SEC Panel Meeting 73

10:00 – 12:30, 11 October 2019

DCC, Brabazon House, Threapwood Road, Manchester, M22 0RR

SECP_73_1110 - 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) *(Teleconference)*
Gas Networks	Leigh Page (LP)
Other SEC Parties	Terry Jefferson (TJ)
	Mike Woodhall (MW)
DCC	Ro Crawford (RC)
Citizens Advice	Ed Rees (ER)

Representing	Other Participants
Ofgem	Michael Walls (MWa) *(Teleconference)*
BEIS (Secretary of State)	Duncan Stone (DS)
DCC	Vince Rawle (VR)
	Helen Metcalfe (HMe) (Part) *(Teleconference)*
Meeting Secretary	Hollie McGovern (HM)
SECAS	Adam Lattimore (AL) (Part) *(Teleconference)*

	Nick Blake (NB) (Part) *(Teleconference)*
	David Kemp (DK) (Part) *(Teleconference)*
	Sarah Gratte (SG) (Part) *(Teleconference)*
	Robin Healey (RH) (Part) *(Teleconference)*

Apologies:

Representing	Other Participants
Small Suppliers	Karen Lee (KL)
	Mike Gibson (MG)
BEIS	Robert Thornes (RT)

1.   Minutes and Actions Outstanding

The Chair welcomed the attendees to the October 2019 Panel meeting and thanked the DCC for hosting the meeting at the Manchester DCC test lab facility.

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

The following action updates were provided:

Action Reference	Action
SECP68/07	SECAS to accelerate work on the SoLR workshops, in particular, finalising the Pre-Payment area.
SECAS noted that several SoLR workshops have taken place, and a pre-payment solution is almost finalised. Regular updates have been provided to the Panel which demonstrates that work has been accelerated. Action: **CLOSED**	
SECP72/10	SECAS to update the SEC Parties list on the SEC website to include which Parties are also DCC Users.
SECAS published an updated Current SEC Parties List available to download in spreadsheet form on the Current SEC Parties website page. This reports the Live DCC users including those who are	

Action Reference	Action
actively using DCC systems, and those who are eligible to be Live Users but have not yet issued Service Requests. Action: **CLOSED**	

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

2. SEC Panel Budget Timetable

SECAS (AH) provided the Panel with a timetable for the preparation of the SEC Panel Budget and associated work plan for 2020-2023.

SECAS proposed engaging with the Panel Finance and Contracts Sub-Group (PFCG) as in previous years to develop the Draft Budget prior to the initial review by the Panel. The Panel confirmed that the membership of the PFCG would extend to all Panel Members subject to their availability.

The Panel:

- **APPROVED** the timetable for the development of the budget;
- **AGREED** to join the PFCG;
- **AGREED** for SECAS to hold discussions with the PFCG on initial drafting.

SECP73/01: SECAS to hold discussions with the PFCG on initial drafting of the SEC Panel Budget.

3. Code Administrators Performance Survey Outcomes

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

SECAS noted that there was some movement in the results from the previous year, with overall satisfaction having declined across all industry codes. However, perceived improvement with the SEC was 25%, in line with the previous year, which is above industry average. Of particular note was the notable drop in relation to understanding of what modifications mean for Parties. The reduction in scores was suggested as not being attributable to dissatisfaction but rather 69% of respondents being neutral to the question. The Panel noted that SECAS should seek Party views on how it can improve Party understanding of modifications.

The Panel **NOTED** the presentation.

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SECP73/02: SECAS to seek SEC Parties views on how SECAS can improve Parties' understanding of modifications.

4.   Review of Operational Metrics – Project Brief

SECAS provided an overview of 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

The Panel was 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.

SECAS outlined activities associated with Phase 1 and Phase 2 of the transition programme. The Panel noted that the key element for a seamless transition will be for SECAS to have the right technical capabilities in place, and therefore identification of skill- sets and artefacts should occur early in the programme; SECAS confirmed that this will be clarified in Phase 1.

BEIS (DS) confirmed that it would be responsible for any changes to the Technical and Business Design Group (TBDG) Terms of Reference.

SECAS highlighted that, since the paper had been drafted, BEIS had requested for transition of the HAN/WAN Working Group to also be included in scope. SECAS will add this to the scope of work.

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

SECP73/03: SECAS to include transition of the HAN/WAN Working Group in the scope of work for the SEC Technical Issues Resolution Capability and TSIRS Transfer to SECAS project.

6.   SEC Panel Risk and Issue Register Approach

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.

SECAS noted that a revised set of risks and issues would be brought to the November 2019 Panel meeting for debate.

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

7. Commercial Product Assurance Use Case Proposals

The Panel was 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 Chair requested clarification of what the Use Cases are, and SECAS confirmed that the Use Cases are an application or variation of security characteristics, based on learning.

SECAS invited the Panel to consider nominating a Member to attend a Working Group to progress the use cases, and Large Supplier Panel Member, Ash Pocock, volunteered to attend.

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.

> **SECP73/04:** SECAS to invite Ash Pocock to the SSC Working Group to progress the use cases for Device Refurbishment.

8. Smart Meter Policy Framework Consultation Summary

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

It was noted that the consultation is predominately for Suppliers to respond to, and that Panel is not expected to respond.

The Panel discussed the retirement of 2G/3G cellular networks, and whether to highlight the associated risks in a response to the consultation. The Panel agreed that the issue is of high importance, and that it should be added to the Panel Risk Register. A Member noted that the issue is currently being looked at by the Technical Architecture and Business Architecture Sub-Committee (TABASC), as the DCC has been presenting on the next generation of Comms Hubs and suggested that the Panel therefore assign ownership of the risk to the TABASC. The Panel requested SECAS to liaise with the TABASC Chair to understand the timescales for resolving the issue relating to the retirement of 2G/3G cellular networks.

