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SEC Change Sub-Committee Meeting 34_2112

21 December 2021, 10:00 – 11:20

Teleconference

SECCSC_34_2112 – Draft Minutes

Attendees:

Representing	CSC Member
Change Sub-Committee Chair	David Kemp (DK)
Large Suppliers	Emma Johnstone (EJ)
Small Suppliers	Daniel Davies (DD)
	Chris Brown (CB)
Electricity Network Parties	Gemma Slaney (GS)
Other SEC Parties	Alastair Cobb (AC)
	Lynne Hargrave (LH)

Representing	Other Participants
DCC	David Walsh (DW)
	Jordan Cooper (JC) (<i>DP197 Proposer</i>) (<i>part meeting</i>)
Ecotricity	Keith Aldwinckle (KA) (<i>DP196 Proposer</i>) (<i>part meeting</i>)
SECAS	Chris Jackson (CJ) (<i>Meeting Secretary</i>)
	Ali Beard (AB)
	Khaleda Hussain (KH)
	Kev Duddy (KD)
	Joe Hehir (JH)
	Tom Mudryk (TM) (<i>part meeting</i>)

Apologies:

Representing	CSC Member
Consumers	Ed Rees (ER)
Large Suppliers	Emslie Law (EL)
SECAS	Holly Burton (HB)

1. Welcome and Introductions & Approval of Previous Meeting Minutes

The Chair welcomed members to the Change Sub-Committee (CSC) meeting.

The Chair informed the CSC that one set of comments had been received on the minutes from the previous CSC meeting held on 30 November 2021.

The CSC noted that the minutes distributed did not seem to be the modified version; the Chair suggested this was likely a SharePoint migration issue and the updated minutes would be distributed.

The CSC **APPROVED** the minutes as modified.

2. Actions Outstanding

Action Reference	Action
31/01	The DCC to seek feedback on the Communications Hub Firmware Management Overview Document, to ensure it meets industry expectations and report back to the CSC at a future meeting.
	It was previously noted that the DCC (DW) agreed to liaise internally to set up a meeting with EL to discuss why feedback relating to the document had not been addressed. No update was available at this meeting, and so this will be left open until an update can be provided at the January 2022 CSC meeting. Status: Open .
33/01	SECAS to update the legal text for MP109 prior to issuing for Consultation.
	CSC members were informed that the legal text was updated on Tuesday 30 November 2021 and included in the Modification Report Consultation. The latest version can be found on the SEC website here . Status: Closed .
33/02	SECAS to highlight the number of modifications raised urgently by the DCC in the Operations Report for the December 2021 Panel meeting.
	It was noted that SECAS highlighted the points raised by the CSC as part of the Operations Report which was circulated to SEC Panel members on Friday 10 December 2021; please see SEC Panel paper SECP_99_1712_19 for more details. Status: Closed .
33/03	SECAS (AB) to obtain the DCC guidance document for MP077 and circulate to industry, which was originally guaranteed to Parties but never received.
	It was noted that the guidance document for MP077 is still being drafted; this will be circulated to industry as soon as it is made available. Status: Open .

The CSC questioned if it was possible to ensure that the MP077 changes are included in the Business Architecture Document (BAD). The Chair confirmed the BAD was being worked on currently and they would take an action to ensure MP077's inclusion.

ACTION 34/01: SECAS to ensure the MP077 solution is referenced in the Business Architecture Document.

3. SEC Modification Progression

MP141 'SRV Visibility for Devices on SSI'

The CSC was provided with a summary of Modification Proposal [MP141 'SRV Visibility for Devices on SSI'](#).

A CSC member (AC) questioned if this related to Service Request Variants (SRVs) which had been issued to the Device from a previous User or only those of current Users. SECAS (AB) confirmed there was no limitation to how far back it was possible to retrieve data, so information from previous Users could be seen, but there is a limit on the volume of historical data that could be retrieved before the file becomes too large.

