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Meeting TABASC_14_1901, 19th January 2017

10:00 – 16:00, Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

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

Attendees:

Category	TABASC Members
TABASC Chair	Julian Hughes
Large Suppliers	Emslie Law
	Ashley Pocock
	Stephen Lovell
	Rochelle Harrison
Small Suppliers	Kirk Hawksworth
Other SEC Parties	Tim Boyle
	Elias Hanna
Electricity Networks	Alan Creighton

Representing	Other Participants
BEIS (Secretary of State)	Seamus Gallagher
	Rachel Cooper (part)
DCC	Sylvia Ovie
SECAS	Alys Garrett
	Kayla Reinhart
	David Barber (part)

Apologies	
Large Suppliers	Grahame Weir
Large Suppliers	Tim Newton
Gas Networks	Leigh Page

1. Minutes and Actions Outstanding

The draft minutes from the December 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 initial discussions occurred at the SEC Panel meeting on 13th January 2017. Discussion on this action was captured under agenda item 8. Action **ONGOING**.
TABASC13/01	The DCC provided an update in relation to the DCC internal changes under agenda item 4. Action **ONGOING**.
TABASC13/03	Feedback on the Business Architecture Document (BAD) will be addressed following 17th January 2017 with a verbal update to be provided under agenda item 6. Action **ONGOING**.
TABASC13/04	Following TABASC feedback, SECAS to request views from the SSC and SMKI PMA on specific areas of the BAD relevant to them. Action **ONGOING**.
TABASC13/06	Minor edits to risk 11 were addressed and the questionnaire will be developed for discussion at the TABASC March 2017. Action **ONGOING**.

2. BEIS and Ofgem's Call for Evidence 'A Smart, Flexible Energy System'

Rachel Cooper, Head of Smart Energy at BEIS, presented on the BEIS and Ofgem's Call for Evidence 'A Smart, Flexible Energy System' which was issued in November 2016. BEIS introduced the topic of the electricity system as facing new challenges in the future. It was noted that one of the key benefits of smart is to reduce costs of our future low carbon energy system, while ensuring the system is secure and consumers are in control. It was highlighted that in order to achieve these benefits, actions should be taken now as the path of 'no regret'. BEIS highlighted the below five focus key areas considered in the Call for Evidence:

1. Removing barriers to storage and Demand Side Response;
2. Improving price signals;
3. Catalysing innovation;
4. Making sure flexibility providers can compete fairly; and
5. Assessing changes to roles and responsibilities.

The TABASC noted that there is a wealth of potential flexibility for the system which could lead to decreasing the maximum capacity requirement on the system, if managed and utilised efficiently and effectively. TABASC Members noted that obtaining accurate and reliable information on what is happening on the system would be key to realising benefits. A number of methods can be used to change consumer behaviour that may shift the demand pattern, however those managing the network may need to have the information available to understand these patterns. Altering demand usage patterns would allow for the peak demand to be managed and ultimately decreased, enabling efficiencies in the system. It was discussed that the use of smart metering could support shifts in consumer behaviour through smart tariffs and load switching. However, it was noted that changes to devices and technical specifications may be required to support this and timescales for these changes to take place should be considered as part of the cost benefit analysis. The TABASC also discussed that the right consumer protections would also be required.

The TABASC discussed how the cost of implementing a smarter, flexible system, should be considered against the benefits, noting the magnitude of the changes that would be required.

It was noted that BEIS intend to respond to the Call for Evidence in Spring 2017 with a timeline of actions and areas of further work being set out.

The TABASC **NOTED** the verbal update.

3. BEIS Update

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

- Initial Enrolment Project Feasibility Report (IEPFR) outcomes are expected in early April 2017;
- Smart Metering Equipment Technical Specifications 1 (SMETS1) will be introduced into the Smart Energy Code in February 2017, through the Technical Specification Applicability Matrix. However, it was noted that the specification would be introduced in a limited capacity and is not intended that TABASC take responsibility for it at this stage;
- There has been a call for participation amongst the manufacturing community to participate in beta testing of Device Language Message Specification (DLMS) v3.1 in Q2 2017; and
- The Local Consumer Access Device (CAD) consultation outcomes are expected in a few weeks.

BEIS provided an overview of the discussions from the Technical and Business Design Group (TBDG) meeting. BEIS noted that the amalgamated Technical Specification Group (TSG)2 including the Dual Band Communications Hub changes have been issued for consideration by stakeholders in line with confirming the content for the February 2018 Release by the end of the month. The TABASC were informed that the DCC are completing Impact Assessments this month on the changes included in the previous TSG2 specifications, which will be presented back to BEIS and TBDG as part of the decision on the final release content. It was noted that the timescales for the Impact Assessments are at risk, although the DCC are continuing to aim to provide them by the end of the month.

BEIS noted that there will be a transitional period of Technical Specification maintenance handover to the SEC Panel and SECAS.

The TABASC **NOTED** the verbal update.

4. DCC Update

The DCC noted that potential release dates for the internal changes provided last month have currently not been confirmed. However, the DCC confirmed that the earliest they can look at implementing these changes would be the June 2018 release.

