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Paper Reference:	**SECP_68_1005_17**
Action:	**For Information**

DCC Reporting

1. Purpose

This paper details which reports are provided by the DCC for the SEC Panel to review, as required by the Smart Energy Code (SEC).

The Panel are also asked to note the observations raised by the Operations Group (OPSG) against the reports currently delegated to them.

2. DCC Reports

The following report has not been delegated to the SEC Operations Group and remains SEC Panel responsibility:

- Post Commissioning Information Report (**RED**) *(late paper)*

3. Operations Group Reports Summary

Annex A provides the full list of reports to be reviewed by the Operations Group (Ops Group) at their 7 May 2019 meeting. Any urgent matters arising will be advised to the Panel via a verbal update.

4. Recommendations

The Panel is requested to **NOTE** the contents of this paper.

Huw Exley

SECAS Team

2 May 2019

Attachments:

- Appendix A: Post Commissioning Information Report (March 2018) (**RED**) *(late paper)*

Annex A: DCC SEC Panel Reports

	Report Name and Purpose	Delivery per SEC	Ops Group Observations of last paper
1	**Performance Measurement Report** Sets out the Service Levels achieved in respect of each Performance Measure set out in SEC Section H13.1 and SEC Section L8.6.	SEC H13.4 – Monthly - 25 working days following month end. Report provided on time.	The report will be reviewed at the 7 May Ops Group meeting. Any urgent matters arising will be advised to the Panel via a verbal update.
2	**DCC Responsible Communications Hub (CH) Returns Report** Details the number of CHs for which the reason for return, loss or destruction, is determined to have been a CH Pre-Installation DCC Responsibility, or a CH Post-Installation DCC Responsibility.	SEC F9.15 – Quarterly - the SEC does not prescribe when after end of quarter the report is provided.	No report to review this month.
3	**DCC Network Enhancement Report** (Network Enhancement Plans - NEP) A report to the Panel and SEC Parties on any ongoing Network Enhancement Plans and those that were completed during the previous quarter.	SEC F7.21 - Quarterly - within a reasonable period of time following each quarter that ends prior to 1 January 2021.	No report to review this month.
4	**Registration Data Provider (RDP) Incident Report** A report provided to the SEC Panel and Network Parties on the time it has taken to resolve incidents where the DCC is responsible for resolution, but activity is required by RDP's.	SEC Appendix AG 2.5.10 – Monthly - timing not specified.	The report will be reviewed at the 7 May Ops Group meeting. Any urgent matters arising will be advised to the Panel via a verbal update.

5	**Certificate Signing Request (CSR) Variance Report** The report that sets out: • the actual number of CSRs against the forecasted volumes • details of the Authorised Subscribers whose actual volumes of CSRs submitted were greater than, or equal to, 110% of their forecasted volumes.	SEC L8.9 – Monthly – 10 Working Days following month end. Report provided on time	The report will be reviewed at the 7 May Ops Group meeting. Any urgent matters arising will be advised to the Panel via a verbal update.
6	**Service Request (SR) Variance Report** The report sets out: • the actual number of Service Requests sent against the forecasted volumes; and • where there are exceptions, details of the Users whose actual volumes of Service Requests sent were less than or equal to 90%, or greater than or equal to 110% of their forecasted volumes	SEC H3.24 – Monthly – 10 Working Days following month end. Report provided late	The report will be reviewed at the 7 May Ops Group meeting. Any urgent matters arising will be advised to the Panel via a verbal update.
8	**Quarterly Problem Report** This report provides details of the Open Operational Problems experienced by DCC Users	SEC Appendix AG 3.2- Quarterly - timing not specified within Appendix AG.	No report to review this month.