SEC Panel Meeting 69

SECP_69_1406, 14 June 2019

10:00 – 13:00, Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

Final Minutes

Attendees:

Category	SEC Panel Members
SEC Panel Chair	Peter Davies (PD)
Large Suppliers	Ash Pocock (AP)
	Simon Trivella (ST)
Small Suppliers	Carolyn Burns (CB) *(Alternate for Karen Lee)*
Electricity Networks	Paul Fitzgerald (PF)
Gas Networks	Leigh Page (LP)
Other SEC Parties	Gary Cottrell (GC)
	Mike Woodhall (MW)
DCC	Dan Lambert (DL) *(Alternate for Ro Crawford)*

Representing	Other Participants
Ofgem	Michael Walls (MWa)
BEIS (Secretary of State)	Duncan Stone (DS)
Citizens Advice	Ed Rees (ER)
DCC	Fabienne Dischamps (FC) (Part)
	Vince Rawle (VR) (Part)
	Ben McCauley (BM) (Part)

	David Brown (DB) (Part)
Other SEC Party	Carmen Strickland (CS)
Meeting Secretary	Hollie McGovern (HM)
SECAS	Abigail Hermon (AH)
	Nick Blake (NB)
	Phillip Twiddy (PT) (Part)
	Adele Thain (AT) (Part)
	David Kemp (DK) (Part)
	Alison Beard (AB) (Part)
	Sarah Gratte (SG) (Part)

Apologies:

Representing	Other Participants
Small Suppliers	Karen Lee
Small Suppliers	Mike Gibson
DCC	Ro Crawford
BEIS	Robert Thornes

1.   Minutes and Actions Outstanding

The minutes from the May 2019 SEC Panel meeting were approved ex-committee and circulated. The following action updates were provided:

Action Reference	Action
SECP65/07	SECAS to seek further input on whether either option (in a SoLR event where the SoLR Supplier wishes to maintain the systems of the Defaulting Supplier) would present any material change to User systems. SECAS to consult with SSC, SMKI PMA and TABASC.

Action Reference	Action
	SMKI PMA confirmed that Suppliers must replace the certificates relating to the Supplier without a Licence. Renewed investigation will seek clarification whether this can be delayed temporarily, as Supplier feedback suggests this would be helpful. Adding a failed Supplier's User System would represent a material change under SEC G3.9. Action: **Open**
SECP66/04	SECAS to seek input and best practice from CACoP Members on Credit Cover.
	SECAS informed the Panel that it had engaged with the Balancing and Settlement Code (BSC) and the Connection and Use of System Code (CUSC), noting that there are commonalities between the codes, and proposed a further meeting with all codes to draw comparisons and areas for potential change in the way Credit Cover is managed. At the May Panel meeting, the Panel Chair recapped that, if a Party felt the process to be inadequate, they could raise a modification. A Member noted that Parties may not be aware of the full risk relating to Credit Cover, and the Panel Chair suggested highlighting the current situation to Parties in the SEC Newsletter, inviting them to raise concerns or issues. A segment regarding Credit Cover was included in the SEC Newsletter issued on 6 June 2019. A Panel Member (ST) requested that SECAS reaches out again to CACOP members to establish if there was appetite for a cross-code initiative. Action: **Open.**
SECP68/06	SECAS to include consideration of the ability to vend for a customer and the possibility of a Supplier failing, but not going into administration, as part of the scope of the SoLR workshop review.
	It was noted that a requirement of the options being assessed includes ensuring consumers do not lose energy supply, whether through continuing to enable top-up, setting a non-disablement calendar or other action. Further investigation is needed for a Supplier failing but not going into administration. An update was provided under Agenda Item 03. Action: **Open**.
SECP68/08	SECAS to request input from SEC Parties on what topics they would like to discuss at the SEC Party Engagement Day.
	SECAS sent out a 'save the date' to all SEC Parties on 21 May 2019 and requested their input on what they would like to hear about at the engagement day. No suggestions for content were received and so SECAS prepared a draft agenda with input from the Independent Chairs. This was presented to the Panel under Any Other Business (AOB) for comment. Action: **CLOSED**.

