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Meeting TABASC_25_1412, 14th December 2017

10:00 – 14:30, 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	Stephen Lovell
	Rochelle Harrison
	Grahame Weir
	Emslie Law
	Ashley Pocock
Small Suppliers	George McGregor (alternate)
Other SEC Parties	Tim Boyle
Gas Networks	Leigh Page

Representing	Other Participants
BEIS	John Eager
DCC	Sylvia Ovie
SECAS	David Barber
	Kayla Reinhart
	Laura Delargy
	David Kemp (part)

Apologies	
Other SEC Parties	Elias Hanna
Electricity Networks	Alan Creighton

Absent	
Large Suppliers	Stacey Brentnall

1. Minutes and Actions Outstanding

The draft minutes from the November 2017 TABASC meeting were approved 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
TABASC21/04 The TABASC Chair to liaise with the Smart Metering Information Exchange (SMIE) to understand the requirements in relation to sharing information from the group.	Following the TABASC Chair's discussion with the SMIE to understand the requirements in relation to sharing information from the group, the TABASC were informed that membership with the SMIE is acceptable. It was suggested that TABASC Members that attend the SMIE could provide updates to TABASC on any key areas, subject to the confidentiality of the matters. In addition, it was suggested that TABASC Members may want to look into getting access to the SMIE web portal (SISP). It was agreed to close this action. 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 the Systems Integration Testing A (SIT-A) environment is providing value in processing live defect fixes. The TABASC discussed the topic further under agenda item 2. 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 a review of SEC Section D has commenced, and details would be provided to TABASC in the new year. It was also noted that the timescales for DCC Assessments are being assessed under SECMP0034 'Changes to the SEC Section D for DCC analysis provisions', with the Draft Modification Report expected to be issued to the Panel in February 2018. Subject to approval, the implementation date is targeted for November 2018, following Release 2.0. 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.	SECAS informed the TABASC that analysis of roles and responsibilities across Sub-Committees is being undertaken and will be discussed with the Panel Chair and Sub-Committee Chairs. Action **CLOSED**.

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 TABASC were informed that the SSC noted the importance of the issue and the DCC and the TABASC Chair advised that the issue was being addressed, with a way forward being discussed. An update will be provided at a future meeting. Action **ONGOING**.
TABASC24/01 The TABASC Chair will liaise with the DCC regarding attendance at the DCC Change Working Group meeting.	The TABASC Chair liaised with the DCC and confirm attendance at the first Change Working Group meeting to inform what attendance and involvement is required going forward. Action **CLOSED**.
TABASC24/02 The DCC to provide further detail on the actions outlined in the DCC Major Incident Report to prevent further recurrence.	The DCC informed the TABASC that this action is being dealt with by the Operations Group. Action **CLOSED**.
TABASC24/03 SECAS to liaise with the Operations Group regarding monitoring the DCC Incidence Reports.	SECAS have passed on the TABASC observations on the Incident Report for consideration by the Operations Group going forwards. Action **CLOSED**.
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 DCC informed the TABASC that this action is being dealt with by the Operations Group. Action **CLOSED**.
TABASC24/05 The TABASC Chair and SECAS to review the current reports issued by the DCC to determine their effectiveness.	A paper was provided to the TABASC and was discussed under agenda item 5. Action **CLOSED**.

TABASC24/06 The DCC to update the Change Request (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; and - 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.	The TABASC were provided with an updated CR spreadsheet which addressed the actions listed. Action **CLOSED**.
TABASC24/07 The DCC to provide further information on CR90 to the relevant TABASC Member.	The DCC provided further information on CR90 to the relevant TABASC Member. Action **CLOSED**.
TABASC24/08 The DCC to provide further information on its approach to publishing the CR spreadsheet to industry.	The DCC informed the TABASC that work is underway to develop an approach for publishing the information contained within the CR spreadsheet. In the interim, industry is able to request access to the CR spreadsheet via the DCC Service Desk email. For TABASC the spreadsheet will be maintained and shared for information. An update on progress will be provided at a future meeting. Action **ONGOING**.
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.	The WG Consultation has been delayed and a teleconference has been arranged with WG members, which will be held on 21st December to inform them the TABASC's feedback. SECAS will provide an update at a future TABASC meeting. Action **ONGOING**.

