

This document is classified as **White** in accordance with the Panel Information Policy. Information can be shared with the public, and any members may publish the information, subject to copyright.

<b>Paper Reference:</b>	<b>SECP_77_1402_21</b>
<b>Action:</b>	<b>For Information</b>

## Operations Report – January 2020

### 1. Purpose

The Operations Report is a monthly update based on SECAS activities in support of the SEC. It includes a breakdown of days by budget driver, and provides commentary relating to the activities undertaken by the SECAS team in January 2020.

### 2. Recommendation

The Panel is requested to **NOTE** the contents of this paper.

Fiona Chestnutt

SECAS Team

7 February 2020

#### Attachments:

- **Appendix A:** DCC Testing Notifications – UEPT, SREPT and SMETS1 Eligibility Testing (**AMBER**)

### 3. Market Entry and Exit

This section provides an update on the progression of Users entering the market over the last month and those that have left. This month's update includes:

- Accessions;
- Parties who have completed the User Entry Process; and
- Parties who have completed testing activities.

#### 3.1 Accessions

There were two Accessions completed in January:

Organisation	Party Category
Surface Technology International Limited	Other SEC Party
F&S Energy Limited	Small Supplier

**Table 1: Parties who have acceded to the SEC**

#### 3.2 Events of Default

There were two SEC Parties that entered into Default in January 2020 for not paying their DCC Charges. Both Parties subsequently paid their DCC Charges in full and are no longer considered in Default.

#### 3.3 User Entry Process (UEP) completion

In order to access DCC services, eligible Users must fulfil a list of requirements that are detailed in SEC Section H1: User Entry Process. Once the requirements have been fulfilled, a Party must send evidence of the completion of these activities to SECAS.

Since the last SEC Panel meeting, three SEC Parties have completed the UEP.

SEC Party	Party Category	DCC User role(s)	Date of UEP completion
UK National Gas Limited	PGJ007	Gas Supplier	28/01/2020
AmPower UK Limited	PKC011	Import Supplier	16/01/2020
Lowri Beck Services Limited	LBS001	Registered Supplier Agent	16/01/2020

**Table 2: UEP Completion**

#### 3.4 Testing Update

##### SMKI and Repository Entry Process Testing (SREPT)

Since the last Panel meeting, SECAS has been informed of one SEC Party having successfully completed SREPT. Further details can be found in Confidential Appendix A.

### Completion of the User Entry Process Testing (UEPT)

Since the last SEC Panel meeting, SECAS has been informed of one SEC Party having successfully completed UEPT. Further details can be found in Confidential Appendix A.

### Completion of SMETS1 Eligibility Testing

Since the last SEC Panel meeting, SECAS has been informed of one SEC Party having successfully completed SMETS1 Eligibility Testing. Further details can be found in Confidential Appendix A.

