

This document is classified as **White** in accordance with the Panel Information Policy. Information can be shared with the public, and any members may publish the information, subject to copyright.

Meeting TABASC_30_1705, 30th May 2018

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	Stephen Lovell
	Ashley Pocock
	Rochelle Harrison
	Emslie Law
	Stacey Brentnall
Electricity Networks	Alan Creighton
Other SEC Parties	Tim Boyle
	Elias Hanna

Representing	Other Participants
DCC	Sylvia Ovie
BEIS	John Eager
	Joseph Howard
Alt HAN Representative	Caroline Milner (part)
SECAS	David Barber
	Kayla Reinhart
	Linda Martiri
	Courtney O'Connor (part)

Apologies	
Large Suppliers	Graham Weir
Small Suppliers	Andy Knowles
Gas Networks	Leigh Page

Absent	
Ofgem	Michael Walls

1. Alt HAN Update

A representative from the Alt HAN Forum provided the TABASC with an overview of progress made on the potential Alt HAN solution. The TABASC were informed of the details of the contract and different stakeholders involved, noting that the shared solution is still in the design phase.

It is empowered by the SEC to make commercial decisions that is underpinned by licence obligations on Suppliers. It was clarified that BEIS has the formal decision-making powers in relation to exempt premise.

The TABASC noted the need to consider the no WAN scenario in addition to Alt HAN, highlighting that the DCC CSP involvement is needed. However, it was noted that the DCC is not hugely involved in the Alt HAN process currently, and DCC suggested that they should be involved. The TABASC also discussed the importance for Network Operators to be involved in the Alt HAN Forum earlier to address potential challenges to the solution.

The TABASC discussed the remit of providing its input from a Technical and/or Business Architecture point of view and provided feedback on matters that the Alt HAN forum may need to consider as part of the development of the solution and approaches to delivering Alt HAN solutions. The Alt HAN representative confirmed that the TABASC feedback will be provided to the Alt HAN Forum for consideration.

The TABASC **NOTED** the verbal presentation.

2. Minutes and Actions Outstanding

Action Reference	Update
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.	A meeting took place between the Panel Chair and Sub-Committee Chairs on 23 rd January 2018, to discuss the roles and responsibilities across Sub-Committees. A RASCI matrix has been undergoing further development to clarify and trace the duties and responsibilities of each Sub-Committee. Completion of the RASCI has been delayed due to SECAS resource focusing on the Business Architecture Document, Technical Architecture Document review and the Effectiveness review questionnaire. Action ONGOING .
TABASC24/08 The DCC to provide further information on its approach to publishing the CR spreadsheet to industry.	The updated CR spreadsheet is provided under agenda item 17. The DCC informed the TABASC that discussions were underway for determining an approach to publishing the CR spreadsheet. It was noted that the spreadsheet will be available on the Change Management system that will be available on the 4 th June 2018. The DCC confirmed that a demonstration of the Change Management system will be provided at the June 2018 TABASC meeting. Action ONGOING .

<p>TABASC27/03</p> <p>SECAS to inform the Panel on TABASC's discussions on what to expect as part of the set of handover information to be provided from BEIS following the go-live of transitional releases.</p>	<p>Following Panel agreement, SECAS and BEIS are currently engaging to identify the materials that will be handed over to enduring governance.</p> <p>An update will be provided at a future meeting.</p> <p>Action ONGOING.</p>
<p>TABASC28/03</p> <p>The TABASC Chair to continue discussions with the Panel to determine the responsibility of the Release Implementation Document (RID).</p>	<p>It was noted that the TABASC Chair is continuing discussions with the SEC Panel Chair to determine the responsibility of the Release Implementation Document (RID).</p> <p>Action ONGOING.</p>
<p>TABASC29/02</p> <p>SECAS to provide information on the November 2019 approach in relation to Technical Specification changes, including a clear rationale for the TABASC's consideration prior to the approach being brought to the SEC Panel for approval.</p>	<p>The TABASC were informed that the principles for the initial allocation of Modification Proposals to releases were discussed at the May 2018 Panel meeting, where the TABASC's views in relation to the implementation of changes to the GBCS will be considered.</p> <p>It was noted that the principles will help the Panel to better prioritise the progression of Modification Proposals to ensure they can meet relevant cut-off dates.</p> <p>The DCC provided further information on the principles, which are captured under agenda item 3.</p> <p>A further update on the approach for the November 2019 Release will be provided at the June 2018 TABASC meeting, once the list of any DCC System-impacting modifications targeted for November 2019 Release has been clarified.</p> <p>Action ONGOING.</p>
<p>TABASC29/04</p> <p>TABASC to develop the two new risks for discussion at the May 2018 TABASC meeting relating to the 868MHz coverage and the impact of Modification Proposal costs on the ability to enhance DCC.</p>	<p>An update is provided under agenda item 6.</p> <p>Action CLOSED.</p>