TABASC24/10 SECAS to develop a list of issues to the TABASC for monitoring.	It was noted that following the resolution of a recent CPL issue, the only matters being tracked were progression of Issue Resolution Proposals (IRPs) that have been passed to SECAS to process as Modification Proposals. Further update will be provided at a future TABASC meeting. Action **ONGOING**.

2. DCC Update

The DCC provided the TABASC with an overview of its testing environments, including the separate streams of System Integration Testing-A (SIT-A) and User Integration Testing-A (UIT-A). The TABASC asked for clarification of the benefits of using SIT-A in preference of putting a defect fix straight in to UIT-A in a controlled way. DCC presented details of environment use across SIT A & B and UIT A & B environments. No further concerns were raised. The DCC informed the TABASC that work is underway in relation to the delivery hub to plan use of the test environments.

The DCC informed the TABASC that there are 62 outstanding Change Requests for delivery that need to be prioritised and scheduled into releases. It was noted that an update would be provided to the Panel to enable discussions on what should be done with them and when.

The DCC provided an update on the status of the DCC Enterprise Architecture Model. The DCC provided clarity in relation to the granularity of the model and its purpose. The DCC noted that the model addresses the capability for the services it provides and links to the systems. It was also noted that it had undergone updates recently to refresh the content. In light of this, the DCC agreed to provide a demonstration of the recent updates to the architecture model, specifically in relation to Release 2.0, at the January 2018 TABASC meeting.

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

ACTION TABASC25/01: The DCC to provide a demonstration on the architecture model, specifically in relation to Release 2.0.

3. 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 large numbers of User Competent Independent Organisation (CIO) audits.

The TABASC Chair noted that work is underway with the SSC to conduct analysis of Manufacturers ability to notify Suppliers of security vulnerabilities and vice versa. It was noted that the SSC and TABASC Chairs have agreed to work together to develop a workable solution, and have attended a recent Community of Meter Asset Providers (CMAP), to aid the development of a suitable process. The TABASC Chair will continue to work with the SSC Chair and an update will be provided at a future meeting.

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

The TABASC Chair provided the TABASC with an update on the forthcoming December 2017 SMKI PMA activities, highlighting areas of specific relevance to the TABASC. One particular area of focus is whether to use 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.

A TABASC Member raised a concern in relation to a change discussed at the SMKI PMA that once deployed, their DCC Adaptor stopped working. The importance of this change was not identified by the Adaptor provider, with it being noted that it may have been due to the subject matter prompting the change being given red status (under the Panel Information policy). However, the need to determine when information should be kept secure and confidential needs to be balanced with ensuring Users understand the impacts of the change before it is deployed, as industry may wrongfully assume they are not impacted. Such activities would minimise the risk of communication breakdowns, giving rise to such problems in the future. It was noted that communications on unplanned maintenance was being picked up under agenda item 5.

Smart Metering Operations Group (SMOG)

A TABASC Member provided an update on the SMOG's recent activities, highlighting areas of specific relevance to the TABASC. It was noted that there are ongoing discussions around the architectural issue of export and Feed in Tariffs (FITs), with industry pushing back to Ofgem with its concerns. It was noted that the TABASC's concerns given at the November 2017 meeting in relation to Ofgem's FITs questionnaire were not included within the issued questionnaire. The TABASC noted the potential impact on Smart Meter rollout due to the loss of Deemed Export and requested that SECAS contact Ofgem to arrange an update to be provided in the new year on the feedback received from the questionnaire.

ACTION TABASC25/02: SECAS to contact Ofgem and request a further update to be provided on the FITs licencing work that is underway, particularly on the findings from the questionnaire issued.

