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SEC Panel Meeting 72

10:00 – 13:00, 13 September 2019

Gemserv, 8 Fenchurch Place, London, EC3M 4AJ

SECP_72_1309 – Final Minutes

Attendees:

Category	SEC Panel Members
SEC Panel Chair	Peter Davies (PD)
Large Suppliers	Ash Pocock (AP)
	Simon Trivella (ST)
Small Suppliers	Karen Lee (KL)
	Mike Gibson (MG)
Electricity Networks	Alex Travell (ATr) (<i>Alternate for Paul Fitzgerald</i>)
Gas Networks	Phil Burrows (PT) (<i>Alternate for Leigh Page</i>)
Other SEC Parties	Gary Cottrell (GC)
	Mike Woodhall (MW)
DCC	Ro Crawford (RC)

Representing	Other Participants
Ofgem	Holly Jackson (HJ)
	Michael Walls (MWa)
BEIS (Secretary of State)	Duncan Stone (DS)
	Robert Thornes (RT)
Citizens Advice	Ed Rees (ER)
DCC	Mannu Rawat (MR) (Part)

	Mari Noda (MN)
	Rob Richards (RR) (Part) (<i>Teleconference</i>)
Meeting Secretary	Hollie McGovern (HM)
SECAS	Adam Lattimore (Part) (<i>Teleconference</i>)
	Adele Thain (AT) (Part)
	David Kemp (DK) (Part)
	Fiona Chestnutt (FC) (Part)
	Miriam Atkin (MA)
	Phillip Twiddy (PT) (Part)
	Sarah Gratte (SG)

Apologies:

Representing	Other Participants
Electricity Networks	Paul Fitzgerald (PF)
Gas Networks	Leigh Page (LP)

1. Minutes and Actions Outstanding

The minutes from the August 2019 SEC Panel meeting were approved ex-committee and circulated.

A Member (AP) requested an amendment to SECP_71_0908 - Final Minutes, regarding an update for action SECP70/05.

The following action updates were provided:

Action Reference	Action
SECP67/04	DCC to include the lessons learned regarding the appeal of the Incentive Scheme Milestone 1B in the lessons learned document, to be circulated to all SEC Parties. The DCC to report back to the Panel.
The Panel was informed that the DCC has consulted on the R2 Lessons Learned. One response was received, which included a number of comments regarding Testing, Program Governance and Operational Readiness. A key comment was that the Release 2 program has not yet concluded, as	

Action Reference	Action
	Dual Band Communications Hubs are not available in volume. The DCC confirmed that it will be undertaking another lessons learned exercise once Dual Band Comms Hubs are available to be installed in volume. Action: CLOSED
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.
	SECAS met with Elexon to further discuss the impacts on the SEC of the Half Hourly Settlement work. CACoP has been reminded to use this channel more actively to discuss such programmes, and additionally, as part of the SEC Strategic Plan, it is proposed that an appropriate Code lead be assigned for each future initiative. This action will therefore be addressed as part of the SEC Strategic Plan work and is proposed for closure. Action: CLOSED
SECP71/01	SECAS to investigate the scope of a 'downgrade process' for Suppliers who have had their licence revoked to be moved into the Other SEC Party category.
	SECAS has requested early visibility on the Parties whose licences Ofgem wish to revoke. If the Party is not a Live DCC User, it will be a simple administrative task to downgrade the Supplier to the Other SEC Party category. SECAS noted that if the Party is a live DCC User, then the SECAS Security Team will need to consider a process to follow to enable the downgrade. Action: CLOSED
SECP71/03	SECAS to issue a draft response to the Reforming of Energy Industry Codes consultation to Panel Members for comment and agreement of content, before a final version is presented to the Panel at their September meeting.
	This was discussed under agenda item 4. The Panel agreed the response, which SECAS issued to Ofgem and BEIS, following the Panel meeting, on 13 September 2019. Action: CLOSED
SECP71/06	SECAS to engage with the Other User community to identify whether there is appetite for a Draft Proposal to be raised to subdivide the two Other SEC Party Panel seats.
	SECAS wrote to all qualified Other Users on 21 August 2019 to see if there is appetite to raise a Draft Proposal; an Other User has raised a Draft Proposal – DP084 'Other User Panel Seating Amendment' . Action: CLOSED

Action Reference	Action
SECP71/07	DCC to write to the Panel requesting formal approval of the go-live date of 24 November for the November SEC Release, and provide rationale for this date.
The DCC's request was discussed under agenda item 13. Action: CLOSED	
SECP71/09	SECAS to investigate how Device manufacturer Technical Specifications could be hosted on the SEC website, including who will provide this information, the caveats required and how this information will be kept current.
This was discussed under agenda item 6 and a new action was raised (SECP72/04). Action: CLOSED	
SECP71/08	DCC to present an information paper on how it will address the retirement of the 2G network service provided by the CSP Central and South.
This was discussed under agenda item 9. Action: CLOSED.	