### 3.5 Membership

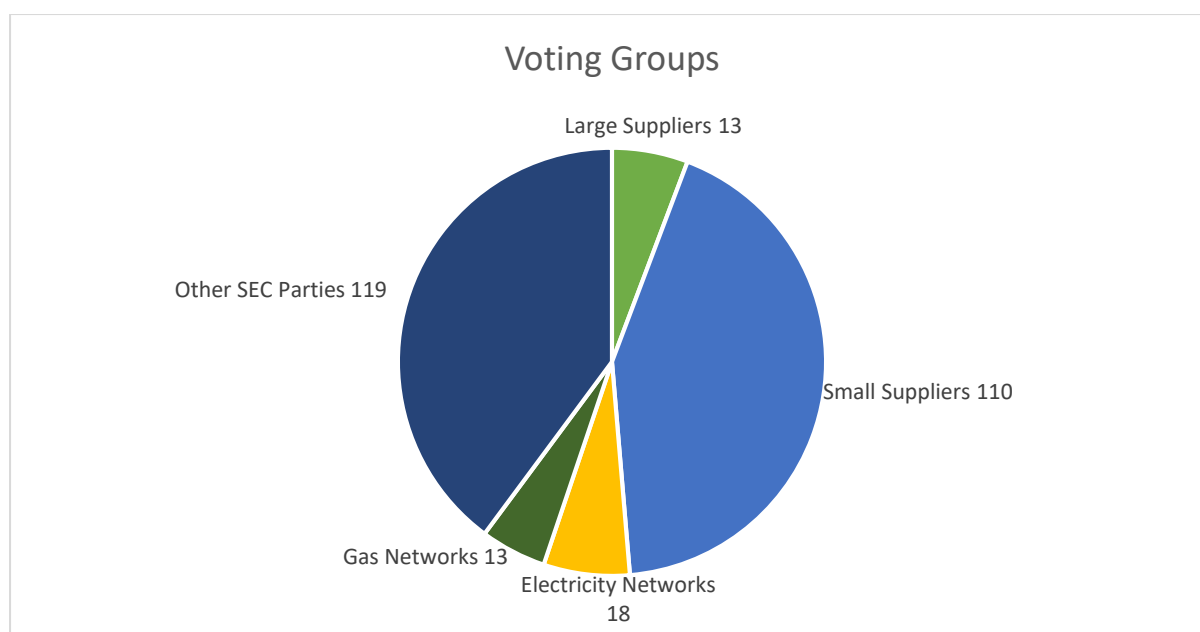
The table below shows the number of Parties each month who:

- acceded to the SEC;
- are in Default;
- withdrew from the SEC; and
- were expelled from the SEC.

	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20
Accessions	3	10	3	3	1	0	0	2	1	1	4	4	2
In Default	4	6	5	4	4	4	6	4	4	5	5	5	2
Withdrawals	0	0	0	0	0	0	0	0	0	0	0	0	0
Expulsions	1	1	1	0	0	0	1	0	2	1	1	0	1

**Table 2: SEC Party Statistics**

At the end of the reporting month, there were 330 Parties to the SEC representing 259 Voting Groups, including the DCC.

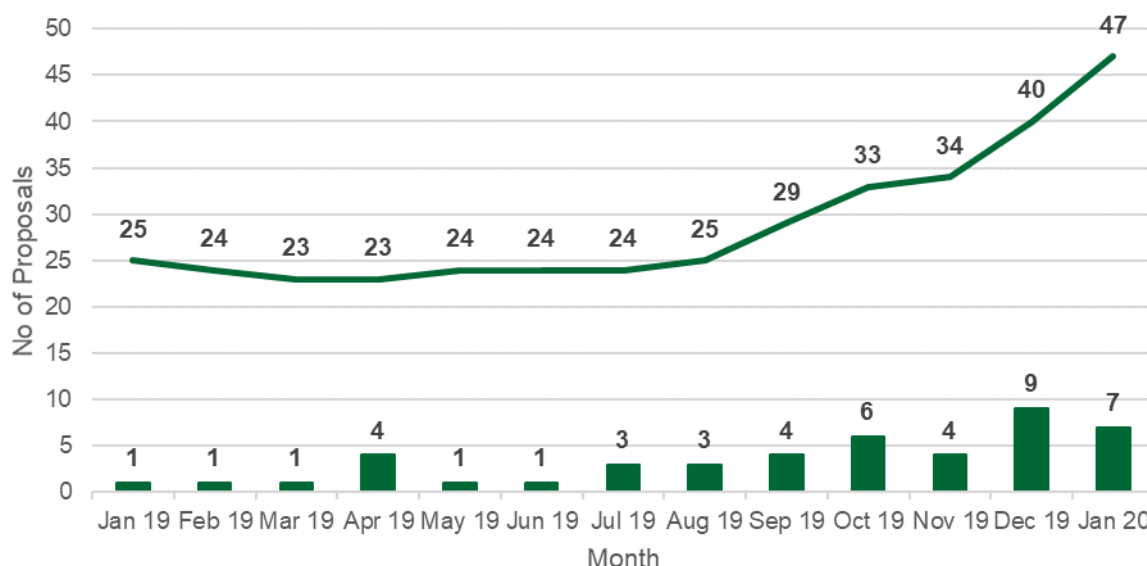


**Figure 1: Breakdown of SEC Party Voting Groups (excluding DCC)**

## 4. Monthly SECAS Highlights

### 4.1 Change Management Update

- There are 29 open proposals undergoing the Refinement Process and 16 undergoing the Development Stage so it is a busy time for SEC Change. We are prioritising to ensure those which require a timely decision are progressed first.