Operations Group

A TABASC Member provided an update on the Operations Group recent activities, noting that the group was asked to look at 30 DSP defects and recommend to the Panel whether the defect should go ahead or not. Based on this recommendation the Panel agreed to go ahead with the implementation of the 30 fixes. The TABASC questioned whether the Operations Group had sufficient knowledge on the topic to allow for an informed recommendation, and expressed view that defect resolution should be discussed depending on the nature of them with the TAG or TABASC.

In addition, the Operations Group discussed the use of the Self-Service Interface (SSI) and determined that the data comes across as misleading and required improvements. It was further noted that the Operations Group questioned the DCC assertions that the Service Desk is being used for incorrect processes that should be achieved through the SSI instead. However, it was highlighted that many activities being undertaken via the helpdesk were not covered by the SSI.

It was also noted that a DCC customer satisfaction survey will be sent out to aid the improvement in DCC Services.

The TABASC **NOTED** the verbal updates.

4. BEIS Update

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

- BEIS issued a response on 4th December 2017 to the Operational Transition of Smart Meters Consultation, which sought views on option views on options to provide energy suppliers with flexibility around the SMETS1 end date. BEIS' response confirms the

decision to introduce a process for energy suppliers to apply for operational flexibility to mitigate their SMETS2 transition risks.

- BEIS issued a consultation letter on advanced meter exception end dates on the 24th November 2017.
- BEIS issued an invitation to tender for smart opportunities, highlighting innovation in key areas on the back of the Non-Domestic research findings. It was noted that this was published jointly with the innovation competition in November 2017; and
- BEIS released the quarterly statistics on the Smart Meter rollout and progression across Large and Small Suppliers, highlighting a 12% increase from last quarter.

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

- The consultation letter with the proposed positioning for Release 2.0 and Release 4.0 documentation, using SEC Section X transitional governance powers, for SEC Subsidiary Documents (including the Technical Specifications) is due to be issued in December 2017 and closed in January 2018;
- Response to the consultation on Non-Domestic Opt-out policy will be published in January or February 2018; and
- SMETS 1 Enrolment and Adoption (E&A) and the proposed SEC changes are planned to be published in January or February 2018.

A TABASC Member observed that there are a number of documents still outstanding such as the Transitional Migration Approach Document (TMAD) that need to be completed. Therefore, they questioned how feasible it will be to be ready to consult on the necessary changes early in the new year.

The TABASC **NOTED** the verbal update.

5. DCC Unplanned Maintenance Information

In response to an action raised at the November 2017 TABASC meeting, the TABASC discussed the SEC Section H8.6 requirement for the TABASC to receive information from the DCC on events of Unplanned Maintenance as soon as reasonably practicable after they occur. The TABASC reviewed the information received to date and discussed how it could be provided to the TABASC more effectively for future discussion.

The TABASC provided suggested enhancements to the information provided, including improving language to focus on the effect on Service Users and introduce a standard table to include tick boxes when there is an impact on User affecting services. In addition, it was agreed that the tabular format, that has been used for post event DCC Unplanned Maintenance notifications was more useful than just an email.

SECAS agreed to provide a collated list of the Unplanned and Planned Maintenance activities each month for discussion. The TABASC observed that the same collation could then be provided to other interested Sub-Committees, specifically the Operations Group.

In addition, it was agreed to raise the matter with the Operations Group to ensure alignment in the format of the information requested as well as help inform the group of the User's perspective to pass along to the DCC. SECAS agreed to arrange for the matter to be discussed at the December 2017 Operations Group meeting.

The TABASC **NOTED** the contents of this paper and **AGREED** an approach on how the TABASC would like to receive this information going forwards.

ACTION TABASC25/03: SECAS to raise the observations and suggested way forward on Unplanned Maintenance notifications with the Operations group, to ensure alignment on approach before feeding back to the DCC.

