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Meeting TABASC_20_2007, 20th July 2017

10:00 – 14:00, Gemserv, 8 Fenchurch Pl, 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
	Ashley Pocock
	Grahame Weir
	Emslie Law
Small Suppliers	Andy Knowles
Other SEC Parties	Elias Hanna
Electricity Networks	Alan Creighton
Gas Networks	Leigh Page

Representing	Other Participants
DCC	Sylvia Ovie
	Amanda Rooney (part)
SECAS	Alys Garrett
	David Barber
	Kayla Reinhart

Apologies	
Large Suppliers	Tim Newton
Other SEC Parties	Tim Boyle

Absent	
Small Suppliers	Kirk Hawksworth

1. Minutes and Actions Outstanding

The draft minutes from the June 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
TABASC17/02 The DCC to provide the TABASC with a list of defects and change requests currently being progressed.	The DCC provided an update under agenda item 2. The DCC to provide further information at a future meeting. Action **ONGOING**.
TABASC18/03 The TABASC Members who attend the Smart Metering Operations Group (SMOG) were requested to provide updates following each meeting.	A SMOG update was provided by a TABASC Member at the July 2017 meeting under agenda item 3. These will be provided as monthly updates in the future. Action **CLOSED**.
TABASC18/06 SECAS to recommend the 'Adopter' membership to the Device Language Message Specification (DLMS) User Association and the equivalent for ZigBee, for Panel approval.	The Panel approved to join the DLMS User Association as an Adopter Member at the July 2017 Panel meeting. Action **CLOSED**.
TABASC18/07 SECAS to further develop the questionnaire to be provided to the TABASC for final approval.	SECAS circulated the amended questionnaire to the TABASC following the June 2017 meeting. The TABASC provided final comments. Action **CLOSED**.

TABASC18/08 SECAS to provide the updated questionnaire to the July 2017 Panel meeting for final feedback and approval.	The final questionnaire was approved by the Panel at the July 2017 Panel meeting. Action **CLOSED**.
TABASC18/09 SECAS to further develop the operational risks, including identifying appropriate mitigations in conjunction with TABASC.	SECAS provided an update in relation to an approach to further develop the operational risks under agenda item 6. Action **ONGOING**.
TABASC18/10 TABASC Members to declare which formal methods they use to allow standardisation on a common platform for risk management.	SECAS provided an update under agenda item 6. Action **CLOSED**.
TABASC19/01 The DCC to provide more information on the principles being developed on an enduring approach to release upgrades and downtime.	The DCC to provide an update under agenda item 2. Action **CLOSED**.
TABASC19/02 The DCC to provide the deliverables from the work to define a cloud-based strategy to the TABASC for review and comment.	The DCC provided an update under agenda item 2. Action **ONGOING**.
TABASC19/03 The DCC to raise whether a Systems Integration Testing (SIT) environment is required for defect fixes with the Technical Design and Execution Group (TDEG).	The DCC noted that they are continuing to explore the question and the costs and benefits of defect fixing in SIT. This is considered further under agenda item 2. Action **ONGOING**.

TABASC19/04 SECAS to provide clarification on how the costs align with the resource effort to date for the Business Architecture Document (BAD) Project.	SECAS provided clarification under agenda item 4. Action **CLOSED**.
TABASC19/05 SECAS to amend the Activity Planner to include information on when Modification Proposals will likely come to the TABASC.	SECAS provided an amended Activity Planner to include information on when Modification Proposals will likely be brought to the TABASC for consideration. Action **CLOSED**.
TABASC19/06 SECAS to discuss with the TABASC Chair to determine the information requirements for managing consultant resources and outputs.	SECAS provided an update under agenda items 6 and 8 with estimation of effort required included within the papers. Action **CLOSED**.
TABASC19/07 The TABASC Chair to discuss with the DCC Operations Director on routes for capturing operational issues.	The TABASC Chair received clarification from the DCC Operations Director that the DCC were not planning an approach to capturing operational issues. Further discussion was held under agenda item 10. Action **CLOSED**.
TABASC19/08 SECAS to deliver an update once the Working Group meeting for SECMP0037 and SECMP0038 have commenced.	SECAS will provide an update on SECMP0037 and SECMP0038 once the Working Groups have met, which is anticipated for the August 2017 TABASC meeting. Action **ONGOING**.

2. DCC Update

The TABASC noted that the Release 2.0 Consultation is due to be issued 21st July 2017[1] and therefore cannot be discussed by the TABASC today. It was also noted that the consultation period will be closed before the August 2017 TABASC meeting and because of this it was agreed for SECAS to schedule an ex-committee teleconference meeting with the TABASC. The meeting will be used to consider a TABASC response to the Release 2.0 Consultation depending on the consultation's impact on the Technical and Business Architecture.