The CSC:

- **AGREED** that MP141 should be progressed to Report Phase;
- **APPROVED** the Modification Report;
- **APPROVED** the implementation approach; and
- **AGREED** that MP141 should be progressed as a Self-Governance Modification.

MP179 'DCC Boxed'

The CSC was provided with a summary of Modification Proposal [MP179 'DCC Boxed'](#).

The CSC had no comments.

The CSC:

- **AGREED** that MP179 should be progressed to the Report Phase;
- **APPROVED** the Modification Report;
- **APPROVED** the implementation approach; and
- **AGREED** that MP179 should be progressed as a Self-Governance Modification.

DP196 'Further IVP Extension for pre-SMETS2 v4.2 Devices'

The CSC was provided with a summary of new Draft Proposal [DP196 'Further IVP Extension for pre-SMETS2 v4.2 Devices'](#).

A CSC member (AC) questioned whether it was necessary to extend the Installation Validity Period (IVP) end-dates by another year. SECAS (AB) noted that this had been considered carefully but the

advice from the Technical Architecture and Business Architecture Sub-Committee (TABASC) had been that this was the correct course. SECAS noted this modification was being raised now so it could be properly debated and would not be an urgent matter closer to the current end-dates.

A CSC member (LH) noted that the Supplier of Last Resort (SoLR) process had resulted in a large disruption to Device supply chains over the past few months. There was a so a reticence by some customers to allow installers into their houses due to the coronavirus pandemic, which is delaying installations further. It would not be good to write assets off. SECAS noted that these concerns were addressed within the Modification Report.

A CSC member (CB) noted the first member's concerns but agreed with the highlighted challenges faced as a result of the coronavirus pandemic and noted their appreciation of this issue being raised early.

The DP196 Proposer (KA) noted the supply chain issues being discussed meant that anything which increased supply chain costs should currently be avoided if possible.

The CSC:

- **AGREED** the issue and impact it is having is clearly defined and understood;
- **AGREED** that DP196 should be converted to a Modification Proposal;
- **AGREED** that MP196 should be progressed to the Report Phase;
- **APPROVED** the Modification Report;
- **APPROVED** the implementation approach; and
- **AGREED** that MP196 should be progressed as a Self-Governance Modification.

DP183 'Post Commissioning Obligations'

The CSC was provided with a summary of Draft Proposal [DP183 'Post Commissioning Obligations'](#).

A CSC member (DD) sought confirmation that the DCC knew what needed to be changed, and that this would be developed during the Refinement Process. SECAS (KD) confirmed this was the case.

The CSC:

- **AGREED** the issue and the impact it is having is clearly defined and understood;
- **AGREED** that DP183 should be converted to a Modification Proposal;
- **AGREED** the MP183 should proceed to the Refinement Process; and
- **AGREED** the first package of work and the timetable for MP183.

DP192 'Extended Scheduled Services for SMETS1 Devices'

The CSC was provided with a summary of Draft Proposal [DP192 'Extended Scheduled Services for SMETS1 Devices'](#).

A CSC member (GS) was supportive of the proposal, but considered the timescales were tighter than would be preferred, and that a decision to raise this should have been made by the Smart Metering Equipment Technical Specifications (SMETS) 1 programme sooner. The DCC (DW) agreed that it

was a fair comment and flagged that further proposals would be brought to the CSC in future relating to SMETS1 as the programme identifies further changes needed.

A CSC member (DD) questioned what the cost and impact would be if this proposal was not implemented, and what the alternative would be. The Chair agreed the business case was important here and that this should be investigated as part of the Refinement Process.

The CSC:

- **AGREED** the issue and the impact it is having is clearly defined and understood;
- **AGREED** that DP192 should be converted to a Modification Proposal;
- **AGREED** the MP192 should proceed to the Refinement Process; and
- **AGREED** the first package of work and the timetable for MP192.

DP195 'Security Sub-Committee guidance on Device Assurance'

The CSC was provided with a summary of new Draft Proposal [DP195 'Security Sub-Committee guidance on Device Assurance'](#).