Supplier of Last Resort (SoLR) update

SECAS (PT) provided a verbal update to the Panel on the work to develop processes that protect customers security of supply, specifically pre-pay customers in certain SoLR scenarios. The current working assumption is that involvement of the incumbent Managed Service Provider (MSP) will be required.

There was discussion regarding Payment Service Providers (PSPs), and it was noted that SECAS would consult with the PSPs on their ability to support vending following a SoLR event.

It was noted that the next step would be for SECAS to formally confirm with all MSPs their ability to support the solutions.

SECP72/01: SECAS to formally confirm with all MSPs their ability to support the solution of using a third party to provide an interim service in a SoLR event.

SECP72/02: SECAS to consult with the PSPs on their ability to support vending following a SoLR event.

The Panel **NOTED** the updates and **AGREED** that any actions marked as Complete and Propose to Close could be formally closed.

2. SEC Strategic Plan

The Chair presented the Panel with a forward view of known industry changes that may impact on the SEC arrangements.

The Chair noted that the plan would be a live document that will identify all things on the industry radar, which will enable the Panel to discuss events and issues before they materialise. The Panel agreed to publish the plan on the SEC website, and that the Plan should be reviewed by the Panel every quarter.

BEIS provided comments regarding the retirement of 2G/3G cellular networks, in addition to the transfer of the Technical Specification Issue Resolution Sub-group (TSIRS) from the Technical and Business Design Group (TBDG) to the Technical Architecture and Business Architecture Sub-Committee (TABASC).

In regard to Market-wide Half Hourly Settlement (MHHS), a Member (KL) raised concern that this project was already well underway, with the Design Working Group (DWG) consultation on the approach for transitioning to the MHHS Target Operating Model having already been published in June 2019, and felt that it was too late for the Panel to provide any strategic input into this project. It was noted that the TABASC had already raised concern regarding this, and that it reinforces the need for meaningful dialogue with the Code Administrators Code of Practice (CACoP).

The Panel was in agreement that the SEC Panel Budget review for 2020 – 2023 would need to take into account all activities outlined in the plan. It was noted that the Independent Sub-Committee Chairs would also need to be engaged.

The Panel **AGREED** that SECAS may publish the SEC Strategic Plan, once amended to include the above comments, on the SEC website.

SECP72/03: SECAS to publish the SEC Strategic Plan, once amended to include the above comments, on the SEC website.

3. SEC Digitisation Project Update

SECAS (SG) provided the Panel with an update on the SEC Digitisation Project, in addition to a live demonstration.

SECAS noted that the intended go-live date for the digitised SEC would be 23 September, the date of the SEC's sixth birthday. It was noted that communication would be issued to all SEC Parties within the next week.

The Panel **NOTED** the update.

4. Reforming of the Energy Industry Codes – Consultation Response

SECAS (AL) presented the Panel with a draft response to the joint consultation on reforming the energy industry codes that was issued by BEIS and Ofgem on 22 July 2019.

The Panel **APPROVED** the response to be issued to BEIS and Ofgem on 13 September.

SECP72/04: SECAS to issue a response to the joint consultation on reforming the energy industry codes on behalf of the Panel.

5. Effectiveness Review (third iteration) Issue

The Panel was provided with an overview of the third iteration of the Effectiveness Review questionnaire led by the TABASC that was issued to SEC Parties and DCC Users on 9 September 2019.

It was noted that the title of the review as presented is somewhat misleading, with a Member noting that they believed the review related to the effectiveness of the TABASC.

A Member suggested that SECAS seek out the technical contacts for each SEC Party, to ensure that the review is sent to the most appropriate person, and to include a simple explanation of the process.

The Panel **NOTED** the update.

SECP72/05: SECAS to seek out the technical contacts for each SEC Party to ensure that the Effectiveness Review questionnaire is sent to the most appropriate person, and include a simple explanation of the process

6. Request to Host Device Operating Manuals on SEC Website

SECAS (SG) presented the proposed process to host information relating to Device Operating Manuals on the SEC website.

The Panel was in agreement that the information would be beneficial to industry, and Panel Members (MW) and (ST) agreed to participate in a workshop along with Device manufacturers to determine what level of content will be required.

The Panel **AGREED** that the proposed process is appropriate and that SECAS may hold a workshop with manufacturers to outline what information is required to be published on the SEC website.