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

> **SECP73/05:** SECAS to include the risk relating to the retirement of 2G/3G cellular networks on the SEC Panel Risk Register.
> **SECP73/06:** SECAS to liaise with the TABASC Chair to understand the timescales for resolving the issue relating to the retirement of 2G/3G cellular networks.

9. Elective Communications Services (GREEN)

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

A Member (AP) welcomed this information regarding the ECS, which will provide industry with a better understanding of how communication services will work. The Member also noted that the TABASC and SSC will be looking into the ECS which will impact core services.

The Panel discussed whether it was the best time to be marketing ECS, with a significant amount of other change that is currently challenging the DCC, however it was felt that demand for these services would be fairly low.

The Panel **NOTED** the update.

10. Change Status Report – October 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. SECMP0053 'Amend Target Response Times for Service Requests Critical to Installation and Commissioning Processes' Modification Report

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

SECAS presented the Panel with the Problem Statement for DP080 'Ensuring a managed move to DUIS version 3.1'.

A Member (AP) noted there was currently co-existence of multiple versions of the DCC User Interface Specification (DUIS), although they noted that managing that aspect would fall under a different problem statement.

A Panel Member (ST) suggested amending the title of the modification to 'the latest version of DUIS' rather than citing a specific version of DUIS.

The Panel queried if an enduring solution could include a policy that meant future changes would not require a modification. However, BEIS highlighted that changes to SEC Schedule 11 'TS Applicability Tables' would still probably be needed, requiring a modification. SECAS agreed to feed this thought into discussions.

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

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

One Panel Member asked why this was being targeted for the February 2020 SEC Release. SECAS confirmed that this was the earliest SEC Release that this modification could be targeted for, in line with the SEC Release Management Policy. SECAS do not believe there is an urgent or time-critical nature to this modification that would support the case for an earlier ad-hoc release. The Panel noted this and supported the proposed approach.

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

SECAS presented the Panel with the Problem Statement for DP083 'Change Coordination'.

A Panel Member (ST) asked that the solution clarify whether it would be a request from the DCC or a mandated requirement. They also acknowledged there would be a lot to discuss under this proposal.

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

SECAS presented the Panel with the Problem Statement for DP087 'Correction to SEC Section G – User Responsibilities'.

The Panel believed that it would be appropriate to take the proposal forward as a Fast-Track Mod.

A Member (ST) raised concern that including this modification in the November 2019 Release may cause confusion for SEC Parties due to the late scope change, and suggested that it be implemented separately as an ad-hoc change to the SEC. SECAS highlighted that it would be more efficient to include the change alongside the other changes in the release, which would mean only one new version of the SEC needed to be released. However, the Panel agreed an implementation approach of one Working Day after the end of the objection period, as an ad-hoc release.

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

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

The Panel was of the view that the modifications targeted for these releases should not be included in testing until they have been formally approved.

BEIS (DS) noted that the DCC will be issuing a Joint Industry Plan (JIP) Change Request for second enrolment dates within the next week, which may include an environment plan for industry.

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 of the November 2020 SEC Release.

18. BEIS Update

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

The Panel **NOTED** the update.

19. 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 operational update, noting the number of meters which have been installed and commissioned to date.

The Panel was also provided with an update on the DCC's SMETS2 Prepayment Promotion that ran in August and September 2019.

SMETS1

The DCC provided an update on Initial Operating Capability (IOC), Middle Operating Capability (MOC) and Final Operating Capability (FOC), in addition to a SMETS1 Migration summary.

It was noted that once approval has been gained for next entries onto the Eligible Products Combination List (EPCL), the DCC will commence migrating dormant Elster meters. The DCC noted that it will give enough time to work with customers to ensure that forecasting is reasonable.

November 2019 SEC Release

The Testing Advisory Group (TAG) Chair (RH) provided an update on the November 2019 SEC Release. It was noted that the TAG had been made aware of an issue with the testing of the release that relates to CR1066, and as a result the date of the November 2019 Release may need to be delayed, to accommodate additional testing.

The TAG Chair noted that the TAG and the DCC are working together to develop options for managing the issue, and the Panel will be updated as soon as a way forward has been agreed.

Release 2

The DCC provided the Panel with a Release 2 Transition update, noting that Single Band Release 2 Comms Hub firmware is making good progress.

The DCC highlighted what they believe to be a Pre-Payment Meter Interface Device (PPMID) issue in the North; Panel Member (MW) challenged this, noting that it is an Arqiva Comms Hub Firmware release into User Integration Testing (UIT) issue. There was discussion regarding the level of engagement between the DCC and the affected IHD/PPMID manufacturer, and it was agreed that a workshop is required to find out the root cause and resolve the issue.

Delivery of Modification Proposal Impact Assessments

Vince Rawle (VR), who is the Enterprise Delivery Director at the DCC, attended the meeting to discuss some of the frustrations the Panel have with the amount of time it takes the DCC to deliver Modification Proposal Impact Assessments, and to openly share some of the challenges faced by DCC and the wider supply chain.

The Panel welcomed the discussion; there was general agreement that there is an opportunity to review some of the ways of working and the prioritisation of modifications when DCC is experiencing spikes in the volume of change.

VR committed to review the areas discussed and will return to update Panel in a future meeting. Additionally, SECMP0007 'Firmware updates to IHDs and PPMIDs' was discussed at length and was referenced as an example to demonstrate the need for improvements throughout the process.

The Panel **NOTED** the update.

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 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

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 Project Update

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 (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.

25.   Any Other Business

The Panel was 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 to the DCC's Planned Maintenance trial period.

It was noted that Gas Networks Representative, Leigh Page, will be retiring from the 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