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Meeting TABASC_16_1603, 16th March 2017

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

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

Attendees:

Category	TABASC Members
TABASC Chair	Julian Hughes
Large Suppliers	Emslie Law
	Tim Newton
	Stephen Lovell
	Rochelle Harrison
	Grahame Weir
	Paul Saker (alternative)
Other SEC Parties	Tim Boyle
	Elias Hanna
Electricity Networks	Alan Creighton

Representing	Other Participants
BEIS (Secretary of State)	Seamus Gallagher
DCC	Sylvia Ovie
SECAS	Alys Garrett
	Kayla Reinhart
	David Barber (part)
	Phil Clayton (part)
	Gordon Hextall (part)

Apologies	
Large Suppliers	Ashley Pocock
Gas Networks	Leigh Page

1. Minutes and Actions Outstanding

The draft minutes from the February 2017 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 to produce a proposal for an enduring TAG function for TABASC to review.	The Panel are continuing work on the approach for enduring Release Management. The Panel are to consider an approach to Testing Principles for modifications, which will include consideration of the governance group that will have oversight. A joint workshop with TAG and TABASC is scheduled for 21st March 2017. A further update will be provided at the April TABASC meeting. Action **ONGOING**.
TABASC13/01 The DCC to provide updated DCC internal changes slides to include relative timeframes to TABASC.	The DCC will provide further information on the list of internal changes and any candidate release at a future TABASC meeting. The DCC noted the June 2018 release as the earliest date for implementing these changes. Action **ONGOING**.
TABASC13/04 SECAS to request views from the SSC and SMKI PMA on specific areas of the BAD relevant to them.	SECAS noted that they will be sending a request to the SSC and the Smart Meter Key Infrastructure Policy Management Authority (SMKI PMA) Chair to request them review the areas of relevance to them. Action **ONGOING**.
TABASC15/02 SECAS to investigate communication channels for accessing information to enable a watching brief on the ZigBee and Device Language Message Specification (DLMS) standards and to report back to the	SECAS has reached out to the relevant contacts at each association to establish communication channels and an update will be provided at the April 2017 TABASC meeting. Action **ONGOING**.
TABASC15/03 The DCC to provide the TABASC with a description of the planned up-and-coming maintenance release outage periods.	The DCC to provide an update on planned up-and-coming maintenance release outage periods under agenda item 3. Action **ONGOING**.

TABASC15/05 SECAS to assess the configuration management of the SEC and tools that could be used to support that function.	SECAS is investigating different configuration management of the SEC and tools to support that function. Action **ONGOING**.
TABASC15/07 SECAS to amend the process flow diagrams following the TABASC's discussions. The updated process flow diagrams will be provided to the TABASC for comment prior to being fed back to the March 2017 SEC Panel for information.	SECAS provided updated process flow diagrams under agenda item 8. Following the TABASC discussion the process flow diagrams will be provided to the April 2017 SEC Panel for decision. Action **ONGOING**.
TABASC15/08 SECAS to provide an example of a defect being processed to the TABASC for their information.	SECAS will provide an example of a defect being processed to the TABASC for their information. Action **ONGOING**.
TABASC15/09 BEIS to provide feedback on Authority Decision timescales for urgent defects.	BEIS to provide feedback on Authority Decision timescales for urgent defects under agenda item 2. Action **ONGOING**.

2. BEIS Update

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

- The DCC confirmed that the full scope of Release 2 (R2.0) is unlikely to be delivered in the set timescales. A plan for delivering R2.0 has been requested by BEIS from the DCC, alongside the 'SEC Variation Testing Approach Document (SVTAD)' and is expected to be issued for consultation in April 2017.
- Once the DCC submit the final Initial Enrolment Project Feasibility Report (IEPFR), BEIS will determine whether further information is required prior to undertaking the next steps.
- The Transitional Variation Consultation was released 10th March 2017. The consultation proposes the removal of the relevant transitional variations to introduce sections of the SEC formally, for Release 1.3 (R1.3) and to add additional transitional variations for use of the SMKI recovery processes between R1.3 and Release 1.4 (R1.4). The consultation closes on 31st March 2017.