6. 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 December 2017. The TABASC activity planner was updated to include a breakdown of planned activities required to review the current Business Architecture Document (BAD) and Technical Architecture Document (TAD) for Release 2.0 specification, as per the draft Project Initiation Documents (PIDs).

The TABASC discussed the Release Milestone activity and noted that R2.0 DIT and UIT have now been added. In addition, the R2.0 SIT and DIT status' will be updated to 'Green' as they have since commenced and are currently on track to be delivered with no major outstanding issues at this stage. The TABASC requested for the SMKI Recovery Functionality (CR183) April 2018 completion milestone be added in the activity planner.

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

7. Release Management Policy Consultation

Following the November 2017 TABASC meeting, the TABASC agreed to discuss the Release Management Policy this month to allow TABASC Members to review the consultation content and provide any feedback if required prior to the consultation deadline.

The TABASC discussed the Release Management Policy consultation, covering the SEC Requirements for the Panel Release Management Policy (SEC Section D10.8) and the DCC Release Management Policy (SEC Section H8.10). Overall, the TABASC noted that they were happy with the approach, however requested clarity around the process for amended or changing implementation dates of a release or individual content of a release.

The TABASC highlighted its concern in relation to the scenario where there may be an issued with the implementation of part of the content of a release, meaning that a delay to the implementation date of a Modification Proposal(s) in a particular release is needed or the entire release would be delayed. The concern was driven by a delay to a Modification Proposal resulting in the change being pushed back by an entire scheduled release, whereas it may be more appropriate to delay deployment by a couple of weeks until the associated issue is resolved.

SECAS noted that, if there was a need to delay the Modification Proposal, the Panel would need to discuss the rationale for any such delay (based on information provided by the DCC or Users) and then write to the Authority to obtain a decision on whether the modification should be moved from the particular release so as to not delay the rest of the release.

The TABASC expressed its concern with the modifications that would have major impacts on Users, for example, impacting DUIS, as it would be challenging for Service Providers to amend their systems close to a release date. It was noted that this scenario is an extreme situation and is not expected to take place. This is due to the governance in place to allow for certainty over the scope of a release and to provide sufficient time for Users and the DCC to prepare for the implementation date. It was noted that the cut-off date for Modification Proposals that impact the DCC and/or User systems will be

set at, typically, 12 months prior to the implementation date of a release. It was also clarified that the Panel will look at the scenario on a case-by-case basis and will assess all options available. Any changes to the implementation date of modifications or release will be consulted on with industry to inform the final Authority decision, hence there being a requirement to declare any delays at least one month prior to the implementation date for the release, to allow time for such consultation and panel and Authority discussions and decisions to occur.

In addition, the TABASC questioned its role in providing feedback as part of the release documentation lifecycle. The TABASC highlighted its ongoing duty to provide support and advice in respect of Modification Proposals and to identify whether they are likely to require change to the Technical Code Specifications, the End-to-End Technical Architecture and/or the Business Architecture. SECAS clarified that the TABASC's feedback and involvement in agreeing content would be considered as part of updates to the Panel Release Management Policy for consideration by the Panel.

The TABASC Members noted that they had provided feedback individually within their organisations and agreed that no formal TABASC response was required, beyond highlighting the observations discussed for consideration in subsequent updates to the Release Management Policy content.

The TABASC **DISCUSSED** the Release Management Policy consultation and provided feedback for consideration.

8. 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:

SECMP0002 'Add New Commands to Reset Debt Registers'

Summary

SECMP0002 seeks to add new SMETS Commands so that the two Time Debt Registers and the Payment Debt Register can be independently reset to zero.

Status Update

SECAS is finalising the Working Group Consultation, with the Draft Modification Report (DMR) scheduled to be issued to the Panel in March 2018 for decision. The modification is on track to conclude by the end of May 2018, potentially enabling a 2019 implementation.

TABASC Discussion

The TABASC did not have any comments on SECMP0002 and agreed to keep a watching brief on the modification.