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

[1] Post meeting note: Release 2.0 Consultation was issued on 25th July 2017.

Action Item - TABASC17/02

The DCC to provide the TABASC with a list of defects and change requests currently being progressed.

The DCC presented a high-level overview of the change requests (CRs) that are currently in the DCC pipeline and the releases that each are currently assigned to. The DCC highlighted the following activities:

- the open CRs in relation to R1.3 will remain open until the commercial elements are closed off; and
- the CRs that were previously listed as enduring have now either been moved to a specific release or are unassigned.

The TABASC noted their concern with the number of unassigned CRs and the lack of detail provided for each CR. The TABASC also noted their concern that some open CRs were missing from the list.

The TABASC noted that it would be beneficial if the DCC provided further information around each CR beyond the name and number. The list should be informative and enable the TABASC to understand the impacts on Service Users and the Technical and Business Architecture. Specifically, the DCC were requested to provide the TABASC with an update on any CRs that have been already implemented associated with Power Outage alerts. The DCC agreed to provide a template with further information around each CR to the TABASC teleconference meeting for feedback and approval, including identifying if it is SEC impacting. The TABASC requested visibility from the DCC on the decision-making process as there are costs involved in relation to some of the CRs. The DCC noted that more information will be provided with the Release 2.0 consultation.

Action Item - TABASC19/01

The DCC to provide more information on the principles being developed on an enduring approach to release upgrades and downtime.

An update was provided on the DCC's current approach to upgrading production environments and management of downtime. SECAS provided an overview of the DCC update that the Panel received at the July 2017 meeting. The DCC noted that they are aiming to achieve no more than 4-6 hours downtime for release upgrades. The TABASC noted the update and indicated that a significant downtime period for DCC Systems is not acceptable and will adversely impact their systems. It was noted that with the forecasted three releases a year, this is a significant downtime for known activities. The TABASC noted that industry expects a 0 hour downtime for each release and the DCC noted that they are working to achieve this. The TABASC questioned whether the DCC System has any capability to queue messages during downtime. The DCC informed the TABASC that DCC does not queue any messages and they would fail at the Gateway, as such Suppliers should build their systems to manage this.

The TABASC noted it would be beneficial to understand all known downtime on the DCC Systems and requested the DCC to report on this. The TABASC agreed that it is not part of the group's duty to approve the DCC downtime; however, noted that the impacts that downtime may have on Service Users and the Technical and Business Architecture are in the remit and responsibility of the TABASC to monitor. The DCC noted that further information on a future approach to downtime and reducing this will be provided.

Action Item - TABASC19/02

The DCC to provide the deliverables from the work to define a cloud-based strategy to the TABASC for review and comment.

The DCC provided an update on the work being developed to define a cloud-based environment strategy, noting that the outputs from the work undertaken to define a strategy could not yet be shared. The DCC informed the TABASC that they are looking into providing a platform for their systems to meet future demand. It was noted that a tactical solution is currently being sought to address the current constraints on the test infrastructure to support the upcoming releases (R1.4 and R2.0). However, an enduring solution is required to allow more flexibility and agile releases in the future.

The DCC have identified implementing cloud based platforms as a key aspect to reduce maintenance periods. This will allow the DCC environments to be packaged in such a way to allow testing of applications and products without requiring full access to the DCC. It was suggested that this would enable the fostering of innovation. The DCC noted that the principles have implications particularly around cost and data protection. A TABASC Member noted that the security of cloud platforms had been put under scrutiny and this should be a consideration of the DCC when defining their strategy. The DCC noted that this was currently a key consideration and security would be a key aspect of any cloud platform.

A TABASC Member raised concern in relation to the funding of moving to a cloud-based strategy. This would need to be considered in consultation with industry to identify whether the approach is considered a collective benefit. The TABASC questioned who the financial risk would fall with. It was also noted that if exceptional funding arrangements were required, this may take a significant amount of time to implement. The DCC will provide a further update to the TABASC once the business case has gone through the relevant DCC governance.

Action Item - TABASC19/03

The DCC to raise whether a SIT enviornment is required for defect fixes with Test Design and Execution Group (TDEG).

In relation to the DCC using additional environment that would be available in R1.4 and R2.0, the DCC previously 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 to 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 User Interface Testing (UIT) environment will also be provided.

At the June 2017 TABASC meeting, 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 instead. The current test model requires fixes are tested in PIT, SIT & UIT when it may be a manageable risk to only test in PIT and UIT. This would enable an additional SIT environment to be available for future release testing and so should be considered. The DCC noted that they are continuing to explore the question and the costs and benefits of defect fixing in UIT.