The TABASC queried when the consultation response for the non-domestic opt out consultation would be published. BEIS informed the TABASC that this is being looked at internally and a date would be provided as soon as possible.

BEIS provided and update on the Smart Meter Device Assurance (SMDA) scheme and the target dates for device testing. It was noted a further update would be provided at the next Technical and Business Design Group (TBDG) meeting.

The TABASC **NOTED** the verbal update.

3. DCC Update

The DCC noted that potential release dates for the internal changes discussed at previous meetings have not been confirmed and they are continuing to look at how this information can be best provided to the TABASC. The DCC informed the TABASC of publications that will be circulated in the coming months. This includes the DCC's plan for delivering R2.0 as directed by BEIS.

The DCC requested a steer from the TABASC on the type of updates they wish to receive at future meetings. The TABASC suggested that the DCC provide an executive summary of the services including any known issues, whether in test or in live service. The TABASC note that this type of update would aid in their understanding of any issues relating to the Business Architecture and Technical Architecture. However, this would not allow the TABASC to address issues early enough to prevent them from occurring. The DCC noted that they could provide a summary of the testing issues being discussed by the Issue Resolution Board (IRB). It was noted that the IRB is internal to the DCC with BEIS and SECAS attendees. The TABASC will use this as a one off retrospectively at first, and will consider a future approach. The DCC also confirmed they will provide a summary of issues discussed at the DCC's monthly design forums.

The TABASC Chair raised the question regarding the DCC's industry design forums following R1.4. It was noted that certain forums were specific to DCC go live and that after this, forums will be on an as required basis. The DCC noted the DCC-led industry design forums were not intended to go beyond DCC live (R1.3). The TABASC discussed a potential need for the continuation of a 'User Group' type forum and discussed whether it should be a TABASC-led forum. SECAS noted that to continue the discussions, an action would be undertaken to provide details of current forums in place including the date they expect to run until, which will enable any gaps to be identified.

The DCC provided an update on the maintenance and outage schedule for R1.3:

- Planned Maintenance of a 10-day outage in the testing environment from 8pm on Sunday 26th March 2017;
- Planned Maintenance of 60 hours in the production environment between 18:00 Sunday 26th March 2017 and 06:00 on Wednesday 29th March 2017; and
- Planned Maintenance between 09:00 and 23:00 on 25th March 2017 for uplifting environment to support automation of SMKI recovery activities, resulting in a 14 hour outage period in the production environment.

The TABASC discussed their role in release management for enduring releases. SECAS noted that the Panel were currently developing their approach to enduring release management including potential changes to the Release Management Policy. It was noted that the TABASC may have a role in defining scope and content of releases, including through the Modification Process; however, the Panel have oversight of the delivery and implementation of the release.

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

ACTION TABASC16/01: SECAS to provide a list of current industry forums for both transitional and enduring, including the date they are expected to run until.

4. 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) – there is a workshop to be scheduled for the 23rd May 2017 to discuss the Type 2 Device risks and impacts. It was noted that TABASC members will be invited to participate in the workshop and a formal invite will be issued shortly.
- SMKI Policy Management Authority (SMKI PMA) – there was a workshop to undertake a desktop review of the SMKI Recovery scenarios. It was noted that the workshop recognised the lengthy timescales for a number of activities and the SMKI PMA are considering potential changes to the SMKI Recovery system and process.

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

5. TABASC International Standards Approach

At the February 2017 meeting, TABASC discussed the need for an approach to maintaining alignment with the open standards used within the GB Smart Metering Specifications. The TABASC Chair proposed the addition of Principle 5 - Use of the Latest Protocol Standards to the TABASC Principles when assessing Modification Proposals.