Action Reference	Action
SECP68/09	DCC to include the provision of outputs on existing issues such as Production Proving in the DCC Stakeholder Engagement Plan.
DCC has taken the Panel's feedback into consideration as they continue to develop and implement the Stakeholder Engagement Plan. As elements of the Plan are delivered, SEC Panel will be kept informed. Action: **CLOSED**.	
SECP68/11	DCC to consider the information shared by the DCC at the various forums and whether this should be restricted to the group or shared more widely e.g. with SEC Parties.
The Panel were informed that DCC is undertaking a forum mapping exercise and will provide the results by the end of June. DCC applies its Information Classification and Handling Standard to all documents and is happy to continue to work with SECAS and the Panel to provide rationales for the classifications where requested and ensure it is fit for purpose. Small Supplier (CB) noted that Small Suppliers are suffering by not receiving information that is only disseminated at forums. The Panel noted that DCC needs to provide a reason around why certain information cannot be shared more widely, and that the presumption should be that all information can be published unless there is a reason to not publish. Action: **Open**.	
SECP68/12	DCC to provide the Panel with a breakdown of costs for SECMP0007 and confirmation that the costs have been reviewed and are reasonable for consideration at the June Panel meeting.
It was noted that Impact Assessment costs for SECMP0007 will be discussed by the Change Board at its meeting on 19 June 2019. *[post-meeting note: The Change Board agreed that an IA should be requested for SECMP0007. SECAS have requested comments from Parties regarding any concerns they may have about IA costs.]* Action: **Open**.	

The Panel **NOTED** the updates in the Actions Paper and **AGREED** that any actions marked as CLOSED could be formally closed.

2. Other SEC Party Questionnaire Results

SECAS (NB) presented the Panel with an analysis of the results from the SEC Party Questionnaire that was issued to all SEC Parties in May 2019, which aimed to find out SEC Parties primary business

functions, and how they intend to utilise the DCC services. It was noted that 42 responses to the survey were received.

SECAS concluded that the survey results did not indicate a requirement to further sub-divide the Other User role, however it was noted that a number of actions could be taken to enhance the Other User experience of the User Entry Process (UEP).

SECAS noted that some feedback had been received regarding the proportionality of security assessments against the Registered Supplier Agent (RSA) and Other User roles. It was noted that SECAS intended to feed this back to the SSC. A Member (AP) noted that this had already been discussed by the SSC. [Post-meeting note: SECAS raised this with the SSC Chair and User CIO who both confirmed that the assessments are proportionate for the user roles in question, having been reviewed recently].

The Panel discussed the potential scope for sub-dividing the two Other SEC Party Panel Member roles into an Other SEC Party representative and an Other User representative, to ensure that both are represented. The Panel requested that SECAS publish the results of the survey to all SEC Parties.

The Panel **NOTED** the results of the SEC Party survey.

SECP69/01: SECAS to publish the results of the SEC Party Questionnaire to all SEC Parties.
SECP69/02: SECAS to investigate the potential scope for sub-dividing the two Other SEC Party Panel Member roles into an Other SEC Party representative and an Other User representative, to ensure that both are represented.

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3.   Supplier of Last Resort update (AMBER)

SECAS provided the Panel with an overview of the outputs from the Supplier of Last Resort (SoLR) workshop that was held on 5 June 2019. The agenda item was marked as AMBER and therefore recorded in the Confidential Minutes.

SECAS also provided the Panel with a Live Services Criteria (LSC) status update for the first entry onto the Eligible Product Combination List (EPCL) for SMETS1. It was noted that due to a significant change of scope, the initial recommendation from the Panel to the Secretary of State would be for initial migration volumes only (approximately 4000 installations). The SSC, Testing Advisory Group (TAG) and Operations Group will be reviewing the security, testing and operations criterion and providing recommendations to the SEC Panel on 15 July, after which an additional Panel meeting will be required in order to provide a recommendation to the Secretary of State by the end of July 2019.

The Panel **NOTED** the update.

4.   Current Events of Default (RED)

The Panel were provided with an update on one new Event of Default and the actions taken since the last SEC Panel meeting. The agenda item was marked as **RED** and therefore recorded in the Confidential Minutes.

The Panel **AGREED** the recommendations for the new Event on Default.

5.   Change Status Report – June 2019

The Panel were provided with an update on the status and progress of Modification Proposals. The Panel **NOTED** the report.

6.   Citizens Advice concerns regarding SECMP0007 'Firmware updates to IHDs and PPMIDs'

Citizens Advice noted their concern regarding the progress of SECMP0007 'Firmware updates to IHDs and PPMIDs'. It was noted that this modification is being progressed as a high priority and is currently out for consultation.

The Panel **NOTED** the concerns of Citizens Advice.

