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Meeting TABASC_24_1611, 16th November 2017

10:00 – 15:20, America Square Conference Centre, One America Square, London, EC3N 2LB

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

Attendees:

Category	TABASC Members
TABASC Chair	Julian Hughes
Large Suppliers	Stephen Lovell
	Rochelle Harrison
	Grahame Weir
	Emslie Law
	Paul Saker (alternate)
Other SEC Parties	Elias Hanna
Gas Networks	Leigh Page
Electricity Networks	Alan Creighton

Representing	Other Participants
Ofgem	Carmel Golden (part)
BEIS	John Eager
DCC	Sylvia Ovie
	Amanda Rooney (part)
	Richard Kelly (part)
SECAS	David Barber
	Kayla Reinhart
	Alys Garrett (part)
	Selin Ergiden (part)

Absent	
Small Suppliers	Kirk Hawksworth
Small Suppliers	Andy Knowles
Large Suppliers	Stacey Brentall

Apologies	
Other SEC Parties	Tim Boyle

1. Minutes and Actions Outstanding

The draft minutes from the October 2017 TABASC meeting were approved with minor amendments 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
TABASC21/03 The DCC to provide the TABASC with a completed template for each open Change Request by the September 2017 TABASC meeting.	This action is closed as it is superseded by TABASC24/06. Action **CLOSED**.
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.	The TABASC Chair informed the TABASC that discussions are underway to understand the requirements in relation to sharing information from the SMIE and a response is expected. A further update will be provided at a future TABASC meeting. Action **ONGOING**.
TABASC21/05 SECAS to request further details on the scope of the Ofgem led Feed in Tariffs (FITs) Workshop to inform whether attendance from the TABASC is required in relation to any impacts on the Technical Architecture or Business Architecture.	Ofgem presented on the outcomes of the Feed in Tariffs (FITs) Workshop under agenda item 2. Action **CLOSED**.
TABASC22/01 SECAS and the TABASC Chair to raise how UIT can be used for live fixes, with the DCC testing lead to ascertain the risks of releasing SIT-A for future release testing and thereby reduce the DCC expenditure.	The DCC informed the TABASC that work is underway to determine whether the Systems Integration Testing A (SIT-A) environment is providing value in processing live defect fixes. Further justification is required and will be provided at a future TABASC meeting. Action **ONGOING**.
TABASC22/07 The DCC to provide an overview of change management on enduring release, including how the delivery hub will help as an October 2017 TABASC agenda item.	The DCC presented on its Delivery Hub approach under agenda item 3. Action **CLOSED**.

TABASC22/08 The TABASC Chair agreed to discuss with the SEC Panel Chair the DCC's involvement in modifications, including Preliminary and full Impact Assessment costs and timescales.	SECAS informed the TABASC that following discussions with Ofgem a review of SEC Section D has commenced to look at improvements to the Modification Process alongside the work underway as part of SECMP0034. The TABASC expressed its interest in being involved in the decision-making process for any enhancements or additions to the Modification Process. It was agreed that updates on the progress with the SEC Section D review would be provided at future meetings. Action **ONGOING**.
TABASC23/01 The TABASC Chair noted that further work is required between the Operations Group and the TABASC to ensure duties are not duplicated across the Sub-Committees.	Work is underway to ensure duties are not duplicated across the Operations Group and the TABASC. An update will be provided at the December 2017 TABASC meeting. Action **ONGOING**.
TABASC23/02 Following an SSC action for the DCC to conduct analysis with the TABASC to understand its approach to performing checks of anomalous change levels within Registration Data Provider (RDP) update files the DCC are requested to go to the TABASC to determine if there are any alternative ways of performing these checks.	The DCC advised the TABASC that the issue was being addressed; however, requested the SSC to advise on the priority of resolving the issue. The TABASC Chair noted the importance of the issue and confirmed that an update will be provided at the December 2017 meeting to confirm priority following discussions with the SSC Chair. Action **ONGOING**.

2. Ofgem FITs Workshop

Ofgem presented on the outcomes of the **October 2017** Feed in Tariffs (FITs) workshop, including the discussions around the challenges and opportunities identified as a result of the smart meter roll-out and its interaction with the FITs scheme.