<p>TABASC29/05</p> <p>SECAS to liaise with the Alt HAN to request an update be provided to the TABASC on the progress made on the Alt HAN solution</p>	<p>An update is provided under agenda item 1.</p> <p>Action CLOSED.</p>
<p>TABASC29/07</p> <p>SECAS to provide a plan at the July 2018 TABASC meeting for the capture of the BAD and TAD changes being required by the SMETS1 Service release.</p>	<p>The plan for capturing the BAD and TAD changes being required by the SMETS1 Service release will be provided at the July 2018 TABASC meeting for consideration. SECAS noted that this milestone is captured in the Activity Planner under agenda item 13.</p> <p>Action ONGOING.</p>
<p>TABASC29/08</p> <p>SECAS to provide the further feedback to the DCC, on the Unplanned Maintenance notification to enable action to be taken to improve the usefulness (in accordance with Section H8.6) of the notifications to all recipients.</p>	<p>SECAS provided feedback to the DCC, on the Unplanned Maintenance notification to enable action to be taken to improve the usefulness (in accordance with Section H8.6) of the notifications to all recipients.</p> <p>It was highlighted that the DCC received the TABASC feedback and are taking the necessary steps to action the request going forwards.</p> <p>Action CLOSED.</p>
<p>TABASC29/09</p> <p>SECAS to undertake a review of the log in light of recent SEC changes and share the updated log with the TABASC to inform whether there are any gaps in the mechanisms available.</p>	<p>SECAS completed a review of the disputes log in light of recent SEC changes. An update is provided under agenda item 12.</p> <p>Action CLOSED.</p>

3. DCC Update

The DCC provided the TABASC with an update on the principles developed to apply when proposing which release to allocate a DCC System impacting modification into, highlighting the constraints with the approach and the associated impacts on the Technical Specifications. It was noted that there was a joint discussion at the SEC Panel meeting on the principles.

The TABASC discussed the following principles in detail.

Modifications will be grouped together where they impact the same systems or processes

The TABASC agreed with the approach, noting that this consideration of the grouping of similar Modification Proposals has been sought and discussed previously. It was clarified that this will be carried out where possible, noting the need to be practical to ensure the timelines for each individual Modification Proposal are met as appropriate so as to avoid the undue delay of one or Modification proposal over another. A TABASC Member noted the need for transparency of the DCC view, specifically including the DCC's early involvement in the Working Groups to inform earlier Impact Assessments. A TABASC Member expressed concern with the governance of how the grouping is

Administered by

determined. It was also noted that work was being undertaken to improve this approach, highlighting that SECMP0049 'Section D Review Amendments to the Modification process' may help inform improvements to the process.

Modifications that impact the following areas will be targeted for a June Release:

- **Modifications that impact the GBCS;**

The TABASC initially expressed concerns with limiting GBCS impacted systems changes to once per year, before reiterating its observation from the previous meeting that it does not support this principle, noting that each change needs to be assessed on its own merit. The DCC noted the challenges of undertaking a GBCS impacting release twice a year, including the availability of the associated Device firmware and its ability to complete regression testing. The approach may involve a considerable amount of planning.

Additionally, the DCC noted that this will be a challenge to accommodate each GBCS change when needed. The DCC raised the point that Suppliers do not want the DCC to go-live without adequate testing on real meters rather than the use of emulators to protect production, however, noted the consequence is that the DCC cannot go-live if meters are not available.

