Meeting CB_05_1502, 15th February 2016

Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

Final Minutes

Attendees:

Category	Change Board Members
Change Board Chair	Jill Ashby
Large Suppliers	Graham Wood
	Ashley Pocock
	Iain Matthews
	Samantha Cannons
	David Smith
	Ashton Berkhauer
	Jeremy Guard
Small Suppliers	Duncan Carter
	Carolyn Burns
Gas / Electricity Networks	Martin White
Other SEC Parties	David Gregson
	Mike Woodhall
	Gerdjan Busker
Consumer Member	Daniel Walker-Nolan

Representing	Other Participants
DECC (Secretary of State)	James Goldsack
DCC	Adam Pearce
Ofgem (the Authority)	Nigel Nash
Meeting Secretary	Lucia Halbherr
SECAS Modifications Team	Sebastian Rattansen
	Sasha Townsend

Apologies:

Category	Change Board Members
Gas/Electricity Networks	Leigh Page

Category	Change Board Members
Large Suppliers	Tim Newton
Small Suppliers	Steven Bradford

The Change Board Members were welcomed by the Chair to the first meeting of the Change Board since the committee was made dormant in 2014.

1. Actions Outstanding

SECAS provided the Change Board with an update on the Actions Outstanding from previous meetings, noting that all the actions had been closed or superseded since the last meeting in September 2014. The Change Board requested more detail regarding how the actions had been completed and a Change Board Member offered to send his questions and comments on each action to SECAS by email for review and incorporation into the log. It was also requested for SECAS to include the Panel paper references to each action for completeness where applicable.

The Change Board **NOTED** the contents of the paper.

ACTION CB05/01: SECAS to add Panel paper references to actions where appropriate.

ACTION CB05/02: SECAS to review the Change Board's comments on the actions and provide more information as requested.

2. "Transitional" variations to the Modification Process

SECAS updated the Change Board on the current status of the Modification Process following the activation of additional Modification Proposal paths on February 10th 2016. It was highlighted that the newly activated paths are (non-urgent) Path 2 and Path 3 Modifications:

- Path 2 Modifications have a material impact on the SEC and must be approved by the Authority, a role currently assumed by the Secretary of State (SoS).
- Path 3 Modifications do not have a material impact and are approved by the Change Board

SECAS informed the Change Board that currently 14 Modification Proposals have been informally raised, of which nine are expected to become formal Modification Proposals in the next few weeks. It was highlighted that the majority of the known Modification Proposals were of a technical nature and could require changes to the DCC Systems, and that they had been previously discussed at Technical Business Design Group (TBDG) meetings.

SECAS also provided the Change Board with a refresher on the SEC Modification Process, highlighting the Change Board's function and responsibilities in reviewing and voting on Modification Proposals being processed. SECAS clarified that the Change Board enters the Modification Process towards the later stages, after the Modification Proposal has been refined and consultation feedback has been received. Accordingly, although Modification Proposals are currently being raised, it is not expected for them to reach the Change Board voting stage for several months.

A Change Board Member questioned the SEC Change Board function set out in SEC D8.2(a) of "facilitating the development, refinement and discussion of potential variations to the SEC prior to their submission as Modification Proposals," questioning how the Change Board could fulfil this role in the absence of a pre-modification process. The Member emphasised that the Change Board's role is to

vote on modifications and ensure the correct process has been followed, rather than debate and refine Modification Proposals. It was clarified that the SEC clause in question was drafted early in the SEC development to facilitate the industry preference for a pre-change process to be facilitated. However, the pre-change process has not been considered whilst Modification Paths were inactive. The Chair highlighted the function in question can be met in a general nature, rather than specific to any particular Modification Proposal. For example, the Change Board may offer recommendations to the Panel regarding efficiency improvements to the Modification Process. It was noted that the Change Board's pre change function may be revisited and reviewed in the future.

It was also noted that the Change Board may vote on Alternative Proposals, but would not offer a recommendation regarding Alternatives, or rank them in order of preference. However, Members must offer a rationale for their vote as to whether one Modification or another better meets the applicable SEC Objectives, in order to provide sufficient information in the Final Modification Report to the Authority.

The Change Board **NOTED** the contents of the presentation.