Background

Ofgem provided background on the purpose of the workshop. It was noted that installations using less than 30kW are connected to the distribution network are not obliged to have an export meter fitted, however if an export meter is fitted then actual rather than deemed reading must be used. The installation of a SMETS meter provides the capability to measure export. A challenge identified is that where a FIT licensee is not the import supplier they may not be aware that a smart meter has been installed and is capable of metering export.

Ofgem highlighted three points for consideration:

1. **Notification of export capable smart meter:** When a FIT Licensee isn't the import supplier they must be made aware when a smart meter with export measuring capability has been

installed. This is so that they can update their export status from deemed readings to actual readings and make the relevant adjust to payments.

2. **Access to export data:** When an Export Supplier has discovered a smart meter with export measuring capabilities is present, how do you gain the export meter readings from the DCC.
3. **Levelisation**: Levelisation calculation does not include metered export but does include estimates. Certain parties may be feel penalised as a result of the switch from deemed to actual export reads.

TABASC Discussion

A TABASC Member who attended the workshop highlighted that most workshop attendees were those involved in FITs with little representation from the Smart Metering areas of the organisations that attended. In addition, it was noted that Ofgem representatives were not fully aware of the capability of the DCC solution and smart context. It was noted by Ofgem; however, that the workshop helped inform the Ofgem representatives of the problem and challenges that require further consideration and discussion.

Discussion took place on the point that when a FIT licensee is not the Import Supplier they may not be aware that a smart meter has been installed and is then capable of metering export because they are not obligated to be DCC Users. The Ofgem representative queried what the potential costs a FITs Licensee would incur to become a DCC User. The TABASC Members indicated the costs are quite high due to the need to obtain, amongst other matters, a User Gateway connection (unless a shared resource is utilised) and undergo a Security Assessment. It was also noted and discussed that data cannot be accessed without an export MPAN, and not all FIT sites currently have an export MPAN preventing the access of the export data via the DCC.

It was noted that smart metering rollout program was forcing change on how industry operates due to the installation of export metering capability as standard. It was also noted that due to the interaction between FITs, the Smart Metering Implementation Programme (SMIP) and other activities that license breaches may occur and noted that these are likely unintentional and may not be resolved until an industry solution is developed.

Next Steps

Ofgem noted that little consensus was received on the issues raised at the workshop, and as a result, a questionnaire will be circulated to seek additional information from licensees. Ofgem informed the TABASC that the questionnaire is due to be issued in the next 2 to 3 weeks. The TABASC requested that Ofgem circulate the questionnaire to the TABASC and provide further information on the outcomes of the questionnaire and any future workshops in the new year.

The TABASC **NOTED** the presentation.

3. DCC Overview of Change Management on Enduring Releases – Delivery Hub

The DCC presented on its Delivery Hub approach to enable the DCC to scale appropriately for Industry demand for change. The DCC informed the TABASC that they are introducing a gated delivery process to scale appropriately to ensure delivery is efficient and effective. The DCC informed the TABASC that the Delivery Hub will use standardised and controlled processes, decision making, tools and technology. The DCC outlined the different stages within the deliver hub and where improvements have been made or are in the process of being deployed.

The DCC indicated that they believed that in relation to Modifications, improvements were needed to ensure that requirements were clear and understood before Impact Assessments (IA) were undertaken by the DCC and its Service providers. The TABASC noted that DCC has the opportunity to influence the quality of the requirements specification in the Working Groups (WGs) prior to the Modification requirements being issued to the DCC, and as a result there should be no reason why the requirements should be unclear. The TABASC reiterated the importance of effective engagement from the DCC into the Modification Process and WG discussions.

In addition, the DCC informed the TABASC that the maintenance releases form part of the Delivery Hub activities, and links with the DCC Release Management Policy. The content of these maintenance releases need to be scoped to inform any necessary testing and other activities. The DCC informed the TABASC that they are currently developing the process, and it will be discussed and developed further at the DCC Change WG meetings, the first of which will take place on 28th November 2017. The DCC asked whether a TABASC representative was interested in attending the session, with the TABASC Chair agreeing to liaise with the DCC regarding attendance at the first Change Working Group meeting to inform what attendance and involvement is required going forwards.