SECP72/06: SECAS to host a workshop with Panel Members (MW) and (ST), and Device manufacturers to outline what information is required to be published on the SEC website in regard to Device Operating Manuals.

7. Current Events of Default (**RED**)

The Panel was provided with an update on a new Event of Default, one SEC Party who entered into a further Event of Default, and three existing Events of Default. The agenda item was marked as **RED** and therefore recorded in the Confidential Minutes.

SECAS informed the Panel that Ofgem had revoked Solarplicity Supply Limited's supply licence, and recommended that they be expelled from the SEC.

The Panel:

- **AGREED** the recommendations for each existing Event of Default; and
- **AGREED** to expel Solarplicity Supply Limited from the SEC.

8. SEC Panel Engagement Day Questions and Answers (**AMBER**)

SECAS presented the Panel with the questions that were raised at the SEC Panel Engagement Day in July 2019 but were not answered due to time constraints on the day, and the draft responses to each question.

The Panel advised the necessary revisions to the responses, and it was agreed that the content would be shared with SEC Parties via the SEC website.

The Panel:

- **ADVISED** the necessary revisions to the responses; and
- **AGREED** the content to be shared with SEC Parties.

SECP72/07: SECAS to publish the SEC Panel Engagement Day Questions and Answers on the SEC website.

9. DCC NextGen Programme

DCC (MR) provided a progress update on DCC's NextGen programme. It was noted that the programme has been established to develop a long-term technology strategy for the evolution of the Smart network and DCC's Services to support industry into the future, and that a key component of this strategy is addressing obsolescence of 2G/3G mobile networks.

A Member (AP) noted the update was appreciated and that a road map with date deliverables would be beneficial.

The DCC noted that the TABASC would be kept up to date on the technological aspects of the programme as it progresses.

The Panel **NOTED** the update.

10. Change Status Report – September 2019

The Panel was provided with an update on the status and progress of Modification Proposals.

The Panel **NOTED** the report.

11. SEC Modification Timetables

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

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

12. DP079 'Provisions for withdrawing modifications' Problem Statement

SECAS (DK) presented the Panel with the Problem Statement for [DP079 'Provisions for withdrawing modifications'](#).

The Panel:

- **AGREED** that DP079 is ready to be converted to a Modification Proposal;
- **AGREED** that MP079 should be progressed to the Refinement Process; and
- **AGREED** the first package of work and timetable for MP079.

13. Request to change the November 2019 SEC Release implementation date

The Panel was presented with a formal request from the DCC to amend the implementation date for the November 2019 SEC Release, and was asked to consider whether to request the Authority directs a revised implementation date for all impacted Modification Proposals.

BEIS noted that the Technical Specification Applicability Table (TSAT) had already been pre-designated with the initial go-live date of 7 November. The BEIS representative questioned whether a governance change would be required to amend the date within the TSAT. SECAS believed that the date in the TSAT would match the date of when the corresponding Modification Proposals go live, and therefore if the implementation dates of the modifications change, then the date in the TSAT will also change to reflect that. It was agreed that the date in the TSAT would be

amended subject to the Panel's approval of a revised implementation date, and that this would be highlighted in the letter to the Authority.

A Member questioned whether the DCC had secured Testing Participants for User Integration Testing (UIT). The DCC representative (RR) confirmed two Parties had agreed to undergo testing, and that while the UIT timescales had been compressed from three weeks to one week, both Parties had confirmed that they could complete testing within two days. DCC noted that the DCC Testing services are confident with Testing Participants' engagement, noting that the release only contains Data Service Provider (DSP) changes. The DCC also noted that a severity 1 or 2 defect in Systems Integration Testing (SIT) or UIT would result in go-living being delayed until January 2020, due to Christmas holidays.

A Member questioned whether the Testing Advisory Group (TAG) had been engaged regarding the revised implementation date; DCC noted an update would be provided to the TAG at its meeting that was occurring concurrently to the Panel.

The Panel initially agreed that if no insurmountable issues were raised by the TAG in its meeting, then the Panel would submit a request to Ofgem to revise the November 2019 Release implementation date. It was noted that if any issues were raised by the TAG at its meeting on 27 September, then these concerns could be passed on to Ofgem.

The DCC noted that its current position allowed for the go live date to be shifted to 1 December, if required, and that there would be no impact on the programme. It was proposed whether the letter should allow for flexibility in the revised date.

[Post-meeting note: Following the meeting, a Panel Member raised concern regarding the reduction in the UIT window from three weeks to one week, and the Panel further discussed the matter. It was also noted that the TAG had not discussed this release at the concurrent meeting. The Panel acknowledged that the DCC cannot achieve go-live on 7 November, however, in the absence of knowledge of the full picture and advice from the TAG, deferred agreement of a revised go-live date for the November 2019 Release.]