The use of emulators verses real devices was discussed, where the TABASC supported the Testing Advisory Group's (TAG) views on the matter, that testing should be undertaken on actual devices over emulators where possible and essential when undertaking regression testing. The TABASC also recognised and supported the TAG's position for Release 2.0 in that emulators can only be used to test new functionality if real Devices are not available, recognising that Devices should not be deployed Suppliers if they have not been fully tested. The TABASC noted the need to resolve the emulator issue vs. actual meter availability before developing a solution for this challenge, highlighting that these obstacles need to be addressed so that they do not limit the ability to implement change to DCC.

It was noted that these principles are to guide the planning, however, the final decision on allocation sits with the Panel. The Panel can propose for modifications be reallocated to different release, subject to any applicable Authority agreement, in response to changing priorities. If such considerations were required SECAS and the DCC would provide input on the consequences of such changes.

- **Modifications that require a major DCC User Interface Specification (DUIS) version uplift; and**

The TABASC raised concerns about the potential frequency of DUIS uplifts and how many would be supported, which involve cost implications associated with upgrading systems. The DCC clarified that per the current contracts with the DCC Service Providers, it can support two versions of DUIS (the current and the most recent). The TABASC Chair noted that this cannot be the case, given the time taken for all Suppliers to migrate to the later versions of DUIS. Although the DCC System will be upgraded to Release 2, SMETS1 E&A, June 2019 and November 2019 releases, Users may upgrade for example from Release 1 to the June 2019 release in one step. The changes being managed by DCC for these releases will need to accommodate support for additional versions of DUIS to be supported in line with the number of active versions of DUIS and associated Technical Specifications within the SEC. To remove versions of DUIS that the DCC need to support would require a SEC Modification to be processed to remove the particular version that is deemed to no longer be required.

- **Modifications that will impact the Communications Service Provider(s) (CSP) and will have an impact on Communication Hubs and/or the network**

The DCC noted that CSP radio network changes are proposed to be restricted to once a year. The DCC noted the need to plan the CSP changes in the June release based on industry timing preference. It was noted that network changes involve a considerable amount of time due to the infrastructure involved. A TABASC Member questioned whether this is in contrary to what the current Release Policy outlines. It was noted that currently, there are no modifications that effect the CSP radio network. The TABASC believed this principle to be unnecessary as it would be dealt with during impact assessment, however, noted that a view should be taken in the future at the appropriate time when such CSP radio network impacting modifications are raised.

The modification will need to be approved at least 12 months before the planned go-live date (unless the lead time for the change itself is longer)

The TABASC noted that this is not a new principle, however, it does have associated implications. The DCC noted the need to plan ahead of the go-live date in order to accommodate a DCC system impacting change including any relevant testing activities as part of a release. The TABASC discussed how a modification may require a longer lead time, and this would be considered and identified as part of the progression of the change through the Modification process. It was also raised that DCC ought to be able to accommodate minor changes such as technical specification documentation updates within shorter timescales.

Lastly, the DCC agreed to provide a demonstration on the Change Management system and the Traffic Management system at the June 2018 TABASC meeting.

ACTION TABASC30/01: The DCC to provide a demonstration on the Change Management system at the June 2018 TABASC meeting.

ACTION TABASC30/02: The DCC to provide a demonstration on the Traffic Management system at the June 2018 TABASC meeting.

The TABASC **NOTED** the DCC Update.

4. Sub-Committee Update

Security Sub-Committee (SSC)

The TABASC Chair provided 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. It was also noted that the SSC have been discussing the implications in relation to Users wishing to develop a second User System.

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

There were no specific areas of relevance to the TABASC to note in relation to the recent SMKI PMA activities.

Operations Group

A TABASC Member provided an update on the Operations Group's recent activities, noting continued discussions in relation to Communications Hub deliveries and pallet sizes. In addition, the Operations Group discussed the DCC review and engagement with Self-Service Interface (SSI) users to determine what amendments can be made to improve the experience of using the SSI and noted the potential changes need to be risk assessed. It was also noted that DCC is planning to adopt an agile approach to development of the SSI with frequent improvements being made to the system. This is contrary to the Release Management Policy as drafted but the Panel has agreed to the approach for this system subject to appropriate governance being in place for such changes.

