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# Meeting TABASC_19_1506, 15th June 2017

**10:00 – 15:30, 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 |
| | Ashley Pocock |
| | Grahame Weir |
| Small Suppliers | Absent |
| | Absent |
| Other SEC Parties | Tim Boyle |
| Electricity Networks | Alan Creighton |
| Gas Networks | Leigh Page |

| Representing | Other Participants |
|---|---|
| DCC | Gordon Ridell (part) |
| | Nicola Roteglia |
| | Mark Stanford (part) |
| SECAS | Alys Garrett |
| | Nick Blake |
| | Urszula Thorpe (part) |
| | David Barber (part) |

| Apologies | |
|---|---|
| Large Suppliers | Tim Newton |
| Large Suppliers | Emslie Law |
| Other SEC Parties | Elias Hanna |

| Absent | |
|---|---|
| Small Suppliers | Kirk Hawksworth |
| Small Suppliers | Andy Knowles |

## 1. Minutes and Actions Outstanding

The draft minutes from the May 2017 TABASC meeting were agreed 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 |
|---|---|
| TABASC09/06<br>SECAS to produce a proposal for an enduring TAG function for TABASC to review. | SECAS noted that the Terms of Reference (ToR) for an enduring Testing Advisory Group (TAG) were presented to the SEC Panel at the June Panel meeting and they were approved. It was noted that the TABASC has no responsibilities at this point in time.<br>Action **CLOSED**. |
| TABASC17/01<br>The DCC to feedback its intended approach to make upgrades more acceptable. | The DCC noted that this would be presented as part of the DCC update under agenda item 2.<br>Action **CLOSED**. |
| TABASC17/02<br>The DCC to provide the TABASC with a list of defects and change requests currently being progressed. | The DCC representative was unable to present on this action and will provide the information at a future meeting.<br>Action **ONGOING**. |
| TABASC17/06<br>The TABASC Members to provide SECAS with feedback on the proposed approach for development of User Testing Principles for Modification Proposals prior to it being raised at the SEC Panel in May 2017. | SECAS noted that the User Testing Principles had been presented to the Panel at the June 2017 meeting following discussion at the workshop and feedback from the TABASC. The Panel approved the principles and noted that they will be used going forwards.<br>Action **CLOSED**. |

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| TABASC18/01<br><br>The DCC to provide details on the outputs from the work being undertaken to develop the conceptual design for cloud-based environments. | The DCC noted that this would be presented as part of the DCC update under agenda item 2.<br><br>Action **CLOSED**. |
| TABASC18/02<br><br>The DCC to provide more information on the additional environments that would be available for R1.4 and R2.0 at the June 2017 TABASC meeting. | The DCC noted that this would be presented as part of the DCC update under agenda item 2.<br><br>Action **CLOSED**. |
| TABASC18/03<br><br>The TABASC Members who attend the Smart Metering Operations Group (SMOG) were requested to provide updates following each meeting. | The TABASC Members who attend the SMOG noted that they will provide an update at the July 2017 meeting.<br><br>Action **ONGOING**. |
| TABASC18/06<br><br>SECAS to recommend the 'Adopter' membership to the Device Language Message Specification (DLMS) User Association and the equivalent for ZigBee, for Panel approval. | The TABASC noted that it was possible to have access to the ZigBee Specifications without having a membership. This non-membership allows access to versions that are currently 'live'. To gain access to the development versions would require membership and it was agreed at the May 2017 TABASC meeting that this was not required at this stage.<br><br>It was noted membership to the DLMS User Association was still required and would be requested at the July 2017 Panel meeting.<br><br>Action **ONGOING**. |
| TABASC18/07<br><br>SECAS to further develop the questionnaire to be provided to the TABASC for final approval. | The TABASC Chair provided an overview of some further amendments that had been made to the questionnaire prior to the meeting. It was noted that the questionnaire would be circulated following the meeting and comments were requested by 30th June 2017.<br><br>Action **ONGOING**. |
| TABASC18/08<br><br>SECAS to provide the updated questionnaire to the July 2017 Panel meeting for final feedback and approval. | SECAS noted that an amended version of the questionnaire would be sent out following the meeting, for the TABASC members to comment. The final questionnaire would be presented to the Panel at the July 2017 Panel meeting.<br><br>Action **ONGOING**. |

