and subsequent Panel's approval, the BAD and BAM will be published and communicated to all SEC Parties including information on how to use and navigate the BAD and BAM. It was noted that a new area of the SEC Website would be set up containing this information.

The TABASC **AGREED** that the BAD and BAM be provided to the Panel for final approval at its September 2017 meeting, subject to minor visual formatting amendments and the addition of the SEC referencing to the BAM.

8. TABASC Risk Register

The TABASC was provided with a paper documenting the amendments of the TABASC risks and those included in the SEC Panel Risk Register. It was noted that SECAS undertook a full review of the SEC Panel Risk and Issue Register following Release 1.3 to ensure the risks remained appropriate and mitigations are in place. As a result, the Potential TABASC Risks outlined in Appendix A of the paper were amended. The TABASC were informed that the Panel agreed all the amendments in Appendix B: SEC Panel Risk and Issue Register of the paper.

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

9. Service Management and Reporting

The TABASC discussed the DCC Performance Measurement Report and the Summary of Performance Measures to understand any trends in issues and to analyse any potential issues arising from the Technical and Business Architecture. Subsequent to previous TABASC discussions, the group requested clarity around the groups roles and not to duplicate work being undertaken by the TABASC. The TABASC expressed concerns around the membership of the Operations Group and their role going forward with interacting with the group. SECAS noted that a TABASC Representative will form part of the Operations Group and the TABASC will be call upon where necessary for support.

The TABASC agreed to continue to keep a watching brief on the DCC Performance Measurement Report and the Summary of Performance Measures until the first Operations Group meeting commences and further clarity is provided around TABASC's role going forward in light of the necessary and required interactions with the Operations Group.

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

10. Operations Group – Terms of Reference

SECAS provided a verbal update to inform the TABASC of the SEC Panel's approval of the Operations Group's Terms of Reference at its August 2017 meeting.

SECAS informed the TABASC of the SEC Panel's discussion on appointing David Warner as an Interim Chair for the Operations Group. It was noted that he has been part of the BEIS project team which had put together the initial proposal for the Operations Group and would provide a good level of continuity of knowledge for the group. It was also noted that he also has extensive knowledge of the industry and competitive markets which would equally be beneficial to the group.

Following the TABASC's feedback on the membership of the group to act as a forum to allow the group to be pragmatic and flexible, the Panel agreed that there was a need to encourage as many people as possible to get involved, and to invite the wider industry along when discussion is required. However, the Panel agreed the importance in setting up the Operations Group with the same principles that govern other Panel Sub-committees in relation to membership structures, noting that the membership situation could be reviewed at a later date.

It was noted that an invitation for nominations for membership has been circulated on the 16th August 2017 with the aim to commence the first Operations Group Sub-Committee in October 2018. The TABASC noted that the Terms of Reference allows for a TABASC attendee and discussed the benefit

of having someone who is familiar with the subject matter to fill the role of the TABASC representative for the group. The TABASC agreed for the TABASC Chair to attend the first Operations Group as the initial TABASC representative to obtain further information to inform ongoing attendance.

ACTION TABASC21/07: The TABASC Chair to attend the first Operations Group as the initial TABASC representative to obtain further information to inform ongoing attendance at the Operations Group.

The TABASC **NOTED** the verbal update.

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

A TABASC Member noted the discussions from the TBDG in relation to the scenario where a customer, who is operating on dual fuel with a single supplier, switches Suppliers to separate Suppliers. This scenario has associated impacts on the other Suppliers when firmware upgrade occurs. The TABASC noted this is not currently in their remit; however, it would keep a watching brief for future releases.

There were no further items and the TABASC Chair closed the meeting.

Items for Information

12. Transitional Governance Update

The Transitional Governance Update is a compendium of activities occurring under the Smart Metering Implementation Programme (SMIP) and the update for July 2017 was provided to the TABASC. The paper includes updates on the following areas:

- high level updates from Transitional Work Group meetings attended by SECAS and the Panel Chair in the last month;
- an overview of any relevant notices from the Secretary of State (SoS);
- a high-level overview of any relevant publications, responses and consultations issued by BEIS, the DCC and Ofgem in relation to smart metering;
- high-level updates from any additional smart metering related publications, groups, meetings and workshops; and
- at-a-glance-view of meetings held during the reporting period, including the forthcoming meetings dates and other relevant narratives.

13. Modification Status Report – August 2017

The monthly Modification Status Report was provided to the TABASC for information to update them of the status and progress of Modification Proposals going through the SEC Modification Process. This was issued to the TABASC as a late paper in order to include the Panel's decisions on the report from the August 2017 SEC Panel meeting, which took place after the TABASC meeting documentation was issued.