The intent of Principle 5 is to maintain alignment with the open protocol standards used within the Technical Specifications. An opportunity to ensure alignment may arise when a SEC modification requires functionality from a later version of the protocol specification, or when the review of the effectiveness of the End-to-End Technical Architecture identifies constraints or reduced benefit realisation due to the use of older versions of the protocol specifications.

The TABASC Chair questioned whether the intent of the proposed Principle is appropriate and if it is in the TABASC's remit to ensure alignment with open standards when assessing Modification Proposals. The TABASC agreed the validity of the Principle; however, raised concerns with the practicality of the Principle. The TABASC discussed whose responsibility it is to determine if an upgrade to the latest version of an open protocol standard should be undertaken, considering the potential costs in doing so and the potential implication on certification of Devices.

It was noted that there may be negative impacts on industry and the effectiveness of the Technical Architecture if an upgrade to the current standard does not occur, including the inability to interoperate with the infrastructure when new functionality is implemented. However, it was noted that certification is based on functions rather than versions of the standard, and uplifts to the standard are additive and therefore, backwards compatible. It was noted that there may be minimum mandatory functionality introduced to a version and therefore, certification against that standard would require devices to be tested against that functionality, notwithstanding that it may not be used.

The TABASC discussed the need to monitor the developments in the open standards, as well as assessing their effectiveness as part of the Effectiveness Review of the End-to-End Technical Architecture. However, it was noted that the use of the open standards should be considered as part of each Modification Proposal including whether a proposal would be requiring additional functionality from a later version of the standards.

Based on the TABASC discussions, the TABASC Chair determined that there is a need to maintain alignment with the open standards; however, the proposed Principle 5 requires some revision to limit scope. The TABASC Chair requested the TABASC to assess the proposed Principle 5 and provide their thoughts and views on how to develop the Principle. The TABASC are also requested to

consider whether the principle should be developed to provide general assurance around developments in open standards when the TABASC review the Technical Architecture. The TABASC are also requested to consider what role the TABASC should have in defining the use of open standard as part of the Modification Process.

The TABASC **AGREED** to assess the proposed Principle 5 and provide further information to SECAS to inform further development of the Principle.

ACTION TABASC16/02: The TABASC Members to assess the proposed Principle 5 and provide individual views and feedback to inform further development of the Principle by 31st March 2017.

6. Business Architecture Document Project Update – February 2017

SECAS provided the TABASC with the monthly update on the Business Architecture Document (BAD) Project, focussing on the activities undertaken in February 2017. It was noted that the third drop of document content was delivered to the TABASC this month as planned. A high-level dashboard was included in this paper setting out project status and high level risks. It was noted that the Business Process Model status remains at Amber due to the restructuring of the model yet to be reviewed by the Technical and Business Expert Community (TBEC). In addition, it was noted that the actual days' effort for February 2017 has been delivered to time and budget. SECAS noted that the modelling effort would decrease over the final stage due to the model being largely developed with only a remaining number of Drop 3 diagrams to be completed.

It was noted that the fourth drop of document content will be delivered in June 2017 as outlined in Appendix A of the paper. The next TBEC workshops are still to be scheduled with SECAS seeking further participant involvement in the BAD review.

SECAS confirmed members of the TBEC are not required to be a SEC Party and SECAS is therefore seeking any interested parties from the wider industry to get involved. The TABASC suggested that SECAS should also communicate the call for participation to the Technical and Business Design Group (TBDG) and the Technical Specification Issue Resolution Subgroup (TSIRS) to further expand the request for involvement.

The TABASC Chair questioned whether SECAS had any concern regarding the number of items marked as to be completed on the development plan. SECAS confirmed that the model structure is complete with a number of final actions to review prior to issuing to the TBEC for review. It was noted that there are no diagrams to be delivered in Drop 4 so there is no concern regarding the final delivery date.