It was agreed that SECAS would formally notify Ofgem of the delay, indicating that a revised date is urgently under review which will be notified to them as soon as practicable. SECAS will work with the DCC and the Sub-Committees, TAG in particular, to determine a revised implementation date that accommodates both an appropriate and acceptable UIT window, and a transparent governance process to ensure confidence in the revised date. It was noted that this activity will be discussed at the TAG meeting on 25 September, however this delay in itself should not bring about a delay to the go-live date. SECAS will update the Panel following the TAG meeting, and a decision will be made by correspondence.]

The Panel:

- **NOTED** the DCC's request to change the implementation date for the November 2019 SEC Release as 7 November 2019 is no longer achievable; and
- **DEFFERED** agreement of a revised implementation date for the Modification Proposals approved for this SEC Release until the TAG has discussed this further.

SECP72/08: SECAS to work with the DCC and the Panel Sub-Committees, TAG in particular, to come up with a revised implementation date for the November 2019 SEC Release that accommodates both an appropriate and acceptable UIT window, and a transparent governance process to ensure confidence in the revised date.

14. Provisional 2020 SEC Systems Releases scope on the DCC Systems

SECAS (DK) provided the Panel with an update on the proposed scope of the June 2020 and November 2020 SEC Systems Releases on the DCC Systems.

A Panel Member (ST) noted that it needs to be seen that releases are being delivered, to provide industry with certainty, and did not agree with the possibility of modifications being brought forward. The Member felt the Panel needs to agree a 'lock-down' of scope and not introduce system changes into a release too late.

A Member (KL) noted the updated Joint Industry Plan (JIP) and the significant amount of change that would be occurring around both June 2020 and June 2021. The Member noted the most significant period of migration would be occurring in the first half of 2020 with the Middle Operating Capability (MOC) and Final Operating Capability (FOC), in addition to faster switching. Furthermore, November 2020 would be when Parties are really beginning to see the effects of SMETS1 Enrolment and Adoption.

One Member (AP) believed there should only be one major release per year but noted there are some important industry-sought changes proposed for November 2020.

BEIS (DS) noted that the JIP meant to capture industry plans and provide a view of what the nature of different changes are, and which Parties are impacted. It was noted that it would be beneficial to look at what is happening at each point in time. It was noted that while MOC was due in June 2020, Systems Integration Testing (SIT) may not be an issue.

The Panel discussed the DCC's service capability and noted their concern regarding its ability to cope with the volume of change.

In regard to the November 2020 SEC Release, the Panel agreed that the scope and candidate list for modifications to be included in the release was reasonable.

In regard to the June 2020 SEC Release, the Panel recognised the significant amount of concurrent change that would be occurring around this time for test environments, and the impact on Users. It

was noted that the TABASC and the Operations Group would be engaged regarding the impacts on Users.

In both cases, the Panel agreed that no further system impacting modifications should be added to the scope.

The Panel:

- **AGREED** the provisional scope for the June 2020 and November 2020 SEC Releases; and
- **AGREED** the next steps for preparing the Release Implementation Documents.

15. Approval of the updated SEC Release Management Policy

The Panel considered the responses to the SEC Release Management Policy consultation that was issued to all SEC Parties in July 2019, and the consequential amendments to the policy.

The Panel **APPROVED** the updated SEC Release Management Policy for use.

16. SEC Document Management Review Project Plan

SECAS (DK) presented its outlined approach to carrying out a full review of the structure and document management practices of the SEC documentation.

SECAS noted that the activities for the review had been split into three main workstreams:

1. Establishing the structure
2. Document hierarchy
3. Consolidation and simplification

SECAS highlighted that this work would complement the current digitalisation of the SEC.

The Panel agreed that there was merit in workstreams 1 and 2. However, it was noted that Plain English rewrites had been attempted under other Codes which had proven quite contentious.

SECAS noted that it intends only to provide some examples of Plain English in the SEC as part of this project, for the Panel to agree if it is worth continuing with further.

The Panel **APPROVED** the scope of this project.

17. Power to raise modifications

The Panel was informed that as part of an ongoing review of the SEC modifications framework, SECAS has been exploring the provisions relating to who can raise SEC modifications.

