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<b>Paper Reference:</b>	<b>SECP_75_1312_13</b>
<b>Action:</b>	<b>For Decision</b>

## Audio Recordings for SEC Meetings

### 1. Purpose

This paper seeks the SEC Panel's agreement to adopt a policy for audio recordings of meetings held under the auspices of the SEC. The policy will permit SECAS to record the audio at SEC meetings for the purposes of ensuring the quality and accuracy of meeting minutes, and correctly capturing actions. The proposed policy is included as Appendix A to this paper.

### 2. Background

SECAS holds various meetings under the auspices of the SEC, including the SEC Panel and its technical Sub-Committees. These meetings are held either face-to-face or via teleconference with up to 35 attendees.

The meeting content has become increasingly technical and complex to record, as the Smart Metering Implementation Programme (SMIP) matures. In order to support the provision of accurate minutes, we are proposing the use of audio recording as an option during meetings, using Microsoft Teams. In July 2019, the Master Registration Agreement (MRA) Executive Committee (MEC) approved a similar proposal which enables the MRA secretariat to record meetings; initial feedback from the MRA secretariat suggests that it provides additional robustness to the minutes drafting process.

This proposal is in line with the SEC Panel Digitalisation Strategy which will review the processes surrounding SEC and SECAS interactions and use technology as a means to improve them. Recording meetings will allow the secretariat function to be improved, and offer a facility to check back to the actual meeting discussion, in the event of any comments on the meeting minutes.

### 3. Principles for Audio Recording at SEC Meetings

We have drafted a policy to provide a transparent framework on the purpose and control of audio recordings for these meetings and to ensure that there is a consistent and transparent process for audio recording.

This policy includes clear guidelines for using audio recording as an option in meetings, and what action is taken with the recordings once the minutes have been approved. The proposed policy is included as Appendix A, based on the following set of principles.

- A. SECAS may choose to record the audio at any meeting held under the auspices of the SEC, using Microsoft Teams, for the purpose of ensuring that discussions and actions are captured accurately in the meeting minutes.
- B. Audio recordings will not be published, will not be used for any purpose except ensuring accuracy of minutes, and will not be shared outside of SECAS.
- C. In the event that SECAS intends to record the audio for a meeting, a statement will be included to that effect on the final agenda for the meeting, and the Independent Chair (or senior SECAS representative fulfilling the role of Chair) will advise parties of the fact at the commencement of the meeting. If no objections are received, SECAS will take this as consent from all parties. If there are any objections by any party, which cannot be addressed, the meeting will not be recorded.
- D. The recording will be paused in the event that the meeting is temporarily adjourned (e.g. for lunch breaks). In each case, SECAS will confirm when recording has started and when it has paused or stopped.
- E. By attending and/or participating in the meetings held under the SEC, attendees agree that their contributions will be recorded for the purposes of accurate preparation of the minutes.
- F. Once the audio file has been created, SECAS will store the file in a secure location on its server. Internal access to the file will be strictly controlled in accordance with the SEC Panel Information Policy, and only made available to those with a need-to-know, for the purpose of which the recording is made.
- G. The audio file will be destroyed once the minutes of the meeting have been agreed by the attendees as an accurate record of the meeting. In no event will the audio file be stored for a period exceeding two months. Any future questions regarding the accuracy of the record will be considered based on the meeting minutes alone.
- H. The purpose of capturing the audio is not to produce a verbatim set of minutes. SECAS will continue to ensure that minutes capture an appropriate level of detail, including discussions, agreements, dissenting views and actions, and will not seek to recreate a word-for-word record of the meeting.

#### 4. Recommendations

The Panel is requested to:

- **NOTE** the contents of this paper and the proposed policy in Appendix A; and
- **AGREE** the adoption of the policy, effective following the December 2019 Panel meeting.

**Hollie McGovern**

**SECAS Team**

**6 December 2019**

#### Attachments

- **Appendix A:** Draft SEC Panel Audio Recording Policy

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# SEC Panel Audio Recordings Policy

**Version 0.1**  
6 December 2019

### Change History

VERSION	STATUS	ISSUE DATE	AUTHOR	COMMENTS
0.1	Draft	06/12/2019	SECAS	First Draft for approval from the SEC Panel

### Document Controls

REVIEWER	ROLE	RESPONSIBILITY	DATE
SEC Panel	Document Approver	Policy Owner	13 December 2019

Date of next review: 11/12/2020

## 1. Purpose

The purpose of this policy is to provide a transparent framework on the purpose and control of audio recordings for meeting held under the auspices of the Smart Energy Code (SEC).

Meetings captured under this framework include the SEC Panel, Smart Energy Code Company (SECCo) Board, Security Sub-Committee (SSC), Smart Metering Key Infrastructure Policy Management Authority (SMKI PMA), Technical Architecture and Business Architecture Sub-Committee (TABASC), Testing Advisory Group (TAG), Operations Group (OPSG), Change Board, Change Sub-Committee (CSC), SEC Modification Working Groups, and any further sub-committees established by the SEC Panel.

## 2. Audio Recording Policy Principles

- A. SECAS may choose to record the audio at any meeting held under the auspices of the SEC, using Microsoft Teams, for the purpose of ensuring accurate capture of discussions and actions recorded in the meeting minutes.
- B. Audio recordings will not be published, will not be used for any purpose except ensuring accuracy of minutes, and will not be shared outside of SECAS.
- C. In the event that SECAS intends to record the audio for a meeting, a statement will be included to that effect on the final agenda for the meeting, and the Independent Chair (or senior SECAS representative fulfilling the role of Chair) will advise parties of the fact at the commencement of the meeting. If no objections are received, SECAS will take this as consent from all parties. If there are any objections by any party, which cannot be addressed, the meeting will not be recorded.
- D. The recording will be paused in the event that the meeting is temporarily adjourned (e.g. for lunch breaks). In each case, SECAS will confirm when recording has started and when it has paused or stopped.
- E. By attending and/or participating in the meetings held under the SEC, attendees agree that their contributions will be recorded for the purposes of accurate preparation of the minutes.
- F. Once the audio file has been created, SECAS will store the file in a secure location on its server. Internal access to the file will be strictly controlled in accordance with the SEC Panel Information Policy, and only made available to those with a need-to-know basis for the purpose for which the recording is made.
- G. The audio file will be destroyed once the minutes of the meeting have been agreed by the attendees as an accurate record of the meeting. In no event will the audio file be stored for a period exceeding two months. Any future questions regarding the accuracy of the record, will be considered based on the meeting minutes alone.
- H. The purpose of capturing the audio is not to produce a verbatim set of minutes. SECAS will continue to ensure that minutes capture an appropriate level of detail, including discussions, agreements, dissenting views and actions, and will not seek to recreate a word-for-word record of the meeting.