The TABASC expressed their concern with the level of involvement the TABASC has and requested to be part of the decision-making journey rather than just informed of the outcomes. It was noted that the DCC needs to justify the costs of the solution to their stakeholders.

SECAS informed the TABASC that initial costs had been presented to the Panel on the tactical environments required for one, two or three releases a year. However, these costs were not specific to the tactical solution being presented for R1.4 and R2.0. The TABASC recommended that the DCC consider their role in supporting the Panel to understand the approach and influence the decisions.

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

ACTION TABASC20/01: The DCC to provide a template with further information on each change request to the TABASC teleconference meeting for feedback, including identifying if it is SEC impacting.

ACTION TABASC20/01a: The DCC to provide the TABASC with an update on any change requests that have been already implemented associated with Power Outage alerts.

ACTION TABASC20/02: DCC to provide information on the downtime schedule for the next year.

3. Sub-Committee Update

The TABASC Chair provided the TABASC with an update on the Security Sub-Committee (SSC) and Smart Meter Key Infrastructure Policy Management Authority's (SMKI PMA) recent activities, highlighting areas of specific relevance to the TABASC.

- Security Sub-Committee (SSC) – the TABASC were informed of the following two new potential SEC Modification Proposals to be raised by the SSC:
    - Changes to how DCC Users schedule and carry out User Security Assessments after initial completion of the User Entry Process; and
    - Introduction of a 'grace period' for standards, procedures and guidelines within SEC Section G: Security that the DCC and DCC Users must comply with.
- It was also noted that a confidential agenda item was discussed by the SSC on the scope of the Data Communication Company's (DCC) Service Organization Control (SOC)2 assessment.
- SMKI Policy Management Authority (SMKI PMA) – the TABASC were informed that following the SMKI Recovery Workshop, the amended draft SMKI Recovery Key Guidance will be published for consultation to SEC Parties, the SSC, the DCC and the Authority.

A TABASC Member also provided an update from the July 2017 Smart Metering Operations Group (SMOG), highlighting areas of interest or where the Technical or Business Architecture may be impacted. These included:

- Discussions in relation to the voluntary approach to looking at new guides for Smart Metering Rollout;
- Ofgem's view to BEIS regarding microgeneration and the potential impact on the Technical and Business Architecture. It was noted that a solution is in place; however, the business processes are not defined to enable the solution to work.
- How FITs were brought into the smart solution and; therefore, Suppliers must be able to support FITs when installing smart metering.
- Discussions around the effects on the overall provisions of HAN and WAN when Network Operators move services. Guidance is being updated to ensure customers are aware that they are required to contact their Supplier as the relocation of meters obligation is on the Suppliers rather than the Network Operators. It was noted that ENA and Energy UK have agreed on a collaborative approach.
- Discussion on how the SMOG is keen to get an understanding of timings for installs for SMETS2, due to there being no concept of how long this will take.

The TABASC **NOTED** the verbal updates provided.

4. Business Architecture Document (BAD) Project Update – June 2017

SECAS provided the TABASC with the monthly update on the BAD Project, focussing on the activities undertaken in June 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 Architecture Model (BAM) to date have been delivered to time and budget, with future planned activities set at Green status for the overall project out-turn.

Following comments and feedback received on the BAD during the review period, minor amendments have been made with no material impacts. SECAS informed the TABASC that the final approval for the BAD is on track for August 2017.

SECAS noted that the SEC referencing links within the BAD and BAM will be included and will be aligned to the most recent version at publication. It was noted that the re-designation of the SEC version 5.9 included amendments to the DCC User Interface Specification (DUIS) v1.1 and the Inventory, Enrolment and Withdrawal Procedures (IEWP) v1.2. The changes are to rectify an issue that had been identified in End-to-End Testing, which could otherwise result in difficulties for DCC Users in joining Devices over the Home Area Network. These amendments have material impacts and, as a result, require the BAD and BAM to be updated to reflect the changes as follows.

BAD sections to be updated include:

- 7.1.1 – Manage Inventory; and
- 7.2.1 – Install and Commission.

BAM section to be updated include:

- 7.2.1.6.7 Update HAN Device Log – Add Device.

The TABASC requested SECAS to include the amendments to the BAD and BAM prior to publication.

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

ACTION TABASC20/03: SECAS to include the amendments identified as part of the re-designation of the SEC v5.9 to the BAD and BAM prior to publication.

