Meeting 01_0302, 3rd February 2014 at 10am

Gemserv, 10 Fenchurch Street, London, EC3M 3BE

FINAL Minutes

Attendees:

Participants	Representing
Alex Travell (via teleconference)	E.ON
Ashley Pocock	EDF Energy
Dave Smith	Npower
Graham Wood	British Gas
Iain Matthews	Scottish Power
Samantha Cannons	SSE
Steven Bradford	Flow Energy Ltd
Joanna Ferguson	Northern Gas Networks
Martin White	Northern Powergrid
Simon Yeo	Western Power Distribution
Helen Boothman	TMA Data Management Ltd
Simon Bevis	Utilita Energy Ltd

Other Participants	Representing
Dora Ianora	Ofgem (the Authority)
Amanda Rooney	Ofgem (the Authority)
Peter Dellosa	DECC
Matthew Roderick	DCC
Ken McRae (Chair)	SECAS (Gemserv)
Natalia Sandomierska (Meeting Secretary)	
Jill Ashby	
Rebecca Mottram	

Apologies:

Change Board Member	Representing
Richard St Clair	Elster Metering Systems
Eric Graham	TMA Data Management Ltd

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1. Terms of Reference

SECAS provided an overview of the Change Board Terms of Reference (ToR), outlining the duties, powers and functions of the Change Board as set out in SEC D8.8 and D8.9.

SECAS highlighted that additional duties may be delegated to the Change Board from the Panel during the Transition phase and as a result, the duties of the Change Board may differ slightly from those in the Enduring phase.

The Change Board:

- **NOTED** the contents of this paper.

2. SEC Modification Process

SECAS presented the Change Board with a detailed overview of the SEC Modification Process during the Transition and Enduring phase of the Programme. The presentation highlighted how the duties of the Change Board would differ slightly from those in the Enduring phase, with Section X stating that until a date designated by the Secretary of State the majority of Modification Paths under Section D are disabled and only Fast-Track and Urgent Proposals are permitted.

In the presentation, SECAS outlined the four Modification Paths; Authority-led (Path 1), Authority determination (Path 2), Self-governance (Path 3) and Fast-track (Path 4).

The presentation also focused on the differences between Urgent and Fast-Track Modifications, and SECAS advised that the Transitional arrangements meant that the Change Board would only be receiving Urgent Modifications at this stage.

SECAS highlighted that Modification Proposals indicated by the Proposer as Urgent will be forwarded to the Authority for determination if the Panel deem them as Urgent. The Authority will then determine whether the Modification Proposal should be treated as Urgent and will specify a timetable for the implementation of the Proposal.

SECAS also provided an outline of the Modification Process and the different Modification Report stages (Initial, Draft and Final). It was highlighted that the Change Board is to review the Final Modification Report, vote on the outcome and state if the Modification better facilitates the SEC Objective. The Change Board will then make a recommendation to the Authority (Path 1 and 2 Modifications). In case of Self-governance Path 3 Modification Proposals, the Change Board's decision is viewed as final unless a Party appeals against the Change Board's decision.

During transition, consideration of any issues discussed by DECC's Transition Work Groups such as Technical and Business Design Group (TBDG) is at the discretion of DECC.

The Change Board discussed the process if a Party disagreed with a decision of the Change Board during the Transition phase. SECAS clarified that in the event a Party disagrees with the Change Board's decision, the matter may be raised to the Panel for discussion, however if a Party disagrees with Panel's resolution then this can be appealed to the Authority for the overall decision.

A Change Board Member inquired about the Change Board voting system and SECAS clarified that the voting system was based on each Change Board Member having one vote and the decision agreed by the majority view of the Consumer Member vote and collective votes of each Party Category present, as set out in the ToR.

A number of Change Board Members inquired about the possibility of having a centralised register of current and past Modification Proposals which may be accessed by all Parties. SECAS highlighted

that a standalone Modification Register is already available for download on the Smart Energy Code Company Website. The intension for the future is for the Modification Register to become a be a built in tool on the Website, in addition to a dedicated page for each Modification Proposal on the Website, showing the life cycle view of the Modification Proposal.

A Change Board Member raised the question about who decides which active Modification Path a Modification Proposal should be processed through. SECAS clarified that the Proposer will indicate on the Modification Proposal form the Modification Path the Modification Proposal should be processed through, but the Panel will have the final determination when presented with the Initial Modification Report.

Some concerns were raised in regards to possible different views on what Modification Path to progress a Modification Proposal through. Change Board Members agreed further discussions were required and acknowledged the need for setting up guidelines and criteria to support Parties in assessing which Modification Path a Modification Proposal processes through. One Change Board Member also suggested the possibility of applying a materiality test as a mean of clarifying what Modification Proposals merit Self Governance.