**Figure 2: Proposals raised (bars) and open (line) in the last 12 months**

- We have worked with the DCC and the Electricity Network Parties (ENPs) to provide the clarity sought following the Change Board decision to send back the [SECMP0062 'Northbound Application Traffic Management - Alert Storm Protection'](#) Modification Report. An ad-hoc Change Board meeting is scheduled for 7 February 2020 to perform the vote after the Panel's ex-committee approval of the updated report.
- We held several sessions with the DCC in January to understand how we can improve the progression of modifications. One session held on 16 January included lessons learnt from the November 2019 SEC Release.

These meetings were very constructive, and a DCC response to the SEC Panel's August 2019 letter on DCC Assessment timescales has been prepared off the back of these. The DCC has also provided clearer expectations for when open DCC Assessments will be returned, which we are using to review the timelines for these modifications. A full update on modification timelines in light of this information will be provided to the Panel next month.

- The DCC is working to prepare a list of all DCC Change Requests (CRs) across its workstreams, for inclusion in our smart releases plan-on-a-page. We have requested this information by the end of February, which will allow for an update to this document in early March.
- We are preparing the redlining for the February 2020 SEC Release on 27 February. The DCC has been engaging with the TAG on the testing approach for the June 2020 SEC Release, and an update is being provided on this to the Panel this month.

- During this busy time, we have had to reduce the number of Modcasts we issue. We will endeavour to provide updates as often as we can, but they will not be weekly for the foreseeable future.

#### 4.2 Technical Support Update

The below table sets out the SEC product lists which the Panel is obligated to establish and maintain and/or the publish on the SEC Website.

List name	SEC Obligation	Update
<a href="#"><u>Central Products List (CPL)</u></a>	<b>SEC Section F2.1</b> The Panel shall establish and maintain a list (the " <b>Central Products List</b> ")	Three new CPL versions were created in January, which included seven new SMETS2 entries and two Device Model CPA certificate amendments due to recertification.
<a href="#"><u>SMETS1 Pending Product Combinations List (PPCL)</u></a>	<b>SEC Section F2.10A (b)</b> The DCC shall create, keep up-to-date and provide to the Panel (and the Panel shall publish on the Website) lists of the " <b>SMETS1 Pending Product Combinations</b> ".	The DCC did not provide a new version of the SMETS1 PPCL for publication in January.
<a href="#"><u>SMETS1 Eligible Product Combinations List (EPCL)</u></a>	<b>SEC Section F2.10A (a)</b> The DCC shall create, keep up-to-date and provide to the Panel (and the Panel shall publish on the Website) lists of the " <b>SMETS1 Eligible Product Combinations</b> ".	The DCC did not provide a new version of the SMETS1 EPCL for publication in January.
<a href="#"><u>Deployed Products List (DPL)</u></a>	<b>SEC Section F2.10</b> The DCC shall create, keep reasonably up-to-date and provide to the Panel (and the Panel shall publish on the Website) a list of the " <b>Deployed Products List</b> "	8 new DPL versions were published in January.

**Table 3: The SEC Product lists**

- We continue to develop solution options to facilitate the TABASC assessment regarding the loss of alerts during DCC Scheduled Maintenance, following an EUK problem statement provided to the TABASC.
- We outlined to the TABASC the activities planned for the review of current export requirements for the Smart Metering Programme. The aim is to understand the interactions of the Import Supplier and Export Supplier User Roles, and the Service Requests available via the DCC in more detail.
- We provided the TABASC with a progress update and any implications on the SEC with regards to Ofgem's Market Wide Half-Hourly Settlements project.
- We provided the TABASC with a summary of Elexon's [BSC Modification P379 'Multiple Suppliers through Meter Splitting'](#) work, possible implications on Smart Metering, and an early view of how Smart Metering may help to provide a solution.