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| TABASC18/09<br><br>SECAS to further develop the operational risks, including identifying appropriate mitigations in conjunction with TABASC. | SECAS noted that further work was required to develop the mitigations further. It was noted that a workshop would be set up to support this work.<br><br>Action **ONGOING**. |
| TABASC18/10<br><br>TABASC Members to declare which formal methods they use to allow standardisation on a common platform for risk management. | The TABASC discussed certain risk methodologies including ISO31000, but the TABASC Members agreed to provide further information on risk methodologies following the meeting.<br><br>Action **ONGOING**. |
| TABASC18/12<br><br>SECAS to provide analysis on the DCC Service Management reports provided to allow the TABASC to discuss trends and recurring issues. | SECAS provided an update under agenda item 11.<br><br>Action **CLOSED**. |
| TABASC18/13<br><br>The DCC to confirm whether the DCC System is impacted by the change to Pre-Payment Meter Interface Devices (PPMIDs) from In Home Devices (IHDs). | The DCC noted that this would form part of the DCC update.<br><br>Action **CLOSED**. |

## 2. DCC Update

The DCC provided the TABASC with an update on a number of ongoing actions:

**Action Item - TABASC17/01**

**The DCC to feedback their intended approach to make upgrades more acceptable.**

The DCC provided the TABASC with an outline of the principles that are being developed in relation to an approach to release upgrades and downtime. The principles relate to:

- Defining the time period for the outage setting out when Services will be unavailable to Users;
- Rollback capability being provided in a co-ordinated manner by all Service Providers, only in exception scenarios; and
- Service Level Agreements and Target Times for outage periods to be under 4 hours.

The DCC also noted that they would look to utilise other methods of upgrade other than deploying all changes at one point in time, 'big bang', to minimise risk and to potentially operate in a partial service mode rather than no service availability.

The TABASC Chair observed that there is the potential for the Disaster Recovery (DR) site to be stood up to ensure service availability during upgrades. The DCC noted that this had not been considered although could potentially be an option however, would be a change to the architecture to operate the DR site on a different code base to the main system.

Questions were raised on how Service Requests would be dealt with following the outage period and whether there would be an impaired service when the system is back online. The TABASC requested further detail on this concern and offered to provide feedback in the future to the DCC when considering implementing upgrades. It was also noted that the service transition processes should potentially be captured in the Business Architecture Document (BAD).

The Sub-Committee noted that it would be beneficial to Users to have substantial lead time in order to prepare for the upgrades and align their business processes with service unavailability, whether partial or full.

**Action Item - TABASC18/01**

**The DCC to provide details on the outputs from the work being undertaken to develop the conceptual design for cloud-based environments.**

The DCC provided an update on the work being undertaken to develop the conceptual design for cloud-based environments.

The DCC noted that a draft conceptual design would be provided to the TABASC once it had been finalised. A list of planned deliverables include:

- Conceptual Design;
- Cloud Strategy;
- Operating Model and Capabilities;
- Migration Plan;
- Risk Assessment; and
- High Level Business Case identifying costs and benefits.

It was noted that the test infrastructure was currently constrained and a tactical solution was being considered by the DCC Board to enhance its support for one DCC Systems impacting release, per year (which has not yet been accepted by the Panel). However, an enduring solution is required to allow more flexibility and agile releases in the future. A cloud-based environment would enable testing environments to be stood up within 48 hours rather than the current 10 months or more lead time.

The DCC responded that this is still in the pre-concept stage, as the full design has not been developed and a full consultation process and stakeholder engagement would take place. It was noted that private, public and hybrid cloud options were all being considered.