SECMP0005 'Include Tariff and Register Labels in SMETS Devices'

Summary

SECMP0005 seeks to allow the setting of tariff and Time of Use (ToU) price labels on Gas Smart Metering Equipment (GSME) and Electricity Smart Metering Equipment (ESME) as part of setting the tariff. These labels will be shared with other Home Area Network (HAN) Devices, so that those other Devices can display the labels.

Status Update

The Working Group has requested the DCC Impact Assessment. The most recent target delivery date provided by the DCC is 22nd December 2017. SECAS will prepare the Working Group Consultation,

which is due to be issued in January 2018. SECAS confirmed that SECMP0002 was on track to conclude by June 2018, to potentially enable a 2019 implementation.

TABASC Discussion

SECAS noted that the Working Group agreed that the corresponding existing Use Cases to set tariffs will be removed. It was clarified that the old use cases are still remaining.

SECMP0007 'Firmware Updates to IHDs and PPMIDs'

Summary

SECMP00007 seeks to introduce the capability to update firmware on In Home Displays (IHDs) and Pre-Payment Interface Devices (PPMIDs) Over The Air (OTA). This is to enable Suppliers to send manufacturer produced firmware updates to IHDs and PPMIDs via the DCC and for these Devices to be able to activate those updates.

Status Update

It was noted that the Working Group is still currently developing a final solution. The recent Working Group Consultation sought to obtain views on the benefits of continuing to proceed with the modification, noting the high costs indicated in the DCC Preliminary Assessment. The result of the consultation has indicated that there is still merit in progressing the Modification Proposal.

The Working Group will consider the consultation responses, cost verses benefits, liabilities and the scope of the modification at the meeting due to be held on 29th and 30th January 2018.

TABASC Discussion

The TABASC expressed that its previous concerns remain and requested the Working Group take this feedback into account. It was requested for SECMP00007 to be brought back to the TABASC along with a representative to discuss the technical solution in more detail once developed.

SECMP0009 'Centralised Firmware Library'

Summary

SECMP0009 originally proposed a Centralised Firmware Library (CFL), which is intended to be a database of Firmware Images.

Status Update

It was noted that the Working Group has yet to meet since this modification was last brought to the TABASC and no solution has been developed yet. The next meeting is scheduled for 29th and 30th January 2018.

TABASC Discussion

The TABASC noted that its previous concerns remain in relation to the current interoperability of the firmware management process, particularly on Change of Supplier. However, the TABASC noted that there was a commercial contract issue, not a Technical or Business Architectural issue, that still needed to be resolved before the CFL could be developed, as it was unlikely that it would be populated without commercial agreements in place between Suppliers, Meter Asset Providers and/or Manufacturers. It was noted that the SSC and TABASC Chairs have ongoing discussions with the Community of Meter Asset Providers (CMAP) on enabling direct contact between Manufacturers and Suppliers, which should minimise the need for a CFL.

The TABASC Chair noted that the security matter being discussed at CMAP will not resolve the issues relating to the delivery of a CFL.

SECAS informed the TABASC that the DMR is scheduled to be issued to the Panel in April 2018 and is on track to conclude in June 2018, potentially enabling a 2019 implementation.

SECMP0023 'Correct Units of Measure for Uncontrolled Gas Flow Rate'

Summary

Currently, the GBCS limits the values of the Uncontrolled Gas Flow rate to be in whole numbers of cubic metres. This modification proposes to change that to allow volumes with accuracy to four decimal places to be specified.

Status Update

The Working Group requested the DCC Impact Assessment on 18th May 2017. The most recent targeted delivery date provided by the DCC is 15th December 2017. The DMR is anticipated for April 2018 and is on track to conclude in June 2019.

TABASC Discussion

The TABASC noted that there was no feedback to provide the Working Group at that time.

SECMP0024 'Enduring Approach to Communication Hub Firmware Management'

Summary

SECMP0024 seeks to develop requirements for an enduring solution for a Supplier-led release of firmware to CHs.