The TABASC noted that having a single place to capture the internal changes would be beneficial to ensure that stakeholders are aware of the solution and the implementation timescales. The TABASC also requested that this information was also made available for defect fixes. The DCC took an action to provide the TABASC with an update on the communication methods.

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

ACTION TABASC14/01: The DCC to provide the TABASC with an update on the communication methods in relation to the DCC internal changes.

5. 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 SSC are challenging the security options proposed in relation to the Initial Enrolment Project Feasibility Report (IEPFR). The IEPFR consultation outcomes are expected by early April 2017 and should aid the TABASC's understanding of technical options. The TABASC noted interest in how the DCC Enrolment and Adoption (E&A) solution develops and how it will affect the current Technical and Business Architectures.
- SMKI Policy Management Authority (SMKI PMA) – no specific TABASC related items were raised this month.

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

6. Business Architecture Document Project Update – December 2016

SECAS provided the TABASC with the monthly update on the Business Architecture Document (BAD) Project, focussing on the activities undertaken in December 2016. A high level dashboard set out the project status and high level risks. SECAS noted that due to the effort in December 2016 to develop drop 2 content, the BAD project came in slightly over budget for December 2016. However, the project is on track from an overall budget point of view and to date has delivered to time and budget, with the overall project out-turn status set at Green.

The TABASC noted that a workshop took place on 17th January 2017 to discuss and review the model aspect of the BAD that had been developed to date. It was noted that further work had been undertaken on the usability of the portal and was provided to the attendees for input. SECAS noted that an update on the feedback that had been provided would be produced for the February 2017 TABASC meeting. It was noted that, following review of the feedback, the project statuses set out in the update paper may need to be revised. The TABASC Chair noted that a quality product is expected to be delivered, with there being no impact on the budget in order to deliver the desired outcome.

SECAS informed the TABASC that the SECCo Board had requested SECAS to develop a set of procurement principles for use when considering new projects and work packages.

The TABASC **NOTED** the contents of the Business Architecture Document Project Update – December 2016.

7. Issues and Specification defect processes and TABASC as a Design Authority

Based on previous discussion at the TABASC and further discussion with the TABASC Chair, a paper was provided to cover the following three areas:

- Issue form – structure for comment prior to publication;
- Specification Defects; and
- Consideration of expanding the TABASC role to be a 'Design Authority'.

Issue Form

SECAS noted that it was agreed at the December 2016 Panel meeting for the Panel to not proceed with establishing a new Issue Resolution Sub-group (IRS) at this time due to insufficient evidence for the need of the group. In the interim, it was agreed that SECAS should develop an issues form to be published on the SEC Website to manage and review issues. The TABASC noted that stakeholders may not always want to use a form to raise an issue and it may be prudent for SECAS to record the issues discussed at the Technical Specification Issue Resolution Sub-group (TSIRS) retrospectively for the purpose of logging evidence required for the Panel. The TABASC noted that the issues form captured the relevant information.

Specification Defects

It was identified that there may be instances during operation, particularly early operation, where defects within the Technical Specifications or the Great Britain Companion Specification (GBCS) are identified. SECAS proposed the following two potential approaches to resolve such defects:

Option 1: Using existing SEC Section D 'Modification Process' and provisions

The TABASC discussed the potential to adapt the current SEC Modification Process and determined that processing steps and timescales, including notification and consultation periods, are a significant problem. If a defect modification did not meet the urgency criteria in the SEC, an expedited modification progression timetable could be agreed by the Panel, as part of its initial consideration of the modification (the Panel agreement could be ex-committee). The TABASC expressed concerns around this option as the defect will still require approval by the Authority, Change Board and Panel (in the case of a Fast-Track Modifications).

Option 2: A new process or Modification Path

The TABASC discussed the option to develop a new 'defect' Modification Path that is not classed as an Urgent Proposal; however, has an expedited mechanism. This option would be a hybrid between a standard modification and the housekeeping Fast-Track Modification path.

The TABASC agreed for SECAS to further develop options to provide rapid handling of specification defects. It was again noted that the timetables would have to be reduced significantly and it may be necessary to operate a prioritisation scheme to resolve the most urgent issues.

SECAS agreed to develop a workflow to also build in whether defects will impact other changes. This strawman process will be discussed at a future TABASC meeting.

TABASC as a Design Authority

SECAS presented on the Panel's previous consideration of the potential for expanding the TABASC role to be a Design Authority. It was highlighted that this was raised to the Panel following discussions with the TABASC Chair, and the Panel asked for the TABASC to put further thought into the requirements and the problem it was trying to solve prior to considering further. It was noted that the TABASC are responsible for the End-to-End Technical Architecture and Business Architecture; however, there is currently no formal 'body' that is responsible for the end-to-end design for Smart Metering. There were discussions around BEIS' current role as a governing body and who will be responsible to manage end-to-end design when BEIS hands over the Technical Specifications.

BEIS and SECAS both highlighted that the current arrangements in place through the SEC in regards to the Modifications Process provide the necessary vires for oversight and governance. The TABASC agreed that their role in supporting Working Groups should be sufficient to provide advice on future changes.