ACTION TABASC24/01: The TABASC Chair will liaise with the DCC regarding attendance at the DCC Change Working Group meeting.

The TABASC **NOTED** the presentation.

4. Release Management Policy

SECAS and the DCC have worked together to produce an updated and enhanced enduring Release Management Policy (RMP) covering the SEC Requirements for the Panel Release Management Policy and the DCC Release Management Policy. SECAS and the DCC presented details on the proposed updates and enhancements of the Release Management Policy to the TABASC, noting that the Panel approved the RMP at its November 2017 meeting to be issued for consultation. The RMP was issued for consultation on 15th November 2017 with a deadline to respond by 15th December 2017.

SECAS outlined that the proposed approach of three scheduled Releases a year, two being DCC system-impacting Releases and one document only Release. It was noted that there would be fixed dates for a degree of certainty. The TABASC were informed that June and November were the proposed dates for the two DCC system-impacting SEC Releases and February for the document only Release. It was noted that the proposed dates are subject to change based on the consultation responses and feedback. SECAS informed the TABASC that there will be notional cut-off dates of 12 months before the implementation date for User impacting proposals, and 6 months prior to the implementation date for documentation impacting Modification Proposals. SECAS noted that there is flexibility built in to allow delays in implementation, subject to clear rationale being provided to the Panel to then inform a recommendation to the Authority to consider if required. However, in the enduring release space it is expected that a release or the elements that make up the content should not move. In addition, it was noted that a further three scheduled DCC maintenance releases would occur, with scope to include Modification proposals within them if required and they be suitable. Finally, it was noted that ad-hoc releases could also occur, depending on the nature and urgency of the change.

The TABASC questioned each of the Sub-Committees' role, including the TABASC's, for sign off of each Release. SECAS and the DCC confirmed that they will engage with the relevant SEC Panel Sub-Committees during the full and maintenance release design process.

The TABASC queried what criteria the DCC would have in place to approve go-live criteria for each Release, taking into consideration the defect mask. It was noted that this was also discussed at the November 2017 Panel meeting and that further work is required on developing Release Go-Live Criteria, and these criteria would be captured within the Release Implementation Document (RID) produced for each scheduled release. It was noted that the format of the criteria would be discussed further by the Panel with input from the Testing Advisory Group (TAG).

The TABASC discussed the governance process for ad-hoc and emergency releases. It was noted that the Operations Group would be a key vehicle for the DCC in regard to implementation of any ad-hoc releases.

The DCC outlined the approach for the Change Analysis Unit (CAU) and noted that work is underway to shorten the process and in turn accelerate IAs. The TABASC noted the need for the DCC to leverage experts in WG during the modification development process. This will give a greater confidence to DCC to deliver IAs. The DCC informed the group that there is room for improvement and work is underway to develop an approach.

The TABASC queried whether there is an impact on how the costs are impacted, noting that bundling modification together will reduce the cost. The DCC confirm that, in addition to providing the cost on a modification in isolation, it is now required to conduct further analysis to determine the cost for a bundle of modifications. The TABASC Chair requested the DCC to engage with industry to assess the potential impacts this may have on the Service Users.

The TABASC agreed to include the Release Management Policy as a discussion item at the December 2017 TABASC meeting. This will allow TABASC Members to review the consultation content and provide any feedback if required prior to the consultation deadline.

The TABASC **NOTED** the presentation.

5. DCC Major Incident Report

Following the October 2017 TABASC meeting, the TABASC agreed to discuss and review any DCC Major Incident Reports, to help determine if there are any potential impacts on the Technical and/or Business Architecture.

The TABASC were informed this month that one full Incident Management Report has been issued on 10th November 2017. The TABASC discussed the contents of the DCC Major Incident Report and identified areas of concern in relation to the recommended actions. The TABASC noted the section of the report that focused on the remedial actions that took place to resolve the incident however, the TABASC observed that the actions to prevent future occurrences were not actually actions and it was unclear if these had been carried out. The TABASC recommended this information be included in future reports. SECAS further noted that they will liaise with the Operations Group to assess the report's recommended actions.