7.   SEC Modification Timetables

SECAS provided an update to the Panel on the timetables for all Modification Proposals currently in the Refinement Process.

The Panel **NOTED** the DCC's request for a 15 Working Day extension to complete the Preliminary Assessment for SECMP0024 'Enduring Approach to Communication Hub Firmware Management'. The Panel requested that the DCC provide rationale for any future extension requests.

The Panel **AGREED** the programmes of work and timelines proposed.

8.   DP071 'Second-Comer Charging' Problem Statement

SECAS presented the Panel with the Problem Statement for DP071 'Second-Comer Charging'.

The Panel:

- **AGREED** that DP071 is ready to be converted to a Modification Proposal;
- **AGREED** that MP071 should be progressed to the Report Phase;
- **APPROVED** the Modification Report;
- **APPROVED** the implementation approach; and
- **AGREED** that MP071 should be progressed as a Self-Governance Modification.

9. DP073 'Alteration of SMKI Repository information and documentation' Problem Statement

SECAS presented the Panel with the Problem Statement for DP073 'Alteration of SMKI Repository information and documentation'.

The Panel:

- **AGREED** that DP073 is ready to be converted to a Modification Proposal;
- **AGREED** that MP073 should be progressed to the Report Phase;
- **APPROVED** the Modification Report;
- **APPROVED** the implementation approach; and
- **AGREED** that MP073 should be progressed as a Self-Governance Modification.

10. DP074 'Clarity on obtaining SMKI Device Certificates' Problem Statement

SECAS presented the Panel with the Problem Statement for DP074 'Clarity on Obtaining SMKI Device Certificates'.

The Panel:

- **AGREED** that DP074 is ready to be converted to a Modification Proposal;
- **AGREED** that MP074 should be progressed to the Report Phase;
- **APPROVED** the Modification Report;
- **APPROVED** the implementation approach; and
- **AGREED** that MP074 should be progressed as a Self-Governance Modification.

11. DP075 'Third party metering service providers' Problem Statement

SECAS presented the Panel with the Problem Statement for DP075 'Third party metering service providers'.

A Member (AP) queried whether there is scope for the issue to be resolved in the SEC and another Member (ST) confirmed that there was; the Panel therefore agreed to progress the modification the Refinement Process.

The Panel:

- **AGREED** that DP075 is ready to be converted to a Modification Proposal;
- **AGREED** that MP075 should be progressed to the Refinement Process; and
- **AGREED** the first package of work and the timetable for MP075.

12. DP076 'Pursuing Non-Payment in Events of Default' Problem Statement

SECAS presented the Panel with the Problem Statement for DP076 'Pursuing Non-Payment in Events of Default'.

The Panel were in agreement that if the legal text for this proposal is significantly amended during the Refinement Process then Panel request that the group report back to the Panel to identify where the liabilities rest.

The Panel:

- **AGREED** that DP076 is ready to be converted to a Modification Proposal;
- **AGREED** that MP076 should be progressed to the Refinement Process; and
- **AGREED** the package of work and the timetable for MP076

The Panel discussed the new Development Stage of the Modification Process; the Panel were in agreement that the process is working well. SECAS said they were happy to take any further feedback at any time

13. SEC Releases update

SECAS provided the Panel with an update on the progress of SEC Releases (November 2019 and June 2020), including the comments received by SECAS on the scope of the 2020 SEC Releases and the revised proposed scope of these releases.

A Panel Member (ST) raised a concern regarding the amount of concurrent change that will be occurring around the time of the November 2019 Release; the Panel noted the DCC will be required to provide insight into its ability to deliver/cope with all of the changes included in SEC Releases. It was noted that if the DCC does not have the capacity to cope with the amount of change, it will be required to inform the Panel as soon as possible, and propose an alternate date.

The Panel requested SECAS to update the SEC Panel Risk Register to include a risk that reflects the ability of Users to cope with the amount of change included in SEC Releases.

BEIS (DS) queried the sign-off process for each SEC Release; SECAS confirmed that the Testing Advisory Group (TAG) will be reviewing the output of the testing stages of the Release, and the Operations Group will give a view around the operational impact of the Release, after which the Panel will be requested to approve the Release one month before the go-live date.

A Member (AP) noted that each Release will be introducing a new DCC User Interface Specification (DUIS) in addition to changes to the SMETS1 Supporting Requirements (S1SR), which will require a forward look on the wider change landscape.