There was general consensus amongst all participants present that although many aspects of the Modification Process are still unknown, procedural documents can be developed on an ongoing basis, whereby, the role of the Change Board can be to undertake the preparatory work feeding into the guidance materials, including setting assessment criteria and framework to facilitate a successful Modification Process.

A further point was raised in terms of the differences between Urgent and non-Urgent Proposals and the definition of Urgent and non-Urgent Proposals in the Enduring phase of the Programme. SECAS highlighted that the Urgent status will need to be considered in light of other smart specific matters, such as security.

The Change Board:

- **NOTED** the considerations presented regarding the Modification Process.

3. Modification Guidance for the Website

SECAS presented a number of guidance documents and templates that had been prepared for the Change Board's initial consideration. The documentation included:

- Modification Proposal form template;
- Staged Modification Report templates (Initial, Draft and Final);
- Informal booklet guide to the SEC Modification Process; and
- Formal procedure on SEC Modification Process - Part 1.

SECAS highlighted that the intension was to circulate this documentation to Change Board Members for review following the meeting. The Change Board was advised to provide comments and ideas on how to refine these documents, drawing from their experience of Change Management from other Codes.

The Change Board agreed to submit any feedback to the SECAS Helpdesk by 17:00, 28th February 2014. Subsequent versions of these documents would be issued in advance of the next meeting for further discussion at the next Change Board meeting.

The Change Board:

- **NOTED** the contents of the guidance documentation presented; and
- **AGREED** to submit and feedback on how to refine these products to the SECAS Helpdesk.

ACTION SECCB01/01: SECAS to issue Modification Process guidance material to Change Board Members for review.

ACTION SECCB01/02: Change Board to submit feedback on SEC Modification Process guidance materials to the SECAS Helpdesk by 17:00, 28th February 2014.

4. Meeting Frequency and Next Steps

SECAS proposed for Change Board meetings to be held on a bi-monthly basis given the low volume of Modification enquires received to date. The meeting frequency could be reviewed at any time should there be a need for more frequent meetings.

SECAS proposed the next Change Board meeting to be held on the 31st March 2014. The meeting frequency was agreed by the Change Board.

A number of Change Board members inquired about the possibility for Change Board Members to access information related to meetings and the sharing of feedback somewhere centrally in order to streamline the process. SECAS responded that it aims to upload all meeting minutes and papers on to the Website and will investigate the possibility of setting up an online discussion forum for Change Board Members on the Website, for sharing feedback relating to the meeting's agenda and other items. SECAS highlighted that the Website went live in December 2013 and further releases of the Website can be developed within the capacity of the Panel to accommodate where possible, the needs of the Change Board.

SECAS advised going forward, any relevant agenda documents and slides, would be uploaded to the Website and circulated to Change Board Members prior to the Change Board meeting. SECAS highlighted that, as this was the first meeting, the approach was slightly different with the purpose being to present the guidance materials and take any feedback, which would inform the versions circulated for review.

A point was raised by the Change Board relating to the need to develop realistic impact assessments and build working arrangements with the DCC in advance of the Enduring phase. SECAS suggested this could be a possible function of the Change Board to work together with the DCC to fulfil this matter.

The Change Board also discussed the drafting of "dummy" Modification Proposals to road test against the Modification process and the Change Board voting system. It was agreed that SECAS together with the help of the Change Board will draft up a number of technical and commercial Modification Proposals which will be then discussed and tested at the next Change Board meeting.

Another point of interest which was raised at the meeting included the integration of a Pre-Change Process into the Modification Process, whereby SEC Issues and Pre-Modifications solutions could be discussed in an issue workgroup. The Change Board agreed further discussions could be had at a later stage for inclusion in the Enduring phase.

The Change Board:

- **AGREED** the meeting frequency to convene bi-monthly with the next meeting being scheduled for 31st March 2014.

ACTION SECCB01/03: SECAS and Change Board to work collectively to produce draft Modification Proposals, to walk through at the next meeting on 31st March 2014.

ACTION SECCB01/04: SECAS to investigate the functionality of an online discussion forum on the SEC Website.

5. Any Other Business

The Chair invited the Sub-Committee to raise any matters of other business.

SEC Workshops

SECAS asked the Change Board Members to discuss internally and report back on whether workshops or any other printed guideline materials on the SEC, including the Modification Process, would be of merit to Parties as part of any internal training.

Customer Satisfaction Survey

SECAS advised a Customer Satisfaction Survey (CSS) will be issued every six months with the aim of measuring the extent to which SEC governance entities and SEC Parties believe that SECAS is performing. The Survey will enable SECAS to continuously improve its performance.

It was noted that a future role of the Change Board will be to help draft questions relevant to the Modification Process, to be included in the CSS.

There was no further business and the Chair closed the meeting.

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