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

ACTION TABASC16/03: SECAS to communicate the call for participation in the BAD model review to the TBDG and TSIRS.

7. Business Architecture Document – Drop 3 Content

SECAS provided an update to the TABASC on the ongoing BAD work.

<u>Drop 3 Content of the BAD</u>

The TABASC were provided with the third drop of content of the BAD document this month. It was noted that Drop 3 focussed on the final Business Process Descriptions including the feedback following review of Drop 1 and 2.

SECAS also provided an overview of the online navigation of the latest version of the model portal, including the revised homepage. The homepage now includes the updated lifecycle of the industry management sections where it is easy to navigate the model and further breakdown the processes of each area. The TABASC requested SECAS to include a general description of what the BAD is on the homepage. The TABASC agreed that the model has improved and noted that navigation is more user friendly. SECAS noted there are some remaining review steps to take place prior to TBEC workshops taking place.

It was noted that SECAS is currently considering the different options of linking SEC documents and clauses to the model. It was also noted that the BAD will always reference to the latest version of the SEC.

Still to come - Drop 4

SECAS informed the TABASC that Drop 4 will contain the remaining introductory sections of the document, including a revised Target Operating Model and an overview of:

- The background to the development of the BAD;
- The scope of the work;
- Architectural principles adopted;
- Use of CaseWise and its relationship to the BAD;
- Change management; and
- Organisation of subsequent sections.

Further revisions will also be considered based on feedback from the TABASC and TBEC on Drops 1, 2 and 3.

Review process and next steps

SECAS provided the TABASC with an update on the review process to date and the next steps. Previous review on Drop 1 and 2 indicated low volumes of comments requiring few changes to the model. The TABASC is requested to review Drop 3 and provide any comments back to SECAS by 6th April 2017 using the feedback form provided. It was noted to the TABASC that the Drop 4 review will be scheduled once the content is issued to TABASC and TBEC. It was noted that this Drop is expected to be issued for the TABASC meeting scheduled for 19th June 2017.

The TABASC discussed an approach to an End-to-End review of the BAD prior to it being published. It was noted that the reviews to date have not been extensive and therefore, it was questioned whether industry would be able to provide time and availability to an End-to-End review. It was noted that in order to get feedback from as wide as possible, the SSC and SMKI PMA would be requested to review the areas to provide additional assurance to the security and SMKI functional areas. It was also noted that the SEC Panel should be provided with the final product prior to publication.

The TABASC agreed to consider a communication approach to the wider industry once the BAD has been published. It was noted at this point, when industry have the opportunity to start using it, more feedback is likely to be provided. The TABASC discussed utilising a log of known issues and feedback to be published on the SEC Website. It was noted that SECAS will provide user guidance

along with the publication of the BAD and will likely receive feedback once industry start to use the model.

The TABASC Chair questioned whether SECAS has the facility to update the BAD based on the feedback received as well as any ongoing maintenance. SECAS confirmed that these components will fall under the release management work within the team.

The TABASC **NOTED** the contents of the Business Architecture Document Project – Drop 3 Content.

ACTION TABASC16/04: The TABASC to develop a communication approach to the wider industry once the BAD has been published.

8. Specification Defect Process Development

Following discussions at the February 2017 meeting around the flow diagrams covering the potential new mechanism for resolving defects, the diagrams were converted into swim lane process diagrams for TABASC's consideration. SECAS presented on the expanded processes capture the following aspects:

- Swim lane diagram 1 – issue (including specification defects) consideration process and if and how they should be resolved; and
- Swim lane diagram 2 – 'Path 5' Modification process for resolving Technical Specification defects.

SECAS informed the TABASC that SECAS may provide feedback to the proposer at any point along the way. These feedback loops were not captured in the diagrams for simplicity of presentation purposes.