The Panel:

- **AGREED** the revised scope of the 2020 SEC Releases; and
- **AGREED** that progress reports on the November 2019 Release should be produced by the DCC.

> **SECP69/03:** SECAS to update the SEC Panel Risk Register to include a risk that reflects the ability of Users to cope with the amount of change included in SEC Releases.

14. SEC Modification and BEIS Mandated Change Review (GREEN)

The DCC presented the Panel with the SEC Modification and BEIS Mandated Change Review final report, in addition to the DCC Management Response.

The DCC noted that it accepted the findings of the report and broadly agrees with the recommendations presented. The DCC noted that it is building an action plan to deliver the recommended improvements.

Network Operator (PF) noted that Distribution Network Operators (DNOs) were not engaged via interviews throughout the project and the DCC noted that feedback from DNOs was welcome.

The Panel **NOTED** the report and the DCC Management Response.

15. SECMP0058 'Changes to the governance of the Self-Service Interface' Implementation Plan

SECAS presented the Panel with recommendations regarding the implementation of SECMP0058 'Changes to the governance of the Self-Service Interface'.

SECAS recommended that the Panel delegate the oversight and approvals of changes to the Self-Service Interface (SSI) to the Operations Group, and that the DCC distribute SSI consultations rather than SECAS.

The Panel discussed sprint costs and a Member requested the DCC to build a schedule to keep track of the out-turn costs. *[post-meeting note: the Operations Group are responsible for monitoring the SSI Sprint Cost forecasts and actual costs]*

The Panel:

- **AGREED** to delegate the oversight and approvals of changes to the SSI to the Operations Group; and
- **AGREED** that SECAS will not issue the SSI consultations on behalf of DCC but will highlight the consultation via its communication channels.

> **SECP69/04:** SECAS to update the Delegations Register to reflect the delegation of oversight and approvals of changes to the SSI to the Operations Group.

16. Provisions for withdrawing modifications

The Panel discussed the current provisions for withdrawing Modification Proposals and considered SECAS' recommendation to raise a Draft Proposal to debate the issue of who can withdraw a Modification Proposal prior to final decision.

SECAS noted that the current provisions of the SEC do not provide any power for SECAS, the Panel or the Change Board to withdraw a modification, and the primary concern is that a lot of time, resource and cost is being put into Modification Proposals that are not going to progress or are unlikely to be implemented. SECAS recommended raising a Draft Proposal to debate the issue further.

The Panel endorsed the progression of a Draft Proposal, and noted that it was good to see SECAS taking action to improve the Modification Process. It was noted that SECAS will seek a Party to raise a Draft Proposal on their behalf.

The Panel **ENDORSED** the progression of a Draft Proposal to debate the issue further.

> **SECP69/05:** SECAS to seek a SEC Party to raise a Draft Proposal to debate the issue of who can withdraw a Modification Proposal prior to final decision.

17. SEC Digitisation

SECAS (SG) presented the Panel with an overview of the proof of concept to date regarding the Digitisation of the SEC. It was noted that the SEC Panel Budget includes a project provision for Digitalisation of the SEC. SECAS provided a demonstration of the proposed digitisation of SEC Section G.

The Panel were supportive of the project, however a Member (AP) noted concern regarding availability and queried the consequences if the portal went offline and could not be accessed. SECAS noted that a contract would be in place to ensure this would not happen, and also noted that the transition would be a phased approach, and a fall-back solution would be in place.

The Panel **AGREED** that SECAS may move forward with the project and requested commercial information to be presented to the SECCo Board in July 2019.

18. BEIS Update

BEIS provided the Panel with an update on recent publications, forthcoming consultations and key milestones.

The Panel **NOTED** the update.

19.   DCC Update

The DCC (DL) presented the Panel with an update on the activities undertaken since the last Panel meeting.

Operational update

The Panel were provided a brief overview of two Major Incidents that occurred in April 2019. An update was also provided on open and forthcoming consultations, in addition to upcoming DCC events.

SMETS1

The DCC provided an update on the scope and governance for SMETS1 Initial Operating Capability (IOC), noting that the scope has now been amended to one dual fuel dormant Itron Device Model Combination (DMC) only, which equates to approximately 3,900 installations.

A Member queried whether a decision will be made on any other cohort and DCC confirmed that a decision will not be made until the initial cohort is migrated.