5. 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 were informed that the Panel agreed all the amendments in Appendix B: SEC Panel Risk and Issue Register of the paper. It was noted that SECAS will undertake a full review of the SEC Panel Risk and Issue Register following Release 1.3 to ensure the risks remained appropriate and mitigations are in place.

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

6. Operational Risk Register Development Approach

At the April and May 2017 meetings, the TABASC discussed the development of an Operational Risk Register. At the May 2017 meeting, it was agreed that further development of the Operational Risk

Register would be required in order to provide information on the risk mitigations. TABASC agreed that a specific risk workshop is required and propose it being held in September 2017. In order to aid this workshop, SECAS will undertake some preparatory work to further develop the scope and mitigations for the current operational risks. The initial focus will be to utilise SECAS Community of Experts (CoE) resource to develop tangible examples of risks, which will inform scope and provide understanding when running through assessments of likelihood, impact and mitigations.

A work package was provided for the TABASC approval on the proposed activities with an estimation of resource effort required. It was noted that, going forward, SECAS will provide work packages for each piece of work where experts are used for the TABASC approval. A report will be provided at the end of the piece of work on actual results to enable TABASC oversight of the effort and costs for work packages.

The total estimated resource requirements will be 11.5 days, rather than 1.5 days as incorrectly stated in the paper.

The TABASC **AGREED** the development approach and the estimated resource work package.

ACTION TABASC20/04: SECAS to schedule an Operational Risk Register Development Workshop in early September 2017.

7. TABASC Activity Planner

The TABASC were provided with the activity planner outlining the activities anticipated up to and including December 2017.

Following the TABASC's request at the June 2017 meeting, the activity planner was updated to include a Modifications Proposal tab with information on when certain modifications will be brought to the TABASC for consideration and feedback. The TABASC noted the large number of Modification Proposals anticipated to be brought to the TABASC for feedback in August and September 2017 and expressed concerns. SECAS informed the TABASC that the anticipated dates were provided based on the impact assessments. SECAS will provide a list of specific Modification Proposals that will be brought to the August 2017 TABASC meeting. This list will be discussed at a TABASC ex-committee teleconference meeting on 1st August 2017.

SECAS noted that November 2017 signals the end of the 24-month term for the TABASC membership. A paper outlining the election process and timescales will be brought to the August 2017 TABASC meeting for information. It was noted that the invitation for nominations will commence in September 2017.

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

ACTION TABASC20/05: SECAS to provide a list of specific Modification Proposals that will be brought to the August 2017 TABASC meeting at the TABASC ex-committee teleconference meeting on 1st August 2017.

8. Design Notes Review Update

In line with the previously agreed approach for undertaking the review of the Design Notes, the TABASC was presented with the initial analysis of the potential and/or necessary updates, to inform a decision on the priority for reviewing each Design Note. It was noted that when SECAS commences the review activities of each Design Note, consideration will be given to the Business Architecture Document to ensure content is aligned, or aspects removed from the Design Note if duplication with

the BAD is unnecessary. The TABASC agreed the prioritisation order for the Design Note Review subject to the recommendation to review the Install and Commission first due to the sensitivity for the use of this Design Note.

In addition, the TABASC was provided with a work package including an estimate of the necessary activities and effort required to complete the review of each Design Note. The SECAS Core team and SECAS Community of Exerts (CoE) will undertake the review and amendment steps prior to issuing the Design Notes to the TBEC Members for review. Following the TBEC's review, SECAS will collate and apply the amendments to each Design Note for the TABASC's final review and approval. The timeframes set out in the paper will be added to the TABASC Activity Planner.

SECAS noted that the Communications Hub Re-use Design Note has been temporarily unpublished from the SEC Website until the review is undertaken. This is due to a significant discrepancy with SEC Section F8.6.

The TABASC **AGREED** the prioritisation order for the Design Note Review and the estimated resource work package, noting that the first two Design Notes would be circulated for review in August 2017.

9. Modification Proposals for Discussion and Feedback

The TABASC was presented with an overview of SECMP00027 – Amending Service Request Forecasting for input and feedback. The modification is currently being discussed by the Working Group (WG) established to help refine SECMP0027 and the TABASC views or feedback will inform the WG discussions on the modification, prior to WG Consultation.