A TABASC Member raised concern that this was a substantial change to infrastructure with the cost of implementation not currently covered in the budget and business plans. Consideration on the funding of this move to a cloud-based strategy would need to take place as part of the consultation with industry and these exceptional funding arrangements may take a significant amount of time to implement.

The Sub-Committee also noted that modifications are being planned around the current Panel Release Management Policy of three releases a year. Concerns were raised by the Sub-Committee about Modification Proposals queuing up for assessment with the DCC. The current predicament leaves modification timeframes uncertain, TABASC emphasised that the Modification Process went

live to help with the rollout, but it is far less effective now due to the length of time taken for the DCC to process the modifications.

**Action item - TABASC18/02**

**The DCC to provide more information on the additional environments that would be available for R1.4 and R2.0 at the June 2017 TABASC meeting.**

The DCC provided the TABASC with an outline of the enhanced test infrastructure that would be put in place to enable two test streams to run independently. It was noted that this would allow for one Systems Integration Testing (SIT) environment to be dedicated production support and one to support future release testing. The shared infrastructure constraint between the two test streams will be removed so they are independent. A new SIT environment and a new User Interface Testing (UIT) environment will also be provided.

The TABASC Chair questioned whether a full SIT environment is required for production support and whether defect fixes could be tested in the Pre-Integration Testing (PIT) and UIT environments. This would enable an additional SIT environment to be available for future releases. The DCC agreed to raise this challenge with the Testing Design and Execution Group (TDEG) to explore the costs and benefits of defect fixing in SIT.

**TABASC18/13**

**The DCC to confirm whether the DCC System is impacted by the change to PPMIDs from IHDs.**

The DCC confirmed that there would be no impact on the DCC System with installations of combined PPMIDs and IHDs. The TABASC noted that the 868 Sub-Group of TBDG had previously discussed the throttling of IHD functionality if it was causing issues on the Home Area Network (HAN). It was noted that the throttling would occur when operating in sub GHz ranges and for particular functionality used noting that PPMID functionality would not be impacted.

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

**ACTION TABASC19/01:** The DCC to provide more information on the principles being developed on an enduring approach to release upgrades and downtime.

**ACTION TABASC19/02:** The DCC to provide the deliverables from the work to define a cloud-based strategy to the TABASC for review and comment.

**ACTION TABASC19/03:** The DCC to raise whether a SIT enviornment is required for defect fixes with TDEG.

## 3. Sub-Committee Update

The TABASC Chair provided the TABASC with an update on the other SEC Sub-Committees most recent activities, including that the Security Sub-Committee (SSC) are continuing to proceed through the User Competent Independent Organisation (CIO) audits.

It was also noted that the Department for Business, Energy and Industrial Strategy (BEIS) presented to the June 2017 SEC Panel meeting setting out two options for the configuration management of the SEC Technical Specifications, GB Companion Specification (GBCS) and other specifications for the next few releases which contain BEIS driven changes.

The options presented relate to:

- Release 4, which is expected to contain a mixture of BEIS driven transitional resolution proposals and approved Modification Proposals;

- SMETS1 enrolment and adoption (now being referred to by BEIS as Release 3); and
- Release 2 (Dual Band Communications Hubs and the Technical Specification Grouping (TSG) 2 changes).

It was noted that the Panel discussed each of the below options and indicated a preference for Option A:

- Option A, involves generating and designating the next few release versions (but not having them in force) enabling subsequent revision (via approved Modification Proposals) prior to them being activated.
- Option B, would be the continuation of existing mechanism involving the baselining of the documents by the transitional Technical and Business Design Group (TBDG).

The TABASC were informed that a decision paper would be provided to the Panel in July, and will include full details of the two approaches and the transitional resolution proposals that could go into 'Release 3' and 'Release 4' for discussion and agreement by the Panel. The TABASC discussed the timetable of releases and raised challenges about the timescales for Release 2.0 and Release 3.0 being delivered in 2018.