A Member queried how many of the 3900 installations are DCC Users and BEIS confirmed that it is tracking at least five Suppliers who are using these DMCs. A Member questioned the size of the next cohort and DCC confirmed a total of 204,000 installations. DCC noted that the approach has been built in a controlled manner, the first migration will be managed very carefully, and any learnings will be built upon and improved for the next migration.

The Panel noted that this was a useful exercise but agreed that industry need to be aware when IOC will be happening, and which meters need to be migrated.

Release 2

The DCC provided an update on Release 2 noting that there was nothing of significance to report.

A Member questioned why the DCC intended to share the governance plan for Fylingdales Comms Hubs with the TAG; the DCC confirm that the group would be looking at the testing and scope of the plan.

The Panel considered the Release 2 Single and Dual Band Transition Plan on a Page; DCC noted that User Integration Testing (UIT) for Single Band Transition had been extended to allow for further testing.

Citizens Advice noted the long timescales associated with the availability for Dual Band Comms Hubs and noted that pushing the date forward would be greatly appreciated by consumers.

The Panel **NOTED** the update.

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20. SEC Panel Sub-Committee Report

SECAS provided the Panel with an update on recent activities from all the SEC Panel Sub-Committees.

The Panel **NOTED** the update.

21. DCC Reporting

The Panel were informed that the Post Commissioning Information Reports for March and April 2019 had not been provided due to technical issues at the DCC.

A Member (ST) noted that concern had been raised regarding the Operations Group current capability to review DCC reports. It was noted that the monthly Operations Group meeting has been running over time due to a large number of agenda items, and there is concern that the Operations Group do not have sufficient time to review the DCC performance reports. It was therefore suggested that the reports are reviewed by SECAS upon receipt, and commentary sent to Operations Group Members for consideration, with a separate Operations Group teleconference held to review the reports. The Panel were supportive of this suggestion.

The Panel **NOTED** the observations raised by the Operations Group against the reports currently delegated to them.

> **SECP69/06:** SECAS to review all DCC performance reports and provide a summary to Operations Group Members to be reviewed at an ad-hoc monthly teleconference.

22. SEC Panel Risk and Issue Register update (GREEN)

The Panel were provided with an update on the SEC Panel Risk Register and the SEC Panel Issues Register, which included amendments to one existing risk and its mitigations.

The Panel **AGREED** the amendments to the Risk and Issues Register.

23. Operations Report – April 2019

The Panel was presented with the Operations Report for May 2019. The report provided an outline of the activities undertaken by the SECAS team in support of the SEC.

The Panel noted that the following organisations would be admitted as Parties to the SEC following countersignature of their Accession Agreements by the SECCo Board:

- Temple Energy Limited (Small Supplier); and
- Brakkn Limited (Other SEC Party).

The Panel **NOTED** the report.

24. Smarter Markets Project Update

The Panel was provided with an update on the activities currently being undertaken to support the project.

The Panel **NOTED** the update.

25. Transitional Governance Update (GREEN)

SECAS presented the Panel with an update from the transitional governance entities and other smart metering related meetings and workshops attended by SECAS in the last month.

The Panel **NOTED** the update.

26. Any Other Business

The Panel noted concerns raised by TABASC Members regarding industry programmes being implemented under differing design authorities and governance structures.

The Panel **AGREED** that SECAS should engage with the relevant cross-code stakeholders to identify an appropriate way forward.

SECP69/07: SECAS to engage with the relevant cross-code stakeholders to identify an appropriate way forward with regards to differing implementation of industry programmes.

The Panel considered, and provided feedback on, the proposed draft agenda for the SEC Panel Engagement Day to be held on 11 July 2019.

The Panel discussed a recent personal data breach that was reported to the DCC on 10 May 2019. It was noted that the Security Sub-Committee (SSC) are working with the DCC to discern whether the issue was a result of a system defect or rather an omission in the Specification as a Security matter. A Member queried whether the concern relates more to the Privacy Breach caused as a result of this defect, and whether the affected Suppliers have been made aware of their obligations with respect to privacy regulations. The Panel requested that a DCC representative attend the July 2019 Panel meeting to provide a complete overview of the incident.

SECP69/08: DCC to provide the Panel with a complete overview of the personal data breach (from 10 May 2019) at the July 2019 meeting.

A Member (AP) noted EUK's proposal for the SEC Panel to have a role in overseeing DCC costs, and questioned Ofgem's view on whether any further arrangements are required beyond the current 'Price Control Review' arrangements.

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

Next Meeting: 12 July 2019