3. Keeping Change Board up-to-date on Modification Proposals

SECAS presented the Change Board with a proposed structure for the Modification Status Report. The Report will keep the Panel and relevant Sub-Committees, including the Change Board, up-to-date on the progress of raised Modifications. The Modification Status Report would include in a table the total number of Modifications raised, their current status, new Modification Proposals, any approvals or rejections of Proposals, and an indicative meeting date for a Change Board vote. The Change Board requested to add an additional column indicating which organisation raised the Modification Proposal.

The Change Board also discussed the expected timings of the DCC's impact assessments, in order for Modification Proposals raised now to go through for inclusion in Release 2 (expected in June 2017), as intended by the Modification proposers. It was noted that as the Modification Proposals currently being raised have already been discussed at TBDG and are familiar to DECC and the DCC, it may be possible to accelerate the Modification Process, subject to any previous information available and the level of DCC assessment, if any. It was highlighted however, that while this may be possible, the Modification Process has inherent requirements set out in the SEC, for example, consultation requirements, that cannot be compressed.

The Change Board **NOTED** the contents of the presentation.

ACTION CB05/03: SECAS to add a column to the Modification Status Report indicating which organisation raised the Modification Proposal.

4. Proposed 2016 Meeting Schedule

SECAS presented the Change Board with a proposed 2016 meeting schedule. SECAS explained that the schedule is based on the SEC Modification Process, specifically the Panel's review of the Draft Modification Report (DMR) at Stage 4. It was calculated that once the Panel approves a DMR, it would be a maximum of 28 working days until the Final Modification Report is provided to the Change Board for a vote. Consequently, the Change Board are proposed to meet on the Wednesdays 28 working days following Panel meetings. It was highlighted however, that the Change Board would be unlikely to need to meet for several months because the current Modification Proposals being prepared are not expected to reach the Change Board voting stage for several months.

The Change Board highlighted potential conflicts with the Change Board timetable and TBDG meetings. However, after review of TBDG's meeting dates, the group found that the proposed schedule will not clash.

It was highlighted that the 2016 meeting date may need to be amended in order to facilitate the approval of modifications before the Release 2 cut-off date, and this would be kept under review. The Change Board also discussed having a contingency of 10 working days in place in case of an appeal against the rejection or deferral of a Modification. It was agreed for SECAS to develop a more detailed schedule for Change Board use.

- The Change Board **NOTED** the contents of the paper; and
- **APPROVED** the 2016 meeting schedule, pending no further comments ex-committee.

ACTION CB05/04: SECAS develop a detailed schedule/activity plan for Change Board

5. How will releases work after DCC-live?

SECAS clarified that release means a release of new SEC content and associated DCC system changes, typically grouped together, so that the changes take effect on the same day. SECAS highlighted that release management is covered by two SEC documents, the Panel Release Management Policy for approved Modification Proposals, and the DCC Release Management Policy for internal system changes and Parse and Correlate software changes.

The Change Board discussed the industry's experience with testing to date. The discussion highlighted the need for DCC systems to be ready in order for the industry to proceed with the tests. It was emphasised that in a live environment small changes could have large unanticipated effects. The Change Board debated what was meant by User Integrated Testing (UIT) and queried whether Users would need to do their own testing, or whether only a number of Users would be selected. The Chair confirmed that this is a view put forward for the forthcoming Modification Proposals with the intention that the Refinement Process would better inform testing needs for R2 and beyond.

SECAS informed the Change Board that release planning logs will be uploaded monthly on the SEC Website in order to let Parties know about the changes going into each release.

The Change Board **NOTED** the contents of the update.

6. AOB

The Change Board discussed release management and the challenges posed by the requirements of the SEC Modification Process to ensure high quality Modification Proposals, balanced against the desire to get modifications in the first post-DCC live release. It was emphasised that Parties would need to be flexible and recognise the possibility of their Modification Proposal not making the first release. The Change Board discussed the necessity of looking at timings and determining which timescales could be squeezed, but recognised that others, such as the consultation period, could not be shortened. The Change Board **AGREED** for SECAS to develop a strawman scenario to clarify Modification Process timelines for the May 2016 Change Board meeting.

ACTION CB05/05: SECAS develop a strawman scenario to clarify Modification Process timelines and identify potential timescale reductions for the May 2016 Change Board meeting.