Status Update

SECAS informed the TABASC that the Working Group met for the third time on 2nd November 2017. SECAS is updating the draft business requirements, based on the Working Group's decisions. SECAS is also looking into options for the process to work in a dual Supplier scenario.

TABASC Discussion

SECAS noted that in order to ensure the TABASC considers the solution once it has been further refined, SECAS proposed presenting the TABASC the business requirements once the agreed changes have been made and the dual Supplier scenario options have been developed.

The TABASC agreed with the approach and it was determined that an update will be provided at a future TABASC meeting. Any TABASC input can be fed back to the Working Group at its next meeting.

SECMP0028 'Prioritising Service Requests'

Summary

SECMP0028 seeks to introduce Service Request prioritisation on the basis that some Service Requests are fundamental to the customer experience of the market and should take priority over non-critical Service Requests.

Status Update

SECAS informed the TABASC that the Working Group had been awaiting further information from the DCC on DCC System Capacity and queuing capabilities, which were delivered and subsequently discussed in October 2017. The business requirements have now been prepared and the DCC Preliminary Assessment will be issued during December 2017.

TABASC Discussion

The TABASC noted that the DCC is undertaking a piece of work in relation to traffic management, which may help inform the proposed solution. The DCC noted that this piece of work is anticipated to be developed by February 2018 and agreed to provide a presentation on this topic then.

ACTION TABASC25/04: The DCC to present to the TABASC on traffic management for further consideration, in February 2018, once the work has been developed.

In addition, the TABASC questioned whether this modification should be held until DCC presents its solution on traffic management. SECAS confirmed that the modification is currently continuing to progress and the Proposer will be informed of the traffic management assessment that is underway.

SECMP0030 'Demand Management of DCC Systems'

Summary

Where network traffic approaches or exceeds the capacity of the DCC System, Users could experience fluctuations in system performance, extended round trip times or in extreme cases the system could fail.

SECMP0030 proposes to implement an enduring solution that protects the DCC System when aggregate demand cannot be satisfied simultaneously. It proposes establishing appropriate rules to enable the prioritisation of Service Requests and Service Responses across the DCC User Interface and the prioritisation by the DCC of Commands to be sent to Communications Hub Functions and Certificate Signing Request volumes in an equitable, fair and transparent way. Rules by which DCC will actively control Device Alert volumes should also be considered for inclusion under the modification.

Status Update

SECAS informed the TABASC that the Proposer (the DCC) has officially withdrawn SECMP0030.

TABASC Discussion

The TABASC noted the status update and had no further comment.

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

9. Release 2.0 Business Architecture Document Changes

The TABASC were provided with a draft Project Initiation Document (PID) for undertaking the review and the necessary updates to the Business Architecture Document (BAD) to capture the changes being implemented as part of Release 2.0. SECAS highlighted the timescales, key dates and estimated resource requirements.

SECAS provided clarity in relation to resources of uplift of model to live version and whether there is a cost associated here. It was noted that there would not be an additional cost for Casewise to upgrade the model, as it is assumed that the functionality of the model already exists, therefore, no further cost is needed, to amend the underlying functionality of the model. However, if this proved not to be the case the details would be provided to TABASC to consider.

The TABASC requested for the Technical and Business Expert Community (TBEC) to be included under Section 5 Roles and Responsibilities to outline who is involved and what the review process will look like. In addition, the TABASC suggested that it may be beneficial to involve the 868MHz Sub-Committee Members as part of the review process. SECAS noted the suggestion and clarified that the invitation will also be extended out beyond TBEC members to the wider industry.

SECAS also noted that further background would be provided on the SECAS Community of Experts that make up the Project Team. The TABASC agreed that this will help provide further assurance of that the relevant technical experts are in place to update the model throughout the review cycles.