The TABASC **NOTED** the Sub-Committee Update.

5. BEIS Update

BEIS noted the recent publications below:

- There was consultation on enrolment of SMETS1 meter cohorts on 17th April 2018. The consultation involved proposals to require the DCC to provide an interoperable smart meter service for four SMETS1 meter cohorts.
- On 17th April 2018, there was a consultation on maximising interoperability for SMETS1 meters including draft legal text. The consultation involved proposals for maintaining smart services when a consumer with a SMETS1 meter switches energy supplier.
- On 12th April 2018, the Government response to the consultation on the Project Incentive Scheme for Release 2 was published. The Response on proposed incentive arrangements applying to DCC in relation to Release 2.0.
- On 19th April 2018, there was consultation letter on the timing for re-designation of Enduring Technical Architect Document (ETAD) and Common Test Scenarios Document (CTSD) into the SEC for R2.0.
- On 16th May 2018, there was a consultation letter on the timing for re-designation of DUIS 2.0 and designation of GBCS v2.1 and GBCS v3.1 published. Following the earlier consultation on content that closed on 24 April.
- The Smart Energy Bill had passed through the Lords Stage with a third reading in the Lords planned for w/c 21 May.

BEIS noted future consultation activity due to be published:

- In May 2018 there will be a consultation response on the re-designating ETAD and CTSD into the SEC for Release 2.0.
- In May 2018 the decision regarding revised Device Integration Test (DIT) and User Integration Test (UIT) Approach Documents will be submitted by DCC for R2.0.
- On 4th June 2018 there will be re-designation of DUIS v2.0 and designation of GBCS v2.1 following consultation of further required R2.0 changes through Transport Business Design Group (TBDG) as RFC-066.
- On 31st May 2018 there will be quarterly statistic report regarding Smart Meters installation covering the period from January to March 2018.
- In June 2018 there will be government response to the consultation on DCC Project Incentive Scheme for SMETS1 Enrolment & Adoption.
- In June 2018 there will be a government response to consultation on regulatory changes to enable SMETS1 enrolment that is related to the provision of a DCC SMETS1 Service.

The TABASC **NOTED** the BEIS Update.

6. TABASC Risk Register

Following discussion from the April 2018 TABASC meeting, the TABASC were presented with a proposed new sub-risk in relation to the 868MHz Communications Hub frequency coverage and a proposed new risk in relation to the DCC Systems being circumvented due to the inability to implement change as a result of Modification Proposal costs and lead times. The TABASC discussed the proposed new risks in detail and provided views on the actions required to mitigate the risks.

Proposed new Sub-Risk – TABASC 3.2

TABASC 3.2 'HAN performance of the 868MHz HAN solution fails to provide expected coverage for 25% of in scope premises' was developed as a sub-risk to TABASC 3 'The Technical Specifications do not specify HAN performance and SMS performance (non-functional).' It was noted that actual HAN performance may result in communication issues between devices on the HAN that may manifest in installation/join issues, transfer of data/commands/responses issues and/or the ability of consumers to reliably receive energy information via the In-Home Displays (IHD). This may affect the ability of Suppliers to roll out smart meters in a material number of premises.

The TABASC agreed to monitor the outcomes of the transitional 886 Sub-Group on the extent of coverage that 868 will provide, to inform whether the expected coverage level will be met. In addition, the Technical, Business and HAN Architecture Effectiveness Review will be used to identify areas of concerns (following deployment of Release 2.0 and Dual Band Communications Hubs being available. it was noted that the feedback and learnings from the questionnaire will inform any required actions to further mitigate the risk.