The TABASC discussed the nature of the incident and expressed concern in relation to how the MPRN data refresh became a Severity 1 incident. It was noted that industry was explicitly informed that there would not be impacts as a result of the refresh. The TABASC requested the DCC to consider re-running a test data upload to ensure it does not happen again, out of hours. The TABASC noted that further information is required around remedial planned actions prior to assessing any potential impacts the incident may have on the Technical and/or Business Architecture. This will help inform whether any impacts should be escalated to the Panel for consideration.

ACTION TABASC24/02: The DCC to provide further detail on the actions outlined in the DCC Major Incident Report to prevent further recurrence.

ACTION TABASC24/03: SECAS to liaise with the Operations Group regarding monitoring the DCC Incidence Reports.

ACTION TABASC24/04: The DCC to consider re-running a test data upload to ensure the DCC Major Incident does not happen again out of hours.

The TABASC **DISCUSSED** the contents of the report and requested further information from the DCC on what the recommended actions were and whether they have been taken to prevent reoccurrence.

6. DCC Update

Prior to the TABASC meeting, the DCC were requested to provide the TABASC with an update on way forwards regarding the SEC requirements on reporting and information that should be provided to the TABASC. The DCC highlighted four areas where the SEC provisions require the DCC to share and/or report to consult to the TABASC:

- Maintenance of the DCC Systems (SEC Section H8.4);
- Unplanned Maintenance (SEC Section H8.6);
- Internal System Changes (SEC Section H8.8); and
- DCC Release Management Policy (SEC Section H8.11).

The DCC noted that they are currently sharing the required information within the timescales, or agreed interim timescales in the case of Planned Maintenance. However not all the provided information was coming to the TABASC (such as the Unplanned Maintenance notifications). The TABASC Chair agreed to review the current information that is being issued in relation to Unplanned Maintenance to determine how this information could be more effectively communicated to the TABASC for discussion at subsequent meetings.

The DCC provided SECAS with the CR spreadsheet for circulation to TABASC following the meeting.[1] The TABASC provided further feedback on the spreadsheet and requested that the DCC complete the following actions:

- add any CRs that are still to be captured, including all those unassigned to a Release, in the CR spreadsheet;
- add an extra column to highlight if a CR is related to/or replaced a previous CR to aid mapping. It was noted that the observation still stands that it is difficult to know where a newer CR superseded an older CR without this clearly signposted;
- improve the ability to identify any outstanding gaps in the CR number/information. This should be achieved by putting all the CRs onto a single worksheet and include an additional column title ‘release’ and then have options of ‘unassigned, R1.3, R2.0, R3 etc’, which can be used to filter; and
- considerations around how the spreadsheet could be published on the SEC Website for SEC Parties, or at a minimum TABASC Members to use. It was noted that the TABASC could not identify any information contained within the CR spreadsheet that would be commercially sensitive for the DCC.

[1] Post meeting note: SECAS circulated the latest version of the CR spreadsheet on 23rd November 2017.

Following the October 2017 TABASC meeting, the DCC provided an update on the Power outage alert CRs. A TABASC Member expressed concern with the DCC indicating that CR90 is 'not assigned' to a release and requested further information on the status and how affective parties are to receive this information. The DCC noted that they will provide further information on CR90 to the relevant Member.

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

ACTION TABASC24/05: The TABASC Chair and SECAS to review the current reports issued by the DCC to determine their effectiveness.

ACTION TABASC24/06: The DCC to update the CR spreadsheet to include:

- CRs that are still to be captured, including all those unassigned to a Release;

- an extra column to highlight if a CR is related to/or replaced a previous CR;

- filter the identification of any outstanding gaps in the CR number/information to put all the CRs onto a single worksheet and include an additional column title 'release' and then have options of 'unassigned', and lists each release.

ACTION TABASC24/07: The DCC to provide further information on CR90 to the relevant TABASC Member.

ACTION TABASC24/08: The DCC to provide further information on its approach to publishing the CR spreadsheet to industry.

