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## SEC Change Board Meeting 53

21 April 2021, 10:00 – 10:30

Teleconference

### SECCB\_53\_2104- Draft Minutes

#### Attendees:

Category	Change Board Members
Change Board Chair	David Kemp (DK)
Large Suppliers	Emslie Law (EL)
	Rachel Norberg (RN)
	David Rodger (DR)
	Tim Larcher (TL)
	Alex Hurcombe (AL)
Small Suppliers	Daniel Davies (DD) ( <i>alternate for Carolyn Burns</i> )
	Gareth Evans (GE)
Network Parties	David Mitchell (DM)
	Paul Fitzgerald (PF)
Other SEC Parties	Alastair Cobb (AC)
	Gerdjan Busker (GB)
	Mike Woodhall (MW)
Consumer	Ed Rees (ER)

Representing	Other Participants
Data Communications Company (DCC)	Sasha Townsend (ST)
Smart Energy Code Administrator and Secretariat (SECAS)	Holly Burton (HB) ( <i>Meeting Secretary</i> )
	Ali Beard (AB)
	Kev Duddy (KD)

## Apologies:

Representing	Other Participants
Network Parties	Gemma Slaney (GS)
Small Suppliers	Carolyn Burns (CB)

## 1. Approval of Previous Meeting Minutes

The Secretary confirmed one set of comments had been received from a Change Board member (RN) on the minutes from the previous Change Board meeting held on Wednesday 24 March 2021. The Change Board **APPROVED** the minutes as modified.

## 2. Actions Outstanding

Action Ref	Action
52/01	SECAS to provide an update on how and where written clarity that Low Impact Planned Maintenance will not impact on system availability will be provided.
	<p>SECAS (AB) reported that the DCC had considered that the clarity around what constitutes low impact planned Maintenance is in the legal text. However, they could not guarantee that a low impact change would not cause an incident which would potentially take down the whole system. As with every IT change outages might occur due to unforeseen circumstances</p> <p>Further questions had been asked around if such an outage would then be treated as a major incident, and further clarification on what the DCC considered high impact changes.</p> <p>SECAS will liaise with the DCC to provide a further update at the next Change Board meeting in May 2021.</p> <p>Action: <b>Open.</b></p>
52/02	The DCC to provide an update on what it is doing to manage and challenge the differences in CSP costs.
	<p>The DCC agreed to provide an update at the May 2021 meeting.</p> <p>Action: <b>Open.</b></p>

## 3. MP147 'SMKI Full Extract' Change Board vote

The Change Board was invited to perform the final vote on [MP147 'SMKI Full Extract'](#).

SECAS (AB) noted two responses were received in regard to the Modification Report Consultation, both of which were supportive of this change. One respondent had questioned the DCC cost savings that would be achieved if this modification was implemented. AB reported that the DCC has responded a Preliminary Assessment has not been issued as the majority of SEC Parties were happy with the Proposed Solution and an Impact Assessment to establish the costs to increase the capacity of the current process were not being considered as a solution.

The DCC (ST) highlighted one area of concern as part of the Modification Report, highlighting that there will be DCC system impacts to amend the frequency. Someone within the DCC's Programme should have reached out highlighting that a DCC Assessment is required for this change.

SECAS (AB) responded that a discussion had been held with the DCC on this, where it had been confirmed that as these are internal changes, it will not need to be impact assessed. The DCC (ST) confirmed although there are no costs involved, there will be impacts to the DCC's internal systems and to SEC Parties.

SECAS (AB) clarified that only two Parties were identified where impacts could occur, the first Party was not concerned about these impacts with the second Party (a DCC Service Provider) confirming the impacts will be managed internally and implemented as part of a Maintenance Release, not a SEC Release.

No comments were raised, and the Change Board proceeded to vote.

### Change Board Vote – MP147 decision:

The voting outcome is shown below:

Party Category	Approve	Reject	Abstain	Conclusion
Large Suppliers	5	0	0	Approve
Small Suppliers	2	0	0	Approve
Network Parties	2	0	0	Approve
Other SEC Parties	3	0	0	Approve
Consumers	1	0	0	Approve
Overall conclusion:				Approve

The view of the Change Board is that MP147 will better facilitate SEC Objective (b)<sup>1</sup> for the reasons given in the Modification Report.

The Change Board:

- **AGREED** that MP147 should proceed to vote;
- **AGREED** that MP147 should be **APPROVED** under Self-Governance; and
- **PROVIDED** rationale for this decision against the General SEC Objectives.

There will now be 10 Working Days for any SEC Party who wishes to refer the Change Board's decision to the SEC Panel to do so. This referral period will close at **5pm** on **Thursday 6 May 2021**.

If no referrals are received by this date, then MP147 will be implemented on 24 June 2021 as part of the June 2021 SEC Release.

## 4. MP104 'Security Improvements' Impact Assessment Request

The Change Board was invited to approve the DCC IA request for [MP104 'Security Improvements'](#).

No comments were raised.

<sup>1</sup> Enable the DCC to comply at all times with the objectives of the DCC and to discharge the other obligations imposed upon it by the DCC License

The Change Board **AGREED** that a DCC Impact Assessment should be requested for MP104.

## 5. Use of Microsoft Teams

SECAS (DK) informed the Change Board that a new Microsoft Teams platform is being implemented by SECAS for the Panel and each Sub-Committee including the Change Board. This platform will be where all meeting papers are uploaded to for the Change Board to view, discuss and ask questions within the chat function, to support collaborative working. SECAS advised that within the coming weeks it will circulate to Change Board Members videos and information on how this functionality works and how to use it before it is implemented for full use for the 26 May Change Board meeting.

A Change Board member (AC) highlighted previous problems have been experienced in gaining access to the Teams channel via their external servers. They requested any guidance SECAS has on Microsoft Teams to be sent as soon as possible, in order to address any problems before the next Change Board meeting. Another member (AH) noted issues they had had with connecting for other Sub-Committees and requested if SECAS could work with them to investigate if this was an internal IT issue.

A member (TL) asked if confidential items would still be issued via Egress. SECAS confirmed this would be the case.

**ACTION 53/01:** SECAS (HB) to grant access to all Change Board members to the new Microsoft Teams channel and issue to issue guidance in the week commencing 26 April 2021. Change Board members are requested to raise any problems to [sec.change@gemserv.com](mailto:sec.change@gemserv.com) in order for it to assist further.

## 6. Any Other Business

SECAS (HB) reminded members that communication was circulated on Thursday 15 April 2021 seeking consent to take part in the 2021 Ofgem Cross-Code Administration Performance Survey, specifically in relation to the Smart Energy Code (SEC). Members are requested to respond to the link in the email by **5pm on 4 May 2021**.

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

**Next scheduled meeting date: 26 May 2021**