The TABASC discussed timescales. SECAS informed the TABASC that the time from when the issue was submitted to when TBEC is notified could possibly be as short as 24 hours. This notification is likely to be a telephone call for efficiency. In addition, it was noted that the entire Swim lane 1 diagram process of any issue being resolved could span over one to three weeks. It was confirmed that, although the model refers to SECAS involvement throughout, this is simply to track the process and by no means will delay the processes.

BEIS was requested to circulate this process to its regulatory team and to provide any feedback. It was noted that Ofgem's view should also be requested.

The details of the process will be provided to the SEC Panel to obtain their views and input. SECAS noted that this input will also cover the necessary changes required to deliver the process, which may take the form of the preparation of a draft Modification proposal. This draft Modification Proposal, if required, will need a SEC Party to raise it. The TABASC suggested that the Panel input is sought prior to the formal Modification Proposal being raised.

The TABASC requested SECAS to seek Ofgem's consideration of the specification defect process.

The TABASC **AGREED** to publish the initial triage process flow diagram and to TBDG and TSIRS inform the Panel that it is now in place at their April 2017 meeting.

ACTION TABASC16/05: SECAS to publish the initial triage process flow diagram – issue (including specification defects) consideration process and if and how they should be resolved to the SEC Website.

ACTION TABASC16/06: SECAS to request Ofgem's consideration of the specification defect process.

9. TABASC Review of the Effectiveness of:

- The End-to-End Technical Architecture;

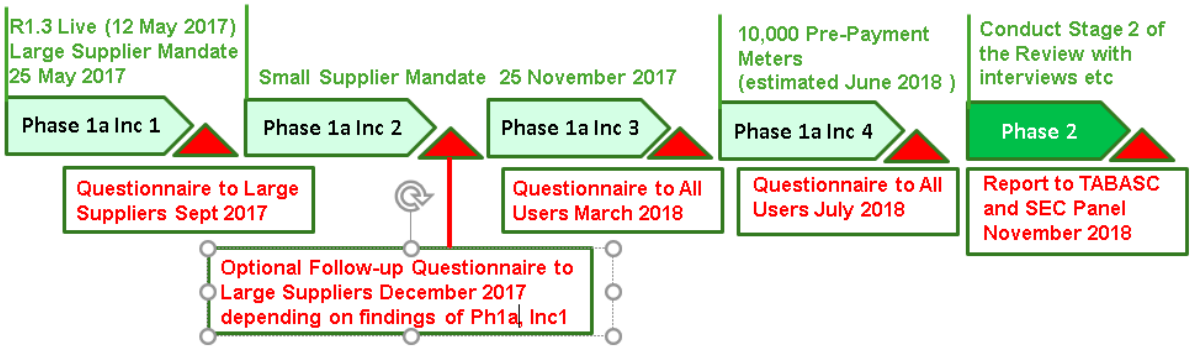
- The Business Architecture; and

- The HAN Requirements

At the November 2017 meeting, it was confirmed that the reviews of the effectiveness of the Technical and Business Architectures and the Home Area Network (HAN) Requirements should be risk based.

The TABASC were presented with further consideration of approach and timescales for approval, as well as the draft questionnaire for feedback. The TABASC discussed the approach and indicative timetable for incremental questionnaire surveys during 2017/18 building to a full review of the effectiveness of the Technical Architecture, the Business Architecture and the HAN Requirements around 12 months after R1.3. It was noted that by this time, all Users should have some experience of live operations and there should be sufficient pre-payment meters installed to provide meaningful feedback.

The TABASC discussed and agreed the proposed timescales for the incremental surveys as outlined below with the analysis from the surveys to feed into the Phase 2 interview in November 2018.



This timescale allows SECAS to consider any early findings from suppliers when they start installing meters. The TABASC considered whether there were any other reports required of SEC Parties expected at the same time which may impact willingness to feedback, and concluded that the proposed timing seemed to fit.