7. Sub-Committee Update

Security Sub-Committee (SSC)

The TABASC Chair provided the TABASC with an update on the recent SSC activities, highlighting that the SSC are continuing to proceed through the User Competent Independent Organisation (CIO) audits. The TABASC Chair noted the high quantity of CIO audits occurring each month, with the majority being Small Suppliers in advance of the Small Supplier DCC User mandate.

The TABASC Chair noted that the SSC is undertaking analysis of Suppliers ability to notify manufacturers of security vulnerabilities. It was noted that the need for further analysis was supported by the Panel and the SSC and TABASC Chairs have agreed to work together to develop a workable solution. The TABASC Chair will continue to work with the SSC Chair to develop a workable solution.

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

The TABASC Chair provided the TABASC with an update on the SMKI PMA recent activities, highlighting areas of specific relevance to the TABASC. One particular concern is the use of SMKI certificates in the SMETS1 solution. It was noted that the TABASC will keep a watching brief on the matter to assess any proposed changes and impacts in relation to the Technical and/or Business Architecture.

Smart Metering Operations Group (SMOG)

The latest SMOG meeting was cancelled; therefore, there was no SMOG update provided this month.

The TABASC **NOTED** the verbal updates.

8. BEIS Update

BEIS informed the TABASC of consultations and conclusions that have been published:

- BEIS approval of the licence condition plans for Release 2.0 and SMETS 1 Enrolment and Adoption (E&A) in October 2017;
- The designation of GBCS 1.1 following the BEIS conclusion of the consultation to the GBCS as part of the SEC to reflect a live service issue fix in relation to DLMS on 6th November 2017; and
- A direction letter was published regarding a change to the Transitional Variation associated with the Self-Service Interface (SSI) for DCC Release 1.4.

BEIS noted future activity that are due to be published in the coming months:

- The consultation letter with the proposed positioning for Release 2.0 documentation, including SEC Section X transitional powers, and SEC subsidiary Documents (including the Technical Specifications) is due to be issued in December 2017;
- The Smart Energy Bill (including an extension to the Secretary of State transitional powers and measure to deal with the DCC if a company were to fail) has had it second reading in Parliament and was moving to the committee review stage;
- The release of quarterly statistics on the smart metering rollout and progression across Large and Small Suppliers is due to be published 13th December; and
- Non-domestic Opt-out policy outcomes are due to be issued end of November or early December 2017.

A TABASC Member requested further information on the possible Dual Band Communications Hub charging consultation.[2]

The TABASC **NOTED** the verbal update.

9. Modification Proposals for Discussion and Feedback

SECAS provided the TABASC with a general overview of the current state of Modification Proposals, with a specific update on the following modifications:

SECMP0027 'Amending Service Request Forecasting'

Summary

SECMP0027 seeks to amend the Service Request (SR) forecast reporting by excluding three customer driven SRs from the SR Variance and Metrics Panel Report.

Status Update

At the latest WG meeting, the WG agreed that three SRs should be redacted from the report; SR 2.2 'Top Up Device', SR 11.1 'Update Firmware' and SR 11.3 'Activate Firmware'. The WG also agreed on two potential solutions:

- Provide exclusions of the agreed SRs from the DCC's Service Request Report; or

[2] Post meeting note: BEIS has confirmed with the TABASC Member that there are plans to issue a consultation; however, an update on the timeline will be provided at the December 2017 TABASC meeting.

- Develop a list of SRs to be excluded from the DCC's Service Request Forecasting Report and develop governance arrangements for the list (such a list to be managed either by the Panel or other relevant Sub-Committee).

SECAS are preparing Business Requirements for two potential solutions, and drafting the legal text for each solution option. It was noted that the WG Consultation is due to be issued the first week of December 2017.

TABASC Discussion

The TABASC noted the modification overview and expressed concern that their previous feedback given in July 2017 had not been duly considered by the Panel for their consideration as part of a solution as well as be provided to the WG for their consideration. The TABASC's previous feedback questioned the proposal to exclude the firmware update SRs on the basis that it should be more predictable than the prepayment top up SR. SECAS noted that, despite the TABASC feedback being considered and brought to the Panel, the Panel still agreed for the modification to proceed to refinement. The TABASC further reiterated that the Panel can decide to not publish the reports however, were unable to not publish only one element of it. SECAS informed the TABASC that the Panel has the ability to publish the reports to have leverage in ensuring organisations are reporting correctly. The TABASC requested SECAS to delay the WG consultation until further justification is provided. It was suggested that the WG provide specific feedback on the TABASC's consideration and input on the modification and whether it had or had not been actioned and why.