- Following discussions with the TABASC and the TABASC Chair, we are drafting a Request for Proposal (RFP) for technical services, to support the transition of the BEIS Issues Management process into SECAS.
- We supported the Testing Advisory Group (TAG) during its review of several SMETS1 testing documents required by regulation. Five of these were approved, including the test completion reports for MOC MDS migration and regression testing. This means that the system changes required to migrate MOC MDS installations is complete, with operational readiness expected to be assessed by the OPSG on 3 March, prior to a Panel decision, expected 13 March.
- SECAS supported the development of a testing governance framework for Ofgem's Faster Switching programme. The proposed framework is due to be discussed by the Panel at its February meeting. If approved, this will result in the DCC being directed to complete key governance steps as if it were operating under the section D Modification process.
- We supported the TAG's initial assessment of its approach to governance and testing of the June 2020 SEC release. The TAG raised significant concerns regarding the timing and duration of key governance steps, along with concerns regarding the amount of implementation risk DCC's proposals carry, due to constraints placed on the Systems Integration Testing (SIT) environment by SMETS 1 testing activities.
- We are assisting the DCC in the analysis and resolution of Comms Hub exceptions.
- We are also helping the DCC in making amendments to the reporting of Communications Hub Alerts split by Communication Service Provider (CSP), along with the number of Communications Hubs installed in each CSP Region.
- We are supporting the DCC in remediation plans for Aged Incidents, helping the OPSG and DCC to scrutinise and discuss the appropriate categorisation for Major Incidents, whilst ensuring DCC implement lessons learnt and continuous improvement.
- We are supporting OPSG and DCC in the development of remediation plans for spurious Alerts. We are engaged in weekly and monthly calls with both DCC and BEIS in the pursuit of agreeing an approach and resolution of the alerts affecting the DCC and User services.
- We are carrying out the Operational Metrics Review project to assess the relevance of the current Performance Reporting regime and propose improvements.
- We are facilitating OPSG with the implementation and execution of the 'Party Differences' process.
- We are assisting DCC in the submission of proposals to change the Service Request Forecasting process.
- We are supporting OPSG in the governance of SMETS1 migration volumes and Live Service Criteria, Active Elsters and Morrison Data Services (MDS).

#### **4.3 Security, Privacy & SMKI PMA Updates**

- We hosted one Smart Metering Key Infrastructure Policy Management Authority (SMKI PMA) meeting and two Security Sub-Committee (SSC) meetings this month.
- An overview of User assessment activity is provided below:
  - Six Fieldwork Assessments completed;
  - Five first stage validations of a Full User Security Assessments (FUSAs) completed;

- Seven first stage validations of Verification User Security Assessments (VUSAs) completed;
  - One Assurance Status set (initial FUSA);
  - Two Compliance Statuses set (FUSAs)
  - Five Security Self-Assessments (SSAs) reviewed;
  - Eight Assessment prepared for SSC review; and
  - 76 Parties currently being assessed.
- We presented the latest Security and Privacy updates at the SECAS Spotlight on the SEC event on 23 January 2020.
  - We performed a record number of 28 Security Assessment validations in January 2020.
  - We implemented the use of Microsoft Power BI to present data to the SSC regarding Supplier Device volumes and received positive feedback.
  - We arranged for the Security Incident Management (SIM) exercise to take place on 27 February 2020. It will run through several hypothetical security incidents as part of the SSC's annual security obligation to review its processes.
  - We are making progress with the Security Architecture Document (SAD) review and aim to produce the updated document by mid-March.
  - We have started the User CIO re-procurement process and have established a CIO Procurement Sub-Group to manage the related activities. The first sub-group meeting is planned for February to approve the ITT for distribution in early March.
  - We ran a procurement to select an organisation to undertake the annual SSC End-to-End Risk Assessment, and the chosen organisation will be confirmed at the SEC Panel meeting on 14 February 2020.
  - We have commenced work on developing CodeWorks to improve Party experience when dealing with SEC security documents (such as the Controls Framework). We will upload, tag and interlink the documents to improve search and navigation.