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

## 4. Business Architecture Document Project Update – May 2017

SECAS provided the TABASC with the monthly update on the BAD Project, focussing on the activities undertaken in May 2017. A high-level dashboard was included in this paper setting out project status and high level risks.

It was noted that the BAD project and Business Process Model (BPM) to date have been delivered to time and budget, with future planned activities set at Green status for the overall project out-turn. It was noted that the BPM status was amended to Green due to acceptance of the restructured diagrams following the BAD workshop held in May 2017.

Concerns were raised about how the costs align with the resource effort and SECAS agreed to provide this clarification.

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

**ACTION TABASC19/04:** SECAS to provide clarification on how the costs align with the resource effort to date for the BAD Project.

## 5. Business Architecture Document – Final Drop 4 Content

The final drop of content for the BAD was provided to the TABASC for review.

It was noted that a TBEC workshop was held in May 2017 to go through the final drop of the BPM content and to discuss further development of the portal. It was noted that the TABASC were presented with the last drop of content (drop 4) for the BAD for review.

SECAS informed the TABASC of the materials that had been provided as part of the review pack. This includes a grid setting out particular areas of interest to focus on based on User Role.

It was noted that feedback was also being sought from the Security Sub-Committee (SSC) and the Smart Metering Key Infrastructure Policy Management Authority (SMKI PMA) and a notice would go

out to all SEC Parties on the SEC Website. Following the consultation period, it was noted that feedback would be incorporated prior to requesting final approval and publication.

The TABASC were also informed that there were minor misalignments with the Business Architecture Model (BAM) and the BAD, which have not yet been fixed in the current version due to the final review of the BAD prior to circulation. Amendments will be made over the next few weeks.

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

## 6. TABASC Risk Register

The TABASC was provided with a paper documenting the TABASC risks and those included in the SEC Panel Risk Register. The TABASC noted that the operational risks, relating to the End-to-End Technical and Business Architecture, would not be considered this month due to the further development work required on the mitigations.

The TABASC questioned the severity of a number of the risks on the SEC Panel Risk Register and SECAS informed the Sub-Committee that there will be a full refresh of the risk register once Release 1.3 (R1.3) goes live. However, the feedback will be provided to the Panel.

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

## 7. TABASC Activity Planner

The TABASC were provided with the activity planner outlining the activities anticipated up to and including December 2018. Following feedback provided by the TABASC at the May 2017 meeting, the planner was updated to include the link to the Modifications Register, DCC Release milestones, and Enrolment and Adoption milestones.

The TABASC requested that information be added to the planner which sets out when Modification Proposals will likely come to the TABASC for consideration and feedback.

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

**ACTION TABASC19/05:** SECAS to amend the Activity Planner to include information on when Modification Proposals will likely come to the TABASC.

## 8. Draft TABASC Work Package July – September 2017

The TABASC were provided with an overview of the activities and associated resource requirements for the SECAS core team and project resource for the period 1st July – 30th September 2017. The estimates provided are a prudent provision based on the current status of activities and information currently available. It was noted that resource requirements are therefore subject to change dependent on activity levels. SECAS informed the TABASC that due to the timing of the meetings, the SECCo Board were presented with the full work package at their meeting in June 2017 and therefore, the approval would be subject to any TABASC comments.

The TABASC discussed the effort levels set out in the work package for the Technical Expertise and requested detail on outputs to be able to analyse value for money. SECAS agreed to discuss with the TABASC Chair the information that could be provided to enable the TABASC to have further control.

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

**ACTION TABASC19/06**: SECAS to discuss with the TABASC Chair to determine the information requirements for managing consultant resources and outputs.

## 9. Design Notes Status Review

The TABASC discussed the proposed approach for undertaking reviews of the Design Notes that were formally handed over to the TABASC to maintain in May 2017. The TABASC were presented with the dates of when the Design Notes were last updated.

It was noted that SECAS will commence an initial Design Note review activity. An update will be provided at the next TABASC meeting, with details of the high-level review to help inform the prioritisation and grouping of the Design Notes review.