The Panel discussed the powers SECAS has to raise modifications. The Large Supplier Members supported a change to allow SECAS to raise a modification on behalf of, and only on instruction of, the Panel. They saw merit in SECAS raising modifications that had been proposed, if the Panel was

supportive. There was a concern of Panel raising modifications on matters they preside over, but one member queried why Panel should not be allowed to raise efficiency modifications. There was also a concern that if the Code Administrator had the power to raise modifications, this would set a precedent. It was noted that there should be no conflict, as the Change Sub-Committee (CSC) and Change Board (CB) are not under the Panel's instruction and therefore can make independent decisions regarding any modifications raised by SECAS.

Overall, the Panel felt there was merit in exploring this issue further, noting it was not appropriate to keep asking individual members to sponsor Panel- or SECAS-led changes. ST agreed to sponsor the proposed Draft Proposal.

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

18. Proposal for a Central CACoP website

SECAS informed the Panel that the CACoP Forum is proposing the development of a central website for hosting cross-Code information, and requested the Panel's initial views on this proposal, to help determine support for this initiative.

One member believed this would be beneficial in increasing transparency and giving CACoP more visibility. Another Panel Member questioned what content would be included on a central CACoP website, noting that the Horizon Scanner and the Central Modification Register could be found on all the Code websites.

Another Member suggested developing a complete industry work programme that outlines all the changes occurring in industry, and the impacts on each Code, to be included on the central website. The Chair believed it would be helpful if the CACoP Forum could develop a work programme on how it is co-ordinating over big projects, noting Half-Hourly Settlement in particular. They felt that this work was being done in isolation by ELEXON, and it was not engaging over the impacts this would have on the SEC.

The Chair questioned whether Ofgem could enhance its own website to provide this central location. The Ofgem representative felt this would not be the best approach, as CACoP work is industry-led and not led by Ofgem.

Overall, the Panel recognised the need for greater coordination between the Code Administrators and did not feel a central website would support this or is needed. The Panel believed that the CACoP Forum needed to develop an engagement strategy and understand how any website fits into this. SECAS noted it would pass the Panel's views back to the CACoP Forum at its next meeting on 17 September.

The Panel **DISCUSSED** the proposal and provided views and comments on the creation of a central CACoP website.

SECP72/09: SECAS to pass the Panel's views regarding a central CACoP website back to the CACoP forum at its next meeting on 17 September.

19. BEIS Update

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

The Panel **NOTED** the update.

20. DCC Update

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

Operational update

The DCC (RC) provided an operations update, noting the number of meters that had been installed and commissioned to date. It was noted that the issues that were recently impacting installations in the north had now been resolved, and installations were increasing.

The Panel noted that two Major Incidents had occurred in August.

SMETS1

The Panel considered a plan-on-a-page for SMETS1. The DCC highlighted that it planned to align IOC go-live with the November 2019 SEC Release, subject to a revised implementation date of 24 November.

It was noted that MOC had been split into two cohorts: MDS to go-live in March 2020 and Secure in May 2020. DCC noted the intended go-live date for FOC is July 2020. The DCC confirmed that these dates are achievable.

The DCC also provided an update on IOC Meter Migration. The Chair questioned whether, in terms of decision making, the governance process for IOC would be the same as the November Release, and requested the DCC align the meetings. The DCC confirmed that it is managing the IOC active release and the November Release concurrently, however the DCC have built contingency into testing, so that should one release slow down, it will not hold the other back and can be delivered independently.

The Panel discussed the batching of Device Model Combinations (DMCs); it was noted that further detail was required to provide a view of what the likely migration capacity will be in any given week or month.

November 2019 SEC Release

The DCC provided a progress update on the November 2019 Release; discussion was captured under Agenda Item 13.

Release 2

The DCC provided an update on Release 2.0 activities.

The Panel **NOTED** the update.

21. 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.

22. DCC Reporting

The Panel was provided with the Post Commissioning Information Report from the DCC as required by the SEC. It was noted that the Post Commissioning Information Reports for March to June 2019 will not be published due to the way the Device history is stored by the DCC.

A Member (AP) questioned who should be reviewing this report, and what action the Panel is expected to take. The Chair agreed to confer with the Security Sub-Committee Chair and provide an answer at the October Panel meeting. *[Post-meeting note: SECAS confirmed that the reports are reviewed by the SSC, who assesses the validity of the data before agreeing how to progress].*

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

23. Operations Report – August 2019

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

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 Chair requested that SECAS update the SEC Parties list on the SEC website to include which Parties are also DCC Users.

SECAS informed the Panel of a newly elected Panel Member, Terry Jefferson, who will be taking office on 23 September 2019. The Panel Chair expressed his thanks and gratitude to Gary Cottrell for his contributions to the Panel.

SECP72/10: SECAS to update the SEC Parties list on the SEC website to include which Parties are also DCC Users.

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

Next Meeting: 11 October 2019