A CSC member (AC) asked that the wording 'Device Assurance' be substituted with 'Device Triage'. The CSC agreed this was more accurate. The Chair agreed this would be raised with the Security Sub-Committee (SSC) Chair for consideration.

A CSC member (AC) was concerned that Parties may not follow the SSC's updated guidance on Device refurbishment and security controls before this modification was implemented. Another member (LH) suggested this proposal would merely support the existing processes. They suggested a statement be included that the guidance already exists, and Parties should be following this before this modification is implemented. SECAS agreed to ensure such wording was included in the proposal and on the SEC website.

ACTION 34/02: SECAS to ensure a statement is included in the DP195 proposal and on the SEC website highlighting that the [SSC Guidance for Device Refurbishment & Security Controls](#) currently exists.

The CSC:

- **AGREED** the issue and the impact it is having is clearly defined and understood;
- **AGREED** that DP195 should be converted to a Modification Proposal;
- **AGREED** the MP195 should proceed to the Refinement Process; and
- **AGREED** the first package of work and the timetable for MP195.

4. Updates to the Prioritisation Matrix

The Chair noted that due to the significant number of modifications being submitted and the high number of open modifications, a mechanism was developed in March 2020 to prioritise proposals to better manage any peaks in workload.

SECAS has had between 50 and 60 open modifications at any one time over 2020 and 2021, around double the number that were open prior to the Summer of 2019. It anticipates the workload to remain high as the smart metering arrangements continue to move to enduring governance and more and more Devices are installed.

The Chair put forward a proposal for managing the modifications that SECAS does not have the capacity to progress, to ensure that those that are being worked on can progress efficiently and effectively to conclusion.

A CSC member (AC) questioned if the intent was that this matrix would be reviewed monthly. The Chair confirmed that this would be brought to the CSC monthly through the timetables paper.

A CSC member (GS) was supportive of the proposed approach to managing queue priority, by also factoring in how long a proposal had been open for. Another member (CB) asked how often SECAS would check that newer proposals added to the queue weren't bumping older ones down. SECAS confirmed that whenever a new modification was raised older modifications would be analysed to determine if any had become redundant. Updates on the queue would be provided to the CSC every month with the impacts of adding new proposals to the queue noted.

A CSC member (LH) questioned if this meant some modifications would never reach the top of the queue. The Chair noted this is expected to be a temporary solution to address the current high capacity of modifications. SECAS (AB) also noted up to a dozen open modifications could reach conclusion within the next two to three months, which would free up capacity for the modifications currently on the queue, subject to any further proposals raised in the interim.

A CSC member (AC) considered that it was not just the administrative capacity of SECAS acting as a bottleneck currently. They suggested this be implemented and reviewed after three months to establish its effectiveness. The CSC supported this approach, and the Chair agreed to add an item to discuss this to the agenda for the April 2022 meeting.

The CSC:

- **ENDORSED** the updated approach to prioritising modifications and proposed approach to queueing modifications; and
- **AGREED** to oversee SECAS's scoring of modification prioritisation and management of the modification queueing each month.

5. SEC Modification Timetables

SECAS (AB) provided an update on the timetables for Modification Proposals currently in the Refinement Process and the next main programme of work for each open modification.

A member (AC) requested additional time to review the documentation and provide comments outside the meeting. The Chair agreed members could continue to submit comments following the meeting.

The CSC **APPROVED** the packages of work and the progression timetables outlined in the paper.

6. SEC Releases Update

SECAS (JH) presented an update on progress with the 2022 SEC Releases.

The CSC:

- **AGREED** the updates to the February 2022 SEC Release;
- **BASELINED** the June 2022 SEC Release Implementation Document for the non-DCC System impacting modifications; and
- **NOTED** the update on the November 2022 SEC Release.

7. Any Other Business (AOB)

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

Next Meeting: 18 January 2022

DRAFT