ACTION TABASC24/09: SECAS to delay the WG consultation until the WG provide specific feedback on the TABASC's consideration and input on the modification (SECMP0027) and whether it had or had not been actioned and why.

SECMP0029 'Business Continuity and Disaster Recovery Testing Amendments'

Summary

SECMP0029 seeks to ensure that the DCC keeps the disruption to the Services to a minimum during Business Continuity and Disaster Recovery (BCDR) tests and to notify Users of its test plans well ahead of any BCDR test.

Status Update

The TABASC were informed that the WG unanimously agreed on the solution and approved the legal text. It was noted that SECAS will issue the WG Consultation on 20th November 2017.

TABASC Discussion

The TABASC noted the modification overview and there were no further discussions.

SECMP0031 'Adding UTRN Functionality to SMETS'

Summary

SECMP0031 seeks to increase the Unique Transaction Reference Number (UTRN) functionality associated to a UTRN for SMETS2 devices.

Status Update

It was noted that the first WG meeting was held on 8th August 2017. SECAS are fulfilling the action items from the meeting:

- To get an update from BEIS on the policy directive on no-WAN areas; and
- To explore other alternative technical solutions to no-WAN

TABASC Discussion

Following WG discussions it was determined that the modification is to provide a solution for no-WAN areas rather than the UTRN as indicated by its title. The TABASC suggested the title of the modification should be reworded. The TABASC requested further information be provided at a future meeting following the modifications next iteration.

SECMP0032 'Prioritising Prepayment Customers in No WAN Situations'

Summary

SECMP0032 seeks to reduce the timescale of 90 days to achieve Smart Meter Wide Area Network (SM WAN) coverage to areas where the customers have prepayment contracts, and there is no WAN connection.

Status Update

The TABASC were informed that the first WG meeting was held on 8th August 2017. SECAS are working on the action items from the meeting:

- To seek information from BEIS regarding the rationale behind the 90 days frame; and
- Identify potential ways forward and possible impacts of reducing the time limit.

SECAS noted that the possible impacts of reducing the time limit will be discussed at the next WG meeting.

TABASC Discussion

The TABASC noted the modification's potential commercial implications; however, agreed that there is not a technical and/or business impact and there were no further discussions.

SECMP0037 'Pairing Local PPMIDs'

Summary

SECMP0037 seeks to remove the requirement on Communications Hub (CH) to apply 60-minute limit for device connection.

Status Update

The TABASC were informed that SECAS is currently liaising with the SSC to identify the security implications and security related costs of implementing this modification.

TABASC Discussion

The TABASC noted the modification overview and agreed with the current approach of liaising with the SSC to identify the security implications. The TABASC noted that they will keep a watching brief on the modification going forward.

SECMP0038 'Sending Commands via PPMIDs'

Summary

SECMP0038 seeks to require CH to accept any Great Britain Companion Specification (GBCS) Command sent via the ZigBee tunnel from a Prepayment Interface Device (PPMID), rather than only a subset of commands.

Status Update

It was noted that SECAS prepared the Solution Design Specifications and requested Preliminary Assessment (PA) from the DCC on 16th October 2017.

TABASC Discussion

The TABASC noted that there is an architectural impact and expressed concern around security with opening the solution up to external control. It was noted that this modification has also been discussed at the SSC for feedback and input. The TABASC noted that they will keep a watching brief on the modification and requested an update once the PA is received.

SECMP0039 'Communication Hub returns notification mechanism for Other SEC Parties'

Summary

SECMP0039 seeks to allow all SEC Parties who order CHs a mechanism to notify the DCC of fault or no fault returns and receive appropriate responses, thus enabling all ordering Parties to execute a complete ordering and returns process.

Status Update

The first WG meeting was held on 29th September 2017. Awaiting supporting documentation from the DCC to be discussed in the second WG meeting, which is scheduled for 28th November 2017.