Proposed new Risk – TABASC 10

Following the review of the initial proposed risk, the TABASC agreed to further develop the risk by splitting up the content into a 'parent' risk: TABASC 10 'DCC System is circumvented as making changes to it is too complicated' with the following two 'sub-risks':

- TABASC 10.1 'The costs associated with the implementation of a Modification Proposal are too high, resulting in rejection on costs grounds, even though the Modification does have clear benefits'
- TABASC 10.2 'The timescales associated with the implementation of a Modification Proposal are too long, resulting in rejection, even though the Modification does have clear benefits'

The TABASC noted overall that the risk is that enhancements and changes to the DCC Systems may not be able to be delivered due to timescales and complexity resulting in solutions being deployed outside of the DCC System (and the SEC) reducing the value of the DCC systems and limiting the ability to govern under the SEC. Specifically, this risk concerns the circumstance where Modification Proposals are made that will provide a benefit from the perspective of process improvement and/or efficiency, however, if and when the DCC System costs are too high and/or the implementation timescales are too long, the change would be at risk of not going ahead. Industry may then make alternative arrangements to realise the benefits outside of the DCC System.

The TABASC noted the need to undertake an assessment of more effective ways of working, including methodologies, tools and environments to aid in mitigating the risks.

The TABASC also agreed to escalate TABASC 10 risk as well as its associated sub-risk to the Panel as it was viewed as being a current issue.

ACTION TABASC30/03: The TABASC to escalate the Modification Proposal risk 10 to the SEC Panel for consideration.

Subject to a few amendments, the TABASC **AGREED** the proposed new risks and its associated risk management plans. In addition, the TABASC **AGREED** to escalate the Modification Proposal risk to the Panel for consideration.

7. Release 2.0 Business Architecture Document Project Update

The TABASC were provided with an update on the development of the BAD project to date, which continues to be delivered to time and within budget. It was highlighted that the BAD review responses have been collated, reviewed and actioned where required to create the new Release 2.0 version of

the BAD. The updated BAD was provided at the May 2018 TABASC meeting, under agenda item 8, for final review and approval.

It was noted that the Business Architecture Model (BAM) is out for industry review, with a deadline of 18th May 2018. Following the deadline for review, the responses will be collated, reviewed and actioned. SECAS noted that the updated Release 2.0 BAM changes will be provided to the TABASC in June 2018 for final review and approval.

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

8. Approve of Release 2.0 BAD Updates

The TABASC were provided with the final version of the Business Architecture Document (BAD) containing the Release 2.0 changes and actioned industry review comments for approval.

SECAS informed the TABASC that the references to the relevant SEC and SEC Subsidiary Document provisions and/or requirements, still needs to be updated. This will be undertaken once the updated version of the DCC User Interface Specification (DUIS) v2.0 is re-designated, following the recent consultation to include a number of clarifications and corrections (via TBDG RFC-066). The TABASC were comfortable with the approach.

The TABASC **AGREED** the industry feedback has been actioned appropriately and **APPROVED** the Business Architecture Document containing the Release 2.0 changes for publication.

9. Release 2.0 Technical Architecture Document Project Update

The TABASC were updated on the development of the TAD project to date, which continues to be delivered to time and within budget. It was highlighted that the TAD review responses have been collated, reviewed and actioned, where required, to create the new Release 2.0 version of the TAD.

The updated TAD was provided at this TABASC meeting, under agenda item 10, for final review and approval.

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

10. Approve of Release 2.0 TAD Updates

The TABASC were provided with the final version of the Technical Architecture Document (TAD) containing the Release 2.0 changes and actioned industry review comments for approval.

The TABASC **AGREED** the industry feedback has been actioned appropriately and **APPROVED** the Technical Architecture Document containing the Release 2.0 changes for publication.

11. Effectiveness Review Update

SECAS provided the TABASC with an update on the number of responses to the first run of the Effectiveness Review Questionnaire, noting the number of responses so far, noting that three had been received from Suppliers and one from an Electricity Network Party Category. It was noted that a further response was expected shortly. Following initial review of the commentary, it was noted that a reasonable proportion of the feedback related to known matters and issues.

The TABASC discussed that there may be a need to make adjustments to certain questions to aid respondent understanding and the type of responses provided, when the questionnaire is reissued later this year. The observation had been driven by the fact that some comments raised by certain

respondents at previous forums have not been included as part of the questionnaire responses. The TABASC also noted and agreed that it would be beneficial to split relevant questions out by region (i.e. Central & South and the North Region).