#### **4.4 Party Support Update**

- The Spotlight on the SEC event which took place on 23 January was a success with over 20 attendees from a range of SEC Party categories.
- We continue to register users to CodeWorks, now with over 150 users from a range of Party categories. The SEC Panel Draft Budget was issued for consultation via CodeWorks, enabling SEC Parties to easily ask questions in relation to specific parts of the budget.
- We have continued to process Events of Default, with two SEC Parties who failed to pay their DCC charges and ceased trading.
- The Website Enhancement Development project is underway which will deliver numerous improvements for the website user.
- We have been working through our Guidance Notes available on the website, to ensure they are up-to-date, user-friendly and provide SEC Parties with clarity and useful information.

- Our next events will be the [Introduction to the SEC](#) on 10 March, and the [Annual SEC Engagement Day](#) on 16 July. Each event will provide attendees with a varied agenda, covering relevant issues from an array of stakeholders.

#### 4.5 Code Administrator Code of Practice (CACoP) Update

- The first CACoP Forum meeting chaired by the Independent Gas Transporters Uniform Network Code (IGT UNC) was held on 21 January. It approved a report on the work it had done in 2019 and agreed its Forward Work Plan for 2020. Both of these documents can be downloaded from the [CACoP](#) page of our website.
- The next Forum meeting is on 11 February 2020, and a discussion on sharing best practice approaches for progressing modifications will be the main focus.
- We are awaiting the Proposer of [SECMP0046 'Allow DNOs to control Electric Vehicle chargers connected to Smart Meter infrastructure'](#) to agree the next steps regarding the Distribution Connection and Use of System Agreement (DCUSA) governance changes, before any DCUSA Change Proposal can be progressed.

The Proposer is also reviewing the comments received from the industry in the Refinement Consultation, which may require an Ofgem-led consultation to be performed. As the DCUSA changes will need to be presented to Ofgem alongside the SEC changes, we are working with the DCUSA to ensure the most effective progression of the package.

- The January 2020 edition of the CACoP Newsletter has been published, and can be downloaded from the [CACoP](#) page of our website.

## 5. SECAS Time Devoted by Service Area

The total number of resource days in January 2020 was **698**. The division of effort within the reporting month is shown at Driver level below:

	Driver	Days (rounded)
<b>Services</b>	Committee Support	125
	Security and Privacy	129
	Change Management	145
	Party Support and Engagement	80
	Technical and Operational activities	137
<b>Projects</b>	Smarter Markets	3
	Annual Security Obligations	5
	Data Quality	3
	SEC Digitisation	4
	TSIRS Transfer	4
	Operational Metrics Review	48
	SEC Document Review	7
	Market-Wide Half Hourly Settlement	3
	Meter Splitting	2
	Supplier of Last Resort	3
<b>Grand Total</b>		<b>698</b>

**Table 4: Division of Effort by Driver (Days Worked)**



## 6. Helpdesk Activities

The SECAS Helpdesk receives enquiries via email and telephone. There were 29 telephone enquiries and 2,053 email enquiries to the various SECAS mailboxes in January 2020.

The email enquiries received have been grouped into the following categories with the total over the last 12 months shown:

	Jan 19	Feb 19	Mar 19	April 19	May 19	Jun 19	Jul 19	Aug 19	Sept-19	Oct 19	Nov 19	Dec 19	Jan 20
Accessions	59	56	50	28	32	23	14	6	14	40	74	114	48
Sub-Committees	342	298	331	355	304	298	127	262	203	157	272	178	195
Modification Consultation Correspondence	9	2	4	7	11	6	4	2	7	2	2	5	9
SEC Party Contact detail changes	28	39	38	29	41	43	15	40	57	172	120	132	168
General Queries	44	41	40	61	48	39	37	32	41	71	61	93	121
Panel & Board Correspondence	48	45	65	46	52	89	27	43	36	24	25	7	15
Modifications	534	411	423	358	280	291	389	310	425	476	550	311	564
User CIO Assessments	475	500	589	578	962	955	984	717	606	692	619	303	804
Engagement Days	17	87	33	27	39	15	137	41	6	126	17	37	53
Other	76	89	102	55	79	94	144	84	98	69	92	85	76
<b>Total</b>	<b>1,636</b>	<b>1,571</b>	<b>1,677</b>	<b>1,545</b>	<b>1,850</b>	<b>1,855</b>	<b>1,879</b>	<b>1,537</b>	<b>1,493</b>	<b>1,829</b>	<b>1,832</b>	<b>1,265</b>	<b>2,053</b>