In was also noted that there will be an initial interrelationship between the Service Users and the different iterations of the BAD and model based on the Releases and the date the use of previous versions of the interfaces will end. SECAS clarified that there will be one model capturing the different iterations for each Release, whereas there will be different published versions of the BAD capturing the different functionality available and associated with the relevant active versions of documents (e.g. different versions of DUIS). It was noted that, in the future, the TABASC can assess whether previous versions of the BAD and model can be archived as and when required.

The TABASC Chair noted that the metadata and extent parties are accessing the BAD and model will be monitored to ensure maintaining it is a cost-effective activity to do.

The TABASC **NOTED** the contents of the paper and **APPROVED** the Release 2.0 BAD PID, subject to minor amendments and clarifications.

10. Release 2.0 Technical Architecture Document Changes

The TABASC were provided with a draft Project Initiation Document (PID) for undertaking the review and the necessary updates to the Technical Architecture Document (TAD) to capture the changes being implemented as part of Release 2.0. SECAS highlighted that the process identified to review the TAD is similar to the BAD, however, involves lower resource requirements due to the absence of the model cost.

The TABASC expressed similar comments as above to be actioned. SECAS noted the TABASC comments. In addition, the TABASC discussed the scope of changes that Release 2.0 would bring on at a high level.

The TABASC noted that the TAD (and BAD) review and updates activities should complete in May 2018, in advance of Release 2.0 going live in September 2018.

The TABASC **NOTED** the contents of the paper and **APPROVED** the Release 2.0 TAD PID, subject to minor amendments and clarifications.

11. TABASC Risk Register

The TABASC was provided with a paper documenting the current risks and the associated risk management plans. SECAS informed the TABASC that the risks that had 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.

The TABASC discussed the need to undertake further consideration of the current risks, to identify any mitigations and any further risks as a result of early live operations or the impacts of future release content. A TABASC Member questioned if the risks are developed to capture the issues that are currently arising and experiencing in UIT and in live services to identify risks. It was observed by TABASC Members that the current TABASC risks 3 and 4 may provide coverage, of such matters.

It was noted that the TABASC developed effectiveness review should enable the identification of areas of risk and impacts on the Technical and/or Business Architecture but have not mitigated these risks.

It was also noted that each release should be looked at in this way to ensure all reasonable steps are taken to mitigate against the impacts on Service Users. The TABASC Chair questioned whether it is necessary for the TABASC to review the risks in support of the Panel and escalate any potential risks to the Panel, if required.

The TABASC agreed that an approach to identifying any further risks is required. The TABASC Chair and SECAS took an action to develop an approach to further identify and mitigate any risks as a result of early live operations for discussion at the January 2018 TABASC meeting.

ACTION TABASC25/05: The TABASC Chair and SECAS to scope the activity to assess and identify any gaps or potential risks in the live services in the current risk register.

The TABASC **NOTED** the contents of the paper and **DISCUSSED** the status and progress of the risks and associated risk management plans.

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

The TABASC Chair raised an A.O.B item in relation to a consultation on DNOs and electricity vehicles for controlling electricity vehicle loads. It was noted that the TABASC should have a look at this consultation and consider how Smart Metering can help to protect the low voltage network. The BEIS representative took the action to inform the TABASC of the consultation timeline and where it will be published.

ACTION TABASC25/06: The BEIS representative to inform the TABASC of the electricity vehicle consultation timeline and where it will be published for further consideration.

In addition, a TABASC Member raised an A.O.B item in relation to the obligations on Suppliers to pair a Consumer Access Device (CAD), noting that there are several CADs offered in the SMETS1 market currently. It was noted that these are not operating to a particular standard for SMETS1 CADs. SMETS2 CADs will be paired, however, there is an inherited issue that CADs operating from a third party in SMETS1 will have an issue with business processes as it will be impossible to transfer data when Change of Supplier occurs. The TABASC noted the A.O.B and flagged it to be considered in the future.

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

Items for Information

13. 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.

14. DCC Change Request Spreadsheet

This spreadsheet provides the current status of all DCC Change Requests and how they have been actioned and who they impact.

15. Modification Status Report – December 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.