It was agreed that improvements to the questionnaire would be prepared, taking into account the TABASC Member feedback and would be discussed at the June 2018 meeting. It was also noted that analysis of the responses received would be provided to inform whether subsequent actions are required in the interim, and prior to the questionnaire being reissued later in the year.

ACTION TABASC30/04: SECAS to provide the Effectiveness Review Questionnaire responses to the TABASC for analysis with feedback due by 4th June 2018 to inform whether subsequent actions are required.

The TABASC **NOTED** the verbal update and presentation and the associated next steps.

12. Dispute Log Update

SECAS provided the TABASC with an overview of the SEC Dispute Log to inform whether there are any gaps in the mechanisms available. It was noted that the SEC incorporates a range of appeal, dispute, referral and event of default mechanisms that are designed to respond to “any dispute or difference of whatever nature arising under, out of or in connection with this Code and or any Bilateral Agreement”.

In May 2018, SECAS reviewed the SEC Disputes and Appeal Routes Table, and a final version will be available for circulation and publication by 18th May 2018. This review was primarily to ensure that it will accurately reflect the current activation status of SEC sections, as well as new SEC sections that have been designated.

ACTION TABASC30/05: SECAS to scope out more detailed guidance on how specific disputes would be managed, and the outcome will be published on the SEC website.

The TABASC considered the different routes for resolution from a Technical and Business Architecture point of view and noted the TABASC’s involvement if the Technical Specifications are impacted.

The TABASC **NOTED** the verbal presentation and considered the mechanisms and escalations routes.

13. TABASC Activity Planner

The TABASC were provided with the updated activity planner outlining future anticipated activities and a high-level overview of the ongoing activities from April 2018, including the progress on the BAD and TAD containing the Release 2.0 content. It was also highlighted that the initial plan for the BAD and TAD reflecting the SMETS1 Service updates will be provided to the TABASC in July 2018 for consideration.

In addition, the TABASC provided feedback on the format of the TABASC Activity Planner, requesting that once an activity is closed that it be archived from the completed list to aid the review of current and open activities.

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

14. DCC Unplanned Maintenance Information

The TABASC were provided with four recent DCC Unplanned Maintenance notifications. The TABASC questioned why these notifications were treated as Unplanned Maintenance notifications rather than actioned as Planned Maintenance notifications, considering the nature of the activities and in one instance the activity would span over two months with activities being undertaken daily. The TABASC expressed its concern with how the recent notifications were classified. SECAS agreed to request further clarity on the Unplanned Maintenance notifications from the DCC.

The TABASC considered the content of each notification and whether action is required and concluded that there was nothing to note in relation to the Technical and/or Business Architecture, except for the notification route used.

ACTION TABASC30/06: SECAS to request further clarity from the DCC on how the DCC determine whether to issue the notifications as 'Planned' or 'Unplanned' Unplanned Maintenance notifications.

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

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

A TABASC Member raised an A.O.B item in relation to Half Hourly (HH) settlements consultation and whether the TABASC have a view. There was concern around how this will work within Smart Metering. It was noted that this concern was raised previously with BEIS and Ofgem, where it was noted that all SMETS1 devices will be enrolled and part of the DCC systems. The TABASC agreed to keep a watching brief on the HH settlement matter.

ACTION TABASC30/07: The TABASC agreed to invite an Ofgem Representative to provide an overview of the feedback received on the consultation in order to inform whether there are any impacts on the Technical and/or Business Architecture.

16. Transitional Governance Update

The Transitional Governance Update is a compendium of activities occurring in the Smart Metering Implementation Programme (SMIP). The paper provides a high-level overview of any relevant publications, responses and consultations issued by the Department for Business, Energy and Industrial Strategy (BEIS), the Data Communications Company (DCC), and Ofgem, in relation to smart metering, whilst highlighting areas which may be of interest to the SEC Panel and/or SEC Parties.

17. 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.

18. Modification and Release Status Report – Post Panel

The monthly Modification Status Report, covering the period between the April 2018 and May 2018 SEC Panel meetings, was provided to the TABASC for information to update them of the status and progress of Modification Proposals going through the SEC Modification Process.