The TABASC provided feedback on the questions set out in Appendix B. It was noted that the questions are high level which may result in parties not completing the questionnaire. The questions were initially geared towards Large Suppliers; however, it was considered that the questionnaire should be positioned for all current DCC Users to get a broader range of feedback.

The TABASC provided comments and agreed that the questionnaire will:

- be identifiable to an organisation and Party Category and require contact details for follow up;
- include the use of a scale on each question to rate level of satisfaction to ensure progression over time is captured.
- include an explanatory element as introduction for each question to ensure a good understanding of the question. The TABASC noted a glossary would also be useful to clarify intention of each question;
- include free text boxes under each question for Users to provide further detail;

- be sent to the nominated representatives in each organisation;
- allow participants one month to respond;
- not be geographically specific (per Region) as the questionnaire's purpose is to initially identify issues rather than the specifics of their location;
- be completed based on live services, not the testing environments;
- be followed up with a second questionnaire to assess progress;
- not be sent to the DCC but rather, the TABASC will conduct a separate, targeted interview with the DCC after the outcomes of the questionnaire are assessed; and
- use a scale to quantify using a range to log data numerically. This will provide more accurate data.

The TABASC questioned the costs involved from a SECAS perspective regarding undertaking this survey. SECAS noted that there is a project budget line for expertise to undertake analysis on the questionnaire responses and to undertake a potential procurement for the more in depth elements of the survey. SECAS agreed to investigate further the effort required to conduct the questionnaire and provide an update at the April 2017 meeting.

Based on the above discussion, SECAS will further develop the questionnaire for the TABASC's final approval.

The TABASC **AGREED** to use 'Survey Monkey' licence with SECAS branding (rather than Gemserv) to conduct the Phase 1a surveys.

The TABASC **AGREED** the contents of this paper subject to minor amendments.

ACTION TABASC16/07: SECAS to further investigate the effort required to conduct the questionnaire and provide an update at the April 2017 meeting.

ACTION TABASC16/08: SECAS to further develop questionnaire to be provided to the TABASC for final approval.

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. The TABASC were provided with an initial set of operational risks, relating to the End-to-End Technical and Business Architecture. It was noted that SECAS will develop the risks' severity levels, potential mitigations and RAG (Red, Amber, Green) Status' for consideration at the April 2017 TABASC meeting.

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

ACTION TABASC16/09: SECAS to develop the risks' severity levels, potential mitigations and RAG (Red, Amber, Green) Status' for consideration at the April 2017 TABASC meeting.

11. TABASC Activity Planner

SECAS provided the TABASC with an updated Activity Planner outlining the activities anticipated until December 2017. SECAS noted that an action was taken from the March 2017 SEC Panel meeting to restructure the SEC Activity Planner which will also be applied to all SEC Sub-Committees.

The TABASC **AGREED** for SECAS to produce an initial view of the updated Activity Planner for the TABASC's consideration at the April 2017 meeting.

ACTION TABASC16/10: SECAS to provide an updated activity planner at the April 2017 TABASC meeting.

12. Any Other Business

The TABASC Chair raised a query on the responsibility of the Smart Metering Implementation Programme Design Notes. SECAS noted that the Design Notes are currently commissioned and approved by the TBDG and hosted by SECAS on the SEC Website.

BEIS noted that they are currently updating a disclaimer statement around their legal coverage to ensure the Design Notes are to be used as further guidance but are not legally binding. Furthermore, it was noted that a number of Design Notes are not up to date and amendments are likely required. BEIS confirmed that they do not have any intention to update the Design Notes before the transitional period when they are handed over to SECAS. The TABASC agreed that the content of the design notes is important and consideration should be given as to whether they should be updated.

ACTION TABASC16/11: SECAS agreed to liaise with BEIS regarding the handing over of the Design Notes and to bring further information to a future meeting.

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

Items for Information

13. Modification Status Report – March 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.

14. DCC Monthly Performance Measurement Report

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