The TABASC discussed whether there was any initial thought for prioritisation for the reviews and whether information set out within the Design Notes could be or is already delivered in the BAD. SECAS noted that this would form part of the detailed review of the Design Notes. However, it was noted that the BAD only sets out what is written in the Code, and the Design Notes aim to give further detail surrounding the processes.

The TABASC **AGREED** the Design Note review approach set out in the paper.

## 10. Configuration Management Update

The TABASC discussed the proposed approach for adding and maintaining the BAD and BAM with links to relevant SEC provisions that are referenced within them.

The TABASC agreed that Option 2 would be preferred providing hyperlinks to the relevant SEC section and SECAS agreed to undertake the work to implement this option within the SEC to allow the referencing in the BAD and the BAM to occur for final publication.

Due to the embedded spreadsheets in the DCC User Interface Specification (DUIS) it is currently published as a Word document however for the purposes of referencing in the BAD and the BAM it was agreed that a PDF version would be created. However, the word document with the embedded XML schema spreadsheets would still be published on the SEC Website.

The TABASC:

- **NOTED** the contents of the paper; and
- **AGREED** the approach for undertaking the SEC referencing in the BAD and BAM.

## 11. Service Management and Reporting

Following the May 2017 Panel discussion, it was requested that the TABASC would monitor the Service Management performance and issues raised. As part of this monitoring role the TABASC noted that they should monitor the DCC Performance Measurement Report and the Summary of Performance Measures each month to understand any trends in issues and to analyse any potential issues arising from the Technical and Business Architecture.

The DCC presented the Performance Measurement Report for the period of April 2017. The reports that are being published each month provide data on the Live Services and therefore, a number of the Performance Measures currently have no data.

The DCC noted that the full suite of reporting functionality would go live as part of Release 1.3 and following this trend reporting could also be included within the monthly report. It was also noted that a

change would also be consulted on the way incidents are reported so that historical adjustments are not required for the report.

It was noted that there are manual processes involved in producing the report, and the TABASC questioned whether this process will improve as time goes on. The DCC indicated that this was an issue and actions are being taken to address it, including training staff on the reporting functionality. However, it was noted that this may not reduce the time taken to produce the report.

There was discussion regarding Users having somewhere to find 'work arounds' for past issues. It was noted that the DCC are not making that visible at the moment, and the Sub-Committee recommended that the issue be resolved at Smart Metering Design Forum (SMDF).

The DCC informed the TABASC that they aim to re-initiate the full Communications Hub Ordering and Delivery process in September 2017 and then the SEC timelines will be back on track for December 2017. It was noted that the DCC have suspended ordering at the moment, to ensure the latest firmware is available. The TABASC requested that it was made clear what versions of firmware would be delivered prior to delivery.

The TABASC discussed how to undertake analysis based on the report and noted that further information on the incidents, problems, and how they had been addressed would be required. It was noted that the route for raising issues would be from members attending other fora or from their own organisations perspective.

Concerns were raised regarding how practical it was to analyse the detail in the current form. The TABASC noted that it would be important to keep track of emerging technical issues, in case changes to the Technical Architecture Document (TAD) or BAD need to happen, and that the TABASC could rely on Members to flag issues raised at other fora. It was also noted that the DCC were looking into a forum to discuss these types of operational issues. The TABASC Chair took an **ACTION** to discuss operation groups with the DCC operations director.

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

**ACTION TABASC19/07:** TABASC Chair to discuss with the DCC Operations Director on routes for capturing operational issues.

## 12. Any Other Business (A.O.B.)

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

## Items for Information

## 13. Modification Status Report – June 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. A TABASC Member questioned whether the TABASC should discuss SECMP0037 and SECMP0038 due to the potential impacts on the Technical Architecture. It was agreed that the Modification Proposals would be presented to the TABASC following the initial Working Group discussion.

**ACTION TABASC19/08:** SECAS to deliver an update once the Working Group meeting for SECMP0037 and SECMP0038 has commenced.

## 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 May 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.