The TABASC noted that there should be an increase in monitoring Modification Proposals and playing a more active role in understanding the solutions being proposed in Modification Proposals. To assist in the TABASC's active role, SECAS will provide an updated Modification Status Report to highlight the Modification Proposals that may be of interest to the TABASC. The TABASC agreed that there should be no need for changes to their remit to operate this role.

The TABASC **AGREED** the content of the SEC issue form including any additions, prior to publication.

The TABASC **NOTED** that the discussions on the Design Authority matter will be fed back to the Panel.

ACTION TABASC14/02: SECAS to develop a workflow of a modification pathway to rapidly resolve Technical Specification defects.

ACTION TABASC14/03: SECAS to update the Modification Status Reports to highlight Modification Proposals that specifically relate to the TABASC.

8. 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 January 2017 meeting.

The group were informed that the Panel agreed for the Testing Advisory Group (TAG) and the TABASC to jointly develop a set of User Testing 'principles' to provide a starting point for Proposers and the Working Groups on appropriate levels of User Testing for Modification Proposals. The TAG and TABASC outputs will then be taken to the Panel with details of how best to capture the information.

The TABASC were informed that the Panel agreed to proceed with the handover from BEIS to the Panel on the maintenance of the Technical Specifications. BEIS currently maintains the Technical Specifications at a specific change and release level, and the handover of tools and supporting documents to the SEC Panel and SECAS is expected to occur by June 2017. The SEC Panel and SECAS will then be responsible for generating the new Technical Specification versions for the June 2018 release onwards.

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 capture the full IRP list, including those that are expected to be confirmed as part of the TSG2 at the end of the month, as well as new modifications.

It was noted that information on the DCC internal changes could also be captured through this mechanism to include all the release information is available in one place.

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

ACTION TABASC14/04: SECAS to set up a joint workshop with the TAG and the TABASC to discuss User Testing 'principles'.

9. TABASC Activity Planner

SECAS provided the TABASC with an updated Activity Planner outlining the activities anticipated until December 2017. SECAS noted that the iteration 3 review of further BAD content will occur in March 2017.

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

10. TABASC Risk Register

The TABASC were provided with a paper documenting the TABASC risks, as well as the risks and issues included in the SEC Panel Risk Register. The TABASC were informed that the Panel agreed all the amendments to the SEC Panel Risk and Issue Register. It was noted that the TABASC should continue to monitor risks and have an understanding of who is responsible for the mitigations.

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

11. 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 five new Modification Proposals:

1. **SECMP0026** – Changes to the Security Sub-Committee Nomination Process;
2. **SECMP0027** – Amending Service Request Forecasting;
3. **SECMP0028** – Prioritising Service Requests;
4. **SECMP0029** – Business Continuity and Disaster Recovery Testing Amendments; and
5. **SECMP0030** – Demand Management of DCC Systems.

At the January 2017 Panel meeting, the Panel confirmed that SECMP0027, SECMP0028, SECMP0029 and SECMP0030 should be submitted to the Refinement Process. Furthermore, it was agreed at the meeting that, as a Path 3: Self-Governance modification, SECMP0026 will not require refinement and has been submitted directly for consultation.

The TABASC were invited to review and provide any additional comments on SECMP0021 – *Increase the representation of the "Other SEC Party" category on the SSC and TABASC,* which is currently undergoing Working Group consultation.

The TABASC Members, with the agreed exclusion of the Other SEC Party members, discussed and agreed feedback to be considered at the post consultation Working Group meeting in early February 2017. The group agreed to feedback that an increase in membership of the Other SEC Party Category on the TABASC from two to four members was voted by all Parties, excluding Other SEC Party members, as not necessary. It was noted that two member seats for the Other SEC Party Category provides sufficient knowledge and expertise for the TABASC business, and provides the

right balance with the other SEC Party Category seats. It was further noted that the TABASC have access to further knowledge and expertise via the Technical and Business Expert Community (TBEC) should a specific topic require it.

The TABASC **AGREED** to provide feedback on SECMP0021 for consideration by the Working Group.

12. TABASC Terms of Reference Update

SECAS provided the TABASC with an overview of the document classification scheme amendments made to the TABASC Terms of Reference (ToR), following approval of the Panel Information Policy in December 2016. SECAS highlighted that the TABASC ToR has been updated to include the Confidentially and Disclosure Agreement as Appendix B. Each existing TABASC Member is required to sign and return the non-disclosure form to the SECAS Helpdesk at SECAS@gemserv.com prior to being entitled to access RED level documentation. As part of the nomination and election process, any new TABASC Member will also be required to sign and return the non-disclosure form to SECAS prior to being entitled to access RED level documentation.

The TABASC **NOTED** the contents of the TABASC Terms of Reference Update.

ACTION SECAS14/05: SECAS to provide the Confidentially and Disclosure Agreement for TABASC Member signature prior to the February 2017 TABASC meeting.

13. Any Other Business

No items were noted this month under this section.

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

Items for Information

14. Modification Status Report – January 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.

15. DCC Monthly Performance Measurement Report

The DCC Monthly Performance Measurement Report was, and will continue to be, circulated at each TABASC meeting.