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SEC Panel Meeting 73
10:00 – 12:30, 11 October 2019
DCC, Brabazon House, Threapwood Road, Manchester, M22 0RR

SECP_73_1110 – Meeting Headlines

Decision, Discussion and Information Items

1. Minutes and Actions Outstanding (For Information)

The Panel noted that the minutes from the September 2019 Panel meeting had been approved ex-committee. It was noted that all actions marked as Complete and Propose to Close could be closed.

The Panel **NOTED** the update.

2. SEC Panel Budget Timetable (For Decision)

SECAS provided the Panel with an outline timetable for the preparation of the SEC Panel Draft Budget and associated work plan for 2021-2023. As in previous years, SECAS proposed to engage with the Panel Finance and Contracts Group (PFCG) to develop the Draft Budget.

The Panel **AGREED** for SECAS to hold discussions with the PFCG on initial drafting and **APPROVED** the timetable for the development of the budget.

3. Code Administrators Performance Survey Outcomes (For Information)

SECAS presented the Panel with an overview of the outcomes of the Code Administrators performance survey.

The Panel **NOTED** the presentation.

4. Review of Operational Metrics – Project Brief (For Decision)

SECAS presented the project brief for the Review of Operational Metrics Project.

The Panel **APPROVED** the recommendation of the project to the SECCo Board.

5. SEC Technical Issues Resolution Capability and TSIRS Transfer to SECAS Project Brief
(For Decision)

The Panel were provided with an overview of the scope of the programme that will transfer issue resolution activities undertaken by BEIS to SECAS, on behalf of the Panel, as part of the enduring governance model for the SEC.

The Panel **APPROVED** Phase 1 of this project.

6. SEC Panel Risk and Issue Register Approach (For Decision)

Following a review of the SEC Panel Risk Register, SECAS presented the Panel with proposed amendments to the approach, frequency and format of risk monitoring.

The Panel **AGREED** the changes to the proposed approach for risk monitoring.

7. Commercial Product Assurance Use Case Proposals (For Discussion)

The Panel were informed that the Security Sub-Committee (SSC) has approved four use cases for Device refurbishment for further analysis in line with the published methodology.

The Panel **NOTED** the use cases presented and **AGREED** to nominate Large Supplier Panel Member, Ash Pocock, to the Working Group being established by the SSC.

8. Smart Meter Policy Framework Consultation Summary (For Decision)

The Panel considered the [Smart Meter Policy Framework Post 2020 consultation](#) that was issued by BEIS on 16 September.

The Panel **AGREED** not to respond to the consultation.

9. Elective Communications Services (For Discussion) (**GREEN**)

The DCC presented an update on Elective Communications Services, including the benefits and an overview of the proposed framework.

The Panel **NOTED** the update.

Change Items

10. Change Status Report – October 2019 (For Information)

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

The Panel **NOTED** the report.

11. SEC Modification Timetables update (For Decision)

SECAS 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. SECMP0053 'Amend Target Response Times for Service Requests Critical to Installation and Commissioning Processes' Modification Report (For Decision)

SECAS presented the Panel with the Modification Report for [SECMP0053 'Amend Target Response Times for Service Requests Critical to Installation and Commissioning Processes'](#).

The Panel:

- **AGREED** that SECMP0053 should be progressed to the Report Phase;
- **APPROVED** the Modification Report;
- **APPROVED** the implementation approach; and
- **AGREED** that SECMP0053 should be progressed as a Self-Governance Modification.

13. DP080 'Ensuring a managed move to DUIS version 3.1' Problem Statement (For Decision)

SECAS presented the Panel with the Problem Statement for [DP080 'Ensuring a managed move to DUIS version 3.1'](#).

The Panel:

- **AGREED** that DP080 is ready to be converted to a Modification Proposal;
- **AGREED** that MP080 should be progressed to the Refinement Process; and
- **AGREED** the first package of work and timetable for MP080.

14. DP081 'Alignment of DUIS and CHISM to reflect current DCC Processing' Problem Statement (For Decision)

SECAS presented the Panel with the Problem Statement for [DP081 'Alignment of DUIS and CHISM to reflect current DCC Processing'](#).

The Panel:

- **AGREED** that DP081 is ready to be converted to a Modification Proposal;
- **AGREED** that MP081 should be progressed to the Report Phase;
- **APPROVED** the Modification Report;
- **APPROVED** the implementation approach; and
- **AGREED** that MP081 should be progressed as a Self-Governance Modification.

15. DP083 'Change Coordination' Problem Statement (For Decision)

SECAS presented the Panel with the Problem Statement for [DP083 'Change Coordination'](#).

The Panel:

- **AGREED** that DP083 is ready to be converted to a Modification Proposal;
- **AGREED** that MP083 should be progressed to the Refinement Process; and
- **AGREED** the first package of work and timetable for MP083.

16. DP087 'Correction to SEC Section G - User Responsibilities' Problem Statement (For Decision)

SECAS presented the Panel with the Problem Statement for [DP087 'Correction to SEC Section G – User Responsibilities'](#).

The Panel:

- **AGREED** that DP087 is ready to be converted to a Modification Proposal;
- **AGREED** that MP087 should be progressed and approved as a Fast-Track Modification Proposal;
- **APPROVED** the Modification Report; and
- **APPROVED** an implementation approach of one Working Day following the end of the objection period.

17. Scope of the 2020 SEC System Releases on the DCC Systems (For Decision)

SECAS provided the Panel with an update on the proposed scope for the June 2020 and November 2020 SEC Systems Releases.

The Panel:

- **AGREED** the scope for the June 2020 SEC Release on the DCC Systems;
- **BASELINED** the June 2020 SEC Release Implementation Document; and
- **NOTED** the next steps for agreeing the scope for the November 2020 SEC Release.

Standing Agenda Items

18. BEIS Update (For Information)

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

The Panel **NOTED** the update.

19. DCC Update (For Information)

The DCC presented the Panel with an update on the activities undertaken since the last Panel meeting, including:

- Operations update;
- SMETS1;
- November 2019 Release; and
- Release 2.

The Panel **NOTED** the update.

20. SEC Panel Sub-Committee Report (For Information)

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 (For Decision)

The Panel was provided with the Post Commissioning Information Report from the DCC as required by the SEC.

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

22. Operations Report – September 2019 (For Information)

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

The Panel **NOTED** the report.

23. Smarter Markets update (For Information)

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

The Panel **NOTED** the update.

24. Transitional Governance Update (For Information) (GREEN)

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

The Panel **NOTED** the update.

25. Any Other Business (AOB)

The Panel were informed that the DCC's Planned Maintenance six-month trial period, which was approved by the Panel in February 2019, was due to expire in October. The DCC requested the Panel to approve an extension to the trial, until an enduring SEC Modification has been secured. The Panel **AGREED** a three-month extension period.

It was noted that Gas Networks Representative, Leigh Page, will be retiring from the SEC Panel as of 1 November 2019. The Chair thanked Leigh for his contribution to the Panel over the past two years.

The Panel discussed a confidential request raised by a Small Supplier. The discussion was classified as **AMBER** and therefore recorded in the Confidential Minutes.

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

Next Meeting: 15 November 2019