**Table 5: SECAS Helpdesk Emails**

## 7. CodeWorks Statistics

CodeWorks is proving to be popular with SEC Parties. To date, the number of users from various categories are as follows:

User Category	Number of CodeWorks Users
BEIS	1
DCC	19
Independent Chair	3
Large Supplier	41
Network	23
Ofgem	5
Other SEC Party	25
Small Supplier	35
<b>Total number of users</b>	<b>152</b>

**Table 6: Total number of CodeWorks Users**

## 8. SEC Meeting Details

The table below provides a summary of all SEC meetings over the last month, and a summary of meetings attended by SECAS personnel on behalf of the SEC Panel and its Sub-Committees:

Category	Meeting	Meeting Date(s)	Summary of Events
SEC Governance Meetings	SEC Panel	17/01/2020	The Panel's regular monthly meeting. Further information on the proceedings of this meeting is available in the public minutes on the <a href="#">SEC Website</a> .
	SECCo Board	17/01/2020	The SECCo Board's regular monthly meeting. The proceedings and minutes of the SECCo Board are confidential.
	Technical Architecture and Business Architecture Sub-Committee (TABASC)	N/A	The TABASC did not meet in January
	Change Board	22/01/2020	The Change Board met to discuss MP086, MP089 and MP091. The meeting documentation is now available via the link below.  <a href="#">SECCB 38 2201 - Meeting Documentation</a>
	Change Sub-Committee (CSC)		The CSC met to discuss a number of Draft Proposals that were for decision. The meeting documentation can be found in the link below.  <a href="#">CSC 11 2801 - Meeting Documentation</a>
	Working Group	N/A	There were no Working Group meetings in January.
	Security Sub-Committee (SSC)	8/01/2020 22/01/2020	Two SSC meetings took place in January 2020. The meeting headlines for the meeting can be found below.  <a href="#">SSC 92 0801 - SSC Meeting Headlines</a> <a href="#">SSC 93 2201 - SSC Meeting Headlines</a>
	SMKI PMA	21/01/2020	The SMKI PMA held one meeting last month and the meeting headlines can be found below.  <a href="#">SECPMA 65 2101 - Meeting Headlines</a>
	Operations Group (OPSG)	7/01/2020 27/01/2020	The OPSG met twice last month. The meeting headlines are available via the link below.  <a href="#">OPSG 28 0701 - Meeting Headlines</a>

Category	Meeting	Meeting Date(s)	Summary of Events
			<a href="#"><u>OPSG 28x 2701 - Meeting Headlines</u></a>
	Testing Advisory Group (TAG)	14/01/2020 17/01/2020 29/01/2020	The TAG met three times in 2020. The minutes are classified as Amber.
	Modifications Question Hour	N/A	There was no Modifications Questions Hour in January.
<b>BEIS</b>	Implementation Managers Forum (IMF)	15/01/2020 30/01/2020	These transitional groups continue to meet on a regular monthly basis. Further information on all transitional meetings is available in the Transitional Governance Update paper, available as part of the monthly SEC Panel paper pack.
	Smart Metering Delivery Group (SMDG)	16/01/2020	
	Technical and Business Design Group (TBDG)	15/01/2020	
<b>DCC</b>	Test Design and Execution Group (TDEG)	N/A	TDEG did not meet in January 2020.

**Table 7: Meetings hosted and attended by SECAS**