TABASC Discussion

The TABASC requested more guidance and a step by step approach of the process. The TABASC noted the modification overview and agreed to keep a watching brief.

SECMP0041 'Amending the Change Board decision making rules for Modification Proposals'

Summary

SECMP0041 seeks to change SEC Section D 'Modification Process' to ensure each SEC Party is entitled to vote on SEC modifications and SEC Change Board Members' votes are bound by the views/votes put forward by their Party Category.

Status Update

SECAS informed the TABASC that the first WG meeting was held on 18th October 2017. SECAS are working on the action items and putting together solution options. It was noted that the WG are expected to meet again in January or February 2018.

TABASC Discussion

The TABASC noted that the modification does not impact the Technical and/or Business Architecture. However, concerns were raised that it could have an impact on the importance given to the TABASC's views (and other Sub-Committee views) on a modification and how they may inform a Change Board vote. The TABASC expressed concern in relation to changing the process of the Change Board and noted that the it may reduce the strength of the TABASC in relation to assessing modifications. The TABASC noted their interest in the progression of this modification, particularly if the side effect of the Modification Proposal is that a Change Board is no longer needed as the view on a Modification will be purely based on the responses to the Modification Report Consultation. It was noted that the role of the Change Board could be enhanced in the future, and such an enhancement may form part of the considerations undertaken as part of the SEC Section D review that is underway.

The TABASC **DISCUSSED** the Modification Proposals and provided feedback for consideration by the Working Groups.

10. 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 November 2017. The TABASC activity planner will be updated to include a breakdown of planning activities required to review the current BAD and TAD for Release 2.0 specification. It was noted that these activities were agreed at the October 2017 TABASC meeting. In addition, it was noted that DIT will now be added under the Release milestones for completeness.

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

11. TABASC Risk Register

The TABASC was provided with a paper documenting the adopted TABASC related that were adopted following two workshop reviews of potential risks passed to it by the Department for Business, Energy and Industrial Strategy (BEIS). These risks were revised to enhanced descriptions along with an assessment of the likelihood, impact and associated risk management plans for each. It was clarified, that the TABASC will review the current risks and identify any further risks associated with the TABASC's operations, along with its associated ratings. The associated risk management plans can also be reviewed for progress made along with consideration of any addition actions that should be included to help mitigate against the identified risk on a monthly basis.

Those risks that have been determined to fall under the Operations Group remit have been handed over to the Operations Group for consideration at a future meeting. An update on the Operations Group considerations of the eight risks will be provided to the TABASC following its discussions.

SECAS noted that there were no changes to the three existing TABASC Risks this month and that these risks will be reformatted and added to the TABASC risk register and risk management plan spreadsheet for consistency and to aid the review and management going forwards. The TABASC agreed with this approach.

In addition, the TABASC was provided with the SEC Panel Risk Register. The TABASC were informed that the Panel agreed the amendments at its October 2017 meeting. SECAS noted that the Panel are discussing streamlining the format of risk registers across the Panel and all sub-committees. It was noted that an update will be provided at a future meeting on the planned approach.

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

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

SECAS raised an A.O.B item in relation to holding quarterly Technical and Business Expert Community (TBEC) meetings to discuss process and/or operational challenges in an open forum focusing on existing processes in the enduring live space. The approach is raised to address some of the topics being brought up in transitional forums, for example, CPL related issues and identifying a process to seek new proposers for previously raised IRPs. It is proposed that TBEC can facilitate meaningful discussion to can develop a solution, if required.

The TABASC supported the approach; however, noted that at this stage, it may be too early to utilise the TBEC. As a result, the TABASC, first suggested that list of topics be developed to identify the areas that require monitoring or action in the interim. It was noted that, the TABASC can then, on a

monthly basis, determine whether further expertise is required to assess the topics and their impacts on the technical and/or business architecture.

ACTION TABASC24/10: SECAS to develop a list of issues to the TABASC for monitoring.

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

Items for Information

14. Transitional Governance Update

The Transitional Governance Update is a compendium of activities occurring under the Smart Metering Implementation Programme (SMIP) and the update for November 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.

15. Modification Status Report – November 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.