The TABASC expressed concerns noting that the solution provided in the paper was not reflective of the WG discussions. The TABASC Members provided an overview of the modification, which seeks to amend the Service Request (SR) forecast reporting, specifically in relation to SR 2.2 'Top Up Device', SR 11.1 'Update Firmware' and SR 11.3 'Activate Firmware'. It was noted that current arrangements require each User to provide forecasts to the DCC each quarter of each type of SR they will send, for each of the eight months following the month in which the forecast is provided. As part of this requirement, suppliers will have to forecast the number of Energy Consumer driven SRs such as top up requests. In the event Users fail to forecast their monthly demand for each SR within 10% tolerance, the DCC will report such failure to the SEC Panel within the monthly report. The report that the DCC will provide to the Panel will reveal the identity of the User and the number of SRs they forecast and sent during the month. This report or a part of it may be openly published, subject to a determination of reasonable circumstances by the Panel.

The TABASC noted that SR Forecasting, specifically consumer driven top up requests, will be an uncertain exercise, especially in the first year. The TABASC agreed there is value in Users providing SR Forecasts with the current required granularity to the DCC; however, it recognises it may be beneficial to limit the reputational impact of the report on Users.

The TABASC questioned whether the modification was proposed too early as a problem has not been identified yet and a therefore a solution cannot be shaped.

SECAS noted that in January 2017, the Panel had previously decided to not publish the SR Forecasting report for 12 months. It was noted that a request to redact forecasting from the report can be requested to Panel with an explanation and reasoning. It was further noted by SECAS that the Panel may use its discretion to report on specific forecasting. The TABASC expressed concern with this process as it creates further effort and resource to explain to the Panel each month, when the

initial purpose of this modification was to reduce forecasting resources required. A TABASC Member questioned whether the Panel can be requested to redact all prepayment specific SR in the future rather than amending the SEC for these specific SRs. The TABASC agreed for SECAS to refer the matter to the Panel for their consideration as part of a solution. It was noted that the modification will continue to progress in parallel and the TABASC feedback will be provided to the WG for consideration.

The Modification update included the proposed SRs to be excluded from the report. The TABASC noted and questioned the proposal to exclude the firmware update SRs on the basis that it should be more predictable than the prepayment top up SR.

The TABASC **NOTED** the contents of the paper and provided feedback for consideration by the SEC Modification Working Group.

ACTION TABASC20/06: SECAS to request Panel's consideration and feedback of the SECMP00027 – Amending Service Request Forecasting.

10. Service Management and Reporting

The TABASC discussed the DCC Performance Measurement Report and the Summary of Performance Measures to understand any trends in issues and to analyse any potential issues arising from the Technical and Business Architecture. The TABASC expressed concerns in relation to the three versions that were issued for the month of April, each reporting worse values. The TABASC Chair informed the TABASC that the reporting was due to issues in the DSP where the primary and backup system failed. It was not recognised as a major issue even though services would have been lost had the live systems been in use. It was noted that this was a good example of why the TABASC should be monitoring the report.

SECAS highlighted the discussions held at the July 2017 Panel meeting on the establishment of an Operations Group as a Sub-Committee under the Panel. The Operations Group would:

- provide a forum for sharing good practice on operational matters relating to DCC Services;
- act as a sounding board for the DCC in assessing operational priorities for DCC Services; and
- receive, consider, and respond to regular performance reports for DCC Services.

It was noted that the Panel requested clarity in regard to the sections which the Operations Group would be required to act on the Panel's behalf, and not to duplicate work being undertaken by the TABASC. The TABASC noted that further consideration would be required on the TABASC's interaction with the group in order to understand and influence any trends in issues and to analyse any potential issues arising from the Technical and Business Architecture. The TABASC expressed concerns around the membership of the Operations Group and their role going forward with interacting with the group. The TABASC recommended the option to call in additional attendees as required to provide broader experience, if necessary.

The TABASC noted that the scope of the group is focussed on the operational aspects of the DCC Services; however, should include the end-to-end operational services. SECAS noted that this was also mentioned by the Panel and the Terms of Reference (ToR) will be amended to include this.

A draft ToR was provided to the TABASC following the meeting and the TABASC are requested to provide feedback for any comments to be discussed at the TABASC ex-committee teleconference meeting on 1st August 2017 so that they can be finalised and provided at the August 2017 Panel meeting.

The TABASC **NOTED** the contents of the paper and agreed to provide any feedback on the draft Terms of Reference for the Operations Group.

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

A TABASC ex-committee teleconference meeting is scheduled for 1st August 2017 to consider whether a TABASC response to the Release 2.0 Consultation, which is expected on 21st July 2017, is required. It was further noted that an update will be provided on which Modification Proposals will be included at the August 2017 TABASC agenda during the teleconference meeting.

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

Items for Information

12. Transitional Governance Update

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

13. Modification Status Report – July 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. This was issued to the TABASC as a late paper in order to include the Panel's outcome decisions from the July 2017 SEC Panel meeting which took place after the TABASC meeting documentation was issued.